



**NDIS Quality
and Safeguards
Commission**

NDIS Quality and Safeguards Commission

Advisory Council

Terms of Reference

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1. Function

Purpose of the Commission

The NDIS Quality and Safeguards Commission's (NDIS Commission) role as regulator of the National Disability Insurance Scheme (NDIS) is to uphold the rights, safety and wellbeing of NDIS participants. We do this by regulating and registering NDIS providers and workers, and working with people with disability, providers, workers and the community to make sure participants have access to high-quality supports and services in safe environments, with choice, control, and dignity.

Purpose of the Council

The Advisory Council (the Council) is an independent advisory body that provides strategic advice to the leadership of the Commission on issues that affect people with disability to improve outcomes delivered by the Commission's regulatory work. This ensures decisions reflect the voice of participants and the broader disability community in accordance with Chapter 6A, Part 2 of the National Disability Insurance Scheme Act 2013 (the Act).

Scope of the Council

Specifically, the Council will:

- Embed and amplify the voices of people with disability within the Commission's decision-making processes
- Provide independent, participant-centred advice to the Commission, reflecting the lived experience and insights of people with disability
- Advise on matters impacting the rights, health, safety, and wellbeing of people receiving NDIS supports and services
- Provide feedback about regulatory reforms aimed at improving the effectiveness and long-term sustainability of the Commission's activities
- Promote policy and regulatory approaches that advance human rights and adherence to best practice standards within the NDIS market
- Support engagement with the broader disability community
- Contribute to the Commission's strategic direction and key priorities.

2. Membership

Composition

The Council will comprise of up to 12 members, appointed by the Commissioner and Associate Commissioner for a term of up to 24 months.

Selection Criteria

The Council will embed diversity and inclusion within its selection criteria to ensure comprehensive, representative and forward-looking advice.

Members will be selected based on the following criteria:

- Lived experience of disability
- Strong leadership or significant experience in disability advocacy, policy development, service delivery or related fields
- Subject matter expertise relevant to the Commission's functions, including regulatory frameworks, human rights, sustainability, inclusive and accessible practices, public policy and strategic governance
- Proven understanding of intersectional and diverse disability experience, enabling comprehensive and inclusive advice.

Diversity and Inclusion

Membership selection will comprise intersectional diversity, with representation sought from:

- People with intellectual disability
- First Nations peoples with disability
- Culturally and linguistically diverse people with disability
- LGBTIQ+ people with disability
- Rural and remote people with disability
- Young people with disability
- Women with disability.

Publication of details

The NDIS Commission publishes the first name, surname and organisation of Advisory Council members on its website for the duration of the members involvement. A member may opt out of publication prior to the Advisory Council term commencing or during engagement by contacting the:

- NDIS Commission Internal Integrity Unit: internalintegrity@ndiscommission.gov.au or
- Chair via the Secretariat: committee@ndiscommission.gov.au.

3. Meetings

Frequency

Council meetings are intended to be held two times per year via Microsoft Teams. Additional meetings, which may include sub-committee or focus group meetings, may be held out of session as required. Meeting cadence, processes and agenda will be reviewed periodically.

Meetings will run for approximately three hours. The Secretariat will advise members in advance of meeting dates, times and Microsoft Teams meeting links. Reasonable notice will be provided when meeting dates or times are required to change.

Members will receive advance notice of any in-person meetings. Arrangements will be made for any members who are unable to attend in-person meetings so they can participate online or by telephone. Reasonable travel costs will be covered by the Commission.

Pre-meetings

A pre-meeting of one hour will be scheduled approximately one week prior to each Council meeting.

The purpose of the pre-meeting is to provide an opportunity to increase understanding of content to enable greater participation in the Council meetings. Pre-meetings are held in addition to provision of the pre-reading material.

Members are encouraged to read the meeting papers (pre-reading material) to clarify their understanding of the information.

Attendance

Attendance is required by appointed members, as proxies will not be accepted.

Quorum

The minimum number of members that must be present for a Council meeting to proceed is at least seven members.

Accessibility

The Commission will ensure appropriate reasonable adjustments are made so meetings are accessible to all participants based on their identified communication and accessibility needs, including providing accessible documents in plain English.

To ensure accessibility requirements are met, a meeting may be postponed until appropriate adjustment can be made.

Responsibilities of the Chair

The Council meetings and pre-meetings will be chaired by the Commissioner and/or the Associate Commissioner, or their delegate.

The Chair is responsible for working with the Secretariat on meeting materials and leading collaborative meetings to ensure the smooth and effective running of the meetings. This includes undertaking an annual review of the effectiveness of the Council and the Terms of Reference.

Responsibilities of members

In addition to sharing perspectives and providing advice to the Commission to guide decision making, the Council members will:

- Respect and maintain confidentiality in relation to all Council matters
- Promote the work of the Commission as appropriate
- Prepare for meetings as required
- Contribute to meetings in a respectful way
- Raise issues that are important to their stakeholder group or area of expertise
- Provide advice in their area of expertise or experience
- Foster cooperation and collaboration between members

Members may withdraw from the Council by notifying the Secretariat in writing.

The Commissioner, Associate Commissioner or their delegate may initiate changes to the Council's composition, including the removal, replacement, or appointment of new members at any time, as deemed appropriate.

Secretariat

Commission employees perform the Secretariat function for the Council and are responsible for development of meeting agendas and distribution of meeting papers, minutes, communiques and related activities in collaboration with the Chair. The Secretariat will attend each meeting to be able to perform this function.

4. Remuneration and payment of expenses

Members are eligible for sitting fees if they meet the following requirements:

- a) They are not employees of federal, state or territory, or local governments; and
- b) They do not receive a salary from their usual place of employment while participating.

Members of the Council will be paid for their time attending pre-meetings and meetings in accordance with the Commission's [Community Engagement Payment Policy](#) and the [Remuneration Tribunal \(Remuneration and Allowances for Holders of Part-time Public Office\) Determination](#) (the Determination) in effect at the time of each meeting.

Members may be reimbursed by the Commission for reasonable travel related expenses for in-person meetings as specified at the time of scheduling.

5. Conflicts of interest

Perceived and actual conflicts of interest are to be declared by all members as soon as they arise and brought to the attention of the Chair via the Secretariat.

Conflicts of interest arise when a member's personal, financial or other interest compromises, influences or affects their role as a Council member. A conflict of interest can be actual or perceived.

It can also be both financial and non-financial in nature. The Chair is responsible for determining the appropriate course of action for dealing with specific conflicts of interest.

6. Reporting

Communiqués will be published after each meeting on the Commission's website and content will be attributed to the Council, not individuals.

7. Amendments to Terms of Reference

These Terms of Reference are subject to change at the discretion of the Commission.

8. Document information

Document owner

Engagement team

Date published

November 2025

Contact

committee@ndiscommission.gov.au

Version control

Date	Version	Summary of Changes	Author
November 2025	0.1	Terms of Reference document prepared for public distribution	Committee Secretariat