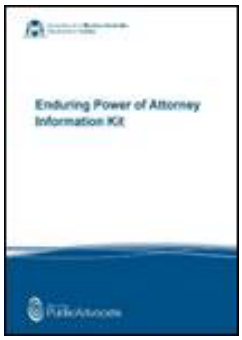
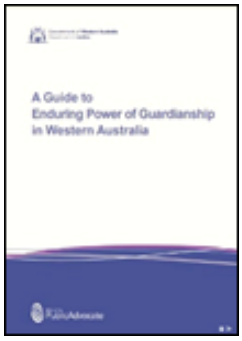
# Planning for the future

## Office of the Public Advocate

Electronic Information Kit

THIS DOCUMENT WORKS BEST WHEN VIEWED ONLINE

**This electronic document provides information about Enduring Powers of Attorney (EPA), Enduring Powers of Guardianship (EPG) and Advance Health Directives (AHD) for people who wish to plan for the future. It includes links to Office of the Public Advocate (OPA) publications and web pages, as well as material and websites from other agencies.**

| Publication | Name / Specifications | Description / Notes |
|---|---|---|
| | **Plain English Brochure**<br><br>A4 fold out brochure<br>4 pages | This brochure explains the differences between an Enduring Power of Attorney (EPA), Enduring Power of Guardianship (EPG) and Advance Health Directive (AHD), in Plain English.<br><br>**Format:** Online + hard copy.<br><br>A good place to start when researching information about planning for the future. |
|  | **Enduring Power of Attorney Kit**<br><br>A5 booklet + form.<br><br>Two forms are included in this kit so an original can be sent to Landgate if required.<br><br>The forms cannot be completed electronically. | This kit includes 2x EPA forms and step-by-step guide on how to complete it.<br><br>**Format:** Online + hard copy.<br><br>**Contact:** opa@justice.wa.gov.au if you would like to order a hard copy of the EPA Kit. Kits are sent to person making them. |
|  | **Enduring Power of Guardianship Kit**<br><br>A5 booklet + form.<br><br>These forms cannot be completed electronically. | This kit includes an EPG form and step-by-step guide on how to complete it.<br><br>**Format:** Online + hard copy.<br><br>**Contact:** opa@justice.wa.gov.au if you would like to order a hard copy of the EPG Kit. Kits are sent to person making them. |
| | **How to print the form only**<br><br>A4 online flyer | Step-by-step instructions to print the **forms only** from EPA/EPG kits.<br><br>**Format:** Online only - includes links. |

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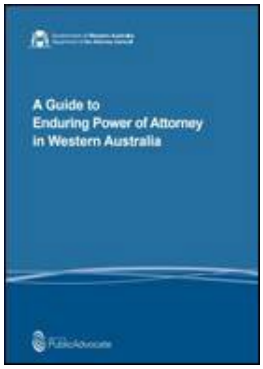
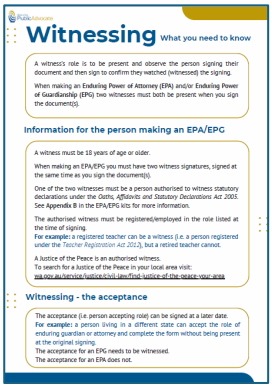
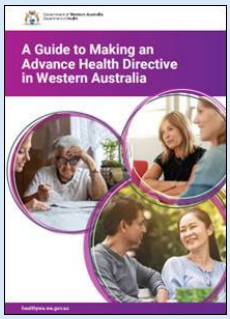
|  | **Enduring Power of Attorney Guide**<br><br>and<br><br>**Enduring Power of Guardianship Guide**<br><br>A4 booklets and forms | The EPA and EPG Guides are larger than the kits.<br><br>They provide a comprehensive guide for both the Donor/Attorney (EPA) and Appointor/Enduring Guardian (EPG) and make a useful online resource.<br><br>**Format:** Online only. |
|  | **Witnessing Flyer**<br><br>A4 online flyer<br><br>What you need to know about witnessing. | Useful information about how to get your documents properly witnessed. |
| | **Easy Read Factsheets**<br><br>A4<br><br>**Topics include:**<br>How to plan for the future,<br>How Investigations Work,<br>How Guardianship Works,<br>How Treatment Decisions Work,<br>What's the Difference between OPA and the PT **etc…** | Easy Read Factsheets break down Guardianship and Administration information into short, easy-to-understand sentences and pictures.<br><br>Easy Read Factsheets can be read through most standard screen readers.<br><br>**Format:** Online + hard copy on request. |
| | **Information Sheets**<br><br>A4<br><br>**Topics include:**<br>Enduring Powers of Attorney,<br>Enduring Powers of Guardianship,<br>Planning for the future,<br>The role of the Public Advocate etc. | Information Sheets provide information surrounding Guardianship and Administration.<br><br>Information Sheets can be read through a standard screen reader.<br><br>**Format:** Online. |

| Web content | Webpage | Website / notes |
|---|---|---|
| <br>**Enduring Power of Attorney** | **Enduring Power of Attorney** | **Location**: OPA Website<br><br>Information about making an Enduring Power of Attorney (EPA).<br><br>**Includes:** Frequently Asked Questions. |
| <br>**Enduring Power of Guardianship** | **Enduring Power of Guardianship** | **Location**: OPA Website<br><br>Information about making an Enduring Power of Guardianship (EPG).<br><br>**Includes:** Frequently Asked Questions. |
| <br>**Advance Health Directives** | **Advance Health Directive** | **Location**: OPA Website<br><br>Information about making an Advance Health Directive (AHD)<br><br>**Includes:** Frequently Asked Questions.<br><br>**Please Note** – OPA does not carry AHD material see below. |
|  <br> | **Advance Health Directive** | **Location**: Healthy WA Department of Health Website (WA)<br><br>Includes Advance Health Directive (AHD) resources, forms, guides and videos.<br><br>Visit this webpage for AHD material. |
| <br>**For family/friends of ageing people with decision-making disability** | **Planning Ahead – for family/friends of ageing people with decision-making disability** | **Location**: OPA Website<br><br>Useful information supporting family and friends who are often faced with difficult decisions when loved ones start to get older and lose capacity –<br><br>**Includes:** Frequently Asked Questions. |

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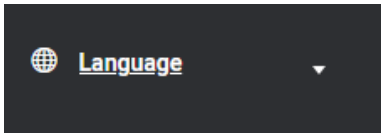
| Elder Abuse | **Elder Abuse** | **Location**: OPA Website<br><br>Includes useful information, telephone numbers and links to additional resources. |

## Translated Material



To ensure that language is not a barrier, content on the Office of the Public Advocate website can be translated to a different language using the '**Language'** button at the top of each webpage.

Images on the left show what the language button looks like and where it is located.

Translated publications are available to download on the **translated publications** webpage.

First Nations languages are available in audio format on the **First Nations Translations** webpage.

Other language translations and interpreter services are available on request, contact opa@justice.wa.gov.au or 9278 7300 for more information.

## Accessibility

The Office of the Public Advocate works continuously to develop and promote accessibility across the organisation. There is a **Talk to Speech (TTS)** button on the left-hand side of each webpage.

Images on the left show what the TTS button looks like and where it is located.

Easy Read Factsheets, Position Statements and Information Sheets can be read through most standard screen readers.

For more information visit the **accessibility webpage**, or contact opa@justice.wa.gov.au / 9278 7300.

## Telephone Advisory Service

Speak to an advisory officer to discuss Guardianship and Administration queries:

- **1300 858 455**
- Mon-Fri, 9.00 am - 4.30 pm
- For more information: www.publicadvocate.wa.gov.au

Government of **Western Australia**
Department of **Justice**

Office of the Public Advocate

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