

CHAIN OF RESPONSIBILITY REGISTRATION

SUB CONTRACTOR MANAGEMENT

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

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/>

Office Use Only COPY: Inv No. Pymt: Rcpt Pymt Email:

Chain of Responsibility – Sub Contractor Management

- Dates:** Wednesday 11th of September; or Wednesday 11th of December 2019
- Time:** 8:00am – 12:00pm
- Venue** VTA Offices – Level 1, Mirrat House, 46 Kooringa Way (Webb Dock) Port Melbourne
- Cost:** Members - \$360 (including GST) per person/Non-Members - \$390 (including GST)
- Materials:** Each participant will receive a copy of the presentation

Many companies contract out components of their business where they lack expertise or a defined knowledgebase, or simply because outsourcing can sometimes achieve a better financial result. But just because your company may contract work to another company, this doesn't mean that you hand over all of your responsibilities and obligations under the National Heavy Vehicle Law. You still need to have policies and procedures, including a formal audit regime, to ensure that the Sub-Contractor is performing the work legally, safely and compliantly.

What the Sub-Contractor Management workshop will cover:

- The National Heavy Vehicle Law
- Roles and Responsibilities
- CoR for Contracts (what is needed in Sub-Contractor Contracts)
- What Policies and Procedures should Sub Contractors have in place?
- Audit Regimes
- The Road Safety Remuneration Tribunal (and current Orders)
- Next steps.

Workshop outcomes:

- You will leave with a clear understanding of the requirements of Sub-Contractor Management.
- You will leave with a clear understanding of specific roles and contract criteria.
- You will leave with the skills and knowledge to assess and audit your Sub-Contractors.

Who should attend?

- Business Owners
- Contract Managers
- Transport Managers
- Transport Supervisors
- Sub-Contractors

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.