

- Chris - Ackn that gap that legn doesn't touch.
- shorter period of time than org wanted
 - ranked properties across categories + selected 3 top rated.
 - we ^{will} rpt on the trial.
 - will asked grp to consider rpt (~~July~~ July) will circulate oos - another mtg def then.
 - ~~we may need to answer~~

- Cate - mainly focuses on what causes delays + how to approach them w the clients.
- eg why is Pub Adw - be good to survey those staff on how they have seen it going ^{as}.
 - Caitlin hasn't been supported well - that's why we lose staff all the time in this space.
 - how does it impact on everyone.

Have worked out issues re confidentiality + disclosures.

Cate getting a lot of organisational referrals coming in - has to pass these on. So should put something on sig block that short term HASS ^{+ linked to} only.

There are other cases out there that this HEMG could take on. Listens to info + refers them to appropriate body. = A few days taken up with ppl calling in.

If were going to add to HASS it would need to come to HEMG.

Trish away next mtg.

Jaime said she cannot find case information without names - + full names leg [redacted] is not enough information. I said I will see if I can find out for her. ^{Trish was}

Trish + Cate are in the same world.

- talk in client names - How can we do things so that they know who we talking about?

^{search}
- applets to

No other jurisdiction in the world does things as well as us - HCMG.

Be good to do res article conf presentation on cases.

Following day:

Call from Sean Sloan. 17/4/19 11:17 am.

Pls pass apols to

- got held up.

Conrad from Sean.

^ He got caught up + couldn't attend.

But he wanted to. He had a lot to say.

Wanted to talk about Litter Act -

Lisa Johnson was going to try to attend, ^{to talk about Litter Act.} but must not have been able to it seems.

I told Sean if there is anything he wants to communicate to others, we can do it OOS.

WKR 17/4.

Hoarding Case Mgmt Group (HcMG)

16/10/18

M + apol

No conflict of I

Actions on separate sheet

Minutes - accepted.

Item 5 Membership of three
 Waste ~~Reg~~ Regulation team ^{joining HcMG.} (sits within
 CB welcomed them ^{ACT Now Waste})

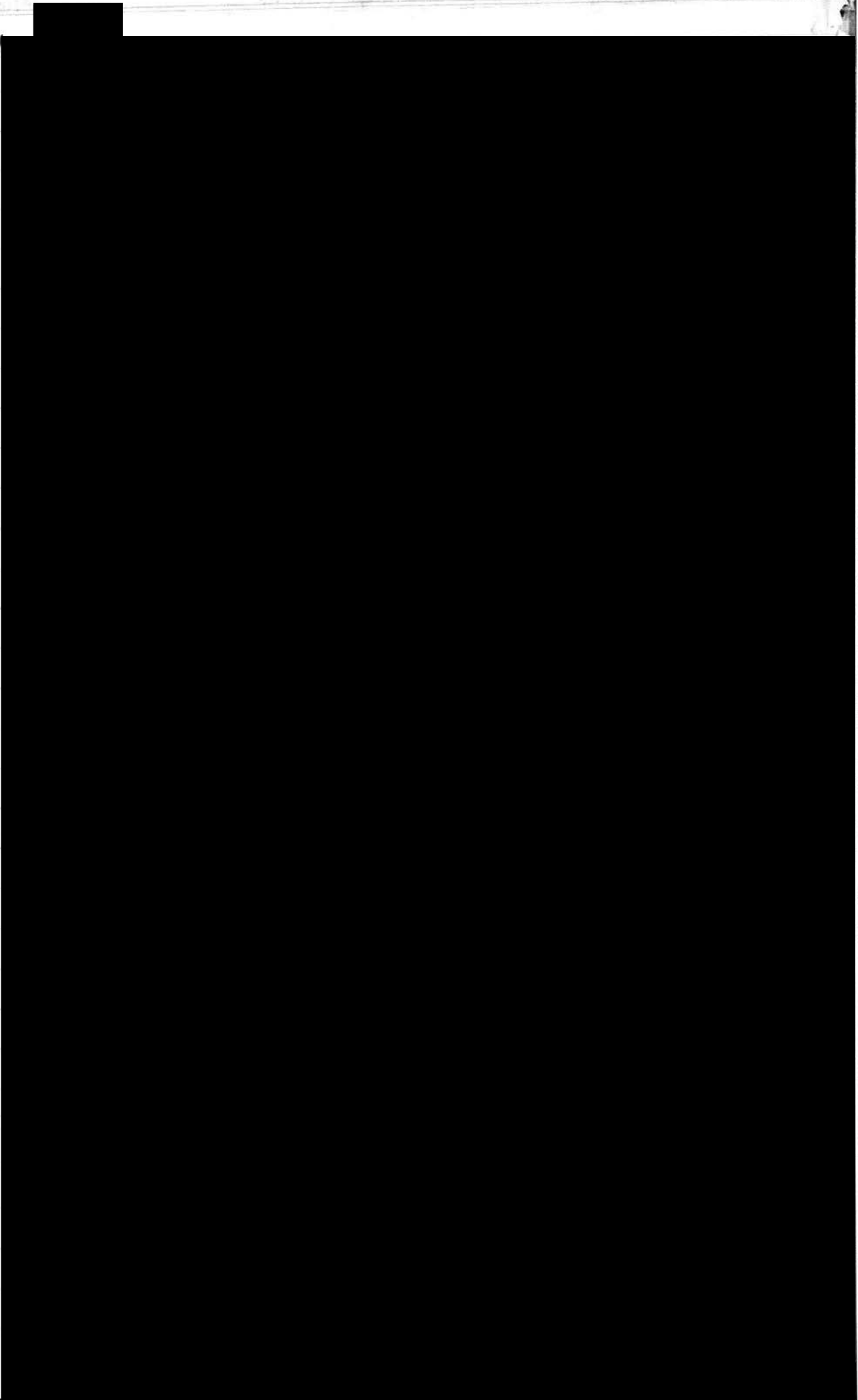
Waste Mgmt legn now gives additional
 powers to deal w these cases.

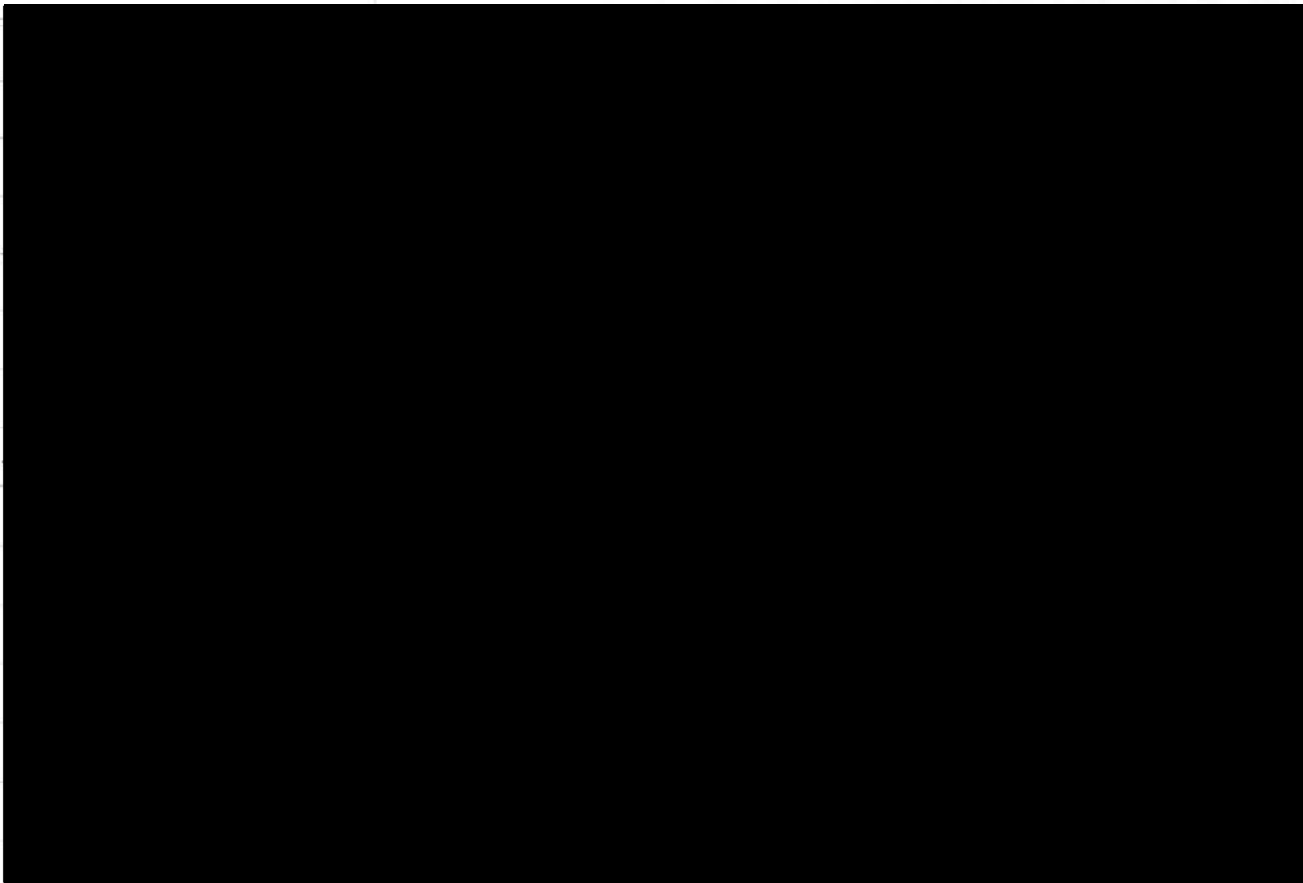
- If ^{offences} proven to be property of business + businesses,
 occupants + householders
- Director's power to stop stockpiling waste
- Infr notice scheme too

CB If op recydg facility up license. ^{If issue notice what then} Enf powers?
 Give direction - backed up by infr notice.
 Then can prosecute.
 Discuss later re collab DC + WasteR.

Waste Reg ~~staff~~ ^{~12 staff} + access to contractor.

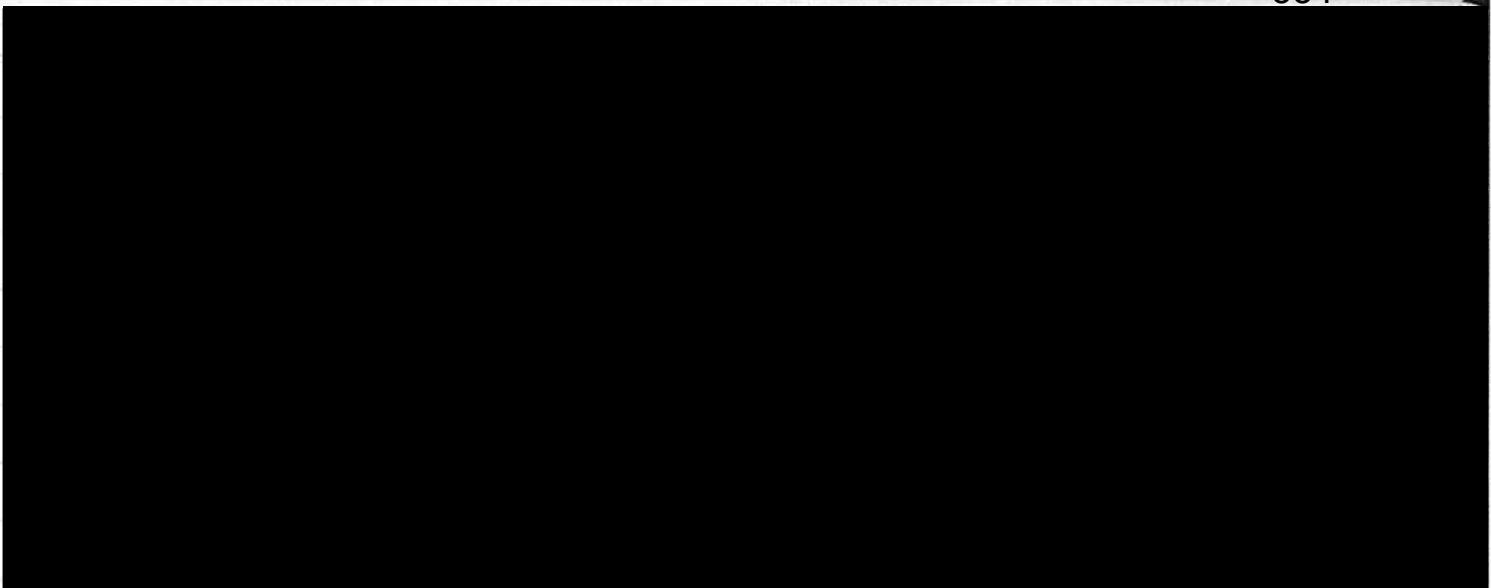
6.1





6'2





Ongoing collab b/w AC TCS + can work
effortlessly AC TCS collab further
re insp : liaison & hourly.

6.3 LC thinks can removed
If not in 6 mo. remove

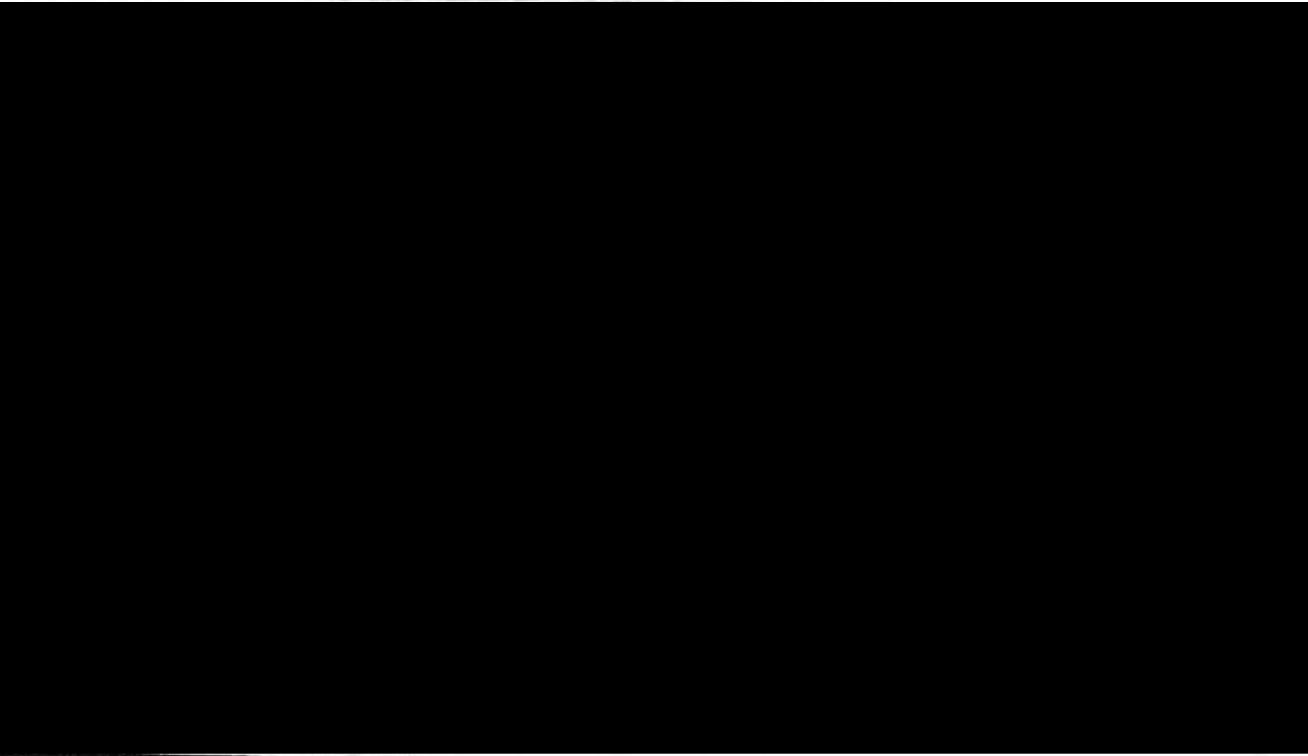
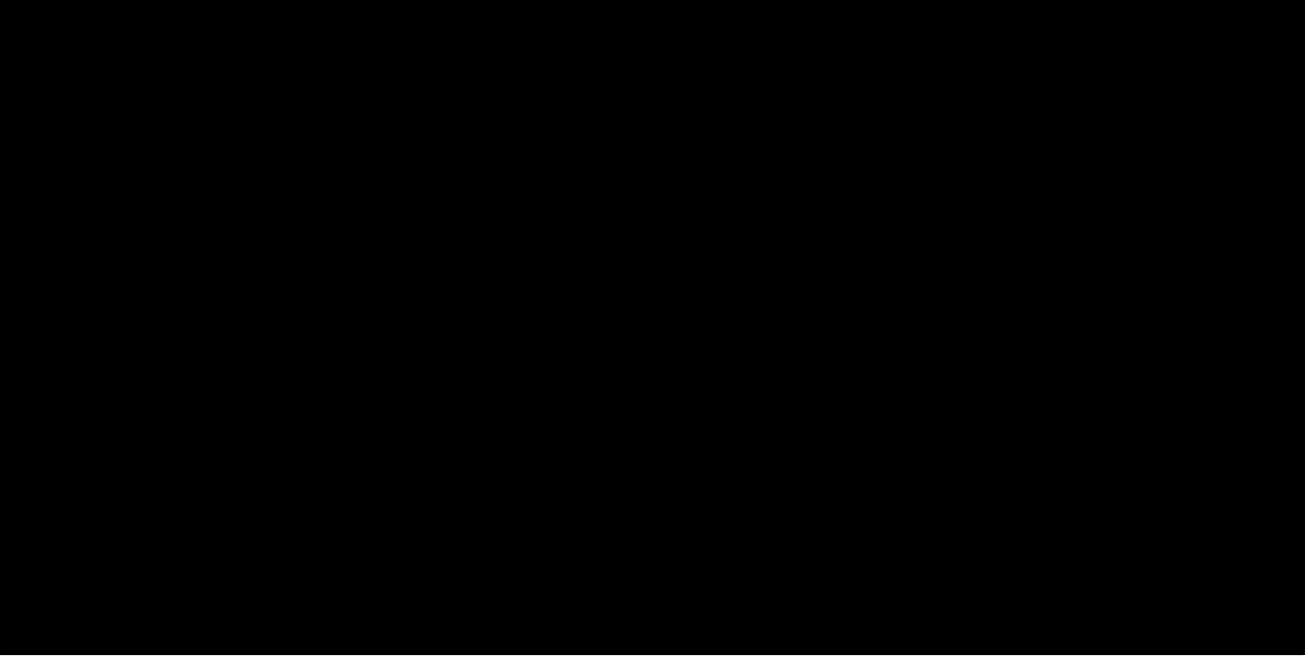
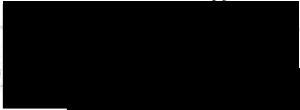
6.4 [Redacted]

6.5 [Redacted]

☆



6-b



Public Adv needs to be involved.
Whatever client told needs to be
sent to Publ Adv too to inform their
communs & client.

6.17

*

7.1 New Bus

NTO support draft bnf

Mingbaf said
Woden City Serv no longer provide support.

said need funds.

DA pushy for funds for it now. ~~found~~ found to go
to market for rest of fin yr while we seek
orderly budget appropriation.

Would be good to have services now.
 Will do Reg for Tend > 100k for this fin yr.
 to agencies we know might
 be able to help.

also said great.

Good that it's come from HCMG.
 hr to Min re client than gotten worse
 since Warden services stopped

~~Warden~~

Case works, support

█ should be a
 priority to ask for.

20/08/19

HCMG

- ② No conflict of interest
- ③ Mins - accepted any changes to secr.
- ④ Actions for ^{debate} 22 Aug pulled to 22 Oct.
Until know what looks like, won't convene grp.

5.1

5.2

5.2



no action required other than what being done.

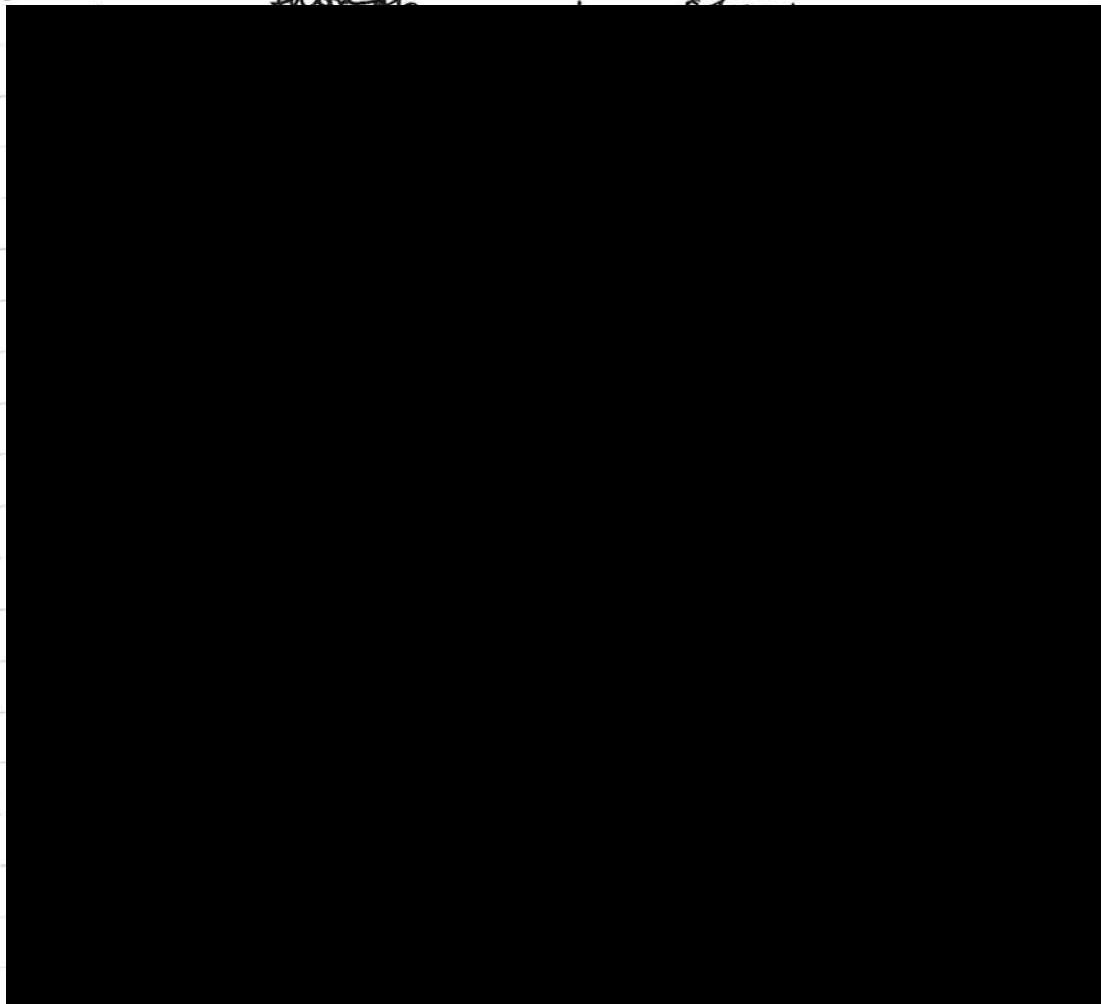
- look again

5.4



- no update

5.5



- Margaret should remain key person & contact others from home if necessary

6.1 Hass Trial ^{Final} Report

Adequacy of review?
 Value of HASS or otherwise?
 Unsuccessful in budget bid this time,
 what could we do short & long
 term to fund? Concept brief? ^{Wof}
 perspective?

Priv M Bill coverage may give some
 leverage.

Sean - suggest no statistical signif
 conclusions can be drawn.

- due to length of trial, no evidentiary
 outcomes.
- not regulatory alone problem.
- HASS trial has merit - need to
 look at 12 mo trial - ^{qual +} ^{quant}
- not being able to build rapport
 is a problem
- TCCS support to move fwd - they
 shouldn't be lead but happy to work together
 on it
- ^{the com's} go to CM + say need funding to do
 it long term.

qualitative. 3 1/2 m is limitation.

support ongoing trial

- good to see how could combine
 improved clinical response
- contact uni to see if could us
 psych in their studies
- would support joint bid.

- Nick L support Sean comments
- not just regulatory stick
- support joint submission

sustainable
 long term
~~submit~~'s outcome

Conrad HASS had closer relationship i
 [redacted] bc had prev exp & that client
 - could then build on that relationship

AS - Noone filled the void when WCS ended
 - regulatory response
 - HASS benefitted in facilitating ^{regulatory} response
 - not sure if would work with diff person

Sean - [redacted]

Conrad - political envt at present
 - ^{conspire} Co-Pans discn re need for coord
 approach across govt.

- further trial
 value of service
 - cross govt fundg initiative in
 next budget round
 - based on pricing for trial - 200k
 per year - \$180k for 10 mo trial
 - ~35k per directorate?

Sean - feasibility study - put it up
 - appetite

M. recently said achieve best outcomes when diff
 parts of govt work together

- In principle agrt to that idea
 ↳ ackno that ppl round table
 need to go to free
 - work towards trial - proposed fundg
 model + circulate draft OCS for
 Comm

Action
- dev
draft
+ send
to
members
asap

Come to next mtg $\hat{=}$ formal paper
for endorsement by grp to take back
to Dirs to seek auth of that
funding.

Sean - one issue was into exchange.
How can do that so there will
be proper conversations.

Nick - bld eval measures into this
program

Sean - should be spelled out what
trying to do.

- significant gov resources have gone into
enforcement + assistance

Sean - legn is about enforcement
- we can go ahead + say this is
a cooperative approach.

~~Sean~~
Sean - 12 mo trial $\hat{=}$ then if don't
get budget bid, it can continue
until

- election year

- if don't get budget bid
- measure re how trial is going

Nick - Diff Dirs could contribute to
eval process.

Conrad - ~~the~~ letters re decline at [REDACTED] when ^{WCS} withdrew
- other neighbours ^{the} [REDACTED]

Intervention.

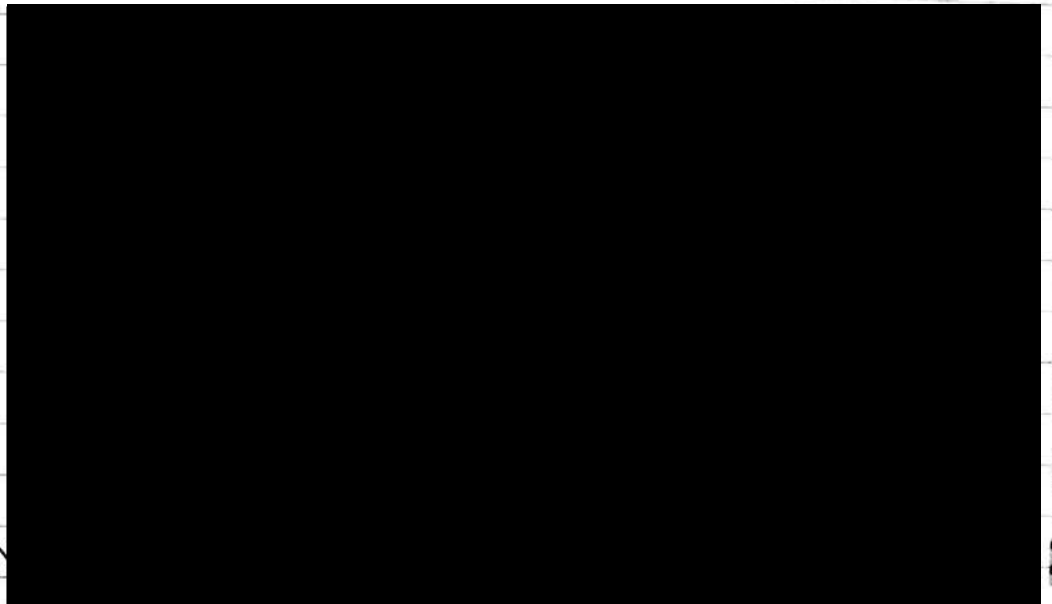
Is what we trying to do going to fix it.

Nick happy to look at ^{things} like M&A Act.

Not just m.h. issue

- will of person to engage you
- usually can't force intervention.

Other business



Conrad - put it on the list + we can discuss at next mtg
 Nick AC will send inspector to look

Next mtg - October.

① Welcome, roll + introductions

② 

③ Minutes - endorsed

④ 

- will discuss at 6.2
- not aware, but that one off
Going slow on some properties until
Little Act Amendments come through.

} delay
for now

⑤.1

Traditionally we discuss places re addresses.
Some agencies don't talk about address
so don't know who talking about unless
use client name.

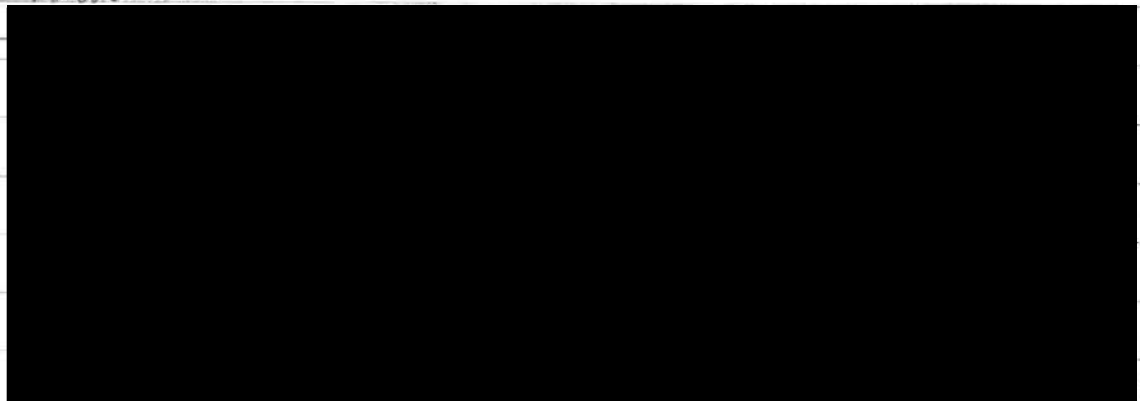
Concerns in past re names esp. in Minutes
in case FOI or whatever.
Sedg
Agreed in mtg refer to address + name

- Minutes only
- Gate - ^{she + pub} that's fine raised it

- Agreed.

5.2 HASS.

- work & clients + improve their circumstances
- 3 properties - agencies involved
- handout



- [REDACTED]
- [REDACTED]
- Gate raised with those agencies, but not directly i client.
 - Cleaners had good relationships but not cleaning products.
- HASS bought mop, broom, disinfectant
 (+ cleaner mags didn't understand
 level of ^{squads} problem)
- [REDACTED]

- Findings
- insufficient BMA
 - funding for small purchases built rapport eg. dry products.
 - inability to share client history impacts common bw stakeholders

Just because funding in place, doesn't mean
 approp services will be accessible.

~20 engs over 3 months

Stakeholders not comfortable w language re hoard + sq
 eg. chag vs squator chag. Need to educate providers.

Need to support ~~extend~~ ongoing support

Multidisc planning MOP is essential

Small brokerage fund would be v beneficial

Need - trng, supply + mentoring staff wkg in hoarding area.
 esp NPIS + Agenc C workers.

Issues re confidentiality

inconsistency stops progress.

Conrad - positive feedback from some of the neighbours

Staff survey will go out to those involved in
 the 3 clients.

Thanks to Cate.

Sean - need legal opinion re Privacy Act + info
 exchange

Chris + Cate looked at it at the start - stakeholders
 felt differently.

Sean - should go back to chtee re it.

Was easy when HRC member but not obs.

5.3. Litter Leg Amr Bill.

Some input from Irish Mackey ^{ca}
 Expanding what triggers offence.
 Cop will be mandatory.

Litter problem. Litter on priv property hard to deal w.

Now propose littering on own land can be problem
 - can affect amenity of neighbours (eg visually affecting)
 - shopping trolleys, abandoned vehicles,
 cop sees tidg issues
 balance - mh, etc.

Not just - "will take you to court" approach.

Will be a mandatory Code. Be good to get input from HEMA to the Cop.

↳ afterthought

but it is not a h service thing in most cases not from reading

Not h service background.

- want Code to step by step how to progress

through a case

- need help & info on how to do that & put it in format we can all use.

Conrad WCS been able to prov support & liaison

- can build rapport & trust that Govt cant.

Does Do we use existg framework or start from scratch?

What is intent of Code?

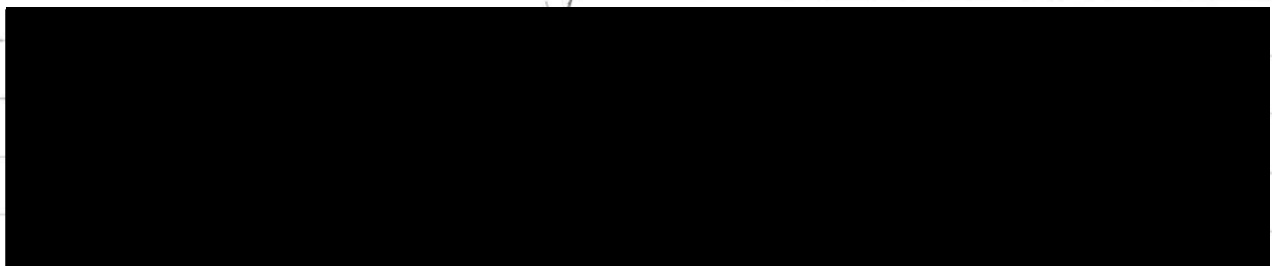
Who to involve?

Hard to mandate external agency in (code?)

Could say
 "these services ... might help in ... situation"

every case is different, so Col has to be
 v high level.

Can use it to demonstrate ^{to Govt} we have done ^{as outlined} ABC ^{in cap}
 now seeking - - - -



TCCS will convene small ^{work} grp to brainstorm
 this. And can rpt to HEMG on
 outcomes before proceed.

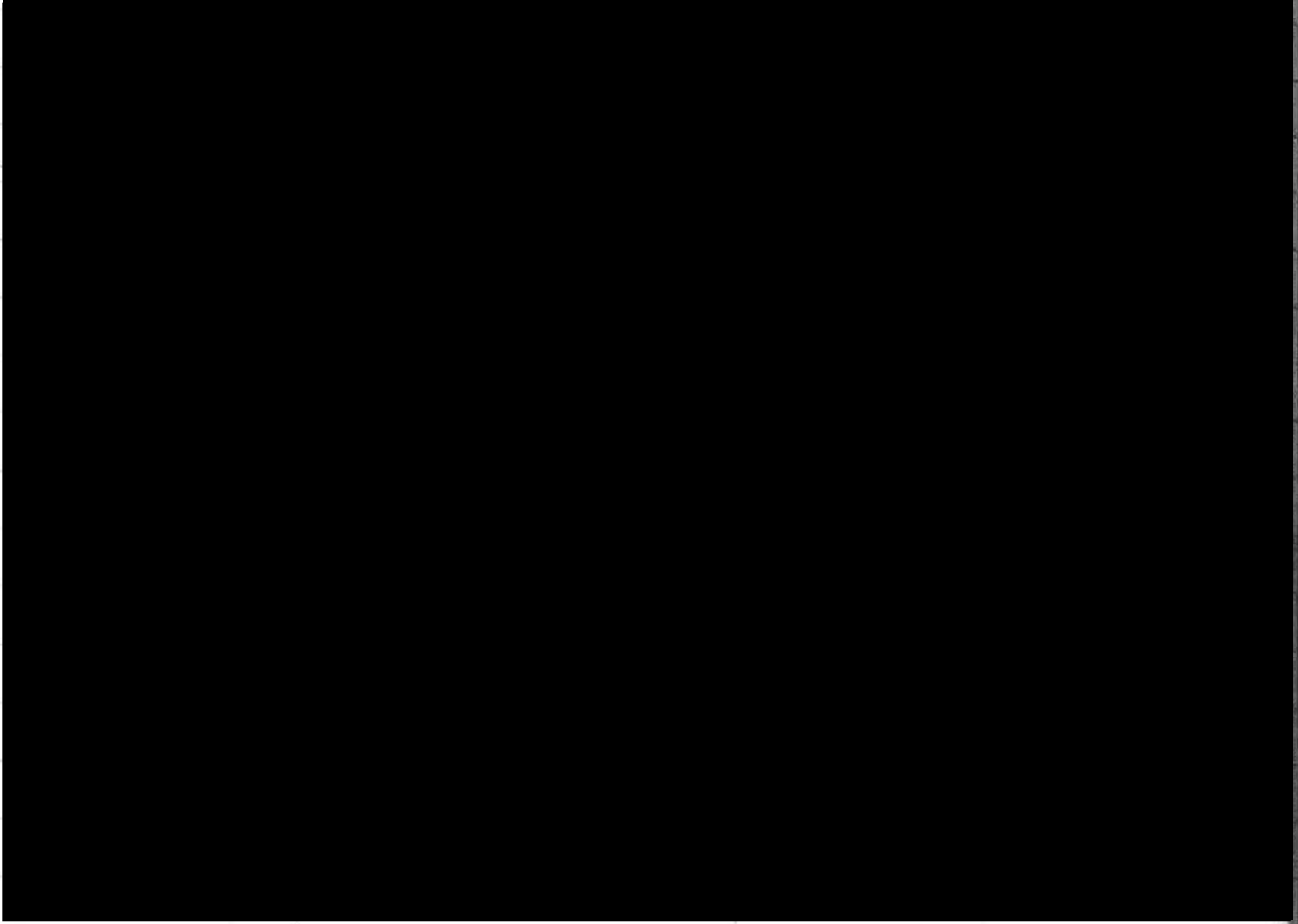
political expectation vs legislative reality.

Need to ensure proposed action aligns
 w Govt policy & Min's expectations.

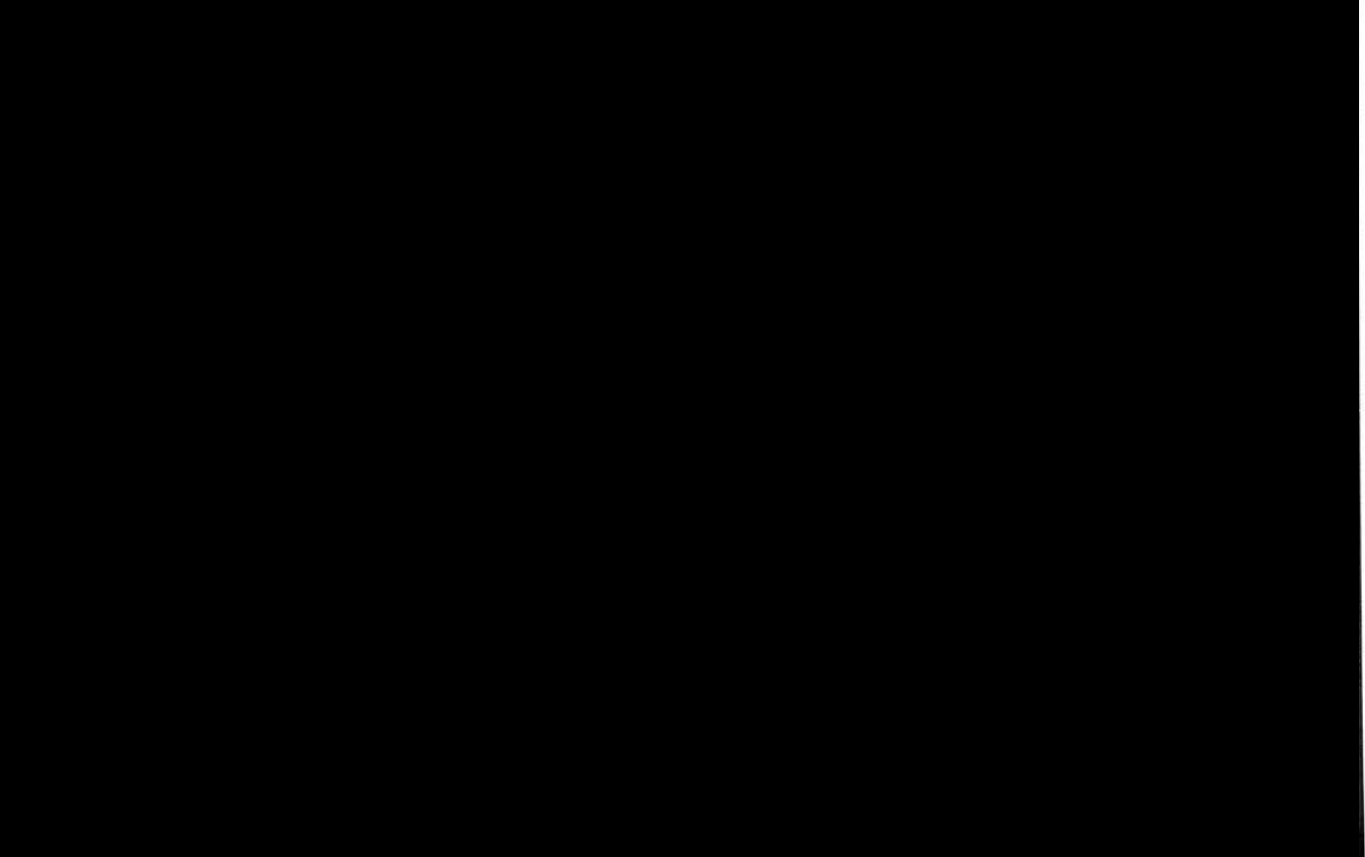
Action - Martin + L ^{sec} speak oos re why grp.

Cate will show f. agmt to TCCS.

6.1

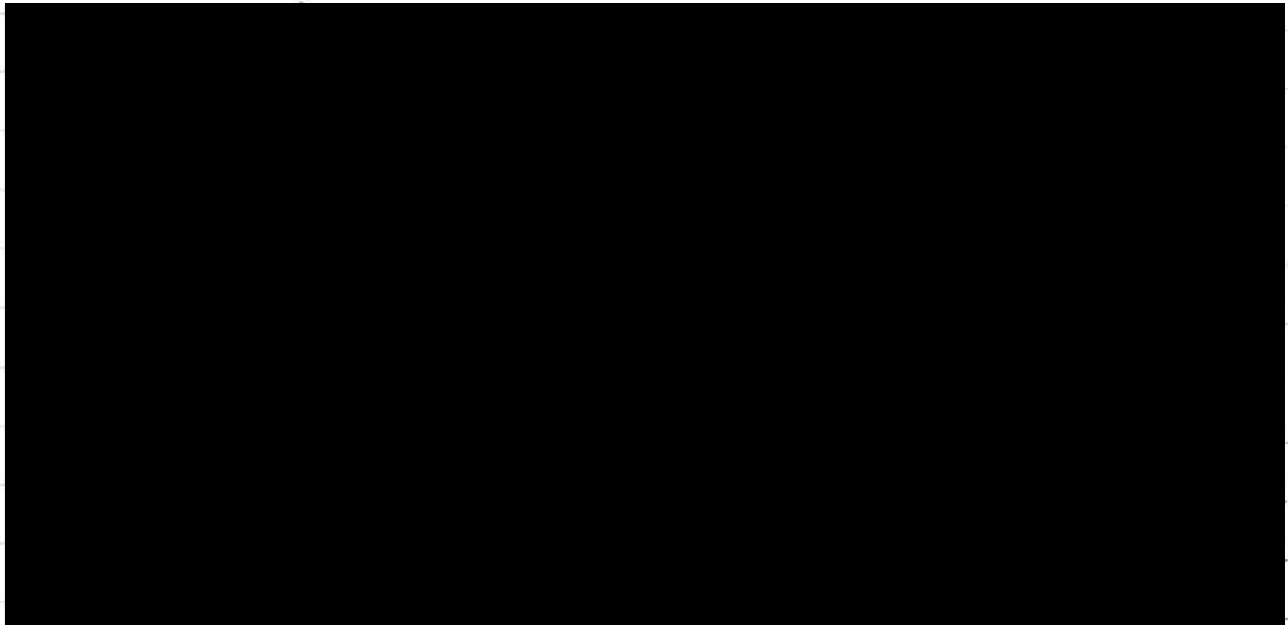


6.2

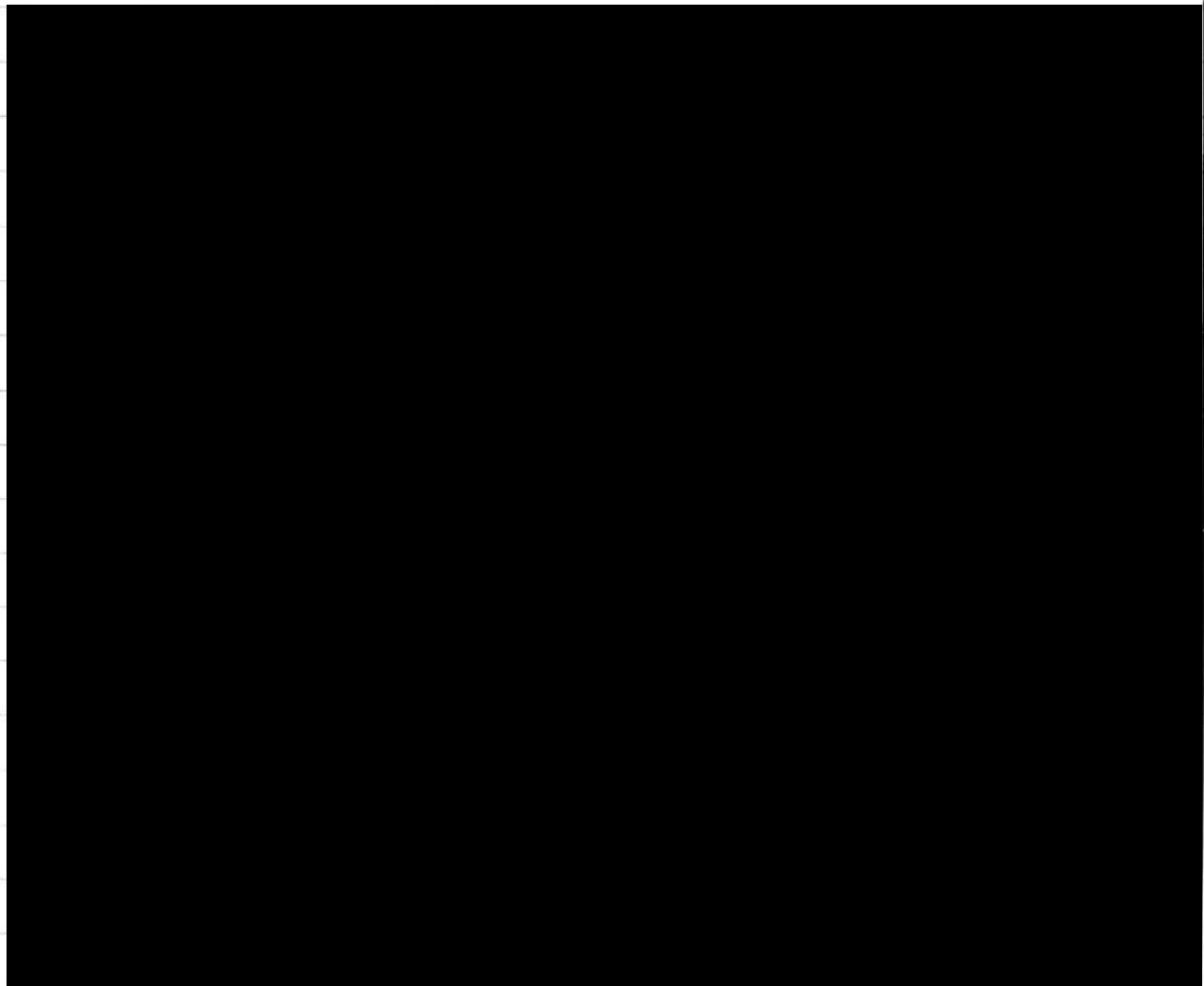




6.3



6.4

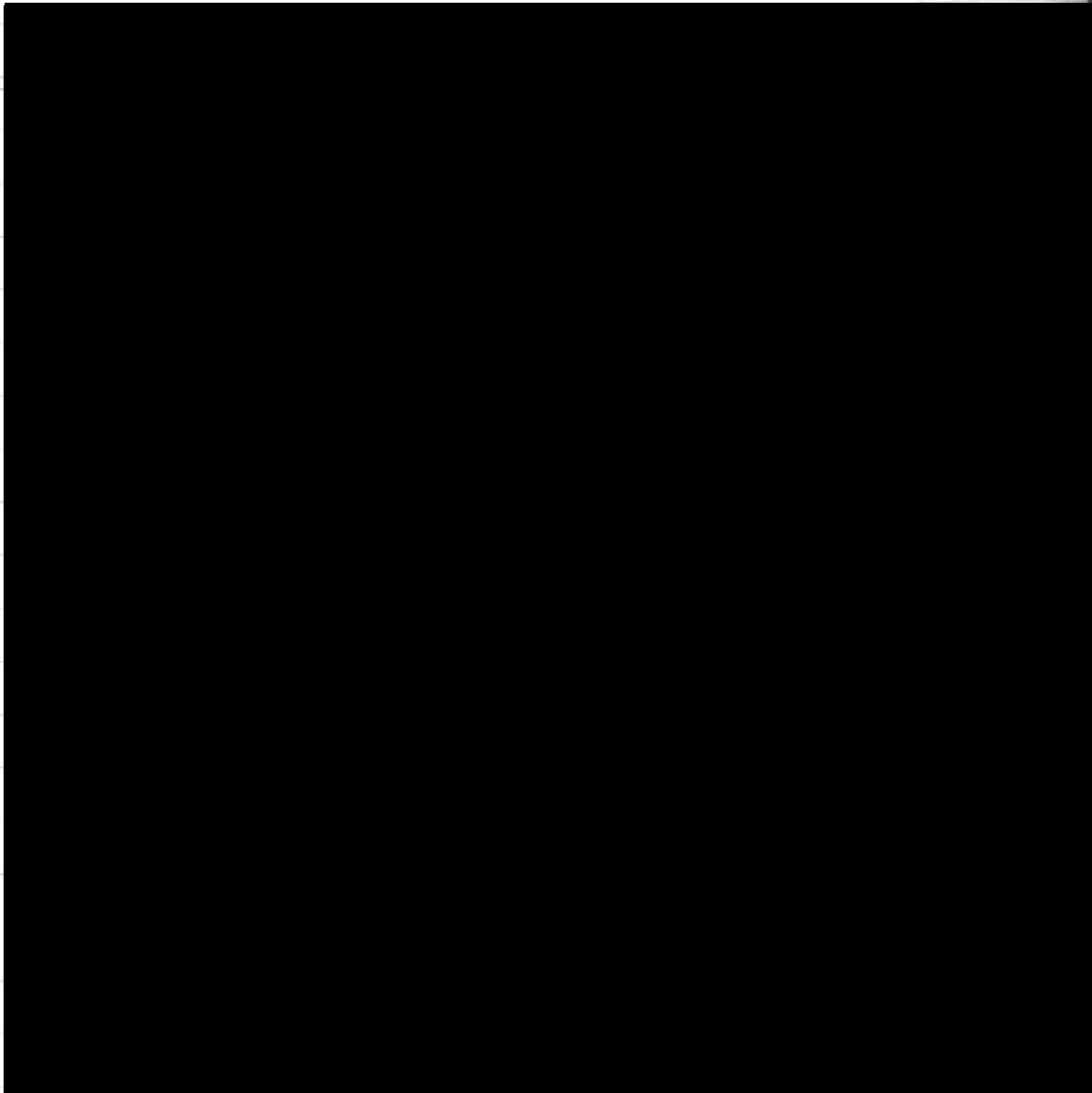




Remove from list - ^{review.} revisit in 6 months.



6.5



6.

CB -

— Other Business

— Next meeting - 20 August

Pond, Aleks (Health)

From: De Ridder, Linda (Health) on behalf of ACTHealth, EH Policy
Sent: Tuesday, 19 March 2019 12:22 PM
To: Alex Taylor; Barr, Conrad (Health); Bingham, Jaime (Health); Green, Ben; Kanellopoulos, Maria; Keene, Toby; Kelly, Chris (Health); Mackey, Patricia; McMahon, Rachael (Health); Meere, Patrick; Roberts, Rachael; Shaw, Wayne; Sloan, Sean; Stedman, Andrew (Health); Stefanovic, Vojkan (Health); Ujdur, Steve; Weston, Scott D
Cc: Clouten, Jody (Health)
Subject: HCMG for action OOS - Update on outcomes of the HCMG meeting on 14 February 2019 [DLM=For-Official-Use-Only]
Attachments: Hoarding Assesment for HCMG V2.docx
Importance: High

Hello HCMG members,

Update on outcomes of the HCMG meeting on 14 February 2019

Item 6.1

Thanks to members who provided comment on the risk matrix circulated out of session last week. An updated matrix is attached for members' information based on comments received.

Members are asked to **note**:

1. the updated matrix and final ranking; and
2. that the Woden Community Service (WCS) was the successful provider for Hoarding Advocacy Support Services (HASS) trial to the three highest ranked cases managed by the HCMG as follows:

Rank	Location	Lead Agency
1	[REDACTED]	HPS
2	[REDACTED]	TCCS
3	[REDACTED]	MHJHAODS / Housing ACT

The HASS trial is scheduled to commence this week and run until the end of the financial year. WCS will attend the HCMG meetings scheduled for April and June 2019.

Item 6.2

Members are also asked to **agree** to the HCMG formally accepting the [REDACTED] case as proposed by MHJHAODS at the February meeting. Response will be by exception via return email to secretariat by **c.o.b 21 March 2019**.

Kind regards,
Linda De Ridder

Secretariat, Hoarding Case Management Group
 Health Protection Service | Public Health, Protection and Regulation | ACT Health
 PH 02 5124 9222 | FAX 02 5124 9305
 25 Mulley Street, Holder ACT 2611 | Locked Bag 5005, Weston Creek ACT 2611
 E EHPolicy@act.gov.au W health.act.gov.au

Hoarding Case Management Group (HCMG) Case Management Risk Assessment March 2019

Risks	Minor	Moderate	Major
1.Evidence of occupants insight into hoarding condition (self-awareness)	Presence of reasonable or good insight	Presence of limited insight	Lack of insight
2. Occupant vulnerabilities: Physical health, disability, mental health, social disadvantage.	Generally sound physical health, and/or mental capacity. No or limited social disadvantage.	Moderate ill health, disability, mental ill health, some social disadvantage. Includes aged and frail.	Poor physical health and/or mental health, severe disability or high level social disadvantage
3.Property Structure – access and egress	Resident and visitors able to enter and leave property with relative ease	Resident and visitors able to enter and leave yard with relative ease but not inside the dwelling/ some doors or windows blocked	Resident and visitors not able to easily enter or leave property and dwelling/ most doors and windows blocked
4.Property function (usability/liveability)	Property usable and liveable with minor hoarding present All services functioning (water/power/gas) Generally able to access sanitary provisions - bathroom, toilet Able to access stove, refrigerator	Property has areas that are unusable due to level of hoarding and access to living areas	Property unusable due to level of hoarding and degradation or internal fittings and fixtures. Some or all services non-functioning or no longer connected.
5.Property health and safety (odour/vermin harbourage/amenity/fire)	Low fire risk	Medium fire risk	High fire risk due to high level of combustible materials in the property/high level of odour and/or putrefying food/ other properties at risk of fire
6.Safeguarding family (incl. children)	No children living at the property	No children living at the property but visit frequently	Children living at the property
7.Safeguarding animals and pets	Not present	Present and in low numbers and some loss of condition due to condition of the property	Large numbers or poor condition directly due to condition of property
8.Likelihood of relapse since last regulatory intervention	Low	Medium	High
9.Current impact on neighbours	Low number of complaints 0-2 per year	Med number of complaints 3-5 per year	High number of complaints 5+ per year
10.Political/organisational risk	Low	Medium	High

Table One: Criteria for assessing each case

		Consequence Level		
		1	2	3
Likelihood level	Descriptor	Minor	Moderate	Major
5	Almost Certain: Is expected to occur in most circumstances	M	H	H
4	Likely: Will probably occur	M	M	H
3	Possible: Might occur at some time in the future	L	M	H
2	Unlikely: Could occur but doubtful	L	L	M
1	Rare: May occur but only in exceptional circumstances	L	L	L

The scores below were determined by multiplying number of the **likelihood level** (1-5) by the number relating to the **consequence severity level** (1-3) to obtain a score for each criteria.

The letter after each number refers to the risk rating – **Low**, **Medium**, and **High**.

**Hoarding Case Management Group (HCMG)
Case Management Risk Assessment
March 2019**

1. Occupants Insight	10 H	15 H	5 M	3 L	8 M	8 M	12 H
2. Occupant Vulnerabilities	12 H	10 H	5 M	3 L	8 M	8 M	15 H
3. Property Access/egress	8 M	8 M	15 H	3 L	8 M	4 M	8 H
4. Property Useability/liveability	15 H	8 M	8 M	12 H	8 M	8 M	10 H
5. Health/safety	12 H	15 H	10 H	8 M	8 M	8 M	12 H
6. Safeguarding family	3 L	3 L	3 L	3 L	3 L	12 M	3 L
7. Animals/pets	10 H	3 L	3 L	3 L	3 L	8 M	10 H
8. Risk of relapse	12 H	15 H	15 H	6 M	6 M	8 M	12 H
9. Impact on neighbours	4 M	15 H	10 H	6 M	3 L	3 L	3 L
10. Political/org risk	12 H	12 H	8 M	8 M	8 M	9 H	10 H
Total	98	104	82	55	63	76	95

Table Three: Risk Score by case: Assessment was prepared by the PHRAP based on review of previous HCMG minutes.

Location	Score (out of a possible 150)	Rank (priority for HASS)
	104	1
	98	2
	95	3
	82	4
	74	5
	63	6
	55	7

Table Four: Risk ranking by case

¹ Currently under consideration case management by HCMG.

Pond, Aleks (Health)

From: Kelly, Chris (Health)
Sent: Tuesday, 19 March 2019 2:59 PM
To: Cate Hale
Cc: [REDACTED]
Subject: HASS purchase order and signed contract [DLM=For-Official-Use-Only]
Attachments: H1927048.pdf; HASS Contract Signed 2019-03-18.pdf

Purchase order and scan of signed contract as discussed yesterday. I'll call Cate at 15:45 this afternoon to discuss further.

Regards

Chris

Chris Kelly | A/g Assistant Director

Public Health Regulation and Projects

Health Protection Service | Public Health Protection and Regulation | ACT Health

Ph: (02) 51249059

Mob [REDACTED]

E: chris.kelly@act.gov.au



SHORT FORM CONTRACT

for Goods and/or Services - \$25,000 and \$200,000

DATE: 28/02/2019

PARTIES AND ADDRESSES FOR SERVICE OF NOTICES

Procurement Reference Number:	2018 5418
Contract Number:	2018 5418

Territory

Name:	AUSTRALIAN CAPITAL TERRITORY established under the <i>Australian Capital Territory (Self-Government) Act 1988</i> (Cth) represented by Health Directorate (Territory).		
Address:	25 Mulley Street Holder ACT 2611		
Territory Contract Manager:	Chris Kelly	Ph: 02 51249059	Email: chris.kelly@act.gov.au

Supplier

Name:	Woden Community Service Inc (Supplier)		
ABN/ACN/ARBN:	80 527 241 761		
Address:	Callam Offices Building C, Level 1 50 Easty Street Phillip ACT 2606		
Supplier Contract Manager:	Chief Executive Officer Jenny Kitchin		

1 – TERM

The commencement date is 18/03/2019 or when this Contract is signed by the second party, whichever is the later. The term of this Contract is four (4) calendar months from the commencement date.

The term of this Contract may be extended for two (2) additional periods of one (1) month by the written agreement of the parties, prior to the Contract expiration date. The maximum term of this contract is six (6) months.

2 – THE SUPPLIES

Provision of time limited, hoarding advocacy support services (HASS) to three (3) clients experiencing severe complex hoarding and squalor issues. The HASS would support and complement the existing ACT Government management of severe and complex cases of hoarding and squalor in the ACT community, currently overseen by the multi-agency Hoarding Case Management Group (HCMG).

The key focus of the provision of targeted HASS case management is working with, and advocating for, clients to improve their particular hoarding circumstance and to provide effective liaison between the individuals, government regulators, government support services and community support services.

The HASS would be delivered to three (3) severe and complex hoarding cases managed by the HCMG during the first half of 2019 (from March to June 2019).

HASS would include, but not be limited to:

1. building relationships with severe hoarding clients;
2. acting as a case manager for severe hoarding clients managed by the HCMG (in collaboration with the relevant lead government agency);
3. providing targeted counselling, social and advocacy support to clients;
4. facilitating the provision of domestic services (such as the sub-contracting of cleaners or gardeners);
5. assisting the client access and navigate existing supports, such as mental health teams and My Aged Care; and
6. providing primary day-to-day liaison between the hoarder and the regulator.

The provision of HASS case management would align with the ACT Government commitment to better homes, better communities and better suburbs, by seeking to improve living conditions and urban amenity for those affected by severe and complex hoarding and squalor. The provision of HASS case management would also align with the ACT Government commitment to build inclusion, equality and fairness in our community, by supporting the equal and fair treatment of those affected by hoarding and their neighbours, in the ACT Government's response to, and management of, hoarding.

Evaluation Component

The efficacy of the HASS case management model will be self-evaluated by the supplier and by the HCMG. Evaluation would include the presentation of evidence that the delivery of HASS has, on balance, directly or indirectly contributed to:

- increased client amenity, wellbeing and community engagement;
- decreased hoarding activity by the client (a measurable reduction in squalor, public health and public safety risks);
- decreased interventions required by the regulator; and
- decreased number of related complaints received from the public.

In delivering the HASS the Supplier will:

- Be cognisant of relevant ACT legislation.
- Maintain regular communication with the nominated contact officer on HASS case management progress and key milestones.
- Report to the HCMG regularly and attend HCMG meetings as indicated.
- Provide a written report to the HCMG by the end of HASS period (by 30 June 2019). The report will include a description of the HASS provided and the operational challenges faced. The report should also address the evaluation component dot points described above.

3 – TIMING AND DELIVERY DATES

The Supplies must be provided during the period commencing 18/03/2019 and ending 30/06/2019, and if applicable, at the delivery location and in accordance with the instructions set out in Item 4.

4 – DELIVERY LOCATION AND INSTRUCTIONS (FOR SUPPLIES THAT INCLUDE GOODS)

Not applicable

5 – CONTRACT PRICE AND PAYMENT

The Contract Price is \$90,000 (including GST). It is payable in instalments in accordance with the following table. Clause 2 of Attachment B - *General Conditions of Contract* applies.

Instalment	Amount of Instalment (including GST)	Milestone/ Deliverable	Date for Completion of Milestone/ Deliverable
1	30,000	Commencement of HASS	25/03/2019
2	30,000	Mid-point HASS	02/05/2019
3	30,000	Delivery of HASS Evaluation Report to the HCMG	27/06/2019

6 – WARRANTY PERIOD (FOR SUPPLIES THAT INCLUDE GOODS)

Not applicable.

7 – CONFIDENTIAL TEXT under the Government Procurement Act 2001 (ACT)

This Contract is a notifiable contract for the purposes of the Procurement Act and confidential text, and the grounds on which this text is confidential is set out below. Clause 9 of Attachment B – *General Conditions of Contract* applies.

Text of this contract considered to be Confidential Text	Applicable grounds under section 35(1) Procurement Act
nil	n/a

8 – INSURANCE

The Supplier must effect and maintain for the Term, all insurances required to be effected by it by law and the following insurances in the amounts stated:

1. Public Liability insurance with coverage in the amount of no less than \$10 million in respect of each occurrence.
2. For Supplies that include services, professional indemnity insurance with coverage in the amount of no less than \$10 million in the annual aggregate

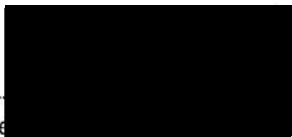
The Supplier must provide evidence of the insurance if required by the Territory.

SHORT FORM CONTRACT for Goods and/or Services between \$25,000 and \$200,000

SIGNED AS A CONTRACT ON 15 March 2019

SIGNED for on behalf of the
AUSTRALIAN CAPITAL TERRITORY

in the presence of:

Signature 

Print name Rebecca Moroney



Signature of Territory delegate

Print name

CONRAD BARR

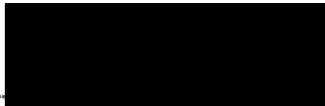
SIGNED by of for and on the behalf of
Insert name and ACN of supplier

WODEN COMMUNITY SERVICE

in the presence of:

Signature of director/secretary/witness 

Print name JENNIE SEPPINGS
DIRECTOR



Signature of director/authorised officer/individual

Jenny Kitchin, CEO

Print name



Signature of second authorised officer*

Print name and position KATIE WEST, DIRECTOR



Note

- Date: Must be dated on the date the last party signs the contract or, if signed counterparts of the contract are exchanged, the date of exchange. Also date the cover page.
- Company: Must be signed in accordance with section 127 of the Corporations Act 2001 (Cth), for example, by 2 directors or a director and a secretary. Common seal must be affixed if required under the Supplier's constitution.
- Individual: Must be signed by the Individual supplier and witnessed.
- Incorporated Association: As a minimum, two authorised officers must sign. Otherwise, the contract must be signed in accordance with the Supplier's constitution. Common seal must be affixed if required under the constitution.

ATTACHMENT A – SUPPLIER’S QUOTATION**Option A**

Not used.

ATTACHMENT B – GENERAL CONDITIONS OF CONTRACT

- 1. Provision of Supplies**
 - 1.1 The Supplier must provide the Supplies according to the provisions of this Contract and to a standard of care, skill and diligence expected of a person who regularly acts in the capacity in which the Supplier is engaged.
 - 1.2 Supplies that are goods must be new and unused, free from any security interest, defects in materials and workmanship, of acceptable quality and must conform to any specifications and descriptions set out in this Contract.
- 2. Contract Price**
 - 2.1 Except if otherwise stated in this Contract, the Contract Price is:
 - (a) payable within 30 days of receipt by the Territory of an Invoice;
 - (b) inclusive of GST and all other taxes, duties and charges; and
 - (c) inclusive of all disbursements, including out of pocket expenses incurred by the Supplier.
 - 2.2 An Invoice may be issued by the Supplier upon the satisfactory completion of each milestone set out in the Contract, or if no milestones are specified, on the satisfactory completion of all services and acceptance of all goods comprising the Supplies.
- 3. Delivery and Acceptance**
 - 3.1 Supplies that are goods must be delivered at the times and places detailed in the Contract, in good order and condition and marked with the relevant Reference Number and full delivery point details. Delivery will be free into store unless otherwise specified in the Contract.
 - 3.2 The Territory may reject Supplies supplied incorrectly, damaged, in excess of or less than specified quantities or otherwise found not to be in accordance with the Contract.
 - 3.3 If the Territory rejects any Supplies, the Supplier must, at no cost to the Territory and within any timeframe specified by the Territory, remove the Supplies (in the case of goods) and:
 - (a) replace any rejected Supplies that are goods; and
 - (b) re-perform any rejected Supplies that are services; or
 - (c) refund any payment for the rejected Supplies.
 - 3.4 If the Territory does not reject the Supplies within 14 days of receiving the Supplies, the Territory is taken to have accepted the Supplies.
- 4. Title and Risk**

Risk of loss and damage and title in Supplies that are goods passes to the Territory on its acceptance of those goods.
- 5. Warranty**

For Supplies that are goods, the Supplier must:

 - (a) during any warranty period specified in the Contract, without delay and at no cost to the Territory, correct all defects in the Supplies by way of repair, replacement or such other means acceptable to the Territory; and
 - (b) ensure, to the extent practicable and permitted by law, that the Territory receives the benefit of any warranty given by a third party with respect to any goods,

however:

 - (c) this does not in any way relieve the Supplier of any obligation or warranty by it under this Contract; and
 - (d) the Supplier is liable for all costs incidental to the discharge of any warranty under this Contract.
- 6. Ownership and use of material**
 - 6.1 Ownership of:
 - (a) all Contract Material, including any intellectual property rights, vests on its creation with the Territory;
 - (b) all Territory Material, including any intellectual property rights, remains with the Territory; and
 - (c) all Support Material, including any intellectual property rights, remains the property of the Supplier.
 - 6.2 The Territory grants to the Supplier a royalty-free, limited licence to use the Contract Material and Territory Material for the term specified in the Contract.
 - 6.3 The Supplier:
 - (a) grants to the Territory, a perpetual, royalty-free licence to use the Support Material to the extent necessary for the Territory to obtain the full benefit of the Supplies; and
 - (b) warrants that the Territory's use of any Contract Material and Support Material under this Contract will not infringe the intellectual property rights of, or create any obligations in connection with, any third party.
 - 6.4 The Supplier must safeguard and preserve Contract Material and Territory Material in its possession or control and deliver to the Territory all Contract Material and Territory Material on expiration or termination of this Contract (other than copies that the Territory authorised the Supplier to retain).

7. Supplier's Personnel

The Supplier must, in providing the Supplies:

- (a) engage only persons who have the skills, training and expertise appropriate for the Supplies; and
- (b) comply with all reasonable requirements notified by the Territory regarding suitability and fitness of persons engaged for the provision of the Supplies.

8. Non-disclosure of Territory Information

The Supplier must:

- (a) use Territory Information held in connection with this Contract only for the purposes of fulfilling its obligations under this Contract;
- (b) not transfer Territory Information held in connection with this Contract outside the Territory, or allow any person (other than its authorised personnel) outside the Territory to have access to it, without prior written approval of the Territory;
- (c) notify the Territory immediately if the Supplier becomes aware that a disclosure of Territory Information may be required by law or any unauthorised disclosure of Territory Information has occurred; and
- (d) in respect of any Personal Information held in connection with this Contract:
 - (i) comply with the TPPs and any applicable TPP Code and must not (and procure that any subcontractor engaged by the Supplier does not) act or engage in a practice that breaches a TPP or a TPP Code; and
 - (ii) co-operate with any reasonable requests or directions of the Territory arising directly from, or in connection with, the exercise of the functions of the Information Privacy Commissioner under the Information Privacy Act.

9. Confidential Text under the Procurement Act

9.1 In giving effect to the principles of open and accountable government, the Territory may disclose documents and information unless it has otherwise agreed, or is otherwise required under law, to keep the information confidential.

9.2 Except as provided in this Contract, the Territory must not disclose confidential text specified in the Contract to any person without the prior written consent of the Supplier (which consent will not be unreasonably withheld) except to the extent that the confidential text:

- (a) is required or authorised to be disclosed under law;
- (b) is reasonably necessary for the enforcement of the criminal law;
- (c) is disclosed to the Territory's solicitors, auditors, insurers or advisers;

- (d) is generally available to the public;
- (e) is in the possession of the Territory without restriction in relation to disclosure before the date of receipt from the Supplier;
- (f) is disclosed by the responsible Minister in reporting to the Legislative Assembly or its committees; or
- (g) is disclosed to the ombudsman or for a purpose in relation to the protection of public revenue.

10. Indemnity

The Supplier indemnifies the Territory, its employees and agents against all liability in respect of all claims, costs and expenses in relation to all loss, damage, injury or death to persons or property caused by the Supplier, in connection with the provision of the Supplies, except to the extent that the Territory caused the relevant loss, damage or injury.

11. Termination

The Territory may terminate this Contract in part or whole, at any time by notice to the Supplier, if the Supplier:

- (a) enters, or in the Territory's absolute opinion, is likely to enter, into any form of external administration or makes any arrangement with its creditors or takes advantage of any statute for the relief of insolvent debtors;
- (b) fails to provide the Supplies within, or to meet any other, timeframes or milestones specified in this Contract; or
- (c) is otherwise in breach of a provision of this Contract, where that breach:
 - (i) if capable of being remedied, is not remedied within the period specified in a notice by the Territory, or
 - (ii) is not capable of being remedied.

12. Conduct in Territory Premises

The Supplier must, when using Territory premises or facilities, comply with all reasonable directions of the Territory.

13. Notices

Any notice or communication under this Contract will be effective if it is in writing, and delivered to the other party. A notice will be deemed to have been delivered:

- (a) if delivered by hand, on delivery;
- (b) if sent by prepaid mail, on the expiration of two business days;
- (c) if sent by facsimile, on the sender's facsimile machine recording that the facsimile has been successfully and properly transmitted to the recipient's address; or
- (d) if sent by electronic mail, on the other party's acknowledgement of receipt by any means.

14. Assignment and Subcontracting

The Supplier must not assign or subcontract any of its rights or obligations under this Contract without the prior written consent of the Territory. If the Territory gives its consent, the Territory may impose any conditions.

15. Survival

Clauses 6, 7 and 8 of this Contract survive the termination or expiration of this Contract.

16. Applicable Law

The laws of the Australian Capital Territory apply to this Contract.

17. Variation

This Contract may be varied only by the written agreement of the parties prior to the expiration of the Contract.

18. Entire Agreement

This Contract constitutes the entire agreement of the parties in relation to the provision of the Supplies and all other agreements, warranties and representations are excluded.

19. Definitions and Interpretation

"Contract Material" means all material created, written or otherwise brought into existence as part of, or for the purpose of providing the Supplies including all reports (whether in draft or final form), documents, information and data stored by any means.

"Information Privacy Act" means the *Information Privacy Act 2014* (ACT).

"Invoice" means an invoice that:

- (a) if GST is payable in respect of the provision of the Supplies, is a valid tax invoice for the purposes of the *A New Tax System (Goods and Services Tax) Act 1999* (Cth);
- (b) clearly sets out details of the Supplies provided and of the amount that is due for payment, is correctly calculated and is in respect of Supplies provided in accordance with this Contract;
- (c) is accompanied by any other details or reports required under this Contract; and
- (d) is rendered at the time/s specified in clause 2.2.

"Personal Information" is information or an opinion about an identified individual or an individual who is reasonably identifiable:

- (a) whether the information is true or not; and
- (b) whether the information or opinion is recorded in a material form or not,

but does not include personal health information (as defined in the *Health Records (Privacy and Access) Act 1997* (ACT) about the individual.

"Reference Number" means the relevant, purchase order number, quote number or contract number for the provision of the Supplies.

"Supplies" means the goods and/ or services the subject of this Contract.

"Support Material" means the material specified as support material in the Contract (if any).

"Territory Information" means the kind of information that:

- (a) is or relates to documents, submissions, consultations, policies, strategies, practices and procedures of the Territory which are by their nature confidential;
 - (b) is notified (whether in writing or not) by the Territory to the Supplier as being confidential; or
 - (c) is Personal Information,
- but does not include information that:
- (d) is or becomes public knowledge other than by breach of this Contract;
 - (e) has been independently developed or acquired by the Supplier; or
 - (f) has been notified by the Territory to the Supplier as not being confidential.

"Territory Material" means any material provided by the Territory to the Supplier for the purposes of this Contract including documents, equipment, information and data stored by any means.

"TPPs" means the Territory Privacy Principles provided for in section 13 and set out in Schedule 1 of the Information Privacy Act.

"TPP Code" means a code of practice about information privacy which, having regard to section 21(1) and (3) of the Information Privacy Act, binds an agency that engages the Supplier in the provision of the Supplies.

SPECIAL CONDITIONS

Option A

Not used.

SHORT FORM CONTRACT for Goods and/or Services between \$25,000 and \$200,000

Pond, Aleks (Health)

From: Kelly, Chris (Health)
Sent: Tuesday, 19 March 2019 4:31 PM
To: Pam Boyer; Cate Hale
Cc: Jenny Kitchin
Subject: RE: HASS purchase order and signed contract [DLM=For-Official-Use-Only]

Many thanks Pam,

As I discussed with Cate this afternoon, I feel confident we are very well placed to achieve good outcomes for this project, noting Cate's expertise and WCS's extensive history.

I look forward to working with you both.

Regards

Chris

From: Pam Boyer [mailto: [REDACTED]]
Sent: Tuesday, 19 March 2019 3:04 PM
To: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>; Cate Hale < [REDACTED]>
Cc: Jenny Kitchin < [REDACTED]>
Subject: RE: HASS purchase order and signed contract [DLM=For-Official-Use-Only]

Thanks Chris

It was great to meet with you yesterday and thanks for all your time and effort in getting this project up and running.

We are thrilled to have encouraged Cate back to do this work and know that her input and existing runs on the board will be beneficial in making the most of this short time we have. It also sound like you are thoroughly behind the project and will be a good point of contact to 'makes things happen' if they can.

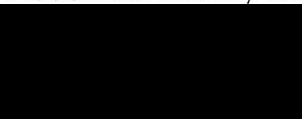
We look forward to working with you and please let me know if you have any questions and issues we need to work though.

Regards

Pam

Pam Boyer

Senior Manager - Mental Health and Wellbeing
 Woden Community Service Inc



Woden Community Service acknowledges the Ngunnawal people as the traditional owners of this land and their continuing connection to land and community. We also acknowledge Aboriginal and Torres Strait Islander peoples who have come from other nations to live on Ngunnawal land. We pay our respects to their cultures, ancestors and elders past, present and future.

From: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Sent: Tuesday, 19 March 2019 2:59 PM
To: Cate Hale [REDACTED]
Cc: Pam Boyer [REDACTED]
Subject: HASS purchase order and signed contract [DLM=For-Official-Use-Only]

Purchase order and scan of signed contract as discussed yesterday. I'll call Cate at 15:45 this afternoon to discuss further.

Regards

Chris
Chris Kelly | A/g Assistant Director
Public Health Regulation and Projects
Health Protection Service | Public Health Protection and Regulation | ACT Health
Ph: (02) 51249059
Mob: [REDACTED]
E: chris.kelly@act.gov.au

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Pond, Aleks (Health)

From: De Ridder, Linda (Health) on behalf of ACTHealth, EH Policy
Sent: Tuesday, 19 March 2019 5:42 PM
To: Kelly, Chris (Health)
Subject: FW: HCMG for action OOS - Update on outcomes of the HCMG meeting on 14 February 2019 [DLM=For-Official-Use-Only]

fyi

From: Sloan, Sean
Sent: Tuesday, 19 March 2019 2:30 PM
To: ACTHealth, EH Policy <EHPolicy@act.gov.au>
Subject: RE: HCMG for action OOS - Update on outcomes of the HCMG meeting on 14 February 2019 [DLM=For-Official-Use-Only]

Good afternoon Linda,
 Thank you for your email.
 I support the [REDACTED] case being accepted to the Case Management list.

Regards,
 Sean

Sean Sloan | Director
 TCCS Licensing and Compliance
 ☎: 02 6205 8291 | 📠 [REDACTED]
 📧: Sean.Sloan@act.gov.au | 📍: GPO Box 158 Canberra ACT 2601
 City Presentation, City Services | ACT Government
<http://www.act.gov.au>

From: De Ridder, Linda (Health) **On Behalf Of** ACTHealth, EH Policy
Sent: Tuesday, 19 March 2019 12:22 PM
To: Taylor, Alex <Alex.Taylor@act.gov.au>; Barr, Conrad (Health) <Conrad.Barr@act.gov.au>; Bingham, Jaime (Health) <Jaime.Bingham@act.gov.au>; Green, Ben <Ben.Green@act.gov.au>; Kanellopoulos, Maria <Maria.Kanellopoulos@act.gov.au>; Keene, Toby <Toby.Keene@act.gov.au>; Kelly, Chris (Health) <Chris.Kelly@act.gov.au>; Mackey, Patricia <Patricia.Mackey@act.gov.au>; McMahon, Rachael (Health) <Rachael.McMahon@act.gov.au>; Meere, Patrick <Patrick.Meere@act.gov.au>; Roberts, Rachael <Rachael.Roberts@act.gov.au>; Shaw, Wayne <Wayne.Shaw@act.gov.au>; Sloan, Sean <Sean.Sloan@act.gov.au>; Stedman, Andrew (Health) <Andrew.Stedman@act.gov.au>; Stefanovic, Vojkan (Health) <Vojkan.Stefanovic@act.gov.au>; Ujdur, Steve <Steve.Ujdur@act.gov.au>; Weston, Scott D <ScottD.Weston@act.gov.au>
Cc: Clouten, Jody (Health) <Jody.Clouten@act.gov.au>
Subject: HCMG for action OOS - Update on outcomes of the HCMG meeting on 14 February 2019 [DLM=For-Official-Use-Only]
Importance: High

Hello HCMG members,

[Update on outcomes of the HCMG meeting on 14 February 2019](#)

Item 6.1

Thanks to members who provided comment on the risk matrix circulated out of session last week. An updated matrix is attached for members' information based on comments received.

Members are asked to **note**:

1. the updated matrix and final ranking; and
2. that the Woden Community Service (WCS) was the successful provider for Hoarding Advocacy Support Services (HASS) trial to the three highest ranked cases managed by the HCMG as follows:

Rank	Location	Lead Agency
1	[REDACTED]	HPS
2	[REDACTED]	TCCS
3	[REDACTED]	MHJHAODS / Housing ACT

The HASS trial is scheduled to commence this week and run until the end of the financial year. WCS will attend the HCMG meetings scheduled for April and June 2019.

Item 6.2

Members are also asked to **agree** to the HCMG formally accepting the [REDACTED] case as proposed by MHJHAODS at the February meeting. Response will be by exception via return email to secretariat by **c.o.b 21 March 2019**.

Kind regards,
Linda De Ridder

Secretariat, Hoarding Case Management Group
Health Protection Service | Public Health, Protection and Regulation | ACT Health
PH 02 5124 9222 | FAX 02 5124 9305
 25 Mulley Street, Holder ACT 2611 | Locked Bag 5005, Weston Creek ACT 2611
 E EHPolicy@act.gov.au W health.act.gov.au

Pond, Aleks (Health)

From: Cate Hale <[REDACTED]>
Sent: Thursday, 21 March 2019 11:50 AM
To: Kelly, Chris (Health)
Subject: RE: Disclosure agreement for HASS project. [DLM=For-Official-Use-Only]

Wonderful. I will see you then.

From: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Sent: Thursday, 21 March 2019 11:49 AM
To: Cate Hale [REDACTED]
Subject: Re: Disclosure agreement for HASS project. [DLM=For-Official-Use-Only]

It's ok it will only take a few minutes to update you on [REDACTED] I'll be in the foyer at 13:20. You will still make your meeting with Andrew at 13:30.

Get [Outlook for iOS](#)

From: Cate Hale [REDACTED]
Sent: Thursday, March 21, 2019 11:46 am
To: Kelly, Chris (Health)
Subject: RE: Disclosure agreement for HASS project. [DLM=For-Official-Use-Only]

Chris,

I'm able to come over a little earlier if that works for you? Then you aren't rushing into your meeting at 2pm?

Cate

From: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Sent: Thursday, 21 March 2019 9:58 AM
To: Cate Hale [REDACTED]
Subject: RE: Disclosure agreement for HASS project. [DLM=For-Official-Use-Only]

Thanks Cate and apologies for the late reply, [REDACTED]

Andrew mentioned you were meeting this afternoon at 13:30.

I'll try and catch up with you when you arrive. I'm in meeting from 14:00-17:00 today.

From: Cate Hale [REDACTED]
Sent: Wednesday, 20 March 2019 11:10 AM
To: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Cc: Pam Boyer [REDACTED]
Subject: Disclosure agreement for HASS project.

Chris,

As discussed yesterday, it would be useful to have a clear understanding of disclosure with the three cases involved in the HASS project.

Personally, I will be approaching the clients with an organisational consent form to cover consent for the following:

- Consent to work with the participant
- Consent to collect and store personal information privately with a clear understanding of who has access to information
- Consent to disclose information to other parties elected by the participant and with their agreement

I always make it clear to the participant that they have the ability to change their consent at any time.

In relation to sharing information across involved organisations and agencies, in the past I have come to an agreement with workers from different agencies that if there are any concerns on whether information can be shared that we take this back to our organisation/ agency for consideration.

This consideration is only implied when the inability to share participant information is impacting delivery and/or client's wellbeing.

Please let me know if you believe we need to add further consents or if the ACT government has different considerations in regards to disclosure.

With thanks,

Cate Hale

*Hoarding Advocacy Support Service (HASS) Project,
Mental Health and Wellbeing*

Woden Community Service | 26 Corinna St | Woden ACT 2606

M: [REDACTED] | www.wcs.org.au

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Pond, Aleks (Health)

From: Kelly, Chris (Health)
Sent: Thursday, 21 March 2019 11:51 AM
To: Stedman, Andrew (Health)
Subject: FW: Disclosure agreement for HASS project. [SEC=UNCLASSIFIED]

Hi Andrew,

Do you have a copy of a previous disclosure agreement you used with [REDACTED] that I could refer too?

Chris

From: Cate Hale [mailto:[REDACTED]]
Sent: Wednesday, 20 March 2019 11:10 AM
To: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Cc: Pam Boyer [REDACTED]
Subject: Disclosure agreement for HASS project.

Chris,

As discussed yesterday, it would be useful to have a clear understanding of disclosure with the three cases involved in the HASS project.

Personally, I will be approaching the clients with an organisational consent form to cover consent for the following:

- Consent to work with the participant
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This consideration is only implied when the inability to share participant information is impacting delivery and/or client's wellbeing.

Please let me know if you believe we need to add further consents or if the ACT government has different considerations in regards to disclosure.

With thanks,

Cate Hale

*Hoarding Advocacy Support Service (HASS)Project,
 Mental Health and Wellbeing
 Woden Community Service | 26 Corinna St | Woden ACT 2606
 M [REDACTED] www.wcs.org.au*

Pond, Aleks (Health)

From: Mackey, Patricia
Sent: Thursday, 21 March 2019 4:23 PM
To: Kelly, Chris (Health)
Subject: RE: HCMG for action OOS - Update on outcomes of the HCMG meeting on 14 February 2019 [DLM=For-Official-Use-Only]

Dear Chris

I am at my desk if you are available to call.

Regards

Patricia Mackey | Deputy Public Advocate

Public Advocate of the ACT/Children & Young People Commission

Human Rights Commission

Phone: (02) 6205 2222 | Fax: (02) 6207 1034 |

Level 2, 11 Moore Street, Civic | GPO Box 158, Canberra ACT 2601

Leading a caring community where the rights and interests of vulnerable people are protected

The PA acknowledges the traditional custodians of the ACT, the Ngunnawal people, and respects their continuing culture



Please note: Section 100A of the *Human Rights Commission Act 2005*

<http://www.legislation.act.gov.au/a/2005-40/current/pdf/2005-40.pdf>

allows you to give me information without it being a breach of confidence, professional etiquette or a rule of professional conduct.

From: Kelly, Chris (Health)
Sent: Thursday, 21 March 2019 1:16 PM
To: Mackey, Patricia <Patricia.Mackey@act.gov.au>; Sloan, Sean <Sean.Sloan@act.gov.au>
Cc: Barr, Conrad (Health) <Conrad.Barr@act.gov.au>; Stefanovic, Vojkan (Health) <Vojkan.Stefanovic@act.gov.au>
Subject: RE: HCMG for action OOS - Update on outcomes of the HCMG meeting on 14 February 2019 [DLM=For-Official-Use-Only]

Thanks for the update Patricia,

Could I call you this afternoon to discuss if possible?

I'm in meeting from 14:00-17:00 but happy to step out to discuss pending your availability.

Regards

Chris

From: Mackey, Patricia
Sent: Wednesday, 20 March 2019 9:57 AM
To: Sloan, Sean <Sean.Sloan@act.gov.au>; Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Cc: Barr, Conrad (Health) <Conrad.Barr@act.gov.au>; Stefanovic, Vojkan (Health) <Vojkan.Stefanovic@act.gov.au>

Subject: RE: HCMG for action OOS - Update on outcomes of the HCMG meeting on 14 February 2019 [DLM=For-Official-Use-Only]

Good morning

The Public Advocate is working closely with ADACAS in relation to [REDACTED]. We are hoping to have a Management Assessment Panel with client to develop a plan forward. Will advise further.

regards

Patricia Mackey | Deputy Public Advocate

**Public Advocate of the ACT/Children & Young People Commission
Human Rights Commission**

Phone: (02) 6205 2222 | Fax: (02) 6207 1034 |

Level 2, 11 Moore Street, Civic | GPO Box 158, Canberra ACT 2601

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Please note: Section 100A of the Human Rights Commission Act 2005

<http://www.legislation.act.gov.au/a/2005-40/current/pdf/2005-40.pdf>

allows you to give me information without it being a breach of confidence, professional etiquette or a rule of professional conduct.

From: Sloan, Sean

Sent: Wednesday, 20 March 2019 9:22 AM

To: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>; Mackey, Patricia <Patricia.Mackey@act.gov.au>

Cc: Barr, Conrad (Health) <Conrad.Barr@act.gov.au>; Stefanovic, Vojkan (Health) <Vojkan.Stefanovic@act.gov.au>

Subject: RE: HCMG for action OOS - Update on outcomes of the HCMG meeting on 14 February 2019 [DLM=For-Official-Use-Only]

Good morning Chris,

Thank you for your email.

We are happy to continue to monitor [REDACTED] as we have volunteers assisting [REDACTED] can't really answer if this matter should be referred for the HASS trial as we are not directly involved with [REDACTED] and I am unaware of what the trial would involve.

I believe [REDACTED] needs support, but given the history of this matter, I would suggest the support needs to be reviewed and deemed appropriate by a suitably qualified person.

Patricia might be able to provide more guidance in this?

Regards,
Sean

Sean Sloan | Director
TCCS Licensing and Compliance

☎: 02 6205 8291 | 📱: [REDACTED]

📧: Sean.Sloan@act.gov.au | 📍: GPO Box 158 Canberra ACT 2601

City Presentation, City Services | ACT Government

<http://www.act.gov.au>

From: Kelly, Chris (Health)
Sent: Tuesday, 19 March 2019 3:16 PM
To: Sloan, Sean <Sean.Sloan@act.gov.au>
Subject: FW: HCMG for action OOS - Update on outcomes of the HCMG meeting on 14 February 2019 [DLM=For-Official-Use-Only]
Importance: High

Hi Sean,

Noting that you didn't provided feedback on the risk assessment circulated OoS last week and your update to the last HCMG that TCCS are happy to stay at arm's length with [REDACTED] for the immediate future.

I would like to take this opportunity confirm that you (and TCCS) have no objection to [REDACTED] being included in the HASS trial as proposed. Cate Hale has returned to WCS and will be leading the trial.

Kind regards

Chris

From: De Ridder, Linda (Health) **On Behalf Of** ACTHealth, EH Policy
Sent: Tuesday, 19 March 2019 12:22 PM
To: Taylor, Alex <Alex.Taylor@act.gov.au>; Barr, Conrad (Health) <Conrad.Barr@act.gov.au>; Bingham, Jaime (Health) <Jaime.Bingham@act.gov.au>; Green, Ben <Ben.Green@act.gov.au>; Kanellopoulos, Maria <Maria.Kanellopoulos@act.gov.au>; Keene, Toby <Toby.Keene@act.gov.au>; Kelly, Chris (Health) <Chris.Kelly@act.gov.au>; Mackey, Patricia <Patricia.Mackey@act.gov.au>; McMahon, Rachael (Health) <Rachael.McMahon@act.gov.au>; Meere, Patrick <Patrick.Meere@act.gov.au>; Roberts, Rachael <Rachael.Roberts@act.gov.au>; Shaw, Wayne <Wayne.Shaw@act.gov.au>; Sloan, Sean <Sean.Sloan@act.gov.au>; Stedman, Andrew (Health) <Andrew.Stedman@act.gov.au>; Stefanovic, Vojkan (Health) <Vojkan.Stefanovic@act.gov.au>; Ujdur, Steve <Steve.Ujdur@act.gov.au>; Weston, Scott D <ScottD.Weston@act.gov.au>
Cc: Clouten, Jody (Health) <Jody.Clouten@act.gov.au>
Subject: HCMG for action OOS - Update on outcomes of the HCMG meeting on 14 February 2019 [DLM=For-Official-Use-Only]
Importance: High

Hello HCMG members,

Update on outcomes of the HCMG meeting on 14 February 2019

Item 6.1

Thanks to members who provided comment on the risk matrix circulated out of session last week. An updated matrix is attached for members' information based on comments received.

Members are asked to **note:**

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Item 6.2

Members are also asked to **agree** to the HCMG formally accepting the [REDACTED] case as proposed by MHJHAODS at the February meeting. Response will be by exception via return email to secretariat by **c.o.b 21 March 2019**.

Kind regards,
Linda De Ridder

Secretariat, Hoarding Case Management Group
Health Protection Service | Public Health, Protection and Regulation | ACT Health
PH 02 5124 9222 | FAX 02 5124 9305
25 Mulley Street, Holder ACT 2611 | Locked Bag 5005, Weston Creek ACT 2611
E EHPolicy@act.gov.au W health.act.gov.au

Pond, Aleks (Health)

From: Ujdur, Steve
Sent: Friday, 22 March 2019 10:45 AM
To: Kelly, Chris (Health); Bingham, Jaime (Health); O'Neill, Joshua (Health)
Cc: De Ridder, Linda (Health)
Subject: RE: HCMG for action OOS - Update on outcomes of the HCMG meeting on 14 February 2019 [DLM=For-Official-Use-Only]

Thank you Chris,

If I can be of any assistance please ask.

Regards

Steve Ujdur | Regional Manager Intensive Tenancy Support Team | **Phone 02 62074431** | Fax 02 6207 1440
Housing ACT | Community Services Directorate | ACT Government
Nature Conservation House Level 1, 153 Emu Bank Belconnen | Locked Bag 3000 Belconnen ACT 2616 |
www.act.gov.au

From: Kelly, Chris (Health)
Sent: Friday, 22 March 2019 10:41 AM
To: Bingham, Jaime (Health) <Jaime.Bingham@act.gov.au>; O'Neill, Joshua (Health) <Joshua.O'Neill@act.gov.au>; Ujdur, Steve <Steve.Ujdur@act.gov.au>
Cc: De Ridder, Linda (Health) <Linda.DeRidder@act.gov.au>
Subject: FW: HCMG for action OOS - Update on outcomes of the HCMG meeting on 14 February 2019 [DLM=For-Official-Use-Only]
Importance: High

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I can advise the [REDACTED] case referred to the HCMG by MHJHAODS at the meeting of 14 February was accepted by the HCMG out of session as of yesterday, and ranks third on the risk assessment. I'd like to take this opportunity to confirm that MHJHAODS (as lead agency) agrees that the case is included in the HASS trial and if so, nominate a primary contact point for WCS to liaise with in regards to this case. I assume Joshua as clinical manager would be the best point of contact. I also note in the minutes of the previous meeting that WCS currently provide NDIS services to this case.

Jamie, I acknowledge you are the newly nominated MHJHAODS representative on the HCMG and that you did not attend the 14 February meeting where the HASS trial was discussed in detail. I am happy to discuss the above with you further as required.

Steve, included for awareness as the case is a Housing ACT client.

Regards

Chris

Chris Kelly | A/g Assistant Director

Public Health Regulation and Projects

Health Protection Service | Public Health Protection and Regulation | ACT Health

Ph: (02) 51249059

Mob: [REDACTED]

E: chris.kelly@act.gov.au

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Sent: Tuesday, 19 March 2019 12:22 PM

To: Taylor, Alex <Alex.Taylor@act.gov.au>; Barr, Conrad (Health) <Conrad.Barr@act.gov.au>; Bingham, Jaime (Health) <Jaime.Bingham@act.gov.au>; Green, Ben <Ben.Green@act.gov.au>; Kanellopoulos, Maria <Maria.Kanellopoulos@act.gov.au>; Keene, Toby <Toby.Keene@act.gov.au>; Kelly, Chris (Health) <Chris.Kelly@act.gov.au>; Mackey, Patricia <Patricia.Mackey@act.gov.au>; McMahon, Rachael (Health) <Rachael.McMahon@act.gov.au>; Meere, Patrick <Patrick.Meere@act.gov.au>; Roberts, Rachael <Rachael.Roberts@act.gov.au>; Shaw, Wayne <Wayne.Shaw@act.gov.au>; Sloan, Sean <Sean.Sloan@act.gov.au>; Stedman, Andrew (Health) <Andrew.Stedman@act.gov.au>; Stefanovic, Vojkan (Health) <Vojkan.Stefanovic@act.gov.au>; Ujdur, Steve <Steve.Ujdur@act.gov.au>; Weston, Scott D <ScottD.Weston@act.gov.au>

Cc: Clouten, Jody (Health) <Jody.Clouten@act.gov.au>

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Secretariat, Hoarding Case Management Group
Health Protection Service | Public Health, Protection and Regulation | ACT Health
PH 02 5124 9222 | FAX 02 5124 9305
25 Mulley Street, Holder ACT 2611 | Locked Bag 5005, Weston Creek ACT 2611
E EHPolicy@act.gov.au W health.act.gov.au

Pond, Aleks (Health)

From: Bingham, Jaime (Health)
Sent: Monday, 25 March 2019 9:41 AM
To: Kelly, Chris (Health); O'Neill, Joshua (Health); Ujdur, Steve
Cc: De Ridder, Linda (Health)
Subject: RE: HCMG for action OOS - Update on outcomes of the HCMG meeting on 14 February 2019 [DLM=For-Official-Use-Only]

Morning,

Apologies that I am trying to catch up on the clients and the discussions. I have asked City MH to consider the below email and let me know asap if they are in agreement and I will get back to you as soon as possible

Ms Jaime Bingham

Acting Operational Director
 Rehabilitation and Specialty Mental Health
 Mental Health, Justice Health and Alcohol & Drug Services
 Level 3, 1 Moore Street Canberra
 Phone: (02) 5124 1742
 E-mail: Jaime.Bingham@act.gov.au

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**Canberra Health
Services**

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Cc: De Ridder, Linda (Health) <Linda.DeRidder@act.gov.au>
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Steve, included for awareness as the case is a Housing ACT client.

Regards

Chris

Chris Kelly | A/g Assistant Director

Public Health Regulation and Projects

Health Protection Service | Public Health Protection and Regulation | ACT Health

Ph: (02) 51249059

Mob: [REDACTED]

E: chris.kelly@act.gov.au

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E EHPolicy@act.gov.au W health.act.gov.au

Pond, Aleks (Health)

From: De Ridder, Linda (Health)
Sent: Monday, 25 March 2019 2:41 PM
To: Bingham, Jaime (Health); Kelly, Chris (Health); O'Neill, Joshua (Health); Ujdur, Steve
Subject: RE: HCMG for action OOS - Update on outcomes of the HCMG meeting on 14 February 2019 [DLM=For-Official-Use-Only]

Thanks Jaime. Chris is not in the office today, but I will make sure he is aware that Joshua is the main contact from your area for the [REDACTED] case.

Kind regards,
 Linda

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Health Protection Service | Public Health, Protection and Regulation | ACT Health
 PH 02 5124 9222 | FAX 02 5124 9305
 25 Mulley Street, Holder ACT 2611 | Locked Bag 5005, Weston Creek ACT 2611
 E EHPolicy@act.gov.au W health.act.gov.au

From: Bingham, Jaime (Health)
Sent: Monday, 25 March 2019 2:36 PM
To: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>; O'Neill, Joshua (Health) <Joshua.O'Neill@act.gov.au>; Ujdur, Steve <Steve.Ujdur@act.gov.au>
Cc: De Ridder, Linda (Health) <Linda.DeRidder@act.gov.au>
Subject: RE: HCMG for action OOS - Update on outcomes of the HCMG meeting on 14 February 2019 [DLM=For-Official-Use-Only]

Afternoon,

I can confirm MHJHADS is happy with the current plan and Joshua O'Neill will remain the contact point from a MHJHADS perspective.

Please let me know if I can be of any further assistance

Ms Jaime Bingham

Acting Operational Director
 Rehabilitation and Specialty Mental Health
 Mental Health, Justice Health and Alcohol & Drug Services
 Level 3, 1 Moore Street Canberra
 Phone: (02) 5124 1742
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Chris Kelly | A/g Assistant Director
Public Health Regulation and Projects
Health Protection Service | Public Health Protection and Regulation | ACT Health
 Ph: (02) 51249059
 Mob: [REDACTED]
 E: chris.kelly@act.gov.au

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25 Mulley Street, Holder ACT 2611 | Locked Bag 5005, Weston Creek ACT 2611

E EHPolicy@act.gov.au W health.act.gov.au

Pond, Aleks (Health)

From: Cate Hale <[REDACTED]>
Sent: Wednesday, 27 March 2019 1:51 PM
To: Kelly, Chris (Health)
Subject: RE: HASS [DLM=For-Official-Use-Only]

Chris,

Thanks for this information.

I will give Joshua a call now and see how we can progress.

Cate

From: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Sent: Wednesday, 27 March 2019 1:49 PM
To: Cate Hale <[REDACTED]>
Cc: Pam Boyer <[REDACTED]>
Subject: RE: HASS [DLM=For-Official-Use-Only]

Hi Cate

Can now confirm point of contact for [REDACTED] is

Joshua O'Neill
City Mental Health team
Telephone (02) 5124 1763
Email Joshua.O'Neill@act.gov.au

As agreed by phone today I will provide contact details for [REDACTED] once provided by Andrew Stedman.

Regards

Chris

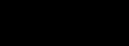
From: Kelly, Chris (Health)
Sent: Friday, 22 March 2019 4:44 PM
To: 'Cate Hale' <[REDACTED]>
Cc: 'Pam Boyer' <[REDACTED]>
Subject: HASS

Hello Cate,

As previously discussed please find attached documentation in relation to the proposed participants in the Hoarding Advocacy Support Services trial. The HCMG has approved the recommended three cases. A modified risk assessment ranking is attached for your reference.

The following contact points are provided:

Andrew Stedman
A/g Manager Environment
Health Protection Service
Andrew.Stedman@act.gov.au
(02) 5124 9087


Patricia Mackey | Deputy Public Advocate
Public Advocate of the ACT/Children & Young People Commission
Human Rights Commission
Patricia.Mackey@act.gov.au
(02) 6205 2222


TBA

I will follow up with an additional email early next week to confirm disclosure agreement details. I am also organising the first scheduled payment for next week.

Kind regards

Chris
Chris Kelly | A/g Assistant Director
Public Health Regulation and Projects
Health Protection Service | Public Health Protection and Regulation | ACT Health
Ph: (02) 51249059
Mob: 
E: chris.kelly@act.gov.au

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Pond, Aleks (Health)

From: Kelly, Chris (Health)
Sent: Wednesday, 27 March 2019 3:43 PM
To: Cate Hale
Cc: Pam Boyer
Subject: RE: HASS First Payment [DLM=For-Official-Use-Only]

Noted with thanks Cate.

Chris

From: Cate Hale [mailto: [REDACTED]]
Sent: Wednesday, 27 March 2019 3:37 PM
To: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Cc: Pam Boyer [REDACTED]
Subject: RE: HASS First Payment [DLM=For-Official-Use-Only]

Chris,

I will follow this up with our finance department and get back to you as soon as possible.

Thanks, Cate

From: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Sent: Wednesday, 27 March 2019 3:35 PM
To: Cate Hale [REDACTED]
Cc: Pam Boyer [REDACTED]
Subject: HASS First Payment [DLM=For-Official-Use-Only]

Hi Cate,

I've just met with our finance section regarding the first payment for HASS.

In accordance with the purchase order (attached) I will need an invoice from WCS for \$30,000 for commencement of HASS to process the first payment.

Invoices will be also be required for the 2nd and final payment due on 2 May and 27 June respectively.

Regards

Chris
Chris Kelly | A/g Assistant Director
Public Health Regulation and Projects
Health Protection Service | Public Health Protection and Regulation | ACT Health
 Ph: (02) 51249059
 Mob: [REDACTED]
 E: chris.kelly@act.gov.au

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Pond, Aleks (Health)

From: Kelly, Chris (Health)
Sent: Wednesday, 27 March 2019 4:32 PM
To: Wilke, Annette (Health)
Subject: FW: Invoice INV-1041 from WODEN COMMUNITY SERVICE INCORPORATED for Health Protection Services - Holder [DLM=For-Official-Use-Only]
Attachments: Invoice INV-1041.pdf

Hi Annette,

Thanks for your time to discuss this afternoon. Please find attached 1st invoice from WCS for HASS. I'm happy for this invoice to be paid please.

Many thanks in advance

Regards

Chris
Chris Kelly | A/g Assistant Director
Public Health Regulation and Projects
Health Protection Service | Public Health Protection and Regulation | ACT Health
Ph: (02) 51249059
Mob [REDACTED]
E: chris.kelly@act.gov.au

From: Accounts Receivable [REDACTED]
Sent: Wednesday, 27 March 2019 4:27 PM
To: [REDACTED] Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Subject: Invoice INV-1041 from WODEN COMMUNITY SERVICE INCORPORATED for Health Protection Services - Holder



[View invoice](#)

\$30,000.00 due 27 Mar
INV-1041

Hi,

Here's invoice INV-1041 for AUD 30,000.00.

The amount outstanding of AUD 30,000.00 is due on 27 Mar 2019.

View your bill online:

<https://in.xero.com/ga2vNOM0cjEpMkvmDduDSv03CZU0CiTZYIHp2Pim>

From your online bill you can print a PDF, export a CSV, or create a free login and view your outstanding bills.

If you have any questions, please let us know.

Thanks,
WODEN COMMUNITY SERVICE INCORPORATED



TAX INVOICE

Health Protection Services - Holder
 Attention: Chris Kelly
 Howard Florey Centre
 25 Mulley St
 HOLDER ACT 2611

Invoice Date
27 Mar 2019

Invoice Number
INV-1041

Reference
Purchase Order No:
H1927048

ABN
80 527 241 761

Woden Community
 Service Inc
 26 Corinna Street
 PO Box 35
 Woden, ACT 2606
 Ph: [REDACTED]
 Email:
 wcsar@wcs.org.au
 ABN: 80 527 241 761

Description	Quantity	Unit Price	GST	Amount AUD
1st Payment for Hoarding Advocacy Support Services RFQ 2018 5418	1.00	30,000.00	10%	30,000.00
			INCLUDES GST 10%	2,727.27
			TOTAL AUD	30,000.00

Due Date: 27 Mar 2019

Ref: Please use this invoice number

Please fax the remittance advice to (02) 6232 5954
 or by email to wcsar@wcs.org.au

If you have any queries, do not hesitate to contact us on (02) [REDACTED]

PAYMENT ADVICE

To: Woden Community Service Inc
 26 Corinna Street
 PO Box 35
 Woden, ACT 2606
 Ph: 02 6147 3317
 Email: wcsar@wcs.org.au
 ABN: 80 527 241 761

Customer Health Protection Services - Holder

Invoice Number INV-1041

Amount Due 30,000.00

Due Date 27 Mar 2019

Amount Enclosed

Enter the amount you are paying above

Pond, Aleks (Health)

From: Kelly, Chris (Health)
Sent: Wednesday, 27 March 2019 4:35 PM
To: Wilke, Annette (Health)
Subject: FW: Funds transfer [SEC=UNCLASSIFIED]

Hi Annette

The contact for journaling to PPP was Rachael Petersons (thread below).

Regards

Chris

From: Wilke, Annette (Health)
Sent: Friday, 25 January 2019 3:49 PM
To: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Subject: FW: Funds transfer [SEC=UNCLASSIFIED]

Hi Chris,

As the project officer for the Hoarding Advocacy Support Services, can you please let me know when any expenses have been paid and I will journal to PPP as per advice below.

Thanks

Annette Wilke
 Business Management Services
 Health Protection Service | Public Health, Protection and Regulation | ACT Health
 25 Mulley Street, Holder ACT 2611 | Locked Bag 5005 Weston Creek ACT 2611
 T (02) 6251 249204 E annette.wilke@act.gov.au | W www.health.act.gov.au

From: Barr, Conrad (Health)
Sent: Friday, 11 January 2019 5:02 PM
To: Petersons, Rachael (Health) <Rachael.A.Petersons@act.gov.au>; Wilke, Annette (Health) <Annette.Wilke@act.gov.au>
Cc: Henry, Patrick (Health) <Patrick.Henry@act.gov.au>; ED-HPS-Support <ED-HPS-support@act.gov.au>
Subject: RE: Funds transfer [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Rachael
 Thanks
 Ill get Annette and the project officer to work with you make happen.
 Regards
 Conrad

From: Petersons, Rachael (Health)
Sent: Friday, 11 January 2019 4:44 PM

To: Barr, Conrad (Health) <Conrad.Barr@act.gov.au>
Cc: Henry, Patrick (Health) <Patrick.Henry@act.gov.au>; ED-HPS-Support <ED-HPS-support@act.gov.au>
Subject: RE: Funds transfer [SEC=UNCLASSIFIED]

Hi Conrad

Pat and I discussed, and prefer for PPP to take the \$100k expense (so pay or journal invoices paid by Pop H to the value of \$100k), rather than transfer the budget.

Happy for your team to pay the invoices, and Annette and I will journal anything paid each month.

Would that approach work for you?

Thank you
Rachael

From: Barr, Conrad (Health)
Sent: Friday, 11 January 2019 4:42 PM
To: Petersons, Rachael (Health) <Rachael.A.Petersons@act.gov.au>
Cc: Henry, Patrick (Health) <Patrick.Henry@act.gov.au>; ED-HPS-Support <ED-HPS-support@act.gov.au>
Subject: Funds transfer

UNCLASSIFIED

Hello Rachel,

Pat Henry and I met earlier this week to discuss a number of matters, one of which relates to the funding of a trial for Hoarding Advocacy Support Services (HASS). We agreed that Policy, Partnerships and Programs would journal \$100,000 to the HPS for the purpose of this procurement (RFQ: 2018/5418)

The HPS finance contact is Ms Annette Wilke (also cc'd). Ideally I would like to expedite this transfer as the HASS procurement process is currently being finalised. Please let me know if you require any additional information to assist with this request.

Kind regards

Conrad

Conrad Barr AFSM | Executive Branch Manager
Health Protection Service | Public Health, Protection and Regulation | ACT Health
PH 5124 9262 | FAX 6205 1705
25 Mulley Street, HOLDER ACT 2611 | Locked Bag 5005, Weston Creek, ACT, 2611
E Conrad.Barr@act.gov.au W health.act.gov.au

Pond, Aleks (Health)

From: Pam Boyer <[REDACTED]>
Sent: Thursday, 28 March 2019 11:50 AM
To: Kelly, Chris (Health)
Cc: Kate West
Subject: FW: Invoice INV-1041 from WODEN COMMUNITY SERVICE INCORPORATED for Health Protection Services - Holder
Attachments: Invoice INV-1041.pdf

Hi Chris

Here is the invoice for the first payment for the HASS project as requested.

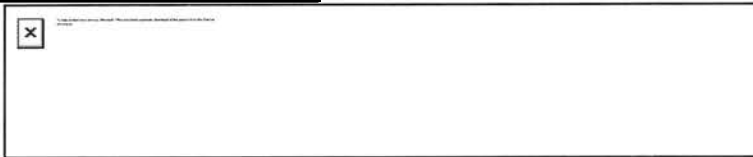
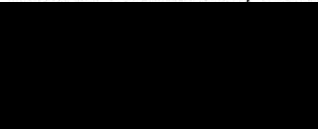
Please let me know if you need anything further.

Regards

Pam

Pam Boyer

Senior Manager - Mental Health and Wellbeing
 Woden Community Service Inc



Woden Community Service acknowledges the Ngunnawal people as the traditional owners of this land and their continuing connection to land and community. We also acknowledge Aboriginal and Torres Strait Islander peoples who have come from other nations to live on Ngunnawal land. We pay our respects to their cultures, ancestors and elders past, present and future.

From: Accounts Receivable <[REDACTED]>
Sent: Wednesday, 27 March 2019 4:27 PM
To: Pam Boyer <[REDACTED]> chris.kelly@act.gov.au
Subject: Invoice INV-1041 from WODEN COMMUNITY SERVICE INCORPORATED for Health Protection Services - Holder



[View invoice](#)

\$30,000.00 due 27 Mar
 INV-1041

Hi,

Here's invoice INV-1041 for AUD 30,000.00.

The amount outstanding of AUD 30,000.00 is due on 27 Mar 2019.

View your bill online:

<https://in.xero.com/ga2vNOM0cjEpMkvmDduDSv03CZU0CiTZYIHp2Pim>

From your online bill you can print a PDF, export a CSV, or create a free login and view your outstanding bills.

If you have any questions, please let us know.

Thanks,
WODEN COMMUNITY SERVICE INCORPORATED

Pond, Aleks (Health)

From: Kelly, Chris (Health)
Sent: Monday, 1 April 2019 4:39 PM
To: HealthProcurement
Subject: RE: reference 2018 5418 - Procurement for Hoarding Advocacy Support Services for ACT Health Directorate - 2019 [SEC=UNCLASSIFIED]
Attachments: HASS Contract Signed 2019-03-18.pdf; ShortFormContract WCS Update 06022019.docx; Contracts-Register-Notification V2.docx

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Louise,

Please find documents attached for the contracts register.

Regards

Chris

Chris Kelly | A/g Assistant Director
 Public Health Regulation and Projects
 Health Protection Service | Public Health Protection and Regulation | ACT Health
 Ph: (02) 51249059
 Mob: [REDACTED]
 E: chris.kelly@act.gov.au

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

From: McDonald, Louise (Health)
Sent: Thursday, 21 February 2019 9:11 AM
To: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Subject: reference 2018 5418 - Procurement for Hoarding Advocacy Support Services for ACT Health Directorate - 2019

UNCLASSIFIED

Hello Chris

Please find attached the purchase order for the procurement with reference 2018 5418.

You can now send the purchase order with the contract to the supplier. Please note in the email to the supplier that the contract is not legally binding until both parties have signed.

Once the contract is signed by both parties, please ensure you send a copy to me with the attached notification form (completed) and a word version of the contract. I will then get it added to the contract register.

All invoices for this procurement must be endorsed by you to say the services have been received and then forwarded to ACT Health Supply to be paid against the purchase order number H1927048. They do not require financial delegate endorsement as this has been completed when preparing the purchase order. Supply will then arrange the payment of the invoice and receipt it against the purchase order. Please do not process any invoices for this procurement through your general invoicing process i.e. Converga.