# Blind Citizens Australia logo

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# Preparing for your Planning Meeting

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At your planning meeting you will meet with your Local Area Coordinator or a Planner from the National Disability Insurance Agency. They will ask you a series of questions about what you do, what support you receive, the impact your blindness has on your daily life and the different things that you would like to achieve. They will use this information to help determine the funded supports the National Disability Insurance Agency will provide so it is important to be honest and accurate with your answers.

To ensure your plan is as beneficial as possible, this fact sheet will provide you with information on what to expect and also some things to think about and prepare in advance..

## Arranging your Planning Meeting

When your Local Area Coordinator or Planner calls you to arrange your planning meeting you can ask to have it held in your home, at a local office or in a public place. You have the right to choose the date and time of the planning meeting and also who will attend it with you; you may choose to do it on your own, have a friend or family member present, or a service provider.

## What goes into your plan

### Participant Statement

The Each plan begins with a participant statement; this is simply an explanation of what you do in your daily life and the different relationships you have.

Your participant statement will be printed on your plan so it may be helpful to draft one and take it along to your meeting to make sure it is an accurate reflection of you and your life.

The participant statement is split into 2 sections, daily life and relationships. Some examples of things you may wish to talk about in each section include:

* What you do each day – Employment, study, voluntary work, recreational activities
* The people you live with (alone, family, friends)
* The people who provide you with support

### Informal, Community and Mainstream Supports

You will be asked to list your informal, community and mainstream supports during your planning meeting. These will also be printed on your plan. You will not have to provide specific details, only the name of the person or the organisation.

Informal supports are people that provide you with support who do not get paid to do so. It could be a family member, friend or neighbour.

Community supports are activities and interests (not supplied by government groups), which are available to everyone in the community e.g. social, study and sporting interests.

Mainstream supports are government systems providing services to the Australian public e.g. health, mental health, education, justice, housing, child protection and employment services.

### Goals

Your plan must contain at least one goal. Your goal should relate to something that you would like to achieve in the next 12 months. When you are thinking of goals for your plan it is good to keep them as broad as possible. This will help increase your ability to use the funding you receive in a flexible manner.

Some examples of goals include:

* My goal is to be supported to access my community
* My goal is to develop my independent living skills
* My goal is to live independently
* My goal is to maintain my employment
* My goal is to complete my studies

## Planning Questions

From here, your planner will ask you a variety of questions about what you do during the day, what, if any, assistance you currently receive, and any aspects of your life where you currently have concerns. It is important to think about how your blindness affects you with every step associated with a task, not just the task itself.

For example, you will be asked if you have difficulty showering and dressing. Physically, you may be more than capable of showering however, what about purchasing personal care products and labelling them? Of picking out your clothes? Recognising if they are marked or damaged?

It is during this time you can ask your Planner about any specific requests you have; maybe there is a piece of assistive technology you would like to discuss, or you’re on the waiting list for a new dog guide.

If you would like a copy of your plan in an accessible format, now is a good time to ask.

## What Happens Next?

Your Planner or Local Area Coordinator will work with the answers you have provided to create your plan.

The NDIA does not give specific timeframes on how long a plan will take to be approved, it varies depending on the complexity. Generally, most people receive a copy of their plan within 1-2 weeks.

Once your plan is approved you will be notified by your Planner or Local Area Coordinator and a standard print copy will be sent to you in the post. If you have requested a copy in an alternate format, you should receive this approximately 7 days later.

You may find that not everything you discussed during your planning meeting is included in your plan. If you feel that something is incorrect or missing you can request the NDIA review your plan. For further information on requesting a review of your plan, please see our fact sheet on the topic.