

Information Linkages and Capacity Building Transition Committee

Terms of Reference

Chair	The Group Manager Commonwealth/State Policy, Department of Social Services.
Membership	<p>Department of Social Services</p> <p>Group Manager Commonwealth/State Policy Group Manager Corporate Group Group Manager Community Grants Hub Branch Manager Financial Management Branch Manager Disability Policy Branch Manager Grants Management Office Principal Legal Officer Disability, Housing and Redress</p> <p>National Disability Insurance Agency</p> <p>General Manager Government and ILC Programs Branch Manager Information, Linkages and Capacity Building Programs Branch Manager Strategic Communications Branch Manager HR Advisory Services Branch Manager Finance Deputy Chief Legal Counsel</p> <p>Other participants may attend as required, as agreed by the General Manager Government and ILC Programs and the Group Manager Commonwealth/State Policy.</p>
Operations	<p>The Transition Committee will meet twice weekly from the week commencing 15 June 2020 until a further decision is made on meeting regularity.</p> <p>Secretariat will be provided by the Department of Social Services.</p> <p>The operations of the Transition Committee will be supported by a project plan including joint issues and risk registers, using the Department of Social Services corporate templates.</p>
Scope	<p>The Transition Committee is responsible for working collaboratively to ensure the seamless and timely transition of policy and administrative lead on the Information Linkages and Capacity Building program from the NDIA to the Department of Social Services.</p> <p>The transfer has been authorised by decision of the Minister for Families and Social Services, Senator the Hon Anne Ruston, and the Minister for the National Disability Insurance Scheme, the Hon Stuart Robert MP.</p> <p>The Transition Committee’s work is to be guided by letters exchanged by the Secretary of the Department of Social Services and the Chief Executive Officer of the National Disability Insurance Agency, dated 3 June 2020 and 15 June 2020 respectively.</p> <p>The transfer includes:</p> <ul style="list-style-type: none"> • lead on the evaluation of ILC and development of a new Investment Strategy;

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	<ul style="list-style-type: none"> • transitioning existing ILC grants as soon as practicable, and establishing protocols to inform any decisions relating to existing grants before the transition occurs; • working closely to finalise the Individual Capacity Building grant round that closed on 6 May 2020, and how these grants will be transitioned to the Department of Social Services; • ensuring a pause on any proposed future grant opportunities. <p>The Transition Committee will also work to develop a joint plan including setting milestones and a completion date for the transfer. The Transition Committee will also work to resolve any legal and administrative issues to facilitate the transfer, including resourcing implications, and facilitating the transfer of ILC program records.</p> <p>To facilitate the seamless transfer the Transition Committee has responsibility for the agreement of key messages for joint use that will be used to communicate the changes to stakeholders including staff; external stakeholders; existing service providers; state and territory governments and the broader disability sector.</p> <p>The Transition Committee will work collaboratively to determine timing and which agency will lead communications to these stakeholders.</p>
Resolving disputes / escalation	<p>Issues that cannot be agreed and resolved by the Transition Committee, or where more senior decision making is deemed appropriate, are to be escalated for decision to:</p> <ul style="list-style-type: none"> • the Deputy Secretary Disability and Carers (Department of Social Services); and • the Deputy CEO Markets Government and Engagement (NDIA). <p>Issues requiring further escalation will be referred to the Secretary of the Department of Social Services and the Chief Executive Officer of the National Disability Insurance Agency.</p>