



## **National Disability Insurance Scheme (Plan Management) Rules 2013**

made under section 209 of the *National Disability Insurance Scheme Act 2013* (the Act)

These Rules are made for the purposes of sections 35, 40, 44, 45 and 46 of the Act.

### **Compilation No. 1**

**Compilation date:** 26 January 2017

**Includes amendments up to:** National Disability Insurance Scheme  
(Plan Management) Amendment Rules  
2017

## About this compilation

### This compilation

This is a compilation of the *National Disability Insurance Scheme (Plan Management) Rules 2013* that shows the text of the law as amended and in force on 26 January 2017 (the **compilation date**).

The notes at the end of this compilation (the **endnotes**) include information about amending laws and the amendment history of provisions of the compiled law.

### Uncommenced amendments

The effect of uncommenced amendments is not shown in the text of the compiled law. Any uncommenced amendments affecting the law are accessible on the Legislation Register ([www.legislation.gov.au](http://www.legislation.gov.au)). The details of amendments made up to, but not commenced at, the compilation date are underlined in the endnotes. For more information on any uncommenced amendments, see the series page on the Legislation Register for the compiled law.

### Application, saving and transitional provisions for provisions and amendments

If the operation of a provision or amendment of the compiled law is affected by an application, saving or transitional provision that is not included in this compilation, details are included in the endnotes.

### Modifications

If the compiled law is modified by another law, the compiled law operates as modified but the modification does not amend the text of the law. Accordingly, this compilation does not show the text of the compiled law as modified. For more information on any modifications, see the series page on the Legislation Register for the compiled law.

### Self-repealing provisions

If a provision of the compiled law has been repealed in accordance with a provision of the law, details are included in the endnotes.

## Contents

National Disability Insurance Scheme (Plan Management) Rules 2013		1
Part 1	What these Rules are about	4
Part 2	Outline of these Rules	5
Part 3	When self-management of funding will pose unreasonable risk to participant	6
	Unreasonable risk if the participant is a child or is represented by a nominee	6
	Unreasonable risk in other cases	7
Part 4	Payment of NDIS amounts	8
	Timing for payments of NDIS amounts	8
	Manner of paying NDIS amounts	8
Part 5	Grace period for temporary absences from Australia	9
	General considerations relating to extending the grace period	9
	Specific considerations relating to extending the grace period	10
Part 6	Describing supports in participant’s plan	12
	Description of a support in a participant’s statement	12
	Whether supports should be specifically identified or described generally	12
	Describing supports where more cost-effective for agency to provide	13
	Describing supports where most efficient and effective to be provided by particular provider	13
	Describing supports where disability requires particular service provider or delivery mode	13
	Describing in-kind supports	13
Part 7	Other matters	16
	Citation	16
	Interpretation	16

## Part 1 What these Rules are about

- 1.1 These Rules are about management of a participant's plan, including rules dealing with how to assess whether it would pose an unreasonable risk for a participant to manage their own plan; how and when NDIS amounts are paid; extensions of the grace period for temporary absences from Australia; and how supports in a participant's plan are to be specified.
- 1.2 The Act sets out a number of objects and principles for the NDIS. The following are particularly relevant to these Rules:

### *Objects*

- (a) to enable people with disability to exercise choice and control in the pursuit of their goals and the planning and delivery of their supports;

### *Principles*

- (b) people with disability should be supported to exercise choice, including in relation to taking reasonable risks, in the pursuit of their goals and the planning and delivery of their supports;
- (c) people with disability have the same right as other members of Australian society to respect for their worth and dignity and to live free from abuse, neglect and exploitation;
- (d) people with disability have the same right as other members of Australian society to be able to determine their own best interests, including the right to exercise informed choice and engage as equal partners in decisions that will affect their lives, to the full extent of their capacity;
- (e) people with disability should be supported in all their dealings and communications with the Agency so that their capacity to exercise choice and control is maximised in a way that is appropriate to their circumstances and cultural needs;
- (f) people with disability should be involved in decision making processes that affect them, and where possible make decisions for themselves.

## Part 2 Outline of these Rules

- 2.1 **Part 3** deals with the situations in which it is not appropriate for participants to manage funding for supports under their plan for themselves. In particular, it deals with assessing whether self-management would pose an unreasonable risk to the participant.
- 2.2 **Part 4** deals with payment of NDIS amounts (that is, payments under the NDIS in respect of reasonable and necessary supports funded under a participant's plan). In particular, this Part deals with the timing of payments of NDIS amounts, and the manner of paying NDIS amounts.
- 2.3 **Part 5** deals with temporary absences of participants from Australia. In particular, it deals with extensions of the 6 week grace period for absences from Australia.
- 2.4 **Part 6** deals with how supports are described in a participant's plan. In particular, it deals with when supports should be specifically identified in a plan.
- 2.5 **Part 7** deals with other matters, including interpretation of these Rules.

## **Part 3 When self-management of funding will pose unreasonable risk to participant**

- 3.1 A participant's plan includes a statement of participant supports that specifies, among other things:
- (a) the reasonable and necessary supports (if any) that will be funded under the NDIS; and
  - (b) the management of the funding for supports under the plan.
- 3.2 A participant is able, during the planning process, to make a plan management request that specifies who the participant wishes to manage the funding for supports under the plan. The plan must specify that the funding is to be managed wholly, or to an extent specified in the plan, by any of the participant, a registered plan management provider, the Agency or the plan nominee.
- 3.3 There are some restrictions under the Act on the extent to which participants are able to self-manage the funding for supports under their plan.
- 3.4 A participant will not be able to self-manage the funding for supports under their plan to any extent if they are an insolvent under administration.
- 3.5 Nor will a participant be able to manage the funding for supports under their plan to a particular extent if the CEO is satisfied that this would present an unreasonable risk to the participant.
- 3.6 This Part relates to deciding whether there would be an unreasonable risk to the participant if the participant (or the participant's plan nominee or child's representative) were to manage the funding for supports to the extent proposed.

*Paragraphs 3.1 to 3.6 summarise subsection 33(2) and sections 42, 43 and 44 of the Act. Division 3 of Part 2 of Chapter 3 of the Act provides further details relating to managing the funding for supports under a participant's plan.*

### **Unreasonable risk if the participant is a child or is represented by a nominee**

- 3.7 If the participant is a child, or is represented by a plan nominee, the CEO is to have regard to the following:
- (a) the capacity of the child's representative or the plan nominee to manage finances;

- (b) whether the child's representative or the plan nominee has an interest that could lead a reasonable person to consider that NDIS amounts within their control might be spent other than in accordance with the participant's plan;
- (c) whether, and the extent to which, any risks could be mitigated by any safeguards or strategies the Agency could put in place through the participant's plan.

***Unreasonable risk in other cases***

3.8 Otherwise, the CEO is to have regard to the following:

- (a) whether material harm, including material financial harm, to the participant could result if the participant were to manage the funding for supports to the extent proposed, taking into account the nature of the supports identified in the plan;
- (b) the vulnerability of the participant to:
  - (i) physical, mental or financial harm; or
  - (ii) exploitation; or
  - (iii) undue influence;
- (c) the ability of the participant to make decisions;
- (d) the capacity of the participant to manage finances;
- (e) whether a court or a tribunal has made an order under Commonwealth, State or Territory law under which the participant's property (including finances) or affairs are to be managed, wholly or partly, by another person;
- (f) whether, and the extent to which, any risks could be mitigated by:
  - (i) the participant's informal support network; or
  - (ii) any safeguards or strategies the Agency could put in place through the participant's plan.

3.9 The safeguards referred to in paragraph 3.8(f)(ii) could include, for example:

- (a) setting a shorter period before the participant's plan is reviewed; or
- (b) setting out regular contacts between the Agency and the participant; or
- (c) providing funding for supports (for example, budgeting training) that would assist the participant to manage their own plan.

## Part 4 Payment of NDIS amounts

- 4.1 A participant's plan specifies, among other things, the reasonable and necessary supports (if any) that will be funded under the NDIS. Amounts paid under the NDIS in respect of such supports are known as **NDIS amounts**.
- 4.2 NDIS amounts are to be paid to the participant, or to a person who is managing the funding for supports under a participant's plan, in accordance with this Part.

<p><i>Paragraphs 4.1 and 4.2 summarise paragraph 33(2)(b) and section 45 of the Act.</i></p>
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### ***Timing for payments of NDIS amounts***

- 4.3 The CEO may pay an NDIS amount:
- (a) in a single payment; or
  - (b) by instalments.
- 4.4 If:
- (a) the CEO is paying an NDIS amount by instalments; and
  - (b) the CEO requires the participant to provide information or a document relating to expenditure of previous instalments;
- the CEO may make a payment of an instalment only after the information or document has been provided.

### ***Manner of paying NDIS amounts***

- 4.5 A participant must provide the CEO with details of an account with a financial institution into which NDIS amounts can be paid.
- 4.6 The CEO must pay NDIS amounts into the account nominated by the participant.



## Part 5 Grace period for temporary absences from Australia

- 5.1 For people with disability, as with other members of Australian society, travel abroad, including extended holidays, can be considered to be an ordinary part of life. Under the NDIS, a participant for whom a plan is in effect may be temporarily absent from Australia for a certain period without affecting their plan. This period is known as the **grace period**.
- 5.2 If the participant is temporarily absent from Australia after the end of the grace period, their plan is suspended from the end of the grace period until they return to Australia.
- 5.3 The general rule is that the grace period is 6 weeks, beginning when the participant leaves Australia.
- 5.4 However, the CEO may extend the grace period for a particular participant if the CEO is satisfied that it is appropriate.

*Paragraphs 5.1 to 5.4 summarise the effect of section 40 of the Act.*

- 5.5 When deciding whether, and by how much, to extend the grace period, the CEO is to have regard to:
- (a) the general considerations in paragraph 5.8; and
  - (b) any relevant specific considerations in paragraphs 5.9 to 5.15.
- 5.6 It is expected that the CEO would ordinarily extend the grace period if a participant is, or is to be, temporarily absent from Australia for:
- (a) a period to which one of the specific considerations applies; or
  - (b) humanitarian purposes.

*Paragraph 5.6 does not compel the CEO to extend the grace period in any particular instance.*

### **General considerations relating to extending the grace period**

- 5.7 The general considerations are relevant in the case of any participant who is to be temporarily absent for more than 6 weeks (including a participant who is on an extended holiday that lasts for more than 6 weeks).
- 5.8 The general considerations are the following:
- (a) the proposed length of absence from Australia;

- (b) any previous decisions that the grace period should be extended;
- (c) the supports provided to the participant under their plan;
- (d) the participant's ability to continue to access supports while they are absent from Australia;
- (e) the Agency's ability to facilitate the provision of supports to, and maintain a relationship with, the participant while they are absent from Australia;
- (f) whether the refusal to extend the grace period would cause undue hardship to the participant.

### ***Specific considerations relating to extending the grace period***

#### *Overseas study*

5.9 If the participant is to complete an exchange program or course of studies outside Australia that is:

- (a) an element of a course that the participant is undertaking at an Australian secondary or tertiary educational institution; or
- (b) part of a recognised program of international exchanges;

a specific consideration is the period of the overseas exchange program or course of studies.

#### *Temporary employment*

5.10 If the absence is because the participant, a spouse or family member is required to travel overseas for the purposes of temporary employment, a specific consideration is the period of employment.

#### *Reserve forces*

5.11 If the participant is a member of the reserve forces and is required to be temporarily absent from Australia to fulfil their duties in this role, a specific consideration is the period of deployment.

5.12 If the absence is because a spouse or family member of the participant:

- (a) is a member of the reserve forces; and
  - (b) is required to be temporarily absent from Australia to fulfil duties in this role;
- a specific consideration is the period of deployment.

5.13 In paragraphs 5.11 and 5.12, **reserve forces** means:

- (a) the Naval Reserve established under the *Naval Defence Act 1910*; and
- (b) the Army Reserve established under the *Defence Act 1903*; and

- (c) the Air Force Reserve established under the *Air Force Act 1923*.

*Medical treatment or therapy*

- 5.14 If the absence is so that the participant can receive clinically appropriate medical treatment or therapy that is not available in Australia, a specific consideration is the period of treatment plus a reasonable period to allow for recuperation.

*Participant prevented from returning to Australia*

- 5.15 If the participant is prevented from returning to Australia for a reason that is beyond their control, a specific consideration is what period will be reasonable to allow the participant to return to Australia.

- 5.16 The following are examples of reasons beyond the participant's control:

- (a) while temporarily absent from Australia, the participant, their spouse, or a family member of the participant:
  - (i) is involved in a serious accident; or
  - (ii) becomes seriously ill; or
  - (iii) is hospitalised; or
  - (iv) is the victim of a serious crime; or
  - (v) is a party in custody proceedings; or
  - (vi) is required to remain overseas in connection with criminal proceedings;
- (b) war, industrial action, or social or political unrest in which the participant is not willingly participating;
- (c) natural disaster.

## Part 6 Describing supports in participant's plan

- 6.1 A participant's statement of participant supports (referred to as the **statement** in this Part) specifies, among other things:
- (a) the general supports (if any) that will be provided to, or in relation to, the participant; and
  - (b) the reasonable and necessary supports (if any) that will be funded under the NDIS.
- 6.2 Some supports in the statement may be described generally, whether by reference to a specified purpose or otherwise. For such supports, the participant will have a high degree of flexibility over the implementation of the supports.
- 6.3 In contrast, some supports may be specifically identified in the statement. Such supports will have to be purchased or provided in the way described in the statement.

<p><i>Paragraphs 6.1 to 6.3 summarise paragraphs 33(2)(a) and (b), and subsections 33(3) and 35(2) of the Act.</i></p>
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### **Description of a support in a participant's statement**

- 6.3A Paragraphs 6.4 to 6.7 and 6.9 set out rules that apply to the description of a support in a participant's statement.

### **Whether supports should be specifically identified or described generally**

- 6.4 When deciding whether the support should be described generally or more specifically in the participant's statement, the CEO is to have regard to the following:
- (a) the cost of the support;
  - (b) any expected return or saving in costs from providing the support;
  - (c) any risks associated with the supply of the support such as the need for the support to conform to State or Territory laws;
  - (d) whether achievement of other goals in the plan or the effectiveness of other supports is contingent on a particular support being procured or used;
  - (e) whether the participant's disability requires a specialist, evidence-informed support provided by a qualified person or a particular delivery mode;
  - (f) whether the participant accessed the NDIS by satisfying the early intervention requirements.

***Describing supports where more cost-effective for agency to provide***

- 6.5 If the CEO considers that it is more cost-effective for the support to be provided directly by the Agency (for example, using bulk purchasing of goods), the statement is to record that the support will be provided by the Agency.

***Describing supports where most efficient and effective to be provided by particular provider***

- 6.6 If:
- (a) the Agency has entered into a funding arrangement with a provider to provide the support; and
  - (b) the CEO considers that the support is most efficiently and effectively provided to the participant by that provider;
- the statement is to record that the support will be provided by that provider.

***Describing supports where disability requires particular service provider or delivery mode***

- 6.7 If:
- (a) the CEO considers that the participant's disability requires:
    - (i) specialist, evidence-informed support provided by a qualified person; or
    - (ii) a support to be provided in a certain delivery mode; and
  - (b) the CEO considers that the support is most efficiently and effectively provided to the participant by a particular person or through a particular delivery mode;
- the statement is to record that the support will be provided by that qualified person or in that delivery mode.

***Describing in-kind supports***

- 6.8 Paragraph 6.9 applies if the support is an in-kind support. A support is an ***in-kind support*** if:
- (a) the support is available to be provided to the participant by a provider (the ***in-kind provider***) who is:
    - (i) the relevant jurisdiction; or
    - (ii) the Commonwealth; or

- (iii) a provider under a service delivery mechanism operated by the relevant jurisdiction or the Commonwealth; or
  - (iv) a person engaged or funded by the relevant jurisdiction or the Commonwealth; and
- (b) the support is made available to the Agency on an in-kind basis as part of the contribution to the NDIS made by:
  - (i) the relevant jurisdiction; or
  - (ii) the Commonwealth;

whether or not the participant has previously been provided with the support.

6.9 Subject to paragraphs 6.10, 6.11 and 6.12, the statement is to record that the support will be provided by the in-kind provider.

6.10 Paragraph 6.9 does not apply if the CEO has received written notification from the in-kind contributor that:

- (a) the in-kind provider is not available to be specified as an in-kind provider in the statement that is included in the plan for:
  - (i) the participant; or
  - (ii) a class of participants that includes the participant; or
- (b) the in-kind provider is not available to be specified as the in-kind provider of:
  - (i) the support; or
  - (ii) a class of supports that includes the support.

6.11 Paragraph 6.9 does not apply if the CEO considers that the provision of the support to the participant by the in-kind provider would involve a serious threat to the participant's life, health or safety.

6.12 Paragraph 6.9 does not apply after 30 June 2019.

6.13 In this Part:

**relevant jurisdiction**, in relation to a participant and a support, means the State or Territory in which the participant is provided with the support.

***in-kind contributor***, in relation to a participant and a support, means:

- (a) if the support is made available to the Agency on an in-kind basis as part of the contribution to the NDIS made by the relevant jurisdiction—the relevant jurisdiction; and
- (b) if the support is made available to the Agency on an in-kind basis as part of the contribution to the NDIS made by the Commonwealth—the Commonwealth.

## Part 7 Other matters

### **Citation**

- 7.1 These Rules may be cited as the *National Disability Insurance Scheme (Plan Management) Rules 2013*.

### **Interpretation**

- 7.2 These Rules include text that summarises provisions of the Act. The boxed notes identify such text, which does not form an operative part of these Rules.
- 7.3 Terms and expressions that are used in the Act have the same meaning in these Rules unless these Rules display a contrary intention—see the *Acts Interpretation Act 1901* and the *Legislative Instruments Act 2003*, which include definitions and rules of interpretation that apply to all Commonwealth legislation. For convenience, the more important definitions from the Act are identified or reproduced in paragraph 7.4.
- 7.4 In these Rules:

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

**Agency**—see section 9 of the Act.

**CEO**—see section 9 of the Act.

**child**—see section 9 of the Act.

**child's representative** means a person referred to in subsection 74(1) of the Act. (A child's representative is able to act and make decisions on behalf of a participant who is under 18 years of age.)

**financial institution**—see section 9 of the Act.

**general supports**—see section 9 of the Act.

**NDIS** means the National Disability Insurance Scheme (see section 9 of the Act).

**NDIS amounts**—see section 9 of the Act.

**NDIS rules** means the National Disability Insurance Scheme rules (see section 9 of the Act).

**nominee**—see section 9 of the Act.



***participant***—see section 9 of the Act.

***participant's statement of goals and aspirations***—see section 9 of the Act.

***plan***—see section 9 of the Act.

***plan nominee***—see section 9 of the Act.

## Endnotes

### Endnote 1—About the endnotes

The endnotes provide information about this compilation and the compiled law.

The following endnotes are included in every compilation:

Endnote 1—About the endnotes

Endnote 2—Abbreviation key

Endnote 3—Legislation history

Endnote 4—Amendment history

### Abbreviation key—Endnote 2

The abbreviation key sets out abbreviations that may be used in the endnotes.

### Legislation history and amendment history—Endnotes 3 and 4

Amending laws are annotated in the legislation history and amendment history.

The legislation history in endnote 3 provides information about each law that has amended (or will amend) the compiled law. The information includes commencement details for amending laws and details of any application, saving or transitional provisions that are not included in this compilation.

The amendment history in endnote 4 provides information about amendments at the provision (generally section or equivalent) level. It also includes information about any provision of the compiled law that has been repealed in accordance with a provision of the law.

### Misdescribed amendments

A misdescribed amendment is an amendment that does not accurately describe the amendment to be made. If, despite the misdescription, the amendment can be given effect as intended, the amendment is incorporated into the compiled law and the abbreviation “(md)” added to the details of the amendment included in the amendment history.

If a misdescribed amendment cannot be given effect as intended, the abbreviation “(md not incorp)” is added to the details of the amendment included in the amendment history.

**Endnote 2—Abbreviation key**

ad = added or inserted	o = order(s)
am = amended	Ord = Ordinance
amdt = amendment	orig = original
c = clause(s)	par = paragraph(s)/subparagraph(s) /sub-subparagraph(s)
C[x] = Compilation No. x	pres = present
Ch = Chapter(s)	prev = previous
def = definition(s)	(prev...) = previously
Dict = Dictionary	Pt = Part(s)
disallowed = disallowed by Parliament	r = regulation(s)/rule(s)
Div = Division(s)	
exp = expires/expired or ceases/ceased to have effect	reloc = relocated
F = Federal Register of Legislation	renum = renumbered
gaz = gazette	rep = repealed
LA = <i>Legislation Act 2003</i>	rs = repealed and substituted
LIA = <i>Legislative Instruments Act 2003</i>	s = section(s)/subsection(s)
(md) = misdescribed amendment can be given effect	Sch = Schedule(s)
(md not incorp) = misdescribed amendment cannot be given effect	Sdiv = Subdivision(s)
mod = modified/modification	SLI = Select Legislative Instrument
No. = Number(s)	SR = Statutory Rules
	Sub-Ch = Sub-Chapter(s)
	SubPt = Subpart(s)
	<u>underlining</u> = whole or part not commenced or to be commenced

**Endnote 3—Legislation history**

<b>Name</b>	<b>Registration</b>	<b>Commencement</b>	<b>Application, saving and transitional provisions</b>
<i>National Disability Insurance Scheme (Plan Management) Amendment Rules 2017</i>	25 Jan 2017 (F2017L00073)	26 Jan 2017	

**Endnote 4—Amendment history**

<b>Provision affected</b>	<b>How affected</b>
<b>Part 6</b>	
Par 6.3	am; F2017L00073
Par 6.3A	ad; F2017L00073
Par 6.4	am; F2017L00073
Par 6.6	am; F2017L00073
Par 6.7	am; F2017L00073
Par 6.8	am; F2017L00073
Par 6.9	ad; F2017L00073
Par 6.10	ad; F2017L00073
Par 6.11	ad; F2017L00073
Par 6.12	ad; F2017L00073
Par 6.13	ad; F2017L00073