

# Carer Friendly Business Awards 2018

## Terms and Conditions

1. The Carer Friendly Business Awards 2018 (the Awards) are conducted by Carers NT, ABN 13084010362 of 59 Bayview Blvd, Bayview NT.
2. The Awards open on 15 June 2018 and close 31 August 2018.
3. The Awards recognise businesses and individuals who go above and beyond in their provision of service to registered carers in the Northern Territory.
4. Award winners will be announced at Parliament House during Carers Week on 15 October 2018.

### Who can nominate?

5. Carers who have received service by a Northern Territory business, staff member or employer which goes above and beyond expected service delivery may nominate the business or individual for a Carer Friendly Business Award.
6. Registered carers with Carers NT, Board members, staff and immediate families of Carers NT may also nominate other organisations or individuals for the Awards based on feedback from carers.
7. A carer is defined as a person who is providing or who has provided unpaid care and support to family members or friends who have a disability, mental illness, chronic condition, terminal illness or who are frail aged.
8. Nominations will only be accepted from Northern Territory residents for Northern Territory businesses, service providers, employers and staff.

### How to nominate someone for an Award

9. The Awards nomination form is available online at [www.carersnt.asn.au](http://www.carersnt.asn.au) or in printed version from Carers NT.
10. All sections of the nomination form must be completed for the entry to be eligible for judging.
11. Completed nominations can be submitted:
  - by email to [carersnt@carersnt.asn.au](mailto:carersnt@carersnt.asn.au)
  - by post to Carers NT GPO Box 1861 , Darwin NT 0801, or
  - delivered to the **Carer Friendly Business Award** - Carers NT Office at 59 Bayview Blvd, Bayview NT.
12. Nominations are eligible for three award categories:
  - **Carer Friendly Employer** is for a business that employs a carer (usually the person nominating them)
  - **Carer Friendly Service** is a mainstream businesses, (eg banks, mechanics, florists, pharmacies, doctors) OR a registered service provider or not-for-profit organisation that may be directly associated with the health and community care services sector (eg Aged Care Facility, Community Disability Service, Occupational Therapist etc )
  - **Carer Friendly Employee** is for employees of a company or service provider that go above and beyond in helping carers.
13. The closing date for nominations is midnight Friday, 31 August 2018. Entries received after the closing date will not be eligible for judging.
14. All nominees will receive a letter from Carers NT acknowledging their nomination/s for the Awards.

### Selection Criteria

15. The following criteria must be met to be considered for judging:

#### **Carer Friendly Employer Award**

The nominee is a business that employs at least one (1) other person and:

- Provides flexible working hours for employees carrying out a caring role and maintains flexibility to amend work arrangements if and when carer responsibilities change.
- Respects that carers sometimes have to attend to the person they care for at very short notice or when a crisis situation occurs.
- Provides paid carers leave and/or flexible leave options to enable employees to undertake their caring responsibilities.
- Supports alternative work arrangements to enable employees to balance their work and carer responsibilities.
- Has established policies and practices that support employees to balance their work, caring role and self-care.

### **Carer Friendly Service Award**

The nominee is a business that offers products or services that go above and beyond standard service delivery practices to provide services for carers, demonstrating consideration of the impacts of their caring role in accessing services and:

- Recognises the time and access constraints of carers by offering personalised attention, alternative delivery options, or establishing other mechanisms to meet the needs of carers.
- Has helped educate staff about carers in the community and to support staff to understand that carers are often time poor and have many demands on them.
- Recognises the mobility needs of carers and the people they are caring for, and has policies and practices to enhance access to their premises and services.

### **Carer Friendly Employee Award**

The nominee is an employee of a Territory business or service provider who:

- Acts above and beyond normal service expectations and has a clear understanding of the carers role and acts out respect and kindness.
- Recognises and/or anticipate the carer's needs by offering an adaptable delivery of service to accommodate the carer's needs or other services not normally supplied by the company or service provider.
- Creates awareness within the organisation and promotes organisational change relating to the provision of services to carers.
- Has a clear understanding of challenges that carers face, carries out acts of random selflessness that help promote a better quality of life for an individual in a caring role without expectation of reward or payment.

### **Judging**

16. Judging for the three award categories will take place at the Carers NT Office, 59 Bayview Blvd, Bayview from 7 to 14 September 2018.
17. The judges' decision is final and no correspondence will be entered into their decision.
18. Carers NT staff will do their best to ensure all eligible entries are captured for judging purposes. Carers NT does not take responsibility for any lost or misdirected entries submitted by post, email or in person.
19. Neither formal nor informal feedback is provided to individuals or businesses nominated or to the person who prepared the nomination, following the Judging Panel decision.

### **More about the Awards**

20. Carers NT may determine the award category for each nomination.
21. Finalists and the person who nominated them will be notified of the Award by telephone.
22. All nomination information and material submitted remains the property of Carers NT.
23. All nominations will be confidential, and only available to judges and Award organisers.
24. Eligible nomination forms remain on file for a period of twelve months. Nomination forms will be destroyed at the end of this time.
25. Finalists and the person who nominated them will be invited to attend the Awards ceremony as part of the Carers Week celebrations on Monday, 15 October at Parliament House, Darwin.
26. Carers NT will pay for travel related expenses to attend the Award ceremony for category winners and the person who nominated them.
27. Carers NT reserves the right to cancel, withdraw or not offer an Award category at its discretion.
28. By entering the Awards you consent to Carers NT contacting you regarding this matter.
29. Carers NT may wish to use your nomination entry for promotional purposes, we will not release any information without your consent.
30. All entrants for the Carer Friendly Business Awards nomination agree to the terms of Carers NT Privacy Statement. Carers NT respects every individual's legal right to privacy. Carers NT's practices relating to the collection, holding, use and disclosure of personal and sensitive information relating to an individual, are those required by the Privacy Act, 1988.
31. Carers NT staff cannot be nominated for a Carers Friendly Business Award.
32. For further information please contact the Carer Advisory Service on 1800 242 636 or email [carersnt@carernt.asn.au](mailto:carersnt@carernt.asn.au)