

Building a local government eDRMS plus WA Mentoring Program 2013 Launch



Building a local government eDRMS

David Dunn & Mike Fletcher

The presentation will provide an insight into the technical and operational challenges and opportunities that were realised during a recent project to build and deploy a corporate eDRMS solution for the City of Bunbury using SharePoint 2010.

Topics covered will include identifying key requirements, eDRMS design and information architecture, integration with existing IT systems, security considerations, enterprise search, compliance and content migration.

David Dunn, CEO, Bluebox Solutions

David is a highly respected and experienced IT Executive with more than 20 years' experience across a broad range of industries including finance, telecommunications, and mining.

Mike Fletcher, City of Bunbury, Manager for Information Services:

Mike began his career in the print industry and fast developed an interest in information technology, going on to starting up a very successful business developing leading edge software prior to locating to Western Australia.

WA Mentoring 2013 Program Launch

Dr. Pauline Joseph, Curtin University Lecturer & WA Branch Councillor

This program is open to all industry professionals, students, recent graduates or people working in the industry. The objective of the program is to match mentors with mentees to share knowledge and to network with likeminded information and records management professionals. More details about the program are provided in the attached Mentoring Nomination Form. Please email your completed Form to wendy.morris@rimpa.com.au.

We require mentors to sign up as well to make the program work, hope you can spare some time guiding mentees in our profession.

RIM Professionals CPD points = 2

Event details

Date: Tuesday 14 May 2013

Time: 7am to 9am

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

Registrations close: Tuesday 7 May 2013

Cost (incl GST)

RIM Professionals Australasia Members

MRIM/FRIM \$40

ARIM \$45

Individual/Corporate \$50

Non RIM Professionals Australasia Members

ASA/IIM Members \$60

Others \$65

Students \$25

Includes: Continental & hot buffet breakfast

Event sponsored by



REGISTRATION



Please return to: Fax: Australia 1800 333 802 or New Zealand 0800 400 626

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 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.

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 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

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 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