

# + Rocky Bay's Terms and Conditions Explained

This document is a summary of our most important Terms and Conditions and what they mean to you.

If you do not understand any part of the full Terms and Conditions document, please make sure you find someone, such as a guardian, advocate or one of our friendly Customer Engagement team members, to help you understand your rights and obligations.

The numbers next to each explanation below will match the numbers in the Terms & Conditions, so you can easily refer back.

## 1 Who Does What?



### 1.1 What we Will Do

- We will provide the services we have agreed to deliver in the Agreement, in line with NDIS Service Standards
- We will not break any laws when we provide these services
- We will not drink, smoke or take drugs while we are with you or place you at risk

### 1.2 What You Agree to Do

- You agree to tell us if your needs change or if you are having any issues with your services
- You will tell us about any medications you require and how you take them
- You will not break any laws when we are providing your services and follow our instructions
- You will not drink, smoke or take drugs in any way that places us at risk
- You will pay your bills on time

### 1.3 People Who Make Decisions For Me

- You can tell us if you would like other people to make financial or other decisions for you

## 2 Payments



- We will automatically claim money from your funder, such as the NDIS, when we provide services
- We will send you an invoice for services if you do not have a funder or if you self-manage

### 2.1 Damage

- If you break or lose any Rocky Bay equipment or property, we may charge you for this. As this may not be covered by your funder, you may have to pay out of your own pocket

### 2.2 Price Changes


- We can automatically take more money from your funder, such as your NDIS Plan, if they raise their prices, so long as it does not reduce your hours of service
- We will give you ten days' notice if we need to change any prices that will affect your hours of service

## 3 Changing the Agreement

- If we need to change any of your services, we will talk to you and give you ten days' notice before making these changes
- If you need to change your Agreement, you will need to talk to us and work with us to find a solution




## 4 Cancelling Appointments




- If we need to cancel an appointment, we will do our best to find a new time that suits you
- If you need to cancel an appointment, you must give us two working days' notice or we may need to charge you for the appointment

## 5 Keeping Your Information Private




We do not share your personal information with anyone without asking your permission, unless we must by law or we believe you or others are in danger

## 6 Resolving Problems



- If you are unhappy with any part of your service, you will have a Customer Support person you can contact and we will work with you to work through your concerns
- If you are still unhappy, you can take the problem to an independent person who will work with us to come to an agreement

## 7 Liability



As much as the law allows, you agree not to hold Rocky Bay responsible for any damages or injuries resulting from our services or advice

## 8.2 Ending the Agreement

# THE END.

- Either you or Rocky Bay can end the Agreement and services by giving twenty working days' notice
- Rocky Bay may need to end the Agreement or services without notice if they are no longer able to be provided for any reason

### 8.2 Gaps in Plans and Continuity of Service


- If your funding ends for any reason, we will stop providing services within four weeks if you do not let us know about your new funding arrangements e.g. a new NDIS Plan

## 9 Duty of Care




Regardless of privacy, if we think you or others are in danger we will report it to the most appropriate people e.g. the police or child protection

## 10 Getting Around – Travel and Transport



- We will charge you for any transport we provide to get you places, such as to the movies, using your funding plan wherever possible
- We will charge you for travel we undertake if we are giving you therapy away from our offices e.g. in your home

## 11.6 Amendments



If we need to make any adjustments to the Terms and Conditions we will let you know and you can stop your services if you do not agree with any changes