



**Wilsons  
Carpark**

**DVA  
AMP Building**



**Australian Government**  
**Department of Veterans' Affairs**

## TIP Training

### Venue & Training Information

DVA Amenities Rooms, 5<sup>th</sup> Floor  
Department of Veterans' Affairs  
AMP Building,  
140 St Georges Terrace, Perth 6000



TRAINING & INFORMATION  
PROGRAM

Version: 15 Jan 2009

## QUERIES REGARDING THE COURSE

- GENERAL- Nomination forms, calendar of training, attendance, course dates/times, general information - contact Caroline the TIP Admin Officer at Perth legacy on 9367 5799
- TIP TRAVEL PAYMENTS / QUERIES Contact: DVA TIP Payment Officers on 9366 8412, Country 1800 555 254
- SPECIFIC COURSE CONTENT - training prerequisites contact: TIP Chairman, Darryl Dunlop, at Perth Legacy, on 9367 5799

## TRANSPORT

- REIMBURSEMENT OF TRAVEL EXPENSES is only available for those attending who travel more than 50 kilometres to attend the training. See the *"TIP Participant Claim for Travelling Expenses"* brochure which explains these provisions. Copy available from the TIP Admin Support Officer or DVA website ([www.dva.gov.au](http://www.dva.gov.au)) and follow the links to link to TIP / WA.
- FREE BUS RIDES – RED & BLUE CATS run between Perth Railway Station, Esplanade Busport, and Adelaide Terrace. There is free travel at all times on all Transperth services in the inner city which is a *"Free Transit Zone"*. Call Transperth 13 62 13 for more details or go to: [www.transperth.wa.gov.au](http://www.transperth.wa.gov.au).

## PARKING

- PARKING VOUCHERS are available for Wilsons Car Park under Westralia Square (Hartley Poynton Building) entrance from Mounts Bay Road (one way driving east). Cost is \$7.00 per day for people with a voucher for a 5 hour period. Vehicle needs to be moved during lunch break, before 5 hours is up or a full daily fee is charged. Ask TIP Trainers for parking vouchers on morning of the first day.
- REIMBURSEMENT available for parking costs up to \$11 at any other car park.
- PARKING ASSOCIATED WITH ACCOMMODATION. Different arrangements are available.

## ACCOMMODATION.

- If you are travelling more than 120 kms one way you can make your own accommodation arrangements refer to the *"TIP Participant Claim for Travelling Expenses"* brochure.

## IN THE BUILDING

- PHONES. Please switch mobile phones off or to silent during course sessions.
- FIRST AID. There are first aid officers (DVA Staff) available.
- DISABILITY ACCESS. There is a disability toilet on the 5<sup>th</sup> floor near the DVA counter area. Special buttons are located near the main entrance doors to slow down the rotation speed. There is a side door entrance (Williams St) for wheel chair access.
- FIRE EVACUATION OR DRILL. In the event of a fire evacuation or drill, follow the direction given by DVA Warden(s). The wardens will guide you down steps to a meeting point outside the building.
- NO SMOKING IN BUILDING

## AT THE COURSE

- TIMES. Please be on time. Courses usually run from 8.30 to 4.30. Every effort is made to ensure that the seminar runs on time. You are expected to attend the entire day. (Unless you have an unexpected commitment eg doctor's appointments)
- BREAKS. There are regular breaks during the course however if you need to get up and move around at the back of the room during the course, please feel free.
- CATERING. Morning / afternoon teas and a light lunch are provided each day. Tea, coffee and water are available continuously.
- SPECIAL DIETARY REQUIREMENTS. Please advise TIP Administration Officer at Perth Legacy of your special needs in advance of every TIP course you attend.