



Australian Government

Department of Social Services

NDIS Reform Advisory Committee

Terms of Reference





Australian Government
Department of Social Services

The Australian Government Department of Social Services wrote this.

We say **DSS** for short.

When you see the word **we** it means DSS.



We wrote this in an easy to read way.

We use pictures to explain some ideas.

Bold

We have some words in **bold**.

This means the letters are thicker and darker.

Not bold

These are important words.



This is an Easy Read summary of another document.

This means it has the most important ideas.



We can answer any questions by email.

Email us

NDISRACenquiries@dss.gov.au.



You can ask for help to read this document.

You can ask

- A friend
- Family members
- A support person.



We recognise Aboriginal and Torres Strait Islander people as the **Traditional Owners** of the land we live on.



They were the **first people** to live on and use the

- Land
- Waters.

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About the NDIS Reform Advisory Committee



The Australian Government did a **review** of the NDIS in 2022.

A review is when you **check** what

- Works
- Needs to **change**.

We call it the NDIS Review.



The NDIS Review wrote a report.

They put lots of ideas about how to make the NDIS better in the report.



In May 2024 the Australian Government said they wanted to set up a committee.

The committee is called **NDIS Reform Advisory Committee**.

We call it the **NDIS RAC** for short.

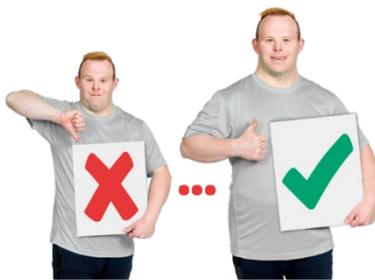
A committee is a group of people who



- Share their **expertise**
- Go to meetings
- Help make decisions.

Expertise is knowing a lot about something.

The NDIS RAC is being started to



- Watch over
- Give feedback
- Give advice

On how NDIS **reforms** are done.

Reform means making changes to make something better.



The changes include what the Australian Government will do to change the NDIS with ideas from

- NDIS Review
- **Disability Royal Commission.**



We call it DRC for short.



The NDIS RAC will give advice about

- How to make change



- What the community thinks



- Ideas about **policies** for the NDIS.

Policies are plans for how to do things.



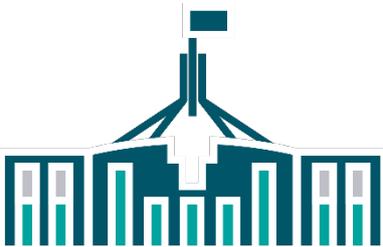
The NDIS RAC will give their advice to

- The NDIS **Minister**
- The **Disability Reform Ministerial Council**.

We call them DRMC for short.

Ministers are leaders in an area of the government.

DRMC is made up of different ministers that support disability from the government.



They are from

- Australian Government
- State and territory governments.



The NDIS Minister is the chair of DRMC.

The chair is the person who runs the meeting.



This document is the **Terms of Reference**.

We call it the **TOR** for short.



The TOR are the rules of a committee.

It helps everyone know what is expected.

Why we made the NDIS RAC



The NDIS RAC was set up to make sure lots of different voices of people with disability are heard by DRMC.

This will help make sure good changes happen with the NDIS.



There are lots of ways people with disability can tell the government their issues.

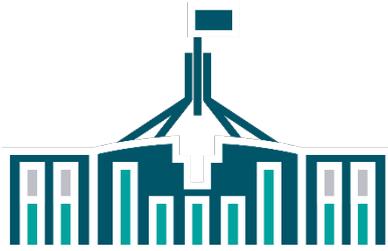


This includes with **Disability Representative Organisations**.

We call them **DROs** for short.



The NDIS RAC will be another way for people with disability to share their ideas.



The NDIS RAC will work with

- Australian Government
- State and territory governments



- **National Disability Insurance Agency**

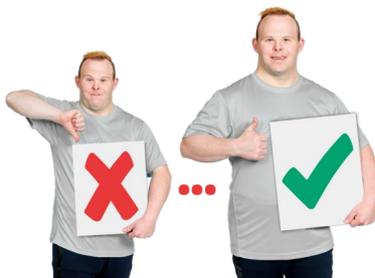
We call them **NDIA** for short.

NDIS Commission



- **NDIS Quality and Safeguards Commission.**

We call them **NDIS Commission** for short.



This will make sure that the voices of people with disability are heard while making changes to the NDIS.

What the NDIS RAC will do



The NDIS RAC will advise DRMC on

- How the changes to the NDIS are going.

They will look at how many people with disability share their ideas with the government.



- **Risks**

Risks are the chance that something bad might happen.

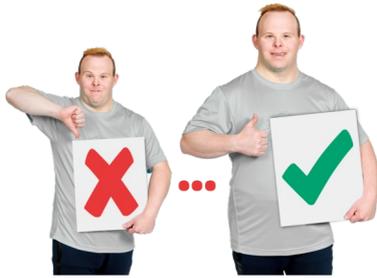


- How to make sure people with disability are included.

The NDIS RAC will give advice to DRMC on



- The best way to hear ideas from people with disability



- How the changes are going



- Making sure lots of different voices are heard.



The NDIS RAC will also

- Write a report every 6 months

This might be more often.

They might need to give extra advice if asked by the chair of DRMC.



- Go to the DRMC meetings every 6 months.

Who will be on the NDIS RAC

It is important for there to be lots of different people on the NDIS RAC.



They need to be people



- With experience with lots of different disabilities



- That know a lot about issues that affect the disability community



- That know a lot about speaking up about issues in the disability community.

We will make sure



- The Co Chairs are people with disability



- Most of the committee are people with disability



- At least 2 people are carers of people with disability



- At least 1 person will be a First Nations person with disability or carer



- At least 1 person will know about the issues in rural or regional areas for people with disability.



- At least 1 person will know about supporting people with disability with services or equipment.



It is important that there are also people with disability from groups like

- People who have moved from other countries to Australia



- LGBTIQ+SB



- Young people



- Women.



There will be 13 people on the NDIS RAC.



2 people will be the Co Chairs.

The Co Chairs will be the leaders of the NDIS RAC.

They will be chosen by the NDIS Minister.



8 people will represent the states and territories.

There will be 1 person from each state or territory.

They will be chosen by the state and territory Disability Ministers.



3 people will be from the public.

DSS put up an **expression of interest** for people to say they want to join the NDIS RAC.

We call it EOI for short.



The Co Chairs will also help choose members.



People on the NDIS RAC should **not** work in government disability policy jobs.

Working in other areas of the government is okay.



People will be part of the NDIS RAC standing for themselves.

They will **not** represent any organisation.



There will be 3 people who work for the government that will support the NDIS RAC.

Funding for the NDIS RAC



We will give **funding** for the NDIS RAC to support the work they do.

Funding is **money from the government** to take part.



The Australian Government will decide how much funding they will give each year.

They call this a budget.



The funding will be used for things like

- Meetings



- Travel



- Talking with the disability community



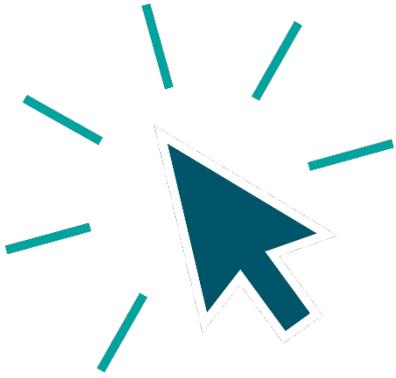
- Getting extra advice.

The money spent needs to be what has been planned for in the budget.



Everyone on NDIS RAC will be paid **sitting fees**.

Sitting fees are what we call the payment for going to meetings.



There is a fair way to work out how much the fees are.

You can go to the website.

www.remtribunal.gov.au/document-library-search/remuneration-tribunal-remuneration-and-allowances-holders-part-time-public-office-determination-2024-compilation-no-4

This website is **not** in Easy Read.

The Co Chairs and members will be paid for their time to



- Get things ready for meetings



- Talk to the Ministers



- Talk with the disability community



- Any work that is agreed to in the work plan.

How long the NDIS RAC will go for



NDIS RAC will go for 5 years.



You can be on the committee for up to 2 and a half years.



DRMC will check how the NDIS RAC is going every year.

Secretariat for the NDIS RAC



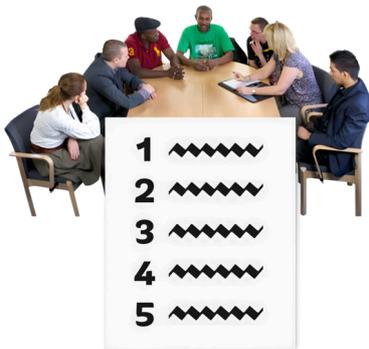
We will provide the **secretariat** for the committee.

The secretariat is the person who is responsible for all the paperwork in meetings.



The secretariat will

- Set the time and day of the meetings



- Help make the agenda



- Make sure everyone has all the paperwork for the meetings



- Keep track of all the things that are decided at the meetings

These are called action items.



- Provide support for the meetings.



The secretariat will also make sure that everything is set up for people to work together online.



The secretariat will make sure that there are supports for everyone.

This will make the committee **accessible**.

Accessible means everyone can use it.



The secretariat will keep track of the NDIS RAC budget.

They will make sure everyone is paid.



The secretariat will help write

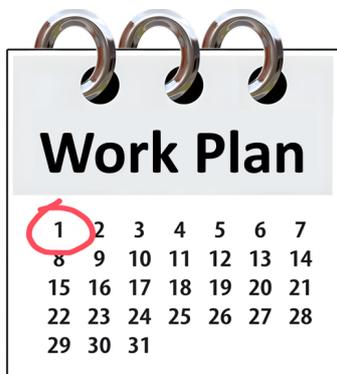
- Reports
- Papers

For the meetings with DRMC or any other time.



The secretariat will also help the NDIS RAC write the work plan every year.

Disability Reform Ministerial Council



The NDIS RAC will make a work plan every year.

The first work plan needs to be given to DRMC for them to approve.

This needs to be done no more than 4 weeks after the members are chosen.



The NDIS RAC will write at least 2 reports every year.

1 in the middle of the year.

1 at the end of the year.



DRMC might need the NDIS RAC to write more reports.

DRMC will say when these extra reports need to be done.

It might be in between meetings.



The NDIS RAC Co Chairs will go to the DRMC meetings when invited.

They will go to the meetings when DRMC are talking about things to do with the NDIS RAC.

Terms of Reference

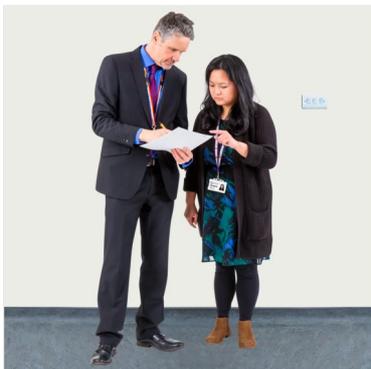


This document tells everyone how the NDIS RAC will work.

It needs to be approved by DRMC.



After DRMC have approved it everyone on the NDIS RAC will need to follow it.



DRMC will check the TOR every year.

They can check them more often if they need to.



The NDIS RAC can suggest changes to the TOR.

The suggestions need to be sent to DRMC to be approved.



The suggestions can be sent with the report the NDIS RAC writes every 6 months.



For changes to happen there needs to be agreement from

- The Australian Government
- Most of the Disability Ministers.

Asking people to leave the NDIS RAC



The NDIS Minister can ask people to leave the NDIS RAC if the person is **not**

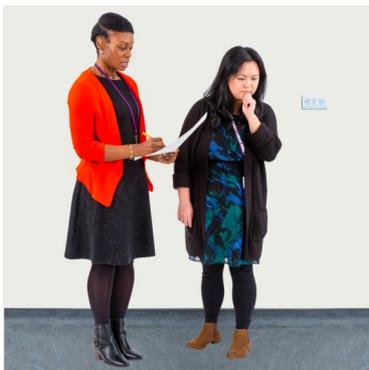
- Doing what they agreed to
- Acting in a bad way.



The NDIS Minister can talk to

- Disability Ministers
- NDIS RAC Co Chairs

If they think someone needs to leave the NDIS RAC.



The NDIS Minister will talk with the Disability Minister if the person is representing their state or territory.

The NDIS Minister will do this before they make a decision.

Wanting to leave the NDIS RAC



You might decide you want to leave the NDIS RAC.

This is called resigning.



If you decide to leave the NDIS RAC you need to tell us 2 months before you plan to leave.

This will give us enough time to find a new person.

You need to write a letter to say you want to leave and send it to



- Co Chairs
- Secretariat.

If the Co Chairs decide to leave they need to write a letter saying they want to leave.

The letter needs to be sent to



- NDIS Minister
- Secretariat.

Meetings



NDIS RAC will have meetings every month.

The meetings will be online like MS Teams.



There might be urgent things to decide.

These can happen in between meetings.

This is called out of session.



The Co Chairs might go to **Disability Senior Officials Group** meetings.

We call it DSOG for short.

They will give

- Updates
- Advice.



The Co Chairs might go to the **Disability Representative and Carers Organisation Forum.**

We call it the DRCO Forum for short.



The Co Chairs will go to other meetings they agree to.

Conflict of interest



A **conflict of interest** is when it is hard for someone to make a fair decision.

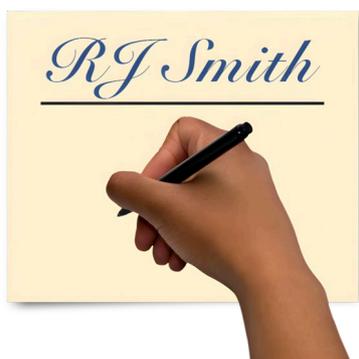
Like wanting a decision to go 1 way because it is better for you.

We call it a COI for short.



There are different types of COI

- Real COI
- It might look like a COI.



Everyone on NDIS RAC need to say at the beginning when they join if they have a COI.



If anything changes you need to tell the secretariat.

They will keep the Co Chairs up to date.

Keeping information safe



Being part of the NDIS RAC means you will know private information.

You can only use the private information for what has been agreed to.



You will be asked to sign a document saying you will keep this information

- Safe
- Only use it for what is agreed.

We call this a **deed of confidentiality**.



You can talk about the changes to the NDIS outside of the committee.

This will help you

- Follow the TOR
- Listen to the disability community
- Know what changes the disability community wants.



You will need to check before you share private information with people **not** on the NDIS RAC.



This will help keep information safe.



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