



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 LOCATION:

Date	Time
Thursday 8 February 2018	09:30-12:30
Tuesday 15 May 2018	17:00-20:00
Monday 20 August 2018	09:30-12:30
Wednesday 14 November 2018	17:00-20:00

ALL SESSIONS ARE HELD AT:

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

Registration commences half an hour 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 (includes refreshments):

\$25 per person

(non-refundable, fee is recoverable from the funds of the represented person.)

PRESENTED BY:

PRIVATE ADMINISTRATOR TRAINING



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

To make a booking, 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 all fees are non-refundable. However, you may reschedule if you notify us, in writing, more than 2 days 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 2, International House
26 St George's Terrace, Perth
Telephone Advisory Service: 1300 858 455
opa@justice.wa.gov.au
www.publicadvocate.wa.gov.au



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

Date	Time
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Title: _____ First Name: _____ Surname: _____

Address: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____ Fax: _____

Credit Card:

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

Type of Card: Visa Mastercard Total Amount: _____

Signature: _____

Please advise of any special dietary requirements: _____