This two and a half day event is designed to bring together administration officers from the Dioceses of Ballarat, Sandhurst and Sale.

The conference will incorporate both keynote speakers and workshops to enhance and motivate business performance and to inform on the most relevant topics affecting county primary school administration officers.

This is your opportunity to meet with counterparts from the other country dioceses to network, share ideas and build ongoing relationships.

KEYNOTE SPEAKERS

- Geraldine Doogue
- Rev. Justin Driscoll
- Rachael Robertson
- Mark Bunn
## Program at a Glance

### Day One  Wednesday 25 August 2010
- **From 1.30 pm** Registrations open in conference foyer
- **2.30 pm** Afternoon Tea
- **3.00 pm** Welcome and Conference Opening—Phil Billington
- **3.30 pm** Keynote Session One—Geraldine Doogue
- **4.30 pm** Liturgy—Fr Hugh Brown
- **6.00 pm** Conference Welcome Drinks
- **7.00 pm** Conference Dinner and Official Opening—Peter Ryan

### Day Two  Thursday 26 August 2010
- **6.30 — 8.30 am** Breakfast
- **9.00 am** Concurrent Sessions A
- **10.00 am** Ten Minute Stretch Break
- **10.10 am** Workshop Sessions B
- **11.10 am** Morning Tea
- **11.40 am** Workshop Sessions C
- **12.40 pm** Lunch
- **1.40 pm** Keynote Session Two  -  Rev. Justin Driscoll
- **3.00 pm** Free time for City Tours or Shopping Trips or whatever takes your fancy
- **7.00 pm** Dinner, Entertainment, Dancing

### Day Three  Friday 27 August 2010
- **6.30 — 8.30 am** Breakfast
- **9.00 am** Keynote Session Three  -  Rachel Robertson
- **10.30 am** Morning Tea
- **11.00 am** Keynote Session Four  -  Mark Bunn
- **12.00 pm** Close of Conference
- **12.30 pm** Lunch and Depart
Keynote Speakers

Geraldine Doogue

Geraldine originally planned a career as a schoolteacher, but as a result of an impulsive decision to apply for a journalism cadetship, has thrived on that impulse to become one of Australia’s most renowned journalists and broadcaster with a distinguished career in news and current affairs.

She is an inspirational speaker, highly professional, polished and confident. She is presenter of the ABC Local Radio program Saturday Extra and ABC Television’s Compass. Prior to this, she was the presenter of the ABC Radio National’s Life Matters. In 2000, Geraldine was awarded a Churchill Fellowship for social and cultural reporting. In 2003, she was recognised with an Officer in the Order of Australia for services to the community and media.

Rev. Justin Driscoll Parish Administrator, Ballarat

Fr Justin Driscoll was ordained in his home town of St Arnaud in 1990. Currently Fr Justin is the Administrator for the Ballarat Cathedral Parish, a role which on top of everything else involves chaplaincy for the five primary and two secondary cathedral schools and some 3280 students. In between time Fr Justin has served as Assistant Priest, Administrator and Parish Priest in eight parishes within the Ballarat Diocese.

Fr Justin is universally admired and respected for his level headed approach and ability to fulfill his mountain of tasks with a minimum of fuss.

Fr Justin is a long suffering Richmond supporter which just goes to show that divine intervention can’t even help his poor old Tigers!

Mark Bunn Health and Work-Life Balance Coach

Mark is known as 'the natural health guy’. A former AFL footballer, Mark’s passion now is helping busy people achieve their outer success they desire without compromising their inner wellbeing.

Concerned about the growing difficulties of Australian workers to enjoy a healthy work-life balance (his research shows that we Australians spend more time at work than any other nation), Mark also studied the universal productivity, time-management and success strategies of the world’s most effective businesspeople. He uses these insights to help people structure their work and life that allows for ongoing results together while maintaining personal balance. With an Honours Degree in Western Health Sciences, Mark is able to motivate, inspire and provides great ‘take-home’ information on how to move from busy to effective and get 20% more done in 20% less time.

Rachael Robertson Expedition Leader

Rachael Robertson has recently returned from leading the 58th Australian National Antarctic Research Expedition to Davis Station in the Antarctic for a twelve month period. She is only the second female to ever lead a team at the Station.

Faced with nine months of total isolation, with 18 people Rachael hardly knew, this was no ordinary leadership role and was a very unique experience. Antarctica in winter is totally inaccessible which means once the last ship leaves at the end of February; no one can leave the base under any circumstance (not even if you are dying) until the ship returns in November.

Rachael was responsible for all aspects of life on the Station and in any circumstance, this would be a very tough role, however for a female in a very male dominated environment, this certainly added to Rachael’s challenge!
Google Docs
Grant Fitzgerald
Catholic Education Office Sandhurst Diocese

Google Docs is a free, Web-based word processor, spreadsheet, presentation, form, and data storage service offered by Google. It allows users to create and edit documents online while collaborating in real-time with other users.
Grant’s workshop will show delegates how this free program can assist administration officers with their day to day tasks.

Some prior preparation may be required for this workshop and delegates will be advised prior to the conference.

Effective School Promotion
Jenni Kennedy Media and Public Relations, Catholic Education Office Sandhurst Diocese and
Kirsty Pitman Communications Officer, Catholic Education Office Sale Diocese

Although school marketing is technically a Principal’s responsibility, we all know the day-to-day work of designing, publishing and updating school promotion material usually falls in the lap of Admin Officers! In this workshop, Jenni and Kirsty explore simple, practical ways to improve your print materials (newsletters, flyers, parent handbooks, posters etc), school website and school presence in the community. After all, your school is the best school in the area and everyone should know that! Specific topics to be covered include the fundamental principles of marketing, creating a visual identity for your school, using Microsoft Publisher to create memorable materials, improving your photography and basic photo editing, preparing documents for commercial printing, involving the local media in school events and dealing with the media during a crisis.

Build, Develop & Sustain Self Confidence & Well Being
Cindy Newstead Personal Fashion Stylist

Cindy is a Melbourne based personal stylist who will and does change women’s lives. Image and personal presentation can be so important in business, and as the first point of contact within a school, it is important to have great self esteem and be confident in your approach to a large variety of people.

Cindy’s workshop will cover the following:-
• dressing for success in business,
• personal style,
• teaching about body shape,
• touching on colour
• individual examples to the group
Some interaction will be required with volunteers.
This workshop aims to help build your self-esteem and improve self confidence and nurture your sense of wellbeing as an administration officer.

Health and Well-being—Bollywood Dancers
Helping to Maintain a Healthy Lifestyle
Rima Das Former Miss India Australia Bollywood,
Rima’s workshop is aimed at providing delegates with a form of release that can assist in relieving the pressure of work and other commitments in your life.
This workshop will consist of the following:-
• ½ hour Bollywood workout – a warm-up session comprising of yoga & aerobic exercises in order to increase body strength, muscle tone, heart rate and improve fitness.
• ½ hour Bollywood dance routine
Delegates must bring a towel, water bottle and wear comfortable or suitable wear.

Planning for Change
CSF Representative,
Frances Browne—Pastoral Care/Wellbeing Sandhurst Diocese

Most of us look forward to retirement and we can make the best of it if we have the financial security to enjoy time with family and friends and to pursue our dreams. It is important to plan for the future while you are still at work. Knowing the tax implications you might face and whether you will be eligible for an age pension can make a big difference to your plans.

This workshop will also explore ways to achieve a balance between the pressures of work and the anticipation of a life without work commitments. Participants will be provided with ‘tools’ to enhance their health and wellbeing as they plan for the next stage in their life.

Industrial Relations
John Jordan Acting Team Leader, CECV IR Unit

John is currently Acting Team Leader of the Industrial Relations Unit which provides advice and assistance to the Director and staff of Catholic Education Offices, Parish Priests, Religious Institutes, Principals of schools and school staff. The Industrial Relations Unit operates on a statewide basis and also provides advice and research on employment and industrial relations issues, WorkCover claims management, Occupational Health & Safety, Salary Assessments and an advocacy service in various tribunals.
Conference Dates and Venue
Wednesday 25th August – Friday 27th August 2010

The Leaders in Regional Administration Conference will be held at the Bayview Eden, 6 Queens Rd, Melbourne. Bayview Eden is an award-winning four-star hotel situated opposite Albert Park Lake and Golf course and only minutes from the St Kilda Road Business District. Melbourne’s city centre, South Yarra shopping area, Crown Entertainment Complex, St Kilda Esplanade and Port Phillip Bay are all only a tram ride away. For more information on the venue see www.bayviewhotels.com.

Conference Packages
Single or twin share accommodation conference packages are available. Both packages for the two and a half day conference include:
- all keynote and workshop sessions
- morning/afternoon teas
- lunches
- official opening dinner on Wednesday night
- dinner and entertainment on Thursday night
- bus to the venue
- 2 nights accommodations

Conference Registration
Each attendee is required to register for the conference at http://web.ceo.balrt.catholic.edu.au/schooladminconf. Following registration each attendee will receive a confirmation email and their school a tax invoice for the conference. If you haven’t received a confirmation email by Friday 21st May 2010 please contact your diocesan Finance personnel to ensure your registration has been received and processed.

Registrations for this conference close on Friday 21st May 2010.
General Information

**Dress**
As conference room temperature may vary, we suggest you wear layered clothing to ensure you are comfortable. Business or smart casual attire is suitable for the conference.

For the conference dinners smart attire is suggested (no denim).

**Getting There**
Buses will be provided to conference participants departing from Sale, Ballarat, Bendigo & Wangaratta.

For those wishing to travel by car, Eden on the Park has a supervised car park on site. This car park can be entered at the rear of the hotel via Queens Lane, which runs parallel to Queens Road. Access to the car park is available 24 hours a day. Parking is complimentary to in-house guests.

**Cost**
Participant’s schools will be invoiced $300 per participant twin share B&B and $450 per participant single B&B.
Schools will be invoiced by their Diocesan Catholic Education Office.

**Special Dietary Requirements**
If you have any special dietary requirements please indicate your preferences on the registration form. Requirements not indicated at this time may not be accommodated.

**Conference Passport**
Each participant will be issued with a conference ‘passport’. Upon speaking to each sponsor, participants will receive a stamp on their passport. Participants with stamps from every sponsor will go in the draw for prizes to be drawn during the Close of Conference on Friday.

**Concurrent Sessions**
Presenters will be running six concurrent sessions during the conference. Upon registering participants are asked to select their order of preferences.