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Family &  
Community  
Services

# Governance Resource Kit: a tool for individuals and families

## Introduction



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### **Introduction**

Prepared by the NSW Department of Family and Community Services, Ageing Disability and Home Care. The suite of documents contained in this kit is endorsed for use by ADHC funding recipients as an information resource, but it does not constitute legal advice.

Individuals should obtain independent legal advice, where necessary, when making decisions.

## **Document approval**

The *Governance Resource Kit: a tool for individuals and families – Introduction* has been endorsed and approved by:

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Phil Berry

Executive Director

Approved:

## **Acknowledgement**

The *Resource Kit* was developed with the assistance and feedback from NSW families who were establishing shared support and resource pooling arrangements.

## Message from the Deputy Secretary



Australia is undergoing unprecedented generational reform in the disability sector and I am proud to be part of that reform.

As such, it gives me great pleasure to present the *Individualised Funding Governance Resource Kit*. The kit builds on the principles of person centred approaches to meet a person's unique needs and goals and promotes individual choice.

It is my hope that these resources will empower people with disability, their families and carers to both develop and achieve the life they choose with the supports they need.

This kit brings together a suite of information, tools and resources for people with disability who receive individual funding. It is designed to help in making decisions about the option of sharing some resources and allows people to identify potential efficiencies. The kit can be used to help a person with their individual choice, be it to share some of their funding for their accommodation or community supports, or not.

For those who have not started on the road to individual planning, the information available in the kit can help them understand some of the options and principles involved. For others who are already on this journey, it can provide greater clarity and support.

We hope this kit will prove to be useful for people receiving supports from the Department of Family and Community Services and in other jurisdictions as we continue to transition to the National Disability Insurance Scheme.

**Jim Longley**  
**Deputy Secretary, Ageing, Disability and Home Care**  
**2015**

# Glossary of Terms

ADHC	Ageing, Disability and Home Care, Department of Family and Community Services (NSW)
IASP	Individual Accommodation Support Package
Governance	Governance in this project refers to the decision-making structures and processes that support the establishment and maintenance of the shared living and support arrangements.
Intermediary	An agency or entity which administers individualised funding on behalf of the individual.
NDIA	National Disability Insurance Agency
NDIS	National Disability Insurance Scheme
Package	In the context of the Kit, the term refers specifically to an individualised funding package.
Shared living arrangement	This term is used to describe individuals who co-reside. This could be living in an apartment or villa with one or two others or in a house with a small group of people.
Shared support arrangement	Used to describe pooling arrangements created to achieve efficiencies through sharing supports.
The Kit	Individualised Funding Governance Resource Kit. This is referred to as the <i>Resource Kit</i> (or the Kit).

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# 1 Introduction

The *Governance Resource Kit: a tool for individuals and families* (the Kit) is designed to help people with disability, their families and carers in making decisions about sharing Packages to create the life they want with the supports they need.

The suite of documents contained in this kit is endorsed for use by ADHC funding recipients as an information resource, but it does not constitute legal advice.

Individuals should obtain independent legal advice, where necessary, when making decisions

## 1.1 The Kit includes:

### 1. A best practice Governance Framework:

The Governance Framework (Information Sheet 2, section 2.1) provides a summary of the options available to manage different living, governance and support arrangements. This is to assist people with disability (individuals) with individualised funding (a Package), their families and carers to decide if they want to share any part of their supports or living arrangements.

### 2. The Resource Kit for shared living and support arrangements:

The Kit provides more detailed information about:

- Some of the shared living arrangements available if you decide to share with two or more people;
  - Some of the governance, support and funding options available to you if you wish to manage these arrangements;
  - Templates and checklists that may assist you to decide what arrangements would suit you best and the types of agreements, policies and procedures you may need to manage these arrangements; and
- ### 3. Two tools to help you consider the potential efficiencies of sharing some of your supports and/or household costs.

The *Sharing Support and Household Costs Tool* allows you to identify potential efficiencies when two or more people want to share some of their supports. In a shared living arrangement, it helps you in deciding if you will share any of the costs associated with your home (for example, rent, food, electricity, etc.).

These resources are based on the principles of person centred approaches and are designed to meet a person's unique needs and goals. This means that the Kit can be used to help a person with their individual choice, be it to share some of their funding or not.

## 1.2 How to use the Resources for the Kit

The Kit is designed so that you can ‘dip-in-and-out’ to find the information needed at each step in the process - it is not intended to be read all at once. Each Information Sheet has been designed as a stand-alone resource that can be read independently of the others. Each Information Sheet contains a series of sections which are numbered and cross referenced.

The Kit is separated into six coloured sections:

No.	Section	Topics covered
1	Getting started	Describes the overarching steps to create new shared living or support arrangements
2	Establishment	Describes living and tenancy arrangements and the types of governance arrangements you could consider
3	Operations	Explores options for decision making, complaints dispute resolution, funding management options, and support coordination and provision
4	Shared Living	Provides information about household costs, daily life and participation for those considering shared living arrangements
5	Tools and Instructions	Describes how to use the pooling tool to help you realise the efficiencies of sharing some supports and/or household costs
6	Templates	Provides examples of some agreements, policies and procedures that you may need
7	Background	Background

The Information Sheets and templates have been developed to be easily removed from the Kit for use and printing on their own. The Information Sheets also provide tips and links as to where you can find more information.

For example, if you follow this link [www.gettingalife.com.au/the-background-paper/](http://www.gettingalife.com.au/the-background-paper/) you can read the proposal for Getting a Life Intentional Community Housing Project and see how a group of parents started with a shared vision and created a community for their sons.

## 1.3 Important notes

The Kit provides Information Sheets which give guidance on possible options to be considered and the types of decisions that need to be made. The Information Sheets do not address the needs and circumstances of specific groups or individuals. Any group considering such arrangements is advised to seek appropriate advice, including financial, legal or other specialist advice.

The *Sharing Support and Household Costs Tool* has been developed to help you consider potential efficiencies and identify any resources that could be shared. The tool has not been designed to review funding.

The information provided in the Kit is current as at November 2014 and is to be used as a guide only, as there may be changes occurring in the disability sector resulting from the introduction of the National Disability Insurance Scheme (NDIS).

The term '**you**' and '**your**' refers to the person using the *Resource Kit*. In most cases it refers to the individual with a Package and/or their families and carers.