

VAN DER TUIN, Karen

From: Alchin, Phil
Sent: Tuesday, 9 February 2010 2:39 PM
To: Lesley Hall; Lesley Hall
Cc: Thomson, Julia; Brenda Lacey; Bedford, Helen; Fisher, Kris; Thomson, Julia; Brenda Lacey; Bedford, Helen; Fisher, Kris
Subject: RE: Secretariat program consultation [SEC=UNCLASSIFIED]

Hi Leslie,

We are developing specific terms of reference for the disability part of the secretariat review which we will be finalising shortly. We will send these out to all orgs in a letter inviting them to participate in the consultation process. We intend to send the letter in the next week.

Regards

Phil

-----Original Message-----

From: Lesley Hall [mailto:lesley.hall@afdo.org.au]
Sent: Tuesday, 9 February 2010 11:27 AM
To: Alchin, Phil; Brenda Lacey
Subject: Re: Secretariat program consultation [SEC=UNCLASSIFIED]

Thx Phil,
We'll get something to you quickly. Also have there been any terms of reference developed for the review and if so can we have a copy. The three organisations that aren't AFDO members CWDA, ADN and NDS when will you be contacting them to let them know of the date? In terms of the budget we are compiling we will need to know asap who they intend to send. With thanks.

Alchin, Phil wrote:

> Hi Lesley,
>
> That sounds good in principle. Can you please send an itemised
> proposal.
>
> Regards
>
>
> Phil

> -----Original Message-----

> From: Lesley Hall [mailto:lesley.hall@afdo.org.au]
> Sent: Monday, 8 February 2010 2:51 PM
> To: Alchin, Phil; Brenda Lacey; Graham Douglas-Meyer
> Subject: Secretariat program consultation

> Hi Phil,
> Firstly thanks for coming and speaking last week. It was very useful.
> Secondly with regard to the consultation on the secretariat program
> if it occurs on March 10 we are proposing the following:

>
> * AFDO to organise accommodation, travel, venue etc for all
> participants
> * FaHCSIA to reimburse AFDO for all costs including staff time for
> organising event
> * AFDO will develop a budget to present to FaHCSIA once it is
> agreed to go ahead in principle
> * We will forward you the name and cv of the consultant we will be
> using for our strategic planning for you to liaise with if you
> wish to proceed with him otherwise FaHCSIA will engage facilitator
> * If we proceed with the consultation on March 10 we would prefer to

> have this and the strategic planning in the one venue because of
> logistics in terms of equipment, disability access etc. This will
> mean additional costs for our strategic planning which were not
> included in the strategic planning budget. We have tentatively
> booked a room at the Jasper Hotel where the AFDO conference was
> held. This accommodates 40 people seated around tables. The room
> hire costs \$950 per day with catering approximately \$20 to \$30 per
> head with morning and afternoon tea.
> * At the members meeting it was proposed that chairpeople as well as
> EO's should attend the consultation. If you think this is a good
> idea we will put in the budget. Also if this happens it would be
> good if they could stay for the strategic planning. Could FaHCSIA
> provide additional accommodation and catering for this in the
> strategic planning budget?
>
>
> Let me know as soon as you can whether you would like to proceed with
> the above proposal.
>
> With thanks.
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>

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