



Queensland Records Network Group Forum 2019

The Queensland Records Network Group meets throughout the year via web conferencing to provide an opportunity for those working in the Records and Information Management industry to support each other and share knowledge and expertise. The majority of members are based in Queensland and have implemented the MAGIQ Documents eDRMS but everyone is welcome. Join us for our second annual forum to be held from the 16th to 18th October 2019 in Townsville where we can network in person, share experience and grow our industry knowledge.

Registration

Complete and email the attached registration form to accounts@corpmem.com.au.

Event Details

Date: 16th to 18th October 2019
Venue: The Burdekin Room
Mercure Townsville
166 Woolcock Street,
Currajong QLD 4810
Reservations: +61 07 4759 4900



<https://www.mercuretownsville.com.au>

Registrations close: 30th September 2019

Cost (inc GST) \$310.00

Accommodation is not included however it can be organised by directly contacting the Mercure Townsville.

Queensland Records Network Group (QRNG) Forum 2019

Proudly supported by CorpMem



Wednesday 16 October 2019

5:00 pm – 7:00 pm



Welcome Reception

The forum starts with a welcome reception on the Lakes Deck to provide an opportunity for delegates to network and in some cases meet each other in person for the first time. Drinks and canapés provided.

Sponsored by CorpMem.

Thursday 17 October 2019

8:30 am – 8:50 am

Registration

8:50 am – 9:00 am

Welcome and Opening

Janine Sutton

9:00 am – 9:30 am

Open floor discussions

9:30 am – 10:00 am

Mike Tomlinson, Procurement and Governance Co-ordinator,
Cloncurry Shire Council

Reflections on Records Keeping: 15 years in local government management

An organisational culture of record keeping: how we get it and what it looks like.

10:00 am – 10:30 am

Morning Tea

10:30 am – 12:30 pm

Paula Burke, Business Consultant, MAGIQ Software.



MAGIQ Documents

A presentation followed by an open floor question and answer session.

12:30 pm – 1:30 pm

Lunch

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1:30 pm – 4:00 pm



Darren Mitchell, Site Manager Iron Mountain Australia Group Tour of Iron Mountain facilities

- refreshments for afternoon tea
- A 10 min time lapse video of the construction of the Townsville Information Centre (IC) including the racking install
- Perform a walk around of the IC, vault and pump rooms
- Show the different aspects of what their Resource department currently offer
- Answer any questions

4:00 pm – 5:00 pm

QRNG Meeting

7:00 pm

Networking Dinner (Not included in Registration Cost)

Venue determined by group consensus during the day.

Friday 18 October 2019

8.50 am – 9:00am

Activity to get everyone going – Janine Sutton

9:00 am – 9:20 am

Open floor discussions

9:20am – 10:40 am



John van der Zant, Managing Director, CorpMem Case Study: Croydon Shire Council Appraisal Project

Find out what lurks in your archive room by watching the time lapse photography taken during a hard copy appraisal project at Croydon Shire Council.

9:45 am – 10:15 am



Kathryn Taylor, Manager Training and Stakeholder Relations, Office of the Information Commissioner

“10 years on – A decade of Right to Information and Information Privacy in Queensland”

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10:15 am – 10:45 am

Morning Tea

10:45 am – 12:00 pm

QSA self-assessment workshop
Janine Sutton and John van der Zant

Break into groups and bring a laptop so your group can explore the excel version of the Recordkeeping maturity assessment tool. The tool has been designed to provide clarity on what constitutes recordkeeping maturity in light of the Records governance policy.

12:00 pm – 12:30 pm



**Janine Sutton, Records Coordinator – Corporate Services,
Cloncurry Shire Council.**

Queensland Records Network Group Discussion

A general discussion about how the group is going, where we see the group going in the future and what type of things do members want from the group.

12:30

Wrap Up

Janine Sutton

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Registration Details

Name: _____

Organisation: _____

Position: _____

Address: _____

Email: _____

Day Telephone: _____ Mobile Telephone: _____

Food allergies/dietary requirements: _____

Social Events

- ☐ I will be attending the Welcome Reception – 16/10/2019
- ☐ I will be attending the Networking Dinner – 17/10/2019 (not included in registration cost)

Payment Details

Please forward this completed registration form to accounts@corpmem.com.au.

Purchase Order Number (if required): _____

Email address to send invoice: _____

- ☐ I have read and understood the Registration Terms and Conditions as outlined below.

Signature: _____

- Delegate bookings are transferable by contacting CorpMem – accounts@corpmem.com.au
- The Welcome Reception is complimentary with registration on an opt-in basis; please indicate attendance in registration details to secure your spot.

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Registration Terms & Conditions

All registrations for the Queensland Records Network Group (QRNG) Forum 2019, are made subject to the terms and conditions set out below:

Payment Terms

Payment is required within 14 days of the registration being received. Invoices will be sent electronically to the email address indicated on the registration form upon registration being received.

All invoices which remain outstanding after the 14 day payment term will be referred to a debt collection agency and all fees associated with collection of the debt will be added to the outstanding invoice total.

Payments are accepted in Australian dollars and include 10% GST.

Registration Fee

The registration fee covers attendance at all sessions, refreshments and any event documentation on the day. Please note that any registrations accepted after the RSVP date will attract a 15% surcharge. Attendees who fail to pre-register for an event but show up on the day may be turned away, however in the event they are admitted, a 50% surcharge will apply.

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 accounts@corpmem.com.au.

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 accounts@corpmem.com.au and the cancellation request will be assessed on its merit.

Substitutions and Name Changes

Substitutions are acceptable at any time. To inform us of a name change, please email accounts@corpmem.com.au.

Indemnity

It may be necessary for reasons beyond the control of CorpMem Business Solutions Pty Ltd 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 CorpMem Business Solutions Pty Ltd, 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.