

PRIVATE ADMINISTRATOR TRAINING

- **Are you wondering about your precise role as an administrator?**
- **Do you know the rules about making gifts on behalf of the person for whom you've been appointed administrator?**
- **Would you like your reporting obligations explained?**

INFORMATION AND TRAINING:

These and other questions can be answered at a three-hour information and training session organised by the Office of the Public Advocate and the Public Trustee.

DATE AND TIMES:

Thursday 9 February 2017 9.30am-12.30pm

Thursday 11 May 2017 5 - 8pm

Tuesday 22 August 2017 9.30am-12.30pm

Wednesday 15 November 2017 5 - 8pm

ALL SESSIONS ARE HELD AT:

**Argyle Room, Level 1 Public Trustee Building
553 Hay Street, Perth WA 6000**

Registration commences 15 minutes before the start time of each session.

The information and training session provides practical assistance and helpful advice that will make your role as a private administrator easier.

COST:

\$25 per person

(non-refundable reimbursement of catering & materials costs, recoverable from funds of the represented person.)

PRIVATE ADMINISTRATOR TRAINING



Bookings prior to the training date are essential as places are limited.

To book online using credit card, visit trybooking.com/LNPQ

or complete your details below and post with payment in the form of a cheque, money order or credit card to:

**Public Trustee
GPO Box M946
PERTH WA 6843**

Credit card details can also be emailed to ptocustomerservices@justice.wa.gov.au

Please do not send cash in the post. Cash or credit card payments may also be made in person at the Public Trustee, Ground Floor 553 Hay Street, Perth.

During the training session, reference will be made to the Private Administrator's Guide. Please bring the Guide with you. Please note that reimbursement for catering and materials is non-refundable.

However, you may reschedule if you notify us 24 hours prior to your session. For further information please contact:



Public Trustee

Ground Floor, 553 Hay Street Perth
Phone: 1300 746 212
public.trustee@justice.wa.gov.au
www.publictrustee.wa.gov.au
Postal: GPO Box M946 PERTH WA 6843



Level 23, David Malcolm Justice Centre
28 Barrack Street, Perth
Telephone Advisory Service: 1300 858 455
opa@justice.wa.gov.au
www.publicadvocate.wa.gov.au



Book online using credit card at trybooking.com/LNPQ

OR

I would like to book _____ places for Private Administrator Training on:

<input type="checkbox"/>	Thursday 9 February 2017	9.30am-12.30pm
<input checked="" type="checkbox"/>	Thursday 11 May 2017	5 - 8pm
<input type="checkbox"/>	Tuesday 22 August 2017	9.30am-12.30pm
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Cost: \$25 per person
(non-refundable reimbursement of catering and material costs, recoverable from the funds of the represented person.)

Title: _____ First Name: _____ Surname: _____

Address: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____ Fax: _____

Credit Card:

Expiry: __ __ / __ __ CVV: __ __ __ Name on Card: _____

Type of Card: Visa Mastercard Total Amount: _____

Signature: _____