

From: s47E(c), s47F
To: MORGAN, Nick; HERALD, Russell; ATKINSON, Julia; RICHARDSON, Mark; s47E(c), s47F
Cc: HARTLAND, Nicholas; s47E(c), s47F
Subject: For DEM/ACGC paper 2023-24 and beyond AACG Annual Performance Measures & Aged Care Reform Narrative and Future State User Journeys [SEC=OFFICIAL]
Date: Wednesday, 22 February 2023 9:10:54 AM
Attachments: [ACGC Briefing Paper - 2023-24 and beyond AACG Annual Performance Measures \(FAS-cleared\).docx](#)
[Ageing and Aged Care Group Revised Performance Measures 2023-24 - Draft Final Report.pdf](#)
[ACGC Briefing Paper - Aged Care Reform Narrative and Future State User Journeys \(FAS-cleared\).docx](#)
[Attachment A - Impact on Providers over Time \(by project\).pdf](#)
[perf measures 1.PNG](#)
[perf measures 2.PNG](#)
[image002.png](#)
Importance: High

Hi all

Thea circulated the attached out-of-session papers for FAS review and endorsement. Most notably, the Synergy review of AACG Outcome 3 Performance Indicators.

As you're aware, the first cut of the PBS is due 27 Feb and teams are working on this and while timelines in the paper are as follows, we are still expected to work to a first draft and then finesse in next drafts:

- A decision is needed to finalise PBS Performance Indicators before 3 March 2023 to meet Budget process deadlines for publishing the PBS.
- The indicators will be provided, for information to the Department's Performance Reporting Sub-Committee on 23 February 2023.

I am, however, following up with s47E(c), s47F /Greg Pugh for a bit more clarity.

The second paper is FYI on Aged Care Reform Narrative and Future State User Journeys.

Thanks

s47E(c), s47F

Executive Officer to Nick Hartland | First Assistant Secretary
 Home and Residential Division | Ageing and Aged Care Group
 Department of Health and Aged Care

P | 02 s47E(c), s47F M | s47E(c), s47F

From: CONNOLLY, Thea <Thea.Connolly@health.gov.au>

Sent: Tuesday, 21 February 2023 6:15 PM

To: LYE, Michael <Michael.LYE@health.gov.au>; HARTLAND, Nicholas <Nick.HARTLAND@health.gov.au>; STRAPP, Eliza <Eliza.Strapp@health.gov.au>; METZ, Mel <Mel.Metz@health.gov.au>; s47E(c), s47F @health.gov.au; MCMILLAN, Alison <Alison.MCMILLAN@health.gov.au>

Cc: s47E(c), s47F @Health.gov.au; s47E(c), s47F @health.gov.au; AACG Executive <s47E(d) @health.gov.au>; HRD Executive <s47E(d) @Health.gov.au>; MWDExecutive s47E(d) @Health.gov.au; LAFFAN, Amy <Amy.LAFFAN@health.gov.au>; QAD Executive <s47E(d) @Health.gov.au>; BEKIS, Natalie <Natalie.BEKIS@Health.gov.au>; GARRETT, Trish <Trish.Garrett@health.gov.au>; SDD

Executive s47E(d) @Health.gov.au>; RID Executive s47E(d) @Health.gov.au>; PUGH, Gregory <Gregory.PUGH@health.gov.au>; s47E(c), s47F @health.gov.au>; EVANS, Melissa <Melissa.EVANS@Health.gov.au>; FILARDO, Maria <Maria.FILARDO@Health.gov.au>

Subject: For ACGC consideration out-of-session: 2023-24 and beyond AACG Annual Performance Measures & Aged Care Reform Narrative and Future State User Journeys [SEC=OFFICIAL]

Hi colleagues

Please find the following out-of-session ACGC Briefing Papers from RID summarised below and attached in full.

We are seeking your consideration out-of-session noting that ACGC has a full agenda until the meeting of Tuesday, 7 March, and we have imminent deadlines for the next steps associated with both of these items.

Happy to discuss any concerns, I realise there is a lot in both papers, but I hope they are clear enough to allow consideration and endorsement out of session.

Regards Thea

1. **2023-24 and beyond AACG Annual Performance Measures**

The paper seeks your consideration as follows:

1. **NOTE** the findings and recommendations from the report on AACG Performance Measures.
2. **AGREE** to the recommended Outcome 3 performance indicators for inclusion in the 2023-24 Portfolio Budget Statements and related Corporate Plan. *Summarised in the attached snips, detail at pages 35-45 of draft final report pdf*
3. **AGREE** to the longer-term performance monitoring implementation milestones (*Attachment A*).
4. **ENDORSE** the actions outlined in the *Next Steps and Opportunities* section of this paper.

Please provide endorsement/seek clarification from Thea, Greg Pugh or s47E(c), s47F by **midday 24 February**.

2. **Aged Care Reform Narrative and Future State User Journeys**

The paper seeks your consideration as follows:

- **Endorse** the procurement of human-centred design services to develop:
 - a set of future state user journeys that describe the future experience for different stakeholder groups to bring the reform's vision to life, and
 - accompanying communication materials to articulate the reform's vision.
- **Endorse** the transition of the Aged Care Change Management Office pilot to a permanent service offering of the Aged Care Communication and Change Branch.

Please provide endorsement/seek clarification from Thea, Mel Evans or Maria Filardo in the first instance by **midday 24 February**.

Thea Connolly
First Assistant Secretary

Reform Implementation Division | Ageing and Aged Care Group
 Australian Government, Department of Health and Aged Care
 T: s47F | E: thea.connolly@health.gov.au / s47F [@protected.health.gov.au](mailto:s47F@protected.health.gov.au)
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The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.

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 the Freedom of Information Act 1982
 by the Department of Health, Disability and Ageing

From: [HERALD, Russell](#)
To: s47F
Cc: [HARTLAND, Nicholas](#); s47E(c), s47F
Subject: VIC Council withdrawals and Meals on Wheels [SEC=OFFICIAL]
Date: Wednesday, 22 February 2023 12:55:00 PM
Attachments: [image001.png](#)

Hi All,

Just a quick update on the Victorian Council withdrawals and the impact on the Meals on Wheels model (MB23-000009 refers). You may also have noted an article in the HeraldSun on the weekend in relation to this issue.

The Department has now secured agreement from Queensland Meals on Wheels and Newcastle Meals on Wheels to deploy and pick up the existing client base of the Ballarat and Whitehorse Council areas, effective 1 July 2023. In order to deploy the necessary infrastructure, the departmentally funded FUTURE FIT initiative will be used to support the standing up of new Meals on Wheels outlets in these areas (FUTURE FIT being a business transformation and linking program across most of the meals on wheels network).

These two contracts reflect around 100,000 meals delivered per annum, and we believe we will be able to retain the current workforce of at least 100 volunteers to deliver social connection. As per previous briefings these deployments are pilots to demonstrate whether this approach is viable in the long term and can be deployed more broadly in Victoria and Western Australia if/when councils withdraw from delivering meals.

A lot of work to do to stand up, but a good outcome.

Cheers,
Rusty

Russell Herald
Assistant Secretary

Home Support Operations Branch
 Home and Residential Division | Ageing and Aged Care Group
 Department of Health and Aged Care
 (W) 02 s47E(c), s47F (M) s47F

Executive Assistant: s47E(c), s47F
 s47E(c), s47F [@health.gov.au](mailto:s47F@health.gov.au) (W) 02 s47E(c), s47F

From: s47E(c), s47F
To: [HERALD, Russell](#)
Cc: s47E(c), s47F
Subject: Att Rusty - please sign - CA Final - s47G(1)(a) - Part 3 - reversal of s47G(1)(a) (in Part 2) [SEC=OFFICIAL]
Date: Wednesday, 22 February 2023 4:14:20 PM
Attachments: [image001.png](#)
[SIGNED - CA Minute - Part 2 - s47G\(1\)\(a\) - Full Relinquishment - specialist allocations.PDF](#)
[SIGNED - CA Minute - Part 1 - s47G\(1\)\(a\) - Full Relinquishment - standard allocations.PDF](#)
[Final - CA - s47G\(1\)\(a\) - Part 3 - reversal of s47G\(1\)\(a\) \(in Part 2\).pdf](#)

Hi Rusty,

please sign the attached CA (Final).

This is for the additional funding and relinquished services for s47G(1)(a).

Increased from the lower funding amount t s47(1)(b) as well as the relinquished s47G(1)(a) funding.

Note that once signed, this will be prioritised by the cgh to be varied and offered

ACTION – please sign the attached

s47E(c), s47F

From: s47E(c), s47F @health.gov.au>
Sent: Wednesday, 22 February 2023 3:21 PM
To: s47E(c), s47F @health.gov.au>
Subject: NEEDS AS CLEARANCE FW: D23-606049 : CA - s47G(1)(a) - Part 3 - reversal of s47G(1)(a) (in Part 2) [SEC=OFFICIAL]

Hello s47E(c), s47F - finance cleared by s47E(c), s47F - s47G(1)(a) with Minutes 1 & 2 being the attachments, cheers, s47E(c), s47F

From: s47E(c), s47F @Health.gov.au>
Sent: Wednesday, 22 February 2023 3:15 PM
To: s47E(c), s47F @health.gov.au>
Cc: s47E(c), s47F @Health.gov.au>; s47E(c), s47F @Health.gov.au>
Subject: D23-606049 : CA - s47G(1)(a) - Part 3 - reversal of s47G(1)(a) (in Part 2) [SEC=OFFICIAL]

Hello s47E(c), s47F

Very minor changes in track: spacing in ABN.

Figures checked and cleared.

Kind Regards

s47E(c), s47F

Branch Finance Manager (Assistant Director)

Home Support Operations Branch

Home and Residential Division | Ageing and Aged Care Group
The Australian Government Department of Health and Aged Care

T: (02) s47E(c), s47F Ext: s47E(c), s47F | E: s47E(c), s47F@health.gov.au

GPO Box 9848, Canberra ACT 2601, Australia

Please note: I don't work Tuesday; Wednesday and Friday from 2:45pm

The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.

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

From: s47E(c), s47F@health.gov.au>

Sent: Wednesday, 22 February 2023 3:08 PM

To: s47E(c), s47F@Health.gov.au>

Cc: s47E(c), s47F@health.gov.au>

Subject: HPE Content Manager Corporate Document : D23-606049 : CA - s47G(1)(a)
- Part 3 - reversal of s47G(1)(a) (in Part 2)

[SEC=OFFICIAL]

Hello s47E(c), s47F - for fin check pls - re-allocation of funds to s47G(1)(a)

-----< HPE Content Manager record Information >-----

Record Number : D23-606049

Title : CA - s47G(1)(a) - Part 3 - reversal of s47G(1)(a)
(in Part 2)



Australian Government
Department of Health and Aged Care

MINUTE: To: Russell Herald
 Assistant Secretary
 Home Support Operations Branch

WITHDRAWAL OF COMMONWEALTH HOME SUPPORT PROGRAMME (CHSP) SERVICES BY s47G(1)(a) AND APPROVAL TO DIRECT APPROACH AND COMMIT FUNDS TO ALTERNATIVE PROVIDERS

Purpose

As the commitment approver, under sections 21 and 23 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) that you:

APPROVE

1. The reversal of the previous minute signed by you on 23 January 2023 in relation to \$s47(1)(b) (GST exc) being relinquished by s47G(1)(a) from 1 July 2023 to 30 June 2024
2. A NEW direct selection to engage alternative providers to deliver the services and outputs being withdrawn s47G(1)(a)] in the Eastern Metro (Vic) Aged Care Planning Region (ACPR) from 1 July 2023 to 30 June 2024 totalling \$s47(1)(b) GST exclusive (GST exc).
3. An approach to:

s47G(1)(a)

for the purposes of delivering the services and outputs being relinquished by s47G(1)(a) in the Eastern Metro (Vic) ACPR

4. Additional recurrent funding of up to

s47(1)(b)

from 1 July 2023 to 30 June 2024 for the purposes of delivering additional CHSP services.

5. Relinquishment of recurrent funding of \$s47(1)(b) (GST exc) being withdrawn by s47G(1)(a) for the Service Systems Development activity for 1 July 2023 to 30 June 2024 without reallocation.

NOTE

1. The confirmation of s47G(1)(a) to withdraw from the CHSP and cease service delivery on 30 June 2023 (Attachment A).
2. The organisations will be notified of the outcome following your decision.
3. Once acceptance of the offer from the incoming providers is received any negotiation on outputs will be undertaken in line with the CHSP Manual 2022-23, and the incoming providers CHSP Funding Agreements will be varied with this approval through a data variation spreadsheet

Background

- Shortly after the original minute for the partial allocation of s47G(1)(a) funds was signed by you (Attachment D) the Community Grants Hub (CGH) provided additional information from s47G(1)(a), s47G(1)(b) [REDACTED]. CGH indicated the concern that existing regular clients of Home Maintenance would not have service continuity following the relinquishment.
- CGH also noted additional information from s47G(1)(a) [REDACTED].
- Based on this information additional analysis was undertaken, with the indicative funding s47G(1) [REDACTED] for 2023-24 realigned to support client service continuity across all service types.
- Additional consideration of CALD specific providers was also included to ensure clients retained the option of choice of provider and had access to culturally appropriate care if wanted.
- This new minute recommends the selection of providers for all 'mainstream' service delivery. A second minute will provide recommendations for specialist providers for Meals and CALD service delivery.
- s47G(1)(a) notified the CGH Victorian office on 22 August 2022 that it was considering relinquishing their CHSP funding from 1 July 2023. The CGH notified the Department of Health and Aged Care (the Department) and provided a Selection Handover (Attachment B). Formal advice was provided by the provider in a letter dated 22 October 2022 (Attachment A) of their intention to relinquish services.
- s47G(1)(a)
- The s47G(1)(a) LGA also has a higher proportion of people in the 80+ age groups compared with Greater Melbourne.
- s47G(1)(a)
- This minute is proposing to not reallocate SSD funding, as a review of this service model is to be undertaken, with a decision on future delivery to be advised.
- The funding being relinquished by s47G(1)(a) for 2023-24 is further outlined in Table1 on the following page.
- s47G(1)(a) will cease to be a CHSP provider from 1 July 2023.

Table 1: Funding to be relinquished in 2023-24 at activity level

	Current 2022-23 Funding and Outputs				Funding and Outputs to be relinquished 1 July 2023 - 30 Jun 2024			
Service type	Total funding (GST exc)	GST Amount	Total funding (GST inc)	Outputs	Total Funding (GST exc)	GST Amount	Total Funding (GST inc)	Outputs
Allied Health and Therapy Services	s47G(1)(a), s47G(1)(b)							
Domestic Assistance								
Flexible Respite								
Home Maintenance								
Home Modifications								
Meals								
Other Food Services								
Personal Care								
Social Support Group								
Social Support Individual								
Transport								
Service Systems Development								
Grand Total								

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Direct Selection Process

- s47G(1)(a) has NOT identified a preferred provider; however, the council has noted six (6) providers who have expressed interest in taking on some or all of the funding and outputs.
- CGH have included all of these providers in their Selection Handover, noting that s47G(1)(a)
- The CGH has identified 15 providers as potential alternative providers in the Eastern Metro (Vic) ACPR in the Selection Handover (Attachment B).

• s47C, s47E(d)

- All selections align with the Selection Handover provided by CGH.

s47G(1)(a), s47G(1)(b)

s47(1)(b)

s47G(1)(a), s47G(1)(b)

- The provider is not on the CHSP Escalated Provider List.

s47G(1)(a), s47G(1)(b)

s47(1)(b)

• s47(1)(b)

s47G(1)(a), s47G(1)(b)

s47(1)(b)

: s47G(1)(a), s47G(1)(b)

- The provider is not on the CHSP Escalated Provider List.

s47G(1)(a), s47G(1)(b)

s47(1)(b)

s47(1)(b)

s47G(1)(a), s47G(1)(b)

- The provider is not on the CHSP Escalated Provider List.
- Through selecting these providers, the risk to client continuity of care is mitigated as clients will have choice of transfer to an existing, well performing provider delivering in their locality.

Recommended Selection

- It is recommended that the Department select s47G(1)(a) as the preferred organisation(s) to be offered the services being withdrawn by s47G(1)(a) as outlined in Table 4.

Table 3: Indicative 2023-24 funding being relinquished and/or reallocated from s47G(1)(a) in this minute

Year	ACPR	Activity type	Outputs	Funding (GST exc)	GST Amount	Funding (GST inc)
2023-24	Eastern Metro (VIC)	Allied Health & Therapy Services	s47(1)(b)			
		Domestic Assistance				
		Home Maintenance				
		Home Modifications				
		Other Food Services				
		Personal Care				
		Social Support - Group				
		Social Support - Individual				
		Transport				
		Flexible Respite				
		Service Systems Development				
Total						

Table 4: 2023-24 funding being reallocated based on Table 3 indicative offer - incoming provider allocations

Year	ACPR	Provider	Activity type	Activity Cost Centre	Funding (GST exc)	GST Amount	Funding (GST inc)	
2023-2024	Eastern Metro (VIC)	s47G(1)(a)	Allied Health and Therapy Services	s47E(d)	s47(1)(b)			
			Domestic Assistance					
			Home Maintenance					
			Home Modifications					
			Other Food Services					
			Personal Care					
			Social Support Group					
			Social Support Individual					
			Transport					
			Flexible Respite					
			Sub-Total					s47E(d)
			Domestic Assistance					
Home Maintenance								
Social Support Group								
Social Support Individual								
Transport								
Sub-Total		s47E(d)						
Allied Health and Therapy Services								
Domestic Assistance								
Personal Care								
Social Support Group								
Social Support Individual								
Flexible Respite								
Sub-Total		s47E(d)						
Allied Health and Therapy Services								
Domestic Assistance								
Home Maintenance								
Home Modifications								
Other Food Services								
Personal Care								
Social Support Group								
Social Support Individual								
Transport								
Flexible Respite								
Sub-Total								
TOTAL					\$6,278,874.89	\$627,887.49	\$6,906,762.38	

Value for Money

The proposed direct selection process demonstrates value for money as it is likely to result in the timely selection of an appropriate provider (and the engagement of that provider at no additional cost to the Department), without the need to undertake a more extensive selection process requiring more significant resourcing.

Funds Availability

CHSP funds are available through Priority 065 – Outcome 3.2 Aged Care Services

No additional funding is required as existing funds will be transferred through a variation to the new provider's agreement. Under the current administrative arrangements for CHSP variations, your approval is required for the recommended approach.

Engagement Process

HSOB will work with the relevant CGH office to approach the preferred candidates and negotiate any outputs in line with the 2022-23 CHSP Manual. Once the provider accepts, the formal variation process will be provided to the CGH Establishment team through a data variation file.

Variation Process

CHSP arrangements are funded under the Commonwealth Standard Grant Agreement. The CGH will manage the process and the variations to providers' contractual arrangements in accordance with the relevant legislation.

Risk Management

Risk is being managed through:

- Ongoing consultation between the CGH and the Home Support Operations Branch.
- Risk assessment and data analysis undertaken by the CGH in the Selection Handover Template.
- A Transition Out Plan which details Whitehorse City Council's plan to ensure client care continuity (Attachment C).
- The timely approval of an incoming provider.

Proposed Timeframe

It is proposed that the Department commence this process as soon as possible to allow the new provider to begin service delivery on 1 July 2023.

Contingencies

The preferred candidates have not been approached by the Department at this stage, so in the event that an organisation is not willing to take on the services being relinquished by s47G(1)(a) [REDACTED], the Department would need to consider approaching other CHSP providers to offer the variation.

Delegation

The approval of funds is within your delegation limit under the Accountable Authority Delegations (PGPA) Schedule 1, 30 August 2022– item number 03.

Recommendations

It is recommended that you:

As the commitment approver, under sections 21 and 23 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act):

APPROVE

- R1.** The reversal of the previous minute signed by you on 23 January 2023 in relation to \$s47(1)(b) (GST exc) being relinquished by s47G(1)(a) from 1 July 2023 to 30 June 2024
- R2.** A NEW direct selection to engage alternative providers to deliver the services and outputs being withdrawn s47G(1)(a)] in the Eastern Metro (Vic) Aged Care Planning Region (ACPR) from 1 July 2023 to 30 June 2024 totalling \$s47(1)(b) GST exclusive (GST exc).
- R3.** An approach to:

s47G(1)(a)

for the purposes of delivering the services and outputs being relinquished by s47G(1)(a) in the Eastern Metro (Vic) ACPR

- R4.** Additional recurrent funding of up to

s47(1)(b)

from 1 July 2023 to 30 June 2024 for the purposes of delivering additional CHSP services.

- R5.** Relinquishment of recurrent funding of \$s47(1)(b) (GST exc) being withdrawn by s47G(1)(a) for the Service Systems Development activity for 1 July 2023 to 30 June 2024 without reallocation

NOTE

- N1.** The confirmation of s47G(1)(a) to withdraw from the CHSP and cease service delivery on 30 June 2023 (Attachment A).
- N2.** The organisations will be notified of the outcome following your decision.
- N3.** Once acceptance of the offer from the incoming providers is received any negotiation on outputs will be undertaken in line with the CHSP Manual 2022-23, and the incoming providers CHSP Funding Agreements will be varied with this approval through a data variation spreadsheet

DECISION:

- R1. APPROVED / NOT APPROVED / DISCUSS
 R2. APPROVED / NOT APPROVED / DISCUSS
 R3a. - 3d. APPROVED / NOT APPROVED / DISCUSS
 R4a. -4d APPROVED / NOT APPROVED / DISCUSS
 R5. APPROVED / NOT APPROVED / DISCUSS
 N1.- N.3 NOTED / DISCUSS

PGPA Commitment Approver

s47F

Russell Herald
 Assistant Secretary
 Home Support Operations Branch
 6 February 2023

s47E(c), s47F^{er}

s47E(c), s47F, CHSP Program Management Section
 Home Support Operations Branch
 3 February 2023

Attachments –

Attachment A – Notification of intent to relinquish CHSP services

Attachment B – CHSP Selection Handover Template

Attachment C – Transition Out Plan

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the Freedom of Information Act 1982
by the Department of Health, Disability and Ageing



Australian Government
Department of Health and Aged Care

MINUTE: To: Russell Herald
 Assistant Secretary
 Home Support Operations Branch

WITHDRAWAL OF COMMONWEALTH HOME SUPPORT PROGRAMME (CHSP) SERVICES BY s47G(1)(a) AND APPROVAL TO DIRECT APPROACH AND COMMIT FUNDS TO ALTERNATIVE PROVIDERS

Purpose

As the commitment approver, under sections 21 and 23 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) that you:

APPROVE

1. The s47G(1)(b), s47E(d) [redacted] to deliver the Meals services and outputs being withdrawn by s47G(1)(a) [redacted] in the Eastern Metro (Vic) Aged Care Planning Region (ACPR) from 1 July 2023 to 30 June 2024 totalling \$s47(1)(b) GST exclusive (GST exc) or \$s47(1)(b) GST inclusive (GST inc).
2. An approach to s47G(1)(a) [redacted], for the purposes of delivering the Meals services and outputs being relinquished by s47G(1)(a) [redacted] in the Eastern Metro (Vic) ACPR.

3. **s47(1)(b)**

NOTE

1. This is the third Minute in relation to the relinquishment of funding by s47G(1)(a) [redacted]. Further Minutes may be required to re-allocate services and funds that are declined in part or in full by incoming providers already approved to be offered relinquishing services.
2. On 13 February you signed the s47G(1)(a) [redacted] 'Part 2' Minute approving the re-allocation of all services and outputs being withdrawn by s47G(1)(a) [redacted] including the re-allocation of Meals outputs and funding totalling \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc) to s47G(1)(a) [redacted] (Attachment A).
3. s47G(1)(a) [redacted] will be notified of the outcome following your decision.
4. Additional funding from the increased unit price totalling \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc) will be sourced from the pool of unallocated 2023-24 funds and will not affect the funding amounts to be offered for the other service types.

Background

- This Minute recommends the re-allocation of the Meals CHSP funding and outputs being relinquished by s47G(1)(a) for 1 July 2023 - 30 June 2024 s47G(1)(b), s47E(d).
- The full details of Whitehorse Council's relinquishment were captured in the 'Minutes Part 1' (Attachment B) and 'Part 2' (Attachment A).

Direct Selection Process

- Whitehorse LGA has been identified as a 'metropolitan' location for a Meals on Wheels pilot project under the Miles Morgan Australia "Future Fit" contract (refer D22-2913498) due to a volunteer profile and size of funding.
- Under the "Future Fit" pilot program, the Meals on Wheels (MOW) model of service delivery is being extended into Victoria through a direct engagement with a MOW provider, allowing the social support benefits of the MOW model to be provided to Victorian CHSP meals clients. As no providers in Victoria currently use the MOW model, the selection of an interstate-based MOW provider is required.

s47G(1)(b), s47E(d)

- Selection of s47G(1)(b), s47E(d) allows a smooth transition and service continuity for clients. The selection aligns to the Future Fit work that Miles Morgan are undertaking and will allow the social support model of MOW to continue in service delivery.
- For 2022-23 s47G(1)(b), s47E(d) has the following funding and service types:

Table 1: s47G(1)(b), s47E(d) - CHSP Funding 2022-23

Year	ACPR	Activity type	Funding (GST exc)	GST Amount	Funding (GST inc)
2022-23	Hunter (NSW)	Meals	s47(1)(b)		
	Hunter (NSW)	Social Support Individual			
Total					

s47G(1)(b), s47E(d) received additional Meals funding of \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc) and Social Support Individual funding of \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc) in the 2020-22 Growth Funding round.

s47G(1)(a), s47G(1)(b)

- s47G(1)(b), s47E(d) is not on the CHSP Escalated Provider List.

Recommended Selection

- It is recommended that the Department select s47G(1)(a) as the preferred organisation to be offered the Meals services being withdrawn by s47G(1)(a) as outlined in the Tables below.

- Table 2: Funding to s47G(1)(a) being reallocated from s47G(1)(a)

Year	ACPR	Activity type	Activity Cost Centre	Outputs	Unit Price	Funding (GST exc)	GST Amount	Funding (GST inc)
2023-24	Eastern Metro (Vic)	Meals	s47E(d)	s47(1)(b)				
		Total						

- Table 3: Additional Funding to s47G(1)(a) to be reallocated from unallocated funds pool via increased unit price (\$s47(1)(b))

Year	ACPR	Activity type	Activity Cost Centre	Outputs	Unit Price	Funding (GST exc)	GST Amount	Funding (GST inc)
2023-24	Eastern Metro (Vic)	Meals	s47E(d)	s47(1)(b)				
		Total						

- Table 4: Total funding being reallocated to s47G(1)(a)

Year	ACPR	Activity type	Activity Cost Centre	Outputs	Unit Price	Funding (GST exc)	GST Amount	Funding (GST inc)
2023-24	Eastern Metro (Vic)	Meals	s47E(d)	s47(1)(b)				
		Total						

Value for Money

The proposed direct selection process demonstrates value for money as it is likely to result in the timely selection of an appropriate provider (and the engagement of that provider at no additional cost to the Department), without the need to undertake a more extensive selection process requiring more significant resourcing.

Funds Availability

CHSP funds are available through Priority 065 – Outcome 3.2 Aged Care Services.

No additional funding is required as existing funds will be transferred through a variation to the new provider's agreement. Under the current administrative arrangements for CHSP variations, your approval is required for the recommended approach.

Engagement Process

HSOB will work with the relevant CGH office to approach the preferred candidates and negotiate any outputs in line with the 2022-23 CHSP Manual. Once the provider accepts, the formal variation process will be provided to the CGH Establishment team through a data variation file.

Variation Process

CHSP arrangements are funded under the Commonwealth Standard Grant Agreement. The CGH will manage the process and the variations to providers' contractual arrangements in accordance with the relevant legislation.

Risk Management

Risk is being managed through:

- Ongoing consultation between the CGH and the Home Support Operations Branch.
- Risk assessment and data analysis undertaken by the Home Support Operations Branch.
- s47G(1)(a) experience with a distribution model that aligns to s47G(1)(a) current MOW model and their engagement with the Miles Morgan Future Fit program, their continuation of social support aspects of MOW provision.
- The engagement of an experienced MOW provider into Victoria.
- The timely approval of an incoming provider.

Proposed Timeframe

It is proposed that the Department commence this process as soon as possible to allow the new provider to begin service delivery on 1 July 2023.

Contingencies

In the unexpected event that s47G(1)(a) does not take on the Meals services being relinquished by s47G(1)(a), the Department would need to consider approaching other CHSP providers to offer the variation.

Delegation

The approval of funds is within your delegation limit under the Accountable Authority Delegations (PGPA) Schedule 1, 13 February 2023— item number 03.

This document has been released under
the Freedom of Information Act 1982
by the Department of Health, Disability and Ageing

Recommendations

It is recommended that you:

As the commitment approver, under sections 21 and 23 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act):

APPROVE

R1. The s47G(1)(b), s47E(d) [REDACTED] to deliver the Meals services and outputs being withdrawn by s47G(1)(a) [REDACTED] in the Eastern Metro (Vic) Aged Care Planning Region (ACPR) from 1 July 2023 to 30 June 2024 totalling \$s47(1)(b) [REDACTED] GST exclusive (GST exc) or \$s47(1)(b) [REDACTED] GST inclusive (GST inc).

R2. An approach to s47G(1)(a) [REDACTED], for the purposes of delivering the Meals services and outputs being relinquished by s47G(1)(a) [REDACTED] in the Eastern Metro (Vic) ACPR.

R3.

s47(1)(b)

NOTE

N1. This is the third Minute in relation to the relinquishment of funding by s47G(1)(a) [REDACTED]. Further Minutes may be required to re-allocate services and funds that are declined in part or in full by incoming providers already approved to be offered relinquishing services).

N2. On 13 February you signed the s47G(1)(a) [REDACTED] 'Part 2' Minute approving the re-allocation of all services and outputs being withdrawn by s47G(1)(a) [REDACTED] including the re-allocation of Meals outputs and funding totalling \$s47(1)(b) [REDACTED] (GST exc) or \$s47(1)(b) [REDACTED] (GST inc) to s47G(1)(a) [REDACTED] (Attachment A).

N3. s47G(1)(a) [REDACTED] will be notified of the outcome following your decision.

N4. Additional funding from the increased unit price totalling \$s47(1)(b) [REDACTED] (GST exc) or \$s47(1)(b) [REDACTED] (GST inc) will be sourced from the pool of unallocated 2023-24 funds and will not affect the funding amounts to be offered for the other service types.

DECISION:

R1. APPROVED / NOT APPROVED / DISCUSS
R2. APPROVED / NOT APPROVED / DISCUSS
R3. APPROVED / NOT APPROVED / DISCUSS
N1.- N.4 NOTED / DISCUSS

Recommending Officer

s47E(c), s47F [REDACTED]

s47E(c), s47F [REDACTED] CHSP Program Management Section
Home Support Operations Branch
22 February 2023

PGPA Commitment Approver

Russell Herald
Assistant Secretary
Home Support Operations Branch
February 2023

Attachments –

Attachment A – s47G(1)(a) Part 2 Minute

Attachment B – s47G(1)(a) Part 1 Minute

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the Freedom of Information Act 1982
by the Department of Health, Disability and Ageing



Australian Government
Department of Health and Aged Care

MINUTE: To: Russell Herald
Assistant Secretary
Home Support Operations Branch

WITHDRAWAL OF COMMONWEALTH HOME SUPPORT PROGRAMME (CHSP) SERVICES BY s47G(1)(a) AND APPROVAL TO DIRECT APPROACH AND COMMIT FUNDS TO ALTERNATIVE PROVIDERS

Purpose

As the commitment approver, under sections 21 and 23 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) that you:

APPROVE

1. A direct selection to engage alternative providers to deliver the services and outputs being withdrawn by s47G(1)(a)] in the Eastern Metro (Vic) Aged Care Planning Region (ACPR) from 1 July 2023 to 30 June 2024 totalling \$s47(1)(b) GST exclusive (GST exc).
2. An approach to:

s47G(1)(a)

for the purposes of delivering the services and outputs being relinquished by s47G(1)(a) in the Eastern Metro (Vic) ACPR

3. Additional recurrent funding of up to

s47(1)(b)

from 1 July 2023 to 30 June 2024 for the purposes of delivering additional CHSP services.

NOTE

1. The confirmation of s47G(1)(a) to withdraw from the CHSP and cease service delivery on 30 June 2023 (Attachment A).
2. The organisations will be notified of the outcome following your decision.
3. Once acceptance of the offer from the incoming providers is received any negotiation on outputs will be undertaken in line with the CHSP Manual 2022-23, and the incoming providers CHSP Funding Agreements will be varied with this approval through a data variation spreadsheet

Background

Table 1: Funding to be relinquished in 2023-24 at activity level

	Current 2022-23 Funding and Outputs				Funding and Outputs to be relinquished 1 July 2023 - 30 Jun 2024			
Service type	Total funding (GST exc)	GST Amount	Total funding (GST inc)	Outputs	Total Funding (GST exc)	GST Amount	Total Funding (GST inc)	Outputs
s47G(1)(a)								

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the Freedom of Information Act 1982
by the Department of Health, Disability and Ageing

Background

- This minute recommends the allocation of the remaining CHSP funds being relinquished by s47G(1)(a) for 1 July 2023 - 30 June 2024. These funds are being allocated separately to accommodate the Meals on Wheels “Future Fit” pilot, and to ensure CALD clients retain the option of choice of provider and have access to culturally appropriate care if wanted. The full details of s47G(1)(a) relinquishment were captured in the first minute (Attachment D).

Direct Selection Process

Meals

- Whitehorse LGA has been identified as a ‘metropolitan’ location for a Meals on Wheels pilot project under the Miles Morgan Australia “Future Fit” contract (refer D22-2913498) due to a volunteer profile and size of funding.
- Under the “Future Fit” pilot program, the Meals on Wheels (MOW) model of service delivery is being extended into Victoria through a direct engagement with a MOW provider, allowing the social support benefits of the MOW model to be provided to Victorian CHSP meals clients. As there are no providers in Victoria currently using the MOW model, the selection of an interstate-based MOW provider is required.

s47G(1)(a), s47G(1)(b)

- For 2022-23 s47G(1)(a) has the following funding and service types:

Table 2a: s47G(1)(a) - CHSP Funding 2022-23

Year	ACPR	Activity type	Funding (GST exc)	GST Amount	Funding (GST inc)
2022-23	s47(1)(b)				

• s47G(1)(a), s47G(1)(b)

•

- The provider is not on the CHSP Escalated Provider List.

Culturally and Linguistically Diverse CHSP Clients

- As s47G(1)(a) delivery profile was quite different to their CHSP allocation, the movement of outputs and funding between service types with different unit prices to reflect actual delivery (as detailed in the first minute at Attachment D) led to a theoretical ‘underspend’ of around 16%.
- As noted in the first minute for this allocation (Attachment D) s47G(1)(a)
- s47G(1)(a)
- This relatively small allocation has not affected the ability of the incoming ‘mainstream’ providers to deliver the full complement of outputs required by s47G(1)(a) Clients. The four main providers have been allocated sufficient funding and outputs to cover all s47G(1)(a) clients, including all CALD clients, plus approximately 5% extra to allow for client choice.
- This allocation allows CALD clients equitable access to choose a provider to meet their needs.
- DEX data indicates that there are more than 30 different main languages for s47G(1)(a) clients, with the three predominant non-English language groups being Chinese, Greek, and Italian.
- It is recommended that allocations be made to specific providers for these three language groups, plus an allocation to a multicultural specialist provider that demonstrates capacity to provide services in some of the other languages identified.
- The CALD specialist providers are being recommended for the service types where culturally appropriate care can provide the most benefit (Social Support Group and Individual, Allied Health and Therapy Services, Personal Care, Flexible Respite and Domestic Assistance), proportionate to what services the Whitehorse Council clients from their community have used in the past six months.

s47G(1)(a), s47C

Table 2b: s47G(1)(a), s47C -- CHSP Funding 2022-23 - Eastern Metro (Vic) ACPR

Year	ACPR	Activity type	Funding (GST exc)	GST Amount	Funding (GST inc)
2022-23	Eastern Metro (Vic)	Social Support - Group	s47(1)(b)		
		Specialised Support Services			
		Centre Based Respite			
ACPR Total					
CHSP Total Funding					

- s47(1)(b), s47E(d), s47C
-
-
-
-
-
-
- Index and Ageing

- s47G(1)(a), s47G(1)(b)

Year	ACPR	Activity type	Funding (GST exc)	GST Amount	Funding (GST inc)
2022-23	Eastern Metro (Vic)	Social Support - Group	s47(1)(b)		
ACPR Total					
CHSP Total Funding					

- s47G(1)(a) have not received any funding through the 2020-22 Growth or CALD round, or the Ad Hoc (GO4265 or GO5672) funding rounds.

s47(1)(b), s47E(d), s47C

- The provider is not on the CHSP Escalated Provider

s47G(1)(a), s47G(1)(b)

Table 2d: s47G(1)(a), s47G(1)(b) -- CHSP Funding 2022-23 - Eastern Metro (Vic) ACPR

Year	ACPR	Activity type	Funding (GST exc)	GST Amount	Funding (GST inc)
2022-23	Eastern Metro (Vic)	Flexible Respite	s47(1)(b)		
		Social Support - Individual			
		Social Support - Group			
ACPR Total			s47(1)(b)		
CHSP Total Funding					

s47(1)(b), s47E(d), s47C

- The provider is not on the CHSP Escalated Provider List.

s47G(1)(a), s47G(1)(b)

s47G(1)(a), s47G(1)(b)

Table 2e: s47G(1)(a) - CHSP Funding 2022-23 - Eastern Metro (VIC) ACPR

Year	ACPR	Activity type	Funding (GST exc)	GST Amount	Funding (GST inc)
2022-23	Eastern Metro (Vic)	Social Support - Individual	s47(1)(b)		
		Home Modifications			
ACPR Total					
CHSP Total Funding					

s47(1)(b), s47E(d), s47C

- The provider is not on the CHSP Escalated Provider List.

Through selecting these providers, the risk to client continuity of care is mitigated as clients will have choice of transfer to an existing, culturally appropriate, and well performing provider delivering in their locality.

Recommended Selection

- It is recommended that the Department select s47G(1)(a) as the preferred organisations to be offered the services being withdrawn by s47G(1)(a) as outlined in Table 4.

Table 3: Indicative 2023-24 funding being reallocated from s47G(1)(a) in this minute

Year	ACPR	Activity type	Outputs	Funding (GST exc)	GST Amount	Funding (GST inc)
2023-24	Eastern Metro (VIC)	Meals	s47(1)(b)	s47(1)(b)	s47(1)(b)	s47(1)(b)
		Allied Health & Therapy Services				
		Domestic Assistance				
		Personal Care				
		Social Support - Group				
		Social Support - Individual				
		Transport				
		Flexible Respite				
Total			s47(1)(b)	s47(1)(b)	s47(1)(b)	s47(1)(b)

Table 4: 2023-24 funding being reallocated based on Table 3 indicative offer - incoming provider allocations

Year	ACPR	Provider	Activity type	Activity Cost Centre	Funding (GST exc)	GST Amount	Funding (GST inc)	
2023-2024	Eastern Metro (VIC)	s47G(1)(a)	Meals	s47E(d)	s47(1)(b)			
				Sub-Total				
2023-2024	Eastern Metro (VIC)		Allied Health and Therapy Services	s47E(d)				
			Domestic Assistance					
			Personal Care					
			Social Support Group					
			Social Support Individual					
			Flexible Respite					
				Sub-Total				
2023-2024	Eastern Metro (VIC)			Allied Health and Therapy Services				s47E(d)
		Domestic Assistance						
		Personal Care						
		Social Support Group						
		Social Support Individual						
		Flexible Respite						
				Sub-Total				
2023-2024	Eastern Metro (VIC)		Domestic Assistance	s47E(d)				
			Personal Care					
			Social Support Group					
			Social Support Individual					
				Sub-Total				
2023-2024	Eastern Metro (VIC)		Allied Health and Therapy Services	s47E(d)				
			Domestic Assistance					
			Personal Care					
			Social Support Group					
			Social Support Individual					
			Transport					
				Sub-Total				
				TOTAL				

Value for Money

The proposed direct selection process demonstrates value for money as it is likely to result in the timely selection of an appropriate provider (and the engagement of that provider at no additional cost to the Department), without the need to undertake a more extensive selection process requiring more significant resourcing.

Funds Availability

CHSP funds are available through Priority 065 – Outcome 3.2 Aged Care Services.

No additional funding is required as existing funds will be transferred through a variation to the new provider's agreement. Under the current administrative arrangements for CHSP variations, your approval is required for the recommended approach.

Engagement Process

H SOB will work with the relevant CGH office to approach the preferred candidates and negotiate any outputs in line with the 2022-23 CHSP Manual. Once the provider accepts, the formal variation process will be provided to the CGH Establishment team through a data variation file.

Variation Process

CHSP arrangements are funded under the Commonwealth Standard Grant Agreement. The CGH will manage the process and the variations to providers' contractual arrangements in accordance with the relevant legislation.

Risk Management

Risk is being managed through:

- Ongoing consultation between the CGH and the Home Support Operations Branch.
- Risk assessment and data analysis undertaken by the CGH in the Selection Handover Template.
- A Transition Out Plan which details s47G(1)(a) plan to ensure client care continuity (Attachment C).
- The timely approval of an incoming provider.

Proposed Timeframe

It is proposed that the Department commence this process as soon as possible to allow the new provider to begin service delivery on 1 July 2023.

Contingencies

The preferred candidates have not been approached by the Department at this stage, so in the event that an organisation is not willing to take on the services being relinquished by s47G(1)(a), the Department would need to consider approaching other CHSP providers to offer the variation.

Delegation

The approval of funds is within your delegation limit under the Accountable Authority Delegations (PGPA) Schedule 1, 30 August 2022— item number 03.

Recommendations

It is recommended that you:

As the commitment approver, under sections 21 and 23 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act):

APPROVE

R1. A direct selection to engage alternative providers to deliver the services and outputs being withdrawn by s47G(1)(a) [REDACTED] in the Eastern Metro (Vic) Aged Care Planning Region (ACPR) from 1 July 2023 to 30 June 2024 totalling \$s47(1)(b) [REDACTED] GST exclusive (GST exc).

R2. An approach to:

s47G(1)(a)

for the purposes of delivering the services and outputs being relinquished by s47G(1)(a) [REDACTED] in the Eastern Metro (Vic) ACPR

R3. Additional recurrent funding of up to

s47(1)(b)

from 1 July 2023 to 30 June 2024 for the purposes of delivering additional CHSP services.

NOTE

N1. The confirmation of s47G(1)(a) [REDACTED] to withdraw from the CHSP and cease service delivery on 30 June 2023 (Attachment A).

N2. The organisations will be notified of the outcome following your decision.

N3. Once acceptance of the offer from the incoming providers is received any negotiation on outputs will be undertaken in line with the CHSP Manual 2022-23, and the incoming providers CHSP Funding Agreements will be varied with this approval through a data variation spreadsheet

DECISION:

R1. **APPROVED** / NOT APPROVED / DISCUSS
 R2a.-R2e. **APPROVED** / NOT APPROVED / DISCUSS
 R3a.-R3e. **APPROVED** / NOT APPROVED / DISCUSS
 N1.- N3. **NOTED** / DISCUSS

Recommending Officer

s47E(c), s47F [REDACTED]

s47E(c), s47F [REDACTED] CHSP Program Management Section
 Home Support Operations Branch

9 February 2023

PGPA Commitment Approver

s47F [REDACTED]

Russell Herald
 Assistant Secretary
 Home Support Operations Branch
 13 February 2023

Attachments –

Attachment A – Notification of intent to relinquish CHSP services

Attachment B – CHSP Selection Handover Template

Attachment C – Transition Out Plan

Attachment D - Minute 1 for s47G(1)(a) [REDACTED] relinquishment

This document has been released under
the Freedom of Information Act 1982
by the Department of Health, Disability and Ageing

s47E(c), s47F

From: HERALD, Russell
Sent: Thursday, 23 February 2023 8:21 AM
To: s47E(c), s47F
Cc: s47E(c), s47F
Subject: Att Rusty - please sign - CA Final - s47G(1)(a) - Part 3 - reversal of s47G(1)(a) (in Part 2) [SEC=OFFICIAL] [SEC=OFFICIAL]

All good. s47E(c), s47F - esig pls

Sent from Workspace ONE Boxer

[SEC=OFFICIAL]

On 22 Feb 2023 4:14 pm, "s47E(c), s47F" @health.gov.au> wrote:
 Hi Rusty,

please sign the attached CA (Final).

This is for the additional funding and relinquished services for s47G(1)(a).

Increased from the lower funding amount to s47(1)(b) as well as the relinquished s47G(1)(a) funding.

Note that once signed, this will be prioritised by the cgh to be varied and offered

ACTION – please sign the attached

s47E(c), s47F

From: s47E(c), s47F @health.gov.au>
Sent: Wednesday, 22 February 2023 3:21 PM
To: s47E(c), s47F @health.gov.au>
Subject: NEEDS AS CLEARANCE FW: D23-606049 : CA - s47G(1)(a) - Part 3 - reversal of s47G(1)(a) (in Part 2) [SEC=OFFICIAL]

Hello s47E(c), s47F - finance cleared by s47E(c), s47F – s47G(1)(a) with Minutes 1 & 2 being the attachments, cheers, s47E(c), s47F

From: s47E(c), s47F @Health.gov.au>
Sent: Wednesday, 22 February 2023 3:15 PM
To: s47E(c), s47F @health.gov.au>
Cc: s47E(c), s47F @Health.gov.au>; s47E(c), s47F @Health.gov.au>
Subject: D23-606049 : CA - s47G(1)(a) - Part 3 - reversal of s47G(1)(a) (in Part 2) [SEC=OFFICIAL]

Hello s47E(c), s47F

Very minor changes in track: spacing in ABN.

Figures checked and cleared.

Kind Regards

s47E(c), s47F

Branch Finance Manager (Assistant Director)
Home Support Operations Branch

Home and Residential Division | Ageing and Aged Care Group
The Australian Government Department of Health and Aged Care
T: (02) s47E(c), s47F **Ext:** s47E(c), s47F | **E:** s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)
GPO Box 9848, Canberra ACT 2601, Australia

Please note: I don't work Tuesday; Wednesday and Friday from 2:45pm

The Department of Health and Aged Care acknowledges First Nations peoples as the Traditional Owners of Country throughout Australia, and their continuing connection to land, sea and community. We pay our respects to them and their cultures, and to all Elders both past and present.

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

From: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)>

Sent: Wednesday, 22 February 2023 3:08 PM

To: s47E(c), s47F [@Health.gov.au](mailto:s47E(c), s47F@Health.gov.au)>

Cc: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)>

Subject: HPE Content Manager Corporate Document : D23-606049 : CA - s47G(1)(a) - Part 3
- reversal of s47G(1)(a) (in Part 2) [SEC=OFFICIAL]

Hello s47E(c), s47F - for fin check pls - re-allocation of funds to s47G(1)(a)

-----< HPE Content Manager record Information >-----

Record Number : D23-606049

Title : CA - s47G(1)(a) - Part 3 - reversal of s47G(1)(a) (in Part 2)

s47E(c), s47F

From: s47E(c), s47F
Sent: Monday, 27 February 2023 4:19 PM
To: HERALD, Russell
Cc: s47E(c), s47F
Subject: Att Rusty for Approval - Commitment Minute Approval - 2023-24 Extension Ad Hoc Batch 28 [SEC=OFFICIAL]
Attachments: Attachment A - 2023-24 CHSP Extension Ad Hoc Batch 28 Data.xlsx; Attachment B - 2023-24 CHSP Extension Ad Hoc Batch 28 - First Nations Impact Assessment Statement.docx; Attachment C - Signed CA Minute - s47G(1)(a) Relinquishment .pdf; Attachment D - Signed CA - s47G(1)(a) Relinquishment.pdf; Attachment E - Signed 2023-2024 CHSP Extension Ministerial Submission MS22-001481.pdf; CHSP - Pipeline Prioritisation Request - s47G(1)(a) .pdf; 2023-2024 CHSP Extension - Batch Ad Hoc 28 - Commitment Approval Minute (with contingency).pdf
Importance: High

Hi Rusty

Please find attached the CA Minute for 2023-24 CHSP Extension – **this is to offer the base funding in 23-24 for s47G(1)(a)**

Also attached is the prioritisation to get these two contracts offered through the CGH – so that we can have the contracts in place.

This will be sent as soon as you sign the CA and the CGH will offer asap.

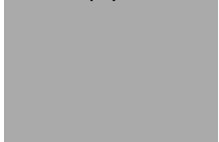
Is over my delegation – both combined are: \$3,366,496.64 have included regardless the first nations assessment also.

ACTION

- Sign 2023-24 CHSO Extension AD HOC Batch 28 – Commitment Approval pdf document (last one please)

I will get over to the CGH asap once signed

s47E(c), s47F



s47E(c), s47F

CHSP Program Section | Home Support and Operations Branch

P | 02 s47E(c), s47F E | s47E(c), s47F @health.gov.au

MINUTE TO ASSISTANT SECRETARY

MINUTE: To: Russell Herald
Assistant Secretary
Home Support Operations Branch

COMMITMENT APPROVAL – SPENDING PROPOSAL FOR THE COMMONWEALTH HOME SUPPORT PROGRAMME (CHSP) 2023-2024 EXTENSION – AD HOC BATCH 28

Purpose

As the Commitment Approver, under sections 21 and 23 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) that you:

APPROVE:

R1: Funding up to \$3,366,496.64 (GST Exclusive) and \$3,703,146.30 (GST Inclusive) for Ad Hoc Batch 28 of the 2023-2024 CHSP Extension at **Attachment A**. This amount includes a 3 % contingency to serve as a buffer for any unexpected rounding or Grants Payment System (GPS) inaccuracies (see below table).

Funds	Batch No.	Batch Funding Amount (GST exclusive)	Batch Funding Amount (GST inclusive)
Base Funding	Ad Hoc 28	\$3,268,443.34	\$3,595,287.67
Including 3 percent contingency	Ad Hoc 28	\$3,366,496.64	\$3,703,146.30

R2: The early release of 2 payments by the Community Grants Hub (CGH), under the management of the contract on a rolling schedule associated with each batch sent over to the CGH for the establishment of 2 CHSP grants. This will assist with the variations processing due to the monthly payment cadence currently in the CHSP.

NOTE:

- N1.** The extension of CHSP provider Grant Agreements from 1 July 2023 to 30 June 2024 is being split into batches, of which this approval is for Batch Ad Hoc 28. This will allow the Grant Agreements to be executed in stages and the 30 June 2023 deadline to be met.
- N2.** Wage Cost Index (WCI) of 3.9% has been applied to the above figures.
- N3.** This approval covers 2 current CHSP Grant Agreements. Future batches will be provided under separate minutes.
- N4.** The First Nations Impact Assessment (**Attachment B**).
- N5.** The attached signed Commitment Approval Minutes, that support the funding of relinquished from s47G(1)(a) and s47G(1)(a) to s47G(1)(a), that incorporate additional funding and an increase to unit prices (**Attachment C** and **Attachment D**).

2023-24 Extension Batch Funding Totals*

Batch No.	Batch Funding Amount (GST exclusive)	Batch Funding Amount (GST inclusive)
1**	\$366,137,266.84	\$402,750,993.52
2	\$575,299,105.43	\$632,829,015.97
2.1	\$59,072,769.09	\$64,980,046.00
Ad Hoc 28	\$3,268,443.34	\$3,595,287.67
TOTAL	\$1,003,777,584.70	\$1,104,155,343.17

*Totals are from original batch funding amounts and do not include the 3 percent contingency

** Funding amount aligned to the final acceptance of batch from DSS

And Sign:

- Commitment Approval

Background

On 9 December 2022 Minister Wells signed Ministerial Submission MS22-001481 approving recurrent funding up to \$3.075 billion for the 2023-24 CHSP extension (see **Attachment E**).

The department is extending the CHSP Grant Agreements by one year from 1 July 2023 to 30 June 2024 through a targeted non-competitive grant opportunity. This extension aligns the CHSP end date to the revised implementation date of the new in-home support program from 1 July 2024.

CHSP Providers are funded through Grant Agreements, which include a schedule of funded activities and activity work plans outlining the number of outputs to be delivered. Providers current funding agreements are being extended a further year, with increased funding across the CHSP of a minimum of 5% in line with the Ministers approval.

In 2022-23 the department implemented significant changes to CHSP Grant Agreements, these arrangements will continue into the 2023-24 agreements including:

- Standard monthly payment in arrears rather than quarterly grant block funding for all CHSP providers, excluding Sector Support and Development (SSD) providers. SSD provider funding will remain upfront quarterly payments
- Monthly Data Exchange reporting requirements (except SSD)
- Nationally consistent unit prices across most CHSP service types to help prepare CHSP providers for the aged care reforms and to reduce historical inconsistencies.

This continues to align the CHSP with Home Care providers and other government-funded programs. The requirements of providers are detailed in the CHSP Manual, which can be updated as needed.

First Nations Impact Assessment

The First Nations Impact Assessment Statement (Impact Assessment) supports Departmental staff to contribute to the access to and cultural safety of Aged Care for First Nations people by systematically applying an 'First Nations aged care lens' to programs, policies and strategies.

The Impact Assessment is underpinned by the principle that the entire Aged Care system needs to benefit First Nations Elders, and as endorsed by the Australian Government's commitment to address the Royal Commission in to Aged Care Quality and Safety recommendations and the priorities.

Relinquished Funding

On 22 February 2023, funding was approved for s47G(1)(a) for an increase to the unit price to deliver CHSP Meals services and outputs being relinquished by s47G(1)(a); and s47G(1)(a) for an increase to the unit price to deliver CHSP Meals services and outputs being relinquished by s47G(1)(a). These approvals also included recurrent funding in 2023-24 to deliver additional CHSP Meals services.

Timing

The CHSP extension period will commence on 1 July 2023 and will conclude on 30 June 2024. From January 2023 to end June 2023 all CHSP 2023-24 agreements are to be established by the CGH.

Grant Opportunity Guidelines Status

This is an existing granting activity and the Grant Opportunity Guidelines have been made publicly available, including on the [GrantConnect website](#). The department has undertaken an evaluation of the current grant opportunity, as per relevant grant guidelines, and has determined the existing grants administration processes, practices and requirements remain applicable. As such, the extension will occur through a variation to existing contractual arrangements.

Grant Opportunity

GO5326 CHSP Extension: Pipeline reference P3613.

Ad Hoc Batch 28: Pipeline reference P4357

Constitutional and Legislative Authority Risk

s42, s47C

Indexation - Wage Cost Index (WCI)

All CHSP providers receive indexation, at the discretion of the Department, to supplement their funding to reflect cost increases. WCI has been paid to CHSP providers each year since the beginning of CHSP in 2015-16. The 2023-24 agreements have 3.9% indexation applied.

In addition to the 3.9% indexation, the Minister agreed (Attachment B) to provide additional indexation to providers above the 3.9% to 5% to all service types in 2023-24 except for community transport which is at 6%. The Minister also agreed for increasing the bottom of the CHSP price band by 5% over and above indexation.

Funds Availability

Funding is available from Outcome 3.2, PRI 065 – Commonwealth Home Support Programme.

Risk Management

The CHSP providers listed in Ad Hoc Batch 28 have been assessed as low risk, medium and high risk. High risk relates to size of funding under the CHSP envelope or performance. Increased monitoring is in place for these providers.

Grant Agreement Evaluation

At the end of the Grant Agreement period, a financial acquittal will be completed by the CGH and recorded in the GPS.

External Reporting Requirements

The grant agreement execution will be reported on [GrantConnect](#) no later than 21 calendar days after the deed of variation takes effect, which is in line with the mandatory reporting requirements in the Commonwealth Grants Rules and Guidelines (CGRGs) sections 5.3 and 5.4. The grant will also be included in the Department's response to Senate Order 16 (Minchin Motion) and reported online in accordance with the Senate Order 13 (Murray Motion) where appropriate.

Once executed, the activity will be registered on GPS.

Documentation

All relevant documentation pertaining to the Grant Agreement has been filed (in accordance with Corporate Business Rule 2: Records Management) on TRIM under: E22-280960: CHSP – Extensions 2023-24.

Beyond Forward Estimates Approval

As the duration of the expenditure proposal does not extend beyond the forward estimates period, Beyond Forward Estimates approval has not been obtained.

Delegations

The approval of funds is within your delegation limit under the Accountable Authority Delegations (PGPA) Schedule 1, 13 February 2023 - item number 3.

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the Freedom of Information Act 1982
by the Department of Health, Disability and Ageing

Recommendations

As the Commitment Approver, under the PGPA Act that you:

APPROVE:

R1: Recurrent funding up to \$3,366,496.64 (GST Exclusive) and \$3,703,146.30 (GST Inclusive) for Ad Hoc Batch 28 of the 2023-2024 CHSP Extension at **Attachment A**. This amount includes a 3 percent contingency to serve as a buffer for any unexpected rounding or GPS inaccuracies (see below table).

Funds	Batch No.	2023-2024 (GST Exc)	Total Amount (GST Inc)
Base Funding	Ad Hoc 28	\$3,268,443.34	\$3,595,287.67
Including 3 percent contingency	Ad Hoc 28	\$3,366,496.64	\$3,703,146.30

R2: The early release of two (2) payments by the CGH, under the management of the contract on a rolling schedule associated with each batch sent over to the CGH for the establishment of two (2) CHSP grants. This will assist with the variations processing due to the monthly payment cadence currently in the CHSP.

NOTE:

- N1** The extension of CHSP provider Grant Agreements from 1 July 2023 to 30 June 2024 is being split into batches, of which this approval is for batch 1. This will allow the Grant Agreements to be executed in stages and the 30 June 2023 deadline to be met.
- N2** Wage Cost Index (WCI) of 3.9% has been applied to the above figures.
- N3** This approval covers two (2) current CHSP Grant Agreements. Future batches will be provided under separate minutes.
- N4** The First Nations Impact Assessment (**Attachment B**).
- N5.** The attached signed Commitment Approval Minutes, that support the funding of relinquished from s47G(1)(a) and s47G(1)(a) to s47G(1)(a), that incorporate additional funding and an increase to unit prices (**Attachment C** and **Attachment D**).

2023-24 Extension Batch Funding Totals*

Batch No.	Batch Funding Amount (GST exclusive)	Batch Funding Amount (GST inclusive)
1**	\$366,137,266.84	\$402,750,993.52
2	\$575,299,105.43	\$632,829,015.97
2.1	\$59,072,769.09	\$64,980,046.00
Ad Hoc 28	\$3,268,443.34	\$3,595,287.67
TOTAL	\$1,003,777,584.70	\$1,104,155,343.17

*Totals are from original batch funding amounts and do not include the 3 percent contingency

** Funding amount aligned to the final acceptance of batch from DSS

And **Sign:**

- Commitment Approval declaration (below).

Commitment Approval Declaration

I APPROVE: the commitment of up to \$3,366,496.64 (GST Exclusive) or \$3,703,146.30 (GST Inclusive) under s23(3) of the PGPA Act. This approval includes a 3% contingency.

I declare that I have made all reasonable enquiries and as a result I am satisfied that:

- I am an authorised delegate for this commitment proposal and this approval is within the limits of my delegation as specified in the Financial Delegations
- This proposal is consistent with the policies of the Australian Government
- This proposal is an efficient, effective, economical and ethical use of relevant money
- There is sufficient funding available to meet the commitment proposal.

Recommending Officer

s47E(c), s47F

s47E(c), s47F

CHSP Program Section
Home Support Operations Branch
27 February 2023

R1. APPROVED / NOT APPROVED/ NOTED

R2. APPROVED / NOT APPROVED/ NOTED

N1. NOTED / DISCUSS

N2. NOTED / DISCUSS

N3. NOTED / DISCUSS

N4. NOTED / DISCUSS

N5. NOTED / DISCUSS

PGPA Commitment Approver

Russell Herald
Assistant Secretary
Home Support Operations Branch
February 2023

Attachments:

Attachment A	2023-2024 CHSP Extension Ad Hoc Batch data
Attachment B	First Nations Impact Assessment
Attachment C	Signed CA Minute - s47G(1)(a) Relinquishment
Attachment D	Signed CA - s47G(1)(a) Relinquishment
Attachment E	MS22-001481 Signed 2023-2024 CHSP Extension Ministerial Submission

Contact Officer: s47E(c), s47F, s47E(c), s47F CHSP Program Management Section
Phone: 02 s47E(c), s47F

Trim Reference: E22-280960: CHSP – Extensions 2023-2024

PIPELINE PRIORITISATION REQUEST

To be considered a high priority the grant/s activity start date must fall within 10 business days or less and meet the criteria outlined below.

You must contact the Hub Relationship (^{s47E(d)}) to discuss your priority request before completing the form. Please do not send the form directly to the Community Grants Hub as it will not be processed.

Pipeline ID	
Grant Opportunity Title <small>(must match Pipeline ID information)</small>	s47G(1)(a)
Purpose of Grant <small>(must match Pipeline ID information)</small>	
Policy Contact/Division	s47E(c), s47F s47E(c), s47F
Phone number	s47E(c), s47F
Activity Start Date	Is payment required within 10 business days (once agreement is executed)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Critical date for offer	
Reason for urgency (select option)	<input type="checkbox"/> Ministerial directive (Ministerial announcements are generally not a reason for urgency. FMD can liaise with the Hub and provide an estimated timeframe for offer. Evidence is required where a ministerial announcement is considered a priority.) <input type="checkbox"/> Public Safety (Where the purpose of the grant is to provide aid in emergency situations such as a natural disaster or pandemic.) <input type="checkbox"/> Continuity of service (Where services are at risk of ceasing or impacting clients or the community without immediate funding.)
Justification of urgency	
AS Clearance/Name	
Date	
Confirmation	FBP to confirm availability of funds in IMPACT <input type="checkbox"/> Confirmed
Next steps	Please ensure you have attached the following to your email: <input type="checkbox"/> Clearance of this form by your AS (or above) <input type="checkbox"/> Signed Commitment Approval <input type="checkbox"/> Final Data templates and completed checklist <input type="checkbox"/> Email from your FBP confirming availability of fund in IMPACT <input type="checkbox"/> Include the pipeline ID and title of your grant activity (as per GPM) in the subject line of the email



Click here to email the completed form to ^{s47E(d)} @health.gov.au

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Department of Health and Aged Care

Ministerial Submission – Standard

MS22-001481

Version (1)

Date sent to MO: 14 November 2022

To: Minister Wells

cc: Minister Butler, Assistant Minister Kearney

Subject: Extension of the Commonwealth Home Support Programme (CHSP) - 1 July 2023 to 30 June 2024

Critical date: 28 November 2022 – to commence the preparation for the CHSP extension work, for varied CHSP provider agreements to be in place by 1 July 2023.

Recommendations:

- | | |
|---|--|
| <p>1. Agree to the proposed changes to pricing under CHSP for the 2023-24 financial year:</p> <ul style="list-style-type: none"> a. indexing CHSP prices by 5 per cent, for 2023-24 except for community transport at 6 per cent. b. increasing the bottom of the CHSP price band by 5 per cent over and above indexation. | <p>1. Please discuss</p> <ul style="list-style-type: none"> a. Agreed/Not agreed b. Agreed/Not agreed |
| <p>2. Agree to the department varying existing grant agreements with eligible CHSP providers to extend the CHSP from 1 July 2023 to 30 June 2024, committing up to \$3.075 billion.</p> | <p>2. Agreed/Not agreed/Please discuss</p> |
| <p>3. Agree to the relevant departmental delegate being responsible for the administration of the grant variation process (including assessment and approval of assessment outcomes and grant variation details) as per Section 32B of the <i>Financial Framework (Supplementary Powers) Act 1997</i>.</p> | <p>3. Agreed/Not agreed/Please discuss</p> |
| <p>4. Note that there is ongoing administrative reform to the Specialised Support Service sub-program of CHSP.</p> | <p>4. Noted</p> |

Signature

09-12-2022

Date:

/ / 2022

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Media Release required? NO			
Comments:			
Contact Officer:	<i>Russell Herald</i>	<i>Assistant Secretary, Home Support and Operations Branch, Home and Residential Division</i>	Ph: s47E(c), s47F Mobile: s47F
Clearance Officer:	<i>Michael Lye</i>	<i>Deputy Secretary, Ageing and Aged Care Group</i>	Ph: s47E(c), s47F Mobile: s47F

Issues:

1. This submission seeks your agreement to the policy details of the 2023-24 CHSP extension, and for the Department of Health and Aged Care (the department) to formally commence the extension process.
2. The department recommends the 2023-24 CHSP extension process include four changes compared to current settings:
 - a. Accumulated CHSP underspends recovered from providers through debt notice or contract write down, which you have already agreed (**MS22-001208** refers)
 - b. Changes to CHSP unit price ranges to reduce the difference between the upper and lower bounds as reforms move towards independent price setting;
 - c. Indexing unit price ranges by five per cent for all service types except for transport, with transport to be indexed by six per cent.
 - d. Tightening of the CHSP definition of Specialised Support Services as part of realigning CHSP service delivery arrangements in advance of the new in-home aged care program.

Accumulated Underspends

3. Further to your decision in relation to the recovery of CHSP underspends, and following discussions with your office, the department can confirm that the recovery of underspends will be subject to, and not occur in advance of, negotiations around provider viability and continuity of support.
4. Funding will only be withdrawn or recovered where it is clear that this action would not drive perverse outcomes, noting that CHSP providers are meant to hold unspent CHSP funds in an isolated account.
5. As part of the negotiation process with impacted providers, the department will determine whether adjustments need to be made, including either deferring the repayment of some or all the underspend (equivalent to a repayment plan) or writing off some or all the underspend.

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Indexation

6. For 2022-23, CHSP providers received indexation of 1.5 per cent based on economic conditions in late 2021. As you are aware, inflation, the national minimum wage and certain other industrial awards have increased materially since that time. To date, CHSP unit prices have not been amended to address these issues.
 - a. Rather, emergency funding is available to CHSP providers should continuity of support issues emerge; and
 - b. Access to an additional fuel subsidy of 30c per litre was provided to fuel exposed providers (community transport), as fuel costs have risen significantly greater than other expense lines.
7. Through the 2022-23 October Budget, CHSP indexation was updated to 3.9 per cent for 2023-24, but there were no retrospective changes to factor in the long-term effect of price and wage shocks occurring this financial year. As such, the department considers applying the 3.9 per cent indexation rate on its own may undermine the integrity of CHSP in advance of the transition to the new in-home aged care program.
8. As a result, the department recommends you agree to provide an additional one-off indexation boost of at least 1.1 per cent, to be drawn from unallocated CHSP growth funding (discussed below). In particular, the department recommends CHSP pricing be indexed instead by:
 - a. 5 per cent for all CHSP service types, excluding transport, and
 - b. 6 per cent for transport, recognising their high comparative exposure to fuel costs, and replacing the temporary fuel subsidy.
9. This boost, over and above the 3.9 percent budgeted indexation would cost around \$34 million, noting this does not factor in a provision for the interim 15 per cent increase in the award wage recently announced by the Fair Work Commission, nor a provision for its final decision.

Unit price ranges

10. For the 2022-23 CHSP extension, the department introduced a new pricing policy that set base pricing for CHSP services within a certain range (**Attachment A** refers). The purpose of this was to address the wide variance in CHSP prices inherited by the old state and territory run Home and Community Care systems.
11. A loading of up to 40 per cent on the base price was available for providers delivering services in remote and very remote areas.
12. The department recommends that the CHSP pricing bands be narrowed further in 2023-24, with the bottom of the CHSP range lifted by five per cent over and above indexation, with funding to also be drawn from unallocated growth funding. This will better align the program in preparation for the proposed new in-home aged care program.
13. This change would cost approximately \$28 million, noting that in-scope providers would receive an overall growth in funding levels of between 5 and 11 per cent depending on their current unit price.

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Using CHSP Growth Funding

14. CHSP is indexed by both price changes and population growth forecasts (ageing population), with gross CHSP funding growing by 6.2 per cent in 2023-24.
15. The department is developing options to increase service levels in 2023-24, but with workforce constraints and underlying costs growing faster than indexation, there are significant barriers. This is compounded by uncertainty around the future state of the in-home aged care program from 1 July 2024.
16. To balance investment priorities in CHSP, the department recommends splitting the growth in funding between an indexation boost and service expansion to ensure continuity of existing service levels.
17. The department's recommendation to prioritise indexation over growth of the program is based on:
 - a. Reduction on the number of people waiting as part of the National Priority System for Home Care services have reduced the demand for CHSP services. The number of clients accessing CHSP services has fallen by 2.7 per cent over three years (-22,756), while funding continued to increase.
 - b. Of CHSP's 17 service types that deliver frontline services across 72 Aged Care planning regions (1,224 data points), reductions or no change in median wait times between assessment and service commencement have been observed in 72.4 of the time in 2021-22 when compared to 2020-21.
 - c. The top four service types recording increased wait times were Meals, Personal Care, Assistance with Care and Housing and Specialist Support Services, although these increases were observed in less than half of all Aged Care planning regions.

18.

s47C

19. If you agree to the recommendations in this submission, CHSP pricing for 2023-24 is outlined at **Attachment A**, with unallocated funding for 2023-24 set at around \$116 million (excluding impact of writing down contracts due to underspends). In this context you could increase the indexation boost by up to 3 per cent in lieu of service expansion.
20. Subject to your decision, s47C, s47E(d)

CHSP extension process

21. The department has undertaken an evaluation of the current grant opportunity, as per relevant grant guidelines, and has determined the existing grants administration processes, practices and requirements remain applicable. As such, the extension will occur through a variation to existing contractual arrangements.

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22. As such, the department is seeking your agreement to commit up to \$3.075 billion in 2023-24 to extend CHSP existing contracts, and to delegate responsibility for the administration of the grant variation process (including assessment and approval of assessment outcomes and grant variation details) to the relevant departmental delegate as per Section 32B of the *Financial Framework (Supplementary Powers) Act 1997*.

Specialised Support Services (SSS)

23. As part of the in-home aged care reform work, the department has been undertaking an in-depth analysis of SSS activities being undertaken in CHSP, that are generally considered as specialised supports for people with certain conditions (e.g. hearing and vision loss, dementia, incontinence etc).
- a. Historically, however, SSS was also used to house services inherited from states and territories that did not cleanly fit in other CHSP service types.

24.

s47C, s47E(d)

25.

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Background:

- In the 2022-23 October Budget, the Government announced an extension of the CHSP funding arrangements for another 12 months, from 1 July 2023 to 30 June 2024. This requires a variation to existing grant agreements for 1,340 eligible CHSP service providers (providers).
- The CHSP provides funding for a broad range of entry-level support services to assist frail older Australians aged 65 years and over (50 years and over for Aboriginal and Torres Strait Islander peoples) who have functional limitations (including cognitive), to remain living independently at home in their community. The CHSP provides funding to 1,340 providers, delivering services to approximately 818,000 clients.
- Providers are funded through grant agreements, which include a schedule of funded activities and activity work plans outlining the number of outputs to be delivered.
- In preparation for the reforms to in-home aged care, significant changes were made to CHSP grant agreements in 2022-23 and included the introduction of:
 - standard monthly payment in arrears, rather than quarterly grant block funding for all providers, excluding Sector Support and Development (SSD) providers. SSD provider funding remains as upfront quarterly payments
 - monthly Data Exchange reporting requirements (except SSD)
 - nationally consistent unit prices across most CHSP service types to help prepare providers for the aged care reforms and to reduce historical inconsistencies.
- The above changes introduced from 1 July 2022 is allowing the program to have greater control of financial risk and service performance across the grants, leading to better Government spending on services.
- All current legislative requirements and amendments are reflected in the CHSP Manual. The requirements of providers to deliver CHSP services are detailed in the CHSP Manual. As part of the 2023-24 extension, the CHSP Manual, as well as the program compliance framework, will be updated to ensure program governance is maintained.

Attachments:

A: Proposed 2023-24 CHSP national unit price range

Budget/Financial Implications:

The 2023-24 CHSP appropriation is currently set at \$3.228 billion. This ministerial submission is seeking approval of up to \$3.075 billion to vary provider grant agreements for the 2023-24 CHSP extension. This amount includes base funding and indexation for the period 1 July 2023 to 30 June 2024.

The residual CHSP appropriation is used for other projects including, but not limited to, ad-hoc proposals for unforeseen and exceptional circumstances, funding for Goods, Equipment and Assistive Technology (GEAT), program reporting as well as business transformation projects to assist providers align their business to the new In-Home Aged Care Program.

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This funding is available under Priority 065, Outcome 3.2, Home Support and Care.

Priority 065 – Outcome 3.2 – Summary Table	2023–24	Difference
(GST exclusive)	(\$000's)	(\$000's)
Allocation (as at Budget 2022-23)	\$3,227,608	

s47E(d)

*A contingency has been added to proposal to cover any additional costings/changes to providers that may arise.

Election Commitments / Budget Measures:

In the 2022-23 October Budget, the Government announced an extension of CHSP funding arrangements for another 12 months, from 1 July 2023 to 30 June 2024.

Sensitivities:

CHSP providers who are identified for a potential write down in funding due to unspent funds may be sensitive to proposed changes to their funding arrangements. All changes to funding amounts will be subject to negotiations with providers and changes would take into account consideration of provider sustainability and continuity of services to clients.

Consultations:

The broader department is being consulted to ensure the extension aligns with the new in-home care program implementation.

The changes to the 2022-23 agreement followed broad consultations with providers and aged care peak bodies.

No new significant changes are being implemented as part of this extension.

The Community Grants Hub in the Department of Social Services has been consulted.

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The department will work with providers to minimise the impact if any processes or systems require updating during the course of the extension.

Communication/Media Activities:

The extension process is scheduled to commence late 2022. The finalisation of the extension in June 2023 may provide an opportunity for a media announcement.

Impact on Rural and Regional Australians:

The CHSP provides services to around 825,000 clients across Australia, including rural and regional areas. Modelling is being done and any impacts to these areas will be taken into consideration.

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Minister	Minister Wells
PDR Number	MS22-001481
Subject	Extension of the Commonwealth Home Support Programme (CHSP) - 1 July 2023 to 30 June 2024
Critical Date	Monday, 28 November 2022
Contact Officer	Russell Herald s47E(c), s47F s47F
Clearance Officer	Nick Hartland s47E(c), s47F s47F
Division/Branch	Home and Residential Home Support Operations
Has Budget Branch been consulted if there are financial implications?	Not Applicable

Adviser/DLO comments:	Returned to Dept for: REDRAFT <input type="checkbox"/> NFA <input type="checkbox"/>
-----------------------	---

Quality Assurance Check (completed by line area)	s47E(c), s47F s47F
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Australian Government
Department of Health and Aged Care

MINUTE: To: Russell Herald
 Assistant Secretary
 Home Support Operations Branch

WITHDRAWAL OF COMMONWEALTH HOME SUPPORT PROGRAMME (CHSP) SERVICES BY s47G(1)(a) AND APPROVAL TO DIRECT APPROACH AND COMMIT FUNDS TO ALTERNATIVE PROVIDERS

Purpose

As the commitment approver, under sections 21 and 23 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) that you:

APPROVE

1. The s47G(1)(b), s47E(d) to deliver the Meals services and outputs being withdrawn by s47G(1)(a) in the Eastern Metro (Vic) Aged Care Planning Region (ACPR) from 1 July 2023 to 30 June 2024 totalling \$s47(1)(b) GST exclusive (GST exc) or \$s47(1)(b) GST inclusive (GST inc).
2. An approach to s47G(1)(a), for the purposes of delivering the Meals services and outputs being relinquished by s47G(1)(a) in the Eastern Metro (Vic) ACPR.
3. s47(1)(b)

NOTE

1. This is the third Minute in relation to the relinquishment of funding by s47G(1)(a). Further Minutes may be required to re-allocate services and funds that are declined in part or in full by incoming providers already approved to be offered relinquishing services.
2. On 13 February you signed the s47G(1)(a) 'Part 2' Minute approving the re-allocation of all services and outputs being withdrawn by s47G(1)(a) including the re-allocation of Meals outputs and funding totalling \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc) to s47G(1)(a) (Attachment A).
3. s47G(1)(a) will be notified of the outcome following your decision.
4. Additional funding from the increased unit price totalling \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc) will be sourced from the pool of unallocated 2023-24 funds and will not affect the funding amounts to be offered for the other service types.

Background

- This Minute recommends the re-allocation of the Meals CHSP funding and outputs being relinquished by s47G(1)(a) for 1 July 2023 - 30 June 2024 s47G(1)(b), s47E(d).
- The full details of s47G(1)(a) relinquishment were captured in the ‘Minutes Part 1’ (Attachment B) and ‘Part 2’ (Attachment A).

Direct Selection Process

- Whitehorse LGA has been identified as a ‘metropolitan’ location for a Meals on Wheels pilot project under the Miles Morgan Australia “Future Fit” contract (refer D22-2913498) due to a volunteer profile and size of funding.
- Under the “Future Fit” pilot program, the Meals on Wheels (MOW) model of service delivery is being extended into Victoria through a direct engagement with a MOW provider, allowing the social support benefits of the MOW model to be provided to Victorian CHSP meals clients. As no providers in Victoria currently use the MOW model, the selection of an interstate-based MOW provider is required.

s47G(1)(b), s47E(d)

- Selection of s47G(1)(a) allows a smooth transition and service continuity for clients. The selection aligns to the Future Fit work that Miles Morgan are undertaking and will allow the social support model of MOW to continue in service delivery.
- For 2022-23 s47G(1)(a) has the following funding and service types:

Table 1: s47G(1)(a) - CHSP Funding 2022-23

Year	ACPR	Activity type	Funding (GST exc)	GST Amount	Funding (GST inc)
2022-23	Hunter (NSW)	Meals	s47(1)(b)		
	Hunter (NSW)	Social Support Individual			
Total					

- s47G(1)(a) received additional Meals funding of \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc) and Social Support Individual funding of \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc) in the 2020-22 Growth Funding round.

s47G(1)(a), s47G(1)(b)

- s47G(1)(a) is not on the CHSP Escalated Provider List.

Recommended Selection

- It is recommended that the Department select s47G(1)(a) as the preferred organisation to be offered the Meals services being withdrawn by s47G(1)(a) as outlined in the Tables below.

- Table 2: Funding to s47G(1)(a) being reallocated from s47G(1)(a)

Year	ACPR	Activity type	Activity Cost Centre	Outputs	Unit Price	Funding (GST exc)	GST Amount	Funding (GST inc)
2023-24	Eastern Metro (Vic)	Meals	s47E(d)	s47(1)(b)				
		Total						

- Table 3: Additional Funding to s47G(1)(a) to be reallocated from unallocated funds pool via increased unit price (\$s47(1)(b))

Year	ACPR	Activity type	Activity Cost Centre	Outputs	Unit Price	Funding (GST exc)	GST Amount	Funding (GST inc)
2023-24	Eastern Metro (Vic)	Meals	s47E(d)	s47(1)(b)				
		Total						

- Table 4: Total funding being reallocated to NMOW

Year	ACPR	Activity type	Activity Cost Centre	Outputs	Unit Price	Funding (GST exc)	GST Amount	Funding (GST inc)
2023-24	Eastern Metro (Vic)	Meals	s47E(d)	s47(1)(b)				
		Total						

Value for Money

The proposed direct selection process demonstrates value for money as it is likely to result in the timely selection of an appropriate provider (and the engagement of that provider at no additional cost to the Department), without the need to undertake a more extensive selection process requiring more significant resourcing.

Funds Availability

CHSP funds are available through Priority 065 – Outcome 3.2 Aged Care Services.

No additional funding is required as existing funds will be transferred through a variation to the new provider's agreement. Under the current administrative arrangements for CHSP variations, your approval is required for the recommended approach.

Engagement Process

HSOB will work with the relevant CGH office to approach the preferred candidates and negotiate any outputs in line with the 2022-23 CHSP Manual. Once the provider accepts, the formal variation process will be provided to the CGH Establishment team through a data variation file.

Variation Process

CHSP arrangements are funded under the Commonwealth Standard Grant Agreement. The CGH will manage the process and the variations to providers' contractual arrangements in accordance with the relevant legislation.

Risk Management

Risk is being managed through:

- Ongoing consultation between the CGH and the Home Support Operations Branch.
- Risk assessment and data analysis undertaken by the Home Support Operations Branch.
- s47G(1)(a) experience with a distribution model that aligns to s47G(1)(a) current MOW model and their engagement with the Miles Morgan Future Fit program, their continuation of social support aspects of MOW provision.
- The engagement of an experienced MOW provider into Victoria.
- The timely approval of an incoming provider.

Proposed Timeframe

It is proposed that the Department commence this process as soon as possible to allow the new provider to begin service delivery on 1 July 2023.

Contingencies

In the unexpected event that NMOW does not take on the Meals services being relinquished by Whitehorse City Council, the Department would need to consider approaching other CHSP providers to offer the variation.

Delegation

The approval of funds is within your delegation limit under the Accountable Authority Delegations (PGPA) Schedule 1, 13 February 2023— item number 03.

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Recommendations

It is recommended that you:

As the commitment approver, under sections 21 and 23 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act):

APPROVE

R1. The s47G(1)(b), s47E(d) [REDACTED] to deliver the Meals services and outputs being withdrawn by s47G(1)(a) [REDACTED] in the Eastern Metro (Vic) Aged Care Planning Region (ACPR) from 1 July 2023 to 30 June 2024 totalling \$s47(1)(b) GST exclusive (GST exc) or \$s47(1)(b) GST inclusive (GST inc).

R2. An approach to s47G(1)(a) [REDACTED] for the purposes of delivering the Meals services and outputs being relinquished by s47G(1)(a) [REDACTED] in the Eastern Metro (Vic) ACPR.

R3. s47(1)(b)

NOTE

N1. This is the third Minute in relation to the relinquishment of funding by s47G(1)(a) [REDACTED]. Further Minutes may be required to re-allocate services and funds that are declined in part or in full by incoming providers already approved to be offered relinquishing services).

N2. On 13 February you signed the s47G(1)(a) [REDACTED] 'Part 2' Minute approving the re-allocation of all services and outputs being withdrawn by s47G(1)(a) [REDACTED] including the re-allocation of Meals outputs and funding totalling \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc) to s47G(1)(a) [REDACTED] (Attachment A).

N3. s47G(1)(a) [REDACTED] will be notified of the outcome following your decision.

N4. Additional funding from the increased unit price totalling \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc) will be sourced from the pool of unallocated 2023-24 funds and will not affect the funding amounts to be offered for the other service types.

DECISION:

R1. APPROVED / NOT APPROVED / DISCUSS
 R2. APPROVED / NOT APPROVED / DISCUSS
 R3. APPROVED / NOT APPROVED / DISCUSS
 N1.- N.4 NOTED / DISCUSS

Recommending Officer
 s47E(c), s47F [REDACTED]

s47E(c), s47F [REDACTED] CHSP Program Management Section
 Home Support Operations Branch
 22 February 2023

PGPA Commitment Approver

 Russell Herald
 Assistant Secretary
 Home Support Operations Branch
 February 2023

Attachments –

Attachment A – s47G(1)(a) Part 2 Minute

Attachment B – s47G(1)(a) Part 1 Minute

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