

2024 LGFA Taituarā Local Government Excellence Awards

Application information and entry form

2024

Sponsored by

The LGFA Taituarā 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. The Awards are open to any council, or council-controlled organisation (CCO) in New Zealand.

Category winners and the overall winner are announced at the Taituarā Gala Dinner, being held on 13 June in Wellington.

2024 Category Awards

The 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 transferable to other local authorities.

The Datacom Award for Digital Local Government How is your council making use of the power of technology?

This category recognises programmes or projects that have achieved successful results from the application of a digital or technological solution. Entries might involve the transformation or redesign of a service or business process, the use of technology to better enable community participation in the democratic process, the development or use of an evidence base or other use of technological or digital means to achieve a great outcome for the community. The approach must be transferable to other local authorities.

The Minister of Local Government's Award for Excellence in Community Engagement 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 transferable to other local authorities.

The Award for Excellence in Collaborating for Results

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

This category 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 Beca Award for Excellence in Placemaking

Is your council making the community a better place to live?

This category recognises programmes or projects that shape or create a vibrant local economy, local culture or promote the achievement of positive social outcomes. Any project or programme in these areas may be entered, but it must be able to demonstrate it is transferrable to other local authorities. We see this in keeping with the wellbeing focus of the sector, now and in the future.

Te Tohu Waka Hourua (the Double Canoe) - Buddle Findlay Award for Excellence in Māori-Council Relations

Is your council working effectively in partnership with Māori? Kei te āta mahi tahi rānei tō kaunihera ki a ngāi Māori?

E aro ana tēnei wāhanga ki ngā hōtaka, ngā kaupapa rānei e whakaatu ana i te takohanga mauroa o te mahi tahi ki a ngāi Māori. E wātea ana ki ngā wāhanga katoa o ngā mahi kaunihera ā-rohe, engari me taea te whakaatu i te wāhi ki te ao Māori me te mārāma, te whakatinanatanga hoki o ngā mātāpono o te Tiriti.

This category recognises programmes, projects or initiatives that show a demonstrable and ongoing commitment to working in partnership with Māori. Entries may come from any area of local government activity but must be able to demonstrate the application of Te Ao Māori and an understanding and application of Tiriti principles.

The GHD Award for Excellence in Environmental Leadership

How is your council modelling environmental sustainability?

This category 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 taken must be capable of transfer to, or application, by 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 Taituarā 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 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:

- 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), then Taituarā 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.

Entries may be entered in one category only.

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 Taituarā 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 clauses 2 and 3 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 2024 Taituarā Gala Dinner being held in Wellington on 13 June 2024. 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. All entrants are required to attend the dinner. There is no shortlisting process.
3. Each entry may be entered in a single category. Those unsure of the correct category should contact Taituarā.
4. The judges' decision on the award winners is final and no correspondence will be entered into.
5. Taituarā occasionally invites selected entrants to present their entries at various Taituarā 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 2024) if called upon (with Taituarā covering any required travel costs). We will give reasonable notice in respect to this requirement. We reserve the right to withdraw any awards conferred on councils that do not fulfil their obligations under this clause.
6. All organisations that enter provide Taituarā 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 Taituarā from any financial or non-financial consequences if their entry contains intellectual property that belongs to a third party.
7. Entries must include:
 - a. a completed and signed entry form registration form and
 - b. evidence that a ticket to the Gala Dinner has been purchased and
 - c. a completed written entry that sets out under which category the entry is being submitted and how the entry meets the criteria and
 - d. a video clip of up to three minutes describing the entry, in a format suitable for display at the Gala Dinner or confirmation that the video will arrive by 5.00pm on Friday 5 April 2024.
8. Entries containing must be submitted by email to awards@taituara.org.nz by 5.00pm on Friday 15 March 2024. An entry that arrives with any of items a, b or c from clause 7 above will be returned to the entrant without entry into the awards.
9. The video clip described under clause 6d. above must be submitted to awards@taituara.org.nz by 5.00pm on 5 April 2023. Submission of a video is mandatory, and no extensions will be given. Entries missing a video at this time will be disqualified.

2024 LGFA Taituarā Local Government Excellence Awards® - Conditions of Entry

<p>Entry Category</p> <p><i>please tick one only for each entry – refer to the information on categories</i></p>	<p>The Award for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Excellence in Organisation and People Development <input type="checkbox"/> Excellence in Digital Local Government <input type="checkbox"/> Excellence in Community Engagement <input type="checkbox"/> Excellence in Collaborating for Results <input type="checkbox"/> Excellence in Placemaking <input type="checkbox"/> Te Tohu Waka Hourua (the Double Canoe) - Excellence in Māori-Council Partnerships <input type="checkbox"/> Excellence in Environmental Leadership
<p>Name of Organisation submitting entry</p>	
<p>Name of Project</p>	
<p>Project Summary (word limit – 200)</p>	<p>Send as an attachment.</p>
<p>Strategic Context – 20 marks (word limit – 400)</p>	
<p>Project Management – 15 marks (word limit – 300)</p>	
<p>Relationship Management – 15 marks (word limit – 300)</p>	
<p>Project Success – 50 marks (word limit – 1200 words)</p>	
<p>Checklist of other entry requirements</p>	<ul style="list-style-type: none"> <input type="checkbox"/> a two to three minute video must be uploaded on YouTube by 5.00pm on Friday 5 April (must be 16:9 format, 1080p definition) <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 will be purchased for the Gala Dinner to be held in Wellington on the 13 June 2024. <i>Note if only one ticket is purchased then the ticket holder should be the person listed below (award recipient)</i>
<p>Contact details of person attending the Gala Dinner to accept the award (note awards are announced at the event)</p>	<p>Name:</p> <p>Phone:</p> <p>Email:</p>
<p>Contact details of the person to contact at your organisation in respect to this entry, as well as an alternative contact, or an Executive Assistant, Team administrator if they have one</p>	<p>Name:</p> <p>Phone:</p> <p>Email:</p>

	<p>Alternative contact:</p> <p>Name:</p> <p>Phone:</p> <p>Email:</p>
<p>Signature of your organisation's Chief Executive or Nominee</p>	<p>I, the undersigned, have understood and agree to the conditions of entry into the 2024 LGFA Taituarā 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 awards@taituara.org.nz

All applications must be received no later than 5.00pm on Friday 15 March 2024.



Professional excellence in local government

Taituarā — Local Government Professionals Aotearoa

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