

LGNSW Planning Awards Criteria

For your application, you will be asked to provide the following information.

(Note: This is not the entry form. Entries must be completed online)

1. **Name of Project**
2. **Select your division**

Excellence in Leadership (Individual)	Culture Change Innovation/Excellence (Team or Council)
<p>This award is open to council Executive Officers (Directors or above) and senior managers. Elected local government officials are not eligible to apply for the Excellence in Leadership Award.</p> <p>Individuals enter and are judged within their divisions:</p> <ul style="list-style-type: none"> • Division A – population less than 30,000, and outside Great Sydney Commission’s districts • Division B – population over 30,000, and outside Greater Sydney Commission’s Districts • Division C – population more than 70,000, within Greater Sydney Commission’s Districts. • Division D - JOs, ROCs and County Councils and other associate members <p>Division A: Outstanding individual contribution - Rural/regional (i.e. population under 30,000, outside Greater Sydney Commission’s districts)</p>	<ul style="list-style-type: none"> • Division A - Rural/regional (i.e. population under 30,000, outside Greater Sydney Commission’s districts) • Division B - Large regional (i.e. population over 30,000, outside Greater Sydney Commission’s districts) • Division C - Metropolitan (i.e. within Greater Sydney Commission’s districts) • Division D - JOs, ROCS and County Councils and other associate members.

3. **Choose your category**

Excellence in Leadership (Individual)

Culture Change Innovation/Excellence (Team or Council)

4. **I confirm that this entry has been approved by Council's General Manager**

Excellence in Leadership assessment criteria – Outstanding individual contribution: (Council Executive Officer, Director or above)

Outline the individual’s contribution by addressing the following criteria:

- **Q1) Overall objective/project brief** - Describe the change initiative and outline why it was needed. You should include an explanation of how the issue was defined and what (appropriate and achievable) goals were set. In 200 words or less.
- **Q2) Methodology/stakeholder engagement** - Outline the methodology/approach used to develop and deliver the change initiative. Include a description of which stakeholders (internal and external) were consulted in developing the strategy and how were they engaged. In 200 words or less.
- **Q3) Motivation/leadership – Demonstration of leadership** - What leadership qualities did this individual demonstrate in achieving this change initiative/s? How did the approach show individual leadership? In 200 words or less.
- **Q4) Innovation & impact** - Describe how the leadership of this individual incorporated something unique or something that would result in a change or leave a lasting legacy in the way council planning and development staff deliver their service/approach their work. Describe the impact this individual has had on council's internal and external stakeholders working in planning and development services. Did this person achieve their goal/s and make an impact on their key audiences? What feedback, evidence or other evaluation methods demonstrate the value of this change initiative? In 200 words or less.
- **Provide a paragraph summarising the key aspects of your application (I.e. key points from your answers from Q1 to Q4). This summary should be suitable for publication and may be used to announce the winner (max 250 words).**

Culture Change Innovation/Excellence assessment criteria: Council (as an organisation/team)

- **Q1) Overall strategy** - Describe the change initiative and outline why it was needed. You should include an explanation of how the issue/s was defined, and what (appropriate and achievable) goals were set up. In 200 words or less.
- **Q2) Methodology/stakeholder engagement** - Outline the methodology/approach used to develop, deliver and evaluate the change initiative/strategy. Include a description of how stakeholders (internal/external) were engaged to develop and implement the change initiative. Were stakeholders asked to give feedback as part of evaluating the outcomes? In 200 words or less.
- **Q3) Creating a positive environment for change** - Describe what strategies were used to create an environment of trust and positivity and to overcome change resistance. What actions and activities were used to encourage stakeholders (internal and external) to embrace change? How was resistance managed? In 200 words or less.
- **Q4) The impact resulting from the change** - Explain how this initiative altered the focus/approach in the way the council is delivering its planning and development services. What is different now? Describe how the strategy/methodology incorporated something unique or that would leave a lasting legacy on the behaviour of staff. Describe how this change initiative/strategy achieved its goal/s and made an impact on relationships between those who operate, use and are affected by the planning system. How did this change contribute to strengthening the council's capacities and performance for planning and development services? How has this change been embedded into the council's culture? In 200 words or less.
- **Provide a paragraph summarising the key aspects of your application (I.e. key points from your answers from Q1 to Q4). This summary should be suitable for publication and may be used to announce the winner (max 250 words).**

For each award submission, you will need to include the following uploads:

1. **Attach support materials including up to two good quality images** relating to your submission (1GB total, 500MB each photo) that may be used to announce the winners.
2. **For Cultural Plans**, please upload a PDF copy of the plan.
3. **Please upload any additional documents or links** that support your submission – OPTIONAL
4. Please include any further comments and captions for the images – OPTIONAL