

About the 2020 McGredy Winder SOLGM Local Government Excellence Awards® Application

The McGredy Winder SOLGM Local Government Excellence Awards® are for programmes, projects and approaches that demonstrate professional excellence and innovation in local government management. Councils are encouraged to enter to impact the local government sector and to gain recognition of their excellent work.

Last year, thirty-one entries were received across a range of local government activity – from harbour remediation to dog control. The back-office functions that the public don't see, such as human resource management and finance, have also been represented among past entries.

At the SOLGM Gala Dinner and 'Local Government Comes to Town' exhibition, entrants exhibit their work and both category winners and the overall winner for the year are announced.

There are six Award Categories:

The Capability Group Award for Innovation in Organisation and People Development

Is your local authority effectively developing its people and culture?

This category recognises innovative approaches to building an exceptional organisational culture or capability through the application of transformational leadership. Entries in this category might be multi-year programmes or one-off projects but they will involve organisational redesign, human resource management, capability development or related aspects. The approach must be capable of transfer to other local authorities.

The Local Government Funding Agency Award for Transforming Service Delivery

Has your council found a new way of delivering a better service experience?

This category is for programmes or projects that result in an exceptional service experience through new delivery models or the redesign of business processes or practices. The programme or project can relate to any area of council activity which is about delivering improved value for money to ratepayers. The approach must be capable of transfer to other local authorities.

The Minister of Local Government's Award for Innovation in Council-Community Relations Award

Are your council's community relationships delivering results?

This award recognises programmes, projects or initiatives that demonstrate outstanding results through innovative means of community engagement or community empowerment. Entries may come from any area of local government activity, but must have community engagement, empowerment, or partnership as a key aspect, especially those undertaken over and above statutory requirements. Entries may include successful collaboration with private or community organisations. The approach taken must be transferable to other local authorities.

The BERL Award for Collaborative Government Action

What benefits has your community achieved through your council working with other local or central government agencies?

This award recognises outstanding results that have been achieved through local authorities working with other government agencies. This category could include programmes or projects from any area of local government activity, provided there is a demonstrable community benefit, and the approach is transferable to other local authorities.

The Award for Better Regulation and Policy

Is your policy development or regulatory development cutting edge?

This award recognises the development of robust and effective evidence-based policy or local regulatory initiatives. Any policy, plan or regulatory initiative is eligible for this award. Entrants will be expected to clearly demonstrate their initiative was based on a robust problem or issue definition, evaluation of one or more options, the development of an evidence base and that the initiative is transferable to other local authorities.

Te Puni Kōkiri Award for Bicultural Leadership

Is your council working effectively in partnership with Māori?

This category recognises programmes, projects or initiatives that demonstrate outstanding results from working in partnership with Māori. Entries may come from any area of local government activity but must be able to demonstrate a commitment to partnership with Māori, with a demonstrable impact on community well-being.

Te Tohu a Te Puni Kōkiri mō te Hautū Kākano-Rua

He whai hua te mahi kōtui a tō kaunihera ki te iwi Māori?

Tā tēnei wāhanga he whakanui i ngā kaupapa, i ngā kōkiri, i ngā ara mahi hou rānei ka whakaahua i ngā hua tino pai o te mahi kōtui ki te iwi Māori. Ka āhei ngā tono mō te tohu mai i ngā momo wāhanga katoa o ngā mahi kāwanatanga ā-rohe, otirā, me whakakite te ū o te whakaaro ki te kōtui ki te ao Māori, me te pānga whai kiko o ngā mahi ki te toiora o te hapori.

Eligibility

1. Entry is open to any New Zealand local authority or council controlled organisation (CCO). There is no limit on the number of times a single local authority or CCO may enter. Multiple entries in the same category **are** permitted.

2. Awards will be presented at the 2020 SOLGM Gala Dinner being held in Wellington on 30 April 2020. There is no entry fee, but it is a condition of entry that the organisation purchases one ticket to the Gala Dinner, per entry. Tickets can be purchased at SOLGM.org.nz

3. The judges' decision on the award winners is final and no correspondence will be entered into. **There is no shortlisting, all entrants are expected to have one person attend the Gala Dinner, per entry.**

4. From time to time SOLGM invites selected entrants to present their entries at various SOLGM learning and development events. It is a condition of entry that the entrant organisation agrees that it will make itself available to present at up to two such events (prior to 31 December 2020) if called upon with SOLGM covering any required travel costs. SOLGM will endeavour to give reasonable notice in respect to this requirement.

5. All organisations that enter must provide SOLGM with assurances that all material included within their entry is theirs to use. It is a condition of entry that entrants agree to indemnify SOLGM from any financial or non-financial consequences in the event that their entry contains intellectual property that belongs to a third party. SOLGM reserves the right to request amendments or reject an entry under this clause.

6. SOLGM reserves the right to reject entries that exceed the word limits prescribed.

How to apply

For Award entries to be considered we need to receive the following:

1. A completed and signed written entry as prescribed in this form.

2. A completed registration for the Gala Dinner (see clause 2 above).

3. Your organisation's logo in a high-resolution format suitable for printing.

4. A two to three-minute video of your project suitable for display at the 'Local Government Comes to Town' exhibition – the exhibition space being provided for Award entries prior to the Gala Dinner, and on SOLGM's website. The video should summarise the key points of your entry. Please note that videos over three minutes may not be accepted.

5. Confirmation of your intention secure a booth at the SOLGM 'Local Government Comes to Town' exhibition to display your Award entry. Please note that a representative/s from your organisation will need to be in attendance. SOLGM will provide the booth free of charge. Councils will need to cover the cost of any furniture and equipment they require.

Completed, signed and scanned entries must be submitted by email to Raymond Horan – Raymond.Horan@solgm.org.nz by 5pm on 21 February 2020 with 2020 Excellence Awards Application in the subject line. The videos described in clause 4 above may be submitted at any time up to 5pm on 2 March 2020.

Please Complete

Please refer to the above guidelines for information on completing this form.

Entry Category (please tick one only for each entry – refer to the information on categories here)	☐ Transforming Service Delivery Note: use this entry form if and only if you wish to enter the Transforming Service Delivery category. If wish to enter the any of the other categories use the other entry form.
Name of Organisation submitting entry	
Name of Project	
Project Summary (word limit – 150)	Send as an attachment.
Strategic Context – 20 marks (word limit – 300)	
Innovation – 30 marks (word limit – 500)	
Project Success – 10 marks (word limit – 500)	
Project Management – 10 marks (word limit – 300)	
Relationship Management – 10 marks (word limit – 300)	
Checklist of other entry requirements	☐ Link to a two to three minute video uploaded on YouTube (must be 16:9 format, 1080p definition as it will be played on large screens) ☐ An electronic file of your organisation's Logo (in a format suitable for print, preferably an EPS with transparent background) ☐ Confirmation that at least one ticket has been purchased for the Gala Dinner Note: Entries must 'stand alone'. No attachments will be accepted for submission and judges are instructed to ignore any links embedded in entries.
Requesting a space at the 'Local Government Comes to Town' exhibition (please note that space is limited – SOLGM will advise if the requested space is available shortly after entries close)	☐ Please tick if your organisation wishes to book a booth at the 'Local Government Comes to Town' exhibition. This is highly recommended. This year's exhibition is based in Wellington and therefore we expect that central government leaders will attend. It provides an opportunity to showcase local government excellence to the central government sector. The exhibition booth must include at least one representative from your organisation being available to talk about your project from midday (allow extra time before and after these times for set up and pack down). The booths will come with power and internet access. Please request a booth when applying, not afterwards. Applicants are given priority when booking booths but any booths not booked by 3 April 2020 will be booked by others.
Contact Details (the person to contact at your organisation in respect to this entry)	Name: Phone: Email:
Signature of your organisation's Chief Executive or Nominee	I, the undersigned, have understood and agree to the conditions of entry into the McGredy Winder SOLGM Local Government Excellence Awards®. Signature: ..... Name: ..... Title: ..... Date: ...../...../.....
Entry Instructions:	Once completed please print, sign, scan and email this entry to Raymond.Horan@solgm.org.nz to reach him no later than 21 February 2020.

Guidelines to completing the Entry Form

Project Summary

This should be a high-level overview or Executive Summary of the project. The judges do not mark this, but the description is important because it will be part of the official SOLGM package of information for the media should your entry be successful.

Strategic Context (20 marks)

Entries must identify the rationale for the project and the proposed outcomes. This should include:

- The level of need and the evidence base that demonstrated the need
- The anticipated outcomes and the linkage between the project and the outcomes (i.e. how was the project to generate the expected outcomes
- The relationship to council's strategic direction
- The risks for the project and how they were mitigated

Innovation (10 Marks)

Entries must be able to clearly demonstrate both that their project was innovative and that the results are sustainable. This will include:

- Why the project was innovative or original
- How the project was conceived i.e. how was idea for the project generated?
- The lessons learnt from the project and how these will be shared across your organisation
- Plans to integrate the project into business-as-usual

Project Success (50 Marks)

Entries must explain how the project was successful and what about the project is transferrable to other local authorities. This should include:

- The situation 'before' and 'after'
- The criteria used to judge success and evidence that these have been met
- Barriers traversed
- Steps being taken to improve following the project
- The project outcomes, lessons etc. Are they transferable to other local authorities and why?

Project Management – Scored out of 10

Applicants need to identify how the project was managed. This should include:

- The key issues from the project plan - scope, timeframes, resources and governance
- What quality assurance systems were utilised

Relationship Management - Scored out of 10

Applicants need to identify their communication and relationship management with stakeholders:

- The different communication tools used
- The different audiences the project engaged with
- How it communicated with "hard to reach" groups

Other Important Things to Note

The total word limit for entries is 2050 words. SOLGM reserves the right to decline entries more than 100 words in excess of the limit, or where a word count is not supplied. Variance between criteria is permitted as long as the total word limit for the entry is adhered to.

Entries must stand alone. The judges will not assess attachments or material included through embedded links.

A small number of photos, diagrams etc are acceptable as long as they illustrate the points made in your entry. Photos and diagrams do not count towards the word limit.