

Fact sheet

Administration

Easy Read version



About this fact sheet



This fact sheet explains what an administrator does and when you may need one.



It is written in an easy to read way.

Pictures are used to explain some ideas.



When this fact sheet talks about Tasmanian law, it means the *Guardianship and Administration Act 1995 (Tas)*.



The law has been made easy to read and isn't written word-for-word.



You can ask for help to read this document.

A friend, family member or support person may be able to help you.



If you have any questions you can ring the Tasmanian Civil and Administrative Tribunal, Protective Division - Guardianship Stream on **1800 657 500**.



The staff are always available to talk to you.

What is an administrator?



You may need an administrator if you have trouble making your own decisions because of a disability.



An administrator is a person, or organisation, who can make financial decisions for you.



They can make decisions about what happens with your money, and things you own.



The Tasmanian Civil and Administrative Tribunal, Protective Division - Guardianship Stream will decide if you need an administrator.



If you need an administrator they will choose one for you.

What does an administrator do?



Once an administrator has been chosen by the Tribunal they are responsible for looking after your financial affairs.

Your financial affairs are:



- your money



- bank accounts



- things you own.

An administrator might:



- pay your bills or other money that you owe



- take money out of the bank for you



- open or close a bank account for you



- get insurance for you.



The Tribunal will decide exactly how much your administrator will look after for you.

They will write this in a document called an *order*.



An administrator can't make personal or lifestyle decisions for you.



An administrator must:

- always make sure they do what is best for you



- encourage and help you to look after your own financial affairs



- talk to you about what you want before making a financial decision.

Who can be an administrator?



Someone from your family, or a friend, can be your administrator.



Under Tasmanian law there are rules about who can be your administrator.



If your family or friends don't meet the rules, the Tribunal will choose an organisation to make financial decisions for you.



Public Trustee

The organisation is called the Public Trustee.



The Public Trustee is also used in emergencies.



For example, if you are likely to be evicted from your home, or are about to lose a lot of money, and don't have an administrator to help you.



In an emergency the Public Trustee will make decisions for you for up to 28 days.

When does the Tribunal choose an administrator?



The Tribunal will contact you to invite you to a hearing.



A hearing is like a meeting.



All the people involved in your administrator application will be invited.



This may include your:

- family
- friends
- carer
- advocate or lawyer
- support worker.





At the hearing they will talk about all the reasons why you may need an administrator.



You will be able to talk about what you would like to happen.



At the end of the hearing the Tribunal will decide:

- if you need an administrator
- who your administrator will be.



Tasmanian law says that when the Tribunal are deciding they must:



- find a way that still lets you have as much freedom as possible



- do what is best for you



- make sure your wishes are carried out.

What happens now?



If the Tribunal chooses an administrator for you, they will check up on them regularly.



They will make sure:

- you still need an administrator
- your administrator is doing what they are required to do.



If the Tribunal doesn't think your administrator is doing a good job, they can choose a new administrator for you.



If your administrator doesn't do a good job looking after your financial affairs, they might have to pay you back.

The Tribunal will decide.



Your administrator can ask the Tribunal for advice and help.



They can also read more information in **The Private Administrators Handbook**.

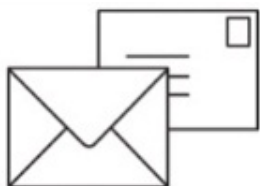
Contact us



1800 657 500



guardianship@tascat.tas.gov.au

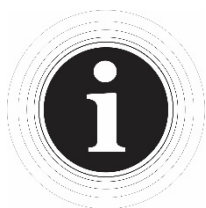


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