

# Recordkeeping plan compliance audits

## Three speakers, Q&A and Audience discussion



The presentations will provide an insight into some of the issues currently facing organisations and staff.

### 1. Recordkeeping plan (RKP) Overview

**Isabel Smith, Director of State Information Management, State Records Office of Western Australia**

Isabel has a degree in Records Management, with an additional major in Public Sector Management. She has more than 20 years experience in the information management profession.

Isabel will present an overview of recordkeeping plans, including the legislation, compliance tips and examples of auditing.

### 2. Case study: How conducting RKP audits helped raise the records management profile at the Department of Education

**Jonathan Toquero, Manager Corporate Information Services and Gaynor McMillan, RKP Policy Officer, Department of Education**

Jonathan has a Bachelor of Business (Management Information Systems) and Post Graduate Diploma in Public Sector Management with over 25 years' experience as an information professional, including roles in management, EDMS Systems Administration and Freedom of Information.

Gaynor has a Diploma in Public Administration and Frontline Management. Gaynor has over 34 years' experience in information management and steadily advanced to her current role which has responsibility for all aspects of Information Governance, Compliance and Monitoring including line of business systems.

Jonathan will present policy, general approach and benefits of compliance audit at a strategic level. He will also share findings of a devolved recordkeeping model. Gaynor will present the case study and lessons learnt at the operational level. Audiences will gain a good idea on how the Department uses compliance audit as an effective tool in good practice information management.

### 3. Q&A and audience discussion

The audience is invited to ask questions of all the speakers, discuss the issues raised, and to comment on their own experiences.

**RIM Professionals CPD = 2 points**

### Event details

Date: Thursday 21 May 2015

Time: 7am to 9.30am

Where: Kings Perth Hotel  
525 Hay Street Perth  
(Wilsons carpark is next door,  
cnr. Hay & Pier Sts)

Registrations close: Thursday 14 May

### Cost (incl GST)

RIM Professionals Australasia Members	
MRIM/FRIM	\$40
ARIM	\$45
Individual/Corporate	\$55
Non RIM Professionals Australasia Members	
ASA/IIM Members	\$60
Others	\$80
Full time Students	\$25

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## REGISTRATION



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

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## Registration Terms & Conditions

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

### Payment Terms

Online Registration: Payment is required upon registration.

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### 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 RIM Professionals Australasia and sent to RIM 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](mailto: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](mailto: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](mailto: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 RIM 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

RIM 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 RIM Professionals Australasia privacy policy

**FAX TO: 1800-333-802 OR EMAIL [wendy.morris@rimpa.com.au](mailto:wendy.morris@rimpa.com.au)**