

**From:** s47E(c), s47F  
**To:** [HERALD, Russell](#)  
**Cc:** s47E(c), s47F  
**Subject:** FW: Pontem - Avoid Meals on Wheels providers [SEC=OFFICIAL]  
**Date:** Monday, 13 February 2023 12:58:00 PM  
**Attachments:** [image001.png](#)

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Hey Rusty – wanted to get your thoughts on this because I'm not completely across the Future Fit work.

Pontem have come to us asking if they could include a provider who has a small MoW component to their service delivery (<1% total revenue) in their Supporting Community Care Program.

I would still think they should be excluded because the business transformation activities under MoW may assist in other areas of their service delivery.

Thoughts?

---

**From:** s47F <[REDACTED]@pontem.com.au>  
**Sent:** Thursday, 9 February 2023 9:18 AM  
**To:** s47E(c), s47F <[REDACTED]@Health.gov.au>; s47E(c), s47F <[REDACTED]@health.gov.au>  
**Subject:** Re: Pontem - Avoid Meals on Wheels providers [SEC=OFFICIAL]

Good morning s47E(c), s47F

I just wanted to confirm that your guidance regarding not targeting Meals on Wheels (MoW) providers is intended for **stand-alone** MoW entities. I had thought MoW were all stand-alone entities, however, we met with one provider yesterday that could really benefit from our offering. They have a very small MoW component <1% total revenue. In my view, it would be a shame to exclude them from the Supporting Community Care Program on the basis of this.

And just FYI, I have spoken with the s47F - we'll talk again once both Programs are more settled to discuss potential synergies.

Kind regards

s47F

---

**From:** s47E(c), s47F <[REDACTED]@Health.gov.au>  
**Sent:** 31 January 2023 10:58  
**To:** s47F <[REDACTED]@pontem.com.au>; s47E(c), s47F <[REDACTED]@health.gov.au>  
**Subject:** RE: Pontem - Avoid Meals on Wheels providers [SEC=OFFICIAL]

Good morning s47F

I believe [s47E(c), s47F] is referring to MoW involvement in the pilot and future provider surveys. I understand your initial CHSP provider survey has already been distributed widely, so it would just be a matter of excluding them from the pilot and future communications/surveys.

For any responses you've already received, they would all state in the organisation field that they are a branch of Meals on Wheels, likely followed by their state/service area (e.g. SA; Tasmania etc.).

When distributing further communications via SSD networks, if you ask to exclude Meals on Wheels due to their own internal transformation, the distributors will easily be able to identify which emails to remove from their respective contact lists as needed.

Kind regards

[s47E(c), s47F]

---

**From:** [s47F] <[redacted]@pontem.com.au>  
**Sent:** Monday, 30 January 2023 4:05 PM  
**To:** [s47E(c), s47F] <[redacted]@health.gov.au>  
**Cc:** [s47E(c), s47F] <[redacted]@Health.gov.au>  
**Subject:** Re: Pontem - Avoid Meals on Wheels providers [SEC=OFFICIAL]

**REMINDER:** Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Hello [s47E(c), s47F]

Doing well thanks and hope the same goes for you (both).

Thanks for the update re MoW. I would appreciate you advising on how we identify them though!

Cheers!

[s47F]

---

**From:** [s47E(c), s47F] <[redacted]@health.gov.au>  
**Sent:** 30 January 2023 14:52  
**To:** [s47F] <[redacted]@pontem.com.au>  
**Cc:** [s47E(c), s47F] <[redacted]@Health.gov.au>  
**Subject:** Pontem - Avoid Meals on Wheels providers [SEC=OFFICIAL]

Hi [s47F]

Hope you are well.

Meals on Wheels is currently undertaking their own business transformation activities. To avoid any confusion, can you please avoid targeting Meals on Wheels providers? This will just remove any confusion within this organisation.

If you need help identifying if an organisation is a MoW provider, please reach out!

Many thanks,

**s47E(c), s47F**

**- Reablement and CHSP Policy  
Home Support Operations Branch**

Home and Residential Division | Ageing and Aged Care Group  
Australian Government, Department of Health and Aged Care  
T: 6289 <sup>s47E(c), s47F</sup> | E: **s47E(c), s47F** [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)  
Location: 5.S.558 Level 5, Sirius Building  
GPO Box 9848, Canberra ACT 2601, Australia

Please note my work days are Mon, Wed, Thus and Fri

*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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by the Department of Health, Disability and Ageing

**From:** [HERALD, Russell](#)  
**To:** s47E(c), s47F  
**Cc:** s47E(c), s47F  
**Subject:** RE: Pontem - Avoid Meals on Wheels providers [SEC=OFFICIAL]  
**Date:** Monday, 13 February 2023 1:08:00 PM  
**Attachments:** [image001.png](#)

Stand-alone entities are the ones being targeted, so should be OK for those where it's a small part of their business. These ones use the brand but aren't direct MOW outlets

---

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**Sent:** Monday, 13 February 2023 12:58 PM  
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s47E(c), s47F - Reablement and CHSP Policy  
 Home Support Operations Branch

Home and Residential Division | Ageing and Aged Care Group  
 Australian Government, Department of Health and Aged Care  
 T: 6289 s47E(c), s47F | E: s47E(c), s47F @health.gov.au  
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s47E(c), s47F

**From:** s47E(c), s47F  
**Sent:** Friday, 3 February 2023 4:41 PM  
**To:** HERALD, Russell  
**Cc:** s47E(c), s47F  
**Subject:** s47G(1)(a) - approval- Relinquishment ID - CHSP-0160 - s47G(1)(a)  
 - Part 1 - Full relinquishment [SEC=OFFICIAL]  
**Attachments:** Multiple Records Reference.tr5; signed - COMMITMENT MINUTE - s47G(1)(a)  
 - GO5672 CHSP application.pdf  
**Importance:** High

Hi Rusty,

Have to come to you again as additional information was provided re clients and therefore where funding needs to go and to whom. Note that this also does not include meals services. The original notification for the providers didnt go out as the info came through from s47G(1)(a) and the CGH prior to nay initial letters.

Please find attached the revised first Direct Selection Minute for services and funding being withdrawn by s47G(1)(a)

This minute reverses the Minute signed 23/1/23.

This is first of 2 Minutes, for the mainstream services, 2<sup>nd</sup> Minute will be Meals (indicated to go to second pilot - s47G(1)(a) and CALD clients. Allocated amounts are re-aligned to support service continuity.

Info at end of Table 1 (p.3) shows amounts being re-allocated in Minutes 1 & 2, and SSD amount proposed to not be re-allocated.

#### ACTION

Please sign

Next steps

- CGH will engage with the new provider and start to facilitate the transition
- Second minute coming to you re CALD and meals

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

**Australian Government****Department of Health and Aged Care****Minute**

**To:** s47E(c), s47F  
Director  
CHSP Program Management Section  
Home Support Operations Branch

**COMMITMENT APPROVAL - Ad Hoc Funding Proposal (GO5672) from s47G(1)(a) for additional recurrent funding in 2022-23 for Commonwealth Home Support Programme (CHSP) service delivery**

**Purpose**

As the Commitment Approver under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) it is recommended that you:

**APPROVE:**

1. Recurrent funding totalling \$s47(1)(b) (GST exclusive) or s47(1)(b) (GST inclusive) in 2022-23 for CHSP provider s47G(1)(a)
2. Payment of s47G(1)(a) additional recurrent funding by:

- 
- 
- 
- 

s47(1)(b)

**NOTE:**

1. The CHSP Ad Hoc Funding Proposals from s47G(1)(a) (Attachments A/A1).
2. As s47G(1)(a) is GST registered, GST inclusive amounts have not been included.
3. The preliminary assessment undertaken by the Community Grants Hub (CGH) (Attachment B).
4. The Home Support Operations Branch (HSOB) assessment of the CHSP Ad Hoc Funding Proposal from s47G(1)(a) as Suitable. (Attachment C).
5. The 2022-23 funding will be monthly payments in line with the current grant agreement.
6. s47G(1)(a) has until 30 June 2023 to expend all funds and acquit them by 31 August 2023.
7. Following your decision, s47G(1)(a) will be notified of the outcome via email (Attachment D).
8. s47G(1)(a). As the total requested funding is under the grant limit they are being processed together in this Minute.

**CHSP Ad Hoc Funding Proposal 2022-23**

s47G(1)(a) CHSP Ad Hoc Funding Proposals to the Department of Health and Aged Care (the Department) requesting funding for additional CHSP services to respond to unforeseen and exceptional circumstances.


s47G(1)(a)

The proposals are recommended for approval. The proposals are seeking to maintain financial capacity to meet agreement service output obligations. The total funding requested in both applications is s47(1)(b) (GST exclusive) or s47(1)(b) (GST inclusive).

The combined total funding of both applications is under the GO5672 grant limit and both proposals are being processed in this Minute. The AHT and SSG services requested funding is more than would be available to the provider via funding at the 3.5% SCHADS limit. This was discussed with you as delegate in light of s47G(1)(a) low unit prices for these services and the approach of addressing the funding through an adjustment of unit prices and outputs was considered appropriate.

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

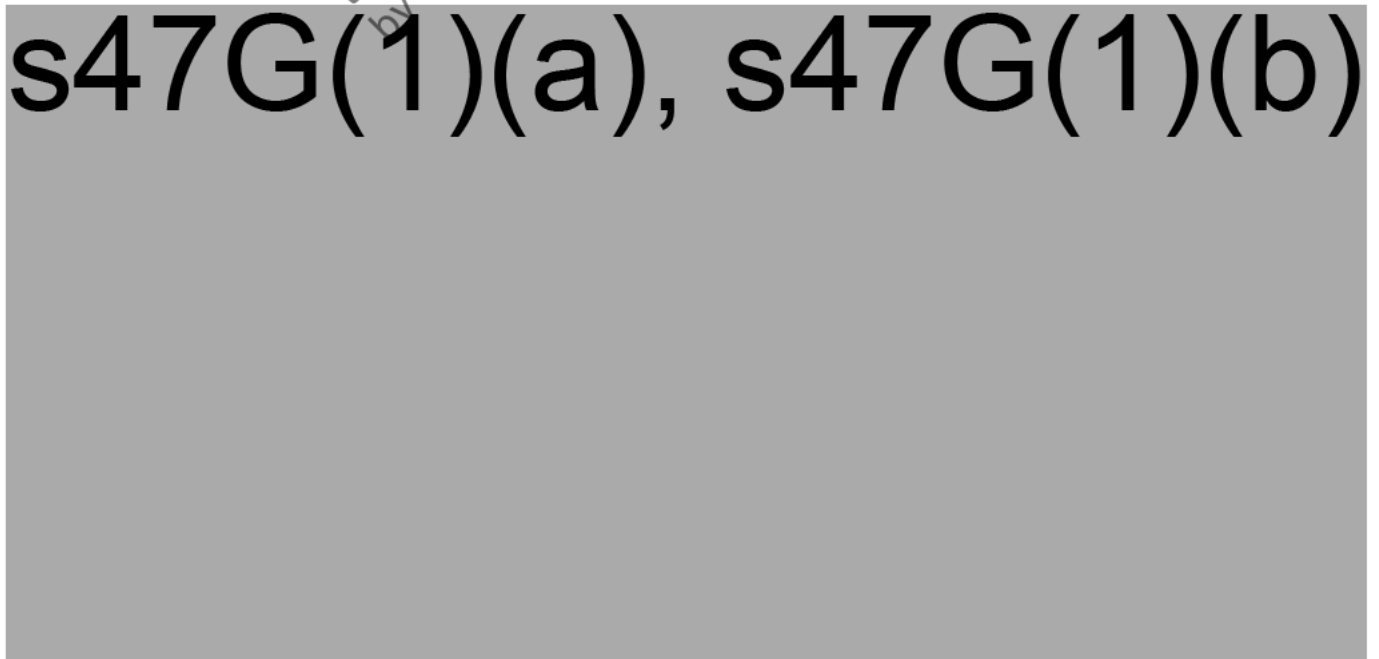
s47G(1)(a), s47G(1)(b)



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by the Department of Health, Disability and Ageing

**Background**

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



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

s47G(1)(a) received additional GO4265 Ad Hoc funding of \$66,191.25 (GST exclusive) or \$72,810.38 (GST inclusive) in 2021-22.

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

The current overall funding in 2022-23 for s47G(1)(a) is listed below:

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

## Risks

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

The CGH has indicated the s47G(1)(a) risk rating is Low and there are no compliance issues.

## Constitutional and Legislative Authority Risk

# s42, s47C

## Grant Agreement

As the funding request is for recurrent funding, s47G(1)(a) must complete the activity and expend the funds by 30 June 2023, acquit by 31 August 2023 and will be subject to ongoing program arrangements beyond 30 June 2023. The recurrent funding request will be provided through a Deed of Variation to the existing Grant Agreement ceasing 30 June 2023. s47G(1)(a) will be responsible for the conditions outlined in the agreement and in the grant opportunity guidelines (GO5672). The reporting arrangements will include:

- Progress against agreed grant activity milestones and outcomes
- Contributions of participants directly related to the grant activity or project/services
- Expenditure of the grant.

## Funds Availability

CHSP funds are available through Priority 065 – Outcome 3.2 Aged Care Services under Cost Centre s47E(d) for funds totalling \$s47(1)(b) (GST exclusive) or \$s47(1)(b) (GST inclusive) as detailed earlier.

**Delegations**

The approval of funds is within your delegation limit under the Accountable Authority Delegations (PGPA) Schedule 1, 30 August 2022 – item number 5.

**Grant Agreement Acquittal**

A financial acquittal for these additional funds will be completed by the CGH and recorded in GOVGPS.

**Proposed Timeframe**

The Department will approve this funding to allow the new activity to commence as soon as possible.

**Documentation**

All relevant documentation pertaining to the grant agreement has been filed (in accordance with Corporate Business Rule 2: Records Management) on TRIM (PH22/8365) under E22-340489.

**Grant Opportunity – GO5672** – Commonwealth Home Support Programme (CHSP) Ad Hoc Proposals Grant Opportunity Guidelines

**Assessment process**

The CHSP Ad Hoc Funding Proposal from s47G(1)(a) has been assessed by the HSOB (see Attachment C) to determine whether it meets the aims, objectives and priorities of the CHSP and the Grant Opportunity (GO5672). The CGH has conducted the preliminary assessment (Stage 1) of the proposal (see Attachment B).



**Recommendation**

As the Commitment Approver, under the PGPA Act it is recommended that you:

**APPROVE:**

R1 Recurrent funding totalling \$s47(1)(b) (GST exclusive) or \$s47(1)(b) (GST inclusive) in 2022-23 for CHSP provider s47G(1)(a)

R2 Payment of s47G(1)(a) additional recurrent funding by:

- o
- o
- o
- o

s47(1)(b)

**NOTE:**

N1 The CHSP Ad Hoc Funding Proposal from s47G(1)(a) ((Attachments A/A1)).

N2 As s47G(1)(a) is GST registered, GST inclusive amounts have been included.

N3 The preliminary assessment undertaken by the CGH (Attachment B).

N4 The HSOB assessment of the CHSP Ad Hoc Funding Proposal from s47G(1)(a) as Suitable (Attachment C).

N5 The 2022-23 funding will be monthly payments in line with the current grant agreement.

N6 s47G(1)(a) has until 30 June 2023 to expend all funds and acquit them by 31 August 2023.

N7 Following your decision, s47G(1)(a) will be notified of the outcome via email (Attachment D).

N8 s47G(1)(a). As the total requested funding is under the grant limit they are being processed together in this Minute.

**DECISION:**

R1 ☒ APPROVED / NOT APPROVED / DISCUSS

R2 ☒ APPROVED / NOT APPROVED / DISCUSS

N1 ☒ NOTED / DISCUSS

N2 ☒ NOTED / DISCUSS

N3 ☒ NOTED / DISCUSS

N4 ☒ NOTED / DISCUSS

N5 ☒ NOTED / DISCUSS

N6 ☒ NOTED / DISCUSS

N7 ☒ NOTED / DISCUSS

N8 ☒ NOTED / DISCUSS

Recommending Officer

s47E(c), s47F

s47E(c), s47F

CHSP Program Management Section  
Home Support Operations Branch  
3 January 2023

PGPA Commitment Approver

s47E(c), s47F

Director  
CHSP Program Management Section  
Home Support Operations Branch  
10 January 2023

**ATTACHMENTS**

**Attachment A:** CHSP Ad Hoc Funding Proposal from s47G(1)(a)  
**Attachment A1:** Second CHSP Ad Hoc Funding Proposal from s47G(1)(a)  
**Attachment B:** Stage 1 Preliminary Assessment from the CGH  
**Attachment C:** Stage 2 Assessment by HSOB  
**Attachment D:** Outcome notification

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s47E(c), s47F

**From:** HERALD, Russell  
**Sent:** Friday, 3 February 2023 4:44 PM  
**To:** s47E(c), s47F  
**Cc:** s47E(c), s47F  
**Subject:** RE: s47G(1)(a) - approval- Relinquishment ID - CHSP-0160 - s47G(1)(a) - Part 1 - Full relinquishment [SEC=OFFICIAL]

? is that the right minute (s47G(1)(a) )

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**Sent:** Friday, 3 February 2023 4:41 PM  
**To:** HERALD, Russell <Russell.Herald@health.gov.au>  
**Cc:** s47E(c), s47F @Health.gov.au>; s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>; s47E(c), s47F @Health.gov.au>  
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Please find attached the revised first Direct Selection Minute for services and funding being withdrawn by s47G(1)(a)

This minute reverses the Minute signed 23/1/23.

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 - Full relinquishment [SEC=OFFICIAL]  
**Date:** Friday, 3 February 2023 4:50:29 PM  
**Attachments:** [REVISED - s47G\(1\)\(a\) - Part 1 - standard allocations.pdf](#)  
[image001.png](#)

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So sorry

See attached

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CHSP Program Section | Home Support and Operations Branch

P | 02 s47E(c), s47F E | s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

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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 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) [REDACTED]  
[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]  
[REDACTED]
- Based on this information additional analysis was undertaken, with the indicative funding for s47G(1)(a) 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) [REDACTED]
- The s47G(1)(a) LGA also has a higher proportion of people in the 80+ age groups compared with Greater Melbourne.
- s47G(1)(a) [REDACTED]
- 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	<div>s47G(1)(a), s47G(1)(b)</div> <div>                     This document has been released under                      the Freedom of Information Act 1982                      by the Department of Health, Disability and Ageing                 </div>							
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								

## 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) [REDACTED].
- 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)

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Act 1982  
alth, Disability and Ageing

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)

sed under  
Act 1982  
alth, Disability and Ageing

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

s47(1)(b)

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

sed under  
Act 1982  
alth, Disability and Ageing

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				
			2023-2024	Eastern Metro (VIC)				
Home Maintenance								
Social Support Group								
Social Support Individual								
Transport								
	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					
			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

## 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)

fr

- 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

Russell Herald  
 Assistant Secretary  
 Home Support Operations Branch  
 February 2023

s47E(c), s47F<sup>icer</sup>

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

sed under  
Act 1982  
alth, Disability and Ageing

**From:** [HERALD, Russell](#)  
**To:** s47E(c), s47F  
**Subject:** FW: s47G(1)(a) - approval- Relinquishment ID - CHSP-0160 - s47G(1)(a) - Part 1  
 - Full relinquishment [SEC=OFFICIAL]  
**Date:** Sunday, 5 February 2023 12:40:00 PM  
**Attachments:** [REVISED - s47G\(1\)\(a\) - Part 1 - standard allocations.pdf](#)  
[image001.png](#)

s47E(c), s47F – esig pls.

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Friday, 3 February 2023 4:50 PM  
**To:** HERALD, Russell <[Russell.Herald@health.gov.au](mailto:Russell.Herald@health.gov.au)>  
**Cc:** s47E(c), s47F @Health.gov.au>; s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>; s47E(c), s47F @Health.gov.au>  
**Subject:** RE: s47G(1)(a) - approval- Relinquishment ID - CHSP-0160 - s47G(1)(a) - Part 1 - Full relinquishment [SEC=OFFICIAL]

So sorry

See attached

**From:** s47E(c), s47F  
**Sent:** Friday, 3 February 2023 4:41 PM  
**To:** HERALD, Russell <[Russell.Herald@health.gov.au](mailto:Russell.Herald@health.gov.au)>  
**Cc:** s47E(c), s47F @Health.gov.au>; s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>; s47E(c), s47F @Health.gov.au>  
**Subject:** s47G(1)(a) - approval- Relinquishment ID - CHSP-0160 - s47G(1)(a) - Part 1 - Full relinquishment [SEC=OFFICIAL]  
**Importance:** High

Hi Rusty,

Have to come to you again as additional information was provided re clients and therefore where funding needs to go and to whom. Note that this also does not include meals services. The original notification for the providers didnt go out as the info came through from s47G(1)(a) and the CGH prior to nay initial letters.

Please find attached the revised first Direct Selection Minute for services and funding being withdrawn by s47G(1)(a)

This minute reverses the Minute signed 23/1/23.

This is first of 2 Minutes, for the mainstream services, 2<sup>nd</sup> Minute will be **Meals** (indicated to go to second pilot - s47G(1)(a) and CALD clients. Allocated amounts are re-aligned to support service continuity.

Info at end of Table 1 (p.3) shows amounts being re-allocated in Minutes 1 & 2, and SSD amount proposed to not be re-allocated.

## ACTION

Please sign

Next steps

- CGH will engage with the new provider and start to facilitate the transition
- Second minute coming to you re CALD and meals

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

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Act 1982  
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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 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 Whitehorse 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 for s47G(1)(a) 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) [REDACTED]
- The s47G(1)(a) LGA also has a higher proportion of people in the 80+ age groups compared with Greater Melbourne.
- s47G(1)(a) [REDACTED]
- 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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the Freedom of Information Act 1982  
by the Department of Health, Disability and Ageing

## 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)

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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)

section 504 of the  
Act 1982  
alth, Disability and Aging

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					
			2023-2024					Eastern Metro (VIC)
Home Maintenance								
Social Support Group								
Social Support Individual								
Transport								
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						
		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

## 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

s47E(c), s47F

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

3 February 2023

PGPA Commitment Approver

Russell Herald  
 Assistant Secretary  
 Home Support Operations Branch  
 February 2023

**Attachments –**

Attachment A – Notification of intent to relinquish CHSP services

Attachment B – CHSP Selection Handover Template

Attachment C – Transition Out Plan

sed under  
Act 1982  
alth, Disability and Ageing

**From:** s47E(c), s47F  
**To:** s47E(c), s47F  
**Cc:** [HERALD, Russell](#)  
**Subject:** FW: DoH meeting with AU Aboriginal Home Health tomorrow [SEC=OFFICIAL]  
**Date:** Thursday, 9 February 2023 10:12:29 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

Hi s47E(c), s47F

Are you ok for tomorrow, I know you sent Nick M somewhere but will need at least you there

Rusty do you want to attend – AU update re their survey and outcomes for clients re the 'pilot'

Kind regards,

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

**From:** s47F @australianunity.com.au>

**Sent:** Thursday, 9 February 2023 8:48 AM

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

**Cc:** s47F @australianunity.com.au>

**Subject:** DoH meeting with AU Aboriginal Home Health tomorrow

**REMINDER:** Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Morning s47E(c), s47F

I hope you have been keeping well.

Confirming your team are fine to meet tomorrow at 11am re AU's Aboriginal Home Health Outcomes report presentation? I noticed this morning that no one from DoH have accepted invite. Can you please let me know if we need to reschedule, thanks

Warm regards,

  
s47F

s47F

**Growth, Strategy & Finance | Home Health**

*I sometimes send emails out of hours, please do not feel obligated to respond outside of your normal working hours.*

M +s47F

E s47F [@australianunity.com.au](mailto:s47F@australianunity.com.au)

Australian Unity Limited  
271 Spring Street, MELBOURNE VIC 3000  
[www.australianunity.com.au](http://www.australianunity.com.au)

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



**From:** [HERALD, Russell](#)  
**To:** s47E(c), s47F  
**Subject:** RE: DoH meeting with AU Aboriginal Home Health tomorrow [SEC=OFFICIAL]  
**Date:** Thursday, 9 February 2023 10:46:00 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)

I'll come along and listen

---

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Thursday, 9 February 2023 10:12 AM  
**To:** s47E(c), s47F @health.gov.au>  
**Cc:** HERALD, Russell <Russell.Herald@health.gov.au>  
**Subject:** FW: DoH meeting with AU Aboriginal Home Health tomorrow [SEC=OFFICIAL]

H s47E(c), s47F

Are you ok for tomorrow, I know you sent s47F somewhere but will need at least you there

Rusty do you want to attend – AU update re their survey and outcomes for clients re the 'pilot'

Kind regards,

s47E(c), s47F

s47E(c), s47F

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CHSP Program Section | Home Support and Operations Branch

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

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**From:** s47F @australianunity.com.au>  
**Sent:** Thursday, 9 February 2023 8:48 AM  
**To:** s47E(c), s47F @health.gov.au>  
**Cc:** s47F @australianunity.com.au>  
**Subject:** DoH meeting with AU Aboriginal Home Health tomorrow

**REMINDER:** Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Morning s47E(c), s47F

I hope you have been keeping well.

Confirming your team are fine to meet tomorrow at 11am re AU's Aboriginal Home Health Outcomes report presentation? I noticed this morning that no one from DoH have accepted

invite. Can you please let me know if we need to reschedule, thanks

Warm regards,



s47F  
s47F

Growth, Strategy & Finance | Home Health

*I sometimes send emails out of hours, please do not feel obligated to respond outside of your normal working hours.*

M +s47F  
E s47F [@australianunity.com.au](mailto:s47F@australianunity.com.au)

Australian Unity Limited  
271 Spring Street, MELBOURNE VIC 3000  
[www.australianunity.com.au](http://www.australianunity.com.au)

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by the Department of Health, Disability and Ageing

**From:** s47E(c), s47F  
**To:** [HERALD, Russell](#)  
**Cc:** s47E(c), s47F  
**Subject:** Att Rusty for signature- CA - s47G(1)(a) - Part 2 - specialist allocations (CALD and Meals)  
 [SEC=OFFICIAL]  
**Date:** Thursday, 9 February 2023 9:12:53 PM  
**Attachments:** [CA - s47G\(1\)\(a\) - Part 2 - specialist allocations.tr5](#)  
[Multiple Records Reference.tr5](#)  
[CA - s47G\(1\)\(a\) - Part 2 - specialist allocations.pdf](#)  
[image001.png](#)  
**Importance:** High

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Hi Rusty, for your review and approval please of the attached PDF CA.

This is the 2<sup>nd</sup> of 2 CA's for Whitehorse Council

Note that meals is included in this CA- s47G(1)(a) second pilot site

This also focus' on CALD type of services/clients

Selections align with the Selection Handover as possible excepting s47G(1)(a)

Special thanks to s47E(c), s47F on this, very detailed and justified on paper as to why these providers picked, thank you

#### **ACTION**

Rusty please review and sign

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



**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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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)

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- 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) provided detailed information regarding their significant CALD specific delivery, with some clients needing staff speaking their preferred language to undertake their CHSP services.
- 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) -- 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					

- s47G(1)(a) have not received any funding through the 2020-22 Growth round, or the Ad Hoc (GO4265 or GO5672) or COVID support (GO3877) funding rounds.

• s47(1)(b), s47E(d), s47C

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- The provider is not on the CHSP Escalated Provider List

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

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Table 2c: 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 - 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) -- 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					
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 Whitehorse City Council as outlined in Table 4.

Table 3: Indicative 2023-24 funding being reallocated from Whitehorse City Council 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)			
		Allied Health & Therapy Services				
		Domestic Assistance				
		Personal Care				
		Social Support - Group				
		Social Support - Individual				
		Transport				
		Flexible Respite				
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)	Meals	s47E(d)	s47(1)(b)		
			Sub-Total				
2023-2024	Eastern Metro (VIC)		Allied Health and Therapy Services	s47E(d)	s47(1)(b)		
			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)	s47(1)(b)		
			Domestic Assistance				
			Personal Care				
			Social Support Group				
			Social Support Individual				
			Flexible Respite				
			Sub-Total				
2023-2024	Eastern Metro (VIC)		Domestic Assistance	s47E(d)	s47(1)(b)		
			Personal Care				
			Social Support Group				
			Social Support Individual				
			Sub-Total				
2023-2024	Eastern Metro (VIC)		Allied Health and Therapy Services	s47E(d)	s47(1)(b)		
			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 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), 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.- N.3 NOTED / DISCUSS

### Recommending Officer

s47E(c), s47F

s47E(c), s47F CHSP Program Management Section

Home Support Operations Branch

9 February 2023

PGPA Commitment Approver

\_\_\_\_\_  
Russell Herald  
Assistant Secretary  
Home Support Operations Branch  
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

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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. 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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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)

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- 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) provided detailed information regarding their significant CALD specific delivery, with some clients needing staff speaking their preferred language to undertake their CHSP services.
- 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) -- 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

- 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					
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 2: 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)			
		Allied Health & Therapy Services				
		Domestic Assistance				
		Personal Care				
		Social Support - Group				
		Social Support - Individual				
		Transport				
		Flexible Respite				
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)	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 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), 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.- N.3 NOTED / DISCUSS

### Recommending Officer

s47E(c), s47F [REDACTED]

s47E(c), s47F [REDACTED]

[REDACTED] CHSP Program Management Section  
Home Support Operations Branch

9 February 2023

PGPA Commitment Approver

\_\_\_\_\_  
Russell Herald  
Assistant Secretary  
Home Support Operations Branch  
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

sed under  
Act 1982  
alth, Disability and Ageing

**From:** [HERALD, Russell](#)  
**To:** s47E(c), s47F  
**Cc:** s47E(c), s47F  
**Subject:** RE: Att Rusty for signature- CA - s47G(1)(a) - Part 2 - specialist allocations (CALD and Meals) [SEC=OFFICIAL]  
**Date:** Sunday, 12 February 2023 4:36:00 PM  
**Attachments:** [image001.png](#)

Savanna – all good to sign

---

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Thursday, 9 February 2023 9:13 PM  
**To:** HERALD, Russell <Russell.Herald@health.gov.au>  
**Cc:** s47E(c), s47F @Health.gov.au>; s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>  
**Subject:** Att Rusty for signature- CA - s47G(1)(a) - Part 2 - specialist allocations (CALD and Meals) [SEC=OFFICIAL]  
**Importance:** High

Hi Rusty, for your review and approval please of the attached PDF CA.

This is the 2<sup>nd</sup> of 2 CA's for Whitehorse Council

Note that meals is included in this CA- s47G(1)(a) second pilot site

This also focus' on CALD type of services/clients

Selections align with the Selection Handover as possible excepting s47G(1)(a)

Special thanks to s47E(c), s47F on this, very detailed and justified on paper as to why these providers picked, thank you

### **ACTION**

Rusty please review and sign

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

s47E(c), s47F

**From:** HERALD, Russell  
**Sent:** Monday, 13 February 2023 1:09 PM  
**To:** s47E(c), s47F  
**Cc:** s47E(c), s47F  
**Subject:** RE: Pontem - Avoid Meals on Wheels providers [SEC=OFFICIAL]

Stand-alone entities are the ones being targeted, so should be OK for those where it's a small part of their business. These ones use the brand but aren't direct MOW outlets

---

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Monday, 13 February 2023 12:58 PM  
**To:** HERALD, Russell <Russell.Herald@health.gov.au>  
**Cc:** s47E(c), s47F @Health.gov.au>  
**Subject:** FW: Pontem - Avoid Meals on Wheels providers [SEC=OFFICIAL]

Hey Rusty – wanted to get your thoughts on this because I'm not completely across the Future Fit work.

Pontem have come to us asking if they could include a provider who has a small MoW component to their service delivery (<1% total revenue) in their Supporting Community Care Program.

I would still think they should be excluded because the business transformation activities under MoW may assist in other areas of their service delivery.

Thoughts?

---

**From:** s47F @pontem.com.au>  
**Sent:** Thursday, 9 February 2023 9:18 AM  
**To:** s47E(c), s47F @Health.gov.au>; s47E(c), s47F @health.gov.au>  
**Subject:** Re: Pontem - Avoid Meals on Wheels providers [SEC=OFFICIAL]

Good morning s47E(c), s47F

I just wanted to confirm that your guidance regarding not targeting Meals on Wheels (MoW) providers is intended for **stand-alone** MoW entities. I had thought MoW were all stand-alone entities, however, we met with one provider yesterday that could really benefit from our offering. They have a very small MoW component <1% total revenue. In my view, it would be a shame to exclude them from the Supporting Community Care Program on the basis of this.

And just FYI, I have spoken with the s47F - we'll talk again once both Programs are more settled to discuss potential synergies.

Kind regards

s47F

---

**From:** s47E(c), s47F @Health.gov.au>  
**Sent:** 31 January 2023 10:58  
**To:** s47F @pontem.com.au>; s47E(c), s47F @health.gov.au>  
**Subject:** RE: Pontem - Avoid Meals on Wheels providers [SEC=OFFICIAL]

Good morning s47F

I believe s47E(c), s47F is referring to MoW involvement in the pilot and future provider surveys. I understand your initial CHSP provider survey has already been distributed widely, so it would just be a matter of excluding them from the pilot and future communications/surveys.

For any responses you've already received, they would all state in the organisation field that they are a branch of Meals on Wheels, likely followed by their state/service area (e.g. SA; Tasmania etc.).

When distributing further communications via SSD networks, if you ask to exclude Meals on Wheels due to their own internal transformation, the distributors will easily be able to identify which emails to remove from their respective contact lists as needed.

Kind regards  
s47E(c), s47F

---

**From:** s47F @pontem.com.au>  
**Sent:** Monday, 30 January 2023 4:05 PM  
**To:** s47E(c), s47F @health.gov.au>  
**Cc:** s47E(c), s47F @Health.gov.au>  
**Subject:** Re: Pontem - Avoid Meals on Wheels providers [SEC=OFFICIAL]

**REMINDER:** Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Hello s47E(c), s47F

Doing well thanks and hope the same goes for you (both).

Thanks for the update re MoW. I would appreciate you advising on how we identify them though!

Cheers!

s47F

---

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** 30 January 2023 14:52  
**To:** s47F @pontem.com.au>  
**Cc:** s47E(c), s47F @Health.gov.au>  
**Subject:** Pontem - Avoid Meals on Wheels providers [SEC=OFFICIAL]

Hi s47F

Hope you are well.

Meals on Wheels is currently undertaking their own business transformation activities. To avoid any confusion, can you please avoid targeting Meals on Wheels providers? This will just remove any confusion within this organisation.

If you need help identifying if an organisation is a MoW provider, please reach out!

Many thanks,

s47E(c), s47F

s47E(c), s47F - Reablement and CHSP Policy  
Home Support Operations Branch

Home and Residential Division | Ageing and Aged Care Group  
Australian Government, Department of Health and Aged Care  
T: s47E(c), s47F | E: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)  
Location: 5.S.558 Level 5, Sirius Building  
GPO Box 9848, Canberra ACT 2601, Australia

Please note my work days are Mon, Wed, Thus and Fri

*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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Australian Government

Department of Health  
and Aged Care

## Commonwealth Home Support Programme Adhoc Funding 2022-24 (GO5672)

**Business Name**

**Business ABN**

**Organisation Id**

**Schedule Id**

**Length of Project**

### Certification

I declare that I am an authorised representative of the organisation described above, my organisation is an existing CHSP service provider and that the information provided below is true and accurate at the date of application.

**Name**

**Signature or E-signature**

**Position in organisation**

**Date**

Please indicate under which category you are applying for funding

Unforeseen and exceptional circumstances

☐

Service demand pressures and supply shortages

☐

Sector improvement or innovative delivery model

☐

Have you read the Grant Guidelines (GO5672)?

Y

N

☐☐

Are you requesting one-off funding?

Y

N

☐☐

Have you investigated sub-contracting options?

Y

N

☐☐

Does the request fit within the scope of CHSP?

☐☐

Are you requesting recurrent funding?

☐☐

Are you a subcontractor delivering CHSP?

☐☐

Have you considered the flexibility provisions?

☐☐

Is this a joint (consortia) application?

☐☐

Has the ACQSC found any compliance issues?

☐☐

Do you anticipate having unspent funds from 2022-23?

☐☐

Is your FAM aware of this application?

☐☐

Have you received a Notice of Non Compliance?

☐☐

Please provide additional information below

### Alignment with Grant Opportunity Objectives

Describe how your proposal efficiently and effectively meets the objectives and outcomes of the CHSP and this grant opportunity outlined in Sections 2.1 and 2.2, with supporting evidence and costings (450 words)

**Organisational capacity and performance**

Demonstrate your organisation's capacity, including the governance, and your key personnel/staff capability (experience and qualifications) to deliver the activity objectives (450 words)

**Risks and risk management**

Describe how you will operationalise the activity in the timeframe to achieve the outcomes for the target group within budget, including risks and risk mitigation strategies (450 words)

**2022-2023 - Part Year Funding Request (should be the expected service delivery costs for the period from start of service delivery to 30 June 2023)**

**Please sign, save and submit to [chspprogram@health.gov.au](mailto:chspprogram@health.gov.au)**



[illegible]

Page 4 of 4

**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](mailto:Thea.Connolly@health.gov.au)>

**Sent:** Tuesday, 21 February 2023 6:15 PM

**To:** LYE, Michael <[Michael.LYE@health.gov.au](mailto:Michael.LYE@health.gov.au)>; HARTLAND, Nicholas <[Nick.HARTLAND@health.gov.au](mailto:Nick.HARTLAND@health.gov.au)>; STRAPP, Eliza <[Eliza.Strapp@health.gov.au](mailto:Eliza.Strapp@health.gov.au)>; METZ, Mel <[Mel.Metz@health.gov.au](mailto:Mel.Metz@health.gov.au)>; s47E(c), s47F @health.gov.au; MCMILLAN, Alison <[Alison.MCMILLAN@health.gov.au](mailto: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](mailto:Amy.LAFFAN@health.gov.au)>; QAD Executive <s47E(d) @Health.gov.au>; BEKIS, Natalie <[Natalie.BEKIS@Health.gov.au](mailto:Natalie.BEKIS@Health.gov.au)>; GARRETT, Trish <[Trish.Garrett@health.gov.au](mailto:Trish.Garrett@health.gov.au)>; SDD

Executive **s47E(d)** <[REDACTED]@Health.gov.au>; RID Executive **s47E(d)** <[REDACTED]@Health.gov.au>; PUGH, Gregory <Gregory.PUGH@health.gov.au>; **s47E(c), s47F** <[REDACTED]@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](mailto:thea.connolly@health.gov.au) / s47F [@protected.health.gov.au](mailto:s47F@protected.health.gov.au)  
 PO Box 9848, Canberra ACT 2601, Australia

**Executive Assistant** | s47E(c), s47F  
 T: (02) s47E(c), s47F | E: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

**Executive Officer** | s47E(c), s47F  
 T: (02) s47E(c), s47F | E: s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

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This document has been released under  
 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 <[redacted]@health.gov.au>  
**Sent:** Wednesday, 22 February 2023 3:21 PM  
**To:** s47E(c), s47F <[redacted]@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 <[redacted]@Health.gov.au>  
**Sent:** Wednesday, 22 February 2023 3:15 PM  
**To:** s47E(c), s47F <[redacted]@health.gov.au>  
**Cc:** s47E(c), s47F <[redacted]@Health.gov.au>; s47E(c), s47F <[redacted]@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)

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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				
2023-2024	Eastern Metro (VIC)		Domestic Assistance	s47E(d)			
			Home Maintenance				
			Social Support Group				
			Social Support Individual				
			Transport				
			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				
			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<sup>er</sup>

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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**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)

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- 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.

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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) [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.** [REDACTED]

### 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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**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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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)

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- 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
- Under 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					
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 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:** 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.

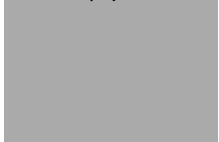
Is over my delegation – both combined are: \$3,366,496.64 have included regardless the first nations assessment also.

### **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
<b>TOTAL</b>	<b>\$1,003,777,584.70</b>	<b>\$1,104,155,343.17</b>

\*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.

This document has been released under  
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
<b>TOTAL</b>	<b>\$1,003,777,584.70</b>	<b>\$1,104,155,343.17</b>

\*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:**

<b>Attachment A</b>	2023-2024 CHSP Extension Ad Hoc Batch data
<b>Attachment B</b>	First Nations Impact Assessment
<b>Attachment C</b>	Signed CA Minute - s47G(1)(a) Relinquishment
<b>Attachment D</b>	Signed CA - s47G(1)(a) Relinquishment
<b>Attachment E</b>	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	P4357
Grant Opportunity Title <small>(must match Pipeline ID information)</small>	<a href="#">s47G(1)(a)</a>
Purpose of Grant <small>(must match Pipeline ID information)</small>	To take on Meals services relinquished by two Victorian councils
Policy Contact/Division	<a href="#">s47E(c), s47F</a> <a href="#">s47E(c), s47F</a>
Phone number	<a href="#">s47E(c), s47F</a>
Activity Start Date	Is payment required within 10 business days (once agreement is executed)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Critical date for offer	03 March 2023
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 checked="" type="checkbox"/> Continuity of service (Where services are at risk of ceasing or impacting clients or the community without immediate funding.)
Justification of urgency	Significant press coverage on the service gaps threatened by the exit of Victorian councils from CHSP. Critical to program reputation that incoming providers have funding commitments ahead of new financial year.
AS Clearance/Name	Russell Herald, Asst Sec, Home Support Operations Branch
Date	
Confirmation	FBP to confirm availability of funds in IMPACT <input checked="" type="checkbox"/> Confirmed
Next steps	Please ensure you have attached the following to your email: <input checked="" type="checkbox"/> Clearance of this form by your AS (or above) <input checked="" type="checkbox"/> Signed Commitment Approval <input checked="" type="checkbox"/> Final Data templates and completed checklist <input checked="" type="checkbox"/> Email from your FBP confirming availability of fund in IMPACT <input checked="" 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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Australian Government

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><b>1. Agree</b> to the proposed changes to pricing under CHSP for the 2023-24 financial year:</p> <ul style="list-style-type: none"> <li>a. indexing CHSP prices by 5 per cent, for 2023-24 except for community transport at 6 per cent.</li> <li>b. increasing the bottom of the CHSP price band by 5 per cent over and above indexation</li> </ul> | <p><b>1. Please discuss</b></p> <ul style="list-style-type: none"> <li>a. <b>Agreed/Not agreed</b></li> <li>b. <b>Agreed/Not agreed</b></li> </ul> |
| <p><b>2. Agree</b> 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><b>2. Agreed/Not agreed/Please discuss</b></p>                                                                                                  |
| <p><b>3. Agree</b> 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><b>3. Agreed/Not agreed/Please discuss</b></p>                                                                                                  |
| <p><b>4. Note</b> that there is ongoing administrative reform to the Specialised Support Service sub-program of CHSP.</p>                                                                                                                                                                                                                                | <p><b>4. Noted</b></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 underspend 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	



\*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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**OFFICIAL****Regulatory Burden Implications and/or Deregulation Opportunities:**

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

<b>Adviser/DLO comments:</b>	Returned to Dept for: REDRAFT <input type="checkbox"/> NFA <input type="checkbox"/>
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<b>Quality Assurance Check (completed by line area)</b>	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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**Australian Government**  
**Department of Health and Aged Care**

**MINUTE:** To: s47E(c), s47F  
 Director  
 CHSP Program Management Section  
 Home Support Operations Branch

**WITHDRAWAL OF COMMONWEALTH HOME SUPPORT PROGRAMME (CHSP) MEALS SERVICES BY s47G(1)(a) AND APPROVAL TO COMMIT ADDITIONAL FUNDS TO s47G(1)(a)**

**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. An increase to the unit price offered to s47G(1)(a) [redacted] for the purposes of delivering the CHSP Meals services and outputs being relinquished by s47G(1)(a) [redacted] in the Grampians (Vic) Aged Care Planning Region (ACPR) from 1 July 2023 to 30 June 2024.
2. Additional recurrent funding of up to \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc) to s47G(1)(a) [redacted] from 1 July 2023 to 30 June 2024 for the purposes of delivering additional CHSP services, bringing their full offer amount to \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc).

**NOTE**

1. This is the second minute in relation to the relinquishment of CHSP funding by s47G(1)(a) [redacted]. Further minutes will address the reallocation of other CHSP services and outputs being relinquished.
2. s47G(1)(a) [redacted] will be notified of the outcome following your decision.
3. The additional funds 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**

- In the first minute signed by you on 18 January 2023 (Attachment A), s47G(1)(a) [redacted] was offered the CHSP Meals outputs and funding being relinquished by s47G(1)(a) [redacted], as a pilot site under the Miles Morgan Australia "Future Fit" project.
- Following recent discussions with Miles Morgan Australia and s47G(1)(a) [redacted] the Department has agreed to increase the unit price for the pilot site from s47(1)(b) [redacted] in order to ensure viability of ongoing service to clients as the council funding model can no longer apply, and additional infrastructure costs are required.

- This increase will bring the total funding required to \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc).
- This requires additional funding of \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc) to be approved by you to meet the new funding amount.
- It has been confirmed that the additional funds will be sourced from the unallocated funds pool for CHSP in 2023-24 in order to avoid affecting the funding towards the other service types currently delivered by s47G(1)(a) to be reallocated to other providers for 2023-24.

### Direct Selection Process

- No additional direct selection is required at this time as s47G(1)(a) have already been offered the original funding amount.

### Recommended Outcome

- It is recommended that the Department approve the additional funds to s47G(1)(a) as the preferred organisation to be offered the CHSP Meals services being withdrawn by s47G(1)(a) outlined in Table 2.

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

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

Table 2: Additional 2023-24 funding being allocated to s47G(1)(a) from unallocated funds pool (minute 2)

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

Table 3: TOTAL 2023-24 funding being allocated to s47G(1)(a) for the delivery of Meals relinquished by s47G(1)(a)

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

### 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

Additional funding is required as existing funds will be transferred to other incoming providers as part of the selection for the remaining service types being relinquished by s47G(1)(a). 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 s47G(1)(a) and confirm the increase in unit price and receive formal acceptance from s47G(1)(a) for the offer. 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 Home Support Operations Branch and Miles Morgan Australia.
- 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 candidate has not been approached with the additional funding by the Department at this stage, so in the event that the 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, 13 February 2023 – item number 05.

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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.** An increase to the unit price offered to s47G(1)(a) [redacted] for the purposes of delivering the CHSP Meals services and outputs being relinquished by s47G(1)(a) [redacted] in the Grampians (Vic) Aged Care Planning Region (ACPR) from 1 July 2023 to 30 June 2024.
- R2.** Additional recurrent funding of up to \$s47(1)(b) [redacted] (GST exc) or \$s47(1)(b) [redacted] (GST inc) to s47G(1)(a) [redacted] from 1 July 2023 to 30 June 2024 for the purposes of delivering additional CHSP services, bringing their full offer amount to \$s47(1)(b) [redacted] (GST exc) or \$s47(1)(b) [redacted] (GST inc).

## NOTE

- N1.** This is the second minute in relation to the relinquishment of CHSP funding by s47G(1)(a) [redacted]. Further minutes will address the reallocation of other CHSP services and outputs being relinquished.
- N2.** s47G(1)(a) [redacted] will be notified of the outcome following your decision.
- N3.** The additional funds 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
- N1.- N.3 **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

s47E(c), s47F [redacted]

Director  
CHSP Program Management Section  
Home Support Operations Branch  
22 February 2023

## Attachments –

Attachment A – First minute in relation to selection of s47G(1)(a) [redacted] Meals relinquishment for 2023-24

Extensions Ad Hoc Batch 28 - Summary - 2023-24			
Batch Number	Organisations	Activities	2023-24 Total Grant Amount (GST Exclusive; Indexation Inclusive)
Ad Hoc Batch 28	2	4	\$3,268,443.34

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Organisation Name	Activities
(blank)	
s47G(1)(a)	2
	2
Grand Total	4

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Sum of 2023-24 Extension Fundng (Inc Indexation) (GST EXCLUSIVE)	
	s47(1)(b)
	\$3,268,443.34

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					\$0.00	\$3,268,443.34	\$0.00	s47(1)(b)

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s47(1)(b)									

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### **: Variation to Activity Work Plan (CHSP only)**

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[illegible]

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## Milestones (Manual)

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[illegible]

[illegible]

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[illegible][illegible]

## Milestones Template for All Activities

[illegible]


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ment Annual Report


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**OFFICIAL****First Nations Impact Assessment Statement**

The purpose of the First Nations Impact Assessment Statement (Impact Assessment) is to support Department of Health and Aged Care (Department) 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 outlined in the: Our Care, Our Way, Our Future 5-Year Plan for Aboriginal and Torres Strait Islander Aged Care 2021-2026; the National Aboriginal and Torres Strait Islander Health Plan 2021-2031; and, closely linked to the principles in the National Agreement on Closing the Gap priority reforms.

The Impact assessment aims to:

1. Embed active and careful consideration of the aged care needs of First Nations peoples at an early stage in the process of revision or development of policies, programs and strategies.
2. Guide the systematic examination and assessment of Departmental barriers, enablers and linkages in relation to First Nations aged care to identify opportunities to improve access to care as well as the mitigation of potential adverse impacts.
3. Ensure policies and programs strive to achieve equity for First Nations peoples.

The Impact Assessment must be reviewed and endorsed by the relevant Assistant Secretary to determine if the initiative<sup>1</sup> actively considers the needs of First Nations people as well as mitigating any unintended impacts and is a mandatory attachment for Aged Care Group Committee (ACGC) papers.

Specific population considerations that need to be taken in to account when completing this template, include but are not limited to:

- Historical trauma and how this may influence trust in new initiatives
- Could the initiative be considered culturally safe
- Indigenous stakeholders (consumers, providers or sector supports) being consulted and engaged in the development of the initiative
- Importance of connection to culture and country
- Cultural obligations can influence First Nations people's decisions about when and why they should seek health and aged care services (from health plan)
- Digital literacy and access to technology, including mobile phones and internet
- Literacy levels and how this may need to be considered for engagement
- Communication needs including having trusted people present, using First Nations language and Auslan interpreters.

---

<sup>1</sup> Initiative includes new policies, new or amending legislation, funding proposals, new or amended service delivery models, new or amended regulatory provisions, new program design, new implementation and evaluation processes.

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**Name of Initiative:** 2023-24 CHSP Extension (Grant Commitments)

Initiative Summary

Briefly summarise the initiative.

The brief requiring decision by the Deputy Secretary of the Ageing and Aged Care Group), seeks to commit funding to a large number of CHSP Providers to continue funding aged care services, including those managed by, or supporting first nations people.

**Key components of Impact Assessment:**

Alignment with relevant reform priorities

How does/could this initiative link to/ deliver against existing First Nations health and aged care policies, programs or strategies

Extending CHSP funding does not have direct impacts on reform priorities, noting that CHSP is due to be replaced by the Support at Home Program, which includes first nations focussed elements and other thin market approach to ensure service continuity.

However, incremental reform implemented for the 2022-23 CHSP extension introduced new pricing systems in front of Support at Home, with price loadings available for remote and very remote, which supported smaller first nations focussed organisations.

s47E(d)

Aged Care specific considerations

How have you considered First Nations peoples' aged care requirements and built an understanding of their aged care needs in relation to the initiative. While detailed local data may not be available, there is a large amount of state-wide and national data that can be relevant to apply. Quantitative as well as qualitative data may be informative.

Extending CHSP grants will ensure continuity of support for the entry level aged care needs of first nations people.

Pricing architecture, which is principally based on standard indexation parameters, do not explicitly factor in demographical elements of first nations focused providers, including capacity to pay of first nations people, or highly localized service delivery issues. Flexibility in grant management exists in this regard to offset any direct impact from grant arrangements.

s47E(d)

**OFFICIAL**Impact

When a policy, program or strategy is developed, the potential impacts of the initiative on the health and aged care needs of First Nations peoples must be considered. This process should include the identification of both positive and negative impacts, steps to address or mitigate any negative impacts and processes for monitoring throughout the initiative.

Consideration must be given to differences, such as urban (where most First Nations peoples live) vs remote (where First Nations people tend to be a high percentage of a smaller population), geographical location (e.g., Torres Strait Islands vs Darwin, or ACT vs WA), as First Nations peoples' needs, and experiences will vary significantly from place to place. An assessment of the Indigenous service landscape will also help identify partners and opportunities to leverage other government investments in the region/s to increase impact.

- 
- s47E(d), s47C
- 
- 
- Ongoing work is required with Market and Workforce Division and the Community Grants Hub to ensure a coherent and overarching approach to engaging on compliance matters.

Stakeholder engagement

- a) First Nations peoples, communities and/or providers
- b) Other relevant stakeholders (e.g., peak bodies, sector representatives, other government agencies, community organisations, etc.).

Engagement with First Nations stakeholders should be considered in the development or revision of policies, programs or strategies. The level, nature and mechanisms of engagement with First Nations peoples will be guided by the type of initiative and should be determined on a case by case basis in consideration of a number of factors including: the health and/or aged care issue, the geographical area and whether First Nations peoples are a specific target population of the initiative or may be unintentionally impacted by the initiative. Where engagement is undertaken, planning the engagement, including identification of possible barriers to participation, will ensure that culturally respectful methods are incorporated from the earliest stages.

A dedicated diversity engagement plan including focused First Nations engagement should be factored in your planning. A template and information utilising the [United Nations Development Programme. Guidance Note, UNDP Social and Environmental Standards \(SES\), Stakeholder Engagement](#) will assist your engagement planning.

Where research activities and/or data collection relate to First Nations peoples and collections, Department of Health and Aged Care staff must adhere to the ethical principles detailed in the



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Australian Institute of First Nations Studies (AIATSIS) [Code of Ethics](#) as best practice. For further information, please refer to the [Guide to Applying the AIATSIS Code of Ethics](#).

- Affected CHSP providers are being directly engaged as part of contract negotiations, including any potential compliance actions (such as contract write-downs, or other activities).

- s47C

**Other factors to consider**Cultural awareness and diversity training

The adequacy and accessibility of suitable diversity training and capability-building of Department of Health and other Commonwealth agency staff, and third-party partners or contractors, remain an essential part of building diversity-aware policies and programs. To understand concepts related to cultural safety, diversity, trauma-informed service delivery, and the role of intersectionality, access to adequate and regular learning opportunities is essential for all policy designers.

For example:

- All staff should understand First Nations history and how it continues to impact people today. The Department's [Knowing Doing Being](#) cultural competence program supports staff on their personal Reconciliation journey
- The Department's SBS Inclusion Program is designed to give all workers core skills and knowledge around inclusion in general, and also specifically around different diversity dimensions -gender, age, disability, LGBTIQ+, First Nations, and cultural diversity. This program can be accessed via Success Factors.
- Will third parties be involved in the design or delivery of the initiative. Do they require this training too?

The Assistant Secretary of the HSOB ensures compliance with mandatory training requirements. However, training beyond these courses is not being actively monitored. This will be investigated further, however, it may be worth considering whether there are more tools to help report and drive uptake through Success Factors (or at least make more prominent if the tools exist)

**OFFICIAL**

<b>Developed by (Section/Branch)</b>	HSOB Executive on behalf of CHSP Program
<b>Endorsed by (AS):</b>	Name: Russell Herald Date: 9 February 2023 Signature: by email
<b>Approved by (FAS):</b>	Nick Hartland
<b>Title/position:</b>	FAS, Home Residential Division
<b>Signature:</b>	Date: 13 February 2023 Signature: by email

By signing this document, you agree that the initiative satisfactorily meets the four key components of this First Nations Impact Assessment Statement.

Note: Must be approved by the relevant SES Band 2.

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

s47E(c), s47F

**From:** HERALD, Russell  
**Sent:** Monday, 27 February 2023 4:23 PM  
**To:** s47E(c), s47F  
**Cc:** s47E(c), s47F  
**Subject:** FW: 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

s47E(c), s47F for Esig

**From:** s47E(c), s47F @health.gov.au>  
**Sent:** Monday, 27 February 2023 4:19 PM  
**To:** HERALD, Russell <Russell.Herald@health.gov.au>  
**Cc:** s47E(c), s47F @Health.gov.au>; s47E(c), s47F @Health.gov.au>; s47E(c), s47F @health.gov.au>; s47E(c), s47F @health.gov.au>; s47E(c), s47F @Health.gov.au>; s47E(c), s47F @health.gov.au>  
**Subject:** Att Rusty for Approval - Commitment Minute Approval - 2023-24 Extension Ad Hoc Batch 28 [SEC=OFFICIAL]  
**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

s47E(c), s47F

CHSP Program Section | Home Support and Operations Branch

P | 02 s47E(c), s47F E | s47E(c), s47F [@health.gov.au](mailto:s47E(c), s47F@health.gov.au)

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by the Department of Health, Disability and Ageing

## 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
<b>TOTAL</b>	<b>\$1,003,777,584.70</b>	<b>\$1,104,155,343.17</b>

\*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

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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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
<b>TOTAL</b>	<b>\$1,003,777,584.70</b>	<b>\$1,104,155,343.17</b>

\*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:**

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

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

**Phone:** 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	P4357
Grant Opportunity Title <small>(must match Pipeline ID information)</small>	<a href="#">s47G(1)(a)</a>
Purpose of Grant <small>(must match Pipeline ID information)</small>	To take on Meals services relinquished by two Victorian councils
Policy Contact/Division	<a href="#">s47E(c), s47F</a> <a href="#">s47E(c), s47F</a>
Phone number	<a href="#">s47E(c), s47F</a>
Activity Start Date	Is payment required within 10 business days (once agreement is executed)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Critical date for offer	03 March 2023
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 checked="" type="checkbox"/> Continuity of service (Where services are at risk of ceasing or impacting clients or the community without immediate funding.)
Justification of urgency	Significant press coverage on the service gaps threatened by the exit of Victorian councils from CHSP. Critical to program reputation that incoming providers have funding commitments ahead of new financial year.
AS Clearance/Name	Russell Herald, Asst Sec, Home Support Operations Branch
Date	27/02/2023
Confirmation	FBP to confirm availability of funds in IMPACT <input checked="" type="checkbox"/> Confirmed
Next steps	Please ensure you have attached the following to your email: <input checked="" type="checkbox"/> Clearance of this form by your AS (or above) <input checked="" type="checkbox"/> Signed Commitment Approval <input checked="" type="checkbox"/> Final Data templates and completed checklist <input checked="" type="checkbox"/> Email from your FBP confirming availability of fund in IMPACT <input checked="" 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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Australian Government

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><b>1. Agree</b> to the proposed changes to pricing under CHSP for the 2023-24 financial year:</p> <ul style="list-style-type: none"> <li>a. indexing CHSP prices by 5 per cent, for 2023-24 except for community transport at 6 per cent.</li> <li>b. increasing the bottom of the CHSP price band by 5 per cent over and above indexation</li> </ul> | <p><b>1. Please discuss</b></p> <ul style="list-style-type: none"> <li>a. <b>Agreed/Not agreed</b></li> <li>b. <b>Agreed/Not agreed</b></li> </ul> |
| <p><b>2. Agree</b> 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><b>2. Agreed/Not agreed/Please discuss</b></p>                                                                                                  |
| <p><b>3. Agree</b> 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><b>3. Agreed/Not agreed/Please discuss</b></p>                                                                                                  |
| <p><b>4. Note</b> that there is ongoing administrative reform to the Specialised Support Service sub-program of CHSP.</p>                                                                                                                                                                                                                                | <p><b>4. Noted</b></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.

25.

s47C, s47E(d)

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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	



\*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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**OFFICIAL****Regulatory Burden Implications and/or Deregulation Opportunities:**

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"/>
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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) [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 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 Whitehorse Council. 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 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 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.

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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

s47E(c), s47F<sup>r</sup>

s47E(c), s47F<sup>r</sup> 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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**Australian Government**  
**Department of Health and Aged Care**

**MINUTE:** To: s47E(c), s47F  
 Director  
 CHSP Program Management Section  
 Home Support Operations Branch

**WITHDRAWAL OF COMMONWEALTH HOME SUPPORT PROGRAMME (CHSP) MEALS SERVICES BY s47G(1)(a) AND APPROVAL TO COMMIT ADDITIONAL FUNDS TO s47G(1)(a)**

**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. An increase to the unit price offered to s47G(1)(a) for the purposes of delivering the CHSP Meals services and outputs being relinquished by s47G(1)(a) in the Grampians (Vic) Aged Care Planning Region (ACPR) from 1 July 2023 to 30 June 2024.
2. Additional recurrent funding of up to \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc) to s47G(1)(a) from 1 July 2023 to 30 June 2024 for the purposes of delivering additional CHSP services, bringing their full offer amount to \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc).

**NOTE**

1. This is the second minute in relation to the relinquishment of CHSP funding by s47G(1)(a). Further minutes will address the reallocation of other CHSP services and outputs being relinquished.
2. s47G(1)(a) will be notified of the outcome following your decision.
3. The additional funds 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**

- In the first minute signed by you on 18 January 2023 (Attachment A), s47G(1)(a) was offered the CHSP Meals outputs and funding being relinquished by s47G(1)(a), as a pilot site under the Miles Morgan Australia "Future Fit" project.
- Following recent discussions with Miles Morgan Australia and s47G(1)(a) the Department has agreed to increase the unit price for the pilot site from s47(1)(b) in order to ensure viability of ongoing service to clients as the council funding model can no longer apply, and additional infrastructure costs are required.

- This increase will bring the total funding required to \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc).
- This requires additional funding of \$s47(1)(b) (GST exc) or \$s47(1)(b) (GST inc) to be approved by you to meet the new funding amount.
- It has been confirmed that the additional funds will be sourced from the unallocated funds pool for CHSP in 2023-24 in order to avoid affecting the funding towards the other service types currently delivered by s47G(1)(a) to be reallocated to other providers for 2023-24.

### Direct Selection Process

- No additional direct selection is required at this time as s47G(1)(a) have already been offered the original funding amount.

### Recommended Outcome

- It is recommended that the Department approve the additional funds to s47G(1)(a) as the preferred organisation to be offered the CHSP Meals services being withdrawn by s47G(1)(a) outlined in Table 2.

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

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

Table 2: Additional 2023-24 funding being allocated to s47G(1)(a) from unallocated funds pool (minute 2)

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

Table 3: TOTAL 2023-24 funding being allocated to s47G(1)(a) for the delivery of Meals relinquished by s47G(1)(a)

Year	ACPR	Activity type	Activity Cost Centre	Outputs	Funding (GST exc)	GST Amount	Funding (GST inc)
2023-24	Grampians (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

Additional funding is required as existing funds will be transferred to other incoming providers as part of the selection for the remaining service types being relinquished by s47G(1)(a). 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 s47G(1)(a) and confirm the increase in unit price and receive formal acceptance from s47G(1)(a) for the offer. 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 Home Support Operations Branch and Miles Morgan Australia.
- 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 candidate has not been approached with the additional funding by the Department at this stage, so in the event that the 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, 13 February 2023 – item number 05.

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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.** An increase to the unit price offered to s47G(1)(a) [REDACTED] for the purposes of delivering the CHSP Meals services and outputs being relinquished by s47G(1)(a) [REDACTED] in the Grampians (Vic) Aged Care Planning Region (ACPR) from 1 July 2023 to 30 June 2024.
- R2.** Additional recurrent funding of up to \$s47(1)(b) [REDACTED] (GST exc) or \$s47(1)(b) [REDACTED] (GST inc) to s47G(1)(a) [REDACTED] from 1 July 2023 to 30 June 2024 for the purposes of delivering additional CHSP services, bringing their full offer amount to \$s47(1)(b) [REDACTED] (GST exc) or \$s47(1)(b) [REDACTED] (GST inc).

## NOTE

- N1.** This is the second minute in relation to the relinquishment of CHSP funding by s47G(1)(a) [REDACTED]. Further minutes will address the reallocation of other CHSP services and outputs being relinquished.
- N2.** s47G(1)(a) [REDACTED] will be notified of the outcome following your decision.
- N3.** The additional funds 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
- N1.- N.3 **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

s47E(c), s47F [REDACTED]

Director  
CHSP Program Management Section  
Home Support Operations Branch  
22 February 2023

## Attachments –

Attachment A – First minute in relation to selection of s47G(1)(a) [REDACTED] relinquishment for 2023-24

Extensions Ad Hoc Batch 28 - Summary - 2023-24			
Batch Number	Organisations	Activities	2023-24 Total Grant Amount (GST Exclusive; Indexation Inclusive)
Ad Hoc Batch 28	2	4	\$3,268,443.34

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Organisation Name	Activities
(blank)	
s47G(1)(a)	2
	2
Grand Total	4

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Sum of 2023-24 Extension Fundng (Inc Indexation) (GST EXCLUSIVE)	
	s47(1)(b)
	\$3,268,443.34

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					\$0.00	\$3,268,443.34	\$0.00	s47(1)(b)

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s47(1)(b)									

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[illegible]

### • Variation to Activity Work Plan (CHSP only)

[illegible]



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## Milestones (Manual)

[illegible]

[illegible]

[illegible]









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## Milestones Template for All Activities

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## Milestones Templ

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## ate for SSD Activities - 2023-24

Payment / Short Description	
B.	Payment for the period 1 July 2023 - 30 September 2023 for the Activity described in Item B.
C.	Payment for the period 1 October 2023 - 31 December 2023 for the Activity described in Item C.
D.	Payment for the period 1 January 2024 - 31 March 2024 for the Activity described in Item D.
E.	Payment for the period 1 April 2024 - 30 June 2024 for the Activity described in Item E. Grant total
F.	Performance Report
G.	Performance Report
H.	Financial Declaration
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**OFFICIAL****First Nations Impact Assessment Statement**

The purpose of the First Nations Impact Assessment Statement (Impact Assessment) is to support Department of Health and Aged Care (Department) 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 outlined in the: Our Care, Our Way, Our Future 5-Year Plan for Aboriginal and Torres Strait Islander Aged Care 2021-2026; the National Aboriginal and Torres Strait Islander Health Plan 2021-2031; and, closely linked to the principles in the National Agreement on Closing the Gap priority reforms.

The Impact assessment aims to:

1. Embed active and careful consideration of the aged care needs of First Nations peoples at an early stage in the process of revision or development of policies, programs and strategies.
2. Guide the systematic examination and assessment of Departmental barriers, enablers and linkages in relation to First Nations aged care to identify opportunities to improve access to care as well as the mitigation of potential adverse impacts.
3. Ensure policies and programs strive to achieve equity for First Nations peoples.

The Impact Assessment must be reviewed and endorsed by the relevant Assistant Secretary to determine if the initiative<sup>1</sup> actively considers the needs of First Nations people as well as mitigating any unintended impacts and is a mandatory attachment for Aged Care Group Committee (ACGC) papers.

Specific population considerations that need to be taken in to account when completing this template, include but are not limited to:

- Historical trauma and how this may influence trust in new initiatives
- Could the initiative be considered culturally safe
- Indigenous stakeholders (consumers, providers or sector supports) being consulted and engaged in the development of the initiative
- Importance of connection to culture and country
- Cultural obligations can influence First Nations people's decisions about when and why they should seek health and aged care services (from health plan)
- Digital literacy and access to technology, including mobile phones and internet
- Literacy levels and how this may need to be considered for engagement
- Communication needs including having trusted people present, using First Nations language and Auslan interpreters.

---

<sup>1</sup> Initiative includes new policies, new or amending legislation, funding proposals, new or amended service delivery models, new or amended regulatory provisions, new program design, new implementation and evaluation processes.

**OFFICIAL**

**Name of Initiative:** 2023-24 CHSP Extension (Grant Commitments)

Initiative Summary

Briefly summarise the initiative.

The brief requiring decision by the Deputy Secretary of the Ageing and Aged Care Group), seeks to commit funding to a large number of CHSP Providers to continue funding aged care services, including those managed by, or supporting first nations people.

**Key components of Impact Assessment:**

Alignment with relevant reform priorities

How does/could this initiative link to/ deliver against existing First Nations health and aged care policies, programs or strategies

Extending CHSP funding does not have direct impacts on reform priorities, noting that CHSP is due to be replaced by the Support at Home Program, which includes first nations focussed elements and other thin market approach to ensure service continuity.

However, incremental reform implemented for the 2022-23 CHSP extension introduced new pricing systems in front of Support at Home, with price loadings available for remote and very remote, which supported smaller first nations focussed organisations.

s47E(d)

Aged Care specific considerations

How have you considered First Nations peoples' aged care requirements and built an understanding of their aged care needs in relation to the initiative. While detailed local data may not be available, there is a large amount of state-wide and national data that can be relevant to apply. Quantitative as well as qualitative data may be informative.

Extending CHSP grants will ensure continuity of support for the entry level aged care needs of first nations people.

Pricing architecture, which is principally based on standard indexation parameters, do not explicitly factor in demographical elements of first nations focused providers, including capacity to pay of first nations people, or highly localized service delivery issues. Flexibility in grant management exists in this regard to offset any direct impact from grant arrangements.

s47E(d)

**OFFICIAL**Impact

When a policy, program or strategy is developed, the potential impacts of the initiative on the health and aged care needs of First Nations peoples must be considered. This process should include the identification of both positive and negative impacts, steps to address or mitigate any negative impacts and processes for monitoring throughout the initiative.

Consideration must be given to differences, such as urban (where most First Nations peoples live) vs remote (where First Nations people tend to be a high percentage of a smaller population), geographical location (e.g., Torres Strait Islands vs Darwin, or ACT vs WA), as First Nations peoples' needs, and experiences will vary significantly from place to place. An assessment of the Indigenous service landscape will also help identify partners and opportunities to leverage other government investments in the region/s to increase impact.

- s47E(d), s47C
- 
- 
- Ongoing work is required with Market and Workforce Division and the Community Grants Hub to ensure a coherent and overarching approach to engaging on compliance matters.

Stakeholder engagement

- a) First Nations peoples, communities and/or providers
- b) Other relevant stakeholders (e.g., peak bodies, sector representatives, other government agencies, community organisations, etc.).

Engagement with First Nations stakeholders should be considered in the development or revision of policies, programs or strategies. The level, nature and mechanisms of engagement with First Nations peoples will be guided by the type of initiative and should be determined on a case by case basis in consideration of a number of factors including: the health and/or aged care issue, the geographical area and whether First Nations peoples are a specific target population of the initiative or may be unintentionally impacted by the initiative. Where engagement is undertaken, planning the engagement, including identification of possible barriers to participation, will ensure that culturally respectful methods are incorporated from the earliest stages.

A dedicated diversity engagement plan including focused First Nations engagement should be factored in your planning. A template and information utilising the [United Nations Development Programme. Guidance Note, UNDP Social and Environmental Standards \(SES\), Stakeholder Engagement](#) will assist your engagement planning.

Where research activities and/or data collection relate to First Nations peoples and collections, Department of Health and Aged Care staff must adhere to the ethical principles detailed in the



**OFFICIAL**

Australian Institute of First Nations Studies (AIATSIS) [Code of Ethics](#) as best practice. For further information, please refer to the [Guide to Applying the AIATSIS Code of Ethics](#).

- Affected CHSP providers are being directly engaged as part of contract negotiations, including any potential compliance actions (such as contract write-downs, or other activities).

- s47C

**Other factors to consider**Cultural awareness and diversity training

The adequacy and accessibility of suitable diversity training and capability-building of Department of Health and other Commonwealth agency staff, and third-party partners or contractors, remain an essential part of building diversity-aware policies and programs. To understand concepts related to cultural safety, diversity, trauma-informed service delivery, and the role of intersectionality, access to adequate and regular learning opportunities is essential for all policy designers.

For example:

- All staff should understand First Nations history and how it continues to impact people today. The Department's [Knowing Doing Being](#) cultural competence program supports staff on their personal Reconciliation journey.
- The Department's SBS Inclusion Program is designed to give all workers core skills and knowledge around inclusion in general, and also specifically around different diversity dimensions -gender, age, disability, LGBTIQ+, First Nations, and cultural diversity. This program can be accessed via Success Factors.
- Will third parties be involved in the design or delivery of the initiative. Do they require this training too?

The Assistant Secretary of the HSOB ensures compliance with mandatory training requirements. However, training beyond these courses is not being actively monitored. This will be investigated further, however, it may be worth considering whether there are more tools to help report and drive uptake through Success Factors (or at least make more prominent if the tools exist)

**OFFICIAL**

<b>Developed by (Section/Branch)</b>	HSOB Executive on behalf of CHSP Program
<b>Endorsed by (AS):</b>	Name: Russell Herald Date: 9 February 2023 Signature: by email
<b>Approved by (FAS):</b>	Nick Hartland
<b>Title/position:</b>	FAS, Home Residential Division
<b>Signature:</b>	Date: 13 February 2023 Signature: by email

By signing this document, you agree that the initiative satisfactorily meets the four key components of this First Nations Impact Assessment Statement.

Note: Must be approved by the relevant SES Band 2.

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From: §47E(c), §47F  
 To: HEALD, Russel  
 Cc: §47E(c), §47F  
 Subject: Viability issues - §47G(1)(a) [SEC=OFFICIAL]  
 Date: Friday, 3 March 2023 9:05:32 AM  
 Attachments: image002.png  
 image003.png  
 image001.png

Rusty,

A provider §47G(1) in Victoria is in some financial trouble, want to speak to you about them on Monday however the state gov (Vic) are wanting to put a consultancy in §47E(d) ).

Potentially we should look at doing this in regards to a pilot for CHSP in service viability in particular cases, the funding is enough to warrant -approx 4m per annum



I am going back to §47F from the state gov with a holding comment stating that I am exploring, and we are open to it but can not confirm until next week.

§47E(c), §47F

From: §47F @health.vic.gov.au>  
 Sent: Friday, 3 March 2023 8:58 AM  
 To: §47E(c), §47F @health.gov.au>  
 Subject: RE: OFFICIAL - Sensitive: meeting re §47G(1)(a) [SEC=OFFICIAL]

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Thanks §47E(c),

I am meeting this morning with the team. We are funding the consultant work (shared between DFFH and DH) on financial review and were hoping for a contribution from the Commonwealth ? Is that something you could follow up on? Happy to discuss. Current spend is 136k in total – splits three ways would lesson the pain !!

Regards

§47F  
 Manager, Community Performance and Governance  
 Western Health Services, Aged Care and Community Performance | Commissioning and System Improvement  
 Department of Health  
 50 Lonsdale Street, Melbourne, Victoria 3000  
 ph. (03) §47F | m §47F | e §47F @health.vic.gov.au | w. www.dhhs.vic.gov.au  
[Click here to chat with me on Teams](#)

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

From: §47E(c), §47F @health.gov.au>  
 Sent: Friday, 3 March 2023 8:51 AM  
 To: §47F (Health)  
 Cc: §47E(c), §47F ; §47E(c), §47F §47F (DFFH); §47F (Health); §47E(c), §47F  
 Subject: OFFICIAL - Sensitive: meeting re §47G(1)(a) [SEC=OFFICIAL]  
 When: Tuesday, 7 March 2023 9:30 AM-10:00 AM (UTC+10:00) Canberra, Melbourne, Sydney.  
 Where: webex

Hi all I have set up this meeting for next Tuesday morning, if this time doesn't suit please advise I can push to later in the afternoon on Tuesday.

§47E(c)

From: §47F (Health) §47F @health.vic.gov.au>  
 Sent: Wednesday, 1 March 2023 6:03 PM  
 To: §47E(c), §47F @health.gov.au>  
 Cc: §47E(c), §47F @dss.gov.au>; §47E(c), §47F @health.gov.au>; §47E(c), §47F @dss.gov.au>; §47F (DFFH)  
 §47F @dfff.vic.gov.au>; §47F (Health) §47F @health.vic.gov.au>; §47E(c), §47F @Health.gov.au>  
 Subject: Re: OFFICIAL - Sensitive: URGENT : Request for meeting re §47G(1)(a) [SEC=OFFICIAL]

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Thanks §47E(c)

§47F

From: §47E(c), §47F @health.gov.au>  
 Sent: Wednesday, March 1, 2023 6:01:29 PM  
 To: §47F (Health) §47F @health.vic.gov.au>  
 Cc: §47E(c), §47F @dss.gov.au>; §47E(c), §47F @health.gov.au>; §47E(c), §47F @dss.gov.au>; §47F (DFFH)  
 §47F @dfff.vic.gov.au>; §47F (Health) §47F @health.vic.gov.au>; §47E(c), §47F @Health.gov.au>  
 Subject: RE: OFFICIAL - Sensitive: URGENT : Request for meeting re §47G(1)(a) [SEC=OFFICIAL]

Hi §47F acknowledging your email and will get something set up for early next week.

The provider is wanting to discuss with us, we have not yet engaged since report

Will get invite sent tomorrow,

s47E(c), s47F

s47E(c), s47F

CHSP Program Section | Home Support and Operations Branch  
 P | 02 | s47E(c), s47F | [@health.vic.gov.au](mailto:s47E(c), s47F@health.vic.gov.au)

**From:** s47F (Health) s47F [@health.vic.gov.au](mailto:s47F@health.vic.gov.au)  
**Sent:** Wednesday, 1 March 2023 5:30 PM  
**To:** s47E(c), s47F [@health.vic.gov.au](mailto:s47E(c), s47F@health.vic.gov.au)  
**Cc:** s47E(c), s47F [@dss.vic.gov.au](mailto:s47E(c), s47F@dss.vic.gov.au); s47E(c), s47F [@health.vic.gov.au](mailto:s47E(c), s47F@health.vic.gov.au); s47E(c), s47F [@dss.vic.gov.au](mailto:s47E(c), s47F@dss.vic.gov.au); s47F (DFFH)  
**Subject:** OFFICIAL - Sensitive: URGENT : Request for meeting re s47G(1)(a)  
**Importance:** High

**REMINDER:** Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Hi s47E(c), s47F

Hope you are well. I am writing to request an urgent meeting with yourself and your colleagues regarding the situation at s47G(1)(a). I understand you have been provided with a copy of the report they have prepared. We would like to discuss the best way forward with you and to ascertain your views on the report.

Would it be possible for you to indicate some possible times for an online meeting? Feel free to call and discuss

Regards

s47F  
 Manager, Community Performance and Governance  
 Western Health Services, Aged Care and Community Performance | Commissioning and System Improvement  
 Department of Health  
 50 Lonsdale Street, Melbourne, Victoria 3000  
 ph. (03) s47F | m s47F | e s47F [@dhhs.vic.gov.au](mailto:s47F@dhhs.vic.gov.au) | w. [www.dhhs.vic.gov.au](http://www.dhhs.vic.gov.au)  
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 Meeting password: 2k6qGTsB7a3

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**From:** [HERALD, Russell](#)  
**To:** s47E(c), s47F  
**Cc:** s47E(c), s47F  
**Subject:** Att rusty - FOR ADVICE PLEASE - MC23-004888 - Meals on Wheels [SEC=OFFICIAL] [SEC=OFFICIAL]  
**Date:** Sunday, 5 March 2023 3:02:15 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)

---

I think keep it simple.

Thanks, aware of concerns, the govt is taking action to support MoW model in Victoria in light of council withdrawals.

...so very short letter

I don't think it's time yet to talk about Ballarat and Whitehorse but a bit uncertain on that. In any event it is interesting that Nelson went to liberals. They don't learn.

Sent from Workspace ONE Boxer

[SEC=OFFICIAL]

On 3 Mar 2023 3:29 pm, "s47E(c), s47F" <[REDACTED]@health.gov.au> wrote:  
 Hi Rusty, didn't take long

See attached the Min corro re Vic MoW

I have included the link to Nelsons's document also form 15 Feb:

<https://mealsonwheelsvictoria.org.au/wp-content/uploads/2023/02/Meals-on-Wheels-Victoria-Special-Report-February-2023.pdf>

Proposed response points:

- Government has engaged miles morgan to work on the future fit program looking at MoW's long term viability
- The chsp has introduced a nationally consistent unit piece range from 1 July 2022 for the cost of service delivery, including meals.
- Department has engaged some MOW providers to deliver services in Victoria to maintain the social connection element
- The design of the current SaH is to be finalised and input to the design has been and is being consultative

Any other high level angle you want us to go down, want me to point that the vic state mow should work with the future fit project???

s47E(c), s47F

s47E(c), s47F

CHSP Program Section | Home Support and Operations Branch

P | 02 s47E(c), s47F E | s47E(c), s47F <[REDACTED]@health.gov.au>

---

**From:** s47E(c), s47F [redacted]@health.gov.au>  
**Sent:** Friday, 3 March 2023 11:32 AM  
**To:** s47E(c), s47F [redacted]@health.gov.au>  
**Cc:** s47E(c), s47F [redacted]@health.gov.au>; s47E(c), s47F [redacted]@health.gov.au>  
**Subject:** FOR ADVICE PLEASE - MC23-004888 - Meals on Wheels [SEC=OFFICIAL]

Thought you should have a look at this letter

---

**From:** Minister Butler <[Minister.Butler@Health.gov.au](mailto:Minister.Butler@Health.gov.au)>  
**Sent:** Friday, 3 March 2023 9:32 AM  
**To:** MPS <s47E(d)@health.gov.au>  
**Subject:** MC23-004888 - Meals on Wheels [SEC=OFFICIAL]

## MC23-004888

COS Resp HRD  
 Kind regards

s47E(c), s47F

Departmental Liaison Officer

Office of the Hon Mark Butler MP

Minister for Health and Aged Care

E: s47E(d) [redacted]@health.gov.au T: 62 s47E(d) [redacted]

T: s47F [redacted]

Suite MG.50 | PO Box 6022

Parliament House, Canberra ACT 2600

---

**From:** s47F [redacted] (K. Wolahan, MP)  
**Sent:** Friday, 3 March 2023 9:15 AM  
**To:** Minister Butler <[Minister.Butler@Health.gov.au](mailto:Minister.Butler@Health.gov.au)>  
**Subject:** Meals on Wheels

**REMINDER:** Think before you click! This email originated from outside our organisation. Only click links or open attachments if you recognise the sender and know the content is safe.

Dear Minister and staff,

Please find a letter attached from Keith Wolahan MP regarding Meals on Wheels.

Kind regards,

s47F [redacted] | Office Manager  
 Level 1, 651 Doncaster Road, Doncaster VIC 3108  
 Mob: s47F [redacted] | Email: s47F [redacted]@aph.gov.au



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From: [HERALD, Russell](#)  
 To: [s47E\(c\), s47F](#)  
 Cc: [s47E\(c\), s47F](#)  
 Subject: Viability issues re [s47G\(1\)\(a\)](#) [SEC=OFFICIAL] [SEC=OFFICIAL]  
 Date: Sunday, 5 March 2023 3:48:49 PM  
 Attachments: [image002.png](#)  
[image003.png](#)  
[image001.png](#)

I don't have any objections [s47E\(d\)](#)

Sent from Workspace ONE Boxer

[SEC=OFFICIAL]

On 3 Mar 2023 9:05 am, [s47E\(c\), s47F](#) <[@health.gov.au](#)> wrote:

Rusty,

A provider [s47G\(1\)](#) in Victoria is in some financial trouble, want to speak to you about them on Monday however the state gov (Vic) are wanting to put a consultancy in [s47E\(d\)](#) ).

Potentially we should look at doing this in regards to a pilot for CHSP in service viability in particular cases, the funding is enough to warrant -approx 4m per annum



I am going back to steve from the state gov with a holding comment stating that I am exploring, and we are open to it but can not confirm until next week.

[s47E\(c\), s47F](#)

From: [s47F](#) <[@health.vic.gov.au](#)>  
 Sent: Friday, 3 March 2023 8:58 AM  
 To: [s47E\(c\), s47F](#) <[@health.gov.au](#)>  
 Subject: RE: OFFICIAL - Sensitive: meeting re [s47G\(1\)\(a\)](#) [SEC=OFFICIAL]

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Thanks [s47E\(c\), s47F](#)

I am meeting this morning with the team. We are funding the consultant work (shared between DFFH and DH) on financial review and were hoping for a contribution from the Commonwealth? Is that something you could follow up on? Happy to discuss. Current spend is 136k in total – splits three ways would lessen the pain !!

Regards

[s47F](#)  
 Manager, Community Performance and Governance  
 Western Health Services, Aged Care and Community Performance | Commissioning and System Improvement  
 Department of Health  
 50 Lonsdale Street, Melbourne, Victoria 3000  
 ph. (03) [s47F](#) | m [s47F](#) | e [s47F](#) <[@health.vic.gov.au](#)> | w. [www.dhhs.vic.gov.au](#)  
[Click here to chat with me on Teams](#)

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

From: [s47E\(c\), s47F](#) <[@health.gov.au](#)>  
 Sent: Friday, 3 March 2023 8:51 AM  
 To: [s47F](#) (Health)  
 Cc: [s47E\(c\), s47F](#) (DFFH); [s47F](#) (Health); [s47E\(c\), s47F](#)  
 Subject: OFFICIAL - Sensitive: meeting re [s47G\(1\)\(a\)](#) [SEC=OFFICIAL]  
 When: Tuesday, 7 March 2023 9:30 AM-10:00 AM (UTC+10:00) Canberra, Melbourne, Sydney.  
 Where: webeex

Hi all I have set up this meeting for next Tuesday morning, if this time doesn't suit please advise I can push to later in the afternoon on Tuesday.

[s47E\(c\), s47F](#)

From: [s47F](#) (Health) [s47F](#) <[@health.vic.gov.au](#)>  
 Sent: Wednesday, 1 March 2023 6:03 PM  
 To: [s47E\(c\), s47F](#) <[@health.gov.au](#)>  
 Cc: [s47E\(c\), s47F](#) <[@dss.gov.au](#)>; [s47E\(c\), s47F](#) <[@health.gov.au](#)>; [s47E\(c\), s47F](#) <[@dss.gov.au](#)>; [s47F](#) (DFFH)  
 s47F <[@dffb.vic.gov.au](#)>; [s47F](#) (Health) [s47F](#) <[@health.vic.gov.au](#)>; [s47E\(c\), s47F](#) <[@Health.gov.au](#)>  
 Subject: Re: OFFICIAL - Sensitive: URGENT : Request for meeting re [s47G\(1\)\(a\)](#) [SEC=OFFICIAL]

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Thanks [s47E\(c\), s47F](#)

[s47F](#)

From: [s47E\(c\), s47F](#) <[@health.gov.au](#)>  
 Sent: Wednesday, March 1, 2023 6:01:29 PM  
 To: [s47F](#) (Health) [s47F](#) <[@health.vic.gov.au](#)>  
 Cc: [s47E\(c\), s47F](#) <[@dss.gov.au](#)>; [s47E\(c\), s47F](#) <[@health.gov.au](#)>; [s47E\(c\), s47F](#) <[@dss.gov.au](#)>; [s47F](#) (DFFH)  
 s47F <[@dffb.vic.gov.au](#)>; [s47F](#) (Health) [s47F](#) <[@health.vic.gov.au](#)>; [s47E\(c\), s47F](#) <[@Health.gov.au](#)>  
 Subject: RE: OFFICIAL - Sensitive: URGENT : Request for meeting re [s47G\(1\)\(a\)](#) [SEC=OFFICIAL]

Hi [s47F](#) acknowledging your email and will get something set up for early next week.

The provider is wanting to discuss with us, we have not yet engaged since report

Will get invite sent tomorrow,

s47E(c), s47F



s47E(c), s

CHSP Program Section] Home Support and Operations Branch

P | O: s47E(c), s47F | E: s47E(c), s47F | @health.vic.gov.au

From: s47F (Health) s47F @health.vic.gov.au>

Sent: Wednesday, 1 March 2023 5:30 PM

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

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

s47F @dfff.vic.gov.au> s47F (Health) s47F @health.vic.gov.au>

Subject: OFFICIAL - Sensitive: URGENT : Request for meeting re s47G(1)(a)

Importance: High

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s47E(c), s47F

Hi

Hope you are well. I am writing to request an urgent meeting with yourself and your colleagues regarding the situation at s47G(1)(a). I understand you have been provided with a copy of the report they have prepared. We would like to discuss the best way forward with you and to ascertain your views on the report.

Would it be possible for you to indicate some possible times for an online meeting? Feel free to call and discuss

Regards

s47F

Manager, Community Performance and Governance  
Western Health Services, Aged Care and Community Performance | Commissioning and System Improvement  
Department of Health  
50 Lonsdale Street, Melbourne, Victoria 3000  
ph. (03) s47F | m s47F | f s47F | @health.vic.gov.au | w. www.dhhs.vic.gov.au  
[Click here to chat with me on Teams](#)

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Meeting number (access code): 2652 818 8177

Meeting password: 2k6qGTsB7a3

Tap to join from a mobile device (attendees only)

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Join by phone

+61-2-9338-2221 Australia Toll

[Global call-in numbers](#)

Join from a video system or application

Dial 26528188177@health-au.webex.com

You can also dial 210.4.202.4 and enter your meeting number.

If you are a host, [click here](#) and login site to view host information.

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**From:** s47E(c), s47F  
**To:** [HERALD, Russell](#)  
**Cc:** s47E(c), s47F  
**Subject:** Att Rusty D23-798138 : CA - s47G(1)(a) - Part 4 - reversal of declined offers and approach to other providers [SEC=OFFICIAL]  
**Date:** Tuesday, 14 March 2023 9:28:37 PM  
**Attachments:** [CA - s47G\(1\)\(a\) - Part 4 - reversal of declined offers and approach to other providers.tr5](#)  
[Multiple Records Reference.tr5](#)  
[CA - s47G\(1\)\(a\) - Part 4 - reversal of declined offers and approach to other providers.DOCX](#)

---

Hi Rusty, final CA for s47G(1)(a) was due to providers not accepting- not these providers have been informally approached re this.

With this we have the whole picture and s47G(1)(a) will be able to communicate with all and clients also starting later this week with initial engagements with incoming providers

s47E(d), s47G(1)(a)

Over \$1M GST INC, so has to go to you.

ACTION

Review and sign, circle and date the attached word doc CA

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

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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)**  
**APPROVAL TO COMMIT DECLINED 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. An approach to s47G(1)(a) [redacted] for additional funding related to the partial decline by s47G(1)(a) [redacted] for the purposes of delivering the services and outputs being relinquished by s47G(1)(a) [redacted] in the Eastern Metro (Vic) ACPR.
2. Additional recurrent funding of up to \$s47(1)(b) [redacted] (GST exc) or \$s47(1)(b) [redacted] (GST inc) to s47G(1)(a) [redacted], bringing their total offer to \$s47(1)(b) [redacted] (GST exc) or \$s47(1)(b) [redacted] (GST inc) from 1 July 2023 to 30 June 2024 for the purposes of delivering additional CHSP services.
3. s47(1)(b) [redacted]
4. An approach to s47G(1)(a) [redacted] for additional funding relating to the decline of offers made to s47G(1)(a) [redacted] and s47G(1)(a) [redacted], for the purposes of delivering the services and outputs being relinquished by s47G(1)(a) [redacted] in the Eastern Metro (Vic) ACPR.
5. Additional recurrent funding of up to \$s47(1)(b) [redacted] (GST exc) or \$s47(1)(b) [redacted] (GST inc) to s47G(1)(a) [redacted] bringing their total offer to \$s47(1)(b) [redacted] (GST exc) or \$s47(1)(b) [redacted] (GST inc) from 1 July 2023 to 30 June 2024 for the purposes of delivering additional CHSP services.

**NOTE**

1. The offer to s47G(1)(a) [redacted] will be adjusted down to reflect the services and outputs accepted; this does not require additional approval as the amount is below that already approved (Attachment A).
2. s47G(1)(a) [redacted] have accepted the funding offer for part of the s47G(1)(a) [redacted] relinquishment as per the prior minute (Attachment A).
3. The organisations will be notified of the outcome following your decision.
4. 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

- In February 2023, you signed a series of Minutes approving the relinquishment of CHSP services and funding by s47G(1)(a) in the Eastern Metro (Vic) ACPR, and the selection of nine (9) organisations as the alternative providers to deliver the CHSP services being relinquished as of 1 July 2023 (Attachment A).
- The Community Grants Hub (CGH) have approached all providers. Six of the providers accepted in full, one partially accepted some of the service types offered, and two organisations declined the offers outright.
- This minute recommends the reallocation of the declined CHSP funds being relinquished by s47G(1)(a) for 1 July 2023 - 30 June 2024.
- The s47G(1)(a) funding to be reallocated in this minute is outlined in the following table.

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

Funding and Outputs to be relinquished 1 July 2023 - 30 Jun 2024		
Service type	Total Funding (GST exclusive)	Outputs
Allied Health and Therapy Services	s47E(d)	
Domestic Assistance		
Flexible Respite		
Home Maintenance		
Home Modifications		
Other Food Services		
Personal Care		
Social Support - Group		
Social Support - Individual		
Total		

## Direct Selection Process

Partial decline by s47G(1)(a)

• s47E(d), s47G(1)(a)

- As s47G(1)(a) were also made a direct offer as part of the s47G(1)(a) relinquishment, the CGH approached them for interest in taking the additional services directly. s47G(1)(a) expressed interest in accepting the additional services.
- As an existing large CHSP provider in the Whitehorse LGA, s47G(1)(a) is well positioned to accommodate the additional service delivery and is therefore being recommended for the total amount declined by s47G(1)(a).

s47E(d), s47G(1)(a)



- As Chinese speaking clients are the largest cohort of CALD background clients with s47G(1)(a), and the Council had identified the need for Chinese language speaking staff to support them, the CGH were requested to approach s47G(1)(a) to identify if they had capacity to support Chinese speaking clients, and if they would be interested in receiving additional funds. s47G(1)(a) confirmed both capacity and interest, and so are being recommended for all declined funding for CALD background clients.

#### 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)	Allied Health & Therapy Services	s47(1)(b)			
		Domestic Assistance				
		Flexible Respite				
		Home Maintenance				
		Home Modifications				
		Other Food Services				
		Personal Care				
		Social Support - Group				
		Social Support - Individual				
Total						

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

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

Table 5: NEW TOTAL 2023-24 funding allocations for affected incoming providers

Year	2023-2024	ACPR	Eastern Metro (VIC)		
Provider	Activity type	Activity Cost Centre	Funding (GST exc)	GST Amount	Funding (GST inc)
s47G(1)(a)	Allied Health & Therapy Services	s47E(d)	s47(1)(b)		
	Domestic Assistance				
	Home Maintenance				
	Home Modifications				
	Other Food Services				
	Personal Care				
	Social Support - Group				
	Social Support - Individual				
	Flexible Respite				
	Total				
Allied Health & Therapy Services	s47E(d)				
Domestic Assistance					
Personal Care					
Social Support - Group					
Social Support - Individual					
Transport					
Flexible Respite					
Total					
Allied Health & Therapy Services	s47E(d)				
Social Support - Group					
Social Support - Individual					
Transport					
Flexible Respite					
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 CGH and HSOB.
- 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, 13 February 2023 – item number 03.

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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.** An approach to s47E(d), s47G(1)(a) [REDACTED] for additional funding related to the partial decline by s47G(1)(a) [REDACTED] for the purposes of delivering the services and outputs being relinquished by s47G(1)(a) [REDACTED] in the Eastern Metro (Vic) ACPR.
- R2.** Additional recurrent funding of up to \$s47(1)(b) [REDACTED] (GST exc) or \$s47(1)(b) [REDACTED] (GST inc) to s47G(1)(a) [REDACTED] bringing their total offer to \$s47(1)(b) [REDACTED] (GST exc) or \$s47(1)(b) [REDACTED] (GST inc) from 1 July 2023 to 30 June 2024 for the purposes of delivering additional CHSP services.
- R3.** s47(1)(b) [REDACTED]
- R4.** An approach to s47G(1)(a) [REDACTED] for additional funding relating to the decline of offers made to s47G(1)(a) [REDACTED] and s47G(1)(a) [REDACTED], for the purposes of delivering the services and outputs being relinquished by s47G(1)(a) [REDACTED] in the Eastern Metro (Vic) ACPR.
- R5.** Additional recurrent funding of up to \$s47(1)(b) [REDACTED] (GST exc) or \$s47(1)(b) [REDACTED] (GST inc) to s47G(1)(a) [REDACTED] bringing their total offer to \$s47(1)(b) [REDACTED] (GST exc) or \$s47(1)(b) [REDACTED] (GST inc) from 1 July 2023 to 30 June 2024 for the purposes of delivering additional CHSP services.

### NOTE

- N1.** The offer to s47G(1)(a) [REDACTED] will be adjusted down to reflect the services and outputs accepted; this does not require additional approval as the amount is below that already approved (Attachment A).
- N2.** s47G(1)(a) [REDACTED] have accepted the funding offer for part of the s47G(1)(a) [REDACTED] relinquishment as per the prior minute (Attachment A).
- N3.** The organisations will be notified of the outcome following your decision.
- N4.** 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  
 R3. APPROVED / NOT APPROVED / DISCUSS  
 R4. APPROVED / NOT APPROVED / DISCUSS  
 R5. 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  
 14 March 2023

PGPA Commitment Approver

\_\_\_\_\_  
 Russell Herald  
 Assistant Secretary  
 Home Support Operations Branch  
 March 2023

**Attachments –**

Attachment A – Minutes 1 - 3 for s47G(1)(a) [REDACTED] relinquishment.

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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)  
: APPROVAL TO COMMIT DECLINED 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. An approach to s47G(1)(a) [redacted] for additional funding related to the partial decline by s47G(1)(a) [redacted] for the purposes of delivering the services and outputs being relinquished by s47G(1)(a) [redacted] in the Eastern Metro (Vic) ACPR.
2. Additional recurrent funding of up to \$s47(1)(b) [redacted] (GST exc) or \$s47(1)(b) [redacted] (GST inc) to s47G(1)(a) [redacted], bringing their total offer to \$s47(1)(b) [redacted] (GST exc) or \$s47(1)(b) [redacted] (GST inc) from 1 July 2023 to 30 June 2024 for the purposes of delivering additional CHSP services.
3. s47(1)(b) [redacted]
4. An approach to s47G(1)(a) [redacted] for additional funding relating to the decline of offers made to s47G(1)(a) [redacted] and s47G(1)(a) [redacted], for the purposes of delivering the services and outputs being relinquished by s47G(1)(a) [redacted] in the Eastern Metro (Vic) ACPR.
5. Additional recurrent funding of up to \$s47(1)(b) [redacted] (GST exc) or \$s47(1)(b) [redacted] (GST inc) to s47G(1)(a) [redacted] bringing their total offer to \$s47(1)(b) [redacted] (GST exc) or \$s47(1)(b) [redacted] (GST inc) from 1 July 2023 to 30 June 2024 for the purposes of delivering additional CHSP services.

**NOTE**

1. The offer to s47G(1)(a) [redacted] will be adjusted down to reflect the services and outputs accepted; this does not require additional approval as the amount is below that already approved (Attachment A).
2. s47G(1)(a) [redacted] have accepted the funding offer for part of the s47G(1)(a) [redacted] relinquishment as per the prior minute (Attachment A).
3. The organisations will be notified of the outcome following your decision.
4. 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

- In February 2023, you signed a series of Minutes approving the relinquishment of CHSP services and funding by s47G(1)(a) in the Eastern Metro (Vic) ACPR, and the selection of nine (9) organisations as the alternative providers to deliver the CHSP services being relinquished as of 1 July 2023 (Attachment A).
- The Community Grants Hub (CGH) have approached all providers. Six of the providers accepted in full, one partially accepted some of the service types offered, and two organisations declined the offers outright.
- This minute recommends the reallocation of the declined CHSP funds being relinquished by s47G(1)(a) for 1 July 2023 - 30 June 2024.
- The s47G(1)(a) funding to be reallocated in this minute is outlined in the following table.

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

Funding and Outputs to be relinquished 1 July 2023 - 30 Jun 2024		
Service type	Total Funding (GST exclusive)	Outputs
Allied Health and Therapy Services	s47E(d)	
Domestic Assistance		
Flexible Respite		
Home Maintenance		
Home Modifications		
Other Food Services		
Personal Care		
Social Support - Group		
Social Support - Individual		
Total		

## Direct Selection Process

Partial decline by s47G(1)(a)

- s47E(d), s47G(1)(a)
- As s47G(1)(a) were also made a direct offer as part of the s47G(1)(a) relinquishment, the CGH approached them for interest in taking the additional services directly. s47G(1)(a) expressed interest in accepting the additional services.
- As an existing large CHSP provider in the Whitehorse LGA, s47G(1)(a) is well positioned to accommodate the additional service delivery and is therefore being recommended for the total amount declined by s47G(1)(a).

s47E(d), s47G(1)(a)



- As Chinese speaking clients are the largest cohort of CALD background clients with s47G(1)(a), and the Council had identified the need for Chinese language speaking staff to support them, the CGH were requested to approach s47G(1)(a) to identify if they had capacity to support Chinese speaking clients, and if they would be interested in receiving additional funds. s47G(1)(a) confirmed both capacity and interest, and so are being recommended for all declined funding for CALD background clients.

#### Recommended Selection

- It is recommended that the Department select s47G(1)(a) as the preferred organisations to be offered the services being withdrawn by Whitehorse City Council 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)	Allied Health & Therapy Services	s47(1)(b)			
		Domestic Assistance				
		Flexible Respite				
		Home Maintenance				
		Home Modifications				
		Other Food Services				
		Personal Care				
		Social Support - Group				
		Social Support - Individual				
Total						

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

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

Table 5: NEW TOTAL 2023-24 funding allocations for affected incoming providers

Year	2023-2024	ACPR	Eastern Metro (VIC)		
Provider	Activity type	Activity Cost Centre	Funding (GST exc)	GST Amount	Funding (GST inc)
s47G(1)(a)	Allied Health & Therapy Services	s47E(d)	s47(1)(b)		
	Domestic Assistance				
	Home Maintenance				
	Home Modifications				
	Other Food Services				
	Personal Care				
	Social Support - Group				
	Social Support - Individual				
	Flexible Respite				
	Total				
	Allied Health & Therapy Services	s47E(d)			
	Domestic Assistance				
	Personal Care				
	Social Support - Group				
	Social Support - Individual				
	Transport				
	Flexible Respite	s47E(d)			
	Total				
	Allied Health & Therapy Services	s47E(d)			
	Social Support - Group				
	Social Support - Individual				
	Transport				
	Flexible Respite	s47E(d)			
	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 CGH and HSOB.
- 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, 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.** An approach to s47G(1)(a) [REDACTED] for additional funding related to the partial decline by s47G(1)(a) [REDACTED] for the purposes of delivering the services and outputs being relinquished by s47G(1)(a) [REDACTED] in the Eastern Metro (Vic) ACPR.
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- R3.** s47(1)(b) [REDACTED]
- R4.** An approach to s47G(1)(a) [REDACTED] for additional funding relating to the decline of offers made to s47G(1)(a) [REDACTED] and s47G(1)(a) [REDACTED], for the purposes of delivering the services and outputs being relinquished by s47G(1)(a) [REDACTED] in the Eastern Metro (Vic) ACPR.
- R5.** Additional recurrent funding of up to \$s47(1)(b) [REDACTED] (GST exc) or \$s47(1)(b) [REDACTED] (GST inc) to s47G(1)(a) [REDACTED] bringing their total offer to \$s47(1)(b) [REDACTED] (GST exc) or \$s47(1)(b) [REDACTED] (GST inc) from 1 July 2023 to 30 June 2024 for the purposes of delivering additional CHSP services.

### NOTE

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### DECISION:

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 R2. APPROVED / NOT APPROVED / DISCUSS  
 R3. APPROVED / NOT APPROVED / DISCUSS  
 R4. APPROVED / NOT APPROVED / DISCUSS  
 R5. 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  
 14 March 2023

PGPA Commitment Approver

\_\_\_\_\_  
 Russell Herald  
 Assistant Secretary  
 Home Support Operations Branch  
 March 2023

**Attachments –**

Attachment A – Minutes 1 - 3 for s47G(1)(a) [REDACTED] relinquishment.

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**From:** [HERALD, Russell](#)  
**To:** s47E(c), s47F  
**Cc:** s47E(c), s47F  
**Subject:** RE: Att Rusty D23-798138 : CA - s47G(1)(a) - Part 4 - reversal of declined offers and approach to other providers [SEC=OFFICIAL]  
**Date:** Wednesday, 15 March 2023 10:06:00 AM

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s47E(c), s47F - esig

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

**From:** DEMPSEY, Martin <Martin.Dempsey@health.gov.au>  
**Sent:** Tuesday, 14 March 2023 9:29 PM  
**To:** HERALD, Russell <Russell.Herald@health.gov.au>  
**Cc:** s47E(c), s47F @health.gov.au; s47E(c), s47F @health.gov.au; s47E(c), s47F @health.gov.au; s47E(c), s47F @Health.gov.au  
**Subject:** Att Rusty D23-798138 : CA - s47G(1)(a) - Part 4 - reversal of declined offers and approach to other providers [SEC=OFFICIAL]

Hi Rusty, final CA for s47G(1)(a) was due to providers not accepting- not these providers have been informally approached re this.

With this we have the whole picture and s47G(1)(a) will be able to communicate with all and clients also starting later this week with initial engagements with incoming providers

s47E(d), s47G(1)(a)

Over \$1M GST INC, so has to go to you.

ACTION

Review and sign, circle and date the attached word doc CA

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