



Welcome to our team

Cultural Perspectives

Easy Read version



How to use this document



We are Cultural Perspectives.

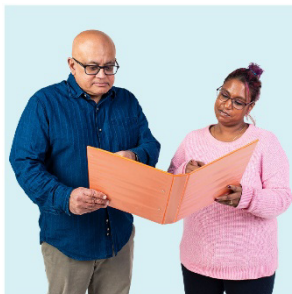
We wrote this document.



We wrote some words in **bold**.

We explain what these words mean.

There is also a list of these words on page 16.



You can ask someone you trust for support to:

- read this document
- find more information.



This is an Easy Read summary of another document.

It only includes the most important ideas.



You can find the other document on our website.

www.culper.com.au/welcome-cp

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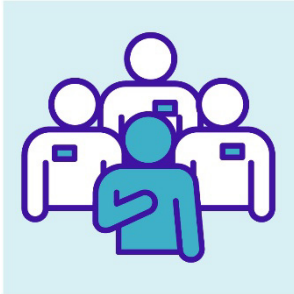
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Thank you for joining us



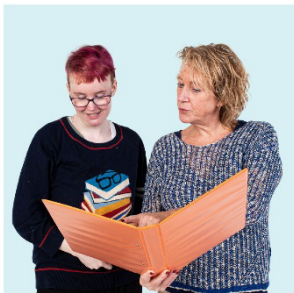
We are happy that you are joining our team.



This document explains some important information about working with us.



The person who gave you this document will be your primary contact.

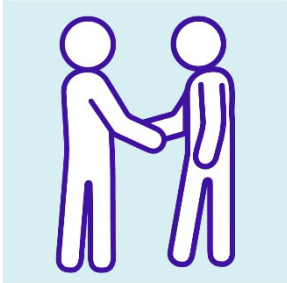


This means you can ask them for:

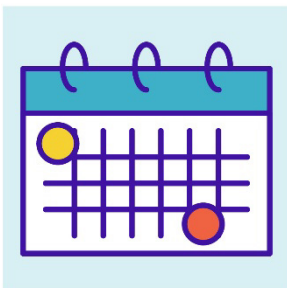
- more information
- extra support.

What we expect of you

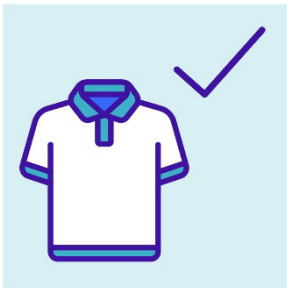
We expect you to:



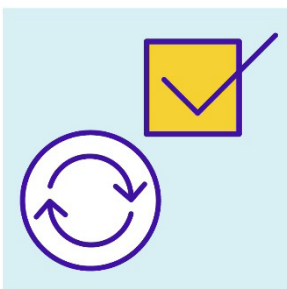
- respect the people around you



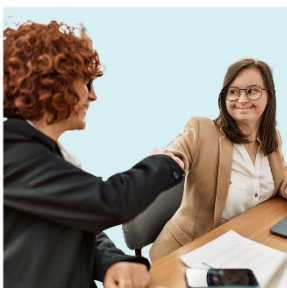
- know when your project starts and ends



- wear the right clothes



- stay up to date as things change.

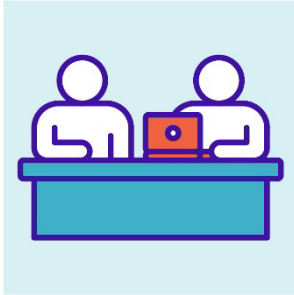


We also expect you to:

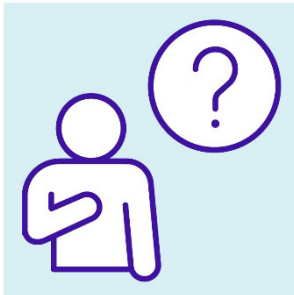
- be friendly
- help our other staff when they need it.

What you can expect of us

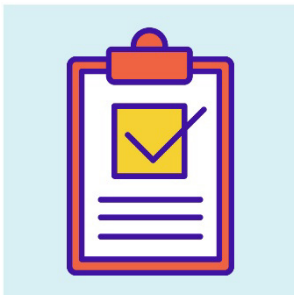
You can expect us to share clear information about:



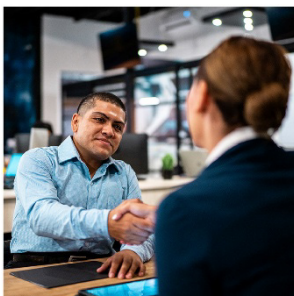
- the project



- what you will do

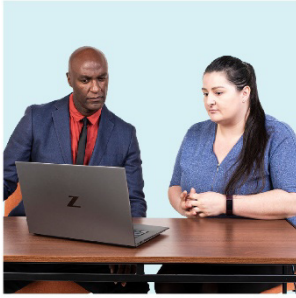


- what we want to achieve.

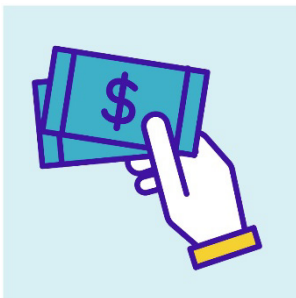


You can expect us to:

- treat you as part of our team
- listen to your ideas.



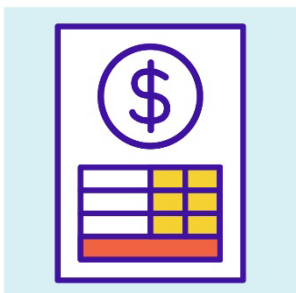
You can expect us to support you when dealing with hard tasks.



You can expect us to pay you for your work.

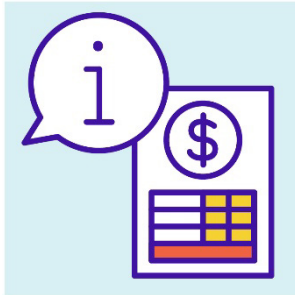


We will pay you after you send us your **invoice**.



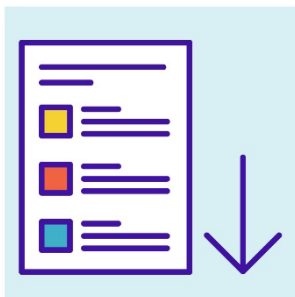
An invoice is a document that shows how much money we need to pay you for your work.

How we pay you



For us to pay you, you will need to:

- give us some information
- send us an invoice.



We explain how to do this over the following pages.

Giving us your information



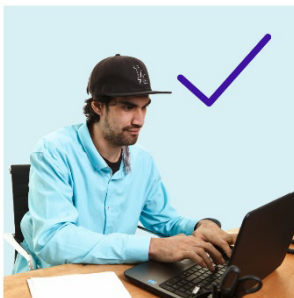
We will email you a link to a form you need to fill out.



This form will collect the information we need to be able to pay you.



An **Australian Business Number (ABN)** is a number you need to have when you run a business or company in Australia.



If you have an ABN, you will not have to do anything else after filling out our form.



If you do not have an ABN, you will get an email from CanYou.



CanYou is an online system that lets you send your information to us safely.

For example, your bank details.

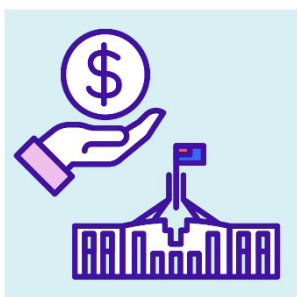


This email will ask you for your **tax file number (TFN)**.



A TFN is a number that tells the government:

- who you are
- what **tax** you should pay.



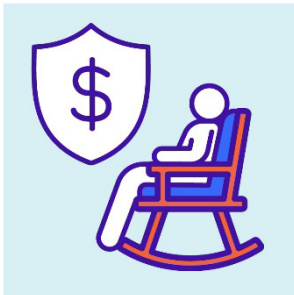
Tax is money that people pay to the government to help pay for services like schools, roads and hospitals.



We will take tax from your pay for you.

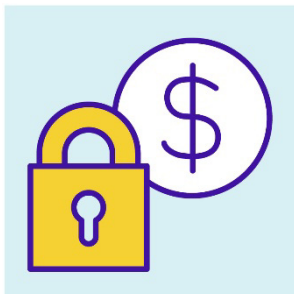


The email will also ask you for information about who looks after your **superannuation**.



Superannuation is money you save for when you stop working.

For example, when you get older.



We will pay superannuation to the organisation that looks after it for you.

Sending us an invoice



You must send us an invoice for us to pay you.

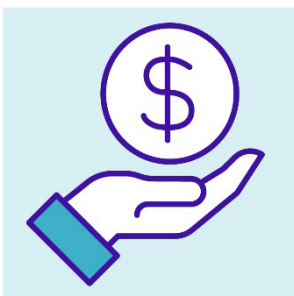
Your invoice should not include tax if you:



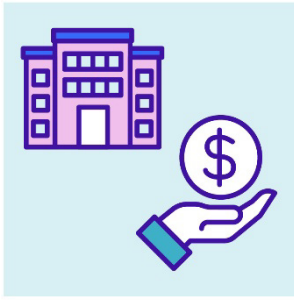
- gave us your TFN



- have an ABN and are not signed up to pay **GST**.

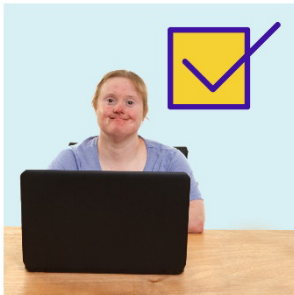


GST is a tax people and businesses need to pay when they sell an item or service.



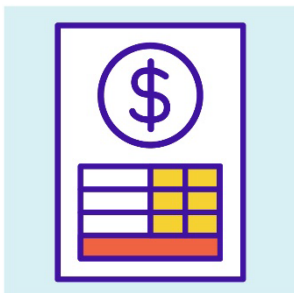
Your invoice should include tax if you:

- have an ABN
- and
- are signed up to pay GST.



After you finish your work with us, we will send you an email that explains what you need in your invoice.

This email will also include:

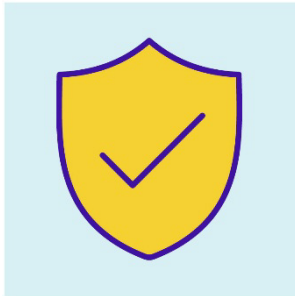


- an example of what your invoice should look like

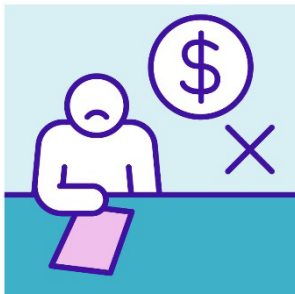


- a list of helpful hints for making your invoice.

Protecting workers



We work to protect people from **modern slavery**.



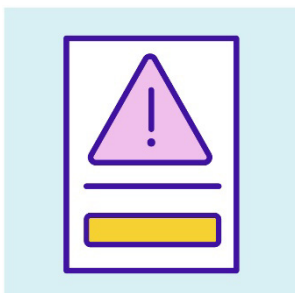
Modern slavery is when a person forces someone to:

- do work they don't want to do
- work for free.



You must report anyone you know who is:

- using modern slavery
- treating workers unfairly.



You can fill out our modern slavery form to report modern slavery to us.

spaces.hightail.com/receive/mK3MNJZdWC

Contact us



You can call us.

02 8585 1328



You can send us an email.

jenny@culper.com.au



You can write to us.

Cultural Perspectives
Level 1
16 Eveleigh Street
Redfern NSW 2016



You can visit our website.

www.culper.com.au

Word list

This list explains what the **bold** words in this document mean.



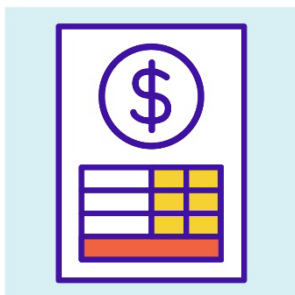
Australian Business Number (ABN)

An ABN is a number you need to have when you run a business or company in Australia.



GST

GST is a tax people and businesses need to pay when they sell an item or service.



Invoice

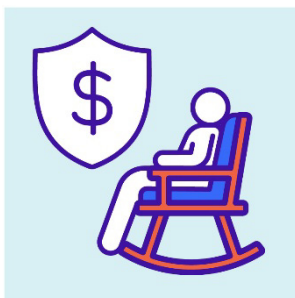
An invoice is a document that shows how much money we need to pay a person for their work.



Modern slavery

Modern slavery is when a person forces someone to:

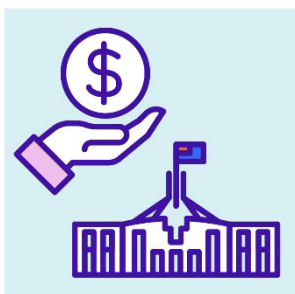
- do work they don't want to do
- work for free.



Superannuation

Superannuation is money you save for when you stop working.

For example, when you get older.



Tax

Tax is money that people pay to the government to help pay for services like schools, roads and hospitals.



Tax file number (TFN)

A TFN is a number that tells the government:

- who you are
- what tax you should pay.



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