



# Workplace Advice workshops 2009 REGISTRATION FORM

This document is a TAX INVOICE for GST purposes upon completion and payment. Please photocopy and maintain this form for your records. A receipt can be issued upon request

Office use only	
DATA ENTRY	PAYMENT UPDATE

### 1. Organisation details \* PLEASE PRINT CLEARLY IN BLOCK LETTERS TO ENABLE ACCURATE REGISTRATION OF YOUR DETAILS \*

organisation	postal address	postcode
work number	fax number	mobile number

### 2. Participant/s details \* PLEASE PRINT CLEARLY TO ENABLE ACCURATE REGISTRATION OF YOUR DETAILS \* AND TO ENSURE THAT YOU RECEIVE YOUR CONFIRMATION EMAIL

participant A	first name	family name	email address for workshop confirmation
participant B	first name	family name	email address for workshop confirmation
participant C	first name	family name	email address for workshop confirmation

### 3. Free workshops

	location	date	please circle which participant is attending	cost per person
Industrial relations in NSW			A B C	free
Workplace arrangements			A B C	free
Employing clerical staff in NSW			A B C	free
Employing staff in hairdressers and beauty salons			A B C	free
Employing staff in kindergartens and child care centres			A B C	free
Employing staff in social and community services			A B C	free

### 4. Paid workshops

Better Workplace Management Series	location	date	please circle which participant is attending	cost per person	total cost
Recruit, retain, retrench?			A B C	\$99	
Workplace policies - write your rules			A B C	\$99	
Managing employees - problem-free workplace			A B C	\$99	
Total amount payable					

### 5. Payment details

<input type="checkbox"/> faxed registration only cheque to follow  <b>IMPORTANT:</b> Please ensure a copy of your registration form is attached to your cheque if registration is being faxed  Please make cheques payable to the <b>Office of Industrial Relations</b>	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <b>NOTE: we only accept Visa or MasterCard</b>			
	<table border="1" style="width: 100%; text-align: center;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table>			
Cardholder Name: _____				
Signature: _____				
Expiry Date: _____ Amount: _____				

### 6. Conditions of registration

<p><b>Cancellation</b> Cancellations must be in writing. Refunds will only be made on cancellations received more than 7 days prior to the event. You may nominate a substitute to attend in your place or transfer to another seminar. However, only one change is allowed. Please note, that you are still responsible for payment if you do not cancel and do not attend the event. The OIR reserves the right to cancel workshops. If a workshop is cancelled, the OIR will make every effort to advise you.</p>	<p><b>Privacy Statement</b> The OIR acknowledges and respects the privacy of individuals. We advise that information you provide, or may be asked to provide to the OIR is 'personal information' as defined by the Privacy Act 1988 (Cth). This information is collected for the purposes of processing your registration and for providing services from OIR to you. It may be used to keep you informed of upcoming events and assists us in improving and marketing our services to you. Unless you tell us otherwise, we will continue to use this information we obtain about you in this way.</p>
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### 7. To register

Please send in a completed form, by fax to 9020 4735, or by post to Workplace Advice, Office of Industrial Relations, Level 23, McKell Building, 2-24 Rawson Place, Sydney NSW 2000. Please contact us by email at [win@services.nsw.gov.au](mailto:win@services.nsw.gov.au) or call 131 628 and ask for extension 4612.

To view the full program of OIR workshops across all of NSW visit [www.industrialrelations.nsw.gov.au](http://www.industrialrelations.nsw.gov.au) and go to Workshops.