



HANDBOOK FOR SELF-DIRECTION

Bespoke
Lifestyles

For further information contact:

**Bespoke Lifestyles
Level 5, 107 Latrobe Tce
PO BOX 366
Paddington Qld 4064**

Ph: 07 3368 1010

Fax: 07 3368 1019

For information on other services contact:

Disability Information Service

1800 177 120 (toll-free within Australia)

Email: disabilityinfo@communities.qld.gov.au

Disclaimer

Bespoke Lifestyles believes that information contained in this handbook is accurate as of February 2016. Bespoke Lifestyles, however, is not an expert in taxation issues and industrial relations law and directs Participants to seek independent legal and accountancy advice.

The work and information represented in this handbook remains the property of Bespoke Lifestyles and can be used only with the permission of Bespoke Lifestyles.

For further information consult the BL office, BL consultants, BL resources & appropriate government agencies.

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1. What is Bespoke Lifestyles?

1.1 Vision

People with disabilities will be living rich, meaningful and inclusive lives and be valued members of the community.

1.2 Mission

Bespoke Lifestyles provides a consultancy service to mentor people who have a disability, families and other organisations in directing and managing, wholly or partially, lifestyle development, government funding and other resources, in order for the person with disability to live a rich and independent life in the community.

1.3 Scope

Bespoke Lifestyles supports people with disability and their representatives who:

- choose self-direction;
- have a vision and a plan for the person with disability to live an inclusive life in the community;
- choose to manage all or part of their lifestyle development and funding;
- are seeking assistance with planning this lifestyle development;
- are seeking information about the different models of self-direction and management and who wish to develop their skills in the various aspects of self-direction;
- need advice and information to ensure quality and the realisation of their vision.

1.4 Values

In line with the United Nations' Convention on the *Rights of Persons with Disabilities* (CRPD), Bespoke Lifestyles fully recognises the need to promote and protect the human rights of all persons with disabilities. Bespoke Lifestyles believes that people with disability and their representatives should have the freedom to make their own choices and be involved in all the decision-making processes regarding their own lives.

Justice

The value of justice is at the centre of our belief that every person has the right to direct their own life and to fully realise their potential. We strive to rectify whatever is oppressive to human dignity.

Dignity

We value and affirm the inherent dignity and intrinsic worth of each person. We recognise that each person is unique with his or her own gifts, challenges and potential. We also believe that each person has his or her own valuable contribution to make to others.

Relationships

We believe that being in reciprocal relationships is essential to every person's sense of worth and identity. Ongoing and valued relationships in a person's life are crucial to their wellbeing and need to be fostered and nurtured.

Community

We believe that people with disability have the right to full and effective participation and inclusion in society. We believe that people thrive in communities where people support, care and challenge one another within a culture of mutuality and cooperation.

Fidelity

We have a steadfast commitment to beliefs and actions that are designed to enhance the common good. We honour the commitments that we make to individuals and families.

Resilience

We believe that ongoing resilience and consistent determination are essential for people to pursue their dreams and goals notwithstanding opposition and contradictions.

Integrity

We work within a strong ethical code that values the right of each person with disability to live a full, rich and valued life. Honesty and trustworthiness is integral to all of our relationships.

Simplicity

We esteem people and their essential wisdom and aim to strip away pretence and bureaucracy. Instead, we seek the essence of all things to create an openness and directness in all our dealings.

Service

We aim to foster the wellbeing of people with disabilities by supporting and walking beside them and their families in a spirit of hope and optimism to empower them to fulfil their vision.

Empowerment

We give people with disability and their families the opportunity to gain the knowledge and skill they need to fully embrace a lifestyle of their choice and the opportunity to be actively involved in all decision-making.

Hope

We believe in the power of dreams and “imagining better” to see possibilities and potential in all situations. *Hope sees the invisible, feels the intangible and achieves the impossible.*

1.5 Principles

Vision

Families/individuals with disability have within them a positive vision for the person with disability to live a full and ordinary life.

Each person’s vision is unique and is created from cultural background, language, stories, values, expectations and priorities.

Natural Authority of Families

Because of their long-term relationship, families and enduring friends have the authority to assist the person with disability to choose the type, quality and level of support he or she needs to live a full and ordinary life within his/her community.

Strengths

Each person has unique strengths and skills and the capacity to be creative, competent and capable.

Right Relationship

When individuals/families/enduring friends and Bespoke Lifestyles embrace both their authority and the task of building a good life for people with disability, they will work in right relationship based on trust and respect.

Planning

To reach their vision, individuals/families must plan for now, tomorrow and the future. They can be supported to do this by their friends, natural networks and Bespoke Lifestyles.

Flexibility

Flexibility of service response leads to the right amount of support, in the right manner, at the right time.

Good Communication

People need timely, open, honest and clear communication about what matters to them.

Imagining Better

The future will be shaped by what we imagine today to be a better life for people with disabilities and their families.

Sustainability

Services should be provided in a socially, economically and environmentally sustainable way.

1.6 Definitions

Self-Direction

The situation in which a person routinely makes the vast majority of decisions so that he/she considers him/herself to be fully in control of the support he/she receives.

Self-Management

The responsibility of the day-to-day management and administration involved in funded support.

Disability Services (DS)

Department of Communities, Disability Services, Queensland

Participant

In this handbook, the term *participant* refers, not only to the person with disability who is funded through DS, but also to their representative/s.

2. The Structure of Bespoke Lifestyles

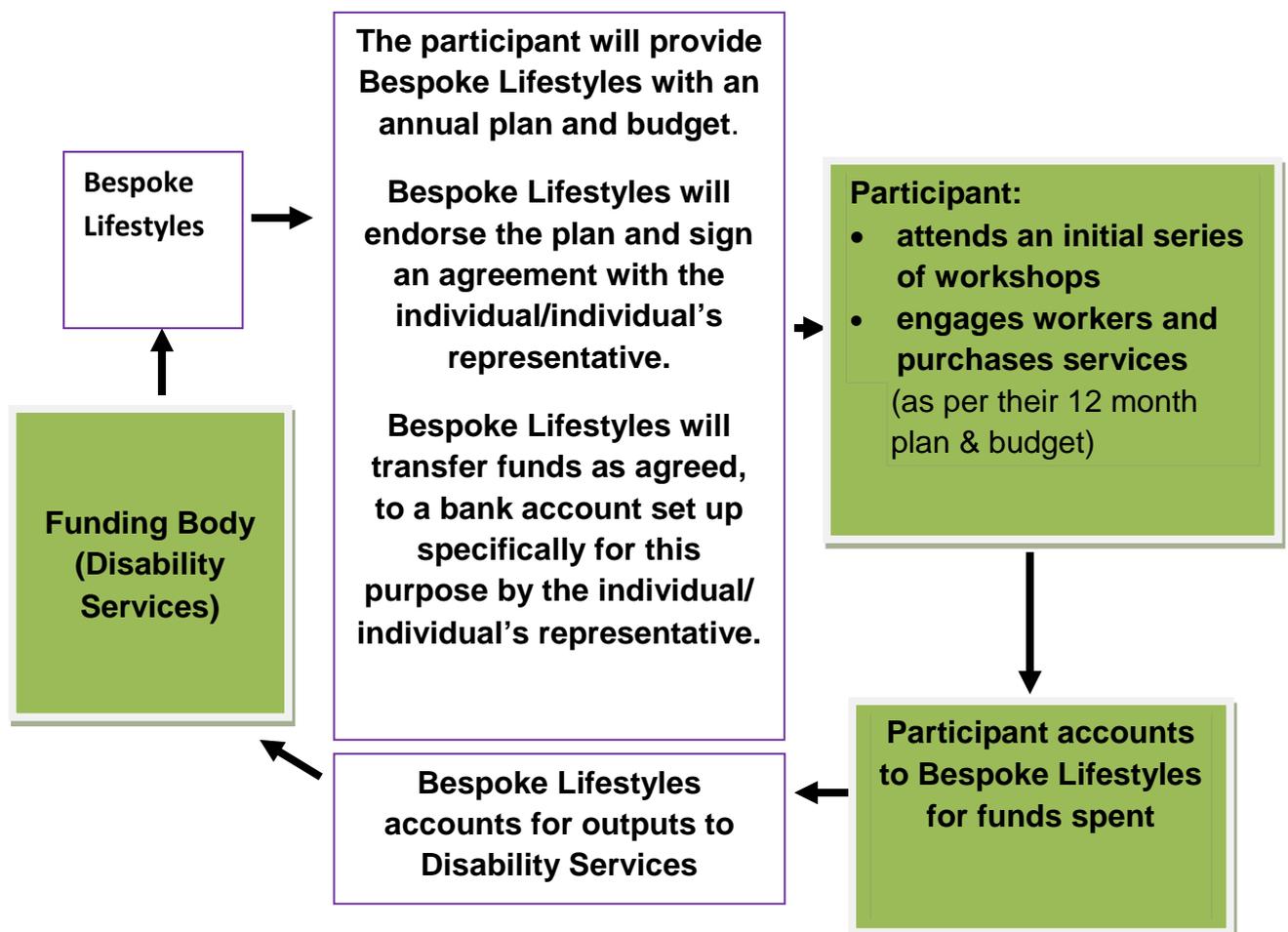
2.1 Definition

Bespoke Lifestyles is based on a shared governance and management arrangement where Bespoke Lifestyles and the person with disability and/or their representative work together within an agreed plan to utilise government funding (within the relevant Disability Services' guidelines) and other resources to best support and benefit the person with disability.

2.2 Where does the money come from?

Funds are made available from Disability Services (or other sources) and are subsequently transferred from Bespoke Lifestyles to the person with disability or to a representative acting on behalf of the person with disability.

(Both are referred to in this handbook as Bespoke Lifestyles' participants.)



Bespoke Lifestyles delegates conditionally, responsibility for the direction and the management of all or part of the funds to the participant (the person with disability or to their representative on their behalf).

Bespoke Lifestyles requires each participant to:

- use the funds in accordance with the funding guidelines of Disability Services and their annual support plan;
- account for the expenditure of the funds in accordance with the support plan and as outlined in this handbook.

2.3 How can the funds be used?

Guidelines from the relevant funding body will direct how the funds are able to be used. Bespoke Lifestyles will consult with participants regarding their particular funding guidelines.

The individual/individual's representative will develop a plan which will be underpinned by shared vision and values with Bespoke Lifestyles. This plan is developed every 12 months and reviewed every 6 months.

2.4 Who is eligible to self-direct with Bespoke Lifestyles?

People with disability or people on behalf of a person with disability who wish to self-direct and have the capacity to self-direct individual funding in order for the person with disability to live an inclusive life in the community.

Bespoke Lifestyles asks participants to respect its values and principles of service and comply with its Policies and Procedures.

Bespoke Lifestyles assumes participants want to self-direct and also manage their funds wholly or partially. However, participants can withdraw from the agreement if it no longer works for them. Similarly, if the participant does not comply with Bespoke Lifestyles' guidelines as outlined in this handbook, Bespoke Lifestyles will withdraw from the agreement. Bespoke Lifestyles will then no longer receive the funds from Disability Services and the participant will be required to find another host provider.

2.5 What are the benefits?

- The opportunity to develop the lifestyle of choice and have greater control over one's own destiny:

- The opportunity to use resources in the way one wishes in order to facilitate greater choice and control;
- Greater flexibility and control over the type of support and how and when support is provided;
- Avoidance of the high organisational costs that agencies often charge.

2.6 What fee does Bespoke Lifestyles charge?

- Bespoke Lifestyles will charge an **initial set up fee** for the first year's establishment phase.

This fee covers the costs of:

- a) the Bespoke Lifestyles' Workshop Series – the topics covered include:
 - Introduction to self-direction/self-management and how it works with Bespoke Lifestyles
 - What is involved in successful self-management
 - The importance of vision, planning and goal-setting for an inclusive life
 - The importance of building informal networks and how these can be developed
 - Finding and keeping the right staff and the legal requirements of engaging workers
 - Developing a Document of Personal Information as a succession strategy
 - Strategies for developing an inclusive life including the building of community connections and developing valued roles

(a) Setting up systems to support self-direction

(b) Access to a Bespoke Lifestyles' consultant for mentoring, problem-solving and sharing of information.

- Bespoke Lifestyles will charge an **annual administration fee** to cover:
 - a) administration costs
 - b) annual planning and review
 - c) responding to the participant's queries around self-direction/self-management
 - d) access to workshops for individuals, families, representatives and support staff
- Extra ongoing assistance and consultation will be charged on a 'fee for service' basis after the first year).

These costs and conditions apply to the 2016/2017 financial year and will be reviewed thereafter.

2.7 What are the responsibilities of Bespoke Lifestyles?

Bespoke Lifestyles will:

- provide information and training about self-direction/management and Bespoke Lifestyles' processes
- receive funding for the individual with disability from funding bodies
- supply the participant with user-friendly systems for financial reporting and accountability
- endorse the Support Plan and Budget within the participant's funding guidelines
- transfer funds to the participant's designated bank account
- undertake quality assurance as per Disability Services' guidelines
- reconcile the participant's accounts against allocated funding
- assist the participant with planning, if required
- complete data collection for Disability Services
- be available for general assistance on a 'fee for service' basis
- provide access to worker training

2.8 What are the responsibilities of the participant?

The participant will:

- Envision a good life, i.e. have a clear vision;
- Turn this vision into action through ongoing lifestyle planning and reviews;
- Plan how the funds will be used on a yearly basis with a 6 monthly review;
- Make the time and effort to manage the funds or engage others for the various tasks involved in self-management;
- Take responsibility for the support provided, including:
 - recruiting & remunerating workers
 - providing a safe work environment
 - ensuring adequate insurance is in place
- Meet the accountability requirements of Bespoke Lifestyles as outlined in this handbook.

2.9 What are the assumptions underpinning Self-Direction and Self-Management of Funding?

Bespoke Lifestyles believes:

- The person with disability or a representative on behalf of the person with disability can be trusted to account for the use of funds as agreed in their plan.

- The person with disability is the expert in his/her own care and is best able to identify the level, type and quality of support he/she needs to lead a rich and full life, and also has the knowledge to brief and train the workers he/she engages.
- Families and enduring friends have the best interests of their family member/friend with disability at heart and are best able to identify the level, type and quality of support that is needed to ensure a rich and full life for the person and for themselves. They also have the knowledge to brief and train the workers they engage.
- The person with disability and their families and enduring friends are the ones best placed to identify, build and maintain natural networks and to brief paid workers on how their paid role can complement and support these informal networks.
- Support should be flexible and responsive to each person's individual needs.

3. How to Plan

3.1 Develop a vision and a plan for a good life

Bespoke Lifestyles encourages participants to dream of a good life for the person with disability and to be prepared to push the boundaries in order to achieve this.

It is important to take time to plan how best to use all available resources to achieve this good life including the optimal use of the allocated funding.

Some questions to help participants plan are:

- What are your dreams and aspirations?
- What are your skills and abilities?
- What is your vision for the future?
- What have you achieved in the past 12 months?
- What do you want to achieve in the next 12 months?
- Who are the people in your natural networks of support?
- How can you increase this informal network of support?
- How can the people who are naturally in your life assist you to achieve your vision and goals?
- How can formal support (paid workers) support you to achieve your vision and goals?

3.2 Think creatively to get best value for your money

Funds are not the answer to every problem. However, they can make life easier and allow people with disability to do ordinary things and to have a good life. It is important to think as creatively as possible and to use the funds well.

Some questions to help this way of thinking for the person with disability are:

- Is the paid support meeting your needs in the best way possible?
- Is the paid support assisting you to reach your goals?
- Is the paid support complementing and helping build natural networks of support?
- Is this support developing your skills and increasing your independence?

3.3 Develop the skills you need

Participants should advise Bespoke Lifestyles if they need any training or assistance to develop the skill and capacity to develop their lifestyle plan, direct their supports or manage the funds. Bespoke Lifestyles provides group workshops for participants when they begin self-directing, individual planning if required and other individual assistance as needed.

3.4 Get advice when you need it

Each participant will have a Bespoke Lifestyles' consultant as their contact person.

The consultant is available for information and consultancy concerning any issues that may arise. The contact person may be able to offer simple solutions or ideas which may be useful. The contact person can also direct participants to others with expertise in any given area.

If extra support is required with self-direction or self-management, Bespoke Lifestyles can offer extra assistance. A 'fee for service' will be charged after the first year. (See Appendix 1)

3.5 Work out a budget

The participant will work out a budget every year within their funding allocation. The way funding is used can be changed during the year by seeking agreement from the participant's contact person at Bespoke Lifestyles and using the "Change of Plan" process.

3.6 Yearly cycle

- Plan and complete initial yearly Support Plan & Budget
- 6 monthly review
- Finalise and sign new Support Plan & Budget every 12 months
- Review/renew – Household WorkCover insurance /Legal Liability insurance/Criminal History checks/ Worker Agreements/Home Safety Checklist

3.7 Accountability for the use of Government funding

Bespoke Lifestyles will assist participants to set up systems for accounting for the use of funds. Participants are required to:

- have a separate bank account specifically for their funding
- keep a track of payments in and out of this account
- forward the required documentation to Bespoke Lifestyles to ensure the next payment is received on time:
 - forward bank account statements on a quarterly basis
 - ensure that the spreadsheet is reconciled with the bank statement
 - forward the up-to-date BL acquittal spreadsheet quarterly by email or upload to the BL cloud-based database
- provide workers with details of payments made to them
- keep a copy of all workers' invoices, receipts and other tax invoices

4. Organise the Support You Need

4.1 Finding suitable workers

- Participants can find staff themselves or they may wish to use an accredited disability agency to provide staff or to provide a service.
- If participants would like Bespoke Lifestyles to assist with recruitment, this will incur a 'fee for service' charge after the first 12 months.

**Except in rare situations, Bespoke Lifestyles advises *against* participants employing other family members.
This arrangement is likely to compromise supportive informal relationships which may already exist.**

4.2 Document the job to be done

- Workers should be comprehensively briefed and have a written document stating clearly the outcomes sought and a list of the requirements of their role.
- Bespoke Lifestyles provides Agreement and contract templates that can be used for this purpose.

4.3 Check what is working and what is not working

- Participants will be the first to know if they have the right type of support.
- They should monitor regularly to ensure that their plan is working well and that funds are being used in the best possible way.
- If the support is not working effectively, it can be improved by:
 - providing clearer and more specific briefing about required tasks to the workers
 - changing the tasks to be done to better meet the person's needs
 - changing the worker/s

4.4 Worker training

Participants will also need to provide workers with relevant information or training specifically for their needs.

Bespoke Lifestyles can also provide training opportunities for workers.

Participants and workers do best when they have respect for each other, share a common understanding of the work to be completed and have strategies to solve problems when they occur.

5. Paying Workers

5.1 Payment rates

The Bespoke Lifestyles' contact person will discuss with the participant about appropriate and just rates of payment for different worker roles. Current guidelines are available from Bespoke Lifestyles; however, these decisions are made by the participant who is the employer or the person engaging a sole trader.

5.2 Categorising Workers: Employee vs Contractor/Sole Trader

It is important to check whether your workers are employees or contractors, as your income tax and superannuation obligations are different.

There are three categories a worker may fall in when engaging in work for you. You will need to consider these when assessing your obligations:

1. **Independent contractor/sole trader** – not classified as an employee for Superannuation Guarantee purposes;
2. **Independent contractor/sole trader** – falls under extended definition of employee under the Superannuation Guarantee Act; and
3. **Employee** – common law definition.

5.3 Superannuation & Taxation obligations

For most participants, workers are engaged in a private and domestic capacity. Where a person is hired in this capacity for less than 30 hours per week, the individual will not be considered an employee for superannuation purposes (refer to s12(11) SGAA) and no superannuation guarantee liabilities will arise.

If, however, the number of hours exceeds 30 hours per week, the payer will need to consider the following obligations dependent on whether they are a contractor/sole trader vs an employee:

- PAYG Withholding tax;
- Fringe Benefits Tax liability (where benefits are provided by the individual); and
- Superannuation obligations.

As each case will be different we recommend you seek guidance from a registered Tax Agent.

5.4 Gift Vouchers - for one-off assistance

- On “one-off” occasions, participants can reimburse people for support they have done by giving them a gift voucher, petrol voucher or equivalent compensation which has a tax invoice.
- This payment is considered a gift and is not required to be declared as income by the worker.
- The recommendation is to limit the voucher to \$100.
- The participant will enter this as “other payment” on their spreadsheet and keep a copy of the receipt. They should also keep a signed acknowledgement from the person (with name and address) who has

provided the service.

5.4.1 For employee assistance, gift vouchers can be used.

Where participants reimburse employees (as classified in sections 5-7) for support they have done by giving them a gift voucher, petrol voucher or equivalent compensation which has a tax invoice you will need to consider the application of Fringe Benefits Tax.

5.4.2 The gift will be exempt where the gift is minor (less than \$300) and is infrequent.

5.4.3 The gift will be taxable where it is equal to or greater than a value of \$300 or is frequently provided.

For more detailed information on engaging, managing and paying workers, refer to the Bespoke Lifestyles' Staffing Handbook.

6. Purchasing Products or Services

The participant may buy services, goods or equipment from a business as agreed in their 12 monthly Budget and Support Plan and are within funding guidelines.

Participants are advised to obtain at least two quotations for large capital items. The member will:

- Obtain a tax invoice;
- Keep a copy of this invoice;
- Enter the transaction in their spreadsheet as "other payment".

7. Reporting Procedures

7.1 Provide records of payments to Bespoke Lifestyles

Bespoke Lifestyles makes regular payments to participants as agreed in the Funding Agreement.

- Participants will provide Bespoke Lifestyles with a copy of their bank statement and completed financial spreadsheet at the end of each quarter.

- Participants may be required to sign a Statutory Declaration at the end of each financial year to declare that funds have been used according to appropriate Bespoke Lifestyles' and Disability Services' funding guidelines.

Reconciliation of this financial spreadsheet needs to be completed before the first payment of each quarter.

7.2 Reporting to the ATO and Centrelink

Income tax treatment of 'Your Life Your Choice' funding received

The Australian Taxation Office has ruled that funding received under the Your Life Your Choice Self-Directed Support Framework (refer to Class Ruling CR 2013/45):

- Does not need to be included in your income tax return, as it does not form part of your taxable income; and
- Is not considered income for Centrelink income testing purposes, which means it will not impact any pensions currently in place.

This applies to individuals with disability who have entered into an individual Funding Agreement under this framework.

8. Insurance

8.1 Household Worker Insurance

Bespoke Lifestyles requires the householder to take out a Household Worker insurance policy with WorkCover Queensland for each property where paid support is being provided. Holding a household workers' insurance policy, means that the participant is covered against the cost of compensating a household worker who is injured whilst working for them.

The worker will be covered in a private dwelling (including a holiday home) and also for excursions within the community. This cover also covers other services privately paid for by the householder, such as cleaning, gardening or domestic duties.

Contact: WorkCover Queensland on 1300 362 128.

8.2 Legal Liability Insurance

While the Household Worker Insurance policy protects the householder in the situation where the injured person is a worker, Legal Liability Insurance protects

the householder if someone who **isn't working** is injured at the householder's home (such as a friend or neighbour).

If a householder owns their own home, Legal Liability insurance is usually included in their home and contents insurance policy. If a householder is renting, they can take out legal liability through a contents insurance policy or check that the landlord has Legal Liability insurance. This insurance is covered for people living in public housing.

8.3 Public Liability & Personal Indemnity Insurance

- Public Liability insurance covers potential liabilities for third parties for personal injury or property damage if they are found to have breached their duty of care.
- Professional Indemnity insurance provides financial protection for claims made against professionals whilst carrying out their duties.
- This insurance is the worker's own responsibility but is highly recommended. Bespoke Lifestyles requires its participants to discuss this with prospective/existing workers.
- Further information about this insurance and where workers can obtain it, is outlined in the Bespoke Lifestyles' document entitled, *Becoming a Self-employed Sole Trader – Working with People with Disabilities*.
- The cost of this insurance would be a tax deduction for workers.

While it is not a requirement for participants to ensure that their workers have Public Liability insurance in place, Bespoke Lifestyles recommends that participants encourage their workers to take out this insurance.

8.4 Vehicle Insurance

If the participant allows the worker to drive their car, Bespoke Lifestyles recommends they inform their insurer that workers will be driving the vehicle.

If the worker is required to use his or her own car or your car while supporting the family member, the following should be checked:

- the worker has a current driver's licence;
- the vehicle has adequate insurance cover;
- the vehicle is roadworthy and registered and has the correct seating and safety restraints for the person with disability.

Check if the worker's car and/or your car can be used for work purposes.

9. Workplace Health and Safety

It is important to ensure that the participant's home is a safe workplace.

9.1 Home Safety Checklist

The householder must check their home annually to ensure it is a safe workplace and complete the Bespoke Lifestyles' Home Safety Checklist and rectify any risk areas promptly. This checklist needs to be kept on file by the individual / individual's representative.

The participant should inform their workers about any safety concerns they may have about their home. For example, if the back steps are being repaired, then the participant needs to make the worker aware of any danger. The participant should also check that any equipment or vehicle that the worker may use is safe and in good repair.

10. Consultancy

10.1 Bespoke Lifestyles' Consultancy

After the first year, Bespoke Lifestyles will charge a fee of \$60 per hour for services including the following:

- Recruitment – advertising, short-listing, selection interviews
- Participant / Worker training
- Supervision of support staff
- Planning
- Facilitation
- Discussions/support around building networks & community inclusion
- Travel time

You may wish to outsource some of the self-management and administrative tasks. The following companies have experience and expertise with this:

10.2 Administration, Management and Payroll Services

Made to Measure Services

Ph: 07 3889 1717

Email: admin@m2mserv.com.au

Fees will be negotiated to accommodate individual requirements.

Alternatively, you may wish to engage the services of a bookkeeper.

10.3 Staff Recruitment

YouSelect Recruitment

Leeann Milne

Phone: 07 3142 2016

Mobile: 0432 127 497

Fax: 07 3149 3471

Email: info@youselect.net.au

www.youselect.net.au

11. Useful Resources and Contacts

Disability and Community Care Services, Department of Communities

disabilityinfo@disability.qld.gov.au

www.communities.qld.gov.au/disability

Phone: 1800 177 120

(Toll-free within Australia)

NDIA

Phone: 1800 800 110 (8 am – 8 pm Eastern Standard Time weekdays)

enquiries@ndis.gov.au

www.ndis.gov.au

Australian Taxation Office

Phone: 13 28 66

www.ato.gov.au

Superannuation (ATO)

Phone: 13 10 20

www.ato.gov.au

Fair Work Australia

Phone: 13 13 94

www.fairwork.gov.au/awards/pages/default.aspx

WorkCover Queensland

Household Worker Insurance

Phone: 1300 362 128

www.workcoverqld.com.au

Queensland Civil and Administrative Tribunal (QCAT)

Phone: 1300 753 228

www.qcat.qld.gov.au

Qld Government - Working with Children Check

The Blue Card System

Level 17, 53 Albert St Brisbane Q 4000

Phone: 1800 113 611 (free call within Qld from landline) or 07 3211 6999

www.bluecard.qld.gov.au

Pearls of Wisdom (self-management resources and information)

Staffing Options

<http://pearl.staffingoptions.com.au>

First Aid Training

St John Ambulance

Phone: 1300 360 455

www.stjohnqld.com.au

First Aid International

Phone: 1300 36 56 75

www.firstaidinternational.com.au

Red Cross

<http://www.redcross.org.au/qld/>

BizCover Insurance

Public Liability and Professional Indemnity Insurance

Phone: 02 9328 6125

www.bizcover.com.au

Qld Family and Child Commission

PO Box 15217, Brisbane City East QLD 4002

Phone: 07 3900 6000

Email: info@qfcc.qld.au

www.qfcc.qld.gov.au

Further resources are available through the Bespoke Lifestyles' Sharefile.

Checklists

Bespoke Lifestyles will hold on file:

- Yearly Funding Agreement signed by Bespoke Lifestyles and the individual or family representative/s;
- Funding agreements from Disability Services;
- Signed Support Plan including ;
 - Name and contact details for the person/s that Bespoke Lifestyles should contact on behalf of the member if necessary;
 - Agreement that Bespoke Lifestyles' Policies and Procedures have been sighted especially:
 - Rights and Responsibilities
 - Confidentiality and Privacy
 - Grievance Process
 - Advocacy
- Signed Budget;
- NMDS form;
- Restrictive Practices form (if required)
- Signed Participant's Contact details form.

Participants will hold on file:

- Copy of signed Service Agreement;
- Copy of Support Plan as above;
- Copy of Budget which includes monthly amount to be transferred to designated bank account;
- Home Safety Checklist
- Worker Agreements for each worker with remuneration arrangements and associated timeframes;
- Banking details for self-direction;
- Computer software from Bespoke Lifestyles for pays and spreadsheet;
- Copy of Criminal History check for each worker;
- Copy of Driver's Licence for each worker (if required);
- WorkCover policy;
- Legal Liability insurance details;
- Incident reports;
- Medication forms (if required);
- Information from Department of Communities re *Your Life Your Choice*.

Workers are required to:

- Invoice the participant for work done;
- Attach a signed 'hours worked' form to their invoice;
- Keep a copy of a current signed Worker Agreement/Contract;
- Complete a Criminal History check, show evidence & keep this current;
- Have a roadworthy vehicle (vehicle should be roadworthy, registered and have correct seating and safety restraints for the person with disability);
- Have a copy of their current Driver's Licence (if required by the member);
- Hold an ABN, if required;
- Organise their own taxation, superannuation and insurance if they are working as a contractor.