



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 hire your team?

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You have three choices when it comes to managing your funding and who hires your workers. **Self Management** 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, advertising, recruiting, training and managing your own workers, and attending to legal requirements.

Agency Management means you choose one or more registered service providers to provide your supports and services and the NDIA pays them directly. **Plan Management** means you have a Plan Manager who pays your service providers on your behalf. People who choose a service provider to provide their supports and services can still self-direct those services. **Self-direction** means you guide the design and development of your services in a way that makes sense to you.

Do you and your supporters need help to understand the differences between these options 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 any 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?

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Before you start hiring people, you will need to work out how much you will pay them, and how many hours a week you will hire them for. You will also need to decide if you are looking to hire a contractor or have an employee. You will need to consider the hourly rate you offer, and you might have to consider holiday pay or other types of leave for your employees. 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 Superannuation?

whether to pay leave, for example sick or holiday leave?

how many hours your team 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 a worker can't work?

whether to set up a system to pay your team 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?

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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?

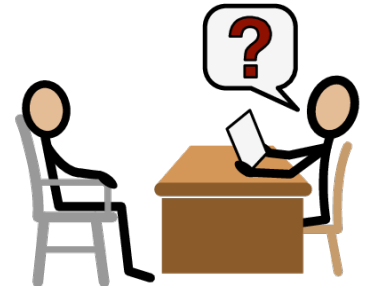
contacting applicants and setting up and conducting interviews?

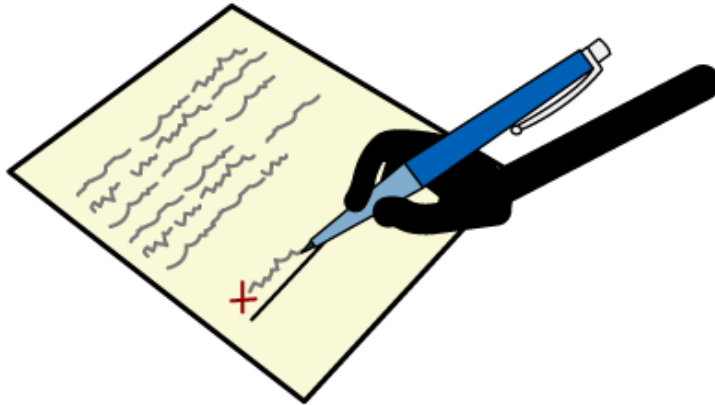
choosing who to employ?

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 worker?

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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 hiring a new team member:

deciding if you have an employee or contractor?

deciding what kind of employment contract you need, for example Casual or Part-time Permanent or Fixed Term Contract?

developing documents to give new employees, for example a welcoming letter, or job description?

collecting relevant information and forms, for example Australian Taxation Office forms or Superannuation forms?

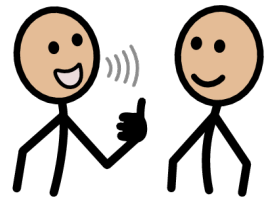
checking that all requirements are met, for example that they have a current National Police Clearance, Working with Children Check or First Aid Certificate?

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 worker?

Write your ideas in your planning manual.





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

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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?

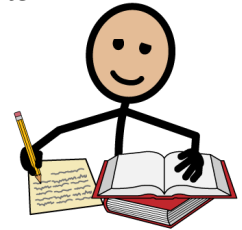
supporting your current team members to model good ways of doing things to new employees?

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.