

# Nomination Form 2 – Partnership Award

**Partnership Award:** Disability Enterprises working in partnership with other businesses to ensure their employees with disability have sustainable, high quality employment.

This Award acknowledges Disability Enterprises that have developed robust relationships with purchasers of their products/services, provide strong customer service and utilise the purchaser's corporate social responsibility to deliver employment outcomes for people with disability.

This nomination form should be read in conjunction with the Australian Disability Enterprises Excellence Awards 2009 Guidelines.

You can download a copy of the Guidelines at [www.fahcsia.gov.au](http://www.fahcsia.gov.au) or email [excellenceawards@fahcsia.gov.au](mailto:excellenceawards@fahcsia.gov.au) to request a hard copy.

To assist the judges please read the following hints and keep them in mind when completing the nomination form:

- Please keep your answers short and concise. To facilitate the assessment process, list and respond to the prompts provided in the nomination form.
- Information/evidence provided to substantiate a claim must be true and correct. The judging panel reserve the right to verify any claims made in applications.
- Your responses for each selection criteria should not exceed the space provided in the nomination form.
- Type your nomination using 12 point Arial font. If completing the nomination by hand, print clearly and use a black pen. All applications must be as accurate as possible as the information provided on the nomination form will be used for all Award purposes.
- Try to keep to the suggested one page limit for each selection criteria.
- Try to provide evidence of your claims against each selection criteria.
- Nominations that are sent by post must be received at the Awards postal address no later than 20 July 2009.
- Nominations that are sent by email must be received by 5.00pm (AEST) on 20 July 2009.
- Late nominations will not be considered.

- Multiple nominations received for the same Disability Enterprise will not necessarily mean the Disability Enterprise will have a greater chance of being selected as an Award recipient.

## **Nominating a Disability Enterprise**

If you wish to nominate an eligible Disability Enterprise, please complete the nomination form and provide the details required as listed above.

FaHCSIA intends to produce publications and conduct public awareness campaigns to promote the Australian Disability Enterprises Excellence Awards. Therefore, if you are nominating a Disability Enterprise for an Award, you will need to make sure that the Disability Enterprise you nominate agrees to be nominated and agrees that information contained in the nomination form can be provided to FaHCSIA. The Chief Executive Officer (or equivalent) of the Disability Enterprise you are nominating must indicate their consent by completing the declaration in section six of the nomination form.

## **Privacy and Confidentiality**

Information about the person making a nomination will be used for the assessment process.

Information about the Disability Enterprise provided in the nomination form will be used for the purposes of the assessment and judging process and Award announcements, including promotion of the Australian Disability Enterprises Excellence Awards. This may include publishing details on the website, in media releases announcing finalists and recipients of the Awards, or any other promotional material.

The information provided on the nomination form is collected by FaHCSIA and may be made available to the judging panel.

Any personal information provided in the nomination form is protected under the *Privacy Act 1988*. It will not be used for any other purpose, or be disclosed to any other person or organisation without your consent, unless authorised by law.

## **Submission of Nominations**

- **You should keep a copy of your nomination form and any attachments as these documents cannot be returned to you.**
- **There can be no exceptions to the nomination deadline.**

## Section 1: Nomination Category

Please tick (✓) the Partnership Award subcategory for which you are nominating. Please select only one sub-category.

- Partnership Award  
**Small** – a Disability Enterprise with funded employment capacity of up to 100 employees with disability across all outlets.
- Partnership Award  
**Large** - a Disability Enterprise with funded employment capacity of over 100 employees with disability across all outlets.

## Section 2: Details of Nominator

Title (Mr/Mrs/Ms)		
Last Name		
First Names		
Postal Address		
Email		
Telephone ( <i>business hours</i> )		Mobile
Your Relationship to the Disability Enterprise ( <i>e.g. purchaser, employee, support worker, family/carer/advocate of employee, member of the community</i> ).		

## Section 3: Details of Disability Enterprise

Organisation Name		
Outlet/Site Names		
Number of Supported Employees (outlet capacity)		
Chief Executive Officer Name		
Chief Executive Officer Telephone ( <i>business hours</i> )		
Postal Address		
Email		
Telephone ( <i>business hours</i> )		Mobile

## **Section 4: About the Disability Enterprise**

In 200 words or less, please provide general background information about the Disability Enterprise.

Prompts:

- How and when was the Disability Enterprise established?
- What products and services does it provide?
- Describe the structure of Disability Enterprise.
- Vision, values and future direction of the Disability Enterprise.

## Section 5: Selection Criteria

**Criterion A** - Describe your partnership arrangements and how these arrangements ensure employees with disability have sustainable, high quality employment opportunities.

Prompts:

- With whom does the Disability Enterprise have the partnership arrangement with?
- Describe the partnership arrangement.
- What are the sustainable high quality employment opportunities that are delivered under this arrangement?
- How does this partnership arrangement deliver on sustainable high quality employment opportunities for people with disability?
- How does the Disability Enterprise know that this partnership arrangement is providing these opportunities?
- Provide evidence/examples.

**Criterion B** - Describe how a robust relationship has been developed with purchaser/s, the Disability Enterprise is providing strong customer service and the Disability Enterprise engages with the purchaser/s' sense of corporate social responsibility.

Prompts:

- This may be one or more partnership arrangement.
- How did the Disability Enterprise develop the partnership?
- What makes the partnership relationship robust?
- How is the Disability Enterprise providing strong customer service?
- What evidence does the Disability Enterprise have that they are providing strong customer service?
- How does the Disability Enterprise engage the business partner's sense of corporate social responsibility?

**Criterion C** - Describe how people with disability have assisted in building this relationship with purchasers.

Prompts:

- Was the partnership formed because of the employee base of the Disability Enterprise?
- How does the Disability Enterprise capitalise on the employee base of the organisation?
- What assistance was provided by people with disability that established or continues to build partnerships?
- Did people with disability contribute to good ideas on how to deliver the service? How? Provide evidence or examples.
- Are people with disability included in sourcing and development new business partnerships? How is this achieved?

## **Section 6: Declaration**

### **6.1 Declaration by Chief Executive Officer**

I, ....., have read, understand and agree to abide by the conditions set out in the Australian Disability Enterprises Awards 2009 Guidelines.

Signature of Chief Executive Officer.....

Name (Please Print) .....

Date .....

Phone Number (during business hours).....

Email .....

### **6.2 Declaration by Person Completing the Form**

I, ....., have read, understand and agree to abide by the conditions set out in the Australian Disability Enterprises Awards 2009 Guidelines. I have completed the nomination application form with information that is true and correct at the time of completing the form.

I have advised ....., the Chief Executive Officer (or equivalent) of the nominated Disability Enterprise of this nomination and he/she is aware of the conditions detailed in the Australian Disability Enterprises Excellence Awards 2009 Guidelines.

Signature of person completing the form .....

Name (Please Print) .....

Date .....

Phone Number (during business hours).....

Email .....

Completed nomination forms and supporting documentation must be received in the Department no later than 5.00pm (AEST) on Monday 20 July 2009.

Please post or email your nomination to either of the following addresses:

<b>Post completed nomination form to:</b>	<b>Email completed nomination form to:</b>
Disability Participation and Reform Branch Australian Disability Enterprises Excellence Awards 2009 GPO Box 9820 Brisbane QLD 4001	<a href="mailto:excellenceawards@fahcsia.gov.au">excellenceawards@fahcsia.gov.au</a>

## Check List

You must complete this checklist before forwarding the nomination:

- I have read the Guidelines and understand and agree to abide by the conditions set out in the Guidelines.
- Sections 1–6 of the nomination form have been completed.
- I have signed the nomination form.
- The Chief Executive Officer (or equivalent) of the Disability Enterprise being nominated has signed the form.
- Attachments (if any) have been clearly labelled with the name of the nominated Disability Enterprise.

## Disclaimer

Neither FaHCSIA nor the judging panel will be responsible for the improper delivery or non-arrival of Awards material.

All submissions received will be acknowledged in writing.

If you do not receive a confirmation notice within 10 days of the closing date, please email [excellenceawards@fahcsia.gov.au](mailto:excellenceawards@fahcsia.gov.au).