

# Realising your Digital Potential



## REALISING YOUR DIGITAL POTENTIAL

**But when she got there, the compactus was bare! -looking at the impact of the Electronic Court File.**

**Lyn Nasir, Federal Court of Australia**

Lyn Nasir is the Records and Archives Project Manager at the Federal Court of Australia. Most recently she has worked on the Federal Court's multi award winning Electronic Court File project.

## Transforming the digital Cabinet

**David Ferguson, ACT Government**

David Ferguson is the Senior Manager responsible for the ACT Government's Cabinet Office. David has recently overseen a transition from paper-based to digital business process and records management in the ACT's Cabinet Office.

## Interactive Workshop

**Kim James - Sentio Consulting**

Kim James of Sentio Consulting will lead the discussion. Kim is an independent consultant specialising in Federal government information and records management in the digital space.

## Event details

Date: 27 May 2016

Time: Registration 8.30 -9.00am

Sessions: 9.00am – 1.00pm

Where: ANU Commons: Cnr Barry Drive & Marcus Clarke St Acton ACT.

Registrations close: 20 May 2016

## Cost (incl GST)

### Attendance Fees

Discount ASA/IIM: \$140

Discount Corporate/Affiliate rate: \$90

Discount Associate Rate: \$85

Discount Chartered Member/Fellow rate: \$80

Discount Student (fulltime): \$30

Non Member: \$180

*Corporate members must be nominated corporate members to receive the discount. If you are not sure of your membership type, please contact Maree Cooper **BEFORE** registering: [maree.cooper@rimpa.com.au](mailto:maree.cooper@rimpa.com.au) If you register at a discount rate you are not entitled to, you will automatically be charged at the correct rate.*

**RIM Professionals CPD Points = 3**

## 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

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Dietary Requirements: \_\_\_\_\_  
Association & Member No.: \_\_\_\_\_  
Card Number (VISA/MC): \_\_\_\_\_ Expiry: \_\_\_\_\_  
Security Code: \_\_\_\_\_ Cardholder: \_\_\_\_\_ Signature: \_\_\_\_\_

## **RIMPA ACT Branch - May Half day Seminar, 27 May 2016 – Program-**

### **Realise Your Digital Potential**

**8.30 – 9.00am Registration**

**9.00am Welcome**

**9.10 – 9.50am Presentation: But when she got there, the compactus was bare!'- looking at the impact of the Electronic Court File.**

**Presenter: Lyn Nasir**

Lyn Nasir is the Records and Archives Project Manager at the Federal Court of Australia. She has 8 years' experience working in the Courts Records and Information area transitioning the Court from paper to digital records. Most recently she has worked on the Federal Court's multi award winning Electronic Court File project. Lyn comes from a Library information background and has a diploma in Records Management.

**9.50 - 10.30am Transforming the digital Cabinet**

**Presenter: David Ferguson, ACT Government**

David Ferguson is the Senior Manager responsible for the ACT Government's Cabinet Office. David has recently overseen a transition from paper-based to digital business process and records management in the ACT's Cabinet Office. Prior to joining the Cabinet Office David's work in the ACT Public Service has been to help design and implement new legislation and regulatory systems.

**10.30 – 11.10am Morning Tea**

**11.10am – 12.40pm Presentation: Realise Your Digital Potential – Interactive Workshop**

It's easy to see the benefits of "going digital" for agencies and their clients/stakeholders. But where are the greatest benefits to be had, and how do you make sure you get them?

In this interactive workshop, we will identify and discuss:

- Priority targets for "going digital"
- Proven approaches for implementing these
- What benefits you can expect to get
- Benefits realisation – theory and practice

The workshop will enable participants to share their experiences and learn from each other.

**Presenter: Kim James**

Kim James of Sentio Consulting will lead the discussion. Kim is an independent consultant specialising in Federal government information and records management. She has advised a number of agencies on "going digital", eliminating the use of paper, developing information management frameworks and setting up implementation projects.

**12.40pm Close**



## 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](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)**