

Fact sheet 1

What is the Guardianship and Administration Board?

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Easy Read version



About this fact sheet



This fact sheet explains what the Guardianship and Administration Board is and what they do.



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.

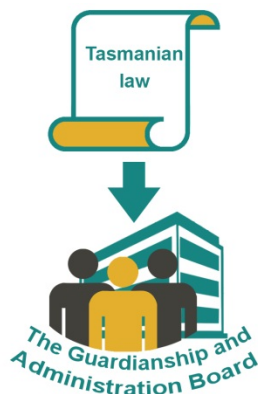


If you have any questions you can ring the Guardianship and Administration Board on **1300 799 625**.



The staff are always available to talk to you.

What is the Guardianship and Administration Board?



The Guardianship and Administration Board is a special organisation set up under Tasmanian law.



It is also known as the Board.



The Board helps Tasmanians with disability who are having trouble making their own decisions.



They will decide if a person needs someone to make decisions for them.



The Board will then choose a person, or organisation, to make those decisions.

What does the Board do?

The Board can choose the type of people to make decisions for you:



Guardian

A guardian is a person who can make personal and lifestyle decisions for you.



They might make decisions about:

- where you live



- your health care



- support services you need.



Administrator

An administrator is a person who is responsible for looking after your financial affairs.



Your financial affairs are:

- your money



- bank accounts



- things you own.



When the Board chooses a guardian or administrator for you, they will check up on them regularly.



They will make sure:

- you still need a guardian or administrator



- your guardian or administrator is doing what they are required to do.

The Board can also:



- give approval for you to receive medical, dental or special treatments



- approve the use of restrictive practice – this is when something is done to stop you from:
 - hurting yourself
 - hurting others
 - damaging something



- make a will for you if you haven't already made one – a will is a legal document that says what will happen to the things you own when you die



- give advice to your
 - administrator
 - guardian
 - enduring guardian
 - enduring attorney.



Enduring guardians and enduring attorneys are people you choose to make decisions for you.



You choose them yourself, without help from the Board.



The Board keeps a record of enduring guardians.



The Board can check up on them and make sure they are doing a good job.

Who can apply for help from the Board?



Anyone can ask the Board for help if they:

- are worried about you
- think you may need the help of an administrator or guardian to make decisions.



They need to fill out an application form and send it to the Board.



It doesn't cost anything.



It's a good idea for them to talk to the Board before they fill out an application form.



You, or your support person, can also ask the Board for help.

If you already have an administrator or guardian, you can ask the Board to:



- check up on whether they are doing a good job



- think about choosing a new administrator or guardian for you.

How does the Board decide who needs help?



Most applications need to include a *Health Care Professional Report*.



The report must be written by your doctor or psychologist.



The report needs to say whether you have:

- a disability
- trouble making decisions.



The Board will talk to everyone involved in your application and get more information.



It will usually take the Board 45 days to get all the information they need.



The Board will then contact you to invite you to a hearing.



A hearing is like a meeting.



All the people involved in your application will be invited.



This may include your:

- family



- doctor



- friends



- carer



- advocate or lawyer



- support worker.



At the hearing they will talk about all the reasons why you may need a person to make decisions for you.



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 a person to make decisions for you.



They will also decide who that person, or organisation, 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.



If there is an emergency, the Board may choose an organisation to make decisions for you.



They will be called a Public Guardian or Public Trustee.



Public Trustee



This will happen without a hearing.



They will be able to make decisions for you for up to 28 days.

Who is part of the Board?



The Governor of Tasmania chooses members to be part of the Board.



They are chosen because they have experience making decisions about people with disability.



The law says there must be 5 members.



There must also be a President and Deputy President.



The President must be a lawyer.



The other members may have skills and experience in:



- accounting
- social work
- law
- health and welfare services.



There is more information about the Board in the **Annual Reports** they publish once a year.

Contact us



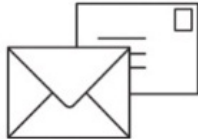
1300 799 625

or

03 6165 7500



guardianship@justice.tas.gov.au



Level 2

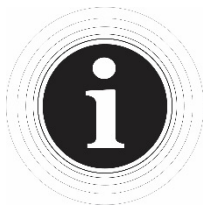
144 Macquarie Street

Hobart

Tasmania 7000



www.guardianship.tas.gov.au



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