

## McGredy Winder SOLGM Local Government Excellence Awards®

### 2018 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-three entries were received across a range of local government activity – from the preservation of historical heritage to managing freshwater. The back-office functions that the public don't see, such as human resource management and finance, were also represented among the entries.

At the SOLGM Gala Dinner and Marketplace, entrants exhibit their work and both category winners and the overall winner for the year are announced.

### 2018 Category Awards

#### **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 LGFA Transforming Service Delivery Award**

**On-going fiscal constraints, increasing regulatory standards and increasing community expectations on the part of our communities are challenging us to find new ways of delivering a better service experience.**

This category is for programmes or projects that result in an exceptional service experience through innovative 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 Giblin Group 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. Entries may include successful collaboration with private or community organisations. The approach taken must be transferable to other local authorities.

## The BERL Collaborative Government Action Award

### 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 Better Regulation and Policy Award

### 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 the application of the principles of effective policy or regulatory design and implementation, development of an evidence base and that the initiative is transferable to other local authorities.

## The Minister of Local Government's Award for Innovation in Asset Management

### How do you get the best performance from your assets?

This category recognises procedures, planning or practices that demonstrate innovative approaches to the management of assets. For example, this might be an excellent infrastructure strategy or asset plan, an innovative approach to demand management, a new use of technology, or the innovative use or creation of asset related data. The entry must be capable of transfer to, or application by, other local authorities. Submission of constructed projects will not, in themselves, meet these criteria.

## 2018 Award Judges

- Peter Winder, Director, McGredy Winder
- Clare Hadley, former President of SOLGM
- Mark Butcher, Chief Executive, Local Government Funding Agency
- Andrea Reeves, Assistant Auditor-General Local Government, Office of the Auditor General
- Helen Algar, Principal Helen Algar Consulting (representing IPANZ)
- Helen Wyn, Deputy Chief Executive, Central/Local Government Relationships, Department of Internal Affairs and
- Samantha Gain, President of IPWEA (New Zealand) will be joining the panel to help judge the Minister's Award for Innovation in Asset Management.

# 2018 McGredy Winder SOLGM Local Government Excellence Awards® Application Form

Please complete this form to enter a project in one of the six award categories available in 2018.

## Conditions of Entry:

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.
2. Awards will be presented at the 2018 SOLGM Gala Dinner being held at the Langham/Cordis in Auckland on 12 April 2018. 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 are available to purchase in the Event Calendar at [SOLGM.org.nz](http://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 2019) if called upon with SOLGM covering any required travel costs. SOLGM will endeavour to give reasonable notice in respect to this requirement.
5. Entries must include:
  - a completed registration for the Gala Dinner – see Clause 2 above.
  - a completed and signed written entry as prescribed in this Form.
  - your organisation's logo in a high-resolution format suitable for print.
  - a two to three minute video on your project suitable to display at The Marketplace – 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 3 minutes may not be accepted. Organisations entering these Awards may also elect to take a booth in The Marketplace with representative/s in attendance who can talk about the entry. SOLGM will provide the booth free of charge. Councils will need to cover the cost of any furniture and equipment they require.
6. 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.
7. SOLGM reserves the right to reject entries that exceed the word limits prescribed.
8. Entries must be submitted by email to Raymond Horan – [Raymond.Horan@solgm.org.nz](mailto:Raymond.Horan@solgm.org.nz) by 5pm on 8 February 2018 with 2018 Excellence Awards Application in the subject line. The videos described in clause 5 above may be submitted at any time up to 5pm on 28 February 2018.

# Guidelines to completing the Entry Form

## Project Summary

This should be a high-level overview or Executive Summary of the project.

## Strategic Context – Scored out of 20

Applicants need to 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 causal impact of outputs
- The relationship to council's strategic direction
- The risks for the project and how they were mitigated

## 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
- The evaluation framework
- Examples of where feedback was used to inform continuous improvement
- 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

## Continuous Improvements - Scored out of 10

Applicants need to demonstrate the project is sustainable. This will include:

- Lessons learnt from the programme
- How learning will be shared across the organisation
- Plans to integrate the project into business-as-usual

## Project Success - Scored out of 50

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

- Before and after
- Barriers traversed
- Steps being taken to improve the programme
- Why the project was innovative or original
- The project outcomes, lessons etc. Are they transferable to other local authorities and why?

## Webinar

### How to win a SOLGM Award

This complimentary webinar is designed to give entrants some important pointers on what the judges are looking for in an entry.

Contact [Samantha.Morris@SOLGM.org.nz](mailto:Samantha.Morris@SOLGM.org.nz) to obtain a recording of the webinar that occurred on November 8, 2017.

## 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 <a href="#">here</a> )	<input type="checkbox"/> Innovation in Organisation and People Development <input type="checkbox"/> Transforming Service Delivery <input type="checkbox"/> Innovation in Council-Community Relations <input type="checkbox"/> Collaborative Government Action <input type="checkbox"/> The Better Regulation and Policy Award <input type="checkbox"/> Innovation in Asset Management
Name of Organisation submitting entry	
Name of Project	
Project Summary (word limit – 150)	Send as an attachment.
Strategic Context (word limit – 300)	
Project Management (word limit – 300)	
Relationship Management (word limit – 300)	
Continuous Improvement (word limit – 300)	
Project Success (word limit – 900)	
Support Material	
Requesting a space at The Marketplace (please note that space is limited – SOLGM will advise if the requested space is available shortly after entries close)	<input type="checkbox"/> Please tick if your organisation wishes to book a Booth at The Marketplace to showcase your project. The booth must include at least one representative from your organisation being available at The Marketplace to talk about your project from 12pm to 6.15pm on April 12 2018 (allow extra time before and after these times for set up and pack down). The booth is expected to measure 3m w x 1.8m d x 2.3m h. 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 8 February 2018 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	<p>I, the undersigned, have understood and agree to the conditions of entry into the McGredy Winder SOLGM Local Government Excellence Awards®.</p> <p>Signature: .....</p> <p>Name: .....</p> <p>Title: ..... Date: ...../...../.....</p>
Entry Instructions:	Once completed please print, sign, scan and email this entry to <a href="mailto:Raymond.Horan@solgm.org.nz">Raymond.Horan@solgm.org.nz</a> to reach him no later than 5pm on 8 February 2018. Please also attach to the email your support material as noted above. If you have not already done so please purchase at least one ticket (required as a condition of each entry) to the Gala Dinner.