

From: §47E(c), §47F
To:
Cc:
Subject: RE: CHSP CTPP - End of week status updates 2/8/24 [SEC=OFFICIAL]
Date: Friday, 2 August 2024 5:40:33 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Hello §47E(c), §47F

I've attempted to provide an accurate status update for this week on behalf of §47E(c) s he's been busy reviewing the contract with §47E(c) if I have missed anything forgive me and §47E(c) will add it to next weeks update

Overall
Project overall status remains 'on-hold' noting the dependency on ACTA 24-25 contract execution. §47E(d) §47E(d)
Status update
§47C, §47E(d) §47E(d)
4. The brainstorming session to scope and plan for social capital initiatives has been postponed. 5. Responses to the Transport pilot webinar questions have been drafted and are currently with ACTA for input. 6. The Assistant Secretary will be presenting a Transport update at the ACTA conference (28/29 August). A slide pack is being drafted for review in the following week.
Achievements
• §47E(d)
Priorities for next working week/s
§47E(d) §47E(d)
3. Review and clearance of Stocktake report 4. Planning for pilot commencement 5. Transport pilot slide deck for AS to present at ACTA conference
To discuss
§47E(d) §47E(d)
• 6-8 week working group schedule: What is a suitable timeframe
Risks identified
N/A
Decisions
N/A

§47E(c), §47F

Communications Specialist
Home Support Operations Branch

Home and Residential Division | Ageing and Aged Care Group
Australian Government Department of Health and Aged Care
T: §47E(c), §47F | E: §47E(c), §47F | [@health.gov.au](#)
Location: Smeed Level 7, Citrus Building
GPO Box 9848, Canberra ACT 2601, Australia

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.

From: §47E(c), §47F | [@Health.gov.au](#)
Sent: Friday, July 26, 2024 4:41 PM
To: §47E(c), §47F | [@health.gov.au](#); §47E(c), §47F | [@health.gov.au](#)
Cc: §47E(c), §47F | [@health.gov.au](#); §47E(c), §47F | [@health.gov.au](#); §47E(c), §47F | [@health.gov.au](#); §47E(c), §47F | [@health.gov.au](#); §47E(c), §47F | [@health.gov.au](#)
§47E(c), §47F | [@health.gov.au](#)
Subject: RE: CHSP CTPP - End of week status updates 26/07/24 [SEC=OFFICIAL]
Hi §47E(c), §47F

This week's status update copied below. Please let me know if you have any questions.
Enjoy your weekend!

Overall
Project overall status is 'on-hold' noting the dependency on ACTA 24-25 contract execution. §47E(d) §47E(d)
Status update
§47C, §47E(d) §47E(d)
10. ACTA has been provided with feedback on the project charter and status reports for consideration and updates. Pending response from ACTA. 11. §47E(d) 12. The brainstorming session to scope and plan for social capital initiatives has been postponed to the following week. Meanwhile, Meal webpage development has been paused until further notice. 13. CTPP inclusions in the 24-25 CHSP manual (Appendix J) have been comms washed and are currently pending review by the business team. 14. Responses to the Transport pilot webinar questions have been drafted and are currently being reviewed.
Achievements
• §47E(d)
Priorities for next working week/s
6. §47E(d) 7. Review and clearance of Stocktake report 8. Planning for pilot commencement
To discuss
§47E(d) §47E(d)
Risks identified
N/A
Decisions
N/A

Regards
§47E(c), §47F

From: §47E(c), §47F
Sent: Friday, July 19, 2024 5:00 PM
To: §47E(c), §47F | [@health.gov.au](#); §47E(c), §47F | [@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

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

Subject: RE: CHSP CTPP - End of week status updates 12/07/24 [SEC=OFFICIAL]

H s47E(c), s47F

This week's status update copied below. Please let me know if you have any questions.

Enjoy your weekend!

Overall
Project overall status is 'on-hold' noting the dependency on ACTA 24-25 contract execution to commence the pilot. The team will need to decide on an ETA for contract execution following the value-for-money assessments to ensure ACTA and UniSA are prepared for pilot study and avoid any further delays.
Status update
- s47E(d) - s47E(c) has reviewed the project charter and left some comments with minor edits, the document can be in progress for EL2 review. - s42 - CTPP inclusions in the 24-25 CHSP manual (Appendix J) have been comms washed and are currently pending review by the business team. - Rusty's request to expedite the social capital initiatives has led the team to set up a planning session to identify delivery priorities and dependencies. - s47E(c) is looking to develop an options paper considering all the options to deliver the social capital initiatives. Meanwhile, Meal webpage development has been paused until further notice. - s47 has developed and distributed comms around pilot updates and the Aug conference with the CTPP participants. - s47E(d) The intention is to offload all Melas FOI/QoN/OP/audit-related activities to the resource. - s47E(c), s47F - Responses to the Transport pilot webinar questions have been drafted and are pending an internal review.
Achievements
- Updates to Project charter and s47E(d) - The team had their first brainstorming session to unpack and plan for the Social capital initiatives under CHSP. - ACTA distributed comms around the pilot status to the WG.
Priorities for next working week/s
- Procurement/Evaluation activities for new ACTA contract - Review and clearance of pending documents - Planning for pilot commencement
To discuss
- Pending documentation requiring clearance/feedback by DoHAC - ETAs for pilot commencement, Sprints and next WG dates
Risks identified
N/A
Decisions
D94: While s47E(c), s47F s47E(c) will be taking the lead on CTPP related activities and ACTA comms s47E(c), s47F

Regards,

s47E(c), s47F

From: s47E(c), s47F

Sent: Friday, July 12, 2024 6:08 PM

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

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

Subject: RE: CHSP CTPP - End of week status updates 12/07/24 [SEC=OFFICIAL]

Hj s47E(c), s47F

This week's status update copied below. Please let me know if you have any questions.

Enjoy your weekend!

Overall

Overall
Project overall status is in green noting the delays to the pilot commencement have been accepted s47E(d)
Status update
- Following the meeting on 10 July, ACTA has reviewed and provided feedback on the Project Charter. The team must update the document and share a copy with UniSA for further discussion. - s47C - CTPP inclusions in the 24-25 CHSP manual (Appendix J) have been comms washed and are currently pending review by the business team. - s42 - Rusty has requested the team expedite the social capital initiatives, and the team is looking to understand the request and dependencies further. Meal's webpage development has been paused until further notice. - The Fifth Working group summary paper will no longer be distributed among the WG as per D93. - s47E(c), s47F - Responses to the Transport pilot webinar questions have been drafted and are pending an internal review.
Achievements
- Project charter was discussed with ACTA with key Pilot language and naming issues resolved. - Transport Webinar FAQ responses drafted and prepared for clearance.
Priorities for next working week/s
- Procurement/Evaluation activities for new ACTA contract - Review and clearance of pending documents - Brainstorming session for Social Capital initiatives
To discuss
- Pending documentation requiring clearance/feedback by DoHAC: - ACTA status updates - Stocktake report
Risks identified
N/A
Decisions
- s47C - s47C s - s47E(c), s47F - s47E(c) - s47C - s47C - s47E(c), s47F

- D93: Due to a delay in sending out the Working group summary deck, s47E(d) the teams agree not to send out the WG summary from June. Instead, they will send some communications around the current status of work being performed by UniSA. s47E(c), s47F

Regards,

s47E(c), s47F

From: s47E(c), s47F

Sent: Friday, July 5, 2024 5:07 PM

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

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

Subject: RE: CHSP CTPP - End of week status updates 05/07/24 [SEC-OFFICIAL]

Hi s47E(c), s47F

This week's status update copied below. As requested, s47E(c) and I have included a stocktake of all the pending tasks we are aware of in a table below for s47E(c), s47F

Please let me know if you have any questions. Enjoy your weekend!

Status update
• Due to competing section priorities and resource availability, several project activities have been delayed. However, s47E(d) • CTPP inclusions in the 24-25 CHSP manual (Appendix J) have been comms washed and are currently being reviewed by the business team. • s42 • s47E(d) • s47G(1)(a) • The Fifth Working group summary paper has been drafted and is pending clearance before distribution with WG - Due 18/19 Jun. [Delayed] • Responses to the Transport pilot webinar questions have been drafted and are being progressed by the team.
Achievements
• s47E(d) • CHSP manual inclusions reviewed by comms team. • s47E(d)
Priorities for next working week/s
1. Procurement activities for new ACTA contract 2. Review and clearance of pending documents 3. Alignment meeting with ACTA on the Project charter + endorsements
To discuss
N/A
Risks identified
• RISK041: s47C, s47F(d), s47C, s47E(d) • RISK042: Reallocation of project resources to other section priorities could impact the s47C, s47E(d)
Decisions
• D90: s47C, s47E(d), s47C, s47E(d)

Outstanding project tasks:

Tasks/Deliverables	Project	Status	Task owner/waiting on	Priority
Fifth Working Group Summary: • CTPP Working Group 4 June - Summary.docx • Working Group #5 questions and feedback - summary document.pptm	CTPP	Final review required by the team before distribution to ACTA and WG	DoHAC	High
ACTA status update review: • CHSP Community Transport Pricing Pilot - Status Report - 25.06.2024.docx • CHSP Community Transport Pricing Pilot - Status Report - 11.06.2024.docx	CTPP	s47E(d)	DoHAC	Medium
Stocktake report (CEO survey data report 20240611.pdf) s47E(d)	CTPP	s47E(d)	DoHAC	Medium
CHSP CTPP Project Charter.docx	CTPP	s47E(d)	ACTA	High
s42			DoHAC	Low
RMP review and feedback	CTPP	ACTA will update and supply following Project charter endorsement	ACTA	Low
Response to ACTA budget spend to date email	CTPP	DoHAC to consider the figures and respond to ACTA	DoHAC	Medium
Sector Engagement Plan (Client and provider surveys)	CTPP	TBD	DoHAC + ACTA	Low
Transport Webinar FAQ response	CTPP	With s47E(c) in progress	DoHAC	Low
Website for MoW - Rusty request	Meals	Initial stocktake complete - with s47E(c) or review and further discussion; linked to content used in social capital paper.	DoHAC	Medium
Social Capital Paper - Rusty request	Meals and Transport	With s47E(c) in progress. Further discussion and review required based on content used from stocktake documents.	DoHAC	Medium

Regards,

s47E(c), s47F

From: s47E(c), s47F

Sent: Friday, June 28, 2024 5:42 PM

To: s47E(c), s47F @health.gov.au> s47E(c), s47F @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: RE: CHSP CTPP - End of week status updates 28/06/24 [SEC=OFFICIAL]

Hi s47E(c), s47F

This week's status update copied below. Please let me know if you have any questions.

Enjoy your weekend!

Status update	
- s47E(d) The team is looking to engage the Comms team in the following week to get content cleared in preparation for release following contract execution - s42 - ACTA FY23-24 contract has been officially extended by 30 days and will end on 31 July 2024. - s47E(d) - The Fifth Working group summary paper has been drafted and is pending clearance before distribution with WG - Due 18/19 Jun. [Delayed] - Responses to the Transport pilot webinar questions have been drafted and are being progressed by the team.	
Achievements	
- ACTA/ WG participant comms drafted and shared with ACTA for distribution - s47E(d)	
Priorities for next working week/s	
- s47E(d) - Review and clearance of pending documents - CHSP Manual clearance from comms team	
To discuss	
Pending documentation requiring clearance/feedback by DoHAC: - ACTA status updates - Stocktake report 5th WG summary deck/notes	
Risks identified	
N/A	
Decisions	
s47G(1)(a) s47E(d), s47E(c), s47F	

Regards
 s47E(c), s47F

From: s47E(c), s47F
 Sent: F PM
 To: s47E(c), s47F @health.gov.au>s47E(c), s47F @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: RE: CHSP CTPP - End of week status updates 21/06/24 [SEC=OFFICIAL]

Hi s47E(c), s47F

This week's status update copied below. Please let me know if you have any questions.

Enjoy your weekend!

Status update	
- s47E(d) - s42, s47E(d) - records will have to be updated accordingly. ACTA was informed of the extension and is happy to proceed. - DoHAC and ACTA teams met on 19/06 to discuss the fortnightly status update and ending activities from the design phase. - The Fifth Working group summary paper has been drafted and is pending clearance before distribution with WG - Due 18/19 Jun. [Delayed] - Responses to the Transport pilot webinar questions have been drafted and are pending approval for distribution - paused due to other priorities.	
Achievements	
- Website updates for the 5th WG have been published. - Draft Project charter developed for team review. - s47E(d)	
Priorities for next working week/s	
- s47E(d) - Review and clearance of current documents - s47E(d) - Review and clearance of current documents	
To discuss	
Pending documentation requiring clearance/feedback by DoHAC: - Evaluation Framework - Evaluation plan - ACTA status update - Stocktake report 5th WG summary deck/notes - Team to discuss development of sector engagement plan (e.g. survey to collect broader information on client benefit) based on s47E(c) email	
Risks identified	
s47E(d)	
Decisions	
- D84: DoHAC project team will consider extension of the current CHSP contract to allow sufficient time for the team to s47E(d) - s47E(d) s47E(c), s47F - s47E(d) s47E(c), s47F - s47E(d)	

s47E(d) s47E(c), s47F

Regards,
s47E(c), s47F

From: s47E(c), s47F

Sent: Friday, June 14, 2024 5:01 PM

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

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

Subject: RE: CHSP CTPP - End of week status updates 14/06/24 [SEC=OFFICIAL]

Hi s47E(c), s47F

This week's status update copied below. Please let me know if you have any questions.

Enjoy your weekend!

Status update

- There were some delays in getting CHSP Manual updates cleared by the CHSP program team due to competing priorities. After a discussion with s47E(c), s47F decisions D83 was made.
- The team is looking into potential options to extend the Transport contract by 30 days to allow the s47E(d) This requirement is currently under consideration.
- s47E(d)
- Fifth Working group summary paper has been drafted and pending clearance before distribution with WG - Due 18/19 Jun.
- Following the DoHAC and ACTA directors' discussions on 7 June 2024, decisions D79, 80, and 81 were taken and formally agreed upon over email.
- ACTA has delivered the second version of the stocktake report for departmental review and acceptance.
- ACTA has delivered the second version of the Software changeover report for DoHAC review.
- Responses to the Transport pilot webinar questions have been drafted and are pending approval for distribution - paused due to other priorities.

Achievements

- Website updates for the 5th WG have been cleared by EL2 for publishing.
- Scope and governance issues referring to ISSUE013 and 014 have been remediated, and a written agreement has been reached with ACTA.
- The CHSP program team has been engaged to discuss the way forward for the CTPP updates to the CHSP manual.
- Fifth working group summary slides have been drafted for clearance.

Priorities for next working week/s

- s47E(d)
- ACTA contract review
- Review and clearance of current documents
- Procurement activities for new ACTA contract

To discuss

- Pending documentation requiring clearance/feedback by DoHAC and revised timelines:
 - Evaluation Framework
 - Evaluation plan
 - ACTA status update
 - Stocktake report
- Team to discuss development of sector engagement plan (e.g. survey to collect broader information on client benefit) based on s47E(c) email
- RISK040 may have to be discussed further within the team to clarify any impacts to pilot kick-off date of 1 July 2024.

Risks identified

s47C, s47E(d)

Decisions

- D79 s47C, s47F(d), s47C, s47E(d), s47E(c), s47F
- D80: DoHAC will develop a project charter that will be reviewed and accepted by all parties delivering on the pilot (DoHAC, ACTA and Unisa). s47E(c), s47E(d), s47E(c), s47F
- D81 s47E(d), s47E(d), s47E(c), s47F
- D82 s47E(d), s47E(d), s47E(c), s47F
- D83: Following a discussion with s47E(c), s47F, s47E(d)

Regards,
s47E(c), s47F

From: s47E(c), s47F

Sent: Friday, May 31, 2024 5:59 PM

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

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

Subject: RE: CHSP CTPP - End of week status updates 31/05/24 [SEC=OFFICIAL]

Hi s47E(c), s47F

This week's status update copied below. Please let me know if you have any questions.

Enjoy your weekend!

Status update

- s47E(d)
- Fifth Working group (WG) agenda and draft presentation deck have been shared with ACTA for distribution.
- s47E(d)
- Responses to the Transport pilot webinar questions have been drafted and are pending approval for distribution - paused due to other priorities.
- Draft PoAP has been developed for team consideration, pending availability.

Achievements

- Policy parameters summary deck and Transport Policy definitions summary were cleared internally and shared with the working group.
- Fifth Working group agenda was drafted and shared with the participants.
- s47E(d)
- A draft presentation deck for the Working group was developed and shared with ACTA for input.

Priorities for next working week/s

- CHSP Manual clearance and discussion with WG
- Fifth Working group meeting in MLB
- s47E(d)
-

To discuss

- s47E(d)

Risks identified

Regards,
s47E(c), s47F

From: s47E(c), s47F

This week's status update copied below. Please let me know if you have any questions.

Enjoy your weekend!

[REDACTED]
proach. ACTA have provided a draft agenda with the agenda were developed for populating.
[REDACTED]
for distribution - paused due to other priorities.
bution.
[REDACTED]
or the evaluation plan. policy parameters.
ext week.

Regards,
s47E(c), s47F

This week's status update copied below. Please let me know if you have any questions.

Enjoy your weekend!

§47E(d) - Responses to the Transport pilot webinar questions have been drafted and are pending approval for distribution - paused due to other priorities. - Draft PoP has been developed for team consideration, pending availability.
Achievements - CTPP web page update was drafted, reviewed and progressed to the Aged Care Comms team for updating. §42 - The policy discussion paper feedback from the WG meeting was analysed, and a summary was developed to capture key themes. This will have to be shared with the participants. §47E(c), reviewed the project governance documentation to finalise and include into the PMP.
Priorities for next working week/s - MinSub §47E(d) - Working group communications, post workshop updates to papers and summary deck for distribution. §47E(d) - §47E(c).
Please refer to the Actions Register in the RAIDE log for list of actions and priorities for next week.
To discuss
N/A
Risks identified
§47E(d), §47C
• RISK038:
Decisions
• D74 §47E(d) §47E(d) - §47E(c), §47F

Regards,
§47E(c), §47F

From: §47E(c), §47F

Sent: Friday, May 10, 2024 6:29 PM

To: §47E(c), §47F <[@health.gov.au](mailto:§47E(c), §47F)>

Cc: §47E(c), §47F <[@health.gov.au](mailto:§47E(c), §47F)>

Subject: RE: CHSP CTPP - End of week status updates 10/05/24 [SEC=OFFICIAL]

Hi §47E(c), §47F

This week's status update copied below. Please let me know if you have any questions.

Enjoy your weekend!

Status update - Draft MinSub is being reviewed for submission, with anticipated completion early next week. §47E(d) - Responses to the Transport pilot webinar questions have been drafted and are pending approval for distribution - paused due to other priorities. - The team met to discuss some of the evaluation questions and scenarios that UniSA will have to consider for the Pilot Study. Further discussion is required internally and with ACTA prior to the 16th May workshop with UniSA. §47E(d), §47E(c), §47F - Draft PoP has been developed for team consideration, pending availability.
Achievements - The Working group Agenda, Policy discussion paper and slide deck were all finalised in time for the working group. §47E(d) - First iteration of the MinSub has been drafted with estimated completion on 14 May. §47E(d), §47E(c), §47F §47E(c) provided a walkthrough of the Project master schedule with only minor changes discussed. The updated §47C schedule is to be reviewed by §47F or baselining and tracking.
Priorities for next working week/s - MinSub - Working group communications, post workshop updates to papers and summary deck for distribution. §47E(d), §47E(c), §47F - UniSA workshop prep
Please refer to the Actions Register in the RAIDE log for list of actions and priorities for next week.
To discuss
N/A
Risks identified
§47E(d), §47C
Decisions
§47E(d), §47C

Regards,
§47E(c), §47F

From: §47E(c), §47F

Sent: Friday, May 3, 2024 5:57 PM

To: §47E(c), §47F <[@health.gov.au](mailto:§47E(c), §47F)>

CC: s47E(c), s47F <@health.gov.au> s47E(c), s47F <@health.gov.au> s47E(c), s47F <@health.gov.au>
 Subject: RE: Meals and Transport - End of week status updates 03/05/24 [SEC=OFFICIAL]

Hi s47E(c), s47F

This week's status update copied below. Please let me know if you have any questions.

Enjoy your weekend!

Status update - Policy discussion Paper (#3) distribution has been delayed because key resources are occupied with competing section priorities. s47E(d) - s47E(d) Current ETA - 6 May. - The finalisation of the WG Agenda has also been delayed due to competing section priorities. Current ETA - 6 May. - DoHAC have received 18 responses to the CT definitions workbook, these have been collated into a summary deck as evidence and for distribution among the WG. - Responses to the Transport pilot webinar questions have been drafted and are pending approval for distribution. - s47E(d) . The DoHAC team will meet internally to discuss specifics, followed by another meeting with ACTA to clarify requirements. - s47E(d) developed an initial draft of the MinSub for the team's consideration. To be progressed following WG E(c) paration. - Responses to the Transport Webinar questions - status unknown - s47E(d) - Draft PoAP and Schedule have been developed for team consideration, pending availability.
Achievements - s47E(c) reviewed and provided feedback on the Policy discussion paper. - s47E(d) has developed a draft version of the CHSP Manual updates for review and feedback. - s47E(d) - s47E(d) collated the Definitions workbook responses into a slide deck and summarised key findings for the team's c) review. - s47E(c) reviewed the ACTA schedule, incorporated their activities into the DoHAC schedule and discussed the draft version with the ACTA PM.
Priorities for next working week/s s42, s47E(d) Please refer to the Actions Register in the RAIDE log for list of actions and priorities for next week.
To discuss N/A
Risks identified s47E(d), s47C s47E(d), s47C
Decisions D70: ACTA and DoHAC project teams agreed to setting up a joint agenda going forward. s47E(d) - s47E(d) s47E(c), s47F D71: Decision point for onboarding new participants: Both DoHAC and ACTA teams agree that after the 8th May WG, the pilot will not include any new providers in the study - s47E(c), s47F

Regards,
 s47E(c), s47F

From: s47E(c), s47F
 Sent: Monday, April 29, 2024 9:24 AM
 To: s47E(c), s47F <@health.gov.au> s47E(c), s47F <@health.gov.au>
 CC: s47E(c), s47F <@health.gov.au> s47E(c), s47F <@health.gov.au> s47E(c), s47F <@health.gov.au>
 Subject: RE: Meals and Transport - End of week status updates 26/04/24 [SEC=OFFICIAL]

Hi s47E(c), s47F

This week's status update copied below. Please let me know if you have any questions.

Enjoy your weekend!

Status update - s47E(d) - s47E(d) - Responses to the Transport pilot webinar questions have been drafted and are pending approval for distribution. Awaiting s47E(c) input and draft with s47E(c) for review. - DoHAC have received 7 responses to the CT definitions workbook, these have been collated into a working document to capture all responses and analyse these for input into an updated definitions paper. - The participants are in the process of returning responses to the CT Definitions workbook; the deadline is 29/4/2024. ACTA noted two additional responses that they will share with the team. - s47E(d) - s47E(d) commenced drafting working group presentation content, with the aim for DoHAC/ACTA to facilitate a policy paper focused working group meeting on 8 May. - s47E(d) - There have been delays in updating the project documentation for AS endorsement. s47E(d) will have the documents ready for EL2 review by 3 May.
Achievements - s47E(d) - The final draft of the responses to the Transport webinar questions was shared with s47E(c), s47F review and clearance. - s47E(d) - s47E(d) shared draft content for the Transport Pilot webpage updates. - s47E(d)
Priorities for next working week/s DoHAC to send the webinar questions for ACTA's input

- Read through the [ACTA status update](#) in preparation for the fortnightly meeting on 30 May.

Please refer to the [Actions Register](#) in the RAIDE log for list of actions and priorities for next week.

To discuss:

- Escalations/discussion:
 - s47E(d)
 - Need for a document outlining the details around the sprint delivery approach and means to inform the WG about the process the pilot would follow.

Risks identified

s47E(d), s47C

Decisions:

s47E(d), s47E(c), s47F

- D68: To engage with the s47G stakeholders, the DoHAC team will attend the s47G() + ACTA meetings in the future. This will replace the CHSP program management meeting forums, which are currently being used for engagement - s47E(c), s47F
- D69: ACTA and DoHAC project teams will share comms materials with each other for commentary and approval before being distributed, provided there are reasonable turnaround times to get approvals and distribute. Both teams will aim to distribute the webpage and comms one week after the working group meeting - s47E(c), s47F

Regards,

s47E(c), s47F

From: s47E(c), s47F

Sent: Friday, April 19, 2024 4:58 PM

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

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

Subject: RE: Meals and Transport - End of week status updates 19/04/24 [SEC=OFFICIAL]

Hi s47E(c), s47F

This week's status update copied below. Please let me know if I have missed anything.

Enjoy your weekend!

Status update
• Responses to the Transport pilot webinar questions have been drafted and are pending approval for distribution. • DoHAC met with ACTA on 15 Apr to discuss the working group approach and finalise the slide deck and workshop questions. • The Working group was successfully delivered on 17 Apr, with the group reviewing and providing feedback on the CT definitions paper. • The participants are in the process of returning responses to the CT Definitions workbook, with about 4 / 30 providers who have already sent their responses in. • The team will focus on finalising the Discussion paper #3 (Policy parameters) to ensure we are able to distribute by 29 Apr with the aim to facilitate another working group on 8 May. • s47E(d) • s is reviewing and updating the project documentation for AS endorsement in March 2024 (delayed).
Achievements
• Finalised the presentation slides for the working group on 17 Apr. • Successfully delivered the third working group on 17th Apr. • The final draft of the responses to the Transport webinar questions was shared with s47E(c), for review and clearance. • Prepared a template for s47G(1)(a) contract performance evaluation. • Detailed planning session for development of high-level work plan (Apr-June) and actions list for upcoming weeks
Priorities for next working week/s
• Review and approve responses to the Transport webinar questions and distribute them. • To clarify with ACTA s47E(c), s47F • Updated participants list with contact details for new joiners • Status of providers' IT standings (updated list) • s47E(d)
Please refer to the Actions Register in the RAIDE log for list of actions and priorities for next week.
To discuss:
Risks identified
s47E(d)
• RISK035:
Decisions:
• D64: As s47E() is freed up from other project priorities, he will take on a lead role in managing the Transport Pilot, with s47E() being the escalation point for critical decisions. The DoHAC project team will report to him, and he will manage communications with s47E() and his team as necessary - s47E() • s47E(c), s47F • s47E(c), s47F • D66: Going forward, the team will maintain an actions register that will be used as a tracking tool during the weekly meetings. s will also add the actions list to the weekly status updates for the team to reference. A regular planning cadence will be set up every few weeks/on an ongoing basis to keep the actions list updated for tracking - s47E(c),

Regards,

s47E(c),

s47F

From: s47E(c), s47F

Sent: Friday, April 19, 2024 4:55 PM

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

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

Subject: RE: Meals and Transport - End of week status updates 12/04/24 [SEC=OFFICIAL]

Please let me know if you have any questions.

Hope you have a great weekend and a good easter break!

the Department of Health, Disability and Ageing

The team has been working with the Aged Care Comms and Webinar team to organise and prepare for the 28th Mar transport webinar. AS approval is pending on the slide deck, as well as a final practice and run-through with all the panellists.

- ACTA has requested additional time to respond to the webinar questions and will have this back to DoHAC by COB 25 Mar. The team will have to incorporate their responses into our answers and share final versions with all the panellists.

• s47E(d)

- s47E(c), s47F
- s is reviewing and updating the project documentation for AS endorsement in March 2024 (delayed).

Achievements

- Finalised and presented the departmental policy priorities for the transport pilot with ACTA (sequencing priorities due).
- The registration page for the Community Transport webinar is receiving traction. Over 400 attendees registered with ~15 questions from the group.
- s developed the webinar slide deck and provided it to AC comms and webinar teams for input, updated the comms deck and finalised content for the Webinar.
- s4 developed a run sheet and script for the Webinar and received clearance from the AC Comms team.
- s4 met with ACTA comms manager for the pilot and provided feedback on their draft Comms plan for updating, aligned both department and ACTA comms plans. Established regular cadence with the ACTA comms manager.
- s provided ACTA with a draft copy of the project schedule with key dates and dependencies to incorporate into their PMP and planning.
- The team shared the DoHAC policy priorities with ACTA for consideration.

Priorities for next working week's

- Transport webinar - s47E(c).
 - Follow up with s47E Webinar team for an updated list of questions (25th Mar) and share with ACTA - s47E(c).
 - Prepare standard words/defensives for questions raised by registered attendees (26th Mar) - s47E(c).
 - Seek AS approval of webinar slide deck and Talking script on Monday/before run-through with webinar team on Tuesday - s47E(c).
 - Check that s47F is prepared and ready for the webinar - s47E(c), s47F
- To clarify with ACTA s47E(c)
 - s47E(d)
 - s47E(d)
- Commence drafting a discussion paper for policy priorities and design - Team (TBD).
- Update and distribute the Policy definition discussion paper and feedback form with s47E(c).
- s47 to review the paper/s4 to send to ACTA - s47E(c).
- s47E(d)
- s47E(d)
- s (in-
- Prepare a presentation for DSS to take them through the pilot project objectives, scope, timelines and dependencies - s47E(c) (deprioritised).

To discuss

N/A

Risks identified

N/A

Decisions

- s42
- s47E(c), s47E(c), s47E(c), s47E(c)

Handover:
s47E(d), s47E(c), s47F

2. **Schedule and PM** s47 has sent s47E a draft copy of the schedule for incorporation into his schedule.
 - s47E(c), s47F
3. **Policy priorities** s47 has shared the draft slide deck that was developed as part of the Moscow analysis
4. **Webinar questions** (please refer to the priorities section of the status update above)
5. **UNSA Evaluation framework** s47C
6. **Out-of-session working group papers for 3rd Mar:** The papers are ready but will have to be cleared and shared.
 - Finalise and approve the discussion paper on CT service definition (28th Mar) - s47E(c), s47F
 - Update the discussion paper feedback form (29th Mar) - s47E(c), s47F
 - Share the papers with ACTA for consideration and distribution (4th Apr) - s47E(c), s47F

Regards,
s47E(c), s47F

From: s47E(c), s47F
Sent: Monday, March 18, 2024 9:53 AM
To: s47E(c), s47F <@health.gov.au>; s47E(c), s47F <@health.gov.au>
Cc: s47E(c), s47F <@health.gov.au>; s47E(c), s47F <@health.gov.au>; s47E(c), s47F <@health.gov.au>
Subject: RE: Meals and Transport - End of week status updates 15/03/24 [SEC=OFFICIAL]

Hey s47E(c), s47F

Sorry, I just checked with s4 and I might have got the details wrong!

s47E(d)

Regards,
s47E(c), s47F

From: s47E(c), s47F <@health.gov.au>
Sent: Monday, March 18, 2024 9:47 AM
To: s47E(c), s47F <@health.gov.au>; s47E(c), s47F <@health.gov.au>
Cc: s47E(c), s47F <@health.gov.au>; s47E(c), s47F <@health.gov.au>; s47E(c), s47F <@health.gov.au>
Subject: RE: Meals and Transport - End of week status updates 15/03/24 [SEC=OFFICIAL]

Thanks s47E(c) just a quick update to say the OPD was extended and so were the QoNs. For the 170 transport webinar questions, have we got a copy?

From: s47E(c), s47F <@health.gov.au>
Sent: Friday, March 15, 2024 5:15 PM

To:§47E(c), §47F [REDACTED] @health.gov.au> §47E(c), §47F [REDACTED] @health.gov.au>
Cc:§47E(c), §47F [REDACTED] @Health.gov.au> §47E(c), §47F [REDACTED] @Health.gov.au> §47E(c), §47F [REDACTED] @health.gov.au>
Subject: RE: Meals and Transport - End of week status updates 15/03/24 [SEC=OFFICIAL]

Hi §47E(c), §47F [REDACTED]

This week's status update copied below. This one I have gone into a little more detail due to all the upcoming activities. Please let me know if I have missed anything.

Hope you have a great weekend!

Status update
- Meals OPD is still in progress and unlikely to be completed within the deadline. The MO has not yet advised regarding a possible extension for submission. §42 [REDACTED] §47E(d) [REDACTED] - ACTA is currently preparing project documentation incorporating UniSA deliverables and will share in the week starting 18 Mar - The consultation summary slide deck and updated ToRs have been shared with ACTA and are pending distribution among the pilot participants. - The team had a long meeting with ACTA to review all the policy parameters raised during the working group and categorise them using MoSCoW. The finalised list of policy settings has been agreed upon and drafted, pending a few issues that have to be discussed between §47E(c), §47F [REDACTED]. The policy design will be finalised in the week starting 18 Mar. - Out-of-session working group papers are scheduled to be sent to the participants by 25 Mar. §47E(c), §47F [REDACTED] - No further response has been received from §47G(1)(a) [REDACTED] contract variation since 8 Mar. § [REDACTED] is reviewing and updating the project documentation for AS endorsement in March 2024 (delayed).
Achievements
§4 [REDACTED] drafted Community Transport Webinar slides and talking points and walked the team through them for feedback and changes. - The team had a long meeting with ACTA to review all the policy parameters raised during the working group and categorise them using MoSCoW. A finalised list of policy settings has been agreed upon and drafted, pending a few considerations that have to be discussed between §47E(c), §47F [REDACTED]. - The team finalised and sent the working group consultation summary deck and ToRs to §47 [REDACTED] for distribution. - The registration page for the Community Transport webinar is receiving traction. Over 170 questions were posted by attendees for the department to consider before the event.
Priorities for next working week/s
- Finalise §47G([REDACTED] contract variation - 01 and initiate negotiations with §47 [REDACTED] to handover ERP components - §47E(c), §47F [REDACTED] G(1) [REDACTED] - Include IP register related clause within the document. - Include provisions for §47 [REDACTED] to hold on to the §47G([REDACTED] data until the contract term ends. - Include details of how G(1) software will be transferred from the §47G(1) [REDACTED] cloud to Dept. Cloud (if this is the preferred approach) - Follow up on §47G [REDACTED] request to share the subcontracting agreements with its subcontractors §47G(1)(a) [REDACTED] §47G(1)(a) [REDACTED] etc) - §47E(c), §47F [REDACTED] - Transport webinar §47E(c), §47F [REDACTED] - Engage the comms team and request regular updates on webinar registration and questions. - Setup a meeting with all the panellists to walk through the final slide deck prepared - Prepare standard words/defensives for questions raised by registered attendees. - To clarify with ACTA §47E(c), [REDACTED] - Inclusion of §47G(1)(a) [REDACTED] and status on §47G(1)(a) [REDACTED] as a participant §47E(d) [REDACTED] - Finalise and agree on policy priorities and a way forward with ACTA (develop required documentation to present to the team) - §47E(c), §47F [REDACTED] - Commence drafting a discussion paper for policy priorities and design - Team (TBD) - Update and distribute the Policy definition discussion paper and feedback form with WG - §47 [REDACTED] to review the paper/s [REDACTED] to send to §47 [REDACTED] §47E(d) [REDACTED] §47E(c), §47F [REDACTED] - Revisit the Project documents following a meeting with ACTA project manager - § [REDACTED] (in-flight) - Prepare a presentation for DSS to take them through the pilot project objectives, scope, timelines and dependencies - §47E(c) §47F [REDACTED] (in-flight)
To discuss
N/A
Risks identified
§47C, §47E(d) [REDACTED]
Decisions
- D56: An out-of-session working group will be held, and papers will be distributed on 25 Mar. This will include the CHSP community transport definition, feedback form, Policy priorities/design approach, and Potential survey on policy design - §47E(c), §47F [REDACTED] - D57: The team will define the pilot priorities based on the pilot scope and objectives. A detailed paper will be developed communicating the reasoning behind excluding some of the policies raised by the working group. This will be shared with the participants before the next working group in April - §47E(c), §47F [REDACTED] - D58: ACTA will manage all the event planning, logistics and facilitation of the fourth working group meeting (in-person session) held on 9 Apr in MLB §47E(c), [REDACTED] may have to attend virtually - §47E(c), §47F [REDACTED]

Regards,
§47E(c), §47F [REDACTED]

From: §47E(c), §47F [REDACTED]

Sent: Friday, March 8, 2024 3:14 PM

To:§47E(c), §47F [REDACTED] @health.gov.au> §47E(c), §47F [REDACTED] @health.gov.au>

Cc:§47E(c), §47F [REDACTED] @Health.gov.au> §47E(c), §47F [REDACTED] @Health.gov.au> §47E(c), §47F [REDACTED] @health.gov.au>

Subject: RE: Meals and Transport - End of week status updates 08/03/24 [SEC=OFFICIAL]

Hi §47E(c), §47F [REDACTED]

This week's status update copied below. Please let me know if I have missed anything.

Enjoy your long weekend!

Status update
- Meals OPD is still in progress and likely to be completed in the week starting 11 March. The MO has not yet advised regarding a possible extension for submission. §42 [REDACTED] §47E(c), [REDACTED] met to discuss project timelines, approach, contract deliverables, and the §47E(d) [REDACTED] 47F [REDACTED]

§47E(d) will prepare a project schedule incorporating §47G(1) deliverables and work with §47E to develop a common schedule.

- The consultation summary slide deck has been updated with §47 inputs. Following the ToR updates, both documents will be distributed among the pilot participants.

§42

- §47 engaged §47G to provide input on §47G(1) variation 01 to enable the potential handover of §47 ERP 2.0 to DoHAC.
- §47 is working on Community Transport Webinar slides, talking points, and coordination with the DoHAC Comms team to organise meeting logistics and registration.
- §47 is reviewing and updating the project documentation for AS endorsement in March 2024 (delayed).

4

Achievements

- The ACTA policy planning workshop was conducted on 4 Mar to clarify expectations about the project approach and timelines with ACTA.
- The meeting with §47E(c), §47F and the team on single assessment and dependencies was moved to 4 Mar.
- The team reviewed and prepared a list of policy priorities in alignment with DoHAC priorities/pilot scope for discussion with ACTA on 12 Mar 24.
- A formal letter was sent to §47 noting the delay in delivering the final report for the §47G(1) contract and ensuring they are clear about the contract term being 31 May 24.

§47E(d)

Priorities for next working week/s

- Finalise §47G(1) contract variation - 01 and initiate negotiations with §47 to handover ERP components - §47E(c), §47F
 - Include IP register related clause within the document.
 - Include provisions for §47 to hold on to the §47G(1) data until the contract term ends.
 - Include details of how the software will be transferred from the §47G(1) cloud to Dept. Cloud (if this is the preferred approach)
- Follow up on §47G request to share the subcontracting agreements with its subcontractors §47G(1)(a) §47G(1)(a) (1) etc - §47E(c), §47F
- Finalise and send working group documentation to participants (awaiting ACTA inputs):
 - Consultation summary
 - ToRs
- Meet with ACTA and discuss policy priorities between the teams and define the scope of work required to be delivered by DoHAC, ACTA and UniSA before and following pilot kick-off - team.
- Update and distribute the Policy definition discussion paper and feedback form with §47E(c), to review paper/s to send to ACTA
- Finalise ToR updates - §47E(d)
- §47E(d)
- §47E(d) - §47E(c) (in-flight)
- Prepare a presentation for DSS to take them through the pilot project objectives, scope, timelines and dependencies - §47E(c) (deprioritised).
- Set up a meeting with §47 to discuss open risks in the risk register - §47E(c) (deprioritised).

To discuss

E(c)

4

Risks identified

- N/A

Decisions

- D55: Due to several competing section and project priorities, the third Working group meeting (19th Mar) will be held out of session. The team will distribute necessary papers among the WG and gather feedback offline, with the aim of presenting the outcomes in the following WG meeting in May/24th Jun - §47E(c), §47E(c), §47F

Regards,

§47E(c), §47F

From: §47E(c), §47F

Sent: Friday, March 1, 2024 5:47 PM

To: §47E(c), §47F @health.gov.au > §47E(c), §47F @health.gov.au >

Cc: §47E(c), §47F @health.gov.au > §47E(c), §47F @health.gov.au >

Subject: RE: Meals and Transport - End of week status updates 1/03/24 [SEO-OFFICIAL]

H: §47E(c), §47F

This week's status update copied below. Please let me know if I have missed anything.

Hope you have a great weekend!

Status update

- §42
- OPD extension date of 11 Apr (4-week extension) requested from MO to produce documents related to Future Fit and MMA
- The ACTA policy planning workshop session has been moved to 4 Mar. §47 will touch base with §47F separately to clarify the project timeline and deliverables-related questions.
- ACTA has provided some inputs into the Consultation summary on 1 Mar along with a project status update, noting further discussion is required before sending the working group pack to participants.
- The meeting with §47E(c), §47F and the team on single assessment and dependencies was moved to 4 Mar.
- The team will consider the policy activity required to be undertaken before July 2024 and if there is a need to push the pilot kick-off date.
- Meals and Transport pilots have been split up for reporting on the HSOB Program Activity Dashboard. Rusty cleared the updates added to the dashboard.
- §47E(c) is reviewing and updating the project documentation for AS endorsement in March 2024 (delayed).

§47F

Achievements

- The first iteration of the Transport work plan was reviewed within the team for discussion with ACTA on 4 Mar 24.

§47E(d)

Priorities for next working week/s

- Finalise WMoW contract variation - 01 and initiate negotiations with MMA to handover ERP components - §47E(c).
- Request MMA to share the subcontracting agreements with its subcontractors §47G(1)(a) §47G(1)(a) etc - §47E(c).
- Finalise and send working group documentation to participants (awaiting ACTA inputs):
 - Consultation summary
 - CTPP definitions - feedback form
 - ToRs
- Policy planning session with ACTA and emerging actions from the meeting - all
- Coordinate with the Web team to update the CHSP CTPP webpage with the provider list §47E(c).
- §47E(d) §47E(c).
- Discuss communication artefacts and approach to inform Meals feasibility study participants and the wider

To discuss	E()	(C)
N/A		
Risks identified		
N/A		
Decisions		
D54: Change the contract terms of the s47G(transition contract from 31 May to 10 Mar 24 during the s47G(contract variation-01 s47E(c), s47F		

From: s47E(c), s47F
Sent: Friday, February 16, 2024 5:30 PM
To: s47E(c), s47F <[@health.gov.au](#)>; s47E(c), s47F <[@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: RE: Meals and Transport - End of week status updates 16/02/24 [SEC=OFFICIAL]

Hi s47E(c), s47F

Hope you have a great weekend!

s47E(c) is travelling to the Melbourne s47G(1)(a) site from 19-21 February. s47E(c), s47F

- s47E reviewing and updating the project documentation for AS endorsement in February 2024.

- Drafted consultation summary and factsheet were shared with ACTA for input and feedback.
- Finalised Community transport pilot Selection criteria with ACTA for inclusion within the factsheet.
- A letter of offer and contract variation was sent to ACTA for the Stage 2 contract.

- Finalise and send working group documentation to participants (awaiting ACTA inputs):
 - Factsheet
 - Consultation summary
 - CTPP definitions - feedback form

- | | | |
|---|----|------|
| To discuss | E(| E(L) |
| N/A | | |
| Risks identified | | |
| <ul style="list-style-type: none"> N/A | | |
| Decisions | | |
| <ul style="list-style-type: none"> D52: DoHAC and ACTA will send a summary of the outcomes and key discussions in the form of a consultation summary instead of detailed minutes. The detailed minutes will be for internal use only. | | |

From: s47E(c), s47F
Sent: Friday, February 9, 2024 4:11 PM
To: s47E(c), s47F <[@health.gov.au](#)>; s47E(c), s47F <[@health.gov.au](#)>
Cc: s47E(c), s47F <[@health.gov.au](#)>; s47E(c), s47F <[@health.gov.au](#)>; s47E(c), s47F <[@health.gov.au](#)>
Subject: RE: Meals and Transport - End of week status updates 09/02/24 [SEC=OFFICIAL]

Hope you have a great weekend!

• **s47G(** raised some concerns with DoHAC around the Transition contract and **s47G(** approach to delivering the work. A meeting was held on Tuesday, 6 Feb, between Russell Herald and the **s47G(** board, leading to the decision (D50) - DoHAC will act as a conduit between **s47(** and the **s47G(** board and, where appropriate, the transition team.

42
- The Meals MinSub will be put on hold as the pilot is set to restart in late 2024, and MO approval can be sought at a later stage (Decision D49). s47E(d) - The team is meeting with s47 members and ACTA on Monday, 12 Feb, to discuss dependencies, policy papers and timelines. - The team prepared ToRs and relevant papers for the First s47G /Commonwealth forum on Friday, 9 Feb 24. Awaiting back-brief from s47E for associated actions from the session. s is reviewing and updating the project documentation for AS endorsement in February 2024 (delayed).
Achievements
- Facilitated and delivered the transport working group meeting #2 on Wed 7 Feb - Prepared ToRs and governance material for s47G /Commonwealth forum held on Fri 9 Feb s47E organised Conflict of interest forms for s47 for the transition contract - Prepared and submitted ACTA stage 2 commitment approvals to Rusty for delegate approval - The project team prepared draft documents from the transport working group for QA next week (Session notes, Policy definition - raw insights and participant feedback form)
Priorities for next working week/s
s47E(d) s47E(c), s47F - Finalise working group documentation: - consultation notes s47E(c), - Factsheet s47E(c), - Consultation Summary (ACTA responsibility) s4 to develop a template s47E(c), - A plan for what papers will be developed and its sequence and frequency s47E(c) s47E(d) - Organise for ACTA stage 2 contract information to be updated on SAP - s47E(c) s47E(d) s47E(c), s47E(d) and the wider sector about the current approach to delivering the meals pilot - s47E(c) /Comms team - Inputs into CHSP and Continence Policy section strategy for s47E(c), - Final decision on progressing s47G payments for the transition contract after considering s47G feedback and s47G PMP and status updates - s47 /Rusty - Prepare a comms plan for community transport sector engagement (communique/webinars, factsheets, website content, etc) - s4 - Revisit the Project documents, update the ToR's and governance documents - s (delayed due to other priorities) - Prepare a presentation for DSS to take them through the pilot project objectives, scope, timelines and dependencies - s47E (deprioritised). - Set up a meeting with s47 to discuss open risks in the risk register - s (deprioritised).
To discuss
Outcomes of the s47G /Commonwealth Forum on Fri 9 Feb 24.
Risks identified
N/A
Decisions
D49: Meals Ministerial Submission will be put on hold for the time being. A submission will no longer be required until closer to the pilot commencement date - s47E(c), s47F D50: DoHAC will act as a conduit between s47 and the NMOWs s47 and where appropriate the transition team during the period of the s47G transition contract - s47E(c), s47F s47C

Referred to
s47E(c), **s47F**

From: **s47E(c)**, **s47F**
 Sent: Friday, February 2, 2024 5:30 PM
 To: **s47E(c)**, **s47F** [@health.gov.au](mailto:s47E(c)@health.gov.au) **s47E(c)**, **s47F** [@health.gov.au](mailto:s47E(c)@health.gov.au)
 Cc: **s47E(c)**, **s47F** [@health.gov.au](mailto:s47E(c)@health.gov.au) **s47E(c)**, **s47F** [@health.gov.au](mailto:s47E(c)@health.gov.au) **s47E(c)**, **s47F** [@health.gov.au](mailto:s47E(c)@health.gov.au) **s47E(c)**, **s47F** [@health.gov.au](mailto:s47E(c)@health.gov.au)
 Subject: RE: Meals and Transport - End of week status updates 02/02/24 [SEC-OFFICIAL]
 Hi **s47E(c)**, **s47F**

Past two week's status update copied below (this one is slightly longer). Please let me know if I have missed anything.

Hope you have a great weekend!

Status update
s47G(1)(a) - The project team received Rusty's direction on the Meals pilot: s47 will step down from the lead consultant role, and the pilot design will be deferred till late 2024. - The meals pilot will now be delivered in-house and include all meal service types, including those that do not provide social support. The approach will not involve any IT or financial analysis and will be confined to policy definition. - Delays to Ministerial Submissions due to dependencies on contract execution for ACTA stage 2 and s47G transition contract. Current ETA 15 Feb. s47 feasibility study contract is no longer required s47E(d), s47C s47E(d), s47C s47C s is reviewing and updating the project documentation for AS endorsement in February 2024 (delayed).
Achievements
- The s47G contract was executed with s47 on 19th Jan. - Transport working group papers (ToRs, slide deck, definitions paper, agenda, etc.) were developed and shared with ACTA for distribution among participants. Final arrangements are underway for 7th Feb. - The team received clearance from PAS for ACTA stage 2 contract negotiations. - DOHAC's selection criteria were prepared and shared with ACTA for alignment.
Priorities for next working week/s
- Facilitate and deliver the transport working group meeting on 7th Feb - all s47E(d) s - Draft working group consultation notes and outcomes following the meeting - s47E - Prepare and submit ACTA stage 2 commitment approvals to Rusty for delegate approval and register on SAP - TBC - Coordinate with s47 for conflict of interest forms - s47E(c), s47F s47E(d) G(1) s47E(c), s47F - Discuss communication artefacts and approach to inform Meals feasibility study participants and the wider

sector about the current approach to delivering the meals pilot - s47E(c), omms team

- Review ToRs and governance material for s47G(1)(a) / Commonwealth s47E(c), s47F
- Inputs into CHSP and Continence Policy section strategy for s47E(c), s47F
- s47E(d) s47E(c), s47F
- Prepare a comms plan for community transport sector engagement (communique/webinars, factsheets, website content, etc) s47E(c), s47F
- Revisit the Project documents, update the ToR's and governance documents s47E(c), s47F (delayed due to other priorities)
- Prepare a presentation for DSS to take them through the pilot project objectives, scope, timelines and dependencies s47E(c) deprioritised).
- Set up a meeting with s47E(c) to discuss open risks in the risk register s47E(c) deprioritised).

To discuss

- N/A

Risks identified

- ISSUE008:** The Department and s47E(c) have decided to part ways and end the engagement following the delivery of the s47G(1)(a) transition contract. The issue is an opportunity to end the relationship and restart the pilot with a fresh perspective.

Decisions

s47E(d)

- D44:** s47E(c) will not be the preferred consultant for the meals pilot; their contracts will be closed up, and the s47G(1)(a) will be decommissioned - Russell Herald
- D45:** The meals pilot will need to engage more broadly across the meals delivery sector. The study won't longer be confined to the Meals on Wheels model. Other meal service types will also be included - s47E(c), s47G(1)(a)
- D47:** The Mela's pilot design will commence in late 2024, with the pilot kick-off in July 2025. The scope of the pilot will be reduced to policy definitions and exclude IT components and financial analysis/development of pricing matrix. The pricing aspects will be addressed as part of the IHACPA pricing review - Russell Herald.
- D48:** ACTA will organise regular meetings between ACTA and the pilot participants to have more frequent discussions re the pilot day-to-day. These will occur more frequently without DoHAC, and every 6-8 weeks, DoHAC will be part of the co-design session in the formal working group meetings.

Regards,
s47E(c), s47F

From: s47E(c), s47F

Sent: Friday, January 19, 2024 4:28 PM

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

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

Subject: RE: Meals and Transport - End of week status updates 19/01/24 [SEC=OFFICIAL]

H s47E(c), s47F

This week's status update copied below. Please let me know if I have missed anything.

Hope you have a great weekend!

Status update

s47E(d)

- s47G(1)(a) transition contract execution is pending following departmental review and acceptance of s47E(c), s47F. PAS, FBP and delegate approvals were received, with final documentation to be added to G(1)(a)
- Transport F2F working group venue arrangements finalised. ACTA's fortnightly meeting on 23rd Jan will be utilised to finalise the agenda, slide deck, and materials.

s47E(d), s47C

- s47E(d)
- s47E(c) is reviewing and updating the project documentation for AS endorsement in February 2024.

Achievements

- Finalised the draft s47G(1)(a) Transition Contract based on PAS and feedback - s47E(c), s47F
- Venue booked for the F2F meeting and draft slide deck, ToRs, definition paper and agenda prepared for collaboration with ACTA.

Priorities for next working week/s

- s47E(d)
- Review meals ToRs and governance material in preparation for kick-off following s47E(c), s47F contract execution (TBC) - s47E(c), s47F
- Transport F2F meeting actions:
 - Finalise the Agenda and send the draft slide deck to s47E(c), s47F for discussion by 19th Jan - s47E(c), s47F
 - Finalise the WG ToR's and draft policy paper before Feb meeting - s47E(c), s47F
 - Chat with the comms team and look at getting a video from the MO acknowledging the pilot and including the request in the MinSub - s47E(c), s47F
- Prepare a comms plan for community transport sector engagement (communique/webinars, factsheets, website content etc) s47E(c), s47F
- Revisit the Project documents, update the ToR's and governance documents s47E(c), s47F
- Prepare a presentation for DSS to take them through the pilot project objectives, scope, timelines and dependencies s47E(c) deprioritised).
- Set up a meeting with s47E(c) to talk about open risks in the risk register - s47E(c) deprioritised).

To discuss

- s47E(c) changes on the draft s47G(1)(a) transition contract

Risks identified

- ISSUE008:** s47E(d), s47C

Decisions

- D42:** Due to political sensitivities and procurement requirements, the department will consider going to market to procure services for the meals pilot, acknowledging the delayed start from Jan 2025 s47E(c) will not be the default consultant per the previous approach.

Regards,
s47E(c), s47F

From: s47E(c), s47F
 Sent: Friday, 12 January 2024 5:30 PM
 To: s47E(c), s47F <@health.gov.au> s47E(c), s47F <@health.gov.au>
 Cc: s47E(c), s47F <@health.gov.au> s47E(c), s47F <@health.gov.au> s47E(c), s47F <@health.gov.au>
 Subject: RE: Meals and Transport - End of week status updates 12/01/24 [SEC=OFFICIAL]
 Hi s47E(c), s47F

This week's status update copied below. Please let me know if I have missed anything.

Hope you have a great weekend!

Status update
s47E(d) - s47 is organising venues for the Transport F2F working group s47G(confirmed availability, and s engaged for payment of the deposit. - s47E(d), s47C - s47 is unable to continue providing services at the s47G(1) pilot site due to a lack of funding. The s47G(4) related services will need to be transitioned to s47G(1)(a). Team is currently drafting a contract s47G(1) transition to enable this transition. - s47E(d) - s is reviewing and updating the project documentation for AS endorsement in February 2024.
Achievements
- The transport working group minutes were released to ACTA for distribution among participants. - s47E(d) - ACTA contract variation for stage 2 delivery raised with PAS for advice.
Priorities for next working week/s
- s47E(d) - Finalise the draft s47G(1) Transition contract based on PAS feedback s47E(c) - Review meals ToRs and governance material in preparation for kick-off following s47 contract execution (TBC) - s47 - Finalise the Transport participant selection criteria defensive points s47E(c), s47F - Transport F2F meeting actions: - Finalise the Agenda and send the draft slide deck to s47F for discussion by 19th Jan - s47E(c), s47F - Work on the WG ToR's and draft policy paper before Feb meeting - s47E(c), s47F - Prepare a comms plan for community transport sector engagement (communique/webinars, factsheets, website content etc) s47E(c). - Revisit the Project documents, update the ToR's and governance documents - s47E(c), s47F - Prepare a presentation for DSS to take them through the pilot project objectives, scope, timelines and dependencies - s47E(c), s47F - Set up a meeting with s47 to talk about open risks in the risk register s47E(c) (prioritised).
To discuss
N/A
Risks identified
ISSUE007: The lack of appropriate procurement procedures for earlier s47 contract establishment is causing concerns with clearing the s47G(1) transition contract through PAS.
Decisions
D42: The transport Reference group will not be established for the time being. The Department will monitor the sentiments of the sector and where stakeholders raise further concerns, the project team will look at setting up a governance body/mechanism - s47E(c), s47F

Regards,
 s47E(c), s47F

From: s47E(c), s47F
 Sent: Friday, 22 December 2023 12:28 PM
 To: s47E(c), s47F <@health.gov.au> s47E(c), s47F <@health.gov.au>
 Cc: s47E(c), s47F <@health.gov.au> s47E(c), s47F <@health.gov.au> s47E(c), s47F <@health.gov.au>
 Subject: RE: Meals and Transport - End of week status updates 22/12/23 [SEC=OFFICIAL]

Hi all,

Below is the last update of Meals and Transport Pilot for the year.. yep, tis the time

I want to thank everyone for all the work in this space in the past six months. It's been a long and uncertain road, but we have also overcome many significant challenges along the way (a few to reflect on, over some).

s47E(d)

Status update
- OPD activity was completed on 20 December 23, and documents were submitted to the DLO by s47 - s47E(d) - PAS advice received on the ACTA contract extension - no major updates. Contract fully executed with ACTA and now valid till 30 June 2024 - The s47 contract is to be drafted early on 24 January. The team requires clear terms and potentially a new proposal from s47 to initiate the redraft. s47 sent an email. - s47E(d) - s47 briefed ACTA about decision D34 - s47F s47G(1)(b) - s47G(1)(b) - s47E(d) - s is reviewing and updating the project documentation for AS endorsement in February 2024.
Achievements
- OPD for future Fit contract completed and documents submitted to DLO - Review of s47G(proposed terms and departmental recommendations sent to s47 for a revised proposal. - s47E(d)
Priorities for next working week/s
- Review and release the first transport meeting minutes with ACTA for distribution - s47 - s47E(d) - Review and update contracts to reflect changes to scope, timelines and funding amounts if needed

(following corrections and revised proposal from s47G s47E(c). • Gather the Transport selection criteria and the participant list from s47 and share with s47G(1)(a) s47E(c). • Revisit the Project documents, update the ToR's and governance documents - s47E(c). • Prepare a presentation for DSS to take them through the pilot project objectives, scope, timelines and dependencies - s47E(c) (deprioritised). • Set up a meeting with s47 to talk about open risks in the risk register - s47 E(c) eprioritised).
To discuss • N/A
Risks identified • ISSUE007: s47E(d) • •
Decisions s47E(d), s47F • meet obligations under the procurement rules and regulations to undertake a value-for-money assessment and, thereby, will need a revised proposal to be submitted by s47 for consideration - Russell Herald s47E(c), s47F .

- What we have overcome since project initiation:
- Approach to delivering the pilots (i.e. from setting up a committee to engaging s47G(1)(a) to drive the projects, approach to provider contract extensions, dual reporting, etc)
 - Procurement challenges in engaging s47G(1)(a)
 - Senate estimate discussions on s47G(1)(a) and all the activities that followed (QONs, QTBs, FOLs, OPD and everything in between)
 - Gaining agreement from the wider MoW sector, Departmental executives and Senate/MO to progress the melas pilot study (all the approvals, discussions, emails and decisions in between)
 - Challenges in managing s47G(1)(a) expectations
 - Staff availability issues and consistent urgency around project deliverables causing decreased attention to other BAU activities in the section

s47E(c), s47F

Section 22 - Out of scope of date range



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