

Fact sheet 3

Administration

3

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 Guardianship and Administration Board on **1300 799 625**.



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 Guardianship and Administration Board, also known as the Board, 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 Board 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 Board 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 Board 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 Board choose an administrator?



The Board 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 Board will decide:

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



Tasmanian law says that when the Board 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.



There are videos on the [Board's website](#) that explain what happens at a hearing.

What happens now?



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

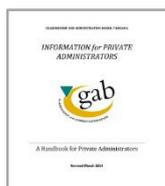


If your administrator doesn't do a good job looking after your financial affairs, they might have to pay you back.

The Board will decide.



Your administrator can ask the Board for advice and help.



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

Contact us



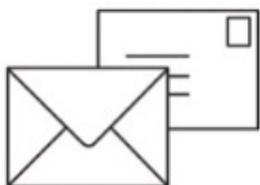
1300 799 625

or

03 6165 7500



guardianship@justice.tas.gov.au



Level 1

54 Victoria Street

Hobart

Tasmania 7000



www.guardianship.tas.gov.au



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