



Money Management Policy

Scope

This policy applies to anyone involved in the delivery of Brook RED NDIS services and supports.

Purpose

To ensure that NDIS Participant's own money is secure and that they are supported to use and manage it properly.

Principles

Brook RED considers that supporting NDIS Participants to manage their money is a role of significant trust and that we must ensure that we treat this role seriously and with due diligence.

Policy

- Where we have access to a NDIS Participant's money or other property, we will ensure it is managed, protected and accounted for with appropriate processes
- NDIS Participant's money or other property is only used within the consent of the person or substitute decision maker and used for the purposes intended by the person
- Money management processes are to be documented
- If required, NDIS Participants are supported to access and spend their own money as they determine
- We do not provide NDIS Participants with financial advice or information other than that which would reasonably be required under a NDIS Participant's plan

Definitions of Terms Used

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References

Brook RED NDIS Participant Reconciliation Form

Document Control and Record of Changes

| Version | Effective Date | Approved by | Summary of Change | Date of Next Review |
|------------|----------------|-------------------|----------------------------|---------------------|
| Version 01 | September 2019 | Eschleigh Balzamo | Introduction of new policy | January 2021 |
| Version 02 | July 2021 | Eschleigh Balzamo | Review and Update | July 2023 |

The General Manager has overall responsibility for this policy. If there are any questions regarding this policy, please direct these to the Business Services Manager or General Manager.