Terms of Reference

College Policy & Advocacy Committee (CPAC) National Disability Insurance Scheme (NDIS) Working Party

TERMS OF REFERENCE FOR THE ESTABLISHMENT AND MAINTENANCE OF A WORKING PARTY OF THE COLLEGE TO BE KNOWN AS THE NATIONAL DISABILITY INSURANCE SCHEME (NDIS) WORKING PARTY
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1. INTRODUCTION AND PURPOSE
The National Disability Insurance Scheme (NDIS) will provide support to the thousands of Australians living with a significant and permanent disability, and to their families and carers. The implementation of the NDIS will require many significant changes to current disability support systems.

The NDIS is a significant policy reform because it enables people with a disability to have control over the services they access. This scheme will be critical in delivering services to people with physical and intellectual disabilities in the future.

As part of the College’s commitment to the needs of its members and their patients, various College bodies have consulted with the National Disability Insurance Agency (NDIA) to support the development and implantation of the NDIS. The NDIA is the key body responsible for establishing and maintaining the National Disability Insurance Scheme (NDIS).

The Working Party’s purpose is to oversee and coordinate the College’s collaboration and engagement with NDIA.

2. ROLE AND RESPONSIBILITIES
2.1. The role and responsibilities of the Working Party is to oversee and coordinate the College’s collaboration and engagement with the NDIA.

2.2. Deliverables:
   2.2.1. a brief scoping document providing an overview of the NDIS and outlining the College’s key recommendations and advocacy goals with respect to its roll out, including how the College proposes to contribute its membership’s expertise
   2.2.2. an engagement strategy for the College’s collaboration with the NDIA

2.3. The Working Party will operate in accordance with:
   2.3.1. these Terms of Reference
   2.3.2. the Governance of College Bodies By-Law

3. EXTENT OF AUTHORITY
The Working Party is a development and recommending body only and it does not have authority to:
3.1. Approve output

3.2. Speak on behalf of the College without prior approval

4. MEMBERSHIP
4.1. The Working Party shall comprise eight to nine members, including:
   4.1.1. a specialist in adult rehabilitation medicine
   4.1.2. a specialist in paediatric rehabilitation medicine
   4.1.3. a specialist in paediatrics & child health
   4.1.4. a specialist in occupational and environmental medicine
   4.1.5. a specialist in public health medicine
   4.1.6. a specialist in neurology
   4.1.7. a specialist in geriatric medicine

4.2. The Working Party will also have the option to co-opt members with specific expertise if required. Co-opted Members may or may not be College Members.
4.3. The Chair of the Working Party will be appointed by CPAC

4.4. The Working Party will be supported by College staff from the Policy & Advocacy Unit

5. DURATION
   5.1 The activities of the Working Party will cease 12 months from the date of the first meeting, unless otherwise extended by CPAC.

6. REPORTING
   6.1. The Working Party will report to CPAC.

   6.2. The Working Party shall provide CPAC with a written report of its progress against its objectives:
       6.2.1. Following the initial meeting of the Working Party
       6.2.2. Upon the cessation of the Working Party
       6.2.3. After each meeting with the NDIA

   6.3. All project outputs will be submitted to CPAC for approval.

7. DEFINITIONS
   “College” means The Royal Australasian College of Physicians (ACN 000 039 047), an incorporated body limited by guarantee.

   “Fellow” means a Fellow of the College.

   “Trainee” means a person who is undertaking a program of Basic Training or Advanced Training approved by the College in order to gain Fellowship of a Division, Chapter or Faculty of the College.

   “College Member” means a Fellow or a Trainee

   “Co-opted Member” means an individual who is not a Fellow, Trainee or Director of the College and has the appropriate level of business skills and knowledge required.

Approved by the College Policy & Advocacy Committee on 14 May 2015.
**Terms of Reference History as from [insert]**

**Commencement of Terms of Reference**

These Terms of Reference were approved by CPAC on 14 May 2015 and commenced on that date.

**Subsequent amendments to Terms of Reference**

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