



Delivered by the  
National Disability  
Insurance Agency

## Annual Pricing Review 2021-22

### Working Group 9 – Plan Management Terms of Reference

#### Purpose

The Annual Pricing Review is required to examine, through engagement with participants, providers and community and government stakeholders and targeted research, whether the Scheme's existing price control framework (pricing arrangements and price limits) continues to be appropriate or should be modified.

This working group will work with the NDIA to examine the costs of delivering plan management supports and the appropriate pricing arrangements for those supports.

The key questions for the working group are:

- Are the current pricing arrangements for plan management appropriate? If not, why not?

Further information can be found in the Consultation Paper on the NDIS [website](#).

In undertaking its work, the working group will be cognisant of the objects and principles set out in the National Disability Insurance Scheme Act 2013, including that the NDIS should:

- Support the independence and social and economic participation of people with disability.
- Enable people with disability to exercise choice and control in the pursuit of their goals and the planning and delivery of their supports.
- Facilitate the development of a nationally consistent approach to the access to, and the planning and funding of, supports for people with disability.
- Promote the provision of high quality and innovative supports that enable people with disability to maximise independent lifestyles and full inclusion in the community.
- Adopt an insurance based approach, informed by actuarial analysis, to the provision and funding of supports for people with disability.
- Be financially sustainable.

#### Membership

The Working Group will be chaired by the Chief Economist of the NDIA, or his delegate.

Other representatives of the NDIA, the Department of Social Services and the NDIS Quality and Safeguards Commission may attend meetings of the working group at the invitation of the Chair.

Up to 35 individuals will be appointed to the working group by the NDIA on the basis of the relevance of the expertise and experience of the individuals and their organisations to the matters of discussion of the group.

- Up to 30 providers in RG0127 – Management of Funding for Supports in Participants’ Plans.
- Up to 2 people nominated by Disabilities Intermediaries Australia.
- Up to 3 people nominated National Disability Services.

In appointing members to the working group, the NDIA will seek to ensure that working group members include providers who service all states and territories, and all levels of remoteness, as well as large, medium and small providers.

The NDIA may establish subgroups of the working group to discuss particular issues.

The NDIA will engage directly with participants and their representatives on the issues covered by this working group and other working groups through Working Group 1.

### **Conduct of meetings**

The Chair is responsible for recording and communicating issues, advice and actions to Members and other key stakeholders in the NDIA.

Meetings will be held remotely via MICROSOFT TEAMS unless Members are advised by the Chair.

Meetings will be recorded for the purposes of ensuring that views are captured accurately. The recordings will be deleted after the report of the working group has been finalised.

The Secretariat will be responsible for arranging teleconference facilities and communicating these details to Members.

Members must ensure that the Secretariat has current contact details and is advised of any specific communication requirements. The Secretariat can be contacted at [apr@ndis.gov.au](mailto:apr@ndis.gov.au).

Members are expected to act in a collegiate and collaborative manner when discussing and resolving issues; and to declare and avoid conflicts of interest and conflicts of role.

### **Confidentiality of documents and Chatham House Rules**

Members are permitted to distribute any materials provided to them by the NDIA as they see fit, other than the draft report of the working group. Members should not distribute the draft report of the working group to anyone who is not a member of the working group until the working group has finalised its report.

Members should respect the confidentiality of any materials provided to the working group by other members of the working group.

Members are free to use or quote any non-confidential information they receive as a member of the working group, but in quoting or otherwise using that material they should not attribute that information to the person who provided that information to the working group, or the organisation of that person, without the person’s express permission.

### **Procedure for addressing conflicts of interest and conflicts of roles**

Perceived and actual conflicts of interest and/or conflicts of roles are to be declared by all members before accepting membership. Members will have an ongoing obligation to declare any additional conflicts of interests, should they arise.

The Chair is responsible for determining the appropriate course of action for dealing with specific conflicts of interest. Depending on the conflict involved, the Chair may excuse the Member from the meeting for the relevant agenda item, or may take other appropriate action.

### Payment of expenses

The NDIA reimbursement policy is generally only applied for participants or individuals with a disability, their families or carers. This does not include a formal paid representative role with a peak, sector or advocacy organisation or a representative of a provider. Members will therefore not be paid or reimbursed by the NDIA for travel costs or the cost of their time spent attending meetings or attending. Members will also not be paid consultancy or sitting fees by the NDIA.

### Timeline

Date	Event
Tuesday, 16 November 2021	Invitations sent to organisations
Monday, 29 November 2021	Papers distributed to Working Group Members
Monday, 6 December 2021	First Meeting (1000-1300 AEDT)
Monday, 13 December 2021	Draft Record of First Meeting distributed to Members
Monday, 31 January 2022	Papers for Second Meeting distributed to Members
Monday, 7 February 2022	Second Meeting (1000-1300 AEDT)
Monday, 14 February 2022	Draft Record of Second Meeting distributed to Members
Monday, 21 February 2022	Papers for Third Meeting distributed to Members
Monday, 28 February 2022	Third Meeting (1000-1300 AEDT)
Monday, 7 March 2022	Draft Record of Third Meeting distributed to Members
Monday, 14 March 2022	Draft Report of the Working Group provided to Members
Sunday, 27 March 2022	Final date for comments on the Draft Report of the Working Group

### Member contact details

Name	Position	Organisation	Email
Dr David Cullen (CHAIR)	Chief Economist	National Disability Insurance Agency	<a href="mailto:david.cullen@ndis.gov.au">david.cullen@ndis.gov.au</a>

## Observer contact details

Name	Position	Organisation	Email
Scott Peebles	Director, Market Intervention and Commissioning Branch	National Disability Insurance Agency	<a href="mailto:Scott.Peebles@ndis.gov.au">Scott.Peebles@ndis.gov.au</a>
Toni Van Hammond	Director, Provider Engagement Branch	National Disability Insurance Agency	<a href="mailto:Toni.Vanhamond@ndis.gov.au">Toni.Vanhamond@ndis.gov.au</a>
Thomas Abhayaratna	Assistant Secretary, Markets Policy	Department of Social Services	<a href="mailto:Thomas.Abhayaratna@dss.gov.au">Thomas.Abhayaratna@dss.gov.au</a>