



**NDIS Quality
and Safeguards
Commission**

Terms of Reference

NDIS Quality and Safeguards Commission Advisory Council

Easy Read version



How to use this document



NDIS Quality
and Safeguards
Commission

We are the NDIS Quality and Safeguards Commission (NDIS Commission).

We wrote this document.



We wrote some words in **bold**.

We explain what these words mean.

There is also a list of these words on page 23.



You can ask someone you trust for support to:

- read this document
- find more information.



This is an Easy Read summary of our document.

It only includes the most important ideas.



You can find the other document on our website.

www.ndiscommission.gov.au/about-us/who-we-are/our-consultative-forums

What's in this document?

What do we do?	4
What are Terms of Reference?	6
What will the Council do?	7
Who will be the Council members?	9
How do we choose Council members?	12
How do Council meetings work?	14
How will we pay Council members?	19
How will we share information from the Council?	21
Word list	23
Contact us	29

What do we do?



The National Disability Insurance Scheme (NDIS) supports **participants** across Australia.



Participants are people with disability who take part in the NDIS.



The NDIS Quality and Safeguards Commission (NDIS Commission) makes sure participants:

- are safe
- get good **quality** services.



Quality is about services that:

- support participants in the ways they need
- give participants choice and control.



We also make sure **providers** are doing a good job.

Providers support people by delivering a service.



We also manage risks to participants.



We try to:

- understand these risks
- stop them from happening.

What are Terms of Reference?



All new government programs or projects have a document that explains how it will work.

We call this document a **Terms of Reference**.



This Terms of Reference explains how the NDIS Commission **Advisory Council** will work.



The advisory council is a group of people who give advice to the NDIS Commission.

This advice is about how to make things better.



In this document, we call it the Council.



This Terms of Reference explains:

- how the Council will work
- who can be part of the Council.

What will the Council do?



The Council will give us advice on issues that affect people with disability.



This advice will help us improve the work we do.



The Council will give advice that focuses on NDIS participants.



This includes advice on matters that affect participants' **rights** and wellbeing.



Rights are rules about how people must treat you:

- fairly
- equally.



The Council will make sure we listen to people with disability when we make decisions.



They will help us hear from people with disability in all parts of the community.



The Council will also give advice about our role as a **regulator**.



A regulator is someone who makes sure people:

- are following the rules
- doing things the right way.

Who will be the Council members?



We will choose up to 12 people to be Council members.



Members will be part of the Council for up to 2 years.



We want Council members to include people with **intellectual disability**.

An intellectual disability affects how you:

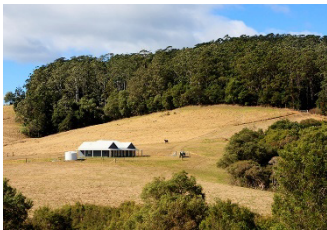


- learn new things
- solve problems
- communicate
- do things on your own.

We want Council members to include:



- First Nations people with disability



- people with disability who live far away from cities and towns



- **culturally and linguistically diverse (CALD)** people with disability.



CALD people come from different cultural backgrounds.

They might:



- have different beliefs and a way of life
- speak a language other than English
- have been born in another country.

We also want Council members to include:



- young people with disability



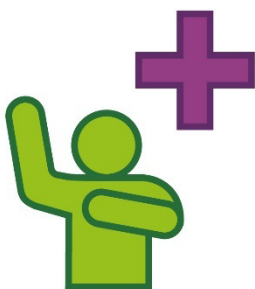
- women with disability



- **LGBTIQA+** people with disability.



The letters LGBTIQA stand for lesbian, gay, bisexual, transgender, intersex, queer or questioning and asexual.



The ‘+’ is for people who are part of the LGBTIQA+ community but don’t talk about themselves using a word from this list.

How do we choose Council members?



We will choose Council members who have **lived experience** of disability.



If you have lived experience of disability, you:

- have a disability
- or
- know what life can be like for people with disability.



We will choose members who have experience:

- as a leader
- speaking up for people with disability.



We will also choose members who:

- are experts on subjects that affect the NDIS Commission
- understand the different experiences people with disability can have.



For example, members who understand **intersectionality**.

Intersectionality is about understanding how different parts of a person can affect their experiences.



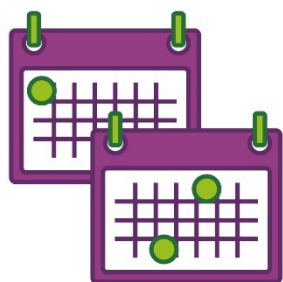
For example, a person's background or abilities.

How do Council meetings work?



The Council will have 3 meetings a year.

Council meetings will be online with Microsoft Teams.



The Council might have extra meetings if they need to.



Council meetings will go for 3 hours.

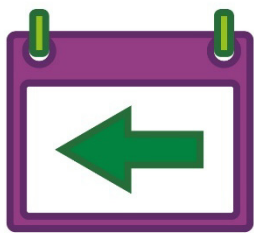
There will also be a short break.



Members will get information to read before each Council meeting.



The information will explain the issues the Council will talk about.



There will also be pre-meetings.

They will happen one week before each Council meeting.



Pre-meetings support members to understand what the Council meeting will be about.

The pre-meeting will go for 1 hour.



The Council has a **Secretariat** who:

- organises Council meetings
- creates and shares meeting information.



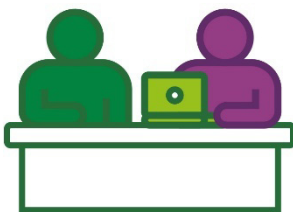
The Secretariat will let Council members know:

- when Council meetings will be
- if a Council meeting needs to be in-person.



There will be a **Chair** to run Council meetings.

The Chair is a person from the NDIS Commission who will run Council meetings.



The Chair will work with the Secretariat to make sure Council meetings go smoothly.

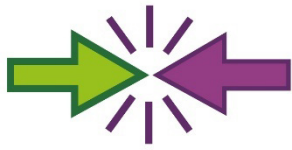
Rules about meetings



Council meetings need at least 7 members to attend.



Council members cannot ask another person to attend a Council meeting for them.



Members need to tell the Secretariat if they think there might be a **conflict of interest**.

A conflict of interest is when someone might make a choice that is good for them but isn't fair to other people.



The Secretariat will tell the Chair about a member's conflict of interest.



The Chair will decide what is best to do about the conflict of interest.



Members should take part in Council meetings in a way that respects everyone.



Members can also leave the Council any time they want.



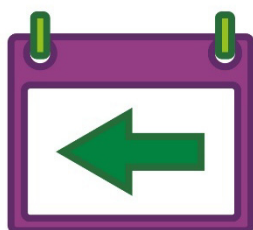
They must tell the Secretariat in writing if they want to leave.

How will we pay Council members?

We will pay Council members for their time in:



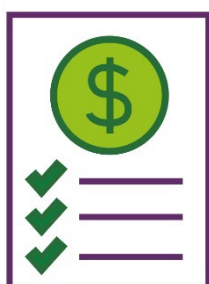
- Council meetings



- pre-meetings.



The Secretariat will share information with members about how much we can pay them.



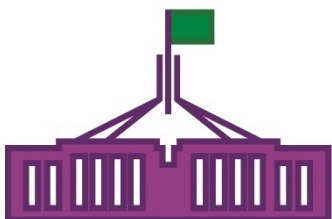
We will follow rules and laws about how to pay people who help us with our work.



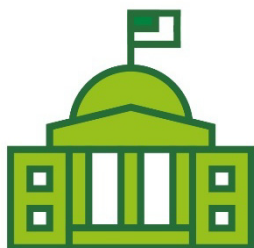
This includes:

- the NDIS Commission's rules
- the Australian Government's laws.

But we cannot pay members if they work for:



- the Australian Government



- state and territory governments



- local governments.



We also cannot pay members if they earn money from their job while they do work for the Council.



We will pay for some travel costs if a Council meeting needs to be in-person.

How will we share information from the Council?



We will share information about each Council member on the NDIS Commission website.



For example, the names of members.



Members can ask us not to share their information.

They can ask at any time.



They can email the NDIS Commission.

internalintegrity@ndiscommission.gov.au



Or they can email the Secretariat.

committee@ndiscommission.gov.au

The Secretariat will tell the Chair.



We will share information about what the Council had to say after each Council meeting.



We will share this information on the NDIS Commission website.



We won't include the names of who shared what at the Council meetings.

Word list

This list explains what the **bold** words in this document mean.



Advisory Council

The Advisory Council is a group of people who give advice to the NDIS Commission.

This advice is about how to make things better.



Chair

The Chair is a person from the NDIS Commission who will run Council meetings.



Conflict of interest

A conflict of interest is when someone might make a choice that is good for them but isn't fair to other people.



Culturally and linguistically diverse (CALD)

CALD people come from different cultural backgrounds.

They might:

- have different beliefs and a way of life
- speak a language other than English
- have been born in another country.



Intellectual disability

An intellectual disability affects how you:

- learn new things
- solve problems
- communicate
- do things on your own.



Intersectionality

Intersectionality is about understanding how different parts of a person can affect their experiences.

For example, a person's background or abilities.



LGBTIQA+

The letters LGBTIQA stand for lesbian, gay, bisexual, transgender, intersex, queer or questioning and asexual.

The '+' is for people who are part of the LGBTIQA+ community but don't talk about themselves using a word from this list.



Lived experience

If you have lived experience of disability, you:

- have a disability
- or
- know what life can be like for people with disability.



Participants

Participants are people with disability who take part in the NDIS.



Providers

Providers support people by delivering a service.



Quality

Quality is about services that:

- support participants in the ways they need
- give participants choice and control.



Regulator

A regulator is someone who makes sure people:

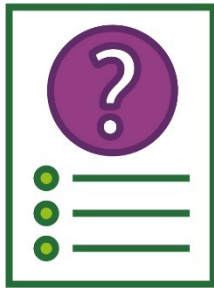
- are following the rules
- doing things the right way.



Rights

Rights are rules about how people must treat you:

- fairly
- equally.



Terms of Reference

All new government programs or projects have a document that explains how it will work.

We call this document a Terms of Reference.

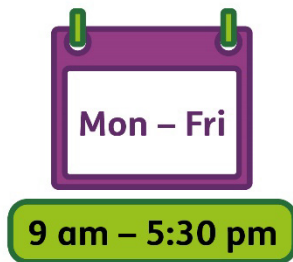


Secretariat

The Council has a Secretariat who:

- organises Council meetings
- creates and shares meeting information.

Contact us



You can call us:

- Monday to Friday
- 9 am to 5:30 pm Sydney time.



You can call us.

1800 035 544



You can send us an email.

committee@ndiscommission.gov.au



You can write to us.

NDIS Quality and Safeguards Commission
PO Box 210
Penrith
NSW 2750



You can go to our website.

www.ndiscommission.gov.au



TTY

133 677



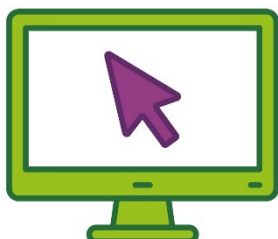
The National Relay Service

Speak and Listen

1300 555 727

SMS relay number

0423 677 767



Internet relay calls

internet-relay.nrscall.gov.au



You can follow us on LinkedIn.

au.linkedin.com/company/ndiscommission



You can follow us on Facebook.

www.facebook.com/NDISCommission



You can follow us on Instagram.

www.instagram.com/ndiscommission



The Information Access Group created this Easy Read document using stock photography and custom images.

The images may not be reused without permission.

For any enquiries about the images, please visit

www.informationaccessgroup.com.

Quote job number 6438-A.