



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
Wednesday 12 February 2020	9.30am - 12.30pm
Wednesday 20 May 2020	5pm - 8pm
Thursday 6 August 2020	9.30am - 12.30pm
Tuesday 17 November 2020	5pm - 8pm

ALL SESSIONS ARE HELD AT:

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

Registration commences 15 minutes before each session time and refreshments will be provided.

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.

Payment options:

- **In Person:**
Visit the Public Trustee Reception,
Ground Floor 553 Hay Street Perth.
- **Postage:**
Complete the details below, post this
form to the following address and you
will be contacted by telephone for your
payment
Public Trustee
GPO Box M946
PERTH WA 6843
**Please do not send cash in the post*
- **Online:**
Using your credit card at
trybooking.com/LNPQ
- **Telephone:**
Contact 1300 746 116
during office hours
(Mon – Fri from 8.30am-4.30pm)

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 23, David Malcolm Justice Centre
28 Barrack Street, Perth
Phone: 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
<input type="checkbox"/> Wednesday 12 February 2020	9.30am - 12.30pm
<input type="checkbox"/> Wednesday 20 May 2020	5pm - 8pm
<input type="checkbox"/> Thursday 6 August 2020	9.30am - 12.30pm
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Cost: \$25 per person
(non-refundable, fee is recoverable from the funds of the represented person.)

Method of payment: ☐ Credit Card ☐ Cheque ☐ Cash

Title: _____ First Name: _____ Surname: _____

Address: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____ Fax: _____

Please advise of any special dietary requirements: _____