



## **PARTICIPANT MONEY AND PROPERTY POLICY**

### **1. PURPOSE**

The purpose of this policy is to ensure that money and property of Lift Up Voices participants are protected at all times while are receiving services, including during arrival or departure from a scheduled Lift Up Voices event (e.g. interactions with taxi drivers or food outlets during an outing).

This policy has been framed around the individual rights specified in the Privacy Act (1988), Freedom of Information Act (1982), Disability Services Act (1993) and the NDIS Practice Standards – Provider Governance and Operational Management Core Module (Information Management). This policy also reflects updated obligations under the NDIS Amendment (Getting the NDIS Back on Track No.1) Act 2024.

### **2. SCOPE**

This policy applies to all Lift Up Voices Directors, staff members, volunteers and individuals who are engaged in Lift Up Voices programs and activities.

### **3. POLICY STATEMENT**

Lift Up Voices is cognisant of the vulnerability of many people living with disability with regards to the security of their finances and personal belongings. This policy sets out Lift Up Voices' practices that have been put in place to protect the money and property of all participants while attending Lift Up Voices.

Lift Up Voices recognises the rights of a participant to:

- Manage their own money or be supported to do so
- Have ready access to their money
- Be supported to use their money as they determine
- Not be provided unsolicited advice that would not be reasonably offered within the bounds of Lift Up Voices' duty of care to participants

### **4. PROCEDURES**

- Participants are not required to make any payment to Lift Up Voices outside of their service agreement, which stipulates a formal invoicing process and avoids cash payments.
- Participants can make their own determination about how they may spend their money within the context of a Lift Up Voices event, such as an optional visit to a café. In the event that a participant decides to make such an additional purchase they will be supported to do so, with Lift Up Voices staff acting reasonably to ensure participants safety, security and rights are protected in their interactions with other parties.

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- Participants will be encouraged and supported to take responsibility for their own belongings.
- Lift Up Voices staff will not use, borrow, or handle participant property unless specifically requested by the participant or where reasonably required to ensure safety.
- Lift Up Voices staff will report the receipt of any gifts from participants to Directors.
- Lift Up Voices staff will disclose the nature of any optional purchases to participant's supports in a transparent manner as they determine reasonable.
- Where applicable, Lift Up Voices will keep records of any incidents involving participant property or financial concerns and manage them in accordance with the Incident Response, Reporting and Investigation Policy.
- Lift Up Voices staff must not accept responsibility for managing or controlling participant finances unless this is formally arranged and documented through appropriate legal and consent processes.

## 5. REVIEW

This Policy will be reviewed on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

## RELATED POLICIES

Privacy and Confidentiality Policy

Code of Conduct Policy

Incident Response, Reporting and Investigation Policy

Abuse, Neglect and Exploitation Policy

Safeguarding for Participants Policy

## RELEVANT LEGISLATION OR STANDARDS

Disability Services Act (1993)

NDIS Act 2013

NDIS Practice Standards and Quality Indicators (2021)

Privacy Act (1988)

NDIS Amendment (Getting the NDIS Back on Track No.1) Act 2024

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