

NZPI BEST PRACTICE AWARD: Digital tools

2024 Nomination Form



TE KŌKIRINGA TAUMATA
NEW ZEALAND PLANNING INSTITUTE

NZPI BEST PRACTICE AWARD: Digital tools

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ABOUT THE BEST PRACTICE AWARDS

There is ground-breaking planning work happening all across Aotearoa/New Zealand. Te Kōkiringa Taumata | New Zealand Planning Institute (NZPI) Annual Awards celebrate these projects and the planners leading them with best practice awards in a variety of categories. Best practice awards are made to an individual NZPI Member, or to any organisation, group, or body whose members include an NZPI member. The NZPI Best Practice awards recognise outstanding creativity, innovation, and service. So, if you have a project, no matter how small or large, that is innovative and reflects best practice please take the opportunity to celebrate and share your work and learnings by submitting a nomination to the NZPI Annual Awards.

From the winners of these Best Practice categories, the Rodney Davies Project Award and the John Mawson Award of Merit, the Awards Committee select the winner of the Nancy Northcroft Planning Practice Award, NZPI's supreme practice award.

NZPI BEST PRACTICE AWARD: Digital Tools

This award recognises excellence in the development of innovative digital tools which enhance and facilitate the practice of planning.

ELIGIBILITY

Any NZPI member, including student members. In the case of digital tools produced by a group, planners must be a predominant part of that group. At least 50% of the planners must be NZPI members or eligible for full membership.

JUDGING CRITERIA;

1. How the innovative digital tools demonstrates and/or expands the use of digital tools in the practice of planning.
2. The central role of planners in the work.
3. The excellence and degree of innovation in the development and use of the digital tools.
4. The ways in which the digital tool(s) facilitates and/or improves the everyday practice of planning in Aotearoa/New Zealand.

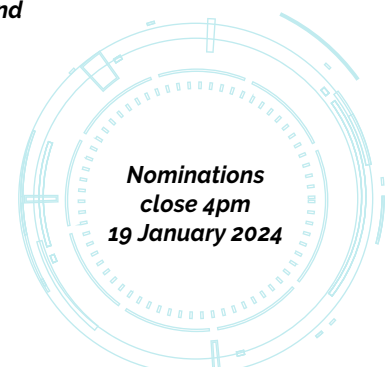
DUE DATE FOR NOMINATIONS

Please email your nominations to: Vanessa White, Events Manager, NZPI, vanessa.white@planning.org.nz no later than 4pm, 19th January 2024.

HOW WILL YOU KNOW IF YOU HAVE BEEN SUCCESSFUL?

If the Awards Committee select you or your project for a Best Practice Award both the nominee and the awardrecipient (if different) will be advised confidentially of their success prior to the Awards Presentations. The awards will be presented at the NZPI Annual Conference, which will be held in Kirikiriroa | Hamilton, 20 – 22 March 2024. If you are successful, we encourage you to attend the award presentations and celebrate your success with your peers.

Please note that all decisions made by the Awards Committee are final and discussions will not be entered into.



**Nominations
close 4pm
19 January 2024**

NZPI BEST PRACTICE AWARD: Digital tools

SUBMISSION REQUIREMENTS:

Please ensure you complete all sections and attach all required supporting material as incomplete nominations will not be accepted.

Applicants must provide:

- A clear and succinct explanation of the development and uses of the innovative digital tools, which does not exceed 2 A4 pages.
- A detailed discussion of not more than 1,500 words which describes how this innovative digital tool(s) enhances excellence in planning practice, facilitates the work of planners and addresses the judging criteria.

COPYRIGHT AND INTELLECTUAL PROPERTY

- No nomination for NZPI Awards will be considered unless the copyright and intellectual property requirements of the Awards programme are fully satisfied.
- There may be copyright and/or intellectual property implications in both the nominated project and in the materials that accompany the nomination. You must grant, or procure agreement to grant, NZPI the rights in the copyright and/or intellectual property of both the nominated project and in the accompanying nomination that are required to allow NZPI to select, edit and reproduce the works for the purposes of the NZPI Best Practice Awards and any associated promotion.

To do this, you must either:

- Own the necessary copyright and/or intellectual property and give NZPI the permission it requires OR,
- Obtain written consent from the owner(s) of the copyright and/or intellectual property to use the copyright and/or intellectual property for the purposes of the NZPI Best Practice Awards and associated promotion OR,
- Provide a written promise that you have the rights you say you have. In this respect you must indemnify NZPI for any costs or expenses whatsoever that result from any proven third-party adverse claim.

A nomination will not be considered unless the required permission and indemnity is given by the owner of the copyright and/or intellectual property.

Please ensure you complete both part 1 and part 2 of the Copyright and Intellectual Property Rights Notification section of this nomination form. This is important as your nomination will not be considered if these sections are not completed.

REQUIREMENTS OF WINNERS

If you/your project is successful you will be required to supply NZPI with the following material:

- A project video of no longer than 2 minutes duration about the nomination
- Four high resolution JPEG images of the project and the logos of those businesses/organisations/groups who should be acknowledged
- An A3 Poster depicting the project
- Text for the Awards citation. Note this must not exceed one-page double-spaced in 12-point Arial font.

This material must all be supplied to NZPI no later than 2 weeks prior to the start of the 2024 NZPI Annual Conference. You agree that the material submitted, including the A3 poster and two-minute video, may be used by NZPI to promote the planning profession

NOMINATION FORM REQUIREMENTS

Please ensure you complete all sections and attach all required supporting material as incomplete nominations will not be accepted. Complete nominations must include:

- Completed Nomination Form
- Completed Copyright and IP Rights Notification Form and any permissions required
- The nomination formatted as described in the 'Submission Requirements' section
- Associated planning documents including executive summary (if there is one).

**Nominations
close 4pm
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SUBMITTERS DETAILS

Name of person submitting this nomination

Name of your company

Your address

Suburb/city

Your phone contact details

Your email

Name of person or project being nominated

Name of company

Nominee address

Suburb/city

Nominee phone contact details

Nominee email

If successful who will receive the Award at the 2024 NZPI Conference.

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PERSON/PROJECT DETAILS

Title of nomination

Lead agency of the work

All name(s) to appear on Certificate/Award to be listed here:

Is the Submitter and Nominee (if different) a member of NZPI? Please tick.

☐

Yes

☐

No

Please note; Any member of NZPI, including student members are eligible. If the plan or project is developed by a group, planners must be a predominant part of that group. At least 50% of the planner must be NZPI members or eligible for full membership.

Is the person/company being nominated the sole owner of the nominated project and accompanying material?
Please tick.

☐

Yes

☐

No

If not, please provide details of all partner organisations on the following page.

Are the Project Team, all authors and the client fully aware of this nomination? Please tick.

☐

Yes

☐

No

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PROJECT TEAM

(including all authors you wish to be acknowledged if appropriate)

Name of company

Contact name

Address

Suburb/city

Phone

Email

Name of company

Contact name

Address

Suburb/city

Phone

Email

Name of company

Contact name

Address

Suburb/city

Phone

Email

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COPYRIGHT AND IP RIGHTS NOTIFICATION

Part 1 / Nominated Project

1. I am the sole author/copyright owner of the Nominated Project: ☐ Yes ☐ No

2. If you are not the author/copyright owner or the sole author/copyright owner of the Nominated Project please provide details of the author/copyright owner(s) below:

Please tick one of the following that applies to you in relation to moral rights:

- ☐ I am the IP rights owner of the Nominated Project and I consent to my work being reproduced, exhibited, published, communicated and/or adapted by NZPI for the purposes of the Awards and authorship will be attributed to me.
- ☐ I have the written consent from the true author of the Nominated Project (please attach) who agrees to their project being reproduced, exhibited, published, communicated and/or adapted by NZPI for the purposes of the Awards. Authorship will be attributed to the author.
- ☐ I am not the IP rights owner and I do not have consent from the true author in making this nomination.

Part 2 / Nomination Documents

Please tick one of the following that applies to you in relation to the nomination documents.

- ☐ I am the copyright owner of the nomination material (including written, graphic, photographic, drawings etc).
- ☐ I have the written consent of the copyright owner/s of the nomination material (please attach) grant permission for their nomination material to be reproduced, exhibited, published, communicated and/or adapted by NZPI for the purposes of the Awards. Authorship will be attributed to the true author.

SIGNATURE

The statements I have made above are true and correct. I indemnify NZPI in the event that I have made false, misleading and/or deceptive statements and agree to pay NZPI jointly or severally, any damages and/or legal costs that may arise from my false, misleading and/or deceptive statements.

Signature

Date

/ /

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✓ CHECKLIST

- ☐ Completed Nomination Form
- ☐ Completed Copyright and IP Rights Notification Form and any permissions required
- ☐ The nomination formatted as described in the 'Submission Requirements' section
- ☐ Associated planning documents including executive summary (if there is one).

Please note:

- *Materials included with your submission will not be returned*
- *Late entries will not be accepted or considered*
- *The NZPI Awards Committee decision is final and discussions will not be entered into*
- *By submitting this nomination, you agree that the material submitted, including the A3 poster and two-minute video, may be used by NZPI to promote the planning profession.*

*Please email your nominations to:
Vanessa White, Events Manager, NZPI,
vanessa.white@planning.org.nz no later
than 4pm 19 January 2024*

