

RIMPA

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WA RIMPA Excellence Awards

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1.1	30/09/2019	Nancy Taia		Amendment to style guide
1.2	16/12/2019	Nancy Taia		Amendment to prize

AMENDMENT, MODIFICATION OR VARIATION

- (a) This Award Criteria is effective from 8 October 2019 and are reviewed every two years.
- (b) This Award Criteria may be amended, varied or modified by the RIMPA Board.

1 INTRODUCTION

The WA RIMPA Excellence Awards are awarded by the Records and Information Management Professionals Australasia (RIMPA) Western Australian Branch. The awards recognise outstanding achievements and contributions to the records and information management industry through the practical application of records and information management initiatives that promote the RIMPA Charter of leveraging the value of records as corporate assets and as evidence of business activities.

The Awards also honour RIMPA members of WA who have made significant contributions to the advancement of our profession and who are leaders in the records and information management industry.

The Awards culminate in the recognition and celebration of organisations and individuals that implement initiatives and industry leading services that raise the visibility of records and information management across industries.

Nominations can be self-nominated or nominated by another party.

2 AWARD TIMING

Nominations are open 1 February and close 31 March with the winners announced at the annual event held in May to coincide with Information Awareness Month and nominations are in reference to the preceding 12 months.

3 ELIGIBILITY

Organisational participation includes private companies, publicly listed companies, multi-national subsidiaries, non-government organisations, educational institutions, franchise systems, partnerships, government departments/agencies, local government and statutory bodies operating within the WA Branch jurisdiction of RIMPA. Individuals can also apply.

The nominee must be a current financial member of RIMPA. Where the nominee is an organisation or group of organisations, all nominees must be a current financial member of RIMPA.

Initiatives can include but are not limited to, projects, programs, processes, services, systems, technologies, developments, ventures and undertakings, systems implementation, integration, archival programs, digitisation.

4 CRITERIA

The awards can be either self-nominating or be nominated.

Each submission must provide details of the outstanding contribution in no more than 1,000 words.

Supporting documented evidence should accompany the nomination.

5 PRIZES

Each award winner will receive an individual trophy.

6 JUDGING PANEL

The judging panel for the WA RIMPA Excellence Awards consists of the WA Branch President, a representative from another RIMPA Branch and a sponsor representative. Additionally, Marita Keenan will be on the judging panel for the Outstanding Student award.

7 CATEGORIES

7.1 Black Swan New Professional Award

This category is awarded to a new professional who has been working in the records and information management industry for less than 5 years and has achieved excellence in their career or made a significant contribution to the profession. The recipient of this award will have demonstrated significant potential to succeed within the industry.

Individuals who apply for this award must be employed by an organisation that currently holds a Corporate Membership or have individual RIMPA membership of any category.

7.1.1 Assessment Criteria

Nominations will be judged on:

1. How the individual has contributed to their workplace and the impact this has made for the organisation.
2. How the individual has contributed to the records and information management industry and the impact this has made in the industry.
3. The nominator is required to provide a summary in no more than 1,000 words of the achievement of the nominee (i.e. why they are being nominated) and of their potential to succeed. Additional supporting evidence including visual evidence e.g. photos, screenshots, models, documents etc. may also be submitted.

7.2 Marita Keenan Outstanding Student Award

The award honours Marita Keenan who was the founding President of RIMPA in WA in the late 1970s. She commenced her career in university and special libraries then engaged in the field of records management. She established a successful, independent records management consultancy in Western Australia working in the field for over 35 years with a range of clients across the public and private sectors and worked in collaboration with the Singapore-based Straits Knowledge Consultancy. She has lectured records management courses at TAFE in the 1990s and was instrumental in establishing the Records Management course at Curtin University. Marita's contribution and commitment to the profession overall and in particular to students embarking on their records and information management careers is to be commended.

This award is presented to a student who has achieved excellence in educational studies in records and information management. The award is open to both full time and part time students who have completed a dedicated records and information management course within the preceding 12 months.

- The award can be self-nominating or nominated by a lecturer/trainer/employer.
- Study may be undertaken at any level, including tertiary and VET.

- Nominees must have achieved no less than a Credit (or its equivalent) for the entire course.
- The award is open to student members studying in a full or part-time mode.
- The educational institution/provider must be an accredited RTO.
- A certified copy of the nominee's academic record must be provided with the application.
- The award is not limited by age.
- Nominations must include a personal statement of what the learning opportunities and outcomes have meant, and how the student will apply them (not more than two pages).

7.2.1 Assessment Criteria

Nominations will be judged on:

1. The level of achievement attained for the entire course.
2. How the individual will or has implemented their learnings in their workplace.
3. How the individual will or has used their learning to impact the broader records and information management industry.

7.3 Outstanding Group

The Outstanding Group Award is open to groups, other than RIMPA Committees who have achieved excellence in records and information management and made an outstanding contribution to records and information management in WA in the preceding 12 months.

- Groups/committees must comprise at least three people.
- Nominated organisations must be financial members of the RIMPA (but not necessarily all participants).
- Each submission must provide details of the outstanding achievement in not more than two (2) pages.
- The achieved excellence and outstanding contribution should demonstrate one or more of the following:
 - Innovation
 - Marketing
 - Partnership and Teamwork
 - Collaboration
 - Implementation
 - Business Benefit

7.3.1 Assessment Criteria

Nominations will be judged on:

1. The impact the group has had on their workplace or the broader records and information management industry in one or more of the following:

- 1.1. Innovation – recognises leadership through the practical application of innovative solutions for new and existing market needs resulting in a commercial, environmental and/or social benefit.
- 1.2. Marketing – demonstrated and delivered a recordkeeping service within their organisation in a way that has increased the profile of records and information management within their organisation through a pioneering marketing program.
- 1.3. Partnership and Teamwork – demonstrated working cooperatively toward a common goal utilising an effective method of transferring 'know how' among all involved, therefore creating and sustaining a working relationship to enable the elevation of records and information management within an organisation.
- 1.4. Collaboration – an exemplary skills development collaboration between a department, employer or industry body and, at least, one other stakeholder (including vendors and consultant).
- 1.5. Implementation – organisations that have achieved outstanding results and excellence in the implementation of a project.
- 1.6. Business Benefit – organisations that have achieved outstanding success for business improvement

7.4 Neil Granland Outstanding Individual Award

The award honours Neil Granland who made records management and ongoing involvement in the (then) RMAA his life's work. As a former WA Branch President, National Director and National Vice President, Neil's commitment and dedication to the profession was delivered with grace and good humour. He spent many hours in the pursuit of making records management a bigger, better and more respected profession. During his career, Neil held positions on a variety of committees and was also a lecturer at both Perth TAFE and Edith Cowan University. As a fitting tribute, Neil was awarded the Certificate of Excellence in Records Management by the WA Branch of RMAA in 1995.

The award recognises excellence or innovation in Records & Information Management within the WA Branch of RIMPA. Nominees should have demonstrated outstanding achievements in records and information management that have made a difference within their organisation or the profession and that are models from which we can all learn. Areas of excellence or innovation can come from all related streams within the records and information management field.

The awards can be either self-nominating or be nominated.

Each submission must provide details of the outstanding contribution in no more than 1,000 words.

Supporting documented evidence should accompany the nomination.

7.4.1 Assessment Criteria

Nominations will be judged on:

1. How the achievement or contribution has impacted an individual's workplace or the broader records and information management industry in one or more of the following:

- 1.1. Exemplary mentors and advisors who have significantly and consistently supported the personal and professional development of others.
- 1.2. An example of best practice or innovation in the records management field that extends the boundaries of common practice.
- 1.3. A commitment to records and information management issues leading to increased motivation, involvement and improved business performance. Key internal personnel will need to verify that the initiatives made a significant strategic and practical contribution to the organisation.
- 1.4. A commitment to solving or improving records and information management issues.
- 1.5. A significant innovation or development in the industry that increases the awareness of the profession to those outside RIMPA.
- 1.6. Display an outstanding degree of dedication and commitment to the profession.

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7.5 Nomination Form

Details of Nominee (person being nominated for award)

Name:	
Organisation:	
Telephone:	
Email:	

Category for Nomination:

- Black Swan New Professional Award
- Marita Keenan Outstanding Student Award
- Outstanding Group
- Neil Granland Outstanding Individual Award

Details of Nominator

Name:	
Telephone:	
Email:	

Email nomination to: awards@rimpa.com.au