


# OPA Publication Guide

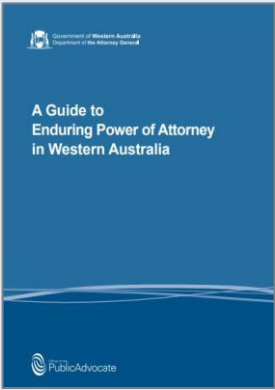


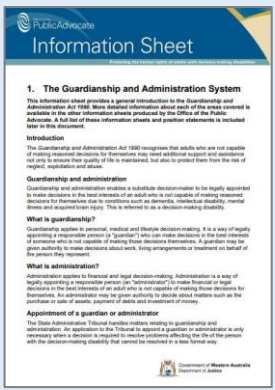
The Office of the Public Advocate offers over 100 online publications, some of which are available in hard copy format. From Enduring Power of Attorney and Enduring Power of Guardianship Kits to Easy Read Factsheets, Position Statements, Information Sheets, brochures and flyers. There are publications to support members of the community, service providers, private guardians and represented persons, as well as their families and friends.

For more information visit the [publications webpage](#).

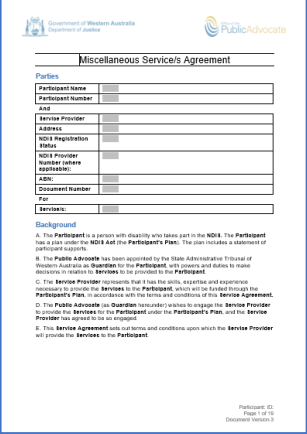
## How to use this document

Review the publication index which includes document size, format and availability. Select on the document link for direct online access. If you have any further queries, contact [opa@justice.wa.gov.au](mailto:opa@justice.wa.gov.au) or phone 9278 7300.

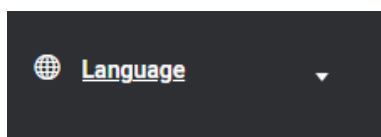
Publication	Name / Specifications	Description / Notes
	<a href="#">Plain English Brochure Who will make decisions for you?</a>  A4 fold out brochure 4 pages	<p>This brochure explains the differences between an Enduring Power of Attorney, Enduring Power of Guardianship and Advance Health Directive, in Plain English.</p> <p><b>Format:</b> Online + hard copy.</p> <p><b>Quantity:</b> Bulk requests for service providers available.</p>
	<a href="#">Enduring Power of Attorney Kit</a>  A5 booklet + form 35 pages	<p>This kit includes an EPA form and step-by-step guide on how to complete it.</p> <p><b>Format:</b> Online + hard copy.</p> <p>Hard copy can be sent directly to person wanting to make document.</p> <p><b>Quantity:</b> No bulk requests.</p>
	<a href="#">Enduring Power of Guardianship Kit</a>  A5 booklet + form 32 pages	<p>This kit includes an EPG form and step-by-step guide on how to complete it.</p> <p><b>Format:</b> Online + hard copy.</p> <p>Hard copy can be sent directly to person wanting to make document.</p> <p><b>Quantity:</b> No bulk requests.</p>

Publication	Name / Specifications	Description / Notes
	<p><a href="#">Enduring Power of Attorney Guide</a> and <a href="#">Enduring Power of Guardianship Guide</a></p> <p>A4 booklet and form</p> <p>EPA 68 pages EPG 56 pages</p>	<p>The EPA and EPG Guides are larger than the kits.</p> <p>They provide a comprehensive guide for both the Donor/Attorney (EPA) and Appointor/Enduring Guardian (EPG) and make a useful online resource.</p> <p><b>Format:</b> Online only.</p>
	<p><a href="#">Easy Read Factsheets</a></p> <p>A4</p> <p><b>Topics include:</b> How Investigations Work, How Guardianship Works, How Treatment Decisions Work, What's the Difference between OPA and the PT <b>etc...</b></p>	<p>Easy Read Factsheets break down Guardianship and Administration information into short, easy-to-understand sentences and pictures.</p> <p>Easy Read Factsheets can be read through most standard screen readers.</p> <p><b>Format:</b> Online + hard copy on request.</p>
	<p><a href="#">Position Statements</a></p> <p>A4</p> <p><b>Topics include:</b> Decisions about Treatment, Restrictive Practices (Restraint), Accommodation, Contact, Palliative Care, Medical Research <b>etc...</b></p>	<p>Position Statements provide information surrounding Guardianship and Administration.</p> <p>Useful for Service Providers.</p> <p>Position Statements can be read through a standard screen reader.</p> <p><b>Format:</b> Online.</p>
	<p><a href="#">Information Sheets</a></p> <p>A4</p> <p><b>Topics include:</b> Guardianship &amp; Administration, The Role of the Public Advocate, The Role of the State Administrative Tribunal, Guardianship, Administration, Sterilisation, Customer Feedback, Planning ahead <b>etc...</b></p>	<p>Information Sheets provide information surrounding Guardianship and Administration.</p> <p>Useful for individuals and Service Providers.</p> <p>Information Sheets can be read through a standard screen reader.</p> <p><b>Format:</b> Online.</p>

Publication	Name / Specifications	Description / Notes
	<p><a href="#"><u>Private Guardian's Guide</u></a></p> <p>A4 Booklet 44 pages</p>	<p>The Private Guardian's Guide provides information for people who are considering taking on the role of guardian and people who have already been appointed.</p> <p><b>Format:</b> Online only.</p> <p><b>Note:</b> The Private Administrator's Guide is available from the <a href="#"><u>Public Trustee website</u></a>.</p>
	<p><a href="#"><u>About the Office of Public Advocate Flyer</u></a></p> <p>DL fold out flyer</p>	<p>This handout flyer includes information about the Office of the Public Advocate.</p> <p><b>Format:</b> Online + hard copy.</p> <p><b>Quantity:</b> Bulk requests for Service Providers available.</p>
	<p><a href="#"><u>Plain English – Are you worried about a vulnerable adult who needs help making decisions? Flyer</u></a></p> <p>DL fold out flyer</p>	<p>This Plain English handout flyer includes information about Administration and Guardianship.</p> <p><b>Format:</b> Online + hard copy.</p> <p><b>Quantity:</b> Bulk Requests for Service Providers available.</p>
	<p><a href="#"><u>Community Guardianship Program Flyer</u></a></p> <p>DL flyer</p>	<p>This flyer provides information about the Community Guardianship Program.</p> <p><b>Format:</b> Online only.</p> <p><b>For more information:</b> visit the <a href="#"><u>Community Guardianship Program webpage</u></a>.</p>

Publication	Name / Specifications	Description / Notes
	<p><a href="#">Miscellaneous Service Agreement Form</a></p> <p><a href="#">Home and Living (with Occupancy Rights) Service Agreement Form</a></p> <p><a href="#">Support Coordination Service Agreement Form</a></p> <p><a href="#">Plan Management Service Agreement Form</a></p> <p><a href="#">Specialist Disability Accommodation Service Agreement Form</a></p> <p><a href="#">Service Agreement Amendment Schedules</a></p> <p>Click on links to access forms.</p>	<p>OPA's service agreements are a legally binding way of recording what has been agreed between the service provider and the Public Advocate as guardian on behalf of the participant about the purchase and delivery of NDIS services.</p> <p><b>Format:</b> Online / can be downloaded and completed electronically.</p> <p><b>For more information:</b> visit the <a href="#">Service Agreements – NDIS for service providers</a> webpage.</p>

## 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.



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

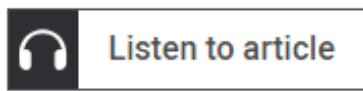
Translated publications are available to download on the [translated publications](#) webpage.

First Nations languages are available in audio format on the [First Nations Translations](#) webpage.

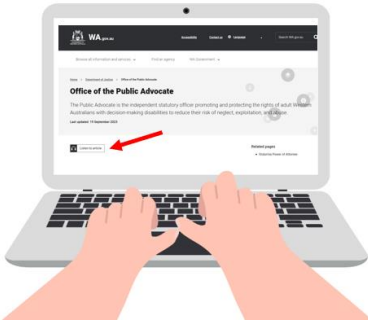


Other language translations and interpreter services are available on request, contact [opa@justice.wa.gov.au](mailto:opa@justice.wa.gov.au) or 9278 7300 for more information.

## 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](https://www.publicadvocate.wa.gov.au), or contact [opa@justice.wa.gov.au](mailto:opa@justice.wa.gov.au) / 9278 7300.

## Telephone Advisory Service

If you wish to speak to someone about guardianship and administration, including Enduring Power of Attorney and Enduring Power of Guardianship preparation, or you have concerns about a vulnerable person please call 1300 858 455 (Mon-Fri, 9.00 am - 4.30 pm) to speak to an advisory officer.

## Contact Details

Website	<a href="https://www.publicadvocate.wa.gov.au">www.publicadvocate.wa.gov.au</a>
Email	<a href="mailto:opa@justice.wa.gov.au">opa@justice.wa.gov.au</a>
Telephone	9278 7300
Advisory Service	1300 858 455



Government of **Western Australia**  
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