

**COMPANY NAME:** \_\_\_\_\_

**BILLING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ **POSTCODE:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DURATION OF COURSE:** **4 hours – 8:00am to 12.00pm**

**LOCATION:** Mirrat House, Level 1, 46 Kooringa Way, Port Melbourne

**COST OF COURSE:** VWMA/VTA members **\$360** (incl. GST) VTA Member No \_\_\_\_\_

Non-Members\* **\$390** (incl. GST)

*\*Would you like further information about becoming a member of the VTA? YES / NO*

Full Name of Person(s) attending	Course Date(s)	Fee \$

**TOTAL PAYMENT AMOUNT: \$**.....

**Credit Card Payment Details (Cross "x" card type box)**

MasterCard       Visa

**CREDIT CARD NUMBER:** \_\_\_\_\_ **CARD EXPIRY:** \_\_\_\_ / \_\_\_\_

**CARD HOLDER NAME:** \_\_\_\_\_ **CARD HOLDER SIGNATURE:** \_\_\_\_\_

**Cheques** (Payable to the 'Victorian Transport Association Inc.')

*A Tax Invoice will be forwarded on receipt of payment*

**Email completed registration form to: [reception@vta.com.au](mailto:reception@vta.com.au)**

**CONDITIONS OF COURSE ATTENDANCE:**

1. All fees must be paid prior to course attendance or certificates cannot be issued.
2. Substitutes may be accepted if notified prior to the course date.
3. Confirmation of booking is upon receipt of payment. Course is restricted to 30 participants.

**REFUND POLICY**

- If the VTA cancels a course, we will refund you 100%, or transfer you into another course of same value.
- If you cancel your booking for a course 5 working days before the start of the course, we will refund you 80% of the course fees.
- **Less than 5 working days- no refund will be given.**
- In the event of illness or personal crisis, you may transfer into another date provided you phone the VTA prior to the course and complete and return the course withdrawal / transfer form. Nonattendance will forfeit fees.
- Courses offered are not intended to be an exhaustive training program that covers every formal or legal aspect found under Commonwealth/State Laws, Regulations, Ordinances, By Laws etc.
- The VTA reserves the right to withdraw, cancel or reschedule any Course/Seminar/Workshop offered if deemed necessary due to any circumstance that may arise.

A copy of the VTA [Privacy Policy](http://vta.com.au/privacy-policy/) is available at <http://vta.com.au/privacy-policy/>

### Chain of Responsibility – Awareness for Managers & Customers

<b><u>Dates:</u></b>	Wednesday 4 <sup>th</sup> of March; and Wednesday 3 <sup>rd</sup> of June 2020
<b><u>Time:</u></b>	8:00am – 12:00pm
<b><u>Venue:</u></b>	VTA Offices – Level 1, Mirrat House, 46 Kooringa Way (Webb Dock) Port Melbourne
<b><u>Cost:</u></b>	Members - \$360 (including GST) per person/Non-Members - \$390 (including GST)
<b><u>Materials:</u></b>	Each participant will receive a copy of the presentation

This is the second in a series of VTA Academy workshops on Chain of Responsibility (CoR). This workshop is designed to provide Managers and Customers a unique opportunity to work through CoR responsibilities and obligations within the end to end supply chain. This session will look at assessing the risk to the business and ways of mitigating that risk using Internal Review guidelines.

Do you realise that you, as well as your company, could be held legally liable for breaches of Chain of Responsibility (CoR) legislation? CoR places obligations and responsibilities on each of the parties in the supply chain, not just those directly associated with the transport movement.

- Do you know whether you, or your company, have taken reasonable steps to avoid a breach?
- Do you know the critical roles that affect CoR?
- Do you provide CoR training for employees and contractors?
- Do you know whether your contractors or subcontractors (trade partners) understand CoR and have policies and programs in place?

#### **What the Chain of Responsibility workshop will cover:**

- A reinforcement of what CoR comprises and what it tries to achieve.
- What are the critical roles and the 10 keys areas of CoR.
- How do I assess the CoR compliance of my business?
- What next steps should I take?

#### **Workshop outcomes:**

- You will leave with a clear understanding of what CoR is, and what it tries to achieve.
- You will leave with an understanding of how CoR affects you and your business.
- You will leave with the skills and knowledge to assess your company's compliance to CoR legislation.
- You will be able to assess the risk and enforcement exposure your business is open to, and be able to minimise that risk.
- All participants will be given an "Internal Review Questionnaire" that will guide the assessment process.
- You will be able to uncover the "risk gaps" in your business and be able to take action to close those gaps.

#### **Who should attend?**

- Transport & Warehouse Managers
- Customers & Customs Agents
- Schedulers and Scheduling Managers
- Administrators & Operational Supervisors
- Consignees, Carriers & Consignors

\*Note: it is expected that participants will already have a basic understanding of Chain of Responsibility

#### **About the presenter:**

David Vaughan is an experienced supply chain professional and has had many years in the CoR world, most recently heading up Compliance for Coles Supply Chain (covering Coles, K-Mart, Target, Officeworks, Toll, Linfox, Polar Fresh, Wightmans, Costa Group, and the list goes on). He holds a Bachelor of Business, Certificates in Operations Management, Purchasing and Planning, Training and Assessment, and is a qualified Auditor, Food Safety and Dangerous Goods Practitioner. David has sat on many industry committees, including the Australian Logistics Council, Industry Skills Council and regularly works with Regulatory Authorities, peak Industry Bodies and enforcement groups. David is passionate about CoR and imparting knowledge to help businesses achieve excellent outcomes.