

Using the Recordkeeping Compliance Handbook for Continuous Improvement

Perth, Friday 12 August 2011
Breakfast seminar



Using the Recordkeeping Compliance Handbook

Judith Ellis, Enterprise Knowledge

Renowned information professional Judith Ellis will present a practical overview of how to use recordkeeping compliance and in particular the Recordkeeping Compliance Handbook (HB278-2009) to argue the business case to management for new recordkeeping initiatives and continuous improvement.

Recordkeeping compliance assessment can be done for various purposes, including benchmarking against other organisations, deriving a gap analysis on current vs. desired capability, or assessing specific areas of the organisation as part of quality certification or risk analysis.

Judith will show how using the Recordkeeping Compliance Handbook (HB278-2009) matches standard AS ISO 15489:2002, and that it is scaleable according to your business needs, size of organisation and sector. Learn to apply it your way, for the outcome you want.

About Judith

Judith Ellis (BA (Hons), MA, MRMA, AIMM, MACS) is the owner and Managing Director of Enterprise Knowledge Pty Ltd. She has worked in the information and knowledge management field for over 30 years, throughout Australia, Asia and the Pacific in consulting, recruitment, education and training.

Judith is currently a member of Standards Australia IT21 Committee, an ISO Technical Committee (TC46/SC11) and an ISO Task Force on Management System Standards. She has contributed to a number of professional conferences and publications and edited three books.

RIM Professionals CPD Points = 2

Event details

Date: **Friday 12 August 2011**
Time: 7am to 9am
Where: Kings Perth Hotel
517 Hay Street Perth
08 9325 6555
<http://www.kingshotel.com.au/>
Parking: Wilson's carpark is next door
(near cnr. Hay & Pier Sts)
Registrations close: **Tuesday 2 August 2011**

Schedule

7:00 - 7:15 Registration
7:15 - 7:25 Welcome by chair; Address by sponsor
7.20 - 7.50 Breakfast
7.55 Introduction of speaker
7.55 - 8.40 Presentation by Judith Ellis
8.40 - 8.55 Question time
8.50 - 9.00 Wrap up and close

Cost (incl GST)

RIM Professionals Members	
FRIM/MRIM	\$47
ARIM	\$49
Individual/Corporate	\$51
Student/Community	\$35
Non RIMPA Members	
ACS/ALIA/ASA/IIM Members	\$67
Others	\$74

Sponsors



REGISTRATION



Name: _____
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Dietary Requirements: _____
Association & Member No.: _____
Card Number (VISA/MC): _____ Expiry: _____
Cardholder Name: _____ Signature: _____

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



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:

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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 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.

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%

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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.daw@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

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