



RIMPA

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2020 – 2021 Annual Report

Records and Information Management Professionals Australasia

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CHAIRS REPORT

For RIMPA, this last year has been a period of consolidation as we continue adapting our operation in a COVID world. I am pleased to report that our efforts have been successful through several initiatives and improvements.

The pandemic accelerated the need to extend RIMPA's virtual footprint with enhancements to our webinar platforms and the introduction of Microsoft Teams. Due to the extensive lock down periods in many states RIMPA has been able to offer vendor hosted, branch specific and company led webinars in addition to in person events being live streamed to members in Australia and New Zealand. Some branches trialled hybrid events with both live, and virtual speakers.

RIMPA is pleased to announce a small profit for 2020/21 through increased online events and training. Like many companies our ongoing operations were offset by government incentives such as the Jobkeeper scheme and business grants. Behind the positive financials included in this report lies the hard work and dedication of the RIMPA staff and volunteers lead by our General Manager. Thanks to all who have all worked tirelessly to realise the impressive financial turnaround.

A strategic objective for 2020/21 was to focus on the next generation of members. One action related to this objective was the establishment of the "Young RIMPA Board". This group consists of an amazing group of people who are working towards developing podcasts and organising virtual meetings with content directly relating to members who are new to the profession. This objective also provides an opportunity for young professionals to unequivocally influence the direction of the Board.

RIMPA is working hard to establish a skilled and passionate Board that will drive the company into the future. Some of the improvements to the Board include:

- The appointment of three Independent Directors under a revised constitution to expand the RIMPA's Board skill set. With Janine Morris taking maternity leave, a gap in the areas of governance and education was created. This gap has been filled by Peter Williams and Julie Apps. The RIMPA Board also appointed Jeremy Manford as the third independent director bringing strong business acumen to our skill set.
- Board responsibility was also on the agenda, with the establishment of portfolios leads applicable to each strategic pillar of the plan. This approach ensured that each Director and other interested persons are responsible for an aspect of RIMPA operations or area of interest. More detail on these portfolios is provided in the body of this report.

2021 witnessed a partial reincarnation of in-person events for Information Awareness Month held in May. The collaborative information bodies worked hard to bring experts together for roundtable discussions on issues and topics impacting all aspects of our industry. These

discussions produced an outcome booklet – provided to all members - which will be reviewed each IAM to assess progress and change.

The introduction of short training workshops covering various topics both technical and professional provided RIMPA a new revenue stream. Following the direction of the NAA competencies, RIMPA expanded their offerings from 12 topics in 2019/20 to 22 topics in 2020/21. The addition of a further 10 topics provides content relevant to all members. Watch for further

additions in 2021/22.

Members asked for it and RIMPA were able to provide. The implementation of a formal mentoring program took place in 2020/21 with over 30 experienced mentors available to assist our mentees. This program is exclusive member only benefit.

Other initiatives implemented or approved in 2022/21 include:

- Postponement of RIMPA Live, in Canberra from October 2021 to March 2022. The ongoing COVID lockdowns occurring from June/July 2021 made the October timing unsustainable.
- Corporate membership of the Digital Preservation Coalition providing members with professional status access to a wealth of resources, training and other through the RIMPA membership.
- Continued collaboration with:
 - our ASA and ALIA partners in the areas of accredited education with a focus on assisting Universities to remain viable in Information Management.
 - InfoGov ANZ to offer joint events and presenters relating to information governance.
- A new alliance with the Data Management Association (DAMA) is being established and, like InfoGov ANZ, DAMA have contributed both topics and speakers to RIMPA events.
- The 2021/22 strategic Plan was established based on the agreed portfolios and focuses on "Increasing member pride in RIMPA". The Board elected to maintain a simple and succinct plan that allowed agility in the face of the current environment.

The accomplishments highlighted in this report could not be achieved if it was not for our hard working and dedicated support team. My heartfelt thanks and appreciation for their efforts. I would also like to acknowledge our volunteers working at Branch and Chapter levels delivering a range of services and support to members. My thanks to the Board members who ultimately take on the responsibility of the wellbeing of RIMPA as a company under the Corporations Act 2001. Their commitment and energetic input have been vital to ensure that RIMPA remains viable and relevant to the records and information management community.



I commend the 2021 Annual Report to assist you to being informed for the Annual General Meeting 29 November 2021.

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 2020 to 30 June 2021

Sentrika Accountants & Business Advisory have continued to provide contracted accounting, CFO services and financial management to RIMPA for the period 1 July 2020 to 30 June 2021.

Financial Information

The 2021 financial year was another unusual year in that the organisation and its stakeholders were still exposed to the negative impacts of the COVID19 pandemic. RIMPA felt these impacts mostly in relation to the postponement of the National Conference and the cancellation of a large number of State based events.

The economic uncertainty meant that several projects were put on hold and the organisation's ability to grow was limited. That being said, with additional Government financial support and conservative management of outflows, RIMPA managed to achieve a Net Profit amount of \$8,227 for the period ending 30 June 2021. This was the first year in the last 6 years that a positive outcome was achieved. This was an improvement of \$71,487 year on year.

Key drivers to the result were increases in Workshop Training of \$35,291, RIMPA Rocktober \$31,725 and Government Financial support of \$131,035.

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)	\$8,211
Add: Movement in Employee Provisions	(\$1,499)
Depreciation	\$2,865
Net profit/(loss) after non-cash impairments	\$9,577

The headline numbers for the period ended 30 June 2021 are as follows:

	2021	2020
Total Revenue	\$608,787	\$1,076,418
Direct costs attributable to revenue	\$101,456	\$535,610

Investment income	\$6,085	\$4,686
Gross profit	\$513,416	\$545,494
Overhead expenses	\$636,240	\$694,314
Government economic support	\$131,035	\$85,544
Net Operating profit/(loss)	\$8,211	(\$63,276)

Total revenue for the period decreased from \$1,076,418 to \$609,210 due to the postponement of the RIMPA Live 2020 National Conference. Excluding the National Conference revenue from the prior year of \$523,748 there was an increase of revenue from other areas equal to \$54,117. Membership revenues increased by an overall amount of \$13,273. This will be an area of focus for the next financial year and beyond.

Workshop Training was positive with an increase of \$35,291 from 2020 and the budgeted figure of \$120,000 for the year was achieved. This was a great result considering the restrictions that were in place around Australia this year and provides a great platform to leverage from in 2022.

Expenditure in 2021 totalled \$737,103 compared to \$803,096 (adjusted for RIMPA Live). This is a reduction in operating expenditure of \$65,993.

The main drivers to these cost reductions were reductions in Branch Activities, a reduction in Board & Director related costs and retaining a component of the finance function with Head Office.

There were some small increases in wages for the year which were in line with CPI increases for staff and contracted general increases to management.

Staff wages increased to \$379,944 from \$364,562 in 2020 but this increase was offset by a reduction in contractor payments equal to \$31,630 resulting in a net reduction in HR related costs equal to \$16,248. Bad debts reduced by approximately \$6,000 and IT and Software related costs increased by \$16,128. This increase was driven by the requirement to invest in EventsAIR which was used to manage webinars and provide a suitable platform for Head Office to complete web-based training.

Government funded financial support in the form of JobKeeper payments and the Cashflow boost increased from \$85,543 to \$124,226. RIMPA was also the recipient of a further \$6,809 under the Small Business Adaption Grant program.

During this financial year RIMPA has developed an extensive suite of Training and Workshop material and has a dedicated space at Head Office to film and host webinars and facilitate streamed online training for its members and stakeholders.

The 2021 financial year provided an indication of how the company may operate financially without a National Conference. It is evident that there is a shortfall of approximately \$122,808 for the company to operate profitably without any income from the National Conference.

This figure is of paramount importance to the long-term sustainability of the company. If this figure can be reduced to \$0 by increasing revenues and reducing expenditures, the company is not reliant on the National Conference to remain in a positive cashflow position.

The Net Cash holdings have increased from \$339,925 to \$515,993. It is to be noted that we are holding approximately \$143,273 in RIMPA Live prepaid Revenue and there is \$163,489 of Corporate Exhibitor and Sponsorship Revenue that has not been allocated. If the National Conference that has been postponed to March 2022 does not proceed, it would be likely that RIMPA would need to refund these monies back to the vendors in good faith.

Cashflow

RIMPA recorded Net Operating Cashflow equal to \$176,069 for the period compared with a loss of \$76,771 in 2020. The summary is detailed below:

	2021	2020
Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from customers	1,041,511	1,216,623
Payments to suppliers	(832,734)	(1,265,146)
Interest Received	63	155
Net GST refunded/(remitted)	(32,755)	(28,018)
Income tax paid	(16)	(385)
	<u>176,069</u>	<u>(76,771)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
Net increase/(decrease) in cash and cash equivalents held	176,069	45,985
Cash and cash equivalents at beginning of year	339,925	293,940
	<u>515,994</u>	<u>339,925</u>

Operational Matters

The current financial period has presented some similar challenges as was experienced last year with governmental restrictions being placed on travel, attendance at events and in-person functions and the general mobility of people around Australia. In this regard, it was similar to the prior financial year and RIMPA faced the same problems with minimal Branch related activities being held and the National Conference being postponed again.

In terms of growth, the Workshop Training department experienced strong revenue growth and engagement with participants was positive. This is one area that management predict strong future revenue growth, provided the appropriate resources can be allocated to this department. Workshop and in-person training has been completed in large volumes to the local council on the Gold Coast, for example, with positive feedback. This is an area of the business that can be further developed with confidence in the financial outcomes.

There were plans to undertake further investment in the RTO module in 2021, but this was delayed until the 2022 financial year. Munaa Said has recently started with RIMPA to expand this business unit.

RIMPA was successful in applying for the Business Events Grant and received \$62,150 in August 2021. These funds are to be used to subsidise the cost of the National Conference in March 2022.

Human Resources

RIMPA currently employs 6.5 FTEs which is an increase of 1.5 FTEs from 2021. Total wages costs are estimated to be \$500,188 plus superannuation of \$50,018. The additional wages have been incurred to provide sufficient resources to build the RTO business unit and provide additional resources to assist with the provision of Workshop Training. A business case was put forward by Janine Cummings which was accepted and approved by the Board. We anticipate first revenue from the RTO unit in January 2022. This investment in additional HR resources will provide a direct increase in revenue as these additional staff will be income producing.

Summary

Overall, the year was a positive year for RIMPA financially as the company derived a profit and was cashflow positive for the first time in several years. Noting that this was driven largely by Government funded support that will not be present into the future.

The Board appointed 3 Independent Directors in July of 2021 to provide additional expertise in the areas of Membership Engagement, Education and Governance.

Best practice management implies that costs will continue to be reviewed regularly and improvements and savings will be explored wherever possible. This will continue to occur throughout the year under the management and oversight of the Finance Committee.

RIMPA staff and management have worked extremely hard to get all the Workshop Training materials and Online Webinar services functioning at a high level and the online platforms are now established and being utilised with great effect. The RIMPA Online Community platform has also been established to promote engagement between members, head office and corporate partners along with other stakeholders.

RIMPA has stabilised financially from 3 years ago and has now developed a much stronger base to operate from. Management and the Board are now looking forward with strategic growth now being a priority for the company. Key to this will be increased membership and this will

become a focus for the next 3-5 years. Strategic growth policy for the organisation will be based around gaining new members, retaining current members, and increasing the service provision to those members.

The National Conference has been postponed to March 2022 and after consultation with key Corporate Partners it was decided that the following National RIMPA Live Conference would not occur until Sep/Oct 2023. This will result in a potential revenue shortfall for the period ending 30 June 2023 that will need to be mitigated.

We have forecasted a net loss of \$11,154 for the period ending 30 June 2022. The loss is driven largely to the increased cost associated with wages to build up the RTO and Training module. We have also taken a conservative approach to the forecasted Revenue to be derived from the National Conference. A copy of the forecast is included at Appendix 1.

2. Detailed Profit & Loss Statement for the period 1 July 2020 to 30 June 2021

Profit and Loss

Records and Information Management Professionals Australasia

1 July 2020 to 30 June 2021

	30 Jun 21	30 Jun 20
Income		
Advertising	\$18,259.00	\$36,746.36
Branch - Conferences & Events	\$28,900.85	\$37,239.90
Branch - Sponsorship	\$43,663.64	\$41,486.40
Commissions	\$4,809.82	\$0.00
Credit Card fee collected	\$6,021.59	\$3,033.73
Distributions Received	\$0.00	\$1,497.14
ESSSIG Video Business Case	\$0.00	\$6,000.00
IAM - Event Income	\$852.26	\$0.00
IAM - Sponsorship Income	\$5,772.73	\$0.00
Interest	\$63.16	\$155.24
Investment Unrealised Gain/Loss	-\$576.61	-\$2,263.28
IQ - Marketing & Advertising	\$7,600.00	\$6,750.00
IQ - Subscriptions	\$814.80	\$1,223.57
Membership - Corporate	\$236,995.62	\$229,549.44
Membership - Individual	\$104,662.35	\$98,835.85
National - Conference & Events	\$0.00	\$523,748.44
National Webinar	\$1,286.38	\$6,684.54
RIMPA Rocktober Revenue	\$31,725.16	\$0.00
Workshop (Training)	\$123,445.04	\$88,154.04
Total Income	\$614,295.79	\$1,078,841.37
Less Cost of Sales		
Branch - Conference & Event Costs	\$32,121.01	\$50,230.94
IAM - Event Costs	\$6,197.06	\$0.00
IAM - Meetings	\$0.00	\$140.11
IQ - Publication Costs	\$24,405.39	\$46,859.69

Marketing	\$0.00	\$168.75
National - Conference & Event Costs	\$0.00	\$424,180.81
Subscriptions & Memberships	\$10,528.90	\$1,473.45
Workshop - Running Cost	\$22,037.94	\$12,421.86
Total Cost of Sales	\$95,290.30	\$535,475.61
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Gross Profit	\$519,005.49	\$543,365.76
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Plus Other Income	\$35,126.25	
Gov - Cash Boosting Payment		\$58,543.75
Gov - Job Keeper Payment	\$89,100.00	\$27,000.00
Gov - Small Business Adaption Grant	\$6,809.00	\$0.00
Total Other Income	\$131,035.25	\$85,543.75
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Less Operating Expenses		
Accounting Fees	\$4,205.00	\$0.00
Administration Charges	\$8,314.51	\$9,317.13
Advertising & Marketing	\$4,634.13	\$3,883.09
Audit Fees	\$7,000.00	\$9,300.00
Awards Costs	\$6,165.75	\$2,712.91
Bad Debts	\$13,568.29	\$19,402.31
Bank Charges	\$963.63	\$752.46
Board & Director Expenses	\$17,078.12	\$24,051.59
Branch Activities	\$2,053.52	\$15,069.97
Branch Presidents	\$0.00	\$3,151.32
Computer Expenses	\$561.39	\$1,358.03
Consultancy Fees	\$2,161.25	\$5,106.25
Contractor Payments	\$36,000.00	\$67,630.00
Corporate Governance	\$167.00	\$110.00
Depreciation Expense	\$2,865.27	\$2,783.34
Information Technology	\$14,574.18	\$25,813.01
Insurance	\$5,959.54	\$5,333.37
Interest Expense	\$1,853.79	\$1,389.74

Legal Fees	\$0.00	\$838.50
Merchant Fees	\$6,646.78	\$8,049.21

Printing and Stationery	\$3,622.23	\$3,217.23
Provision for AL/LSL	-\$1,498.61	\$8,605.12
Rent & Outgoings	\$26,400.00	\$26,479.75
Software Subscriptions	\$49,647.93	\$22,280.48
Staff Amenities	\$2,072.03	\$3,149.75
Staff Travel Accommodation and Meetings	\$3,907.89	\$6,489.31
Superannuation	\$36,115.40	\$34,280.02
Telephone & Internet	\$2,512.83	\$4,044.99
Training and Development - Staff	\$2,160.97	\$5,951.63
Travel - Operational	\$223.27	\$4,008.97
Wages & Salaries	\$379,944.95	\$364,562.09
Workers Compensation	\$1,932.21	\$2,679.67
Total Operating Expenses	\$641,813.25	\$691,801.24
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Operating Profit	\$8,227.49	-\$62,891.73
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Non-operating Expenses	\$16.00	
Income Tax Expense		\$384.68
Total Non-operating Expenses	\$16.00	\$384.68
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Net Profit	\$8,211.49	-\$63,276.41

3. Balance Sheet as at 30 June 2021

Balance Sheet

Records and Information Management Professionals Australasia As at 30 June 2021

	30 Jun 2021	30 Jun 2020
Assets		
Bank		
Cheque Account	\$66,193.85	\$39,604.25
NZ Account	\$9,706.85	\$10,283.46
Online Business Saver Account	\$440,092.93	\$290,037.50
Total Bank	\$515,993.63	\$339,925.21

Current Assets	\$231,498.90	
Accounts Receivable		\$221,610.05
First Choice Investment	\$1.85	\$1.62
National Conference (Prepaid)	\$13,869.36	\$18,492.48
Other Debtor	\$216.05	\$31,904.80
Payments Made in Advance - IAM Expenses	\$0.00	\$4,405.36
Prepayments	\$20,344.28	\$16,609.91
RIMPA Live 2020 - Expenses	\$14,090.28	\$36,968.78
RIMPA Live 2021 - Expenses	\$59,404.03	\$25,744.82
RTO Costs	\$8,901.80	\$8,901.80
Total Current Assets	\$348,326.55	\$364,639.62
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Fixed Assets	\$63,840.00	
Intangibles		\$63,840.00
Less: Accumulated Depn - Intangibles	-\$63,840.00	-\$63,840.00
Less: Accumulated Depn - Plant & Equipment	-\$8,884.19	-\$6,018.92
Plant and Equipment	\$16,407.78	\$11,835.78
Total Fixed Assets	\$7,523.59	\$5,816.86
<hr/>		
Non-current Assets	\$2,200.00	
Rental Bond		\$2,200.00
Total Non-current Assets	\$2,200.00	\$2,200.00
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Total Assets	\$874,043.77	\$712,581.69
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Liabilities

Current Liabilities

Accounts Payable	\$39,300.84	\$77,314.75
ATO Integrated client account	\$5,552.30	\$33,477.64
GST	\$35,831.16	\$36,485.37
GST Paid	-\$2,530.09	\$0.00
GST Recv'd	\$16,125.75	\$0.00
National Conference (PiA)	\$0.00	-\$12,941.93
Other Creditor	\$3,826.01	\$100.00
PAYG Withholding	\$6,437.00	\$8,655.00
Provision for Income Tax	\$16.00	\$1,756.85
Provision for Leave	\$15,579.40	\$17,078.01
Revenue Received in Advance - Branch Conf & Events	\$1,445.45	-\$8,619.51
Revenue Received in Advance - Branch Event Sponsorship	\$4,818.19	\$12,636.37
Revenue Received in Advance - IAM Income	\$0.00	\$1,009.08
Revenue Received in Advance - IAM Sponsorship	\$0.00	\$10,636.37
Revenue Received in Advance - Industry Partner Sponsorship	\$163,489.09	\$32,980.00
Revenue Received in Advance 2021 - Membership Individual	\$0.00	\$118,168.37
Revenue Received in Advance 2022 - Membership Individual	\$118,133.30	\$0.00
Revenue Receives in Advance 2021 - Membership Corporate	\$0.00	\$251,488.34
Revenue Receives in Advance 2022 - Membership Corporate	\$275,939.19	\$0.00
RIMPA Live 2020 - Revenue	\$9,678.63	\$103,655.43
RIMPA Live 2021 - Revenue	\$143,273.11	\$0.00
Superannuation Payable	\$9,007.02	\$8,791.62
Total Current Liabilities	\$845,922.35	\$692,671.76

Total Liabilities	\$845,922.35	\$692,671.76
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Net Assets	\$28,121.42	\$19,909.93
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Equity	\$8,211.49	
Current Year Earnings		-\$63,276.41
Retained Earnings	\$19,909.93	\$83,186.34

Total Equity

\$28,121.42

\$19,909.93

4. Forecast 2020/21

As part of our engagement and financial management of RIMPA, we have completed a Profit & Loss forecast for the 2021/22 financial year. This report is included at Appendix 1.

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RIMPA 2020-2021 OVERALL ACCOMPLISHMENTS

Facing another uncertain year, the COVID-19 pandemic influenced the direction RIMPA took to deliver member benefits. Below is a snapshot of some of the achievements for the 2020/21 year.

- Increasing Industry Partners from six to ten. Our partners demonstrated that commitment to the industry by supporting RIMPA.
- Expanding Information and Records Management Training Workshop content with over 20 workshops available to enable members to further their skills.
- Delivering forty webinars on various topics and themes to attract member segments and the industry as a whole.
- Appointing Independent Directors to increase skill sets providing a diverse approach to all decisions.
- Introducing Board Portfolios clearly aligned to the objectives of RIMPA's strategic plan, Board members now have an area of responsibility that suits their strengths and skills.
- Partnering with the Digital Preservation Coalition to provide members with access to resources and information relating to digital preservation.
- Delivering the first Virtual Conference – known as RIMPA Rocktober. The need for content and networking was essential during the pandemic and considered a great success using a new virtual platform.

- Contributing to Information Awareness Month opportunities for information management professionals across varying industry bodies and regulators to meet in person to discuss trending issues relevant to all practitioners.
- Advocating within the Education sector in areas such as University placements and a place for micro credentials.
- Publishing weekly two-minute reads aimed at all levels of the industry are posted to the RIMPA Community each Tuesday.
- Providing professional development opportunities and a focus on M365 through the Learning Through Data partnership.
- Establishing the Young RIMPA Board consisting of 6 new practitioners focusing on millennial issues and ensuring that RIMPA remains a sustainable concept.

2021 – 2022 PLANNED OBJECTIVES

STRATEGIC OBJECTIVES

Liaison and Collaboration

Media Relations

- Invite media representative to present at events
- Identify effective media liaisons

Build the RIMPA Brand

- Increase involvement with governing bodies
- Accountable and informative reporting by representatives

Increase Vendor/Sponsor Footprint

- Yearly engagement with current and potential vendors to identify increased benefits and partnership opportunities

Industry Collaboration

- Lead and contribute to Information Awareness Month (IAM) activities

Diversity and Equity

- Work in collaboration with partnering bodies to develop a sustainable approach to diversity and equity.

Good Practice and Standards

Standards Certification

- Investigate accreditation to be a certifying body for ISO 30300

ISO Standard Support

- Investigate enhancing RIMPA contributions to ISO committees

New Professionals

Understanding the New Professional

- Develop new professional roadmap and resources

Connecting with the New Professional

- Develop new professional communication strategy

Informing the New Professional

- Develop and implement professional digital content
- Promote RIMPA services and benefits at accredited educational institutions

Supporting the New Professional

- Implement young RIMPA Board
- Encourage peer to peer recognition

Finance and Governance

Financially Responsible

- Introduce finance governance program in conjunction budget requirements

Governance Program

- Ongoing review and development of RIMPA governance framework

Increase Revenue Streams

- Market and promote professional development opportunities externally to membership
- Partner with providers to offer responsive professional development opportunities on trending topics

Professional Development Design and Delivery

Vocational Education

- Investigate the opportunity to provide records and information management vocational training qualifications

Higher Education

- Advocate for the inclusion of information management in university qualifications

Professional Development

- Provide and advocate for a professional development framework that supports and delivers consistent training and education offerings to information practitioners of all levels

Mentoring

- Provide a mentoring program to all levels of membership and the industry, to provide a broader opportunity for expansion of skills.

Awards and Recognition

Increase Nominations

- Review categories available to ascertain relevance
- Review criteria with the intent to broaden nomination reach

Membership and Status

Professional Membership

- Increase the number of professional members by 5%

Expand Membership Base

- Target new industry sectors
- Increase membership base by 5% by adopting a range of initiatives

Professionalism and Ethics

Onboarding

- Develop Board and branch onboarding process
- Develop new member onboarding process

OUR IDENTITY

The peak body representing and delivering benefits and services for practitioners affiliated to records and information management.

OUR VISION

To advance and connect the Records and Information Management Profession.

CORE VALUES

- Stewardship
- Integrity
- Collegiality
- Accountability
- Renewal

CORE COMPETENCIES

- Dedicated & skilled staff
- Progressive & innovative
- Delivery of member services
- Advocacy
- Professional Development

OUR STAKEHOLDERS AND INFLUENCERS

- Members
- Records and Information Management Specialists
- Politicians
- Employers
- Vendors
- Professional Bodies
- State and National Archives Offices
- Partners
- Students
- Sponsors

KPI'S

We will measure success by increasing:

- Member services
- Professional members
- Revenue streams
- Member accessibility

ALLIANCES

- Archives NZ
- Australian Library and Information Association
- Australian Society of Archivists
- Australian State and Territory Records Offices
- Data Management Association
- Digital Preservation Coalition
- Health Information Management Association of Australia
- InfoGov ANZ
- Institute of Managers and Leaders
- Leadership Through Data
- National Archives of Australia

GOOD PRACTICE AND STANDARDS PORTFOLIO REPORT

Overview

The Good Practice and Standards portfolio is responsible for:

- Representing RIMPA on the Digital Preservation Coalition.
- Representing RIMPA on IT21 Committee [AUS & NZ].
- Advocating for all standards.
- Developing IS30300 – Scheme Owner with JAS-ANZ.
- Monitoring of applicable Research opportunities.

Portfolio Objective

Good practice and standards are essential to the role of all information managers. The objective of this portfolio is to ensure that RIMPA play a major part in the reviewing, development, and implementation of all related standards by advocating on behalf of the membership. The main objectives for the ensuing 3 years include:

- Becoming an IS30300 scheme owner for ISO30301 – Management of Records Systems.
- Contributing as a key stakeholder in the consultation process relating to all government related standards and policies.
- Maintaining, and where possible increasing, involvement in both Australian and International Standards.

2020/2021 Achievements

The 2020/21 year was dominated by virtual interaction relating to all objectives. The achievements for the year include:



- Negotiations with JAS-ANZ in relation to developing a scheme for the accreditation of entities to certify organisations in ISO 30301
- Key stakeholder in DPC stakeholder group
- Contributor to the DPC Australasia Development Plan to support local activities

Lisa Read White FRIM – Good Practice and Standards Portfolio Lead

Report written by Anne Cornish MRIM – General Manager RIMPA

NEW PROFESSIONALS PORTFOLIO REPORT

Overview

The New Professionals Portfolio (NPP) is a program for students and new practitioners with less than 5 years records and information management experience. The portfolio's vision is to inspire the future stewards of our information and of RIMPA by providing a voice, recognition and connection experiences for new professionals. The NPP is driven by the ideals of:

- encouraging early RIMPA membership
- reducing anxiety for new professionals
- convincing new professionals that the mainstream activities are relevant, and
- providing resources, events, learning and leadership opportunities for new professionals.

Portfolio Objective

The portfolio had an ambitious plan of activities for the year under four focus areas:

- Understanding the new professional
- Connecting the new professional
- Informing the new professional
- Supporting the new professional to advance.

2020/2021 Achievements

Understanding the new professional

This focus area concentrates on better understanding the unique needs of new professional and ensuring that RIMPA provides services that support the member's professional journey and to help them to feel part of the RIMPA community. Major activities completed under this focus area include:

- Survey and focus groups about engagement with new professionals.
- Reporting on the survey and focus group outcomes to the Board with recommendations for better engagement with new professionals across a range of areas.
- A draft professional member five year roadmap with supporting engagement activities.

Connecting the new professional

New professionals rely on RIMPA to assist them connect with more experienced professional as well as their peers. Major activities completed under this focus area include:

- Identifying 30, 60 and 90 day touch points into a formal new member on boarding process.

- New Professionals online 'meet and greet'.

Informing the new professional

New professionals rely on RIMPA to assist them build their professional knowledge and their understanding of RIMPA services. Major activities completed under this focus area include:

- The New Professionals Community which continues to attract new members daily.
- The '2 Minute Read' series which aims to introduce a key topic or concept in easily accessible format for all new professionals.
- Investigation into offering content through a podcast series.

Supporting the new professional to advance.

New professionals bring a fresh perspective and ideas to our industry. RIMPA provides opportunities for new professionals to advance, contribute and celebrates their success. Major activities completed under this focus area include:



- Establishment of the Young RIMPA Board to provide input into RIMPA and Board activities
- Developing scholarships for emerging professionals which will be launched for RIMPA Live 2022.

Petá Sweeney FRIM – New Professional Portfolio Lead

GOVERNANCE PORTFOLIO REPORT

Overview

June 2021 saw the amalgamation of the Governance Portfolio and GABA Branch. Janine Morris the previous GABA Director resigned from her role to undertake a bigger role in motherhood and the Board appointed Peter Williams as an Independent Director to fill the Governance Portfolio Lead role.

The Governance Portfolio is responsible for the Governance framework for RIMPA including the development, management and monitoring of all governance requirements.

Portfolio Objectives

- Monitor Policy review and development
- Conduct Procedural review and Development
- Risk Management
- Provide Advice

- Governance Advocacy to membership
- Internal Audit

2020/2021 Achievements

- Branch and Chapter By-Law Review
- Minor constitutional update consultation with members for approval at November AGM
- Development of Community of Practice Charter
- Commencement of Board Performance Documentation • Privacy Policy Update



Peter Williams – Governance Portfolio Lead

Janine Morris MRIM – GABA Director and Portfolio Lead

Report written by Anne Cornish MRIM – General Manager
RIMPA

PROFESSIONAL DEVELOPMENT AND EDUCATION PORTFOLIO REPORT

Overview

The portfolio is responsible for the improvement and delivery of Professional Development and Education activities.

- Accrediting and reaccreditation for tertiary education providers and other RTO's,
- Managing RIMPA VET courses
- Managing RIMPA Workshops
- Managing the Mentoring Program.
- Managing and keeping abreast of all Professional Development & Educational activities to improve member's services.

Portfolio Objectives

- Maintain ongoing alliance with ALIA and ASA accreditation and reaccreditation for tertiary education providers and other RTO's,
- Provide consistent delivery of all RIMPA workshops through the employment of new full-time trainer, review current workshops and develop new workshops for 2022 as per members feedback,

- Develop and present to the RIMPA membership first RIMPA Certificate III early 2022, then Certificate IV course early to mid-2022,
- Continue to build the activities under the RIMPA Mentoring Program,
- Complete the Professional Development & Educational Survey to assess the outcomes of gaps and educational requirements for members.

2020/2021 Achievements

- Setting 2021/22 timetables in collaboration with ALIA and ASA for three universities re-accreditation



- Training workshops delivered with 662 attendees in 2021/22,
- Approval to commence VET training in 2022 in Cert III, Cert IV, and Diploma in Business with a specialisation in records management.
- Approval to engage engaged content writers to assist with the development of RIMPA VET courses

Julie Apps FRIM (LIFE) – Professional Development and Education
Portfolio Lead

AWARDS AND RECOGNITION PORTFOLIO REPORT

Overview

The Awards and Recognition Portfolio ensures members of the records and information management industry are recognised for the extraordinary work they perform. The Portfolio focuses on two streams: Branch Excellence Awards and Company Outstanding Achievement Awards.

The portfolio also acknowledges individuals who have been long standing, supportive members of RIMPA and the industry through induction into the RIMPA Hall of Fame and the granting of Life Membership.

Portfolio Objective

In the coming three years, the portfolio will:

- Review and refine the criteria associated with the Branch Excellence Awards and the Company Outstanding Achievement Awards
- Develop a marketing plan aimed at increasing the reach and nominations for the awards
- Review the recognition of membership processes

2020/2021 Achievements

- Coordinating the Branch Excellence Awards for all Branches
- Central co-ordination of Branch Excellence Awards
- Obtaining sponsorship for three Company Outstanding Achievement Awards for 2020/21 award season
- Renaming of Company Outstanding Achievement Awards:
 - iQ Article of the Year Award
 - Julie Apps New Practitioner Award
 - Tom Lovett Outstanding Student Award
 - Pamela Hall Outstanding Group Award
 - J Eddis Linton Outstanding Individual Award
 - Jim Shepherd Vendor of the Year Award
 - RIMPA Branch of the Year Award
 - Nancy Taia MRIM – Awards and Recognition Portfolio Lead



MEMBERSHIP AND STATUS PORTFOLIO REPORT

Overview

The impact of the pandemic saw more members than ever closely assessing membership fee costs against the value of RIMPA. We are pleased to report a small increase in member retention in comparison to the same time last year.

As of 31st October, renewals 2019/20 = 85%

As of 31st October, renewals for 2020/21 = 87.5%

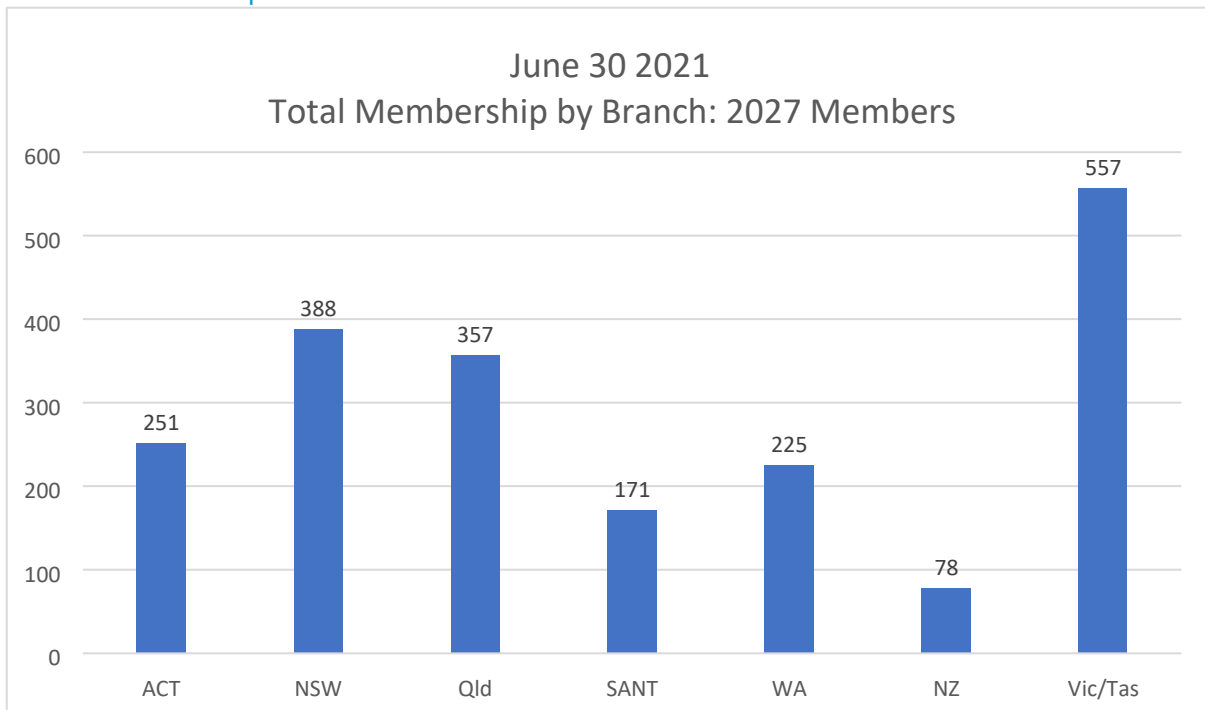
To enhance this improved retention number, RIMPA have successfully gained 41 new members and twelve 1st year students.

Professional Membership

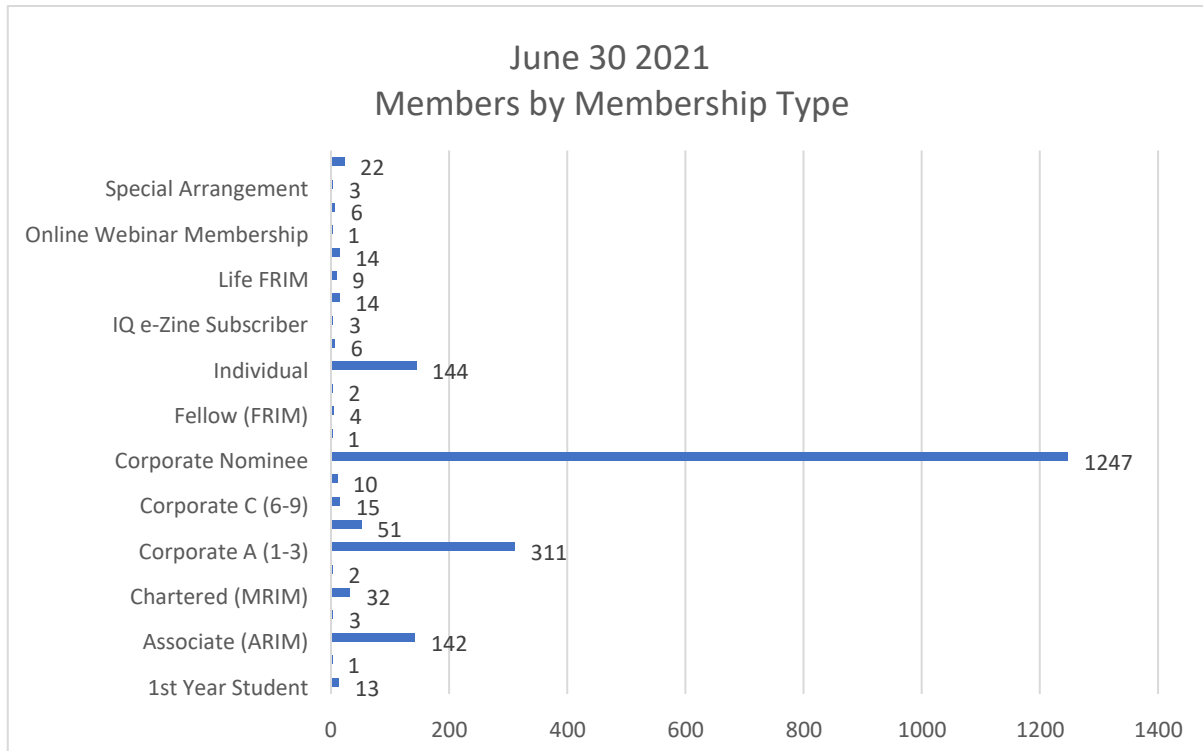
RIMPA's Professional Membership increased from 205 in 2019/20 to 218 in 2020/21



Branch Membership



Overall Membership



Life Members as of 30th June 2020/21

First Name	Surname
Arthur	Langford-Smith Life ARIM
Barbara	Reed Life FRIM
Brigitte	Stephen Life ARIM
Chris	Simpson Life MRIM
Chris	Fripp Life FRIM
Christopher	Colwell Life FRIM
David	Moldrich Life FRIM
David	Pryde Life MRIM
Debra	Prout Life MRIM
Gary	Somerville Life ARIM
Graham	Dudley Life ARIM
Helen	Onopko Life ARIM
Jennifer	Curley Life ARIM
Jill	Saunders Life ARIM
Jim	Shepherd Life MRIM
John	Sim Life MRIM
John	Goodell Life ARIM

John	Behrens Life ARIM
Joy	Siller Life ARIM
Judith	Ellis Life MRIM
Julie	Apps Life FRIM
Kate	McCarthy Life ARIM
Kristen	Keley Life MRIM
Lisa	Read White Life FRIM
Margaret	Pember Life FRIM
Mike	Leigh Life MRIM
Paul	Fechner Life MRIM
Peter	Smith Life FRIM
Philip	Taylor Life MRIM
Robert	Harris Life ARIM
Ross	Thompson Life ARIM
Stephanie	Ciempka-Kaufhold Life MRIM
Thomas	Kaufhold Life MRIM
Tina	Howard ARIM Life
Tom	Lovett Life FRIM
Trish	O'Kane Life MRIM
Veronica	Pumpa Life MRIM

Portfolio Objectives

The purpose of the Membership and Status Portfolio is to lead and improve membership engagement and status whilst identifying exclusive member benefits. The following objectives have been highlighted for the ensuing three years.

- Conducting Annual CPD Audits
- Assessing applications for status upgrades
- Approving ARIM assessments recommended by Branches and or Board
- Developing and conducting status upgrade workshops/video
- Reviewing Life Membership criteria and process
- Holding on-site upgrade assessments at RIMPA Live

2020/2021 Achievements

- Introduction of monthly membership payments
- CPD allowances for pandemic impacted members
- Member assistance program – Membership fee payment options.
- Exclusive login to Digital Preservation Coalition toolbox for professional members.
- Increase in exclusive membership benefits. (webinars, event discounts, professional development options)



Rebell Barnes MRIM – Membership and Status Portfolio Lead

PROFESSIONALISM AND ETHICS PORTFOLIO REPORT

Overview

The professionalism and ethics portfolio is responsible for:

- Documenting acceptable Board and Branch Communications
- Co-ordinating and managing grievance committees
- Managing and maintaining grievance policies and processes
- Alerting members of expected professional and ethical behaviours
- Inducting new Board and Branch members
- Managing the Board performance management process
- Diversity

Portfolio Objectives

To develop and maintain ethical competence, deal with ethical issues, diversity and conflicts in the industry by maintaining effective and professional employees and volunteers.

- Embed a code of ethics within the profession

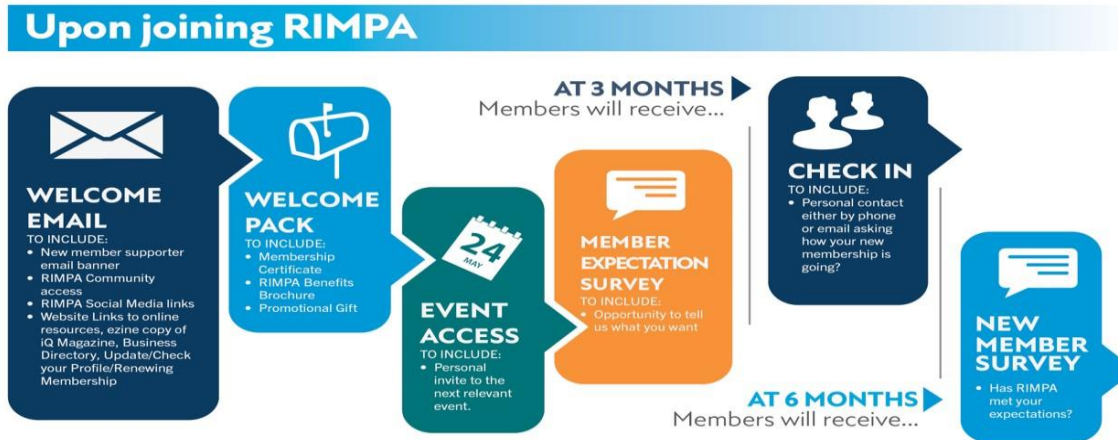
- Accountable and effective employees and volunteers
- Encourage personal uniqueness and diversity

2020/2021 Achievements

- The work of this portfolio is ongoing and built into all aspects of RIMPA Governance.
- Member onboarding process designed and implemented in 2021/22.

MEMBER ONBOARDING

WHAT TO EXPECT AS A NEW RIMPA MEMBER



In addition to the ongoing work of the portfolio we had one confidential complaint that was managed by the grievance committee during this period. This complaint was successfully resolved.

Bonita Kennedy ARIM – Professionalism and Ethics Portfolio lead

AUSTRALIAN CAPITAL TERRITORY BRANCH REPORT

I am pleased, on behalf of the ACT Branch to present the Annual Report on activities of the Branch for the year 2020-2021.

Year at a Glance

The year began during uncertain time for members, with many working from home or newly transitioning back to the workplace often making it challenging to priorities RIMPA activities.

The branch held three main events in 2020/21. The first event was IM in 2020: Adapt, Adopt & Accomplish - was held in December 2020. This half day, face to face event was attended by members, council, sponsors and presenters. Presenters included CastlePoint Systems - winner of the 2020 ACT Branch Excellence Award and Outstanding Group, ACT Community Services Directorate regarding their digitisation project.

In May the Branch Council assisted with Information Awareness Month with ACT Branch members participating in the round tables for this multi-association event.

The final event for the year was in May for Information Awareness Month - Skills for the IM Professional workplace - Reflect, Plan, Succeed and Transfer. This full day event had various presenters discussing the expectations for technical information management capability in the workplace.

Attendance for all events during the year have been low compared to previous years due to COVID safety concerns and a shift in management expectations around training and events after a slow 2020.

Excellence Awards

The branch would like to acknowledge the following winners of the 2021 Branch Excellence Awards:

- ACT Digital Records Transition Team, Territory Record Office – Outstanding Group

Membership

Member Type	As at 30 June 2021
Associate	18
Chartered	1
Life	4
Honorary	1
Individual	16
Corporate Nominees	172

Branch Council

Name	Branch Role
Thomas Kaufhold Life MRIM	Director
Julie Carpenter ARIM	President
Michelle Woodcroft ARIM	Vice President
Lorien Mader ARIM	Secretary
Jenny Burgess ARIM	Councillor
Matt Jordan ARIM	Councillor
Kat Giles ARIM	Councillor
Colin Webber ARIM	Councillor
Susan Lillywhite ARIM	Councillor
Noel Thomas ARIM	Councillor
Eileen Tannachion ARIM	Councillor
David Brumby ARIM	Councillor

Presidents End Note

I would like to thank the ACT 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.

Julie Carpenter ARIM – Australian Capital Territory Branch
President

NEW ZEALAND BRANCH REPORT

I am pleased, on behalf of the New Zealand Branch, to present the Annual Report on activities of the Branch for the year 2020-2021.

Year at a Glance

The NZ Branch closed 2020 on a high with a hybrid Christmas event held in December attended both in-person in Wellington, and virtually across the country as well. This was the first time

the branch has trialled such a hybrid event and overall, the model worked well. We will be utilising this model again as we adapt to a new way of interacting and to ensure that we are reaching our membership across a disperse geographical location. There were several notable highlights of the event including a festive and humorous rendition of *White Christmas* from a talented RIMPA member, and a pre-recorded message from our Minister responsible for Archives New Zealand, the Honorable Jan Tinetti, who acknowledged the valuable work and contributions that information and records management professionals make to our society.

The start of 2021 began with a webinar aimed at educating and supporting members on how to attain, or to upgrade, their professional status. This proved to be a popular topic with over 40 members across multiple branches attending.

This was followed in May with an event hosted in Wellington in celebration of Information Awareness Month, the theme of which was *Building Trust – People, Process and Technology*. This theme gave rise to several stimulating, informative and topical presentations delivered on the NZ COVID tracer app, digital contact tracing and how to build and maintain trust when responding to COVID-19 as a nation. The event was well attended by sponsors, members, and professionals alike with 32 in attendance, and it was a pleasure and privilege to be able to gather and connect in person.

Branch Council

Name	Branch Role
David Pryde MRIM Life	Director
Tracey Sim ARIM	President
Matt O’Mara MRIM	Vice President
Maja Krtalic ARIM	Councillor
Eric Boamah ARIM	Councillor
Melissa Rush	Councillor
Tanya Lyders	Councillor
Vanessa Vidallon	Councillor

Excellence Awards

The Branch would like to acknowledge the following winners of the 2020-2021 Branch Excellence Awards:

- Rachel Bell – Dr Gillian Oliver Outstanding Student Award
- Clutha District Council - Outstanding Group Award

Membership

The New Zealand Branch has 79 individuals and organisations as members overall as of June 2021. However, having reached a peak of 56 paid members out of the overall 79 in 2020, the Branch figures have now dipped to 38 paid members. This is below the 50 paid members threshold required to sustain a Branch. Our current membership types are comprised of the following:

Member Type	As of 30 June 2021
Associate	5
Chartered	2
Fellow	0
Life Chartered	2
Individual	15
Corporate Nominees	40

Presidents End Note

I would like to thank the New Zealand Branch members, and the wider information and records management community in New Zealand, for their continued support of RIMPA.

On-going disruptions due to the global COVID-19 pandemic, including fiscal constraints and the general reluctance to travel at such a time, has meant that the NZ Branch has had to



limit the number of in-person branch events held and find other more creative ways to engage with members. This creative connection is something RIMPA will continue to work on to ensure that we are offering quality interactions and experiences for our members moving forward.

Tracey Sim ARIM – New Zealand Branch President

NEW SOUTH WALES BRANCH REPORT

I am pleased, on behalf of the New South Branch to present the Annual Report on activities of the Branch for the year 2020-2021.

Year at a Glance

The past 12 months have proven challenging due to COVID-19 disruptions, with many of our workplaces and members focusing on adapting to our new and challenging work environments. We have seen our face-to-face events postponed, how we would like to focus on our success and look forward to improved offerings and face to face events for members in the near future.

Some highlights of our success this year include:

- First hybrid glamour awards night in October 2020
- NSW Director, Rebell Barnes announced winner of the J Eddis Linton Outstanding Individual Award for 2020
- Increased individual membership
- Successful digital transformation webinar in February 2021, with 65 participants
- Ongoing sponsorship of our events

Branch Council

Name	Branch Role
Rebell Barnes MRIM	Director
Jade Reed ARIM	President
Lienntje Cornelissen ARIM	Vice President
Lyvern Slender	Councillor
Chris Colwell FRIM	Councillor

Membership

Membership has remained steady throughout the year, with a small decrease in organisational membership yet an increase in individual membership. Items on the Branch Strategic Plan for focused on increasing membership through promotion of face-to-face events, unfortunately these events were postponed. We will continue these programs and hope to see an increase in membership in the second half of 2021.

Member Type	As of 30 June 2021
Associate	28
Chartered	4
Life Fellow	5
Life Associate	2
Individual	28
Corporate Nominees	220
Students	4
Other	2

Awards and Recognition

The Branch continue to recognise excellence across the records and information management industry in NSW.

The winners of the NSW RIMPA Excellence Awards are an example of the high calibre of professionals working hard for our organisations within NSW.

The 2020/21 awards were presented to the following:

- Melanie Jones - Outstanding Individual
- Chris Colwell – Outstanding Student
- Campbelltown City Council - Outstanding Group

Presidents End Note

This year has been a challenging one for our members and the Branch Council.

I encourage all members to support each other and get involved in RIMPA, both at a state and national level. I would like to say thank you to the NSW Branch members for their continued passion and support for both RIMPA and the records and information management industry.



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

Jade Reed ARIM – New South Wales Branch President

QUEENSLAND BRANCH REPORT

I am pleased, on behalf of the Queensland Branch to present the Annual Report on activities of the Branch for the year 2020/21.

Year at a Glance

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

- Presented with the Jim Shepherd Branch of the Year Award
- Delivering a professional development program that was only slightly reduced
- An effective and dedicated Branch Council
- A very active and successful Chapter
- Strengthened working relationship with Queensland State Archives
- Excellent supportive relationship with vendor partners
- Ongoing sponsorship of our key events
- Release of a New Vendor Promotion program
- Development of a membership market analysis report
- Feedback on Branch and Chapter By-Laws, procedural documents and templates **Branch Council**

Name	Branch Role
Petà Sweeney FRIM	Director
Nancy Taia MRIM	President
Keith Davis ARIM	Vice President
Amanda Day ARIM	Membership & Status Officer
Meryl Bourke MRIM	Chapter Delegate to Branch Council

Kemal Hasandedic FRIM	Media & Communications Officer
Anne Cornish MRIM	Councillor
Gunta Bajars MRIM	Councillor
Livia Porto ARIM	Councillor

Membership

This year there were quite a few items on the Strategic Plan for the Branch to focus on regarding membership. A *Membership Market Research and Marketing Plan* was developed for implementation in 2021/22. This plan will become a focal point for the 2021/22 Branch Council.

There were two (2) professional membership upgrades this year:

- Amanda Day ARIM
- Josephine Marsh ARIM

Member Type	@ June 2021
Associate Members	28
Chartered Members	10
Fellow Members	2
Student Members	6
Individual Members	21
Life Associate	5
Life Chartered	5
Life Fellow	1
Corporate Nominees	214

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 caliber of professionals working hard for our organisations within Queensland.

The 2020/21 awards were presented to the following:

- Chris Simpson New Professional – Jack Iddon
- Harry Haxton Outstanding Group Award – University of Southern Queensland
- Chris Simpson Outstanding Individual Award – Nancy Taia MRIM

The Queensland Branch was honored to be awarded the Jim Shepherd Branch of the Year award at the 2020 RIMPA Live Gala Awards. A great recognition of the work carried out by both the Branch and Chapter Councils, 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 another difficult one for our members, Branch and Chapter Councils and the Community of Practice. We have had to face the continued challenge of isolation both in our everyday work lives and our RIMPA lives and the roller coaster of on and off again lockdowns. We have been incredibly lucky to be able to continue to support each other through our networks and attending events either in person or online. It has 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 I am happy to say we have learnt to adjust, embrace change, and move forward into a world of 'COVID normal'.



Nancy Taia MRIM – Queensland Branch President

QUEENSLAND CHAPTER

I am pleased, on behalf of the Queensland Chapter to present the Annual Report on activities of the Chapter for the year 2020-2021.

Year at a Glance

COVID again had an impact on the Chapter and the holding of events, however we were fortunate to be able to host four (4) events during the year, with the first being the Annual General Meeting on the 23 July 2020. This meeting was a hybrid meeting, virtual and in person, hosted by Queensland State Archives with a total of 20 attendees (10 virtual and 10 at the venue).

The second of our events was our full day seminar which was held on the 25 November 2020 at Brisbane's 'Royal on the Park'. The seminar theme was "The Year Interrupted" and was followed by Christmas drinks and attracted 31 delegates.

Our third event was a two-hour webinar on the 22 April 2021 which had 38 delegates registered and supported by six (6) sponsors. The theme of the webinar was "Transitioning with the Times – the Impacts of Remote Working". Three (3) presenters made up the webinar.

The Chapter's signature event, the annual two-day conference (which was postponed from May 2020 to May 2021) was able to be held from the 27 - 29 May 2021 at Rydges Southbank in Townsville. The theme of the conference was "Building Trust in Townsville – Leave a Positive Handprint on Your Records" and was attended by 53 delegates. Amazing!!!!

The Chapters' relationship with sponsors/vendors has grown with a total of 25 sponsorships across our events for the year. This has been fantastic for RIMPA, the Chapter, our delegates and of course the vendors.

The Chapter also hosted a two-hour Vendor luncheon on the 22 June 2021 with seven vendors attending. The agenda and purpose of the luncheon was to provide the vendors with an open, transparent, and safe environment to provide feedback to the Chapter about 'What should we continue to do, stop doing and start doing' with regard to sponsorship. The honest feedback provided the Chapter and RIMPA with some valuable insight and provided vendors with a commitment to take on their feedback and make any necessary changes to sponsorship offerings.

A 'New Vendor Promotion' was developed and submitted to RIMPA for approval. This was supported and approved by the Board on the 13 January 2021. The promotion has been sent out to the Queensland membership and the results will be presented to the Board after a six-month trial.

Articles for the 'Week in Review' were written to showcase each of our events with a detailed story to feature in the September 2021 iQ.

Our event feedback forms again proved successful with fantastic results for both the Chapter and the speakers. An average score of 8/10 for speakers was achieved throughout the year.

Chapter Council

Name	Chapter Role
Meryl Bourke MRIM	President
John van der Zant	Vice President
Nancy Taia MRIM	Secretary
Helen Clark ARIM	Marketing and Sponsorship Officer
Brendan Felstead	Professional Development Officer (PDO)
Nicole Thorne-Vicatos	Councillor / PDO Assistant
Anne Cornish MRIM	Councillor
Louise Thomson	Councillor
Sharon Woodley	Councillor

Presidents End Note

The Chapter once again continues to remain strong with dedicated and passionate Council members. Whilst this year again saw many challenges particularly in the planning, organising, and holding of events in this ever-changing environment, we have been able to maintain our commitment to our fellow Queensland information and records 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.



Meryl Bourke MRIM – Queensland Chapter President

SOUTH AUSTRALIA / NORTHERN TERRITORY BRANCH REPORT

I am pleased, on behalf of the SA/NT Branch to present the Annual Report on activities of the Branch for the year 2020-2021.

Year at a Glance

I am extremely proud of the continued support of our profession and incredibly so during the 'challenging year' that 2020 was along with the continued uncertainty in 2021.

Now more than ever our profession needs to show its importance to the world on managing the very important 'life blood' of records and information that flows throughout every organisation.

The SA/NT Branch needed to be adaptable and innovative in the way that we engage with our members / non-members. I've heard stories from many other organisations / sectors that the past 18 months has been difficult in bringing people together due to the many uncertainties that are constantly being updated on a daily basis.

I / SA/NT Branch do commit in advancing our practices in engaging with members / nonmembers to deliver a service that enhances our profession and workplaces.

We are all volunteers, but we are also members so like all our members we also expect engagement and events to better our professional standings and knowledge. We are not however mind readers and or have a crystal ball so I implore our valuable members to contact us / engage with us on what you would like to see / like to attend.

RIMPA has a Strategic Plan for now and the future and SA/NT will be using that as guide to create a SA/NT Strategic Plan. There certainly are a few items that were put on hold last year but will be revisited and enhanced for 21/22. Events held in 2021 to 14/07/2021

25/02 = Meet and Greet virtual meeting

15/04 = Brown Bag Lunch / Catch up at the Club

28/05 = IAM Event – Adapt, Inspire, Unite.....Refresh – Webinar (joint event with WA)

14/07 = Our Worlds Collide – Culture, Inclusion / IM – webinar

14/07 = SA/NT AGM and Branch Excellence Awards

A very special thank you to all of our sponsors for our events – no sponsor....no event. The SA/NT Branch will acknowledge their great supporters separately.

Along with the time and effort from all the great people who volunteer their time and knowledge to present at our events.

Branch Council

Name	Branch Role
Paul Fechner Life MRIM	President
Cheryl Dias ARIM	Vice President
Deanna Nikolettos ARIM	Vice President (1/2 year only / left branch)
Bonita Kennedy ARIM	Director
Maryanne Galloway	Secretary

Ildiko Lizak	Councillor
Matthew Fry ARIM	Councillor
Deb Leigo ARIM	Councillor
Helen Onopko Life ARIM	Councillor
Brigitte Stephen Life ARIM	Councillor

Excellence Awards

The branch would like to acknowledge the following winners of the 2020 / 2021 Branch Excellence Awards who will be announced at the end of this meeting:

- New Professional
- Outstanding Group
- Outstanding Individual

Membership

Member Type	As of 30 June 2021
Associate	6
Chartered	2
Fellow	0
Life	4
Individual	13
Corporate Nominees	102
Students	4

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.

We the branch remain 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.



Paul Fechner MRIM (Life) – South Australia / Northern Territory

Branch President

VICTORIA / TASMANIA BRANCH REPORT

I am pleased, on behalf of the VICTAS Branch to present the Annual Report on activities of the Branch for the year 2020-2021.

Year at a Glance

The first half of the year is a little blurry as I was only appointed in February 2021, so I can certainly speak from this time onwards.

In Branch held a successful webinar event on 31st March 2021. This was followed by the possibility of hosting a face-to-face event for Information Awareness Month in May.

We managed to host a webinar event on 19th May and then a much-appreciated face to face event on 21st May 2021 at the Public Record Office Victoria. Although difficult for many to attend, those who attended were very grateful to be able to see and meet people.

A survey conducted by RIMPA Head Office to Vic/Tas members indicated the pandemic climate is certainly affecting members being able to attend face to face events for the time being, but we aim to still try and provide value to our members in both Victoria and Tasmania in the online environment and will very much look forward to future face to face events.

Branch Council

Name	Branch Role
John Sim MRIM	Director
David Moldrich Life FRIM	Director (November 2020 – March 2021)
Tim Newbegin FRIM	Director (July 2020 – November 2020)
Sandra Ennor ARIM	President
Chris Holmes MRIM	President (July 2020 – November 2020)
Heather Ragg ARIM	Vice President and Membership & Status Coordinator
Bethany Sinclair-Giardini MRIM	Vice President (July 2020 – November 2020)
David Nowlan ARIM	Secretary
Alison Woollard	Local Government Chapter President
Jeanette Inglis ARIM	Professional Development (Events)
Ben Cox	Emergency Services SIG
David Moldrich FRIM	Councillor

Simon Rawson MRIM	Councillor
Christine Holmes MRIM	Councillor
Jeremy Manford	Councillor
Tim Newbegin FRIM	Councillor
Christine Little	PROV Rep (officially nominated)
Sally Murdoch	OSA Tas Archives Rep (guest only)

Excellence Awards

The branch would like to acknowledge the following winners of the 2021 Branch Excellence Awards:

- Susannah Tindall – New Professional
- Cardinia Shire Council - Outstanding Group
- Ruth Edge – Outstanding Individual

Membership

Since the merger of Victoria and Tasmania, membership has enjoyed a steady growth with new members joining throughout the year.

Member Type	As of 30 June 2021
Associate	37
Chartered	10
Fellow	1
Life	2
Individual	33
Corporate Nominees	300
Students	12

Membership Upgrades

The following membership upgrade has been approved during 2020-2021:

- Michelle Bromley ARIM

Vic/Tas President's End Note



I would like to thank the VICTAS 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.

Sandra Ennor ARIM – Victoria / Tasmania Branch President

VICTORIA / TASMANIA CHAPTER REPORT

I am pleased, on behalf of the VICTAS Chapter to present the Annual Report on activities of the Branch for the year 2020-2021.

Year at a Glance

In August 2020 discussions and feedback were sought by the previous committee around the potential of merging with Tasmania at a Branch and Chapter level. Consultation occurred and this progressed around the same time.

No meetings were held in the second half of 2020 due to the pandemic and members were encouraged to attend the numerous workshops and presentations offered by RIMPA at a state and national Level.

Branch and Chapter communications were clarified providing a clear support model for the chapter group. It is an honour to be able to network and work together with the Branch.

A virtual meeting was held on Friday 7th May to tie in with Information Awareness Month. This meeting was the first meeting with Tasmanian RIMPA members included.

We have locked in Xander Hunter from the Public Record Office Victoria (PROV) and Sally Murdoch from the Tasmanian Office of the State Archives (OSA) to provide an update for their State at each meeting and members have enjoyed learning and hearing about both similar and differing issues in each State. Consideration is also being given to future meetings once we can again meet face to face. The intention is to conduct meetings in both Tasmania and Victoria to reach all members.

LG Chapter Council

Name	Branch Role
Alison Woollard	President

Vic/Tas LG Chapter President's End Note

Whilst this year has seen disruptions to our usual program of events, the chapter remains committed to supporting the Local Government sector by adapting to new formats and providing a mix of face to face and virtual opportunities next year.



Alison Woollard – Victoria / Tasmania Local Government
Chapter President

WESTERN AUSTRALIA BRANCH REPORT

Year at a Glance

RIMPA WA Branch continued to develop and complete a successful year. Although the pandemic upended life as we knew it, a 'new normal' emerged with everyone continuing to develop in accordance with the limitations.

In WA we have continued to deal with many new and exciting challenges during this time by becoming more adept at working from home, conducting business virtually, attending Webinars etc. We have all encountered many trials and tribulations during the last year, however, we all agree we have come out of this experience with new skills and flexibility.

Branch Council

Over the past 12 months we have seen changes in the membership of the WA Branch Council.

I am privileged to have continued as President of the WA RIMPA Branch Council, being ably supported by Suparna Chatterjee as Director, Larry Knowles as Vice President and an amazing group of dedicated branch councillors to assist.

Name	Branch Role
Suparna Chatterjee	Director (resigned May 2021)
Carolyn Atkinson MRIM	President
<i>Larry Knowles MRIM</i>	Vice President
Ming Ghee Khoo	Secretary
Julie Coxall	Councillor
Vicki Mills	Councillor
Maree Brennen	Councillor
Camille Peters	Councillor
Frank Flintoff	Councillor (re-joined January 2021)
Nicole Roberts	Councillor (joined January 2021)

There are several retirements from the Branch Council, and I would sincerely like to show my appreciation to the following for their hard work over the past 12 months.

Name	Branch Role
Suparna Chatterjee	WA Director
Larry Knowles	Vice President
Vicki Mills	
Julie Coxall	

The Branch greatly appreciate and thank all other WA Branch Council members for their efforts and support over the past 12 months.

Excellence Awards

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

- Neil Granland Award - Outstanding Individual – Suparna Chatterjee
- RIMPA WA Excellence Award - Outstanding Group – City of Perth
- Black Swan Award - New Professional – Damian Shepherd

J Eddis Linton Award – New professional

Congratulations to Perth’s very own Damian Shepherd who was the winner of the prestigious J Eddis Linton Award - New Professional. Damian received his award at the RIMPA Awards event in October 2020. We send our sincerest congratulations to Damian on winning this auspicious award.

Collaborative Partners and Sponsors

I would especially like to thank our collaborative partners and sponsors for their assistance and participation in these events. Without their assistance our events would not be able to take place.

Membership

WA membership has enjoyed a steady growth with new members joining throughout the year.

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

Member Type	As at 30 June 2021
Associate	9
Chartered	8

Fellow	1
Life	2
Individual	19
Corporate Nominees	133
Students	5

Presidents End Note

I would like to thank WA members for their continued passion and support for both RIMPA and the evolving records and information management industry. I look forward to further connecting with regional areas and building on the successes we have achieved to date.

The WA Branch Council and I look forward to bringing you relevant professional development opportunities in the year ahead. We envision exciting opportunities for information practitioners in the coming year and are committed to delivering quality events by further adapting to new formats and providing a mix of face to face and virtual opportunities next year.



Carolyn Atkinson MRIM – Western Australia Branch President