



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

At the SOLGM Gala Dinner category winners and the overall winner for the year are announced.

2021 Category Awards

The Capability Group Award for Excellence in Organisation and People Development Is your local authority effectively developing its people and culture?

This category recognises approaches that build 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, leadership development or other means of building organisational or staff capability. The approach must be capable of transfer to other local authorities.

The Datacom 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 Excellence in Council-Community Relations Are your council's community relationships delivering results?

This category recognises programmes, projects or initiatives that demonstrate outstanding results through excellent 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 capable of transfer 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 Martin Jenkins Award for Better Policy and Regulation

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.

The Award for Bicultural Leadership

Is your council working effectively in partnership with Māori?

This award 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.

Te Taonga mō te Ārahi Kakano-Rua

E whai hua ana te mahi kōtui a tō Kaunihera me ngāi Māori?

Hei whakanui tēnei kawai i ngā hōtaka, i ngā kaupapa, i ngā kōkiri rānei e kitea ai kua puta he tino hua, nā te mahi kōtui me ngāi Māori. E āhei ana te tuku tonu mai i ngā wāhanga kāwanatanga ā-rohe katoa, engari me mātua whakakite i te mahi kōtui me ngāi Māori.

The GHD Award for Environmental Leadership and Sustainability

How is your council modelling environmental sustainability?

This award recognises programmes, projects, or initiatives that provide tangible benefits to the environment, or showcase leading practice in managing environmental impacts in the local community. The approach must be capable of transfer to other local authorities.

Guidelines to completing the Entry Form

Project Summary (200 words)

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 – 400 words)

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 going to generate the expected outcomes?)
- The relationship to council's strategic direction
- The risks for the project and how they were mitigated

Project Management – (15 Marks – 300 words)

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 – (15 Marks – 300 words)

Applicants need to identify their communication and relationship management with stakeholders. This should include:

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

Project Success (50 Marks, 1200 words)

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
- The lessons learnt from the project and how these will be shared across your organisation
- Plans to integrate the project into business-as-usual
- The project outcomes, lessons etc. Are the project lessons transferable to other local authorities and why?

Other Important Things to Note

There is a 2400-word limit on all entries. If an entry is more than 100 words over the limit (assessed over the entire entry – unders and overs between categories are permitted), SOLGM may, at its sole discretion:

- direct judges to disregard material in excess of 2400 words or
- return to entry to the entrant council to amend or
- decline acceptance of the entry.

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

Entrants may include relevant photos, diagrams or other visual aides in their entry. These should amplify or demonstrate the points made in the written entry.

It is a condition of entry that the entrants have rights to use any material used in the written entry and video, and that the entrant agrees to indemnify SOLGM in the event of any claim for breach of intellectual property on material used in the entry.

Conditions of Entry:

1. Entry is open to any New Zealand local authority or council-controlled organisation (CCO). Partnerships between a local authority and a non-local government agency or agencies may be submitted. Subject to clause 2 below, there is no limit on the number of times a single local authority or CCO may enter.
2. Awards will be presented at the 2021 SOLGM Gala Dinner being held in Wellington on 6 May 2021. There is no entry fee, but it is a condition of entry that the organisation purchases at least one ticket to the Gala Dinner, per entry.
3. The judges' decision on the award winners is final and no correspondence will be entered into.
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 2022) if called upon (with SOLGM covering any required travel costs). SOLGM will endeavour to give reasonable notice in respect to this requirement. SOLGM reserves the right to withdraw any awards conferred on councils that do not fulfil their obligations under this clause.
5. All organisations that enter provide SOLGM with assurances that all material included within their entry and video (including, but not limited to, photographs, drawings, diagrams, slogans, and the like) is theirs to use. It is a condition of entry that entrants agree to indemnify SOLGM from any financial or non-financial consequences if their entry contains intellectual property that belongs to a third party.
6. Entries must include all of the following:
 - a. a completed and signed entry form registration form
 - b. evidence that a ticket to the Gala Dinner has been purchased
 - c. a completed written entry that sets out under which category the entry is being submitted and how the entry meets the criteria
 - d. a video clip of up to three minutes describing the entry, in a format suitable for display at the Gala Dinner.
7. Entries must be submitted by email to Raymond Horan raymond.horan@solgm.org.nz by 5.00pm on 17 February 2021. An entry that arrives with any of items a, b or c from clause 6 above missing will be returned to the entrant without entry into the awards. No extensions will be given.

8. The video clip described under clause 6d above must be submitted by 5.00pm on 15 March 2021. Submission of a video is mandatory and no extensions will be given. Entries missing a video at this time will be disqualified.

Entry Category (please tick one only for each entry – refer to the information on categories))	<input type="checkbox"/> Excellence in Organisation and People Development <input type="checkbox"/> Transforming Service Delivery <input type="checkbox"/> Excellence in Council-Community Relations <input type="checkbox"/> Collaborative Government Action <input type="checkbox"/> Better Policy and Regulation <input type="checkbox"/> Bicultural Leadership <input type="checkbox"/> Environmental Leadership and Sustainability
Name of Organisation submitting entry	
Name of Project	
Purchase Order Number for entry fee for Gala Dinner	
Project Summary (word limit – 200)	Send as an attachment.
Strategic Context – 20 marks (word limit – 400)	
Project Management – 15 marks (word limit – 300)	
Relationship Management – 15 marks (word limit – 300)	
Project Success – 50 marks (word limit – 1200 words)	
Checklist of other entry requirements	<input type="checkbox"/> 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) <input type="checkbox"/> An electronic file of your organisation's Logo (in a format suitable for print, preferably an EPS with transparent background) <input type="checkbox"/> Confirmation that at least one ticket has been purchased for the Gala Dinner
Contact Details (the person to contact at your organisation in respect to this entry)	Name: Phone: Email:
Name of person attending the Gala Dinner	
Signature of your organisation's Chief Executive or Nominee	I, the undersigned, have understood and agree to the conditions of entry into the LGFA 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 17 February 2021.