

ALGIM

ASSOCIATION OF LOCAL GOVERNMENT INFORMATION MANAGEMENT

2021 ALGIM AWARDS GUIDE

Recognising excellence in local government

**IGNITE
THE FUTURE**

APRIL 2021

The 2021 ALGIM Awards recognise Local Government:

- *Teams* who work well to achieve the best outcomes.
- *Individuals* who demonstrate the best leadership and best practices
- *Councils* who embrace and leverage technologies and best practices to their best advantage i.e. to operate more effectively and efficiently, provide better customer service etc.

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1. Introduction to the 2021 ALGIM Awards

The 2021 ALGIM Awards are your opportunity to shine amongst your peers. The use of technology and best practices in local government is continually expanding. Many innovative solutions are being designed and projects being implemented which are worth sharing for the benefit of the local government sectors.

The awards are open to the:

- ICT (Information and Communication Technology),
- GIS (Geographic Information Systems),
- IRM (Information and Records Management),
- WD (Web and Digital), and
- CX (Customer Experience)

disciplines working in local government.

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

Your support, through an entry in the 2021 ALGIM Awards, is crucial to their success. We have endeavoured to keep the entry process simple to encourage Councils to participate.

The awards will be presented to the winners through the 2021 ALGIM Awards ceremony on **Tuesday, 23rd November 2021**.

2. 2021 ALGIM Award Categories

There are 3 award categories for each discipline that ALGIM serves. These are as follows:

Categories	ICT	GIS	IRM	WD	CX
<u>Training and Development</u>	ICT Training and Development	GIS Training and Development	IRM Training and Development	Web & Digital Training and Development	CX Training and Development
<u>Professional of the Year</u>	ICT Professional of the Year	GIS Professional of the Year	IRM Professional of the Year	Web & Digital Professional of the Year	CX Professional of the Year
<u>Project of the Year</u>	ICT Project of the Year	GIS Project of the Year	IRM Project of the Year	Web and Digital Project of the Year	CX Project of the Year
	Large Local Authority		Medium Local Authority		Small Local Authority
<u>Team of the Year</u>	Team of the Year Large LA		Team of the Year Medium LA		Team of the Year Small LA

These awards will be judged from nominations received. The top award entries and finalists will be publicly awarded and recognised.

3. Eligibility

All New Zealand councils and CCOs who are members of ALGIM can submit an award nomination. They are city, district, and regional councils including CCOs that are ALGIM members along with their employees are eligible to enter the 2021 ALGIM 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 **2021 ALGIM Training and Development Awards** need to be an employee of a local authority throughout the entire duration of the award process. This includes the time of the 2021 ALGIM Awards ceremony 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.

4. How to enter

1. Entry/nomination forms are available from the [ALGIM 2021 Awards Information Page](#).
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.

5. Closing date

Entries for the 2021 ALGIM Awards must be received before the close of business on:

Friday, 17th September 2021, 5:00 pm

6. 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 before publication.

7. Judging

The 2021 ALGIM Awards are judged by a panel of three judges.

Judging panels for the different awards include industry specialists and professionals with local government knowledge and experience.

Your project entry will also be considered by the judges for nomination in 'The LOLA International Award for Excellence'. LOLA Awards programme is held annually, the LOLA awards are part of the LOLA International Conference.

LOLA – ALGIM’s international alliance

ALGIM is a founding member of the Linked Organisations of Local Authority ICT Societies (LOLA) and international group of organisations with similar goals. LOLA continues to grow, and current membership includes organisations from New Zealand, Australia, Belgium, Canada, Netherlands, USA, UK, and Sweden.

Each year LOLA meets to share ideas and network. You can find out more about LOLA at lola-ict.org.

8. Prizes

The recipients of each award will receive a trophy and certificate to be presented at the 2021 ALGIM Awards ceremony evening being held at the TSB Arena in Wellington on **Tuesday, 23 November 2021**.

In addition to the above prizes, the winners of the 2021 **ALGIM Training & Development Awards** will be given the opportunity to attend a **conference/course suggested by the successful recipient, approved by ALGIM**, to the value of NZD \$2,500 each.

Please Note | additional prizes not mentioned above are dependent on sponsorship and may vary for each award.

9. Award Criteria

The awards are open to the:

- ICT (Information and Communication Technology),
- GIS (Geographic Information Systems),
- IRM (Information and Records Management) encompasses archives management,
- WD (Web and Digital), and
- CX (Customer Experience)

disciplines working in local government.

There are four awards that you enter into: Project of the Year, Team of the Year, Professional of the Year and the Training and Development Award.

2021 ALGIM Project of the Year

This award provides the opportunity for ICT, GIS, IRM Web & Digital and CX teams to enter the projects they have implemented that have made a difference to the organisation and improved service delivery to the community. The project of the year award recognises the importance of the process of innovation as much as the product of innovation.

AWARD CRITERIA / REQUIRED INFORMATION

1. The nominator needs to submit your project title and a brief description of your project including relevant links. Brief description of between 500 and 700 words (bullet points accepted). Refer below for entry information as per the ‘Points Allocation Guide’ section. These

are the key areas your entry will be ranked against including a breakdown of maximum points available.

2. Entries must already be in live operation (first phase at least) and demonstrable if required by the judging panel.
3. Attach any additional material, media and references that help to provide a clear understanding of your entry. We ask that you consider the size of any such supplementary information when submitting your entry (max 5MB per email).
4. Confirmation of your intention to deliver a 3-5 min presentation which includes: high-level project overview, key challenges, process successes and lessons learned. This presentation is to be arranged with ALGIM. The date of the presentation delivery will be online and within the following dates 27 Sep – 8 October. ALGIM will record these sessions. ALGIM will make these recordings available for judging and thereafter to share with the local government community.
5. Judges will shortlist and select finalists who will be required to give a presentation at the 2021 ALGIM Conference at TSB Arena on Monday 22 November 2021. The presentation time is a maximum of thirty minutes (includes Q & A)

Please Note | the following points need to be considered regarding 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, if required.

6. A final decision will be made at the conclusion of the award presentations. The judging panel's decision shall be deemed final.

POINTS ALLOCATION GUIDE

Based on a possible maximum score of 100, the following categories will be assessed:

Criteria/Weighting	Description
Benefits (15 points)	Briefly describe 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.
Innovation (40 points)	Demonstrate innovativeness, uniqueness, and originality in terms of processes, practices, methodologies, technologies, or systems requirements, that created a positive change and added value to the organisation and/or to customers.
Project Management (15 points)	Outline how the project/initiative was run, and the techniques and methodologies used to achieve the outcomes. Include communications, change management and buy-in of key stakeholders. Provide details on the cost of the project/initiative, including information on the project's forecasted budget versus actual budget.

Success and Effectiveness (30 points)	<p>Outline the successes of the project and how the project achieved its objectives and the learnings you will apply going forward.</p> <p>Include the impact of the project/initiative such as results, cost-saving, efficiency gains, improved customer service and practicality, how the project has demonstrated best practice in the discipline, how you managed success and evidence of increased awareness of or commitment to the discipline.</p>
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2021 ALGIM Team of the Year

This award recognises outstanding teams who provide high-quality ICT, GIS, IRM Web & Digital and CX services through the delivery of the outcomes sought by their organisation.

There are three team awards: Large, Medium and Small Local Authorities.

This award provides the opportunity for teams to enter and demonstrate the difference their team has made to the organisation, its customers and improved service delivery.

AWARD CRITERIA / REQUIRED INFORMATION

1. The nominator needs to explain in 500 – 700 words (bullet points accepted) why their team should be considered for the 2021 ALGIM Team of the Year Award. Refer to the 'Assessment Guide' section below for guidance on the three key areas your nomination should address.
2. Email admin@algim.org.nz for 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.
3. The judging panel's decisions are final.

POINTS ALLOCATION GUIDE

Nominations for the 2021 ALGIM Team of the Year Award will be assessed on the following key areas.

Criteria/Weighting	Description
Leadership (20 points)	Explain how your leaders guide your team towards success by inspiring and motivating team members
Team morale (20 points)	Explain: <ul style="list-style-type: none"> • your process for measuring team member satisfaction • how the team creates an environment that encourages teamwork • ways in which management shows support for your team and values your team's performance. Validate your entry with customer feedback & testimonials from the team
Team development (20 points)	Describe the training and professional development activities you provide your team.
Team performance (20 points)	Describe: <ul style="list-style-type: none"> • your team's key metrics/performance goals and your team's performance against the metrics/goals.

	<ul style="list-style-type: none"> • metrics where you are excelling and the areas that are underperforming and your programme to improvement. • how your team has contributed to improved customer satisfaction (provide quotes and or testimonials from customers)
Innovation (20 points)	<ul style="list-style-type: none"> • Describe innovative initiatives developed or incorporated by your team in the past 18 months. • Explain why these initiatives are innovative within your organisational context and discuss their impact(s)

2021 ALGIM Professional of the Year

These awards recognise **ICT, GIS, IRM, Web & Digital, CX Individuals, who are top performers in their disciplines**. This individual demonstrates outstanding abilities, enhancing organisations performance and delivery in their discipline.

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 their discipline and practices within their organisation or enhanced their practices in a way that has led to significant change.
- Who has promoted awareness of their systems and processes within their organisation.
- Who has instigated a major initiative or project that has enhanced the profile of their Council's discipline and practice.

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 Professional of the Year Award for their discipline. Refer to the 'Assessment Guide' section below for guidance on the three key areas your nomination should address.
2. Nominees for the 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 2021 ALGIM Awards Ceremony.
3. In addition to the above information, please include a brief biographical outline of the nominee, including education, employment and other activities.
4. Email admin@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 Professional of the Year Award will be assessed on the following key areas:

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

2021 ALGIM Training and Development Awards

There are awards in this category for all disciplines: ICT, GIS, IRM Web & Digital and CX. This award is to allow for the training and development of staff working within these disciplines of a local authority. The award aims to recognise individuals who have displayed excellent potential within the appropriate disciplines within Local Government (ICT, GIS, IRM Web & Digital and CX), and to provide the successful recipient with 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 the achievement of its goals. ALGIM is seeking nominations for staff at all levels working within the following disciplines in local government ICT, GIS, IRM Web & Digital and CX.

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 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 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 2021 ALGIM Awards Ceremony 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 admin@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 NZD \$2,500). 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 2021 Awards.
- Deliver a short presentation outlining the attendee's experience at the conference/course attended at a pre-arranged time with ALGIM. (This presentation will be recorded and utilised by ALGIM for marketing purposes).
- 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:

Criteria	Description
Background and Achievements	Outline the nominee's experience in their discipline and what they intend to achieve by attending a conference/course suggested by the successful recipient, approved by ALGIM.
Benefits	State how the nominee's training and development will be of benefit to themselves, their Council and their customers.

10. Further information

For more information, please contact ALGIM on +64 (6) 351 6334 or email admin@algim.org.nz.