

**STRATA
COMMUNITY
EXCELLENCE**
AWARDS 2024/25

Nomination Kit

Across six categories, the inaugural SCA (NZ) Strata Community Awards for Excellence recognises and rewards individuals who make a significant contribution to the body corporate industry and community

Participating in the 2024/25 SCA (NZ) Strata Community Awards for Excellence allows you to highlight your most outstanding qualities, biggest successes, and most innovative initiatives.

Each and every individual is unique but are all striving to reach the same goal – excellence.

Excellence is a journey and not a destination. To help with this journey the annual 2024/25 SCA (NZ) Strata Community Awards provides a means of measuring and benchmarking within our industry in NZ.

2024/25 AWARD CATEGORIES

Essay Award

Recognising the author of an exceptional essay that sheds light on innovative practices, theories, or technological advancements within the strata industry. The winning essay should not only demonstrate a deep understanding of current challenges and opportunities but also present original ideas or solutions that contribute significantly to the field.

This award is open to individuals who meet the [eligibility](#)

Support Team Member Award

Recognising a person behind the scenes in a management business who has made an outstanding contribution to the success of their team.

This award is open to individuals who meet the [eligibility](#)

Strata Community Manager Rising Star Award

Showcasing a new entrant to the strata profession who has shown outstanding progress early in their career.

This award is open to individuals who meet the [eligibility](#)

Strata Community Manager Award

Acknowledges a strata community manager who has demonstrated excellence in customer service, a commitment to professional development, business acumen, and innovative ideas.

This award is open to individuals who meet the [eligibility](#)

Senior Strata Community Manager Award

Recognises a senior strata community manager who has demonstrated deep industry knowledge and specialist expertise, excellence in customer service, a commitment to professional development, business acumen and innovative ideas.

This award is open to individuals who meet the [eligibility](#)

Strata Community Management Leadership Award

Celebrates a leader in a strata community management business who has achieved excellent business results through the development and leadership of their people.

This award is open to individuals in a leadership role who meet the [eligibility](#)

KEY DATES

SUBMISSIONS OPEN

Monday 11 November 2024

SUBMISSIONS CLOSE

11.59pm, Wednesday
15 January 2025

JUDGING

Friday 17 January to
Wednesday 29 January 2025

INTERVIEWS

Monday 3 February 2025 to
Friday 7 February 2025

GALA AWARDS PRESENTATION

Friday 28 February 2025

ENTRY REQUIREMENTS

ESSENTIAL

The submission document

This is your written response to the assessment criteria and is the main part of your entry that will be assessed by the judges. Word limit is strictly set out in the assessment criteria. Please structure your answers according to the assessment criteria. The use of photos, graphics, tables and charts is encouraged.

It is recommended you type your written response in a word document first and then copy into the submission form.

Submission form

You must verify all eligibility criteria online for each entry category you are entering. You must NOT use a submission in a future year.

Images

Please provide up to three high quality jpeg images (300dpi minimum) for promotional purposes. Images do not form part of the assessment but will be used for promotional purposes during the awards presentation, publications, and digital/social media.

Supporting Images

You may submit up to 5 images to support your entry and better illustrate its impact and results. Examples include reports, testimonials, media coverage, analytics, photos, videos and so forth. It is essential that all supporting images be referenced within your submission.

Peer Nomination

Nominate an SCA Member worthy of receiving an award, please complete the [Peer Nomination form](#) early to give this nominee time and SCA will invite the nominated entrant to make a submission.

SUBMITTING YOUR ENTRY

Completed entries must be submitted via our electronic Awards Force Platform only by **11.59pm on Wednesday 15 January 2025.**

[Submit here >>](#)

THE PROCESS

Entries

Entrants complete and submit their entry, including a signed nomination form, before 11.59pm Wednesday 15 January 2025.

Screening

Entries will be screened to confirm they comply with the eligibility criteria.

Shortlisted Entrants

Once entries are confirmed to be eligible, they must be scored by the judges. A maximum of four (4) shortlisted entrants are determined as "Finalist" by the entries that receive the highest combined judges score.

Each of the shortlisted entrants must achieve a minimum gateway score of 70% to be shortlisted. If an entrant does not achieve the gateway score, they cannot progress to interviews.

Scheduling

The primary contact person for each entrant (not applicable for Essay Award) that meets the eligibility criteria will be provided with a placeholder calendar invite for the time of the award category interviews to ensure the time is available should they proceed to be finalists.

Once judging is complete and finalists are determined, the primary contact person will be contacted and a calendar invite sent to secure the interview with the judging panel within the previously held time.

Interviews will take place between Monday 3 February 2025 to Friday 7 February 2025 via video conference. You must be available for an interview during this period and a diary hold will be sent to entrants for their category to block their diary.

Interviews

The judges and shortlisted entrants meet to allow the judges to ask questions and gain a greater insight, and so entrants can share more information about themselves and their work.

Assessment

Following the interviews, the judges will score the entrants of the submission and interview to determine the winner of each Award category. The judges collective scores across both the submission and the interview will determine the winner.

Announcement

The finalists will be announced 18 February and the winners will be announced at the 2024/25 SCA (NZ) Strata Community Excellence Awards gala dinner on Friday 28 February 2025 in Auckland.

PRIVACY & CONFIDENTIALITY

All information provided in entrants submissions will be treated as private and confidential.

JUDGING PANEL

The judging panel will consist of individuals from other regions who have exposure to the industry and a great interest in fostering excellence including Honorary Fellows, Life Members, Fellows and Accredited members with long tenure.

The judging panel complete confidentiality and conflict of interest agreements with SCA (NZ) for their role as judges. Any conflicts of interest of judges with applicants/finalists result in the judge's withdrawal.

The judge's decisions are final.

Essay Award

Exploration of Topic (50%)

- Your essay should demonstrate a profound exploration of the chosen topic. Dive into various dimensions, considering diverse perspectives and implications.
 - Connect your topic with issues crucial to our community. Highlight its significance within our context and its potential impact on our collective well-being.
 - Offer unique insights or perspectives that enrich understanding or provoke critical reflection within the stratum community.
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Effective Communication (30%)

- Ensure your arguments are presented logically and coherently. Make it easy for the reader to follow your train of thought.
 - Captivate your audience with compelling narratives, examples, or rhetorical devices. Sustain their interest throughout the essay.
 - Support your claims with evidence, reasoning, and logical progression. Persuade your audience through the strength of your arguments.
-

Grammar and Spelling (20%)

- Write with grammatical accuracy and syntactical proficiency. Craft sentences that are clear, concise, and free from errors.
- Pay attention to standard spelling and punctuation conventions. Maintain consistency in punctuation, capitalisation, and spelling throughout your essay.
- Ensure a harmonious flow of language that enhances readability and professional presentation. Maintain consistency in style and tone throughout your writing.

Top tips:

- 1,000-word limit (with 10% leeway)
 - If you include information about another organisation, individual, or property in any way that may be challenged, you are required to provide SCA with the third party authority.
 - If there is a negative reference to a third party, it will be omitted prior to the judging process.
 - Citations/references do not count towards the word count and must be uploaded to the References/Citations field in the awards platform.
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Eligibility

- Entry is open to current members of all categories in NZ.
- Must NOT have a Code of Conduct complaint upheld against them over the last 2 years at time of nomination.
- Must be an original essay that has not been entered in any other Strata Community Awards in any of the SCA regions in the current or previous year(s).
- The winner of this award category will progress to the 2024/25 SCA Australasia as a Finalist subject to meeting the T&Cs.
- Entrants confirm by submitting their Essay, permission is granted for the Essay to be published across SCA platforms at SCA discretion.

Support Team Member Award

Customer Service (25%)

300 word limit

- Describe your philosophy/approach to customer service and provide real-life examples from your current role as evidence of your approach.
- Provide an example of when you went “over and above” to achieve a positive outcome for your team.
- Explain your approach to dealing with challenging situations within your team and provide an example of where you have achieved a win-win outcome.

Goals & Results (25%)

300 word limit

- Explain the goals set for your team this past year and in what way your support contributed to your team achieving those goals.
- Provide an example(s) of your proudest achievement(s) this year.

Collaboration (25%)

300 word limit

- Explain how collaborating with others has helped you achieve your results.
- Describe how you have adjusted your style and approach in order to work effectively with different stakeholders.

Innovation (25%)

300 word limit

- Describe how you have introduced improvements to systems and/or processes in order to achieve greater efficiencies in your team.
- Explain how your support helped to ensure the successful implementation of an innovation/new initiative within your organisation.

Top tips:

- Be clear and succinct – include the key information you would like the judges to know about.
- Responses are addressed focusing on service to internal customers.

Eligibility

- Must be an employee of a current SCA (NZ) Strata Management Member at time of nomination.
- Must have worked for their current employer for the last 12 months at time of nomination.
- Cannot be currently employed as a strata community manager, i.e., directly managing a portfolio.
- Entrants must be available for online interview at a time specified by SCA (NZ).
- Must provide a Declaration form stating the information provided in the Awards submission is true and accurate.
- Must include 2 colleague references of no more than 1 page each (in addition to maximum word count). References are to include referee contact details, signature and be dated within the current awards season period. If reference is an email, a copy of the email must include the date received, the email which it was sent from, and a digital sign-off.
- The winner of this award category will progress to the 2024/25 SCA Australasia as a Finalist subject to meeting the T&Cs.

Strata Community Manager Rising Star Award

Customer Service (40%)

500 word limit

- Describe your philosophy/approach to customer service and provide real-life examples from your current role as evidence of your approach.
 - Provide an example of when you went “over and above” to achieve a positive outcome for an owner or Strata Community.
 - Explain your approach to dealing with difficult customers and provide an example of when you have been able to convert a disgruntled customer to a satisfied one.
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Overcoming Challenges (30%)

400 word limit

- Explain what you found most challenging in learning to become a professional strata manager. Provide examples of what you have done to approach and overcome these challenges.
- Describe an issue or problem that surfaced in one of the schemes that you manage (or assist in managing), or in the organisation in which you work, and how it was resolved. Explain how you contributed to the resolution of the problem, the steps you took, and the result.

Professional Development & Goals (30%)

300 word limit

- Explain the professional development you have undertaken over the past 12 months.
 - Explain any learning/development activities undertaken in addition to the standard SCA CPD.
 - Explain what you are most proud of in your career to date and why.
 - Describe the goals you set for yourself for the next 3 years and how you plan to achieve them.
 - Describe what success will look like for you in 3 years' time.
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Top tips:

- Be clear and succinct – include the key information you would like the judges to know about.

ASSESSMENT CRITERIA AND WEIGHTINGS

Eligibility

- Must have been practising as a strata community manager for 2 years or less at time of nomination.
- Must have been employed with their current employer for the last 12 months at time of nomination.
- Must not be a former Rising Star Award winner in NZ or any other State.
- Must be an employee of a current SCA (NZ) Strata Management Member at time of nomination.
- Must NOT have a Code of Conduct complaint upheld against them over the last 12 months.
- Entrants must be available for an online interview at a time specified by SCA (NZ).
- Must provide a Declaration form stating the information provided in the Awards submission is true and accurate.
- Must include 3 client references of no more than 1 page each (in addition to maximum word count). References are to include referee contact details, signature and be dated within the current awards season period. If reference is an email, a copy of the email must include the date received, the email which it was sent from, and a digital sign-off.
- The winner of this award category will progress to the 2024/25 SCA Australasia Awards as a Finalist subject to meeting the T&Cs.

Strata Community Manager Award

Customer Service (25%)

400 word limit

- Describe your philosophy/approach to customer service and provide real-life examples from your current role as evidence of your approach.
 - Provide an example of when you went “over and above” to achieve a positive outcome for an owner or Strata Community.
 - Explain your approach to dealing with difficult customers and provide an example of when you have been able to convert a disgruntled customer to a satisfied one.
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Overcoming Challenges (25%)

400 word limit

- Explain what you find most challenging in your role as a strata manager. Provide examples of what you have done to approach and overcome these challenges.
- Describe an issue or problem that surfaced in one of the schemes that you manage (or assist in managing), or in the organisation in which you work, and how it was resolved. Explain how you contributed to the resolution of the problem, the steps you took, and the result.

Business Acumen & Thinking Outside The Square (25%)

400 word limit

- Provide an example of what you have done in your role or for your organisation that demonstrates a high level of business acumen.
 - Explain how you approached delivery of a service, activity or process differently in order to achieve a better result and why you did this and what the result was.
 - Describe one thing that really sets you apart from other strata managers.
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Professional Development & Goals (25%)

400 word limit

- Explain the professional development you have undertaken over the past 12 months.
- Explain any learning/development activities undertaken.
- Explain what you are most proud of in your career to date and why.
- Describe the goals you set for yourself for the next 3 years and how you plan to achieve them.
- Describe what success will look like for you in 3 years' time.

ASSESSMENT CRITERIA AND WEIGHTINGS

Eligibility

- Must have been practising as a strata community manager for more than 15 months at time of nomination.
- Must be currently employed as a Strata Manager and working in the role for their current employer for the last 15 months at time of nomination.
- Must be an employee of a current SCA (NZ) Strata Management Member at time of nomination.
- Must NOT have a Code of Conduct complaint upheld against them over the last 2 years at time of nomination.
- Entrants must be available for an online interview at a time specified by SCA (NZ).
- Must not be in a supervisory role such as; Licensee-in-charge, Principal, Director, Associate Director, Partner, Branch Manager, Team Leader or Owner of a Strata Management Business.
- Must provide a Declaration form stating the information provided in the Awards submission is true and accurate.
- Must include 3 client references of no more than 1 page each (in addition to maximum word count). References are to include referee contact details, signature and be dated within the current awards season period. If reference is an email, a copy of the email must include the date received, the email which it was sent from, and a digital sign-off.
- The winner of this award category will progress to the 2024/25 SCA Australasia Awards as a Finalist and subject to meeting the T&Cs including accreditation.
- Email SCA at accreditation@strata.community to be provided support to achieve accreditation by the required timeframe.

Senior Strata Community Manager Award

Customer Service (25%)

400 word limit

- Describe your philosophy/approach to customer service and provide real-life examples from your current role as evidence of your approach.
 - Provide an example of when you went “over and above” to achieve a positive outcome for an owner or Strata Community.
 - Explain your approach to dealing with difficult customers and provide an example of when you have been able to convert a disgruntled customer to a satisfied one.
-

Business Acumen & Thinking Outside The Square (25%)

400 word limit

- Describe what you have done in your organisation that demonstrates a high level of business acumen.
- Provide examples of how you have approached delivery of a service, activity or process differently in order to achieve a better result, why you did this and the result.

Professional Development & Goals (25%)

400 word limit

- Explain the professional development you have undertaken over the past 12 months.
 - Explain any learning/ development activities undertaken.
 - Explain what you are most proud of in your career to date and why.
 - If you do have leadership responsibilities, explain how you have created a winning culture in your team or organisation. Describe the actions/activities/processes you and the team undertake to maintain this culture and explain how you quantified the results.
 - Describe the goals you set for yourself for the next 3 years and how you plan to achieve them.
 - Describe what success will look like for you in 3 years’ time.
-

Contribution To The Industry (25%)

400 word limit

Provide examples of how you have contributed to the development of the Strata industry in one or more of the following areas:

- Education and Professionalism
- Leadership, coaching, and development of other strata professionals
- Advocacy
- Innovation
- Corporate Social Responsibility

ASSESSMENT CRITERIA AND WEIGHTINGS

Top tips:

- Must emphasise deep industry knowledge and technical knowledge in strata management.

Eligibility

- Must have been practising as a strata community manager with over 400 lots under management for more than 2 years at time of nomination.
- Must be currently employed as a Senior Strata Manager or higher position and working in the role, for their current organisation for the last 15 months at time of nomination.
- Must be an employee of a current SCA (NZ) Strata Management Member at time of nomination.
- Must NOT have a Code of Conduct complaint upheld against them over the last 2 years at time of nomination.
- Entrants must be available for an online interview at a time specified by SCA (NZ).
- May be in a supervisory role such as; Licensee-in-charge, Principal, Director, Associate Director, Partner, Branch Manager, Team Leader, or Owner of a Strata Management Business that is registered to operate in NZ.
- Must provide a Declaration form stating the information provided in the Awards submission is true and accurate.
- Must include 3 client references of no more than 1 page each (in addition to maximum word count). References are to include referee contact details, signature and be dated within the current awards season period. If reference is an email, a copy of the email must include the date received, the email which it was sent from, and a digital sign-off.
- The winner of this award category will progress to the 2024/25 SCA Australasia Awards as a Finalist and subject to meeting the T&Cs including accreditation.
- Email SCA at accreditation@strata.community to be provided support to achieve accreditation by the required timeframe.

Strata Community Management Leadership Award

Leadership (60%)

Explain your philosophy/approach to each of the following areas of leadership, including examples of successful outcomes achieved as a result:

- Leading by example
- Coaching and developing people
- Promoting and facilitating diversity & inclusion
- Promoting and facilitating wellness and work-life balance
- Acting with Integrity
- Growing the business

Describe how you have been proactive in progressing your leadership in the past 12 months.

Effective Communication (25%)

- Ensure your arguments are presented logically and coherently. Make it easy for the reader to follow your train of thought.
- Captivate your audience with compelling narratives, examples, or rhetorical devices. Sustain their interest throughout your document.
- Support your claims with evidence, reasoning, and logical progression. Persuade your audience through the strength of your arguments.

Grammar and Spelling (15%)

- Write with grammatical accuracy and syntactical proficiency. Craft sentences that are clear, concise, and free from errors.
- Pay attention to standard spelling and punctuation conventions. Maintain consistency in punctuation, capitalisation, and spelling throughout your document.
- Ensure a harmonious flow of language that enhances readability and professional presentation. Maintain consistency in style and tone throughout your writing.

Top tips:

- 1,000-word limit (with 10% leeway)
- If you include information about another organisation, individual, or property in any way that may be challenged, you are required to provide SCA with the third party authority.
- If there is a negative reference to a third party, it will be omitted prior to the judging process.
- If your organisation is part of a parent corporation, clearly distinguish between the parent company's operations, training, education and innovations and those conducted locally and independently by your brand or branch.

Eligibility

- Must be in a supervisory role such as; Principal, Director, Associate Director, Licensee-in-charge, Partner, Branch Manager, Team Leader or Owner of a Strata Management Business and in that role for a minimum of 12 months at the time of nomination.
- Must have been employed with their current employer for the last 2 years at time of nomination.
- Must be an employee of a current SCA (NZ) Strata Management Member at time of nomination.
- Must NOT have a Code of Conduct complaint upheld against them over the last 2 years at time of nomination.
- Entrants must be available for an online interview at a time specified by SCA (NZ).
- Must provide a Declaration form stating the information provided in the Awards submission is true and accurate.
- Testimonials are recommended and may be included of no more than 1 page each (in addition to maximum word count). Testimonials are to include referee contact details, signature and be dated within the current awards season period. If testimonial is an email, a copy of the email must include the date received, the email which it was sent from, and a digital sign-off.
- The winner of this award category will progress to the 2024/25 SCA Australasia Awards as a Finalist and subject to meeting the T&Cs.

TERMS & CONDITIONS OF ENTRY

- To enter 2024/25 SCA (NZ) Strata Community Excellence Awards all applicants must read and understand the terms and conditions and complete the prescribed entry form for your chosen award category.
- All submissions are to be lodged via the Awards Platform and include the required information.
- All business award category submissions must include the author of the submission and their job title and whether they have the authority to enter the award on behalf of the business.
- A business/individual is eligible to enter multiple award categories, however you are required to lodge the prescribed entry forms for each of your chosen award categories.
- Entries must be from organisations or individuals with a substantial presence in NZ, or projects that have been substantially undertaken within NZ.
- Entrants can complete their own submission using the prescribed entry form.
- To nominate a peer, complete the Peer Nomination online form and SCA will invite the nominee to make a submission.
- By lodging your submission, you agree to be bound by the Terms and Conditions of entry.
- Your entry must be submitted by 11.59pm on the closing date Wednesday 15 January 2025. The SCA Awards organisers accept no responsibility for unreceived, late or incomplete entries as a result of a technical problem. SCA (NZ) reserves the right to declare any entry ineligible, if during the term of the award process your entry form is incomplete or deficient, false or misleading in any way. Entries that are found to be misleading may be withdrawn from the awards process. Judges may seek to verify the claims made in nominations. Unsubstantiated claims will render a nomination ineligible.
- SCA (NZ) reserves the right to extend or vary the entry period if required, before or after the award entry period commences.
- All information provided in the entry form will be used for the purpose of judging only and will be treated as commercial-in-confidence by SCA (NZ). Entries remain the property of the SCA Awards organisers and are not returned.
- If you are selected as a finalist, information provided in the entry (excluding financial information) may be used for the purpose of promoting the Awards and the entrant.
- By entering the awards, entrants agree for their photographs, profiles and other details to be used for promotional purposes.
- By entering the awards, entrants agree to act as ambassadors in promoting the awards and the profession if they are awarded as a winner or finalist and must present a professional image during SCA related engagements.
- All entries are judged by an independent panel appointed by SCA nationally who are Honorary Fellows, Life Members, and Fellows.
- Judges are required to sign a confidentiality agreement and disclose any conflict of interest.
- The judge's decision is final and is not subject to appeal.
- Due to the anticipated number of entries, feedback may not be provided on nominations submitted.
- All award submissions will be judged and are subject to meeting a gateway score. SCA (NZ) may decide not to grant an award in a category where the gateway score is not met whether there are multiple entries or only one entrant.
- Winners are announced at the 2024/25 SCA (NZ) Strata Community Excellence Awards on Friday 28 February 2025.
- Promotional materials can't be added as support documents of the nominations.
- SCA (NZ) reserves the right to check references are legitimate.
- The SCA Awards organisers reserve the right to withdraw a category and cancel an award if an insufficient number of entries have been received, the quality of entries does not fulfil the awards criteria, or the entries are deemed inappropriate for any other reason.
- Category winners are eligible to progress to the 2024/25 SCA Australasia Awards as a Category Finalist subject to meeting the SCA Australasia award entry T&Cs.
- Should an individual category Award winner change employment after winning in their region, subject to meeting T&Cs, the entrant will be eligible as a finalist in the SCA Australasia Awards. As the accomplishments were achieved and submitted at the time of nomination, all marketing will recognise former employer.
- For more information contact nominations@strata.community

SCA (NZ) winners progress to the 2024/25 SCA Australasia Awards as a Category Finalist subject to meeting the SCA Australasia award entry T&Cs including accreditation where applicable. To be provided support to achieve accreditation by the required timeframe, email SCA at accreditation@strata.community

FOR MORE INFORMATION

nominations@strata.community

www.strata.community

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