

PARTICIPANT MONEY AND PERSONAL PROPERTY POLICY AND PROCEDURE

Policy Statement

Where the provider has access to a participant's money or other property, processes to ensure that it is managed, protected and accounted for are developed, applied, reviewed and communicated.

Participants' money or other property is only used with the consent of the participant and for the purposes intended by the participant.

If required, each participant is supported to access and spend their own money as the participant determines.

Participants are not given financial advice or information other than that which would reasonably be required under the participant's plan.

Mypower Foundations shall ensure complete transparency and accountability when handling a participant's assets.

Definitions

Money is a medium of exchange in the form of coins and banknotes.

A participant's **personal property** is any movable thing or intangible item of value that is capable of being owned by a person and not recognized as real **property** or real estate.

Procedure

In the event that Mypower Foundation's contractors have access to a participant's money or property, all contractors will act with honesty, integrity and diligence.

Before any interaction or involvement with a participant's money or property, written consent will be obtained from the client, a legal guardian or another trusted party, before any transactions or movement of property is to occur.

The consent form will detail for what purposes the money or property will be used for and it will be used only for that purpose.

These details will all be documented and signed by the participant to ensure that records are duly kept.

Mypower Foundations will support participants if requested to access and spend their own money to further their individuality, sense of autonomy and self-determination.

Mypower Foundations will also observe any necessary directions that may be provided in support plans or through care givers relating to the spending of money or use of property by the participant.

Under no circumstances will contractors of Mypower Foundations give financial advice or information to participants excepting in the rare time it may be required under the participant's support plan (e.g., support with budgeting).

Mypower Foundations' contractors will be diligent in noting any restrictions or requirements relating to money or property of the participant.

All transactions that occur whilst using the participant's money with their prior consent will be accompanied by a receipt of that transaction to be given to the participant or their significant other as delegated by them.

Any deviation from the consented usage of the participant's assets is prohibited and may lead to disciplinary or legal actions.

Responsibility

Mypower Foundations will usually assume that a participant is able to keep account of their own personal money and personal property unless they are a minor of the participant's family have provided information to suggest that that approach is contraindicated, for example, if a client is under guardianship.

Relevant Legislation and Policies

- Privacy Act 1988
- Work Health and Safety Act 2011
- NSW Disability Services Standards
- Guardianship Act 1987 (NSW)
- Powers of Attorney Act 2003 (NSW)
- Crimes Act 1900 (NSW)
- National Standards for Disability Services
- Disability Discrimination Act 1992
- National Disability Insurance Scheme Act 2013
- NDIS Code of Conduct
- NDIS Quality and Safeguarding Framework
- Universal Declaration of Human Rights
- United Nations Convention on The Rights of Persons with Disabilities