

# INCIDENT MANAGEMENT WORKSHOP REGISTRATION FORM

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

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

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

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

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

**DURATION OF COURSE:** **5 hours – 10:00am to 3.00pm**

**LOCATION:** Mirrat House, Level 1, 46 Koorringa 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/>

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

## **Incident Management Workshop**

- Dates:** Wednesday 21<sup>st</sup> August; or Wednesday 16<sup>th</sup> of October 2019  
**Time:** 10:00am – 3:00pm  
**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

### **About this workshop**

Heavy vehicles and buses represent around 3% of registered vehicles and 8% of vehicle kilometres travelled. However, they are involved in 18% of total road deaths and around 3% of total injuries. An individual is up to three times more likely to die in a crash where a heavy vehicle is involved. The Department of Infrastructure and Regional Development estimates the economic cost of road crashes at around \$27 billion per year.

With these alarming statistics in mind, the Heavy Vehicle Incident Management Course is designed to guide you through WHAT TO DO and WHAT NOT TO DO when a serious heavy vehicle collision occurs. Real-world case studies will be used to demonstrate the step-by-step process for responding, investigating and preventing a serious collision or incident.

Presented by Forensic Engineer Tia Gaffney who has been a member of the VTA-associated Transportation Industry Safety Group for over 5 years.

### **Course Outline:**

- Background Investigating Crashes
- Management Plan
- The Response Phase
  - Initial Response
    - Communication
    - Documentation
    - Shared Responsibility
  - Public Relations
    - Internal
    - External
  - Human Relations
  - Documenting the Evidence
- The Investigation Phase
  - Road Evidence
    - Clean up Team
    - Enforcement
    - Crash scene Protocols
  - Speed Calculations
  - GPS, Airbag 'Black Box' and Telematic Data
  - Checklist for Success
- The Litigation Phase
- The Prevention Phase
  - Risk Management
  - Hierarchy of Controls (Collision Specific)
  - Imbedding Solutions