



Plan Management Service Agreement

Parties

Participant Name	Marsha Mellow
Participant Number	431234567

And

Plan Management Provider	Plan Management Services Perth
Address	33 NDIS Road PERTH 6000
NDIS Registration Status	Registered
NDIS Provider Number	1300 222 222
ABN	11 111 222 333
Document Number	N/A (provider does not wish to provide)

For

Service	Plan Management
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Background

A. The **Participant** is a person with disability who takes part in the **NDIS**. The **Participant** has a plan under the **NDIS Act** (the **Participant's Plan**). The plan includes a statement of participant supports.

B. The **Public Advocate** has been appointed by the State Administrative Tribunal of Western Australia as **Guardian** for the **Participant**, with powers and duties to make decisions in relation to services to be provided to the **Participant**.

C. The **Plan Management Provider** represents that it has the skills, expertise and experience necessary to provide the **Plan Management Services** to the **Participant**, which will be funded through the **Participant's Plan**, in accordance with the provisions of this **Service Agreement**.

D. The **Public Advocate** (as **Guardian** hereunder) wishes to engage the **Plan Management Provider** to provide the **Services** for the **Participant** under the **Participant's Plan**, and the **Plan Management Provider** has agreed to be so engaged.

E. This **Service Agreement** sets out provisions upon which the **Plan Management Provider** will provide the **Services** to the **Participant**.

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AGREED TERMS

Definitions and interpretation

1.1 Definitions

In this **Service Agreement** unless expressed or implied to the contrary:

Business Day means Monday to Friday excluding public holidays in Western Australia.

Commonwealth means Commonwealth of Australia.

Consumer Protection Western Australia is as set out in the *Fair-Trading Act 2010 (WA)*.

Dispute means a dispute or disagreement arising under or in connection with this **Service Agreement**.

End Date means the date specified in item 2 of Schedule 1 which is either the date the plan ends or the date the plan extension ends. Where one or more **Service Agreement Amendment Schedules** have been made, the 'Participant's Plan end date' shall be as specified in the most recent **Service Agreement Amendment Schedule**.

Funding Period means the specific timeframe set by the NDIA in which a portion of the **Participant's Plan** funding is made available for use.

Guardian means the person appointed as the **Participant's** guardian in a guardianship order made by the State Administrative Tribunal, Western Australia, namely the **Public Advocate**, or the person to whom the **Public Advocate** has delegated their powers and duties in respect of that appointment.

Guardianship and Administration Act means the Guardianship and Administration Act 1990 (WA).

Health Information means information, data and medical opinion on or about an individual's state of physical or mental health and wellbeing, including matters pertaining to disease, affliction, disability and drug or alcohol addiction.

Law means any requirement or rule of any statute, subordinate legislation, the common law or equity.

NDIA means the National Disability Insurance Agency, established by section 117 of the **NDIS Act**.

NDIS means the National Disability Insurance Scheme, being the arrangements set out in Chapter 3 of the **NDIS Act**.

NDIS Act means the *National Disability Insurance Scheme Act 2013*.

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NDIS Guide to Plan Management means the most recent practice guide issued by the **NDIA** from time to time which outlines the roles, responsibilities and activities of providers of plan management services.

NDIS Pricing Arrangements and Price Limits means the document of the **NDIA** that sets out the general pricing arrangements that apply to all supports in the **NDIS** and the specific arrangements that apply to individual supports.

NDIS Quality and Safeguards Commission means the Commission established by section 181A of the **NDIS Act**.

NDIS Support Catalogue means the document of the **NDIA** that provides information on the current price limits for each support item and indicates for each price-limited support item the claim types that can be used.

NDIS Registered Provider means the **Service Provider** has completed and maintains all requirements of NDIS registration and is in possession of a current certificate of registration granted by the **NDIS Quality and Safeguards Commission** outlining the services the **Service Provider** is registered to provide, the period of registration, and any conditions the **Service Provider** must follow to keep registration.

NDIS Practice Standards specify the quality standards that need to be met by **NDIS Registered Providers** delivering **Services** to **Participants**.

Notifiable Data Breaches Scheme is a national scheme run by the Office of the Australian Information Commissioner (OAIC), requiring any organisation or agency covered by the *Privacy Act 1988*, to notify affected individuals and the OAIC when a data breach is likely to result in harm to an individual whose personal information is involved.

Personal Information means personal information within the definition in the Privacy Act 1988 (Cth).

Plan Extension is an automatic extension of the existing **NDIS Plan** by the **NDIA** if the new **NDIS Plan** hasn't been finalised prior to the current **Plan End Date**.

Participant means a person with a disability who is a participant in the **NDIS** and has a right to have plan under the **NDIS Act** (the **Participant's Plan**) which includes a statement of participant supports.

Participant's Plan means the **Participant's** plan that is in effect under section 37 of the **NDIS Act** from time to time during the **Term** of the **Service Agreement**.

Plan Management is when a participant chooses to use a **Plan Management Provider** to manage their NDIS funds which involves receiving funds from the **NDIA** and disbursing these funds on behalf of the participant to providers of other services received.

Plan Management Provider is an organisation delivering **NDIS Plan Management** services.

Plan Manager a person who delivers **NDIS Plan Management** services.

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Public Advocate means the person appointed as the Public Advocate, being the office continued in existence by section 91 of the *Guardianship and Administration Act 1990* (WA).

Service Agreement means this agreement between the **Participant** and the **Service Provider** and includes its Schedules including any **Service Agreement Amendment Schedules** and any documents incorporated by reference.

Service Agreement Amendment Schedule means a documented change to this Service Agreement. Clause 8.1.2 explains the requirements in that regard.

Service Provider means the organisation engaged to provide **Services** to the **Participant** in accordance with this **Service Agreement**.

Services means the services set out in Schedule 2 and, where one or more **Service Agreement Amendment Schedules** have been made during the **Term** of the **Service Agreement**, the services set out in those **Service Agreement Amendment Schedules**.
Start Date means the date specified in item 1 of Schedule 1.

Start Date means the date specified in item 1 of Schedule 1 which is either the date the plan commences, or the plan extension commences or. Where one or more **Service Agreement Amendment Schedule** has been made, the 'Participant's Plan start date' shall be as specified in the most recent **Service Agreement Amendment Schedule**

Support Coordination is a **NDIS** support designed to assist the **Participant** to implement their plan according to their wishes and budgets, build the **Participant's** personal capacity and connect the **Participant** to **NDIS** service providers, community, mainstream and other government services.

Support Coordinator means the person engaged to provide support coordination services to the **Participant**, which includes assisting the **Participant** to implement the **Participant's Plan**, building the **Participant's** capacity and connecting the **Participant** to **NDIS** service providers and community, mainstream and other government services.

Term means the term of this **Service Agreement**, as determined under clause 2.

Terms and Conditions means the Service Provider's Terms and Conditions for the provision of goods and/or services to the **Participant** by the **Plan Management Provider**. To remove any doubt, the Terms and Conditions are not this Service Agreement but are separate to this Service Agreement.

1.2 Interpretation

1.2.1 This **Service Agreement** is to be construed in accordance with the laws of Western Australia.

1.2.2 In this **Service Agreement**, except where the context requires otherwise:

- (a) the singular includes the plural and vice versa.
- (b) another grammatical form of a defined word or expression has a corresponding meaning;

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(c) a reference to:

(i) a clause, schedule, appendix or annexure is a reference to a clause, schedule, appendix or annexure in or to this **Service Agreement** all of which are deemed part of this **Service Agreement** and must be complied with.

(ii) a person includes the legal personal representatives, successors and permitted assigns of that person;

(iii) any body which no longer exists or has been reconstituted, renamed, replaced or whose powers or functions have been removed or transferred to another body or agency, is a reference to the body which most closely serves the purposes or objects of the first-mentioned body;

(iv) a statute includes regulations under it and consolidations, amendments, re-enactments or replacements of any of them;

(v) this or any other document includes the document as varied or replaced regardless of any change in the identity of the parties;

(d) headings and sub-headings are inserted for ease of reference only and do not affect the interpretation of this **Service Agreement**; and

(e) where the expression including or includes is used it means 'including but not limited to' or 'including without limitation'.

2. Term

2.1 Term of Service Agreement

This **Service Agreement** commences on the **Start Date** or the date on which the **Plan Management Provider** was engaged to provide the **Services**, whichever is later, and continues for the period until the **End Date**, unless terminated earlier in accordance with clause 7.

3. Acknowledgements, Warranties and Responsibilities

3.1 Acknowledgements

The parties acknowledge and agree:

3.1.1 the **Participant** is a person with a disability and, in providing the **Services**, the **Plan Management Provider** will have regard to the human rights of the **Participant** as set out in the United Nations Convention on the Rights of Persons with Disabilities and the **NDIS Practice Standards**;

3.1.2 the **Guardian** signs this **Service Agreement** on behalf of the **Participant** pursuant to powers vested in the **Guardian** in accordance with the Guardianship and Administration Act

3.1.3 the **Guardian** may exercise all of the rights and powers of the **Participant** on behalf of the **Participant** in accordance with the **Guardianship and Administration Act**;

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3.1.4 this **Service Agreement** includes expectations as to how the **Guardian** will act to exercise the **Participant's** rights in relation to the **Services**;

3.1.5 the rights, duties and responsibilities of the **Guardian** cease upon the cessation of the **Public Advocate's** appointment as the **Participant's Guardian**;

3.1.6 this **Service Agreement** is otherwise unaffected by the cessation of the **Public Advocate's** appointment as **Guardian** unless the parties vary or terminate it in accordance with its terms;

3.1.7 a **Service Agreement Amendment Schedule** must be made in accordance with clause 8.1.2 to continue the provision of **Services** (with or without variation) beyond the **Participant's Plan End Date** specified in item 2 of Schedule 1; and

3.1.8 the **Guardian** may enforce this Service Agreement against the **Plan Management Provider**, including if the **Plan Management Provider** commits an actual or suspected breach of this **Service Agreement**.

3.2 Plan Management Provider's warranties

The **Plan Management Provider** warrants that:

3.2.1 it has, and will continue to have, the skills, expertise and experience necessary to provide the **Services** to the **Participant** in accordance with the provisions of this **Service Agreement**;

3.2.2 its governing body will, and will continue to, ensure that its strategic and business planning properly considers legislative requirements, organisational risks, other requirements related to operating under the **NDIS** (for example Agency requirements and guidance), **Participants'** and workers' needs and the wider organisational environment;

3.2.3 a proper quality management system is in place, maintained, and is relevant and proportionate to the size and scale of the relevant **NDIS Registered Provider** and the scope and complexity of the supports delivered. The system defines how to meet the requirements of legislation and the **NDIS Practice Standards**. The system is reviewed and updated as required to improve support delivery;

3.2.4 prior to entering the **Start date** and **End date** of the **Participant's Plan** at items 1 and 2 of Schedule 1, it verified with the **Support Coordinator** the accuracy of those dates;

3.2.5 prior to entering the details of **Services** in Schedule 2, it confirmed with the **Support Coordinator** that there is sufficient funding available in the **Participant's Plan** for the total cost for all **Services** listed in Schedule 2;

3.2.6 it will only charge the **Participant**, according to the applicable funding periods prescribed by the NDIA, for the provision of **Services** listed in Schedule 2 or in any **Service Agreement Amendment Schedule** made during the Term of the **Service Agreement**; and

3.2.7 regardless of the price specified for any support item in Schedule 2 or in any **Service Agreement Amendment Schedule** made during the **Term** of the **Service Agreement**, it will charge the **Participant** in accordance with the **NDIS Pricing Arrangements and Price**

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Limits and not more than the current price limit for the relevant support item, specified in the current **NDIS Support Catalogue** (as updated or replaced by the **NDIA** from time to time)

3.3 Plan Management Provider's responsibilities

The **Plan Management Provider** agrees to:

3.3.1 in a timely manner to manage and monitor the funding in the **Participant's Plan** to ensure funds are being spent in accordance with the plan and in line with the expected spend in the **Participant's Plan**;

3.3.2 in a timely manner to manage the **Participant's NDIS** claims and disperse funds to **Service Providers** for **Services** delivered in accordance with the **NDIS Pricing Arrangements and Price Limits** and the **NDIS Support Catalogue** and the **Service Provider's Service Agreement**.;

3.3.3 (where required by the **NDIS Practice Standards and Quality Indicators** to provide business specific information about how the **Plan Management Provider** will meet requirements), include such information in the **Plan Management Provider's Terms and Conditions for Participants** who are represented by the **Public Advocate**. These requirements may include, but are not limited to, information about how the **Plan Management Provider** will provide continuity of supports and responsive service provision;

3.3.4 within 30 days of the signing of this **Service Agreement**, and thereafter every time there is a change to the **Terms and Conditions** on the part of the **Plan Management Provider**, provide the **Participant** and **Guardian** with a copy of its **Terms and Conditions**, in language the **Participant** is most likely to understand; the above can be achieved by providing an annexure to this **Service Agreement** or providing a link to the **Plan Management Provider's Terms and Conditions for Participants** who are represented by the **Public Advocate** available on the **Service Provider's website**;

3.3.4A to ensure that the **Terms and Conditions** do not render the **Participant** or the **Guardian** responsible for payment of any overspend of the **Participant's NDIS** funds as set out in the **NDIS Plan**;

3.3.4B to ensure that the **Terms and Conditions** are and remain Lawful, fair and reasonable;

3.3.5 in a timely manner to provide regular statements to the **Participant** and the participant's **Support Coordinator** (where appointed) or **Guardian** to show the financial status of their plan including prompt notification of overspend or underspend, regardless of reporting frequency;

3.3.6 to keep full and accurate records of supports delivered to the **Participant**;

3.3.7 to submit a **Service Agreement Amendment Schedule** as required in accordance with clause 8.1.2;

3.3.8 that a failure to comply with clauses 3.3.1, 3.3.2 and 3.3.5 may result in the **Plan Management Provider** being liable to repay any amounts which have not been spent in accordance with the **Participant's Plan**;

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3.3.9 to support the **Participant** to experience a planned and coordinated transition to or from another **Service Provider** when required including a coordinated approach to budget transfer between **Service Providers**; and

3.3.10 to act in a financially responsible and prudent manner in its performance of this **Service Agreement**.

3.4 Performance Standards

The **Plan Management Provider** must provide the **Services** to the **Participant** and in doing so, must perform the **Services**:

3.4.1 for the purposes of achieving the goals in, and in compliance with, the **Participant's Plan**;

3.4.2 in a courteous and respectful manner, Lawfully, and with due skill, diligence, care and consistent with the highest professional and industry standards, including in a manner consistent with the **NDIS Guide to Plan Management**;

3.4.3 in accordance with this **Service Agreement**, all applicable Laws and any reasonable request of the **Guardian** from time to time; and

3.4.4 in accordance with the **Participant's NDIS Plan** and the **Plan Management Provider's Terms and Conditions**, but in the event of conflict between those **Terms and Conditions** and this **Service Agreement**, the former shall prevail over the latter to the extent of the conflict (provided that, first, those **Terms and Conditions** are Lawful, fair and reasonable, and, second, that silence shall neither amount to nor form the basis of conflict).

3.4.4A The conflict and precedence provisions of clause 3.4.4 do not apply if and to the extent that the **Terms and Conditions** are contrary to clauses 3.2, 3.3, 3.4.1, 3.4.2, 3.4.3 and 3.7 of this **Service Agreement**.

3.5 Guardian's responsibilities

The **Guardian** agrees to:

3.5.1 do all things reasonable to cooperate with the **Plan Management Provider** in order for the **Plan Management Provider** to manage and monitor the funding available through the **Participant's Plan**;

3.5.2 take reasonable steps to work with the **Plan Management Provider** to action administrative tasks in a timely manner;

3.5.3 keep the **Plan Management Provider** informed of any changes to the **Participant's** situation known to the **Guardian** that may impact on the provision of the **Services**; and

3.5.4 provide feedback as needed regarding the **Services** to the **Plan Management Provider** from time to time.

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3.6 Privacy

The **Plan Management Provider** must:

3.6.1 protect the **Participant's** privacy and collect, use, disclose and otherwise handle Personal Information and Health Information collected by or on behalf of the **Plan Management Provider** in connection with the **Services** or this **Service Agreement** only for the purpose of performing its obligations under this **Service Agreement** and only in compliance with all relevant **Laws** including the *Privacy Act 1988* (Cth) and the **NDIS Act 2013**;

3.6.2 promptly notify, in accordance with the **Notifiable Data Breaches Scheme**, the **Participant** and **Guardian** in writing of any actual or suspected breach of its obligations under clause 3.6.1;

3.6.3 within 30 days of the signing of this **Service Agreement**, and thereafter every time there is policy or procedures change on the part of the **Service Provider**, provide the **Participant** and **Guardian** with a copy of its privacy policies and procedures, in language the **Participant** is most likely to understand; the above can be achieved by providing a link to the **Service Provider's** privacy, policies and procedures available on the **Service Provider's** website; and

3.6.4 inform the **Participant** and **Guardian** of how their information is stored and used, and when and how the **Participant** can access or correct their information and withdraw or amend their prior consent.

3.7 Indemnity

The **Plan Management Provider** shall indemnify each of the **Guardian** and the **Participant** (each, an **Indemnitee**) from and against all loss, damage, liability, costs, expenses, claims and lawsuits suffered or incurred by, or brought against, any Indemnitee to the extent caused or contributed to by the **Plan Management Provider's** breach of this **Service Agreement** or any other wrongful or unlawful act or omission by or on behalf of the **Plan Management Provider**.

4. Insurance

4.1 The **Plan Management Provider** warrants that, during the **Term** and for the period after the **Term** recommended, it will maintain adequate levels of insurance and will seek professional advice as the type, duration and amount of insurance that is necessary.

4.2 To meet the requirements of 4.1 the **Plan Management Provider** will obtain Public Liability Insurance and Professional Indemnity Insurance that meets the minimum level of cover that is commensurate to the scope of the **Plan Management Provider**.

4.3 The **Plan Management Provider** warrants that it has sought and considered the appropriate professional advice in relation to its insurance requirements and needs, in the light of all relevant factors, including this **Service Agreement** and its rights and obligations hereunder.

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4.4 On request, the **Plan Management Provider** must provide the **Guardian** with evidence of its compliance with clause 4.1 and 4.2.

4.5 The **Plan Management Provider** must not commit any act or omission, or allow any act or omission to be committed, which would cancel or lessen the **Plan Management Provider's** rights under any of the above insurance policies.

5. Complaints and Dispute resolution

5.1 The parties must attempt to resolve all complaints and disputes under this clause 5 before starting any court proceedings, other than court proceedings for interlocutory, injunctive or declaratory relief.

5.2 The **Plan Management Provider** must inform the **Participant** and **Guardian** of its complaints and dispute handling processes, including avenues external to the **Provider** and their right to access advocates. The parties agree to use these processes to try to resolve any complaint or dispute.

5.3 If, following the processes in good faith, the parties have not resolved the complaint or dispute, the **Participant** or **Guardian** may refer the complaint or dispute to the **NDIS Quality & Safeguards Commission, Department of Mines, Industry, Regulation and Safety (Consumer Protection WA)** or **Disability Services, Department of Communities (WA)**, for determination or resolution.

5.4 Despite the existence of a complaint or dispute, the parties must continue to perform their obligations under this **Service Agreement**. There is a supportive environment for any person who provides feedback and/or makes a complaint.

5.5 Nothing in the preceding provisions of this clause 5 shall reduce or otherwise affect a party's rights under clause 7.

6 Community Emergency Event or Disaster

6.1 The **Plan Management Provider** will have business continuity processes to ensure they can continue to provide **Services** in the event of a community emergency event or disaster.

6.2 The **Plan Management Provider** shall include details of their business continuity plan in their **Terms and Conditions** as provided for in 3.3.3 and 3.3.4 of this **Service Agreement**.

7. Termination

7.1 Termination for convenience

The **Guardian** may terminate this **Service Agreement** at any time without cause and without needing to provide reasons by giving the **Plan Management Provider** 30 days' notice or sooner, if the **Guardian** decides that circumstances warrant.

7.2 Termination by the Participant

The **Guardian** may terminate this **Service Agreement** immediately by notice to the **Plan Management Provider** if:

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7.2.1 the **Plan Management Provider** commits a breach of this **Service Agreement** which, in the opinion of the **Guardian**, cannot be remedied or amounts to a repudiation of this Service Agreement by the **Plan Management Provider**;

7.2.2 (subject to clause 7.2.1) the **Plan Management Provider** commits a breach of this **Service Agreement** and the **Plan Management Provider**:

(a) fails to commence action to remedy the breach within 3 Business Day after the **Guardian** has served notice requiring it to do so; or

(b) having commenced action to remedy the breach, fails to complete that action as soon as possible and in any event, within 14 Business Days of the **Guardian's** notice; or

7.2.3 in the opinion of the **Guardian**, continuation of the **Services** would pose a risk to the **Participant's** safety or personal, mental or social wellbeing.

7.3 Termination by Plan Management Provider

The **Plan Management Provider** may terminate this **Service Agreement** at any time by giving the **Guardian** 14 days' notice.

7.4 Termination as a consequence of changes to the Participant's Plan

This Service Agreement will terminate where funding within the **Participant's Plan** for the **Services** agreed to under this **Service Agreement** ceases or has been exhausted and the **Guardian** and **Plan Management Provider**, acting reasonably and in good faith and with the welfare and wellbeing of the **Participant** being the paramount consideration (but at no cost to the **Guardian**), cannot or do not agree a mutually satisfactory solution within a reasonable period of time.

7.5 Effect of termination or expiry

Termination or expiry of this **Service Agreement** will not affect:

7.5.1 any accrued rights or remedies of either party; or

7.5.2 the operation of clauses 3.6.1 and this clause 7.5 or any other provision which, by its nature, is intended to survive termination or expiry of this **Service Agreement**.

8. General

8.1 Amendment

8.1.1 During the **Term** of this **Service Agreement** the **Plan Management Provider** or the **Guardian** may amend the information contained in item 4 of Schedule 1 by advising the other party in writing of the updated information. Such amendments should be communicated within 7 days of the change. A **Service Agreement Amendment Schedule** is not required where **Indexation** is applied to the **Participant's Plan** by the **NDIA**.

8.1.2 If during the **Term** of the **Service Agreement** the parties agree to:

(a) the **Plan Management Provider** continuing to provide services to the **Participant** beyond the **Participant's Plan** end date specified in item 2 of Schedule 1 or, if a

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Service Agreement Amendment Schedule has previously been made, in the most recent **Service Agreement Amendment Schedule**; and/or

(b) alter the range and/or details of services specified in Schedule 2 or, if a **Service Agreement Amendment Schedule** has previously been made, in the most recent **Service Agreement Amendment Schedule**;

the **Plan Management Provider** shall provide the **Guardian** with a **Service Agreement Amendment Schedule** (in the standard form provided by the **Guardian**) reflecting the agreed amendments (including the new **Participant's Plan** dates, if applicable) within 10 **Business Days** of the agreement. There is no limit on the number of times a new **Service Agreement Amendment Schedule** can be made during the Term.

8.1.3 A **Service Agreement Amendment Schedule** is taken to be made after the **Support Coordinator** completes the appended Support Coordinator's Notation unless the **Guardian** informs the **Plan Management Provider** in writing within 5 Business Days of the Support Coordinator's Notation that it does not agree to the **Service Agreement Amendment Schedule**, in which case the Service Agreement Amendment Schedule is taken not to have been made and is of no effect.

8.1.4 A **Service Agreement Amendment Schedule** replaces Schedule 2 and any earlier **Service Agreement Amendment Schedules** in respect of services to be provided to the **Participant** by the **Plan Management Provider** within the **Participant's Plan** start and end dates specified in that **Service Agreement Amendment Schedule** and must specify all **Services** to be provided within that period.

8.1.5 Except as provided for in clause 8.1.1 or clause 8.1.2, this **Service Agreement** may only be varied or replaced by a document executed by the parties.

8.2 Entire understanding

This **Service Agreement** contains the entire understanding between the parties as to the subject matter contained in it. All previous agreements, representations, warranties, explanations and commitments, expressed or implied, affecting this subject matter are superseded by this **Service Agreement** and have no effect.

8.3 Consents and approvals

If the doing of any act, matter or thing under this **Service Agreement** is dependent on the consent or approval of the **Guardian** or is within the discretion of the **Guardian**, then consent or approval may be given, or the discretion exercised conditionally or unconditionally or withheld by the **Guardian** in its absolute discretion unless express provision to the contrary is made.

8.4 Duty to cooperate.

Each party must do everything reasonably necessary and reasonable to give full effect to this Service Agreement.

8.5 Legal costs and expenses

Each party must pay its own legal costs and expenses in relation to the negotiation, preparation and execution of this **Service Agreement** and other documents referred to in it, unless expressly stated otherwise.

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8.6 Waiver and exercise of rights

A right relating to this **Service Agreement** may only be waived by a written notice signed by the party waiving the right. A single or partial exercise or waiver of a right relating to this **Service Agreement** does not prevent any other exercise of that right or the exercise of any other right.

8.7 Rights and remedies

The rights and remedies conferred on a party by this **Service Agreement** are in addition to all other rights and remedies of that party.

8.8 Assignment

The **Plan Management Provider** must not assign, novate, or otherwise transfer any of its rights or obligations under this **Service Agreement** without the prior written consent of the **Guardian**.

8.9 No relationship

Nothing in this **Service Agreement** will be construed or deemed to constitute a partnership, joint venture or employee, employer or representative relationship between any of the parties. Nothing in this **Service Agreement** will be deemed to authorise or empower any of the parties to act as agent for or with any other party.

8.10 Rule of construction

In the interpretation of this **Service Agreement**, no rule of construction applies to the disadvantage of the party preparing the document on the basis that it prepared or put forward this **Service Agreement** or any part of it.

8.11 Counterparts

This **Service Agreement** may be executed in any number of counterparts all of which taken together constitute one instrument.

8.12 Notices

Any notices required to be served by any party to the other party must be in writing and may be via email (see item 4 in Schedule 1).

8.13 Governing law and jurisdiction

This **Service Agreement** is governed by the laws of the State of Western Australia. The parties submit to the non-exclusive jurisdiction of the courts and tribunals of Western Australia and courts entitled to hear appeals from those courts

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SCHEDULE 1

Service Agreement details

Item 1 Participant's Plan Start Date or Extension Start Date

31 / 03 / 2025 (eg date/month/yyyy)

Item 2 Participant's Plan End Date or Extension End Date

31 / 03 / 2026 (eg date/month/yyyy)

Item 3 Plan Management specify either NDIA managed, or Plan managed:

Notices

Item 4

Participant Address: **24 Commission Road, PERTH 6000**

Guardian details

Name: **Hazel Nutt** (delegated guardian)

Address: 28, Barrack Street, PERTH 6000

Email: **Hazel.nutt@justice.wa.gov.au**

Phone: 08 9278 7300

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**Plan Management Provider
details**

Plan Management Provider Address **Plan Management Services**
33 NDIS Road PERTH 6000

Plan Manager Name **Luna Starr**

Email (Signed Service Agreements will be returned to this email) **office@pms.com.au**

Phone number **0407 000 000 or 08 9222 2233**

**Support Coordination (SC)
Organisation**

SC Provider Address **Purple Support Coordination**
222 NDIS Road PERTH 6000

SC Name **Charlie Brown**

Contact (email and phone) **office@purple.com.au**
08 9222 2222
0400 111 111

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SCHEDULE 2

Schedule of Plan Management Services

Note: This Schedule may be replaced by a **Service Agreement Amendment Schedule** made under clause 8.1.2 during the **Term**.

Provider Notifications:

GST Exempt
Yes

This is a supply of one or more reasonable and necessary supports specified in the statement of participant supports under section 33 (2) of the NDIS Act, set out in the Participant's NDIS Plan currently in effect under section 37 of the NDIS Act.

Note: All plan management services to be provided during this Participant's Plan period must be prescribed in detail below and **quote for the Plan period** applicable to the **Plan Management Provider**. Where a plan extension has been granted, please include any funds carried forward from the previous plan in the allocations at Budget Item 1.

Plan Management Services

Budget Item 1

Support Category	Support Item Name	\$ Allocations
Choice and Control	Plan Management	\$ 1,485.72

Total (\$)1,485.72

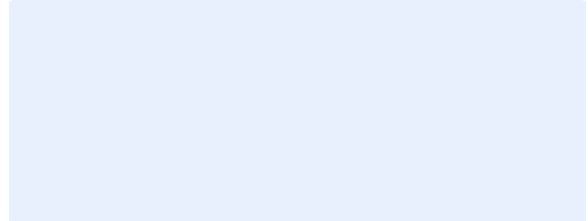
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SIGNING PAGE

Executed by the parties as a Service Agreement

SIGNED for and on behalf of the **Plan Management Provider**

Signature



Name of Plan Management authorised signee

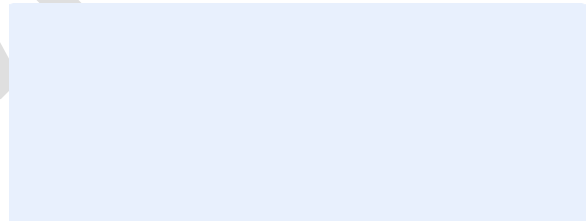
Ann Chovey, Director

Date:

3 April 2025

SIGNED for and on behalf of the **Participant** by the **Guardian**

Signature



Name of Guardian signing

Hazel.Nutt

Date of execution:

4 April 2025

The following Support Coordinator's Notation can only be completed by the Support Coordinator.

If you are the Provider and have already completed and signed this **Service Agreement** (do not fill out the Support Coordinator's Notation). Return the **Service Agreement** to the **Support Coordinator** for completion of the Support Coordinator's notation.

Office of the Public Advocate
Plan Management Service Agreement

Support Coordinator's Notation

Note: This page is for the Support Coordinator only

If you identified any errors or issues with the details in the Schedules, please note them in the 'Support Coordinator's Comments' field below and return to the provider to address. Otherwise, if there are no errors or issues, please complete the 'Support Coordinator's Confirmation' below, sign and provide to the **Guardian**.

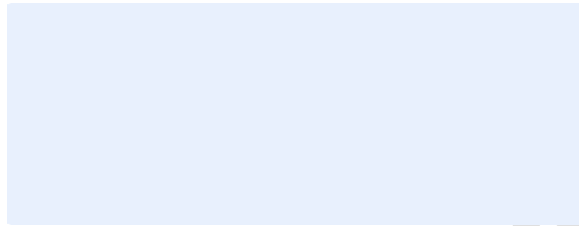
Support Coordinator's Comments (optional)

Support included in plan budget.

Support Coordinator's Confirmation

Ready for guardian to sign

Signature



Name of Support Coordinator signing

Charlie Brown

Date

03 / 04 / 25 (eg date/month/yyyy)