

# ALGIM

ASSOCIATION OF LOCAL GOVERNMENT INFORMATION MANAGEMENT

## 2019 ALGIM GIS & IRM AWARDS

The ALGIM Geographic Information Systems and Information and Records Management Awards recognise and celebrate best practice in GIS and IRM amongst New Zealand local authorities. They aim to encourage Local Government staff to be innovative and to grow and be recognised in supporting their organisation and communities of interest. They also promote the image of local government GIS and IRM throughout the wider sector.



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## Introduction

The 2019 ALGIM Autumn Conference Awards are your opportunity to shine amongst your peers from GIS and IRM.

Your support, through entry in the 2019 ALGIM Autumn Conference Awards, is crucial to their success. We have endeavoured to keep the entry process simple to encourage Councils to participate.

**Please Note** | the term **Information Management** encompasses all dimensions of information management, including records and archives management.

The awards will be presented to the winners at the 2019 ALGIM Autumn Conference on 6<sup>th</sup> May 2019 at Shed 6, Wellington.

If you would like further assistance or have any questions / suggestions please contact Tia Oung, ALGIM's Events Coordinator on 06 351 6331 or email [events@algim.org.nz](mailto:events@algim.org.nz).

## The Awards

The award categories for the 2019 ALGIM Autumn Conference Awards for GIS and IRM are:

2019 ALGIM AUTUMN CONFERENCE AWARDS	
<b>2019 GIS Professional of the Year Award</b> <i>(Judged from nominations received)</i>	<b>2019 IRM Professional of the Year Award</b> <i>(Judged from nominations received)</i>
<b>2019 GIS Project of the Year Award</b> <i>(Judged from nominations received)</i>	<b>2019 IRM Project of the Year Award</b> <i>(Judged from nominations received)</i>
<b>2019 GIS Training and Development Award</b> <i>(Judged from nominations received)</i>	<b>2019 IRM Training and Development Award</b> <i>(Judged from nominations received)</i>

## Objectives

The ALGIM Autumn Conference Awards recognise and celebrate best practice in Geographic Information Systems and Information and Records Management amongst New Zealand local authorities. They aim to encourage Local Government staff to be innovative and to grow and be recognised in supporting their organisation and communities of interest. They also promote the image of Local Government GIS and IRM throughout the wider sector.

## Eligibility

Currently, all New Zealand local authorities are members of ALGIM. These city, district and regional councils and their employees are eligible to enter the 2019 ALGIM Autumn Conference Awards.

**Please Note** | Award entries may not be directly submitted from elected members of a local authority or from a vendor who has been contracted to supply goods and / or services to a local authority.

Nominees for the **2019 ALGIM GIS Training and Development Award** and for the **2019 ALGIM Information and Records Management Training and Development Award** need to be an employee of a local authority throughout the entire duration of the award process. This includes the time of the 2019 ALGIM Autumn Conference and the conference / course that the successful recipient chooses to attend, to maintain eligibility. The award prize is non-transferable should the recipient no longer be an

employee of a local authority. The award prize is also to be used within one year, unless prior arrangement has been made with ALGIM.

## How to Enter

1. Entry / nomination forms are available to download from the [Awards page](#) of the ALGIM website.
2. Complete the relevant entry / nomination form and click on the 'Submit' button at the end of the form – this will automatically send your entry to ALGIM's Events Coordinator.

## Closing Date

Entries for the 2019 ALGIM Autumn Conference Awards must be received before close of business on:

**22<sup>nd</sup> March 2019**

## Confidentiality

All entries become the property of ALGIM and cannot be used without the written consent of the applicants for any purpose other than the award judging. ALGIM reserves the right to publicise the award winners and details of their case study and will advise you of such details prior to publication.

## Judging

The 2019 ALGIM Autumn Conference Awards are judged by a panel of three judges.

The panel includes a member of the ALGIM Executive, and industry specialists with Local Government Geographic Information Systems or Information Record Management knowledge and experience.

## Prizes

The recipient of each award will receive a trophy and certificate to be presented at the 2019 ALGIM Autumn Awards Dinner on 6<sup>th</sup> May 2019 at Shed 6, Wellington.

In addition to the above prizes, the winners of the 2019 **ALGIM GIS Training and Development Award** and the 2019 **ALGIM Information and Records Management Training and Development Award** will be given the opportunity to attend a **conference / course suggested by the successful recipient, approved by ALGIM**, to the value of \$3,000 NZD each.

# Award Criteria

## PROFESSIONAL OF THE YEAR AWARDS

There are two Awards in this category, one for Geographic Information Systems and one for Information Records Management.

This award recognises **GIS or IRM Individuals, who are top performers in their disciplines.** This individual demonstrates outstanding abilities, enhancing organisations performance and delivery in the GIS and IRM disciplines.

This individual will provide outstanding professionalism in their role, meet their performance targets, and be an exemplary team player.

For example, this may include an individual:

- Who has promoted awareness of GIS or IRM within their own organisation, or enhanced the GIS and IRM in a way that has led to significant change;  
OR
- Who has promoted awareness of GIS and IRM systems and processes within their own organisation.
- Who has instigated a major initiative or project that has enhanced the profile of their Council's GIS and IRM.

The award acknowledges that people are an important asset in adding value to an organisation and to the achievement of its goals. ALGIM seeks nominations for people with a strong vision who successfully help their organisation to achieve its goals – people who initiate change or motivate and assist others to succeed.

## AWARD CRITERIA / REQUIRED INFORMATION

1. The nominator needs to explain in less than 500 - 700 words (bullet points accepted) why the nominee should be considered for the GIS Professional of the Year Award or the IRM Professional of the Year Award. Refer to the 'Assessment Guide' section below for guidance on the three key areas your nomination should address.
2. Nominees for the GIS Professional of the Year Award and the IRM Professional of the Year Award need to be an employee of a local authority throughout the entire duration of the award process, including at the time of the 2019 ALGIM Autumn Conference.
3. In addition to the above information, please include a brief biographical outline of the nominee, including education, employment and other activities.
4. Email [events@algim.org.nz](mailto:events@algim.org.nz) any additional material, media and references that help to provide a clear understanding of your nomination. ALGIM asks that you consider the **size** of any such supplementary information when you submit your nomination.
5. The judging panel's decision is final.

## ASSESSMENT GUIDE

Nominations for the GIS Professional of the Year Award and the IRM Professional of the Year Award will be assessed on the following key areas:

<b>Challenges</b>	Provide a brief outline of the GIS or IRM challenges facing the nominee's Council.
<b>Professionalism</b>	Explain what attributes, achievements, professionalism skills, initiatives, attitude etc. the nominee has demonstrated in the last 12 months, which have enhanced the GIS or IRM discipline within their council.
<b>Benefits</b>	State how the nominee's actions have benefited their team, Council and their customers.

## PROJECT OF THE YEAR AWARDS

There are two Awards in this category, one for Geographic Information Systems and one for Information Records Management. This award recognises the importance of the process of innovation as much as the product of innovation.

### PROJECT OF THE YEAR AWARD CRITERIA / REQUIRED INFORMATION

1. Entries must already be in live operation (first phase at least) and demonstrable if required by the judging panel.
2. Any / all additional supporting material, media and references that help to provide a clear understanding of your entry must be emailed to [events@algim.org.nz](mailto:events@algim.org.nz). We ask that you consider the **size** of any such supplementary information when submitting your entry (max 5MB per email).
3. Judges will shortlist and select the finalists who will be required to present their entries at the 2019 ALGIM Autumn Conference. Each presentation will be a maximum of twenty-five minutes in length, which includes plus five minutes for a Q & A session.

**Please Note** | the following points need to be considered with regard to Award presentations:

-  The representative/s chosen to present your entry does not have to be the person who submitted the award entry. The representative/s must be an employee of your Council; vendors are not permitted to make award presentations. However, vendors can assist in providing content for your presentation and may answer audience questions after the presentation, if required.
  -  If the chosen representative/s presenting your entry attends the 2019 ALGIM Autumn Conference for the duration of the award presentation **only**, no registration fee will apply.
  -  A registration fee will be charged accordingly if the chosen representative/s attends **all** or a **significant portion** of the 2019 ALGIM Autumn Conference.
4. A final decision will be made after the award presentations. Please note the judging panel evaluates the presentation on its content, not its delivery.
  5. The judging panel's decision shall be deemed final.

### PROJECT OF THE YEAR POINTS ALLOCATION GUIDE

#### ALGIM Project of the Year

<b>Benefits</b> (30 points)	Outline the benefits and the expected outcomes of your project in relation to your organisation's vision, goals and strategic direction and state whether the identified benefits and outcomes have been able to be realised.
<b>Innovation</b> (30 points)	Outline the innovativeness, uniqueness and originality within your project that created a positive change and added value to the organisation and/or to customers.
<b>Project Management</b> (10 points)	Outline the project methodology used. Include: <ul style="list-style-type: none"> <li>• communication</li> <li>• change management</li> <li>• buy-in of key stakeholders</li> <li>• details on costing of the project</li> <li>• information on forecasted budget versus its actual budget</li> </ul>
<b>Success and Effectiveness</b> (10 points)	Outline the successes of the project and how the project achieved its objectives. Include: <ul style="list-style-type: none"> <li>• the impact of the project</li> <li>• results and cost saving</li> <li>• efficiency gains</li> <li>• improved customer service and practicality</li> <li>• how you have measured success</li> </ul>

- evidence of an increased awareness of or commitment to information and records management

**In addition to the above, for the IRM Project of the Year nomination please include:**

- involvement and improvement in business processes
- how the project has demonstrated best practice information and records management
- how the project complies with the Public Records Act (PRA) 2005 and with Archives NZ Information and Records Management Standard 2016

## TRAINING AND DEVELOPMENT AWARDS

There are two Awards in this category, one for Geographic Information Systems and one for Information and Records Management. This award is to allow for the training and development of staff working within the following disciplines of a local authority:

- GIS
- IRM

The aim of the award is to recognise individuals who have displayed excellent potential within the appropriate disciplines (GIS or IRM) within Local Government, and to provide the successful recipient the opportunity to extend their skill set through attending a conference / course of their choice.

The award recognises that people are an important asset in adding value to an organisation and to the achievement of its goals. ALGIM is seeking nominations for GIS and IRM staff at all levels.

### TRAINING AND DEVELOPMENT AWARD CRITERIA / REQUIRED INFORMATION

1. The nominator needs to explain in less than 500 – 700 words (bullet points accepted) why the nominee should be considered for the ALGIM GIS Training and Development Award or the IRM Training and Development Award. Refer to the ‘Assessment Guide’ section below for guidance on the key points your nomination should address.
2. Nominees for the ALGIM GIS Training and Development Award and the IRM Training and Development Award need to be an employee of a local authority throughout the entire duration of the award process. This includes the time of the 2019 ALGIM Autumn Conference and the conference / course that the successful recipient chooses to attend, to maintain eligibility. The award prize is non-transferable should the recipient no longer be an employee of a local authority. The award prize is also to be used within one year, unless prior arrangement has been made with ALGIM.
3. In addition to the above information, please include a brief biographical outline of the nominee, including education, employment and other activities.
4. Any / all additional supporting material, media and references that help to provide a clear understanding of your entry must be emailed to [events@algim.org.nz](mailto:events@algim.org.nz). We ask that you consider the **size** of any such supplementary information when submitting your entry (max 5MB per email).
5. The judging panel's decision is final.

**Please Note |** The following points need to be considered regarding nominations:

- Nominees for the Training and Development Award need to provide signed permission to confirm that study leave will be granted, allowing them to attend the conference / course they choose to attend should their application be successful. The signatory needs to be in a position where they have the authority to approve such a request.
- Registration, accommodation and travel to attend the recipient's chosen conference / course will be provided by ALGIM and / or the Award Sponsor (to the value of \$3,000 NZD). The award recipient must liaise with ALGIM regarding their itinerary, which ALGIM must approve prior to their departure. Any personal expenses or additional private travel will be the responsibility of the employee attending the conference / course.

- 📍 An article outlining the attendee's experience of the conference / course attended is required to be written in conjunction with ALGIM's Marketing and Communications Manager for use in ALGIM publications and publishing the ALGIM Autumn Conference Awards.
- 📍 A short presentation at the 2020 ALGIM Autumn Conference outlining the attendee's experience at the conference / course attended may also be required.
- 📍 The attendee will be representing ALGIM at their chosen conference / course and is therefore required to conduct themselves in a professional manner always.

## TRAINING AND DEVELOPMENT AWARD ASSESSMENT GUIDE

Nominations for the Training and Development Award will be assessed on the following key points:

<b>Background &amp; Achievements</b>	Outline the nominee's experience in either GIS or IRM and what they intend to achieve by attending a conference / course suggested by the successful recipient, approved by ALGIM.
<b>Benefits</b>	State how the nominee's training and development will be of benefit to themselves, their Council and their customers.

## Further Information

For more information please contact Tia Oung, ALGIM's Events Coordinator on +64 (6) 351 6331 or email [events@algim.org.nz](mailto:events@algim.org.nz).

# 2018 Autumn Conference Winners

## 2018 ALGIM IRM Professional Development Award Winner

Sarah Botur | Northland Regional Council



## 2018 ALGIM IRM Project of the Year Winner

Ashburton District Council | Mother of all Migrations



## 2018 ALGIM GIS Professional Development Award Winner

Andrew Wilson | Canterbury Southland



## 2018 ALGIM GIS Project of the Year Winner

Northland Regional Council | An enhanced picture of water allocation in Northland



## 2018 ALGIM GIS Professional of the Year Award

Gail Yearbury | Northland Regional Council



## 2018 ALGIM IRM Professional of the Year Award

Violet Christenson | Tararua District Council

