



**NDIS Quality
and Safeguards
Commission**

NDIS Quality and Safeguards Commission

Sector Consultation Forum

 **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 Sector Consultation Forum

The Sector Consultation Forum (the Forum) is an independent forum that provides the Commission's leadership with sector wide regulatory and operational insights on the delivery of NDIS services and supports, in accordance with Chapter 6A, Part 2 of the National Disability Insurance Scheme Act 2013 (the Act).

The Forum will strengthen decision making and policy development by:

- providing real time provider and market insights
- enabling the Commission to draw on sector knowledge, experience, and real time evidence.

Scope of the Forum

Specifically, the Forum will:

- Inform the Commission of the state and health of the provider sector
- Provide independent, practical advice on regulatory practice, market stewardship, provider readiness and risks to quality and safety
- Consider and respond to sector insights provided by the Commission, including complaints, incidents, market signals and trends
- Advise on the potential impacts of regulatory reforms
- Identify and highlight upcoming issues requiring strategic focus from the Commission.

2. Membership

Composition

The Forum will comprise up to 20 members appointed by the Commissioner and Associate Commissioner for a term of up to 24 months.

Selection Criteria

The Forum will embed inclusive practice and cross sector representation to ensure comprehensive, forward-looking advice.

The Commission will seek participation from a broad representation of members that reflects diverse sector perspectives across the disability community. This includes a broad range of service types, advocacy groups, professional disciplines (including workers), geographic locations and community focused organisations.

Diversity and Inclusion

Participation will be guided by principles of inclusion, respect, accessibility, collaboration and co-design. Membership selection will support intersectional diversity and representation from organisations and sectors that delivers to, works with or represents:

- 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 Sector Consultation Forum members on its website for the duration of the members involvement. A member may opt out of publication prior to the Sector Consultation Forum 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

Forum meetings are intended to be held three 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, including a short break. The Secretariat will advise members in advance of meeting dates, times and Microsoft Teams meeting links. The secretariat will aim to provide reasonable notice 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 as outlined in the NDIS Commission's [Community Engagement and Payment Policy](#).

Pre-meetings

A one-hour pre-meeting will be scheduled approximately one week before each Sector Consultation forum meeting.

The purpose of the pre-meeting is to support members to understand the pre-reading meeting materials in advance and to encourage informed participation in Forum discussions.

Members are encouraged to review the meeting papers before the pre-meeting to support discussion and to clarify any questions.

Attendance

When a member is unable to attend a scheduled Forum meeting, they may nominate a proxy from their organisation to attend in their place. The proxy must complete and submit the Deed of Confidentiality and Intellectual Property form, along with any other required forms, to Secretariat prior to commencement of the meeting.

Quorum

The minimum number of members that must be present for a Forum meeting to proceed is at least 11 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 Forum 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 Forum and the Terms of Reference.

Responsibilities of members

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

- Respect and maintain confidentiality in relation to all Forum 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 Forum by notifying the Secretariat in writing to.

The Commissioner, Associate Commissioner or their delegate may initiate changes to the Forum'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 Forum 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 Forum will be paid for their time attending 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 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 Forum 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

Communiques will be published after each meeting on the Commission's website and content will be attributed to the Forum, 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

Sector Engagement team

Date published

June 2026

Contact

committee@ndiscommission.gov.au

Version control

Date	Version	Summary of Changes	Author
November 2025	0.1	Terms of Reference document prepared for distribution	Committee Secretariat
June 2026	0.2	Terms of Reference updated to strengthen the Forum’s governance and operational clarity, including revised meeting frequency, accessibility provisions and related administrative refinements.	Committee Secretariat