



# shape, sustainability & size

exploring the future for community development service in local government

24 • 27 October 2006

Rydges Capricorn Resort Yeppoon



## REGISTRATION FORM & TAX INVOICE

Please print clearly and retain a copy of your registration for your records.  
Forward this form and payment by post or fax to:  
YRD (Aust) Pty Ltd – QLGCSA Secretariat, PO Box 717, Indooroopilly Qld 4068  
Tel: 07 3871 1155 • Fax: 07 3871 1232 • Email: admin@yrd.com.au

Please make your cheque payable to: QLGCSA Conference.  
Please note that all prices quoted on this form are inclusive of GST.

ABN: 13 319 451 415

### A. DELEGATE INFORMATION

TITLE	GIVEN NAME	FAMILY NAME
POSITION		
ORGANISATION		
STREET ADDRESS		
SUBURB/TOWN		POSTCODE
TELEPHONE	FAX	
MOBILE	EMAIL	
SPECIAL DIETARY REQUIREMENTS		

### B. REGISTRATION

REGISTRATION TYPE Please note: Registration closes on Friday 13 October 2006	MEMBER RATE	NON MEMBER RATE
Full Delegate Early Bird (payment before 15/09/06)	<input type="checkbox"/> \$555	<input type="checkbox"/> \$595
Full Delegate	<input type="checkbox"/> \$655	<input type="checkbox"/> \$695
Day Registration • Please select the day that you wish to attend: <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday • Please note that day registration does not include any social activities	<input type="checkbox"/> \$350	<input type="checkbox"/> \$395
<b>SECTION B TOTAL COST: AUD \$</b>		

### C. SOCIAL ACTIVITIES Please tick box if you are attending.

Please note: All social activities are inclusive with full registration only.

<input type="checkbox"/> Welcome Cocktail – Youth Centre Yeppoon	<input type="checkbox"/> Build your own burger	<input type="checkbox"/> Conference Dinner
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Purchase Extra Tickets: Delegates are welcome to purchase extra "Welcome Cocktail" or "Conference Dinner" tickets. Please specify below:

<input type="checkbox"/> Welcome Cocktail – Youth Centre Yeppoon (5.30pm to 7.00pm on Tuesday 24 October 2006)	<input type="checkbox"/> \$50 x _____
<input type="checkbox"/> Conference Dinner (7.00pm to 11.00pm on Thursday 26 October 2006)	<input type="checkbox"/> \$100 x _____
<b>SECTION C TOTAL COST: AUD \$</b>	

### ACCOMPANYING PERSON DETAILS

TITLE	GIVEN NAME	FAMILY NAME
POSITION		

### D. CONCURRENT WORKSHOPS

Please select your workshop preferences. This does not guarantee a place in the session, as session attendance will be on a first come basis.

DAY	TIME	CONCURRENT SESSIONS		
Wednesday 25 October	1.30pm to 2.30pm	<input type="checkbox"/> 1A	<input type="checkbox"/> 1B	<input type="checkbox"/> 1C
	2.35pm to 3.05pm	<input type="checkbox"/> 2A	<input type="checkbox"/> 2B	<input type="checkbox"/> 2C
	3.10pm to 3.40pm	<input type="checkbox"/> 3A	<input type="checkbox"/> 3B	<input type="checkbox"/> 3C
Thursday 26 October	2.00pm to 3.00pm	<input type="checkbox"/> 4A SSS External Collaboration	<input type="checkbox"/> 4B SSS Internal Collaboration	

## E. ACCOMMODATION

Prices inclusive of GST.

Before you complete this section there are some important things you should know:

- Before we can book your accommodation we require a deposit (equal to one night's accommodation) or your credit card details, which will be provided to the hotel as a booking guarantee.
- A limited number of hotel rooms are available. To avoid disappointment please book early.
- The hotel will issue a tax invoice upon departure.
- Check-in time is from 2.00pm and check-out time is 10.00am.
- Please contact YRD if you require a rollaway bed or cot (additional costs involved).

RYDGES CAPRICORN RESORT	RATE PER NIGHT INCLUDING BREAKFAST	RYDGES CAPRICORN RESORT	RATE PER NIGHT
Rydges Standard Hotel Room	<input type="checkbox"/> \$190 – Twin share (2 breakfasts) <input type="checkbox"/> \$172.50 – Single (1 breakfast)	Rydges One Bedroom Apartment (room only)	<input type="checkbox"/> \$205 – Single/Twin share
Rydges Junior Suite	<input type="checkbox"/> \$220 – Twin share (2 breakfasts) <input type="checkbox"/> \$202.50 – Single (1 breakfast)	Rydges Two Bedroom Apartment (room only)	<input type="checkbox"/> \$255 – Single/Twin share
Rydges Junior Suite Kitchenette	<input type="checkbox"/> \$230 – Twin share (2 breakfasts) <input type="checkbox"/> \$212.50 – Single (1 breakfast)	Motel Melaleuca (room only) Breakfast per person per day	<input type="checkbox"/> \$110 – Single/Twin share <input type="checkbox"/> \$17.50 x ____ = \$ ____

Arrival Date ____/____/2006	Departure Date ____/____/2006
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- I request a non-smoking room       I request a smoking room

I have arranged to share with (please name delegate):

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**SECTION E TOTAL COST: AUD \$**

## F. ARRIVAL & DEPARTURE

PLEASE NOTE: Times must be specified for transfers.

**Rydges transfers are available at \$15 per person return from the airport. Please fill in your arrival and departure date and times to ensure transportation. Taxis from Rockhampton airport to Rydges cost approximately \$140 one way!**

Arrival Date ____/____/2006	Arrival Time _____ Arrival Flight _____	Departure Date ____/____/2006	Departure Time _____ Departure Flight _____
I will require a transfer:	<input type="checkbox"/> Yes <input type="checkbox"/> No	I will require a transfer:	<input type="checkbox"/> Yes <input type="checkbox"/> No

## G. FEES SUMMARY & PAYMENT DETAILS

<b>SECTION B.</b>	Registration Fee	\$
<b>SECTION C.</b>	Extra Social Activities	\$
<b>SECTION E.</b>	Accommodation	\$
<b>SECTION F.</b>	Arrival & Departure Transfers	\$
<b>TOTAL FEES ENCLOSED:</b>		<b>AUD \$</b>

- Please find enclosed cheque payable to: QLGCSA Conference. Please post payment to: QLGCSA Conference Managers, YRD (Aust) Pty Ltd, PO Box 717, Indooroopilly Qld 4068.
- Please charge the 'total fees enclosed' amount, which includes accommodation deposit (and/or total accommodation cost) and registration fees to the following credit card.
- Please charge my credit card for registration fees only. I understand that if I have made an accommodation reservation, these credit card details will be passed onto the hotel as a guarantee of my arrival. I understand that if I do not cancel my reservation that an amount equal to the first night's accommodation will be charged to my credit card. The credit card will be used as a booking guarantee only – and I will provide a credit card that I am a signatory of upon checkout.
- Please pass my credit card details on to the hotel to be used as a booking guarantee.
- I will Direct Debit/EFT my payment to: QLGCSA Conference • Account Name: QLGCSA Inc • Commonwealth Bank, Cleveland • Account Number: 00905222 • BSB Number: 064138.  
Please send your remittance advice to the Secretariat office on fax (07) 3871 1232.

CARD TYPE:  MASTERCARD    VISA

CARD NO.     /     /     /     EXPIRY DATE   /

NAME ON CARD
CARDHOLDER SIGNATURE

- I wish to register for the QLGCSA Conference 2006 and have read and agree to all the conditions outlined in this registration brochure and form.

SIGNATURE	DATE
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ALL FORMS MUST BEAR THE SIGNATURE OF THE PERSON COMPLETING THIS FORM.

PLEASE NOTE THAT REGISTRATION PLACES ARE LIMITED AND WILL BE ALLOCATED ON A STRICTLY 'FIRST IN' PAYMENT BASIS. IN THE EVENT THAT SPACE IS UNAVAILABLE YOU WILL BE NOTIFIED IMMEDIATELY.

THE PRIVACY ACT 2001 PROVIDES THAT BEFORE YOUR NAME AND ADDRESS DETAILS CAN BE PUBLISHED ON THE LIST OF CONFERENCE DELEGATES, FOR DISTRIBUTION TO FELLOW DELEGATES OR ANY OTHER PARTY, YOU MUST GIVE YOUR CONSENT. IF YOU DO NOT WISH TO HAVE YOUR NAME, ADDRESS AND DETAILS INCLUDED IN THE LIST OF DELEGATES PLEASE INDICATE BELOW. EXCLUDE MY NAME FROM THE LIST OF DELEGATES:

CANCELLATION POLICY: AN ADMINISTRATION FEE OF \$100 PER REGISTRANT WILL APPLY FOR CANCELLATIONS BEFORE 1ST SEPTEMBER 2006. CANCELLATIONS AFTER THIS DATE, BUT MADE ON OR BEFORE 22ND SEPTEMBER 2006 WILL FORFEIT 50% OF THE TOTAL REGISTRATION PAYABLE (GST INCLUDED). CANCELLATIONS MADE AFTER THIS DATE WILL NOT BE REFUNDED.

DISCLAIMER: THIS CONFERENCE PROGRAM IS CONFIRMED AT THE DATE OF PRINTING. HOWEVER, QLGCSA RESERVES THE RIGHT TO MAKE CHANGES TO THIS PROGRAM AT ANY TIME AS CIRCUMSTANCES DICTATE. EVERY EFFORT WILL BE MADE TO PROVIDE AEROGRAF OF EQUIVALENT STANDARD AND VALUE. INSURANCE DISCLAIMER: REGISTRATION FEES DO NOT INCLUDE INSURANCE OF ANY KIND. IT IS STRONGLY RECOMMENDED THAT AT THE TIME YOU REGISTER FOR THE CONFERENCE AND BOOK YOUR TRAVEL YOU TAKE OUT AN INSURANCE POLICY OF YOUR CHOICE. THE POLICY SHOULD INCLUDE (1) LOSS OF FEES/DEPOSIT THROUGH CANCELLATION OF YOUR PARTICIPATION IN THE CONFERENCE; (2) LOSS THROUGH CANCELLATION OF THE CONFERENCE; (3) LOSS OF INTERNATIONAL/DOMESTIC AIR FARES THROUGH CANCELLATION FOR ANY REASON INCLUDING FORCE MAJEURE, MEDICAL EXPENSES, LOSS OR DAMAGE TO PERSON OR PROPERTY, ADDITIONAL EXPENSES; AND (4) REPATRIATION SHOULD TRAVEL ARRANGEMENTS HAVE TO BE ALTERED. THE CONFERENCE SECRETARIAT CANNOT TAKE ANY RESPONSIBILITY FOR ANY PARTICIPANT FAILING TO ARRANGE HIS OR HER OWN INSURANCE.

PLEASE NOTE THAT CANCELLATION OF ACCOMMODATION IS UP TO THE HOTELS DISCRETION. PLEASE ADVISE THE CONFERENCE SECRETARIAT SHOULD YOU WISH TO CANCEL YOUR BOOKING AS SOON AS POSSIBLE. HOWEVER IT IS RECOMMENDED THAT CANCELLATION IS MADE WITHIN ONE WEEK OF THE RESERVATION DATE.