TRIBUNAL ADVOCACY COURSE [TAC] NOMINATION FORM
28 June 2014 to 4 July 2014

Preamble

1. The Training & Information Program [TIP] is a Federal Government Funded, Ex-Service Organization [ESO] and Department of Veterans Affairs [DVA] developed and managed program that provides State based compensation training, over all three legislations, for ESO Authorized Practitioners, usually volunteers.

2. TIP, provides a National based Advocate [Level 4] course in conjunction with the University of Canberra [UC] staffed by DVA and ESO presenters and supported by academic members, Departmental members and members of the Administrative Appeals Tribunal [AAT]

Nomination criteria

Includes:-

- **Completed an Advocate [Level 3] course**
  - Must be nominated by an ESO office-bearer
  - TIP Chairs should be satisfied that applicants have appropriate experience for the Level 4 entry

Or

- Are **deemed to have sufficient experience, background and/or qualifications** to successfully participate at this level taking into account the following
  - Completed courses up to and including VEA Pensions / MRCA Claims Level 2
  - Experienced in VEA Pension and/or MRCA/SRCA Military Compensation legislations
  - Actively working as a Pensions Officer [VEA] and/or Claims Officer [MRCA/SRCA] or acting as an assistant at Level 3 or Level 4 advocacy
  - Must have an understanding of the disability pension provisions under the VEA or Military Compensation provisions under the MRCA/SRCA that includes the function and use of ‘Statements of Principle’, ‘Standard of Proof’, GARP and GARP [M], Assessment of VEA Pensions and MRCA incapacity payments
  - Must be highly recommended by the parent ESO
  - Likely to participate in the appeals process at the VRB and/or AAT [Or in an assistant to an advocate role]
  - It would be an advantage to have observed an AAT hearing

Or

- Are **employed within the Department of Veterans Affairs** where Tribunal Advocacy can enhance that employment
  - With approval of nominee manager
  - Endorsed by the DVA Course Director

Course organization

3. Where there are more than one nominee then the State TIP Chair shall allocate ranking in order of priority

4. ESO and DVA participants are paired, in teams, as much as possible and may be representing either the applicant or respondent. Participants should be prepared to represent either party

**NOMINATIONS CLOSE ON FRIDAY 30 May 2014**
### NOMINEE’S DETAIL

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**Is the applicant an authorized practitioner**

[Please tick the appropriate response]

- YES [ ]
- NO [ ]

**Is the applicant covered by insurance**

[Please tick the appropriate responses]

- VITA
- OTHER

**Is the applicant currently performing the duties**

[Please tick the appropriate responses]

- VEA Pension Officer [Level 1]
- VEA Pension Officer [Level 2]
- MRCA Claims Officer [Level 1]
- MRCA Claims Officer [Level 2]
- Advocate [Level 3]

**List educational qualifications relevant to this course**

[eg: Law studies, diploma, TIP courses]

**List practical experience at the appeal body level**

[VRB, AAT, Sporting tribunals etc]

**How will the course relate to the applicant’s ability to act as a representative before an AAT or otherwise improve their current role or anticipated duties?**

### NOMINATORS DETAIL

**Name of ESO Nominating applicant**
COURSE ADMINISTRATION INFORMATION

Course acceptance, facilities, pre-course study and travel arrangements

5. Approximately four [4] weeks prior to the course accepted applicants will receive the following:
   - A letter of acceptance
   - An administrative & joining instruction
   - A pre-course study package
   - Reference material

6. The course commences on Saturday, 28th June 2014 and concludes on Friday, 4th July 2014 and is a full time, live in arrangement.

7. Accommodation will be at Rydges Capital Hill, Cnr Canberra Ave & National Crt. Forrest. ACT.
   - Saturday, 28th June 14 - Travel to Canberra with travel arrangements to arrive before 4pm
   - Saturday, 28th June 14 - Opening sessions start at 4pm followed by a Course dinner [Neat casual]
   - Sunday, 29th June 14 - Training sessions at Rydges function rooms
Monday, 30th June to Friday 4 July 2014 will be at the University of Canberra [UC]. Course members will be bussed to and from the University.

8. The pre-course study will include ‘most’ of the documents, certainly enough to allow investigation and defining the crux of the case study to be used for the ‘mock’ hearings. The pre-course study includes a book by the Senior Legal guest lecturer [There will be an ‘open book’ objective test early in the course]

9. The course convener will make contact to organize travel arrangements and the provision of allowances and a Travel & Accommodation Plan will be sent to you per e-mail. Cab charges will be sent to you by post.

10. Enquiries to John Printz OAM [Course Convener] at 0438 441712 or vetcensalejp@netspace.net.au

### TRAVEL BOOKING INFORMATION

| Please indicate preferred [appropriate] mode of transport to Canberra | Air: QANTAS  
| Car: CAR                     | JETSTAR                    | VIRGIN

If by AIR:
The government contractor is QANTAS however there may be circumstances that other airlines are more appropriate. Please indicate your preference

Indicate nearest airport to home

If by CAR:
Provide the following information

If accepted and to meet Government requirements you will be asked to provide photocopies of:
- Current drivers licence
- Current registration of vehicle travelling in
- Current Insurance of vehicle travelling in

Departure location [Return]
Departure time:
Kilometres:
Hours:

### DUTY OF CARE
Please indicate any travel or health aspects, including special dietary requirements that we should know for ‘duty of care’ purposes

### CONCESSIONS
Please indicate if you have:
- Airline Club membership
- Frequent Flyer membership
- Membership No

### BANKING DETAIL [For payment of TA]

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