



Hunter and Central Coast Information Management Community of Practice Terms of Reference (ToR)

**RECORDS AND INFORMATION MANAGEMENT
PRACTITIONERS ALLIANCE**

Advancing and Connecting the Records and
Information Management Profession

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DOCUMENT CONTROL

Version	Date	Author(s)	Approval	Comments
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AMENDMENT, MODIFICATION OR VARIATION

- (a) This ToR is effective from 1st February 2026 and is reviewed every three years
- (b) This ToR may be amended, varied, or modified by the Records and Information Management Practitioners Alliance Global (RIMPA Global) CEO

1 PURPOSE

These Terms of Reference document the establishment, objectives, responsibilities, authority, and operational arrangements of the Hunter and Central Coast Community of Practice (Hunter IM CoP).

2 PURPOSE OF HUNTER IM COMMUNITY OF PRACTICE

The Hunter and Central Coast Information Management Community of Practice (Hunter IM CoP) brings together practitioners to collaborate, build capability, and develop practical, dynamic solutions to modern information management challenges.

The Hunter IM CoP supports professional development and peer learning while promoting consistent, compliant, and best-practice approaches to information governance in a rapidly evolving digital and technological landscape.

By sharing expertise, exploring emerging tools and technologies, and addressing common issues collectively, the CoP strengthens information management maturity across the region and fosters meaningful professional connections, collaboration, and a shared approach to information management.

3 OBJECTIVES

The objectives of the Hunter and Central Coast Community of Practice are to:

- Build a supportive professional network across the Hunter and Central Coast
- Share strategies, challenges, and practical solutions around information governance and records management
- Promote continuous learning, capability uplift, and professional development
- Encourage collaboration between information management stakeholders including councils, government agencies, and private enterprise in the Hunter region
- Provide a space for open discussion and community-driven topics of interest, and
- Support the professional development of members in regional areas

4 AUTHORITY

The RIMPA Global Board authorises the Hunter and Central Coast Community of Practice, within the scope of its objectives, to:

- Undertake activities that support the purpose and objectives of the CoP
- Provide advice, insights, and recommendations to the CEO or Board when requested or where appropriate

The Hunter IM CoP has no decision-making authority and does not commit RIMPA Global to any course of action.

5 ORGANISATION

5.1 Participation

The Hunter and Central Coast Community of Practice (Hunter IM CoP) operates on a **participation model** rather than a formal committee membership structure.

Participation in the Community of Practice is open to all persons of interest, including non-RIMPA members, where their experience, expertise, or interest aligns with the objectives of the CoP.

General Participation Expectations

All participants, regardless of membership status during are expected to:

- Act in good faith and align with RIMPA Global’s values and Code of Conduct
- Contribute constructively and collaboratively
- Respect diverse perspectives, organisational contexts, and levels of IM knowledge
- Operate within the scope of this Terms of Reference

5.2 Meeting Protocol

- Meetings may be held virtually or in person, depending on the nature of the discussion and participant availability
- Meetings will be convened by the Community of Practice Lead, rather than requiring facilitation by the RIMPA Global Team
- The Community of Practice operates on an informal collaboration model and does not require formal agendas or formal meeting minutes
- Participants will be provided with reasonable notice of meeting date, time, and discussion topics to support effective participation
- Subject matter experts or observers may be invited to participate in discussions where they have relevant knowledge or experience

6 ROLES AND RESPONSIBILITIES

6.1 Community of Practice Lead

- Sets meeting dates and times in consultation with the RIMPA Global Team
- Develops meeting program in consultation with participants and the RIMPA Global Team
- Facilitates meetings and manages discussions

6.2 RIMPA Global Team

- Scheduling meetings as advised
- Attend meetings

6.3 Hunter IM CoP Participants

- Actively participating in meetings and discussions
- Contributing knowledge, experience, and insights
- Supporting agreed activities aligned to the CoP’s objectives
- Acting professionally and collaboratively at all times