

# Financial Statements

2000-2001



## **INDEPENDENT AUDIT REPORT**

### **To the Directors of The Public Trustee**

#### **Scope**

I have audited the financial report of The Public Trustee comprising a Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and notes thereto, for the year ended 30 June 2001. The Directors of The Public Trustee are responsible for the financial report. I have conducted an independent audit of the financial report in order to express an opinion on it to the Directors.

The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion whether, in all material respects, the financial report is presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements so as to present a view which is consistent with my understanding of the financial position of The Public Trustee, the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

#### **Audit Opinion**

In my opinion the financial report presents fairly in accordance with the Government Business Enterprises Act 1995, applicable Accounting Standards and other mandatory professional reporting requirements, the financial position of The Public Trustee as at 30 June 2001, and the results of its operations and its cash flows for the year then ended.

D S Burns  
Director – Financial Audit  
**TASMANIAN AUDIT OFFICE**

#### **Delegate of the Auditor-General**

31 October 2001  
**HOBART**

# Statement of Certification

In the opinion of the directors of THE PUBLIC TRUSTEE:

- (a) the attached financial statements are drawn up so as to give a true and fair view of the results and cash flows for the year ending 30th June, 2001 and the state of affairs as at 30th June, 2001 of THE PUBLIC TRUSTEE;
- (b) the accounts have been prepared in compliance with the provisions of the Government Business Enterprises Act 1995;
- (c) at the date of this statement, there are reasonable grounds to believe that THE PUBLIC TRUSTEE will be able to pay its debts as and when they fall due.

The financial statements have been prepared in accordance with Australian Accounting Standards, Urgent Issues Group consensus views and other authoritative pronouncements of the Public Sector Accounting Standards Board or the Australian Accounting Standards Board.

Signed in accordance with a resolution of the directors.

**PETER M MALONEY**  
CHAIRPERSON  
BOARD OF THE PUBLIC TRUSTEE  
31 AUG 2001

**ELIZABETH THOMAS**  
CHIEF EXECUTIVE OFFICER  
THE PUBLIC TRUSTEE  
31 AUG 2001

**THE PUBLIC TRUSTEE STATEMENT OF FINANCIAL PERFORMANCE For the Year Ended 30th June, 2001**

	NOTE	2001 \$	2000 \$
<b>REVENUE FROM ORDINARY ACTIVITIES</b>			
Commission and Fees		3,585,671	2,944,368
Income from Investments	2	299,972	315,318
Profit on Sale of Assets		16,721	120
<b>Total Revenue from Ordinary Activities</b>		<b>3,902,364</b>	<b>3,259,806</b>
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>			
Salaries and Associated Expenses		1,933,584	1,846,338
Provisions for Employee Benefits		551,290	161,884
Accommodation Expenses		104,821	102,975
Depreciation		91,823	91,259
Administration Expenses		976,204	958,574
Decrease in value of Land & Buildings		0	107,500
<b>Total Expenses from Ordinary Activities</b>		<b>3,657,722</b>	<b>3,268,530</b>
<b>NET PROFIT (LOSS)</b>			
from ordinary activities before Tax Equivalent Expense		<b>244,642</b>	<b>(8,724)</b>
<b>TAX EQUIVALENT EXPENSE</b>	18	0	0
<b>TOTAL CHANGES IN EQUITY,</b>			
other than those resulting from transactions with owners as owners		<b>244,642</b>	<b>(8,724)</b>

**THE PUBLIC TRUSTEE STATEMENT OF FINANCIAL POSITION As At 30th JUNE 2001**

	NOTE	2001 \$	2000 \$
<b>CURRENT ASSETS</b>			
Cash Assets	3	2,351,298	1,993,495
Unamortised Leasing Fees		2,869	6,310
Receivables	4	279,634	51,863
<b>TOTAL CURRENT ASSETS</b>		2,633,801	2,051,668
<b>NON-CURRENT ASSETS</b>			
Property, Plant and Equipment	5	3,327,041	3,408,936
<b>TOTAL NON-CURRENT ASSETS</b>		3,327,041	3,408,936
<b>TOTAL ASSETS</b>		5,960,842	5,460,604
<b>CURRENT LIABILITIES</b>			
Payables	6	342,769	242,610
Provisions	7	936,885	550,193
<b>TOTAL CURRENT LIABILITIES</b>		1,279,654	792,803
<b>NON-CURRENT LIABILITIES</b>			
Provisions	8	3,616,506	3,725,440
<b>TOTAL NON-CURRENT LIABILITIES</b>		3,616,506	3,725,440
<b>TOTAL LIABILITIES</b>		4,896,160	4,518,243
<b>NET ASSETS</b>		1,064,682	942,361
<b>EQUITY</b>			
Retained Profits	9	1,064,682	942,361
<b>TOTAL EQUITY</b>		1,064,682	942,361

**THE PUBLIC TRUSTEE STATEMENT OF CASH FLOWS For the Year Ended 30th June, 2001**

	NOTE	2001	2000
	\$	\$	
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
Receipts from clients & Common Fund		3,662,128	3,239,608
Payments to employees and suppliers		(3,310,303)	(3,349,367)
<b>NET CASH PROVIDED BY OPERATING SERVICES</b>	16	351,825	(109,759)
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
(Increase) Decrease in non-cash investment in Common Fund		(300,000)	200,000
Payments for property, plant & equipment		(51,518)	(148,688)
Proceeds from sale of property & equipment		57,496	120
<b>NET CASH USED IN INVESTING ACTIVITIES</b>		(294,022)	51,432
Net increase (decrease) in Cash Held		57,803	(58,327)
Cash at the beginning of the year		193,495	251,822
<b>CASH AT THE END OF THE YEAR</b>	16	251,298	193,495



# the Public Trustee

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

### NOTE 1: STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The Public Trustee was established under *The Public Trustee Act 1930*.

#### (a) BASIS OF ACCOUNTING

The Government Business Enterprises Act 1995 requires The Public Trustee to keep proper accounts and records of its transactions and affairs, in accordance with the accounting principles which generally apply in commercial practice.

The financial statements are a general purpose financial report and have been prepared on an accrual accounting basis and in accordance with Australian Accounting Standards and Urgent Issues Group consensus views. They are prepared on an historical cost basis and do not take into account changing money values, or unless otherwise stated, current valuations of non current assets or liabilities.

The accounting policies adopted are consistent with those of the previous financial year.

#### (b) REVENUE RECOGNITION

##### *Commission and Fees*

Commission and fees are taken progressively throughout the administration of the estates and trusts under the control of The Public Trustee. Commission is charged when the individual assets are realised throughout the course of the administration or at the time of distribution if the asset is transferred to a beneficiary. Fees are either charged at the time the service is performed or at the time the next statement of account for the administration is prepared. Both the volume of work required and the fine legal distinctions that may be necessary to determine whether a commission or fee is chargeable render the accruing of these commissions and fees inappropriate.

##### *Interest and Rental Income*

Interest and rental income are recognised as they accrue.

#### (c) GOVERNMENT APPROPRIATIONS AND GRANTS

The Public Trustee received no Government appropriations or grants during the year ended 30th June 2001. However in accordance with an agreement for The Public Trustee to perform certain Community Service Obligations on behalf of the Government, fee income of \$665,184 accrued during the year in payment for delivering the services required under the agreement.

#### (d) INVESTMENTS

The investment in the Common Fund is carried at cost.

Land and buildings are held as investments and are included at fair value. Each property is revalued at least every two years. Where The Public Trustee occupies part of the properties for its own accommodation purposes, the costs are apportioned on the basis of floor space occupied.

Plant and equipment are shown at cost less the provision for depreciation.



### (e) DEPRECIATION AND AMORTISATION OF NON CURRENT ASSETS

Non current assets excluding land and buildings are depreciated over their useful economic lives using the straight-line method of depreciation. Assets are first depreciated in the year of acquisition or from the time the asset is held ready for use.

Land and buildings are held as investment properties on which revenue by way of rental income and capital appreciation are expected and as such no depreciation is charged.

Note 5 provides further details of non current assets.

### NOTE 2: INCOME FROM INVESTMENTS

	<b>2001</b>	<b>2000</b>
	<b>\$</b>	<b>\$</b>
Income from the Common Fund	109,817	110,346
Rental Income	190,155	204,972
	<hr/>	<hr/>
	299,972	315,318

The Common Fund was established under The Public Trustee Act 1930 to pool those funds in the hands of The Public Trustee that are not specifically invested on behalf of individual estates and trusts elsewhere. The Public Trustee is a major investor in the Fund.

The Common Fund is invested in trustee securities. Details of the composition of the Common Fund are provided in Note 3.

### NOTE 3: CASH ASSETS

	<b>2001</b>	<b>2000</b>
	<b>\$</b>	<b>\$</b>
Cash on Hand	1,250	1,190
Investment in Common Fund	2,350,048	1,992,305
	<hr/>	<hr/>
<b>Total Cash Assets</b>	<b>2,351,298</b>	<b>1,993,495</b>

The Investment in Common Fund is part of the indivisible Common Fund controlled by The Public Trustee. As at 30th June the components of the total Common Fund were:-

	<b>2001</b>	<b>2000</b>
	<b>%</b>	<b>%</b>
Loans on First Mortgage	16.21	14.22
Term Deposits	69.31	55.01
Cash Management Account	8.87	27.87
Investment Property	3.36	2.51
Cash at Bank	1.79	-0.25
Other	0.46	0.64
	<hr/>	<hr/>
	100.00	100.00

**NOTE 4: CURRENT RECEIVABLES**

	<b>2001</b>	<b>2000</b>
	\$	\$
Debtors	279,634	51,863
<b>Total Receivables</b>	<b>279,634</b>	<b>51,863</b>

**NOTE 5: PROPERTY PLANT AND EQUIPMENT**

	<b>2001</b>	<b>2000</b>
	\$	\$
Land and Buildings at fair value:		
Commercial Offices		
114-116 Murray Street, Hobart	2,400,000	2,400,000
Commercial Offices		
3-5 Wellington Street, Launceston	375,000	375,000
Car Park		
9-23 Watchorn Street, Hobart	290,000	290,000
	<b>3,065,000</b>	<b>3,065,000</b>
Improvements to Buildings, at cost	399,552	399,552
Accumulated Depreciation	256,434	219,949
	<b>143,118</b>	<b>179,603</b>
Motor Vehicles, at cost	0	108,542
Accumulated Depreciation	0	60,348
	<b>0</b>	<b>48,194</b>
Furniture and Equipment, at cost *	693,226	994,051
Accumulated Depreciation	574,303	877,912
	<b>118,923</b>	<b>116,139</b>
<b>Total Property Plant and Equipment</b>	<b>3,327,041</b>	<b>3,408,936</b>

Mr W. D. Reynolds A.A.P.I. of Colliers Jardine prepared independent valuations of the Hobart Offices and the Watchorn Street Car Park. Mr. M. D. Youngman A.A.P.I., of Walker Youngman Dixon, prepared an independent valuation of the Launceston Offices.

These valuations were conducted as at 30 June 2000 and did not disclose separate values for land and for buildings. Separate values will be reported following the next revaluations that are due in June 2002.

\* Fully depreciated computer equipment with an original cost of \$352,345 was disposed of during the year

**NOTE 5: PROPERTY PLANT AND EQUIPMENT** continued

The reconciliation of the movement in each class of plant and equipment is as follows:

	<b>2001</b>
	<b>\$</b>
<b>Improvements to Buildings:</b>	
Balance at beginning of year	179,603
Depreciation	(36,485)
Balance at end of year	143,118
<b>Motor Vehicles:</b>	
Balance at beginning of year	48,194
Disposals	(40,773)
Depreciation	(7,420)
Balance at end of year	0
<b>Furniture and Equipment:</b>	
Balance at beginning of year	116,139
Acquisitions	51,518
Depreciation	(48,734)
Balance at end of year	118,923

In accordance with the provisions of the revised Accounting Standard AAS 38 (Revaluation of Non-current Assets), no comparative data has been presented for the year 30 June 2000.

Depreciation of Plant & Equipment is on a straight line basis over the anticipated useful life of each asset.

The ranges of useful lives for major asset classes are:

Furniture	7-10 years
Electronic and Computer Equipment	3-5 years
Improvements	5 years

The capitalization threshold for items of furniture and equipment is \$300.

**NOTE 6: CURRENT PAYABLES**

	<b>2001</b>	<b>2000</b>
	<b>\$</b>	<b>\$</b>
Creditors	342,769	242,610
<b>Total Current Payables</b>	<b>342,769</b>	<b>242,610</b>

**NOTE 7: CURRENT PROVISIONS**

	<b>2001</b>	<b>2000</b>
	<b>\$</b>	<b>\$</b>
Annual Leave	191,213	193,224
Long Service Leave	209,424	208,771
Retirement Benefits	413,927	148,198
Dividend Payment	122,321	0
<b>Total Current Provisions</b>	<b>936,885</b>	<b>550,193</b>

Information relating to employee entitlements is provided at Note 15.

**NOTE 8: NON-CURRENT PROVISIONS**

	<b>2001</b>	<b>2000</b>
	<b>\$</b>	<b>\$</b>
Long Service Leave	53,192	28,401
Retirement Benefits	3,563,314	3,697,039
<b>Total Non-Current Provisions</b>	<b>3,616,506</b>	<b>3,725,440</b>

Information relating to employee entitlements is provided at Note 15.

**NOTE 9: RETAINED PROFITS**

	<b>2001</b>	<b>2000</b>
	<b>\$</b>	<b>\$</b>
Retained profits at the beginning of the year	942,361	951,085
Net Profit (Loss) for the year	244,642	(8,724)
Dividend provided for	(122,321)	0
<b>Retained profits at the end of the year</b>	<b>1,064,682</b>	<b>942,361</b>

**NOTE 10: CONTINGENT LIABILITIES**

The Public Trustee has entered into Deeds of Indemnity with each Director and Executive Team member by which The Public Trustee will indemnify the Officers against any action that may be taken against them for actions undertaken on behalf of The Public Trustee in the performance of their duties within specified limitations. At the date of adoption of these financial statements, there are no actual or potential material claims of which the Directors or Officers are aware.

**NOTE 11: REMUNERATION OF DIRECTORS**

The Directors in office during the year to 30th June 2001 were Ms. E.F. Thomas, Ms. D.N. Thomas and Mrs. A. F. Cunningham and Messrs. T.O. Bayley, J.R. Fisher, and P.M. Maloney.

The remuneration (including the salary paid to the C.E.O. but excluding superannuation) paid or payable to Directors of The Public Trustee during the year to 30th June 2001 was \$168,844 (\$139,846 for 1999-2000). The total amount paid to superannuation plans on behalf of Directors during the period was \$18,607 (\$16,816 for 1999-2000).

**NOTE 12: GOING CONCERN**

These financial statements have been prepared on the going concern basis recognising that The Public Trustee will continue to function and fund itself on the same basis as for the year ended 30th June 2001.

**NOTE 13: CREDIT AND LOAN FACILITIES**

The Public Trustee maintained no used or unused credit standby arrangements or loan facilities as at 30th June 2001.

**NOTE 14: RELATED PARTY TRANSACTIONS**

There were no transactions with related parties by the economic entity during the year.

**NOTE 15: PROVISION FOR EMPLOYEE BENEFITS**

(a) The majority of staff are members of the Retirement Benefits Fund defined benefit scheme. The scheme was closed to new members as from 15 May 1999. All other staff are members of an accumulation scheme.

Each year, the State Actuary conducts a valuation of the past service and accrued liabilities within the Retirement Benefits Fund defined benefit scheme at the reporting date. Any shortfall between the value of these benefits and the market value of the Retirement Benefits Fund assets relating to those members determines the amount of any unfunded superannuation liability, and is shown as a liability in The Public Trustee's Statement of Financial Position.

The funding status of The Public Trustee's share of the defined benefit scheme at the reporting date, based on actuarial valuations, is summarised as follows:

	<b>2001</b>	<b>2000</b>	<b>Change</b>
	<b>\$</b>	<b>\$</b>	
Vested Benefits	6,224,666	5,881,435	5.8%
Accrued Benefits	5,102,978	5,014,716	1.8%
Less RBF Assets	1,125,737	1,169,480	(3.7%)
<b>Deficit</b>	<b>3,977,241</b>	<b>3,845,236</b>	<b>3.4%</b>
Classified as:			
Current	413,927	148,918	
Non current	3,563,314	3,697,039	

(b) Entitlements of employees for long service leave are accrued annually based on discounted estimated future salary levels. Entitlements of employees for annual leave are accrued annually at current salary levels.

The amounts provided for Annual and Long Service Leave as at 30th June 2001 include related on-costs and represent The Public Trustee's total estimated liability.

(c) Sick leave entitlements for employees are non-vested and no provision has been made for sick leave. On the basis of previous experience the liability for sick leave is not material in comparison with total liabilities.

**NOTE 16: STATEMENT OF CASH FLOWS****(a) Reconciliation of Cash**

Cash includes cash on hand and the cash component of the investment in the Common Fund. The reported cash component of the investment in the Common Fund is based on an estimate of the maximum short term cash requirements of the Office. Cash at the end of the year is reconciled to the related items in Note 3 as follows: -

	<b>2001</b>	<b>2000</b>
	<b>\$</b>	<b>\$</b>
Cash on hand	1,250	1,190
Cash Investment in Common Fund	250,048	192,305
	<hr/>	<hr/>
Cash at the end of the year	251,298	193,495
	<hr/>	<hr/>
Cash Investment in Common Fund	250,048	192,305
Balance of Investment in Common Fund	2,100,000	1,800,000
	<hr/>	<hr/>
Investment in Common Fund	2,350,048	1,992,305

**(b) Reconciliation of net cash provided by operating activities to operating result**

	<b>2001</b>	<b>2000</b>
	<b>\$</b>	<b>\$</b>
Operating Profit (Loss)	244,642	(8,724)
Depreciation expense	91,823	91,259
Increase / (Decrease) in Provisions for Employee Benefits	155,437	(150,101)
Increase (Decrease) in Creditors	100,159	(189,912)
(Increase) Decrease in Debtors	(227,771)	36,082
Net (Profit) Loss on sale of Plant and Equipment	(16,721)	(120)
Depreciation of fixtures in tenanted property	816	816
Net Loss on revaluation of Land and Buildings	0	107,500
Amortised leasing fees (paid)	3,441	3,441
	<hr/>	<hr/>
	351,825	(109,759)

**NOTE 17: LEASING COMMITMENTS**

Obligations under non-cancellable operating leases of computer equipment and motor vehicles as at 30th June 2001 were:-

	<b>\$</b>
Amount payable not later than 1 year	91,345
Payable later than 1 year but less than 5 years	25,071
	<hr/>
	116,416

**NOTE 18: INCOME TAX EQUIVALENT**

(a) The prima facie tax equivalent on operating profit and extraordinary items differs from the tax equivalent provided in the accounts as follows:-

	<b>2001</b>	<b>2000</b>
	<b>\$</b>	<b>\$</b>
Operating Profit (Loss)	244,642	(8,724)
Prima facie tax (Benefit)	83,178	(3,141)
<b>Tax Effect of permanent differences:-</b>		
Building Allowance	(28,332)	(29,711)
Abnormal Expenditure not deductible	0	38,700
<b>Adjustments attributable to:-</b>		
Current year tax (expense) benefit not recognised	54,846	5,848
<b>Tax equivalent provided on Operating Profit</b>	<b>0</b>	<b>0</b>

(b) The prima facie income tax equivalent expense for the year \$54,846 has not been recognised due to the carried forward tax losses available. Although accounting profits are anticipated in future years, the amount of carried forward losses and the ongoing building allowance entitlement combine to provide doubt as to if and when income tax equivalents will be payable.

(c) The value of future tax equivalent benefits arising from the accumulated losses has not been recognised as at June 2001. Because of the relative amounts of the accumulated losses and timing differences, it is not possible to be assured beyond reasonable doubt that the benefit arising from the existing timing differences will be realised.

(d) A capital loss of \$16,753 was realised during 1997-98 and has been carried forward.

**NOTE 19: STATEMENT OF TAXATION EQUIVALENCE FOR THE FINANCIAL YEAR ENDED 30TH JUNE 2001**

	<b>2001</b>	<b>2000</b>
	<b>\$</b>	<b>\$</b>
Operating Profit (Loss) as per Financial Statements	244,642	(8,724)
<b>Add</b>		
Depreciation as per accounts	92,639	91,259
Increase (decrease) in creditors not invoiced	303	120
Superannuation charged in accounts	338,653	311,390
Amortised leasing fees	3,441	3,441
Net Loss on revaluations of Land and Buildings	0	107,500
Taxable Profit on sale of Equipment	43,279	0
	0	107,500
<b>TOTAL ADDBACKS</b>	<b>478,315</b>	<b>513,710</b>
<b>Subtract</b>		
Profit on Sale of Equipment	16,721	120
Decrease (increase) in Prepaid Expenses	0	34,318
Net decrease (increase) in provisions	(23,433)	16,847
Approved Superannuation Provisions	338,653	311,390
Tax Depreciation	92,816	106,660
Building Allowance	83,329	82,532
<b>TOTAL SUBTRACTIONS</b>	<b>508,086</b>	<b>551,867</b>
<b>NET INCOME (LOSS)</b>	<b>214,871</b>	<b>(46,881)</b>
(Accumulated losses at the beginning of the financial year)	(676,067)	(629,186)
(Accumulated losses at the end of the financial year)	(461,196)	(676,067)
<b>TAXABLE INCOME</b>	<b>0</b>	<b>0</b>
<b>TAX EQUIVALENT PAYABLE</b>	<b>0</b>	<b>0</b>



## NOTE 20: FINANCIAL INSTRUMENTS

### a) Interest Rate Risk

The Public Trustee's exposure to interest rate risk and effective interest rates on financial assets and liabilities as at 30th June are:

	Weighted average effective interest rate %	Variable interest rate \$	Non-interest bearing \$
<b>2001 Financial Assets</b>			
Cash		0	1,250
Investment in Common Fund	5.00	2,350,048	0
Debtors		0	279,634
Total Financial Assets		2,350,048	280,884
<b>2001 Financial Liabilities</b>			
Creditors		0	342,769
<b>2000 Financial Assets</b>			
Cash		0	1,190
Investment in Common Fund	5.60	1,992,305	0
Debtors		0	51,863
Total Financial Assets		1,992,305	53,053
<b>2000 Financial Liabilities</b>			
Creditors		0	242,610

### b) Net Fair Value

The net fair value of the financial assets and liabilities of The Public Trustee approximates their carrying value.

### c) Credit Risk Management

Credit risk represents the loss that would be recognised if counterparties failed to perform as contracted. The Public Trustee minimises the credit risk of the investment in the Common fund by ensuring that the assets of the Common Fund are invested in secure diversified assets as per Note 3.

### d) Policies and Conditions

Debtors and Creditors are carried at nominal values. The investment in the Common Fund is held at cost. The cash component of the Common Fund investment (Note 16) is available at call and the balance is available subject to the liquidity of the investments of the Fund.



## OFFICE LOCATIONS

The services provided by The Public Trustee are available through the Head Office in Hobart and regional offices in Launceston, Devonport and Burnie. Regional visits to major population centres throughout Tasmania and personal visits to clients unable to attend any of our offices ensure all members of the community are able to access our services.

### HOBART

116 Murray Street  
HOBART TAS 7000  
GPO Box 1565  
HOBART TAS 7001  
DX: 238 HOBART  
Telephone (03) 6233 7598  
Facsimile (03) 6231 0621

### LAUNCESTON

5 Wellington Street  
LAUNCESTON TAS 7250  
PO Box 414  
LAUNCESTON TAS 7250  
DX: 70180 LAUNCESTON  
Telephone (03) 6336 2241  
Facsimile (03) 6334 0079

### DEVONPORT

8 Griffith Street  
DEVONPORT TAS 7310  
PO Box 1025  
DEVONPORT TAS 7310  
DX: 70351 DEVONPORT  
Telephone (03) 6421 7849  
Facsimile (03) 6421 7855

### BURNIE

23 Cattley Street  
BURNIE TAS 7320  
PO Box 138  
BURNIE TAS 7320  
DX: 70241 BURNIE  
Telephone (03) 6434 6410  
Facsimile (03) 6431 9180

**Email** [tpt@publictrustee.tas.gov.au](mailto:tpt@publictrustee.tas.gov.au)

**Website** [www.publictrustee.tas.gov.au](http://www.publictrustee.tas.gov.au)

**FREE CALL 1800 068 784**