

Management of Controlled Documents



Running Order

4.00pm - Registration
4.15 - State Records Office
4.30 - NAA
4.40 - General Meeting
4.45 - Networking
5.15 - Nexadyne

Management of Controlled Documents

Deborah Wilson

The presentation defines a 'Controlled Document' and provides insight on how Controlled Documents are managed within the resource sector.

Topics covered will include -- what is Document Control, the difference between a controlled and uncontrolled document, how ISO 9001:2008 Quality Management Systems--Requirements defines controlled and uncontrolled documents, revising and approving these documents, distributing controlled copies.

Event details

Date: 8 July 2013
Time: 4pm to 6pm
Where: State Records Office
Great Southern Room, 4th Floor
Perth Cultural Centre, Perth

Registrations close Wednesday 3 July

Cost (incl GST)

Records and Information Management
Professionals Australasia Members

MRIM/FRIM	\$11
ARIM	\$12
Individual/Corporate	\$15
Full time student	Free

Non Members

ASA/IIM Members	\$18
Others	\$20

Members may register to attend the General Meeting only at no cost. Please specify if you wish to attend the GM only when making your booking

**Records and Information Management
Professionals CPD Points = 2**

REGISTRATION



Please return to: Fax: Australia 1800 333 802 or email: wendy.morris@rimpa.com.au
Leave credit card details blank if you intend to pay upon receipt of invoice

Name: _____
Company: _____
Address: _____
Email: _____
Telephone: _____
Dietary Requirements: _____
Association & Member No.: _____
Card Number (VISA/MC): _____ Expiry: _____
Security Code: _____ Cardholder: _____ Signature: _____



Registration Terms & Conditions

All registrations for Records and Information Management Professionals Australasia events are made subject to the terms and conditions of Records and Information Management Professionals Australasia 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.

All invoices which remain outstanding after the 30 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.

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 Records and Information Management Professionals Australasia and sent to Records and Information Management Professionals Australasia, PO Box 276, St Helens, TAS Australia 7216. Payments can also be made by EFT and 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. 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 wendy.morris@rimpa.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 wendy.morris@rimpa.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 wendy.morris@rimpa.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 Record and Information Professionals Australasia, 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

Records and Information Management Professionals Australasia 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 Records and Information Management Professionals Australasia privacy policy

FAX TO: 1800-333-802 OR EMAIL wendy.morris@rimpa.com.au