

PIRSA CARERS POLICY

PIRSA is committed to the recognition and support of employees who provide ongoing care and assistance to a person who has a disability, who is frail and requires assistance to carry out everyday tasks or who has a chronic illness, including mental illness, as defined by the Carers Recognition Act 2005. In addition to recognising and supporting those employees providing care as described above, this policy also recognises and supports employees who have parenting care roles and those employees who are required to provide occasional/short-term care.

This policy is one of PIRSA's suite of People and Culture policies, procedures and guidelines that commit PIRSA to the ongoing pursuit of family friendly employment.

DOCUMENT CONTROL

PPGS Owner	People and Culture	PPGS Owner:	Director, People and Culture	PPGS Risk Rating & Review Cycle:	Medium 4 Years
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REVISION RECORD

Date	Version	Revision description
12/10/2009	0.1	Minor formatting and other edits made by Human Resources representatives and the Information Management & Policy Strategist.
11/02/2010	0.2	Feedback included from Marie Farley, DFC Office for Carers
31/08/2010	0.3	Edits from Marie Farley, DFC Office for Carers
11/03/2010	1.0	Policy approved by the Chief Executive.
14/01/2015	1.1	Policy converted to new policy template, and reviewed and updated ready for PIRSA-wide consultation.
28/04/2015	1.1	Policy approved by PIRSA Executive.
21/03/2018	1.2	Policy review, and minor updated links and content, approved by the General Manager, People & Culture.
23/03/2022	1.3	Policy converted to new PIRSA PPGS policy template with minor updates.

RISK ASSESSMENT

Date	Risk Rating	Risk Assessment Evaluation
23/03/2022	Medium	This policy contributes to PIRSA's ongoing pursuit of family friendly employment.

1. PURPOSE

The purpose of this policy is to ensure that PIRSA employees who are carers are recognised and supported. It endeavours to ensure that PIRSA is consistent with the spirit and intent of the [Carers Recognition Act](#) and [SA Carers Charter](#) (published as Schedule 1 of the Carers Recognition Act); by reflecting the principles of how PIRSA provides services to its carers and the people they care for.

Carer roles may be attributable to intellectual, psychiatric, cognitive, neurological, sensory or physical impairment or a combination of those impairments; and these impairments are ongoing and it results in the person having a reduced capacity for social interaction, communication learning, mobility, decision making or self-care and the need for continuing support services.

PIRSA recognises that carers may be mothers, fathers, husbands, wives, partners, children, grandparents, brothers and sisters, aunts, uncles, cousins, neighbours, friends; and may play a crucial role in enhancing the health and wellbeing of others.

2. SCOPE

This policy applies to all PIRSA employees who provide care and assistance to another person in an ongoing way; and to those employees who have parenting roles or who provide occasional/short-term care.

It excludes external contractors, sub-contractors, consultants or volunteers.

3. POLICY DETAILS

3.1 *Impacts of being a carer*

While often unacknowledged, the work of carers is extraordinary and potentially may be a long term commitment. For example, carers can be carers for the life of the person concerned such as a child with a disability; a spouse with dementia; or parents who have the role until the child becomes independent.

While caring can be rewarding, it can also be difficult as the impacts of caring and associated costs for carers include:

- higher levels of stress, anxiety and poorer health than non-carers
- difficulties with work and study
- restricted social and recreational opportunities
- feelings of grief, anger, resentment, frustration, isolation and emotional upheaval
- financial pressures.

There are many reasons why it is important for PIRSA to support carers. Supporting carers:

- is essential to the wellness of our community, as enhancing carers' capacity to give care enables the people they care for to continue living and participating in the community
- enhances the relationship between carers and the people they care for
- helps families
- affirms the contribution carers make to our society.

3.2 *Support for employees with a caring responsibility*

To support employees who have a caring role, PIRSA will ensure that flexible work practices are made available in accordance with the [PIRSA Working Arrangements Policy HR P 025](#) These can include, but are not limited to:

- flexibility around the taking of special leave with pay, leave without pay and other types of leave
- carer's leave
- home-based work arrangements
- flexitime
- time off in lieu (TOIL)
- compressed weeks or working hours over fewer days

- variations in start and finish working times
- part-time work options
- job sharing
- purchased leave
- varying roster arrangements or break times
- the provision of adequate notice where usual hours of duty or location of work is varied.

Refer to the [PIRSA Flexible Workplace Options](#) intranet page, [PIRSA Working Arrangements Policy HR P 025](#) and [PIRSA Leave Procedure HR R 008](#) for more information (Note: these hyperlinks to documents published on the PIRSA intranet are accessible by SA Government and PIRSA employees on the StateNet and PIRSA networks only).

Support offered to employees may also include:

- ensuring access to the [PIRSA Health and Wellbeing Program / Employee Assistance Program EAP](#), including for family members
- ensuring breastfeeding employees have access to flexible working arrangements, lactation breaks, and breastfeeding facilities and information in accordance with the [PIRSA Breastfeeding Policy HR P 004](#)
- enabling employees to undertake 'Keeping in Touch' work and activities in accordance with the [PIRSA Keeping in Touch Policy HR P 005](#).

4. ROLES AND RESPONSIBILITIES

Role	Responsibilities
Chief Executive	<ul style="list-style-type: none"> • Approving the policy. • Providing ongoing support for a carer friendly workplace.
PIRSA Executive	<ul style="list-style-type: none"> • Implementing the policy (including communication, awareness and training).

Role	Responsibilities
Managers	<ul style="list-style-type: none"> Ensuring that PIRSA employees who have a caring or parenting role are recognised and supported in accordance with this policy.
Director, People and Culture	<ul style="list-style-type: none"> Ongoing management of the policy (including feedback, review, document and records management requirements, updating policy versions and removal of revoked policies). Providing policy advice and assistance, including interpreting policy requirements. Evaluating, monitoring and reviewing the policy. Ensuring compliance with this policy across PIRSA.
PIRSA People Operations	<ul style="list-style-type: none"> Providing policy advice and assistance.
Employees	<ul style="list-style-type: none"> Complying with the policy and performing any particular policy actions or steps.

5. DEFINITIONS

Term	Meaning
Carer	PIRSA employees who provide ongoing care and assistance to a person who has a disability, who is frail and requires assistance to carry out everyday tasks or who has a chronic illness, including mental illness, as defined by the Carers Recognition Act .
Occasional/short-term care	Refers generally to other aspects of care not covered under carer or parenting care arrangements, e.g. care for a sick parent.
TOIL	Time Off in Lieu. Refers to time off for hours worked in lieu of overtime payment.

6. RELATED DOCUMENTS

6.1 *Policies, procedures and guidelines*

- [PIRSA Breastfeeding Policy HR P 004](#)
- [PIRSA Keeping in Touch Policy HR P 005](#)
- [PIRSA Leave Procedure HR R 008](#)
- [PIRSA Working Arrangements Policy HR P 025](#)

6.2 **Legislation**

- [Carers Recognition Act 2005](#)

7. REFERENCES

- [PIRSA Flexibility](#)
- [PIRSA Flexible Workplace Options](#)
- [PIRSA Carers](#)
- [PIRSA Health and Wellbeing Program / Employee Assistance Program \(EAP\)](#)
- [SA Carers Charter](#)
- [Carers SA website](#)
- [Carers SA Online Resources website](#)
- [SA Government DHS Carers website](#)
- [SA Government sa.gov.au Carers website](#)
- [Equal Opportunity Act 1984](#)
- [Disability Discrimination Act 1992](#)