



Public Trustee

# What the Public Trustee does as plenary administrator (money manager)



Disclaimer: We only collect the information we need to meet our obligations and do everything to keep your personal information safe. For more information see our Information Privacy Statement on our website.



Public Trustee

## About this booklet

This booklet is written by the Public Trustee of Western Australia. When you see the word **we** it means Public Trustee of Western Australia.



This booklet is written so it is easy to read. The first time we use hard words we write them in **blue**. Then we explain what the word in **blue** means.



You can get someone to help you:

- read this booklet
- know what this booklet is about.



You can ask for more information.

## What does plenary administrator mean?



A **plenary administrator** is a person or organisation that looks after money for someone who can't do it themselves.



We are your plenary administrator because the **State Administrative Tribunal** made the decision after no one else was willing or able to do this.



The State Administrative Tribunal is a special court that can make many decisions about many things.



As your administrator, the Public Trustee will make sure your money is looked after properly.

## What happens?



We will give you a **Trust Manager** who looks after your money.



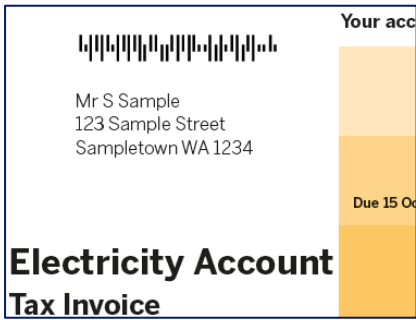
Trust Managers are expert money managers who work for the Public Trustee.



We create a **budget** so your money is spent wisely. A budget is a plan for how your money will be spent.



We collect any money you should receive. This includes pensions, wages, dividends or rent from properties.



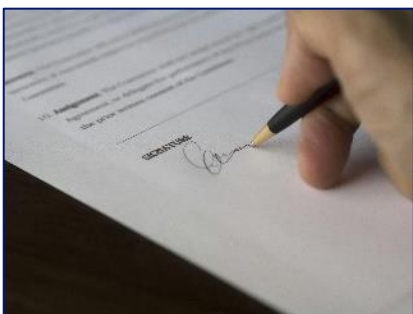
We will pay your bills such as rent, electricity, water, gas, chemist, internet and phone.



We will look after any property you own. This includes paying for insurance, rates, repairs and maintenance.



We manage any investments you may have, like shares or property, making sure they are safe and grow over time.



We help with any legal matters related to your money. This includes things like signing contracts and agreements.



We make sure your money is not wasted or stolen by making good decisions about how to use your money and property.



We provide peace of mind by making sure everything to do with your money is looked after.

## Do I still get money to spend?



We provide an **allowance** for your daily expenses. This is a set amount of money you can afford to use for things you need.



We will explain how your money is used and listen to your views – but we must make the decisions.



We will also help manage unexpected costs or changes in income.

## What if I need more help?



Get in touch with **community resources** that can help you with other needs.



Community resources are places and services that help with things like education, food, mental health, and jobs.



We will budget to pay for health care and medicine, so you get looked after.



We try to plan for your future and save for large expenses.



You can ask your Trust Manager what decisions are made about your money and property.

Statement of Transactions	
Client Reference:	Contact:
Public Trustee Activity PM / 1	
Date	Transaction Details
Opening Balance as per Statement of Account Dated 19/10/2023	
NAB ACCOUNT	JOONDALUP
13-NOV-23	NAB FUNDS
NAB ACCOUNT	JOONDALUP
13-NOV-23	NAB FUNDS

We provide a yearly statement of what your money is spent on.



If you are not satisfied with your Trust Manager's decision, you can ask them why they made that decision.



We look at complaints and work to fix them.

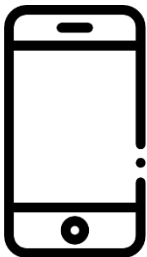
## Contact Us



Your Trust Manager's email or  
[public.trustee@justice.wa.gov.au](mailto:public.trustee@justice.wa.gov.au)



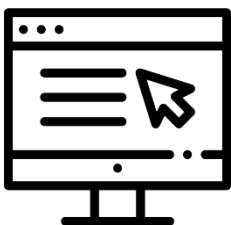
GPO Box M946  
PERTH WA 6843



Your Trust Manager's phone number or  
1300 746 212



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You can learn more about what the  
Public Trustee does at  
[www.publictrustee.wa.gov.au](http://www.publictrustee.wa.gov.au)