

TAS Branch GM & DPEM case study presentation



The main event will provide the opportunity to listen to and gain knowledge of the business processes used at DPEM in managing their records. The Tasmanian Branch Council AGM will precede the presentation.

Record keeping reforms in DPEM to manage business processes and the practical implementation of DPEM disposal schedule

Angela Males, Dept Police & Emergency Management (DPEM)

The presentation will cover two Case Studies:

1. Implementing a new system in Criminal History Services at DPEM to manage criminal history checks.
2. Managing scientific case files at Forensic Science Services Tasmania (FSST)

Plus the practical implementation of the retention and disposal schedule in DPEM

Event details

Date: 19 July 2011

Time: 3pm – 5.15pm

Where: Level 6, Lands Building - Macquarie Street - Hobart

Registrations close: 15 July 2011

Cost (incl GST)

RMAA Members	
FRMA/MRMA	\$12
ARMA	\$13
Individual/Corporate	\$15
Non RMAA Members	
ASA/IIM Members	\$20
Others	\$25

Members who wish to attend the General Meeting only may do so at no cost. Please email wendy.daw@rimpa.com.au advising of your intentions if you wish to do this

Includes: Afternoon Tea, Light Refreshments

RMAA CPD Points = 2

REGISTRATION



If you are registering using your credit card please do so online: www.rimpa.com.au
If you require an invoice in order to pay please complete the following and forward via
Fax: Australia 1800 333 802 or New Zealand 0800 400 626
Email: wendy.daw@rimpa.com.au

Name: _____
Company: _____
Address: _____
Email: _____
Telephone: _____
Dietary Requirements: _____
Association & Member No.: _____



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.

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.daw@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.daw@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.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

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