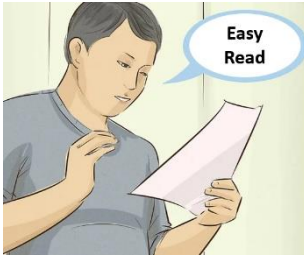


HARD WORDS

Easy Read Glossary



The Office of the Public Advocate (OPA) has written lots of Easy Read factsheets.

When you see the word 'we' it means the people who work at OPA.



We write factsheets in an easy to read way.

We use pictures to explain things.



This factsheet is different from the others.

It tells you what the hard words mean.

How to use the Hard word factsheet



Sometimes we have to use hard words to explain how something works.



This factsheet puts all the hard words together in alphabetical order from A-Z.



Sometimes a hard word has more than one name.

We tell you what the other names are.

The extra names are **bold** and **orange**.



Sometimes a hard word can be shortened to letters.

We tell you what the letters are and how to say them.

The letters are **bold** and **blue**.

Hard Words



Administration

Is a way of legally letting a responsible person make financial decisions for someone who can't make their own decisions.

The person making these financial decisions is called an administrator.



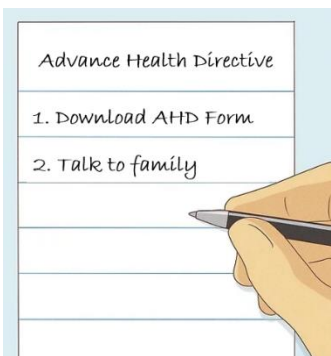
Administrator

A person who makes financial decisions for someone who can't make their own decisions.

An administrator can be a friend, a family member or the Public Trustee.

Other names

An administrator working for the Public Trustee can also be called a **Trust Manager**.



Advance Health Directive

Is a form that you can only fill out when you have full capacity.

It tells doctors what treatment you want if you can no longer tell the doctor yourself.

Short name

AHD

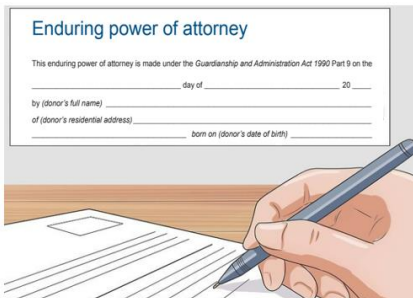
Say: 'A. H. D.'



Decision making disability

When you can't make a decision for yourself.

This could be for a number of reasons, such as having an intellectual disability, mental illness, dementia or an acquired brain injury.



Enduring Power of Attorney

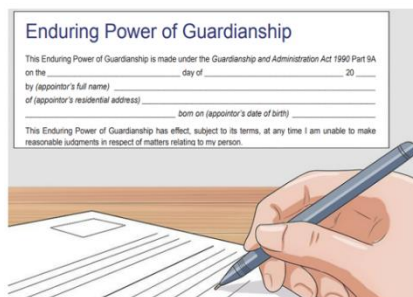
A form that you can only fill out when you have full capacity.

It names the person/s you would like to make decisions about your finances if you could no longer make your own decisions.

Short name

EPA

Say: 'E. P. A.'



Enduring Power of Guardianship

A form that you can only fill out when you have full capacity.

It names the person/s you would like to make decisions about your lifestyle and medical treatment, if you could no longer make your own decisions.

Short name

EPG

Say: 'E. P. G.'



Financial decisions

Decisions that are about money, selling things and paying bills.

These are decisions that an administrator/trust manager can make



Guardian

A person who makes lifestyle decisions for someone who can't make their own decisions.

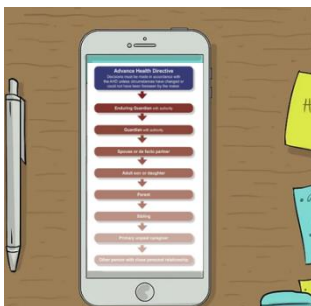
A guardian can be a friend, a family member or the Public Advocate.



Guardianship

Is a way of legally letting a responsible person to make lifestyle decisions for someone who can't make their own decisions.

The person making these lifestyle decisions is called a guardian.



Hierarchy of Decision Makers

This is a list of people who can make treatment decisions for someone else.

If the person at the top of the list doesn't work. The doctor moves down to the next person on the list. They keep moving down until they find a person that does work.



Investigation

What an investigator does when working out whether a person needs a guardian or administrator.

They speak to lots of people to work out what's best for that person.

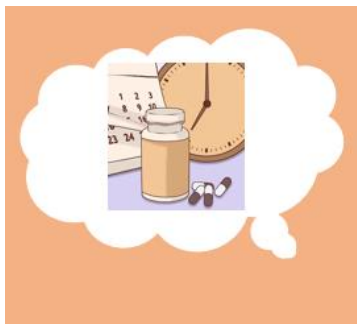


Investigator

A person who gets information to work out whether a person needs a guardian or administrator.

Other name

Investigator advocate



Lifestyle Decisions

Decisions that are about things like where you live, your medicine, health and services.

These are decisions that a guardian can make.



Office of the Public Advocate

The office where the Public Advocate, guardians and investigators all work.

Short name

OPA

Say: 'owe-per'



Public Advocate

The Public Advocate is a person.

She is in charge of people who work at the Office of the Public Advocate.



Public Trustee (Office)

The office where the Public Trustee and trust managers work.

The office has the same name as the person in charge.

Short names

PT or **PTO**

Say 'P. T.' or 'P. T. O.'



Public Trustee (person)

The Public Trustee is a person.

He is in charge of people who work at the Public Trustee office.

He has the same name as the office.

Short name

PT

Say 'P. T.'



State Administrative Tribunal

The place where decisions are made, including whether someone needs a guardian or administrator.

Other names

The Tribunal

Short name

SAT

Say: 'sat' – rhymes with 'cat'



Treatment

The medical care given to someone for a health issue, illness or injury.



- Urgent Treatment

A type of treatment that can save someone's life or stop someone having lots of pain or distress.



- Non-urgent treatment

A treatment that is not urgently needed to save someone's life or stop pain and distress.

More information:



The **Office of the Public Advocate** protects the rights of adults with decision-making disabilities and is appointed under the *Guardianship and Administration Act 1990 (WA)*.

You can learn more about what they do by visiting their website:
www.publicadvocate.wa.gov.au.

Postal Address: PO Box 6293, East Perth WA 6892

Phone: (08) 9278 7300

Telephone Advisory

Service: 1300 858 455

Email: opa@justice.wa.gov.au

Website: www.publicadvocate.wa.gov.au

This **Easy Read** factsheet is a general guide and was created using Wikihow Images <https://www.wikihow.com>, used with permission.

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