



PLANNING AHEAD

TAKE CONTROL OF YOUR FUTURE TODAY

COMMUNICATIONS TOOLKIT PLANNING AHEAD

www.sahealth.sa.gov.au/planningahead



Government
of South Australia



INTRODUCTION

Planning Ahead is about safeguarding your rights. It means you can make your financial, health, legal and personal choices known so they can be acted on if you cannot express them yourself at some time in the future.

This may happen if you have a sudden accident, become very ill or develop a condition that affects your memory and your planning ability.

If 2020 has taught us anything, it is that life is unpredictable and our whole world can change in a moment.

Thinking about your future and making your wishes known in advance can help reduce family stress and conflict during times of crisis.

Now more than ever, it is important for all adults to understand the benefits of early planning. Various legal tools are available, such as:

- > an **Advance Care Directive**
- > an **Enduring Power of Attorney**
- > your **Will**, and
- > **registration for Organ and Tissue Donation.**

It is never too early to plan ahead:

- > Talk to your family now about your future wishes.
- > Act now to safeguard your rights, wishes, values and preferences.

An Enduring Power of Guardianship, Medical Power of Attorney or Anticipatory Direction completed prior to 1 July 2014 is still legally effective. Or you can make an Advance Care Directive to replace them.

What has been done so far?

Office for Ageing Well is committed to working with older people to ensure they have autonomy, freedom from harm, dignity and enjoyment of life.

Office for Ageing Well coordinates Planning Ahead Week every year in September supported by Legal Services Commission of SA (LSC), Office of the Public Advocate (OPA), DonateLife SA (DLISA) and community organisations. Planning Ahead Week started in 2014, and aims to raise community awareness and literacy about the benefits of early planning and the legal tools that can be used by adults of all ages. It also aims to promote the uptake of these in the community to support individual choice in the event of loss of capacity or death, safeguard rights and safeguard against abuse.

PARTNER ORGANISATIONS

Legal Services Commission of South Australia

For free legal information and advice you can contact the **Legal Services Commission**.

Telephone: 1300 366 424

Office hours: Monday to Friday 9.00 am to 4.30 pm

Office of the Public Advocate

The Office of the Public Advocate was created to promote and protect the rights of people with a mental incapacity in South Australia. The Public Advocate is an independent statutory official, accountable to the South Australian Parliament to implement the provisions of Section 21 of the *Guardianship and Administration Act, 1993*. These functions focus on the rights and needs of people with impaired decision-making capacity. The State Government funds the Office of the Public Advocate, which exists to assist the Public Advocate fulfil their statutory responsibilities by providing information and education to the public, dispute resolution about issues involving advance care directives, individual and systemic advocacy, investigatory services and as guardians of last resort.

For further information please visit the Office of the Public Advocate website www.opa.sa.gov.au

DonateLife SA

DonateLife SA coordinates all organ and tissue donation activities across the state. DonateLife SA's clinical staff includes Donation Specialist Nursing Coordinators who work with Donation Medical Specialists to provide professional donation services and encourage best practice in organ and tissue donation and transplantation.

The DonateLife SA team also works to raise community awareness and understanding of organ and tissue donation as a way of increasing donation rates. DonateLife SA encourages all South Australian families to make an informed decision about becoming an organ donor, to register their decision and to discuss and know each other's donation decisions.

For further information please visit the DonateLife SA website

www.donatelife.gov.au/donatelife-south-australia

How you can help

- Order Planning Ahead Resources – for FREE professional printed materials, complete the **Planning Ahead Resources Order Form** and submit via officeforageingwell@sa.gov.au.
- Share and display materials and resources – we have created a suite of free materials for print and online mediums to promote Planning Ahead and the website.
- Include in your communications – we have drafted suggested text for inclusion in your communications e.g. newsletters to assist you with sharing information about Planning Ahead.
- Post and Tweet – you can use our social media guide to help with promotions on your social media platforms.
- Link to us – we encourage you to link to the Planning Ahead webpage. We have included an example of how to do this.

- Share this document - we are grateful for your support and encourage you to send this toolkit to any individuals and organisations who may also be interested in sharing information about Planning Ahead.
- Keep us in the loop – we would appreciate copies of any communications you distribute through your networks. Please send these to officeforageingwell@sa.gov.au.

Who should you target?

- > General public – anyone aged 18 years and over
- > Older South Australians
- > Community organisations and councils
- > Aboriginal and CALD communities
- > Friends, neighbours and carers of older South Australians
- > Staff and Service providers.

Key messages

- > Planning Ahead – Take control of your future today and safeguard your rights.
- > Planning Ahead Week aims to raise awareness about the importance of planning ahead and the various legal tools, such as Advance Care Directives (ACDs), Enduring Power of Attorney (EPA), Wills and registration for organ and tissue donation to secure future financial, health, legal and personal wishes.
- > If 2020 has taught us anything, it is that life is unpredictable and our whole world can change in a moment. Now more than ever is the time to think about Planning Ahead.
- > This week encourages you to safeguard your rights, protect yourself against abuse and ensure decisions made for you in the future are consistent with your wishes, values and preferences.
- > Thinking about your future and documenting your wishes will assist with reducing family conflict during times of crisis as you can make your wishes known in advance for when you cannot make them known personally.
- > Ensure wishes and preferences for future health care, residential, accommodation and personal matters, including your finances, are known in advance, and that the person/s you choose is/are legally able to make such decisions when and if the time arises and you are unable to make choices personally, including after you die.
- > You should advise your family members and any professionals you deal with that you have completed planning ahead tools, which outline your future wishes.
- > Now is the time to talk to your family about your future wishes and document them.
- > For more information to help you plan ahead and take control of your future, as an accident, illness or death can happen at any time or at any age, visit www.sahealth.sa.gov.au/planningahead.

RESOURCES

Newsletter article – Option 1

On his own terms

Respecting our brother's wishes

My eldest brother had just died. Richard, or Richie as we knew him, gave up smoking 20 years ago. But the damage was done. The regular calls in winter to the paramedics meant he needed to move from home to a nursing home. He went in to one when he was only 64.

The average age entering a nursing home is 85. Half the residents have some form of dementia. The annual mortality rate is around 30 per cent. Richie beat the odds because he lasted 10 years in aged care.

He had end stage COPD (chronic obstructive pulmonary disease). I'm sure Richie hated smoking but he got a job as a storeman in the early 1960s, a time when everyone stopped for morning and afternoon smoko. He had to join in. Now it's done him in.

For the past 10 winters Richard had colds and wheezed. This last time was the worst. He started calling 'Help me. Help me'. He went into hospital and was put on morphine and tranquillizers. I fed him a bowl of soup. It was the last meal he ever had.

He lost the ability to swallow. A palliative care specialist was called in. His job was made easier because Richie had written he was 'not to be intubated or any other extraordinary measures taken'. He had what is known as 'a good death'. There was no pain.

Fewer than one in seven Australians has an Advance Care Directive. Because Richard had one he didn't spend his last days in intensive care being given costly and futile treatment.

We need to have the discussion with our family and our GP and then write our wishes down.

When asked, nearly three-quarters of us say we want to die in our own home. Only one in seven Australians will.

So write down what you want. Make it your resolution. While you're at it, update your will and enduring power of attorney.

The ageing of Australia means the number of deaths will double in the next 25 years.

If you want to die in your home or a hospital room surrounded by family, not in an intensive care ward surrounded by machines, do something about it.

If you do, you will save your family awful worries.

I learnt that from my brother. Thank you Richie.

Written by Ian Henschke

Planning Ahead Ambassador, Office for Ageing Well, SA Health

Chief Advocate National Seniors Australia

Ambassador for Advance Care Planning Australia

Ian Henschke is Chief Advocate at National Seniors Australia, a leading advocacy organisation for older people. He wrote this article explaining how an Advance Care Directive enabled his brother to have a "good death". **If you use this article in your communications, please credit Ian and National Seniors Australia. <https://nationalseniors.com.au/>**

Newsletter article – Option 2

Planning Ahead Week

<Insert current year's dates>

If 2020 has taught us anything, it is that life is unpredictable and our whole world can change in a moment. Now more than ever, Planning Ahead Week provides an opportunity to think about taking control of your future to safeguard your rights. It means you can make your choices known so they can be acted on if you cannot express them yourself at some time in the future.

Accidents, illness and conditions that affect memory and planning ability do happen, and can happen at any time.

Making your wishes known in advance can help reduce family stress and conflict during times of crisis.

Now more than ever, it is important for all adults to understand the benefits of early planning. Various legal tools, such as an Enduring Power of Attorney, Advance Care Directive, Will and registration for Organ and Tissue Donation can help you safeguard your future financial, health, legal and personal choices.

It is never too early to plan ahead:

- > Talk to your family now about your future wishes.
- > Act now to safeguard your future rights, wishes, values and preferences.

For more information and resources in English, Greek, Italian and Vietnamese visit:

www.sahealth.sa.gov.au/planningahead

Website text (long)

Now more than ever is the time to think about Planning Ahead and taking control of your future. If 2020 has taught us anything, it is that life is unpredictable and our whole world can change in a moment. Planning Ahead means that you can make your choices known so they can be acted on if you cannot express them yourself at some time in the future.

This may happen if you have a sudden accident, become very ill or develop a condition that affects your memory and your planning ability.

There are various legal tools, such as Advance Care Directives (ACDs), Enduring Power of Attorney (EPA), Wills and registration for Organ and Tissue Donation to secure future financial, health, legal and personal wishes.

For more information on Planning Ahead visit www.sahealth.sa.gov.au/planningahead.

Website text (short)

Now more than ever is the time to plan ahead. Safeguard your rights and take control of your future today. Visit www.sahealth.sa.gov.au/planningahead.

Legal tools

For an Enduring Power of Attorney, Advance Care Directive Do-It-Yourself Kit, or a Will visit:

https://lsc.sa.gov.au/cb_pages/publications.php

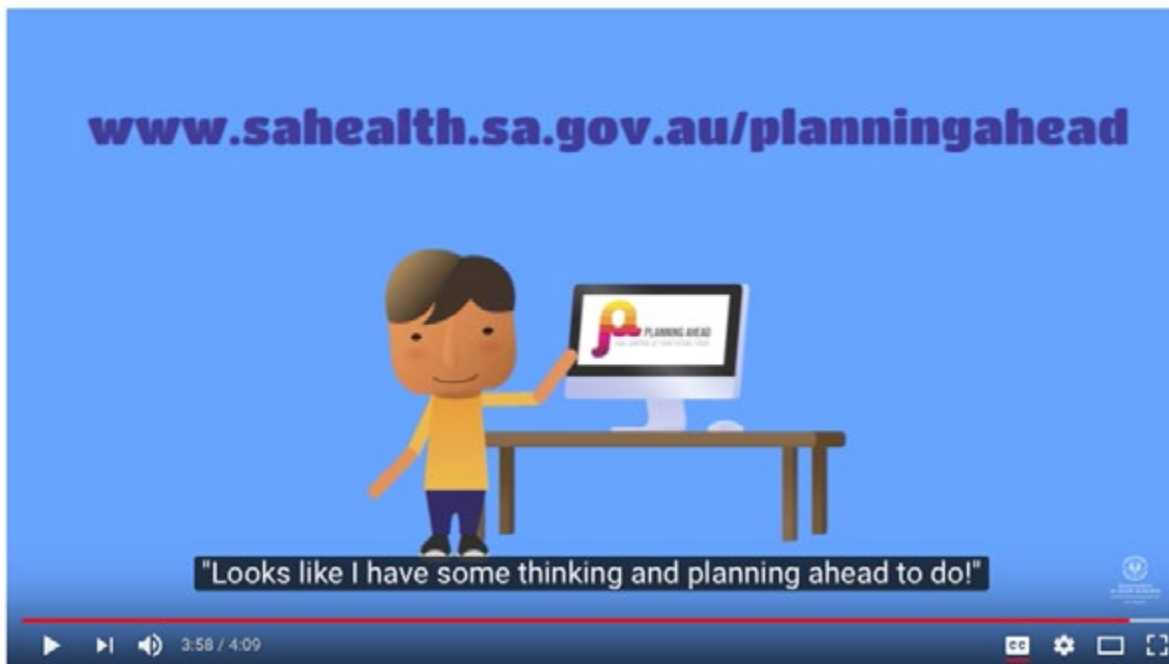
To register for organ and tissue donation:

<https://register.donatelife.gov.au/>

Promotional materials

Videos on Planning Ahead

Can be accessed using Internet Explorer Version 10+, Chrome or Mozilla Firefox



- > Planning Ahead conversation in:
 - **English (opens in a new window)**
 - **Greek (opens in a new window)**
 - **Italian (opens in a new window)**
 - **Vietnamese (opens in a new window)**
- > Advance Care Directives
 - **Information (opens in a new window)**
 - **Consumer stories (opens in a new window)**
- > **Enduring Power of Attorney (opens in a new window)**
- > **Wills (opens in a new window)**
- > **Office of the Public Advocate (opens in a new window)**
- > **Organ and Tissue Donation (opens in a new window)**
- > **Transplant Recipient - consumer story (opens in a new window)**
- > **Living With Younger Onset Dementia - consumer story (opens in a new window)**
- > Assistance for people with dementia
 - **Cognitive Decline Partnership Centre**
 - **Dementia Australia**

Printable resources on Planning Ahead

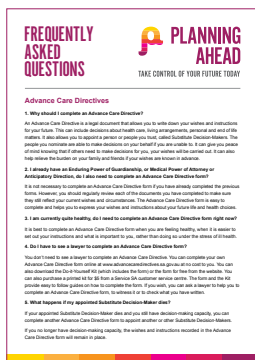
To order FREE professionally printed Planning Ahead resources, please complete the **Planning Ahead Resource Order Form** and email to officeforageingwell@sa.gov.au.

Information brochure



- > **English (PDF 173KB)** (opens in a new window)
- > **Greek (PDF 180KB)** (opens in a new window)
- > **Italian (PDF 169KB)** (opens in a new window)
- > **Vietnamese (PDF 271KB)** (opens in a new window)

FAQs brochure



- > **English (PDF 138KB)** (opens in a new window)
- > **Greek (PDF 250KB)** (opens in a new window)
- > **Italian (PDF 134KB)** (opens in a new window)
- > **Vietnamese (PDF 258KB)** (opens in a new window)

Infographics



- > **A3 (PDF 172KB)** (opens in a new window)
- > **A4 (PDF 158KB)** (opens in a new window)
- > **A5 postcard (PDF 186KB)** (opens in a new window)

Poster



- > **A3 (PDF 83KB)** (opens in a new window)
- > **A4 (PDF 69KB)** (opens in a new window)

Social media guide

You can use the text below to distribute Planning Ahead messages through your own social media platforms.

Twitter

Planning Ahead – Take Control of Your Future Today and Safeguard Your Rights. If 2020 has taught us anything, it is that life is unpredictable and our whole world can change in a moment. Safeguard your future financial, health, legal and personal choices in the event of an accident, illness or condition that affects memory and planning ability. For more information, visit www.sahealth.sa.gov.au/planningahead.

Twitter – Planning Ahead Week

Planning Ahead Week <insert current year's dates> – Take Control of Your Future Today and Safeguard Your Rights. An accident, illness or death can happen at any time or at any age. For more information to help you plan ahead, and take control of your future, visit www.sahealth.sa.gov.au/planningahead.

Facebook

Planning Ahead – Take Control of Your Future Today and Safeguard Your Rights. Are you aware of the importance of planning ahead? Are you aware of the various legal tools, such as Advance Care Directives (ACDs), Enduring Power of Attorney (EPA), Wills, and registration for Organ and Tissue Donation that will allow you to secure your future financial, health, legal and personal wishes?

Office for Ageing Well encourages you, your family and your community to safeguard your future rights and ensure decisions made for you are consistent with your wishes, values and preferences. For more information regarding Planning Ahead Week please visit www.sahealth.sa.gov.au/planningahead.

Facebook – Planning Ahead Week

Planning Ahead Week <insert current year's dates> aims to raise awareness of the importance of planning ahead and the various legal tools, such as Advance Care Directives (ACDs), Enduring Power of Attorney (EPA), Wills, and registration for Organ and Tissue Donation to secure future financial, health, legal and personal wishes.

This week encourages you, your family and your community to safeguard your rights and ensure decisions made for you are consistent with your wishes, values and preferences. For more information regarding Planning Ahead Week please visit www.sahealth.sa.gov.au/planningahead.

Contact

Thank you for helping us to promote the Planning Ahead message.

If you have any questions regarding this toolkit please contact:

Office for Ageing Well

SA Health

Email: officeforageingwell@sa.gov.au

Phone: (08) 8204 2420

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For more information

Visit www.sahealth.sa.gov.au/planningahead

Free legal advice

Contact the Legal Services Commission:

Phone: **1300 366 424**



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Public - I1 - A1