



Government
of South Australia

Office of the Public Advocate

Administration orders

Easy Read fact sheet

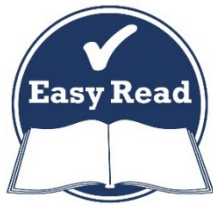


How to use this fact sheet



The Office of the Public Advocate (OPA) wrote this fact sheet.

When you see the word 'we', it means OPA.



We wrote this fact sheet in an easy to read way.

We use pictures to explain some ideas.

Not bold
Bold

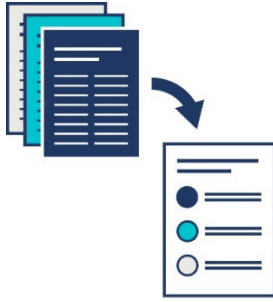
We wrote some important words in **bold**.

This means the letters are thicker and darker.



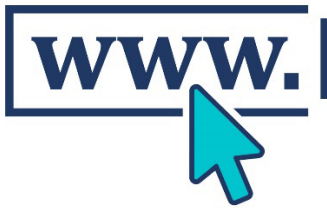
We explain what these words mean.

There is a list of these words on page 13.



This Easy Read fact sheet is a summary of another fact sheet.

This means it only includes the most important ideas.



You can find the other fact sheet on our website.

www.opa.sa.gov.au/information-service/fact-sheets



You can ask for help to read this fact sheet.

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

What is an administration order?



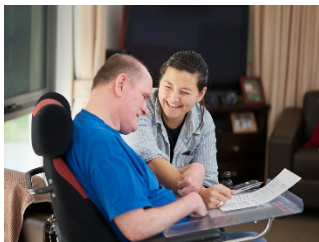
An **administration order**:

- is a legal document
- tells someone they must have an **administrator**.



An administrator is someone who makes decisions for another person about:

- their money
- things they own that have a lot of value
- legal matters.



Someone might need an administrator if they can't make decisions:

- on their own
- without support.

You might have:



- 1 administrator



- 1 or more administrators.

Your administrator might be someone who:



- already knows you very well



- is chosen to be your administrator.

Where do you get an administration order?



The South Australian Civil and Administrative Tribunal (SACAT) can make an administration order.



SACAT help people find ways to work out:

- problems
- disagreements.



SACAT finds ways that:

- are fair
- follow the law.

SACAT can decide if you need an administrator to make decisions for you about:



- your money



- things you own that have a lot of value



- legal matters.



SACAT should **review** your administration order every 3 years.



When you review something, you check to see if it:

- works well
- needs to be better.

When might you need an administration order?

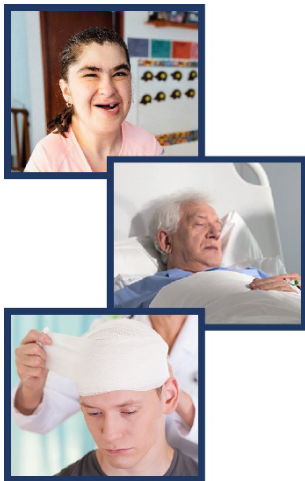


SACAT only makes administration orders in some situations.



SACAT can make an administration order when a person can't make decisions on their own.

You might not be able to make decisions because your brain or mind is affected by:



- a disability
- an illness
- an injury.



You might not agree with the decisions your family or friends help you make.

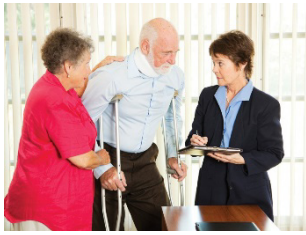


You might not have family or friends around who can help you make decisions.



You might not have ways to make decisions that work well.

What will your administrator do?



Your administrator should try to find out as much as they can about you.

Your administrator should:



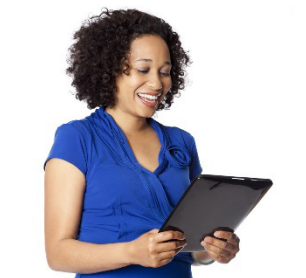
- talk to you



- talk to your family and friends



- meet with people who support you



- read reports about you.



Your administrator must respect what you want.



Your administrator must respect your **culture**.

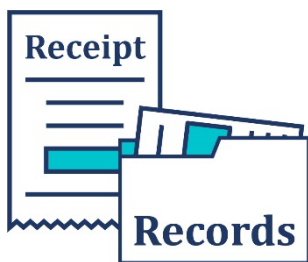


Your culture is:

- your way of life
- how you think or act now because of how you grew up
- what you believe and is important to you.



Your administrator must respect your privacy.



Your administrator must keep good:

- receipts
- records.



Your administrator must make reports each year about how you used your money.

What if you don't agree with your administrator's decisions?



If you don't agree with your administrator's decisions, you can complain.



You can ask SACAT to review your administration order too.

You can apply to SACAT to have your administration order:



- changed



- cancelled.

Word list

This list explains what the **bold** words in this document mean.



Administration order

An administration order:

- is a legal document
- tells someone they must have an administrator.

Administrator

An administrator is someone who makes decisions for another person about:

- their money
- things they own that have a lot of value
- legal matters.



Culture

Your culture is:

- your way of life
- how you think or act now because of how you grew up
- what you believe and is important to you.



Review

When you review something, you check to see if it:

- works well
- needs to be better.



Contact us



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