

English is not my first language - how can I access OPA information?





This is an easy read factsheet.

This means we use pictures to help explain words.



The Office of the Public Advocate (OPA) wrote this factsheet. When you see the word 'we' it means the people who work at OPA.

bold

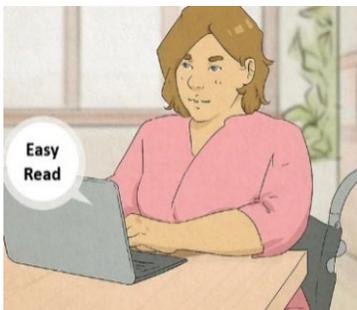
Hard words are **bold**.

not bold



You can ask someone to help you read this factsheet.

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**.

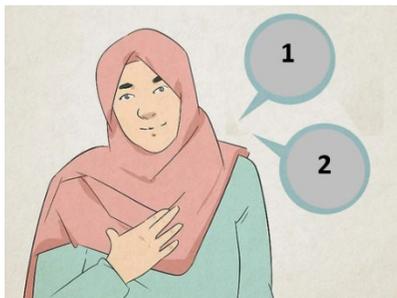
Things you will need to understand.



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.

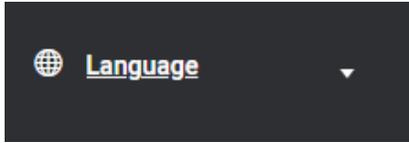


There is a **translate** button on our website.



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

It is on every page.



The **translate** button looks like this.

It is black. There is a small white circle next to the underlined word 'Language'.

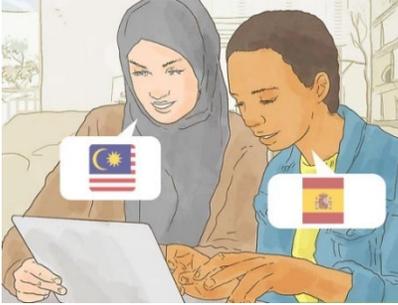


Click on the button and choose your language.



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 and Translations

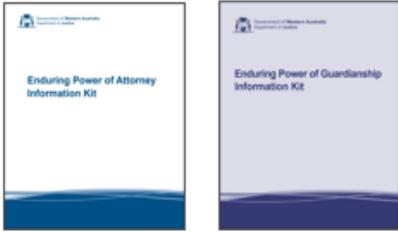
- Publications
- **Translated Publications**
- First Nations Audio Translations

They can be found below **Publications and Translations**.



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.

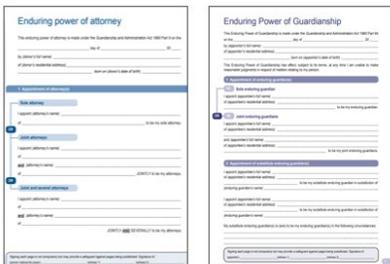
These can also be called an **EPA** and **EPG**.



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.



EPA and **EPG** forms can 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 a different language.

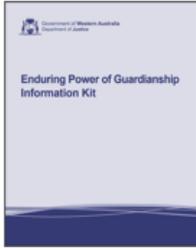
They must be filled out in English.



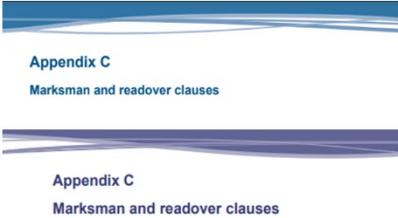
You can get an **interpreter** to help you fill out these forms in English.



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



The Marksman clause page can be found in the **EPA** and **EPG** kits.



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**.

Contact 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)*.



www.publicadvocate.wa.gov.au.



PO Box 6293, East Perth, WA 6892



opa@justice.wa.gov.au



(08) 9278 7300

or

The telephone advisory service number is
1300 858 455

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