



NDIS Quality
and Safeguards
Commission

Consultative Committee Terms of Reference



Easy Read



About this form




**NDIS Quality
and Safeguards
Commission**

The **NDIS Quality and Safeguards Commission** made this information sheet.



The **NDIS Quality and Safeguards Commission** make sure you

- Are safe
- Get good NDIS services.

A photograph of a spiral-bound notebook with the text 'NDIS Commission' written on a white page.

**NDIS
Commission**

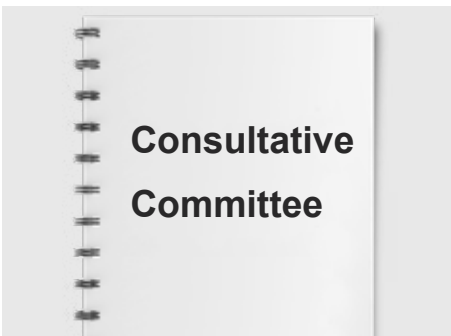
We will say **NDIS Commission** for short.



We want people with disability to help us make big decisions.

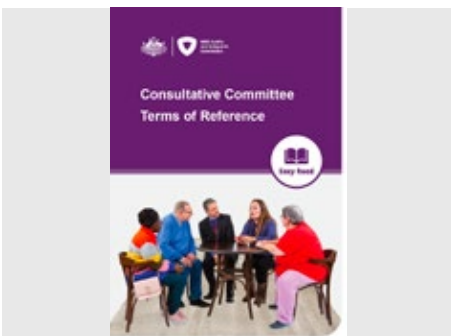


We started a group to help us with big decisions.

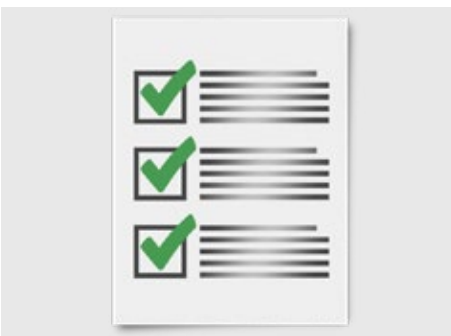


The group is called the **Consultative Committee**.

We will say **the committee** for short.



This information sheet is about the **terms of reference** for the committee.



The **terms of reference** says what the committee will do and how they will do it.

Who can be in the committee



There can be 20 people in the committee.



They can be from all over Australia.



We want lots of different people to be in the committee.

This might be



- People with intellectual disability



- Staff from NDIS services



- People who speak different languages



- Women with disability



- First Nations people with disability.



You can be in the committee for 2 years.



We will check to see who is in the committee every year.



This will help to make sure that we have lots of different people on the committee.



We will put the names of the people in the committee on our website.



We will tell people what we do as a group.



The **NDIS Quality and Safeguards Commissioner** will be the **chair** of the committee.



The **NDIS Quality and Safeguards Commissioner** is the person who runs the NDIS Commission.



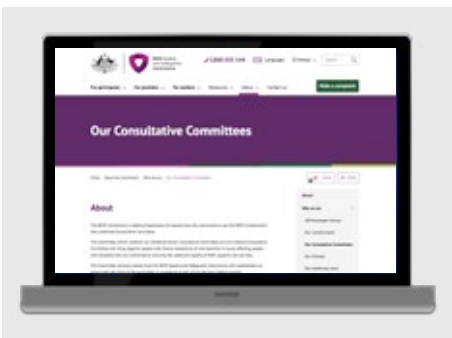
The **chair** is the person who runs the committee.



If you want to be in the committee you can fill out a form.



The form is called an **expression of interest** form.



You can fill in the Easy Read expression of interest form at

www.bit.ly/3BUcnpL



If you need help to fill in the form you can ask our **contact officers**.



A **contact officer** is a staff member who supports people with questions.



To talk to a contact officer you can

- Call us on 1800 035 544
- Send an email to **committee@ndiscommission.gov.au**

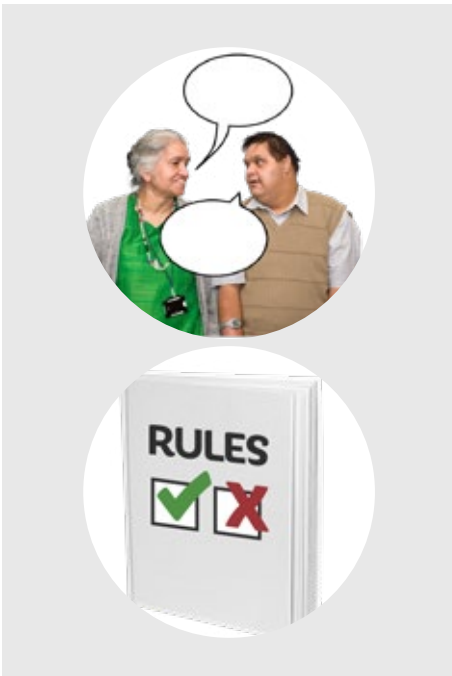


They will give your form to the chair.

The job of the committee



A big job of the committee will be to help us make decisions.



The committee will also

- Tell people what the NDIS Commission does
- Share information about the rules for the NDIS Commission.



If you are in the committee it is your job to be ready for the meetings.



You should speak up about things that are important to you.



We also want you to share things you know lots about.



You will also work with

- Other groups who can help the committee
- Other people in the committee.

Keeping information private



There is information about the NDIS Commission that must be kept **private**.



Private means no one else can see or talk about it.



The committee must keep information private that has the names of NDIS **participants** and services.



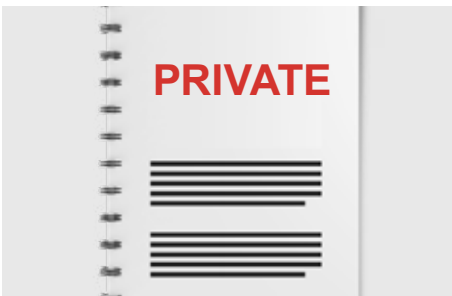
Participants are people who get support from the NDIS.



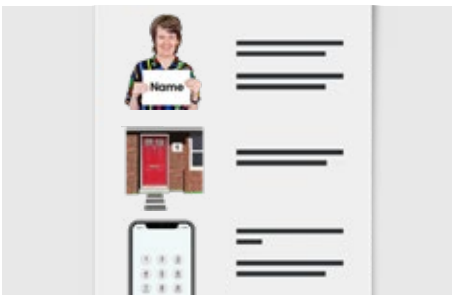
Sometimes the committee gets information from the NDIS Commission that is not for the **public**.



The **public** means people who are not in the committee.



We must keep that kind of information private.



We must also keep personal information about the people in the committee private.



If you are not sure about keeping information private you can ask the chair for support.

Conflict of interest



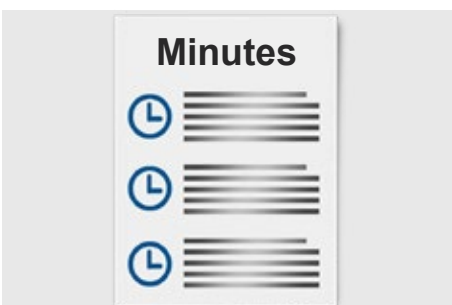
You must tell the chair if you think you might have a **conflict of interest**.



A **conflict of interest** is something in your life outside of the committee that makes it hard for you to make a fair decision.



The chair will not tell others what you said.

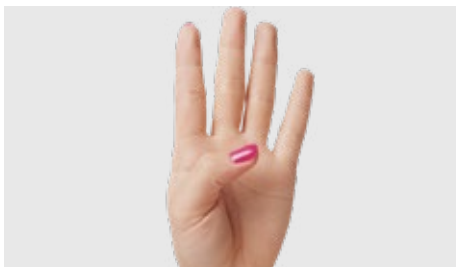


If there is a conflict of interest

- You might not be a part of talking about something
- The chair will write it in the **minutes**

Minutes are notes that say what happened at each meeting.

Meeting information



We will meet 4 times a year.



Each meeting will go for 2 hours.



Sometimes we might have more meetings.



Sometimes the meetings might go for longer.



We will tell you if this is going to happen.

You can choose if you join the meetings



- In person



- Online



- On the phone.



Let us know as soon as you can if you can not join a meeting.



Someone else can go to the meeting for you.

This is called a **representative**.



You must tell the chair if you want a representative to go to a meeting for you.

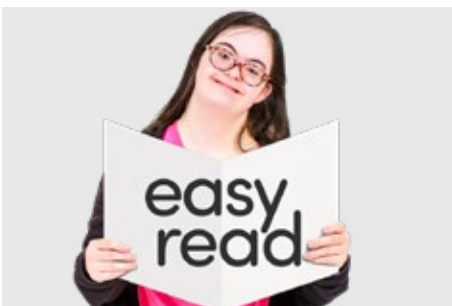


Before each meeting we will send you an email with

- Information for the meeting
- The **agenda**.



The **agenda** says what the committee will talk about in the meeting.



The information and agenda will be Easy Read.



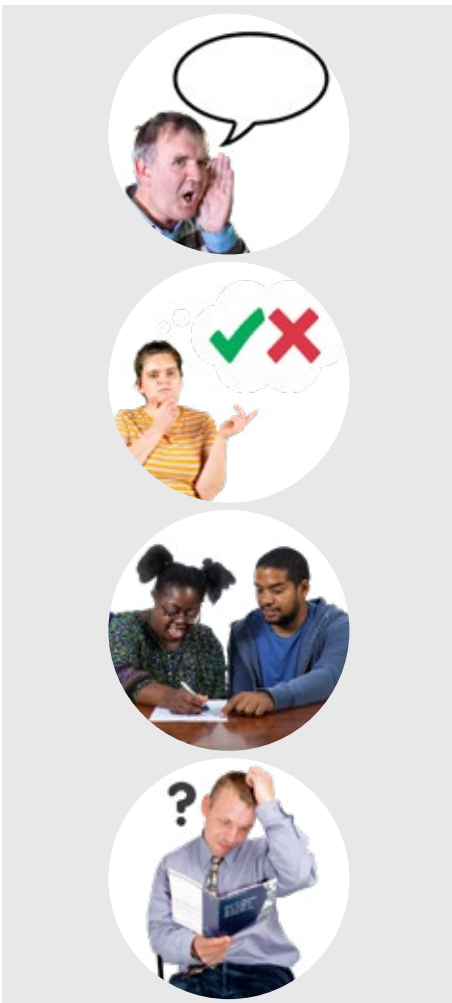
You can read the information and ask questions before the meeting.



If you need support you can talk to the chair.



You can ask for a **participation officer** to support you at the meetings.

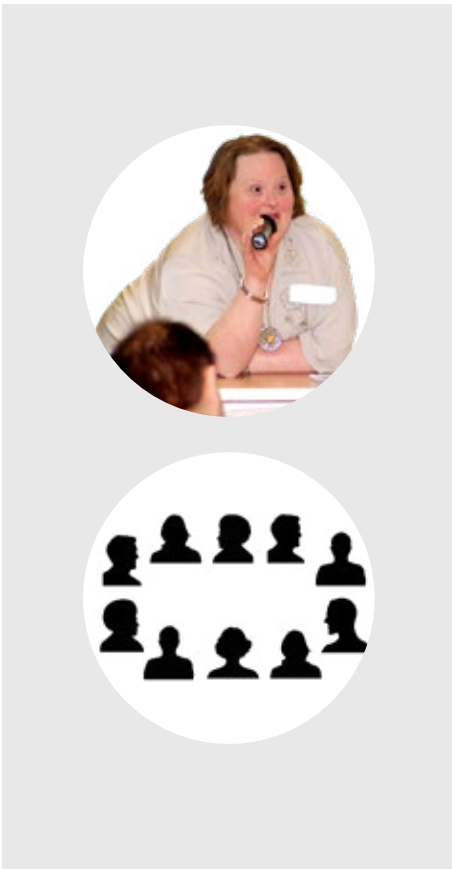


A **participation officer** is someone from the NDIS Commission who can support you to

- Speak up in meetings
- Make decisions
- Learn new skills
- Understand hard things.



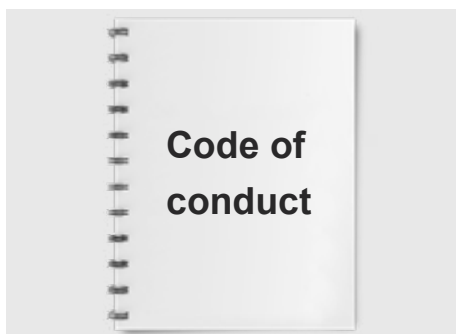
You will get a chance to have a say in the meetings.



At every meeting there must be

- The chair
- At least 10 members of the committee.

Code of conduct



There is a **code of conduct** for members of the committee.



A **code of conduct** means rules for how you must act in the committee.



Our code of conduct says you must

- Be honest
- Respect others
- Let other people speak.



You can tell the chair before the meeting if you have any ideas for the agenda.

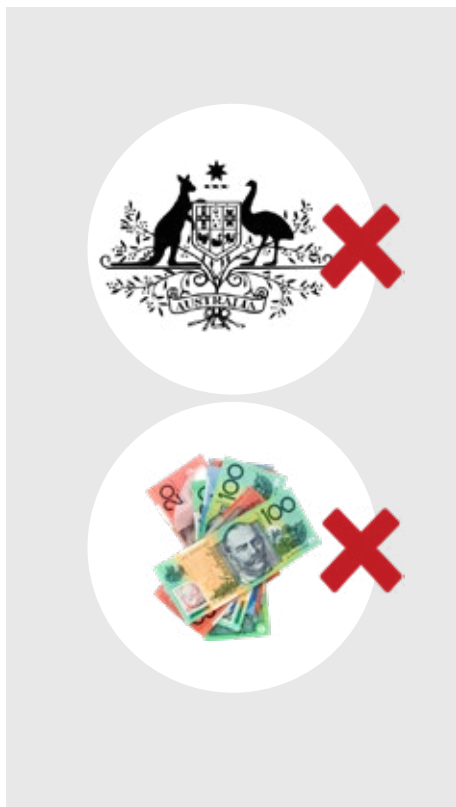


We will only talk about what is on the agenda at the meetings.



We will agree on things together as a group.

Money and travel



You can get paid for the meetings if

- You do not work for the government
- You do not get paid from somewhere else when you come to the meetings.



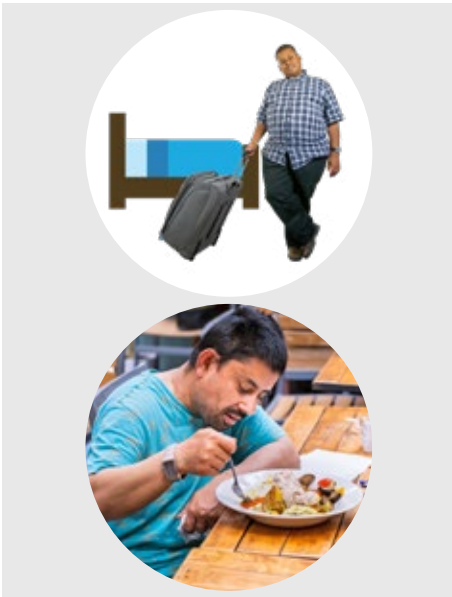
If we pay you it is called a **sitting fee**.



If you need to go to extra meetings the chair will say if you get a sitting fee for this.



If you have to travel to get to the meeting we will pay for this.



We will pay for

- The place you stay at
- The meals you eat.



We will not pay for your travel if you already get money for this from somewhere else.

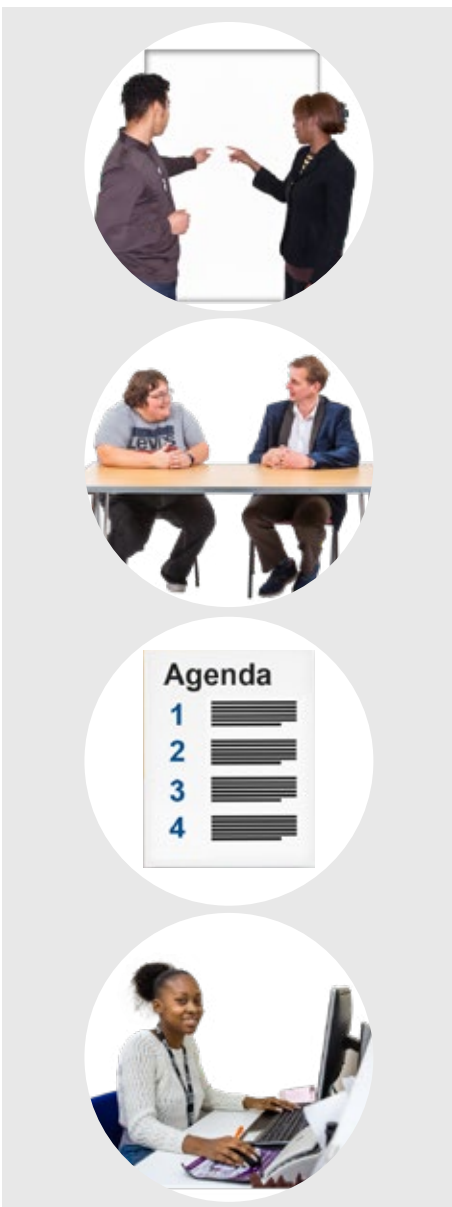


We can also pay for a person to support you at the meetings.

Support



A group from the NDIS Commission will support the committee.



They will do things like

- Give support to people who need it
- Find you a participation officer if you need it
- Make the agendas and papers
- Book the meetings

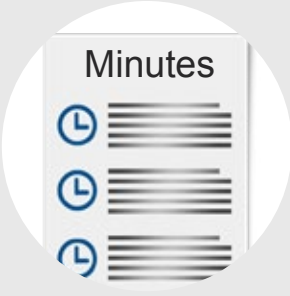
They will also



- Give information to members before meetings.



- Help with the reference groups



- Make the minutes for each meeting



- Pay you for the meetings.

Reference groups



Sometimes we need people to give us ideas about an issue.



We can make new groups to only talk about this issue.



These groups are called **reference groups**.



People in the committee can also be in these groups.



They can share their ideas and what they have been through.



To contact us you can

- Email us at **contactcentre@ndiscommission.gov.au**
- Call us on **1800 035 544**
- Mail us at
NDIS Commission Feedback
PO Box 210 Penrith NSW 2750

Council for Intellectual Disability made this document Easy Read. **CID** for short. You need to ask CID if you want to use any pictures in this document. You can contact CID at **business@cid.org.au**.