



RIMPA

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WA RIMPA Excellence Awards

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DOCUMENT CONTROL

Version	Date	Author(s)	Approval	Comments
1.0	26/07/2019	Nancy Taia	RIMPA Board	Creation of criteria
1.1	30/09/2019	Nancy Taia		Amendment to style guide
1.2	16/12/2019	Nancy Taia		Amendment to prize
1.3	13/05/2020	Nancy Taia	Anne Cornish	Amendment to judging panel & inclusion of conflict statement
1.4	02/09/2020	Nancy Taia	Anne Cornish	Amendments to membership requirements, criteria & extracting nomination form

AMENDMENT, MODIFICATION OR VARIATION

- (a) This Award Criteria is effective from 1 October 2020 and are reviewed every two years.
- (b) This Award Criteria may be amended, varied or modified by the RIMPA General Manager or 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.

2 AWARD TIMING

Nominations are open 1 January and close 1 March with the winners announced at the annual event held in May to coincide with Information Awareness Month.

3 ELIGIBILITY

Awards are open to individuals (new professional, outstanding student and outstanding individual categories) and organisations (outstanding group category). Involvement in the records and management industry includes within 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.

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

3.1 RIMPA Membership

3.1.1 Black Swan New Professional

Nominees for this category are not required to be a member of RIMPA and the winner will receive 12-month individual RIMPA membership.

3.1.2 Marita Keenan Outstanding Student

Nominees for this category are not required to be a member of RIMPA and the winner will receive 12-month individual RIMPA membership.

3.1.3 Outstanding Group

Organisations presented as nominees for this category are not required to be a member of RIMPA and the winner will receive 12-month Corporate A membership.

Where the nomination includes multiple organisations, all non-members will receive a 12-month Corporate A membership.

3.1.4 Neil Granland Outstanding Individual

Nominees for this category are not required to be a member of RIMPA and the winner will receive 12-month individual RIMPA membership.

3.2 Nomination Inclusions

Nominations **must** include a completed nomination form (found [here](#) on the RIMPA website) addressing the nomination criteria and include (as a minimum) the listed supporting documents.

4 PRIZES

Each award winner will receive an individual trophy and RIMPA membership where relevant as per item 3.1 in this document.

The winner in each category will also become a nominee in the respective category for the Company Outstanding Achievement – J Eddis Linton Awards.

5 JUDGING PANEL

The judging panel for the WA RIMPA Excellence Awards consists of the WA Director (mandatory), Branch President, a Branch President from another RIMPA Branch (mandatory) and a sponsor representative (optional). Where awards have been named in honour of a WA member, this person may also be included on the judging panel (optional).

Where one of the above members of the judging panel is a nominator or nominee of an award, this poses a conflict of interest and they must exclude themselves from the judging panel for **that respective award**. In this case an alternative member of the Branch Council is to join the judging panel.

6 CATEGORIES

6.1 Black Swan New Professional

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 also demonstrated significant potential to succeed within the industry.

6.1.1 Nomination Criteria

Nominations are to include:

1. The length of time the nominee has been in the industry
2. How they have positively contributed to their workplace with detailed accounts on the impact this has made for the nominee's immediate team or the organisation
3. How they have contributed to the records and information management industry, detailing any impact this has made in the industry
4. How they have contributed to RIMPA.

6.1.1.1 Supporting Documents

Recommended supporting documents to include:

1. A general statement from the nominee detailing the impact their involvement within the industry has had on them
2. Examples of presentations delivered and/or documents detailing the management of a project in the nominee's organisation.
3. Examples of published material the nominee has written.
4. Reference from the nominee's direct supervisor to support the impact within the team/organisation
5. Reference/s from customers within the organisation to support the impact within the organisation
6. Reference/s from individuals within the industry
7. Reference/s from Branch/Chapter Council member in support of their contribution to RIMPA.

6.2 Marita Keenan Outstanding Student

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 category is awarded to a student who has achieved excellence in educational studies in records and information management. The award is open to full time and part time students who have completed a records and information management course within the preceding 12 months. The study may be at any level but must have been undertaken through an accredited RTO.

6.2.1 Nomination Criteria

Nominations are to include:

1. A detailed transcript of the nominee's academic record showing the nominee's grades received for each subject
2. How the learnings of the completed course have been implemented into a work environment
3. How the individual has used their learning to impact the broader records and information management industry.

6.2.1.1 Supporting Documents

Recommended supporting documents to include:

1. A general statement from the nominee detailing the impact the study has had on them and their view on the future direction for the records and information management industry
2. A certified copy of the nominee's academic record showing that the nominee has achieved no less than a Credit (or its equivalent) for the entire course (this must include the RTO number of the educational institute)
3. Reference from lecturer/trainer on the nominee's commitment to their study
4. An account from the nominee's direct supervisor to support the implementation into the work environment and the impact this has had
5. Reference/s from customers within the organisation to support the impact within the organisation.

6.3 Outstanding Group

This award is open to groups (excluding RIMPA Committees), who have either implemented initiatives that have made an outstanding contribution, increased collaboration in either their respective organisation/s or the wider records and information management industry OR groups that have made a significant impact in their organisation or the wider records and information management industry in WA in the preceding 12 months. The nomination can be cross organisational (include more than one organisation).

6.3.1 Nomination Criteria – Initiative Related

Nominations are to include:

1. Members of the group being nominated – organisation/s and individuals
2. The problem the initiative was tasked to solve
3. Details on the program of work implemented
4. If the initiative did solve the problem
5. The biggest success of the initiative and any learnings attained
6. Any unexpected successes of the initiative.

6.3.1.1 Supporting Documents

Recommended supporting documents to include:

1. Documentation that shows the process used to implement the initiative
2. Any product produced through the implementation of the initiative
3. Reference/s from customers within the organisation to support the impact within the organisation
4. Reference/s from individuals within the industry.

6.3.2 Nomination Criteria – Organisational/Industry Contribution

Nominations are to include:

1. Members of the group being nominated – organisation/s and individuals

2. Details on the team and the work delivered
3. Details on the impact in the organisation
4. Details on the impact to the industry
5. The biggest success of the group and any learnings attained.

6.3.2.1 Supporting Documents

Recommended supporting documents to include:

1. Documentation that shows the work provided to the organisation or industry
2. Any products produced through the delivery of the work
3. Reference/s from customers within the organisation to support the impact within the organisation
4. Reference/s from individuals within the industry to support the impact within the industry.

6.4 Neil Granland Outstanding Individual

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.

This award recognises excellence in the records and information management to a superior standard within the WA Branch of RIMPA. Nominees will have demonstrated outstanding achievements in records and information management that have made a difference within their organisation, the industry and RIMPA. They are role models from which we can all learn.

6.4.1 Nomination Criteria

Nominations are to include:

1. Their achievements in the records and information management industry
2. How they have mentored (formal or informal), trained and supported the personal and professional development of others
3. How they have been involved in the development of best practice or innovation that extends the boundaries of common practice
4. Their commitment to developing and solving records and information management issues
5. Their involvement in RIMPA.

6.4.1.1 Supporting Documents

1. Reference from the nominee's direct supervisor to support the impact within the team/organisation

2. Reference/s from customers within the organisation to support the impact within the organisation
3. Reference/s from individuals within the industry
4. Reference/s from Branch/Chapter Council member in support of their contribution to RIMPA
5. Examples of significant innovations or developments that have increased the awareness of the profession to those inside and outside RIMPA.