

2024 Taituarā Overseas Manager Exchange Programme

Application information and entry form

2024

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In conjunction with the following overseas partner organisations:



About the 2024 Taituarā Overseas Manager Exchange Programme

The Taituarā Overseas Manager Exchange Programme is designed to provide local government managers with an opportunity to focus on their management development and career in local government through a short exchange with a partner manager in another country.

The exchange visits are typically a fortnight in duration and are usually scheduled around the Taituarā Annual Conference and the annual conference of the overseas partner organisation in order to allow both managers to attend these annual events.

The host manager and their partner manager work out a programme of engagements and events that would meet the interests of the guest. The normal expectation is that, apart from the period of conference attendance, the guest manager is hosted by their overseas partner and their family on a 'home-stay' basis.

Taituarā and the overseas partner organisations will facilitate the exchange managers to build a virtual relationship in preparation for their exchange.

Some of the key benefits of an Overseas Manager Exchange are:

- an opportunity to discuss and share ideas with local government officers from overseas on issues concerning local authorities and identify how they are being addressed.
- identification of 'good practices' from your host authority (this should be one of your key objectives for a successful programme outcome).
- increased level of awareness about and understanding of your own local government issues.
- networking and establishing long-lasting relationships.

Many Taituarā members have benefited from the programme and through this professional, personal, and cultural experience, have gone back to their local authorities inspired and armed with a better perspective and increased knowledge of local government.

You may be surprised how similar the challenges that we face here in Aotearoa New Zealand are to those faced by our overseas colleagues and their local authorities.

2024/2025 Overseas Manager Exchanges

UNITED STATES

2024 ICMA Annual Conference

Applicants for the ICMA United States Exchanges in 2024 will attend the ICMA Conference in Pittsburgh, Pennsylvania in September 2024 as part of a group of Taituarā members. Recipients of this award will host an exchange member at the 2024 Taituarā Conference.

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NEW SOUTH WALES, AUSTRALIA

LG Professionals NSW Conference, New South Wales

Applicants for the LGPA (NSW) Australian Exchange in 2024/2025 will be hosted by an exchange partner and attend the NSW Conference in May/June 2025. Recipients of this award will host an exchange member at the 2024 Taituarā Conference.

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QUEENSLAND, AUSTRALIA

LGMA National Congress, Queensland

Applicants for the LGMA Queensland Exchange in 2024 will be hosted with an exchange partner in Queensland, and attend the LGMA Conference in Cairns on 27-29 August 2024. Recipients of this award will host an exchange member at the 2024 Taituarā Annual Conference.

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LGMA British Columbia, CANADA

LGMA Conference

Applicants for the LGPA Exchange in 2024/2025 will attend the LGMA Conference in June 2025 in British Columbia with their exchange partner. Recipients of this award will host an exchange member at the 2024 Taituarā Conference.

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Eligibility

You must be a full Taituarā member. If you are not a current full member we will need to receive your application and payment for Taituarā membership to accompany the application. Information about [how to become a Taituarā member](#) can be found on our website.

The exchanges will be presented at the 2024 Taituarā Gala Dinner being held in Te Whanganui-a-Tara Wellington on 13 June 2024. There is no entry fee, but it is a condition of application that you purchase one ticket to the Gala Dinner.

The judges' decision on exchange recipients is final and no correspondence will be entered into.

How to apply

For applications to be considered we need to receive the following:

1. a completed and signed application as prescribed in this form.
2. an up-to-date copy of your CV.
3. a letter of application (1,000 words max) setting out your local government experience, why you would be an appropriate person to receive this exchange, and how receiving it would benefit your local authority. We encourage you to be precise about your exchange objectives and expectations, so it is easier to make sound matches. When completing your application, keep in mind that you are demonstrating your communication skills.
4. a certificate from your employing council, and a signed personal agreement form (which can be found at the end of this document).
5. a completed registration for the Gala Dinner (see eligibility section above).

In addition, it will help your application if you can:

6. demonstrate how your areas of interest can be of wider interest or application across the sector.
7. demonstrate how you will be a good ambassador for local government in New Zealand and will be a good host.
8. provide detail about your role and position within your authority, and how the exchange will assist your council.
9. outline the length of your contribution to the local government sector.

The number of applicants for the Overseas Manager Exchanges Awards usually exceeds the number of exchanges available. Not all applications will be successful. As part of the selection process we aim to make compatible matches between the New Zealand manager and, if known, the overseas exchange partner manager based on personal, professional and community interests, values and challenges. The Judges decision on the matching of successful applicants is final.

Completed, signed and scanned entries **must be submitted by email** to awards@taituara.org.nz **by 5pm on Friday 15 March 2024** with 2024 Overseas Manager Exchange in the subject line.

Judging criteria

Judging criteria	Points weighting (Out of 10)
The extent to which applicants' areas of interest can be of wide interest or application across the sector and internationally, and the level of curiosity they display.	4
Degree to which the applicant displays requirements to be a good ambassador for local government in New Zealand and Taituarā international partners (i.e. to be culturally appropriate) and to be a good host.	3
History of contribution to the local government sector.	3

2024 Taituarā Overseas Manager Exchange Programme

Participating in an exchange

The following information is available so that you are aware of what is involved in participating in the Overseas Manager Exchange Programme.

Ambassadors for New Zealand

Overseas Manager Exchange recipients are ambassadors for their local authority, Taituarā, local government, and New Zealand. This implies a high level of responsibility. You should be willing to commit time to exchange preparation and virtual execution as well as time visiting another country. It is important that the overall exchange be well planned to ensure a valuable learning experience for both exchange managers.

Travel arrangements

You are expected to work with your overseas partner to develop the itinerary for the exchange and to identify travel needs. It is best that you get in touch with your overseas partner manager as soon as they are known to develop your full programme. We recommend that you ask your overseas partner manager for recommendations about the domestic portion of your travel.

Although not an Overseas Manager Exchange Programme condition, while it is acceptable for you to be accompanied by your spouse/partner at Conference and VIP dinners, this will be at your own cost. It is suggested that you do not take your children overseas during your exchange, unless you have reached an explicit agreement about this with your overseas exchange partner. Exchange activity is intensive and tiring at times and it may not be convenient or possible for the host manager to accommodate children in such circumstances. It may also reduce the possibility of a satisfactory matching.

Flight booking process

1. Taituarā will book all your flights on your behalf.
2. Any additional costs incurred by a partner travelling with the recipient will be covered by the awardee.
3. As soon as possible, let Taituarā know your international and domestic travel needs for the exchange as well as any additional personal travel that you may like to add on.
4. Taituarā will then send you a draft itinerary and advise you how much your personal travel additions and you spouse/partner's travel will cost you. As prices may rise sharply if not secured promptly, you will have four business hours to respond.
5. Taituarā will then book your travel through our travel agency and invoice you for any personal/spouse travel additions.
6. If you need to make any changes, contact Taituarā. Taituarā will invoice you for the cost of any changes.

Exchange manager costs

Costs of your overseas visit

Taituarā, with the kind assistance of our sponsors, will meet the cost of:

- a return economy airfare for you from your home in New Zealand to the hosting local authority; and
- costs of travel (which may or may not be flights) to the conference location in the country of the exchange. This includes any incidental overnight accommodation associated with that travel (e.g. one night's hotel accommodation before the conference if you cannot fly in the day of the conference).

The Taituarā overseas partner organisations will meet registration and accommodation costs (in some cases including registration for your spouse/partner) and some meal costs, related to your attendance at their conference. Any additional expenses incurred over and above those described will be at your own cost. Your overseas partner will need to book your overseas conference for you.

You will be home-stay hosted with your exchange partner and their family.

When developing your itinerary, please be aware that costs, outside of what is outlined above, will fall to you to cover. Please carefully plan and budget your trip.

Cost	Covered
Flights to the overseas local authority	Yes
Travel to the overseas conference and conference accommodation	Yes
Your own ticket to the Taituarā Annual Conference and associated travel and accommodation	No
Accommodation while visiting the overseas local authority or authorities	No, home-stay is offered which you'll reciprocate
Personal travel	No
Spouse/partner costs	Generally, no
Other costs	No

Costs of your exchange partners' visit to New Zealand

Taituarā will meet the cost of your guest's Taituarā Annual Conference registration, accommodation, and meals for the duration of the Conference. Taituarā will also meet the cost of Taituarā Annual Conference registration for your guest's spouse/partner. Note this does not include transport, liquor, laundry, or telephone charges. Taituarā will provide information to you ahead of the Conference to ensure that registration and accommodation bookings are made. You should ensure your visitor registers for the Taituarā Annual Conference and books accommodation through the Conference registration webpage (once registrations open).

As an indication, likely costs that your council will need to cover are:

- Transport to other local authority sites as part of the programme

- Cost of attending the Taituarā Conference for the host manager, plus accommodation and travel
- Costs as a result of implanting the programme, eg, if your council wants to host your exchange manager at a dinner.

Other costs

Again, expenses not explicitly mentioned above are the exchange manager's own responsibility.

Advice and initial contact

If you are awarded an exchange, Taituarā will provide you with information about your overseas partner manager and contact details. We always endeavour to provide you with your overseas partner manager details immediately, however our partner organisations may have different timelines for processing their own applications, thus there may be a delay while they finalise their decisions.

Once you and your overseas partner manager have been in contact with one another, the detailed organisation of your respective visits becomes your own joint responsibility.

We strongly recommend that you make immediate contact with your overseas exchange partner and suggest an early telephone call as a basis for establishing personal contact rather than merely an exchange of emails.

If this initial contact suggests that there may be serious compatibility issues please contact Taituarā immediately.

Planning exchange programmes

Advance planning and attention to detail is necessary to fully maximise the overseas exchange experience.

You and your overseas partner manager will be expected to develop a programme that will cater to your respective learning needs and objectives for the exchange visit.

Tips on how to develop your exchange programme

- Connect virtually with your exchange partner and share as much background information as possible about your own local authorities and their issues.
- Be frank and honest with each other about what you are and are not interested in seeing and learning about.
- The experience of previous exchange managers is that successful programmes are best developed in an iterative manner.
- We expect that meeting the learning objectives of your partner will usually involve online engagements and visits to local authorities other than just your own. Engagements and visits are often arranged with other local authorities within your own region, and sometimes also with local authorities in the vicinity of the Taituarā Annual Conference.
- Colleagues from your Taituarā Branch are often willing to assist in this. It is a good idea to ensure that the people your guest will meet during such visits are well briefed about your visitor and their areas of interest so best use can be made of the available time.
- The exchange programme will include attendance at the host organisation's Annual Conference. Exchanges generally work best where visitors have had the opportunity to spend some time with their host before the Conference. This gives them the opportunity to gain

more understanding of the country's local government system and the issues likely to be discussed at the Conference.

- Programmes usually include the opportunity for your guest to meet with your Mayor or Chairperson, members of your council, staff, media, other local authorities, community groups, and any appropriate community organisations.
- You are encouraged to arrange for media publicity or photographs through organising interviews relating to activities in the exchange programme. In publicity activities, the name of the sponsor should be mentioned. Copies of such publicity should be provided to the Taituarā Advisor, Brand and Channels Management - benjamin.swale@taituara.org.nz who will share it with the relevant sponsor.
- Finally, it is important not to have too many activities for your visitor. When they visit in person make sure you provide leisure time breaks and keep time flexible should other last-minute opportunities arise. In addition, it is generally a good idea to also develop a separate programme for your visitor's spouse/partner. They will often have interests other than local authority management.
- Some exchange managers have found it helpful to discuss exchanges with others who have already undertaken an exchange. Taituarā can provide contact information.

Other preparation

Before departing for the overseas leg of your exchange, you should make an effort to understand the culture of the place you are visiting as well as the current management and issues of the community you will visit.

It is also often useful to prepare some resources (such as PowerPoint presentations, photographs, fact sheets or other information) that you can use to explain the New Zealand situation and the issues faced by your own local authority to people you will meet.

Hosting your guest

As the host of your overseas exchange manager you have two specific obligations:

- The first is to open your home to the visiting exchange manager (and their spouse/partner) during the period of the exchange (other than the Annual Conference). This enables them to experience the local culture by staying in your residence (or part of the time in the residences of your friends or colleagues in other locations). The reverse arrangements apply when you go abroad at the time of the annual conference of the partner association.
- The second obligation is to attend the Taituarā Annual Conference along with your visitor.

Once dates for the visit are agreed upon, you should avoid booking out of town appointments and give maximum attention to your exchange partner at the Taituarā Annual Conference and in your community.

When your guest arrives

You should meet your overseas exchange partner upon their arrival in New Zealand. If you cannot do this personally, you should arrange for someone else to do it on your behalf. This is the case whether your guest is coming directly to your community or going to the Taituarā Annual Conference first.

The meeting of the overseas exchange manager's flight should be at the arrival of the international flight and, if applicable, at the airport serving your community. If the arrival of the international flight is some distance from your community, you should make arrangements for a Taituarā colleague in that location to meet your guest on your behalf.

Reporting on the exchange

The awardee is required to submit a report on the exchange to Taituarā.

Notes about your report:

- The report is 800-1000 words should be submitted electronically in a Word document to awards@taituara.org.nz
- The report must be accompanied by appropriate photographs illustrating your experiences and supplied as separate jpeg files (not embedded into a document).
- Your report may be informal but must be readable and edited prior to submitting.
- Taituarā may utilise editorial discretion prior to publishing your report.
- Your report must be submitted to Taituarā no later than a fortnight after you have returned to New Zealand.
- Your report may be published through Taituarā communication channels and may be used for promotional purposes by Taituarā.

In addition to your report you may be required to:

- Give a presentation on you Overseas Manager Exchange experience at a Taituarā event or at your local Taituarā Branch. You may include any appropriate content from your report and must outline how you intend to integrate your learning from the Overseas Exchange over the next 12–18-month period. Taituarā will endeavour to give reasonable notice in respect to this requirement and will cover any required travel costs.
- You may also be required to submit a separate report to your council – please check with them prior to departure.
- Note that failure to meet the reporting obligations may result in your council being requested to refund Taituarā costs of the manager exchange.

For any further information please contact awards@taituara.org.nz

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Application form

Please refer to the **How to apply** and **Judging criteria** sections above for information on completing this form.

Name	
Position	
Council	
Email address	
Emergency contact name	
Emergency contact mobile number	
Information for exchange matching	About my council (max 250 words)
	Geographic size of my local authority (square kilometres)
	Population of my local authority
	Number of FTEs who work at my council
Personal citation (If your application is accepted, your citation will be used in media releases and materials. Please provide 70 words approx. for this purpose)	
Application checklist	<input type="checkbox"/> I am a full Taituarā member and I will renew my membership in 2024/2025. <input type="checkbox"/> I am a not full Taituarā member, but my application for membership is attached and payment completed. <input type="checkbox"/> I have attached a completed and signed application form.

	<ul style="list-style-type: none"><input type="checkbox"/> I have attached an up-to-date CV.<input type="checkbox"/> I have attached a written submission (1,000 words max).<input type="checkbox"/> I have attached signed certificate from my employing council, and a signed personal agreement form (found at the end of this document).<input type="checkbox"/> I have completed registration for the Gala Dinner.
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2024/2025 Taituarā Overseas Manager Exchange Programme

Certificate of employing council

I hereby certify that _____ is making this application with the full knowledge and approval of their employing council and, if selected, no objection will be offered to absence from duty for the period of time the applicant has to participate in the 2024/2025 Overseas Manager Exchange. Furthermore, if _____ does not meet the reporting requirements, the council will be liable to refund the costs that Taituarā incurs as part of the exchange.

In addition to leave with pay, the council will offer the following support, in addition to that being offered by Taituarā:

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Name of council	
Name of authorised person	
Signed (Chief Executive or nominee)	
Date	

2023/2024 Taituarā Overseas Manager Exchange Programme

Personal agreement

- In the normal course of events, I expect to have at least three years of local government service ahead of me.
- I agree that the decision of the selection panel is final.
- If shortlisted, I agree to purchase a ticket for and attend the Gala Dinner.
- If awarded, I agree to comply with the 'Participating in an Exchange' conditions provided for the Taituarā Overseas Manager Exchange Programme, including the following:
 - I agree to host my exchange partner (both virtually and in-person) and their spouse/partner and be hosted by my exchange partner and their family on a 'home-stay' basis.
 - I agree to arrange appropriate visas or visa waivers for my awarded exchange country if applicable.
 - I understand that it is solely up to me and my exchange partner to create itineraries for each other that may include regional visits.
 - I agree to purchase a ticket for myself to attend the Taituarā Annual Conference in 2024, with my exchange partner, and attend the annual conference of my overseas partner's organisation.
 - I agree to represent New Zealand's local government sector appropriately overseas.
 - I agree to write a report for Taituarā to publish.
 - I agree to present at Taituarā events if asked.
 - I agree to not hold Taituarā liable if I contract COVID-19 while participating in the exchange.

I understand that Taituarā/its sponsors/my overseas partner's organisation will only meet some of the costs of my exchange.

Applicant name	
Applicant signature	
Date	



Professional excellence in local government

Taituarā — Local Government Professionals Aotearoa

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