

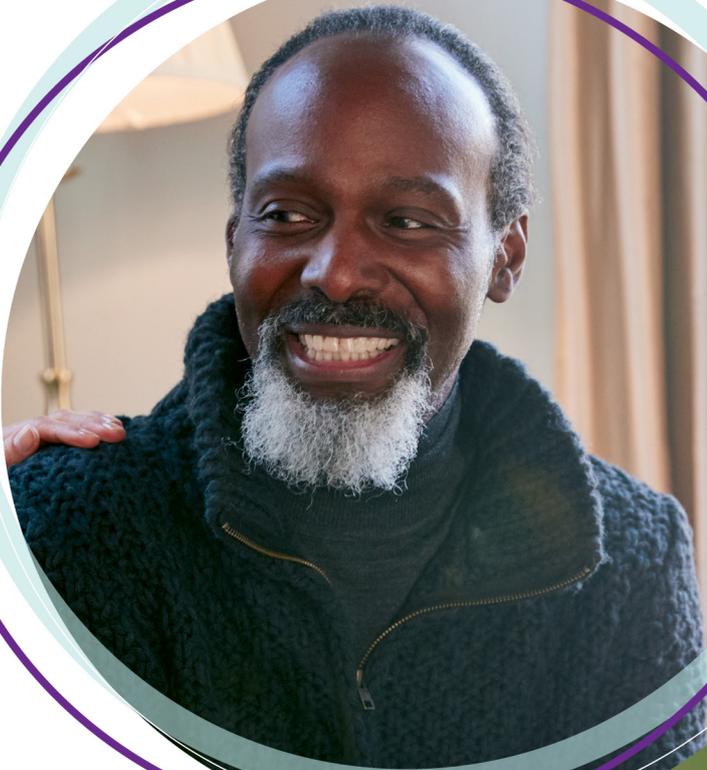


Government of **Western Australia**  
Department of **Health**

# Advance care planning in Western Australia

## Planning for your future care

## An Easy Read workbook



## How to use this workbook



The Western Australia (WA) Department of Health wrote this document.

When you see the word 'we', it means the WA Department of Health.



We wrote this workbook in an easy to read way.

We use pictures to explain some ideas.

Not bold  
**Bold**

We wrote some important words in **bold**.

This means the letters are thicker and darker.



We explain what these bold words mean.

There is a list of these words on page 65.



This Easy Read workbook is a summary of another workbook. This means it only includes the most important ideas.



You can find the other workbook on our website.

[www.healthywa.wa.gov.au/AdvanceCarePlanning](http://www.healthywa.wa.gov.au/AdvanceCarePlanning)



You can ask for help to use this workbook.

A friend, family member or support person may be able to help you.



This workbook has questions for you to think about.

It also has space to share your ideas.



You do not have to finish this workbook at once.

You can take your time.

## **What is in this workbook?**

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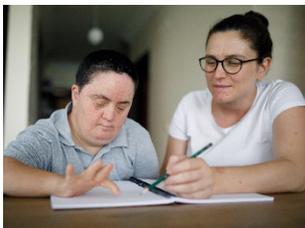
## What is this workbook about?



This workbook will help you learn about advance care planning.



It includes activities that will help you start advance care planning.



These activities will guide you through advance care planning.

## What is advance care planning?



You might want to have a say about the health and personal care you receive in the future.



But it might be hard to do this if you:

- are unwell
- cannot say what you want.



**Advance care planning** is when you decide what health and personal care you want in the future.

You can change your mind at any time.



Advance care planning includes talking about:

- what you believe in
- how you want to be cared for.



Advance care planning can start at any age.

But it is good to start when you:

- feel well and healthy
- can make your own decisions.

## Why is advance care planning important?



Advance care planning can help you plan your health care for the future.



And it can help other people understand what you want in the future.

Advance care planning can be helpful for people involved in your care, including your:



- family

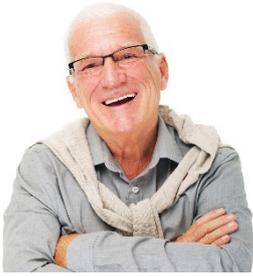


- friends



- health care workers.

And it can help you:



- feel less stressed



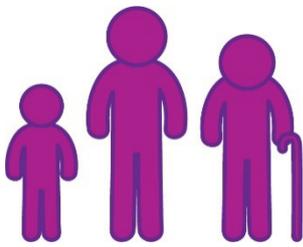
- spend less time in hospital.

## What is happening in your life now

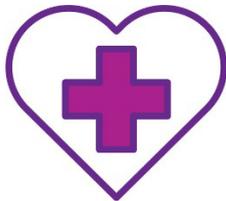


You can share what is happening in your life now.

You can share information about your:



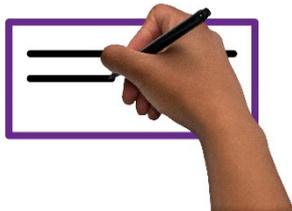
- age



- health



- family.



You can share why you are thinking about advance care planning in the box below.

## What happens in advance care planning?



Advance care planning includes 4 important parts.



### 1. Think



### 2. Explain



### 3. Record



### 4. Share



We explain these important parts on the following pages.

## 1 – Think



When you start advance care planning, you should think about:

- what you believe in
- how you want to be cared for.

### Activities for you

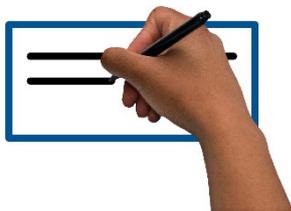


We have some questions that can help you think about:

- what you believe in
- how you want to be cared for.



You can tick the boxes that are true for you.



You can also share your answers in a box.



There are no wrong answers.

## Questions about your life and what you believe in

### Question 1



What does 'living well' mean to you?



Spending time with my family and friends.



Living on my own and doing things for myself.



Being able to:

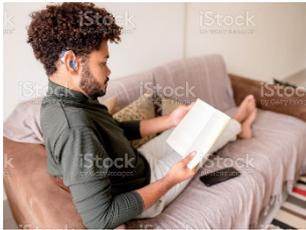
- visit my home town
- visit the country I was born in
- spend time on Country.



Being able to care for myself.



Staying active, like exercising.



Doing things I like to do for fun, like reading a book.



Doing activities that are part of my religion or culture, like taking part in special cultural or religious events.

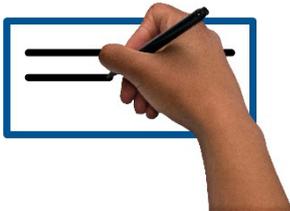




- Living my life based on:
- what I believe in
  - my religion or culture.

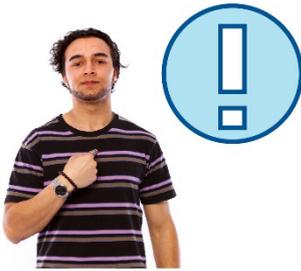


- Going to work.



- I will explain what 'living well' means to me in the box below.

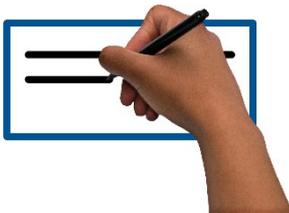
## Question 2



What are the most important things in your life?



Answering this question might help you think about what 'living well' means to you.



You can share your answers in the box below.

### Question 3



Are you worried about your future?



Yes, I am worried about my future.



I am not sure if I am worried about my future.

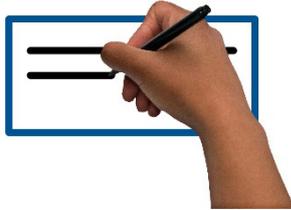


No, I am not worried about my future.



If you are worried about your future, can you share:

- why you are worried about your future?
- what you are worried about?



You can share your answers in the box below.

## Questions about your health at the moment

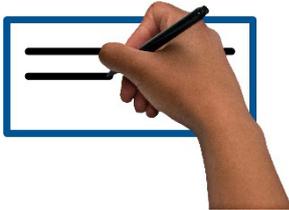
### Question 4



How does your health affect your day-to-day life?  
For example, being able to cook or clean each day.



How does your health stop you from doing things  
you like to do?  
For example, spending time with your friends.



You can share your answers in the box below.

## Questions about your health and personal care for the future

### Question 5



If you become unwell in the future, what would you worry about happening?

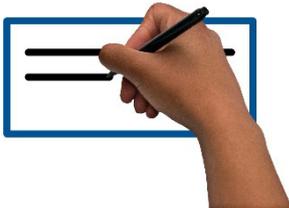
For example, do you worry about:



- being in a lot of pain?



- not being able to take care of yourself?



You can share your answers in the box below.

## Questions about managing your health and personal care for the future

### Question 6



If you become more unwell in the future, what will be important to you?

You should think about:



- who you want around you, like family or friends



- who can make decisions for you or support you to make them

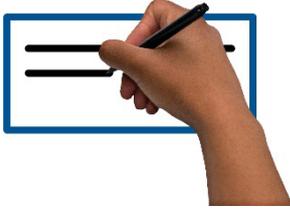


- where you want to get your health and personal care



- what will make you feel comfortable, like your pet.





You can share your answers in the box below.

## 2 – Explain



After you have thought about what you want for your health and personal care to be in the future, you can explain this to others.

It is important to explain what you want for your health and personal care in the future to people:



- you care about, like family and friends



- who are part of your health care.

This helps them understand what:



- is important to you
- you want with your health and personal care.

## Who can you talk to?



You can talk to the people you trust when you start advance care planning.

These people can be your:



- family and friends



- carer



- doctor or health care worker



They might be your **enduring guardian**.



An enduring guardian is a person who can make decisions for you when you cannot make decisions on your own.

They can make decisions about your:



- lifestyle, like what you can eat and wear



- health care, like what treatments you can receive.

They can also be a:



- legal expert



- leader in your religion or culture.

## What can you talk about?



You can talk to different people about different parts of advance care planning.



You might explain to your family and friends about:

- what you believe in
- how you want to be cared for.



And you might ask your health care workers for what they think about:

- your health now
- how you want to be cared for.



Your family and friends might have their own ideas about your advance care planning.



But it is important you decide what is best for you.

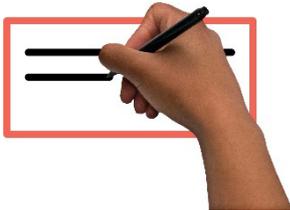
## Questions for you



We have some questions that can help when you talk to people about advance care planning.



You can tick the boxes that are helpful for you.



You can also share your answer in a box.



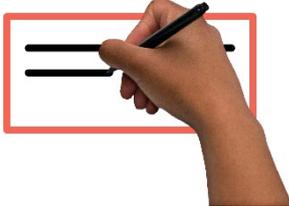
There are no wrong answers.

## Questions about talking to people about advance care planning

### Question 7

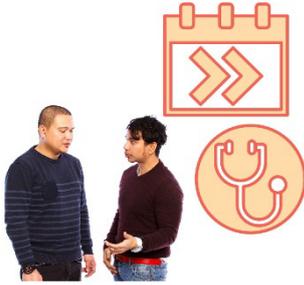


Who are the people you want to talk to about your future health and personal care?



You can share your answers in the box below.

## Question 8



When is a good time for you to start telling people about what you want for your future health and personal care?

For example, do you want to start telling people:



- this year?

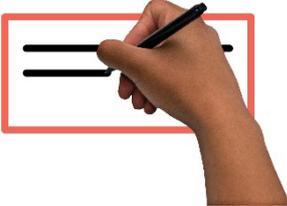


- before your next health care appointment?



And how would you like to tell people?

For example, on the phone.



You can share your answers in the box below.

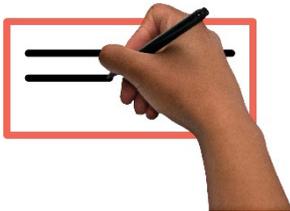
## Question 9



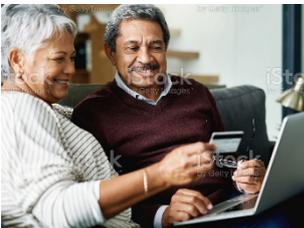
We have a list of ideas about when you might want to start talking about what you want for your future health and personal care with people you care about.



You can tick the ideas that might work well for you.



Or you can write down your own ideas.



- When planning how you spend your money when you stop working.

‘Maybe we should start thinking about how I will spend my money when I stop working. It might be good for us to make a plan.’



- When getting ready for medical check-ups.

'I'm going to the doctor for a check-up.

I also want to talk to my doctor about what

I want for my future health and personal care.

It would be good to talk to you about this too.'



- When a family member or friend dies.

'After seeing my friend get care towards the

end of their life, it made me think about what

care I want in the future.'



- When watching a movie or the news.

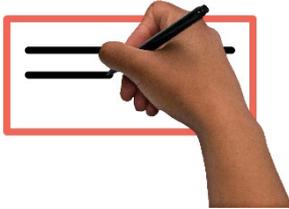
'It was so sad seeing how that person didn't

have support towards the end of their life.

Can we talk about what's important to me?'

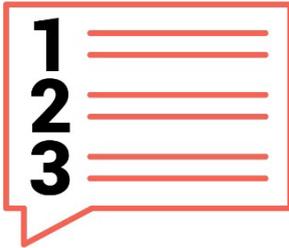


What are your ideas of how you can start talking about what you want for your future health and personal care?

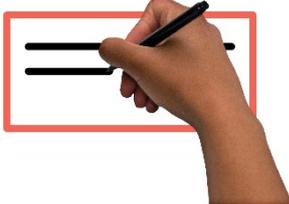


You can share your answers in the box below.

## Question 10



What are 3 things you want to share when you start talking about what you want for your future health and personal care?



You can share your answers in the box below.

1

2

3

### 3 – Record

It is a good idea to record what:



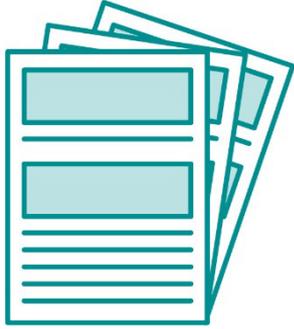
- is important to you



- you shared with other people.

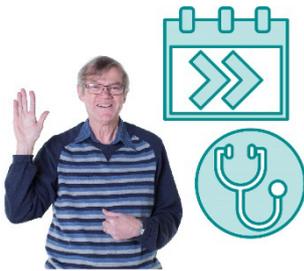


For example, you might write these things down if you want to record them.



In WA there are different documents you can use to record what you want for your future health and personal care.

You can share these documents with people you care about.



In these documents, you can share what you:

- believe in
- want for your health and personal care in the future.

## Statutory documents

**Statutory documents** are legal documents someone must:



- write
- sign.

Someone must watch you sign these documents.

And the information in these documents must be true.

To write a statutory document, you must have **capacity**.



When you have capacity, you can:

- understand the choices you have
- make decisions for yourself
- understand how your decisions will impact your life
- communicate to others what you want.

You must also sign statutory documents.



And someone else must watch you sign the document.

This means they can prove that you wrote the document.

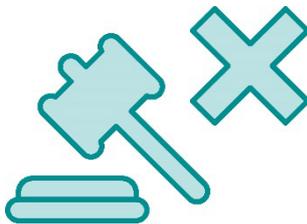


You can write a statutory document to explain what health and personal care you want in the future.

## What other documents can you use for advance care planning?



There are other documents you can use to record your decisions during advance care planning.



They are not legal documents.



But they can help you record what you:

- believe in
- want for your health and personal care in the future.



You can talk to a legal expert if you want more information.

You can ask them how these documents can explain what you want.

## Who will make decisions about your health if you cannot make your own?



Health care workers must talk to people in your life if you cannot:

- make a decision about your health
- tell people what you want.



There is an order they must follow when they decide who in your life they should talk to.

For example, if you have an enduring guardian they must talk to them before talking to a family member.



It is important that you understand who might be making decisions for you.

This can help you decide:



- who you need to talk to



- what documents you need to fill out.

## Documents that support advance care planning

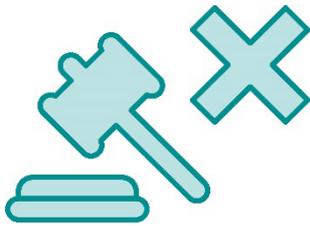


There are different documents you can fill out to support your advance care planning.

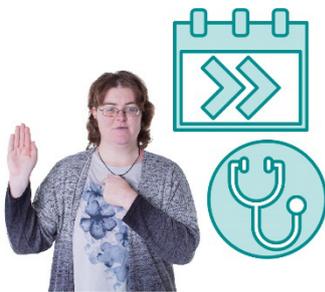


We explain what these documents are on the following pages.

## Values and Preferences Form: Planning for my future care



The Values and Preferences Form is not a statutory document.



This form lets you record what you:

- believe in
- want for your health and personal care in the future.



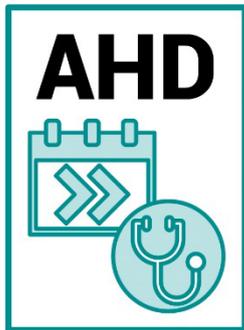
It can help you get ready for making an Advance Health Directive (AHD).



You can download the Values and Preferences Form on our website.

[www.healthywa.wa.gov.au/ACPValuesandPreferencesForm](http://www.healthywa.wa.gov.au/ACPValuesandPreferencesForm)

## Advance Health Directive (AHD)



An Advance Health Directive (AHD)

is a legal document.

It has information about the health and personal care you:

- want in the future
- do not want in the future.



It is a statutory document.

**18+**



You can only make an AHD if you:

- are 18 years or older
- have capacity to make decisions.



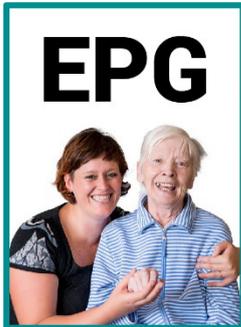
You can visit our website to:

- download an AHD form
- get more information about AHDs.

[www.healthywa.wa.gov.au/AdvanceHealthDirectives](http://www.healthywa.wa.gov.au/AdvanceHealthDirectives)

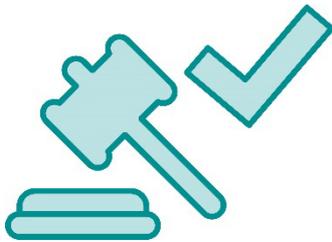
## Enduring Power of Guardianship (EPG)

An Enduring Power of Guardianship (EPG) is a legal document.



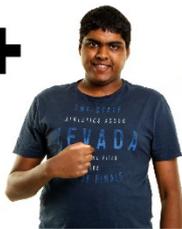
It explains what decisions an enduring guardian can make about:

- where you live
- what services you can use
- what health and personal care you can have.



It is a statutory document.

**18+**



You can only make an EPG if you:

- are 18 years or older
- have capacity to make decisions.



You can have more than one enduring guardian.

But they must agree on all the decisions they make for you.



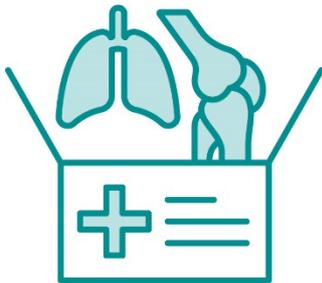
You can have an AHD and an EPG at the same time.



You can get more information about EPGs on the WA Government website.

[justice.wa.gov.au/epg](https://justice.wa.gov.au/epg)

## Donating your organs and tissue

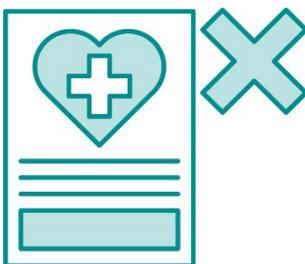


Some people might sign up to donate their:

- organs, like their kidney or heart
- tissue, like their bones or skin.



When they die, their organs and tissue is donated to someone who needs it most.



You cannot use advance care planning documents to tell people if you want to donate your organs and tissue.



But it is still important to let your family know if you want to donate your organs or tissue.



You can sign up to donate your organs and tissue on the Donate Life website.

[donatelife.gov.au](https://donatelife.gov.au)

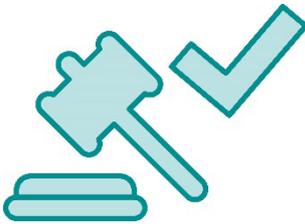
## Wills



A Will is a legal document that explains what you want to do with your things when you die.

These things include your:

- money
- personal items
- home and land.



A Will is a statutory document.



People will read and use your Will when you die.



It is important you make a Will so your family knows what to do with your things when you die.



You can get more information about Wills on the WA Government website.

[publictrustee.wa.gov.au](http://publictrustee.wa.gov.au)

## Enduring Power of Attorney (EPA)



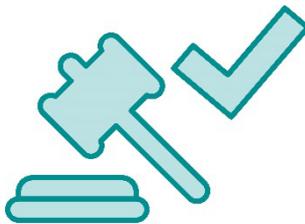
An Enduring Power of Attorney (EPA) is a legal document.

It explains who can make decisions about your:

- money
- home and land.



An EPA can only make these decisions when you do not have capacity anymore.



An EPA is a statutory document.



You can choose to start your EPA:

- now
- when you do not have much capacity.

**18+**



You can only make an EPA if you:

- are 18 years or older
- have capacity to make decisions.



The WA Government website has more information about EPAs.

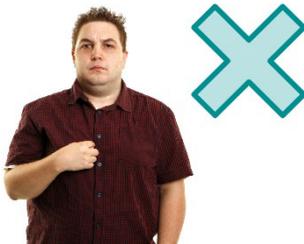
[justice.wa.gov.au/epa](https://justice.wa.gov.au/epa)

## Advance Care Plans for when you cannot make decisions on your own



An Advance Care Plan is a document that explains what health and personal care you want in the future. It is not a statutory document.

Someone else who knows you might make this type of Advance Care Plan when you:



- cannot make decisions for yourself anymore



- do not have an AHD or a Values and Preferences Form.

This type of Advance Care Plan includes information about what:



- you believe in
- you want for your health and personal care in the future.



This information is based on decisions you have made before.



Someone can make your Advance Care Plan for you on the Advance Care Planning website.

[www.advancecareplanning.org.au/docs/default-source/acpa-resource-library/acpa-forms/advance-care-plan\\_full-name.pdf](http://www.advancecareplanning.org.au/docs/default-source/acpa-resource-library/acpa-forms/advance-care-plan_full-name.pdf)

## Goals of Patient Care form (GoPC)



A Goals of Patient Care form (GoPC) is a document made by a health care worker. They work with patients to make a GoPC. It is not a statutory document.



The GoPC helps health care workers explain the decisions they make about your health care with your:

- family and carers
- health care workers, like your doctor.



They explain the conversations they had:

- with the patient
- based on other advance care planning documents.



Health care workers might make a GoPC for you when you are in hospital.



You can get more information about GoPCs on our website.

[www.healthywa.wa.gov.au/Articles/F\\_I/Goals-of-patient-care](http://www.healthywa.wa.gov.au/Articles/F_I/Goals-of-patient-care)

## Helpful tips for you



If you need support to read or see, you can ask someone to:

- read the documents and write down what you say
- sign the documents for you.



You can also make a mark on the documents.

But you have fill out a document to say that it is your mark.



If you need to use a mark to sign the document, you should visit a legal expert before you sign the document.

## 4 – Share



When you record what health and personal care you want in the future, you should:

- share it with the people who are close to you, like family and friends
- tell them where to find this information.

### Where should you keep your advance care planning documents?



You should keep your up-to-date advance care planning documents in a safe place.

For example, a version that has the date on it.

You can also keep a copy of your advance care planning documents on My Health Record.



My Health Record is a website that records all the information about your health.

[www.digitalhealth.gov.au/initiatives-and-programs/my-health-record/whats-inside/advance-care-planning](http://www.digitalhealth.gov.au/initiatives-and-programs/my-health-record/whats-inside/advance-care-planning)



If you keep your advance care planning documents on My Health Record, your health care workers can:

- see your documents
- upload more documents if you ask them to.

## Who should you share your advance care planning documents with?



You might decide to give a copy of your advance care planning documents to people you trust.

These people can be your:



- family and friends
- carer
- enduring guardian
- doctor or health care worker
- legal expert.

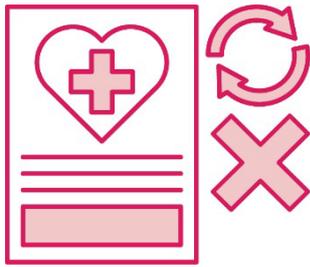


They can also be from:

- a hospital
- an aged care home – a place where older people live.



You should make a list of people who have a copy of your advance care planning documents.



This will help you remember who you need to contact if you:

- change your documents
- cancel your documents.

If you make an AHD, you can also carry:



- an AHD alert card – a card that explains you have an AHD



- a **MedicAlert bracelet**.



A MedicAlert bracelet is a bracelet you wear.

It explains that you have an AHD.

It also includes information to help health care workers find your AHD.

### A checklist for you



We have checklists you can use to keep track of:

- who has a copy of your advance care planning documents
- what documents they have copies of.

## Your family and friends

Person 1



Name

Contact information

What documents do they have?

- Values and Preferences Form.
- Advance Health Directive (AHD).
- Enduring Power of Guardianship (EPG).
- Enduring Power of Attorney (EPA).
- Will.

Person 2



Name

Contact information

What documents do they have?

- Values and Preferences Form.
- Advance Health Directive (AHD).
- Enduring Power of Guardianship (EPG).
- Enduring Power of Attorney (EPA).
- Will.

## My enduring guardian

### Enduring guardian 1



Name

Contact information

What documents do they have?

- Values and Preferences Form.
- Advance Health Directive (AHD).
- Enduring Power of Guardianship (EPG).
- Enduring Power of Attorney (EPA).
- Will.

### Enduring guardian 2



Name

Contact information

What documents do they have?

- Values and Preferences Form.
- Advance Health Directive (AHD).
- Enduring Power of Guardianship (EPG).
- Enduring Power of Attorney (EPA).
- Will.

## My health care workers

### My doctor



Name

Contact information

What documents do they have?

- Values and Preferences Form.
- Advance Health Directive (AHD).
- Enduring Power of Guardianship (EPG).
- Enduring Power of Attorney (EPA).
- Will.

### Health care worker 1



Name

Contact information

What documents do they have?

- Values and Preferences Form.
- Advance Health Directive (AHD).
- Enduring Power of Guardianship (EPG).
- Enduring Power of Attorney (EPA).
- Will.

## Health care worker 2



Name

Contact information

What documents do they have?

- Values and Preferences Form.
- Advance Health Directive (AHD).
- Enduring Power of Guardianship (EPG).
- Enduring Power of Attorney (EPA).
- Will.

## Aged care home



Name

Contact information

What documents do they have?

- Values and Preferences Form.
- Advance Health Directive (AHD).
- Enduring Power of Guardianship (EPG).
- Enduring Power of Attorney (EPA).
- Will.

## Local hospital



Name

Contact information

What documents do they have?

- Values and Preferences Form.
- Advance Health Directive (AHD).
- Enduring Power of Guardianship (EPG).

## Online copies

### My Health Record



What documents are on My Health Record?

- Values and Preferences Form.
- Advance Health Directive (AHD).
- Enduring Power of Guardianship (EPG).

## Other people who have a copy of your documents

Person 1



Name

Contact information

What documents do they have?

- Values and Preferences Form.
- Advance Health Directive (AHD).
- Enduring Power of Guardianship (EPG).
- Enduring Power of Attorney (EPA).
- Will.

Person 2



Name

Contact information

What documents do they have?

- Values and Preferences Form.
- Advance Health Directive (AHD).
- Enduring Power of Guardianship (EPG).
- Enduring Power of Attorney (EPA).
- Will.

## Where have you kept the original document?



Values and Preferences  
Form

Advance Health Directive

Enduring Power of  
Guardianship

Enduring Power of Attorney

Will


## Word list

This list explains what the **bold** words in this document mean.



### **Advance care planning**

Advance care planning is when you decide what health and personal care you want in the future.

You can change your mind at any time.

### **Capacity**



When you have capacity, you can:

- understand the choices you have
- make decisions for yourself
- tell others what you want.

### **Enduring guardian**

An enduring guardian is a person who can make decisions for you when you can't make decisions on your own.



They can make decisions about your:

- lifestyle, like what you can eat and wear
- health care, like what treatments you can receive.

## MedicAlert bracelet



A MedicAlert bracelet is a bracelet you wear.

It explains that you have an AHD.

It also includes information to help health care workers find your AHD.

## Statutory documents

Statutory documents are legal documents someone must:

- write
- sign.



Someone must watch you sign these documents.

And the information in these documents must be true.

## Support for you

### Advance care planning services

#### WA Department of Health



You can contact the WA Department of Health for free information about advance care planning.



You can call them.

**9222 2300**



You can email them.

**ACP@health.wa.gov.au**



You can visit their website.

**healthywa.wa.gov.au/AdvanceCarePlanning**

## The Palliative Care Helpline



You can contact the Palliative Care Helpline for information and support for:

- advance care planning
- palliative care – support when you have an illness that lasts your whole life.



They are open every day from 9 am to 5 pm.



You can call them.

**1800 573 299**



You can visit their website.

**[palliativecarewa.asn.au](http://palliativecarewa.asn.au)**

## Palliative Care WA



You can contact Palliative Care WA for free information about advance care planning.

This includes information about community workshops.



They are open Monday to Thursday.



You can call them.

**1300 551 704**



You can visit their website.

**[palliativecarewa.asn.au](http://palliativecarewa.asn.au)**

## Advance Care Planning Australia Free Support Service



You can contact Advance Care Planning Australia Free Support Service.

They can support you to fill out advance care planning documents.



They are open every day from 9 am to 5 pm.



You can call them.

**1300 208 582**



You can visit their website.

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

## Enduring Power of Guardianship or Enduring Power of Attorney services

### The Office of the Public Advocate



You can contact the Office of the Public Advocate.

They can give you information about who can make decisions for you if you cannot make them on your own.



You can call them.

**1300 858 455**



You can send them an email.

**[opa@justice.wa.gov.au](mailto:opa@justice.wa.gov.au)**



You can visit their website.

**[www.wa.gov.au/organisation/department-of-justice/office-of-the-public-advocate](http://www.wa.gov.au/organisation/department-of-justice/office-of-the-public-advocate)**

## Will or Enduring Power of Attorney services

### The Public Trustee



You can contact the Public Trustee for support to write:

- a Will
- an Enduring Power of Attorney.



You can call them.

**1300 746 116**



You can visit their website.

**[publictrustee.wa.gov.au](http://publictrustee.wa.gov.au)**

## Legal services

### The Law Society of Western Australia



You can contact the Law Society of Western Australia to help you find a legal expert.



You can call them.

**9324 8652**



You can visit their website to find a legal expert.

**[lawsocietywa.asn.au/find-a-lawyer](http://lawsocietywa.asn.au/find-a-lawyer)**

### Citizens Advice Bureau



You can contact the Citizens Advice Bureau for support to get information to make decisions.



You can call them.

**9221 5711**



You can visit their website.

**[cabwa.com.au](http://cabwa.com.au)**

## Community Legal WA



You can contact Community Legal WA to find your local legal centre.



You can call them.

**9221 9322**



You can visit their website.

**[communitylegalwa.org.au](http://communitylegalwa.org.au)**

## Legal Aid WA



You can contact Legal Aid WA for legal information.



You can call them.

**1300 650 579**



You can visit their website.

**[legalaid.wa.gov.au](http://legalaid.wa.gov.au)**

## Extra support for you

### Translating and Interpreting Service



You can contact the Translating and Interpreting Service if you need support in another language.



You can call them.

**131 450**

### National Relay Service



You can contact the National Relay Service if you have trouble speaking or hearing.



You can visit their website.

**[communications.gov.au/accesshub](https://communications.gov.au/accesshub)**



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[www.informationaccessgroup.com](http://www.informationaccessgroup.com)

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