

## NSW NDIS Transition Steering Committee

<b>Time and date</b>	3.30–4.30pm, 28 May 2014
<b>Place</b>	DPC Conference Room 2, Governor Macquarie Tower
<b>Attendees</b>	<p>DPC – Alison Frame, Melanie Hawyes</p> <p>FACS/ADHC – Jim Longley, Samantha Taylor, Phil Berry, Brian Woods, Richard Timbs</p> <p>Treasury – Caralee McLiesh, Ric Sondalini, Michael Van Rosmalen</p> <p>DEC – Melissa Clements</p> <p>Health – Rohan Hammett, Jacqui Ball, Roger Holt</p> <p>DAGJ – Brendan Thomas</p> <p>Mental Health Commissioner – John Feneley</p> <p>NSW Transport – Fergus Gammie, Gail Le Bransky</p>
<b>Dial-in</b>	Telephone 1800 087 367 and enter the passcode 591794

Agenda item	Presenter	Papers	Action required
1 Welcome and agenda	DPC		
2 Update on in-scope review	Treasury	An update paper, revised Terms of Reference and Stage 2 templates	Note the update, endorse the revised Terms of Reference and agree timeframes
3 Update on bilateral negotiations	FACS	Verbal	Discussion
4 Reporting against transition plans	FACS	Paper on the proposed reporting approach	Discussion
5 Work planning for the Transition work stream	DPC	Draft work plan	Discussion
6 Update on Transaction Scoping Study	FACS	Verbal	Note
7 Other business	DPC		

# Transition Steering Committee

<b>Time and date</b>	3:30–4:30pm, 28 May 2014
<b>Place</b>	DPC Conference Room 2, Governor Macquarie Tower
<b>Attendees</b>	DPC – Alison Frame, Melanie Hawyes FACS/ADHC – Jim Longley, Samantha Taylor, Phil Berry, Brian Woods, Richard Timbs Treasury – Caralee McLiesh, Ric Sondalini, Michael Van Rosmalen DEC – Melissa Clements Health – Rohan Hammett, Jacqui Ball, Roger Holt DAGJ – Brendan Thomas Mental Health Commissioner – John Feneley NSW Transport – Terry Lee-Williams, Anthony Wing, Gail Le Bransky
<b>Dial-in</b>	1800 087 367, host passcode 5917941650

Agenda item	Presenter	Papers	Key comments
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- |   |                           |          |  |
|---|---------------------------|----------|--|
| 1 | Welcome and agenda        | DPC      | Approval item  |
| 2 | Update on in-scope review | Treasury | <p>The purpose of the Treasury led in-scope review is to identify which in-scope services will be counted as NSW's in-kind contribution to the NDIS, and quantify the cost of delivering these services.</p> <p><b>Treasury seeks SC endorsement of the revised Terms of Reference (ToR) and timeframes.</b></p> <p>DPC provided the following feedback in support of the proposed approach and recommended:</p> <ul style="list-style-type: none"> <li>- That (to meet timeframes) the scope of the review is contained to in-scope services</li> </ul> |

*(i.e. services provided to people with disability / with a disability related focus) rather than all potentially NDIS-impacted government services.*

*Clusters similarly feel this and have suggested an even tighter scope by focusing on in-scope services which are likely to contribute a significant portion of NSW's in-kind contribution (currently the review proposes to work through ALL in-scope services). DPC sees merit in focusing Treasury's resource efforts to prioritise big-ticket in-scope services, before investigating much smaller in-scope services.*

*For Stage 3 (about costing services), FACS suggested an even tighter focus on just in-kind services to reduce workload (in-kind services are a subset of in-scope services that are formally part of NSW's in kind contribution to the NDIS). However DPC supports costing all in-scope services to support NSW to fully understand the notional cost of service provision to the NDIA.*

- *That Treasury allocate resources for one-on-one (face to face) time with clusters to work through the information gathering phase rather than relying on potentially variable interpretations of templates across clusters.*

*Clusters have expressed strong concerns about the user-friendliness of the templates. They have also expressed concerns with the process undertaken as significant time has been spent providing feedback on Treasury templates, but clusters do not feel feedback has been incorporated or told why it has been disregarded. From Treasury's view, the feedback was provided recently and they have incorporated some of the feedback.*

*DPC suggests that Treasury works with clusters over the next week to finalise the templates and close the feedback loop, and reinforces the value of one-on-one time with clusters in getting the templates filled.*

The work is due to be completed in August 2014, with approvals sought from the Transition SC, Board and ERC/Cabinet in September. This means that the review of in-scope services will run in parallel with costing work (i.e. stages 2 and 3 of the project will overlap).

*Treasury is confident that this is achievable. Health is concerned that the deadline is unrealistic. DPC supports a sensible staggering of project stages which builds in enough time for clusters to work through the detailed requirements. The timing of the costing work is critical to valuing NSW's in-kind services for our contribution to trial. Currently NSW is not well positioned to understand the cost of providing in-kind services or the potential to invoice the NDIA and clusters need to expedite this work.*

*A compromise could be that the costing for Health related in scope services is conducted over an extended timeframe if required.*

Discussion item

FACS provide an update as follows:

**Number of people with plans**

- As at 31 March 2014, 1718 people have individual plans (bilateral target is 2147).
- The rate of client transition in February and March exceeded bilateral targets (e.g. 500 plans in March alone compared to the target of 284).
- The March data contains 51 Stockton resident plans. Positive feedback was received from Stockton families regarding the NDIS transition.

**Costs**

- There has been a downward trend in NDIS package values between August and January. The current average package cost is \$34k which is in line with NDIS benchmarks. Package costs increased in February and March due to the phasing in of clients with higher support needs (including Stockton).

**Client phasing in for 2014-15**

- NSW's detailed phasing in plan for 2014-15 has been agreed by the Commonwealth and the Scheme Actuary.

**Year end reconciliation process**

- The year end reconciliation process is about to commence. The Commonwealth has prepared a paper outlining the proposed approach for a year end reconciliation process, as the end of Year 1 approaches.
- Reconciliation allows states/territories and the Commonwealth to determine whether their funding commitments in each trial site have met the NDIA's expenditure. Under or over-spends will result in an adjustment to the Commonwealth and host jurisdiction's financial contribution.
- The paper is sensible e.g. the calculated NDIA's expenditure takes into account actual utilisation and service use of packages by individuals and recognises the complexity of reconciling in-kind arrangements. NSW will provide a formal response by the 30 May.

3 Update on bilateral negotiations

FACS (Sam Taylor)

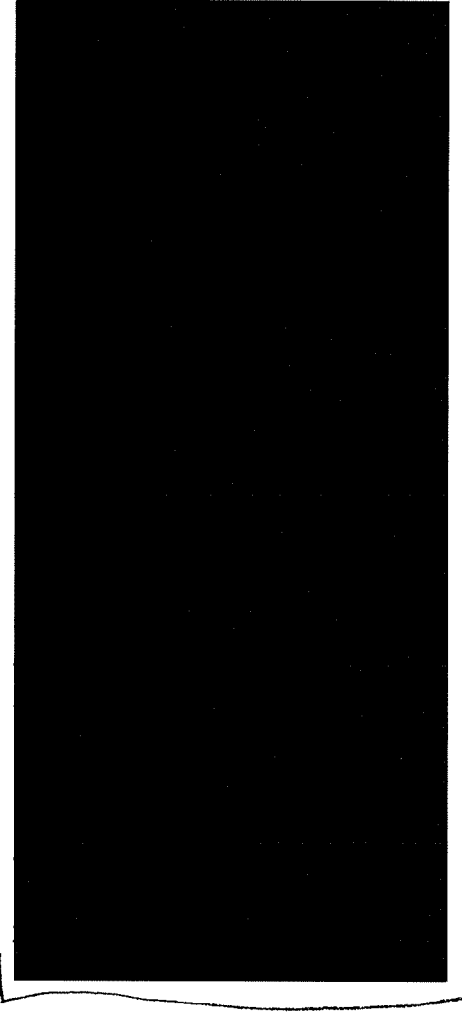
Verbal

**Continuity of support costs**

- The Commonwealth has backed away from responsibility for continuity of support costs. A meeting will be scheduled between Rebecca Falingham and Rebecca Cross (PM&C) in the next few weeks to negotiate responsibility for continuity of support costs.
- FACS has identified inconsistency in the application of eligibility criteria by NSW NDIA planners and is working with the NDIA to rectify erroneous categorisation of people as ineligible. FACS met with the NDIA on 22/5 and further discussions are scheduled.

**Process for negotiations for full scheme transition**

- NSW (keen to keep progressing towards full scheme) signalled to the Commonwealth that we want to start the process for developing a funding agreement for full scheme by July 2014.
- The Commonwealth is concerned about undertaking negotiations prior to matters – e.g. timing of full scheme rollout – being resolved. But NSW considers that we can still lock down a pathway to negotiating full scheme.
- The Finance Working Group is about to commence modelling transition scenarios for NSW to inform our negotiating position.



Discussion item  
The Taskforce is developing an approach for clusters to refresh their transition plans to

Paper on the proposed reporting

FACS (Phil Berry)

Reporting against transition plans

approach

update the content, ensure alignment with the Overarching NSW Transition Plan and provide balanced perspective on risks and opportunities. [REDACTED]

The Taskforce is also setting up a process for regular reporting against cluster plans. This will act as an accountability and reporting tool for clusters to update the SC and Board on the NDIS preparedness work that they are each undertaking.

DPC has developed an overview of the key cross-cluster priority projects, as part of the work planning for the Transition work stream to complement the work of the Taskforce.

**Chair to raise the following:**

- Discussion on the approach proposed by the Cross-Agency Coordinator
- The project tools provide options for cluster plan reporting. On behalf of their clusters, SC members could provide regular verbal updates or formal presentations on cluster plan progress. There is also scope for thematic presentations on cross-government issues.

**Discussion item**

As mentioned in agenda item #4 above, DPC has pulled out key priority projects for NSW.

The following **top** priorities have been identified for the next six months:

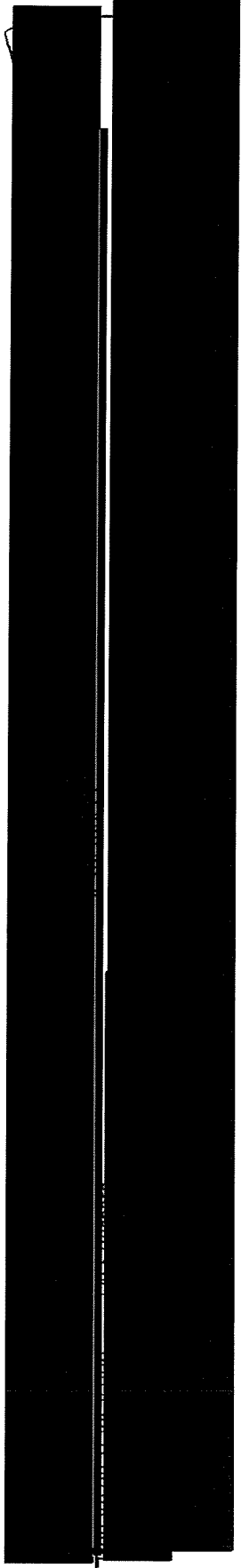
- Developing a full scheme transition agreement with the Commonwealth
- Developing NSW's approach to funding and client transition for full scheme
- Transition scenario modelling to assess the implications of a delay to full scheme rollout
- Resolving user cost of capital and the treatment of capital costs
- Extension of Commonwealth Community Care Supports Program
- In-scope review
- Year end reconciliation process and accounting for in-kind supports during trial.

**Chair to ask the following questions to SC members:**

- The Board requires regular updates and a line of sight over key priority projects. DPC considers that the priority projects overview (provided in the meeting paper) should be

5 Work planning for the Transition work stream DPC Draft work plan

incorporated into the reporting approach developed by the Taskforce.



6

7 Other business

DPC

Chair to give a heads up that there is just one final Transition SC meeting that will be scheduled, as part of aligning the SC meetings with the new Board dates.

This meeting will be around late July.

## NSW NDIS Steering Committee

<b>Time and date</b>	4:00 – 5:00pm, Monday 28 July 2014
<b>Place</b>	Conference room 2, level 39, Governor Macquarie Tower
<b>Attendees</b>	<p>DPC – Rebecca Falkingham, Melanie Hawyes</p> <p>FACS/ADHC – Jim Longley, Samantha Taylor, Richard Timbs, Alastair Hunter, Phil Berry</p> <p>Treasury – Caralee McLiesh</p> <p>NSW IR – Vicki Telfer</p>

**Comment [JM1]:** Phil should be invited if agenda item 5 proceeds

Agenda item	Presenter	Papers	Action required
1 Welcome and agenda	Chair		Note
2 NSW NDIS governance (30mins)	Chair	Refreshed NSW NDIS terms of reference	Note
3 Update on bilateral negotiations- KPMG review and governance (10mins)	Chair	Verbal	Note
Update (10mins)			
4 <ul style="list-style-type: none"> <li>Transaction</li> <li>Transformation</li> </ul>	Chair, Richard Timbs, Alastair Hunter	Verbal	Note
5 Reporting against transition planning progress (10mins)	Phil Berry	Verbal	Note
6 Other business			



# NSW NDIS Steering Committee

<b>Time and date</b>	25 August 2014, 4.30-5.30pm
<b>Place</b>	Level 39 Conference Room, Governor Macquarie Tower
<b>Attendees</b>	<p>DPC – Rebecca Falkingham (Chair), Melanie Hawyes</p> <p>Treasury – Caralee McLiesh, Simone Constant</p> <p>FACS/ADHC – Jim Longley, Samantha Taylor</p> <p>Project Director, Transfer Unit – Richard Timbs</p> <p>Executive Director, NSW Industrial Relations – Vicki Telfer</p> <p>Guest: Executive Director, NDIS Communications – Stephen Lally</p>

Agenda item	Presenter	Papers	Action required
1 Welcome and agenda			
2 Governance	Rebecca Falkingham	<p>Governance terms of reference (TOR)</p> <p>Health Check TOR</p> <p>Meeting schedule for NDIS Board and Steering Committee</p>	Feedback on all TOR prior to Board endorsement
3 Establishment of the NDIS Reform Group	Rebecca Falkingham	Workshop outcomes	Endorsement of workshop outcomes and agreement on next steps
4 Employee strategy	Vicki Telfer	Draft employee strategy	Feedback prior to Board endorsement
5 Communications strategy and HCS communications	Stephen Lally, Vicki Telfer	Draft communications strategy	<p>Discussion of communications strategy</p> <p>Agreement on approach for HCS communications</p>
6 Other business	All		

# NSW NDIS Steering Committee

<b>Time and date</b>	25 August 2014, 4.30-5.30pm
<b>Place</b>	Level 39 Conference Room, Governor Macquarie Tower
<b>Attendees</b>	DPC – Rebecca Falkingham (Chair), Melanie Hawyres Treasury – Caralee McLiesh, Simone Constant FACS/ADHC – Jim Longley, Samantha Taylor Project Director, Transfer Unit – Richard Timbs Executive Director, NSW Industrial Relations – Vicki Telfer Guest: Executive Director, NDIS Communications – Stephen Lally

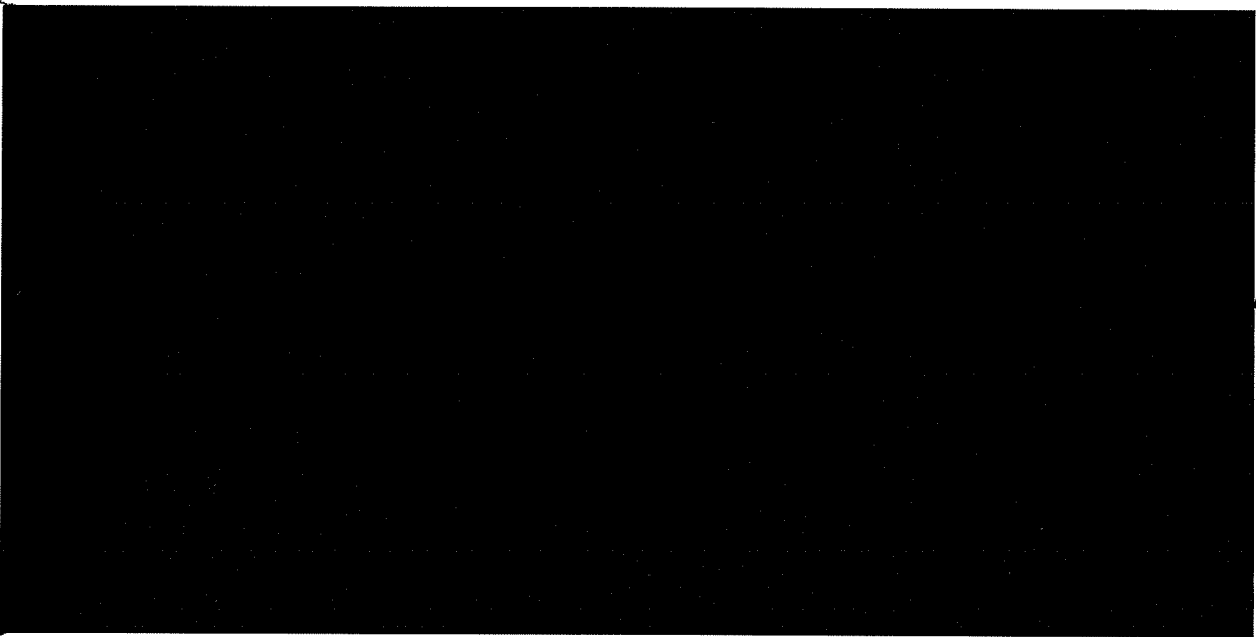
Agenda item	Presenter	Papers	Action required
1 Welcome and agenda		<p><b>1. Governance terms of reference (TOR)</b></p> <p>The TOR for all working groups have been refreshed or are in process of refreshment. Board will endorse as a package 8/9. All stream leads now have sight over the terms of reference of complementary streams and these are complementary.</p> <p>Final feedback needs to be expedited this week.</p>	
2 Governance	Rebecca Falkingham	<p><b>2. Health Check TOR</b></p> <p>DPC has drafted terms of ref for a capability review, incorporating feedback from the Board. DPC intends to engage Maryanne O'Loughlin to conduct the review.</p> <p><b>3. Meeting schedules</b></p> <p>Steering Cttee and Board meeting dates have been lined up on a fortnightly/monthly basis.</p> <p>Letters have been sent to Clusters seeking Dep Sec representation at every second steering cttee meeting. No responses received yet.</p>	Feedback on all TOR prior to Board endorsement 8/9
3 Establishment of the NDIS Reform Group	Rebecca Falkingham	<p>DPC paper circulated Friday afternoon revising the remit, structure and functions of the new reform group.</p> <p>The paper incorporates outcomes of the workshop on Thursday 21 August and proposes a team complement – leads and</p>	Endorsement of workshop outcomes and agreement on next steps to establishment

analysts/advisors.

Communication has been incorporated into the Reform group.

DPC intends finalising the paper following the steerco for the Board meeting 8/9.

Members should be asked for final feedback and to confirm resource contributions.



Draft communications strategy

The draft strategy outlines core channels and accountabilities for NDIS communications going forward. It is tabled for discussion noting that incorporation of communications into the Reform Group will change the approach.

There is a pressing need to resolve communications to the HCS decision – who is leading the strategy and content? Who is leading the announcement (Trr or Minister)? How are FACS staff being communicated with? How is the market being communicated with?

It is unclear who is leading at present (IR, Transfer stream or FACS?). DPC recommends that this be clarified at the Steerco or Stephen Lally be asked to broker an agreement on communications lead, channels and content across the workstreams this week.

Discussion of communications strategy  
Agreement on approach for HCS communications

5 Communications strategy and HCS communications

Stephen Lally,  
Vicki Telfer

6 Other business

All

## NSW NDIS Steering Committee

<b>Time and date</b>	8 September 2014, 4.00–4.45pm
<b>Place</b>	Level 39 Conference Room 2, Governor Macquarie Tower
<b>Attendees</b>	<p>DPC – Rebecca Falkingham (Chair), Melanie Hawyes</p> <p>Treasury – Caralee McLiesh, Simone Constant</p> <p>Families and Community Services – Samantha Taylor</p> <p>NSW Industrial Relations, Treasury – Vicki Telfer</p> <p>Justice: Brendan Thomas</p> <p>Education: Greg Prior</p> <p>Health: Rohan Hammett</p> <p>Transport: Anthony Wing</p>

Agenda item	Presenter	Papers	Action required
1 Welcome and agenda	RF	Meeting outcomes 25/8	
2 Revised NSW NDIS governance	RF	<p>Revised governance terms of reference</p> <p>NDIS NSW Health Check</p> <p>Meeting schedule</p>	<p>Note revised NDIS governance arrangements</p> <p>Endorse terms of reference</p> <p>Note Health Check (NDIS review in NSW)</p> <p>Note meeting schedule</p>
3 Establishment of the NDIS Reform Group (NRG)	RF	Paper on the remit, functions and structure of the Reform Group	<p>Endorse paper</p> <p>Discuss Cluster interface with new Reform Group</p>
	CM	Financial analysis priorities and workstream	<p>Discuss project responsibilities</p> <p>Note Communications Strategy</p>
4 Communications	ST	NSW NDIS Communications Strategy	<p>Note establishment of a Communications Working Group</p> <p>Nominate Cluster communications contacts</p>
5 Update on in-scope review	CM	Verbal	Discuss
6 Other business			

# NSW NDIS Steering Committee

<b>Time and date</b>	8 September 2014, 4.00-5.00pm
<b>Place</b>	Level 39 Conference Room 2, Governor Macquarie Tower
<b>Attendees</b>	DPC – Rebecca Falkingham (Chair), Melanie Hawyes Treasury – Caralee McLiesh, Simone Constant FACS/ADHC – Samantha Taylor NSW Industrial Relations, Treasury – Vicki Telfer Justice: Brendan Thomas Education: Greg Prior Health: Rohan Hammett Transport: Anthony Wing


Agenda item	Presenter	Papers	Action required
1 Welcome and agenda	RF	Meeting outcomes 25/8	
2 Revised NSW NDIS governance	RF	Revised governance terms of reference NDIS NSW Health Check Meeting schedule	Note revised NDIS governance arrangements Endorse terms of reference Note Health Check (NDIS review in NSW) Note meeting schedule
3 Establishment of the NDIS Reform Group (NRG)	RF	Paper on the remit, functions and structure of the Reform Group	Endorse paper Discuss Cluster interface with new Reform Group
	CM	Financial analysis priorities and workstream	Discuss project responsibilities Note Communications Strategy
4 Communications	ST	NSW NDIS Communications Strategy	Note establishment of a Communications Working Group Nominate Cluster communications contacts
5 Update on in-scope review	CM	Verbal	Discuss
4:45 pm Chair to ask Cluster representatives to leave so that Core members can discuss the remaining items.			
6			
7 Communication for HCS	ST / VT	HCS Communications Plan	Discuss
8 NDIS Reform Group – resourcing	RF / CM	Verbal	Discuss
9 Other business			

# NSW NDIS Steering Committee

<b>Time and date</b>	8 September 2014, 4.00-5.00pm
<b>Place</b>	Level 39 Conference Room 2, GMT
<b>Attendees</b>	<p>DPC – Rebecca Falkingham (Chair), Melanie Hawyes (interim secretariat)</p> <p>Treasury – Caralee McLiesh, Simone Constant</p> <p>FACS/ADHC – Samantha Taylor</p> <p>NSW Industrial Relations – Vicki Telfer</p> <p>Justice: Brendan Thomas</p> <p>Education: Greg Prior</p> <p>Health: Rohan Hammett</p> <p>Transport: Anthony Wing</p>

Agenda item	Presenter	Comments
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1	Welcome and agenda	Rebecca	<p>RF to welcome Cluster reps in the first whole-of-government SteerCo meeting under the revised governance arrangements.</p> <p>RF to outline how the new committee will operate (core members (FACS TSY DPC IR NSW) to meet every two weeks, broader group to meet every 4 weeks).</p> <p>RF to advise that we are adopting a no delegates approach to ensure that this committee operates effectively as a decision making entity.</p> <p>RF to ask representatives to provide a contact for distribution/receipt of papers and to manage internal circulation.</p> <p>RF to advise the Group that the meeting today will go for 45 minutes with the last 15 minutes to be attended by core members only.</p>
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2	Revised NSW NDIS governance	Rebecca	
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The revised governance comprises:

- FACS as Chair the NDIS Board (FACS, DPC, Tsy).
- A strengthened, executive level Transition Steering Committee tasked

with oversight of NSW planning activity and NDIS readiness, and setting Cluster accountabilities.

- A central NDIS Reform Group (NRG) to lead overarching NSW NDIS transition activity, align and coordinate all NSW NDIS work, and drive NSW positioning and negotiation with the Commonwealth on full scheme design and implementation.

Item 3 outlines the set up of the new reform group. RF to flag the expectation that Cluster SteerCo reps will own NDIS readiness, oversee and drive Cluster activity, report back at the SteerCo each month on progress and raise any issues for resolution. Cluster Executives will need to drive their Cluster transition activity.

## 2. Governance terms of reference (TOR)

Rebecca to seek endorsement of the TOR. The Board will endorse the TOR tomorrow.

## 3. Health Check TOR

As part of ensuring NSW is positioned to deliver full implementation of the NDIS by July 2018, an independent Health Check was approved by the NDIS Board. The Health Check is a forward-looking, whole-of-government review. It will be broad-ranging, considering NSW's capability and resourcing for the transition into the NDIS at the local implementation level, at the Cluster level and at the broader NSW decision making level.

DPC has drafted TOR, incorporating feedback from the Board. Mary Ann O'Loughlin will be engaged to conduct the review.

RF to ask Cluster representatives to start thinking about Cluster people who should be part of the review and how it might work within each cluster (e.g. access to the right people and assign off processes).

## 4. Meeting schedule

DPC has refreshed the meeting schedule of the Board and SteerCo for 2014:

- SteerCo will meet each fortnight. Every second meeting (i.e. monthly) will involve all the Clusters reps.
- Board meetings occur place monthly.

## Establishment of the NRG

DPC paper outlining the establishment of the NRG with four core work streams – policy/negotiation, financial analysis, communications and a PMO and reporting function. It will be resourced through the Crown funds and established through an EOI process.

3 Establishment of the NDIS Reform Group

Rebecca

- a) **Scheme design and NSW readiness** - policy, scheme design and implementation, and whole of NSW readiness to transition. National negotiations and cross agency work
- b) **Financial analysis and data** – supporting financial analysis and commissioning work to others (e.g. Finance WG).
- c) **Communications** to set the overarching NSW communications strategy and plan which would provide a framework for individual Cluster communications.
- d) **PMO** to coordinate all NDIS work stream activity, manage overarching

project planning, project control and risk management, NSW dashboarding and secretariat support to the SteerCo and Board.

An interim base team comprises secondees from DPC, Treasury and FACS to get work underway while the EOI is run. The team is working virtually for now, and move to sit with the Transfer team after the re-location to 52MP.

RF to flag the expectation that Clusters will interface/work closely with the Group, able to assemble and disassemble teams, access information and commission analysis and work pieces as needed. Cluster Dep Secs will need to provide mandate for access and work. The SteerCo will be the forum to discuss issues and make collaboration work. RF to canvass views on the paper and how the reform group will need to work.

**1. Verbal update on financial workstream and key projects**

Caralee to summarise how the finance stream will work and the range of financial analysis projects underway/needed to support NSW NDIS readiness and Cth negotiations.

Caralee FACS will want certain projects commissioned to ADHC FACS, such as the transition modelling. Treasury may wish for key projects to be done by the Finance WG or NRG Financial team. RF to suggest that agreement on the responsibilities for projects (including the ones that NRG will commission to NDIS working groups) will be reached between core members of the Steerco (Rebecca, Caralee and Jim).

4 Communications

Sam

Communications needs strong leadership and coordination. The PSA campaign and messages circulating in the media misrepresent the reforms. A centrally led communications effort will coordinate whole of Government messaging around the reform, the benefits of the NDIS and the implications for the NSW workforce. The reform group communications lead is Stephen Lally. The overarching NSW Communications Strategy outlines governance of communications arrangements, accountabilities, key NDIS messages, the core channels of distribution, timeline and a stakeholder analysis. The reform group will request/work through content provided by Clusters to produce communications materials and ensure alignment with NSW NDIS messaging.

A Communications Working Group will be established by Stephen Lally comprising senior communications contacts from Clusters.

Rebecca to ask Clusters to nominate a representative for the Working Group. The representative needs to be senior person who directs communications content and production in the Cluster, and can assist in getting Executive clearance of NDIS communications products.

5 Update on in-scope review

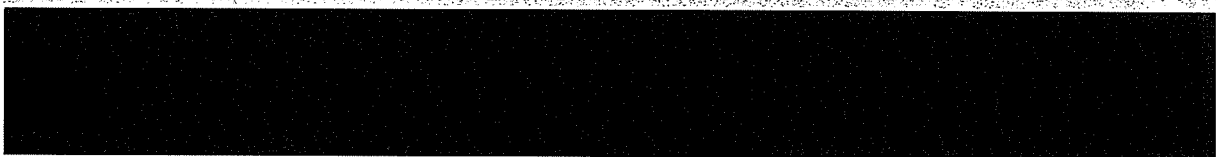
Caralee

Verbal update on the in-scope review, which should be nearly completed.

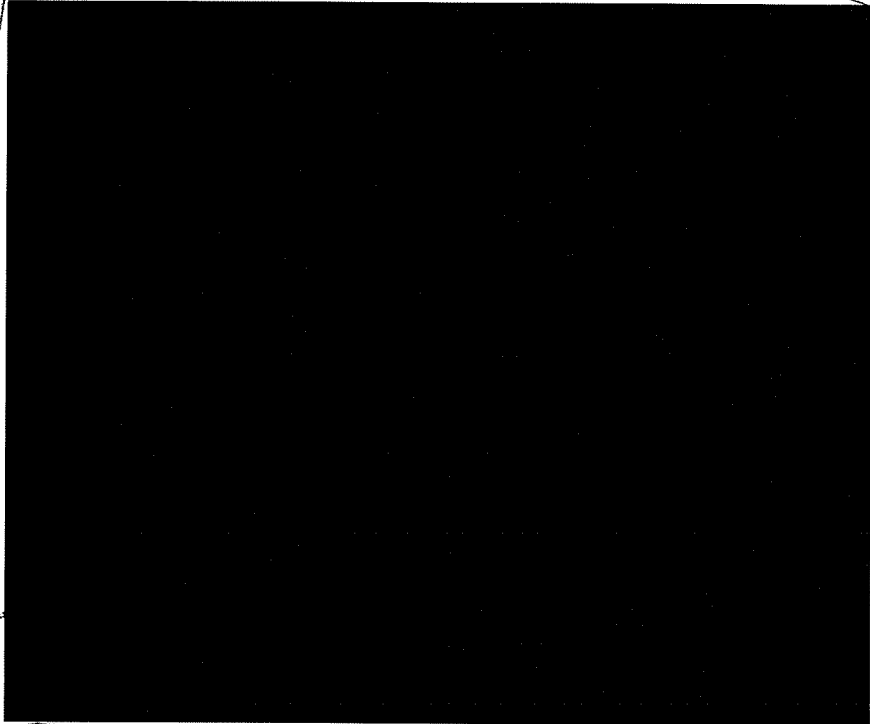
- What are the initial findings of the review?
- What are the outputs (will it provide recommendations about the composition of NSW's in-kind contribution and how to manage those services that will not be part of the in-kind contribution?)
- What are the next steps?

**4.45pm Rebecca to ask Cluster representatives to leave so that Core members can discuss the remaining items.**

6







The Communications Lead (Stephen Lally) has prepared a HCS Communications Plan (incl key messages and a timetable) and a series of draft correspondence.

Below is a summary of the HCS communications approach:

7 HCS communications

Sam / Vicki

- Internal correspondence:
  - Verbal briefing to District Directors & Executive Directors (day -2)
  - Verbal briefing to District ADHC Leads and HCS Branch Mangers (day 0)
  - Verbal briefing and email to HCS staff (day 0)
  - Email to FACS staff (day 0)
- Client correspondence:
  - Letter to HCS clients (day 0)
  - Other ADHC clients (day 0)
- Letter and info pack to MPs from Minister Ajaka (day 0)
- Letter to unions (day 0)
- FAQs for HCS staff.

8 NDIS Reform Group – resourcing

Rebecca / Caralee

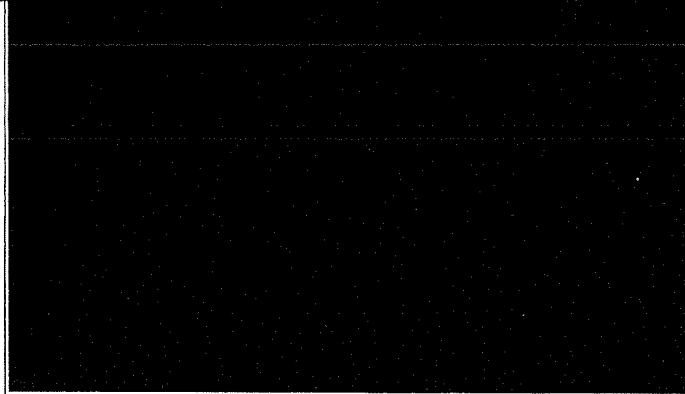


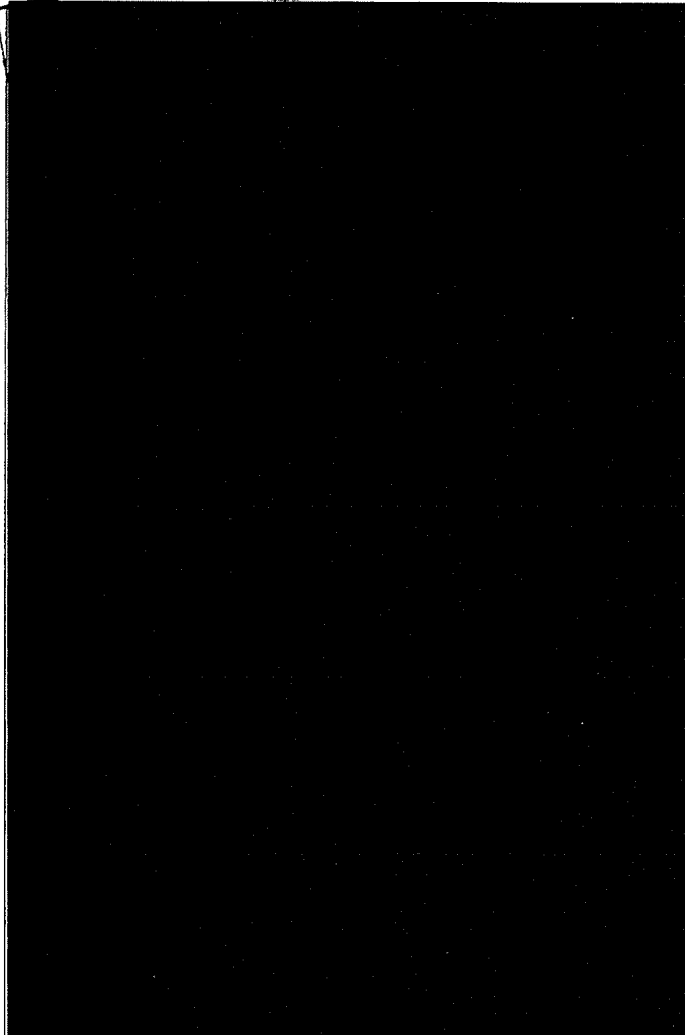
DPC has prepared a draft brief outlining the establishment, structure and resourcing of the NRG (for approval by Simon Smith, Wayne Evans and Karen Davis). Brief has been shared with Treasury to reach agreement on the resourcing and budget arrangements for the NRG.

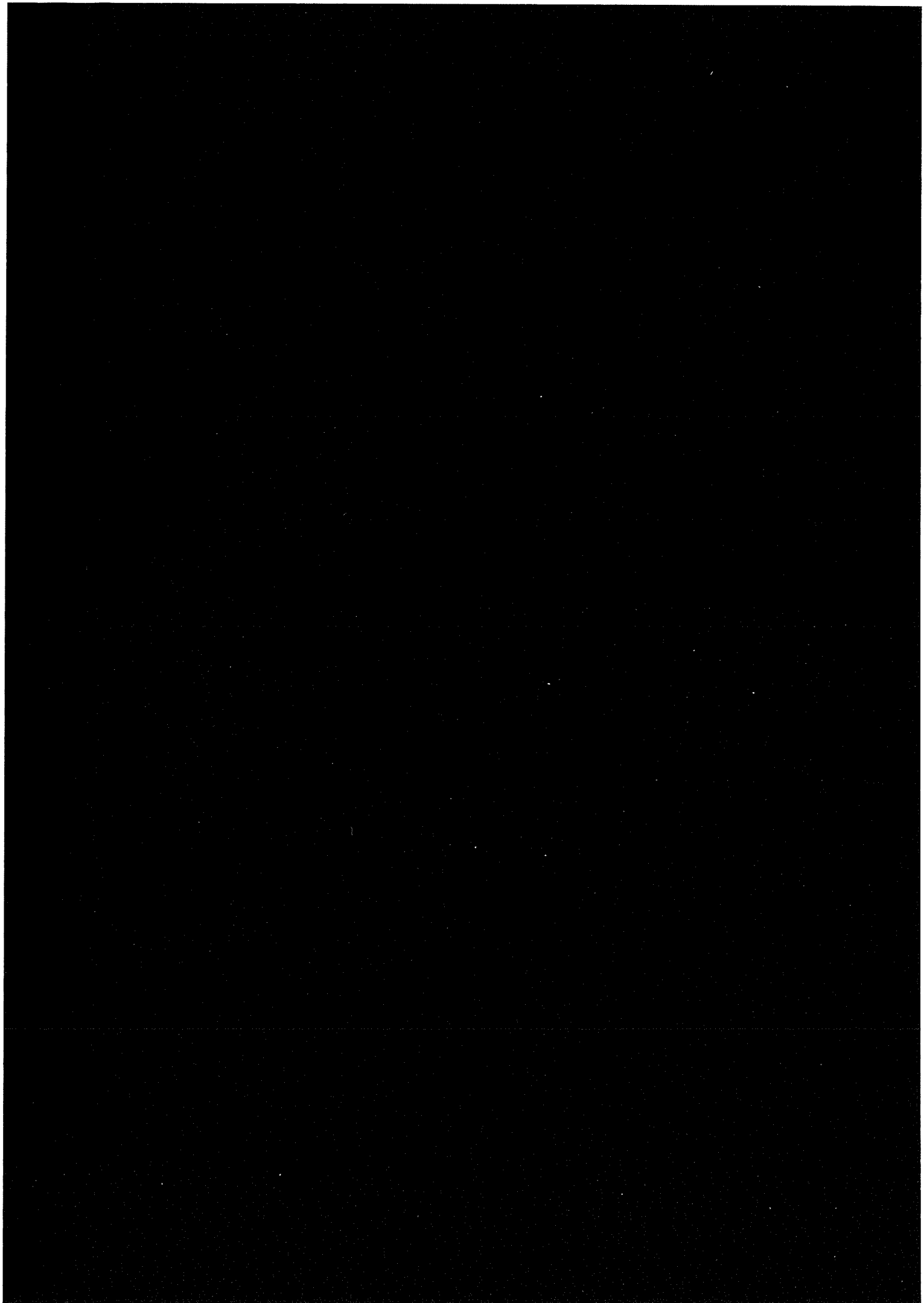
9 Other business

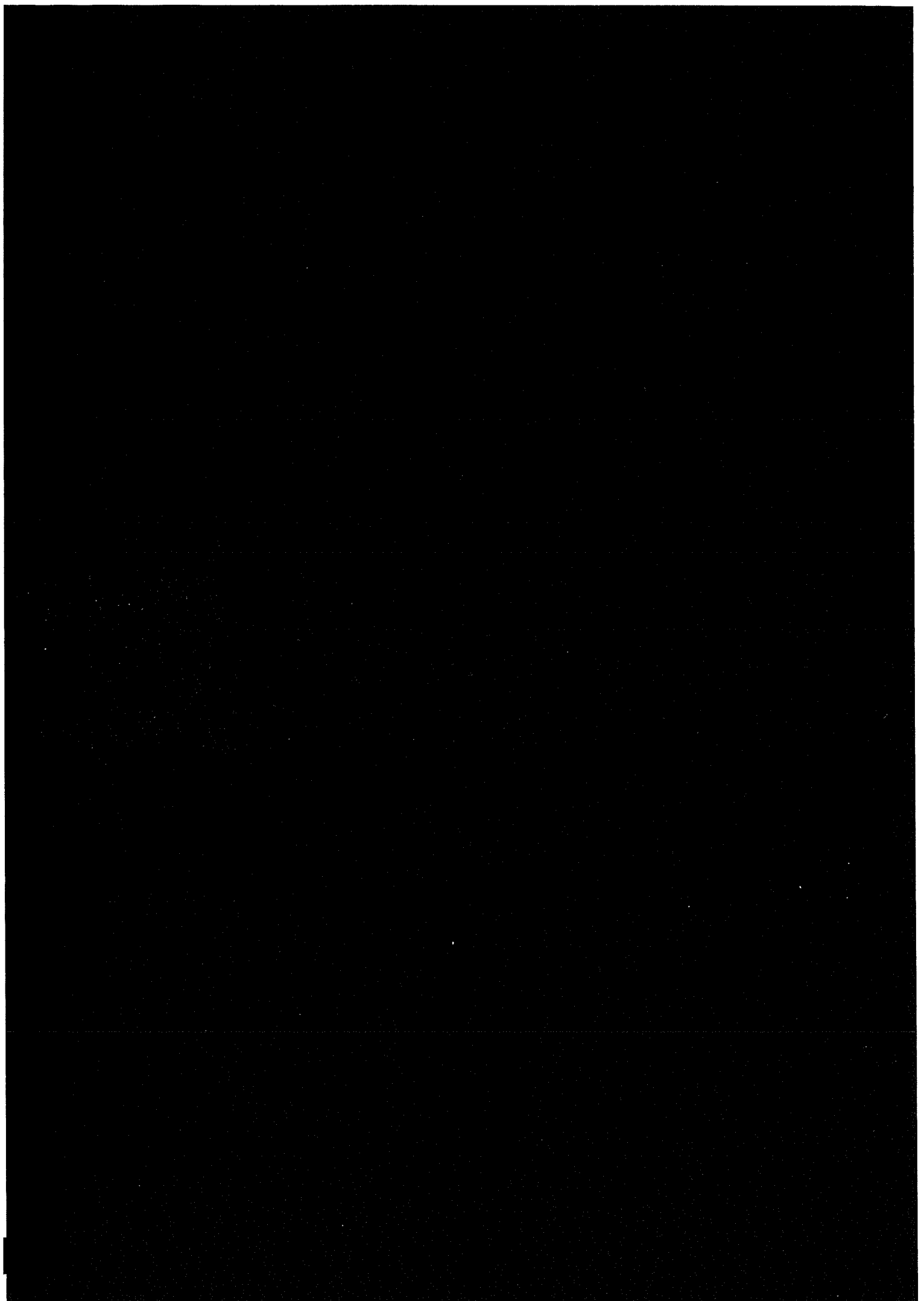
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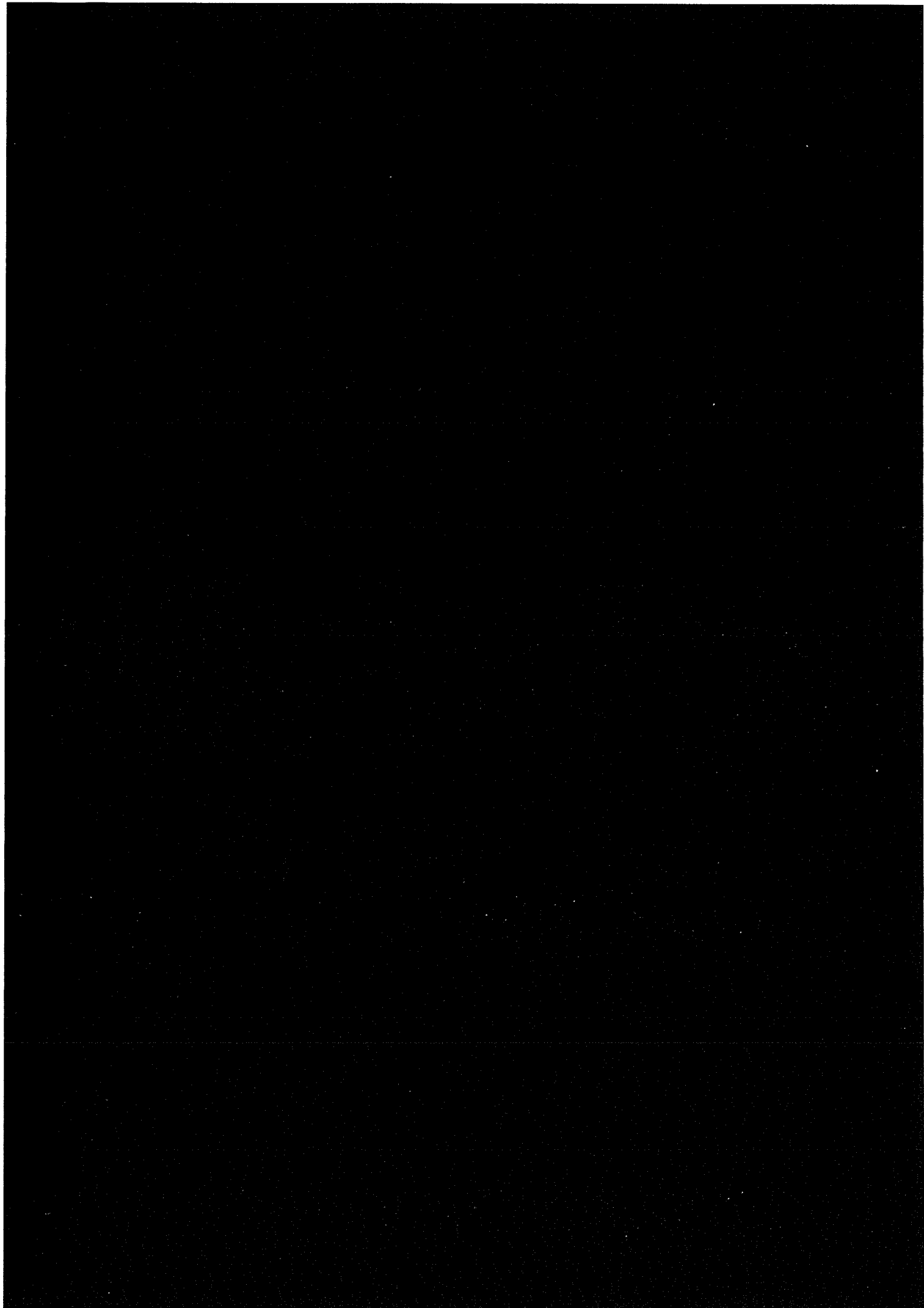
NSW NDIS Transition Board  
 Wednesday 9 October 2013 2.00pm – 2.45pm  
 GMT, Level 39 conference room  
 ANNOTATED AGENDA

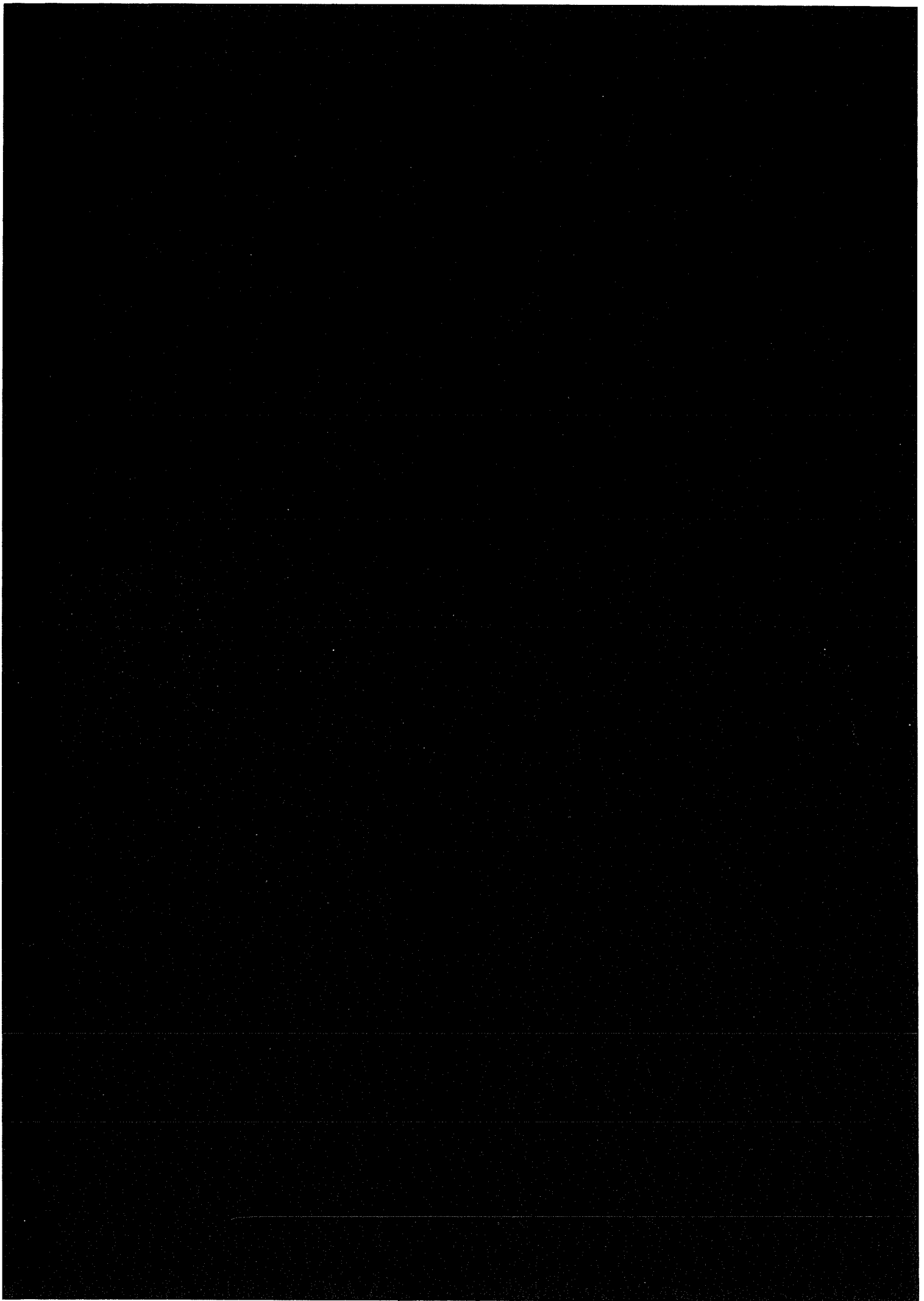
**Attendees:**  
 DPC: Chris Eccles, Rebecca Falkingham  
 FACS: Michael Coutts Trotter, Jim Longley  
 Treasury: Philip Gaetjens, Tim Spence

	<b>Description</b>	<b>Agency</b>	<b>Papers <i>Terms of Reference</i></b>	<b>Comment</b>
1.	Introduction	DPC		This meeting should focus on the transaction/divestment strategy, governance and enabling legislation
2.				









5.	<p>Transaction Governance Issues</p> <ul style="list-style-type: none"> <li>• Location of core Transactions Team</li> <li>• Reporting lines of the Disability Transaction Committee</li> </ul>	All	<p>NDIS Governance Schematic</p>	<p><u>Location of core Transactions Team</u></p> <p>Currently, the core Transactions Team is operated from within ADHC. While early discussions raised the possibility of a conflict of interest within ADHC, DPC and TSY agreed to reassess the appropriateness of this arrangement on an ongoing basis. ADHC have tightly controlled this process, without being truly consultative or transparent, putting due diligence and independence of the process at risk. If the Transactions Team is to continue it should be accountable to the Steering Committee, not internally to ADHC.</p> <div style="background-color: black; height: 100px; width: 100%;"></div> <p><u>Reporting lines of the Disability Transaction Committee</u></p> <p>The schematic appears to show the DTC reporting through the NDIS Coordination Unit. This is a mis-representation of the governance structure as the DTC should report directly to the Board and ERC.</p>
6.	<p>Other business</p> <p><u>Note:</u> meeting on 16 October 2013 will consider the NSW Transition Plan outline and interim cluster transition plans.</p>	DPC		

**NSW NDIS Transition Board**  
**Wednesday 16 October 2013 3.00pm – 4.00pm**  
**DPC1, Level 39, GMT**  
**AGENDA**

**Attendees:**

- DPC:** Chris Eccles, Rebecca Falkingham  
**FACS:** Michael Coutts Trotter, Jim Longley  
**Treasury:** Philip Gaetjens, Tim Spencer

	<b>Description</b>	<b>Agency</b>	<b>Papers</b>
1.	Introduction	DPC	<i>Outcomes from 9/10/13</i>
2.	NSW NDIS Transition Planning  <u>Outcome sought:</u> <ul style="list-style-type: none"> <li>• Note establishment of the NDIS Taskforce including resourcing, recruitment.</li> <li>• Note progress towards the development of cluster transition plans and the overarching NDIS Transition Plan</li> </ul>	FACS	<i>Cluster Transition Plans – interim scoping documents</i>  <i>Outline of the Overarching NDIS Transition Plan</i>  <i>Status report on project planning, resourcing and recruitment</i>
3.	Enabling legislation  <u>Outcome sought:</u> <ul style="list-style-type: none"> <li>• Discuss the options for the introduction of enabling legislation into Parliament.</li> </ul>	DPC	<i>Legislation discussion paper</i>
<i>For decision without discussion</i>			
4.	Transaction planning and coordination  <u>Outcome sought:</u> <ul style="list-style-type: none"> <li>• Approve Terms of Reference for NDIS Transition Steering Committee and Board.</li> <li>• Approve Terms of Reference for Employee Issues Working Group.</li> </ul>	DPC	<i>NDIS Transition Steering Committee Terms of Reference</i>  <i>NDIS Transition Board Terms of Reference</i>  <i>Employee Issues Working Group Terms of Reference</i>
5.	Other business	DPC	



**NSW NDIS Transition Board**  
**Out-of-session consideration of items**  
**AGENDA**

**Members:**

**DPC:** Chris Eccles

**FACS:** Michael Coutts Trotter

**Treasury:** Philip Gaetjens

	<b>Description</b>	<b>Agency</b>	<b>Papers</b>
1.	<p>NSW NDIS Transition Planning</p> <p><u>Outcome sought:</u></p> <ul style="list-style-type: none"> <li>• Note progress towards the development of cluster transition plans and the overarching NDIS Transition Plan, and agree next steps</li> <li>• Note update on NDIS taskforce</li> </ul>	FACS	<p><i>Cluster Transition Plans – interim scoping documents</i></p> <p><i>Outline of the Overarching NDIS Transition Plan</i></p> <p><i>Taskforce scoping of significant issues; workplan; terms of reference</i></p>
2.	<p>Transaction planning and coordination</p> <p><u>Outcome sought:</u></p> <ul style="list-style-type: none"> <li>• Approve Terms of Reference for NDIS Transition Steering Committee and Board</li> <li>• Approve Terms of Reference for Disability Transactions Committee and Employee Issues Working Group</li> </ul>	DPC	<p><i>NDIS Transition Steering Committee Terms of Reference</i></p> <p><i>NDIS Transition Board Terms of Reference</i></p> <p><i>Disability Transactions Committee Terms of Reference</i></p> <p><i>NDIS Employee Issues Working Group Terms of Reference</i></p>
3.	<p>Updated Divestment Strategy</p> <div style="background-color: black; width: 100%; height: 40px; margin-top: 10px;"></div>	FACS	

**NSW NDIS Transition Board**  
**Thursday 31 October 2013 4.30pm – 5.30pm**  
**GMT, DPC 1 – Level 39**  
**AGENDA**

**Attendees:**

**DPC:** Chris Eccles, Rebecca Falkingham

**FACS:** Michael Coutts Trotter, Jim Longley

**Treasury:** Philip Gaetjens, Tim Spencer

	Description	Agency	Papers
1.	Introduction	DPC	
2.			
3.			
4.	NDIS enabling legislation  <u>Outcome sought:</u> <ul style="list-style-type: none"><li>• note update on progress of NDIS enabling bill</li></ul>	FACS	<i>Verbal item</i>
5.	Transition plans  <u>Outcome sought:</u> <ul style="list-style-type: none"><li>• note out-of-session consideration of cluster transition plans, overarching transition plan</li></ul>	FACS	<i>Overarching transition plan</i>  <i>Cluster transition plans</i>
6.	Other business	DPC	

**NSW NDIS Transition Board**  
**Thursday 31 October 2013 4.30pm – 5.30pm**  
**GMT, DPC 1 – Level 39**  
**AGENDA**

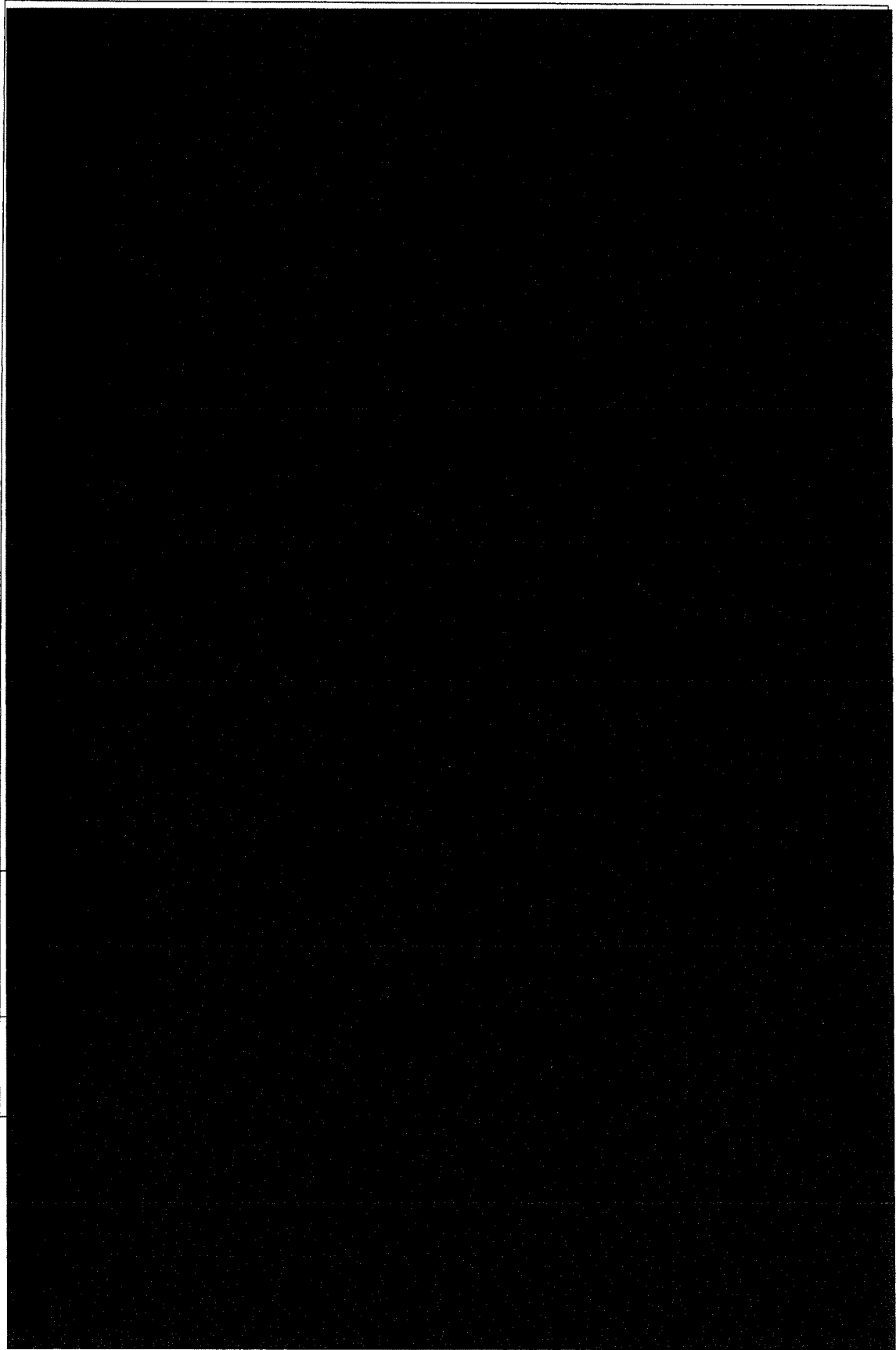
**Attendees:**

DPC: Chris Eccles, Rebecca Falkingham

FACS: Michael Coutts Trotter, Jim Longley

Treasury: Philip Gaetjens, Tim Spencer

	<b>Description</b>	<b>Agency</b>	<b>Papers</b>
1.	Introduction	DPC	
2.	[Redacted]	[Redacted]	[Redacted]






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<p>4. NDIS enabling legislation</p>	<p>FACS</p>	<p><i>Verbal item</i></p>	<p>The NDIS enabling legislation has been considered and passed by the Legislative Council and submitted to the legislative Assembly for concurrence.</p> <p>Issues raised in the media and by the PSA include:</p> <ul style="list-style-type: none"> <li>• general criticism of the Government's plan to transfer direct service delivery to the non-government sector</li> <li>• criticism of the government's intention to transfer staff without consent and concern about long term decline in pay and conditions (terms and conditions immediately after transfer of employment are protected by the Bill).</li> </ul>
<p>Outcome sought:</p> <ul style="list-style-type: none"> <li>• note update on progress of NDIS enabling bill</li> </ul>	<p>FACS</p>	<p><i>Overarching transition plan</i></p> <p><i>Cluster transition</i></p>	<p>A number of NDIS transition items are to be progressed by the NDIS Transition Board out of session, including cluster transition plan scoping documents, significant cross-agency issues, a high-level work plan, and terms of reference for a number of NDIS related committees (see attached separate briefing note and papers).</p>
<p>5. Transition plans</p>	<p>FACS</p>	<p>Outcome sought:</p> <ul style="list-style-type: none"> <li>• note out-of-session consideration of</li> </ul>	<p>The out of session items align with the work requested by the Director General for</p>

<p>report to the NDIS Transition Board in October, and address the main issues to be considered as part of transition planning.</p> <p>They outline a number of key issues which should be addressed by the Cross-agency Coordinator during the next phase of transition planning.</p> <p>Out-of-session, it is recommended that the Board</p> <ol style="list-style-type: none"> <li>1. <b>Approve</b> the Terms of Reference for the NDIS Transition Steering Committee, the NDIS Board, the Disability Transactions Committee and the NDIS Employee Issues Working Group.</li> <li>2. <b>Note</b> the progress towards development of the overarching NSW transition plan and agency/cluster transition plans and agree the agency/cluster plans will be completed by the end of December 2013, and the overarching plan by February 2014, for endorsement by the Board in early 2014.</li> <li>3. <b>Note</b> the update on NDIS taskforce work, including terms of reference, scoping of significant issues and work plan.</li> </ol>	<p><i>plans</i></p>	<p>cluster transition plans, overarching transition plan</p>	
<p>6. Other business</p>		<p>DPC</p>	

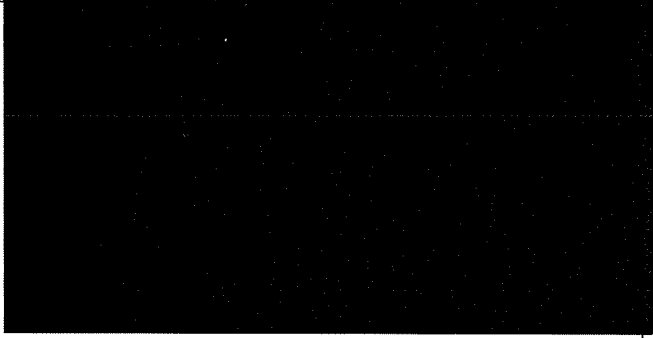
**NSW NDIS Transition Board**  
**Thursday 31 October 2013 4.30pm – 5.30pm**  
**GMT, DPC 1 – Level 39**  
**AGENDA**

**Attendees:**

**DPC:** Chris Eccles, Rebecca Falkingham

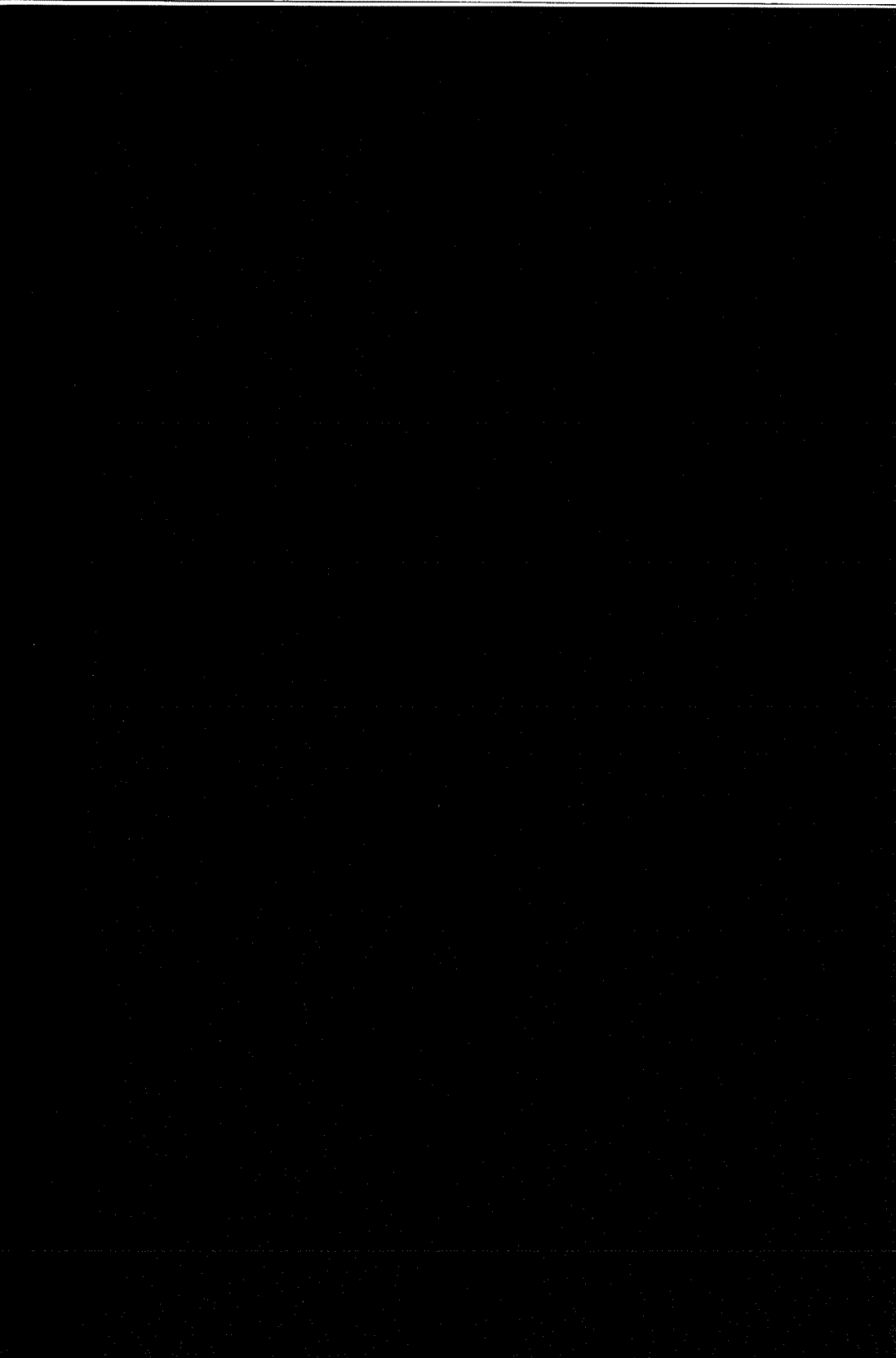
**FACS:** Michael Coutts Trotter, Jim Longley

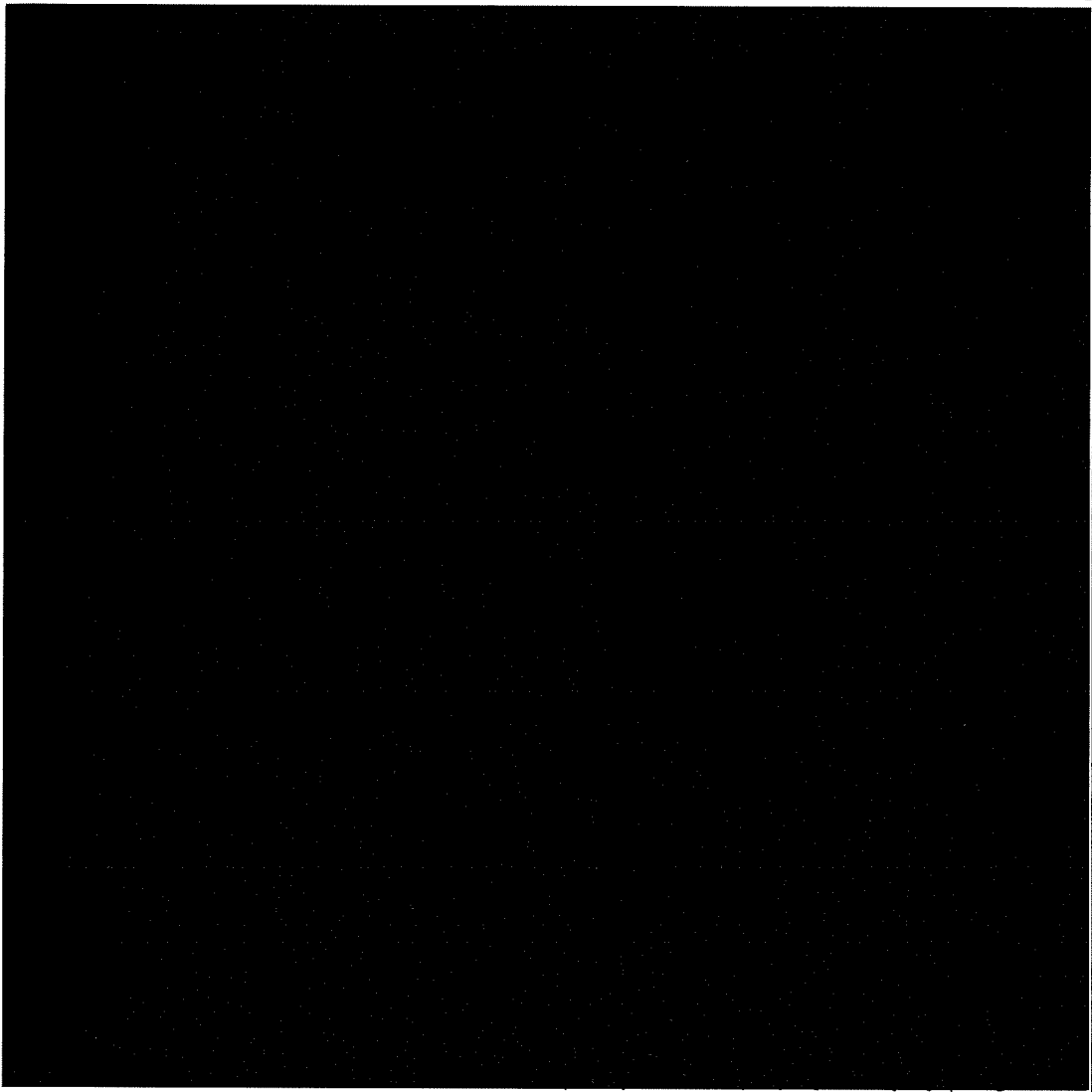
**Treasury:** Philip Gaetjens, Tim Spencer

	<b>Description</b>	<b>Agency</b>	<b>Papers</b>
1.	Introduction	DPC	
2.			



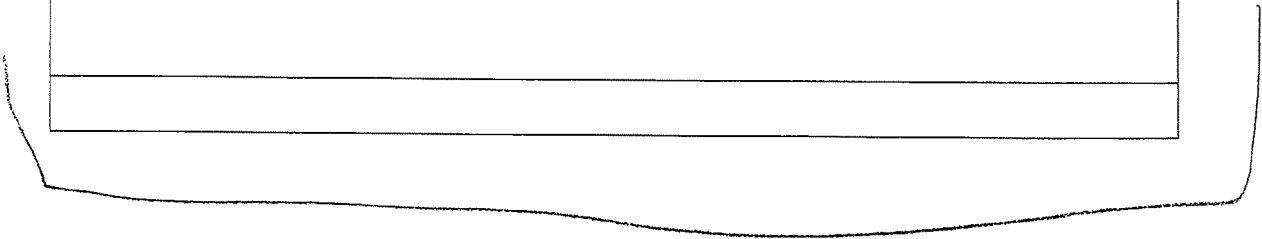
Equipments FDC has noted the need to resource transition apparatus, but FACC has not been






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3	[Redacted]	NDIS enabling legislation	FACS	<i>Verbal item</i>	<p>The NDIS enabling legislation has been considered and passed by the Legislative Council and submitted to the legislative Assembly for concurrence.</p> <p>Issues raised in the media and by the PSA include:</p> <ul style="list-style-type: none"> <li>• general criticism of the Government's plan to transfer direct service delivery to</li> </ul>
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	enabling bill			<p>the non-government sector</p> <ul style="list-style-type: none"> <li>criticism of the government's intention to transfer staff without consent and concern about long term decline in pay and conditions (terms and conditions immediately after transfer of employment are protected by the Bill).</li> </ul>
5.	<p>Transition plans</p> <p><u>Outcome sought:</u></p> <ul style="list-style-type: none"> <li>note out-of-session consideration of cluster transition plans, overarching transition plan</li> </ul>	FACS	<p><i>Overarching transition plan</i></p> <p><i>Cluster transition plans</i></p>	<p>A number of NDIS transition items are to be progressed by the NDIS Transition Board out of session, including cluster transition plan scoping documents, significant cross-agency issues, a high-level work plan, and terms of reference for a number of NDIS related committees (briefing note and papers to be submitted separately).</p> <p>The out of session items align with the work requested by the Director General for report to the NDIS Transition Board in October, and address the main issues to be considered as part of transition planning.</p> <p>They outline a number of key issues which should be addressed by the Cross-agency Coordinator during the next phase of transition planning.</p> <p>Out-of-session, it is recommended that the Board</p> <ol style="list-style-type: none"> <li><b>Approve</b> the Terms of Reference for the NDIS Transition Steering Committee, the NDIS Board, the Disability Transactions Committee and the NDIS Employee Issues Working Group.</li> <li><b>Note</b> the progress towards development of the overarching NSW transition plan and agency/cluster transition plans and agree the agency/cluster plans will be completed by the end of December 2013, and the overarching plan by February 2014, for endorsement by the Board in early 2014.</li> <li><b>Note</b> the update on NDIS taskforce work, including terms of reference, scoping of significant issues and work plan.</li> </ol>
6.	Other business	DPC		

**NSW NDIS Transition Board**  
**Thursday 31 October 2013 4.30pm – 5.30pm**  
**GMT, DPC 1 – Level 39**  
**Meeting Outcomes**

**Attendees:**

**DPC:** Chris Eccles, Rebecca Falkingham

**FACS:** Michael Coutts Trotter, Jim Longley

**Treasury:** Philip Gaetjens, Tim Spencer

**The NDIS Transition Board:**



- 1.
- 2.
3. **noted** the progress of the NDIS enabling legislation.
4. **noted** that the Board is considering the interim cluster transition plans and an outline of the overarching transition plan out-of-session.

NSW NDIS Transition Board  
 Tuesday 18 March 2014, 11am-12pm  
 GMT, DPC Conference Room 1  
 AGENDA

**Board members**

DPC: Chris Eccles

FACS: Michael Coutts-Trotter

Treasury: Philip Gaetjens

**Invitees**

DPC: Alison Frame

FACS: Jim Longley, Phil Berry, Richard Timbs, Sam Taylor

Treasury: Caralee McLiesh, Simone Constant

	Description	Agency	Papers
1.	Welcome, agenda and report on actions from previous Board meeting  <b>Outcome sought:</b> a) Note the outcomes from Board meeting on 31/10/2013	DPC	Meeting outcomes
<b>Core agenda</b>			
2.	Board's strategic work program for 2014  <b>Outcomes sought:</b> a) Agree to focus the Board's work program for 2014 on the very key issues and priorities for NSW b) Agree to more frequent meetings c) Agree to a more dynamic interaction between the two work streams	DPC	Strategic work program for the Board in 2014
3.			
4.			

<b>Other agenda</b>			
5.	Update on Transaction work stream <ul style="list-style-type: none"> <li>• Key deliverables</li> <li>• Dependencies</li> <li>• Timeframes</li> </ul> <b>Outcome sought:</b> <ul style="list-style-type: none"> <li>a) Note the update</li> </ul>	Treasury	Verbal update
6.	Update on Transition workstream <ul style="list-style-type: none"> <li>• Key deliverables</li> <li>• Dependencies</li> <li>• Timeframes</li> </ul> <b>Outcomes sought:</b> <ul style="list-style-type: none"> <li>a) Note the update</li> <li>b) Review the proposed client phasing for 2014-15</li> <li>c) Review/endorse the principles to account and charge for in-scope supports during trial</li> </ul>	FACS	Client phasing for 2014-15  Paper on accounting for in-scope supports during Trial
<b>Item(s) that can be considered out of session</b>			
7.	Cluster and overarching NSW Transition Plans  <b>Outcome sought:</b> <ul style="list-style-type: none"> <li>a) Review/endorse the transition plans</li> </ul>	FACS	Overarching NSW transition plan and individual cluster/agency transition plans
<b>Other business</b>			
8.	Other business		

**NSW NDIS Transition Board**

**Tuesday 18 March 2014, 11am-12pm**

**Annotated agenda**

**Board members**  
**DPC:** Chris Eccles  
**FACS:** Michael Coutts-Trotter  
**Treasury:** Philip Gaetjens

**Invitees**  
**DPC:** Alison Frame  
**FACS:** Jim Longley, Phil Berry, Richard Timbs, Sam Taylor  
**Treasury:** Caralee McIlesh, Simone Constant

Item no. and lead	Description	Comments for the Chair
1. DPC	<p>Welcome, agenda and report on actions from previous Board meeting</p> <p><b>Outcome sought:</b></p> <p>a) Note the outcomes from Board meeting on 31/10/2013</p>	<p><b>Noting item</b></p> <p>All meeting outcomes have been actioned, as follows:</p> <ul style="list-style-type: none"> <li>• Resourcing for the Cross-Agency Coordinator and Taskforce has been resolved</li> <li>• Funding for each of the work streams has been resolved</li> <li>• Update on the progress of the Industrial Relations Working Group will be provided under item 4</li> <li>• Cluster transition plans and the overarching NSW transition plan are provided under item 7.</li> </ul>
<b>Core agenda</b>		
2. DPC / TSY	<p>Board's strategic work program for 2014</p> <p><b>Outcomes sought:</b></p> <p>a) Agree to focus the Board's work program for 2014 on the very key issues and priorities for NSW</p> <p>b) Agree to more frequent meetings, every two months</p> <p>c) Agree to a more dynamic interaction between the two</p>	<p><b>Chair to seek endorsement of the strategic work plan for the Board for 2014.</b></p> <p>The Board has not met as frequently as necessary and needs to step up its intensity and focus.</p> <p>ERC discussions around Stockton highlight the need for this group to engage in high level strategic issues that impact on NSW NDIS readiness.</p> <p>The Board needs a work plan for 2014 focused on the very key issues and priorities for NSW. All other matters can be approved out of session or discussed on an exception basis.</p>



Item no. and lead	Description	Comments for the Chair
	work streams	<p>A list of NSW priorities is provided for the Chair which flags the immediate, short and longer term priorities. Immediate priorities are:</p> <ul style="list-style-type: none"> <li>• Negotiations with the Commonwealth including: <ul style="list-style-type: none"> <li>– Extension of the Commonwealth HACC contracts and FACS work to enhance our competitiveness of HACC service delivery</li> <li>– Treatment of user cost to capital under the NDIS which affects market sounding and divestment planning</li> </ul> </li> <li>• [REDACTED]</li> <li>• Delays in the in scope review and pricing work (Treasury led).</li> </ul> <p>These need to be systematically monitored and worked. <b>Chair should seek agreement to timing for these items to be completed and presented to the Board.</b></p> <p>We also need a more dynamic interplay between the Transaction and Transition work streams. The paper outlines an approach to deliver that.</p>
		[REDACTED]

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Item no. and lead	Description	Comments for the Chair
<b>Other agenda</b>		
5. TSY	<p>Update on Transaction work stream</p> <ul style="list-style-type: none"> <li>• Key deliverables</li> <li>• Dependencies</li> <li>• Timeframes</li> </ul> <p>Outcome sought:</p> <p>a) Note the update</p>	<p><b>Noting item</b></p> <p>Update on Transactions:</p> <ul style="list-style-type: none"> <li>• The probity advisor (RSM Bird Cameron) is conducting probity briefings and has developed a Ministerial interaction protocol to ensure integrity of the transaction process.</li> <li>• The transactions advisor (Newgate) is about to conduct market sounding with selected service providers.</li> <li>• A new Project Director (Richard Timbs) has been engaged.</li> </ul> <p>Upcoming work for Transactions:</p> <ul style="list-style-type: none"> <li>• Developing the Divestment Plan for FACS' exit out of direct disability service delivery. This will involve developing packaging options for the transfer of assets to the private sector.</li> </ul> <p><b>Chair should seek a timeframe for a draft Divestment Plan – and agree on the approach to Stockton in divestment.</b></p>
6. FACS	<p>Update on Transition work stream</p> <ul style="list-style-type: none"> <li>• Key deliverables</li> </ul>	<p>Update on Transition:</p> <ul style="list-style-type: none"> <li>• The in-scope review led by Treasury is off track and has not progressed since the last Board meeting.</li> </ul>

Item no. and lead	Description	Comments for the Chair
	<ul style="list-style-type: none"> <li>• Dependencies</li> <li>• Timeframes</li> </ul> <p><b>Outcomes sought:</b></p> <ol style="list-style-type: none"> <li>a) Note the update</li> <li>b) Review the proposed client phasing for 2014-15</li> </ol> <p>Review/endorse the principles to account and charge for in-scope supports during trial</p>	<p>Pricing, also led by Treasury, is off track. Treasury has agreed that both projects need to be expedited and allocated additional resources recently.</p> <ul style="list-style-type: none"> <li>• Client phasing for 2014-15 has been developed and needs to be agreed with the Commonwealth. From this, ADHC will prepare a detailed 2014-15 phasing plan to align providers and clients to the intake numbers and cash flow agreed bilaterally.</li> <li>• Overarching NSW and cluster transition plans have been prepared and were reviewed by the Transition Steering Committee. (Refer item 7)</li> </ul>
<b>Item(s) that can be considered out of session</b>		
7. FACS	<p>Cluster and overarching NSW transition plans</p> <p>Outcome sought:</p> <ol style="list-style-type: none"> <li>a) Review/endorse the plans</li> </ol>	<p><b>Approval item</b></p> <p>Chair to seek endorsement of the overarching NSW Transition Plan and cluster transition plans from Board members.</p> <p>Chair can flag that the transition plans have progressed significantly and they are living documents.</p> <p>Notes for the Chair:</p> <p>Now that the overarching NSW Transition Plan has been recently completed, cluster transition plans should be reviewed and re-worked, as follows:</p> <ul style="list-style-type: none"> <li>• The ADHC Plan is in good shape.</li> <li>• FACS, Health, DEC and DAGJ plans should be re-shaped to focus their transition planning on identified priorities, supported by work plans to progress these priorities. These transition plans have used a template which was created last year but since then, thinking has evolved about the purpose and structure of the transition plans.</li> <li>• The DEC Plan is a without prejudice draft and needs to be completed and signed off.</li> </ul>
<b>Other business</b>		
8.	Other business	

NSW NDIS Transition Board  
Thursday 3 April 2014, 1-1.30pm  
GMT Level 39, DPC Conference Room 2  
AGENDA

**Board members**

DPC: Simon Smith

FACS: Michael Coutts-Trotter

Treasury: Philip Gaetjens

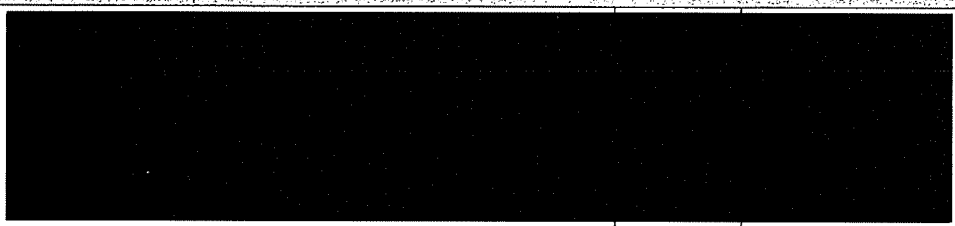
**Invitees**

DPC: Alison Frame

FACS: Jim Longley, Phil Berry, Richard Timbs, Sam Taylor

Treasury: Caralee McLiesh, Simone Constant

IR NSW: Vicki Telfer

	Description	Agency	Papers
1.	Welcome	DPC	
<b>Core agenda</b>			
2.			
<b>Other business</b>			
3.	Other business		