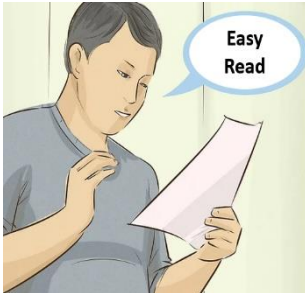


## English is not my first language

### How can I access OPA information?



The Office of the Public Advocate (OPA) wrote this factsheet.

When the word 'we' is used, it means the people who work at OPA.



We wrote it in an easy to read way.

We use pictures to explain things.

Hard words are **bold** and **blue**.



You can ask someone to help you read this.

You can read our Hard Word Factsheet if you need more help.



We wrote this factsheet to explain how non-English speaking people can get OPA **information** from this office.

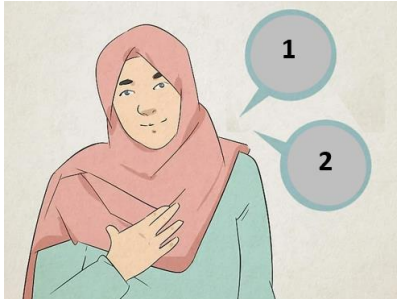
## Things you will need to understand.



An OPA **publication** tells you things about OPA.



A **translated publication** is the same thing – but it is written in a different language.

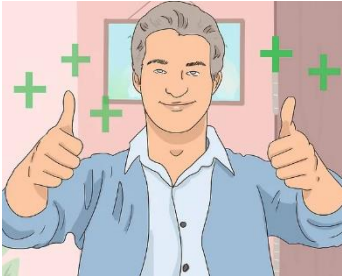


An **interpreter** is someone who speaks two or more languages.



An **interpreter** can help you understand English.

## How to use the website if English is your second language.



OPA has **information** to help you.

**Information** helps you understand how something works.



If you do not speak English, you can access OPA **information** in your language.

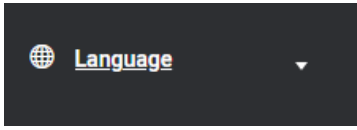


There is a **translate** button on our website.



It can be found at the top right-hand side of the website.

It is on every page.



It looks like this.

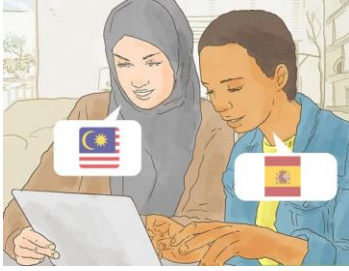


Click the button and choose your language.



The website page is then **translated** for you.

## How to access translated publications.



Some OPA **publications** are written in different languages.



You can find **Translated Publications** on the OPA website.

### Publications

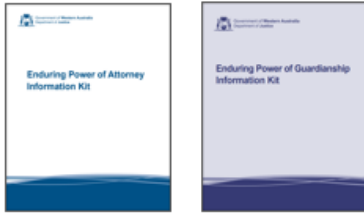
- Publications
- **Translated Publications**

They can be found below **Publications**.



If the **publication** is not written in your language, OPA can do this for you.

## How to fill out EPA or EPG forms if English is your second language.



An **Enduring Power of Attorney** and an **Enduring Power of Guardianship** are legal planning forms.

These are also called **EPAs** and **EPGs**.



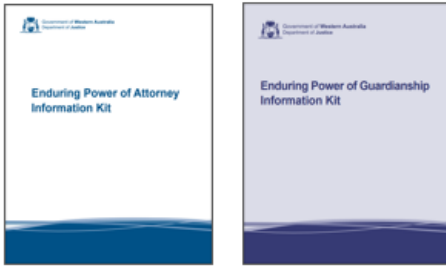
You can find **information** about **EPAs** and **EPGs** on the OPA website.



If you want to make an **EPA** or **EPG** you must fill out the forms.

Two sample forms side-by-side. The left one is titled 'Enduring power of attorney' and the right one is titled 'Enduring Power of Guardianship'. Both forms have a header with the OPA logo and a title. They contain various sections with text and checkboxes, representing the layout of the actual forms.

**EPA** and **EPG** forms look like this.



You can find them at the back of the **EPA** and **EPG** kits.

**EPA** and **EPG** kits look like this.



**EPA** and **EPG** forms cannot be translated into your language.

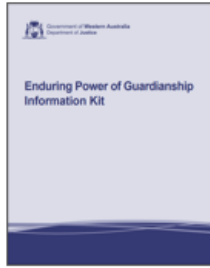
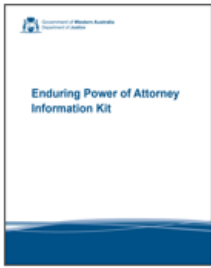
They must be filled out in English.



You can get an **interpreter** to help you fill out these forms in English.



If an **interpreter** helps you, you must both sign a page called The Marksman clause.



This page can be found in the **EPA** and **EPG** kits.

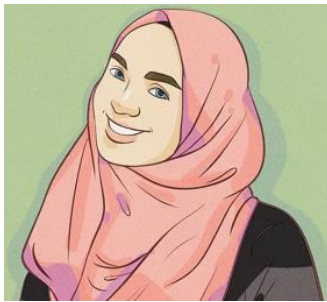


Appendix C  
Marksman and readover clauses



Appendix C  
Marksman and readover clauses

It is on a page called Appendix C.



Filling out this page shows that an **interpreter** helped you.

## Other ways to access OPA information.



If you have a meeting with OPA and you need an **interpreter**, OPA can arrange this.



It is important that everybody has access to OPA **information**.



## 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](http://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](mailto:opa@justice.wa.gov.au)

**Website:** [www.publicadvocate.wa.gov.au](http://www.publicadvocate.wa.gov.au)

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December 2023