

Registration Form

Please print in block letters – one per person. Please photocopy if more than one delegate attending.

Surname: _____ Title: _____

First Name: _____

Organisation: _____

Position: _____

Postal Address: _____

Post Code: _____ Phone: _____

Special Requirements – health/dietary/physical

Conference Registration: \$20 per person – HACC Service. Non HACC Services Please Contact Training Co-ordinator 4325 8893.

Accommodation: Waldorf Apartments (self contained) - \$50 *per person*, discount rates are available in double room apartments.

- Single
- Double Room Apartment - nominate delegates: _____

Included in the cost of the delegate registration fee is morning and afternoon teas, and lunches.

Catering: Tuesday Wednesday
(Please indicate if attending only one day or both)
Dinner arrangements are not included in the conference.

Method of Payment:

Please return form and cheque (payable to HACC Training Project) to:

HACC Training Co-Ordinator

P O Box 21, GOSFORD NSW 2250

Further information contact:

Robyn Howes 4325 8362

Janette Robinson 4325 8893

Accommodation

Waldorf Apartment Hotel at the Entrance is a new resort complex located on the Central Coast of NSW. The resort complex consists of 130 beautifully appointed one and two bedroom, fully self-contained, hotel and residential apartments.

Please note that accommodation bookings cannot be guaranteed after Friday 29 July. So don't delay in sending in your registration form and payment.

No refund available on accommodation & Conference. You are welcome to nominate a substitute, and must inform the HACC Training Co-ordinator

Conference Venue

Mingara Conference Centre
Mingara Drive, Tumbi Umbi (Central Coast NSW)

Registration confirmation

Written confirmations will be sent to delegates registering up to one, week prior. Any registrations received after this date will not receive a written confirmation.

Disclaimer

The speakers, topics and times are correct at the time of printing. In the event of unforeseen circumstance, the organisers reserve the right to delete or alter items in the program or to substitute speakers. Photographs will be taken at the event for future informational and promotional purposes and during the course of attending this event your image maybe taken.

**Sponsored By Department of Ageing, Disability & Home Care
And Gosford City Council
Regional HACC Training Project**



Conference for Boards & Committees of Management for HACC Services



Aim: To Support and Inform Boards and Committees of Management for Home & Community Care

Speakers from Non Profit Governance Management Centre.

4.30pm – 5.00pm *Summation – Master Of Ceremonies*

Tuesday 20th September 2005

8.15am – 8.45am *Delegate Registration*

8.45am – 9.15am *Welcome to Delegates Master of Ceremonies. VIP Welcome & Introduction*

9.15am – 9.45am Key Note Address
Looking Forward to Changing Times Dr Lynne Parkinson

9.50am – 10.30am *Recent Trends in the Role of Management Committees*. Sallie Saunders – Non Profit Governance & Management Centre.

10.30am – 11.00 am Morning Tea

The Board's Legal & Ethical Responsibilities

11.00am – 11.30am *Overview*. Speaker from Non Profit Governance Management Centre

11.30am – 12.30pm *Ethical Dilemma's*

12.30pm – 1.15pm Lunch

Concurrent Sessions

1.15 pm – 2.45 pm *Boundaries for the CEO's & Board Members; Review Board Performance*. Speakers from Non Profit Governance Management Centre.

2.45pm – 3.15pm Afternoon Tea

3.15pm – 4.30 pm *Creating & implementing a Strategic Plan; Evaluating the Board and CEO's.*

Wednesday 21st September 2005

8.30am – 9.00am *Delegate Registration*

9.00am – 9.10am *Welcome & Overview of the day*

OH&S Due Diligence

9.10am – 10.30am *OHS Legal Responsibilities & Consultation Process* Liz Nicol Principal Consultant Safety Works Group.

10.30am – 11.00am Morning Tea

Due Diligence Continued

11.00am – 12.30pm *Risk Management Theories & Due Diligence Action Planning*

12.30pm – 1.30 pm Lunch

Managing Change & Continuous Improvement

1.30am – 2.45 *Managing the Changing Work Environment in a Positive and Productive Way*, Sallie Saunders – Non Profit Governance & Management Centre.

2.45pm – 3.15pm Afternoon Tea

3.15pm – 3.45pm *Summation - Master of Ceremonies.*



Leadership for Changing Times
Dr Lynne Parkinson is a Senior Research Fellow at the Centre for Research and Education in Ageing, Faculty of Health, University of Newcastle, NSW. Her primary research areas include healthy ageing and needs assessment at all levels within the ageing population.

Sallie Saunders is the principal consultant from Saunders & Associates, Consultants in Nonprofit governance & Development and preferred provider of training and consultancy services for the National Nonprofit Governance & Management Centre.

Sallie's work as an academic and consultant has been informed by approx 35 years involvement in nonprofit organisations as a worker, 'management committee' member, board member and researcher plus 5 years of public sector employment as a senior policy officer and program manager with the NSW Dept of Comm Services. Other careers have included advertising copywriter, market researcher and sub-editor for the Australian Financial Review.

Elizabeth Nicol has over 14 years in the field of Occupational Health, Safety & Rehabilitation. As an OHS&R Manager, she has worked in consultation with senior management, staff and unions to ensure workplace commitment to, and implementation of OHS&R strategies and procedures.

As an OHS&R consultant, Ms Nicol has worked with organisations to make a positive impact on workplace safety. This has been achieved through the consultative development and practical and company relevant OHS&R Strategies, Policies, Procedures and Systems; implementation and activation of these systems; OHS&R Auditing; and provision of WorkCover accredited and/or client specific training programs.

Camille Valvo was an international flight attendant for 14 years and an experienced management trainer since 1993, she estimates she has served over 2 million customers working in retail, hospitality and flying the friendly skies. Born in the US, raised in Japan and now based in Sydney, Camille is the current senior vice president of the Sydney chapter of the National Speakers Association and Australia's only fulltime, female Master of Ceremonies.