

Freedom of Information Request – s41 FOI Act

Emails – May 2014

Folio no	Date	Document	Status	
1-4	12/05/2014	Email – Parent Sessions Questions + attachment	Not released	Information is outside the scope of the request
5-8	14/08/2014	Email chain – ACT Market Soundings for Early Intervention	Full release	
9-17	07/05/2014	Letter – re: Engagement for early intervention market sounding support	Exempt in full	S 43, FOI Act 1989
18	13/05/2014	Email – NDIS communications	Not released	Information is outside the scope of the request
19-20	14/05/2014	Email chain – re: Market sounding – therapy services	Full release	
21-22	29/05/2014	Email chain – re: Draft interview guides	Partial release	S 41, FOI Act 1989
23	14/05/2014	Email – re: 7 Possible forum participants	Full release	
24-25	14/05/2014	Email chain – re: ACT market soundings (early intervention). Revised engagement letter	Full release	
26-27	14/05/2014	Email chain – re: EI therapy Forum	Full release	
28	14/05/2014	Email chain – re: Proposed dates	Full release	
29-30	16/05/2014	Email chain – re: Text for the invite	Full release	
31	16/05/2014	Email chain – re: forum	Full release	
32-33	16/05/2014	Email chain – re: ACT Early intervention – KPMG support	Partial release	S 43, FOI Act 1989 S 41, FOI Act 1989
34-41	14/05/2014	Letter – re: Variation of the terms of engagement for market surroundings support for Disability ACT	Exempt in full	S 43, FOI Act 1989

Folio no	Date	Document	Status		
42-48	14/10/2013	Letter – re: Engagement for Market sounding support	Not released	Information is outside the scope of the request	
49-56	01/07/2013	KPMG Terms and Conditions of Business	Exempt in full	S 43, FOI Act 1989	
54-58	18/05/2014	Email chain – re: to Senior Director: Ms Meredith Whitten re: implementation of the NDIS and Early Intervention & attachment	Partial release	S 41, FOI Act 1989	
59-67	Undated	Letter	Exempt in full	S 41, FOI Act 1989	
68-70	16/05/2014	Email chain – re: Text for the invite + attachment	Full release		
71-72	16/05/2014	Email chain – re: Text for the invite	Full release		
73-74	16/05/2014	Email chain – re: Therapy ACT forum for the website	Full release		
75-76	17/05/2014	Email chain – re: Therapy ACT forum for the website	Full release		
77-79	19/05/2014	Email chain – re: June 2 Forum – Therapy in the ACT	Full release		
80-81	19/05/2014	Email chain – re: June 2 Forum – Therapy in the ACT	Full release		
82-84	19/05/2014	Email chain – re: Text for the invite	Full release		
85-86	19/05/2014	Email – Meeting –support for early intervention	Full release		
87-104	19/05/2014	Email chain – re: Engagement for Early Intervention Market Sounding + attachment	Partial release	S 36, FOI Act 1989	
105-106	16/05/2014	Email – re: Therapy forum invitation + attachment	Full release		
107-124	19/05/2014	Email chain – re: Engagement for Early Intervention Market Sounding + attachment	Partial release	S 36, FOI Act 1989	
125-143	19/05/2014	Email chain – re: Engagement for Early Intervention Market Sounding + attachment	Full release		

Folio no	Date	Document	Status		
144-148	19/05/2014	Email chain –Meeting – Market sounding support for early intervention + factsheet	Full release		
149-150	19/05/2014	Email chain – re: Meeting – Market sounding support for early intervention	Full release		
151	Undated	Backgrounder: Demographics – Clients	Full release		
152-154	19/05/2014	Email chain – re: Therapy ACT forum for the website	Full release		
155-157	19/05/2014	Email chain – re: Draft media release for therapy forum	Partial release	S 36, FOI	Act 1989
158	19/05/2014	Email – re: NDIS Community Forum – Therapy in the ACT	Full release		
159-161	19/05/2014	Email chain – re: Draft media release for therapy forum + attachment	Partial release	S 36, FOI	Act 1989
162-164	20/05/2014	Email chain – re: June 2 Forum – Therapy in the ACT	Full release		
165-168	20/05/2014	Email chain – re: Draft media release for therapy forum + attachment	Partial release	S 36, FOI	Act 1989
169-180	20/05/2014	Email – re: Draft Short Form Contract – Engagement of early intervention market sounding support + attachment	Partial release	S 36, FOI	Act 1989
181-189	20/05/2014	Email – re: Amended proposal for market soundings + attachment	Partial release	S 36, FOI	Act 1989
190	20/05/2014	Email – re: NDIS Community Forum – Therapy in the ACT – Monday 2 June 2014	Full release		
191	20/05/2014	Email– re: Therapy in the ACT – NDIS Community Forum	Full release		
192-193	20/05/2014	Email chain –re: Community notices, Canberra Times + attachment	Full release		

Folio no	Date	Document	Status		
194-195	20/05/2014	Email chain – re: Community notices, Canberra Times	Full release		
196-198	21/05/2014	Email – re: KPMG forums – background information TACT + attachment	Full release		
199-204	21/05/2014	Email chain – re: Evidence for Early Intervention Models	Full release		
205-208	21/05/2014	Email – re: KPMG forums – background information TACT + attachment	Full release		
209-214	21/05/2014	Email chain – re: Evidence for Early Intervention Models	Full release		
215-223	21/05/2014	Email chain – re: Amended proposal for market surroundings	Partial release	S 43, FOI Act 1989	
224-225	21/05/2014	Email chain – re: June 2 Forum – Therapy in the ACT	Full release		
226-229	21/05/2014	Email chain – re: Early Intervention factsheet	Full release		
230-231	21/05/2014	Email chain – re: Cerebral Palsy Alliance – next visit to Canberra	Not released	Information is outside the scope of the request	
232-236	22/05/2014	Email chain – CV and confirmation of phone discussion + attachment	Partial release	S 41, FOI Act 1989	
237-238	22/05/2014	Email chain – re: Early Intervention factsheet	Full release		
239-240	22/05/2014	Email chain – re: Early Intervention factsheet	Full release		
241-242	22/05/2014	Email chain – re: June 2 Forum – Therapy in the ACT	Full release		
243	22/05/2014	Email – Meeting – 4 June 2014	Exempt in full	S 43, FOI Act 1989	
244-245	22/05/2014	Email chain – re: Invitation for expert panel and guests to therapy forum	Full release		

Folio no	Date	Document	Status		
246-248	22/05/2014	Email chain – re: June 2 Forum – Therapy in the ACT	Full release		
249-250	22/05/2014	Email – re: Meeting with Minister Burch – 21 May 2014 (draft summary)	Partial release	S 41, FOI Act 1989	
251-252	23/05/2014	Email chain – re: Single select KPMG	Full release		
253-258	23/05/2014	Email chain – re: Early intervention services – UPDATED LINES	Partial release	Some information is outside the scope of the request	
259-260	23/05/2014	Email chain – re: NDIS Community Forum – Therapy in the ACT	Exempt in full	S 41, FOI Act 1989	
261-263	23/05/2014	Email chain – re: June 2 Forum – Therapy in the ACT	Full release		
264	23/05/2014	Email chain – re: A Message from the NDIS Taskforce – Edition 2	Full release		
265-266	23/05/2014	Email chain – re: Invite letters to expert panel	Partial release	S 41, FOI Act 1989	
267-268	23/05/2014	Email chain – re: June 2 Forum – Therapy in the ACT	Full release		
269-270	23/05/2014	Email– re: invites to expert panel for you to send out + attachment	Partial release	S 41, FOI Act 1989	
271	26/05/2014	Email – re: 2 June Forum	Full release		
272-274	26/05/2014	Email chain – re: Project management meeting	Full release		
275-287	26/05/2014	Email chain – re: ACT Market Soundings for Early Intervention	Partial release	S 43, FOI Act 1989	
288-292	26/05/2014	Email chain – re: Early intervention factsheet + attachment	Full release		
293-295	26/05/2014	Email – re: June 2 Forum – Therapy in the ACT	Full release		
296-297	26/05/2014	Email chain – re: June 2 Forum planning	Full release		

Folio no	Date	Document	Status		
298-309	26/05/2014	Email chain – re: Contract + attachment	Full release		
310-311	26/05/2014	Email chain – re: Contract	Full release		
312	26/05/2014	Email chain – re: 2 June Forum	Full release		
313-314	26/05/2014	Email chain – re: Meeting – Early Intervention Closures (Notes)	Exempt in full	S 43, FOI	Act 1989
315-319	26/05/2014	Email chain – re: ACT Market Soundings for Early Intervention	Full release		
320-335	27/05/2014	Email –re: Draft Project Plan + attachment	Partial release	S 43, FOI	Act 1989
336-341	27/05/2014	Email chain – re: A Message for the NDIS Taskforce – Edition 2	Full release		
342-356	27/05/2014	Email – re: 108 + attachment	Partial release	S 43, FOI	Act 1989
357-360	27/05/2014	Email – re: 109RSVP list.xlsx	Partial release	S 41, FOI S 43, FOI	Act 1989 Act 1989
361-376	27/05/2014	Email chain – re: Project plan + attachment	Partial release	S 43, FOI	Act 1989
377-378	28/05/2014	Email – re: 1342 June Forum location + attachment	Full release		
379	27/05/2014	Email – re: Venue for forum	Full release		
380-381	28/05/2014	Email – RSVP list.xlsx	Full release		
382-383	28/05/2014	Email – re: RSVP list.xlsx	Partial release	S 43, FOI	Act 1989
384-385	28/05/2014	Email – re: June forum confirmation	Full release		
386-388	28/05/2014	Email chain – re: Early Intervention factsheet	Full release		
389-392	28/05/2014	Email chain – re: Early Intervention factsheet	Full release		
393	28/05/2014	Email – re: Forum on 2 June	Full release		
394-395	28/05/2014	Email chain – re: Therapy ACT forum on 02/06/14	Partial release	S 43, FOI	Act 1989

Folio no	Date	Document	Status		
396	28/05/2014	Email chain – re: Forum on 2 June	Full release		
397	28/05/2014	Email – re: 122June2 attendance	Full release		
398	28/05/2014	Email chain – re: Forum on 2 June	Full release		
399-475	28/05/2014	Email chain – re: RSVP list xlsx + attachments	Partial release	Some information is outside the scope of the request	
476-478	28/05/2014	Email chain – re: draft list of organisations for market soundings	Partial release	S 43, FOI Act 1989	
479-481	28/05/2014	Email chain – re: draft list of organisations for market soundings	Partial release	S 43, FOI Act 1989	
482-483	28/05/2014	Email chain – re: Captioning & Transcript for Therapy in the ACT Forum	Full release		
484-485	28/05/2014	Email chain – re: 2 June Forum location + attachment	Full release		
486	29/05/2014	Email chain – re: June 2 Forum	Full release		
487-491	29/05/2014	Email chain – re: Early Intervention factsheet	Partial release	S 43, FOI Act 1989	
492-496	29/05/2014	Email chain – re: Therapy ACT Forum on 02/06/14	Partial release	S 43, FOI Act 1989	
497	29/05/2014	Email chain – re: Attachment B – Joy Burch speech	Full release		
498- 513	29/05/2014	Email chain – re: Project Plan + attachment	Partial release	S 43, FOI Act 1989	
514-525	29/05/2014	Email chain – re: Draft interview guides + attachment	Partial release	S 43, FOI Act 1989	
526	29/05/2014	Email chain – re: Brief – Therapy and Early Intervention forum	Full release		
527-529	29/05/2014	Email chain – re: Draft interview guides	Partial release	S 43, FOI Act 1989	
530	29/05/2014	Email chain – re: June 2 attendance	Full release		

Folio no	Date	Document	Status		
531-553	29/05/2014	Email chain – re: Forum – 2 June – Handouts for KPMG – Background + attachment	Full release		
554	29/05/2014	Email chain – re: Forum – 2 June – Handouts for KPMG – Background	Full release		
555	29/05/2014	Email chain – re: Brief for Monday	Full release		
556-558	29/05/2014	Email chain – re: Draft interview guides	Partial release	S 43, FOI	Act 1989
559-574	29/05/2014	Email – re: Finalised project plan + attachment	Partial release	S 43, FOI	Act 1989
575-605	29/05/2014	Email – re: Interview questions and draft best practice report + attachments	Partial release	Some information is outside the scope of the request	
606-607	29/05/2014	Email chain – re: KPMG Contacts	Partial release	S 43, FOI	Act 1989
608	29/05/2014	Email chain – re: Brief for Monday	Full release		
609	29/05/2014	Email – re: Proposed Panel for Monday	Full release		
610-612	30/05/2014	Email – re: Slides Early Intervention (draft)	Full release		
613-614	30/05/2014	Email chain – re: Early Intervention	Exempt in full	S 43, FOI	Act 1989
615-616	30/05/2014	Email chain – re: Proposed Panel for Monday	Full release		
617-618	30/05/2014	Email – re: Forum prep	Full release		
619-621	30/05/2014	Email – re: Brief – Therapy and Early Intervention forum (final) + attachment	Partial release	S 43, FOI	Act 1989
622-625	30/05/2014	Email – re: Early Intervention factsheet + attachment	Full release		
626-640	30/05/2014	Email – re: For the pack + attachment	Full release		
641	30/05/2014	Email chain – re: Media release and fact sheets for clearance	Full release		
642-644	30/05/2014	Email chain – re: Forum prep – speaker titles	Full release		

Folio no	Date	Document	Status		
645-647	30/05/2014	Email chain – re: Forum prep – speaker titles	Full release		
648-668	30/05/2014	Email chain – re: Final pack – in confidence, not for further discussion	Partial release	S 43, FOI Act 1989 S 41, FOI Act 1989	
669-670	30/05/2014	Email chain – re: thank you – one last thing	Full release		
671	30/05/2014	Email chain – re: for the pack	Full release		
672-674	30/05/2014	Email chain – re: Forum prep – speaker titles	Full release		
675-676	30/05/2014	Email – re: Market soundings.pptx + attachment	Full release		

5
Gotovac, Jessica

From: Starick, Kate
Sent: Wednesday, 14 May 2014 10:15 AM
To: Luck, Surangani
Cc: King, Sarah; Whitten, Meredith; Gehrig, Therese (Health); Fraser, Norman
Subject: FW: ACT Market Soundings for Early Intervention
Attachments: ACT Early intervention draft engagement letter v0 2 (2) (2).pdf

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Surangani

Following our discussion this morning, I am seeking to engage KPMG to undertake market soundings for Early Intervention for the ACT.

3 quotes were sought last year – around September 2013 and KPMG were engaged following this process as they had a sound understanding of the ACT context and their quote was the best price. We would like to commence work with them as soon as possible.

I have attached for your information a draft engagement letter, and can also forward previous progress reports from their recent market soundings work with us.

Apologies for the time pressure. Could you please advise who will take the lead and further information and input you require. Please note we hope to commence discussions for 19 May 2014.

Regards
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Starick, Kate
Sent: Tuesday, 13 May 2014 8:31 AM
To: Evans, Jacinta
Cc: Whitten, Meredith
Subject: FW: ACT Market Soundings for Early Intervention
Importance: High

Hello Jacinta

Firstly my apologies for not including you in this work earlier. We have met briefly with ETD and have engaged KPMG to carry out market soundings (attached is their 'engagement' letter).

Please have a look – you will note my comments.

Would be happy to talk through this with you. Are you around later this afternoon?

Cheers
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government

From: Starick, Kate
Sent: Monday, 12 May 2014 10:28 AM
To: Short, Joe; Sheehan, Maureen
Cc: Forsyth, Liz; Gniel, Stephen; Mitchell, Beth; Doyle, Nicki
Subject: RE: ACT Market Soundings for Early Intervention
Importance: High

Dear All

Please find attached the draft engagement letter. I have inserted comments from ETD in the letter.

Regards
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Short, Joe [<mailto:jjshort@kpmg.com.au>]
Sent: Thursday, 8 May 2014 8:27 AM
To: Sheehan, Maureen
Cc: Forsyth, Liz; Starick, Kate; Gniel, Stephen; Mitchell, Beth; Doyle, Nicki
Subject: RE: ACT Market Soundings for Early Intervention

Hi Maureen,

Further to our conversation last week, please find attached a draft engagement letter for this work.

If you have any suggested edits, please let me know, and I can then formalise the letter and send to you as a final document for signature.

You will see in the Appendix we have put together a suggested list of providers to sound based on input from Lindy and our own research. We have also begun developing an interview guide which we can share in due course.

Kind regards,

Joe
0409 396 444

From: Forsyth, Liz
Sent: Tuesday, 22 April 2014 4:34 PM
To: Sheehan, Maureen
Cc: Short, Joe; Chandrakumar, Loga; Starick, Kate; Gniel, Stephen; Mitchell, Beth; Durham, Amity
Subject: RE: ACT Market Soundings for Early Intervention

Maureen

Thanks for considering us – we would be delighted to undertake this work for you

Amity will try and find a time for us to talk

Hope you had a good break

Cheers

Liz

Liz Forsyth
Partner, Government Advisory Services
National Sector Lead: Health, Ageing and Human Services
Advisory

KPMG
10 Shelley Street
Sydney NSW 2000 Australia

Tel +61 2 9335 8233
Fax +61 2 9335 7001
lforsyth@kpmg.com.au

kpmg.com.au

KPMG is proud to rank #2 in Universum's 'World's Most Attractive Employers' survey for the 3rd year running

Protect the environment: please think before you print

From: Sheehan, Maureen [<mailto:Maureen.Sheehan@act.gov.au>]
Sent: Thursday, 17 April 2014 2:28 PM
To: Forsyth, Liz
Cc: Short, Joe; Chandrakumar, Loga; Starick, Kate; Gniel, Stephen; Mitchell, Beth
Subject: RE: ACT Market Soundings for Early Intervention
Importance: High

Dear Liz

The ACT Government has finally announced it is withdrawing from supported accommodation no later than 30 June 2017 and from Therapy services no later than 30 June 2016. As a result of the work we did around cash and in kind and phasing with you, Government has also announced that Education will withdraw from early intervention services from the end of the 2014 school year.

We are keen engage KPMG again to leverage off the market soundings for Therapy, and to do further soundings on Early Intervention services. Would it be possible to make a time for a conversation next week on how we would go about this?

Regards
Maureen

Maureen Sheehan
Executive Coordinator
ACT National Disability Insurance Scheme
Community Services Directorate

Office 62071089
Mobile 0438418958

From: Chandrakumar, Loga [<mailto:logac@kpmg.com.au>]
Sent: Thursday, 19 December 2013 5:22 PM

To: Sheehan, Maureen
Cc: Baumgart, Richard; Forsyth, Liz; Short, Joe
Subject: ACT Market Soundings Transmittal

Hi Maureen

Please find attached a copy of the final report and a copy of our transmittal letter which formally closes our work. I shall raise the final invoice and get it sent across.

I'll be in touch in the New Year to organise a wrap-up call with yourself, Liz and the team.

It's been great working with you and the team, hope you have a restful break and safe festive season.

cheers

Loga

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.

Liability limited by a scheme approved under Professional Standards Legislation.

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Gotovac, Jessica

From: Whitten, Meredith
Sent: Wednesday, 14 May 2014 11:36 AM
To: Starick, Kate; Baumgart, Richard
Subject: 3FW: Market sounding - therapy services CABINET IN CONFIDENCE

Categories: possible

Hi Kate and Richard

I understand from my email records that the weekly market sounding conversations commenced from 18 October 2013. Richard and I have not discussed whether he holds any documents for the engagement of KPMG. However, you may wish to check your email records for emails from Doyle, Nicki; Short, Joe; Chandrakumar, Loga

Meredith

From: Whitten, Meredith
Sent: Tuesday, 29 October 2013 10:38 PM
To: Sheehan, Maureen; Starick, Kate; Baumgart, Richard; Hambleton, Graham
Subject: RE: Market sounding - therapy services CABINET IN CONFIDENCE

Maureen

One of the proposed questions implies an ACT Government decision about moving to the non-government sector. Suggest the intent is changed to "exploring options".

I would appreciate if you would send to Jacinta for her comments. Thanks

Meredith Whitten

From: Sheehan, Maureen
Sent: Tuesday, 29 October 2013 1:17 PM
To: Starick, Kate; Baumgart, Richard; Whitten, Meredith; Hambleton, Graham
Subject: FW: Market sounding - therapy services CABINET IN CONFIDENCE

Meredith

For your consideration and advice. Would you like me to send it to Jacinta?

Regards

Maureen

From: Doyle, Nicki [<mailto:ndoyle@kpmg.com.au>]
Sent: Tuesday, 29 October 2013 1:13 PM
To: Sheehan, Maureen
Cc: Short, Joe; Chandrakumar, Loga
Subject: Market sounding - therapy services

Dear Maureen,

Thankyou for taking the time to talk with me yesterday. Please find attached three documents for you outlining:

- Potential organisations for market sounding
- Potential interview questions for possible therapy service providers
- Potential interview questions for professional associations.

It would be great to get your feedback, including on the potential organisations for market sounding.

I look forward to hearing from you.

Regards,
Nicki

Nicki Doyle
Associate Director
Government Advisory Services
Advisory

KPMG
147 Collins Street
Melbourne VIC 3000 Australia

Tel +61 3 9838 4112
Fax +61 3 9288 6666
Mob 0428 742 728
ndoyle@kpmg.com.au

kpmg.com.au

My working days are Monday, Tuesday and Wednesday

Protect the environment: please think before you print

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.

Liability limited by a scheme approved under Professional Standards Legislation.

Whitten, Meredith

From: Whitten, Meredith
Sent: Thursday, 29 May 2014 3:21 PM
To: Starick, Kate
Subject: RE: Draft interview guides

Hi Kate

Can you send the details through for _____ – the business card I gave you yesterday.

Meredith

From: Starick, Kate
Sent: Thursday, 29 May 2014 1:11 PM
To: Gniel, Stephen; Sheehan, Maureen; Whitten, Meredith; Evans, Jacinta
Cc: Baumgart, Richard
Subject: FW: Draft interview guides
Importance: High

FYI

Would appreciate feedback ASAP.

Meredith and Steve – can DACT and ETD provide contacts for providers to KPMG please?

Thanks
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Doyle, Nicki [<mailto:ndoyle@kpmg.com.au>]
Sent: Thursday, 29 May 2014 12:10 PM
To: Starick, Kate
Cc: Durham, Amity
Subject: Draft interview guides

Hi Kate,

Please find attached the draft interview guides for the focus groups and the market soundings. We look forward to your feedback on these.

In order for us to commence the preliminary market soundings before Monday, can you please send us through the required information as outlined in the email? It may also be good to be able to provide organisations with the numbers by program/group if possible.

Lastly, were there any other changes to the project plan, or are you happy to have this delivered as final?

Regards,
Nicki

Nicki Doyle
Associate Director
Government Advisory Services
Advisory

KPMG
147 Collins Street
Melbourne VIC 3000 Australia

Tel +61 3 9838 4112
Fax +61 3 9288 6666
Mob 0428 742 728
ndoyle@kpmg.com.au

kpmg.com.au

My working days are Monday, Tuesday and Wednesday

Protect the environment: please think before you print

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.

Liability limited by a scheme approved under Professional Standards Legislation.

Gotovac, Jessica

From: Evans, Jacinta
Sent: Wednesday, 14 May 2014 5:07 PM
To: Starick, Kate
Cc: Wyles, Paul; Whitten, Meredith
Subject: 7Possible forum participants

Categories: possible

Hi Kate

I've got a few suggestions for the forum:

- Anna Huber-infant mental health/Marymead
- Susan Henderson-Manager Children's Services-Woden Community Services
- Beverly Rafael-psychiatric infant health-ANU
- Margie Wild-Browne-ACT KidsMatter
- Marianne Bookallil-GP advisor ACT Health
- Leanne Wells -Medicare Locale

In terms of ETD, I'm sure they have a few people in mind but Susan Sullivan could be good?

As well as the above, some members of the Child Development System of Care Steering Committee and maybe Dr Sue Packer. I would like to have a couple of key staff from TACT there if possible.

Let me know if you want contact details for those listed above.

Cheers

Jacinta

Jacinta Evans | Senior Manager
Phone 02 62051273 | Fax 02 62051266 | jacinta.evans@act.gov.au
Therapy ACT| Community Services Directorate| ACT Government
Cnr Weingarh St and Blackwood Tce Holder ACT 2601| GPO Box 158 Canberra ACT 2601| www.act.gov.au

Whitten, Meredith

From: Whitten, Meredith
Sent: Wednesday, 14 May 2014 5:14 PM
To: Gniel, Stephen; Mitchell, Beth
Subject: FW: ACT market soundings (early intervention). Revised engagement letter

Hi Stephen and Beth

For your information.

Meredith

From: Starick, Kate
Sent: Wednesday, 14 May 2014 3:39 PM
To: Whitten, Meredith; PAULL, Jillian; Evans, Jacinta; Johnston, Claire
Subject: FW: ACT market soundings (early intervention). Revised engagement letter

Dear all please see proposed times for a forum as discussed

Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House| 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Short, Joe [<mailto:jjshort@kpmg.com.au>]
Sent: Wednesday, 14 May 2014 3:37 PM
To: Starick, Kate; Sheehan, Maureen; Johnston, Claire
Cc: Forsyth, Liz; Doyle, Nicki
Subject: RE: ACT market soundings (early intervention). Revised engagement letter

Hi Kate,

Updated draft engagement letter attached, including KPMG facilitation of a forum event.
Potential forum dates to be held in Canberra:

- May 26 – 11.30am – 2pm
- May 27th – 11.30am – 2pm
- May 28th - all day
- May 30th - all day

We have one other facilitator who may have availability should the above dates not work.

Kind regards,

Joe

From: Short, Joe
Sent: Wednesday, 14 May 2014 1:09 PM
To: Starick, Kate; Sheehan, Maureen
Cc: Forsyth, Liz; Doyle, Nicki
Subject: ACT market soundings (early intervention). Revised engagement letter

Hi Kate / Maureen

Please find attached the revised engagement letter for your feedback.

<< File: ACT Early intervention draft engagement letter v0 4.pdf >>

The changes respond to those previously highlighted by Kate, and build in performance of 7 focus groups. We have marginally altered our budget and timeline to accommodate this.

Please let me know if you have any further feedback on the letter. If you are happy with it, I will issue as final and we can organise a project kick off meeting.

Kind regards,

Joe
0409 396 444

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.

Liability limited by a scheme approved under Professional Standards Legislation.

Gotovac, Jessica

From: Starick, Kate
Sent: Wednesday, 14 May 2014 5:25 PM
To: Chapman, Sue
Subject: 8RE: EI Therapy Forum

Categories: possible

No worries

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House| 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Chapman, Sue
Sent: Wednesday, 14 May 2014 5:25 PM
To: Starick, Kate
Subject: RE: EI Therapy Forum

Thanks for your speedy action on this Kate. Much appreciated
Sue

From: Starick, Kate
Sent: Wednesday, 14 May 2014 4:18 PM
To: Chapman, Sue; Whitten, Meredith
Cc: Johnston, Claire
Subject: RE: EI Therapy Forum

Hi Confirming dates from KPMG and attendance with Ministers Office.

Regards
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House| 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Chapman, Sue
Sent: Wednesday, 14 May 2014 1:39 PM
To: Starick, Kate; Whitten, Meredith
Cc: Johnston, Claire
Subject: RE: EI Therapy Forum

Meredith
As soon as we have date confirmed please let me know so i can inform the Minister
Sue

From: Starick, Kate
Sent: Wednesday, 14 May 2014 1:34 PM
To: Chapman, Sue; Whitten, Meredith

Cc: Johnston, Claire
Subject: EI Therapy Forum

Hi
We had already started talks with KPMG re focus gps as part of market soundings work.
KPMG have agreed to facilitate a forum of experts family – date TBA but advised week of 26th optimal.
In addition they will run 7 focus groups with families - total 35 families.

NDIA will attend – no availability next week due to training. Have calls in to Jacinta, Stephen and Beth.
Might be useful to invite Paul and the EI network?

Claire booking venue once we hear back from KPMG.

Am off to Disability Employee network at Health now, so Claire will advise once dates locked in.

Regards
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | **ACT Government**
Level 2 Nature Conservation House| 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

Gotovac, Jessica

From: Starick, Kate
Sent: Wednesday, 14 May 2014 5:49 PM
To: Gonczarek, Melinda
Subject: 9RE: proposed dates

Categories: possible

OK will tentatively book 28th with KPMG

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Gonczarek, Melinda
Sent: Wednesday, 14 May 2014 4:31 PM
To: Starick, Kate
Subject: RE: proposed dates

Sorry Kate, Minister is still in the Assembly.

As a tentative date though, the May 28th from 11.30-1.30 has been blocked in her diary and I am confident that date will work, but I will confirm as soon as she returns upstairs.

Melinda.

From: Starick, Kate
Sent: Wednesday, 14 May 2014 4:03 PM
To: Gonczarek, Melinda
Subject: proposed dates

May 26 – 11.30am – 2pm
May 27th – 11.30am – 2pm
May 28th - all day
May 30th - all day

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

Gotovac, Jessica

From: Johnston, Claire
Sent: Friday, 16 May 2014 2:09 PM
To: Whitten, Meredith; Starick, Kate; Evans, Jacinta
Subject: 12RE: Text for the invite

Categories: possible

Thanks Meredith.

FYI I am having a nice, bright invitation made up.

From: Whitten, Meredith
Sent: Friday, 16 May 2014 1:59 PM
To: Starick, Kate; Johnston, Claire; Evans, Jacinta
Subject: RE: Text for the invite

Thanks Kate – this looks fine to me. Will you also send it to Stephen Gneil. Thanks

Meredith

From: Starick, Kate
Sent: Friday, 16 May 2014 1:45 PM
To: Whitten, Meredith; Johnston, Claire; Evans, Jacinta
Subject: FW: Text for the invite

Hi Meredith
Proposed invite
Thanks Claire

Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Johnston, Claire
Sent: Friday, 16 May 2014 12:58 PM
To: Starick, Kate
Subject: Text for the invite

Hi Kate, what do you think about the wording for the invite? This is my attempt:

NDIS Community Forum – Therapy in the ACT

You are invited to a free information forum about Therapy in the ACT and the National Disability Insurance Scheme (NDIS).

This is a forum for:

- Therapy ACT clients and their families
- Parents of children accessing early intervention services

- Service providers
- Disability sector workers

When: 12 – 2PM, Monday 2 June 2014

Where: TBC

Hear from experts, families and the ACT Government about how Therapy will work with the NDIS.

To RSVP or for more information call (02) 6205 1372 or email ndis@act.gov.au

Claire Johnston | Community Engagement Officer |
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Telephone: 02 6205 1372 | Mobile: 0452 597 459
Level 2 Nature Conservation House, 153 Emu Bank, Belconnen ACT | GPO Box 158, Canberra, ACT 2601
| www.act.gov.au/ndis

Gotovac, Jessica

From: Starick, Kate
Sent: Friday, 16 May 2014 3:31 PM
To: McClelland, Lisa
Subject: 14RE: forum

Categories: possible

done

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House| 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: McClelland, Lisa
Sent: Friday, 16 May 2014 3:30 PM
To: Starick, Kate
Cc: Johnston, Claire
Subject: RE: forum

I haven't sent it to them yet, but am happy to do so now
Kind Regards
Lisa

Lisa McClelland | ACT NDIS Taskforce
Ph: 6205 2122 | Fax: 6205 0228
Community Services Directorate | ACT Government
Level 2, Nature Conservation House, Emu Bank, Belconnen ACT 2617 | GPO Box 158 Canberra City ACT 2601
www.communityservices.act.gov.au

From: Starick, Kate
Sent: Friday, 16 May 2014 3:24 PM
To: McClelland, Lisa
Subject: forum

Hi Lisa please advise
Have calendar place holders gone to
Stephen Gniel
Dianne Joseph
Beth Mitchell?
Regards
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House| 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

Gotovac, Jessica

From: Short, Joe [jjshort@kpmg.com.au]
Sent: Friday, 16 May 2014 3:38 PM
To: Starick, Kate
Cc: Sheehan, Maureen; Gniel, Stephen; Mitchell, Beth; Barr, Iain; Whitten, Meredith; Evans, Jacinta; Forsyth, Liz; Doyle, Nicki; Durham, Amity
Subject: Re: ACT Early intervention - KPMG support
Attachments: image001.jpg

Thanks kate.

Nicki will send round dial in details for the teleconference on Monday

Sorry about the spelling error- we are good for June 2nd for either nicki or Rae.

Regards

Joe

On 16 May 2014, at 15:05, "Starick, Kate"
<Kate.Starick@act.gov.au<mailto:Kate.Starick@act.gov.au>> wrote:

Hello Joe
12 - 1 is fine. Will that be via teleconference?

Also - just to clarify, the forum was scheduled for 2nd June not 2nd July. Is that do-able?

Regards
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047 ACT NDIS Taskforce | Community Services
Directorate | ACT Government Level 2 Nature Conservation House| 153 Emu Bank, Belconnen
ACT 2617 | www.act.gov.au<<http://www.act.gov.au>>
<image001.jpg>

Gotovac, Jessica

From: Whitten, Meredith
Sent: Sunday, 18 May 2014 4:08 PM
To: Gniel, Stephen; Mitchell, Beth; Barr, Iain; Evans, Jacinta; Starick, Kate
Subject: 23FW: to Senior Director: Ms Meredith Whitten re: implementation of the NDIS and Early Intervention
Attachments: Early Intervention School final.docx
Categories: possible

Stephen and Iain

I have received this letter I would appreciate your advice about your responding to this email. I have acknowledged receipt of the email. With thanks

Meredith Whitten | Executive Director |
Phone 620 71475 | Fax 620 71371 |
Disability ACT | Community Services Directorate | ACT Government
Level 2 Nature Conservation House 153 Emu Bank BELCONNEN ACT 2617 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: Community Services Directorate
Sent: Monday, 12 May 2014 6:41 AM
To: Whitten, Meredith
Subject: FW: to Senior Director: Ms Meredith Whitten re: implementation of the NDIS and Early Intervention

From:
Sent: Saturday, 10 May 2014 7:13 PM
To: Community Services Directorate
Subject: to Senior Director: Ms Meredith Whitten re: implementation of the NDIS and Early Intervention

Hello

Enclosed is the letter with the intention of conveying the needs of the community as told to me, as well as a reasoned plea to have small group, centre based learning be a part of the Early Intervention. The NDIS meeting made me face the fact that there will not be government Early Intervention schools as they are now. However, I strongly push for fee per service schools that will embrace all of the needs of the families.

Of Cranleigh's 66 Early Intervention students:

- 10 (15%) are either in foster care or have current Care and Protection involvement
- 7 (11%) are indigenous
- 22 (33%) are from a family where English is not the first language

It is important to note over half of Cranleigh's EIP students have significant social and cultural concerns and come from the most vulnerable of

circumstances. These are vulnerable kids even without the addition of the developmental delay and disability.

Once again, I support the NDIS and my goal is to work with you to do the best for the children. I know that this is what we all want. Please feel free to call on me for anything.

Respectful regards,

68

Gotovac, Jessica

From: Starick, Kate
Sent: Friday, 16 May 2014 4:14 PM
To: Gonczarek, Melinda
Subject: 17FW: Text for the invite
Attachments: CSD_NDISI_2.pdf

Categories: possible

Hi Melinda
What do you think?
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Johnston, Claire
Sent: Friday, 16 May 2014 4:13 PM
To: Johnston, Claire; Whitten, Meredith; Starick, Kate; Evans, Jacinta
Cc: McClelland, Lisa
Subject: RE: Text for the invite

Hi everyone,

Updated invite attached.

Is everyone happy with this version?

Cheers,
Claire

From: Johnston, Claire
Sent: Friday, 16 May 2014 3:53 PM
To: Whitten, Meredith; Starick, Kate; Evans, Jacinta
Cc: McClelland, Lisa
Subject: RE: Text for the invite

Hi everyone,

Draft invite attached. Would anyone like to make any changes, or is it OK?

Cheers,
Claire

From: Whitten, Meredith
Sent: Friday, 16 May 2014 1:59 PM
To: Starick, Kate; Johnston, Claire; Evans, Jacinta
Subject: RE: Text for the invite

Thanks Kate – this looks fine to me. Will you also send it to Stephen Gneil. Thanks

Meredith

From: Starick, Kate
Sent: Friday, 16 May 2014 1:45 PM
To: Whitten, Meredith; Johnston, Claire; Evans, Jacinta
Subject: FW: Text for the invite

Hi Meredith

Proposed invite
Thanks Claire

Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House| 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Johnston, Claire
Sent: Friday, 16 May 2014 12:58 PM
To: Starick, Kate
Subject: Text for the invite

Hi Kate, what do you think about the wording for the invite? This is my attempt:

NDIS Community Forum – Therapy in the ACT

You are invited to a free information forum about Therapy in the ACT and the National Disability Insurance Scheme (NDIS).

This is a forum for:

- Therapy ACT clients and their families
- Parents of children accessing early intervention services
- Service providers
- Disability sector workers

When: 12 – 2PM, Monday 2 June 2014
Where: TBC

Hear from experts, families and the ACT Government about how Therapy will work with the NDIS.

To RSVP or for more information call (02) 6205 1372 or email ndis@act.gov.au

Claire Johnston | Community Engagement Officer |
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Telephone: 02 6205 1372 | Mobile: 0452 597 459
Level 2 Nature Conservation House, 153 Emu Bank, Belconnen ACT | GPO Box 158, Canberra, ACT 2601
| www.act.gov.au/ndis



NDIS Community Forum Therapy in the ACT

You are invited to a free information forum about Therapy in the ACT and the National Disability Insurance Scheme (NDIS).

This is a forum for:

- Therapy ACT clients and their families
- parents of children accessing early intervention services
- service providers
- disability sector workers

Hear from experts, families and the ACT Government about how Therapy will work with the NDIS. Light lunch provided.

When Monday 2 June 2014, 12:00pm – 2:00pm

Where Hedley Beare Centre for Teaching and Learning Hall, 51 Fremantle Dr, Stirling

To RSVP or for more information

call (02) 6205 1872 or email ndis@act.gov.au

www.act.gov.au/ndis

Gotovac, Jessica

From: Johnston, Claire
Sent: Friday, 16 May 2014 4:36 PM
To: Johnston, Claire; Whitten, Meredith; Starick, Kate; Evans, Jacinta
Cc: McClelland, Lisa
Subject: 18RE: Text for the invite
Attachments: Therapy ACT Forum Invite.pdf
Categories: possible

Final Final version !

From: Johnston, Claire
Sent: Friday, 16 May 2014 4:13 PM
To: Johnston, Claire; Whitten, Meredith; Starick, Kate; Evans, Jacinta
Cc: McClelland, Lisa
Subject: RE: Text for the invite

Hi everyone,

Updated invite attached.

Is everyone happy with this version?

Cheers,
Claire

From: Johnston, Claire
Sent: Friday, 16 May 2014 3:53 PM
To: Whitten, Meredith; Starick, Kate; Evans, Jacinta
Cc: McClelland, Lisa
Subject: RE: Text for the invite

Hi everyone,

Draft invite attached. Would anyone like to make any changes, or is it OK?

Cheers,
Claire

From: Whitten, Meredith
Sent: Friday, 16 May 2014 1:59 PM
To: Starick, Kate; Johnston, Claire; Evans, Jacinta
Subject: RE: Text for the invite

Thanks Kate – this looks fine to me. Will you also send it to Stephen Gneil. Thanks

Meredith

From: Starick, Kate
Sent: Friday, 16 May 2014 1:45 PM

To: Whitten, Meredith; Johnston, Claire; Evans, Jacinta
Subject: FW: Text for the invite

Hi Meredith
Proposed invite
Thanks Claire

Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Johnston, Claire
Sent: Friday, 16 May 2014 12:58 PM
To: Starick, Kate
Subject: Text for the invite

Hi Kate, what do you think about the wording for the invite? This is my attempt:

NDIS Community Forum – Therapy in the ACT

You are invited to a free information forum about Therapy in the ACT and the National Disability Insurance Scheme (NDIS).

This is a forum for:

- Therapy ACT clients and their families
- Parents of children accessing early intervention services
- Service providers
- Disability sector workers

When: 12 – 2PM, Monday 2 June 2014

Where: TBC

Hear from experts, families and the ACT Government about how Therapy will work with the NDIS.

To RSVP or for more information call (02) 6205 1372 or email ndis@act.gov.au

Claire Johnston | Community Engagement Officer |
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Telephone: 02 6205 1372 | Mobile: 0452 597 459
Level 2 Nature Conservation House, 153 Emu Bank, Belconnen ACT | GPO Box 158, Canberra, ACT-2601
| www.act.gov.au/ndis

Gotovac, Jessica

From: Starick, Kate
Sent: Friday, 16 May 2014 4:50 PM
To: Johnston, Claire
Subject: 20RE: Therapy ACT forum for the website

Categories: possible

~~Not yet. After Minister's meeting~~

Thanks though looks good!

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House| 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Johnston, Claire
Sent: Friday, 16 May 2014 4:50 PM
To: Starick, Kate
Subject: Therapy ACT forum for the website

Kate are you happy for this to go on the website?

For the website:

Please update on this page before 'Am I Eligible':
[http://www.communityservices.act.gov.au/disability act/national disability insurance scheme/ndis-update](http://www.communityservices.act.gov.au/disability%20act/national%20disability%20insurance%20scheme/ndis-update)

NDIS Community Forum – Therapy in the ACT

You are invited to a free information forum about therapy in the ACT and the National Disability Insurance Scheme (NDIS).

This is a forum for:

- Therapy ACT clients and their families
- Parents of children accessing early intervention services
- Service providers
- Disability sector workers

When: 12 – 2PM, Monday 2 June 2014

Where: Hedley Beare Centre Hall, 51 Fremantle Dr, Stirling

Hear from experts, families and the ACT Government about how therapy will work with the NDIS.

To RSVP and for accessibility assistance call (02) 6205 1372 or email ndis@act.gov.au

[See attached invitation \(link to attached invite\)](#)

Also insert in the Public Calendar:

Event Name: NDIS Community Forum – Therapy in the ACT

Start Date: 2 June, 12PM

End Date: 2 June, 2PM

Duration: 2 hours

Description:

You are invited to a free information forum about therapy in the ACT and the National Disability Insurance Scheme (NDIS).

This is a forum for:

- Therapy ACT clients and their families
- Parents of children accessing early intervention services
- Service providers
- Disability sector workers

When: 12 – 2PM, Monday 2 June 2014

Where: Hedley Beare Centre Hall, 51 Fremantle Dr, Stirling

Hear from experts, families and the ACT Government about how therapy will work with the NDIS.

To RSVP and for accessibility assistance call (02) 6205 1372 or email ndis@act.gov.au

Claire Johnston | Community Engagement Officer |

ACT NDIS Taskforce | Community Services Directorate | ACT Government

Telephone: 02 6205 1372 | Mobile: 0452 597 459

Level 2 Nature Conservation House, 153 Emu Bank, Belconnen ACT | GPO Box 158, Canberra, ACT 2601

| www.act.gov.au/ndis

Gotovac, Jessica

From: Starick, Kate
Sent: Saturday, 17 May 2014 1:48 PM
To: Baumgart, Richard
Subject: 22Re: Therapy ACT forum for the website

Categories: possible

~~Wait till Monday. Will also need tact to do speaking notes etc. catch you next week~~

On 17 May 2014, at 1:24 pm, "Baumgart, Richard" <Richard.Baumgart@act.gov.au> wrote:

Do you want us to push it out to our networks yet, or hold off?

Richard Baumgart | Director | Phone [02 6205 1522](tel:0262051522) |
Disability ACT | Community Services Directorate | ACT Government
153 Emu Bank Belconnen | PO Box 158 Canberra City 2601 | www.act.gov.au

From: Starick, Kate
Sent: Friday, 16 May 2014 4:54 PM
To: Gniel, Stephen; Mitchell, Beth; Baumgart, Richard; Barr, Iain; Monteith, Jo; Evans, Jacinta; Whitten, Meredith; Sutton, Vanessa; Howson, Natalie; Sheehan, Maureen; Chapman, Sue
Subject: FW: Therapy ACT forum for the website

Dear All
Please find attached the proposed invite for the Therapy forum – thank you Claire.
Proposed that invites will go out to all networks.
Am still working on an external speaker re Early Intervention.
KPMG engaged to facilitate panel

Regards
Kate

Kate Starick | Director |
P [02 6205 7062](tel:0262057062) | M [0408 230 214](tel:0408230214) | F [02 6207 2047](tel:0262072047)
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House| 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au
<image002.jpg>

From: Johnston, Claire
Sent: Friday, 16 May 2014 4:50 PM
To: Starick, Kate
Subject: Therapy ACT forum for the website

Kate are you happy for this to go on the website?

For the website:

Please update on this page before 'Am I Eligible':
http://www.communityservices.act.gov.au/disability_act/national_disability_insurance_scheme/ndis-update

You are invited to a free information forum about therapy in the ACT and the National Disability Insurance Scheme (NDIS).

This is a forum for:

- Therapy ACT clients and their families
- Parents of children accessing early intervention services
- Service providers
- Disability sector workers

When: 12 – 2PM, Monday 2 June 2014

Where: Hedley Beare Centre Hall, 51 Fremantle Dr, Stirling

Hear from experts, families and the ACT Government about how therapy will work with the NDIS.

To RSVP and for accessibility assistance call (02) 6205 1372 or email ndis@act.gov.au

[See attached invitation \(link to attached invite\)](#)

Also insert in the Public Calendar:

Event Name: NDIS Community Forum – Therapy in the ACT

Start Date: 2 June, 12PM

End Date: 2 June, 2PM

Duration: 2 hours

Description:

You are invited to a free information forum about therapy in the ACT and the National Disability Insurance Scheme (NDIS).

This is a forum for:

- Therapy ACT clients and their families
- Parents of children accessing early intervention services
- Service providers
- Disability sector workers

When: 12 – 2PM, Monday 2 June 2014

Where: Hedley Beare Centre Hall, 51 Fremantle Dr, Stirling

Hear from experts, families and the ACT Government about how therapy will work with the NDIS.

To RSVP and for accessibility assistance call (02) 6205 1372 or email ndis@act.gov.au

Claire Johnston | Community Engagement Officer |

ACT NDIS Taskforce | Community Services Directorate | ACT Government

Telephone: 02 6205 1372 | Mobile: 0452 597 459

Level 2 Nature Conservation House, 153 Emu Bank, Belconnen ACT | GPO Box 158, Canberra, ACT

2601 | www.act.gov.au/ndis

<image003.jpg>

Gotovac, Jessica

From: Starick, Kate
Sent: Monday, 19 May 2014 8:30 PM
To: 'Doyle, Nicki'; Whitten, Meredith; Baumgart, Richard; Evans, Jacinta; Gniel, Stephen; Barr, Iain; Monteith, Jo; Durham, Amity
Subject: 39RE: June 2 Forum - Therapy in the ACT
Categories: possible

Thanks Nicki
Will speak with you tomorrow
Thinking we'll change the agenda below to allow more Q&A and have the NDIA as the main speaker
Cheers
Kate

From: Doyle, Nicki [mailto:ndoyle@kpmg.com.au]
Sent: Monday, 19 May 2014 4:51 PM
To: Starick, Kate; Whitten, Meredith; Baumgart, Richard; Evans, Jacinta; Gniel, Stephen; Barr, Iain; Monteith, Jo; Durham, Amity.
Subject: RE: June 2 Forum - Therapy in the ACT

Hi Kate,

Thanks for the information you have sent through to date.

In terms of the forums, it would be great if they could be held on two days (or three days) to consolidate travel. The dates that are available are:

- 4th June/5th June
- 9th, 10th and 11th June
- 16th, 17th, 18th and 19th June

In terms of the workshop on June 2nd, due to the nature of the workshop and the presence of the Minister and other government representatives, we are working to free up some time for one of our Partners, Kerry McGough, to undertake the workshop. Kerry has worked extensively in the disability sector, including undertaking a large amount of work on the NDIS. We will hopefully be able to confirm her attendance in the next day or two:

The engagement letter will be with you tomorrow.

Regards,
Nicki

Nicki Doyle
Associate Director
Government Advisory Services
Advisory

KPMG
147 Collins Street
Melbourne VIC 3000 Australia

Tel +61 3 9838 4112
Fax +61 3 9288 6666
Mob 0428 742 728

ndoyle@kpmg.com.au

My working days are Monday, Tuesday and Wednesday

Protect the environment: please think before you print

From: Starick, Kate [mailto:Kate.Starick@act.gov.au]
Sent: Monday, 19 May 2014 3:28 PM
To: Whitten, Meredith; Baumgart, Richard; Evans, Jacinta; Gniel, Stephen; Barr, Iain; Monteith, Jo; Doyle, Nicki; Durham, Amity
Subject: June 2 Forum - Therapy in the ACT

Some ideas about the forum

Time	Speaker	Topic
12.00 – 12.10	KPMG	Introductions, housekeeping, purpose
12.10 – 12.30	Minister Joy Burch	Open Forum
12.30 – 12.45	DG CSD	Background and context to Therapy ACT and planned timeline for commencement of services and approach
12.45 – 13.15	NDIA	Early Intervention and best practice models under the NDIS
13.15 – 13.30	KPMG	Summary and introduction of panel members and Q&A
13.30 – 13.50	KPMG	Facilitated Panel Q&A Panel: CSD ETD NDIA NDIS Taskforce
13.50 – 14.00	DG	Summary and next steps

Proposed running sheet above.

Some initial thoughts:

The aim of the day is to start parents, families and providers thinking about early intervention and therapy under the NDIA

What can families expect under NDIS

What are best practice models that providers should seek to develop or expand

Also to include discussion about the staged withdrawal and expansion of options in the ACT.

The group involved in the development of the forum are

ETD – Stephen Gniel, Ian Barr and Jo Monteith

CSD – Meredith Whitten and Jacinta Evans

NDIS Taskforce – Kate and Maureen (on her return)

KPMG – Nicki

NDIA – Jillian Paull. Will also follow up Mary Hawkins' availability for 2 June

Thanks again participating. Would appreciate any or all comments.

Regards

Kate

Kate Starick | Director |

P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.

Liability limited by a scheme approved under Professional Standards Legislation.

Gotovac, Jessica

From: Starick, Kate
Sent: Monday, 19 May 2014 8:37 PM
To: 'PAULL, Jillian'; TIBBITTS, Alice
Cc: Sheehan, Maureen
Subject: 40RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

Categories: possible

Hi Jillian
Thank you.
I've had feedback to shorten Minister and DG time to allow more time for NDIA and Q&A panel
What do you think?
Cheers
Kate

From: PAULL, Jillian [<mailto:Jillian.PAULL@ndis.gov.au>]
Sent: Monday, 19 May 2014 4:23 PM
To: Starick, Kate; TIBBITTS, Alice
Cc: Sheehan, Maureen
Subject: RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

Many thanks Kate...we'll find out about Mary's availability and come back to you asap

J

Jillian Paull
ACT Trial Site Manager

National Disability Insurance Agency

T +61 2 61465312 M +61 4 77737522 E jillian.paull@disabilitycareaustralia.gov.au

From: Starick, Kate [<mailto:Kate.Starick@act.gov.au>]
Sent: Monday, 19 May 2014 3:25 PM
To: TIBBITTS, Alice; PAULL, Jillian
Cc: Sheehan, Maureen
Subject: June 2 Forum - Therapy in the ACT

Time	Speaker	Topic
12.00 – 12.10	KPMG	Introductions, housekeeping, purpose
12.10 – 12.30	Minister Joy Burch	Open Forum
12.30 – 12.45	DG CSD	Background and context to Therapy ACT and planned timeline for commencement of services and approach
12.45 – 13.15	NDIA	Early Intervention and best practice models under the NDIS
13.15 – 13.30	KPMG	Summary and introduction of panel members and Q&A

13.30 – 13.50	KPMG	Facilitated Panel Q&A Panel: CSD ETD NDIA NDIS Taskforce
13.50 – 14.00	DG	Summary and next steps

Proposed running sheet above.

Some initial thoughts:

The aim of the day is to start parents, families and providers thinking about early intervention and therapy under the NDIA

What can families expect

What are best practice models that providers should seek to develop or expand

Also to include discussion about the staged withdrawal and expansion of options in the ACT.

The group involved in the development of the forum are

ETD – Stephen Gniel, Ian Barr and Jo Monteith

CSD – Meredith Whitten and Jacinta Evans

NDIS Taskforce – Kate and Maureen (on her return)

KPMG – Nicki

NDIA – Jillian Paull. Will also follow up Mary Hawkins' availability for 2 June

Thanks again participating. Would appreciate any or all comments.

Regards

Kate

Kate Starick | Director |

P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047

ACT NDIS Taskforce | Community Services Directorate | ACT Government

Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Gotovac, Jessica

From: Gonczarek, Melinda
Sent: Monday, 19 May 2014 9:29 AM
To: Starick, Kate
Subject: 25RE: Text for the invite

Categories: possible

~~Sorry for the late reply Kate, am guessing this may have already received a go-ahead, if not, it looks great~~

From: Starick, Kate
Sent: Friday, 16 May 2014 4:14 PM
To: Gonczarek, Melinda
Subject: FW: Text for the invite

Hi Melinda
What do you think?
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | **ACT Government**
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Johnston, Claire
Sent: Friday, 16 May 2014 4:13 PM
To: Johnston, Claire; Whitten, Meredith; Starick, Kate; Evans, Jacinta
Cc: McClelland, Lisa
Subject: RE: Text for the invite

Hi everyone,

Updated invite attached.

Is everyone happy with this version?

Cheers,
Claire

From: Johnston, Claire
Sent: Friday, 16 May 2014 3:53 PM
To: Whitten, Meredith; Starick, Kate; Evans, Jacinta
Cc: McClelland, Lisa
Subject: RE: Text for the invite

Hi everyone,

Draft invite attached. Would anyone like to make any changes, or is it OK?

Cheers,
Claire

From: Whitten, Meredith
Sent: Friday, 16 May 2014 1:59 PM
To: Starick, Kate; Johnston, Claire; Evans, Jacinta
Subject: RE: Text for the invite

Thanks Kate – this looks fine to me. Will you also send it to Stephen Gneil. Thanks

Meredith

From: Starick, Kate
Sent: Friday, 16 May 2014 1:45 PM
To: Whitten, Meredith; Johnston, Claire; Evans, Jacinta
Subject: FW: Text for the invite

Hi Meredith
Proposed invite
Thanks Claire

Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Johnston, Claire
Sent: Friday, 16 May 2014 12:58 PM
To: Starick, Kate
Subject: Text for the invite

Hi Kate, what do you think about the wording for the invite? This is my attempt:

NDIS Community Forum – Therapy in the ACT

You are invited to a free information forum about Therapy in the ACT and the National Disability Insurance Scheme (NDIS).

This is a forum for:

- Therapy ACT clients and their families
- Parents of children accessing early intervention services
- Service providers
- Disability sector workers

When: 12 – 2PM, Monday 2 June 2014
Where: TBC

Hear from experts, families and the ACT Government about how Therapy will work with the NDIS.

To RSVP or for more information call (02) 6205 1372 or email ndis@act.gov.au

Gotovac, Jessica

Subject: Project Initiation Meeting - Market sounding support for early intervention
Location: Lync Meeting

Start: Mon 19/05/2014 12:00 PM
End: Mon 19/05/2014 1:00 PM
Show Time As: Tentative

Recurrence: (none)

Organizer: Doyle, Nicki

Hi everyone,

Please find details below for the project initiation meeting.

Regards,
Nicki

→ [Join Lync Meeting](#)

Join by phone

+61 2 9455 9995 (AU) English (Australia)
+61 1800 113 880 (Toll-Free) (AU) English (Australia)
[Find a local number](#)

Conference ID: 63124100

[Forgot your dial-in PIN?](#) | [Help](#)

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.

Liability limited by a scheme approved under Professional Standards Legislation.

Gotovac, Jessica

From: Mitchell, Malcome
Sent: Monday, 19 May 2014 1:27 PM
To: Baumgart, Richard
Cc: Luck, Surangani
Subject: FW: Engagement for Early Intervention Market Sounding
Attachments: Draft Procurement Plan Minute-V2 16052014.doc

Richard

Please find attached the draft procurement plan which I sent to Kate for review.

I have highlighted in yellow the following points which needs confirming.

1. Contract value;
2. Period of the contract;
3. Reasons for exemption; and
4. Who the negotiation members are.

Regards

Malcome Mitchell | Senior Contracts Officer |
Phone 02 6205 3529 | Fax 02 6207 2047 |
Contracts and Grants Unit | Community Services Directorate | ACT Government
Level 1, 153 Emu Bank Belconnen ACT 2617 | PO Box 158, Canberra City ACT 2601 | www.act.gov.au

From: Mitchell, Malcome
Sent: Monday, 19 May 2014 11:49 AM
To: Starick, Kate
Cc: Luck, Surangani
Subject: FW: Engagement for Early Intervention Market Sounding

Morning Kate

I am following up in regards to the Procurement Plan which I forwarded to you late Friday. Have you had a moment to review and clarify the sections which are highlighted in yellow.

Any queries, please contact Suri or myself.

Thanks

Malcome Mitchell | Senior Contracts Officer |
Phone 02 6205 3529 | Fax 02 6207 2047 |
Contracts and Grants Unit | Community Services Directorate | ACT Government
Level 1, 153 Emu Bank Belconnen ACT 2617 | PO Box 158, Canberra City ACT 2601 | www.act.gov.au

From: Mitchell, Malcome
Sent: Friday, 16 May 2014 4:37 PM
To: Starick, Kate



Cc: Luck, Surangani
Subject: Engagement for Early Intervention Market Sounding

Kate

Please find attached draft Procurement Plan Minute for your review and comment.

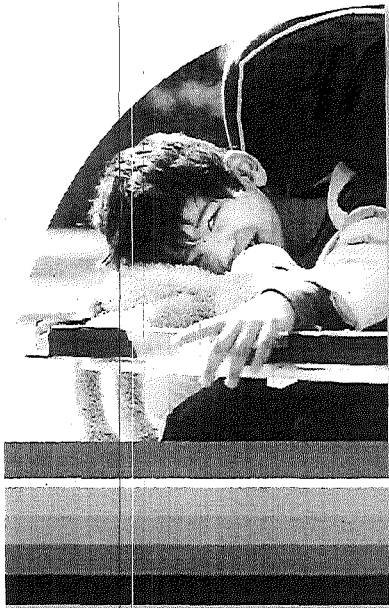
I have highlighted in yellow the following points which needs confirming.

5. Contract value;
6. Period of the contract;
7. Reasons for exemption; and
8. Who the negotiation members are.

Any queries please contact Suri or myself.

Regards

Malcome Mitchell | Senior Contracts Officer |
Phone 02 6205 3529 | Fax 02 6207 2047 |
Contracts and Grants Unit | Community Services Directorate | ACT Government
Level 1, 153 Emu Bank Belconnen ACT 2617 | PO Box 158, Canberra City ACT 2601 | www.act.gov.au



NDIS Community Forum Therapy in the ACT

You are invited to a free information forum about therapy in the ACT and the National Disability Insurance Scheme (NDIS).

This is a forum for:

- Therapy ACT clients and their families
- parents of children accessing early intervention services
- service providers
- disability sector workers.

Hear from experts, families and the ACT Government about how therapy will work with the NDIS. Light lunch provided.

When Monday 2 June 2014, 12.00 pm–2.00 pm

Where Hedley Beare Centre for Teaching and Learning Hall, 51 Fremantle Dr, Stirling

To RSVP and for accessibility assistance call (02) 6205 1372 or email ndis@act.gov.au



ACT
Government
Community Services

Gotovac, Jessica

From: Baumgart, Richard
Sent: Monday, 19 May 2014 1:48 PM
To: Mitchell, Malcome
Cc: Starick, Kate; Whitten, Meredith; Fitzgerald, Fran; Luck, Surangani
Subject: FW: Engagement for Early Intervention Market Sounding
Attachments: Draft Procurement Plan Minute-V2 16052014.doc

Malcome

As per my phone message, this needs to go immediately, so if it has to go to Ian Hubbard, then please let me know so I can call him to talk him through it.

If it does not, and he can be a cc, then please amend accordingly.

I'll talk to Kate and Meredith about signatures for them, if you can also please arrange for Surangani.

ta

Richard Baumgart | Director | Phone 02 6205 1522 |
Disability ACT | Community Services Directorate | ACT Government
153 Emu Bank Belconnen | PO Box 158 Canberra City 2601 | www.act.gov.au

From: Mitchell, Malcome
Sent: Monday, 19 May 2014 1:27 PM
To: Baumgart, Richard
Cc: Luck, Surangani
Subject: FW: Engagement for Early Intervention Market Sounding

Richard

Please find attached the draft procurement plan which I sent to Kate for review.

I have highlighted in yellow the following points which needs confirming.

1. Contract value;
2. Period of the contract;
3. Reasons for exemption; and
4. Who the negotiation members are.

Regards

Malcome Mitchell | Senior Contracts Officer |
Phone 02 6205 3529 | Fax 02 6207 2047 |
Contracts and Grants Unit | Community Services Directorate | ACT Government
Level 1, 153 Emu Bank Belconnen ACT 2617 | PO Box 158, Canberra City ACT 2601 | www.act.gov.au

From: Mitchell, Malcome
Sent: Monday, 19 May 2014 11:49 AM
To: Starick, Kate
Cc: Luck, Surangani
Subject: FW: Engagement for Early Intervention Market Sounding

108

Morning Kate

I am following up in regards to the Procurement Plan which I forwarded to you late Friday. Have you had a moment to review and clarify the sections which are highlighted in yellow.

Any queries, please contact Suri or myself.

Thanks

Malcome Mitchell | Senior Contracts Officer |
Phone 02 6205 3529 | Fax 02 6207 2047 |
Contracts and Grants Unit | Community Services Directorate | ACT Government
Level 1, 153 Emu Bank Belconnen ACT 2617 | PO Box 158, Canberra City ACT 2601 | www.act.gov.au

From: Mitchell, Malcome
Sent: Friday, 16 May 2014 4:37 PM
To: Starick, Kate
Cc: Luck, Surangani
Subject: Engagement for Early Intervention Market Sounding

Kate

Please find attached draft Procurement Plan Minute for your review and comment.

I have highlighted in yellow the following points which needs confirming.

- 5. Contract value;
- 6. Period of the contract;
- 7. Reasons for exemption; and
- 8. Who the negotiation members are.

Any queries please contact Suri or myself.

Regards

Malcome Mitchell | Senior Contracts Officer |
Phone 02 6205 3529 | Fax 02 6207 2047 |
Contracts and Grants Unit | Community Services Directorate | ACT Government
Level 1, 153 Emu Bank Belconnen ACT 2617 | PO Box 158, Canberra City ACT 2601 | www.act.gov.au

Gotovac, Jessica

From: Baumgart, Richard
Sent: Monday, 19 May 2014 1:50 PM
To: Mitchell, Malcome
Cc: Starick, Kate; Whitten, Meredith; Fitzgerald, Fran; Luck, Surangani
Subject: RE: Engagement for Early Intervention Market Sounding
Attachments: Draft Procurement Plan Minute-V2 16052014.doc

~~Here is the version with all changes accepted and the watermark removed for signature purposes if all are in agreement.~~

For reference, I've set the budget at the upper end, and the team will bring it in under.

Richard Baumgart | Director | Phone 02 6205 1522 |
Disability ACT | Community Services Directorate | ACT Government
153 Emu Bank Belconnen | PO Box 158 Canberra City 2601 | www.act.gov.au

From: Baumgart, Richard
Sent: Monday, 19 May 2014 1:48 PM
To: Mitchell, Malcome
Cc: Starick, Kate; Whitten, Meredith; Fitzgerald, Fran; Luck, Surangani
Subject: FW: Engagement for Early Intervention Market Sounding

Malcome

As per my phone message, this needs to go immediately, so if it has to go to Ian Hubbard, then please let me know so I can call him to talk him through it.

If it does not, and he can be a cc, then please amend accordingly.

I'll talk to Kate and Meredith about signatures for them, if you can also please arrange for Surangani.

ta

Richard Baumgart | Director | Phone 02 6205 1522 |
Disability ACT | Community Services Directorate | ACT Government
153 Emu Bank Belconnen | PO Box 158 Canberra City 2601 | www.act.gov.au

From: Mitchell, Malcome
Sent: Monday, 19 May 2014 1:27 PM
To: Baumgart, Richard
Cc: Luck, Surangani
Subject: FW: Engagement for Early Intervention Market Sounding

Richard

~~Please find attached the draft procurement plan which I sent to Kate for review.~~

I have highlighted in yellow the following points which needs confirming.

1. Contract value;
2. Period of the contract;
3. Reasons for exemption; and
4. Who the negotiation members are.

Regards

Malcome Mitchell | Senior Contracts Officer |
Phone 02 6205 3529 | Fax 02 6207 2047 |
Contracts and Grants Unit | Community Services Directorate | ACT Government
Level 1, 153 Emu Bank Belconnen ACT 2617 | PO Box 158, Canberra City ACT 2601 | www.act.gov.au

From: Mitchell, Malcome
Sent: Monday, 19 May 2014 11:49 AM
To: Starick, Kate
Cc: Luck, Surangani
Subject: FW: Engagement for Early Intervention Market Sounding

Morning Kate

I am following up in regards to the Procurement Plan which I forwarded to you late Friday. Have you had a moment to review and clarify the sections which are highlighted in yellow.

Any queries, please contact Suri or myself.

Thanks

Malcome Mitchell | Senior Contracts Officer |
Phone 02 6205 3529 | Fax 02 6207 2047 |
Contracts and Grants Unit | Community Services Directorate | ACT Government
Level 1, 153 Emu Bank Belconnen ACT 2617 | PO Box 158, Canberra City ACT 2601 | www.act.gov.au

From: Mitchell, Malcome
Sent: Friday, 16 May 2014 4:37 PM
To: Starick, Kate
Cc: Luck, Surangani
Subject: Engagement for Early Intervention Market Sounding

Kate

Please find attached draft Procurement Plan Minute for your review and comment.

I have highlighted in yellow the following points which needs confirming.

- 5. Contract value;
- 6. Period of the contract;
- 7. Reasons for exemption; and
- 8. Who the negotiation members are.

Any queries please contact Suri or myself.

Regards

Malcome Mitchell | Senior Contracts Officer |
Phone 02 6205 3529 | Fax 02 6207 2047 |



Procurement Plan Minute

PROCUREMENT OVERVIEW	
To	Deputy Director-General, Community Services Directorate (CSD) <ul style="list-style-type: none">• Executive Director, Disability ACT• Senior Director, Finance and Budget CSD
Name of Project	Engagement for early intervention market sounding support.
Purpose	This Minute seeks your approval to undertake a single select procurement process to engage KPMG to undertake market soundings for early intervention for the ACT.
Estimated value (\$)	The total contract value is \$176,000 (GST inclusive).
Timing/urgency	Urgent - Commence service by "20 May 2014"
Tender Number	n/a
Is Government Procurement Board sign off required?	No, the estimate value of this procurement is below the \$5,000,000 threshold for goods and services procurement.
Is ACT Government Solicitor consultation required?	The Territory will use the template documents developed by the Government Solicitor. If required, their services will be engaged for specific activities.

PROCUREMENT REQUIREMENTS	
Background	<p>The National Disability Insurance Scheme is a new way of providing community linking and individualised support for people with permanent and significant disabilities, their families and carers. For further information refer to http://www.ndis.gov.au/.</p> <p>The National Disability Insurance Scheme is underpinned by a set principles:</p> <ol style="list-style-type: none">(1) People with a disability have the same right as other members of Australian society to realise their potential for physical, social, emotional and intellectual development.(2) People with disability should be supported to participate in and contribute to social and economic life to the extent of their ability.(3) People with disability and their families and carers should have certainty that people with disability will receive the care and support they need over their lifetime.(4) People with disability should be supported to exercise choice, including in relation to taking reasonable risks, in the pursuit of their goals and the planning and delivery of their supports.(5) People with disability should be supported to receive reasonable and necessary supports, including early intervention supports.

	<p>(6) People with disability have the same right as other members of Australian society to respect for their worth and dignity and to live free from abuse, neglect and exploitation.</p> <p>(7) People with disability have the same right as other members of Australian society to pursue any grievance.</p>
	<p>(8) People with disability have the same right as other members of Australian society to be able to determine their own best interests, including the right to exercise choice and control, and to engage as equal partners in decisions that will affect their lives, to the full extent of their capacity.</p> <p>(9) People with disability should be supported in all their dealings and communications with the Agency so that their capacity to exercise choice and control is maximised in a way that is appropriate to their circumstances and cultural needs.</p> <p>(10) People with disability should have their privacy and dignity respected.</p> <p>(11) Reasonable and necessary supports for people with disability should:</p> <ul style="list-style-type: none"> (a) support people with disability to pursue their goals and maximise their independence; (b) support people with disability to live independently and to be included in the community as fully participating citizens; and (c) develop and support the capacity of people with disability to undertake activities that enable them to participate in the community and in employment. <p>(12) The role of families, carers and other significant persons in the lives of people with disability is to be acknowledged and respected.</p> <p>(13) The role of advocacy in representing the interests of people with disability is to be acknowledged and respected, recognising that advocacy supports people with disability by:</p> <ul style="list-style-type: none"> (a) promoting their independence and social and economic participation; and (b) promoting choice and control in the pursuit of their goals and the planning and delivery of their supports; and (c) maximising independent lifestyles of people with disability and their full inclusion in the community. <p>(14) People with disability should be supported to receive supports outside the National Disability Insurance Scheme, and be assisted to coordinate these supports with the supports provided under the National Disability Insurance Scheme.</p>
	<p>(15) Innovation, quality, continuous improvement, contemporary best practice and effectiveness in the provision of supports to people with disability are to be promoted.</p>
	<p>(16) Positive personal and social development of people with disability, including children and young people, is to be promoted.</p>

Objective or scope of works or services to be provided	<p>The objective is to engage KPMG to undertake market soundings for early intervention for the ACT.</p> <p>The service will provide:</p> <ul style="list-style-type: none"> a) a programme of market sounding interview with 25 Non-Government Organisations which may be interested in the delivery of existing ACT Early Intervention Services;
	<ul style="list-style-type: none"> b) a programme of market sounding interview with up to five (5) peak body organisations and wider providers in order to understand best practice delivery models for early intervention. This will provide insight into broader opportunities for improving service delivery as part of the transition of services from government; c) high level desktop review to identify best practice models for early intervention; and d) an analysis of the outcome of sector conversations in order to inform the options available to government in any potential transitioning of services, which will provide an overview recommendation. <p>Refer to the Statement of Requirement at Attachment A</p>
Type	Services
Funding	Funding is available from the ACT NDIS Taskforce budget.
Site	N/A.
Consultation (including pre tender)	N/A.

PROCUREMENT RISK	
Risk	The risk is identified as Medium. Refer to ATTACHMENT B.

PROCUREMENT METHODOLOGY	
Description of the procurement method to be used	Single Select Procurement.
Negotiation	Refer to ATTACHMENT C .
Is this suitable to be a Social Procurement?	No, this project is not suitable to be a social procurement.

NEGOTIATION TEAM			
Name	1. Kate Starick	2. Jacinta Evans	3. Richard Baumgart
Position	Chair	Member	Member
Agency	ACT NDIS Taskforce Community Services Directorate	Therapy ACT, Community Services Directorate	Disability ACT, Community Services Directorate
Statement on team composition	The negotiation team has been carefully selected on the basis of their understanding and knowledge of the requirements set out in this Negotiation, as well as past experience in the Negotiation process. Team members have been appointed and will not be removed or replaced without approval from the Delegate.		

CONTRACT MANAGEMENT	
Number of contracts	One (1) Services Agreement will be entered into.
Contract management	The Services Agreement will be managed by an experienced officer from the ACT NDIS Taskforce who is appropriately skilled to undertake the management of this Services Agreement and monitored by the Contracts and Grants Unit.
Period of contract(s)	The period of the contract will be for a maximum 2 months.

AUSTRALIAN FREE TRADE AGREEMENTS (FTAs)	
Does the AUSFTA / Australia-Chile FTA apply?	No, the estimate is in below of the \$573,000 threshold level for goods and services procurement.

AUSTRALIAN GOVERNMENT FUNDING	
Is there Australian Government funding attached to the procurement?	No, there is no Australian Government funding attached to the procurement.

EXEMPTIONS	
Exemption Type	<p>Part 2 of the Government Procurement Regulation 2007 specifies 'Government procurement – quotation and tender thresholds'. Under Section 10 of the regulation, the responsible Chief Executive for the Territory entity may, in writing.</p> <p>Exempt the entity from a requirement mentioned in section 6 or section 9 for a particular procurement proposal [Clause 10(1)]; only if satisfied, on reasonable grounds, that the benefit of the exemption outweighs the benefit in requiring compliance with the requirement.</p> <p>Clause 6: Procurement of goods, services or works for \$25,000 of more and less than \$200,000</p> <p>A Territory entity must seek at least 3 written quotations from suppliers for the procurement of goods, services or works if the total estimated value of the procurement is \$25,000 or more and less than \$200,000.</p>
Reason for Exemption	<p>The reasons for the exemption are as follows:</p> <p>(1) Existing knowledge:</p> <ul style="list-style-type: none"> • KPMG undertook similar services for Community Services Directorate during previous years. This work builds upon work completed late 2013. • KPMG has undertaken modelling work on similar projects and meet the short timeframe of the consultancy. • KPMG has a demonstrated understanding of the Disability Services in the ACT. <p>(2) Timeframe:</p> <ul style="list-style-type: none"> • KPMG is able to meet the urgent timeframe for this Project. • There is insufficient time to go to market and still complete the work in the timeframe required therefore an exemption is required from Section 10.

CONTRACTS AND GRANTS UNIT RECOMMENDATION			
Name	Surangani Luck	Phone Number	(02) 6205 4655
Position	A/g Senior Manager		
Signature		Date	

AGENCY ENDORSEMENT			
Name	Meredith Whitten	Phone Number	(02) 6207 1475
Position	Executive Director Disability ACT.		
Signature		Date	

DEPUTY DIRECTOR GENERAL APPROVAL			
Name	Sue Chapman		
Position	Deputy Director-General		
Statement	<p>The Procurement Plan and attachments are approved.</p> <p>I am satisfied that the benefit in giving the exemption outweighs the benefit in requiring compliance with the Quotation and Tender Threshold requirements set out in the Government Procurement Regulation 2007 and the consultation requirements for the Economic White Paper for the reason(s) stated above.</p>		
Signature		Date	

ATTACHMENT A

STATEMENT OF REQUIREMENTS
Engagement for Early Intervention Market Sounding Support

1. BACKGROUND

The National Disability Insurance Scheme is a new way of providing community linking and individualised support for people with permanent and significant disabilities, their families and carers. For further information refer to <http://www.ndis.gov.au/>.

The National Disability Insurance Scheme is underpinned by a set principles:

- 1.1 People with a disability have the same right as other members of Australian society to realise their potential for physical, social, emotional and intellectual development.
- 1.2 People with disability should be supported to participate in and contribute to social and economic life to the extent of their ability.
- 1.3 People with disability and their families and carers should have certainty that people with disability will receive the care and support they need over their lifetime.
- 1.4 People with disability should be supported to exercise choice, including in relation to taking reasonable risks, in the pursuit of their goals and the planning and delivery of their supports.
- 1.5 People with disability should be supported to receive reasonable and necessary supports, including early intervention supports.
- 1.6 People with disability have the same right as other members of Australian society to respect for their worth and dignity and to live free from abuse, neglect and exploitation.
- 1.7 People with disability have the same right as other members of Australian society to pursue any grievance.
- 1.8 People with disability have the same right as other members of Australian society to be able to determine their own best interests, including the right to exercise choice and control, and to engage as equal partners in decisions that will affect their lives, to the full extent of their capacity.
- 1.9 People with disability should be supported in all their dealings and communications with the Agency so that their capacity to exercise choice and control is maximised in a way that is appropriate to their circumstances and cultural needs.
- 1.10 People with disability should have their privacy and dignity respected.
- 1.11 Reasonable and necessary supports for people with disability should:
 - (a) support people with disability to pursue their goals and maximise their independence;
 - (b) support people with disability to live independently and to be included in the community as fully participating citizens; and

(c) develop and support the capacity of people with disability to undertake activities that enable them to participate in the community and in employment.

1.12 The role of families, carers and other significant persons in the lives of people with disability is to be acknowledged and respected.

1.13 The role of advocacy in representing the interests of people with disability is to be acknowledged and respected, recognising that advocacy supports people with disability by:

- (a) promoting their independence and social and economic participation; and
- (b) promoting choice and control in the pursuit of their goals and the planning and delivery of their supports; and
- (c) maximising independent lifestyles of people with disability and their full inclusion in the community.

1.14 People with disability should be supported to receive supports outside the National Disability Insurance Scheme, and be assisted to coordinate these supports with the supports provided under the National Disability Insurance Scheme.

1.15 Innovation, quality, continuous improvement, contemporary best practice and effectiveness in the provision of supports to people with disability are to be promoted.

1.16 Positive personal and social development of people with disability, including children and young people, is to be promoted.

2. SERVICES

The Territory is seeking to engage a Consultant that will provide:

2.1 Market sounding interviews with 25 Non Government Organisations who may be interested in the delivery of existing ACT Early Intervention Services;

2.2 Market sounding interviews with up to five (5) peak body organisations and wider providers in order to understand best practice delivery models for early intervention. This will provide insight into broader opportunities for improving service delivery as part of the transition of services from government;

2.3 High level desktop review to identify best practice models for early intervention;

2.4 Analysis of the outcome of sector conversations in order to inform the options available to government in any potential transitioning of services. This analysis will provide an overview of initial provider interest, capacity, capability, risks and recommissioning considerations. Soundings will also look to 'seed' market interest where possible.

3. METHODOLOGY

3.1 The Consultant will be required to deliver the services outlined below:

(1) Stage One establish a common understanding upfront and to ensure a smooth process which will include:

- (a) confirming the project scope, purpose, milestones, key deliverable;

- (b) confirming the project management processes, roles and responsibilities of the Consultant and government (e.g. project governance, meetings, reporting, risk and issue capture and escalation etc.);
 - (c) confirming confidentiality arrangements; and
 - (d) finalise a draft interview scrip and confirm the list of providers/peak bodies to interview.
-

This stage will consider a project plan which outlines the key tasks, deliverables and milestones.

3.2 Stage Two perform the soundings regarding Early Intervention Services provided by the Territory. 25 providers will be interviewed as part of this stage. The consultancy will also include up to five (5) peak bodies/wider providers in order to identify and map leading practice in the delivery of early intervention services.

3.3 State Three report the outputs will be as follows:

- (1) An overview of indicative levels of interest in the services as well as any areas of concern of perceived risk;
 - (2) Emerging finding with regards to extent to which providers have the capacity of capability to expand into service delivery, or are limited by factors such as financing or resourcing.
 - (3) An overview of service delivery best practice, and how a transition of services to the non government sector may facilitate the adoption of the best practice in the ACT;
 - (4) An assessment, based on the market soundings, regarding major risks facing government in achieving their service transition timetable; and
 - (5) An outline of next steps work that should be performed. These steps are likely to suggest a program of financial analysis, stakeholder engagement, formal market soundings and the development of procurement and tender specifications. The report will contain emerging thoughts within each of these areas as per the results of soundings, and highlight where further work should focus.
-

If, during the course of the Engagement, it is determined that adjustment to the engagement are required, then these adjustments will be discussed and agreed by both parties.

4 TIMEFRAME

The Consultant will be required to deliver the Services in accordance with the following table:

	Milestone	Estimated Timing
1	Project initiation meeting	19 May 2014
2	Draft project plan and interview guide submitted	22 May 2014
3	Market soundings	22 May – 19 June 2014
4	Draft report submitted	27 June 2014
5	Final consultation report submitted	4 July 2014

5 REPORTING

The Consultant will be required to submit to the Territory the following reports:

- (1) A draft project plan;
- (2) A draft report; and
- (3) A final report.

6 BUDGET

The budget is capped to an amount of \$160,000 (GST exclusive).



ACT
Government

Commerce and Works

Shared Services Procurement Risk Management

Risk Management Plan: Title Page

Project: Engagement for early intervention market sounding support

Project Objectives: To engage KPMG to undertake market soundings for early intervention for the ACT.

Created by:

Reviewed by: Kate Starick

Date:

ACTPS Stakeholders				
SSP Officer Responsible				
Risk Number - from Part 1 Risk Identification	Risk Owners – Who is responsible for managing the risk?	Risk Number - from Part 2 Risk Treatments	Who is responsible for managing risk treatments?	
R1.	Director ACT NDIS Taskforce	R 1.		
R 2.	Director ACT NDIS Taskforce	R 2.		
R 3.	Director ACT NDIS Taskforce	R 3.		

139

Risk Criteria



ACT Government Risk Matrix

	Insignificant	Minor	Moderate	Major	Catastrophic
People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
Reputation & Image	Internal Review	Scrutiny required by internal committees or internal audit to prevent escalation.	Scrutiny required by external committees, or ACT Auditor General's Office, or inquest, etc.	Intense public, political and media scrutiny. Eg: front page headlines, TV, etc.	Assembly inquiry or Commission of inquiry or adverse national media.
Environmental	Limited effect to something of low significance	Transient, minor effects	Moderate, short-term environmental harm	Significant, medium-term environmental harm	Long term environmental harm
Cultural & Heritage	Low-level repairable damage to commonplace structures	Mostly repairable damage	Permanent damage to items of cultural significance	Significant damage to structures or items of cultural significance	Irreparable damage to highly valued items of cultural significance
Business Process & Systems	Minor errors in systems or processes requiring corrective action, or minor delay without impact on overall schedule.	Policy/procedural rule occasionally not met or services do not fully meet needs.	One or more key accountability requirements not met. Inconvenient but not client welfare threatening.	Strategies not consistent with Government's agenda. Trends show service is degraded.	Critical system failure, bad policy advice or ongoing non-compliance. Business severely affected.
Financial	1% of Budget or <\$5K	2.5% of Budget or <\$50K	> 5% of Budget or <\$500K	> 10% of Budget or <\$5M	>25% of Budget or >\$5M

Frequency	Frequency		Frequency		Frequency		Frequency	
	1 in 10	1 in 10 - 100	1 in 100 - 1,000	1 in 1,000 - 10,000	1 in 10,000 - 100,000	1 in 100,000 - 1,000,000	1 in 1,000,000 - 10,000,000	1 in 10,000,000 - 100,000,000
Almost Certain	Expected to occur in most	Once a quarter or more	>1 in 10	Medium	High	High	Extreme	Extreme
Likely	Will probably occur	Once a year or more	1 in 10 - 100	Medium	Medium	High	High	Extreme
Possible	Might occur at some time in the future	Once every 1 - 5 years	1 in 100 - 1,000	Low	Medium	Medium	High	Extreme
Unlikely	Could occur but doubtful	Once every 5 - 20 years	1 in 1,000 - 10,000	Low	Medium	Medium	High	High
Rare	May occur but only in exceptional circumstances	Once every 20 - 100 years	1 in 10,000 - 100,000	Low	Low	Medium	Medium	High

Risk Control Effectiveness

Control Effectiveness	Guide
Adequate	Nothing more to be done except review and monitor the existing controls. Controls are well designed for the risk, are largely preventative and address the root causes and Management believes that they are effective.
Room for improvement	Most Controls are designed correctly and are in place and effective however there are some controls that are either not correctly designed or are not very effective. There may be an over-reliance on reactive controls. Some more work to be done to improve operating.
Inadequate	Significant control gaps or no credible control. Either controls do not treat root causes or they do not operate effectively. Controls if they exist are just reactive. Management has no confidence that any degree of control is being achieved due to poor control design and/or very limited operational effectiveness.

Priority For Attention

Priority	Suggested Timing of Treatment	Authority for controlled tolerance of risk
Extreme	Short term - normally within one month Detailed action plan required	Director-General
High	Medium Term - normally within three months Needs senior management attention	Senior Executive
Medium	Normally within 1 year Specify management responsibility	Managers
Low	Ongoing control as part of a management system Manage by routine procedures	All Staff

Priority for Attention - Action

Every care should be taken to act as soon as possible to implement risk control measures where ever possible or to take action to fix the problem. **Extreme Risks and High Risks especially where the risk relates to people & personal injury** require us to act immediately to take steps to fix the problem.

-- The suggested timing of treatment does not mean that immediate action ought not be taken or that the timing can not be completed sooner than suggested.

Note:

When identifying, analysing and rating risk consideration should be given, **but not necessarily limited to**, the attached categories of risk and the suggested examples of frequency and consequences.

Risk Register Part 1 – Risk Identification

Risk Reference	<u>The Risk:</u> What can happen? Description of the risk	<u>Source</u> How can this happen? Drivers to the risk Contributor or source of the risk	<u>Impact / Outcome</u> What will be the outcome or effect	Risk Owner – the person responsible for managing the risk
R 1.	Delay in the Procurement Process.	<ul style="list-style-type: none"> • Procurement process is not completed on time. • The Statement of Requirement does not fully address the services being provided. 	<ul style="list-style-type: none"> • Unable to have an agreement in place within an agreed timeframe. • No tenders received. • Delay in commencement in service. 	Director, ACT NDIS Taskforce.
R 2.	Failure to proactively manage key relationships/insufficient consultation with key stakeholders.	<ul style="list-style-type: none"> • Insufficient communications stakeholders. • Lost credibility with the sector/conflicting messages. 	<ul style="list-style-type: none"> • Political and/or media attention. • Services not delivered. • Poor planning outcomes for launch of NDIS. 	Director, ACT NDIS Taskforce.
R 4.	Breakdown in negotiations with the preferred Consultant.	<ul style="list-style-type: none"> • Services Agreement is not entered into with the preferred Consultant. • Possible negative media and political attention. • Negative community feedback. • Negative impact on the Directorate's reputation. 	<ul style="list-style-type: none"> • Services unable to commence. 	Director, ACT NDIS Taskforce.

Risk Register part 2 – Risk Evaluation and Risk Treatment

Risk Reference	Risk Controls which are currently in place <i>This field is for the risk controls that already exist and are currently managing the risk</i>	Risk Rating			Control Effectiveness Rating	Action to be taken <i>Where rating is rated as “Room for Improvement” or “inadequate” include further risk treatment strategies or a rationale behind no further action</i> <i>Reference can be made to an attaching “cost / benefit analysis” or “risk treatment action plan” for relevant risks.</i>	Risk Treatment Owner – officer responsible for Management of	Risk rating following additional risk controls			Control Effectiveness rating	Monitoring and reviewing <i>Monitored by whom. Include details about frequency of monitoring in addition to the final review. Where appropriate refer to a “risk treatment plan.”</i>
		Consequence	Likelihood of Consequence	Inherent Risk Rating				Consequence	Likelihood of Consequence	Residual Risk Rating		
R 1.	Project to be treated as a priority to ensure Services Agreement is developed with no unavoidable delays.	Minor	Unlikely	Medium	Adequate							
R 2.	Consultation meetings to be held with the stake holders.	Moderate	Possible	Medium	Adequate							
R 4.	Establishment of timelines included in the Agreement. The Territory will liaise closely with the Consultant regarding timeline delays.	Minor	Unlikely	Medium	Adequate							

Negotiation Plan

Contract Negotiations

This Negotiation Plan sets out the arrangements for contract negotiations to be held between Community Services Directorate and KPMG.

1) Contract Negotiation Panel

A) Composition of the Negotiation Panel.

The following Directorate representatives have been identified to conduct contract negotiations:

Negotiation Panel Members	Role
Kate Starick	Chairperson
Jacinta Evans	Member
Richard Baumgart	Member

If, at the time of conducting the negotiation/s, a panel member is unavailable an alternative panel member with comparable experience and knowledge will be identified.

B) Where required, the Negotiation Panel will be assisted by:

External advisor	Role
ACT Government Solicitor's Office	Legal advice
Shared Services Procurement	Procurement advice

The CSD Contracts and Grants Unit will provide assistance where required.

2) Contract Negotiation Process

The Negotiation Panel will be responsible for conducting negotiations with the KPMG and will recommend further action to the delegate. The Negotiation Panel will be responsible for ensuring that, during the course of the negotiations, all entities are given equal and fair opportunity.

A) Role of the Negotiation Panel

The role of the Negotiation Panel is to:

- 1) Conduct contract negotiations with KPMG on the terms and conditions of the contract.
- 2) Seek advice as required.
- 3) Prepare a negotiation report, including recommendations to the Delegate.

B) Strategies for Managing Negotiations:

- 1) Without prior consultation or agreement from the Negotiation Panel, no position is to be discussed on a contentious issue.
- 2) When required by either party, a break should be taken to enable the parties to consider their position.

C) Meetings

- 1) A timetable and the anticipated goals for each meeting will be forwarded to the Consultant prior to the meeting, in order to ensure that both parties are given equal opportunity to prepare and respond to the issues under consideration.
- 2) All parties will be provided equal opportunity during the negotiations to discuss their issues, including the provision of access to appropriate facilities. Meetings may be attended by legal and/or probity advisors. All discussions during meetings will be documented.
- 3) The negotiation timetable will take into account the possible imposition caused by public holidays or anytime required for travel to attend meetings and will build in contingency's for these issues.

D) Issues to be discussed

The following issues will be addressed during contract negotiations:

- 1) Compliance requirements and terms and conditions of the Services Agreement.
- 2) Definition of the Services.
- 3) Clarification of what service model will be applied.
- 4) Project Deliverables.
- 5) Outputs, Performance Indicators and Reporting requirements.

E) Termination of contract negotiations

- 1) Without limiting its rights, the Territory may, at its sole discretion, cease negotiating with the KPMG at any time.
- 2) If the Territory, at its sole discretion, concludes during negotiations with the KPMG retract or attempt to retract any part of its offer, the Territory reserves the right to terminate the negotiation process.

Gotovac, Jessica

From: Starick, Kate
Sent: Monday, 19 May 2014 2:06 PM
To: Doyle, Nicki; Durham, Amity; Sheehan, Maureen; Gniel, Stephen; Mitchell, Beth; Barr, Iain; Whitten, Meredith; Evans, Jacinta
Subject: RE: Project Initiation Meeting - Market sounding support for early intervention

Role of
Government as Service

Dear all
Please find link to Government as provider sheets
Regards
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

-----Original Appointment-----
From: Doyle, Nicki [<mailto:ndoyle@kpmg.com.au>]
Sent: Monday, 19 May 2014 11:09 AM
To: Durham, Amity; Starick, Kate; Sheehan, Maureen; Gniel, Stephen; Mitchell, Beth; Barr, Iain; Whitten, Meredith; Evans, Jacinta
Subject: Project Initiation Meeting - Market sounding support for early intervention
When: Monday, 19 May 2014 12:00 PM-1:00 PM (UTC+10:00) Canberra, Melbourne, Sydney.
Where: Lync Meeting

Hi everyone,

Please find details below for the project initiation meeting.

Regards,
Nicki

→ [Join Lync Meeting](#)

Join by phone
+61 2 9455 9995 (AU) English (Australia)
+61 1800 113 880 (Toll-Free) (AU) English (Australia)
[Find a local number](#)

Conference ID: 63124100

[Forgot your dial-in PIN?](#) | [Help](#)

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.

Liability limited by a scheme approved under Professional Standards Legislation.

Gotovac, Jessica

From: Baumgart, Richard
Sent: Monday, 19 May 2014 1:28 PM
To: Starick, Kate
Subject: 27Role of Government as Service Provider - Fact Sheets
Attachments: ndis factsheet 2.doc

Categories: possible

Hi Kate

Is this what you were after?

I've attached the education fact sheet although I understand you have it.

http://www.communityservices.act.gov.au/disability_act/role-of-government-national-disability-insurance-scheme

Richard Baumgart | Director | Phone 02 6205 1522 |
Disability ACT | Community Services Directorate | ACT Government
153 Emu Bank Belconnen | PO Box 158 Canberra City 2601 | www.act.gov.au



Factsheet

Subject: Early Intervention Programs delivered by ETD

- Early intervention is a highly valued service that is included in the NDIS because support provided early in the lives of children with developmental delay or disability leads to better outcomes for them and their families over the long term.
- The ACT Government currently delivers early intervention programs for children through the Education and Training Directorate.
- In April 2014, 302 children were accessing early intervention programs in 51 groups located across 17 school sites.
- Group sizes vary according to the disability and age of the children.
- Eighteen of the 302 children received sensory impairment support at home. Home support is available to children from birth to preschool.
- 49 of the 302 children were in playgroups for 2-3 year olds with disability, developmental delay or at risk of developmental delay.
- Children are in early intervention programs for varying lengths of time. The aim is for children to transition to a mainstream preschool or school program or enrol in a specialist school.

Current early intervention programs administered by the Education and Training Directorate

- Early Intervention Playgroups (EIP) for children aged two with a developmental delay or disability
- Early Intervention Home Education Programs (HEP) for children with a sensory impairment from diagnosis to preschool entry
- Early Intervention Units (EIU) for children with a developmental delay or disability or at risk of a developmental delay aged three to school entry,
- Language Intervention Unit (LIU) for children with a language delay aged three to school entry,
- Early Childhood Centres (ECC) for children with a mild developmental delay or disability, aged three to school entry
- Autism Intervention Units (AIU) for children with a diagnosis of autism disorder aged three to school entry
- Early Childhood Units (ECU) for children with a mild to moderate developmental delay or disability aged three to school entry

Gotovac, Jessica

From: Starick, Kate
Sent: Monday, 19 May 2014 2:16 PM
To: Doyle, Nicki; Durham, Amity; Sheehan, Maureen; Gniel, Stephen; Mitchell, Beth; Barr, Iain; Whitten, Meredith; Evans, Jacinta
Cc: Baumgart, Richard
Subject: RE: Project Initiation Meeting - Market sounding support for early intervention

Message from
"NCHB01L02P05"

Please find back ground information – not for further release but by way of background for client numbers
Regards
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

-----Original Appointment-----

From: Doyle, Nicki [<mailto:ndoyle@kpmg.com.au>]
Sent: Monday, 19 May 2014 11:09 AM
To: Doyle, Nicki; Durham, Amity; Starick, Kate; Sheehan, Maureen; Gniel, Stephen; Mitchell, Beth; Barr, Iain; Whitten, Meredith; Evans, Jacinta
Subject: Project Initiation Meeting - Market sounding support for early intervention
When: Monday, 19 May 2014 12:00 PM-1:00 PM (UTC+10:00) Canberra, Melbourne, Sydney.
Where: Lync Meeting

When: Monday, 19 May 2014 12:00 PM-1:00 PM (UTC+10:00) Canberra, Melbourne, Sydney.
Where: Lync Meeting

Note: The GMT offset above does not reflect daylight saving time adjustments.

~~*~*~*~*~*~*~*~*

Hi everyone,

Please find details below for the project initiation meeting.

Regards,
Nicki

→ [Join Lync Meeting](#)

Join by phone
+61 2 9455 9995 (AU) English (Australia)
+61 1800 113 880 (Toll-Free) (AU) English (Australia)
[Find a local number](#)

150

Conference ID: 63124100

[Forgot your dial-in PIN?](#) | [Help](#)

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.

Liability limited by a scheme approved under Professional Standards Legislation.

Backgrounder: Demographics - Clients

Supported Accommodation Disability ACT

- Disability ACT provides support to 157 people with a disability living in supported accommodation.
- Approximate hours of service are **481,700** annually (2013-14 data)
- Support is provided 24 hours a day, 7 days a week.
- Disability ACT supports residents in 58 households across Canberra.

Therapy Services

- In 2012-2013 Therapy ACT provided service to:
 - 4,736 clients
 - 1,515 were provided with brief consultation services through a Drop-in Clinic or Intake Service
 - 3,221 were accepted as clients for a therapy program

Data is collected on all those clients provided with a therapy program throughout the year under the National Disability Agreement National Minimum Data Set reporting requirements

Gotovac, Jessica

From: Starick, Kate
Sent: Monday, 19 May 2014 2:17 PM
To: Johnston, Claire
Subject: 31FW: Therapy ACT forum for the website
Attachments: Therapy ACT Forum Invite.pdf

Categories: possible

Yes please
Kate

And out through comms channels in CSD, ETD
Thanks
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Johnston, Claire
Sent: Monday, 19 May 2014 2:08 PM
To: Starick, Kate
Subject: RE: Therapy ACT forum for the website

Kate, are you happy for this to go up now?

From: Starick, Kate
Sent: Friday, 16 May 2014 4:50 PM
To: Johnston, Claire
Subject: RE: Therapy ACT forum for the website

Not yet. After Minister's meeting
Thanks though looks good!

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Johnston, Claire
Sent: Friday, 16 May 2014 4:50 PM
To: Starick, Kate
Subject: Therapy ACT forum for the website

Kate are you happy for this to go on the website?

For the website:

Please update on this page before 'Am I Eligible':
<http://www.communityservices.act.gov.au/disability-act/national-disability-insurance-scheme/ndis-update>

NDIS Community Forum – Therapy in the ACT

You are invited to a free information forum about therapy in the ACT and the National Disability Insurance Scheme (NDIS).

This is a forum for:

- Therapy ACT clients and their families
- Parents of children accessing early intervention services
- Service providers
- Disability sector workers

When: 12 – 2PM, Monday 2 June 2014

Where: Hedley Beare Centre Hall, 51 Fremantle Dr, Stirling

Hear from experts, families and the ACT Government about how therapy will work with the NDIS.

To RSVP and for accessibility assistance call (02) 6205 1372 or email ndis@act.gov.au

See attached invitation (link to attached invite)

Also insert in the Public Calendar:

Event Name: NDIS Community Forum – Therapy in the ACT

Start Date: 2 June, 12PM

End Date: 2 June, 2PM

Duration: 2 hours

Description:

You are invited to a free information forum about therapy in the ACT and the National Disability Insurance Scheme (NDIS).

This is a forum for:

- Therapy ACT clients and their families
- Parents of children accessing early intervention services
- Service providers
- Disability sector workers

When: 12 – 2PM, Monday 2 June 2014

Where: Hedley Beare Centre Hall, 51 Fremantle Dr, Stirling

Hear from experts, families and the ACT Government about how therapy will work with the NDIS.

To RSVP and for accessibility assistance call (02) 6205 1372 or email ndis@act.gov.au

Claire Johnston | Community Engagement Officer |

ACT NDIS Taskforce | Community Services Directorate | ACT Government

Telephone: 02 6205 1372 | Mobile: 0452 597 459

Level 2 Nature Conservation House, 153 Emu Bank, Belconnen ACT | GPO Box 158, Canberra, ACT 2601

| www.act.gov.au/ndis

Gotovac, Jessica

From: Starick, Kate
Sent: Monday, 19 May 2014 3:02 PM
To: Whitten, Meredith; Baumgart, Richard; Sutton, Vanessa
Subject: 34FW: Draft media release for therapy forum
Attachments: NDIS, therapy and early intervention community forum.docx

Categories: possible

FYI
Seeking feedback from NDIA and Minister's office
Regards
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | **ACT Government**
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Johnston, Claire
Sent: Monday, 19 May 2014 2:28 PM
To: Starick, Kate
Subject: FW: Draft media release for therapy forum

Re-forwarding

From: Johnston, Claire
Sent: Monday, 19 May 2014 12:37 PM
To: Starick, Kate
Subject: Draft media release for therapy forum

Hi Kate,

I thought I would draft a media release for the forum on 2 June just in case the Minister wants one.

Do you want to take a look?

Claire

Claire Johnston | Community Engagement Officer |
ACT NDIS Taskforce | Community Services Directorate | **ACT Government**
Telephone: 02 6205 1372 | Mobile: 0452 597 459
Level 2 Nature Conservation House, 153 Emu Bank, Belconnen ACT | GPO Box 158, Canberra, ACT 2601
| www.act.gov.au/ndis

Gotovac, Jessica

From: PAULL, Jillian [Jillian.PAULL@ndis.gov.au]
Sent: Tuesday, 20 May 2014 8:17 AM
To: Starick, Kate; TIBBITTS, Alice
Cc: Sheehan, Maureen
Subject: 41RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]
Categories: possible

Will get back to you asap

J

Jillian Paull
ACT Trial Site Manager

National Disability Insurance Agency

T +61 2 61465312 M +61 4 77737522 E jillian.paull@disabilitycareaustralia.gov.au

From: Starick, Kate [<mailto:Kate.Starick@act.gov.au>]
Sent: Monday, 19 May 2014 8:37 PM
To: PAULL, Jillian; TIBBITTS, Alice
Cc: Sheehan, Maureen
Subject: RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

Hi Jillian
Thank you.
I've had feedback to shorten Minister and DG time to allow more time for NDIA and Q&A panel
What do you think?
Cheers
Kate

From: PAULL, Jillian [<mailto:Jillian.PAULL@ndis.gov.au>]
Sent: Monday, 19 May 2014 4:23 PM
To: Starick, Kate; TIBBITTS, Alice
Cc: Sheehan, Maureen
Subject: RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

Many thanks Kate...we'll find out about Mary's availability and come back to you asap

J

Jillian Paull
ACT Trial Site Manager

National Disability Insurance Agency

From: Starick, Kate [<mailto:Kate.Starick@act.gov.au>]

Sent: Monday, 19 May 2014 3:25 PM

To: TIBBITTS, Alice; PAULL, Jillian

Cc: Sheehan, Maureen

Subject: June 2 Forum - Therapy in the ACT

Time	Speaker	Topic
12.00 – 12.10	KPMG	Introductions, housekeeping, purpose
12.10 – 12.30	Minister Joy Burch	Open Forum
12.30 – 12.45	DG CSD	Background and context to Therapy ACT and planned timeline for commencement of services and approach
12.45 – 13.15	NDIA	Early Intervention and best practice models under the NDIS
13.15 – 13.30	KPMG	Summary and introduction of panel members and Q&A
13.30 – 13.50	KPMG	Facilitated Panel Q&A Panel: CSD ETD NDIA NDIS Taskforce
13.50 – 14.00	DG	Summary and next steps

Proposed running sheet above.

Some initial thoughts:

The aim of the day is to start parents, families and providers thinking about early intervention and therapy under the NDIA

What can families expect

What are best practice models that providers should seek to develop or expand

Also to include discussion about the staged withdrawal and expansion of options in the ACT.

The group involved in the development of the forum are

ETD – Stephen Gniel, Ian Barr and Jo Monteith

CSD – Meredith Whitten and Jacinta Evans

NDIS Taskforce – Kate and Maureen (on her return)

KPMG – Nicki

NDIA – Jillian Paull. Will also follow up Mary Hawkins' availability for 2 June

Thanks again participating. Would appreciate any or all comments.

Regards

Kate

Kate Starick | Director |

P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047

ACT NDIS Taskforce | Community Services Directorate | ACT Government

Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Gotovac, Jessica

From: Evans, Jacinta
Sent: Tuesday, 20 May 2014 9:24 AM
To: Whitten, Meredith; Starick, Kate; Johnston, Claire
Subject: 43RE: Draft media release for therapy forum

Categories: possible

Hi Meredith

That looks good. No comments from me.

Cheers

Jacinta

From: Whitten, Meredith
Sent: Tuesday, 20 May 2014 8:27 AM
To: Evans, Jacinta; Starick, Kate; Johnston, Claire
Subject: FW: Draft media release for therapy forum

Hi Jacinta

For your comments?

It looks good to me. With thanks

Meredith Whitten | Executive Director |
Phone 620 71475 | Fax 620 71371 | Mobile 0419 426 308
Disability ACT | Community Services Directorate | ACT Government
Level 2 Nature Conservation House 153 Emu Bank BELCONNEN ACT 2617 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: Starick, Kate
Sent: Monday, 19 May 2014 3:02 PM
To: Whitten, Meredith; Baumgart, Richard; Sutton, Vanessa
Subject: FW: Draft media release for therapy forum

FYI
Seeking feedback from NDIA and Minister's office
Regards
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Johnston, Claire
Sent: Monday, 19 May 2014 2:28 PM

Gotovac, Jessica

From: Mitchell, Malcome
Sent: Tuesday, 20 May 2014 11:01 AM
To: Starick, Kate
Cc: Baumgart, Richard; Luck, Surangani
Subject: Draft Short Form Contract - Engagement of early intervention market sounding support
Attachments: Draft Short Form Contract 20 May 2014 MM.docx

Morning Kate

Please find attached the draft Short Form Contract for KPMG.

Can you please review and clarify the yellow highlights.

If you agree and once the Procurement Plan has been approved. I will amend to a final version and have it bound for signature.

Would you also have a word version of KPMG's proposal. That way I can attach to the Agreement.

Regards

Malcome Mitchell | Senior Contracts Officer |
Phone 02 6205 3529 | Fax 02 6207 2047 |
Contracts and Grants Unit | Community Services Directorate | ACT Government
Level 1, 153 Emu Bank Belconnen ACT 2617 | PO Box 158, Canberra City ACT 2601 | www.act.gov.au

Gotovac, Jessica

From: Doyle, Nicki [ndoyle@kpmg.com.au]
Sent: Tuesday, 20 May 2014 11:21 AM
To: Starick, Kate
Cc: Sheehan, Maureen; Durham, Amity; Gniel, Stephen; Mitchell, Beth; Barr, Iain; Whitten, Meredith; Evans, Jacinta
Subject: Amended proposal for market soundings
Attachments: ACT Early intervention proposal.pdf

Dear Kate,

As discussed yesterday, please find attached the amended proposal for the market soundings opportunity for early intervention services.

Please feel free to contact me if you wish to discuss further.

Regards,
Nicki

Nicki Doyle
Associate Director
Government Advisory Services
Advisory

KPMG
147 Collins Street
Melbourne VIC 3000 Australia

Tel +61 3 9838 4112
Fax +61 3 9288 6666
Mob 0428 742 728
ndoyle@kpmg.com.au

kpmg.com.au

My working days are Monday, Tuesday and Wednesday

Protect the environment: please think before you print

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

~~KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.~~

~~KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms~~

affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.

Liability limited by a scheme approved under Professional Standards Legislation.

Gotovac, Jessica

From: NDIS
Sent: Tuesday, 20 May 2014 11:25 AM
To: NDIS
Subject: 44NDIS Community Forum - Therapy in the ACT - Monday 2 June 2014
Attachments: Therapy ACT Forum Invite.pdf

Categories: possible

You are invited to a free information forum about therapy in the ACT and the National Disability Insurance Scheme (NDIS).

This is a forum for:

- Therapy ACT clients and their families
- parents of children accessing early intervention services
- service providers
- disability sector workers

Hear from experts, families and the ACT Government about how therapy will work with the NDIS. Light lunch provided.

When:

Monday 2 June 2014 12:00 PM - 02:00 PM

Where:

Hedley Beare Centre for Teaching and Learning Hall,
51 Fremantle Dr, Stirling

To RSVP and for accessibility assistance, call (02) 6205 1372 or email: ndis@act.gov.au



ACT NDIS Taskforce
Email ndis@act.gov.au
<http://www.act.gov.au/ndis>

Gotovac, Jessica

From: Starick, Kate
Sent: Tuesday, 20 May 2014 12:09 PM
To: SCHULTZ, Kristine
Subject: 45RE: FW: Therapy in the ACT - NDIS Community Forum [SEC=UNCLASSIFIED]

Categories: possible

Hi Kristine

Thank you

Are you able to advise NDIA attendees?

Regards

Kate

Kate Starick | Director |

P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047

ACT NDIS Taskforce | Community Services Directorate | ACT Government

Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

-----Original Appointment-----

From: SCHULTZ, Kristine [<mailto:Kristine.SCHULTZ@ndis.gov.au>]

Sent: Tuesday, 20 May 2014 11:55 AM

To: Starick, Kate

Subject: Accepted: FW: Therapy in the ACT - NDIS Community Forum [SEC=UNCLASSIFIED]

When: Monday, 2 June 2014 12:00 PM-2:00 PM (UTC+10:00) Canberra, Melbourne, Sydney.

Where: Hedley Beare CTL, 51 Fremantle Drive, Stirling, ACT

Gotovac, Jessica

From: Johnston, Claire
Sent: Tuesday, 20 May 2014 1:43 PM
To: Starick, Kate; King, Sarah
Subject: 48FW: Community notices, Canberra Times
Attachments: 82491.1.pdf

Categories: possible

Are we happy to go ahead with this?

From: Caldwell, Anna
Sent: Tuesday, 20 May 2014 1:36 PM
To: Johnston, Claire
Subject: RE: Community notices, Canberra Times

Hi Claire

Yes this is possible. We do this through CMTD who coordinate it. The cut off for Saturday's paper is lunchtime on Tuesday – I've just checked and they have agreed to take our ad to go into this weekend's paper if that's when you would like it?

You just need to send through the approved text to me, similar to what you gave me yesterday. Standard ads range between \$300-\$400. I've attached an example of an arts one that was \$366.

Let me know if you would like to proceed.

Thanks

Anna

Anna Caldwell | A/g Senior Manager

T: 02 6205 0619 | F: 02 6205 0279 M: 0478 401 117

Media and Communications | Community Services Directorate | ACT Government

Level 8, 11 Moore St, Canberra City | GPO Box Canberra 158 | www.communityservices.act.gov.au



@CSD_ACT



Community Services Directorate

From: Johnston, Claire
Sent: Tuesday, 20 May 2014 12:29 PM
To: Caldwell, Anna
Subject: Community notices, Canberra Times

Hi Anna,

We were wondering if it's possible to advertise the upcoming therapy/NDIS community forum, and a housing symposium we are hosting, in the Canberra Times' community noticeboard – what are the protocols around that kind of thing?

Ta,
Claire

Claire Johnston | Community Engagement Officer |

ACT NDIS Taskforce | Community Services Directorate | ACT Government

Telephone: 02 6205 1372 | Mobile: 0452 597 459

Level 2 Nature Conservation House, 153 Emu Bank, Belconnen ACT | GPO Box 158, Canberra, ACT 2601

| www.act.gov.au/ndis

Memories vague over Grange

By Michaela Whitbourn and Kate McClymont

Liberal senator Arthur Sinodinos and former party fund-raiser Paul Nicolau were asked for former premier Barry O'Farrell's home address to deliver the \$3000 bottle of wine that ended his career, a corruption inquiry has heard.



former energy minister Chris Hartcher in return for favourable treatment. The money was paid between 2009 and 2011.

"I don't indulge in gossip around this, it's a pretty sensitive subject," Mr McConnell said.

In earlier evidence a vet's bill for blood tests and flea treatment for a dog was tendered as an exhibit by the legal team of upper house MP Marie Ficarra.

Ms Ficarra, who has temporarily resigned from the parliament, used the record of the treatment of her miniature schnauzer Lisa to prove that she was telling the truth about having to rush from a meeting with developer Tony Merli.

The inquiry has heard that just before the March 2011 election Ms Ficarra suggested to Mr Merli that he should donate \$2000 to Right2Life.

Ms Ficarra claimed she knew Mr Merli was a prohibited donor and was only suggesting he could ask "non-prohibited donors" to support the Young Liberals "youth squad" and to call Charles Perronet, the younger brother of NSW minister Dominic Perronet.

Charles Perronet, a former staffer with Ms Hartcher, has told the inquiry he didn't recall the conversation with Ms Ficarra and he did not speak with Mr Merli.

"Those instructions were you acting upon, DI Girolamo's by the looks of it" Mr Watson asked. "I don't know or as though you're moving to the liberty of Mr DI Girolamo's drunk, doesn't it?"



DO NOT RECALL: Liberal donor Nick Di Girolamo could not recall talking to Liberal heavyweight about the wine. Left, Peter McConnell, one time O'Farrell chief of staff. Photos: JAMES ALCOCK

information that AWI didn't have the home address for the then premier and that that address had to be sought both from Mr Sinodinos and Mr Nicolau, senior counsel assisting the inquiry, Greg O'Mahony, said.

Asked if he had had "any conversations" with Senator Sinodinos, then chairman of the inquiry, Mr O'Mahony said he did not recall.

The ICAC is investigating allegations that Australian Water made a "bribe" payment to the then chief of the Legislative Council, "set up by an adviser to

ICAC searchers seek fund-raiser receipts

By Sean Nicholls

A Liberal Party event under investigation by the Independent Commission Against Corruption was allegedly organised by the hospitality industry association whose chief executive is a major fund-raiser for Treasurer Lou Hockey.



SCRUPTINISED: Restaurantier Peter Doyle, who hosted the fund-raiser in 2010.

The ICAC heard on Tuesday that the New Year's Eve 2010 fund-raiser for former NSW police minister Mike Gallacher was held at Doyle's at Circular Quay. An invitation email tendered at the ICAC, sent by restaurant Peter Doyle, stated a hospitality lobby group Restaurant and Catering Australia "are holding the event".

According to its website Mr Doyle is vice-chairman of Restaurant and Catering Australia's NSWACT state council. Its chief executive is John Hart, who is also chairman of the NSW Sydney Branch, a controversial fundraising body linked to Mr Hockey's New South Wales Federal Electoral Committee.

The NSW Sydney Branch provides exclusive access to Mr Hockey in return for donations at the rate of around 1000 to 2000 dollars of up to \$22,000. However Mr Hockey, the former and the NSW Liberals, refuse to disclose the names of its members.

The ICAC is investigating the event because it was attended by executives from Balfour, a property development company associated with mining magnate Nathan Hahler which allegedly donated \$28,000 to Eightyfive, an alleged Liberal Party slush fund.

Property developers have been banned from donating to NSW election campaigns since December 2009.

Junior counsel assisting the ICAC, Greg O'Mahony, said despite "extensive" searches for investigators from the commission "have not found any receipt from the Liberal Party of Mr Doyle's receipt of any money" in the months earlier. Mr Doyle had failed to win proceeds for the state seat of Cardwell, which he contested with the Labor's Mr Gallacher and the NSW Liberal Party's Mr Hart.

Mr Doyle, who has since been re-elected, is also a Liberal Party member.

Mr Doyle's receipt for the Liberal Party was dated 2010, but the ICAC is unclear if it is a receipt for a donation or a receipt for a donation to the party.

Mr Doyle's receipt for the Liberal Party was dated 2010, but the ICAC is unclear if it is a receipt for a donation or a receipt for a donation to the party.

Ficarra denies using dog to distract inquiry

By Michaela Whitbourn and Kate McClymont

Suspended Liberal MP Marie Ficarra has denied raising her miniature pet schnauzer in evidence in a corruption inquiry as a "dog" or "distraction" from allegations she solicited an illegal donation from a property developer.

Ms Ficarra told the Independent Commission Against Corruption on Thursday that her pet dog Lisa was at the forefront of her thoughts on the day she allegedly asked developer Tony Merli to pay \$5000 to a senior Liberal Party slush fund.

Confronted by the commission, Geoffrey Watson, SC, put it to Ms Ficarra on Friday that she knew "all about" the alleged slush fund, called Eightyfive, and that it was "hatched" in the office of her colleague Chris Hartcher.

Ms Ficarra said "absolutely not" she knew anything about the slush fund, called Eightyfive, and that it was "hatched" in the office of her colleague Chris Hartcher.

The ICAC has heard Ms Ficarra arranged to meet Mr Merli at a restaurant on March 17, 2011, "because it was better than sitting in the sun". She said she had a "short cup of coffee" because she had to

collect her dog when she was being treated across Sydney at St Vincent's Hospital. She said, adding that low player count is life-threatening.

Mr Merli has given evidence he was "duped" into raising an illegal donation and Ms Ficarra had recommended he return Eightyfive as a condition of being paid by the slush fund.

Ms Ficarra told the Independent Commission Against Corruption on Thursday that her pet dog Lisa was at the forefront of her thoughts on the day she allegedly asked developer Tony Merli to pay \$5000 to a senior Liberal Party slush fund.

Confronted by the commission, Geoffrey Watson, SC, put it to Ms Ficarra on Friday that she knew "all about" the alleged slush fund, called Eightyfive, and that it was "hatched" in the office of her colleague Chris Hartcher.

Ms Ficarra said "absolutely not" she knew anything about the slush fund, called Eightyfive, and that it was "hatched" in the office of her colleague Chris Hartcher.

The ICAC has heard Ms Ficarra arranged to meet Mr Merli at a restaurant on March 17, 2011, "because it was better than sitting in the sun". She said she had a "short cup of coffee" because she had to

COMMUNITY NOTICEBOARD

Keeping Canberra in the know

TEMPORARY ROAD CLOSURES

Notice is hereby given pursuant to Section 11 of the Public Unsealed Road Act 1933, of the intention to close the following roads in the ACT.

YARDLAKULA PARKS
ALEXANDRINA DRIVE: between Flynn Drive and Novar Street.
NOVAR STREET: at the intersection with Alexandrina Drive.
FLYNN DRIVE: northbound between Alexandrina Drive and Langton Crescent.
BROWN STREET: at the intersection with Banks Street.
PARKES PLACE: at the east and west intersections with King Edward Terrace.
KING EDWARD TERRACE: between Langton Crescent and Dorothy Tangney Place.
TIME: From 7.30am to 9.00am on Sunday 18 May 2014
REASON: YMGCA of Canberra Hall Marathon 2014
Any person wishing to comment on this notice may contact Slobodan Paunovic on 02 6207 6601.

RUSSELL CAMPBELL
KINGS AVENUE: at the intersection with Parkes Way.
RUSSELL DRIVE: at the intersection with Morshard Drive.
CONSTITUTION AVENUE: at the intersection with Blaney Crescent.
NORTHCOTT DRIVE: at the intersection with Fairbairn Avenue.
TIME: from 1.30pm to 2.00pm on Friday 16 May 2014.
REASON: Defence exercise
Any person wishing to comment on this notice may contact Slobodan Paunovic on 02 6207 6601.

GUNGAHLIN
VERGE: Gribble Street (eastern side) between Hibernian Street and Emma Cavaghan Street.
TIME: 7.00am Saturday 17 May 2014 to 6.00pm Tuesday 10 May 2016.
FOOTPATH | VERGE: Hibernian Street (northern side) between Gozzard Street and Gribble Street will be closed on periodic days between the hours of 7.00am to 6.00pm Monday to Saturday, from Saturday 17 May 2014 to 6.00pm Tuesday 10 May 2016.
REASON: building construction works associated with the Canberra Raiders Sports club extension
Any person wishing to comment on this notice may contact Colin Evans on 02 6207 6821.

CITY
MURULLA LANE: adjacent to Block 2, 3 and 4, Section 35 City
TIME: 7.00am to 6.00pm Saturday 17 May and Saturday 21 June 2014, 8.00am to 5.00pm Sunday 18 May, Sunday 22 June 2014.
REASON: crane lift of scaffold materials.
Any person wishing to comment on this notice may contact Colin Evans on 02 6207 6821.

CITY
PEDESTRIAN THOROUGHFARE: located within the Canberra Centre between Anislie Avenue and Burris Street
TIME: 6.00pm to 6.00am (nightly) every night except Friday night, from Monday 19 May 2014 to Thursday 31 July 2014.
REASON: replacement of tiles in the pedestrian thoroughfare area.
Any person wishing to comment on this notice may contact Colin Evans on 02 6207 6821.

BARTON
MACKAURIE STREET: between Kings Avenue and Broughton Street
TIME: 7.00 am to 5.30 pm Saturday 17, Sunday 18, Saturday 24 and Sunday 25 May 2014.
REASON: Crane lift of glass window panels.
Any person wishing to comment on this notice may contact Colin Evans on 02 6207 6821.

PHILLIP
FOOTPATH: between Irving Street and Melrose Drive, Irving Street (western side) adjacent to Block 1, Section 22 Phillip.
VERGE: Melrose Drive (eastern side) adjacent to Block 1, Section 22 Phillip.
TIME: 9.00 am Monday 19 May 2014 to 5.00 pm Tuesday 19 May 2015.
REASON: Building construction works associated with the redevelopment of Block 1, Section 22 Phillip.
Any person wishing to comment on this notice may contact Colin Evans on 02 6207 6821.

PAGE
FOOTPATH / NATURE STRIP: Ogby Crescent (western side) between Pettit Street and Fletcher Place.
TIME: 7.00 am Monday 19 May 2014 to 5.00 pm Friday 25 July 2014.
REASON: Construction of a new sewer main associated with the development of Block 45, Section 7 Page.
Any person wishing to comment on this notice may contact Colin Evans on 02 6207 6821.

GUNGAHLIN (RURAL)
OLD WELL STATION ROAD: between the Federal Highway and Marist Road.
TIME: 7.00 am Monday 19 May 2014 to 5.00 pm Thursday 31 July 2014
REASON: Road works associated with the construction of the new road.
Any person wishing to comment on this notice may contact Colin Evans on 02 6207 6821.

RIVET
FOOTPATH / NATURE STRIP: Darwinia Terrace (northern side) outside house number 107, 111.
TIME: 7.00 am Saturday 17 May 2014 to 6.00 pm Friday 13 June 2014
REASON: Darwinia Terrace Rivet installation and electrical upgrade works.
Any person wishing to comment on this notice may contact Colin Evans on 02 6207 6821.
Risks: warning and diversion signs will be erected on site.
Rfms: Shourialat, Unemployed Officer, Roads ACT Locked Bag 2059, Civic Square ACT 2605

ROAD UPGRADES ON MELROSE DRIVE
The ACT Government is currently undertaking work to improve the intersection of Melrose Drive and Anislie Avenue. The work will involve the installation of new traffic lights, new signage and access to the area. The new traffic lights will be coordinated with existing signals at the intersection of Melrose Drive and Barton Street. This work is due for completion on Saturday 31 May 2014.

ROAD UPGRADES ON MELROSE DRIVE
The ACT Government is currently undertaking work to improve the intersection of Melrose Drive and Anislie Avenue. The work will involve the installation of new traffic lights, new signage and access to the area. The new traffic lights will be coordinated with existing signals at the intersection of Melrose Drive and Barton Street. This work is due for completion on Saturday 31 May 2014.

ROAD UPGRADES ON MELROSE DRIVE
The ACT Government is currently undertaking work to improve the intersection of Melrose Drive and Anislie Avenue. The work will involve the installation of new traffic lights, new signage and access to the area. The new traffic lights will be coordinated with existing signals at the intersection of Melrose Drive and Barton Street. This work is due for completion on Saturday 31 May 2014.

EXECUTIVE MANAGER CORPORATE SERVICES

The Grains Research and Development Corporation (GRDC) is one of the world's leading agricultural research organisations, responsible for the production and processing of grain and associated R&D to do so on a sustainable production system and to provide the best Australian grains industry.

Reporting directly to the Managing Director, the Executive Manager Corporate Services is a strategic leadership in the delivery of a range of corporate functions for the organisation, including corporate planning, business processes, procurement and contracting, financial/budgetary risk management and compliance, HR and general operations and processes, information technology and office management. In this complex and challenging role you will provide high level advice and support to the Managing Director, Board and Senior Executives in the organisation, and ensure that the GRDC complies in accordance with all applicable legislative requirements.

This is a strong contender for this position and you will have demonstrated leadership experience in a multi-organisational, multi-industry or multi-organisational environment, with a strong focus on strategic leadership and business process improvement. You will have a proven track record in providing high level advice and support to the Managing Director, Board and Senior Executives in the organisation, and ensure that the GRDC complies in accordance with all applicable legislative requirements.

Before applying please visit www.grdc.com.au for more information on the position and the application process. Applications should be sent to hr@grdc.com.au or call 1300 720000. Applications close on Monday 2 June 2014.

Tricia Seaman | Karina Duffley | **executive intelligence group**

ACHIEVING POTENTIAL

Gotovac, Jessica

From: Johnston, Claire
Sent: Tuesday, 20 May 2014 1:59 PM
To: King, Sarah; Starick, Kate
Subject: 49FW: Community notices, Canberra Times
Attachments: 82491.1.pdf

Categories: possible

How is this text?

NDIS Community Forum – Therapy in the ACT

The National Disability Insurance Scheme (NDIS) will affect how therapy and early intervention services in the ACT are delivered.

You are invited to hear from experts, families and the ACT Government about how therapy and early intervention will work with the NDIS. This is a forum for: Therapy ACT clients and their families; parents of children accessing early intervention services; service providers; and disability sector workers.

When: Monday 2 June 2014 12.00pm – 2.00pm
Where: Hedley Beare Centre Hall, 51 Fremantle Dr, Stirling

To RSVP and for accessibility assistance call (02) 6205 1372 or email ndis@act.gov.au

Housing and the NDIS Symposium

A series of events will be held to draw attention to the challenges and opportunities the National Disability Insurance Scheme (NDIS) will present to the social and community housing sector in the ACT.

The first symposium will provide current and potential housing providers with an understanding of the NDIS, and the implications and opportunities it affords people with disability and service providers.

When: Wednesday 28 May 2014 9.30am – 12.30pm
Where: Apollo Room, Hellenic Club, Woden

Please RSVP to ndis@act.gov.au

From: Caldwell, Anna
Sent: Tuesday, 20 May 2014 1:36 PM
To: Johnston, Claire
Subject: RE: Community notices, Canberra Times

Hi Claire

Yes this is possible. We do this through CMTD who coordinate it. The cut off for Saturday's paper is lunchtime on Tuesday – I've just checked and they have agreed to take our ad to go into this weekend's paper if that's when you would like it?

You just need to send through the approved text to me, similar to what you gave me yesterday. Standard ads range between \$300-\$400. I've attached an example of an arts one that was \$366.

Let me know if you would like to proceed.



Therapy ACT-change to Government services under NDIS

Current service overview

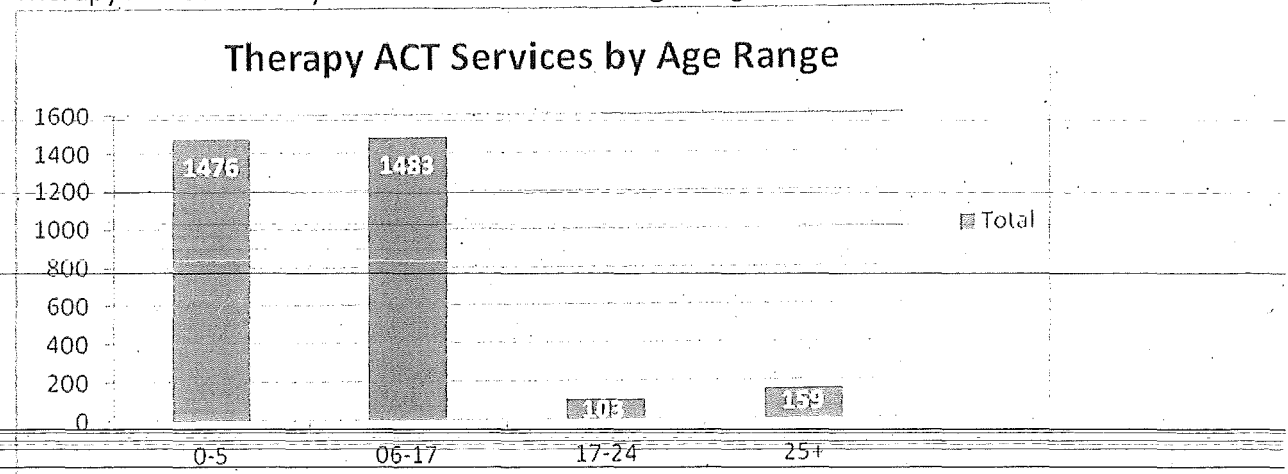
In 2012-13, Therapy ACT provided services to 4,736 clients, of whom 1,515 were provided with brief consultation services through a Drop-in Clinic or Intake Service and 3,221 were accepted as clients for a therapy program.

A breakdown of Therapy ACT clients by diagnosis is provided below:

PRIMARY DISABILITY OF THERAPY ACT CLIENTS	NUMBER OF CLIENTS	%
Acquired brain injury	20	0.62%
Autism - including Asperger's syndrome	438	13.60%
Developmental Delay - child aged 0 - 5 years only	1013	31.45%
Hearing	10	0.31%
Intellectual	234	7.26%
Neurological - including epilepsy and Alzheimer's Disease	121	3.76%
Not stated	22	0.68%
Physical	346	10.74%
Psychiatric	9	0.28%
Specific learning/ADD - other than Intellectual	227	7.05%
Speech	773	24.00%
Vision	8	0.25%
Grand Total	3221	100.00%

The largest group of clients provided with a service are children with developmental delays. Diagnoses of disability are often not made until a child reaches 6-8 years of age and consequently within the Developmental Delay group there will be a percentage of children who will later be diagnosed with disabilities such as intellectual disability or an autism spectrum disorder.

Therapy ACT services by number of clients in an age range are listed below:



Broad categories of client delay/disorder by age range are listed below:

Count of DISABILITY CATEGORIES

AGE RANGE	DISABILITY CATEGORIES	Total
0-5 yrs	AUSTISM SPECTRUM	86
	DELAY IN DEVELOPMENT	977
	DISABILITY	149
	LANGUAGE/SPEECH	264
		0-5 yrs Total 1476
06-17 yrs	AUSTISM SPECTRUM	306
	DELAY IN DEVELOPMENT	193
	DISABILITY	417
	LANGUAGE/SPEECH	567
		06-17 yrs Total 1483
17-24 yrs	AUSTISM SPECTRUM	31
	DELAY IN DEVELOPMENT	2
	DISABILITY	66
	LANGUAGE/SPEECH	4
		17-24 yrs Total 103
25+	AUSTISM SPECTRUM	15
	DISABILITY	144
		25+ yrs Total 159
Grand Total		3221

Mainstream services under the NDIS

Therapy ACT will continue to provide mainstream services, including assessments and drop in clinics, and some Tier 2 services such as information and referral, under the NDIS. Approximately 1500 clients access drop in clinics, with around 60% of these referred into the service for speech pathology and around a 25% for physiotherapy.

Services to children who are not eligible for the NDIS are currently being considered and a whole of government approach will be developed to ensure appropriate services are available.

Clients who are eligible for the NDIS will progressively be phased across to the Scheme in 2014-2016. Therapy ACT will continue to provide in kind services during this time to support clients who have not yet phased, non-eligible clients and those who receive a funding package but there is not a suitable provider available yet in the ACT.

Jacinta Evans

Senior Manager Therapy ACT

62051273

Gotovac, Jessica

From: Starick, Kate
Sent: Wednesday, 21 May 2014 8:06 AM
To: Doyle, Nicki; Evans, Jacinta; Whitten, Meredith
Subject: FW: Evidence for Early Intervention Models
Attachments: Evidence for Early Intervention Models.docx

Hi Nicki

Please find EI information. Please contact Jacinta to follow up for additional information

Cheers

Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Evans, Jacinta
Sent: Tuesday, 20 May 2014 4:52 PM
To: Whitten, Meredith; Starick, Kate
Subject: Evidence for Early Intervention Models

Hi Meredith and Kate

Please find attached a very brief overview of some current information papers on early intervention which may assist KPMG. As a minimum, it gives information on the ACT, some Australian models of service and the benefits of certain types of intervention. For your consideration and forwarding to Stephen Gneil once cleared.

Cheers

Jacinta

Current Early Intervention Model in the ACT

Overview

The current model of small group education settings for children with developmental delay and disability have many aspects that are valued by stakeholders. Eligible children have access to early intervention groups through Education and Training Directorate (ETD) and may also access individual multidisciplinary therapy from Therapy ACT.

The groups affected by the withdrawal of Government services are:

Unit name	Description	Age	No. Children
Early Childhood Unit	Early intervention program for 3 year old children with developmental delay (<i>moderate to severe</i>). ECUs are located at specialist primary schools. Assessment by a school psychologist required to confirm developmental delay. ECU 4 year old programs are considered outside scope for NDIS.	3 years	24
Early Childhood Centre	Early Intervention program for children with developmental delay (<i>mild to moderate</i>). ECCs are managed by specialist schools and located in mainstream schools. Assessment by a school psychologist required to confirm developmental delay.	3yrs- school age	64
Autism Intervention Unit	Early Intervention program for children with autism. AIUs are managed by specialist schools and located in mainstream schools. A diagnosis of autism is required to access this program.	3yrs- school age	28
Early Intervention Unit	Early Intervention program for children with or at risk of developmental delay (<i>mild delay</i>). EIUs are managed by the primary school where they are located. Assessment by a school psychologist required to confirm eligibility.	3yrs- school age	168
Early Intervention Playgroup	The parent or primary caregiver attends the EIP with their child. Referral to a play group may be made by a professional in the community who has concerns about a child's development e.g paediatrician, therapist or child health nurse. That is, no assessment required, only referral.	2-3 years and parents	76
Language Intervention Unit	Early Intervention program for children with a specific language delay or disorder. Joint program with Therapy ACT. The LIU is located at and managed by Curtin Primary. Referral is made by a speech pathologist confirming a moderate to severe language difficulty.	3yrs- school age	24

The perceived value of the current groups includes:

- Smaller, more structured settings compared to larger mainstream preschool settings;
- Social and support networks with other parents;
- A variety of geographical locations which promote accessibility;
- Input and close links with specialist services such as Early Intervention Counsellors and Therapy ACT Allied Health Professionals;
- Transition planning and links with mainstream and/ or future education settings.

The ACT Government will also withdraw from therapy services by December 2016.

The following papers have extensive reference lists for further reading.

Summary of Trends in Early Childhood Intervention Settings

The following literature provides some considerations in planning the future of Early Intervention in the ACT, once the current programs cease at the end of 2014.

To identify best practice models for children with delay or disability it is important to consider both literature from the education sector, as well as literature from specialist fields such as early intervention allied health therapies. Each of these areas has some difference in their philosophies and terminology.

1. Victorian Chapter of Early Childhood Intervention Australia (ECIA)

This overview provides brief information regarding some of the themes, philosophies and approaches used within current and emerging Early Childhood Intervention Services practice. These include:

- Family centred practice
- Functional assessment, goal setting and outcome measurement tools
- Supported Inclusion in Mainstream settings
- Natural Learning Environments and Universal Design
- Community Capacity Building
- Integrated Service Centres
- Transdisciplinary and key worker models
- Consultative service delivery

LINK: <http://www.eciavic.org.au/documents/item/26>

2. Early Childhood Intervention Australia (ECIA)

A report from the Early Childhood Intervention Australia (ECIA) explores stakeholder views in relation to the inclusion of children with a disability in early childhood education and care services. The ECIA has used this report as a basis for a joint position statement with Early Childhood Australia regarding Inclusion.

Page 38 and 39- key considerations-

- Inclusive Education relies on a skilled and stable workforce- building capacity of Early Childhood Education and Care (ECEC) staff, including ongoing Professional Development, mentoring and clear standards for the practice of inclusion.
- Collaboration between ECEC educators and professionals to achieve positive outcomes is critical, including appropriate adaption of curriculum, provision of appropriate resources adopting a strengths based approach.
- The child and family as contributors and partners, family considered a critical part of the team.
- Support for transitions.

4. Early Intervention and Education: the Broader Context

A report by the Benevolent Society investigates the potential of Early Intervention to improve the outcomes of Australian Children, especially children experiencing disadvantage. A multi level approach which targets program and direct service level, community and service system and structural and societal level interventions.

Common characteristics of effective early intervention programs.

- Targeting high risk or highly disadvantaged children (including children with developmental delay or developmental disability)
- Sufficient duration and intensity
- Include direct teaching such as an education professional delivering program directly to children
- Starting early
- EI programs cannot be considered in isolation from Community and service level approaches e.g social support, social factors, collaboration between government and non government services to support families.

Provision of free or low preschool for 3 year olds to children experiencing significant disadvantage could help to ameliorate some of the impacts of disadvantage. Translated into practice, the current model in the ACT which provides Early Intervention Units (EIUs) for children with developmental delay, does report benefits for some children whose development may be affected by levels of disadvantage.

LINK: [Benevolent Society: How prevention and early action saves money and improves wellbeing](#)

5. ACT Child Development System of Care

ACT Government (2014). Stimulus Paper: Background paper to Inform the Review of the ACT Child Development System of Care. ACT Government, Medicare Local, ACT; Murdoch Children's Research Institute



The Stimulus Paper informs the review of the ACT Child Development System of Care and discusses:

- the importance of the early years,
 - social and environmental change in Australia
 - The rationale for early intervention and prevention
 - The ACT context
 - Possible frameworks for the future.
-
-
-

Other useful references

The early education of socioeconomically disadvantaged children. Arnold DH1, Doctoroff GL. Annu Rev Psychol. 2003;54:517-45. Epub 2002 Jun 10.

Abstract

This chapter reviews selected research on the education of low-socioeconomic status (SES) children from birth through the first years of elementary school. Themes include the importance of early academic skills and interest to later achievement; the benefits of integrating knowledge from research on mental health and other areas; the need to utilize and build children's strengths as well as address their weaknesses; and a call to connect research to practice and policy. Relevant research on race and culture is reviewed because ethnic minority low-SES children are at great risk of poverty. Gender is discussed because low-SES boys have poorer general achievement than girls, while very few low-SES girls pursue careers in math- and science-related fields.

Services for Children with Autism

Helping Children with Autism Package Information

This website contains a number of reports regarding Best Practice Information in relation services for children with Autism. This includes Intervention Models and also a report on the Autism Specific Early Learning and Care Centres.

Gotovac, Jessica

From: Doyle, Nicki [ndoyle@kpmg.com.au]
Sent: Wednesday, 21 May 2014 8:09 AM
To: Starick, Kate
Subject: 53Re: KPMG forums-background information TACT
Attachments: image001.jpg

Categories: possible

Thanks Kate.

On 21 May 2014, at 8:05 am, "Starick, Kate"
<Kate.Starick@act.gov.aumailto:Kate.Starick@act.gov.au>> wrote:

Hi Nicki
Please find TACT info
Regards
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047 ACT NDIS Taskforce | Community Services
Directorate | ACT Government Level 2 Nature Conservation House | 153 Emu Bank, Belconnen
ACT 2617 | www.act.gov.au<<http://www.act.gov.au>>
<image001.jpg>

From: Evans, Jacinta
Sent: Tuesday, 20 May 2014 5:11 PM
To: Starick, Kate; Whitten, Meredith
Subject: KPMG forums-background information TACT

HI Kate and Meredith

For your consideration:

I think KPMG wanted an overview of the service in terms of numbers of clients etc.
Attached is some information on TACT that may be suitable. If you think we need to
increase/decrease the information let me know.

We will also be able to use some of this information when preparing speaking notes for the
Forum.

Cheers

Jacinta

This email, and any attachments, may be confidential and also privileged. If you are not
the intended recipient, please notify the sender and delete all copies of this
transmission along with any attachments immediately. You should not copy or use it for any
purpose, nor disclose its contents to any other person.

<KPMG forums-background information TACT.doc>

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.

Liability limited by a scheme approved under Professional Standards Legislation.



Therapy ACT-change to Government services under NDIS

Current service overview

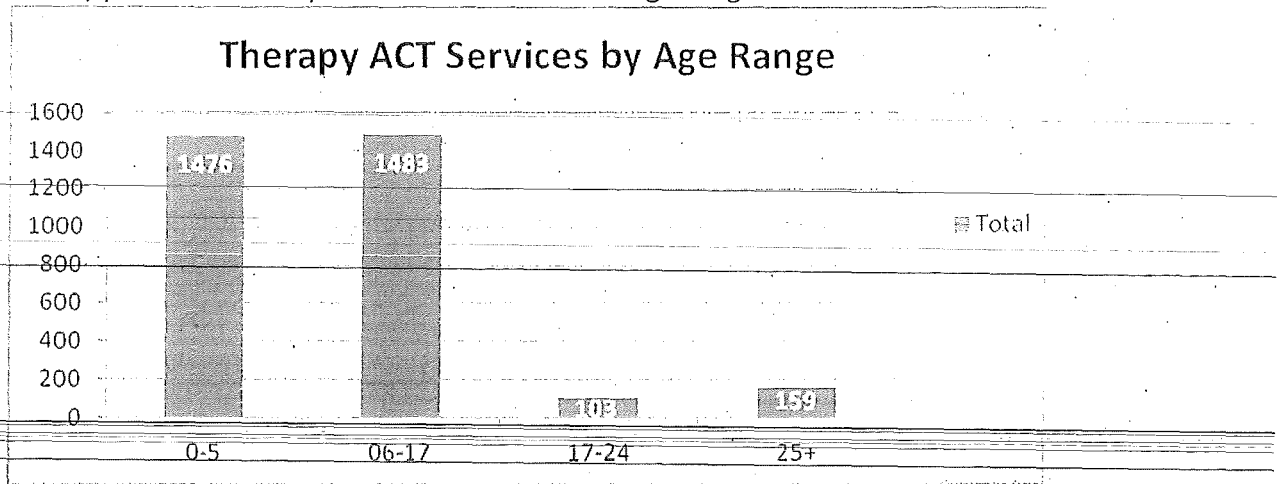
In 2012-13, Therapy ACT provided services to 4,736 clients, of whom 1,515 were provided with brief consultation services through a Drop-in Clinic or Intake Service and 3,221 were accepted as clients for a therapy program.

A breakdown of Therapy ACT clients by diagnosis is provided below:

PRIMARY DISABILITY OF THERAPY ACT CLIENTS	NUMBER OF CLIENTS	%
Acquired brain injury	20	0.62%
Autism - including Asperger's syndrome	438	13.60%
Developmental Delay - child aged 0 - 5 years only	1013	31.45%
Hearing	10	0.31%
Intellectual	234	7.26%
Neurological - including epilepsy and Alzheimer's Disease	121	3.76%
Not stated	22	0.68%
Physical	346	10.74%
Psychiatric	9	0.28%
Specific learning/ADD - other than Intellectual	227	7.05%
Speech	773	24.00%
Vision	8	0.25%
Grand Total	3221	100.00%

The largest group of clients provided with a service are children with developmental delays. Diagnoses of disability are often not made until a child reaches 6-8 years of age and consequently within the Developmental Delay group there will be a percentage of children who will later be diagnosed with disabilities such as intellectual disability or an autism spectrum disorder.

Therapy ACT services by number of clients in an age range are listed below:



Broad categories of client delay/disorder by age range are listed below:

Count of DISABILITY CATEGORIES

AGE RANGE	DISABILITY CATEGORIES	Total
0-5 yrs	AUSTISM SPECTRUM	86
	DELAY IN DEVELOPMENT	977
	DISABILITY	149
	LANGUAGE/SPEECH	264
		0-5 yrs Total 1476
06-17 yrs	AUSTISM SPECTRUM	306
	DELAY IN DEVELOPMENT	193
	DISABILITY	417
	LANGUAGE/SPEECH	567
		06-17 yrs Total 1483
17-24 yrs	AUSTISM SPECTRUM	31
	DELAY IN DEVELOPMENT	2
	DISABILITY	66
	LANGUAGE/SPEECH	4
		17-24 yrs Total 103
25+	AUSTISM SPECTRUM	15
	DISABILITY	144
		25+ yrs Total 159
Grand Total		3221

Mainstream services under the NDIS

Therapy ACT will continue to provide mainstream services, including assessments and drop in clinics, and some Tier 2 services such as information and referral, under the NDIS. Approximately 1500 clients access drop in clinics, with around 60% of these referred into the service for speech pathology and around a 25% for physiotherapy.

Services to children who are not eligible for the NDIS are currently being considered and a whole of government approach will be developed to ensure appropriate services are available.

Clients who are eligible for the NDIS will progressively be phased across to the Scheme in 2014-2016. Therapy ACT will continue to provide in kind services during this time to support clients who have not yet phased, non-eligible clients and those who receive a funding package but there is not a suitable provider available yet in the ACT.

Jacinta Evans

Senior Manager Therapy ACT

62051273

Current Early Intervention Model in the ACT

Overview

The current model of small group education settings for children with developmental delay and disability have many aspects that are valued by stakeholders. Eligible children have access to early intervention groups through Education and Training Directorate (ETD) and may also access individual multidisciplinary therapy from Therapy ACT.

The groups affected by the withdrawal of Government services are:

Unit name	Description	Age	No. Children
Early Childhood Unit	Early intervention program for 3 year old children with developmental delay (<i>moderate to severe</i>). ECUs are located at specialist primary schools. Assessment by a school psychologist required to confirm developmental delay. ECU 4 year old programs are considered outside scope for NDIS.	3 years	24
Early Childhood Centre	Early Intervention program for children with developmental delay (<i>mild to moderate</i>). ECCs are managed by specialist schools and located in mainstream schools. Assessment by a school psychologist required to confirm developmental delay.	3yrs- school age	64
Autism Intervention Unit	Early Intervention program for children with autism. AIUs are managed by specialist schools and located in mainstream schools. A diagnosis of autism is required to access this program.	3yrs- school age	28
Early Intervention Unit	Early Intervention program for children with or at risk of developmental delay (<i>mild delay</i>). EIUs are managed by the primary school where they are located. Assessment by a school psychologist required to confirm eligibility.	3yrs- school age	168
Early Intervention Playgroup	The parent or primary caregiver attends the EIP with their child. Referral to a play group may be made by a professional in the community who has concerns about a child's development e.g paediatrician, therapist or child health nurse. That is, no assessment required, only referral.	2-3 years and parents	76
Language Intervention Unit	Early Intervention program for children with a specific language delay or disorder. Joint program with Therapy ACT. The LIU is located at and managed by Curtin Primary. Referral is made by a speech pathologist confirming a moderate to severe language difficulty.	3yrs- school age	24

The perceived value of the current groups includes:

- Smaller, more structured settings compared to larger mainstream preschool settings;
- Social and support networks with other parents;
- A variety of geographical locations which promote accessibility;
- Input and close links with specialist services such as Early Intervention Counsellors and Therapy ACT Allied Health Professionals;
- Transition planning and links with mainstream and/ or future education settings.

The ACT Government will also withdraw from therapy services by December 2016.

The following papers have extensive reference lists for further reading.

Summary of Trends in Early Childhood Intervention Settings

The following literature provides some considerations in planning the future of Early Intervention in the ACT, once the current programs cease at the end of 2014.

To identify best practice models for children with delay or disability it is important to consider both literature from the education sector, as well as literature from specialist fields such as early intervention allied health therapies. Each of these areas has some difference in their philosophies and terminology.

1. Victorian Chapter of Early Childhood Intervention Australia (ECIA)

This overview provides brief information regarding some of the themes, philosophies and approaches used within current and emerging Early Childhood Intervention Services practice. These include:

- Family centred practice
- Functional assessment, goal setting and outcome measurement tools
- Supported Inclusion in Mainstream settings
- Natural Learning Environments and Universal Design
- Community Capacity Building
- Integrated Service Centres
- Transdisciplinary and key worker models
- Consultative service delivery

LINK: <http://www.eciavic.org.au/documents/item/26>

2. Early Childhood Intervention Australia (ECIA)

A report from the Early Childhood Intervention Australia (ECIA) explores stakeholder views in relation to the inclusion of children with a disability in early childhood education and care services. The ECIA has used this report as a basis for a joint position statement with Early Childhood Australia regarding Inclusion.

Page 38 and 39- key considerations-

- Inclusive Education relies on a skilled and stable workforce- building capacity of Early Childhood Education and Care (ECEC) staff, including ongoing Professional Development, mentoring and clear standards for the practice of inclusion.
- Collaboration between ECEC educators and professionals to achieve positive outcomes is critical, including appropriate adaption of curriculum, provision of appropriate resources adopting a strengths based approach.
- The child and family as contributors and partners, family considered a critical part of the team.
- Support for transitions.

4. Early Intervention and Education: the Broader Context

A report by the Benevolent Society investigates the potential of Early Intervention to improve the outcomes of Australian Children, especially children experiencing disadvantage. A multi level approach which targets program and direct service level, community and service system and structural and societal level interventions.

Common characteristics of effective early intervention programs.

- Targeting high risk or highly disadvantaged children (including children with developmental delay or developmental disability)
- Sufficient duration and intensity
- Include direct teaching such as an education professional delivering program directly to children
- Starting early
- EI programs cannot be considered in isolation from Community and service level approaches e.g social support, social factors, collaboration between government and non government services to support families.

Provision of free or low preschool for 3 year olds to children experiencing significant disadvantage could help to ameliorate some of the impacts of disadvantage. Translated into practice, the current model in the ACT which provides Early Intervention Units (EIUs) for children with developmental delay, does report benefits for some children whose development may be affected by levels of disadvantage.

LINK: [Benevolent Society: How prevention and early action saves money and improves wellbeing](#)

5. ACT Child Development System of Care

ACT Government (2014). Stimulus Paper: Background paper to Inform the Review of the ACT Child Development System of Care. ACT Government, Medicare Local, ACT; Murdoch Children's Research Institute



Child Development
Service System Work

The Stimulus Paper informs the review of the ACT Child Development System of Care and discusses:

- the importance of the early years,
social and environmental change in Australia
- The rationale for early intervention and prevention
- The ACT context
- Possible frameworks for the future.

Other useful references

The early education of socioeconomically disadvantaged children. Arnold DH1, Doctoroff GL. Annu Rev Psychol. 2003;54:517-45. Epub 2002 Jun 10.

Abstract

This chapter reviews selected research on the education of low-socioeconomic status (SES) children from birth through the first years of elementary school. Themes include the importance of early academic skills and interest to later achievement; the benefits of integrating knowledge from research on mental health and other areas; the need to utilize and build children's strengths as well as address their weaknesses; and a call to connect research to practice and policy. Relevant research on race and culture is reviewed because ethnic minority low-SES children are at great risk of poverty. Gender is discussed because low-SES boys have poorer general achievement than girls, while very few low-SES girls pursue careers in math- and science-related fields.

Services for Children with Autism

Helping Children with Autism Package Information

This website contains a number of reports regarding Best Practice Information in relation services for children with Autism. This includes Intervention Models and also a report on the Autism Specific Early Learning and Care Centres.

215

Gotovac, Jessica

From: Gniel, Stephen
Sent: Wednesday, 21 May 2014 9:14 AM
To: Starick, Kate
Cc: Sheehan, Maureen; Mitchell, Beth; Barr, Iain; Whitten, Meredith; Evans, Jacinta
Subject: RE: Amended proposal for market soundings

Kate

ETD endorse this amended proposal. Thank you for including our suggested changes.

Steve

From: Doyle, Nicki [<mailto:ndoyle@kpmg.com.au>]
Sent: Tuesday, 20 May 2014 11:21 AM
To: Starick, Kate
Cc: Sheehan, Maureen; Durham, Amity; Gniel, Stephen; Mitchell, Beth; Barr, Iain; Whitten, Meredith; Evans, Jacinta
Subject: Amended proposal for market soundings

Dear Kate,

As discussed yesterday, please find attached the amended proposal for the market soundings opportunity for early intervention services.

Please feel free to contact me if you wish to discuss further.

Regards,
Nicki

Nicki Doyle
Associate Director
Government Advisory Services
Advisory

KPMG
147 Collins Street
Melbourne VIC 3000 Australia

Tel +61 3 9838 4112
Fax +61 3 9288 6666
Mob 0428 742 728
ndoyle@kpmg.com.au

kpmg.com.au

My working days are Monday, Tuesday and Wednesday

Protect the environment: please think before you print

~~The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended~~

recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

~~KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.~~

Liability limited by a scheme approved under Professional Standards Legislation.

Gotovac, Jessica

From: PAULL, Jillian [Jillian.PAULL@ndis.gov.au]
Sent: Wednesday, 21 May 2014 5:55 PM
To: Starick, Kate; TIBBITTS, Alice; Sheehan, Maureen
Subject: 57RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

Categories: possible

Hi Kate

We're talking this over tomorrow so will come back to you then

J

Jillian Paull
ACT Trial Site Manager

National Disability Insurance Agency

T +61 2 61465312 M +61 4 77737522 E jillian.paull@disabilitycareaustralia.gov.au

From: Starick, Kate [<mailto:Kate.Starick@act.gov.au>]
Sent: Wednesday, 21 May 2014 5:52 PM
To: PAULL, Jillian; TIBBITTS, Alice; Sheehan, Maureen
Subject: FW: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

Hi
Please find amended Agenda.
Jillian, have been thinking and talking it over – would you like to present at this forum intro re NDIS, early intervention and sector development (can discuss messaging at our meeting next week) . If the workshop for the 10 th June is set, this could be promoted at this forum, especially if there is not sufficient time for Mary to work through her information?

Will send out another email shortly for actions for all

Cheers
Kate

Time	Speaker	Topic
12.00 – 1205	KPMG	Introductions, housekeeping, purpose
12.05 –	Minister Joy	Open Forum
12.15	Burch	
12.15 –	DG CSD	Background and context to Therapy ACT and planned timeline for commencement of services and approach
12.30		

12.30 – 13.15	NDIA	Early Intervention and best practice models under the NDIS
13.15 - 13.20	KPMG	Summary and introduction of panel members and Q&A
13.20 – 13.50	KPMG	Facilitated Panel Q&A Panel: CSD ETD NDIA NDIS Taskforce
13.50 – 14.00	DG	Summary and next steps

Proposed running sheet above.

Some initial thoughts:

The aim of the day is to start parents, families and providers thinking about early intervention and therapy under the NDIA

What can families expect

What are best practice models that providers should seek to develop or expand

Also to include discussion about the staged withdrawal and expansion of options in the ACT.

The group involved in the development of the forum are

ETD – Stephen Gniel, Ian Barr and Jo Monteith

CSD – Meredith Whitten and Jacinta Evans

NDIS Taskforce – Kate and Maureen (on her return)

KPMG – Nicki

NDIA – Jillian Paull. Will also follow up Mary Hawkins' availability for 2 June

Thanks again participating. Would appreciate any or all comments.

Regards

Kate

Kate Starick | Director |

P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047

ACT NDIS Taskforce | Community Services Directorate | ACT Government

Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au



This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Gotovac, Jessica

From: Starick, Kate
Sent: Wednesday, 21 May 2014 6:12 PM
To: Johnston, Claire
Subject: 60RE: Early Intervention factsheet

Categories: possible

I think it's great. Have sent out for comments

Cheers
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Johnston, Claire
Sent: Wednesday, 21 May 2014 4:51 PM
To: Starick, Kate
Subject: Early Intervention factsheet

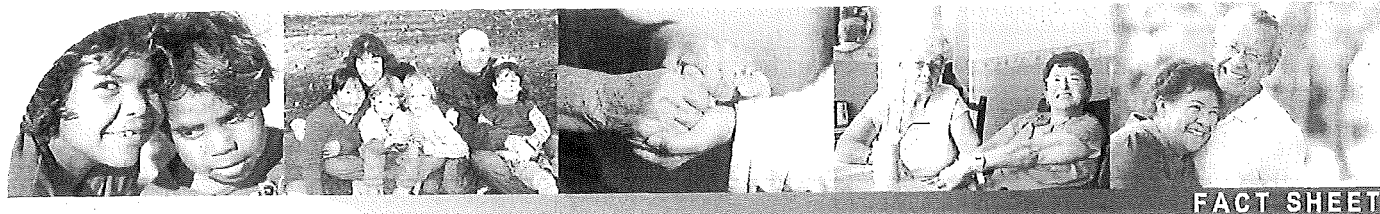
Hi Kate,

I'm not sure if this is something that will be useful, but I've done up a quick fact sheet about early intervention and therapy that might be useful for the 2 June forum. I think it sets out a bit more clearly what's happening, why and what happens next.

Let me know what you think, and if it should be run past ETD. I know they have already done something so I'm not sure if this is appropriate or not.

It could also be added to if there is more information we want to communicate.

Cheers,
Claire



Early Intervention & Therapy Fact Sheet

The National Disability Insurance Scheme (NDIS) is a new way of providing community linking, and individualised support for people with permanent and significant disability, their families and carers.

What is Early Intervention?

- Early intervention is a highly valued service that has been included in the NDIS because intervening early in the lives of children with developmental delay or disability leads to better outcomes for children and their families over the long term.
- Early intervention in the ACT includes group and individualised programs run by the Education and Training Directorate, therapeutic programs delivered by Therapy ACT, and other programs delivered by non-government providers.

What is changing?

- The ACT Government has announced it will gradually withdraw from the provision of specialist disability services over a period of three years.
- The ACT Government will withdraw from early intervention services by December 2014. From 2015 early intervention services will be provided by non government organisations. This will allow for more inclusive, integrated and family-centred support for children with a disability and their families and carers.
- The ACT Government will also withdraw from Therapy services by December 2016, but will continue to provide these services during the two-year NDIS trial period.
- The resources that had been tied up in government provision will now start to flow to the non-government sector
- These timeframes gives us an opportunity to work as a community to make sure services are provided to meet individual needs.

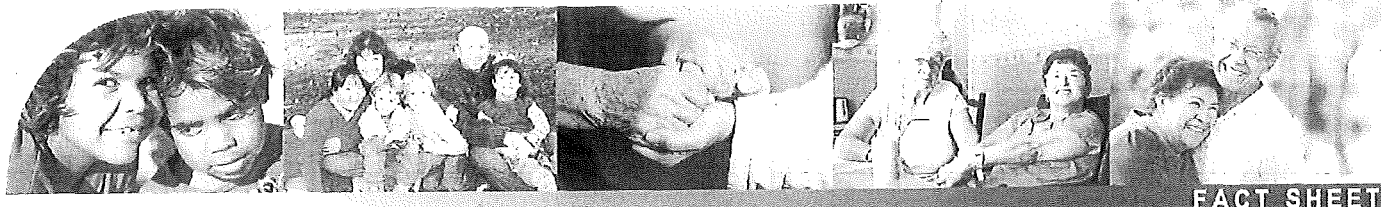


ACT
Government
Community Services

GPO Box 158, Canberra ACT 2601

e CSD@act.gov.au t 6207 1086

w www.communityservices.act.gov.au

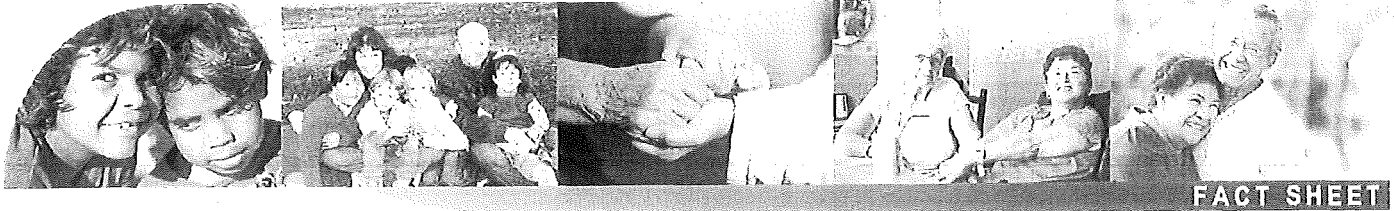


Which services will be affected by the changes?

- Early Intervention Playgroups (EIP)
- Early Intervention
- Language Intervention Units (LIU)
- Autism Intervention Units (AIU)
- Early Childhood Centres (ECC)
- Early Childhood Units for three year olds (ECU 3)
- Early Intervention home education programs for children with sensory impairment.

What WILL NOT be affected?

- There will be no changes to services in 2014, and the vast majority of children in early intervention programs in 2014 will transition through normal processes to preschool or school, including specialist schools.
- Preschool is a mainstream service and will not be affected by the changes.
- Preschools attached to Malkara School and Cranleigh School (ECU for four year olds) will not be affected by the changes.
- All children will still be able to access mainstream services such as Early Childhood Education and Care and preschool.
- Preschool children with significant developmental delay or disability will continue to be able to access the Support at Preschool program, or a specialist school preschool program as a reasonable adjustment.
- Children with a developmental delay or disability will be able to access specialist early intervention supports through the NDIS, with children below school age transitioning to the Scheme between July and December 2014 (i.e. the first six months).
- The ACT Government will continue to provide intake, referral and assessment services.



FACT SHEET

Who will deliver early intervention now?

- From 2015 the ACT Government will no longer deliver early intervention services.
- The NDIS is changing the way services are delivered. The aim is to increase the range of non government organisations working in this area, in line with the principles of the NDIS around choice and control.
- There are already non government service providers entering the market, such as ASPECT (Autism SPECTrum) and Aspire Early Intervention.
- The ACT Government is investing \$12.5 million in sector development funding to build up the capacity of community services, so they can deliver the types of services people want.
- The ACT Government is committed to working with families to ensure that there continues to be early intervention services in the ACT equal to, or better than, those that currently exist.

Gotovac, Jessica

From: Whitten, Meredith
Sent: Thursday, 22 May 2014 7:51 AM
To: Starick, Kate
Subject: 66RE: CV and confirmation of phone discussion

Categories: possible

Thank you Kate

From: Starick, Kate
Sent: Wednesday, 21 May 2014 8:23 PM
To: Whitten, Meredith; Howson, Natalie
Cc: Evans, Jacinta
Subject: FW: CV and confirmation of phone discussion

Hi FYI
Proposed KPMG facilitator for 2 June Forum
Regards
Kate

From: Doyle, Nicki [<mailto:ndoyle@kpmg.com.au>]
Sent: Tuesday, 20 May 2014 12:50 PM
To: Starick, Kate
Cc: Sheehan, Maureen; Mitchell, Beth; Barr, Iain; Whitten, Meredith; Baumgart, Richard; Evans, Jacinta; Gniel, Stephen; Monteith, Jo; Durham, Amity
Subject: CV and confirmation of phone discussion

Hi Kate,

As discussed, please find attached the CV for Kerry McGough, who we are proposing will facilitate the workshop on June 2nd. Kerry is a Partner with our practice within KPMG and has significant experience both in facilitating forums similar to the one you are holding, as well as within the Disability sector, including with NDIS reforms.

Further to our conversation, I can also confirm we will include some introductory wording in our interview script and also for when we contact the organisations.

Regards,
Nicki

Nicki Doyle
Associate Director
Government Advisory Services
Advisory

KPMG
147 Collins Street
Melbourne VIC 3000 Australia

Tel +61 3 9838 4112

Fax +61 3 9288 6666

Mob 0428 742 728

ndoyle@kpmg.com.au

kpmg.com.au

My working days are Monday, Tuesday and Wednesday

Protect the environment: please think before you print

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.

Liability limited by a scheme approved under Professional Standards Legislation.

Gotovac, Jessica

From: Starick, Kate
Sent: Thursday, 22 May 2014 8:46 AM
To: Evans, Jacinta
Cc: Johnston, Claire; Whitten, Meredith
Subject: 70RE: Early Intervention factsheet

Categories: possible

Thanks Jacinta
Cheers
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047 ACT NDIS Taskforce | Community Services
Directorate | ACT Government Level 2 Nature Conservation House | 153 Emu Bank, Belconnen
ACT 2617 | www.act.gov.au

-----Original Message-----

From: Evans, Jacinta
Sent: Wednesday, 21 May 2014 9:17 PM
To: Starick, Kate
Cc: Johnston, Claire; Whitten, Meredith
Subject: Re: Early Intervention factsheet

Hi Kate

I will do a quick track change tomorrow morning.

Cheers

Jacinta

> On 21 May 2014, at 7:10 pm, "Starick, Kate" <Kate.Starick@act.gov.au> wrote:

>
> Thanks Jacinta - do you have preferred wording?
> Kate

> -----Original Message-----

> **From:** Evans, Jacinta
> **Sent:** Wednesday, 21 May 2014 6:28 PM
> **To:** Starick, Kate; Johnston, Claire
> **Cc:** Whitten, Meredith

> **Subject:** Re: Early Intervention factsheet

> Hi Claire

> I'm concerned that the fact sheet introduction says early intervention includes TACT,
then the summary states that the Govt will not provide early intervention after 2014.
Therapy ACT will still operate after 2014. I think this could be misleading for parents.

> Cheers

> Jacinta

>> On 21 May 2014, at 6:11 pm, "Starick, Kate" <Kate.Starick@act.gov.au> wrote:

>>

>> Dear All
 >> Claire has pulled together information regarding EI and TACT as attached (thanks Claire).
 >>
 >> Could you please review and provide comments back to Claire
 >>
 >> Thank you
 >> Regards
 >> Kate
 >>
 >>

>> Kate Starick | Director |
 >> P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047 ACT NDIS Taskforce |
 >> Community Services Directorate | ACT Government Level 2 Nature
 >> Conservation House | 153 Emu Bank, Belconnen ACT 2617 |
 >> www.act.gov.au<<http://www.act.gov.au>>
 >> [Coloured_bar.jpg]

>> From: Johnston, Claire
 >> Sent: Wednesday, 21 May 2014 4:51 PM
 >> To: Starick, Kate
 >> Subject: Early Intervention factsheet

>> Hi Kate,
 >>
 >> I'm not sure if this is something that will be useful, but I've done up a quick fact sheet about early intervention and therapy that might be useful for the 2 June forum. I think it sets out a bit more clearly what's happening, why and what happens next.
 >>
 >> Let me know what you think, and if it should be run past ETD. I know they have already done something so I'm not sure if this is appropriate or not.
 >>
 >> It could also be added to if there is more information we want to communicate.

>> Cheers,
 >> Claire
 >> <Early Intervention factsheet.docx>
 >> <image001.jpg>

Gotovac, Jessica

From: Starick, Kate
Sent: Thursday, 22 May 2014 8:49 AM
To: Whitten, Meredith; Evans, Jacinta; Monteith, Jo; Barr, Iain
Cc: Gniel, Stephen; Johnston, Claire
Subject: 71RE: Early Intervention factsheet

Categories: possible

Hi
No worries
Thanks Meredith
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Whitten, Meredith
Sent: Thursday, 22 May 2014 8:07 AM
To: Starick, Kate; Evans, Jacinta; Monteith, Jo; Barr, Iain
Cc: Gniel, Stephen; Johnston, Claire
Subject: RE: Early Intervention factsheet

Hi Kate and Claire

Thank you for so much coordinating this fact sheet.

If TACT and ETD could just have a day (by Friday) to look at the factsheet and how the information is presented and its content, that would be good. We attended a meeting with Autism and Aspergers ACT yesterday and we need to include the right information in a positive way. For example, what is available for children now and in the future; what we want you to work with us to develop and when. With thanks

Meredith

From: Starick, Kate
Sent: Wednesday, 21 May 2014 6:11 PM
To: Whitten, Meredith; Evans, Jacinta; Monteith, Jo; Barr, Iain
Cc: Gniel, Stephen; Johnston, Claire
Subject: FW: Early Intervention factsheet

Dear All

Claire has pulled together information regarding EI and TACT as attached (thanks Claire).

Could you please review and provide comments back to Claire

Thank you
Regards
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047

From: Johnston, Claire
Sent: Wednesday, 21 May 2014 4:51 PM
To: Starick, Kate
Subject: Early Intervention factsheet

Hi Kate,

I'm not sure if this is something that will be useful, but I've done up a quick fact sheet about early intervention and therapy that might be useful for the 2 June forum. I think it sets out a bit more clearly what's happening, why and what happens next.

Let me know what you think, and if it should be run past ETD. I know they have already done something so I'm not sure if this is appropriate or not.

It could also be added to if there is more information we want to communicate.

Cheers,
Claire

Gotovac, Jessica

From: Starick, Kate
Sent: Thursday, 22 May 2014 8:50 AM
To: Johnston, Claire
Subject: 72FW: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

Categories: possible

Hi Claire FYI for invitations

Regards
 Kate

Kate Starick | Director |
 P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
 ACT NDIS Taskforce | Community Services Directorate | ACT Government
 Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Whitten, Meredith
Sent: Thursday, 22 May 2014 8:10 AM
To: Starick, Kate
Subject: RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

Hi Kate

One person who you may wish to invite is Ricky Stuart?

Meredith

From: Starick, Kate
Sent: Wednesday, 21 May 2014 6:01 PM
To: Johnston, Claire; TIBBITTS, Alice; PAULL, Jillian; Whitten, Meredith
Cc: Sheehan, Maureen; Evans, Jacinta; McClelland, Lisa; Monteith, Jo
Subject: FW: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]
Importance: High

Hi
 Please find amended running sheet below
 Would appreciate feedback.

1. Jillian and Alice will confirm speakers
2. Claire – could you please draft invitations to members of the Expert Panel
3. Meredith and Jacinta – are there any other special guests we should invite?
4. Claire and Jacinta – could you please progress an events brief?
5. Lisa – arrange refreshments/catering
6. All – we have had requests for written information to be made available for people unable to attend. Would appreciate copies of FAQs, Fact sheets, brochures etc

Thanks all
 Regards
 Kate

Time	Speaker	Topic
12.00 – 12.05	KPMG	Introductions, housekeeping, purpose
12.05 – 12.15	Minister Joy Burch	Open Forum
12.15 – 12.30	DG CSD	Background and context to Therapy ACT and planned timeline for commencement of services and approach
12.30 – 13.15	NDIA	Early Intervention and best practice models under the NDIS
13.15 – 13.20	KPMG	Summary and introduction of panel members and Q&A
13.20 – 13.50	KPMG	Facilitated Panel Q&A Panel: CSD ETD NDIA NDIS Taskforce
13.50 – 14.00	DG	Summary and next steps

Proposed running sheet above.

Some initial thoughts:

The aim of the day is to start parents, families and providers thinking about early intervention and therapy under the NDIA

What can families expect

What are best practice models that providers should seek to develop or expand

Also to include discussion about the staged withdrawal and expansion of options in the ACT.

The group involved in the development of the forum are

ETD – Stephen Gniel, Ian Barr and Jo Monteith

CSD – Meredith Whitten and Jacinta Evans

NDIS Taskforce – Kate and Maureen (on her return)

KPMG – Nicki

NDIA – Jillian Paull. Will also follow up Mary Hawkins' availability for 2 June

Thanks again participating. Would appreciate any or all comments.

Regards

Kate

Kate Starick | Director |

P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047

ACT NDIS Taskforce | Community Services Directorate | ACT Government

Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

 This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Gotovac, Jessica

From: Starick, Kate
Sent: Thursday, 22 May 2014 10:24 AM
To: Johnston, Claire
Subject: 74RE: Invitation for expert panel and guests to therapy forum

Categories: possible

Yes,
we need a covering letter/ email as well formally inviting them individually please
Thanks
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Johnston, Claire
Sent: Thursday, 22 May 2014 10:23 AM
To: Starick, Kate
Subject: Invitation for expert panel and guests to therapy forum

Hi Kate, here's a draft email invite for the expert panel and other guests we might want to invite to the forum.

What do you think – is this what you are after?

Claire

+++

Subject: Invitation to community forum about therapy services and the NDIS

Dear [Name]

[The ACT Government/Community Services Directorate /Ms Natalie Howson] would like to invite you to a community forum about therapy in the ACT and the National Disability Insurance Scheme (NDIS).

The NDIS will affect how therapy and early intervention services in the ACT are delivered.

This forum will offer attendees a chance to hear from experts, families, the National Disability Insurance Agency and the ACT Government about how therapy and early intervention will work with the NDIS, and ask questions.

This forum aims to engage with our community to develop the services and supports that people in the ACT will want under the NDIS.

When: Monday 2 June 2014 12.00pm – 2.00pm

Where: Hedley Beare Centre Hall, 51 Fremantle Dr, Stirling

An invitation is attached.

245

To RSVP and for accessibility assistance call (02) 6205 1372 or email ndis@act.gov.au

Regards,
[Name, position]

Gotovac, Jessica

From: PAULL, Jillian [Jillian.PAULL@ndis.gov.au]
Sent: Thursday, 22 May 2014 3:22 PM
To: Whitten, Meredith; Starick, Kate; Johnston, Claire; TIBBITTS, Alice
Cc: Sheehan, Maureen; Evans, Jacinta; McClelland, Lisa; Monteith, Jo; JEFFERY, Ray; SCHULTZ, Kristine; BEAUMONT, Jane
Subject: 76RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]
Categories: possible

[UNCLASSIFIED]
many thanks

we'll organise speakers and advise who will speak within this time frame

J

Sent with Good (www.good.com)

-----Original Message-----

From: Whitten, Meredith [Meredith.Whitten@act.gov.au]
Sent: Thursday, May 22, 2014 08:09 AM AUS Eastern Standard Time
To: Starick, Kate; Johnston, Claire; TIBBITTS, Alice; PAULL, Jillian
Cc: Sheehan, Maureen; Evans, Jacinta; McClelland, Lisa; Monteith, Jo
Subject: RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

Thanks Kate – for this running sheet.

Jacinta and I will get back to you on who we need to invite.

Meredith

From: Starick, Kate
Sent: Wednesday, 21 May 2014 6:01 PM
To: Johnston, Claire; TIBBITTS, Alice; PAULL, Jillian; Whitten, Meredith
Cc: Sheehan, Maureen; Evans, Jacinta; McClelland, Lisa; Monteith, Jo
Subject: FW: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]
Importance: High

Hi
Please find amended running sheet below
Would appreciate feedback.

1. Jillian and Alice will confirm speakers
 2. Claire – could you please draft invitations to members of the Expert Panel
 3. Meredith and Jacinta – are there any other special guests we should invite?
 4. Claire and Jacinta – could you please progress an events brief?
 5. Lisa – arrange refreshments/catering
 6. All – we have had requests for written information to be made available for people unable to attend. Would appreciate copies of FAQs, Fact sheets, brochures etc
-

Thanks all
Regards
Kate

Time	Speaker	Topic
12.00 – 12.05	KPMG	Introductions, housekeeping, purpose
12.05 – 12.15	Minister Joy Burch	Open Forum
12.15 – 12.30	DG CSD	Background and context to Therapy ACT and planned timeline for commencement of services and approach
12.30 – 13.15	NDIA	Early Intervention and best practice models under the NDIS
13.15 – 13.20	KPMG	Summary and introduction of panel members and Q&A
13.20 – 13.50	KPMG	Facilitated Panel Q&A Panel: CSD ETD NDIA NDIS Taskforce
13.50 – 14.00	DG	Summary and next steps

Proposed running sheet above.

Some initial thoughts:

The aim of the day is to start parents, families and providers thinking about early intervention and therapy under the NDIA

What can families expect

What are best practice models that providers should seek to develop or expand

Also to include discussion about the staged withdrawal and expansion of options in the ACT.

The group involved in the development of the forum are

ETD – Stephen Gniel, Ian Barr and Jo Monteith

CSD – Meredith Whitten and Jacinta Evans

NDIS Taskforce – Kate and Maureen (on her return)

KPMG – Nicki

NDIA – Jillian Paull. Will also follow up Mary Hawkins' availability for 2 June

Thanks again participating. Would appreciate any or all comments.

Regards

Kate

Kate Starick | Director |

P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047

ACT NDIS Taskforce | Community Services Directorate | ACT Government

Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Gotovac, Jessica

From: Barr, Iain
Sent: Thursday, 22 May 2014 3:28 PM
To: Whitten, Meredith; Gniel, Stephen; Evans, Jacinta; Baumgart, Richard; Gonczarek, Melinda; Starick, Kate
Subject: 77RE: Meeting with Minister Burch 21 May 2014 (draft summary)
Categories: possible

Thank you Meredith.

From: Whitten, Meredith
Sent: Thursday, 22 May 2014 3:26 PM
To: Gniel, Stephen; Evans, Jacinta; Baumgart, Richard; Barr, Iain; Gonczarek, Melinda; Starick, Kate
Subject: Meeting with Minister Burch (draft summary)

Hi Stephen and Iain and Kate and Jacinta

The following actions were discussed at the meeting with yesterday.

1. to receive details of Therapy services in the ACT Forum on 2 June 2014.
Meredith Whitten to action.
2. Meredith Whitten to request Education and Training Directorate to invite pre-schools to forum on 2 June 2014.
Stephen and Iain would you action this request?
3. Minister to write to Senator Fifield about NDIA planners need to understand autism in order to develop plans and make funding decisions. Meredith Whitten and Jacinta Evans to action.
4. Inform families of alternative early intervention providers by term 4 in 2014. ETD to action this request at that time.
5. Safeguards are needed to prevent NGOs cherry-picking clients. **Kate is this something to consider under the DSA amendments?**

Key Messages:

- Autism data in the ACT is unreliable.
- Respect the experience of carers of people with autism.
- NDIA planners and support workers need to understand autism in order to develop plans and make funding decisions.
- NDIA pricing for early intervention is insufficient to meet the needs of people with autism.
- Need a body of knowledge about autism and co-morbidity.
- ~~Will existing school facilities be available for use by new providers? ETD to consider this request.~~
- No applied behavioural analysis programs available in Australian universities.
- Families are isolated with a child with autism and support of other families is important.
- Services need to be available for vulnerable children who attend schools like Cranleigh.

Jacinta – thank you for preparing the brief for this meeting.

Gotovac, Jessica

From: Perrin, Kristie
Sent: Friday, 23 May 2014 8:06 AM
To: Baumgart, Richard
Cc: Stewart-Jones, Liz
Subject: RE: Single select KPMG - Malcome was on it

Richard,

We received the signed PPM from Sue yesterday and the Service Agreement is with Kate and KMPG for signatures.

Regards
Kristie

From: Baumgart, Richard
Sent: Thursday, 22 May 2014 10:49 PM
To: Perrin, Kristie
Cc: Stewart-Jones, Liz
Subject: RE: Single select KPMG - Malcome was on it

Great

Thanks

Is it with Sue Chapman on Trim, presuming it was trimmed?

Richard Baumgart | Director | Phone [02 6205 1522](tel:0262051522) |
Disability ACT | Community Services Directorate | ACT Government
153 Emu Bank Belconnen | PO Box 158 Canberra City 2601 | www.act.gov.au

From: Perrin, Kristie
Sent: Thursday, 22 May 2014 8:12 AM
To: Baumgart, Richard
Cc: Stewart-Jones, Liz
Subject: RE: Single select KPMG - Malcome was on it

Hi Richard,

We are still waiting on the signed PPM, as for the contract they are all cleared and ready to go, once we have the signed PPM

Regards
Kristie

From: Baumgart, Richard
Sent: Wednesday, 21 May 2014 11:08 PM
To: Stewart-Jones, Liz; Perrin, Kristie
Subject: Single select KPMG - Malcome was on it

Hi Liz, Kristie

I emailed Malcome but got an out of office, just wondering if you know if we received back the single select for KPMG.

Richard Baumgart | Director | Phone [02 6205 1522](tel:0262051522) |

Gotovac, Jessica

From: Whitten, Meredith
Sent: Friday, 23 May 2014 8:23 AM
To: Evans, Jacinta; Starick, Kate; Sheehan, Maureen; Johnston, Claire; Tatz, Simon
Subject: 79FW: Early intervention services - UPDATED LINES

Categories: possible

For your information – current early intervention information.

Meredith

From: Hawthorne, Maria
Sent: Thursday, 22 May 2014 5:26 PM
To: Burch, Joy; Tardif, Phillip; Gonczarek, Melinda; Cirson, Adina; Webster (LA), Emma.N; Cronan, Patrick
Cc: Emerson, Marc; Whitten, Meredith; Caldwell, Anna
Subject: FW: Early intervention services - UPDATED LINES

Hi all – please note the updated lines on advice from EDT. I have rung Tom to talk him through the changes.

From: Tom McIlroy [<mailto:thomas.mcilroy@fairfaxmedia.com.au>]
Sent: Thursday, 22 May 2014 5:08 PM
To: Hawthorne, Maria
Subject: Re: Early intervention services

thanks maria.

On 22 May 2014 17:06, Hawthorne, Maria <Maria.Hawthorne@act.gov.au> wrote:

FROM A SPOKESPERSON FOR THE MINISTER:

The ACT Government has made the decision to gradually withdraw from provision of services that will be covered by the NDIS, and is actively liaising with private and community sector providers who will take over these services over the next two years.

There will be no change to early intervention programs delivered by the Education and Training Directorate this year.

The vast majority of children in early intervention programs this year will transition to preschool or school for the start of 2015. ~~Early intervention Disability support programs in schools will remain unchanged, and families of these~~ children will be offered support to work with the National Disability Insurance Agency as they transition to the NDIS.

The Government will work directly with families and carers of the small number of children who are not due to transition to the NDIS until later in 2015 to ensure services are maintained.

We are confident that by Term 4 this year, all families will know what services are available for their child ~~will be going into~~ in 2015.

Moving 5,000 people into the NDIS over two years must be done methodically and to a schedule. The ACT Government has worked long and hard over the past 12 months on its phasing approach, and is confident that the time frame is both realistic and responsible.

Services for preschool and school-aged children will remain, and any child receiving Therapy ACT services will continue to receive those services.

Parents and carers of children with autism or Aspergers are invited to attend a forum on June 2 which will be hosted and facilitated by KPMG, in conjunction with Disability ACT and the National Disability Insurance Agency.

Maria Hawthorne

Media Adviser | Arts and Multicultural Adviser

Office of Joy Burch MLA

Member for Brindabella

Minister for Education and Training

Minister for Disability, Children and Young People

Minister for Multicultural Affairs

Minister for Women

Minister for the Arts

Minister for Racing and Gaming

I know Minister Burch isn't about today. Who is placed to answer questions for a story in tomorrow's paper?

Questions:

- Andrew Wall is calling for the withdrawal to be pushed back by 12 months to give families certainty about their services. Will the government consider this suggestion?
-
- If the government delays with the withdrawal, could there be a supply and demand problem in the ACT?
 - Will Minister Burch join the Opposition's forum on the NDIS changes on May 26?

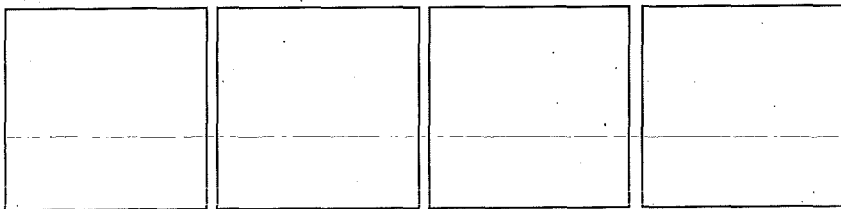
I note there is an e-petition on the subject:

<https://epetitions.act.gov.au/CurrentEPetition.aspx?PetNum=9>

Thanks,
Tom

--

Tom McLroy
 Journalist | The Canberra Times
 02 6247 3867 or 0418 314 199
 Twitter: @TomMcIlroy
thomas.mclroy@fairfaxmedia.com.au



The information contained in this e-mail message and any accompanying files is or may be confidential. If you are not the intended recipient, any use, dissemination, reliance, forwarding, printing or copying of this e-mail or any attached files is unauthorised. This e-mail is subject to copyright. No part of it should be reproduced, adapted or communicated without the written consent of the copyright owner. If you have received this e-mail in error please advise the sender immediately by return e-mail or telephone and delete all copies. ~~Fairfax Media does not guarantee the accuracy or completeness of any information contained in this e-mail or attached files. Internet communications are not secure, therefore Fairfax Media does not accept legal responsibility for the contents of this message or attached files.~~

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

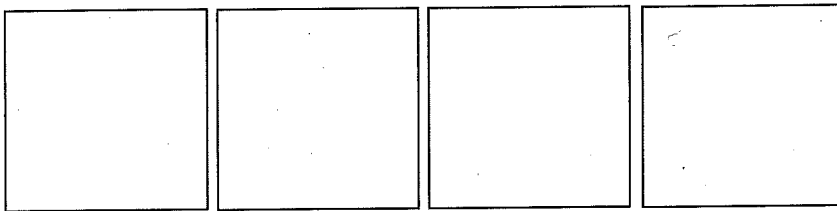
--

Tom McIlroy

Journalist | The Canberra Times

02 6247 3867 or 0418 314 199

Twitter: @TomMcIlroy
thomas.mcilroy@fairfaxmedia.com.au



The information contained in this e-mail message and any accompanying files is or may be confidential. If you are not the intended recipient, any use, dissemination, reliance, forwarding, printing or copying of this e-mail or any attached files is unauthorised. This e-mail is subject to copyright. No part of it should be reproduced, adapted or communicated without the written consent of the copyright owner. If you have received this e-mail in error please advise the sender immediately by return e-mail or telephone and delete all copies. Fairfax Media does not guarantee the accuracy or completeness of any information contained in this e-mail or attached files. Internet communications are not secure, therefore Fairfax Media does not accept legal responsibility for the contents of this message or attached files.

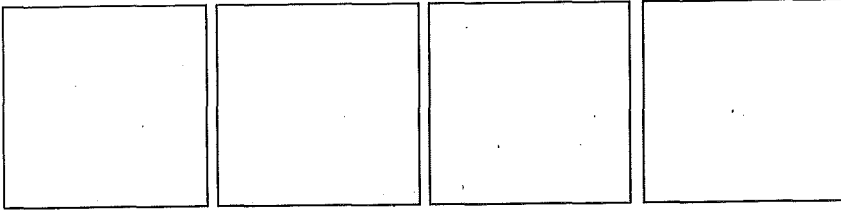
--

Tom McIlroy

Journalist | The Canberra Times

02 6247 3867 or 0418 314 199

Twitter: @TomMcIlroy
thomas.mcilroy@fairfaxmedia.com.au

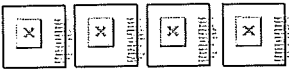


The information contained in this e-mail message and any accompanying files is or may be confidential. If you are not the intended recipient, any use, dissemination, reliance, forwarding, printing or copying of this e-mail or any attached files is unauthorised. This e-mail is subject to copyright. No part of it should be reproduced, adapted or communicated without the written consent of the copyright owner. If you have received this e-mail in error please advise the sender immediately by return e-mail or telephone and delete all copies. Fairfax Media does not guarantee the accuracy or completeness of any information contained in this e-mail or attached files. Internet communications are not secure, therefore Fairfax Media does not accept legal responsibility for the contents of this message or attached files.

--

Tom McIlroy

Journalist | The Canberra Times
02 6247 3867 or 0418 314 199
Twitter: @TomMcIlroy
thomas.mcilroy@fairfaxmedia.com.au



The information contained in this e-mail message and any accompanying files is or may be confidential. If you are not the intended recipient, any use, dissemination, reliance, forwarding, printing or copying of this e-mail or any attached files is unauthorised. This e-mail is subject to copyright. No part of it should be reproduced, adapted or communicated without the written consent of the copyright owner. If you have received this e-mail in error please advise the sender immediately by return e-mail or telephone and delete all copies. Fairfax Media does not guarantee the accuracy or completeness of any information contained in this e-mail or attached files. Internet communications are not secure, therefore Fairfax Media does not accept legal responsibility for the contents of this message or attached files.

Gotovac, Jessica

From: Starick, Kate
Sent: Friday, 23 May 2014 10:02 AM
To: Johnston, Claire
Subject: 82RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]
Categories: possible

Thanks Claire have sent to Lesley to send out
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House| 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Johnston, Claire
Sent: Thursday, 22 May 2014 3:12 PM
To: Whitten, Meredith; Starick, Kate; TIBBITTS, Alice; PAULL, Jillian
Cc: Sheehan, Maureen; Evans, Jacinta; McClelland, Lisa; Monteith, Jo
Subject: RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

I've drafted the letters to our expert panel (just missing an address for Barb Causon).

They are at -
P:\ACT NDIS Taskforce\01 Communications Materials\07 Expert Panel Comms\Therapy Forum letters

From: Whitten, Meredith
Sent: Thursday, 22 May 2014 8:09 AM
To: Starick, Kate; Johnston, Claire; TIBBITTS, Alice; PAULL, Jillian
Cc: Sheehan, Maureen; Evans, Jacinta; McClelland, Lisa; Monteith, Jo
Subject: RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

Thanks Kate – for this running sheet.

Jacinta and I will get back to you on who we need to invite.

Meredith

From: Starick, Kate
Sent: Wednesday, 21 May 2014 6:01 PM
To: Johnston, Claire; TIBBITTS, Alice; PAULL, Jillian; Whitten, Meredith
Cc: Sheehan, Maureen; Evans, Jacinta; McClelland, Lisa; Monteith, Jo
Subject: FW: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]
Importance: High

Hi
Please find amended running sheet below
Would appreciate feedback.

-
1. Jillian and Alice will confirm speakers
 2. Claire – could you please draft invitations to members of the Expert Panel
 3. Meredith and Jacinta – are there any other special guests we should invite?

4. Claire and Jacinta – could you please progress an events brief?
5. Lisa – arrange refreshments/catering
6. All – we have had requests for written information to be made available for people unable to attend. Would appreciate copies of FAQs, Fact sheets, brochures etc

Thanks all
Regards
Kate

Time	Speaker	Topic
12.00 – 12.05	KPMG	Introductions, housekeeping, purpose
12.05 – 12.15	Minister Joy Burch	Open Forum
12.15 – 12.30	DG CSD	Background and context to Therapy ACT and planned timeline for commencement of services and approach
12.30 – 13.15	NDIA	Early Intervention and best practice models under the NDIS
13.15 – 13.20	KPMG	Summary and introduction of panel members and Q&A
13.20 – 13.50	KPMG	Facilitated Panel Q&A Panel: CSD ETD NDIA NDIS Taskforce
13.50 – 14.00	DG	Summary and next steps

Proposed running sheet above.

Some initial thoughts:

The aim of the day is to start parents, families and providers thinking about early intervention and therapy under the NDIA

What can families expect

What are best practice models that providers should seek to develop or expand

Also to include discussion about the staged withdrawal and expansion of options in the ACT.

The group involved in the development of the forum are

ETD – Stephen Gniel, Ian Barr and Jo Monteith

CSD – Meredith Whitten and Jacinta Evans

NDIS Taskforce – Kate and Maureen (on her return)

KPMG – Nicki

NDIA – Jillian Paull. Will also follow up Mary Hawkins' availability for 2 June

Thanks again participating. Would appreciate any or all comments.

Regards

Kate

Kate Starick | Director |

P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047

ACT NDIS Taskforce | Community Services Directorate | ACT Government

Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Gotovac, Jessica

From: Moore, Nicole
Sent: Friday, 23 May 2014 11:16 AM
To: Starick, Kate
Subject: 86FW: A Message from the NDIS Taskforce - Edition 2
Attachments: Therapy ACT Forum Invite.pdf

Categories: possible

Hi Kate

The Office for Women Return to Work Coordinator is interested in information on how the changes to therapy services will impact on return to work clients. Unfortunately we are unable to send someone along to the forum. Are you able to share the presentation or information materials with me to discuss with the team?

With thanks

Nicole Moore
A/g Manager | Office for Women | Community Participation Group
Community Services Directorate | ACT Government
Theo Notaras Multicultural Centre | Level 2 North building | 180 London Circuit Canberra
GPO Box 158, Canberra 2601 | Phone: 6207 8165 | Email: nicole.moore@act.gov.au

From: Adams, Rebecca
Sent: Wednesday, 21 May 2014 8:57 AM
To: Moore, Nicole
Subject: FW: A Message from the NDIS Taskforce - Edition 2

Hi Nicole,
I believe we should attend this forum to have a greater understanding of the roll out of the NDIS and that of the provision of RTW.
As it is on the same day as the seminar for home business, I will be unable to attend.
Thanks for your consideration of this issue.
Bec

Rebecca Adams | Return to Work Coordinator |
Phone 02 6205 2885 | Fax 02 6205 1077 |
Community Participation Group | Community Services Directorate | ACT Government
Theo Notaras Multicultural Centre, Level 2, North Building, 180 London Circuit, Canberra ACT 2601 |
GPO Box 158, Canberra ACT 2601 | www.act.gov.au | rtw@act.gov.au

My normal working days are: Monday 9-2, Tuesday 9-2.45, Wednesday 9-5, Thursday 9-2.45.

IMPORTANT NOTICE

The information contained in this email and any attachments is for the intended recipient only. It may contain material of a confidential nature relating to the operations of the Community Services Directorate, or its clients, contractors or stakeholders. Information of this nature may be subject to the provisions of the Privacy Act 1988, Public Sector Management Act 1994, Health Records (Privacy and Access) Act 1997, Children and Young People Act 2008, Housing Assistance Act 1987 and/or the Crimes Act 1900. Any person who inappropriately discloses this information may be subject to disciplinary/criminal proceedings under any of these Acts. If you have received this email in error, please notify the sender and then delete this transmission and any attachments.

Gotovac, Jessica

From: Johnston, Claire
Sent: Friday, 23 May 2014 11:21 AM
To: Hosie, Donna; Daw, Lesley
Cc: Starick, Kate; Whitten, Meredith; Sheehan, Maureen
Subject: 88RE: Invite letters to expert panel
Categories: possible

Thank you Donna and Lesley, much appreciated.

Sorry for the short notice.

Cheers,
Claire

From: Hosie, Donna
Sent: Friday, 23 May 2014 11:20 AM
To: Daw, Lesley; Johnston, Claire
Cc: Starick, Kate; Whitten, Meredith; Sheehan, Maureen
Subject: RE: Invite letters to expert panel

Good morning, Claire

The DG has cleared the letter. Please find attached an electronic signature, as discussed with Lesley.

Best regards

Donna Hosie | Executive Assistant to the Director-General
Phone 02 6205 5334 | Fax 02 6207 1552
Executive Unit | Community Services Directorate | ACT Government
Level 8, 11 Moore Street, Canberra | GPO Box 158; Canberra, ACT 2601 | www.act.gov.au



Canberra's premier all abilities playground - a gift from public servants to the Nation's Capital

From: Daw, Lesley
Sent: Friday, 23 May 2014 10:18 AM
To: Johnston, Claire
Cc: Starick, Kate; Whitten, Meredith; Sheehan, Maureen; Hosie, Donna
Subject: RE: Invite letters to expert panel

Claire As discussed I will get the DG's clic of the letter and get you a copy of the DG's electronic signature which you can attach to the letters before sending out. Lesley

Lesley Daw | Executive Officer to the Director-General |
Phone 02 6207 6516 | Fax 02 6207 1552
Executive Office | Community Services Directorate | ACT Government
Level 8 11 Moore St Canberra City | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: Johnston, Claire
Sent: Friday, 23 May 2014 10:07 AM

To: Daw, Lesley; Hosie, Donna
Cc: Starick, Kate; Whitten, Meredith; Sheehan, Maureen
Subject: Invite letters to expert panel

Hi Lesley and Donna,

As discussed, attached are the letters from the D-G to our ACT NDIS Expert Panel members, inviting them to the therapy and early intervention forum on Monday 2 June.

Could you please organise for these to be approved and sent to the members? Their email addresses are below.

Each of them will also need the e-invite (which I have also attached).

Let me know if you require more information.

Regards,
Claire

Expert Panel Member	Email Address
Mr Craig Wallace	
Mr David Heckendorf	
Ms Sue Salthouse (Co chair)	
Mr David Long	
Mr Glenn Keys	
Ms Ann Procter	
Ms Dee McGrath	
Ms Kerrie Langford	
Ms Miranda Garnett	
Ms Lynne Pezzullo	
Ms Mary Dunkin	
Mr Richard Bromhead	
Mr Simon Rosenberg	
Ms Barb Cousan	

Claire Johnston | Community Engagement Officer |
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Telephone: 02 6205 1372 | Mobile: 0452 597 459
Level 2 Nature Conservation House, 153 Emu Bank, Belconnen ACT | GPO Box 158, Canberra, ACT 2601
| www.act.gov.au/ndis

Gotovac, Jessica

From: Starick, Kate
Sent: Friday, 23 May 2014 12:51 PM
To: Gonczarek, Melinda
Subject: 89RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

Categories: possible

Thanks Melinda

No Worries
Maureen will be at the Minister's Monday meeting
Cheers
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House| 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Gonczarek, Melinda
Sent: Friday, 23 May 2014 11:16 AM
To: Starick, Kate; Sheehan, Maureen
Subject: RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

Hi Kate,

Thanks for this, the Minister has been away from work the last two days so I have been unable to confirm with her but my feeling is that yes, she most likely will wish to say a few words. I will be able to confirm with her Monday and let you know. Thanks for all your work on this.

Have a lovely weekend,

Melinda.

From: Starick, Kate
Sent: Wednesday, 21 May 2014 5:53 PM
To: Gonczarek, Melinda; Sheehan, Maureen
Subject: FW: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]
Importance: High

Hi
Please find amended Agenda.
Melinda – can you please confirm if the Minister would like to speak?
Please find proposed running sheet below

Regards
Kate

Time	Speaker	Topic
12.00 – 12.05	KPMG	Introductions, housekeeping, purpose
12.05 – 12.15	Minister Joy Burch	Open Forum
12.15 – 12.30	DG CSD	Background and context to Therapy ACT and planned timeline for commencement of services and approach
12.30 – 13.15	NDIA	Early Intervention and best practice models under the NDIS
13.15 – 13.20	KPMG	Summary and introduction of panel members and Q&A
13.20 – 13.50	KPMG	Facilitated Panel Q&A Panel: CSD ETD NDIA NDIS Taskforce
13.50 – 14.00	DG	Summary and next steps

Proposed running sheet above.

Some initial thoughts:

The aim of the day is to start parents, families and providers thinking about early intervention and therapy under the NDIA

What can families expect

What are best practice models that providers should seek to develop or expand

Also to include discussion about the staged withdrawal and expansion of options in the ACT.

The group involved in the development of the forum are

ETD – Stephen Gniel, Ian Barr and Jo Monteith

CSD – Meredith Whitten and Jacinta Evans

NDIS Taskforce – Kate and Maureen (on her return)

KPMG – Nicki

NDIA – Jillian Paull. Will also follow up Mary Hawkins' availability for 2 June

Thanks again participating. Would appreciate any or all comments.

Regards

Kate

Kate Starick | Director |

P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047

ACT NDIS Taskforce | Community Services Directorate | ACT Government

Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.



NDIS Community Forum

Therapy in the ACT

You are invited to a free information forum about therapy in the ACT and the National Disability Insurance Scheme (NDIS).

This is a forum for:

- Therapy ACT clients and their families
- parents of children accessing early intervention services
- service providers
- disability sector workers.

Hear from experts, families and the ACT Government about how therapy will work with the NDIS. Light lunch provided.

When Monday 2 June 2014, 12.00 pm – 2.00 pm

Where Hedley Beare Centre for Teaching and Learning Hall, 51 Fremont Dr. Stirling

To RSVP and for accessibility assistance call (02) 6205 1372 or email ndis@act.gov.au



270

Gotovac, Jessica

From: Whitten, Meredith
Sent: Monday, 26 May 2014 9:25 AM
To: Starick, Kate; Evans, Jacinta
Subject: 97Re: 2 June Forum

Categories: possible

Hi Kate. Thanks. Can you keep me in the loop. Meredith

On 26 May 2014, at 9:03 am, "Starick, Kate" <Kate.Starick@act.gov.au> wrote:

Hi Meredith

For the forum, Natalie will need speaking points regarding TACT and plan, and possibly the Minister.
Can I arrange this with Jacinta please

Will also need events Brief – would like to follow up with Jacinta regarding this as well. Is that OK?

Thanks

Kate

Kate Starick | Director |

P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047

ACT NDIS Taskforce | Community Services Directorate | ACT Government

Level 2 Nature Conservation House| 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

<image001.jpg>

Gotovac, Jessica

From: Whitten, Meredith
Sent: Monday, 26 May 2014 1:00 PM
To: Starick, Kate; Fitzgerald, Fran
Subject: 98RE: Project management meeting

Categories: possible

~~Thanks Kate – we did not discuss the detail today. Nikki wants to discuss the contract with KPMG with you.~~

Hi Fran – would you make a time in my diary for tomorrow Tuesday 27 May 2014 at 4pm to discuss with Kerri McGough (KPMG partner who will call my work number). Please also invite Jacinta, Kate and Iain Barr to 4pm meeting in my office.

With thanks

Meredith Whitten | Executive Director |
Phone 620 71475 | Fax 620 71371 | Mobile 0419 426 308
Disability ACT | Community Services Directorate | ACT Government
Level 2 Nature Conservation House 153 Emu Bank BELCONNEN ACT 2617 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: Starick, Kate
Sent: Monday, 26 May 2014 10:19 AM
To: Doyle, Nicki; Sheehan, Maureen; Gniel, Stephen; Durham, Amity; Mitchell, Beth; Barr, Iain; Whitten, Meredith; Evans, Jacinta
Cc: Evans, Jacinta
Subject: RE: Project management meeting

Dear all

I am an apology for today's meeting. Maureen is able to attend.

Could you please also discuss final arrangements for 2 June forum?

This afternoon we will meet to finalise:

- 1. Events brief for Minister and DG Jacinta
- 2. Speaking points Jacinta
- 3. Room set up Lisa
- 4. Catering Lisa
- 5. Formal invites (EP invited) Jacinta/Claire
- 6. Media Claire

Ian I'll forward you the invite.

Regards
Kate

KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.

Liability limited by a scheme approved under Professional Standards Legislation.

Gotovac, Jessica

From: Doyle, Nicki [ndoyle@kpmg.com.au]
Sent: Monday, 26 May 2014 1:08 PM
To: Starick, Kate; Sheehan, Maureen; Barr, Iain; Gniel, Stephen; Mitchell, Beth; Evans, Jacinta; Whitten, Meredith
Subject: FW: ACT Market Soundings for Early Intervention
Attachments: ACT Early intervention draft engagement letter v0 2 (2).pdf

Hi everyone,

As per our conversation today, please find attached an early draft engagement letter (this has now been superseded by a later engagement letter) which has the proposed organisations for the market soundings.

We look forward to your feedback on the organisations.

Regards,
 Nicki

Nicki Doyle
 Associate Director
 Government Advisory Services
 Advisory

KPMG
 147 Collins Street
 Melbourne VIC 3000 Australia

Tel +61 3 9838 4112
 Fax +61 3 9288 6666
 Mob 0428 742 728
 ndoyle@kpmg.com.au

kpmg.com.au

My working days are Monday, Tuesday and Wednesday

Protect the environment: please think before you print

From: Short, Joe
Sent: Thursday, 8 May 2014 8:27 AM
To: Sheehan, Maureen
Cc: Forsyth, Liz; Starick, Kate; Gniel, Stephen; Mitchell, Beth; Doyle, Nicki
Subject: RE: ACT Market Soundings for Early Intervention

Hi Maureen,

Further to our conversation last week, please find attached a draft engagement letter for this work.

If you have any suggested edits, please let me know, and I can then formalise the letter and send to you as a final document for signature.

You will see in the Appendix we have put together a suggested list of providers to sound based on input from Lindy and our own research. We have also begun developing an interview guide which we can share in due course.

Kind regards,

Joe

From: Forsyth, Liz
Sent: Tuesday, 22 April 2014 4:34 PM
To: Sheehan, Maureen
Cc: Short, Joe; Chandrakumar, Loga; Starick, Kate; Gniel, Stephen; Mitchell, Beth; Durham, Amity
Subject: RE: ACT Market Soundings for Early Intervention

Maureen

Thanks for considering us – we would be delighted to undertake this work for you

Amity will try and find a time for us to talk

Hope you had a good break

Cheers

Liz

Liz Forsyth
 Partner, Government Advisory Services
 National Sector Lead: Health, Ageing and Human Services
 Advisory

KPMG
 10 Shelley Street
 Sydney NSW 2000 Australia

Tel +61 2 9335 8233
 Fax +61 2 9335 7001
 lforsyth@kpmg.com.au

kpmg.com.au

KPMG is proud to rank #2 in Unversum's 'World's Most Attractive Employers' survey for the 3rd year running

Protect the environment: please think before you print

From: Sheehan, Maureen [<mailto:Maureen.Sheehan@act.gov.au>]
Sent: Thursday, 17 April 2014 2:28 PM
To: Forsyth, Liz
Cc: Short, Joe; Chandrakumar, Loga; Starick, Kate; Gniel, Stephen; Mitchell, Beth
Subject: RE: ACT Market Soundings for Early Intervention
Importance: High

Dear Liz

The ACT Government has finally announced it is withdrawing from supported accommodation no later than 30 June 2017 and from Therapy services no later than 30 June 2016. As a result of the work we did around cash and in kind and phasing with you, Government has also announced that Education will withdraw from early intervention services from the end of the 2014 school year.

We are keen engage KPMG again to leverage off the market soundings for Therapy, and to do further soundings on Early Intervention services. Would it be possible to make a time for a conversation next week on how we would go about this?

Regards
Maureen

Maureen Sheehan
Executive Coordinator
ACT National Disability Insurance Scheme
Community Services Directorate

Office 62071089
Mobile 0438418958

From: Chandrakumar, Loga [mailto:logac@kpmg.com.au]
Sent: Thursday, 19 December 2013 5:22 PM
To: Sheehan, Maureen
Cc: Baumgart, Richard; Forsyth, Liz; Short, Joe
Subject: ACT Market Soundings Transmittal

Hi Maureen

Please find attached a copy of the final report and a copy of our transmittal letter which formally closes our work. I shall raise the final invoice and get it sent across.

I'll be in touch in the New Year to organise a wrap-up call with yourself, Liz and the team.

It's been great working with you and the team, hope you have a restful break and safe festive season.

cheers
Loga

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.

Liability limited by a scheme approved under Professional Standards Legislation.

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Gotovac, Jessica

From: Johnston, Claire
Sent: Monday, 26 May 2014 1:36 PM
To: Starick, Kate; Whitten, Meredith; Evans, Jacinta; Monteith, Jo; Barr, Iain
Cc: Gniel, Stephen
Subject: 99RE: Early Intervention factsheet
Attachments: Early Intervention factsheet (2).docx

Categories: possible

Hi everyone,

I have made some small changes to the fact sheet following Jacinta's comments. Please let me know if you have any other concerns/changes.

Cheers,
Claire

From: Starick, Kate
Sent: Wednesday, 21 May 2014 6:11 PM
To: Whitten, Meredith; Evans, Jacinta; Monteith, Jo; Barr, Iain
Cc: Gniel, Stephen; Johnston, Claire
Subject: FW: Early Intervention factsheet

Dear All
Claire has pulled together information regarding EI and TACT as attached (thanks Claire).

Could you please review and provide comments back to Claire

Thank you
Regards
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

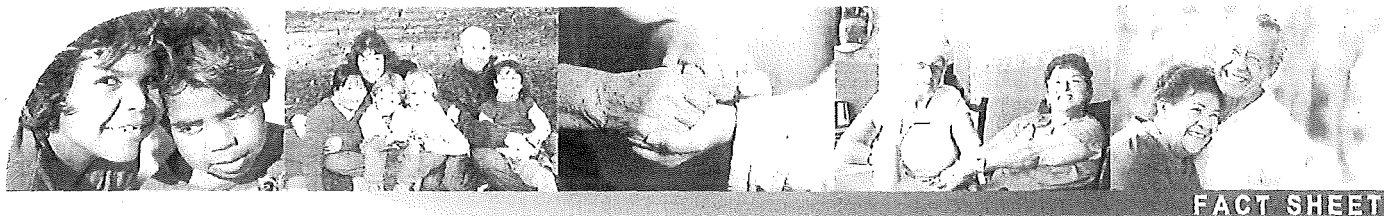
From: Johnston, Claire
Sent: Wednesday, 21 May 2014 4:51 PM
To: Starick, Kate
Subject: Early Intervention factsheet

Hi Kate,

I'm not sure if this is something that will be useful, but I've done up a quick fact sheet about early intervention and therapy that might be useful for the 2 June forum. I think it sets out a bit more clearly what's happening, why and what happens next.

~~Let me know what you think, and if it should be run past ETD. I know they have already done something so I'm not sure if this is appropriate or not.~~

It could also be added to if there is more information we want to communicate.



Early Intervention & Therapy Fact Sheet

The National Disability Insurance Scheme (NDIS) is a new way of providing community linking, and individualised support for people with permanent and significant disability, their families and carers.

What is Early Intervention?

- Most early intervention services in the ACT today are group and individualised programs run by the Education and Training Directorate.
- Early intervention has been included in the NDIS because intervening early in the lives of children with developmental delay or disability leads to better outcomes over the long term.

What is Therapy?

- Therapy refers to a range of support services including physiotherapy, occupational therapy, speech pathology, social work and psychology. Therapy ACT provides these services for people with delays in development and developmental disabilities.

What is changing?

- The ACT Government has announced it will gradually withdraw from the provision of specialist disability services over a period of three years.
- The ACT Government will withdraw from early intervention services by December 2014. From 2015 early intervention services will be provided by non government organisations. This will allow for more inclusive, integrated and family-centred support for children with a disability and their families and carers.
- The ACT Government will also withdraw from Therapy services by December 2016, but will continue to provide these services during the two-year NDIS trial period.
- The resources that had been tied up in government provision will now start to flow to the non-government sector
- These timeframes gives us an opportunity to work as a community to make sure services are provided to meet individual needs.

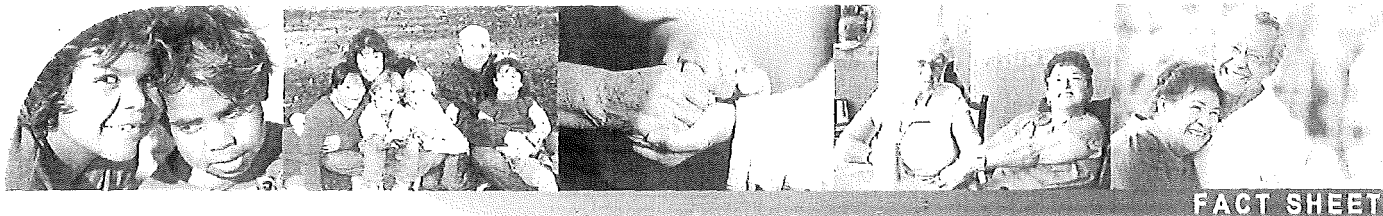


ACT
Government
Community Services

GPO Box 158, Canberra ACT 2601

e CSD@act.gov.au t 6207 1086

w www.communityservices.act.gov.au



Which services will be affected by the changes to early intervention?

- Early Intervention Playgroups (EIP)
- Early Intervention
- Language Intervention Units (LIU)
- Autism Intervention Units (AIU)
- Early Childhood Centres (ECC)
- Early Childhood Units for three year olds (ECU.3)
- Early Intervention home education programs for children with sensory impairment.

What WILL NOT be affected?

- There will be no changes to services in 2014, and the vast majority of children in early intervention programs in 2014 will transition through normal processes to preschool or school, including specialist schools.
- Preschool is a mainstream service and will not be affected by the changes.
- Preschools attached to Malkara School and Cranleigh School (ECU for four year olds) will not be affected by the changes.
- All children will still be able to access mainstream services such as Early Childhood Education and Care and preschool.
- Preschool children with significant developmental delay or disability will continue to be able to access the Support at Preschool program, or a specialist school preschool program as a reasonable adjustment.
- Children with a developmental delay or disability will be able to access specialist early intervention supports through the NDIS, with children below school age transitioning to the Scheme between July and December 2014 (i.e. the first six months).
- The ACT Government will continue to provide intake, referral and assessment services.





Who will deliver early intervention now?

- From 2015 the ACT Government will no longer deliver early intervention services.
- The NDIS is changing the way services are delivered. The aim is to increase the range of non government organisations working in this area, in line with the principles of the NDIS around choice and control.
- There are already non government service providers entering the market, such as ASPECT (Autism SPECTrum) and Aspire Early Intervention.
- The ACT Government is investing \$12.5 million in sector development funding to build up the capacity of community services, so they can deliver the types of services people want.
- The ACT Government is committed to working with families to ensure that there continues to be early intervention services in the ACT equal to, or better than, those that currently exist.



ACT
Government
Community Services

GPO Box 158, Canberra ACT 2601

e CSD@act.gov.au t 6207 1086

w www.communityservices.act.gov.au

Gotovac, Jessica

From: Starick, Kate
Sent: Monday, 26 May 2014 3:01 PM
To: Gniel, Stephen; Barr, Iain
Subject: 100FW: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

Categories: possible

Are you able to advise

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Johnston, Claire
Sent: Friday, 23 May 2014 4:07 PM
To: Starick, Kate; PAULL, Jillian; TIBBITTS, Alice; Whitten, Meredith
Cc: Sheehan, Maureen; Evans, Jacinta; McClelland, Lisa; Monteith, Jo
Subject: RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

Hi all,

The minister's office says they will look to put the media release out about this on Sunday.

They are also after a list of officials who are attending – do we have confirmation on who from the NDIA will speak?

Cheers,
Claire

From: Starick, Kate
Sent: Friday, 23 May 2014 8:58 AM
To: PAULL, Jillian; Johnston, Claire; TIBBITTS, Alice; Whitten, Meredith
Cc: Sheehan, Maureen; Evans, Jacinta; McClelland, Lisa; Monteith, Jo
Subject: RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

Thanks Jillian
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: PAULL, Jillian [<mailto:Jillian.PAULL@ndis.gov.au>]
Sent: Thursday, 22 May 2014 3:58 PM
To: Starick, Kate; Johnston, Claire; TIBBITTS, Alice; Whitten, Meredith
Cc: Sheehan, Maureen; Evans, Jacinta; McClelland, Lisa; Monteith, Jo
Subject: RE: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

[UNCLASSIFIED]
Kate

thai looks fine to us..we'll organise speakers within this time frame

J

Sent with Good (www.good.com)

-----Original Message-----

From: Starick, Kate [Kate.Starick@act.gov.au]

Sent: Wednesday, May 21, 2014 06:01 PM AUS Eastern Standard Time

To: Johnston, Claire; TIBBITTS, Alice; PAULL, Jillian; Whitten, Meredith

Cc: Sheehan, Maureen; Evans, Jacinta; McClelland, Lisa; Monteith, Jo

Subject: FW: June 2 Forum - Therapy in the ACT [SEC=UNCLASSIFIED]

Hi

Please find amended running sheet below

Would appreciate feedback.

1. Jillian and Alice will confirm speakers
2. Claire – could you please draft invitations to members of the Expert Panel
3. Meredith and Jacinta – are there any other special guests we should invite?
4. Claire and Jacinta – could you please progress an events brief?
5. Lisa – arrange refreshments/catering
6. All – we have had requests for written information to be made available for people unable to attend. Would appreciate copies of FAQs, Fact sheets, brochures etc

Thanks all

Regards

Kate

Time	Speaker	Topic
12.00 – 1205	KPMG	Introductions, housekeeping, purpose
12.05 – 12.15	Minister Joy Burch	Open Forum
12.15 – 12.30	DG CSD	Background and context to Therapy ACT and planned timeline for commencement of services and approach
12.30 – 13.15	NDIA	Early Intervention and best practice models under the NDIS
13.15 - 13.20	KPMG	Summary and introduction of panel members and Q&A
13.20 – 13.50	KPMG	Facilitated Panel Q&A Panel:
		CSD
		ETD
		NDIA
		NDIS Taskforce

13.50 – 14.00	DG	Summary and next steps
------------------	----	------------------------

Proposed running sheet above.

Some initial thoughts:

The aim of the day is to start parents, families and providers thinking about early intervention and therapy under the NDIA

What can families expect

What are best practice models that providers should seek to develop or expand

Also to include discussion about the staged withdrawal and expansion of options in the ACT.

The group involved in the development of the forum are

ETD – Stephen Gniel, Ian Barr and Jo Monteith

CSD – Meredith Whitten and Jacinta Evans

NDIS Taskforce – Kate and Maureen (on her return)

KPMG – Nicki

NDIA – Jillian Paull. Will also follow up Mary Hawkins' availability for 2 June

Thanks again participating. Would appreciate any or all comments.

Regards

Kate

Kate Starick | Director |

P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047

ACT NDIS Taskforce | Community Services Directorate | ACT Government

Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

 This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Gotovac, Jessica

From: Starick, Kate
Sent: Monday, 26 May 2014 3:31 PM
To: Gniel, Stephen
Cc: Mitchell, Beth
Subject: 102RE: June 2 Forum planning

Categories: possible

Will do

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House| 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Gniel, Stephen
Sent: Monday, 26 May 2014 3:30 PM
To: Starick, Kate
Cc: Mitchell, Beth
Subject: RE: June 2 Forum planning

Kate
Beth is back from leave, can you please include Beth in the correspondence.
Thanks
Steve

From: Starick, Kate
Sent: Monday, 26 May 2014 3:28 PM
To: Starick, Kate; Evans, Jacinta; McClelland, Lisa; Johnston, Claire; Whitten, Meredith; Sheehan, Maureen; Barr, Iain; Monteith, Jo; Gniel, Stephen
Subject: RE: June 2 Forum planning

Hi All
My apologies, was caught up in another meeting
Regards
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House| 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au
<< OLE Object: Picture (Device Independent Bitmap) >>

-----Original Appointment-----

From: Starick, Kate
Sent: Monday, 26 May 2014 9:46 AM

Gotovac, Jessica

From: Starick, Kate
Sent: Monday, 26 May 2014 4:34 PM
To: Sheehan, Maureen; Whitten, Meredith; Luck, Surangani; Mitchell, Malcome; Fraser, Norman
Subject: FW: Contract
Attachments: 20140526163058.pdf

FYI
Regards
Kate

Kate Starick | Director |
P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047
ACT NDIS Taskforce | Community Services Directorate | ACT Government
Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Doyle, Nicki [<mailto:ndoyle@kpmg.com.au>]
Sent: Monday, 26 May 2014 4:27 PM
To: Starick, Kate
Subject: Contract

Hi Kate,

Please find attached a copy of the contract, signed by KPMG.

Regards,
Nicki

Nicki Doyle
Associate Director
Government Advisory Services
Advisory

KPMG
147 Collins Street
Melbourne VIC 3000 Australia

Tel +61 3 9838 4112
Fax +61 3 9288 6666
Mob 0428 742 728
ndoyle@kpmg.com.au

kpmg.com.au

My working days are Monday, Tuesday and Wednesday

Protect the environment: please think before you print

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended

recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

~~KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.~~

Liability limited by a scheme approved under Professional Standards Legislation.



SHORT FORM CONTRACT
for Goods and Services under \$200,000

DATE:

PARTIES AND ADDRESSES FOR SERVICE OF NOTICES

Quote No. SA2014.061

Territory

Name:	AUSTRALIAN CAPITAL TERRITORY established under the <i>Australian Capital Territory (Self-Government) Act 1988</i> (Cth) represented by Community Services (Territory).		
Address:	Level 2, 153 Emu Bank, BELCONNEN ACT 2616		
Territory Contract Manager:	Kate Starick	Ph: (02) 6205 7062	Email: kate.starick@act.gov.au

Supplier

Name:	K P M G (Supplier).		
ABN/ACN/ARBN:	51 194 660 183		
Address:	10 Shelley Street, SYDNEY NSW 2000		
Supplier Contract Manager:	Ms Liz Forsyth	Ph: (02) 9335 7000	Email: lforsyth@kpmg.com.au

This Contract includes items 1 – 8, the Supplier's Quotation (if used), the General Conditions of Contract and the Special Conditions (if any).

1 – TERM

The Commencement Date is 20/05/2014 or when this Contract is signed by the second party, whichever is the later. The Term of this Contract is two (2) months from the Commencement Date.

2 – THE SERVICES

The Consultant is engaged to provide:

- 2.1 Market sounding interviews with Non Government Organisations who may be interested in the delivery of existing ACT Early Intervention Services;
- 2.2 Market sounding interviews with peak body organisations and wider providers in order to understand best practice delivery models for early intervention. This will provide insight into broader opportunities for improving service delivery as part of the transition of services from government;
- 2.3 A stakeholder forum on 2 June 2014 to present the proposed changes to early intervention

services and invite feedback from key stakeholders such as service providers, families and carers.

- 2.4 High level desktop review to identify best practice models for early intervention based on national and international practice and research, which will be largely drawn from existing literature scans provided by Disability ACT;
- 2.5 A programme of seven focus groups with clients (parents, families and carers) in order to identify opportunities for service model improvement and to inform thinking regarding the attributes of a preferred provider.
- 2.6 Analysis of the outcome of sector conversations in order to inform the options available to government in any potential transitioning of services. This analysis will provide an overview of initial provider interest, capacity, capability, risks and recommissioning considerations. Soundings will also look to 'seed' market interest where possible.

METHODOLOGY

- 2.7 The Consultant will deliver the services outlined below:

(1) Stage One Project initiation, market soundings and focus group planning.

Establish a common understanding upfront and to ensure a smooth process which will include:

- (a) Confirm the project scope, purpose, milestones, key deliverable;
- (b) confirm the project management processes, roles and responsibilities of the Consultant and government (e.g. project governance, meetings, reporting, risk and issue capture and escalation etc.);
- (c) confirming confidentiality arrangements; and
- (d) finalise a draft interview scrip and confirm the list of providers/peak bodies to interview.
- (e) Discuss the agenda and facilitation arrangements for the stakeholder forum on 2 June 2014.
- (f) Finalise the arrangements and logistics for focus groups. Focus groups participants will be chosen by Disability ACT (Education and Training Directorate with input from Therapy ACT) and session times / locations chosen to maximise participation (e.g. playgroups). Focus groups will be limited to 5 parents / family members / carers per session and will be performed for 1-2 hours. Sessions will be facilitated by an experienced KPMG professional, with an additional team member taking notes. All logistical arrangements will be made by Disability ACT (Education and Training Directorate).

This stage will consider a project plan which outlines the key tasks, deliverables and milestones.

(2) Stage Two – Review of best practice models, Market soundings and focus groups

The Consultant will undertake a desktop review of best practice models for the delivery of early intervention services. The desktop review will be high level, and seek to identify best practice models for early intervention based on national and international practice and research. The desktop review will be largely drawn from existing literature scans provided by Disability ACT, and will consist of a synthesis of this information, in a short 20 – 30 page report. This will be provided to Disability ACT prior to the commencement of the market soundings and focus groups for review.

SHORT FORM CONTRACT for Goods and Services under \$200,000

The Consultant will perform the soundings regarding Early Intervention Services provided by the Education and Training Directorate (ETD) and Disability ACT as agreed within the planning stage. Sounding will focus on seeking alternate delivery models to those provided through the ETD. 25 providers will be interviewed as part of this stage.

Soundings will also include up to five peak bodies / wider providers in order to identify and map leading practice in the delivery of early intervention. We shall perform a high level desktop review of best practice in advance of interviews to inform our conversations.

The Consultant will perform seven focus groups. Focus groups will be conducted as agreed within the planning stage.

(3) State Three reporting outputs will be as follows;

- 2.8 An overview of indicative levels of interest in the services as well as any areas of concern of perceived risk;
- 2.9 Key points arising from the market soundings and focus groups supporting a transition of services
- 2.10 Emerging finding with regards to extent to which providers have the capacity or capability to expand into service delivery, or are limited by factors such as financing or resourcing.
- 2.11 An overview of service delivery best practice, and how a transition of services to the non government sector may facilitate the adoption of the best practice in the ACT;
- 2.12 An assessment, based on the market soundings, regarding major risks facing government in achieving their service transition timetable and identification of potential mitigation strategies; and
- 2.13 An outline of next steps work that should be performed. These steps are likely to suggest a program of financial analysis, stakeholder engagement, formal market soundings and the development of procurement and tender specifications. The report will contain emerging thoughts within each of these areas as per the results of soundings, and highlight where further work should focus.

If, during the course of the Engagement, it is determined that adjustment to the engagement are required, then these adjustments will be discussed and agreed by both parties.

3 – TIMING AND DELIVERY DATES

The Consultant will to deliver the Services in accordance with the following table:

	Milestone	Estimated Timing
1	Project initiation meeting	19 May 2014
2	Draft project plan and interview guide submitted	22 May 2014
3	Desktop Review	28 May 2014
4	Market soundings and focus groups	28 May – 3 July 2014

SHORT FORM CONTRACT for Goods and Services under \$200,000

5	Draft report submitted	11 July 2014
6	Final consultation report submitted	18 July 2014

4 REPORTING

The Consultant will be required to submit to the Territory the following reports:

- (1) A draft project plan;
- (2) A draft report; and
- (3) A final report.

5 - CONTRACT PRICE AND PAYMENT

For the purpose of this item 5, Invoice means a correctly rendered invoice that:

- (a) is a valid tax invoice under the *A New Tax System (Goods and Services Tax) Act 1999* (Cth); and
- (b) clearly sets out details of the Supplies provided, and the amount due for payment correctly calculated in respect of the Supplies provided under the terms of this Contract.

The Contract Price is \$153,739.30 (including GST). It is payable in instalments following receipt of Invoices in accordance with this Contract. An Invoice may only be rendered upon satisfactory completion by the Supplier of the milestones as set out in the following table and otherwise according to the terms of this Contract.

Instalment	Amount of Instalment (incl. GST)	Milestone
1	20% or \$30,747.86	On execution of this Agreement.
2	40% or \$61,495.72	On completion of 15 market soundings.
3	40% or \$61,495.72	Upon delivery of the final report.

For any out-of-pocket expenses the Consultant must obtain approval from the Territory prior to undertaking Service.

6 - WARRANTY PERIOD

Not applicable.

7 - CONFIDENTIAL TEXT under the Government Procurement Act 2001 (ACT)

Not Applicable

8 - INSURANCE

The Consultant must effect and maintain for the Term, the following insurances, and must provide evidence of the insurance if required by the Territory:

- (1) Public Liability insurance with coverage in the amount of no less than \$10 million in respect of each occurrence;
- (2) Professional Indemnity insurance with coverage in the amount of no less than \$5 million in the annual aggregate; and
- (3) Workers compensation insurance.

SHORT FORM CONTRACT for Goods and Services under \$200,000

SIGNED AS A CONTRACT ON 2014

SIGNED for on behalf of the
AUSTRALIAN CAPITAL TERRITORY

in the presence of:

Signature of Territory delegate

Print name

Signature of witness

Print name

SIGNED by of for and on the behalf of

KPMG

ABN 51 194 660 183

Signature of director/authorised officer

KJ Cook
KATHRYN COOK
PARTNER

Print name

in the presence of:

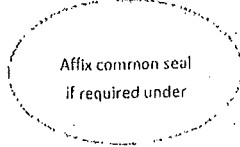
Signature of director/secretary/witness

Signature of second authorised officer*

Christa Gordon
Christa Gordon, Partner

Print name

Print name and position



Note

Date:

Must be dated on the date the last party signs the contract or, if signed counterparts of the contract are exchanged, the date of exchange. Also date the cover page.

Company:

Must be signed in accordance with section 127 of the Corporations Act 2001 (Cth), for example, by 2 directors or a director and a secretary. Common seal must be affixed if required under the Supplier's constitution.

Individual:

Must be signed by the individual supplier and witnessed.

Incorporated Association:

As a minimum, two authorised officers must sign. Otherwise, the contract must be signed in accordance with the Supplier's constitution. Common seal must be affixed if required under the constitution.

306

ATTACHMENT A – CONSULTANTS QUOTATION

Not Applicable.

ATTACHMENT B – GENERAL CONDITIONS OF CONTRACT

1. Provision of Supplies

The Supplier must provide the Supplies according to the provisions of this Contract and to a standard of care, skill and diligence expected of a person who regularly acts in the capacity in which the Supplier is engaged.

2. Acceptance

2.1 If the Territory notifies the Supplier that the Supplies are defective, damaged or unfit for the purpose specified in or implied by this Contract, the Territory may, in the case of:

- (a) goods, require replacement Supplies; or
- (b) services, require the Supplier to provide the Supplies again.

2.2 If the Territory does not notify the Supplier of any issues in accordance with clause 2.1 within 14 days of receiving the Supplies, the Territory is taken to have accepted the Supplies.

3. Warranty

If the Supplies are or include goods, the Supplier must:

(a) during the Warranty Period, without delay and at no cost to the Territory, correct all defects in the Supplies by way of repair, replacement or such other means acceptable to the Territory; and

(b) ensure, to the extent practicable and permitted by law, that the Territory receives the benefit of any warranty given by a third party with respect to any goods,

however:

(c) this does not in any way relieve the Supplier of any obligation or warranty by it under this Contract; and

(d) the Supplier is liable for all costs incidental to the discharge of any warranty under this Contract.

4. Ownership and use of material

4.1 Ownership of:

(a) all Contract Material, including any intellectual property rights, vests on its creation with the Territory;

(b) all Territory Material, including any intellectual property rights, remains with the Territory; and

(c) all Support Material, including any intellectual property rights, remains the property of the Supplier.

4.2 The Territory grants to the Supplier a royalty-free, limited licence to use the Contract Material and Territory Material for the Term.

4.3 The Supplier:

(a) grants to the Territory, a perpetual, royalty-free licence to use the Support Material to the extent necessary for the Territory to obtain the full benefit of the Supplies; and

(b) warrants that the Territory's use of any Contract Material and Support Material under this Contract will not infringe the intellectual property rights of, or create any obligations in connection with, any third party.

4.4 The Supplier must safeguard and preserve Contract Material and Territory Material in its possession or control and deliver to the Territory all Contract Material and Territory Material on expiration or termination of this Contract (other than copies that the Territory authorised the Supplier to retain).

5. Supplier's Personnel

The Supplier must, in providing the Supplies:

(a) engage only persons who have the skills, training and expertise appropriate for the Supplies; and

(b) comply with all reasonable requirements notified by the Territory regarding suitability and fitness of persons engaged for the provision of the Supplies.

6. Non-disclosure of Territory Information

The Supplier must:

- (a) use Territory Information held in connection with this Contract only for the purposes of fulfilling its obligations under this Contract;
- (b) comply with the "Information Privacy Principles" set out in the *Privacy Act 1988* (Cth), as if they were provisions of this Contract and the Supplier was a collector and/or record-keeper of the Personal Information under the Act;
- (c) not transfer Territory Information held in connection with this Contract outside the Territory, or allow any person (other than its authorised personnel) outside the Territory to have access to it, without prior written approval of the Territory;
- (d) notify the Territory immediately if the Supplier becomes aware that a disclosure of Territory Information may be required by law or any

unauthorised disclosure of Territory Information has occurred.

7. Confidential Text under the Procurement Act

- 7.1 In giving effect to the principles of open and accountable government, the Territory may disclose documents and information unless it has otherwise agreed, or is otherwise required under law, to keep the information confidential.
- 7.2 Except as provided in this Contract, the Territory must not disclose Confidential Text to any person without the prior written consent of the Contractor (which consent will not be unreasonably withheld) except to the extent that Confidential Text:
 - (a) is required or authorised to be disclosed under law;
 - (b) is reasonably necessary for the enforcement of the criminal law;
 - (c) is disclosed to the Territory's solicitors, auditors, insurers or advisers;
 - (d) is generally available to the public;
 - (e) is in the possession of the Territory without restriction in relation to

- disclosure before the date of receipt from the Contractor;
- (f) is disclosed by the responsible Minister in reporting to the Legislative Assembly or its committees; or
- (g) is disclosed to the ombudsman or for a purpose in relation to the protection of public revenue.

8. Indemnity and Liability

8.1 The Supplier indemnifies the Territory against claims, costs and expenses for all loss or damage caused by a wilful or unlawful act or omission by the Contractor in its provision of the Supplies.

8.2 The Supplier's liability under this Contract is limited to all costs necessary to, as applicable:

- (a) replace the Supplies;
- (b) provide the Supplies again; or
- (c) refund the Territory the whole of the Contract Price,

except with respect to:

- (d) personal injury or death;
- (e) loss of, or damage to, tangible property; or
- (f) third party claims against the Territory, including infringement of intellectual property rights.

9. Termination

The Territory may terminate this Contract, at any time by notice to the Supplier, if the Supplier:

- (a) is or becomes bankrupt or insolvent, enters into voluntary administration or makes any arrangement with its creditors or takes advantage of any statute for the relief of insolvent debtors;

(b) fails to provide the Supplies within, or to meet any other, timeframes specified in this Contract; or

(c) is in breach of a provision of this Contract, where that breach:

- (i) if capable of being remedied, is not remedied within the period specified in a notice by the Territory, or
- (ii) is not capable of being remedied.

final form), documents, information and data stored by any means.

"Personal Information" means information or an opinion (including information or an opinion forming part of a

10. Conduct in Territory Premises

The Supplier must, when using Territory premises or facilities, comply with all reasonable directions of the Territory.

11. Notices

Any notice or communication under this Contract will be effective if it is in writing, from one Contract Manager and delivered to the other Contract Manager. A notice will be deemed to have been delivered:

- (a) if delivered by hand, on delivery;
- (b) if sent by prepaid mail, on the expiration of two business days;
- (c) if sent by facsimile, on the sender's facsimile machine recording that the facsimile has been successfully and properly transmitted to the recipient's address; or
- (d) if sent by electronic mail, on the other party's acknowledgement of receipt by any means.

database), whether true or not, and whether recorded in a material form or not, about a natural person whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

"Territory Information" means the kind of information that:

- (a) is or relates to documents, submissions, consultations, policies, strategies, practices and procedures of the Territory which are by their nature confidential;
- (b) is notified (whether in writing or not) by the Territory to the Supplier as being confidential; or
- (c) is Personal Information,

but does not include information that:

- (d) is or becomes public knowledge other than by breach of this Contract;
- (e) has been independently developed or acquired by the Supplier; or
- (f) has been notified by the Territory to the Supplier as not being confidential.

12. Assignment and Subcontracting

The Supplier must not assign or subcontract any of its rights or obligations under this Contract without the prior written consent of the Territory. If the Territory gives its consent, the Territory may impose any conditions.

"Territory Material" means any material provided by the Territory to the Supplier for the purposes of this Contract including documents, equipment, information and data stored by any means.

13. Survival

Clauses 4, 6 and 8 of this Contract survive the termination or expiration of this Contract.

SPECIAL CONDITIONS

The following Specified Personnel are to provide the Supplies:

14. Applicable Law

The laws of the Australian Capital Territory apply to this Contract.

Name	Position
Liz Forsyth	Partner, Government Advisory Services
Joe Short	Engagement Officer
Nickj Doyle	Project Manager

15. Definitions and Interpretation

"Contract Material" means all material created, written or otherwise brought into existence as part of, or for the purpose of providing the Supplies including all reports (whether in draft or

Gotovac, Jessica

From: Sheehan, Maureen
Sent: Monday, 26 May 2014 4:41 PM
To: Starick, Kate
Cc: Whitten, Meredith; Luck, Surangani; Mitchell, Malcome; Fraser, Norman
Subject: Re: Contract
Attachments: image001.jpg

Hooray

Maureen Sheehan
Executive coordinator
ACT NDIS

> On 26 May 2014, at 4:33 pm, "Starick, Kate" <Kate.Starick@act.gov.au> wrote:

>
> FYI
> Regards
> Kate

>
> Kate Starick | Director |
> P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047 ACT NDIS Taskforce |
> Community Services Directorate | ACT Government Level 2 Nature
> Conservation House | 153 Emu Bank, Belconnen ACT 2617 |
> www.act.gov.au<<http://www.act.gov.au>>
> [Coloured_bar.jpg]

> From: Doyle, Nicki [<mailto:ndoyle@kpmg.com.au>]
> Sent: Monday, 26 May 2014 4:27 PM
> To: Starick, Kate
> Subject: Contract

> Hi Kate,

> Please find attached a copy of the contract, signed by KPMG.

> Regards,
> Nicki

> Nicki Doyle
> Associate Director
> Government Advisory Services
> Advisory
>
> KPMG
> 147 Collins Street
> Melbourne VIC 3000 Australia

> Tel
>
> +61 3 9838 4112

> Fax
>
> +61 3 9288 6666

> Mob

>
 > 0428 742 728
 >
 > ndoyle@kpmg.com.au<<mailto:ndoyle@kpmg.com.au>>
 >
 > kpmg.com.au<<http://kpmg.com.au>>
 >
 > My working days are Monday, Tuesday and Wednesday
 >
 > Protect the environment: please think before you print

>
 >
 >
 > *****
 > The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.
 >
 > KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.
 >
 > KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.
 >
 > Liability limited by a scheme approved under Professional Standards Legislation.
 > *****
 > <20140526163058.pdf>
 > <image001.jpg>

Gotovac, Jessica

From: Doyle, Nicki [ndoyle@kpmg.com.au]
Sent: Monday, 26 May 2014 10:04 PM
To: Whitten, Meredith
Subject: RE: ACT Market Soundings for Early Intervention

Hi Meredith,

Kerry and I will be on different extensions. Is it possible for us to both call your number, or is it easier for you to call us? Otherwise, I can set up a teleconference and send you through the number. Please let me know what the best option is.

Regards,
Nicki

Nicki Doyle
Associate Director
Government Advisory Services
Advisory

KPMG
147 Collins Street
Melbourne VIC 3000 Australia

Tel +61 3 9838 4112
Fax +61 3 9288 6666
Mob 0428 742 728
ndoyle@kpmg.com.au

kpmg.com.au

My working days are Monday, Tuesday and Wednesday

Protect the environment: please think before you print

From: Whitten, Meredith [mailto:Meredith.Whitten@act.gov.au]
Sent: Monday, 26 May 2014 1:13 PM
To: Doyle, Nicki
Subject: RE: ACT Market Soundings for Early Intervention

Hi Nicki

Thank you for this. My office number is below for tomorrow's tele-meeting with Kerry McGough. With thanks

Meredith Whitten | Executive Director |
Phone 620 71475 | Fax 620 71371 | Mobile 0419 426 308
Disability ACT | Community Services Directorate | ACT Government

Level 2 Nature Conservation House 153 Emu Bank BELCONNEN ACT 2617 | GPO Box 158 Canberra ACT 2601 |
www.act.gov.au |

From: Doyle, Nicki [mailto:ndoyle@kpmg.com.au]
Sent: Monday, 26 May 2014 1:08 PM
To: Starick, Kate; Sheehan, Maureen; Barr, Iain; Gniel, Stephen; Mitchell, Beth; Evans, Jacinta; Whitten,

Meredith

Subject: FW: ACT Market Soundings for Early Intervention

Hi everyone,

As per our conversation today, please find attached an early draft engagement letter (this has now been superseded by a later engagement letter) which has the proposed organisations for the market soundings.

We look forward to your feedback on the organisations.

Regards,
Nicki

Nicki Doyle
Associate Director
Government Advisory Services
Advisory

KPMG
147 Collins Street
Melbourne VIC 3000 Australia

Tel +61 3 9838 4112
Fax +61 3 9288 6666
Mob 0428 742 728
ndoyle@kpmg.com.au

kpmg.com.au

My working days are Monday, Tuesday and Wednesday

Protect the environment: please think before you print

From: Short, Joe
Sent: Thursday, 8 May 2014 8:27 AM
To: Sheehan, Maureen
Cc: Forsyth, Liz; Starick, Kate; Gniel, Stephen; Mitchell, Beth; Doyle, Nicki
Subject: RE: ACT Market Soundings for Early Intervention

Hi Maureen,

Further to our conversation last week, please find attached a draft engagement letter for this work.

If you have any suggested edits, please let me know, and I can then formalise the letter and send to you as a final document for signature.

You will see in the Appendix we have put together a suggested list of providers to sound based on input from Lindy and our own research. We have also begun developing an interview guide which we can share in due course.

Kind regards,

Joe
0409 396 444

From: Forsyth, Liz
Sent: Tuesday, 22 April 2014 4:34 PM
To: Sheehan, Maureen

Cc: Short, Joe; Chandrakumar, Loga; Starick, Kate; Gniel, Stephen; Mitchell, Beth; Durham, Amity
Subject: RE: ACT Market Soundings for Early Intervention

Maureen

Thanks for considering us – we would be delighted to undertake this work for you

Amity will try and find a time for us to talk

Hope you had a good break

Cheers

Liz

Liz Forsyth
Partner, Government Advisory Services
National Sector Lead: Health, Ageing and Human Services
Advisory

KPMG
10 Shelley Street
Sydney NSW 2000 Australia

Tel +61 2 9335 8233
Fax +61 2 9335 7001
lforsyth@kpmg.com.au

kpmg.com.au

KPMG is proud to rank #2 in Universum's 'World's Most Attractive Employers' survey for the 3rd year running

Protect the environment: please think before you print

From: Sheehan, Maureen [<mailto:Maureen.Sheehan@act.gov.au>]
Sent: Thursday, 17 April 2014 2:28 PM
To: Forsyth, Liz
Cc: Short, Joe; Chandrakumar, Loga; Starick, Kate; Gniel, Stephen; Mitchell, Beth
Subject: RE: ACT Market Soundings for Early Intervention
Importance: High

Dear Liz
The ACT Government has finally announced it is withdrawing from supported accommodation no later than 30 June 2017 and from Therapy services no later than 30 June 2016.
As a result of the work we did around cash and in kind and phasing with you, Government has also announced that Education will withdraw from early intervention services from the end of the 2014 school year.

We are keen to engage KPMG again to leverage off the market soundings for Therapy, and to do further soundings on Early Intervention services. Would it be possible to make a time for a conversation next week on how we would go about this?

Regards
Maureen

Maureen Sheehan

Executive Coordinator
ACT National Disability Insurance Scheme
Community Services Directorate

Office 62071089
Mobile 0438418958

From: Chandrakumar, Loga [mailto:logac@kpmg.com.au]
Sent: Thursday, 19 December 2013 5:22 PM
To: Sheehan, Maureen
Cc: Baumgart, Richard; Forsyth, Liz; Short, Joe
Subject: ACT Market Soundings Transmittal

Hi Maureen

Please find attached a copy of the final report and a copy of our transmittal letter which formally closes our work. I shall raise the final invoice and get it sent across.

I'll be in touch in the New Year to organise a wrap-up call with yourself, Liz and the team.

It's been great working with you and the team, hope you have a restful break and safe festive season.

cheers
Loga

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.

Liability limited by a scheme approved under Professional Standards Legislation.

This email, and any attachments, may be confidential and also privileged. If you are

319

not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Gotovac, Jessica

From: Doyle, Nicki [ndoyle@kpmg.com.au]
Sent: Tuesday, 27 May 2014 2:23 PM
To: Starick, Kate; Whitten, Meredith; Barr, Iain; Mitchell, Beth; Sheehan, Maureen; Evans, Jacinta; Gniel, Stephen
Cc: Durham, Amity; Short, Joe
Subject: Draft Project Plan
Attachments: draft project plan for ACT.pdf

Dear Kate and team,

Please find attached the draft project plan for the ACT market soundings for early intervention services. We look forward to your feedback and comments.

Regards,
Nicki

Nicki Doyle
Associate Director
Government Advisory Services
Advisory

KPMG
147 Collins Street
Melbourne VIC 3000 Australia

Tel +61 3 9838 4112
Fax +61 3 9288 6666
Mob 0428 742 728
ndoyle@kpmg.com.au

kpmg.com.au

My working days are Monday, Tuesday and Wednesday

Protect the environment: please think before you print

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are neither given nor endorsed by it.

~~KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.~~

~~KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to~~

clients.

Liability limited by a scheme approved under Professional Standards Legislation.



cutting through complexity™

Delivery of market soundings support for early intervention services

ACT Community Services Directorate

DRAFT PROJECT PLAN

21 May 2014





Contents

The contacts at KPMG in connection with this document are:

Joe Short
Government Advisory Services
Director

Tel: + 61 2 9356 5652
jshort@kpmg.com.au

Nicki Doyle
Health and Human Services
Associate Director

Tel: + 61 3 9838 4112
Mob: 0428 742 728
ndoyle@kpmg.com.au

Project objectives and scope

Page

2

Project approach

- Overview of approach
- Proposed timeline
- Deliverables

4

5

6

Project management and governance

- Project team
- Project risks and mitigation strategies
- Project progress reporting
- Key contacts

7

8

9

10

320



KPMG has been engaged to provide market sounding support to successfully transitioning Early Intervention Services to the non-government sector, whilst also improving the current model of care.

Project context

Against the context of the introduction of the National Disability Insurance Scheme (NDIS), the Community Services Directorate (CSD) and Education and Training Directorate (ETD) is assessing options for transitioning its directly provided Early Intervention Services to non government organisations (NGOs).

In order to ensure that the ACT is best prepared for an NDIS environment, CSD are assessing the options to transition existing Early Intervention Services to the non government sector. A service transition will provide the opportunity to help establish greater choice for individuals with a disability, build a stronger and more sustainable service across ACT and ensure that high quality and safe services continue to be delivered.

It is vital that through any potential transition of services, individuals currently supported by Early Intervention Services continue to receive the level of support needed, that quality assurance arrangements and safeguards are maintained, and provider supply is sustainable. As such, CSD has sought to inform the planning of transitioning arrangements through a number of targeted conversations with NGO providers. KPMG is providing support during this process.

324

Project scope

The scope this engagement is agreed as follows:

- High level desktop review (20 – 30 pages) to identify best practice models for early intervention based on national and international practice and research, which will be largely drawn from existing literature scans provided by Disability ACT.
- A programme of market sounding interviews with up to 25 non government organisations who may be interested in the delivery of ACT Early Intervention Services.
- A programme of market sounding interviews with up to five peak body organisations and wider providers in order to understand best practice delivery models for early intervention. This will provide insight into broader opportunities for improving service delivery as part of the transition of services from government.
- A programme of seven focus groups with clients (parents, families and carers) in order to identify opportunities for service model improvement and to inform thinking regarding the attributes of a preferred provider.
- Analysis of the outcomes of sector conversations in order to inform the options available to government in transitioning of services. This analysis will provide an overview of initial provider interest, capacity, possible service models/programs, capability, risks and recommissioning considerations.

The scope will **exclude** the following:

- Early Intervention Service level analysis: In order to complete our activities, KPMG will require a good understanding of the existing service with information provided from Education and Training Directorate, however this will not involve KPMG performing a detailed analysis of it.
- The development of procurement or tender specifications.
- Specific research into the capacity of providers to perform a transaction beyond that stated by providers during the course of interviews.

Our proposed approach to the project will involve three main stages, as depicted below:

Stage 1

Project initiation, market soundings and focus group planning

Stage 2

Review of best practice models, market soundings and focus groups

Stage 3

Reporting

Project initiation is critical to frame the engagement and agree our approach to working with you to establish a common understanding upfront and to ensure a smooth process throughout. During this phase we will:

- Confirm the project scope, purpose, milestones, key deliverables.
- Confirm the project management processes, roles and responsibilities for KPMG and government (e.g. project governance, meetings, reporting, risk and issue capture and escalation etc.).
- Confirm market sounding approach and confidentiality arrangements.
- Finalise a draft interview script and confirm the list of providers / peak bodies to interview.
- Finalise desktop review documents to be provided by ETD and CSD.
- Finalise the arrangements and logistics for focus groups. Focus groups participants will be chosen by Disability ACT (Education and Training Directorate with input from Therapy ACT) and session times / locations chosen to maximise participation (e.g. playgroups). Focus groups will be limited to 5 parents / family members / carers per session and will be performed for 1-2 hours. Sessions will be facilitated by an experienced KPMG professional, with an additional team member taking notes. All logistical arrangements will be made by Disability ACT (Education and Training Directorate).

Deliverable:
Project plan



Project approach Overview of approach

DRAFT

Our proposed approach to the project will involve three main stages, as depicted below:

Stage 2 Review of best practice models, market soundings and focus groups

KPMG will undertake a desktop review of best practice models for the delivery of early intervention services. The desktop review will be high level, and seek to identify best practice models for early intervention based on national and international practice and research. The desktop review will be largely drawn from existing literature scans provided by Disability ACT, and will consist of a synthesis of this information, in a short 20 – 30 page report. This will be provided to Disability ACT prior to the commencement of the market soundings and focus groups for review.

KPMG will perform the soundings regarding Early Intervention Services provided by the Education and Training Directorate (ETD) and Disability ACT as agreed within the planning stage. Sounding will focus on seeking alternate delivery models to those provided through the ETD. 25 providers will be interviewed as part of this stage.

Included in the soundings will be up to five peak bodies / wider providers in order to identify and map leading practice in the delivery of early intervention. We shall perform a high level desktop review of best practice in advance of interviews to inform our conversations.

KPMG will perform seven focus groups with families. Focus groups will be conducted as agreed within the planning stage.

KPMG will also facilitate a two hour workshop for up to 100 attendees on the 2nd June. This will include presentations, and a panel discussion on NDIS in ACT.

Deliverable:
KPMG branded high
level desktop review



Project approach Overview of approach

DRAFT

Our proposed approach to the project will involve three main stages, as depicted below:



The outputs of our work will be summarised in a report to you, which will include the following information:

- Key points arising from the market soundings and focus groups informing the transition of services.
- An overview of indicative levels of interest in the services as well as any areas of concern or perceived risk, including identification of incentives that could be initiated to improve models of care and service delivery in the sector.
- Emerging findings with regards to the extent to which providers (both local and interstate) have the capacity or capability to expand into service delivery, or are limited by factors such as financing or resourcing.
- An overview of service delivery best practice, and how a transition of services to the non government sector may facilitate the adoption of best practice in the ACT.
- An assessment, based on the market soundings and focus groups, regarding major risks facing government in achieving their service transition timetable, and identification of potential mitigation strategies.
- An outline of next steps work that should be performed. These steps are likely to suggest a program of financial analysis, stakeholder engagement, formal market soundings and the development of procurement and tender specifications. Our report will contain our emerging thoughts within each of these areas as per the results of our soundings, and highlight where further work should focus.

If, during the course of the Engagement, it is determined that adjustments to the Engagement are required, then these adjustments shall be agreed to in writing by both parties.

Deliverable:
KPMG branded report

328



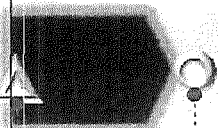
Project approach Proposed timeline

DRAFT

Our project timeframes are outlined below.

Week commencing	19 May	26 May	2 June	9 June	16 June	23 June	30 June	7 July	14 July
-----------------	--------	--------	--------	--------	---------	---------	---------	--------	---------

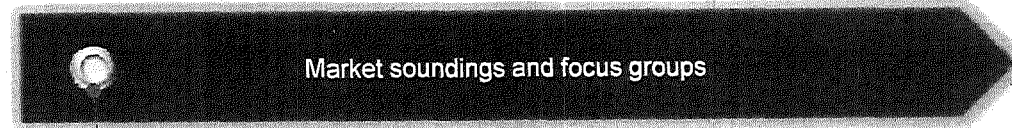
Stage 1
Project initiation,
market soundings
and focus group
planning



Project initiation
(19 May)

Draft project plan
and interview guide
(22 May)

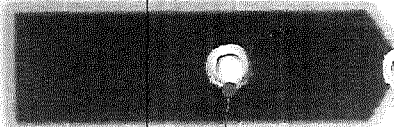
Stage 2
Review of best
practice models,
market soundings
and focus groups



Desktop
review
(28 May)

Market soundings and focus groups

Stage 3
Reporting



Draft
report
(28 June)

Final consultation
report
(18 July)

Key
○ Project deliverable / milestone
▲ Major project meeting

329



Project approach Deliverables

DRAFT

We intend to provide CSD with the following deliverables, using an iterative approach to reaching final project recommendations. All deliverables will be KPMG branded, and will be written for an executive audience to enable later decision-making by CSD.

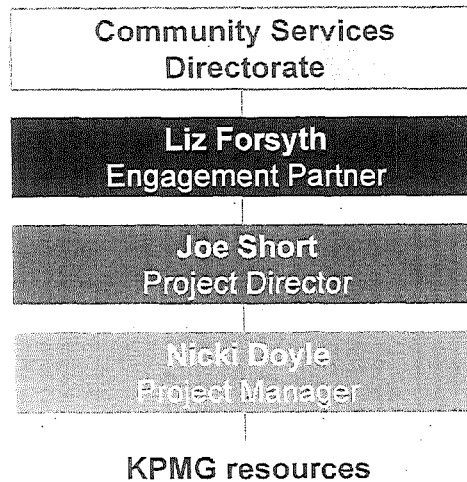
Deliverable	Description	Proposed timing (2014)
Project plan	Will contain confirmed detail on the project objectives and scope, progress reporting requirements, project approach, deliverables and overall timelines.	Thursday 22 nd May 2014
Desktop review	KPMG branded high level desktop review consisting of 20-30 pages which will provide a synthesis of existing literature, and will be completed prior to commencement of the market soundings and focus groups.	Wednesday 28 th May 2014
Draft report	KPMG branded deliverable in accordance with Stage Three of the Scope section.	Friday 11 th July 2014
Final report		Friday 18 th July 2014



Project management and governance
Project team

DRAFT

KPMG has assembled an experienced team for this project, with team members possessing extensive experience providing analysis and advice on reform directions to government:



Name	Role	Description
Liz Forsyth	Engagement Partner	Liz will be responsible for the successful delivery of the project. She will oversee the team's involvement in the project, reviewing all project deliverables, and will also facilitate the key project workshop.
Joe Short	Project Director	As Project Director, Joe will provide broad oversight and strategic direction for the engagement, and will bring his extensive knowledge of the NDIS to the project, in particular the implications for the sector of increased choice and control and the move to individualised funding and the impacts on sector capacity and capability.
Nicki Doyle	Project Manager	Nicki will be the day-to-day contact for CSD for the duration of the engagement, exercising control over project delivery and processes. Nicki will assist Joe in providing leadership and oversight for this engagement and will participate in all project meetings.
KPMG resources	Project team support	The project will be supported by other KPMG resources who will assist in synthesising research and providing support and analysis throughout the engagement. This will include Kerry McGough who will run the workshop and Amity Durham who will run the focus groups.

331

KPMG has identified two major project risks and have developed mitigation strategies to address each. The assistance of CSD is sought in several instances to assist in mitigating the project risks identified.

Project risk	Description	Mitigation strategies
Staff changes	<ul style="list-style-type: none"> • There is a risk that unexpected staff changes at CSD or KPMG impact on the timeliness of the project. 	<ul style="list-style-type: none"> • For CSD: early identification of backup project sponsor to step in to continue project oversight and management • KPMG: full engagement of all senior project team members throughout project (Joe Short and Nicki Doyle), who are all able to step into Project Director and/or Project Manager roles if required.
Delays in finalising deliverables due to delayed feedback	<ul style="list-style-type: none"> • There is a risk that delays in receiving prompt, consolidated feedback from CSD on project deliverables will delay the finalisation of reports according to the timeframes specified. 	<ul style="list-style-type: none"> • Prioritisation of project by relevant CSD staff • Commitment to provide consolidated rather than individual feedback • Commitment from KPMG to deliver on time materials which can facilitate discussions • Use of workshop to facilitate agreement on options

382



Project management and governance
Key contacts

DRAFT

Joe Short
Director
Government Advisory Services

 **02 9356 5652**

 **jjshort@kpmg.com.au**

Nicki Doyle
Associate Director
Government Advisory Services

 **03 9838 4112**

 **ndoyle@kpmg.com.au**

W
W
W



cutting through complexity™

© 2014 KPMG Australia and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative (KPMG International), a Swiss entity. All rights reserved. Liability limited by a scheme approved under Professional Standards Legislation.

The KPMG name, logo and 'cutting through complexity' are registered trademarks or trademarks of KPMG International Cooperative (KPMG International).

Gotovac, Jessica

From: Moore, Nicole
Sent: Tuesday, 27 May 2014 3:04 PM
To: Starick, Kate
Subject: 107RE: A Message from the NDIS Taskforce - Edition 2

Categories: possible

Thanks Kate

Nicole Moore
A/g Manager | Office for Women | Community Participation Group
Community Services Directorate | ACT Government
Theo Notaras Multicultural Centre | Level 2 North building | 180 London Circuit Canberra
GPO Box 158, Canberra 2601 | Phone: 6207 8165 | Email: nicole.moore@act.gov.au

From: Starick, Kate
Sent: Monday, 26 May 2014 7:48 PM
To: Moore, Nicole
Cc: Johnston, Claire
Subject: RE: A Message from the NDIS Taskforce - Edition 2

Hi Nicole
The forum will be predominantly Q & A. But I will ask that any print information is sent to you
Regards
Kate

From: Moore, Nicole
Sent: Friday, 23 May 2014 11:16 AM
To: Starick, Kate
Subject: FW: A Message from the NDIS Taskforce - Edition 2

Hi Kate

The Office for Women Return to Work Coordinator is interested in information on how the changes to therapy services will impact on return to work clients. Unfortunately we are unable to send someone along to the forum. Are you able to share the presentation or information materials with me to discuss with the team?

With thanks

Nicole Moore
A/g Manager | Office for Women | Community Participation Group
Community Services Directorate | ACT Government
Theo Notaras Multicultural Centre | Level 2 North building | 180 London Circuit Canberra
GPO Box 158, Canberra 2601 | Phone: 6207 8165 | Email: nicole.moore@act.gov.au

From: Adams, Rebecca
Sent: Wednesday, 21 May 2014 8:57 AM
To: Moore, Nicole
Subject: FW: A Message from the NDIS Taskforce - Edition 2

Hi Nicole,

I believe we should attend this forum to have a greater understanding of the roll out of the NDIS and that of the provision of RTW.

As it is on the same day as the seminar for home business, I will be unable to attend.

Thanks for your consideration of this issue.

Bec

Rebecca Adams | Return to Work Coordinator |

Phone 02 6205 2885 | Fax 02 6205 1077 |

Community Participation Group | Community Services Directorate | ACT Government

Theo Notaras Multicultural Centre, Level 2, North Building, 180 London Circuit, Canberra ACT 2601 |

GPO Box 158, Canberra ACT 2601 | www.act.gov.au | rtw@act.gov.au

My normal working days are: Monday 9-2, Tuesday 9-2.45, Wednesday 9-5, Thursday 9-2.45.

IMPORTANT NOTICE

The information contained in this email and any attachments is for the intended recipient only. It may contain material of a confidential nature relating to the operations of the Community Services Directorate, or its clients, contractors or stakeholders. Information of this nature may be subject to the provisions of the Privacy Act 1988, Public Sector Management Act 1994, Health Records (Privacy and Access) Act 1997, Children and Young People Act 2008, Housing Assistance Act 1987 and/or the Crimes Act 1900. Any person who inappropriately discloses this information may be subject to disciplinary/criminal proceedings under any of these Acts. If you have received this email in error, please notify the sender and then delete this transmission and any attachments.

From: Starick, Kate

Sent: Monday, 19 May 2014 3:30 PM

To: ##All Staff Community Services Directorate

Subject: A Message from the NDIS Taskforce - Edition 2



ACT
Government
Community Services

A message from the NDIS Taskforce

19 May 2014

Edition 2

Welcome to the latest update from the ACT NDIS Taskforce.

The Taskforce is located at Nature Conservation House in Belconnen and is responsible for the strategic policy and planning for the design and implementation of the NDIS in Canberra. You can find out more about the NDIS in the ACT at www.act.gov.au/ndis

We welcome your input or feedback via ndis@act.gov.au

Inside this edition:

- Transitioning to the NDIS
- NDIS Community Forum – Therapy in the ACT
- Choice and Control Expo
- Housing Symposium
- My Access Checker

- Community Conversations
- Hot Topic – Safeguards
- Sector Development – Business Investment Packages

Transitioning to the NDIS

The ACT NDIS trial begins in July 2014. To ensure that access to the NDIS is fair and equitable and that the trial runs smoothly, the ACT and Commonwealth governments have agreed there will be a schedule for eligible people to access the scheme over two years, according to either age or stage of life.

Key elements of an ages and life stages transition plan have been agreed in principle. There will be three streams for people transitioning to the NDIS:

1. Adults

- Adults will transition to the NDIS from oldest to youngest over the trial period.

2. Children

- Children below school age will transition to the NDIS over the first six months, including all babies who are born after 1 July.
- School leavers will transition to the NDIS at the end of the 2014 school year, in time to have their packages ready when they leave school.
- School-age children will transition to the NDIS during the school year 2015.

3. Group Homes

- Group homes need special treatment so that the whole household can transition to the NDIS together. Households will transition from youngest to oldest over the trial period.

Agreement with the Commonwealth as to the detail surrounding the plan is imminent.

NDIS Community Forum – Therapy in the ACT

You are invited to a free information forum about therapy in the ACT and the National Disability Insurance Scheme (NDIS).

This is a forum for:

- Therapy ACT clients and their families
- Parents of children accessing early intervention services
- Service providers
- Disability sector workers

When: 12 – 2PM, Monday 2 June 2014

Where: Hedley Beare Centre Hall, 51 Fremantle Drive, Stirling

Hear from experts, families and the ACT Government about how therapy will work with the NDIS.

To RSVP and for accessibility assistance call (02) 6205 1372 or email ndis@act.gov.au

See attached invitation

Choice and Control Expo

Thursday 22 May
10am to 4pm

The Choice and Control Expo is being organised by Advocacy for Inclusion and will showcase over 100 businesses and charities with a wide range of products, services, aids, equipment and lifestyle options for people with disabilities in Canberra and the surrounding region.

This is a pivotal time in the disability sector, and the Choice and Control Expo will coincide with a time when people will be making decisions on the types of supports that they need once the NDIS is launched in Canberra in July 2014.

For more information go to <http://advocacyforinclusion.org/index.php/control-choice-expo>

Housing Symposium

Over coming months a three-part symposium on innovative housing will be held to explore options for people with a disability in the ACT.

The objectives of the symposium are to:

- 1. Raise awareness about the NDIS and the opportunities and challenges it presents to housing providers, tenancy managers and accommodation support providers.
- 2. Explore funding options.
- 3. Promote innovative housing options that improve affordability and security of tenure for people with disability.

The symposium will be targeted to community sector providers, the housing industry, real estate representatives and ACT Government.

The first forum will be held on Wednesday 28 May at the Hellenic Club in Woden. For more information please email ndis@act.gov.au

My Access Checker

My Access Checker is an online tool that only takes a couple of minutes to complete and will help you understand if you, or someone you know, might be able to access assistance from the NDIS.

Go to <http://www.ndis.gov.au/my-access-checker> for more information.

Community Conversations

Community Conversations, facilitated by the Peer-led Working Group, are semi-formal or very informal conversations held in community places to talk about topics of shared interest. Participants share ideas and inspirations, get information and have the opportunity to have misinformation clarified, hear from people who have walked a similar journey and may have the same fears and concerns about the future.

The next conversation is "Making your own Decisions". In the NDIAS you will be able to make decisions over your supports and services.

Come to this Community Conversation to find out:

- How to make more of your own decisions
- Support you can use to make decisions
- How to support a person to decide

Tea and Coffee provided.

When: 6PM to 9PM, Tuesday 27 May 2014

Where: Hellenic Club Woden

RSVP: Bookings are essential: Phone Lisa on 6205 2122 or email: ndis@act.gov.au

For more information call Kate at ADACAS on 6242 5060 or email kate@adacas.org.au

HOT TOPIC

Safeguards

Safeguards are specific measures in a disability support system that aim to minimise the risk of harm to a person with a disability and protect their right to be safe.

All state and territory governments agreed that until a national approach to quality and safeguards is established under the NDIS, existing jurisdictional safeguards will be maintained.

The NDIS will mean changes to the way specialist disability services are funded. In some cases, where legislative safeguards are dependent on the funding relationship between government and providers, those safeguards will no longer automatically apply. This is because the current legislation is largely drafted in a manner that relies on the existing roles of government as the funder of disability services and the current authority exerted through contracts between government and disability service providers.

To ensure we continue to have robust safeguards in the ACT during the transition to the NDIS, amendments to the *Disability Services Act 1991* have been drafted and presented in the legislative assembly. These are scheduled for debate in early June, and, if passed, will commence 1 July 2014.

These amendments will ensure existing minimum safeguards and quality standards remain in an environment where there is no contract between a service provider and the government.

This is a transitional arrangement, which will stand until a national safeguarding framework takes the place of existing state-based systems.

This nationally consistent quality and safeguards framework will mean that people with disability will be able to expect the same standards and safeguards wherever they live in Australia.

Until that time, we are working to ensure all current safeguards in the ACT will continue to apply.

Sector Development – Business Investment Packages

The ACT Government has secured \$12.5 million to help build capacity in the disability sector.

The next sector development initiative available to service providers is the Business Investment Package.

The packages will provide tailored professional assistance valued at up to \$50,000 to implement complex strategic change management related to governance, organisational structure, service design and/or establishment, workforce redevelopment and human resource management ahead of introduction of the NDIS.

Ten packages are available in the first instance.

The Business Investment Package will allow organisations to select from a panel of consultants able to provide medium term business advice and mentoring to implement reform plans related to the NDIS transition.

More information is available at

http://www.communityservices.act.gov.au/disability_act/national_disability_insurance_scheme/services-providers

Kate Starick
Director
ACT NDIS Taskforce

Gotovac, Jessica

From: Starick, Kate
Sent: Tuesday, 27 May 2014 3:08 PM
To: Evans, Jacinta
Subject: 108
Attachments: draft project plan for ACT.pdf

Categories: possible

Hi Jacinta
I think P3 gives a really good summary of what KPMG will do
Cheers
Kate



cutting through complexity™

Delivery of market soundings support for early intervention services

ACT Community Services Directorate

DRAFT PROJECT PLAN

21 May 2014



343



Contents

The contacts at KPMG in connection with this document are:

Joe Short
 Government Advisory Services
 Director

Tel: + 61 2 9356 5652
jshort@kpmg.com.au

Nicki Doyle
 Health and Human Services
 Associate Director

Tel: + 61 3 9838 4112
 Mob: 0428 742 728
ndoyle@kpmg.com.au

Project objectives and scope

Page

2

Project approach

- Overview of approach

4

- Proposed timeline

5

- Deliverables

6

Project management and governance

- Project team

7

- Project risks and mitigation strategies

8

- Project progress reporting

9

- Key contacts

10

344

KPMG has been engaged to provide market sounding support to successfully transitioning Early Intervention Services to the non-government sector, whilst also improving the current model of care.

Project context

Against the context of the introduction of the National Disability Insurance Scheme (NDIS), the Community Services Directorate (CSD) and Education and Training Directorate (ETD) is assessing options for transitioning its directly provided Early Intervention Services to non government organisations (NGOs).

In order to ensure that the ACT is best prepared for an NDIS environment, CSD are assessing the options to transition existing Early Intervention Services to the non government sector. A service transition will provide the opportunity to help establish greater choice for individuals with a disability, build a stronger and more sustainable service across ACT and ensure that high quality and safe services continue to be delivered.

It is vital that through any potential transition of services, individuals currently supported by Early Intervention Services continue to receive the level of support needed, that quality assurance arrangements and safeguards are maintained, and provider supply is sustainable. As such, CSD has sought to inform the planning of transitioning arrangements through a number of targeted conversations with NGO providers. KPMG is providing support during this process.

395

Project scope

The scope this engagement is agreed as follows:

- High level desktop review (20 – 30 pages) to identify best practice models for early intervention based on national and international practice and research, which will be largely drawn from existing literature scans provided by Disability ACT.
- A programme of market sounding interviews with up to 25 non government organisations who may be interested in the delivery of ACT Early Intervention Services.
- A programme of market sounding interviews with up to five peak body organisations and wider providers in order to understand best practice delivery models for early intervention. This will provide insight into broader opportunities for improving service delivery as part of the transition of services from government.
- A programme of seven focus groups with clients (parents, families and carers) in order to identify opportunities for service model improvement and to inform thinking regarding the attributes of a preferred provider.
- Analysis of the outcomes of sector conversations in order to inform the options available to government in transitioning of services. This analysis will provide an overview of initial provider interest, capacity, possible service models/programs, capability, risks and recommissioning considerations.

The scope will exclude the following:

- Early Intervention Service level analysis: In order to complete our activities, KPMG will require a good understanding of the existing service with information provided from Education and Training Directorate, however this will not involve KPMG performing a detailed analysis of it.
- The development of procurement or tender specifications.
- Specific research into the capacity of providers to perform a transaction beyond that stated by providers during the course of interviews.

Our proposed approach to the project will involve three main stages, as depicted below:

Stage 1

Project initiation, market soundings and focus group planning

Project initiation is critical to frame the engagement and agree our approach to working with you to establish a common understanding upfront and to ensure a smooth process throughout. During this phase we will:

- Confirm the project scope, purpose, milestones, key deliverables.
- Confirm the project management processes, roles and responsibilities for KPMG and government (e.g. project governance, meetings, reporting, risk and issue capture and escalation etc.).
- Confirm market sounding approach and confidentiality arrangements.
- Finalise a draft interview script and confirm the list of providers / peak bodies to interview.
- Finalise desktop review documents to be provided by ETD and CSD.
- Finalise the arrangements and logistics for focus groups. Focus groups participants will be chosen by Disability ACT (Education and Training Directorate with input from Therapy ACT) and session times / locations chosen to maximise participation (e.g. playgroups). Focus groups will be limited to 5 parents / family members / carers per session and will be performed for 1-2 hours. Sessions will be facilitated by an experienced KPMG professional, with an additional team member taking notes. All logistical arrangements will be made by Disability ACT (Education and Training Directorate).

Deliverable:
Project plan

the



Project approach Overview of approach

DRAFT

Our proposed approach to the project will involve three main stages, as depicted below:

Stage 2

Review of best practice models, market soundings and focus groups

KPMG will undertake a desktop review of best practice models for the delivery of early intervention services. The desktop review will be high level, and seek to identify best practice models for early intervention based on national and international practice and research. The desktop review will be largely drawn from existing literature scans provided by Disability ACT, and will consist of a synthesis of this information, in a short 20 – 30 page report. This will be provided to Disability ACT prior to the commencement of the market soundings and focus groups for review.

KPMG will perform the soundings regarding Early Intervention Services provided by the Education and Training Directorate (ETD) and Disability ACT as agreed within the planning stage. Sounding will focus on seeking alternate delivery models to those provided through the ETD. 25 providers will be interviewed as part of this stage.

Included in the soundings will be up to five peak bodies / wider providers in order to identify and map leading practice in the delivery of early intervention. We shall perform a high level desktop review of best practice in advance of interviews to inform our conversations.

KPMG will perform seven focus groups with families. Focus groups will be conducted as agreed within the planning stage.

KPMG will also facilitate a two hour workshop for up to 100 attendees on the 2nd June. This will include presentations, and a panel discussion on NDIS in ACT.

Deliverable:
KPMG branded high
level desktop review

348



Project approach Overview of approach

DRAFT

Our proposed approach to the project will involve three main stages, as depicted below:



The outputs of our work will be summarised in a report to you, which will include the following information:

- Key points arising from the market soundings and focus groups informing the transition of services.
- An overview of indicative levels of interest in the services as well as any areas of concern or perceived risk, including identification of incentives that could be initiated to improve models of care and service delivery in the sector.
- Emerging findings with regards to the extent to which providers (both local and interstate) have the capacity or capability to expand into service delivery, or are limited by factors such as financing or resourcing.
- An overview of service delivery best practice, and how a transition of services to the non government sector may facilitate the adoption of best practice in the ACT.
- An assessment, based on the market soundings and focus groups, regarding major risks facing government in achieving their service transition timetable, and identification of potential mitigation strategies.
- An outline of next steps work that should be performed. These steps are likely to suggest a program of financial analysis, stakeholder engagement, formal market soundings and the development of procurement and tender specifications. Our report will contain our emerging thoughts within each of these areas as per the results of our soundings, and highlight where further work should focus.

If, during the course of the Engagement, it is determined that adjustments to the Engagement are required, then these adjustments shall be agreed to in writing by both parties.

Deliverable:
KPMG branded report



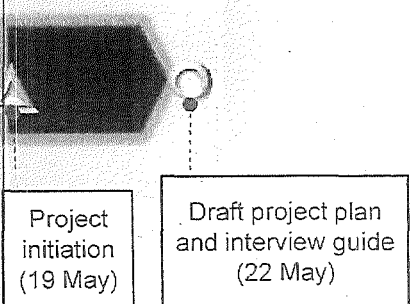
Project approach Proposed timeline

DRAFT

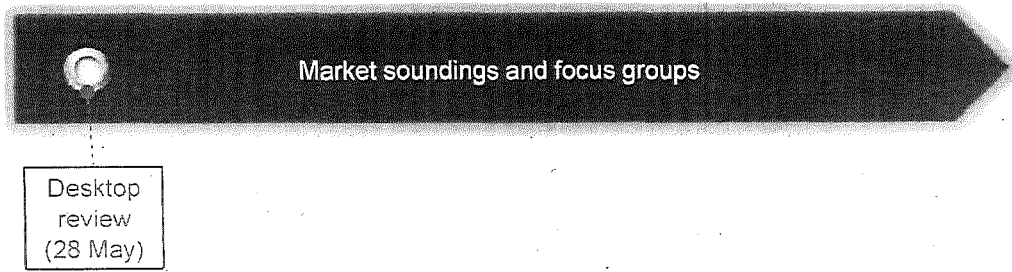
Our project timeframes are outlined below.

Week commencing	19 May	26 May	2 June	9 June	16 June	23 June	30 June	7 July	14 July
-----------------	--------	--------	--------	--------	---------	---------	---------	--------	---------

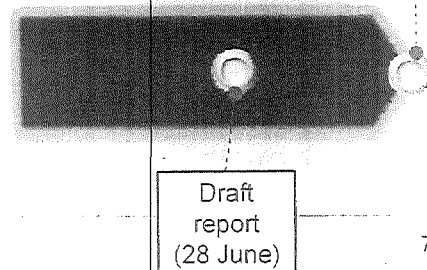
Stage 1
Project initiation,
market soundings
and focus group
planning



Stage 2
Review of best
practice models,
market soundings
and focus groups



Stage 3
Reporting



Key
 Project deliverable / milestone
 Major project meeting

350



Project approach Deliverables

DRAFT

We intend to provide CSD with the following deliverables, using an iterative approach to reaching final project recommendations. All deliverables will be KPMG branded, and will be written for an executive audience to enable later decision-making by CSD.

Deliverable	Description	Proposed timing (2014)
Project plan	Will contain confirmed detail on the project objectives and scope, progress reporting requirements, project approach, deliverables and overall timelines.	Thursday 22 nd May 2014
Desktop review	KPMG branded high level desktop review consisting of 20-30 pages which will provide a synthesis of existing literature, and will be completed prior to commencement of the market soundings and focus groups.	Wednesday 28 th May 2014
Draft report	KPMG branded deliverable in accordance with Stage Three of the Scope section.	Friday 11 th July 2014
Final report		Friday 18 th July 2014

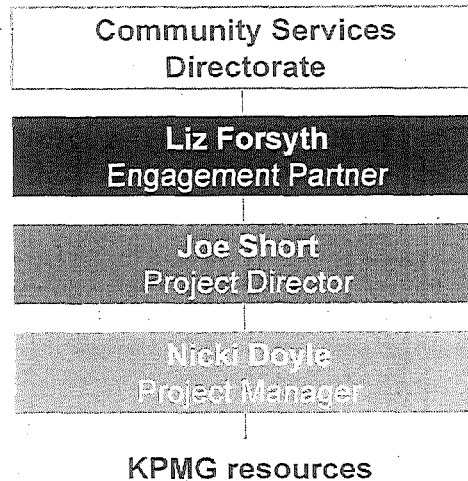
351



Project management and governance
Project team

DRAFT

KPMG has assembled an experienced team for this project, with team members possessing extensive experience providing analysis and advice on reform directions to government:



Name	Role	Description
Liz Forsyth	Engagement Partner	Liz will be responsible for the successful delivery of the project. She will oversee the team's involvement in the project, reviewing all project deliverables, and will also facilitate the key project workshop.
Joe Short	Project Director	As Project Director, Joe will provide broad oversight and strategic direction for the engagement, and will bring his extensive knowledge of the NDIS to the project, in particular the implications for the sector of increased choice and control and the move to individualised funding and the impacts on sector capacity and capability.
Nicki Doyle	Project Manager	Nicki will be the day-to-day contact for CSD for the duration of the engagement, exercising control over project delivery and processes. Nicki will assist Joe in providing leadership and oversight for this engagement and will participate in all project meetings.
KPMG resources	Project team support	The project will be supported by other KPMG resources who will assist in synthesising research and providing support and analysis throughout the engagement. This will include Kerry McGough who will run the workshop and Amity Durham who will run the focus groups.

352



Project management and governance Project risks and mitigation strategies

DRAFT

KPMG has identified two major project risks and have developed mitigation strategies to address each. The assistance of CSD is sought in several instances to assist in mitigating the project risks identified.

Project risk	Description	Mitigation strategies
Staff changes	<ul style="list-style-type: none">• There is a risk that unexpected staff changes at CSD or KPMG impact on the timeliness of the project.	<ul style="list-style-type: none">• For CSD: early identification of backup project sponsor to step in to continue project oversight and management• KPMG: full engagement of all senior project team members throughout project (Joe Short and Nicki Doyle), who are all able to step into Project Director and/or Project Manager roles if required
Delays in finalising deliverables due to delayed feedback	<ul style="list-style-type: none">• There is a risk that delays in receiving prompt, consolidated feedback from CSD on project deliverables will delay the finalisation of reports according to the timeframes specified.	<ul style="list-style-type: none">• Prioritisation of project by relevant CSD staff• Commitment to provide consolidated rather than individual feedback• Commitment from KPMG to deliver on time materials which can facilitate discussions• Use of workshop to facilitate agreement on options



Project management and governance
Key contacts

DRAFT

Joe Short

Director

Government Advisory Services

 **02 9356 5652**

 **jjshort@kpmg.com.au**

Nicki Doyle

Associate Director

Government Advisory Services

 **03 9838 4112**

 **ndoyle@kpmg.com.au**

BSH



cutting through complexity™

© 2014 KPMG Australia and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative (KPMG International), a Swiss entity. All rights reserved. Liability limited by a scheme approved under Professional Standards Legislation.

The KPMG name, logo and 'cutting through complexity' are registered trademarks or trademarks of KPMG International Cooperative (KPMG International).

Gotovac, Jessica

From: Johnston, Claire
Sent: Tuesday, 27 May 2014 3:41 PM
To: Starick, Kate
Subject: 109RSVP list.xlsx
Attachments: RSVP list.xlsx

Categories: possible

As of 27 May

361

Gotovac, Jessica

From: Starick, Kate
Sent: Tuesday, 27 May 2014 5:52 PM
To: Whitten, Meredith; Sheehan, Maureen; Gniel, Stephen; Barr, Iain; Evans, Jacinta
Cc: Doyle, Nicki
Subject: FW: Project Plan
Attachments: draft project plan for ACT v1.pdf

Dear all

Please find the draft project plan.

Could you please get back to me as soon as possible if you have comments re timelines etc etc so we can finalise.

Following the hook-up this evening, Nicki and I thought slide 7 would be a useful slide to talk to on Monday's forum

Regards

Kate

Kate Starick | Director |

P 02 6205 7062 | M 0408 230 214 | F 02 6207 2047

ACT NDIS Taskforce | Community Services Directorate | ACT Government

Level 2 Nature Conservation House | 153 Emu Bank, Belconnen ACT 2617 | www.act.gov.au

From: Doyle, Nicki [<mailto:ndoyle@kpmg.com.au>]
Sent: Tuesday, 27 May 2014 5:16 PM
To: Starick, Kate
Subject: Project Plan

Dear Kate,

Please find attached the updated project plan.

Regards,
Nicki

Nicki Doyle
Associate Director
Government Advisory Services
Advisory

KPMG
147 Collins Street
Melbourne VIC 3000 Australia

Tel +61 3 9838 4112

Fax +61 3 9288 6666

Mob 0428 742 728

ndoyle@kpmg.com.au

kpmg.com.au

My working days are Monday, Tuesday and Wednesday

~~Protect the environment. please think before you print~~

The information in this e-mail is confidential and may be legally privileged. It is intended solely for the addressee. Access to this e-mail by anyone else is unauthorised. If you have received this communication in error, please notify us immediately by return e-mail with the subject heading "Received in error" or telephone +61 2 93357000, then delete the email and destroy any copies of it. If you are not the intended recipient, any disclosure, copying, distribution or any action taken or omitted to be taken in reliance on it, is prohibited and may be unlawful. Any opinions or advice contained in this e-mail are subject to the terms and conditions expressed in the governing KPMG client engagement letter. Opinions, conclusions and other information in this e-mail and any attachments that do not relate to the official business of the firm are ~~neither given nor endorsed by it.~~

KPMG cannot guarantee that e-mail communications are secure or error-free, as information could be intercepted, corrupted, amended, lost, destroyed, arrive late or incomplete, or contain viruses.

KPMG, an Australian partnership and a member firm of the KPMG network of independent member firms affiliated with KPMG International, a Swiss cooperative. KPMG International provides no services to clients.

Liability limited by a scheme approved under Professional Standards Legislation.



cutting through complexity™

Delivery of market soundings support for early intervention services

ACT Community Services Directorate

DRAFT PROJECT PLAN

21 May 2014



363



Contents

DRAFT

The contacts at KPMG
in connection with this
document are:

Joe Short
Government Advisory
Services
Director

Tel: + 61 2 9356 5652
jjshort@kpmg.com.au

Nicki Doyle
Health and Human Services
Associate Director

Tel: + 61 3 9838 4112
Mob: 0428 742 728
Indoyle@kpmg.com.au

Project objectives and scope

Project approach

- Overview of approach
- Proposed timeline
- Deliverables

Project management and governance

- Project team
- Project risks and mitigation strategies
- Project progress reporting
- Key contacts

Page

2

4

5

6

7

8

9

10

364

KPMG has been engaged to provide market sounding support to successfully transitioning Early Intervention Services to the non-government sector, whilst also improving the current model of care.

Project context

Against the context of the introduction of the National Disability Insurance Scheme (NDIS), the Community Services Directorate (CSD) and Education and Training Directorate (ETD) is assessing options for transitioning its directly provided Early Intervention Services to non government organisations (NGOs).

In order to ensure that the ACT is best prepared for an NDIS environment, ETD are assessing the options to transition existing Early Intervention Services to the non government sector. A service transition will provide the opportunity to help establish greater choice for individuals with a disability, build a stronger and more sustainable service across ACT and ensure that high quality and safe services continue to be delivered.

It is vital that through any potential transition of services, individuals currently supported by Early Intervention Services continue to receive the level of support needed, that quality assurance arrangements and safeguards are maintained, and provider supply is sustainable. As such, CSD has sought to inform the planning of transitioning arrangements through a number of targeted conversations with NGO providers. KPMG is providing support during this process.

Project scope

The scope this engagement is agreed as follows:

- High level desktop review (20 – 30 pages) to identify best practice models for early intervention based on national and international practice and research, which will be largely drawn from existing literature scans provided by Disability ACT.
- A programme of market sounding interviews with up to 25 non government organisations who may be interested in the delivery of ACT Early Intervention Services.
- A programme of market sounding interviews with up to five peak body organisations and wider providers in order to understand best practice delivery models for early intervention. This will provide insight into broader opportunities for improving service delivery as part of the transition of services from government.
- A programme of seven focus groups with clients (parents, families and carers) in order to identify opportunities for service model improvement and to inform thinking regarding the attributes of a preferred provider.
- Analysis of the outcomes of sector conversations in order to inform the options available to government in transitioning of services. This analysis will provide an overview of initial provider interest, capacity, possible service models/programs, capability, risks and recommissioning considerations.

The scope will exclude the following:

- Early Intervention Service level analysis: In order to complete our activities, KPMG will require a good understanding of the existing service with information provided from Education and Training Directorate, however this will not involve KPMG performing a detailed analysis of it.
- The development of procurement or tender specifications.
- Specific research into the capacity of providers to perform a transaction beyond that stated by providers during the course of interviews.



Project approach Overview of approach

DRAFT

Our proposed approach to the project will involve three main stages, as depicted below:

Stage 1

Project initiation, market soundings and focus group planning

Stage 2

Review of best practice models, market soundings and focus groups

Stage 3

Reporting

Project initiation is critical to frame the engagement and agree our approach to working with you to establish a common understanding upfront and to ensure a smooth process throughout. During this phase we will:

- Confirm the project scope, purpose, milestones, key deliverables.
- Confirm the project management processes, roles and responsibilities for KPMG and government (e.g. project governance, meetings, reporting, risk and issue capture and escalation etc.).
- Confirm market sounding approach and confidentiality arrangements.
- Finalise a draft interview script and confirm the list of providers / peak bodies to interview.
- Finalise desktop review documents to be provided by ETD and CSD.
- Finalise the arrangements and logistics for focus groups. Focus groups participants will be chosen by Education and Training Directorate with input from Therapy ACT and session times / locations chosen to maximise participation (e.g. playgroups). Focus groups will be limited to 5 parents / family members / carers per session and will be performed for 1-2 hours. Sessions will be facilitated by an experienced KPMG professional, with an additional team member taking notes. All logistical arrangements will be made by Education and Training Directorate.

Deliverable:
Project plan

367



Project approach Overview of approach

DRAFT

Our proposed approach to the project will involve three main stages, as depicted below:

Stage 2 Review of best practice models, market soundings and focus groups

KPMG will undertake a desktop review of best practice models for the delivery of early intervention services. The desktop review will be high level, and seek to identify best practice models for early intervention based on national and international practice and research. The desktop review will be largely drawn from existing literature scans provided by Disability ACT, and will consist of a synthesis of this information, in a short 20 – 30 page report. This will be provided to Disability ACT prior to the commencement of the market soundings and focus groups for review.

KPMG will perform the soundings regarding Early Intervention Services provided by the Education and Training Directorate (ETD) and Disability ACT as agreed within the planning stage. Sounding will focus on seeking alternate delivery models to those provided through the ETD. 25 providers will be interviewed as part of this stage.

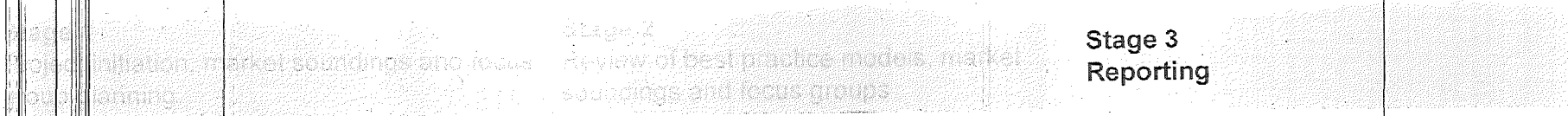
Included in the soundings will be up to five peak bodies / wider providers in order to identify and map leading practice in the delivery of early intervention. We shall perform a high level desktop review of best practice in advance of interviews to inform our conversations.

KPMG will perform seven focus groups with families. Focus groups will be conducted as agreed within the planning stage.

KPMG will also facilitate a two hour workshop for up to 100 attendees on the 2nd June. This will include presentations, and a panel discussion on NDIS in ACT.

Deliverable:
KPMG branded high
level desktop review

Our proposed approach to the project will involve three main stages, as depicted below:



The outputs of our work will be summarised in a report to you, which will include the following information:

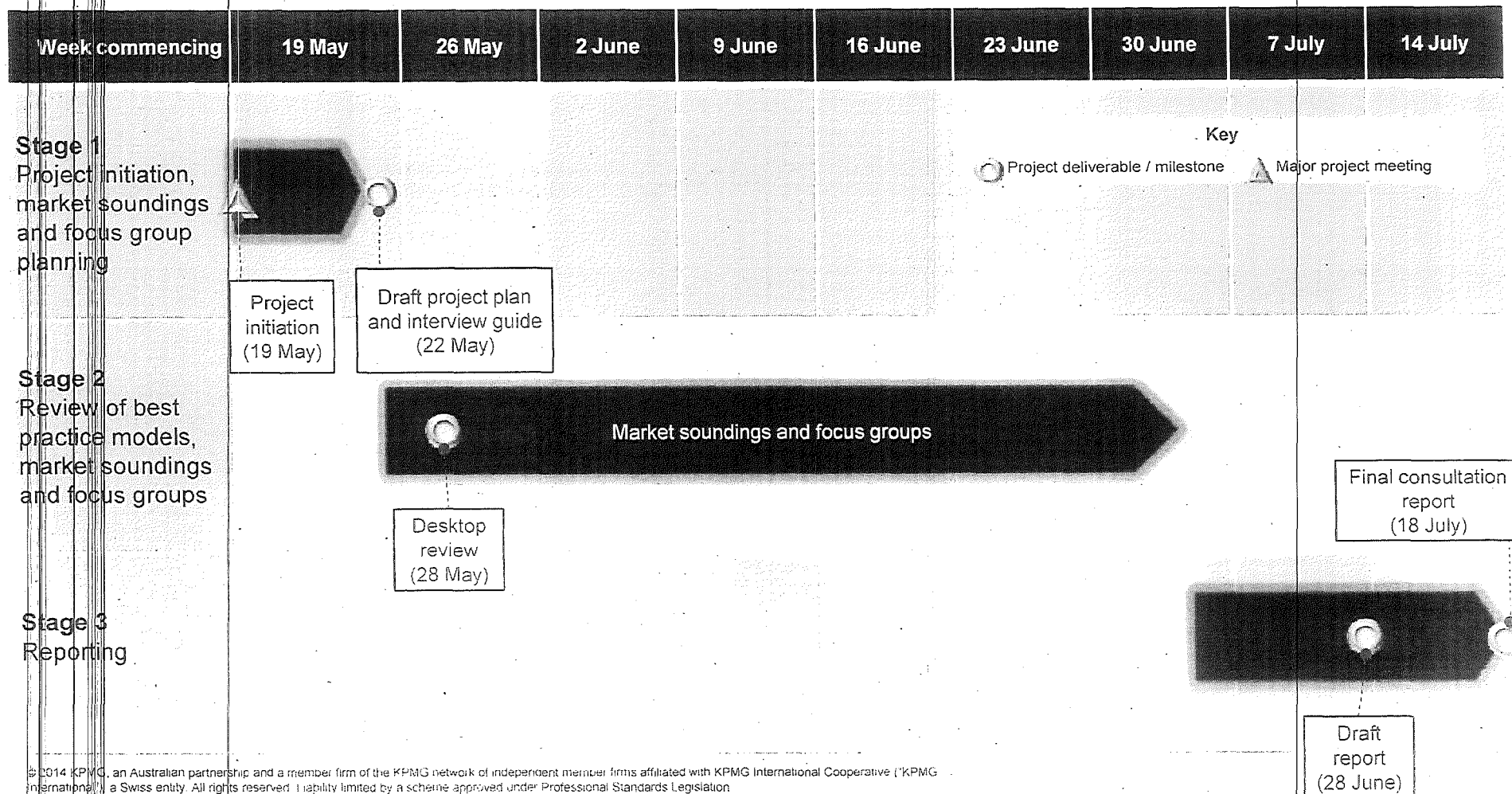
- Key points arising from the market soundings and focus groups informing the transition of services.
- An overview of indicative levels of interest in the services as well as any areas of concern or perceived risk, including identification of incentives that could be initiated to improve models of care and service delivery in the sector.
- Emerging findings with regards to the extent to which providers (both local and interstate) have the capacity or capability to expand into service delivery, or are limited by factors such as financing or resourcing.
- An overview of service delivery best practice, and how a transition of services to the non government sector may facilitate the adoption of best practice in the ACT.
- An assessment, based on the market soundings and focus groups, regarding major risks facing government in achieving their service transition timetable, and identification of potential mitigation strategies.
- An outline of next steps work that should be performed. These steps are likely to suggest a program of financial analysis, stakeholder engagement, formal market soundings and the development of procurement and tender specifications. Our report will contain our emerging thoughts within each of these areas as per the results of our soundings, and highlight where further work should focus.

If, during the course of the Engagement, it is determined that adjustments to the Engagement are required, then these adjustments shall be agreed to in writing by both parties.

Deliverable:
KPMG branded report

369

Our project timeframes are outlined below.



370



Project approach Deliverables

DRAFT

We intend to provide CSD with the following deliverables, using an iterative approach to reaching final project recommendations. All deliverables will be KPMG branded, and will be written for an executive audience to enable later decision-making by CSD.

Deliverable	Description	Proposed timing (2014)
Project plan	Will contain confirmed detail on the project objectives and scope, progress reporting requirements, project approach, deliverables and overall timelines.	Thursday 22 nd May 2014
Desktop review	KPMG branded high level desktop review consisting of 20-30 pages which will provide a synthesis of existing literature, and will be completed prior to commencement of the market soundings and focus groups.	Wednesday 28 th May 2014
Draft report	KPMG branded deliverable in accordance with Stage Three of the Scope section.	Friday 11 th July 2014
Final report		Friday 18 th July 2014

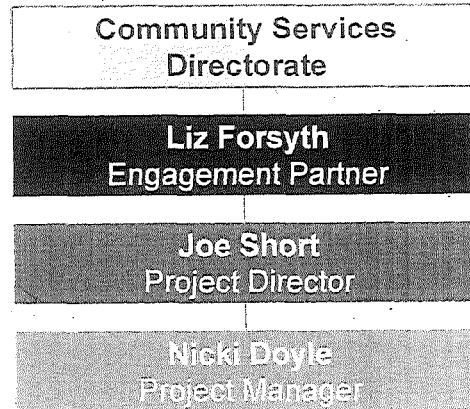
371



Project management and governance
Project team

DRAFT

KPMG has assembled an experienced team for this project, with team members possessing extensive experience providing analysis and advice on reform directions to government:



KPMG resources

Name	Role	Description
Liz Forsyth	Engagement Partner	Liz will be responsible for the successful delivery of the project. She will oversee the team's involvement in the project, reviewing all project deliverables, and will also facilitate the key project workshop.
Joe Short	Project Director	As Project Director, Joe will provide broad oversight and strategic direction for the engagement, and will bring his extensive knowledge of the NDIS to the project, in particular the implications for the sector of increased choice and control and the move to individualised funding and the impacts on sector capacity and capability.
Nicki Doyle	Project Manager	Nicki will be the day-to-day contact for CSD for the duration of the engagement, exercising control over project delivery and processes. Nicki will assist Joe in providing leadership and oversight for this engagement and will participate in all project meetings.
KPMG resources	Project team support	The project will be supported by other KPMG resources who will assist in synthesising research and providing support and analysis throughout the engagement. This will include Kerry McGough who will run the workshop and Amity Durham who will run the focus groups.

372

KPMG has identified two major project risks and have developed mitigation strategies to address each. The assistance of CSD is sought in several instances to assist in mitigating the project risks identified.

Project risk	Description	Mitigation strategies
Staff changes	<ul style="list-style-type: none"> • There is a risk that unexpected staff changes at CSD or KPMG impact on the timeliness of the project. 	<ul style="list-style-type: none"> • For CSD: early identification of backup project sponsor to step in to continue project oversight and management • KPMG: full engagement of all senior project team members throughout project (Joe Short and Nicki Doyle), who are all able to step into Project Director and/or Project Manager roles if required
Delays in finalising deliverables due to delayed feedback	<ul style="list-style-type: none"> • There is a risk that delays in receiving prompt, consolidated feedback from CSD on project deliverables will delay the finalisation of reports according to the timeframes specified. 	<ul style="list-style-type: none"> • Prioritisation of project by relevant CSD staff • Commitment to provide consolidated rather than individual feedback • Commitment from KPMG to deliver on time materials which can facilitate discussions • Use of workshop to facilitate agreement on options

3925



Project management and governance
Key contacts

DRAFT

Joe Short
Director
Government Advisory Services

 **02 9356 5652**
 **jjshort@kpmg.com.au**

Nicki Doyle
Associate Director
Government Advisory Services

 **03 9838 4112**
 **ndoyle@kpmg.com.au**

374



cutting through complexity™

© 2014 KPMG Australia and a member firm of the KPMG network of independent member firms affiliated with KPMG International Cooperative (KPMG International), a Swiss entity. All rights reserved. Liability limited by a scheme approved under Professional Standards Legislation.

The KPMG name, logo and 'cutting through complexity' are registered trademarks or trademarks of KPMG International Cooperative (KPMG International).

378