

What does my administrator do?



If you have an administrator, your administrator is allowed to make some choices for you.

Making choices is sometimes called **making decisions**.



Your administrator is allowed to make decisions for you about your money and the things you own.

Sometimes they may help you to make your own decisions about these things.



Who decides that you need an administrator?

The **Victorian Civil and Administrative Tribunal**

decides if you need an administrator to help you. In this fact sheet we call it the **Tribunal**.



If the Tribunal decides you need an administrator, it will make an administration **order**. An order is where the Tribunal writes down who your administrator is and what decisions they can make for you.

Most orders say that your administrator can make decisions about how to:

- save your money for you
- spend your money for you

For example, to pay your gas bill.





- look after things that you own that cost a lot.
For example, if you own your home they can choose to pay for repairs with your money.



How should your administrator make decisions?

Your administrator should find out what decisions need to be made.

For example, you may want to go on a holiday.

Your administrator may need to make a decision about:



- if you can use your money to do this and
- whether you will have enough money for other things you need to pay for to live, if you go on the holiday.



Before your administrator makes a decision, they should check if they are allowed to make it. To find out, they look at what the Tribunal said in the order.



Your administrator should then check if they can **support** you to make the decision. Support means help you.

They should do what they can to help you to make your own decision about your money if you can make the decision.



The law says you can make a decision if you can:

- understand the information to make your decision
- remember the information to make your decision
- think about both the good and bad things that might happen because of the decision and
- let people know your decision in some way.

For example, you tell them, or you point or nod.

What happens if you can make the decision with support?



If you can make the decision with support, then you make the decision.



For example, your administrator may support you by explaining information in a way you can understand.

Or someone else may also support you to make a decision.

What happens if you can not make the decision?



If you can **not** make the decision, your administrator makes the decision for you.



To make the decision, your administrator should:

- find out what you want and what is important to you
- try to make the decision that you want, unless it will be very bad for you.



For example, it might be very bad for you if you spend too much of your money, can **not** pay your rent, and then end up with nowhere to live.



If your administrator can **not** find out what you want, they should try to make a decision that helps you to be happy and healthy. To do this, they should think about the important things in your life. For example, your friends or family, your community, or your pet.



Other things your administrator should do

There are other things your administrator should do.

For example, they should:

- help protect you from abuse. For example, help protect you from someone taking your money
- help you get better at making decisions
- help look after your money and the things you own
- help you get Centrelink money if you can
- do a report to the Tribunal each year about the money and things you have, and how they have been used.



Where to get more information

For more information contact the

Office of the Public Advocate.

Phone: 1300 309 337

www.publicadvocate.vic.gov.au