

Suzie Sazdanovic

From: [redacted] Section 22
Sent: Tuesday, 16 April 2024 1:22 PM
To: [redacted]
Cc: [redacted] Section 22; Jamie Whitcombe; Portfolio [redacted] Section 22
[redacted] RUSHTON, Lezah
Subject: RE: Support at Home Portfolio Program Assurance Plan responses [SEC=OFFICIAL]
Attachments: 3c. A Support at Home Tier 1 Program Assurance Plan 0.4.pdf
Categories: Health and Support Services

Hi [redacted]

Thanks for the feedback on the Support at Home Program Assurance Plan below. I have worked with the team at Health to address each of the items raised in your email below from 8 April. I have also attached the updated Program Assurance Plan that was issued to Program Board members and observers yesterday as part of the board papers, ahead of endorsement of the Program Assurance Plan at the meeting.

I have also cc'd Jamie who has been invited to attend the Program Board on 18 April as an observer moving forward, for information.

I would also like to introduce via email [redacted] Section 22 who will be picking up Assurance related work in the team whilst I move to a role in the IAT transition and implementation team.

Please let me know if you have any questions.

Kind regards
[redacted] Section 22

From: [redacted] Section 22
Sent: Monday, April 8, 2024 4:23 PM
To: [redacted] Section 22
[redacted]
Cc: [redacted] Section 22; Portfolio Assurance
<portfolio.assurance@dta.gov.au>
Subject: RE: DTA Portfolio Assurance contacts [SEC=OFFICIAL]

Good afternoon [redacted]

I haven recently rejoined the AS&E team after a stint working on a budget bid for the DTA and I will be the assurance portfolio lead for Health going forward.

Thank you for your patience, we have some feedback for your consideration:

- **1.1 High level overview:** The current budget has not been updated to reflect increase investment in the upcoming budget. Once this is known, please update the estimated total and ICT budget amount. **MR: the increased budget will need to be updated in the Assurance plan post Budget 2024.**
- **1.2 Expected outcomes from investment:** If the expected outcomes from investment have differed or changed with each budget cycle, including the upcoming 2024/25 budget, please include this information under 'Expected outcomes from investment'. **MR: a new paragraph has been added at the bottom of section 1.2 explaining that the scope and outcomes of the project remain aligned to previously endorsed parameters.**

- **1.3 Governance arrangements:** DTA is currently a representative on the In-Home Aged Care Program Board – we recommend a minor update to the wording under ‘Role’ to reflect this. MR: this has been reflected under the In Home Aged Care Program Board box within the table.
- **1.3 Governance arrangements:** For each governance committee recorded in the table, please specify which boards that SRO’s will be in attendance to, and in what capacity. MR: updates have been made to the table to specify the boards that SRO’s attend and in what capacity.
- **2.1 Details of assurance activities:** Please update the DCA column for Item 5: In-Home Aged Care Program Board, to ‘No’ as it will be the Independent Assurance Advisor who will produce the DCA. MR: this has been updated to ‘No’ based on the Independent Assurance Advisor producing the Delivery Confidence Assessment (DCA).
- **2.1 Details of assurance activities:** Under ‘Description and Purpose’, for line items producing a DCA, please provide further information on how the activity will inform key decisions and support the achievement of investment objectives. Noting that this is a program assurance plan, we also request that you identify if the scope of the activity will cover the entire program, or specific projects. MR: Items 4. Gateway Assurance, 6. Independent Assurance Advisor to the program board have been updated to reflect how the activity will inform key decisions to support the achievement of investment objectives.
- **3 Assurance roles and responsibilities:** We note that for both SRO’s, there is a point which states “Conduct delivery confidence assessments (resulting from an assurance activity) as needed, ensuring final reports are provided to the DTA.” As SRO’s themselves do not conduct or produce DCA’s, please update the wording to something like: “Review delivery confidence assessments (...) to better reflect their role in reviewing outcomes of DCA’s to inform good decision making. MR: The wording for the SRO roles has been updated to reflect that the SRO’s will “Review delivery confidence assessments...” noting that the SRO will not conduct or produce the DCA.
- **3 Assurance roles and responsibilities:** It is DTA’s preference for assurance responsibility to sit with a single SRO to maintain a clear line of accountability, however we note that two SRO’s have been nominated for the purposes of this plan. It is also evident that some assurance responsibilities listed are shared between SRO’s (i.e. Review, approve and/or endorse the assurance plan as required, Ensure the requirements under the assurance framework are met, etc.), without further clarification on how this divide will work in practice. The DTA strongly recommends that you clearly nominate which SRO will lead assurance at the program level, and provide further clarification on how the other SRO will support and provide input into assurance planning and assurance activities. MR: One of the updates required to the SaH Program Assurance plan was to introduce two SRO to acknowledge the significant role of ICT delivery within this program. Table 3 has been updated to reflect a number of additional updates to further define clear accountability for SRO.
- **3 Assurance roles and responsibilities:** For the line item ‘Governance Committee’, please specify which governance committee is being referred to. MR: Within Table 3 the “Governance Committee” box has been updated to reflect that this is referring to the “In Home Aged Care Program Board”.
- **3 Assurance roles and responsibilities:** For DTA’s responsibilities, please update the line “Receive and consider financial assurance reports” to “Receive and consider final assurance reports.” We also recommend including a line to specify that the DTA must review and endorse Terms of Reference for external assurance activities prior to commencement. MR: The following line has now been added under DTA’s responsibilities in Table 3, “DTA must review and endorse Terms of Reference for the procurement of an external assurance advisor to conduct assurance activities prior to commencement.” It is also noted that DTA have recently reviewed the Terms of Referent for the procurement of the new independent assurance advisor for the program board.

One thing I would also like to confirm (apologies if I have missed this info), is this Assurance Plan covering assurance requirements for the upcoming budget comeback as well the current inflight program? MR: I can confirm that this plan has been developed to cover the upcoming budget comebacks as well as the inflight program and as stated above the budget figures will be updated post budget 2024.

I know you are under the pump at the moment, but please feel welcome to reach out to [redacted] and myself, happy to find time to discuss any of the above. My work number is [redacted]

Kind regards



Section 22 (he/him/his)

Assistant Director | Assurance Strategy & Engagement | Portfolio Assurance Branch
Digital Transformation Agency

Section 22



dta.gov.au

From: Section 22
Sent: Wednesday, April 3, 2024 3:29 PM
To: Section 22
Cc: Section 22
Subject: FW: DTA Portfolio Assurance contacts [SEC=OFFICIAL]

Hi [redacted]

Hope you are well. We have worked on a number of items with [redacted] during your absence.

1. Independent Assurance Advisor

Earlier this year the Independent Assurance Advisor to the In Home Program Board reported a conflict of interest and after careful consideration, it was agreed that we would need to terminate their agreement. We have worked with Rachel to incorporate DTA's requirements into the RFQ document that we expect to issue to suppliers next week to procure a new Assurance Advisor for the Program Board. Following standard procurement processes we expect to have the new assurance advisor onboarded by mid May.

2. SaH Program Assurance Plan

I have attached a Program Assurance paper that was shared with members at the March Program Board meeting. Ahead of program board we had met with [redacted] and the DTA team to discuss the impact of uplifting the ICT Enablement for Support at Home project to the Tier 1 DTA template and proposed using a single Tier 1 template for the SaH program. We sought further guidance from DTA following this meeting and were advised that DTA team would review the next version of the Program Assurance plan when available. I'm pleased to advise that the updated Program Assurance Plan has been issued today to Program Board members as an out of session paper for **consideration and endorsement by 9 April 2024**. Can you please send through DTA's feedback on the plan within this timeframe as well, to ensure that we remain on track for endorsement.

Please let me know if you would like me to set up time to discuss any of the items above. I will also plan to speak with you ahead of the next board meeting on 18 April to update you on a couple of other changes if you can send me your best contact number please.

Regards

[redacted signature]

From: Section 22
Sent: Thursday, March 28, 2024 5:52 PM
To: Section 22

Cc: [redacted] Section 22

Subject: DTA Portfolio Assurance contacts [SEC=OFFICIAL]

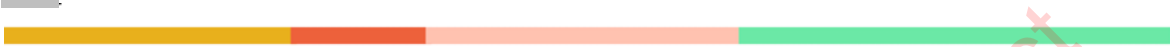
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Hi [redacted] Section 22

It's been a pleasure working with you over the last few months. This is a short note to let you know that [redacted] Section 22 has returned to this role as the Director of Assurance Strategy & Engagement here at the DTA. He will be your primary contact in this space going forward.

Thanks again for all the candid conversations. I've appreciated your counsel through some interesting challenges we faced together.

Kind regards,
[redacted]



[redacted] Section 22 (she/her/hers)

A/g Director – Assurance Strategy & Engagement
Portfolio Assurance Branch | Digital Transformation Agency

[redacted] Section 22 | dta.gov.au
Yuggera Country | Brisbane, Queensland

The DTA acknowledges Traditional Owners of Country throughout Australia and recognises the continuing connection to lands, waters and communities. We pay our respect to Aboriginal and Torres Strait Islander cultures; and to Elders both past and present.

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