



Service Agreement – Parenting Coordination

1. Introduction and Purpose

This Parenting Coordination Service Agreement (“Agreement”) sets out the terms and conditions under which the Parenting Coordinator will provide parenting coordination services to the Parties.

The purpose of parenting coordination is to assist separated parents to co-parent following Final Orders by:

- reducing the impact of parental conflict on the child;
- improving communication regarding the children;
- supporting implementation and compliance with parenting arrangements and Court Orders;
- resolving day-to-day parenting disputes in a timely and child-focused manner; and
- supporting the children’s emotional, developmental, educational, and practical needs.

2. Nature and Scope of Parenting Coordination

The Parties acknowledge and understand that parenting coordination:

- is a child-focused dispute resolution process;
- is not psychotherapy, counselling, legal advice, or mediation;
- is not intended to revisit historical relationship issues except where directly relevant to current parenting concerns or child safety;
- does not involve the Parenting Coordinator acting as an advocate for either Party; and
- may involve facilitation, education, conflict management, case coordination, recommendations, and/or limited decision-making authority where agreed or ordered by the Court.

The Parties acknowledge that parenting coordination is more effective where both Parties participate consistently and constructively, and that unresolved hostility, intimidation, or ongoing litigation will reduce the effectiveness of the process.

3. Appointment of Parenting Coordinator

The Parties appoint Tara B Sheehan (“the Parenting Coordinator”) of Salus Assessment & Coordination to provide parenting coordination services in accordance with:

- this Agreement;
- any applicable Parenting Orders;
- any Parenting Plan;



- relevant legislative obligations; and
- applicable professional and ethical standards.

4. Participation Requirements

The Parties agree to:

- participate respectfully and in good faith;
- communicate in a civil and child-focused manner;
- avoid involving the children in adult conflict;
- avoid abusive, threatening, intimidating, harassing, excessive, repetitive, or inflammatory conduct or communications;
- provide relevant information in a timely manner;
- comply with reasonable administrative directions; and
- comply with the payment and cancellation policies outlined in this Agreement.

5. Communication Protocols

Unless otherwise agreed:

- communications may occur by email, telephone, videoconference, or in-person appointment;
- the Parenting Coordinator may set limits regarding the frequency, length, format, and method of communication;
- the Parenting Coordinator may require the use of structured communication formats; and
- the Parenting Coordinator may communicate separately with each Party where considered appropriate.

The Parenting Coordinator may determine that certain issues fall outside the scope of parenting coordination, including issues that are:

- unrelated to the children;
- abusive, repetitive, or vexatious; or
- more appropriately addressed by legal representatives, therapeutic services, police, child protection authorities, or the Court.

The Parenting Coordinator may decline to respond to communications considered hostile, excessive, abusive, inflammatory, or irrelevant to parenting coordination.

6. Independence and Impartiality

The Parenting Coordinator will remain impartial and prioritise the best interests and developmental needs of the children.

The Parenting Coordinator:

- does not act on behalf of either Party;
- does not provide legal advice;



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- does not guarantee outcomes; and
- does not determine issues reserved exclusively for the Court.

7. Confidentiality and Limits of Confidentiality

The Parties acknowledge that parenting coordination is not a confidential therapeutic process.

Information obtained during parenting coordination may be disclosed:

- where required by law;
- where there are concerns regarding child safety or risk of harm;
- where mandatory reporting obligations arise;
- where disclosure is authorised by the Parties;
- where disclosure is reasonably necessary for the parenting coordination process;
- or
- where records are subpoenaed or ordered by a Court.

The Parties acknowledge that:

- notes, emails, summaries, recommendations, and communications may become admissible in Court proceedings; and
- the Parenting Coordinator will maintain records relating to communications, recommendations, agreements, and non-compliance as per legislative requirements.

8. Court Involvement and Reporting

Unless otherwise agreed or ordered:

- the Parenting Coordinator is not retained as an expert witness;
- the Parenting Coordinator will not provide forensic opinions regarding parenting capacity, credibility, or final parenting determinations; and
- the Parenting Coordinator may provide factual summaries regarding participation, communication patterns, agreements, recommendations, and process issues where required.

The Parties acknowledge that parenting coordination does not empower either Party or the Parenting Coordinator to vary Court Orders.

Any Court attendance, report preparation, subpoena compliance, or file production will be charged at the Parenting Coordinator's applicable professional rates.

9. Fees, Payment and Cancellation

The Parties agree that:

- fees are payable at the rates outlined in the current Fee Schedule;



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- invoices are payable prior to the commencement of a session unless otherwise agreed;
- both Parties remain jointly and severally responsible for payment unless otherwise specified;
- appointments may be suspended where accounts remain unpaid; and
- fees may change from time to time with reasonable notice to the Parties.

Additional charges may apply for:

- report writing;
- review of extensive documentation;
- urgent communications;
- travel;
- after-hours services;
- Court attendance; and
- subpoena compliance.

Appointments cancelled with less than 48 hours' notice will incur the full session fee.

Where one Party is solely responsible for cancellation, non-attendance, or non-payment, that Party may be held responsible for the full session fee.

Repeated late cancellations, non-attendance, or ongoing non-engagement may result in suspension or termination of services.

10. Safety and Risk Management

The Parenting Coordinator may suspend or terminate services where:

- there are serious concerns regarding safety;
- a Party engages in threatening, abusive, or intimidating conduct;
- substance intoxication affects participation;
- ongoing conflict renders the process ineffective; or
- there is persistent non-compliance with this Agreement.

Either Party may terminate services in writing.

Termination does not extinguish responsibility for outstanding fees.

The Parenting Coordinator may implement procedural safeguards including:

- shuttle sessions;
- online participation; and
- communication restrictions, including limiting written communications or using videoconferencing controls such as muting participants where appropriate.



Either Party may terminate services in writing.

Termination does not extinguish responsibility for outstanding fees.

12. Acknowledgement

The Parties acknowledge that they:

- have read and understood this Agreement;
- understand the role and limitations of parenting coordination;
- have had the opportunity to obtain independent legal advice;
- agree to participate in the process in good faith; and
- understand the limits of confidentiality and potential Court involvement.

Signatures

Party 1:

Name: _____

Signature: _____

Date: _____

Party 2:

Name: _____

Signature: _____

Date: _____

Parenting Coordinator:

Name: _____

Signature: _____

Date: _____