

Does the Adult usually reside in Queensland?

Yes No

Is the Adult registered as a missing person in Queensland or any other State/Territory or Country?

Yes No

If yes, please provide details below and attach any reports (e.g. police reports) in your possession.

Is it known whether the Adult is alive?

Yes No

Describe the circumstances under which the Adult went missing?

Outline the efforts that have been made to locate the Adult?

With whom did the Adult reside at their last known home address?

Has it been at least 90 days since the Adult contacted anyone who lives at their last known home address?

Yes No

When did the Adult last make contact with anyone at their last known address?

Has it been at least 90 days since the Adult contacted any relative or friend with whom they would be likely to communicate?

Yes No

When did the Adult last contact any relative or friend with whom they would be likely to communicate?

With whom did the Adult last communicate and what is that person's relationship to the Adult?

1. Known relatives and friends

List all of the known relatives and friends who have a close and continuing relationship with the Adult. Photocopy or print this page as many times as needed for additional relatives and friends.

Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	Given name/s	Surname/Family name

Full postal address

<input type="text"/>

Suburb

<input type="text"/>

State/Territory

<input type="text"/>

Postcode

<input type="text"/>

Contact details

<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile phone number	Daytime phone number	Email

Relationship to the Adult

<input type="text"/>

- TICK ONE BOX:**
- I have spoken to this person and they agree with this application.
 - I believe they will agree to this application but I have not been able to speak with them.
 - I have spoken to this person and they do not agree with this application.
 - I believe they will not agree to this application but I have not been able to speak to them.

Known relatives and friends

Name

Title

Given name/s

Surname/Family name

Full postal address

Suburb

State/Territory

Postcode

Contact details

Mobile phone number

Daytime phone number

Email

Relationship to the Adult

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Part B

APPOINTMENT OF AN ADMINISTRATOR

An administrator is a person who can make decisions about financial matters for another adult.

1. Why is the appointment of an administrator required?

2. How are the adult's financial decisions currently being made?

(please tick and explain briefly below)

<input type="checkbox"/>	by an attorney designated under an enduring power of attorney (please attach a copy of the document and provide details about the attorney/s)
<input type="checkbox"/>	by an administrator appointed in Queensland or another State/Territory (please attach a copy of the order)
<input type="checkbox"/>	informally (please provide details in Part A – known relatives and friends or known service providers)
<input type="checkbox"/>	other (please specify below)

3. Financial details

Please complete the Adult's financial details to the best of your knowledge.

Adult's fortnightly income

Pension	\$	Other	\$
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Adult's fortnightly expenditure

Accommodation	\$	Telephone	\$
Gas/electricity	\$	Vehicle	\$
Food	\$	Other	\$
Credit card/mortgage/other loan repayments			\$

Adult's assets	Ownership	Current balance
Bank	<i>Name of bank/institution</i>	<input type="checkbox"/> Jointly <input type="checkbox"/> Sole
		\$
Bank	<i>Name of bank/institution</i>	<input type="checkbox"/> Jointly <input type="checkbox"/> Sole
		\$
Bank	<i>Name of bank/institution</i>	<input type="checkbox"/> Jointly <input type="checkbox"/> Sole
		\$
Please attach copies of relevant accounts/statements		Total
		\$

		Ownership	Current value
Real estate	<i>Address</i>	<input type="checkbox"/> Jointly <input type="checkbox"/> Sole	\$
Car	<i>Model</i>	<input type="checkbox"/> Jointly <input type="checkbox"/> Sole	\$
Shares		<input type="checkbox"/> Jointly <input type="checkbox"/> Sole	\$
Superannuation	<i>Company name</i>	<input type="checkbox"/> Jointly <input type="checkbox"/> Sole	\$
Trusts/Private companies		<input type="checkbox"/> Jointly <input type="checkbox"/> Sole	\$
Other financial interests		<input type="checkbox"/> Jointly <input type="checkbox"/> Sole	\$

Adult's debts		Current balance	
Mortgage	<i>Lender</i>	<input type="checkbox"/> Jointly <input type="checkbox"/> Sole	\$
Other loans	<i>Lender</i>	<input type="checkbox"/> Jointly <input type="checkbox"/> Sole	\$
Credit cards	<i>Details of card 1</i>	<input type="checkbox"/> Jointly <input type="checkbox"/> Sole	\$
	<i>Details of card 2</i>	<input type="checkbox"/> Jointly <input type="checkbox"/> Sole	\$
Debts to friends or family			\$
Other debts owing			\$

Part C WHO SHOULD BE THE ADULT'S ADMINISTRATOR/S?

the Public Trustee of Queensland (proceed to Part D)

yourself and/or somebody else

All proposed private administrators must complete and sign:

- Appropriateness and competence advice (Question 2); and
- [Financial Management Plan for proposed administrators.](#)

1. How should the administrator/s be appointed?

Solely
 Jointly
 Jointly and severally
 Successively

ONLY COMPLETE THE APPROPRIATENESS AND COMPETENCE ADVICE IF YOU ARE NOT SEEKING THE APPOINTMENT OF THE PUBLIC TRUSTEE OF QUEENSLAND OR PRIVATE TRUSTEE COMPANY

2. Appropriateness and competence advice

I
Given name/s *Surname/Family name*

of
Address

agree to the proposed nomination as administrator for

Insert Adult's full name

and do solemnly and sincerely declare as follows:

1. I am not under the age of 18 years.
2. I am not, nor have I ever been, a paid carer for the Adult.
3. I am not a health provider for the Adult.
4. I do not have a criminal history in Queensland or elsewhere.
5. I have not been refused or removed from an appointment as a guardian, administrator, attorney or other person making a decision for someone else, in Queensland or elsewhere.
6. I am not bankrupt or taking advantage of the laws of bankruptcy under the *Bankruptcy Act 1966* or a similar law of a foreign jurisdiction.
7. I have never been bankrupt or taken advantage of the laws of bankruptcy under the *Bankruptcy Act 1966* or a similar law of a foreign jurisdiction.
8. I am not proposing to make, and have never made, an arrangement with my creditors under the *Bankruptcy Act 1966* or a similar law of a foreign jurisdiction.
9. I am not and never was a director, secretary or partner, or involved in the management of a corporation, partnership or other entity that is proposing to be, is or has been under external administration.
10. There is no likely conflict between my duties as administrator for this Adult and either:
 - (a) my own interests or the interests of anyone in a close personal or business relationship with me, or
 - (b) any other duties I may have as a guardian or administrator for any other person.

Proposed administrator's signature

Date

Place of birth

WARNING

Section 216 of the *Queensland Civil and Administrative Tribunal Act 2009* makes it an offence for a person to knowingly give the registry documents containing false or misleading information.
Maximum penalty for such an offence – 100 penalty units.

Part D

APPLICANT

Name

Title

Given name/s

Surname/Family name

Full postal address

Suburb

State/Territory

Postcode

Contact details

Mobile phone number

Daytime phone number

Email

What is your relationship to the Adult?

CHECKLIST

- I have completed all of the questions in this application form according to the instructions.
- I have attached all relevant documents.
- The appropriateness and competence advice has been completed.
- I am ready to proceed with this application.

WHAT YOU NEED TO KNOW

- you are expected to attend the hearing
- you are expected to bear your own costs in attending the hearing including the costs of any telephone calls
- if you become aware that the adult is alive or has died, please notify the Tribunal as soon as possible
- you may seek to withdraw this application in writing (stating your reasons) but the Tribunal may not approve the withdrawal

WARNING

Section 216 of the *Queensland Civil and Administrative Tribunal Act 2009* makes it an offence for a person to knowingly give the registry documents containing false or misleading information.

Maximum penalty for such an offence – 100 penalty units.

SIGN AND DATE HERE

The information in this application is true to the best of my knowledge.

Applicant/s sign here

Date

Print name/s

LODGEMENT DETAILS

Deliver to:	Mail to:	Email to:
Queensland Civil and Administrative Tribunal Floor 11, 259 Queen Street Brisbane Qld 4000 or at any local Magistrates Court	Queensland Civil and Administrative Tribunal GPO Box 1639 Brisbane Qld 4001	enquiries@qcat.qld.gov.au

INSTRUCTIONS FOR COMPLETING FORM 61

Application for appointment of an administrator for a missing person

QCAT may appoint an administrator under the *Guardianship and Administration Act 2000* to make decisions about financial matters for an adult who usually resides in Queensland and is a missing person if the Tribunal is satisfied:

- there is, or is likely to be, a need for a decision about the Adult's finances or property; and
- without an appointment the Adult's interests would be adversely affected.

The Tribunal may be satisfied an adult is a missing person only if the Tribunal is satisfied that:

- it is not known whether the Adult is alive; and
- reasonable efforts have been made to locate the Adult; and
- for at least 90 days, the Adult has not contacted anyone who lives at their last-known home address, or any relative or friend with whom the Adult is likely to communicate.

HOW TO COMPLETE THE FORM

PART A — Details about the missing person

You must tell us the following details:

- contact details for the Adult;
- whether a previous application about this person has been made to QCAT.
- whether the person usually resides in Queensland;
- whether the person is registered as a missing person in Queensland or any other State/Territory or Country;
- the circumstances under which the Adult went missing;
- the efforts that have been made to find the Adult;
- with whom the Adult resided at their last-known home address;
- when the Adult last made contact with anyone;
- details of the Adult's relatives and friends.

Part B - Appointment of an administrator

An administrator is a person who can make decisions about financial matters for another Adult. You must tell us why the appointment of an administrator is required and provide details of the Adult's finances to the best of your knowledge.

The Tribunal will only appoint an administrator if there is no other way to ensure that the interests of the person concerned are not adversely affected. You must tell us how the Adult's financial decisions are currently being made.

The person you propose to be the administrator should be someone who is willing, competent and available.

Part C - Who should be the missing person's administrator?

You can propose yourself, a family member, a friend, the Public Trustee or a private trustee company. If you propose someone other than the Public Trustee or a private trustee company, the proposed appointee must complete the appropriateness and competence advice and the [Financial Management Plan](#).

A person is eligible for appointment as an administrator for an Adult if the person is:

- at least 18 years old;
- not a paid carer for the Adult;
- not a health provider for the Adult;
- not bankrupt or taking advantage of the laws of bankruptcy.

The Tribunal may appoint one or more administrators. If the Tribunal appoints more than one administrator, the administrators may be appointed:

- Jointly – all appointed administrators must make decisions together.
- Jointly and severally – the appointed administrators can make decisions together or one of them can make the decision.
- Successively – the successive administrator can make decisions when the first appointed administrator is no longer able to do so.

Part D - Applicant

The applicant is the person completing the application. You must provide your contact details and tell us your relationship to the Adult.

Confidentiality

The principles of natural justice and procedural fairness require that the active parties to a proceeding be given the opportunity to respond to, and make submissions about, any document or other information before the Tribunal that the Tribunal considers to be credible, relevant and significant to an issue in the proceeding. Active parties are entitled to inspect such documents and information before the Tribunal subject to the terms of any confidentiality order made by the Tribunal.

A confidentiality order may only be made if the Tribunal is satisfied that such an order is necessary to avoid serious harm or injustice to a person.

Each of the following persons is an active party:

- a) the Adult;
- b) if the Adult is not the applicant – the applicant;
- c) if the proceeding is for the appointment or the reappointment of a guardian, administrator or attorney for the Adult – the person proposed for appointment or reappointment;
- d) any current guardian, administrator or attorney for the Adult;
- e) the Public Guardian;
- f) the Public Trustee of Queensland;
- g) a person joined as a party to the proceeding by the Tribunal.

In proceedings about restrictive practices, the active parties might also include:

- the chief executive (disability services);
- in particular circumstances, the Chief Psychiatrist;
- in particular circumstances, the director of forensic disability
- a service provider providing disability services to the Adult.

Checklist

Go through the checklist to ensure you have completed the requirements and have attached all relevant documents.

Important: All proposed administrator/s except the Public Trustee of Queensland and a private trustee company must complete and sign:

- an appropriateness and competence advice; and

- a [Financial Management Plan](#).

The [Financial Management Plan](#) is available at qcat.qld.gov.au or by calling the QCAT registry on 1300 753 228.

Can I withdraw the application?

You can apply to the Tribunal for leave to withdraw the application by making an application under [Form 58 – Application for leave to withdraw an application or referral / Notice of withdrawal of application or referral](#).

Information about applying to the Tribunal for leave to withdraw your application is available at qcat.qld.gov.au or by calling the QCAT registry on 1300 753 228.

NOTE: The Tribunal may not approve the withdrawal.

Protecting your privacy

We collect your contact details to ensure QCAT proceedings comply with the *Queensland Civil and Administrative Tribunal Act 2009*. We may contact you to help evaluate QCAT operations. You do not have to participate in feedback or surveys. If you do participate, no identifying information will be published. We will not disclose your contact details or any other personal information to a third party unless required by law.