

Reporting guidance for the *Carers Recognition Act 2005 (SA)*

The *Carers Recognition Act 2005 (SA)* (the Act) supports recognition of the important contributions carers make to the lives of those they support, workplaces and the broader community. The Act explains what South Australian public sector agencies and those contracted to deliver services for carers must do to help create carer-friendly workplaces, programs and policies.

Reporting requirements

The Act requires public sector agencies to report on their compliance with their obligations. Under section 7 of the [Carers Recognition Act 2005](#) (the Act), all public sector agencies' annual reports must include reporting on their compliance or non-compliance with each obligation under section 6 of the Act.

Most public sector agencies have not had to report on their compliance with the Act in the past. For this reason, this guidance has been developed to help agencies understand the obligations they must report on and the type of information to include. For each obligation, it is recommended that public sector agencies provide a summary of the actions they have taken to comply or work towards compliance, including any evidence of reach and/or effectiveness.

Obligations under the Act

Obligation 1: Awareness of the Carers Charter and reflecting its principles

An applicable organisation must take all practicable measures to ensure:

- (a) its employees and agents have an awareness and understanding of the Carers Charter
- (b) the organisation, and its employees and agents, take action to reflect the principles of the Carers Charter in the provision of relevant services.

Possible examples could include:

- Developing and requiring staff to undertake training on the Carers Charter
- Providing staff with a copy of the Carers Charter as part of their induction
- Making a copy of the Carers Charter available on the agency's intranet

- Promoting the Carers Charter via events, articles or emails during National Carers Week
- Ensuring policies/procedures and guiding documents for the provision of relevant services reflect the principles of the Carers Charter
- Requiring grant and/or tender applications to include a statement or explanation of how the applicant complies with the Carer Charter.

Obligation 2: Carer-inclusive human resource policies

An applicable organisation's internal human resource policies, so far as they may significantly affect an employee's caring role, must be developed having due regard to the Carers Charter.

Possible examples could include:

- Reviewing an organisation's human resource policies to ensure they meet the needs of employees who are carers and making changes if necessary
- Developing an organisational statement about the organisation's commitment to creating a carer-inclusive workplace that informs policy development
- Developing a carer-inclusive workplace policy
- Developing remote working and/or working from home policies that would meet the needs of employees who are carers.

Obligation 3: Consultation with carers

An applicable organisation must consult carers, or bodies that represent carers, when developing or evaluating relevant services.

Possible examples could include:

- Establishing and consulting with a Carers Employee Network
- Seeking feedback from a peak body for carers on a proposed program or policy impacting carers
- Involving carers or people from carer representative bodies on evaluation panels for services for carers and the people they care for.

Key definitions

Applicable organisation

A public sector agency or a person or body providing relevant services under a contract with a public sector agency (other than a contract of employment), excluding a Minister or a chief executive of an administrative unit.

Agent

Someone who acts for or on behalf of a business.

Carer

A person who provides personal care, support or assistance to the other person for one or more of the following reasons:

- (a) the other person has disability
- (b) the other person is experiencing mental ill health
- (c) the other person has a medical condition (including a terminal or chronic illness or dementia)
- (d) the other person is frail due to age
- (e) the other person is experiencing alcohol or other drug dependence.

Relevant services

Policies, programs or services specifically directed to carers and the persons they care for.

Further information

- The *Carers Recognition Act* can be found at www.legislation.sa.gov.au
- More about the *Carers Recognition Act* and the SA Carers Charter at <https://dhs.sa.gov.au/cra>
- Email enquiries about the *Carers Recognition Act* to us at DHSCarersPolicy@sa.gov.au