

POLICY NUMBER: NDIS SER DEL 14

INTENT

The intent of this policy is to ensure that people using the Service have the opportunity to participate in activities commensurate with having a life with choices and that employees are reimbursed for any approved expenses incurred.

DEFINITION

Activities: The daily aspects of a person's life which constitutes choice and which may involve a cost to participate.

POLICY STATEMENTS

- People who use the Service are entitled to receive support to participate in community activities and will be encouraged to do so.
- Where a Lifestyle Assistant is required to participate in an activity that has a cost associated, they will be reimbursed for their out of pocket expenses, provided a receipt is supplied.
- The Service will encourage Participants to apply for a Companion Card which offers Lifestyle Assistants accompanying a Participant free or discounted entry to some events and/or venues.
- Participants and their Representative/Nominee may request that all activities that a Participant participates in, regardless of the associated cost are approved prior to the activity commencing. The Support Team will maintain a record of all pre-approved activities for each Participant.
- Lifestyle Assistants must seek approval from the Support Team before initiating an activity with a Participant that is likely to incur a cost.
- The Service reserves the right to refuse to support a Participant in an activity if it is considered that the activity could be harmful or detrimental to the well-being of the Participant. The Support Manager and/or the General Manager will make this decision in conjunction with the Representative/Nominee.
- The Service recognises that occasionally an activity may involve the consumption of alcohol by the person using the Service. While this may be appropriate for a Participant at no time are Lifestyle Assistants to consume any alcohol while supporting a Participant.

PROCEDURES

- Activities that occur on a regular basis will be included in the Participant's Personal Plan and their detailed duties roster where have elected to have one.
- The Support Team must have prior approval from the Participant and/or their Representative/Nominee before implementing any approved activity reimbursement.
- The Service will provide information to Participants and their Representative/Nominee about the Companion Card and will assist with the application process where requested.
- Reimbursements of activity costs will not be made to Lifestyle Assistants for any unauthorised activity costs.

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- In most situations the Lifestyle Assistants will pay their own costs and seek reimbursement from the Service.
- Lifestyle Assistants should make themselves aware of the interests of a Participant and inform the Support Facilitator and/or the Support Manager of upcoming events to give the person the opportunity to participate if they wish to do so.
- The Service will encourage Participants to plan activities which have no or minimal cost.
- New, previously untried or perhaps controversial activities such as extreme sports/ should not be initiated by a Lifestyle Assistant and should always be brought to the attention of the Support Manager to be discussed with the Participant and their Representative/Nominee.
- Should a person be supported to go away on a holiday, activity costs will be negotiated beforehand and supported by a written agreement signed by the Lifestyle Assistant, Participant and/or their Representative/Nominee.

DELEGATIONS

Support Manager

- Ensure as far as practicable Participants and/or their Representative/Nominees understand their obligation in relation to the cost of activities
- Ensure staff are aware of the policy on Activities and being reimbursed
- Ensure Lifestyle Assistants are informed of the Policy on consumption of alcohol
- Provide instruction to staff on planning low cost activities

Support Team

- Liaise with Participants and/or their Representatives/Nominees in regard to approved activities
- Encourage no or low cost activities
- Negotiate and approve activities
- Provide information about the Companion Card

Finance Officer

- Invoice Participants for activity costs to be reimbursed
- Record payment of activity costs
- Report overdue accounts to the General Manager

Lifestyle Assistants

- Follow the directions in this policy in relation to all supported activities.

RELATED DOCUMENTATION

Personal Plan

Detailed Weekly Planner

REFERENCES

NDIS Practice Standards and Quality Indicators

AMENDMENTS/REVIEWS

Amended 09.08.12, Amended 05.05.16, Amended 23.06.22, Amended 04.09.25

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