

2022 NOMINATION FORM



FACILITIES MANAGEMENT TEAM OF THE YEAR

This award recognises the outstanding performance by a team working in the FM profession in New Zealand – a group of professionals who have applied their experience and knowledge to produce exceptional results within their (or their client's) facility and/or organisation, as well as demonstrating excellent team qualities. Team achievements should be focused on facilities management practice.

TEAM DETAILS			
Organisation			
Team Leader Name			
Email		Phone	
Team Member	FMANZ #	Team Member	FMANZ #

NOMINATOR DETAILS (leave blank if self-nominating)	
Name	
Phone	
Email	
Position	
Organisation	
Business Address	
	Post Code
FMANZ Membership Number (if applicable)	

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Eligibility

- Nominees must predominantly be facilities management practitioners. For the purposes of this award, this includes any team that organises, controls and coordinates the strategic and operational management of facilities in public and private organisations to ensure the assets are fit for their intended purpose and operate efficiently. This includes creating and sustaining safe and productive environments for occupants and visitors.
- Nominations must be submitted on an FMANZ Awards nomination form appropriately covering all judging criteria, with a signed declaration.
- Nominees must have been an Individual or Corporate member of FMANZ for 12 months prior to their nomination being submitted. Team members shall be named, their roles detailed and the FMANZ membership status noted. Non-FM team members are not required to hold Individual FMANZ memberships (i.e. administration/support staff integral to the team nomination.) The award is an FMANZ award and the expectation is that the team is largely made up of FMANZ Individual/Corporate members – the judges decision to accept/decline any nominations is final.
- Judges, awards committee members and board members are not eligible to enter.
- An individual may nominate only one person/organisation per year in each category.
- If shortlisted, you agree to send at least one representative to the Gala Awards Dinner at your own cost.
- Self nominations are permitted in this category provided the nomination includes a minimum of 1 written client endorsement

Note: The judges have the right, but are not obligated, to contact referees to validate any information supplied. References may be followed up where two or more nominees are ranked closely.

Guidelines for nominators

Here are some guidelines to help you prepare your nomination and ensure that it is the best it can be:

- Check eligibility – read the eligibility section above carefully to make sure the team you are nominating meets all the criteria.
- Read the questions carefully and answer them clearly, concisely and directly. The explanatory note below each question will help you understand what the judges are looking for.
- Please provide examples and evidence to support the claims being made. Quantified information (such as percentage improvements, dollars saved, etc) will help the judges to assess the nomination.
- Where relevant, provide details about innovation and exemplary service delivery.
- Try not to use abbreviations or jargon – the judges may not know what you are referring to.
- Check your grammar and spelling.
- Use the full word limit but do not exceed it. Judges will ignore anything you write in excess of the limit.
- The judges will award marks only on the basis of the information they are given. Don't assume they know anything more about your nomination than the information you have provided.
- You are strongly encouraged to provide additional supporting information, such as client references, customer feedback, performance appraisals, financial information, survey results, project descriptions, etc. Any information you provide will be treated confidentially.
- Before submitting the nomination, please have it reviewed to check that it reads well and answers the criteria clearly and fully.
- The judges will only accept one nomination per person per category.

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INTRODUCTION. Summary statement about the team you are nominating. (75 words)

This description may be used when announcing shortlisted nominees at the Gala Awards Dinner and in publicity material after the event.

THE ROLE. Describe the role of your team, how it fits within the wider organisation, and why it should be recognised as the Facilities Management Team of the Year. (250 words)

What is the team's role, how does it fit within the wider FM team and the wider organisation? What makes this team an outstanding performer? Why should your team be recognised as the Facilities Management Team of the Year?

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TEAM QUALITIES. Explain how your team's qualities show commitment to facilities management and service delivery. Provide examples of how these team qualities have helped deliver value to the organisation through development, innovation and leadership. (250 words)

What is it about your team that makes it an outstanding and high-performing team?

ACHIEVEMENTS. Outline key milestones and outcomes achieved by your team in 2021/22. What aspects of these achievements were noteworthy in the context of the organisation's type and the size of the facilities managed? (250 words) Please provide details of your team's exemplary achievements eg cost savings, efficiency gains, process or service delivery improvements, innovation, etc. For completed projects, provide details on how your team's projects have benefited the organisation. Note: Achievements need to be focused on facilities management.

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DEVELOPMENT. Provide examples of how your team has improved performance within the FM team and/ or organisation through sharing knowledge and experiences, and mentoring. (250 words) Looking inwards to their own or their client's business, how have your team members used their training, development, innovation and learning experiences to benefit others? How has this led to positive organisational change?

FM INDUSTRY AND FMANZ. Describe how your team supports and represents the FM industry in NZ through involvement in activities and groups that seek to develop and support FM (eg, giving presentations, mentoring, joining associated property groups, being involved in FMANZ committees and activities). (250 words) Looking outside your business, or your client's business, how has your team contributed towards the development, support and representation of the FM industry?

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MANDATORY SUPPORTING DOCUMENTATION

Please supply a minimum of one reference and a print quality image of the team.

REFERENCE 1		REFERENCE 2 (optional)	
Name		Name	
Position		Position	
Organisation		Organisation	
Phone		Phone	
Email		Email	

OTHER SUPPORTING DOCUMENTATION

You are required to provide written client endorsements of projects and teams. If you are supplying additional supporting documentation, please list this below:

DECLARATION

By submitting this nomination form, I certify that all information provided is true and accurate to the best of my knowledge. I permit judges to validate any information provided in this submission with referees provided and acknowledge that all information within the submission will be kept confidential.

Name	
Position	
Organisation	

Signed _____

Date _____

THANK YOU FOR YOUR NOMINATION