Doc ID: A10839779

MORNINGTON PENINSULA Shire

16 December 2021

s47F

Director Community Grants Hub
Via Email: s47E(d) @dss.gov.gu

Dear s47F

Re: Commonwealth Home Support Program (CHSP) Funding Agreement 4-BF7SOHM

In line with government reporting requirements, I am writing to advise of Mornington Peninsula Shire Council's decision to cease delivery of some in-home CHSP services from 30 June 2022.

Due to significant reforms in the aged care sector it is no longer viable for Council to continue to provide the following services:

- Domestic Assistance (4-BF7SOHU)
- Personal Care (4-BFMIMTI)
- Flexible Respite (4-BFMIMC6)
- Social Support Individual (4-BFNW1O0)
- Home Maintenance (4-BFMIMFU)
- Home Modifications (4-BFMIMIZ)

Council recognises that support to remain at home is critical to the wellbeing of older residents. However, ongoing changes in the industry due to the Aged Care Reforms would require Council to change the way we operate these services. It has been acknowledged that other specialised aged care providers can now offer an equivalent level of care and support as Council.

Council affirms its commitment to the provision and further investment and expansion of wellbeing and social connections programs and initiatives for older residents. To this effect, Council will continue to deliver the following CHSP services:

- Sector Support & Development (4-BFMIMX1)
- Meals (4-BFMIMME)
- Social Support Group (4-BFNW1KJ)

Shire officers commit to transitioning all eligible clients on or before 30 June 2022 to alternate service provider/s appointed by the Commonwealth and will be in contact in the coming weeks to begin the Transition Out process.

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Contact the Mornington Peninsula Shire
1300 850 600
mornpen.vic.gov.au
customerservice@mornpen.vic.gov.au

By post: Private Bag 1000,
90 Besgrove Street, Rosebud VIC 3939
ABN: 53 159 890 143

MORNINGTON PENINSULA Shire

If you have any questions in the interim, please contact s47F s47F @mornpen.vic.gov.au or s47F

Yours sincerely

s47F

Cc: s47F - Funding Agreement Manager (same email address)

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mornpen.vic.gov.au
customerservice@mornpen.vic.gov.au

By post: Private Bag 1000,
90 Besgrove Street, Rosebud VIC 3939
ABN: 53 159 890 143

s47F, s47E(c)

From: s47F @mornpen.vic.gov.au>
Sent: Friday, 17 December 2021 10:51 AM
To: CHSP.VIC.Team3_dss_contact; CHSP Program
Cc: RR0016_dss_contact; s47E(d) @helath.gov.au; KE0009_dss_contact
Subject: CHSP Extension Application Survey & Transition Out Plan - Mornington Peninsula Shire (53 159 890 143]
Attachments: Commonwealth Home Support Program Funding Agreement Cessation.pdf; MPSC - CHSP Transition Out Plan.docx

Follow Up Flag: Follow up
Flag Status: Flagged

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To Whom it May concern

Please find Mornington Peninsula Shire's (53 159 890 143] responses to the following:

- **Question 1: Does your organisation have the financial and administrative systems in place to deliver services from 1 July 2022?**
  - MPS will only be continuing Meals and Social Support Group into FY23
  - Yes
- **Question 2: Do you agree with the proposed outputs listed in Table B of this letter?**
  - Yes, we agree with and can achieve these targets, providing COVID does not impact Social Support Group again

Activity Name	Funding 2022-23 (ex GST.)	Outputs 2022-23	Unit Price $	Continuing in FY23	Question 2: Do we agree with the Proposed Outputs
CHSP Personal Care	s47G				
Domestic Assistance					
Flexible Respite					
Home Maintenance					
Home Modifications					
Meals					
Social Support - Group					

Social Support - Individual	s47G

I have attached our formal notification of service delivery cessation from 30 June 2022 and our Transition Out Plan.

Regards

s47F

s47F

Email: s47F @mornpen.vic.gov.au

Phone: 03 s47F

Work days: Monday-Friday, 8.30am - 5.00pm

Private Bag 1000, Rosebud VIC 3939 | 21 Marine Parade, Hastings VIC 3915

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From: s47F @mornpen.vic.gov.au>
Sent: Thursday, 19 January 2023 4:41 PM
To: CHSP Extension <CHSPExtension@Health.gov.au>
Subject: TRIM: FW: CHSP Extension 2023-2024 – Proposed Funding and Outputs - Mornington Peninsula Shire Council [SEC=UNOFFICIAL]

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Thank you for the below email, and my apologies for the delayed response.

Responses from Mornington Peninsula Shire Council (MPSC):

- Does your organisation intend to seek changes to the proposed funding and outputs within the parameters set out in the fact sheet on the Health website?
  - **No**, MPSC accepts the funding outputs
- Does your organisation intend to cease CHSP service provision after 30 June 2023?
  - **No**, MPSC will continue with CHSP service provision under the activities listed in the table in your email.

Regards
s47F

s47F
Email: s47F @mornpen.vic.gov.au
Phone: 03 s47F
Work days: Monday-Friday, 8.30am - 5.00pm
Private Bag 1000, Rosebud VIC 3939 | 21 Marine Parade, Hastings VIC 3915
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From: s47F
Sent: Wednesday, 14 December 2022 7:51 PM
To: s47F
Subject: FW: CHSP Extension 2023-2024 – Proposed Funding and Outputs - Mornington Peninsula Shire Council [SEC=UNOFFICIAL]
Hi Ladies
This one's for you.
Thanks s47F
From: CHSP Extension <CHSPExtension@Health.gov.au>
Sent: Wednesday, 14 December 2022 7:38 PM
To: s47F @mornpen.vic.gov.au>
Subject: CHSP Extension 2023-2024 – Proposed Funding and Outputs - Mornington Peninsula Shire Council [SEC=UNOFFICIAL]

Australian Government

Department of Health and Aged Care

s47F

Mornington Peninsula Shire Council

s47F@mornpen.vic.gov.au

Dear Sir or Madam,

Commonwealth Home Support Programme (CHSP) Funding Agreement Extension 2023-2024 – Proposed Funding and Outputs

As part of the 25 October 2022 Federal Budget, CHSP was extended for a further 12 months to 30 June 2024. This aligns with the Australian Government's announcement of a revised implementation date of 1 July 2024 for a new in-home aged care program.

The Department has now published a fact sheet on the Health website which sets out important information about this extension, including updated CHSP prices. We encourage you to refer to this information and any future CHSP updates to guidelines and published fact sheets.

The table at the end of this letter outlines the proposed CHSP 2023-2024 funding and outputs for your organisation. Funding and outputs are shown at the activity level, for each activity for which you are funded.

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Action required by you at this time

- Review the proposal carefully. There are important notes underneath the table that give further context to the proposal.
- Reply within four weeks of receiving this letter to CHSPextension@health.gov.au mailbox with your organisation's responses to the following three questions. Please copy in your Funding Arrangement Manager.

Use a **Yes** or **No** format in your response back to this letter. For example: 1. Yes 2. No 3. No

1. **Yes** or **No**:

Does your organisation intend to continue with CHSP service provision in 2023-2024 based on the proposed funding and outputs? If you answer **Yes**, during the first half of 2023 you will be sent a formal offer with a Deed of Variation, Activity Work Plan and revised copy of your Standard Grant Agreement.

2. **Yes** or **No**:

Does your organisation intend to seek changes to the proposed funding and outputs within the parameters set out in the fact sheet on the Health website? If you answer **Yes**, you will contacted by your Funding Arrangement Manager to discuss the changes sought.

3. **Yes or No:**

Does your organisation intend to cease CHSP service provision after 30 June 2023? If you answer **Yes**, you will be contacted to discuss arrangements to support your organisation's transition out of the CHSP in a manner that ensures service continuity for clients.

If you have any questions or concerns about any of the information contained in this letter, please contact your Funding Arrangement Manager.

Regards,
CHSP Program Management Section
Home Support Operations Branch
Home and Residential Division | Ageing and Aged Care Group
Department of Health and Aged Care

Table: Proposed 2023-2024 Funding and Outputs

The Department of Health and Aged Care will be seeking to make these Proposed changes to your CHSP 2023-2024 Activity funding as per the table below:

Activity Name	Funding (ex GST.) 2023-24	Outputs 2023-24	Unit Price $
Meals	s47G		
Service Systems Development			
Social Support - Group			

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Important notes:

- The Table describes a full financial year, with GST Exclusive amounts, and the proposed funding includes indexation.
- Funding and outputs are shown at the activity level and are informed by your current CHSP 2022-2023 Standard Grant Agreement. Recent Ad Hoc Variations, Relinquishments or Novations may not be taken into account due to processing times. These will however be included as part of the 2023-24 extension.
- The 2023-2024 funding agreement for each CHSP provider will have one unit price per activity which reflect an average across all the ACPRs in which you deliver services.
- The Actual change(s) may vary from what is Proposed in the Table, this is an indication of the proposed funding and outputs.
- Certain funding agreements may also be reviewed and varied by reducing the amount of Commonwealth funding paid in 2023-2024 to account for unexpended funds from previous years, to better reflect performance or address local service needs.
- This letter does not constitute a formal offer, and no legal obligations shall arise until a funding agreement is signed by the Commonwealth.
- A Deed of Variation will be issued to your organisation during the first half of 2023.

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From: s47F @mornpen.vic.gov.au>
Sent: Thursday, 14 March 2024 2:00 PM
To: CHSP Extension <CHSPExtension@Health.gov.au>
Cc: s47F @mornpen.vic.gov.au>; s47F @mornpen.vic.gov.au>
Subject: CHSP Extension 2024-2025 - Invitation to Apply - Mornington Peninsula Shire Council [SEC=UNOFFICIAL]

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To the CHSP Program Management Section
Thank you for your email of 1 March 2023.
Below are the responses for MPSC for FY25 CHSP service provision.

Q #	Question	Response
1	Does your organisation intend to continue with CHSP service provision in 2024-2025 based on the table below? *If you answer Yes, within the next four months you will be sent a formal offer with a Deed of Variation, Activity Work Plan and revised copy of your Standard Grant Agreement.*	No
2	Does your organisation intend to seek changes to the proposed funding and outputs within the parameters set out in the fact sheet on the Health website? *If you answer **Yes**, you will contacted by your Funding Arrangement Manager to discuss the changes sought.*	Yes
3	Does your organisation service any clients who are not registered in MyAgedCare? *If you answer Yes, please reply with the number of clients in this situation. At a future point, you will be contacted to discuss arrangements to have these clients registered with MyAgedCare.*	Yes s47G

I look forward to discussing our proposed changes to the FY25 funding and outputs with our FAM.
Please contact me if you require any further information.
Cheers
s47F

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s47F
Email: s47F @mornpen.vic.gov.au
Phone: 03 s47F
Work days: Monday-Friday, 8.30am - 5.00pm
Private Bag 1000, Rosebud VIC 3939 | 21 Marine Parade, Hastings VIC 3915
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Mornington Peninsula Shire acknowledges and pays respect to the Bunurong people, the Traditional Custodians of these lands and waters.
We are committed to carbon neutrality.

From: s47F
Sent: Friday, 1 March 2024 12:50 PM
To: s47F
Subject: FW: CHSP Extension 2024-2025 - Invitation to Apply - Mornington Peninsula Shire Council [SEC=UNOFFICIAL]
Hey s47F

One for you?
Thanks
s47F

From: CHSP Extension <CHSPExtension@Health.gov.au>
Sent: Friday, 1 March 2024 12:44 PM
To: s47F @mornpen.vic.gov.au>
Cc: s47E(d) @dss.gov.au
Subject: CHSP Extension 2024-2025 - Invitation to Apply - Mornington Peninsula Shire Council [SEC=UNOFFICIAL]

Australian Government

Department of Health and Aged Care

Dear s47F ,

Grant Opportunity Open - Invitation to Apply
Commonwealth Home Support Programme (CHSP) Funding Extension 2024-2025

All current CHSP providers who intend to continue service delivery beyond 30 June 2024 must apply for the CHSP Funding Extension 2024-2025 grant opportunity.

This email is your **invitation to apply for GO6821.**

The information that follows will explain how you are to apply for the grant opportunity to extend CHSP funding into 2024-2025.

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Immediate action required by you

- **Grant Opportunity**
  You must read and understand all the documentation relating to the CHSP Funding Extension 2024-2025 grant opportunity, which can be found on GrantConnect. The department has also published a fact sheet on the Health website which sets out important information about this extension, including updated CHSP unit prices.
- **Funding table**
  Review the table below. This table outlines your organisation's total funding for 2024-2025 distributed across the contracted activities. Target outputs and applicable unit prices are described at the activity level.
- **Continue service delivery**
  If your organisation intends to continue service delivery beyond 30 June 2024 (either for the total funding amount or a reduced amount), you must apply for the grant opportunity by replying to chspextension@health.gov.au with your organisation's answers to the questions below.
- **Apply for the grant**
  To apply for the CHSP Extension 2024-2025, reply to chspextension@health.gov.au within two weeks with your organisation's responses to the three questions posed.
- **Cease service delivery**
  If your organisation intends to cease all service delivery at some point after 30 June 2024, you must reply with that information to chspextension@health.gov.au. This notification must be prompt to ensure a smooth transition for clients. The withdrawal date will be a minimum of four months from the date of the first transition out plan submitted to the department.

Use a **Yes** or **No** format in your response back to this invitation. For example:

1. Yes
2. No
3. Yes – insert number of clients

1. **Yes** or **No**: Does your organisation intend to continue with CHSP service provision in 2024-2025 based on the table below? If you answer **Yes**, within the next four months you will be sent a formal offer with a Deed of Variation, Activity Work Plan and revised copy of your Standard Grant Agreement.
2. **Yes** or **No**: Does your organisation intend to seek changes to the proposed funding and outputs within the parameters set out in the fact sheet on the Health website? If you answer **Yes**, you will contacted by your Funding Arrangement Manager to discuss the changes sought.

3. **Yes or No:** Does your organisation service any clients who are not registered in MyAgedCare? If you answer **Yes**, please reply with the number of clients in this situation. At a future point, you will be contacted to discuss arrangements to have these clients registered with MyAgedCare.

If you have any questions or concerns about any of the information contained in this letter, please contact your Funding Arrangement Manager.

Regards,
CHSP Program Management Section
Home Support Operations Branch
Home and Residential Division | Ageing and Aged Care Group
Department of Health and Aged Care

Table: 2024-2025 Funding and Outputs

The Department of Health and Aged Care will be offering this Funding, Outputs and Unit Price per Activity in your CHSP 2024-2025 grant agreement as per the table below.

Note: We have included funding (plus indexation) from approved applications for the 2023-24 Fair Work Commission CHSP Base Funding Grant.

Activity Name	Funding 2024-25 (ex GST.)	Outputs 2024-25	Unit Price $ 2024-25
Meals	s47G		
Service Systems Development			
Social Support - Group			
Total Funding			

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Important notes:

- The Table describes funding that is GST exclusive and includes 3.5% indexation.
- Funding and outputs are for the full financial year and are shown at activity level.
- Unit price is described at the activity level, which reflects an average across all the ACPRs in which you deliver services.
- Approval of CHSP grant amounts or variations to existing arrangements up to 28 February 2024 are reflected in the above table due to processing times.
  We will endeavour to include future approvals in your 2024-2025 extension variation or by way of a subsequent variation to take effect from 1 July 2024.
- Providers will not be allowed to roll over any unexpended funds from 2023-2024 (and prior years) into 2024-2025.
- A Deed of Variation with accompanying Activity Work Plan will be issued to your organisation before 30 June 2024. We encourage prompt consideration and return to ensure continuity without disruption of service delivery, client referrals, and funding payments beyond 30 June 2024.

This letter does not constitute a formal offer, and no legal obligations shall arise until a grant agreement is signed by the Commonwealth.

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Commonwealth Home Support Program Transport Funding Business Case

MORNINGTON PENINSULA Shire

Organisation ID: 1-3AG-55
Funding Agreement ID: 4-BF7SOHM
Program Schedule ID: 4-BF7SOHO
Activity Number: 4-BFNW1KJ

1. Introduction and Context

Mornington Peninsula Shire Council (Council) have provided a range of funded aged and disability services under the Commonwealth Support Home Program (CSHP) and former Home and Community Care (HACC) program for more than 30 years. Over this time, Council has delivered domestic assistance, personal and respite care, meals and food preparation, transport and social support programs and activities.

In 2022, Council determined to conclude its role as a provider of CHSP funded domestic assistance, personal and respite care and social support individual services but to remain a provider of delivered meals, transport and social support activities.

The decision to continue as a provider of these selected CSHP services recognised the limited availability of these services across the Mornington Peninsula to address and respond to the existing and increasing needs of an older and ageing population living in the Shire.

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2. Overview of Social Support Group Service Delivery

In the current year, FY 2025, Council is funded s47G for delivery of Social Support Group activity (SSG) under the CSHP.

Council has delivered an integrated transport and social support service delivery model under the Social Support Group program for the past 15 years. This approach to service provision continued with the conclusion of the HACC program and the commencement of CHSP in 2016.

Consistent with program and funding requirements, all clients are registered with My Aged Care, have been assessed by the Regional Assessment team and confirmed as eligible for Social Support Group funded services.

Council estimates that it has supported more than s47G individual clients through these programs over the last 15 years. The program currently provides a range of transport, social support and health and wellbeing connections to s47G residents actively engaged in Councils Social Support Group programs.

Three program activities are delivered under the current Social Support Group integrated service model:

Outings and Excursions: provides a structured group-based activity providing the opportunity for clients and their carers to participate in community life and to support social interaction and enhanced well-being.

s22

s47G

Dial a Bus: provides unassisted direct transport that collects residents from their homes and drops them to locations within a designated transport route. Providing fourteen (14) timetables offering various routes on rotation, these routes are designed to ensure eligible CHSP clients living in all townships on the Peninsula have access to transport support to actively participate in community life, and access necessary services and supports to maintain their wellness and independence. Bus routes are continuously reviewed and refreshed to accommodate client needs and ensure route efficiencies to support client comfort and responsiveness.

This service provides a supported door to door service model, with clients picked up from their homes and transported to any location within the designated transport route. Drop off locations include shopping centres, libraries, recreation facilities, social clubs and groups. Clients are all assisted on and from the bus by trained and qualified drivers and the drivers assist clients with loading mobility equipment and carrying shopping and goods on and from the bus.

Clients are picked up from designated locations and returned to their individual homes, with drivers securing their safe and supported return from these excursions to meet their social, community, food and related wellbeing needs.

Demand for this service is high with timetables at capacity and additional buses often deployed to the southern end of the Peninsula to support client demand. s47G

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Health Access Transport: provides a supported, time sensitive and reliable transport service to connect clients to health and medical appointments. The service transports eligible residents from their home to their appointment, then collects the client from the designated location for secure transport to their home. The service is limited to medical appointments only and does not provide or duplicate medical transport required for medical treatments or procedures. Health and medical locations include individual GPs and GP clinics, hospitals, medical specialists, community and allied health services and providers, including CHSP funded service providers across the Mornington Peninsula and into Frankston City Council municipal area.

Utilisation of this service is continuing to grow since it was introduced as an additional service in March 2023.

3. Funding Variation Request

Following advice from our Funding Agreement Manager regarding the sustainability of our current service model under the Social Support Group funding and service agreement, Council is seeking a variation to funding arrangements to secure the delivery of these high demand programs to CHSP approved clients into the future.

Commonwealth Home Support Program Transport Funding Business Case

MORNINGTON PENINSULA Shire

To achieve this outcome, Council is seeking to become a funded provider of CHSP transport services in addition to remaining a provider of Social Support Group activity.

To achieve this outcome, Council is proposing a redistribution of Council's current FY25 Social Support Group funding as follows:

- funding of s47G be retained to support continued delivery of SSG activity.
- the amount of s47G transferred and allocated to fund the delivery of transport activities as described above.

This proposal results in no additional cost to the Commonwealth as the total combined funding for the programs would remain at s47G for FY25.

Due to the physical size of the Peninsula (192km of coastline and 732km^2 area) and the distances covered every day, Council is seeking the maximum unit cost available for each activity. Council are proposing the following split of funding against each activity for FY25 as follows:

Activity	Output	FY 25 Unit Price	Total funding
Social Support Group	s47G		
Transport			

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Council make a significant co-contribution to deliver funded transport and social support group services to eligible older residents across the Shire.

This commitment includes:

s47G

4. Transition Proposal

To support the effective and efficient transition to new funding arrangements, Council Officers will support and communicate with current clients to ensure continuity of service and will resource the seamless transition to new funding data collection and reporting arrangements.

To ensure clients are appropriately allocated to the correct service activity type, Council will analyse and capture advice regarding client assessment and approval for CHSP Social Support Group and Transport services.

Council will also identify those clients accessing "transport" related services and capture the length of time services have been utilised.

Clients identified as accessing "transport" activities that have not been approved for CHSP Transport may require review and reassessment.

Council Officers will liaise with the Funding Agreement Manager, and other officers as required, to ensure an effective process for client transition and data collection, that will not apply undue stress on the local Assessment Service and will secure continuity of service and supports to current clients.

Officers will be available to support any necessary processes to secure the successful outcome of this proposal as appropriate to our provider role.

As Council has not collected data related to the provision of "transport" related services as instructed by the Funding Agreement Manager in March 2024, data related to the delivery of outcomes to our CHSP is significantly impacted.

Council has continued to collect this data for internal purposes and looks forward to reporting on the performance of transport activities at the earliest opportunity and to ensure the retention of valuable resources to meet the current and future needs of the MPS community.
Council would welcome the opportunity to reinstate reporting if these hours while this proposal is considered and activated if approved in due course.

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Supporting Advice and Service Need Assessment

1.CHSP FUNDED TRANSPORT ON THE PENINSULA

Council contacted all agencies/organisations listed on the My Aged Care Portal as CSHP funded transport providers on the Mornington Peninsula. Of the six (6) CSHP funded providers, five (5) providers currently do not run a service on the Peninsula, and only 1 provider may offer a service following assessment on a case-by-case basis.

No providers identified they are engaged in transport service delivery to current Peninsula clients, and Council's referral knowledge suggests that no Council RAS transport referrals have been accepted by these providers in recent history.

A summary of recent provider advice is captured in the table below:

Provider Name	Current MAC status	Coverage	Type of Transport	Notes
s47G				

Commonwealth Home Support Program Transport Funding Business Case

MORNINGTON PENINSULA Shire

s47G

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s47G

2. NOT FOR PROFIT TRANSPORT OPTIONS

There are two (2) not for profit transport providers on the Peninsula:

Peninsula Transport Assist (PTA): is a volunteer-based program providing 'affordable and accessible transport and support options throughout Frankston and the Mornington Peninsula.' PTA does not have eligibility restrictions and supports residents who are not CHSP eligible. The service nominates a trip mileage charge, estimated to be equivalent to the cost of a half-price taxi voucher - $20-40 for up to 40km, and then $0.95c per km for trips over 41km.

For a resident to travel from Portsea to Melbourne with PTA for a medical appointment, the trip would cost around $210. Given the size of the Mornington Peninsula and the distance from the city, this cost is often prohibitive to many older residents.

Southern Peninsula Cancer Transport Group: drive patients diagnosed with cancer to their medical appointments and treatment in an area where public transport is inadequate. The service is limited to users who have cancer or a cancer related illness. The service supports a limited area on the Peninsula and will not service the further reaching areas such as the southern end of the Peninsula.

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3. PUBLIC TRANSPORT

The Mornington Peninsula has the second lowest provision of public transport per person in metropolitan Melbourne and the vast majority of the Mornington Peninsula (82%) is not serviced by adequate public transport. These combined factors have a significant impact on older residents who are disproportionally affected by the limited public transport options on the Peninsula.

Council continues active advocacy for the provision of reliable and accessible transport to support transport disadvantaged residents and to keep older disabled and isolated residents connected to economic and social opportunities, essential services and their community, friends and family.

The limited public transport bus services that are in operation on the Peninsula run as a collection of independent routes rather than an integrated system. This causes significant barriers to link trips across the Peninsula and can deny residents who rely on public transport the opportunity to connect to important activity centres in Hastings, Rosebud, Mornington, Frankston and beyond.

Council will continue to advocate strongly for increased public transport routes and systems.

Commonwealth Home Support Program Transport Funding Business Case

MORNINGTON PENINSULA Shire

4. INDIVIDUAL TRANSPORT OPTIONS

Access to taxi's and rideshare services are limited due to vehicle availability across Mornington Peninsula and services are further limited to the southern end. Trip costs can be very high, particularly for older residents needing to regularly travel for medical appointments.

5. OLDER PEOPLE ON THE MORNINGTON PENINSULA

As evidenced in the 2021 Census and compared to the Victorian and Australian average, there are:

- higher and increasing numbers of people over 65 years of age and living in Mornington Peninsula Shire
- higher single and couple households over 65 years living in Mornington Peninsula Shire
- higher numbers of residents over 65 years of age requiring assistance with the tasks of daily living
- Evidence of declining vehicle ownership as residents age in place

The age structure of Mornington Peninsula Shire provides key insights into the level of demand for age-based services and facilities.

Age Range	Number on MPS	% of MPS Population	% of Vic Population	% of Aust Population
65 to 85+	45,980	27.3%	16.8%	17.2%
55 to 64	23,200	13.7%	11.5%	11.9%
Total	69,180	41%	28.3%	29.1%

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The above *ABS Census of Population and Housing 2016 & 2021* figures show that a much larger percentage of older people call the Mornington Peninsula home than in other areas across Victoria and the rest of Australia.
In 2021 there were 45,980 residents aged 65 and above who are eligible for Commonwealth Home Support Program (CHSP) services. The population of aged residents is significantly higher than both Victoria's and Australia's aged populations by an amount of 10.5% and 10.1% respectively. Over the next 10 years a further 23,200 residents will age into the CHSP/Support at Home program age range, 11.5% more than the rest of Victoria and 11.9% more than the rest of Australia.

Between 2016 and 2021, the population of 65+ year-olds living on the Peninsula increased by 7,852. The proportion of the total population who are aged 65+ has increased over time, from 24.6% in 2016, to 27.3% in 2021.

Household Type

- 10,559 people over 65 years of age live alone. This is 25.2% of the MP's older population, almost 1% higher than Greater Melbourne
- 23,455 people over 65 years of age live in a 2-person household. This is 56% of the MP's older population, 9% higher than Greater Melbourne
    - Combined this is 34,014 older people. This is 81.2% of the MP's older population, 9% higher than Greater Melbourne

Need for Assistance

- 10,523 people reported in 2021 census that they need help for assistance.
  - 6,562 of these are over 65 years of age: 62.36% of people on the MP needing assistance are over 65 years of age, compared to 56.6% in Greater Melbourne. Almost 8% higher.
  - This is an increase of 1,502 people since the 2016 census.
- 960 people reporting that they need assistance also reported they do not own a vehicle. This is an increase of 239 people since 2016.

Population Forecast

- Between 2021 and 2026, the age structure forecasts for Mornington Peninsula Shire indicate a 5.3% increase in population of retirement age.
- Forecast to be an additional 2,389 residents over the age of 65 on the MP by 2026 – 27.49% of total MP population, 0.77% increase.
- Forecast to be an additional 7,057 residents over the age of 65 on the MP by 2036 – 29.03% of total MP population, 2.31% increase.

6. COMMUNITY FEEDBACK

Community consultation was undertaken in December 2023 with residents over the age of 55 about ageing well on the peninsula. A total of 220 participants were asked what support older people need and what difficulties do older people face in ageing well on the peninsula. Included in the 21 key findings were: improved public and community and transport, impacts of social isolation and loneliness and cost of living pressures.

An executive summary of the feedback about transport on the peninsula from the consultation was:

Transport - Dial a bus, Peninsula Transport Assist and other community transport options are essential to support social participation and access to community programs and health services. Support to use public and community transport. Seating and shade at transport stops and stations. Accessible platforms and all ability information for using PT services, times, and requirements. Available community and public transport on weekends and nights. Direct routes connecting east and west. Accessible transport and driver training to support people with mobility issues. Low-cost or free transport or free off-peak transport. Options of female drivers. Safety on public transport. Accessible transport schedules.

Specific comments contributed by participants included:

- Positive experience on dial a bus, peninsula transport assist.
- Community transport options are essential to support social participation and access to community programs and health services.
- Train services need to be expanded; more transport needed to connect east to west
- Affordable transport needed for special appointments.
- Lack of affordable public transport, more support needed to attend group activities, accompany and support to build social connections.
- Affordable programs and activities

7. ALIGNMENT TO COUNCIL PLANS AND STRATEGIES

The Shires Community Transport program aligns with and delivers on the following themes in the *Council and Wellbeing Plan:*

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- Increase social connection and reduce social isolation in our community.
- A community that is well connected through sustainable, accessible, and integrated transport options.
- Advocate for more accessible and frequent public transport services, including connected pathways, trails, buses and trains for the Mornington Peninsula.

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s47E(c), s47F

From: s47F @mornpen.vic.gov.au>
Sent: Thursday, 6 February 2025 9:20 AM
To: CHSP Extension
Cc: s47F
Subject: TRIM: FW: CHSP Extension 2025-2027 - Invitation to Apply - Mornington Peninsula Shire Council [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.

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Hi Team,

Please see our responses as set out below.

1. Is your organisation intending to continue to deliver CHSP services in 2025-2027 with no changes to the services for which you are currently funded in 2024-2025, other than as required under new Aged Care Act from 1 July 2025? **Yes.**
2. Is your organisation intending to continue to deliver CHSP services in 2025-2027 but wants to request changes to the services for which you are currently funded in 2024-25 such as relinquishment of a service type or a service type in a region? There is no scope for other negotiations to move funding between services. **No**
3. Does your organisation provide services to any clients who are not registered in MyAgedCare? **Yes, between 10 – 20 clients. We have a dedicated Community Connector Officer contacting clients to assist them to register with My Aged Care.**

Regards,

s47F

MORNINGTON PENINSULA Shire

s47F

Email: s47F @mornpen.vic.gov.au
Phone: 03 s47F
Private Bag 1000, Rosebud VIC 3939 | 21 Marine Parade, Hastings VIC 3915
Follow us on social media!



Mornington Peninsula Shire acknowledges and pays respect to the Bunurong people,
the Traditional Custodians of these lands and waters.
We are committed to carbon neutrality.

From: CHSP Vic
Sent: Friday, January 24, 2025 9:56 AM
To: s47F
Subject: FW: CHSP Extension 2025-2027 - Invitation to Apply - Mornington Peninsula Shire Council [SEC=OFFICIAL]
Hi s47F
FYI
Regards,
s47F
s47F
Funding Arrangement Manager
Community Grants Hub
Commonwealth Home Support Programme
Victorian State Office
P: (03) s47F @dss.gov.au

communitygrants.gov.au
The Department of Social Services acknowledges the traditional owners of country throughout Australia, and their continuing connection to land, water and community. We pay our respects to them and their cultures, and to Elders both past and present.



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From: CHSP Extension <CHSPExtension@Health.gov.au>
Sent: Friday, 24 January 2025 9:44 AM
To: s47F @mornpen.vic.gov.au

Cc: CHSP Vic <s47E(d) @dss.gov.au>
Subject: CHSP Extension 2025-2027 - Invitation to Apply - Mornington Peninsula Shire Council [SEC=OFFICIAL]

Australian Government

Department of Health and Aged Care

Dear s47F

Grant Opportunity Open - Invitation to Apply
Commonwealth Home Support Program (CHSP) Funding Extension 2025-2027

All current CHSP providers who intend to continue service delivery beyond 30 June 2025 must apply for the CHSP Funding Extension 2025-2027 grant opportunity.

This email is your organisation's **invitation to apply** for this grant opportunity.

Your organisation's total funding amount for CHSP 2025-2027 grant agreement (2 years) is s47G Specialised support services and Sector Support and Development services are funded only for the 2025-2026 year.

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Immediate action required by you

- **Grant Opportunity**
  You must read and understand all the documentation relating to the CHSP Funding Extension 2025-2027 grant opportunity, which can be found on GrantConnect. The department has published a fact sheet outlining what existing CHSP providers need to know about the 2025-27 extension and associated program changes.
- **Funding table**
  Review the table contained in this invitation. This table outlines your organisation's current funded services mapped to the new service list, the total funding for 2025-2026 distributed across these services and target outputs. Funding for 2026-2027 will be the same as that granted for 2025-2026, with indexation applied at a point in time in the first half of 2026. Further information is available in the department's fact sheet.
- **Apply for the grant**
  If your organisation intends to continue service delivery beyond 30 June 2025, you must apply for the grant opportunity. The application is to be made by email to chspextension@health.gov.au within two weeks of receiving this invitation, with your organisation's response to the questions posed below. This will allow the department to progress the establishment of your organisation's 2025-2027 CHSP grant agreement in a timely manner.
- **Request regional loading (if eligible)**
  Your organisation may request regional loading within the parameters outlined in the department's fact sheet about the extension.
  The request can be made in the same email as your application for extension sent to chspextension@health.gov.au.
  You may be contacted by your Funding Arrangement Manager to discuss your organisation's recent performance in the eligible regions.
- **Notify if ceasing all service delivery**

If your organisation intends to cease all CHSP service delivery, prompt notification must be given in accordance with the **Providers transitioning out** section of the CHSP Program Manual.

Use a **Yes** or **No** format in your response back to this invitation. For example:

1. Yes
2. No
3. Yes – also write the number of clients in this category

If applicable. We request relinquishment of [insert service] in [insert region names].

If applicable. We request regional loading on ACPRs [insert region names].

1. **Yes** or **No**: Is your organisation intending to continue to deliver CHSP services in 2025-2027 with no changes to the services for which you are currently funded in 2024-2025, other than as required under new Aged Care Act from 1 July 2025?

   If the answer is **Yes**, within the next four months you will be sent a formal offer with a Standard Grant Agreement, associated Terms and Conditions and an Activity Work Plan.

   If the answer is **No**, notice of an intention to cease all CHSP service delivery must be given in accordance with the **Providers transitioning out** section of the CHSP Program Manual.

2. **Yes** or **No**: Is your organisation intending to continue to deliver CHSP services in 2025-2027 but wants to request changes to the services for which you are currently funded in 2024-25 such as relinquishment of a service type or a service type in a region? There is no scope for other negotiations to move funding between services.
   If the answer is **Yes**, you may be contacted by your Funding Arrangement Manager to discuss the relinquishment of services. There must be no adverse impact on clients as part of the relinquishment.
3. **Yes or No:** Does your organisation provide services to any clients who are not registered in MyAgedCare?
   If the answer is **Yes**, please provide the number of clients in this category and detail your organisation's plan to support clients to register. This is a requirement under the new Aged Care Act from 1 July 2025.

Please email your responses to the above three questions to chspextension@health.gov.au.

If you have any questions or concerns about any of the information contained in this letter, please contact your Funding Arrangement Manager.

Regards,
CHSP Operations Section
Home Support Operations Branch
Access and Home Support Division | Ageing and Aged Care Group
Department of Health and Aged Care

Table: 2025-2026 Funding and Outputs

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The Department of Health and Aged Care will be offering these Service types, Funding amounts and target Outputs in your organisation's 2025-2027 CHSP grant agreement as per the table below. Funding in 2026-2027 will be the same as that granted for 2025-2026 with indexation applied.

Specialised support services and Sector Support and Development services are scheduled to cease delivery under CHSP on 30 June 2026.

Current Service Name Up to 30 June 2025	New Service Name From 1 July 2025	Funding 2025-2026 (ex GST.)	Outputs 2025-2026
CHSP Transport	Transport	s47G	
Meals	Meal delivery		
Social Support - Group	Group social support		
Total Funding			

Important notes:

- The Table describes funding that is GST exclusive and includes 2.3% indexation.
- Funding and outputs are for the full financial year and are shown at the Service level.
- Grants monies from application for the 2024-2025 FWC Stage 3 (Tranche 4) CHSP Grant Opportunity **are not** reflected in the above table due to processing times.
- Decisions made up to 10 January 2025 to vary existing 2024-2025 CHSP grant agreements **are** reflected in the above table.
  We will endeavour to incorporate future decisions into your 2025-2027 CHSP grant agreement or by way of a subsequent variation to take effect from 1 July 2025.
- Providers will not be allowed to roll over any unexpended funds from 2024-2025 (and prior years) into 2025-2026.
- A Standard Grant Agreement with associated Terms and Conditions and an Activity Work Plan will be issued to your organisation before 10 June 2025.
  We encourage prompt consideration and return to the Community Grants Hub as this will ensure continuity without disruption of service delivery, client referrals, and funding payments beyond 30 June 2025.
- This letter does not constitute a formal offer, and no legal obligations shall arise until a grant agreement is signed by the Commonwealth.
- Following a response from your organisation against the three questions to chspextension@health.gov.au, a formal Grant agreement offer will generated and be sent to you in the coming months reflecting the information agreed.

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Protection Act 2014 and the Health Records Act 2001. The personal information you provide will be used by the Shire for the purpose it was provided and it may be used for a related secondary purpose that you would expect. You may access the personal information you have provided to the Shire at any time and make corrections if you believe that information is incorrect. The Shire's Privacy Policy can be viewed on the Shire's website at mornpen.vic.gov.au/PrivacyStatement

The Shire would like you to consider the environment before printing this email

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Mornington Peninsula Shire

10 June 2026

s47F
Funding Agreement Manager
Department of Health, Disability and Ageing

Via email to: s47F @dss.gov.au

Dear s47F

Commonwealth Home Support Program Funding Agreement

I am writing to advise that in response to significant aged care reforms over the past seven years, Mornington Peninsula Shire Council (Council) resolved under a confidential item on Tuesday 9 June 2026, to cease provision of Commonwealth Home Support Program (CHSP) at the end of the current funding agreement on 30 June 2027.

Council recognises that support to remain at home is critical to the wellbeing of older residents. However, ongoing changes in the industry and changing community need would require Council to change the way we manage delivery of aged care services. It has been acknowledged that other providers will be best placed to support our community into the future.

Council has committed to continue delivering CHSP services to the end of the current funding agreement on 30 June 2027 while the Department appoints a new provider.

We will be in contact to arrange a meeting to discuss the next steps and transition plan.

Please contact s47F - Director Communities, at s47F @mornpen.vic.gov.au if you have any questions.

Yours sincerely

s47F

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Department of Health, Disability and Ageing

Transition Out Plan – Continuity of Service Delivery

Please ensure you are familiar with chapter 10 of the CHSP manual prior to completing the plan.

The purpose of the Transition Out Plan (TOP) is to detail your organisation's plan to ensure continuity of service delivery to CHSP clients in the event of termination or expiry of a grant agreement, including if an organisation requests to withdraw from providing CHSP services.

The transition out plan is intended to assist CHSP service providers to develop their strategic planning for a smooth transition of services to an alternative CHSP service provider. It is imperative that the standard and delivery of services do not suffer, and continuity of care is supported through the transition.

As a withdrawing service provider, your organisation must assist the Department of Health, Disability and Ageing (the Department), the Community Grants Hub, and the new service provider/s in the transition of clients and services (including the provision of the goods used in service delivery, where required) to achieve an effective transition.

The transition out plan should be regularly reviewed and updated to ensure a smooth transition of services.

Organisation Name (as per CHSP Funding Agreement)	Mornington Peninsula Shire Council		
Schedule ID		*MyAgedCare Outlet ID(s)*	1-4371XW5
Address	21 Marine Parade Hastings Vic 3198		
Contact Officer/s	s47F		
Contact Officer Phone Number/s			
Contact Officer Email/s	s47F @mornpen.vic.gov.au		
Aged Care Planning Region/s	Mornington Peninsula		
Proposed Withdrawal Date	30 June 2027		
Reason for Withdrawal	Council decision to not become a Support at Home provider due to investment required to meet the new Aged Care Act criteria and changes from CHSP to SaH service provision		

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- The proposed withdrawal date must be a minimum of **FIVE** months from the date of the first 'draft' TOP being provided to the organisation's Funding Arrangement Manager and the Department via email. When an incomplete or inadequate TOP requires re-submission the withdrawal date will generally be a minimum of **FIVE** months from receipt of an acceptable TOP.
- The proposed withdrawal date should align with a payment date, preferably the 1st of the month.
- Your organisation must negotiate with the Department on a suitable transition date with the new service provider/s. Withdrawing providers should be prepared to continue service delivery until a new service provider/s can be found.
- Organisations should be aware that the withdrawal is not formally agreed to until all due diligence has been fulfilled to the satisfaction of the Department's Delegate, including capacity and suitability of the proposed alternative service provider/s; and the Delegate has approved the transfer.

Once a transition date is known, where appropriate, withdrawing providers are required to ensure all clients have an up to date My Aged Care client record, and should transfer completed client records to the new service provider/s (consistent with privacy requirements). This may involve a database transfer and/or hard copy files.

Providers must provide the Department with accurate client numbers, including active clients and any clients on an internal waitlist. Any clients on an internal waitlist must be provided with options to move to another provider prior to the withdrawal and be assisted by My Aged Care.

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All clients should also have the option of being referred through My Aged Care. In this case, the withdrawing service provider is expected to facilitate clients to contact My Aged Care.

Section One - Provider Readiness

Please advise what actions your organisation has already taken in preparing to exit from CHSP services.

Your organisation is expected to complete these tasks at least 4 weeks prior to the withdrawal date. Any incomplete records may cause a delay in the ability to transfer clients on the withdrawal date, and the responsibility for continuity of care for your clients will remain with your organisation after the withdrawal date until the client(s) is successfully transferred.

Has the decision to withdraw from CHSP been communicated to all relevant staff?	Yes
Has the decision to withdraw been publicly communicated, including to clients?	Yes
Are your organisation details in My Aged Care and the Data Exchange (DEX) current?	Yes
Is your CHSP assets register (assets bought using Commonwealth funds) up to date?	N/A

My Aged Care

Are all CHSP clients registered in My Aged Care?	Yes
Are all CHSP clients assessed as eligible to receive CHSP services?	Yes
Do all CHSP clients have valid referrals for each of the service types they are receiving?	Yes
Are all CHSP clients correctly assigned to your organisation's outlet/s in My Aged Care?	Yes
Do all CHSP clients have current and valid Service Agreements?	Yes
Do all CHSP clients have up to date information in My Aged Care?	Yes
Have all Inactive clients had their records updated and closed in My Aged Care?	Yes

DSS Data Exchange (DEX)

Are all CHSP clients registered in DEX?	Yes
Are all CHSP clients Aged Care IDs recorded in DEX?	Yes
Do all CHSP clients in DEX have complete and correct demographic data?	Yes
Do all CHSP clients in DEX have the correct service sessions attached?	Yes

Client Needs

Are annual reviews completed/scheduled for all clients prior to the withdrawal date?	Yes
Do all CHSP clients have a Care and Services Plan?	Yes
Does your organisation plan to continue to take on new clients in the period before the withdrawal date? If YES, please provide details below, including what processes you have in place for ensuring their information is captured and able to be provided in updates to the Department and incoming providers?	Yes

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Yes, we will continue to capture clients information in Carelink (Our Customer Relationship Management System) and can export an updated client list as frequently as required and share it with the Department.	
Do you have a waitlist where clients have been accepted but have no service delivery?	No
If you have a waitlist, how many clients are on the waitlist?	N/A
Do you have plans in place for managing these clients as part of the withdrawal?	N/A

Is your organisation in a situation where a potential staged transition of clients and services could occur with another provider **before** the proposed date of withdrawal? Council have committed to continuing to provide services up to the end of the funding agreement, however would be open to transferring some clients to a new provider a few months earlier if it supports a better transition experience and outcome for the client.	Yes
Is your organisation prepared for the possibility of a delayed withdrawal date due to the Department being unable to locate a new provider in time (e.g. due to staff shortages)? Council have made the decision to not become a Support At Home provider and will not be prepared to register as a Support at Home provider by the proposed time CHSP transitions to Support at Home. Staff, clients and volunteers have been notified the service will end on 30 June 2027. There is no capacity for Council to continue as there will not be workforce to deliver the service.	No
Has your organisation approached the possibility of staff transferring to the new provider(s) or other arrangements for staff continuity of employment? s47G	

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Providers are required to contact the Aged Care Quality and Safety Commission at s47E(d) **@agedcarequality.gov.au to confirm how withdrawing from CHSP service delivery will affect their registration status.**

Section Two - Current CHSP Delivery Profile.

Part One - Current Service Profile.

Please complete a separate Section Two (parts one and two) per Aged Care Planning Region (ACPR), including delivery in unfunded ACPRs.

Aged Care Planning Region:	Southern Metro

Does your organisation cover the full Aged Care Planning Region? No
If not, please detail in the box below, the locations or area you currently deliver to.
The Mornington Peninsula

Service Model - please provide a summary of your service model.

Does your service have any specific service delivery requirements (e.g. due to the cultural background of clients, or location of services in rural/remote areas with no public transport)?
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Dial a Bus (Transport)

s47G



Please describe the staffing profile of your direct service delivery providers, including how volunteers (if relevant) are utilised in service delivery.
It is important for us to know whether you have differently qualified staff for different complexity of tasks, so we understand client expectations going forward. For example, you may have qualified Personal Care Workers delivering personal care and individual social support, general staff for domestic assistance, and volunteers for meal delivery.

s47G

What physical assets do you use while delivering services? Please include items such as

- client transport vehicles (buses, cars)
- patient lifting and transfer equipment
- lawn and yard maintenance equipment, etc.

If you provide centre-based activities, please include a description of the centre/building you use.
Please include ownership arrangements (e.g. leased, purchased with CHSP funds, donated), and whether these items may be available for the new service provider/s to utilise (noting items purchased with CHSP funds should be transferred with the service as per Department advice).

s47G

Is your organisation is engaged in any subcontracting arrangements for the delivery of services relevant to this proposed withdrawal?
Please include the Legal Name of the subcontractor, their contact details, and a description of subcontracting arrangements (including locations and service types

s47G

Does your organisation have any existing working relationships with other CHSP or Support at Home providers in your area that should be considered* by the Delegate?
*Service providers can recommend an alternative service provider/s but are not expected to undertake an Expression of Interest process as the Department makes decisions regarding funding allocations. Nomination of a provider by the withdrawing provider does not guarantee they will be selected by the Delegate.

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Some organisations to consider

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Please use this space for any other information or details the Department and new service provider/s should know about your service delivery model.

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Section Two- Current CHSP Delivery Profile

Part Two - Current Client Delivery Profile.

Please complete the following table with as much information as possible. This table (or a summary) may be provided to potential new provider/s to gain an understanding of delivery requirements and determine their capacity to deliver continuity of service for transferring clients.

- The below table must include any service types where your organisation is relinquishing funding.
- The table must also include any service types for which you are not funded but are providing ongoing care as part of flexibility provisions, and that your organisation wishes to have clients considered for transfer to the new service provider/s. Please add “Unfunded” in the Status Column.
- If you deliver more than one sub-type under a service type (e.g. allied health - podiatry, allied health - physiotherapy), please complete a new row for each sub-type.
- If you deliver a specific service type in only a specific location in your delivery area, please note this in the Comments Section.
- If different areas have different scheduling information, please note this in the Comments Section.

Please note: CHSP clients that have not received a minimum of one output of service for a minimum of one service type from your organisation in the previous 12 months as at the date of withdrawal are not considered active* clients and will need to be assisted to access My Aged Care to have their current needs assessed.

Total number of active* individual CHSP clients that will require a new CHSP provider (***including clients with annual or intermittent ongoing service delivery)**	s47G

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Service Type / Sub Type	**Status (Relinquishing, Unfunded)**	**Number of regular^ CHSP clients** (^clients that received a direct service in the last 6 months)	**Usual delivery schedule** (average frequency and length of service delivery sessions)	***Comments or further information (e.g. location, high risk or high needs clients, etc)***
Meals	CHSP	s47G		As of 20.7.26
Direct Transport	CHSP			As of 20.7.26
Group Social Support	CHSP			As of 20.7.26
Meals & Direct Transport	CHSP			As of 20.7.26
Meals & Group Social Support	CHSP			As of 20.7.26
Meals, Direct Transport & Group Social Support	CHSP			As of 20.7.26
Direct Transport & Group Social Support	CHSP			As of 20.7.26

(add or delete rows as needed)

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Section Four - Timeframe and activities for transition and associated communications

The plan should specify a reasonable timeframe (minimum **FIVE** months) for completion of the transition out period. Transition out activities should commence well before the expiry or termination of the grant agreement to allow for transition of services to the new service provider/s if necessary. A timetable that includes transition out milestones must be included below.

Please set out the steps that you propose to undertake in the table below including estimated timeframes and who will be responsible for each task. Please note: These steps will be considered and must be approved by the Department.

The information in this table should include the communication plan and timeframe for advising clients, their carers, and other stakeholders of service changes. It is critical that this information is provided in a timely manner to ease any concerns for clients and their families.

Where relevant, activities/tasks to consider include, but are not limited to:

- Notification to the Department regarding request to terminate, including proposed transition date.
- Proposed communications with other service providers, networks, and other agencies to inform of changes as required.
- Proposed communications with existing staff, including any review of individual employment options and options for staff to move to the incoming provider/s
- Review of business premises, infrastructure, goods and equipment, sub-contracting, and other service delivery arrangements for transition of services.
- Closure of Aged Care Portal availability and management of any clients on a waitlist.
- Handover arrangements to ensure service continuity for all existing clients during this period.
- Post transition administrative tasks to manage final closure of services, including ensuring outputs and funding data are included in relevant reports as per your Grant Agreement for the appropriate reporting period/s.

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Weeks from transition	***Activity***	***Person responsible***	***Action/communication***	***Comments/status***
June 10 2026	MPSC formal letter to the Department – Council resolution to cease CHSP funding agreement (proposed exit date 30 June 2027)	Council		
July 13 2026	MPSC first meeting with the Department regarding the transfer/ selection process (including next steps). Key contacts for communication established	Council / Department	Data Transfer fact sheet and Transfer Progress Update template provided	
June/July 2026	Contact Aged Care Transfer team to register Transfer Preparation of comms to community/ agencies/ staff/ clients	Council/ Aged Care Transfer team Council	Email sent to Aged Care Transfer Team 21.7.26 Communications sent to clients, staff, agencies, volunteers complete 11.6.26	

	Preparation of letters to clients re selection/ incoming provider (including consent return info) Establishment of a dedicated transfer team and processes (including contact/ info line for clients)	Council Council		
TBC * Dates/ timelines for all following steps are dependent on the DHDA selection finalisation	Department selection process and finalisation	Department		
TBC	Meet with the Department to discuss selection - incoming provider/s and next steps	Council /Department		
TBC	Meet with new provider/s to discuss transition arrangements, sharing of client information etc.	Department/Council/Providers		
TBC	Write to all clients with information about new provider/s (consent requests)	Council		
TBC	Collect all client consents, Prepare consented client information with chosen provider for secured internal transfer	Council/Provider		
TBC	Coordinate with new provider/s final numbers for transfer, transfer of internal data to incoming provider/s.	Council/Provider		
TBC	Complete all client data reconciliation requirements as advised by the Aged Care Transfer team	Council/ Provider/ Aged care Transfer team		

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Post transition forwarding arrangements

Please provide details of arrangements for forwarding enquiries from public/clients post transition date (three-month commitment).

Enquires can be sent to s47G @mornpen.vic.gov.au

Assets

Where applicable and in accordance with the Grant Agreement, the details of all assets purchased with Commonwealth funding are to be recorded in an assets register.

Please attach an updated copy of your organisation's assets register and certify that it is up to date and correct.

Please provide details on how and when the transfer of assets to the agreed new service provider will occur. If your assets are to be sold and any relevant proceeds paid to the Commonwealth, please detail the arrangements for this.

All details must be included in the final report and where appropriate, funding is to be returned to the Commonwealth. The Department will provide further details on this process.

Intellectual property

Provide details in relation to arrangements for the delivery to the Commonwealth of any intellectual property. Intellectual property is defined in the Funding Agreement and arrangements must comply with conditions outlined in same.

Please list all material that is to be returned to the Commonwealth and provide information as to when and how that material will be returned to the Commonwealth.

Material	Description of material	Details of how material will be returned	Return date

Additional information

Please include any additional information that you consider is relevant to the situation.

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Declaration

I declare that I am authorised to complete this form and that the information supplied is complete and correct.
I understand the obligations my organisation has as a CHSP Funding Agreement holder and confirm my organisation will honor those obligations and responsibilities until the Departmental approved transition date (or other pre-agreed date thereafter).

(signature) s47F

(name in full

(position in organisation) s47F

(date) 21 July 2027

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