



ONLINE register at <http://apsc.gov.au/registration> or **EMAIL** nationalcalendarteam@apsc.gov.au

*You will receive a confirmation email once you have been successfully registered on this program.
 If you do not receive a confirmation email, please contact nationalcalendarteam@apsc.gov.au.*

Program name _____

Program date/s _____

Program location

ACT NSW QLD VIC/TAS SA/NT WA *Full details on the program venue will be sent to you on confirmation of your registration.*

Surname _____ First name _____

Mr Ms Mrs Miss other _____

Classification APS 1-2 APS 3 APS 4 APS 5 APS 6 EL 1 EL 2 SES B1 SES B2 SES B3

Title/position _____ Agency _____

Branch/team _____

Postal address _____

Phone _____ Mobile _____

Email _____

Special needs

Please note any special dietary or other requirements _____

By providing this information you are consenting to the use of your information for collection and disclosure purposes.

Authorised person to complete and sign

I understand the terms and conditions below. Signature _____

Name _____

Phone _____ Date _____

Payment

Invoice Amount \$ _____ (GST exclusive)

Participants are responsible for their own travel and accommodation costs and arrangements.

Please note that charges will not incur GST if the payment is between government related entities, the payment is covered by an appropriation, and if the amount of the charge does not exceed the actual or anticipated cost of providing the goods or service. Goods and services provided to other entities (i.e. who are not a government related entity) will continue to incur an additional charge of 10% for GST if that good or service is normally a taxable supply for GST purposes.

Credit card payment

Visa Mastercard American Express Card holder's name _____

Card number _____ / _____ / _____ / _____

Expiry date _____ Card holder's phone _____

Card holder's signature _____ Amount \$ _____

TERMS AND CONDITIONS

Fees and charges: Please refer to the accompanying program materials. This completed document will be a tax invoice for GST where applicable when you make payment by credit card ONLY. Other wise upon registration an invoice will be sent to you for payment. A course confirmation will be emailed to you once your place has been secured. Fees may be subject to change without notice. Participants are responsible for their own travel and accommodation costs and arrangements.

Substitutes, rescheduling and refunds: If you are unable to attend your program we would welcome a substitute at the appropriate level. Rescheduling and refunds (only available for development programs) can be made if your written advice is received at least 30 calendar days prior to the start of the program.

Identifying information: Your information is collected for the purpose of the Public Service Commissioner's functions under the *Public Service Act 1999*, which include coordinating and supporting APS-wide training and career development opportunities and fostering leadership and reporting on the State of the Service. It will be used for course administration, statistical analysis and evaluation of programs. Some details may be disclosed to your home agency for administrative and statistical/monitoring purposes. Your information may be used to distribute information about Commission run or sponsored opportunities and to check our other databases. Occasionally mailing lists are made available to bodies with related functions. If you do not wish to have your information used for marketing purposes email nationalcalendarteam@apsc.gov.au. Sensitive information such as dietary requirements and cultural status may be retained on our databases for future attendance at programs. For more details see our privacy statement at http://www.apsc.gov.au/_data/assets/word_doc/0008/29348/Programs-collectionnotice-general.docx

Other conditions: Whilst the Commission aims to deliver programs at the prescribed location(s), using the specified facilitator(s) and/or guest speaker(s) on the date(s) provided in this publication, changes may occur. The Commission will endeavour to provide reasonable notice to participants of these changes. Where a change in location, facilitator(s), guest speaker(s) or date occurs a refund of the program fee may be made at the discretion of the Commission. The Commission accepts no liability for any other losses incurred as a result of changes to the program details.