

# Administration for adults

An administrator is a person appointed by QCAT to help adults with impaired decision making capacity with financial and legal decisions. This ensures that the adult's needs are met and their financial interests are protected.

## Impaired decision making capacity explained

There are three elements to making a decision including:

- understanding the nature and effect of the decision
- freely and voluntarily making a decision
- communicating the decision in some way.

If an adult cannot carry out any part of this process for decision making, they are said to have impaired decision making capacity.

## Decisions administrators make

Generally, administrators are given the authority to make decisions such as:

- buying or selling property
- maintaining property
- paying bills
- making business decisions
- managing investments.

If the adult can communicate their views and wishes, administrators should consider these when making decisions.

## Who can apply for appointment as administrator

Family members, close friends, professionals or anyone who has a genuine and continuing interest in the welfare of an adult with impaired decision making capacity can apply for an administrator to be appointed.

Appointees must be over 18 years of age and not a paid carer for the adult.

## About trustee appointments

QCAT may appoint [The Public Trustee](#) or a private trustee company to act on the adult's behalf if there is no one close to the adult willing to act as administrator, there is a dispute about who should act or there are complex decisions to be made.

## Length of appointment and reviews

QCAT may appoint an administrator for a period of up to five years. Appointments are reviewed before the end of the appointment or earlier if QCAT considers it necessary.

## Applying for an administrator to be appointed

Please complete and lodge:

- [Form 10 – Application for administration/guardianship appointment or review](#)
- [Report by medical and related health professionals](#)
- [Financial management plan – proposed administrator](#)

Once your application has been reviewed, QCAT will contact you about next steps.

Application forms are available from [qcat.qld.gov.au](http://qcat.qld.gov.au), the QCAT registry or local Magistrates Court (excluding Brisbane).

---

**Administrators are not allowed** to make decisions about personal or health care matters, unless they have also been appointed as the adult's guardian or as attorney for personal matters under an [enduring power of attorney](#).

See QCAT's [guardianship for adults](#) fact sheet for more information.

---

### Contact information

#### QCAT - Brisbane

Phone: 1300 753 228

Email: [enquiries@qcat.qld.gov.au](mailto:enquiries@qcat.qld.gov.au)

#### Outside of Brisbane

Your local Magistrates Court (excluding Brisbane) can supply and accept all QCAT application forms. To find your nearest Magistrates Court, go to [courts.qld.gov.au](http://courts.qld.gov.au) or look up Queensland Magistrates Court in the phone book.

#### Other organisations

Office of the Public Guardian

1300 653 187 [publicguardian.qld.gov.au/adult-guardian](http://publicguardian.qld.gov.au/adult-guardian)

The Public Trustee

1300 360 044 [pt.qld.gov.au](http://pt.qld.gov.au)

Department of Justice and Attorney-General (enduring power of attorney)

13 QGOV (13 74 68) [qld.gov.au/law/legal-mediation-and-justice-of-the-peace/power-of-attorney-and-making-decisions-for-others/power-of-attorney/](http://qld.gov.au/law/legal-mediation-and-justice-of-the-peace/power-of-attorney-and-making-decisions-for-others/power-of-attorney/)

*This fact sheet provides general information and should not be considered legal advice. If you are unsure about your legal rights, you should seek legal advice. Your individual circumstances should determine any actions taken to resolve your dispute.*

March 2017