



RIMPA

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2019 – 2020 Annual Report

Records and Information Management Professionals Australasia

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CHAIRS REPORT

Dear Members,

I welcome you to the RIMPA Annual Report for 2020. The Annual Report provides the opportunity for members to review what has happened and been achieved over the last 12 months. The report includes Branch Reports, membership update and financial and auditor's reports.

In this context it would be impossible not to mention COVID-19. Like everybody else RIMPA has been affected both financially and operationally. COVID – 19 hit right in RIMPA's event season with all face to face events being cancelled including high profile events such as the Information Awareness Month summit planned for May 2020 in Canberra, state conferences and various workshops. For the first time RIMPA has cancelled its annual convention that was to be 'RIMPA Live 2020 Canberra'. This event has been replaced by a program of events scheduled throughout October referred to as RIMPA 'Rocktober'.

In a very short time RIMPA was required to reinvent itself to operate and live in the virtual world. This change required investment in new platforms allowing our members to gain access to services virtually. Change also saw the requirement for appropriate training of staff and the development of new or adjusted programs and services for our members. I am happy to report that even in these demanding times we have managed to increase our membership numbers which shows that our efforts are being recognised by the records and information management community.

I am proud to say that the transformation has been achieved due to the dedication and hard work of our member support staff, Anne Cornish, General Manager, Jo Kane, Marketing and Convention Manger/Editor iQ Magazine, Tynelle Spinner, Member Services and Events Coordinator, Julia Lindores, Executive Assistant and Amie Brown, Marketing and Administration Officer. My heartfelt thanks and appreciation to our support staff.

I also would like to thank RIMPA Board members, who throughout the last 12 months have supported the changes required in these difficult times by attending the increased number of board meetings (virtual) needed to work through changes required with the impact of COVID-19. I also want to welcome Rob Di Leva to the Board who recently become our first independent Director.



On behalf of the Board we thank all members for their ongoing support and contribution to RIMPA in 2019/20.

I commend the Annual Report to you as it is intended to provide the necessary information for members to be informed for the Annual General Meeting on 13 October 2020.

Thomas Kaufhold - B Admin, MRIM (LIFE)

COMPANY SECRETARY AND CHIEF FINANCIAL REPORT

Contents

1. Overview on Finances
2. Profit & Loss Reports
3. Balance Sheet as at 30 June 2010
4. Forecasts 2020/2021

1. Report on Financial Matters – period 1 July 2019 to 30 June 2020

Sentrika Accountants & Business Advisory have continued to provide contracted accounting, CFO services and financial management to RIMPA for the period 1 July 2019 to 30 June 2020.

Financial Information

The 2020 financial year was a very dynamic and lively year for RIMPA due to numerous factors. It was an active year in which the organisation was forced to pivot and change its business model to overcome the obstacles that were created by economic downturn and enforced travel and social distancing restrictions as a result of COVID19.

This financial year we saw a once in a generation event being the COVID19 pandemic. This has obviously impacted the organisation, most significantly in that the annual RIMPA Live conference had to be cancelled.

In terms of financial outcomes for the period, with the benefit of Government Stimulus being received totalling \$85,544 the outcome was reasonable in the circumstances posting a loss of \$63,276.

It is to be noted that the following non-cash impairments need to be adjusted for:

Net profit/(loss) per Financial Statements (after Income Tax)	(\$63,276)
Add: Movement in Employee Provisions	\$8,605
Depreciation	\$2,783
Net profit/(loss) after non-cash impairments	(\$51,888)

The headline numbers for the period ended 30 June 2020 are as follows:

	2020	2019
Total Revenue	\$1,076,418	\$848,883
Direct costs attributable to revenue	\$535,610	\$360,662
Investment income	\$4,686	\$10,819
Gross profit	\$545,494	\$499,040
Overhead expenses	\$694,314	\$573,572
Government economic support	\$85,544	\$0
Net Operating profit/(loss)	(\$63,276)	(\$74,532)

Total revenue for the period was equal to \$1,076,418 which was an increase of \$227,535 from 2019. This was driven largely by strong attendance numbers at the Melbourne National Conference, increased income from Workshop and Webinar training and an increase in Sponsorship from corporate partners. Membership revenues were consistent with 2019 increasing only slightly.

Expenditure in 2020 totalled \$1,229,924 as compared to \$934,234. Direct costs associated with RIMPA Live accounted for \$159,822 of this increase. Additional staff were also employed this financial year to manage the member services now being provided by RIMPA.

RIMPA relocated into a new office building in West Burleigh on the Gold Coast which added some increased lease costs for the 2019/20 year. Increased software subscription costs to meet the virtual platform requirements along with minor increases in administration related expenditure were incurred but overall, most other expenditures were constant. As noted, staff wages increased to \$364,562 from \$216,241 in 2019 because of employing additional support staff and the General Manager wage being in place for the full financial year in 2020.

Positives for the year came from increased revenue derived from Workshop Training and the online delivery of Webinars and Training. Gross income from these units totalled \$124,900 when compared to \$41,389 in 2019. Similarly, corporate support from partners increased this financial year with sponsorship increasing by \$27,013. The increased revenues from these units provides some risk diversification for the organisation as there becomes less reliance on the National Conference to fund operational expenses.

During the restrictions of COVID19, RIMPA invested significantly in building its online suite of services relating to Workshop Training and online Webinars. RIMPA is now well positioned to provide extensive options to members and the greater business community, both locally and internationally,

in terms of training and related material. Last year we set a goal to achieve \$120,000 in revenue from Workshop Training and Webinars, and it is fantastic to be able to report that this goal was achieved. Building this area of the organisation's revenue stream provides opportunity and long-term sustainability to the company. It also provides a greater service offering to its members which is of paramount importance.

The Net Cash and Investment Asset holdings have reduced by \$78,011 to equal \$339,927 as at 30 June 2020. It is to be noted that the Colonial Investment was fully redeemed in the financial year. Cash receipts for the same period are down significantly due to RIMPA Live being cancelled and delegate registrations not being received this year.

Operational Matters

The current financial year has presented some obvious challenges for the organisation due to COVID19 restrictions and the cancellation of the National Conference. This will create a significant reduction in cashflow for the period to 30 November 2020. The government support through Job Keeper and the Cashflow Boost has essentially replaced the income that was to have been received from the National Conference. It is anticipated that RIMPA will receive the Job Keeper support through to March 2021. The impact of this additional support can be seen in the Forecast in the enclosed Appendix.

This financial year has seen the company achieve success in several areas, but in reality, it has been a very difficult year for the organisation to develop. It is to be noted that several milestones including the following were achieved:

- Further engagement with the WA Branch
- Successful implementation and delivery of Workshop Training department
- Development of Online Service offerings
- Further engagement with Branches and Chapters including Tasmania and New Zealand

The organisation has had to 'think on its feet' amidst the implications of the COVID19 restrictions and cancellation of the National Conference. The organisation has turned to its online platforms to deliver additional services to the membership. This has been largely successful and support from the membership and greater business community including corporate partners has been positive.

Workshop Training has been delivered in-person (where restrictions allow) and online successfully and the support and take up has been excellent. This is an important part of RIMPA's ongoing sustainability and long-term strategic direction.

Some further modifications and improvements have been made to the online platforms and the company now subscribes to EventsAir to deliver its online webinars and training. RIMPA was successful in applying for the Queensland Government's Adaption Grant receiving \$6,809 through this program. The funding has been utilised to improve the online platforms and minor systems upgrades.

Human Resources

It was noted in the 2019 Financial Report that HR related costs were a matter that required careful consideration and continual review. The operations and service offerings provided by the company are now far greater than in previous years. This requires an allocation of human resources to deliver those services. The wage levels have stabilised and are forecasted to remain at their current levels through 2021. Wage related costs are now budgeted to be \$370,000 annually plus superannuation. This is still lower than the peak HR related costs of 2017 where HR related costs were \$492,029.

Some financial administration has been taken back by head office and is now being completed by internal staff thus creating a saving of approximately \$20,000 annually.

The IQ editorial has also been taken back in house and will be completed by head office ongoing. This will reduce production costs by approximately \$19,000 annually.

It is to be noted that the Job Keeper payment will fund approximately \$89,100 in wage related costs to 31 March 2021.

Summary

Management and the Board are continually reviewing costs and looking to implement cost saving strategies wherever possible. Expenditure including travel for staff and Board members was put on hold from March in order to reduce expenditure prior to COVID19 full travel restrictions being put in place. Board level meetings are now being held through the GoToMeeting platform.

Best practice management implies that costs continued to be reviewed regularly and improvements and savings should be explored wherever possible. This will continue to occur throughout the year with the introduction of dedicated Board Finance Committee.

Human resources deployment must continue to be monitored and reviewed on an ongoing basis as additional revenue lines and therefore greater administration requirements are necessary. The organisation may further investigate the option of becoming an RTO once some normality returns to operations post COVID19. Again, this will assist with diversification away from having two main revenue streams being membership and conference related income.

RIMPA staff and management have worked extremely hard to get all the Workshop Training materials and Online Webinar services set up and ready for delivery. This is another area of the business model that we see will grow in the future post COVID19 where travel can be facilitated, and in-person Training can be delivered onsite.

It was recommended last year that membership fees should increase by 30% over a 3-year period. It is noted that a 10% increase was implemented in the 2020 period, but with the economy declining so rapidly, there were a number of members and corporate members that were not able to renew due to financial circumstances changing or no longer being able to support the expenditure due to

COVID19.

This has had some impact on renewal income as we had projected a 10-15% increase year on year. As you will see from the Profit & Loss, membership renewal only increased slightly and was below forecast. We maintain the recommendation that membership fees should increase by 30% over 3 years. These increases need to occur to fund the administration and HR related costs that are being expended to deliver the additional services for RIMPA members. When compared to other professional organisations RIMPA's renewal fees are considered comparatively low.

We forecast that the company can deliver a small profit after considering and including all Government stimulus through the Cashflow Boost and the Job Keeper payments. We have forecast a profit of \$45,830. The National Conference is still in draft as we do not have clarity from the governing bodies on travel and related restrictions. We have forecast that an event will happen but will return a small cashflow profit of approximately \$40,000. This is a conservative estimate based on in-person representation being reasonable low. The Profit & Loss forecast is attached to this report in the attached Appendix.

2. Detailed Profit & Loss Statement for the period 1 July 2019 to 30 June 2020

Profit and Loss Records and Information Management Professionals Australasia 1 July 2019 to 30 June 2020

	30 Jun 20	30 Jun 19
Income		
Branch - Conferences & Events	\$37,239.90	\$57,547.42
Branch - Sponsorship	\$41,486.40	\$14,472.71
Credit Card fee collected	\$3,033.73	\$0.00
Distributions Received	\$1,497.14	\$10,580.26
ESSSIG Video Business Case	\$6,000.00	\$0.00
Event Administration	\$0.00	\$52,231.50
Interest	\$155.24	\$239.19
Investment Unrealised Gain/Loss	-\$2,263.28	-\$7,068.10
IQ - Marketing & Advertising	\$6,750.00	\$14,210.89
IQ - Subscriptions	\$1,223.57	\$1,827.55
Membership - Corporate	\$229,549.44	\$298,638.61
Membership - Individual	\$98,835.85	\$28,941.89
National - Conference & Events	\$523,748.44	\$339,621.65
National Webinar	\$6,684.54	\$0.00
Website & Marketplace	\$36,746.36	\$7,511.36
Workshop (Training)	\$88,154.04	\$33,878.18
Total Income	\$1,078,841.37	\$852,633.11
<hr/>		
Less Cost of Sales		
Branch - Conference & Event Costs	\$50,110.22	\$27,057.18
IQ - Publication Costs	\$46,859.69	\$58,360.51
Marketing	\$168.75	\$8,249.00
National - Conference & Event Costs	\$424,180.81	\$264,358.53
Subscriptions & Memberships	\$1,473.45	\$2,636.37
Workshop - Running Cost	\$12,373.47	\$0.00
Total Cost of Sales	\$535,166.39	\$360,661.59
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Gross Profit	\$543,674.98	\$491,971.52
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Plus Other Income		
Gov - Cash Boosting Payment	\$58,543.75	\$0.00
Gov - Job Keeper Payment	\$27,000.00	\$0.00
Total Other Income	\$85,543.75	\$0.00
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Less Operating Expenses		
Accounting Fees	\$0.00	\$5,520.46
Administration Charges	\$9,317.13	\$12,104.28
Advertising & Marketing	\$3,883.09	\$3,532.04
Audit Fees	\$9,300.00	\$9,000.00
Awards Costs	\$303.41	\$0.00
Bad Debts	\$19,402.31	\$18,000.00

Bank Charges	\$752.46	\$680.30
Board & Director Expenses	\$22,712.50	\$42,905.79
Branch Activities	\$20,133.08	\$0.00
Branch Presidents	\$3,151.32	\$0.00
Computer Expenses	\$1,358.03	\$0.00
Consultancy Fees	\$5,106.25	\$973.81
Contractor Payments	\$67,630.00	\$71,671.14
Corporate Governance	\$110.00	\$146.00
Depreciation Expense	\$2,783.34	\$269.95
Economic loss expense	\$0.00	\$63,170.00
IAM - Meetings	\$140.11	\$0.00
Information Technology	\$25,813.01	\$28,010.27
Insurance	\$5,333.37	\$3,100.36
Interest Expense	\$1,389.74	\$306.14
Legal Fees	\$838.50	\$8,950.00
Merchant Fees	\$8,049.21	\$10,613.49
Printing and Stationery	\$3,217.23	\$952.39
Provision for AL/LSL	\$8,605.12	\$5,837.87
Rent & Outgoings	\$26,479.75	\$8,586.99
Software Subscriptions	\$22,280.48	\$9,004.11
Staff Amenities	\$3,149.75	\$1,853.48
Staff Travel Accommodation and Meetings	\$6,489.31	\$11,318.02
Superannuation	\$34,280.02	\$19,953.08
Telephone & Internet	\$4,044.99	\$5,519.40
Training and Development - Staff	\$5,951.63	\$3,703.63
Travel - Operational	\$2,863.56	\$0.00
Wages & Salaries	\$364,562.09	\$216,241.72
Workers Compensation	\$2,679.67	\$1,829.59
Total Operating Expenses	\$692,110.46	\$563,754.31
Operating Profit	-\$62,891.73	-\$71,782.79
Non-operating Expenses		
Income Tax Expense	\$384.68	\$2,749.17
Total Non-operating Expenses	\$384.68	\$2,749.17
Net Profit	-\$63,276.41	-\$74,531.96

3. Balance Sheet as at 30 June 2019

Balance Sheet Records and Information Management Professionals Australasia As at 30 June 2020

	30 Jun 2020	30 Jun 2019
Assets		
Bank		
Cheque Account	\$39,604.25	\$148,590.19
NZ Account	\$10,283.46	\$10,283.46
Online Business Saver Account	\$290,037.50	\$135,066.56
Total Bank	\$339,925.21	\$293,940.21
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Current Assets		
Accounts Receivable	\$221,610.05	\$342,346.92
Deposit RIMPA Live 2020	\$0.00	\$4,545.45
First Choice Investment	\$1.62	\$123,997.45
Less: Provision of Bad Debt	\$0.00	-\$55,023.61
National Conference (Prepaid)	\$18,492.48	\$112,599.91
Other Debtor	\$31,904.80	\$0.00
Payments Made in Advance - IAM Expenses	\$4,405.36	\$0.00
Prepayments	\$16,609.91	\$19,576.00
RIMPA Live 2020 - Expenses	\$36,968.78	\$0.00
RIMPA Live 2021 - Expenses	\$25,744.82	\$0.00
RTO Costs	\$8,901.80	\$0.00
Total Current Assets	\$364,639.62	\$548,042.12
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Fixed Assets		
Intangibles	\$63,840.00	\$63,840.00
Less: Accumulated Deprn - Intangibles	-\$63,840.00	-\$63,840.00
Plant and Equipment	\$11,835.78	\$5,188.11
Less: Accumulated Deprn - Plant & Equipment	-\$6,018.92	-\$3,235.58
Total Fixed Assets	\$5,816.86	\$1,952.53
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Non-current Assets		
Rental Bond	\$2,200.00	\$0.00
Total Non-current Assets	\$2,200.00	\$0.00
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Total Assets	\$712,581.69	\$843,934.86
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Liabilities		
Current Liabilities		
Accounts Payable	\$77,314.75	\$28,844.51
GST	\$36,485.37	\$56,696.85
National Conference (PiA)	-\$12,941.93	\$290,190.39
Other Creditor	\$100.00	\$1,151.00
PAYG Withholding	\$8,655.00	\$18,351.00

Revenue Received in Advance - Branch Conf & Events	-\$8,619.51	\$10,585.38
Revenue Received in Advance - Branch Event Sponsorship	\$12,636.37	\$15,118.19
Revenue Received in Advance - IAM Income	\$1,009.08	\$0.00
Revenue Received in Advance - IAM Sponsorship	\$10,636.37	\$0.00
Revenue Received in Advance - Industry Partner Sponsorship	\$32,980.00	\$0.00
Revenue Received in Advance 2020 - Membership Corporate	\$0.00	\$224,287.18
Revenue Received in Advance 2020 - Membership Individual	\$0.00	\$97,403.98
Revenue Received in Advance 2021 - Membership Individual	\$118,168.37	\$0.00
Revenue Receives in Advance 2021 - Membership Corporate	\$251,488.34	\$0.00
RIMPA Live 2020 - Revenue	\$103,655.43	\$0.00
Superannuation Payable	\$8,791.62	\$7,351.50
Total Current Liabilities	\$640,359.26	\$749,979.98
Non-Current Liabilities		
ATO Integrated client account	\$33,477.64	\$0.00
Provision for Income Tax	\$1,756.85	\$2,295.65
Provision for Leave	\$17,078.01	\$8,472.89
Total Non-Current Liabilities	\$52,312.50	\$10,768.54
Total Liabilities	\$692,671.76	\$760,748.52
Net Assets	\$19,909.93	\$83,186.34
Equity		
Current Year Earnings	-\$63,276.41	-\$74,531.96
Retained Earnings	\$83,186.34	\$157,718.30
Total Equity	\$19,909.93	\$83,186.34

4. Forecasts 2020/2021

As part of our engagement and financial management of RIMPA, we have completed a Profit & Loss forecast for the 2020/21 financial year. This report is included at Appendix 1.

Regards,

A handwritten signature in black ink, appearing to read "D. Dyson".

Darryl Dyson - Finance Manager/CFO

Insurance	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$6,000.00
Interest Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Legal Fees	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00
Merchant Fees	\$1,000.00	\$500.00	\$500.00	\$500.00	\$200.00	\$200.00	\$200.00	\$500.00	\$500.00	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$7,700.00
Printing and Stationery	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$2,400.00
Provision for AL/LSL	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$3,600.00
Rent & Outgoings	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$2,200.00	\$26,400.00
Software Subscriptions	\$3,100.00	\$3,100.00	\$3,100.00	\$3,100.00	\$3,100.00	\$3,100.00	\$3,100.00	\$3,100.00	\$3,100.00	\$3,100.00	\$3,100.00	\$3,100.00	\$3,100.00	\$37,200.00
Staff Amenities	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$1,440.00
Staff Travel Accommodation and Meetings	\$0.00	\$0.00	\$0.00	\$0.00	\$800.00	\$0.00	\$0.00	\$800.00	\$800.00	\$0.00	\$0.00	\$800.00	\$800.00	\$3,200.00
Superannuation	\$3,005.17	\$3,005.17	\$3,005.17	\$3,005.17	\$3,005.17	\$3,005.17	\$3,005.17	\$3,005.17	\$3,005.17	\$3,005.17	\$3,005.17	\$3,005.17	\$3,005.17	\$36,062.00
Telephone & Internet	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$3,000.00
Training and Development - Staff	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$1,200.00
Travel - Operational	\$0.00	\$0.00	\$0.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	\$400.00	\$0.00	\$0.00	\$400.00	\$400.00	\$1,600.00
Wages & Salaries	\$31,633.33	\$31,633.33	\$31,633.33	\$31,633.33	\$31,633.33	\$31,633.33	\$31,633.33	\$31,633.33	\$31,633.33	\$31,633.33	\$31,633.33	\$31,633.33	\$31,633.33	\$379,600.00
Workers Compensation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,679.67	\$2,679.67
Total Operating Expenses	\$46,630.00	\$48,080.00	\$51,280.00	\$51,130.00	\$51,030.00	\$46,330.00	\$45,830.00	\$48,830.00	\$49,330.00	\$48,830.00	\$48,830.00	\$48,830.00	\$65,909.67	\$602,039.67
Net Profit	\$19,742.75	\$24,108.75	\$16,308.75	\$37,950.00	-\$2,750.00	\$1,650.00	-\$3,350.00	-\$2,350.00	-\$4,550.00	-\$7,050.00	-\$8,050.00	-\$25,829.67	\$45,830.58	

RIMPA 2019-2020 OVERALL ACCOMPLISHMENTS

Considering the year of 2019/20 was half normal and half pandemic driven, RIMPA have been able to achieve a number of great achievements.

Below is a snapshot of what the Board, Branches, Staff and many members have been able to achieve.

- Largest number of paid delegates attending RIMPA Live since 2008 (297).
- Introduction of prestigious gala Company awards night
- Bushfire Relief Program in January 2020 with offer of assistance for victims suffering loss of essential records
- Introduction of virtual platforms to deliver weekly webinars for all members during and beyond COVID 19 pandemic. Over 1520 attendees.
- Introduction of an online Community forum to allow members to network and seek advice from records and information management colleagues
- Virtual training program delivered to over 435 attendees in 2019/20
- Increase of membership numbers by 12%
- Regular collaboration with ASA and ALIA
- Introduction of collaboration partner in HIMAA
- Increase international liaisons by collaborating with ARMA, IRMA and DPC
- A revised strategic plan for 2020/21 (refer to next page)

2020 – 2021 PLANNED OBJECTIVES

COMPANY STRATEGIES		BRANCH/CHAPTER STRATEGIES	
Liaison and Collaboration			
1 Member Liaison		3 Formalise Records Office Collaboration	
1.1 In person collaboration with Branches and GM/Board		3.1 Conduct regular meetings with state or territory offices	
2 Alliances		4 Introduce University Collaboration	
2.1 Increase collaboration and partnerships via MOU's with like associations		4.1 Host an annual meeting between University representatives and local branch/chapter	
2.2 Formalise NAA and Archives NZ relationships		5 Increase vendor/sponsor footprint	
		5.1 Increase engagement with current and potential vendors to improve sponsorship opportunities	
Program Delivery			
6 Remote and Regional access to services		11 Information Awareness Month	
6.1 Stabilise and target virtual program delivery		11.1 Deliver a program of events during the month of May	
7 Information Awareness Month		12 Professional Membership	
7.1 Lead and contribute Information Awareness Month (IAM) activities		12.1 Increase the number of professional members by 5%	
8 Next generation of Members		13 Increase membership	
8.1 Implement new professionals member program. (Noobs)		13.1 General membership to increase by 5%	
9 Increase Revenue Streams		13.2 Target new industry sectors	
9.1 Increase IPAA training opportunities			
10 Standards Certification			
10.1 Obtain accreditation as a certifying body for ISO 30300			
Education and Accreditation			
14 Education Roadmap		17 Events	
14.1 Identify future education opportunities and threats for information management professionals		17.1 Full day+ in person professional development event in line with COVID restrictions	
15 Vocational Education Opportunities		17.2 Vendor initiative event (vendor client invite)	
15.2 Provide access to members via an RTO		17.3 Conduct one virtual event for remote and regional members	
16 Higher Education Opportunities			
16.1 Advocate for the continuation of courses			
Finance and Governance			
18 Financially Responsible			
18.1 Maintain cash investments during 2020 pandemic			
19 Policies and Bylaws			
19.1 Review and update all RIMPA policies and bylaws			
20 Virtual Governance			
20.1 Develop and implement governance documentation for the management of virtual events			

OUR IDENTITY

The peak body representing and delivering benefits and services for professionals/personnel affiliated to records and information management.

OUR VISION

To advance and connect the Records and Information Management Profession.

OUR CORE VALUES

- Professionalism
- Member Value
- Industry relationships
- Ethics and integrity

CORE COMPETENCIES

- Dedicated & Skilled staff
- Progressive & Innovative
- Delivery of member services

OUR CUSTOMERS

- Members
- Information and Records Management Professionals
- Employers
- Vendor
- Professional Bodies
- State and National Archives Offices
- Students

KPI'S

We will measure success by increasing:

- Member services
- Professional members
- Revenue Streams
- Access to services

OUR PARTNERS

- ALIA
- ASA
- Ezescan
- InfoGov ANZ
- IML
- HIMAA
- ELO
- TIMG
- GRACE
- NAA
- State and Territory Records Offices
- Archives NZ

IMPLEMENTATION

- To make the strategy a habit
- Regular reporting
- Incentives when meeting KPI's

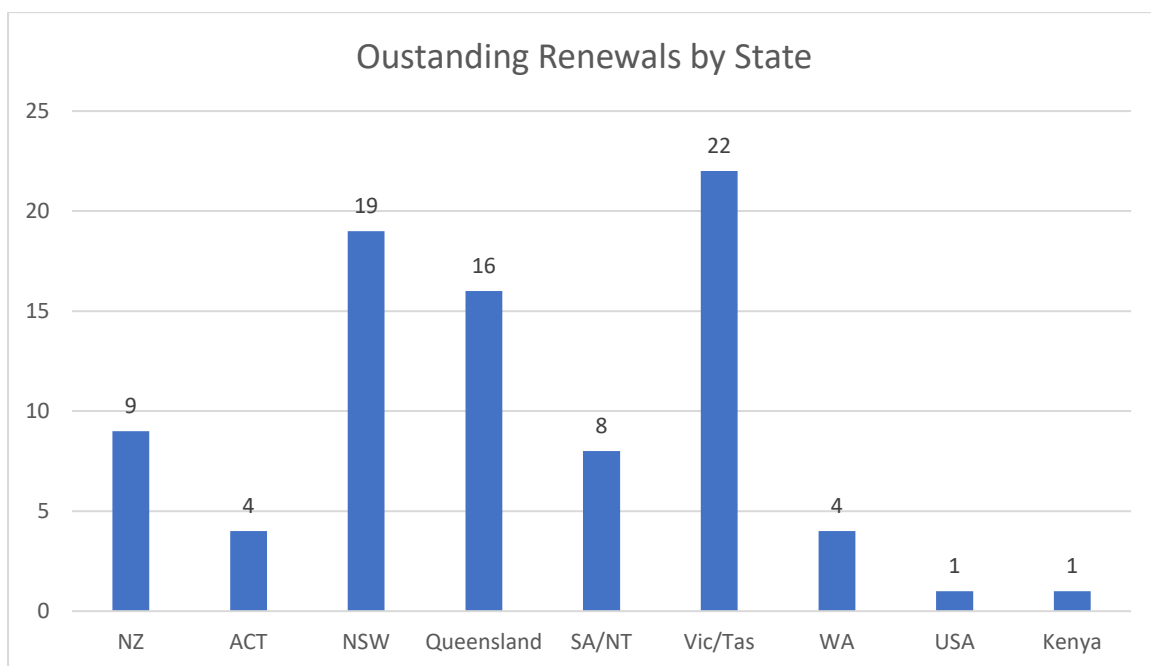
MEMBERSHIP UPDATE

RIMPA have been fortunate to maintain an above 85% renewal rate during the COVID period. Restricted expenditure by organisations and individuals accounts for close to 95% of what are considered genuine non renewals. Alternatively, non-renewal occurs due to incorrect contact data for the member.

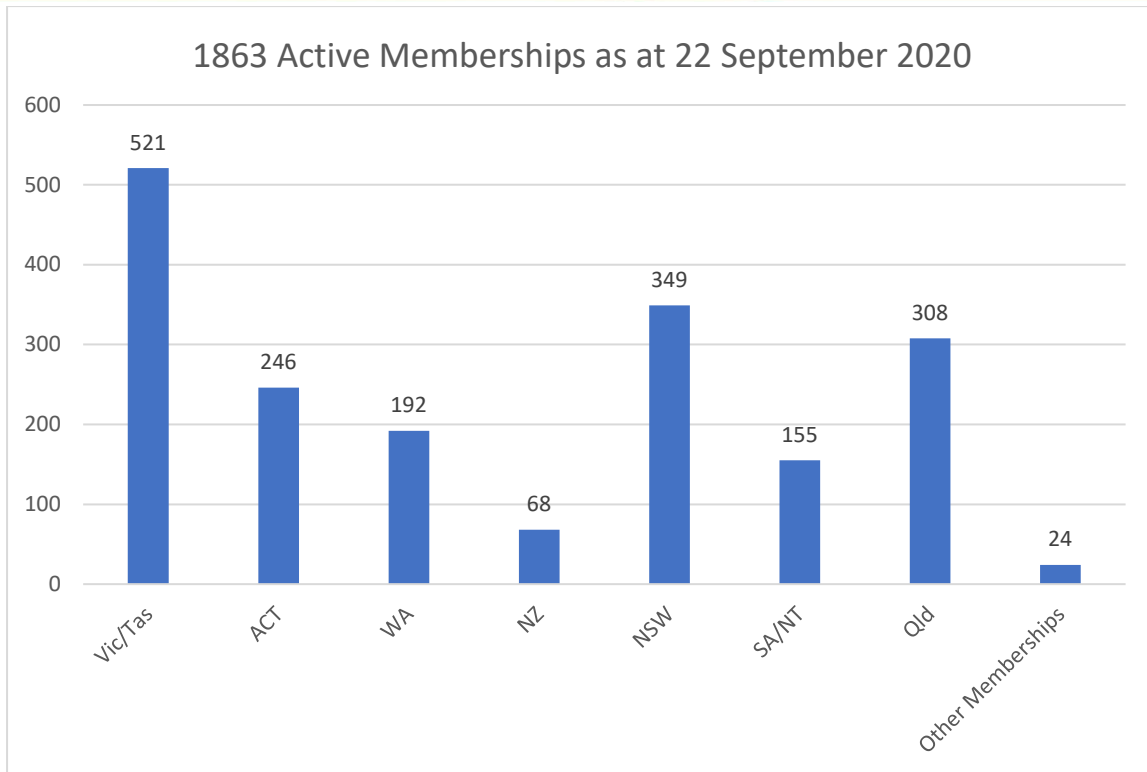
New membership categories were introduced in May 2020 to allow RIMPA’s virtual platforms to be utilized by industry professionals across the world.

RIMPA Community members allow industry experts to connect and communicate with colleagues at no cost, whilst a webinar only membership provides access to professional development opportunities for records and information management personnel across the world.

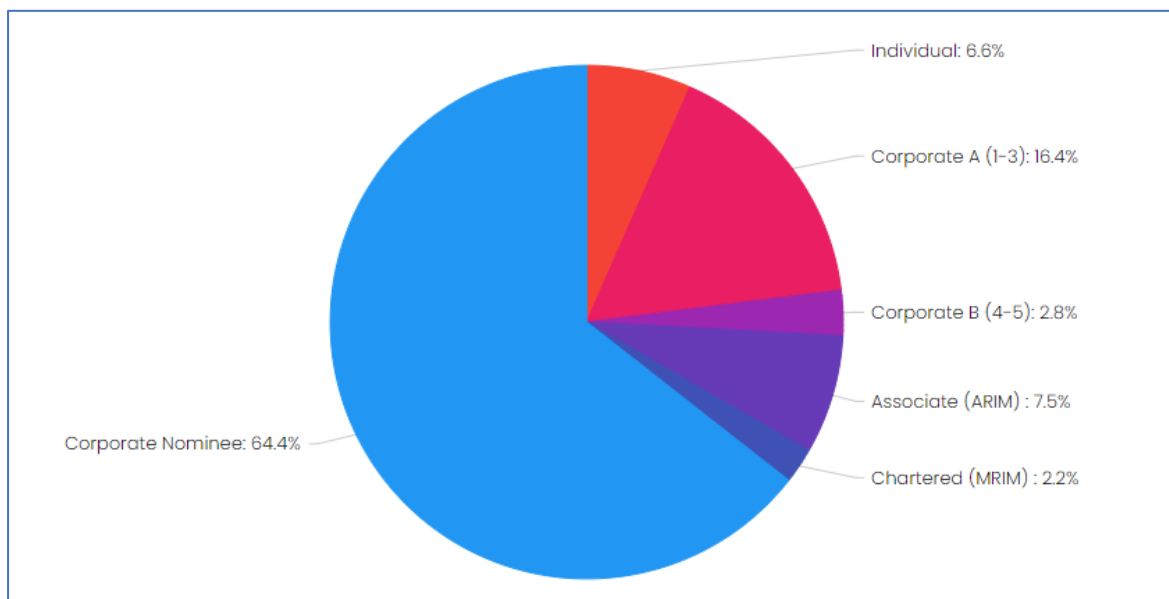
Annual Report 2020 (as at Sept 22, 2020)



Total Active Membership: 1863



Members by Membership Type



GABA BRANCH REPORT

Janine Morris

I am pleased, on behalf of the Governance and Advisory Branch Australasia to present the Annual Report on activities of the Branch for the year 2019-2020.

Year at a glance

The branch this year has been incredibly busy with the level of continued activities being undertaken. While our strategic plan was optimistic with several challenges along the way due to COVID-19 and organisation priorities, what the branch has achieved is second to none.

Some of the key achievements for GABA include:

- The adoption of the Constitution at RIMPA Live in 2019. This was an extremely large body of work which fundamentally repositioned RIMPA's way of working. It has provided us with the ability to operate under best practice and provide better opportunities for our members. The level of support we received from the member was overwhelming
- Consolidation of the disparate and localised regulations, procedures and framework saw the creation a single Branch and Chapter By-Law
- The formalisation of the Branch and Chapter General Meetings and the Annual General Meeting procedures.
 - With the COVID-19 pandemic restricting the ability to conduct our Annual General Meetings as we were used to RIMPA and the Branches and Chapters proactively adapted the way we hold these meetings. Utilising technology, we were able to hold the Branch and Chapter's AGM's virtually for the first time, providing members with more opportunity to attend.
 - Revitalisation of the Member's Code of Conduct; and
 - Developed guidelines to establish consistency in our publications, presentations and writing styles. These have all extended to the professionalism and pride our branches and chapters have.

We are continuing to develop policies, procedures, and frameworks to support the operations, transparency and consistency for RIMPA.

Branch Council

Name	Branch Role
Lisa Read-White	Director
Janine Morris	President
Rebbell Barnes	Councillor
Katherine Clarke	Councillor (resigned)
Paul Fechner	Councillor
David Moldrich	Councillor
Kemal Hasandedic	Councillor
David Pride	Councillor (resigned)
Peta Sweeney	Councillor
Ally Watson	Councillor

Presidents end note

2019/2020 was another incredibly busy year with the branch working tirelessly to continue to develop the framework for RIMPA. We will continue to work with the Board, Executive, Branches and Chapter on building RIMPA as a thought leader.

AUSTRALIAN CAPITAL TERRITORY BRANCH REPORT

Jenny Burgess ARIM

I am pleased, on behalf of the ACT Branch to present the Annual Report on the activities of the Branch for the year 2019/20.

Year at a glance

- The past 12 months have been quiet on the physical front for the ACT Branch with our main highlight being: our event – Digital by Design (ACT Branch) presided over by Kate Fuelling. This event proved very popular with members and vendors alike. It was wonderful to see new faces and the very much appreciated support and attendance of our sponsors for the day Fuji Xerox. A special thanks to Kate for travelling to present to us.
- We upgraded, through the RIMPA Live conference more members to Associate level as part of their Professional Development and recognition of years of work in the profession, which is a pleasant aspect to the Branch activities. We've also had an increase in overall membership to the Branch, now totalling over 210
- We held a networking evening prior to Christmas to enable members to attend outside working hours and get to know Council members and meet vendors on a casual basis. The Branch Councillors attend these events, however we need more members to attend. Pass on to your contacts.
- Our dedicated Branch Council is willing to work hard on our events, although in the current Covid environment, our events have had to be put on hold. We will be renewing our efforts in the next year, as conditions allow.
- We continued to have meaningful working relationships with stakeholders including the National Archives of Australia, industry partners and vendors.
- Ongoing sponsorship of events is always welcome, and we have enthusiastic vendors available to support and participate in our events.
- A positive financial position to enable the Branch to continue its work for members.

With the Pandemic restrictions in force RIMPA has faced over the past 6months, the Branch concentrated on increasing the local membership in ACT. We focused our support on mentoring members where we could, making ourselves available to talk to concerned members, however we found that the ACT Branch was most supportive of our Branch Council. We received nothing but positive comments from members and our increase to membership supports that view.

Branch Council

The delivery of our networking and professional opportunities would not be possible without a strong and committed Branch Council and we are most indebted to the dedication of our Councillors. Thank you to all Branch Council for their service during the year.

Name	Branch Role
Company Director	Thomas Kaufhold Life MRIM
President	Jenny Burgess ARIM
Vice President	Julie Carpenter ARIM
Secretary	Lorien Mader ARIM
Membership Upgrade sub-committee	Eileen Tannachion, Kat Giles, Julie Carpenter (all ARIM)
Professional Development Events Coordinators	Michelle Woodcroft and Matt Jordan ARIM under Thomas Kaufhold MRIM
Territory Records Office RIMPA representative	Michelle Woodcroft was superseded by Lorien Mader ARIM after Michelle moved employment to ACT Govt.
Councillor	Michelle Woodcroft
Councillor (Vendor Rep)	Matt Jordan
Councillor	Stephanie Ciempka Life MRIM

Finances

Our one event this year, showed a small profit.

Membership

Membership continues to be a focus for the Branch. We have a marked increase in the Corporate membership this year, due to the new fee structure and the affordability of sending numerous staff to events for training and development. Whilst our numbers increased on last year, we hope to engage further with our new corporate members in the months to come. This month alone we have a further 33 corporate/individual members, now totalling 203.

Member Type	No. as at June 2019	No. as at June 2020
Associate Member	17	18
Chartered Member	3	3
Fellow	1	1
Honorary	1	1
Affiliate	0	0
Student	1	1
New Graduate	0	0
Life Members	4	4
Individual	10	20
Corp Nominees	135	184
Unemployed	0	0
Contractor	4	4
TOTAL	170	236

Professional Development

The Branch continues to offer a strong and comprehensive professional development program. Although this year we've been unable to stage events, we hope to continue the half day format to provide members and guests with the opportunity to attend one event, which appears to suit our members better. Any feedback is welcome if you'd prefer another way of providing networking events. We have included a morning tea where networking with colleagues and business connections presents enormous opportunity for fellowship and conversation. Centred around a current theme a wide variety of speakers from various backgrounds ensures that members find topics of interest and relevance and leave well informed.

Awards and Recognition

The Branch continues to recognise excellence across the records and information management industry in ACT. The Rob Barnett Branch Award celebrates the success of projects that excel in raising professional standards, demonstrating the value of recordkeeping and the RIM profession as a whole. The awards committee, comprising of Julie Carpenter, Kat Giles and Eileen Tannachion chose an entity that has implemented an initiative that strives for excellence in service. Thanks to those agencies who provided a nomination.

The Rob Barnett Group Award recipient for 2019/20 is:

- Castlepoint Systems

The Rob Barnett Individual Award recipient for 2019/20 is:

- Kemal Hasendedic

The prestigious J Eddis Linton awards provide an important opportunity for members to be recognised either as an individual or organisation performing outstanding work. This year the ACT Branch recognised and supported these nominees for National awards. For your reference, please remember if there are any projects that meet the criteria, available on the RIMPA website, nominate them for our awards. This is a great example of appreciating the work we all do and encourage us to keep performing to a high level. If anyone is studying related courses, degrees, remember you can be eligible for student awards too.

Partnerships

The Branch continues its industry commitment and promotion of records and information management through our ongoing relationships. Our relationship with The National Archives from a Branch perspective has always been strong. RIMPA has also initiated new agreements with ALIA and ASA. The Branch also continues to have ongoing relationships with industry partners and vendors and through their generosity once again enjoyed the benefits of their sponsorship.

Presidents end note

I would like to say that it has once again, been my privilege to lead the ACT Branch and I sincerely thank everyone on the 2019/20 Branch Council and members for their ongoing support and fellowship. After 7 years in the role, I am stepping down this year and am preparing to hand the mantle to the next generation of innovators. I want to thank everyone that I have met and worked with over that time and look forward to seeing you in a more casual manner.

The Branch Council continuously looks at how we can provide services for the members of the records and information management community in ACT. Your input is invaluable in assisting us to prepare relevant programs of interest for you. We meet monthly and you are welcome to visit and observe any time. You are also welcome to contact us through our email address: act.branch@rimpa.com.au

The future direction of the Branch is to continue to respond to our members' needs and interests by working closely with our industry partners to shape the future to promote records and information management, and as innovative professionals committed to the industry. We can't do this alone. Your support and input is always a valuable resource to us in forward planning.

NEW ZEALAND BRANCH REPORT

Tracey Sim

I am pleased, on behalf of the New Zealand Branch, to present the Annual Report on operational activities for the year 2019/20.

Year at a glance

Events

The activities of the NZ Branch have been significantly impacted by the global COVID-19 pandemic as we find new ways to communicate and engage with our membership during this turbulent time.

Branch events for the past 12 months have included an interactive session on becoming paper independent held in Auckland in October 2019, a seminar on information security held in Wellington in November 2019, and a reconnection event held in Christchurch in March 2020 before the country moved into a period of lockdown and the event landscape changed dramatically.

Awards and recognition

The Branch was fortunate to receive nominations in all four award categories for this term, and we would like to acknowledge the recipients of the 2019/20 Branch Excellence Awards and their contributions to the New Zealand RIM community:

- Matt O'Mara (MRIM) won the *Dianne Macaskill Outstanding Individual Award*
- Lisa Huria won the *Dr Gillian Oliver Outstanding Student Award*
- Mel Rush won the *New Professional Award*, and
- The Greater Wellington Regional Council (GWRC) won the *Outstanding Group Award*.

Advocacy

The Branch made one sector submission on behalf of its members in 2019 on the proposed new functional disposal approach (FDA) from Archives New Zealand and several Branch Councillors presented to RIM students during their online lectures at the Victoria University of Wellington on networking, careers in RIM and the value of RIMPA membership.

The iQ magazine featured the new NZ Branch President on the cover of the February 2020 edition.

Branch Council

Name	Branch Role
Company Director	Anne Cornish (MRIM)
Director	David Pryde (Life MRIM)
President	Tracey Sim (ARIM)
Branch Councillor	Dr Maja Krtalić (ARIM)
Branch Councillor	Dr Eric Boamah (ARIM)
Branch Councillor	Sarah Welland (MRIM)
Branch Councillor	Tanya Lyders
Branch Councillor	Bruce Symondson

Membership

Membership in New Zealand continues to grow, and I am pleased to advise that the Branch has gained 17 new individuals and organisations from the period June 2019 to June 2020.

Presidents End Note

As the end of my first term as New Zealand Branch President draws to a close, I would like to reflect on the turbulent global events around the outbreak of COVID-19 and the effect this continues to have on our personal and professional lives. The Branch Council had a number of planned events, activities and strategic goals that we wished to fulfil this term, and while naturally disappointed that these were unable to be realised, we are focused instead on finding alternative ways to support our membership with their RIM goals during this time.

What a privilege it has been to be at the helm of a branch that continues to slowly but steadily grow and to meet thoroughly interesting and dedicated members who make such a positive contribution to our RIM community every day.

For the 2020/21 term, we hope to find ways to foster a stronger social / networking connection with branch members as we navigate our 'new normal' and to continue to promote RIM content within RIMPA that has a distinctly NZ flavour.

Finally I would like to thank the General Manager and the Board for so expertly steering the ship in such uncharted waters and ensuring that our membership continue to receive the benefit of education, support, connection and professional development through the adoption of a new business model and the delivery of a suite of virtual opportunities.

NEW SOUTH WALES BRANCH REPORT

Nicole Lewis

Year at a glance

Events

2019/20 has been a year that has little to report due to various factors with the primary constraint being COVID 19. Our 2019 Xmas party was attended by a few and the new Branch were all set to run various events for both our metro and regional members and then the world was hit by a pandemic.

RIMPA head office took this crisis as an opportunity and introduced a virtual platform so our members could continue to network and enhance their skills throughout whatever COVID threw at us.

Awards and recognition

The branch would like to acknowledge the following winners of the 2019/2020 Branch Excellence Awards:

- Peter A. Smith - Outstanding Student: Shivaun Tijou
- Outstanding Group: Department of Defence (Air Force) - Air Mobility Group
- Outstanding Individual: Rebbell Barnes MRIM

Branch Council

Name	Branch Role
Director	Rebell Barnes
President	Nicole Lewis
Branch Councillor	Lyvern Slender
Branch Councillor	Lienntje Cornelissen
Branch Councillor	Toni Anderson
Branch Councillor	Jordan Lewis-Stark
Branch Councillor	Anne Davoren
Branch Councillor	Ruth Butcher
Branch Councillor	Sandra McLean
Branch Councillor	Jade Reed

Presidents End Note

The future of RIMPA and NSW Branch is one that is exciting and challenging with new options when providing services to our members. The technology that many have had to stand up very quickly, lends itself to not only new ways of working, but new ways to engage with our members through meetings, seminars, and training. The 2020/21 Branch has a great opportunity to be a leader in the way we network and deliver member benefits.

I am stepping away from the role after two terms as President due to a change in career and thank all the Branch Councillors who have been by my side over this time. I would also like to thank RIMPA Admin and especially the RIMPA Board for their unwavering support over my term.

I have really enjoyed my time in the role, and I wish the future Branch and NSW members' good luck. Nicole Lewis

QUEENSLAND BRANCH REPORT

Nancy Taia MRIM

I am pleased, on behalf of the Queensland Branch to present the Annual Report on activities of the Branch for the year 2019-2020.

Year at a glance

The past 12 months have been a success for the Branch with highlights such as:

- Being presented the Jim Shepherd Branch of the Year Award at 2019 RIMPA Live Gala Dinner
- Delivering a professional development program that was only slightly reduced
- An effective and dedicated Branch Council
- A very active and successful Chapter
- Opening of Townsville CoP
- Strengthened working relationship with Queensland State Archives
- Excellent supportive relationship with our vendor partners
- Ongoing sponsorship of our key events
- A strong financial position.

Branch Council

Name	Branch Role
Petà Sweeney FRIM	Director
Nancy Taia MRIM	President
Janine Morris MRIM	Vice President
Nicole Mathison (resigned)	Secretary
Carolyn Murphy MRIM (resigned)	Membership & Status Officer
Meryl Bourke MRIM	Chapter Delegate to Branch Council
Amanda Day	Media & Communications Officer
Megan Cappelleri MRIM	Noobs Officer
Anne Cornish MRIM	Councillor
Gunta Bajars MRIM	Councillor
Livia Porto ARIM	Councillor
Linda Waldock	Councillor

The Queensland Branch Council welcomed new members this year with R&IM professionals putting their hands up to get involved with RIMPA in Queensland, seeing our Branch Council grow to 12 members. Unfortunately, due to ill-health part way through the year the Branch Secretary and Membership & Status Officer were unable to continue to participate as part of the Council and handed in their resignations. I would like to take this opportunity to formally thank all members of Branch Council for their service during the year.

The Branch evaluated and contributed to broader records and information management discussions and this year provided submissions on the *Public Consultation – data sharing legislation discussion paper* and *Draft guideline and disposal authorisation for records relating to vulnerable persons*. Internally members of the Branch provided feedback to GABA on the Branch and Chapter bylaws, procedure documents and various templates.

Finances

With only six months of the professional development calendar available to deliver face-to-face events due to COVID-19, the Queensland Branch were able to produce very successful events and workshop/training between July - December. These events and training have led to a large overall profit for the Branch this year. As at the last reporting period Qld has made a profit of \$26,820.43. This figure includes sponsorship money and some expenses for the annual conference that was to happen in May 2020 but has been postponed and will now be held in May 2021. I commend all involved in the delivery of these events and workshops.

Membership

This year there were quite a few items on the Strategic Plan for the Branch to focus on with regards to membership. These were in relation to furthering the engagement our of regional members and focusing on specific sectors to widen our scope. Unfortunately, with the resignation of our Membership & Status Officer, these projects were put on hold this year with the view to picking them up in 2020/21.

The overall Branch membership experienced a growth for Queensland by 16% this year.

Member Type	@ June 2019	@ May 2020
Professional Members		
Associate Members	30	30
Chartered Members	8	10
Fellow Members	1	1
Student Members	4	10
Individual Members	19	21
Life Members		
Associate	5	4
Chartered	5	5
Fellow	1	1
Corporate Members	56	62
Nominees	162	202
TOTAL	291	346

We were excited to welcome a new Community of Practice this year with the Townsville CoP being established in November 2019. The CoP Lead, Chezelle Boveink chaired their first meeting at the Townsville campus of James Cook University. The meeting saw the involvement of many records and information management professionals based in Townsville. The group was very engaged and are planning on meeting quarterly or as needed.

At the Networking in November and Christmas celebration event, a competition was held with the prize being a registration to the 2020 RIMPA Live conference. The winner was **Kerrie Prien** from Queensland Gallery of Modern Art (QGOMA) – Congratulations to Kerrie.

Professional Development

This year saw the first year of the new structure of both the Qld Branch and Chapter. The new structure has the Chapter taking full responsibility for delivering professional development to the Qld membership. An eighteen-month calendar of events was planned with some very exciting items on the horizon. Unfortunately, due to the COVID-19 situation only three events were able to be held; a two-day conference held in November 2019 "*R.I.P. to RIM*", a full day seminar in November "*Networking in November*" which included the Christmas celebrations and the Branch and Chapter AGM's. Although we were only able to deliver a reduced event schedule to the members, what was presented was full and enriching.

Awards and Recognition

The Branch and Chapter continue to recognise excellence across the records and information management industry in Queensland. The winners of the Qld RIMPA Excellence Awards are an example of the high calibre of professionals working hard for our organisations within Queensland. The 2019/20 awards were presented to the following:

- Harry Haxton Outstanding Student Award –
- Harry Haxton Outstanding Group Award –
- Chris Simpson Outstanding Individual Award – Janine Morris MRIM

This year there were no nominations for the Chris Simpson New Professional Award.

The prestigious Company Outstanding Achievement awards provide an important opportunity for our members to be recognised either as an individual or organisation performing exceptional work at a national level. This year at the 2019 RIMPA Live Gala dinner, **Livia Porto ARIM** was awarded the **J Eddis Linton Student of the Year**. Congratulations Livia!

The Queensland Branch was honoured to be awarded the **Jim Shepherd Branch of the Year** award at the 2019 RIMPA Live Gala dinner. This award is presented to the Branch that has been the most active within the company and has delivered their strategic plan outcomes for the year.

Presidents End Note

This year has been a hard one for our members and the Branch and Chapter Councils. We've had to face the challenge of isolation both in our everyday work lives and our RIMPA lives. The restrictions we've faced had disappointing results with the first ever postponement of the annual conference. It's been humbling to see how the industry has rallied together to support one another both through supporting members, sharing information and offering advice when needed. I hope my guidance of the Branch Council has enhanced RIMPA in Qld and look forward to things returning to some semblance of normality with a hope we can once again meet face to face.

QUEENSLAND CHAPTER

Meryl Bourke - Chapter President

I am pleased, on behalf of the Queensland Chapter to present the Annual Report on activities of the Chapter for the year 2019-2020.

Year at a glance

Whilst COVID19 has impacted the Chapter over the last few months, we can still look back and be proud of our achievements and events held during the year. The new structure and direction for the Chapter has proven successful with all Council members working together to implement deliver great outcomes for the membership.

The Chapter Strategic Objectives and Goals for 2019/20 were achieved with a number of initiatives being implemented. The Chapter twitter account @RIMPA_Qld was established and used extensively at the professional development events held during the year.

Through the development of an 18-month calendar of events, the Chapter implemented an initiative to move our signature event to May, in line with Information Awareness Month. Plans were well underway for the 2020 event which was scheduled to be held 27th – 29th May 2020 at Rydges Southbank in Townsville. Due to COVID19 the Chapter made the hard decision to postpone the event until 2021. The event will now be delivered 26th – 28th May 2021.

Chapter council

Name	Branch Role
Meryl Bourke MRIM	President
John van der Zant	Vice President
Nancy Taia MRIM	Secretary
Michelle Roigard ARIM	Marketing and Sponsorship Officer
Brendan Felstead	Professional Development Officer
Helen Clark ARIM	Councillor
Anne Cornish MRIM	Councillor
Louise Thomson	Councillor
Sharon Woodley	Councillor
Raelene Bennett	Councillor
Josephine Marsh	QSA Liaison Officer

Professional Development

The Chapter was able to hold three events for the year, with the first being a one-day seminar hosted by Toowoomba Regional Council on the 3 July 2019 which attracted 35 delegates. This seminar also included the annual general meeting.

The Chapter's signature event for the year, the annual two-day conference (formally symposium) was held on the 30 October to the 1 November at 'The Sebel Golf and Spa Resort' in Pelican Waters, Sunshine Coast. The conference R.I.P. to RIM attracted 56 delegates who were presented with case studies, presentations and workshop delivered by 10 exceptional speakers. The survey results showed some great feedback with an average score of 8 out of 10.

A regular highlight of the conference is the delegate sponsorship initiative and this year this was offered to Schynayne Portch from Burke Regional Council. Schynayne took the opportunity with both hands and from the networking drinks to the conference close she embraced all aspects of the conference. Her joint presentation with John van der Zant was enlightening and very brave, to step outside her comfort zone to share her story and thoughts on RM. The event also saw the announcement of the Qld RIMPA Excellence Award: Chris Simpson Outstanding Individual Award; congratulations to Janine Morris MRIM. All sponsorship opportunities were filled with the event making a healthy profit. A detailed article was written and featured in the February issue of *iQ*.

Our third event was another full day seminar held at the 'Royal on the Park' Brisbane – Networking in November. The Chapter trialled a different approach for this seminar with a program that was broken into two parts: one for professional members only and the second open to all. This approach was instigated from a proposal to provide professional development opportunities tailored to RIMPA professional members only. Unfortunately, delegate numbers were low for the professional membership only session, with only 9 professional members attending. The Council will look at alternatives for professional member only events in the coming year. The second session was very successful with 29 delegates in attendance. This event also included the Christmas celebration and networking evening.

The Chapter Council were impressed with the venue due to its location, price, parking, service and menu. This event made a small profit.

The conference that was postponed to May 2021 due to COVID19 had a theme of '2020 Vision in Townsville' to align with IAM 2020 theme *Eyes on Information*. The regular program outline was changed to assist with flights and to allow for the introduction of a two-hour workshop. The program will be based on four categories Governance Framework, Future R & IM, Professional Development and Disaster Management/Recovery. A great thank you to our sponsors who have agreed to transferring their sponsorship packages to the new dates.

Presidents End Note

The Chapter continues to remain strong with dedicated and passionate Council members. Whilst this year has been challenging, and a year like no other, we have been able to maintain our commitment to our fellow Queensland records and information management professionals. I look forward to working with the Chapter over the next 12 months to see our hard work come together for the events we have planned.

SOUTH AUSTRALIA / NORTHERN TERRITORY BRANCH REPORT

Donna-Maree Findlay MRIM

I am pleased, on behalf of the SA/NT Branch to present the Annual Report on activities of the Branch for the year 2019-2020.

Year at a glance

The first half of the year proved to be a busy time for the South Australian Branch.

On 14 August 2019 it hosted a joint celebration with State Records of South Australia at the Mortlock Library in honour of RIMPA turning 50 and State Records of South Australia turning 100. The event was well attended by past and present SA RIMPA councillors and members and guest industry professionals.

The branch also hosted a networking event on 25 September 2019 raising robust discussions on 'Complying with Industry Standards and Legislation'. This theme then gave rise to a second full-day seminar on 'Managing the Risks of Non-Compliance' held 21 November 2019, hearing from many high calibre speakers on the topic such as the Independent Commissioner Against Corruption, the Auditor-General and Ombudsman Office.

The second half of the year was also an exciting time for the South Australian Branch who formally merged with the Northern Territory Branch on 1 January 2020.

This merger, a strategic direction from the RIMPA Board under the new constitution, enabled both membership bases to continue to enjoy the professional and personal benefits derived from being a RIMPA member. The first inaugural branch meeting was held 19 February 2020.

Unfortunately, the full-day events that had been planned for Darwin in March 2020 and Information Awareness Month in May 2020 have been delayed due to the Covid-19 disruptions, however we are looking forward to offering these quality events to members in the near future.

Branch Council

Name	Branch Role
Bonita Kennedy ARIM	Director
Donna-Maree Findlay MRIM	President
<i>Not filled</i>	Vice President
Maryanne Galloway	Secretary
Cheryl Dias	Councillor
Paul Fechner MRIM	Councillor
Deanna Nikolettos ARIM	Councillor
Helen Onopko ARIM Life	Councillor
Brigitte Stephen ARIM Life	Councillor
Anethea Ulvestad ARIM	Councillor

Finances

The branch had maintained generating a modest profit on events held during the first half of the year and has ended the year in positive financial position.

Excellence Awards

The branch would like to acknowledge the following winners of the 2020 Branch Excellence Awards:

- Katrina Windebank - Outstanding Individual
- Ildiko Lizak - New Professional
- KKiT Consulting - Outstanding Group

Membership

Since the merger of South Australia and Northern Territory, membership has enjoyed a steady growth with new members joining throughout the year.

Member Type	As at 30 June 2020
Associate	5
Chartered	2
Fellow	0
Life	3
Individual	13
Corporate Nominees	105
Students	3

Presidents End Note

I would like to thank the SA/NT Branch members for their continued passion and support for both RIMPA and the evolving records and information management industry.

Whilst this year has seen disruptions to our usual program of events, the branch remains committed to delivering high quality events to the membership by adapting to new formats and providing a mix of face to face and virtual opportunities next year.

TASMANIA CHAPTER REPORT

Year at a glance

In 2019 some enthusiastic and committed Tasmanian members led by Heather Ragg formed a chapter to progress opportunities for Tasmanian members.

The chapter were successful in providing an event and localised training but were limited to pursue anything further due to lack of time and experience in operating a chapter.

As a result, the RIMPA Board, Victorian Branch and current Tasmanian Chapter members met to discuss how we can assist Tasmania in progressing forward in 2021.

VICTORIA BRANCH REPORT

Chris Holmes MRIM

I am pleased, on behalf of the VIC Branch to present the Annual Report on activities of the Branch for the year 2019-2020.

Year at a glance

The 2019-2020 professional year has been an interesting year for Victoria. We started on a high hosting RIMPA Live at Marvel Stadium in the Docklands and celebrated RIMPA's 50th year.

We faced bushfires across the state and more recently COVID-19. This presented some problems for the branch in PD opportunities, however while we did not achieve all we set out to do, we were successful in holding some events before our lives were put on hold.

This year saw the introduction of a Professional Development Program, unfortunately the program of events scheduled became a casualty of the pandemic. The branch remains committed to providing members with a PD program and will explore this over the next year.

I am indebted to the continued support of our sponsors, and David Nowlan (outgoing President), and to both Tim Newbegin and Dr Bethany Sinclair-Giardini (who formed the branch executive). My thanks to the Simon Rawson, Lydia Lorient, Ally Watson, Jacqueline Borrett, Kerri Ricketts and Saribel Minero (who took on the role of Acting Secretary)

The branch council had some resignations and I'd like to thank Kerri Ricketts (Secretary), Jacqueline Borrett (Emergency SIG Lead and Membership Coordinator), and Ally Watson and Lydia Lorient (Professional Development) for their combined and individual efforts for the Victorian Membership..

The Local Govt Chapter was well represented, and I thank all in the Chapter for their ongoing support and commitment.

Two events were held for the Local Government Chapter:

November 2019 - a Digital Preservation & Digitisation Project Workshop that followed a quarterly meeting.

February 2020 – a tour of the National Surfing Museum followed by a quarterly meeting, hosted by Surf Coast Shire in Torquay.

Branch Council

Name	Branch Role
Tim Newbegin FRIM (Re-Elected 2020/2021)	Director
Chris Holmes MRIM (Re-Elected 2020/2021)	President
Dr Bethany Sinclair-Giardini MRIM (Re-Elected 2020/2021)	Vice President
David Nowlan ARIM (Elected 2020/2021) Saribel Minero (Feb 2020 – Jun 2020) Kerri Ricketts (Resigned)	Secretary
Simon Rawson (Re-Elected 2020/2021) David Nowlan Alison Woollard Jacqueline Borrett (Resigned) Lydia Lorient (Resigned) Ally Watson (Resigned) Heather Christie (Resigned)	Counsellor

Membership

Category	Number
Life MRIM/FRIM	2
Individuals	33
Honorary	1
Fellow	1
Chartered	10
Associate	37
Student	15
Corporate Nominee	300

Upgrades

A total in 6 Member upgrades were awarded this year

Category	Number
Fellow	1
Chartered	2
Associate	3

Branch Awards

This year's nominations were received for the Individual Award and the Outstanding Group award.

The outstanding individual award is awarded to an individual who has achieved excellence in the industry. Nominees this year were Shuren Kumaravelu from Shepparton Council, and Bethany Sinclair-Giardini from Yarra Ranges Council.

This year the award recipient was Bethany Sinclair-Giardini, nominated by her peers at council for her unrivalled commitment and mentorship to the IM team at Yarra, to the industry and to RIMPA.

The David Moldrich outstanding group award is awarded to an organisation who has achieved excellence in a project within the sector. Nominees this year were the Public Record Office Victoria – MapWarper project and the IM Team at Swinburne.

This year the award recipient was PROV, in particular Asa Letourneau and his team for the MapWarper project.

Unfortunately, we had hoped to present the trophies at the Annual Meeting however, due to COVID this has been deferred to the first event Vic can hold in a hybrid or face to face environment.

Presidents end note

I'd like to thank the members and our sponsors for their support this year, and the RIMPA Board and Staff for their support and guidance.

Also thank you to PROV and Parks Victoria, who hosted our branch council meetings and events.

On a last word, the Victorian Branch welcomes our new Tasmanian members and I look forward to growing the branch in the 2020/2021 year across 2 states and the joint events that will bridge the strait.

WESTERN AUSTRALIA BRANCH REPORT

Carolyn Atkinson

I am pleased, on behalf of the WA Branch to present the Annual Report on activities of the Branch for the year 2019-2020.

Year at a glance

RIMPA WA Branch has continued to develop over the last year. Although a strange and unusual year with everyone contending with the COVID-19 Pandemic restrictions.

We have dealt with many new and exciting challenges during this time, including working from home, conducting business virtually and being introduced to Webinars. We have all encountered many trials and tribulations, however, we all agree we have come through this strange experience with new skills and flexibility and I believe a positive outlook.

The WA Branch Council organised some very successful events during the year.

'Honouring the past, shaping the future' was held in July 2019 where we celebrated RIMPA's 50th birthday where honoured past Presidents and Council members came together to reminisce and talk about the future possibilities of our profession.

In September 2019, a collaborative full day event 'Bodies of information - Marketing Leadership the Library and Records Way' was a very successful event between ALIA West, ALIA Students and New Graduates, ALIA Academic and Research Libraries (WA) and the WA School Libraries Association (WASLA) and RIMPA.

WA's annual Christmas event was partnered with ASA WA in a beautiful setting overlooking the magical Swan River.

RIMPA WA partnered with WA's Information Management Think Tank to host a very successful event in February 2020. The 'Information Management Think Tank – 20 Years of the State Records Act 2000' proved a huge success with over 100 attendees.

I would especially like to thank our collaborative partners and sponsors for their assistance and participation in these events.

WA Branch Councillors engaged in the State Records Office of WA State Records Advisory Committee (SRAC). This committee reviews Retention and Disposal Schedules and Ad Hoc Disposal Authorities submitted by government organizations.

WA Branch Councillor, Maree Brennen, presented RIMPA training to WA Government organisations during the year as part of the RIMPA training initiative.

WA Branch Councillors engage with the State Records Office of WA in relation to ongoing contemporary issues such as SharePoint Governance, to ensure future of digital data and analytics can be relied upon in the future.

I would like to acknowledge and offer sincerest congratulations to both Lisa Read White and Frank Flintoff. Lisa was awarded Life Membership at RIMPA Live Gala Dinner in October 2019. Life membership was awarded to Lisa as recognition of her dedication and continued support to RIMPA and for her commitment to professional membership.

Frank was the winner of the prestigious and auspicious J Eddis Linton Award- New Professional. Frank received her award at the RIMPA Live Gala Dinner in Melbourne in October 2019.

Branch Council

I am privileged to have been voted President of the WA RIMPA Branch Council in November 2019 after Mimma Sardi vacated the role to enjoy her 'retirement'.

Name	Branch Role
Suparna Chatterjee	Director
Carolyn Atkinson	President
Larry Knowles	Vice President
Ming Ghee Khoo	Secretary
Vicki Mills	Treasurer
Julie Coxall	Counsellor
Camille Peters	Counsellor
Maree Brennen	Counsellor

Membership

I would like to take this opportunity to thank all WA members for their continued support and I warmly welcome all new members. I look forward to meeting you all at future events.

Presidents end note

I look forward to connecting with regional areas and building on the successes we have achieved to date. The WA Branch Council and I look forward to bringing members relevant professional development opportunities in the year ahead. We envision exciting opportunities for information practitioners in the coming year and would love to share these opportunities with all those interested.