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### SOUTHWEST ADVOCACY ASSOCIATION INC.

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### GUARDIAN/PARENT/PRIMARY CARER AUTHORITY

Explanation

- Name of Advocate
- Explain rights and responsibilities of advocate (see overleaf)
- Name of client
- List similar matters (see overleaf)
- Name of client
- Name of advocate
- Specific rights arise from the Information Privacy Act 2000, Freedom of Information Act 1982 & the Health Records Act 2001

Through this authority I/we appoint \_\_\_\_\_

of Southwest Advocacy Association to advocate on behalf of

\_\_\_\_\_

in the matter of

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

being that I am/we are the guardian/parent/primary carer of the above person.

This authorization gives \_\_\_\_\_ the right to speak, act or

write on behalf of \_\_\_\_\_

in accordance with my/our instructions.

I/We also give \_\_\_\_\_ my/our permission to seek and be

provided with access to any information or documents held by you pertaining to

\_\_\_\_\_.

Please release those documents and that information to which \_\_\_\_\_

has/have access rights to.

This authority is valid until \_\_\_\_\_ (date)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

### **Note to Guardian/Parent/Primary Carer**

Thank you for agreeing to sign a Guardian/Parent/Primary Carer Authority for Southwest Advocacy Association.

Our advocates are better able to assist you when they have one of these Authorities, as some agencies (e.g. Centrelink, hospitals, solicitors, local councils, etc.) will not release information or documents to anyone but the person named in them. The Authority you signed gives permission to our advocates to ask for these documents and information.

**You have the right to withdraw your permission at any time.** Please inform SWAA if you wish to revoke this Authority.

Our advocates have been trained to make sure that any documents or information that they receive is kept safe, secure and private.

If you have any problems about this, please ask our advocate, Co-ordinator or the President of Southwest Advocacy.

### **Note to SWAA staff**

You must explain to the Guardian/Parent/Primary Carer the purpose of the Authority, and what it entitles you to do on the Guardian/Parent/Primary Carer's behalf, before they sign their Authority.

1. The purpose of an Authority is to provide written proof that the Guardian/Parent/Primary Carer has appointed you as advocate for the person in their care in a certain matter.

Advocates have the power to do whatever the person signing the Authority (the 'principal') has the power to do, within the context of the terms of the Authority. For example, if a Guardian/Parent/Primary Carer signs the Authority appointing you as advocate for a child protection issue, you cannot rely upon the Authority to seek information from a bank regarding their bank account balance.

Advocates have a responsibility to consult with their principals (the Guardian/Parent/Primary Carer) wherever possible. The power to decide remains with the Guardian/Parent/Primary Carer; the advocate acts within the terms of the instructions given.

Ensure that Guardian/Parent/Primary Carer instructions are clear and are recorded in writing on the SWAA Client File. You may even wish to have the Guardian/Parent/Primary Carer sign the recorded instructions.

2. Where the Guardian/Parent/Primary Carer has numerous subject areas to be addressed, many matters may be covered by one Authority (list them all), but several Authorities should be used for unconnected subjects.
3. You should advise the Guardian/Parent/Primary Carer of the meaning of the Authority and refer them to the various Acts which give rise to information access rights. Guardian/Parent/Primary Carer must also be provided with the SWAA Privacy Statement.

Guardian/Parent/Primary Carer's should sign in pen or permanent ink, in their own hand writing, using their usual name.

4. It is essential that you make duplicate copies of this Authority; one for the Guardian/Parent/Primary Carer's record and one for Agency records.

Please keep signed Authorities in a safe and secure place until they are used.