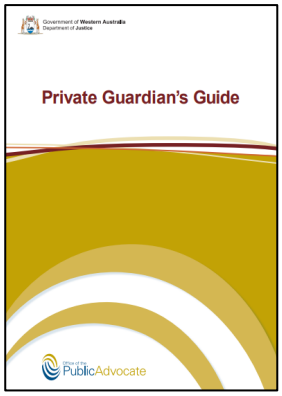
Guardianship + Administration

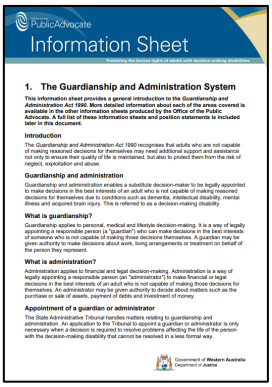
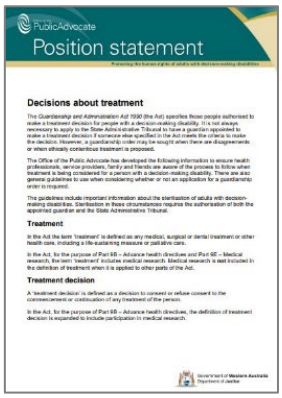
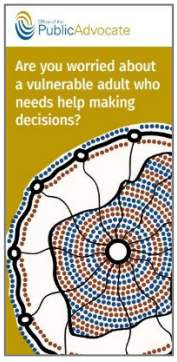
Office of the Public Advocate

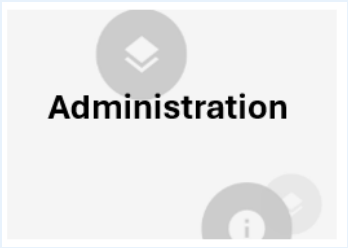
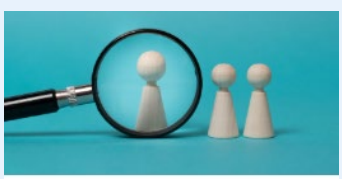
Electronic Information Kit

THIS DOCUMENT WORKS BEST WHEN VIEWED ONLINE

This electronic document provides information for people wishing to learn more about how the Guardianship and Administration system works. It includes links to Office of the Public Advocate (OPA) publications and web pages, as well as material and websites from other agencies.

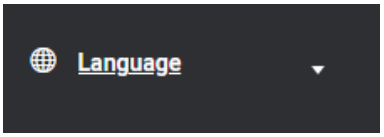
Publication	Name / Specifications	Description / Notes
	**Private Guardian's Guide** A4 book 44 pages	A private guardian makes lifestyle decisions on behalf of an adult with a decision-making disability. This comprehensive guide is for: - People considering nominating themselves to be appointed as someone's private guardian. - People who have already been appointed as a private guardian. **Format:** Online (OPA website)
	**Private Administrator Guide** A4 book 90 pages	A private administrator makes financial and property decisions on behalf of an adult with a decision-making disability. This comprehensive guide is designed to inform administrators of their role and responsibilities. **Format:** Online Available on Public Trustee website
	**OPA Easy Read Factsheets** About guardianship and other related topics. **PT Easy Read Factsheets** About administration and other related topics.	Easy Read Factsheets break down Guardianship and Administration information into short, easy-to-understand sentences and pictures. Easy Read Factsheets can be read through most standard screen readers. **Format:** Online (OPA Website) + hard copy on request. Administration subject matter available on Public Trustee website.

	**Information Sheets** A4 **Topics include:** The Guardianship and Administration System, Guardianship, Administration, Enduring Powers of Attorney and Enduring Powers of Guardianship.	Information sheets provide information surrounding Guardianship and Administration. **Format**: Online (OPA website)
	**Position Statements** A4 **Topics include:** Decisions about Treatment, Accommodation, Contact, Palliative Care etc…	Position Statements provide information surrounding Guardianship and Administration. Useful for Service Providers. **Format**: Online (OPA website)
	**Plain English – Are you worried about a vulnerable adult Flyer** DL fold out flyer	This Plain English handout flyer includes information about Administration and Guardianship. This document has a scannable QR code to access First Nations audio translations of this information. **Format**: Online (OPA Website) + hard copy.
	**Supporting Private Administrators** A4 Brochure 4 pages	Information for administrators and represented persons regarding the examination of accounts by the Public Trustee. **Format:** Online + hard copy Available on Public Trustee website

	**Protecting elderly and vulnerable Western Australians**	Information for Represented Persons and their families regarding the Public Trustee's role as Administrator. **Format:** Online + hard copy Available on Public Trustee website
Web content	**Webpage / Link**	**Website / notes**
	**Guardianship**	**Location**: OPA Website Information about Guardianship. **Includes:** Case study and frequently Asked Questions.
	**Administration**	**Location**: OPA Website Information about Administration. **Includes:** Frequently Asked Questions
	**Private Administrator Support**	**Location**: Public Trustee Website Information about Private Administrator Support. **Includes:** information about Private Administrator Support training sessions, frequently asked questions and reporting forms.
	**Advocacy and Investigation**	**Location**: OPA Website Information about what happens when an investigation is required to determine if an application to the State Administrative Tribunal is necessary. **Includes**: Case studies.

 For parents of children with decision-making disability	**Planning Ahead – for parents of children with decision-making disability**	**Location:** OPA Website Useful information for parents of children with decision-making disability who are about to turn 18, who want to make plans for the future. **Includes:** Frequently Asked Questions.
 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 Useful information supporting family and friends who are often faced with difficult decisions when loved ones start to get older and lose capacity. **Includes:** Frequently Asked Questions.
 Events, Seminars and Training	**Events, Seminars and Training**	**Location**: OPA Website The Office of the Public Advocate hosts a range of information seminars and training sessions throughout the year.
 	**Information about SAT processes** **SAT Videos**	**Location:** State Administrative Tribunal Website The State Administrative Tribunal's website includes information sheets, videos and other online resources as well as a link to the eCourts portal.

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

November 2026