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## **Establishing a Change Leadership Committee**

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The shift to a national Quality and Safeguarding Framework will require changes to existing disability support systems and NDIS providers should consult with people with disability, families, carers and their staff as changes are considered through the change process. Committee members can act as change leaders and facilitate broader consultation and discussion about critical issues and improvements. Where appropriate, the Committee may also make timely decisions about Our Change Vision and help ensure the change continues to progress.

### **Aim:**

This document provides guidelines, structure and framework for a Change Leadership Committee. This includes stakeholder consultation, setting the direction and providing leadership to embed the change and ensure it aligns with the organisation's strategic goals.

### **Instructions:**

- Familiarise yourself with the guidance on creating a structure for Change Leadership Committee Terms of Reference
- Committee members should discuss and agree on the structure and terms of reference for the committee at the first meeting
- Establish the Change Leadership Committee
- Follow the prompts as provided in the meeting templates
- Please adapt this document based on your needs and relevance

### **Structure for terms of reference**

Committee members should discuss and agree on the structure and Terms of reference for the committee at the first meeting. This tool can be used to define the structure and purpose for the committee. The Terms of Reference should at a minimum contain the following elements:

- Purpose of the committee
- Term
- Committee membership
- Meeting guidelines
- Key focus areas

## Purpose of the Change Leadership Committee

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**Example:** The role of Change Leadership Committee will be to provide strategic direction and leadership to ensure [organisation] and its stakeholders are supported through the changes to our quality and safeguarding systems and culture in preparation to the implementation of the NDIS Quality and Safeguarding Framework.

### Term

This Terms of Reference is effective from [insert date] and continues until the [insert date]/will be ongoing until terminated by agreement between the members.

## Committee Membership

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You can invite external stakeholders to participate in the Committee while internal stakeholders could nominate themselves or be appointed. Look for people who are going to be able to lead the change across the organisation and within stakeholder groups.

## Committee Members- Example

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	Name	Stakeholder group	Title	Area
1		Person with disability		
2		Families and carers		
3		Staff		
4		Support workers		
5		Team leader		
6		Area Manager		
7		Executive		
8		Administrative support		

## Example Meeting Guidelines

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1. All meetings will be chaired by [insert name/s]
2. A quorum is required to approve agreed actions.
3. A meeting quorum will be [insert number] Committee members.
4. Committee members gather feedback from other stakeholders they are representing, prior to the meeting.
5. Decisions will be made by consensus (i.e. Members are satisfied with the decision even though it may not be their first choice). If not possible, Committee chair makes final decisions.
6. Meeting agendas will be provided by [insert name/s].
7. Meetings will be held every [insert frequency] for [specify time] at [specify location]. Where required, travel costs will be met by the Organisation for people with disability, family or carer representatives.
8. If required subgroup meetings will be established and meet at times and locations preferred by subgroup members.
9. Meeting minutes highlighting the actions and responsibilities will be collated and shared by [insert name/s]
10. The discussions and decisions made at the committee meetings are to be fed back to all staff through the committee members and other communication channels identified in the change communication plan.
11. If a committee member is not available to attend any meeting, it is important that they nominate and organise a replacement to ensure all stakeholders are represented.
12. Matters directly impacting on people with disability may need a separate focus group to ensure true representation of the people we support.
13. Insert any other guidelines as required.

### Change Leadership Committee focus areas

1. Discuss and review **Change Readiness Checklist for Managers** and other relevant tools and resources to improve change readiness. This identifies critical questions regarding the NDIS Quality and Safeguarding Framework that organisations need to address.
2. Review and consider the reflections and actions identified in **Organisational Health Check**.
3. To support the implementation of **Our Change Vision**.
4. Develop the **Change Communication Plan** to create a broad framework for all communication with an internal and external stakeholders regarding the changes on quality and safeguarding.

## Change Leadership Committee Meeting Agenda Templates for First Four Meetings

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### Change Readiness Agenda

Meeting one	Meeting date
Meeting objectives	
Meeting attendees	

Agenda item	A - action D - discussion I - information	Person responsible
1. NDIS quality and safeguarding overview		
2. Discuss Committee values, roles and responsibilities		
3. Agree on Change Leadership Committee Terms of Reference		
4. Review the <b>Change Readiness Checklist for Managers</b> and other tools available to improve/enhance change readiness		

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## Change Readiness Agenda

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Meeting Two	Meeting date
Meeting objectives	
Meeting attendees	

Agenda item	A - action D - discussion I - information	Person responsible
1. Review of the previous minutes		
2. Complete or assess the <b>Organisational Health Check</b> results		
3. Identify risks and opportunities related to the safeguarding and quality framework		
4. Review of the concerns and questions of various internal and external stakeholders the committee members represent and identify how to engage stakeholders to find appropriate solutions		

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## Change Readiness Agenda

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Meeting Three	Meeting date
Meeting objectives	
Meeting attendees	

Agenda item	A - action D - discussion I - information	Person responsible
1. Review of the previous minutes		
2. Identify how the committee will support the implementation of Our Change Vision		

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## Change Readiness Agenda

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Meeting Four	Meeting date
Meeting objectives	
Meeting attendees	

Agenda item	A - action D - discussion I - information	Person responsible
1. Review of the previous minutes		
2. Development of Change Communication Plan		