

The QLD Local Government & Corporations Chapter presents:

Create Capture & Conserve in Charleville



Learn how the three Cs can help you to add value to your business through effective recordkeeping.

A practical seminar and workshop full of stuff

See following pages for the full program

An Information Awareness Month event (<http://informationawarenessmonth.com.au/>)

Event details

Date 5th & 6th May 2010

Time from 1:00 pm on the 5th

Where Mulga Country Motor Inn
Cunnamulla Rd
Charleville QLD

Registrations close: 28th April 2010

Hosted by: **Murweh Shire Council**



Cost (incl GST)

RMAA Members	
FRMA/MRMA	\$145
ARMA	\$155
Individual/Corporate	\$165

Non RMAA Members	
ASA/IIM Members	\$210
Others	\$235

Supported by:



Earns 10 RMAA CPD Points



If you are registering using your credit card please do so online www.rmaa.com.au/.

If you require an invoice in order to pay please complete the following details and forward via Fax: Australia 1800 333 802 or Email: susan.henshaw@rmaa.com.au

REGISTRATION



Name: _____

Company: _____

Address: _____

Email: _____

Telephone: _____

Dietary Requirements: _____

Association & Member No.: _____

Program - Day One

Wednesday 5th May 2010

- 12.00pm - 1.00pm Registration
- 1.00pm - 1.10pm Welcome & Opening
Mark O'Brien - Mayor
Murweh Shire Council
- 1.10pm - 3.00pm Recordkeeping Training Session

Essentials (the Three Cs) of Recordkeeping

Chris Simpson – Records Services Manager

Ergon Energy
- 3.00pm – 3.30pm Smoko
- 3.30pm - 4.20pm Scanning Options & How To

Peter Cheney – Business Development Manager

Grace Information Management
- 4.20pm - 4.30pm Wrap Up of Day 1
- 5.30pm - 6.15pm Arrive Cosmos Centre Drinks & Nibbles – This also gives the group the opportunity to look at some of the Astronomy by Day Displays
- 6.15pm -7.00pm Twilight Observatory Session This session allows for observation of three of the best night sky objects

Program - Day Two

Thursday 6th May 2009

- 9.00 am - 9.50am Visit Charleville BOM Office – weather balloon launch
Mick Conway – Field Station Manager
Bureau of Meteorology, Charleville
- 10.00 am - 10.30am Smoko
- 10.30 am – 10.35 am Summary Day 1 & What's on for Day 2
- 10.35am - 1.00pm Challenges for Records Management in Regional Queensland
Josephine Horner – Manager Agency Services
Queensland State Archives
- 1.00pm - 1.45pm Lunch
- 1.45pm - 2.05pm Case Study
Life in Charleville Records and the Pros & Cons of Wearing Multiple Hats
Richard Ranson – Records & Environmental Health Worker
Murweh Shire Council
- 2.05pm - 2.25pm Conserving History, the Archiving Project
Michael Vale - Records & Archiving Project Officer
(Victorian) Dept of Premier & Cabinet, Melbourne
- 2.25pm - 3.00pm Interactive Wrap Up of Day 2 and Seminar
- 3.00pm Smoko and seminar end



Registration Terms & Conditions

All registrations for RMAA events are made subject to the terms and conditions of RMAA as set out below:

Payment Terms

Online Registration: Payment is required upon registration.

For invoices: Payment is required within 30 days of the registration being received. Invoices will be sent electronically upon registration being received.

Methods of Payment

Payments are accepted in Australian dollars and include 10% GST. New Zealand based events are payable in New Zealand dollars and do not attract any GST

Cheques should be made payable to RMAA and sent to RMAA, PO Box 276, St Helens, TAS Australia 7216

Payments can also be made by credit card (Visa/Mastercard).

Payment "at the door" is not accepted.

Registration Fee

The registration fee covers attendance at all sessions, refreshments, any event documentation on the day, enrolment fee and Statement of Attainment / Qualification Certificates.

Cancellations

Cancellations received in writing at least 10 days prior to the first day of the event will be refunded in full less an administration charge of 20%

Notice of cancellation must be received in writing and submitted by emailing susan.henshaw@rmaa.com.au

We recommend using a method of recorded delivery to ensure notice of cancellation is received.

Should you need to cancel your registration less than 10 days before the first day of the event, the registration fee remains payable in its entirety although a substitution will be accepted.

Failure to attend an event does not negate your commitment to pay for attendance. If there are extenuating circumstances, please contact susan.henshaw@rmaa.com.au and the cancellation request will be assessed on its merit.

Substitutions and Name Changes

Substitutions are acceptable at any time. If you have registered as a member, but need to substitute with a non-member, the difference will be invoiced. To inform us of a name change, please email susan.henshaw@rmaa.com.au We regret that we are not able to transfer places between conferences or events.

Indemnity

It may be necessary for reasons beyond the control of the organisers to alter the venue, content or the timing of the programme. We will endeavour to keep you abreast of such changes but any reasonable change to the event format will not constitute a reason to refund the event fee. Should the event be postponed, we will endeavour to reschedule the event. If, for reasons beyond the control of RMAA, an event is cancelled, a full refund will be made. We are not liable to pay any incurred costs resulting from any postponement or cancellation.

Security

RMAA is committed to ensuring that the submission of sensitive information, such as credit card details, is safe and secure. We employ reputable and reliable service providers to ensure such information is protected. All information we hold is kept secure with access limited to personnel charged with the processing of such data. All personal data is gathered and processed in line with the Data Protection Act and RMAA' privacy policy

FAX TO: 1800-333-802 OR EMAIL susan.henshaw@rmaa.com.au