RESPONSIBILITIES

Version: 1.4
Issue Date: 22/08/2026

Responsibilities are important to make sure everyone remains safe and is treated fairly.



Client responsibilities:

- tell my coordinator if I will not be home
- keep in contact with my coordinator
- tell my coordinator if there are changes in my life that affect my services
- treat staff with dignity and respect
- provide staff with a safe environment
- not smoke when staff are in my home
- make payment as agreed (if relevant)



Innovates responsibilities:

- treat you well and keep you safe
- support you to make choices
- include your family and carers if you want them to be
- provide information in a way that is right for you
- keep your information private and check with you who we can share your information with
- help you to speak up
- report unlawful activities, reportable incidents and mandatory reporting to relevant authority
- provide you with a copy of your agreement and plan
- contact the Guardianship Tribunal if there are concerns about your decision-making capacity.



It is important to treat us with dignity and respect and for us to treat you the same way. You can talk more about your responsibilities with coordinator or the Director of Innovate.

For more information, please contact Innovate:
Phone: 0408 673 775
Email: info@innovatecs.com.au
Website: www.innovatecs.com.au