



Information about nominees

Easy Read fact sheet



ndis

[ndis.gov.au](https://www.ndis.gov.au)

How to use this fact sheet



The National Disability Insurance Agency (NDIA) wrote this fact sheet.

When you see the word 'we', it means the NDIA.



We wrote this fact sheet in an easy to read way.

We use pictures to explain some ideas.

Bold

Not bold

We wrote some important words in **bold**.

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on page 25.



This is an Easy Read summary of another fact sheet.

This means it only includes the most important ideas.



You can find the other fact sheet on the NDIS website.

www.ndis.gov.au/resources



You can ask for help to read this fact sheet.

A friend, family member or support person may be able to help you.

What is in this fact sheet?

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About nominees



If you are 18 or older, you can make your own decisions about the National Disability Insurance Scheme (NDIS).



But you can choose to have a **nominee** if you:

- cannot make decisions, even with support
- do not want to make decisions.



A nominee is someone you choose to:

- make decisions for you
- do things for you.

A nominee can also make decisions for a **participant**.



Participants are people with disability who take part in the NDIS.



You can ask people you trust to be your nominee.
For example, a family member or a friend.



We can also connect you to people who can be
your nominee.



You can find out more about nominees on the
NDIS website.

ourguidelines.ndis.gov.au/appointing-nominee

Help to make decisions



Everyone needs support to make decisions sometimes.



You do not need to have a nominee to have help to make decisions.

You can ask people you trust to help you.



You can also ask us to connect you to people who can support you to make decisions.



You can give your **consent** for someone to help you make decisions about the NDIS.



When you give your consent, you say it is okay for someone to do something.

This includes doing things for you.



You can find out more about giving your consent on the NDIS website.

www.ndis.gov.au/consent-forms

If you are younger than 18



You must be 18 years old to:

- make decisions about how you work with the NDIS
- choose a nominee.



If you are younger than 18 years old, a child representative will support you instead.

A child representative is an adult who makes decisions about the NDIS for a child participant.



You can find out more about child representatives on the NDIS website.

ourguidelines.ndis.gov.au/child-representatives

The types of nominees

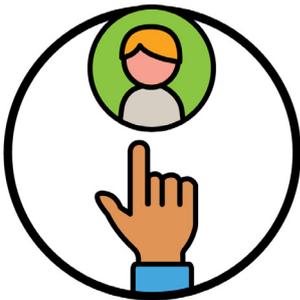
There are 2 different types of nominees:



- a plan nominee



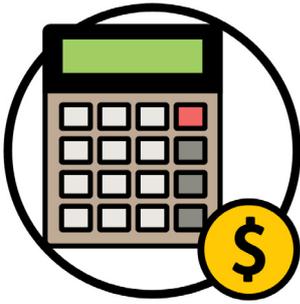
- a correspondence nominee.



You can choose to have one person as your nominee.



Or you can choose to have different people as your nominees.



But our rules say that you can only have one nominee who manages your **funding**.



Funding is the money from your plan that pays for the supports and services you need.

Plan nominee



A plan nominee can make decisions about your **NDIS plan**.



Your NDIS plan is a document that has information about:

- you and your goals
- what support you need
- the funding the NDIS will give you.

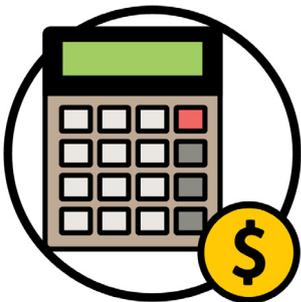


You can decide how much control your plan nominee has.

For example, you could decide that your plan nominee can:



- change your plan



- manage your funding.



But you might decide that you will still choose the goals in your plan.

Correspondence nominee



A correspondence nominee can communicate with the NDIS for you.

They can:



- ask us for information



- receive messages that we send to you, like phone calls, letters or emails.

What nominees need to do



Your nominee should work with you to:

- find out what you want
- help you to build your skills so you can make more of your own decisions.



Your nominee needs to make sure you are part of the decisions they make for you.



You can find out more about what nominees need to do on the NDIS website.

ourguidelines.ndis.gov.au/appointing-nominee

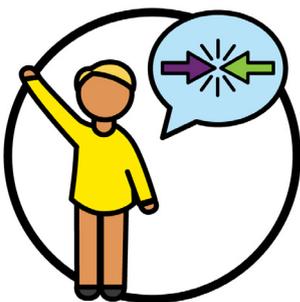
Conflicts of interest



A **conflict of interest** is when someone could affect a decision so the result is better for them.



For example, if your nominee also gets paid to provide supports to you.



Your nominee must tell us if they have any conflicts of interest.

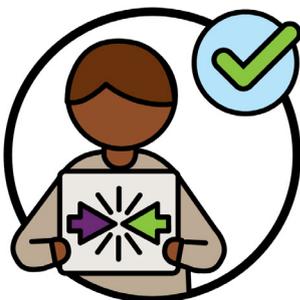


They can still be your nominee.

But it's important that:



- you know about their conflict of interest



- they tell us how they will manage it



- you trust that they will give you good support.

How you can get a nominee



You can talk to your my NDIS contact if you want to choose a nominee.

Your my NDIS contact is a support person who you have a lot of contact with.

They will:

- give you information about the NDIS
- help you understand what supports you can get
- support you to take part in the NDIS.



You can also contact us if you want help to connect with people to be your nominee.



You can visit the NDIS website.

www.ndis.gov.au/contact

The information you need to provide



When you choose a person to be your nominee, we need to make sure they are the right person for the job.



You will need to contact us to discuss who you want your nominee to be.



You need to tell us the person's:

- name
- contact details.

You also need to tell us:



- how long you want them to be your nominee

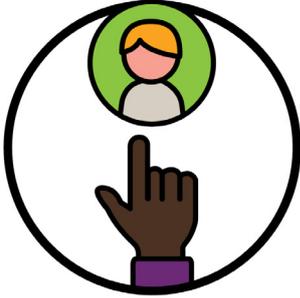


- what you want them to do as your nominee.



The person you choose must agree to be your nominee in writing.

Choosing a nominee for you



We might need to choose a nominee for you.

This includes if you have not asked for a nominee.



For example, if:

- you are not able to make decisions
- there is not anyone else who can make decisions for you.



We will always follow the laws about the NDIS when we do this.



We will talk to you and any nominees you already have about:

- if we need to choose a different nominee
- who that nominee should be.



If you already have someone who can make legal decisions for you, we can choose them to be your nominee.

How to change or cancel your nominee



You can ask us to change or cancel your nominee at any time.



You can visit our website.

www.ndis.gov.au/contact



You can also ask your my NDIS contact.



We will check that all your nominees are still right for you every 2 years.

What you can do if something goes wrong



Your nominee should never force you to agree with their decisions.



Your nominee must respect who you are and what you want.

You should always feel like you can trust them.



You should tell us if you:

- are not comfortable with what your nominee is doing
- do not like the decisions they make.



If you want, we can choose someone else to be your nominee for you.



You can visit the NDIS website to get in contact with us.

www.ndis.gov.au/contact

If we need to cancel your nominee



We will cancel your nominee if we think they have:

- hurt your body
- hurt your feelings
- used your money in a way that you did not want.



If you don't agree with our decision you can ask us to check it again.



You can find out more about how we make decisions on the NDIS website.

improvements.ndis.gov.au/how-we-make-decisions#reviewing

More information

For more information about this fact sheet, please contact us.



You can call us.

1800 800 110



You can send us an email.

enquiries@ndis.gov.au



You can visit one of our offices in person.

You can find your local office on the NDIS website.

www.ndis.gov.au/contact/locations

Word list

This list explains what the **bold** words in this fact sheet mean.



Conflict of interest

A conflict of interest is when someone could affect a decision so the result is better for them.



Consent

When you give your consent, you say it is okay for someone to do something.



Funding

Funding is the money from your plan that pays for the supports and services you need.

NDIS plan



Your NDIS plan is a document that has information about:

- you and your goals
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Nominees



A nominee is someone you choose to:

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Participants



Participants are people with disability who take part in the NDIS.



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Notes





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