



## Your team

You have the right to choose how you manage your funding, supports and services.





**Do you need help to decide who is going to manage your funding and employ your team?**

## Do you need help to decide who is going to manage your funding and employ your team?

It is your choice whether you manage your own funding and supports (self managed) or choose a provider to help you (provider managed). **Self managed** means you have full control over your own funding, supports and services. It means you and your supporters do things like keeping track of your budget, record keeping, recruiting and training staff, and attending to legal requirements.

**Provider managed** means you choose one or more providers to manage your funding and supports and services. People who choose provider managed can still self direct parts of those services. **Self direction** means you guide the design and development of your services in a way that makes sense for you.

Do you and your supporters need help to understand the differences between self and provider managed when it comes to :

- keeping track of your budget?
- tailoring your services to suit your goals, needs and wishes?
- choice, control and flexibility?
- attending to the responsibilities of being an employer?
- paying your staff and attending to tax, superannuation or worker's compensation?
- record keeping?
- inducting, training and managing employees?

### **What other things do you need help to understand?**

Write your ideas in your planning manual.



**Do you need support to manage your budget and team?**

## Do you need support to manage your budget and team?

Before you start employing people, you will need to work out how much you will pay them, and how many hours a week you will employ them for. Depending on your funding, you might want to pay some people more or less as an hourly rate, or you might want to include holiday pay or other types of leave in your agreement. These decisions will affect your budget and roster.

Do you or your supporters need help to work out any of these things:

- how much to pay your team?
- which costs you should pay, and how much, for example Worker's Compensation insurance or taxation?
- whether to pay leave, for example sick or holiday leave?
- how many hours your employees can work each week?
- which hours you want your team to work?
- how to create flexible support hours so that you can do the things you want to do, when you want to do them?
- your emergency plan for when staff can't work?
- whether to set up a system to pay your staff yourself, engage an agency or employ a book-keeper?



## What other things might you and your supporters want help with when managing your budget and team?

Write your ideas in your planning manual.



**Do you need help to learn how  
to recruit your team?**

## Do you need help to learn how to recruit your team?

Your team of paid supporters are there to do the things you need, in the ways you want them done. It is important to get the right people to support you.

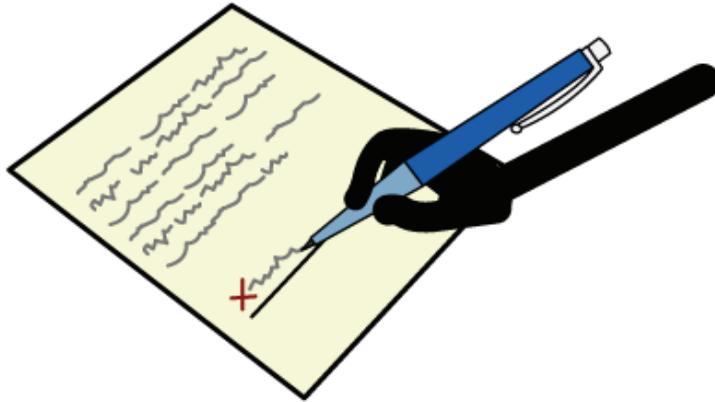
Do you or your supporters need help with recruitment, for example:

- identifying people you already know who you would like on your team?
- asking friends and family who they know who might be an awesome team member?
- developing an advertisement reflecting what you want from your team member?
- writing interview questions which reflect your needs and wishes?
- going through applications and deciding who you would like to interview?
- contacting applicants and setting up and conducting interviews?
- choosing who to employ?
- advising unsuccessful applicants?

**What other things to do with recruitment might you need help with?**

Write your ideas in your planning manual.





**Do you need help to understand what you need to provide to your new employee?**

## Do you need help to understand what you need to provide to your new employee?

Once you have found the right people for your team, the law says that there are certain things you need to think about and do. These requirements are there to make sure everyone knows what is expected of them. Some of them are there to keep people safe. Do you or your supporters need help to do any of these things when employing a new team member:

- deciding what kind of employment agreement you need, for example Casual, Wages, Permanent Part-time, or Contract?
- developing documents to give new employees, for example a welcoming letter, or job description?
- collecting relevant forms, for example Australian Taxation Office forms or Superannuation forms?
- checking that all requirements are met, for example that they have a current National Police Clearance, Working with Children Check or First Aid Certificate?
- developing Occupational Health and Safety guidelines?
- setting up a filing system so that your team's documents are stored in a way that upholds their privacy?

### **What other help might you need to understand what you need to provide to your new employee?**

Write your ideas in your planning manual.





**Do you need help to teach your team how you want to be supported?**

## Do you need help to teach your team how you want to be supported?

It is important to provide your team with the right training so that they can support you in the way you want. Everyone has a different style of learning, and you might need help to design and adapt your training to get the best results.

Would you like help to develop and deliver training for your team, for example:

- using questions and quizzes to help your team remember important points?
- making short videos which show how to use your equipment?
- designing manual handling posters to use as visual prompts ?
- supporting your current team members to model good ways of doing things to new employees?
- taking photographs in a sequence which shows how to prepare your food, or put equipment together?
- creating interactive activities for new employees to learn how to use your communication system?
- finding relevant workshops and courses, for example First Aid, Occupational Health and Safety or Person Centred approaches?
- designing a conversation with you, your supporters and your team about how to uphold your values, beliefs and human rights?



### **What other help might you need to train your team?**

Write your ideas in your planning manual.