

Nightlife Disability Services ABN 45 529 705 877
SD06 Service user Money and Property Policy



1. Introduction

Nightlife Disability Services (Nightlife) is committed to ensuring that service users' money and property is secure, and each person uses their own money and property as they determine. Nightlife aims to demonstrate each of the following quality indicators through the application of this policy and the relevant systems, procedures and strategies:

- (a) Where the provider has access to a service users' money or other property, processes to ensure that it is managed, protected and accounted for are developed, applied, reviewed and communicated.
- (b) Service users' money or other property is only used with the consent of the service user or delegate and for the purposes intended by the service user.
- (c) If required, each service user is supported to access and spend their own money as they determine.
- (d) Service users are not given financial advice or information other than that which would reasonably be required under the their support plan.

This Policy supports Nightlife to apply the Service user Money and Property NDIS Practice Standard.

1.1 Scope

This Policy applies to the provision of all services and supports at Nightlife. All staff and volunteers are required to commit to this policy and ensure that the principles are applied in their daily w

2. Principles

Nightlife will treat personal financial information and details of service users confidential in accordance with our Privacy and Dignity Policy. Nightlife staff will only use service user money or other property with the consent of the service user and for the purposes intended by the service user.

Nightlife does not hold money or property on behalf of its service users.

Approved By:	CEO	Version	2
Approval Date:	March 2022	Next Scheduled Review	March 2024

If, in the course of service delivery our staff have access to the money or property of a service user, we will:

- encourage the service user to take responsibility and ownership of their own money and property.
- encourage the service user to access and spend money in a responsible manner but ultimately, as determined by the service user (except where a purchase or expenditure will endanger their safety, the safety of others or is illegal).
- without limiting the individuals' rights of self-determination, choice and control with respect to their money and property, ensure Workers refer to the CEO any concerns with respect to misuse or inappropriate spending of money.
- ensure Nightlife monitors the changing support needs of service users with respect to financial and property matters.
- make every effort to ensure that service users carry / store money, credit cards and debit cards safely.
- make every effort to ensure safe storage of service user's property and valuables.

Nightlife will ensure the Preventing & Responding to Violence, Abuse, Neglect, Exploitation & Discrimination Policy is implemented where it appears service users are subject to any form of financial abuse.

- Nightlife and our staff must not under any circumstances borrow, take or accept gifts of money from service users.
- Nightlife is not qualified to and must not give financial advice to its service users.

3. General

The application of the above NDIS Practice Standard is supported by our broader Nightlife policies and procedures.

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