



Government of
South Australia

Office of the Public Advocate

Substitute decision-makers

Easy Read guide



How to use this guide



The Office of the Public Advocate (OPA) wrote this guide.

When you see the word 'we', it means OPA.



We wrote this guide in an easy to read way.

We use pictures to explain some ideas.

Not bold **Bold**

We wrote some words in **bold**.

This means the letters are thicker and darker.



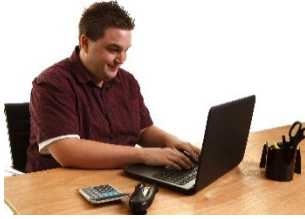
We explain what these words mean.

There is a list of these words on page 15.



This Easy Read guide is a summary of a fact sheet.

This means it only includes the most important ideas.



You can find the fact sheet on our website.

www.opa.sa.gov.au/information-service/fact-sheets



You can ask for help to read this guide.

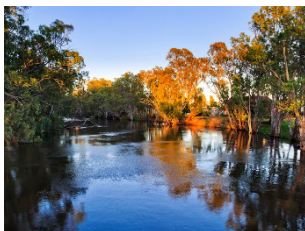
A friend, family member or support person may be able to help you.

We recognise Aboriginal and Torres Strait Islander peoples as the traditional owners of our land – South Australia.

They were the first people to live on and use the:



- lands



- waters.

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What is a substitute decision-maker?



An **Advance Care Directive (ACD)** is a legal document.

When a person makes an ACD, they explain what they want:

- for their future
- if they can't make a decision on their own.



When they make their ACD they also choose who can make decisions for them.

This person is called a substitute decision-maker.



If they choose you to be their substitute decision-maker, you must have a copy of their ACD.

The ACD will explain:



- what the person wants you to make decisions about



- what decisions they want you to make.



You must use their ACD as your guide when you make decisions for them.

What does a substitute decision-maker do?

When you are a substitute decision-maker you:



- help a person make decisions they can't make on their own

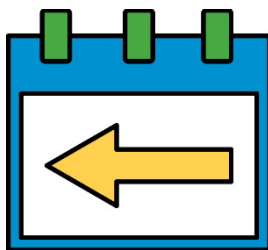


- ask this person what they want and need.



You must make the same decisions that you think the person would have made for themselves.

You must think about what the person:



- wanted in the past



- wants or needs now.



You must think about how to protect the person's:

- freedom
- **rights.**



Rights are rules about how people must treat you:

- fairly
- **equally.**



You should make decisions that will keep the person safe if their ACD doesn't say what they want.



You should try to follow the instructions in the person's ACD.

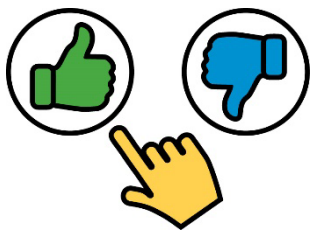
This includes instructions for:



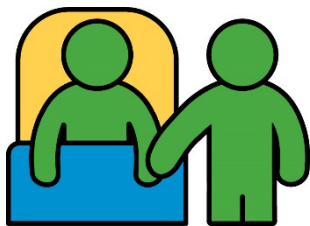
- health care



- where they live



- personal choices



- end-of-life care.



Their ACD might also have **binding refusals**.



A binding refusal is health care or treatment that someone doesn't want.



You must make sure the person doesn't get any treatment they don't want.

When will you need to make decisions?



Sometimes the person will be able to make their own decisions.

For example:



- what they want to eat



- who they want to spend time with.



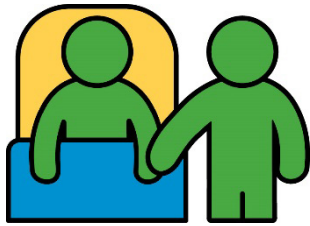
Sometimes they will need your support to make decisions.

Like support to choose the right services.

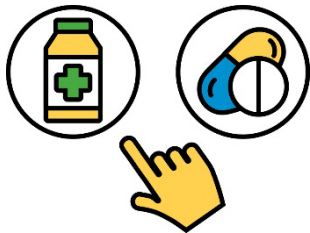


And sometimes they will need you to make more important decisions for them.

For example:



- end-of-life care



- the right medical treatment for them.



You should support the person to make their own decisions for as long as they can.



And you should involve them in decision-making as much as possible.

More information



We can support you if you have issues with:

- someone who is a decision-maker
- the way someone makes decisions.



You can find more information about ACDs on our website.

www.opa.sa.gov.au/information-service/fact-sheets/easy-read-fact-sheets

Contact us



You can call us.

1800 066 969



You can send us an email.

opamailbox@sa.gov.au



You can visit our website.

www.opa.sa.gov.au

Word list

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

Advance Care Directive (ACD)



An ACD is a legal document.

When a person makes an ACD, they talk about what they want:

- for their future
- if they can't make a decision on their own.



Binding refusal

A binding refusal is health care or treatment that someone doesn't want.



Rights

Rights are rules about how people must treat you:

- fairly
- equally.



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