

Hiring your own support workers



Checklist for hiring contractors

Easy Read version



How to use this document



This document is written in an easy to read way.
We use pictures to explain some ideas.



The document has been written by WA's Individualised Services (WAiS).



When you see the word 'we', it means WAiS.



This checklist goes with our
Hiring your own support workers booklet.

You can read this booklet for more information.



You can find the booklet on our website at
www.waindividualisedservices.org.au



We made this checklist in July 2018.



Links to some documents in this guide might stop working.



You might be able to find the documents online.

You can search for the name of the document you're looking for.



You can ask for help to read this checklist.

A friend, family member or support person may be able to help you.



Please remember, this document is just a guide.



You should talk to an expert if you need specific:

- information
- advice.



An accountant or a lawyer might be able to help you.

What's in this document?

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What is this checklist about?



There are things you must do if your support worker is a contractor.

This checklist explains what you need to do.

There are 6 main areas:



- Australian Business Number (ABN) or Statement by Supplier



- Taxation



- Superannuation



- Workers' compensation



- Health and safety



- Records and checks.

ABN or Statement by Supplier



You need to ask your contractor for their ABN.

If they have an ABN:



Ask your contractor for an invoice with their ABN on it.



You can pay this invoice with your funding.



Please keep the invoice for your records.

If they don't have an ABN:



They may be able to fill out a *Statement by Supplier* form and give it to you, together with their invoice.

It is up to your contractor to decide if:

- they need an ABN; or
- they can use a *Statement by Supplier* form.



Taxation



Taxation is paying a part of your income to the government.



Contractors pay their own tax.

You only need to withhold tax from a contractor if they don't give you:



- an ABN; or



- a *Statement by Supplier* form.

If they won't give you either of these, you need to:



1. Withhold the top taxation rate from the payment.



2. Report and Pay the withheld amount to the Australian Taxation Office (ATO).

Superannuation



You might need to pay your contractor superannuation – money for their retirement.

We call superannuation ‘super’.



The ATO can help you work out if you need to pay super:

<https://www.ato.gov.au/business/super-for-employers/working-out-if-you-have-to-pay-super/>



If you need to pay super, you can use the ATO's free Small Business Superannuation Clearing House (SBSCH).

For the SBSCH, you can use:



- an ABN; or

WPN



- a Withholding Payer Number (WPN).



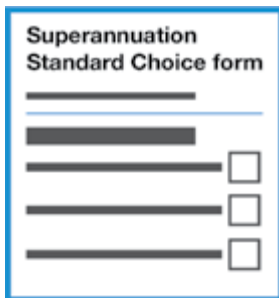
You can get a WPN by filling out a *Register a PAYG withholding account* form.

The form number is NAT 3377.



You can use the SBSCH by going to the MyGov website.

<https://my.gov.au/>



If you need to pay super, you can use the ATO's *Superannuation Standard Choice* form.



This form lets you tell your contractor which super fund you want to use, if they don't have one.

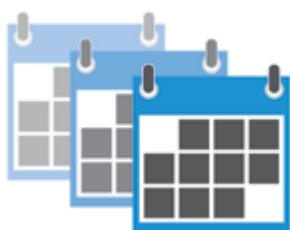


It also lets your contractor tell you which fund they want to use.



If you need to pay super, you need to pay before the due dates.

The due dates come every 3 months. They are:



- 28 October
- 28 January
- 28 April
- 28 July.

Workers' compensation



Workers' compensation is money that is paid if a worker gets hurt at work.



All employers must have workers' compensation insurance in case a worker gets hurt at their workplace.

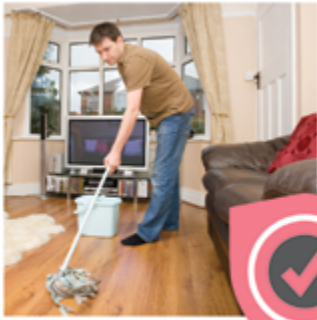
You may need to get workers' compensation insurance for your contractor.



If you do, you need a specific type of insurance called '*Private households employing staff (regular)*'.

The Insurance Code is 96010.

Health and safety



You need to make your workplace as safe as possible.



You need to work with your contractor to make sure your workplace is:

- healthy
- safe.

Records and checks



You need to keep the paperwork for your contractor for 5 years.



This is for tax purposes.



You can decide if your contractor needs a police check before they work for you.

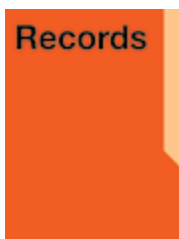


If your contractor is working with children when they are working for you, your contractor needs a Working with Children Check.

If they need a check:



- make sure it is up-to-date



- keep a copy for your records.

Contact us



If you have any questions, please contact us.



Phone WaiS on 9481 0101



WA's Individualised Services

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www.waindividualisedservices.org.au



Government of **Western Australia**
Department of **Communities**

This project is an NDIS Information, Linkages and Capacity Building (ILC) initiative. For more ILC events and resources please visit <http://www.disability.wa.gov.au/wa-ndis/wa-ndis/information-linkages-and-capacity-building/resources/>



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