

## CONFIRMATION, RECEIPTS AND LATE BOOKINGS

A letter of confirmation will be sent to the address provided on the registration form and receipts will only be issued on request. **If you have not received a confirmation letter the day before the conference date, please contact the OHS Unit.** Late bookings accepted if positions vacant.

## PARKING

Ample parking surrounds the ANF Victorian Branch. There is two hour off street parking at the front and rear of the building, and secure all-day parking sites as shown on the map below and at the Queen Victoria Market. Melbourne Central railway station, with a short walk or tram ride to the ANF House. Tram Routes 19, 57 and 59 travel along Elizabeth Street and trams stop outside Queen Victoria Market.

## CONTINUING PROFESSIONAL DEVELOPMENT

This Conference qualifies for CPD as defined by the Nurses Board of Victoria.

## REFUNDS AND CANCELLATIONS

The decision to proceed with or reschedule a seminar is based on the number of participants registered. People cancelling with very late notice has necessitated the introduction of the following policy:

10% administrative fee levied on all participants who cancel

Over 14 days notification – Full refund less 10%

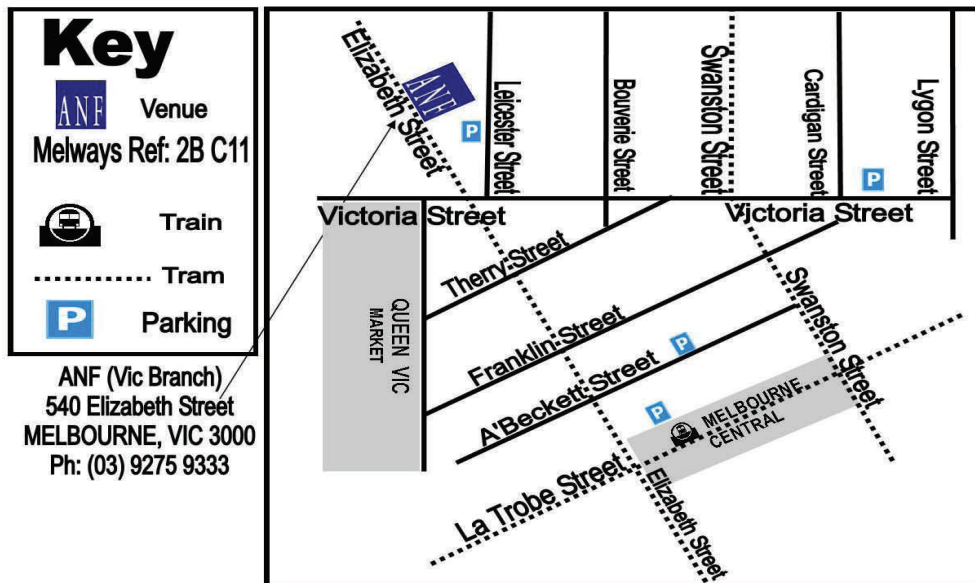
Over 7 days notification – 70% refund

Less than 7 days notification – 25% refund

## DISCLAIMER

ANF (Vic Branch) will endeavour to ensure that the speakers and content for this seminar proceed as advertised. However, unexpected circumstances may necessitate the utilisation of a replacement speaker (s). ANF (Vic Branch) disclaims any liability for any errors/ omissions in terms of information provided at this educational event.

## LOCATION MAP



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## **Prevention of Workplace Bullying**

### **WEDNESDAY, 17 MARCH 2010**

A one day seminar aimed at providing practical information and support for nurses on workplace bullying and harassment.

Speakers include: **Carol Andrades**,  
Consultant, Ryan Carlisle Thomas  
and

**Oonagh Barron**,  
Senior Project Officer in Bullying and  
Occupational Violence, WorkSafe Victoria.

The day will be solution orientated and participants will work with their workplace policies and procedures.

The Prevention of Workplace Bullying seminar will provide strategies for preventing and dealing with incidents of bullying and harassment.

This seminar is aimed at all levels of the nursing profession and will address the needs of both employees and employers.

The Prevention of Workplace Bullying seminar cannot resolve specific grievances related to workplace bullying or harassment.

If you believe you have been affected by these behaviours, contact your ANF (Vic Branch) Organiser on 03 9275 9333.

**This seminar will be held at:**  
**ANF Conference Centre**  
**7th Floor ANF House**  
**540 Elizabeth Street**

# Prevention of Workplace Bullying

**WEDNESDAY, 17 MARCH 2010**

## REGISTRATION FORM

PLEASE USE BLOCK LETTERS TO COMPLETE ALL SECTIONS OF THE REGISTRATION FORM  
ABN: 80 571 091 192

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Workplace: \_\_\_\_\_

Phone: (Work) \_\_\_\_\_ (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

E-mail: (Work) \_\_\_\_\_  Preferred

E-mail: (Home) \_\_\_\_\_  Preferred

**ANF Membership Number:** \_\_\_\_\_ (if applicable)

Cost: All registration costs include GST  
 HSR ( who is also an ANF Member) or Job Representative **\$70.00** /  
 ANF Member **\$90.00** /  Non member **\$125.00**  
(Price includes morning tea and lunch)

Method of Payment: Cheque   
(Please tick ) Credit Card: Visa  MasterCard  Bankcard

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ Total enclosed: \_\_\_\_\_

Cardholder Signature : \_\_\_\_\_

Name as it appears on  
the Credit Card (please print) : \_\_\_\_\_

Please make cheques payable to: Australian Nursing Federation (Vic Branch)

Return this form together with payment to:

**Carole de Greenlaw**  
OHS Unit, ANF (Vic Branch)  
Box 12600 A'Beckett Street PO  
MELBOURNE VIC 8006

Scan and email: [caroled@anfvic.asn.au](mailto:caroled@anfvic.asn.au) / Facsimile: 03 9275 9344 / Enquiries: 03 9275 9333

On line registration is available at: [www.anfvic.asn.au/calendar/](http://www.anfvic.asn.au/calendar/)

# Prevention of Workplace Bullying

**WEDNESDAY, 17 MARCH 2010**

## PROGRAM

TIME	TOPIC	SPEAKER
9.00	Registration	
9.15	<b>Welcome and Introduction</b>	Jocelyn Saunders, OHS Co-ordinator, ANF (VB)
9.30	<b>Outline and Discussion</b> Define the terms of bullying and discuss what behaviours constitute bullying and the causes	Deirdre Chance, Facilitator
10.45	Morning Tea	
11.00	<b>Discussion</b> <ul style="list-style-type: none"><li>• Common problems and issues</li><li>• Workplace policies and procedures dealing with these problems</li><li>• The role of legislation</li></ul>	Deirdre Chance, Facilitator
11.45	<b>Legal Rights and Issues</b> Includes an overview of OHS, EEO, anti-discrimination and other relevant legislation; employer and employee duties and responsibilities; legal precedents; legal avenues and processes for addressing different types of bullying and harassment	Carol Andrades, Consultant, Ryan Carlisle Thomas Solicitors
12.45	Lunch	
1.30	<b>WorkSafe Victoria's Approach</b> Overview of the WorkSafe Victoria <i>Prevention of Bullying and Violence at Work</i> - how WorkSafe inspectors deal with bullying issues in the workplace; future work and directions	Oonagh Barron, Senior Project Officer, Bullying Prevention Strategic Programs Branch, Programs & Projects Division WorkSafe Victoria
2.30	<b>Group Discussion</b> What should your employer be aiming for and how your workplace policies and procedures can be strengthened	Deirdre Chance, Facilitator
4.15	<b>Summing up and Review</b>	
4.30	Close	