

Perth Wednesday, 9 February 2011

½ day (afternoon) workshop:

Road to recovery: Taking the first steps



Would you be ready when the next disaster happens at your work or community place – either big or small? Do you want to be ready with a plan?

This 1/2 day (afternoon) interactive and hands-on workshop covers principles and processes of disaster planning and recovery and how to recognise a potential disaster. It gives you confidence in approaching different disaster situations – fire, flood, malicious and other catalysts, and understanding the emotional issues of a loss. The workshop covers identifying stakeholders, addressing OH&S issues and recovery options to achieve the key goal: Learn to prepare BEFORE the event.

Who should attend?

Operational level personnel working with information in any format and especially for those who assist in managing buildings, providing security services, looking after assets, OH&S or are may be part of the first response team.

Road to recovery: Taking the first steps

Wayne Spence, Victorian State Sales Manager & Cheryl Pennefather, Specialist Restoration Supervisor

Wayne has worked with Steamatic for over 6 years on restoration cases including major document recovery and has worked in the industry for over 20 years. Cheryl has worked with Steamatic for 5 years on a range of recovery and restoration cases, including document-based losses. Steamatic is involved in restoring damaged information in different media types such as paper, photographic and electronic form. For more information about Steamatic see www.stematic.com.au

RMAA CPD Points: Category C: 3

Event details

Date: **Wednesday 9 February 2011**

Time: 1.30 – 5.00 pm

Where: Kings Perth Hotel

517 Hay Street Perth

08 9325 6555

<http://www.kingshotel.com.au/>

**Registrations limited places so book early

Register by: Friday 28 January 2011

** Discounts available for participants staying at the Kings Perth Hotel

Cost (incl GST)

RMAA Members

FRMA/MRMA	\$99
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ARMA	\$104
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Individual/Corporate	\$110
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Non RMAA Members

ACS/ALIA/ASA/IIM Members	\$123
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Others	\$137
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Student/ Community	\$80
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Feedback from courses held so far:

- 'Very interesting – excellent'
- 'Presenters obviously knew the content well'
- 'Learnt about disaster management'
- 'Salvaging and cleaning paper'
- 'Workshop met expectations'
- 'Able to apply knowledge to mouldy archives'

If you are registering using your credit card please do so online: www.rmaa.com.au
If you are a student, member of a community or require an invoice in order to pay
please complete the following details and forward via Fax: Australia 1800 333 802
Email: susan.henshaw@rmaa.com.au

Name: _____

Company: _____

Address: _____

Email: _____

Telephone: _____

Dietary Requirements: _____

Association & Member No.: _____



REGISTRATION



Registration Terms & Conditions

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

Payment Terms

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 attract the New Zealand GST of 12.5%.

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

Bank transfers in AUD\$ should be deposited into CBA Account 'Records and Information Management Professionals Australasia', BSB: 064-000, Account Number: 1077 6171. Notification of payments made in this way should be via a remittance advice to finance@rimpaa.com.au

Bank transfers in NZ\$ should be deposited into ANZ Account 'Records and Information Management Professionals Australasia' Account 010102-0597629-00. Notification of payments made in this way should be via a remittance advice to finance@rimpa.com.au

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 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 either emailing admin@rimpa.com.au or by writing to RIM Professionals Australasia, PO Box 276, St Helens, TAS Australia 7216.

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 admin@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 corporate member, you can substitute with a non-member for a local event only. To inform us of a name change, please email admin@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's privacy policy.

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