

Nomination Form 4 – Supported Employees Award

Supported Employees Team Award: A team of supported employees at a Disability Enterprise that has demonstrated an outstanding contribution to the Disability Enterprise's success.

This Award acknowledges a team of supported employees that has members who have worked well together and with management to ensure that their Disability Enterprise is viable and sustainable.

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 or email 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 Team

If you wish to nominate an eligible Disability Enterprise team, 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 team for an Award, you will need to make sure that the Disability Enterprise and the team 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 seven 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 and team 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 Enterprise 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 Supported Employees Team Award subcategory for which you are nominating. Please select only one sub-category.

- Supported Employees Team Award **Small** – a Disability Enterprise with funded employment capacity of up to 100 employees with disability across all outlets.
- Supported Employees Team 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: Details of Disability Enterprise Team

Please describe the work team of supported employees within the Disability Enterprise which you wish to nominate for this Award.

Please use non-personal descriptors in describing the team. For example: 'The baking team within the Klassic Kookies outlet of Acme Disability Enterprise.'

Team Descriptive

Section 5: 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 the Disability Enterprise.
- Vision, values and future direction of Disability Enterprise.

Section 6: Selection Criteria

Criterion A – Demonstrate how the team of supported employees has contributed to the Disability Enterprise's success.

Prompts:

- Describe how the team has contributed to the Disability Enterprise's success.
- Outline what was the contribution to the success? Was it a process, procedure, suggestion, increased productivity etc?
- How do you know that this team contributed to the success of the Disability Enterprise?
- What evidence do you have to support your statement?

Criterion B - Provide evidence that the members of the team of supported employees work cohesively together.

Prompts:

- How has this team demonstrated that its members work together cohesively?
- What are the team dynamics that contribute to the Disability Enterprise's success?
- Give examples and evidence that demonstrate that the people with disability work together cohesively?

Criterion C - Provide evidence that the team worked with management to produce tangible outcomes.

Prompts:

- How has the team worked with management? What process was used?
- What are the tangible outcomes?
- How do you know that this team works well with management? Give examples.
- How does the Disability Enterprise reward high performance by teams in the Disability Enterprise?

Section 7: Declaration

7.1 Declaration by Chief Executive Officer

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

Signature of Chief Executive Officer.....

Name (Please Print)

Date

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

Email

7.2 Declaration by Person Completing the Form

I,, have read, understand and agree to abide by the conditions set out in the Australian Disability Enterprises Excellence 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 all team members as nominated in Section 4 of this nomination and they are aware of the conditions detailed in the Australian Disability Enterprises Excellence Awards 2009 Guidelines.

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 by FaHCSIA no later than 5.00pm (AEST) on Monday 20 July 2009.

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

Post completed nomination form to:	Email completed nomination form to:
Disability Participation and Reform Branch Australian Disability Enterprises Excellence Awards 2009 GPO Box 9820 Brisbane QLD 4001	excellenceawards@fahcsia.gov.au

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 1–7 of the nomination form have been completed.
- I have signed the nomination form.
- The Chief Executive Officer (or equivalent officer) 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.