

Pond, Aleks (Health)

From: Kelly, Chris (Health)
Sent: Monday, 10 December 2018 5:03 PM
To: Cannon, Craig (Health); Duffy, Adam (Health)
Subject: HASS evaluation panel report [DLM=Sensitive]
Attachments: Evaluation-Buying-GS (Autosaved).docx

Hi gents,

Draft report for your review and comment.

Regards

Chris

Chris Kelly | A/g Manager

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



Buying Goods and Services EVALUATION FORM

Evaluation

i Before you send your purchase to your delegate for approval you will need to complete the general information section of the evaluation as well as complete the evaluation criteria.

General Information

Purchase for:	Hoarding Advocacy Support Services (HASS)	RFQ Number:	2018 5418
Directorate:	Health	Section/Business Unit:	EHPP
RFQ Type:	Multiple Quotes	Referees Requested:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Date of RFQ Issue:	15/11/2018	RFQ Closing Date:	03/12/2018

Suppliers

i Once you have received your responses complete the supplier information followed by the evaluation criteria assessment and scoring. If you are using a single select only fill in the information for your selected suppliers.

All fields are mandatory.

Company Name:		Supplier Responded:	
ABN / ACN :		Response saved to G Drive:	
Business Address:		Contact Phone:	
Contact Person:		Contact Email:	

Company Name:	Woden Community Service Inc.	Supplier Responded:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ABN / ACN :	80527241761	Response saved to G Drive:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Business Address:	PO Box 35 Woden ACT 2606	Contact Phone:	
Contact Person:	Kate West	Contact Email:	

Company Name:		Supplier Responded:	
ABN / ACN :		Response saved to G Drive:	
Business Address:		Contact Phone:	

Buying Goods and Services

Contact Person:	Insert contact name	Contact Email:	Insert email address
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Evaluation Criteria

i Before you send out your RFQ you need to have determined your evaluation approach, this will help you achieve best value for money. You will need to assess each quote against the same predetermined criteria. There are three recommended criteria which cover:

1. Capability; can the supplier meet the requirements
2. Capacity; can it be delivered/produced within the timeframe
3. Affordability; is it within your budget or cost expectations

While the three recommended criteria are sufficient to evaluate your quotes, you may wish to add extra criteria to assist in determining a recommended supplier. Considerations may include:

- Social Procurement; social, ethical and community considerations
- Supplier's experience and personnel
- Innovation
- Warranties and guarantees
- Communication, reporting and quality assurance

Please remember that in evaluating supplier's responses risk should be considered as part of the score; for example, is there valuable information missing from the quote? Are there possible probity issues?

Value for money is generally assessed as the provision of goods and services at the optimum price and quality over an acceptable timeframe with due regard to whole of life costs and an acceptable level of risk. **For example**, a quote may come in considerably higher than another however the supplier has an excellent reputation for running community engagement projects. Just because the price is lower does not mean that a quote represents good value for money.

IMPORTANT -The ACT Government is committed to providing regional Small to Medium Enterprises (SMEs) with opportunities to win business. Giving the status of SMEs additional consideration is mandatory and you must consider this information as part of your evaluation.

Evaluation Rating Scale

i Use the rating scale to help you rate each of the supplier responses against each of your criteria.

Scale	Definition
0	No response/ does not meet requirement at all
1	Does not meet requirement to a satisfactory level
2	Partially meets requirement
3	Meets requirement to a satisfactory level
4	Meets requirement to a good level
5	Meets requirement to an exceptional level

Buying Goods and Services

CRITERION ONE: Does the response from the supplier demonstrate that it can meet the requested requirements that it can meet the timetable for delivery and or start and finish work? (I.e. Evidence that the provider can deliver effective Hoarding Advocacy Support Services (HASS) case management within the specified timeframe)?

Supplier	Score	Notes
Woden Community Services	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Comprehensive information with evidence of the previous successful delivery of similar HASS programs to the ACT Community. However, project timelines were not addressed in detail in the quote.

CRITERION TWO: Does the response from the supplier meet your budget or cost expectations?

Supplier	Score	Notes
Woden Community Services	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

CRITERION THREE: Evidence that all the nominated personnel are available to undertake the requirements of the RFQ.

Supplier	Score	Notes
Woden Community Services	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	WCS quote refers to a pool of skilled staff with relevant mental health

Buying Goods and Services

experience roles that would transition to the service if indicated.

CRITERION FOUR: The capability of the provider to fulfil the requirement including: technical and management competence, financial viability and relevant experience; the relevant skills, experience and availability of key personnel; quality assurance requirements; and the risks or constraints associated.

Supplier	Score	Notes
Woden Community Services	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input type="checkbox"/> 5	WCS is a long established community based small to medium enterprise (SME). WCS has demonstrated recent history of developing and delivering dedicated hoarding programs to the ACT Community. WCS has long established mental health services programs. The quote includes a detailed risk management consideration. The evaluation panel believes WCS is highly likely to deliver the program in accordance with the stated requirements.

CRITERION FIVE: Evidence that the provider is capable of undertaking effective evaluation of HASS.

Supplier	Score	Notes
Woden Community Services	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	WCS quote describes developing and funding medium and long term evaluation of existing mental health programs. WCS describes the

Buying Goods and Services

		intended evaluation tool and relevant application for HASS.

CRITERION SIX: Evidence that the proposed program offers value for money.

Supplier	Score	Notes
Woden Community Services	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

Summary

i Once you have evaluated all the responses, tally the score for each supplier.

Supplier	Score
Woden Community Services	16

Final Score

Supplier	Final Score	Notes
Woden Community Services	16	Quote ranked first on Criteria two, four, five and six (4 of 6).

Buying Goods and Services

Evaluation Recommendation

i Complete the information for your recommended supplier. Include notes to support your recommendation.

Recommended Supplier	Total Score	Notes
Woden Community Services	16	The WCS is a long established local SME with a recent previous history of developing and delivering similar hoarding programs. The evaluation panel believes that on balance, the WCS is best placed to provide the HASS trial. However, there would utility from additional contract negotiation on cost and some clarification required to confirm allocated staff.

Evaluation Personnel

i Complete the information for the evaluation personnel.

Evaluation Approach:	<input checked="" type="checkbox"/> Team <input type="checkbox"/> Individual	
Team Member One (Chair):	Christopher Kelly	Ph: (02) 5124 9059 Email: chris.kelly@act.gov.au
Team Member Two:	Adam Duffy	Ph: (02) 5124 9117 Email: adam.duffy@act.gov.au
Team Member Three:	Craig Cannon	Ph: (02) 5124 9202 Email: craig.cannon@act.gov.au

Pond, Aleks (Health)

From: Kelly, Chris (Health)
Sent: Tuesday, 11 December 2018 11:17 AM
To: Cannon, Craig (Health); Duffy, Adam (Health)
Subject: RE: HASS evaluation panel report [DLM=Sensitive]

Thanks gents for assistance and considered thoughts.

Regards

Chris

From: Cannon, Craig (Health)
Sent: Tuesday, 11 December 2018 10:42 AM
To: Duffy, Adam (Health) <Adam.Duffy@act.gov.au>; Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Subject: RE: HASS evaluation panel report [DLM=Sensitive]

Chris,

Looks good. I have made some small edits.

Cheers Craig

From: Duffy, Adam (Health)
Sent: Tuesday, 11 December 2018 9:19 AM
To: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>; Cannon, Craig (Health) <Craig.Cannon@act.gov.au>
Subject: RE: HASS evaluation panel report [DLM=Sensitive]

Hi Chris

The report looks good to me, I like your caveat that further contract negotiations are required on cost and resourcing aspects of the submissions.
Thanks for preparing.

Cheers

Adam

From: Kelly, Chris (Health)
Sent: Monday, 10 December 2018 5:03 PM
To: Cannon, Craig (Health) <Craig.Cannon@act.gov.au>; Duffy, Adam (Health) <Adam.Duffy@act.gov.au>
Subject: HASS evaluation panel report [DLM=Sensitive]

Hi gents,

Draft report for your review and comment.

Regards

Chris

Chris Kelly | A/g Manager

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

Pond, Aleks (Health)

From: Kelly, Chris (Health)
Sent: Tuesday, 11 December 2018 3:59 PM
To: Stefanovic, Vojkan (Health)
Subject: HASS procurement [DLM=For-Official-Use-Only]

Hi Vojkan,

As discussed I have put the evaluation panel report up to Conrad for information just in case he wants to discuss with us prior to the full procurement brief to follow.

I'm drafting the procurement brief now and need some information regarding finance. The template has the following guidance.

Financial - Details of where funds are coming from are to be provided?

As there is nothing in writing to refer too, can you please give me paragraph to include in the brief confirming how much and where the money is coming from.

Regards

Chris
Chris Kelly | A/g Manager
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

Action Memo

Memo To

Vogler

From

Chris

IN 11.12

For your info if you wish to discuss.

Further Comments

Vogler
As discussed please see Evaluation Panel report. Panel has Chris approval

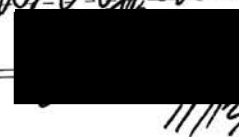
Good to go to Council.



11/12/18

For info if you wish to discuss - prevent him to return

CF discussed with Vogler



13/12/17

11/14/18

Signature Date Tel Extn

Tick Appropriate Box

- For Action
- For Information
- For Comments
- For Approval
- Approval Please
- For Signature
- Prepare Reply
- Prepare Draft Reply
- Reply
- Discuss
- Note and Retain
- Please Speak/Phone
- Circulate and Consolidate Reply



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ABN / ACN :	[REDACTED]	Response saved to G Drive:	[REDACTED]
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Contact Person:	[REDACTED]	Contact Email:	[REDACTED]

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Business Address:	PO Box 35 Woden ACT 2606	Contact Phone:	[REDACTED]
Contact Person:	Kate West	Contact Email:	[REDACTED]

Company Name:	[REDACTED]	Supplier Responded:	[REDACTED]
ABN / ACN :	[REDACTED]	Response saved to G Drive:	[REDACTED]
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Buying Goods and Services

Contact Person:	n/a	Contact Email:	n/a
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IMPORTANT -The ACT Government is committed to providing regional Small to Medium Enterprises (SMEs) with opportunities to win business. Giving the status of SMEs additional consideration is mandatory and you must consider this information as part of your evaluation.

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Buying Goods and Services

CRITERION ONE: Does the response from the supplier demonstrate that it can meet the requested requirements that it can meet the timetable for delivery and or start and finish work? (I.e. Evidence that the provider can deliver effective Hoarding Advocacy Support Services (HASS) case management within the specified timeframe)?

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CRITERION THREE: Evidence that all the nominated personnel are available to undertake the requirements of the RFQ.

Supplier	Score	Notes
[Redacted]		

Buying Goods and Services

Woden Community Services	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	WCS quote refers to a pool of skilled staff with relevant mental health experience roles that would transition to the service if indicated.
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CRITERION FOUR: The capability of the provider to fulfil the requirement including: technical and management competence, financial viability and relevant experience; the relevant skills, experience and availability of key personnel; quality assurance requirements; and the risks or constraints associated.

Supplier	Score	Notes

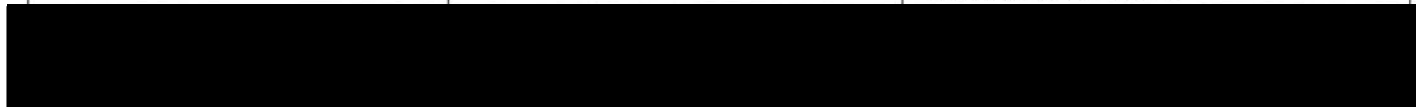
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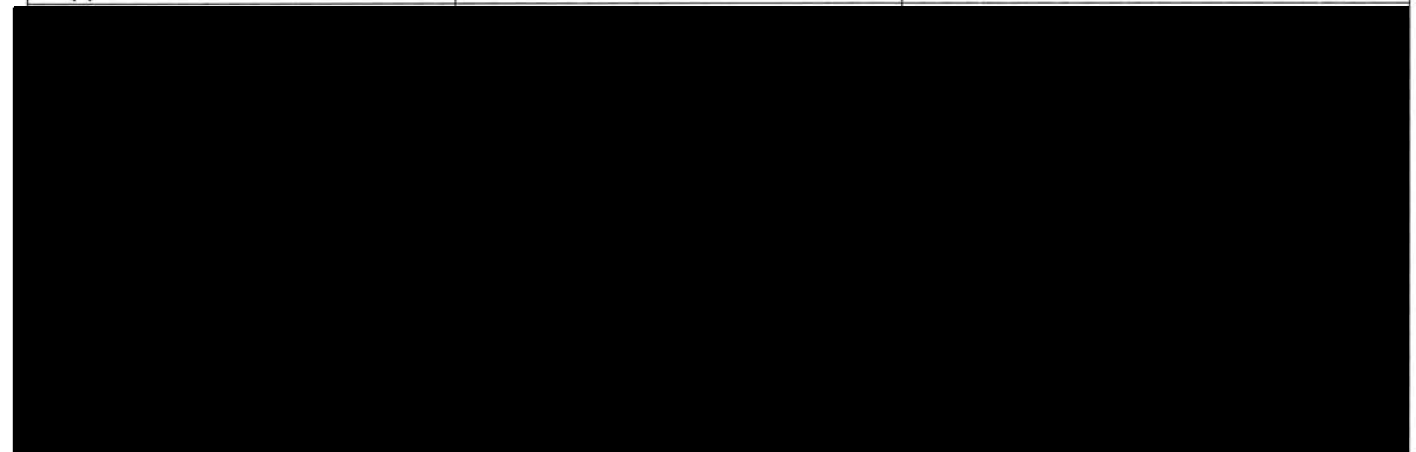
Buying Goods and Services

		programs. WCS describes the intended evaluation tool and relevant application for HASS.
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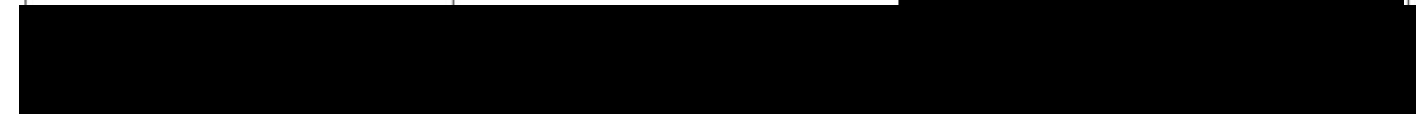


CRITERION SIX: Evidence that the proposed program offers value for money.

Supplier	Score	Notes
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Woden Community Services	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
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Summary

i Once you have evaluated all the responses, tally the score for each supplier.

Supplier	Score
Woden Community Services	16

Final Score

Supplier	Final Score	Notes
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Buying Goods and Services

Woden Community Services	16	Quote ranked first on Criteria two, four, five and six (4 of 6).
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Evaluation Recommendation

i Complete the information for your recommended supplier. Include notes to support your recommendation.

Recommended Supplier	Total Score	Notes
Woden Community Services	16	The WCS is a long established local SME with a recent previous history of developing and delivering similar hoarding programs. The evaluation panel believes that on balance, the WCS is best placed to provide the HASS trial. However, there would also be utility from additional contract negotiation on cost and some clarification required to confirm allocated staff.

Evaluation Personnel

i Complete the information for the evaluation personnel.

Evaluation Approach:	<input checked="" type="checkbox"/> Team <input type="checkbox"/> Individual	
Team Member One (Chair):	Christopher Kelly	Ph: (02) 5124 9059 Email: chris.kelly@act.gov.au
Team Member Two:	Adam Duffy	Ph: (02) 5124 9117 Email: adam.duffy@act.gov.au
Team Member Three:	Craig Cannon	Ph: (02) 5124 9202 Email: craig.cannon@act.gov.au

Pond, Aleks (Health)

From: Stefanovic, Vojkan (Health)
Sent: Wednesday, 19 December 2018 10:01 AM
To: Barr, Conrad (Health)
Cc: SupportHPS; Kelly, Chris (Health)
Subject: Email to Patrick Henry for Procurement of Hoarding Advocacy Support Services [DLM=For-Official-Use-Only]

Hi Conrad

A draft email from you to Patrick Henry seeking his preference for procurement/ funding sign-off regarding the procurement of advocacy services for the HCMG is below for you to review and send to Mr Henry.

Cheers
Vojkan

To Patrick Henry: Director Policy Partnerships and Programs

Subject: Procurement of Hoarding Advocacy Support Services

Hello Patrick,

You will recall previous discussions with the Director-General regarding the Policy, Partnerships and Programs Branch providing \$100,000 for the procurement of Hoarding Advocacy Support Services (HASS) to support the work of the Hoarding Casement Management Working Group (HCMWG) which is coordinated by the Health Protection Service (HPS).

I can advise that the HPS has now advanced the procurement of HASS process to approval stage. Two quotes were received and the evaluation team has identified a preferred provider. However, additional negotiation will be required when drafting the contract in relation to bringing costs into line with available funds. In terms of procurement approval, I would like to confirm with you the way forward. I believe there are two available options:

1. PPP retains the allocated funds and you provide sign-off for the procurement package; or
2. PPP journal the funds to HPS and HPS retains sign-off for the procurement package.

I am happy to defer to your preference given the PPP is funding the procurement or to discuss further with you as required.

Kind regards

Conrad

Pond, Aleks (Health)

From: Stefanovic, Vojkan (Health)
Sent: Friday, 21 December 2018 4:25 PM
To: Kelly, Chris (Health); Duffy, Adam (Health)
Subject: FW: Quality and Health Act documents [SEC=UNCLASSIFIED]

FYI

From: Barr, Conrad (Health)
Sent: Friday, 21 December 2018 4:22 PM
To: Stefanovic, Vojkan (Health) <Vojkan.Stefanovic@act.gov.au>; Duffy, Adam (Health) <Adam.Duffy@act.gov.au>; Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Subject: FW: Quality and Health Act documents

UNCLASSIFIED

FYI

From: Barr, Conrad (Health)
Sent: Friday, 21 December 2018 4:21 PM
To: Henry, Patrick (Health) <Patrick.Henry@act.gov.au>
Cc: Kelly, Paul (Health) <Paul.Kelly@act.gov.au>; Newman, Jennifer (Health) <Jennifer.Newman@act.gov.au>; ED-HPS-Support <ED-HPS-SUPPORT@act.gov.au>
Subject: RE: Quality and Health Act documents

UNCLASSIFIED

Hi Pat

Thanks for the documents. I have quite a few slots in the week of the 7th at this stage to catch up and discuss. Friday at this stage is a blank sheet. Thursday afternoon is good and the middle of Tuesday is clear too. I keep my calendar up to date so it should be relatively simple for EA's to coordinate something.

While were discussing this it would also to be resolve the hoarding support matter we discussed some time back.

You will recall previous discussions with the Director-General regarding the Policy, Partnerships and Programs Branch providing \$100,000 for the procurement of Hoarding Advocacy Support Services (HASS) to support the work of the Hoarding Casement Management Working Group (HCMWG) which is coordinated by the Health Protection Service (HPS) for the remainder of the 2018-2019 financial year.

I can advise that the HPS has now advanced the procurement of HASS process to approval stage. Two quotes were received and the evaluation team has identified a preferred provider. However, additional negotiation will be required when drafting the contract in relation to bringing costs into line with available funds. In terms of procurement approval, I would like to confirm with you the preferred way forward. I believe there are two available options:

1. PPP retains the allocated funds and you provide sign-off for the procurement package; or
2. PPP journal the funds to HPS and HPS retains sign-off for the procurement package.

I am happy to defer to your preference given the PPP is funding the procurement or to discuss further with you as required.

You may also recall the options for future funding were also discussed. HPS submitted a funding bid for ongoing funds as part of the 2019-2020 budget process. Unfortunately this bid was supported to proceed to the next stage of consideration so I would be keen to discuss the possibility and options for future funding with you.

Let me know your preference for a catch up.

Regards

Conrad

From: Henry, Patrick (Health)

Sent: Friday, 21 December 2018 3:45 PM

To: Barr, Conrad (Health) <Conrad.Barr@act.gov.au>

Cc: Kelly, Paul (Health) <Paul.Kelly@act.gov.au>; Newman, Jennifer (Health) <Jennifer.Newman@act.gov.au>

Subject: Quality and Health Act documents

Hi Conrad,

Please find a number of documents attached that I would like to discuss with you in the New Year in relation to various organisation functions and aspects of legislation that may need review in light of the recent organisational restructure.

I will be back at work on 7 January.

Can you please let me know when you would be available to catch up?

Thanks

Pat

Pond, Aleks (Health)

From: Barr, Conrad (Health)
Sent: Friday, 11 January 2019 4:43 PM
To: Kelly, Chris (Health); Wilke, Annette (Health)
Subject: FW: Funds transfer

UNCLASSIFIED

FYI
Thanks for your help with this.
Cheers
Conrad

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: Kelly, Chris (Health)
Sent: Tuesday, 22 January 2019 2:15 PM
To: De Ridder, Linda (Health)
Subject: RE: HCMG paper [DLM=For-Official-Use-Only]

Thanks Linda,

I believe this is a good opportunity to push back and share the burden more equitably.

Chris

From: De Ridder, Linda (Health)
Sent: Tuesday, 22 January 2019 2:12 PM
To: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Subject: RE: HCMG paper [DLM=For-Official-Use-Only]

Hi Chris

I don't think the content needs changing. Just some minor typos (tracked changes).

I can see there may be contention over option 2, where some HCMG members could argue that they don't have the same stake as other directorates and option 2, where they may try to prove they are not the lead agency (some cases might involve 3 main directorates). We don't want anyone stepping back and claiming they do not have much of a role in a case because they don't want to fund it or not involving NGO because they don't have the funds! But I think they are valid options and should still be presented. It will be interesting to see how they take it.

Cheers,
Linda

From: Kelly, Chris (Health)
Sent: Tuesday, 22 January 2019 1:06 PM
To: De Ridder, Linda (Health) <Linda.DeRidder@act.gov.au>
Subject: HCMG paper [DLM=For-Official-Use-Only]

Hi Linda,

As discussed draft [paper](#) saved in the Feb 2019 HCMG folder for your comment please.

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

Pond, Aleks (Health)

From: Kelly, Chris (Health)
Sent: Thursday, 24 January 2019 10:08 AM
To: HealthProcurement
Subject: FW: 2018 5418 - Engaging a not-for-profit hoarding [SEC=UNCLASSIFIED]

Hi

I'd like to request a call back on the progress of this procurement please.

Regards

Chris

From: Kelly, Chris (Health)
Sent: Thursday, 24 January 2019 10:01 AM
To: McDonald, Louise (Health) <Louise.McDonald@act.gov.au>
Subject: RE: 2018 5418 - Engaging a not-for-profit hoarding [SEC=UNCLASSIFIED]

Hi Louise,

Just checking in re: progress on this procurement brief.

Regards

Chris

From: Kelly, Chris (Health)
Sent: Monday, 14 January 2019 10:32 AM
To: McDonald, Louise (Health) <Louise.McDonald@act.gov.au>
Cc: Stefanovic, Vojkan (Health) <Vojkan.Stefanovic@act.gov.au>
Subject: RE: 2018 5418 - Engaging a not-for-profit hoarding [SEC=UNCLASSIFIED]

Hi Louise,

Happy New Year!

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Environmental Health Policy and Projects

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

Ph: (02) 6205 1701

Mob: [REDACTED]

E: chris.kelly@act.gov.au

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Subject: FW: 2018 5418 - Engaging a not-for-profit to review hoarding [SEC=UNCLASSIFIED]

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Hope to hear from you soon,

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Pond, Aleks (Health)

From: Kelly, Chris (Health)
Sent: Friday, 25 January 2019 3:52 PM
To: Wilke, Annette (Health)
Subject: RE: Funds transfer [SEC=UNCLASSIFIED]

Will do Annette,
 Likely to be late February at this stage. I'll let you know when.
 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: McDonald, Louise (Health)
Sent: Tuesday, 29 January 2019 11:53 AM
To: Kelly, Chris (Health)
Cc: Stefanovic, Vojkan (Health)
Subject: RE: 2018 5418 - Engaging a not-for-profit hoarding [SEC=UNCLASSIFIED]
Attachments: 2018 5418 - Endorsed by Strategic Procurement.pdf; Att A [REDACTED] RFQ
 Hoarding Advocacy Support Services 2018 11 30.pdf; Att C Evaluation-Buying-GS
 HASS final.docx; Att B WCS Request-for-Quote-Services HASS Final.pdf

UNCLASSIFIED

Hello Chris

Please see attached the procurement minute endorsed by Strategic Procurement with TRIM reference COR19/2144.

This has been updated in TRIM and it is now ready for you to progress to Vojkan and Conrad, please ensure Vojkan signs page 4 of the minute as well as you and Conrad will sign the purchase order request, the front page of the minute and the correspondence clearance sheet.

Once signed, please send to me Health Procurement to raise a Bulk Purchase Order and you can then commence contract negotiations.

If you require anything further don't hesitate to contact me.

Warm regards
 Louise

Louise McDonald

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 Level 4, 2-6 Bowes Place, Woden
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CORRESPONDENCE CLEARANCE

Subject: Procurement package B - reference 2018 5418 - Procurement for Hoarding Advocacy Support Services for ACT Health Directorate - 2019

Number: COR19/2144

Date Due: _____

Director-General - ACT Health: _____ Date: _____

Deputy Director-General - Corporate Services: _____ Date: _____

Deputy Director-General - Health Systems, Policy and Research: _____ Date: _____

Chief Health Officer: _____ Date: _____

Co-ordinator-General - Mental Health and Wellbeing: _____ Date: _____

Professional Leads: _____ Date: _____

Form with checkboxes for Contextually Correct, Grammatically Correct, Spell Checked, and fields for Position, Area name, Signature, and Date.

A/g Director - Area name: Strategic Procurement [Redacted] Date: 29.1.19

Senior Manager - Area name: _____ Date: _____

Manager - Area name: _____ Date: _____

Communications - ACT Health Directorate: _____ Date: _____

Ministerial and Government Services - ACT Health Directorate: _____ Date: _____

Other: _____ Date: _____



PROCUREMENT PACKAGE B MINUTE

Procurement Reference No. 2018 5418

TRIM Reference No. COR19/2144

SUBJECT: Package B - Procurement for Hoarding Advocacy Support Services (HASS) ACT Health Directorate

To: Conrad Barr, Executive Branch Manager, Health Protection Service

From: Vojkan Stefanovic, Director, Public Health Regulation and Projects

Through: Tim Roach, A/g Director, Strategic Procurement

Critical Date: 21 January 2019

Reason: Proposed commencement date for HASS

Recommendations

That you:

Note the information contained in this minute

*NOTED
PLEASE DISCUSS*

Agree to the Select Tender methodology for the purchase of HASS at an upper limit of \$160,000 (Excl. GST) and funded from the Policy, Partnerships and Programs Branch 2018/19 budget.

*AGREED
NOT AGREED
PLEASE DISCUSS*

Agree to sign the non-stock request on page 5 of this minute.

*AGREED
NOT AGREED
PLEASE DISCUSS*

.....
Conrad Barr
Executive Director
Health Protection Service

February 2018

Purpose

The aim of this procurement is to purchase Hoarding Advocacy Support Services (HASS). These Services incorporate the provision of time limited HASS to 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).

Background

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.

It is proposed HASS would be delivered to severe and complex hoarding cases managed by the HCMG during the first half of 2019 (from January to June). As of October 2018, there were six such cases being managed by the HCMG. HASS includes, but is 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.

Procurement Methodology

The procurement method for this purchase will be Select Tender (minimum of three quotes). Quotations were sought from the following suppliers:

- [REDACTED]
- Woden Community Services
- [REDACTED]

The Evaluation Team consisting of Chris Kelly (Chair), Adam Duffy, and Craig Cannon conducted an assessment of the quotations received in accordance with applicable procurement policies and guidelines. The Health Directorate received responses from [REDACTED] and Woden Community Services.

The quotation from Woden Community Services was deemed acceptable as the WCS is a long established local SME with a recent previous history of developing and delivering similar hoarding programs. The evaluation panel believes that on balance, the WCS is best placed to provide the HASS trial. However, there would also be utility from additional contract negotiation on cost and some clarification required to confirm allocated staff.

Issues

WCS previously participated on the HCMG providing limited case management support to hoarding cases managed by the HCMG. However, in February 2018 the WCS formally advised

they would withdraw from the HCMG as they considered their ongoing participation was unsustainable.

The primary WCS staff member responsible for hoarding case management recently left the employment of WCS and now works for [REDACTED]. This development was considered by the evaluation panel. While WCS can demonstrate evidence of the recent successful development and delivery of similar HASS programs, there is an unknown degree of capacity and capability decline with the recent staff loss.

The evaluation team identified the potential utility from additional contract negotiation on cost and some clarification required to confirm allocated staff developing a contract.

Benefits/Sensitivities

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.

It is anticipated that HASS would make ongoing investments in regulatory interventions more cost effective due to improved outcomes and ongoing support to minimise relapse.

Financial

Policy, Partnerships and Programs Branch will provide \$100,000 to fund HASS regarding complex hoarding cases managed by the HCMG. This funding will be journaled from Health Protection Services as required.

Both of the quotes received exceeded the available funds for this project. The [REDACTED] quote was for [REDACTED]. The WCS quote was for [REDACTED].

Currently the cost of this procurement is \$169,000 (excl. GST) for a period of six months. As noted in issues, it is anticipated that additional contract negotiation would be undertaken with the successful provider and this may see the costs of the procurement reduce to the vicinity \$130,000.

The balance of the funding will be allocated from Health Protection Service recurrent funding.

Maintenance

Nil

Estimated Whole of Life Cost

The total cost of this procurement inclusive of the initial purchase, maintenance and consumables is between \$130-160,000 (incl. GST).

Health Procurement Quality Assurance

RFQ Sought	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Three quotes attached	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Evaluation Complete	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Funding Approved	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Health Procurement review	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Recorded in HPRM	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Saved in Drive	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>
Compliant Procurement	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	N/A <input type="checkbox"/>

<u>AGREED</u> / NOT AGREED / NOTED / PLEASE DISCUSS			
Signed off by:	Louise McDonald	Date:	29.1.19
Title:	A/g Procurement Coordinator	Signature:	
Phone:	49771		
Contact Email:	HealthProcurement@act.gov.au		

Business Support Services signatures

Signed off by:	Tim Roach	Date:	29.1.19
Title:	A/g Director, Logistic Support	Signature:	

Business Unit internal signatures

Signed off by:	Chris Kelly	Date:	14/12/2018
Title:	A/g Manager	Signature:	
Branch/Division	PHRAP		
Phone:	02 51249059		

Signed off by:	Vojkan Stefanovic	Date:	14/12/2018
Title:	Senior Manager	Signature:	
Branch/Division	PHARP		
Phone:	62051727		

Attachments

Attachment	Title
Attachment A	
Attachment B	RFQ WCS
Attachment C	Evaluation Panel Report



PURCHASE REQUEST FOR NONSTOCK GOODS AND SERVICES

(THIS IS NOT AN OFFICIAL PURCHASE ORDER)

Branch/Section/Ward/Department

Health Protection Services
Request Date * : <input type="text"/>

Delivery Address

Health Protection Services
Public Health Protection and Regulation
Delivery Point * : <input type="text"/>

Supply Services Del Dkt No :

Qty	Unit	Part No.	Item Description	Tax Name	Est. Unit Cost (excluding tax)	Tax
			BULK ORDER			
			Hording Advocacy Support Services RFQ 2018 5418	10%AP	169,221.00	16,922.10
			BULK ORDER			
Est. Total (including tax) \$:					189,143.10	

Entity Code	Cost Centre	Natural Account	Project Code	Agency Specific	Trading Code
690	69324	712101	99999	9999	99

Possible Suppliers (if known)
Woden Community Service Inc

Requesting Officer's Name (Printed)	Telephone Number
Chris Kelly	5124 9059
Certificate by Authorised Officer	
<i>I certify that:</i>	
(i) under the Financial Management Act (1996), I am authorised by the Chief Executive Officer of the Department/Authority to make this commitment and approve the total value of this requisition;	
(ii) funds are available and expenditure is essential; and	
(iii) the financial coding is correct.	
Authorised Officer's Signature	Authorised Officers Name (Printed)
	Conrad Barr
Authorised Officer's Position Title	Position Number
Executive Director, Health Protection Services	E00335

Purchasing Officer's Notes :	
Purchase Order No.	P/O Date
Estimated Delivery Date	

ACT Government Guidelines for Purchasing:
If the value of this Requisition is:

- Under \$25,000, One quote required;
- \$25,000 to under \$200,000, Three written quotes required, or Chief Executive (CE) approval where less than 3 quotes;
- Above \$200,000, open tender or Chief Executive (CE) approval where less than an open tender is conducted. *Contact your purchasing section for detailed advice.*

Pond, Aleks (Health)

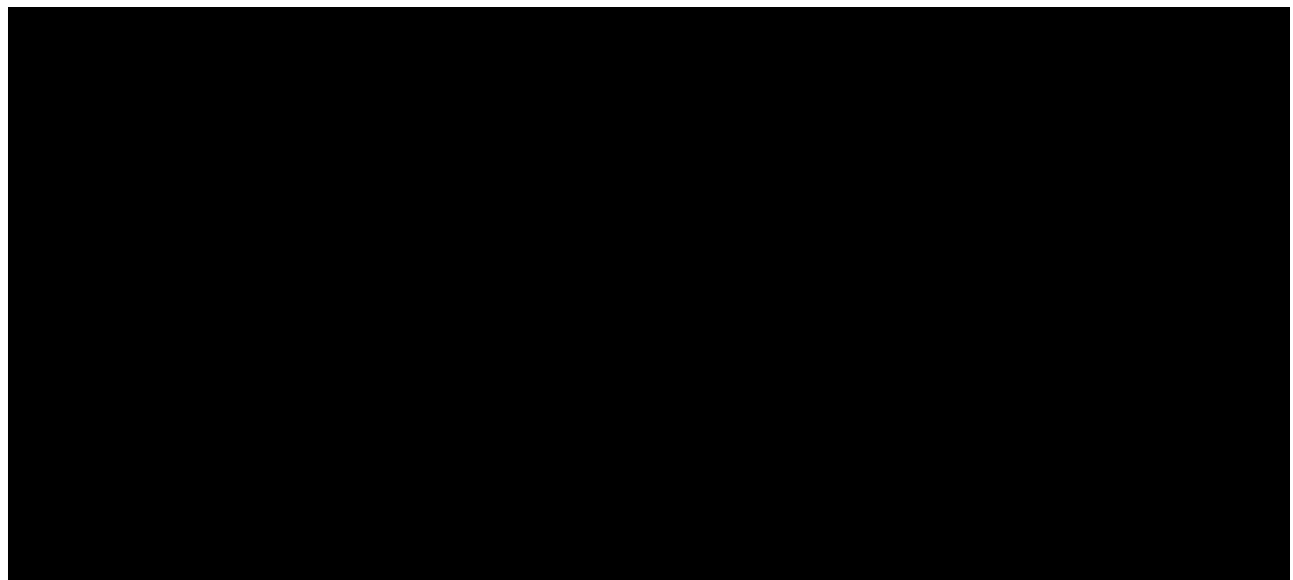
From: Kelly, Chris (Health)
Sent: Thursday, 31 January 2019 7:39 AM
To: Stefanovic, Vojkan (Health); Duffy, Adam (Health)
Cc: White, Liam (Health); Christensen, Tory (Health); De Ridder, Linda (Health)
Subject: Fwd: Handover

Subject: Handover



Hoarding

- HASS procurement package now with Conrad. Saved at G:\HPS\P&EHS\EH Project Team\7. Environmental Health\Hoarding & Insanitary Conditions\Procurement\Minute\Final . Once signed by Conrad, please send to Health HealthProcurement@act.gov.au to raise a Bulk Purchase Order. We can commence contract negotiations with WCS once signed to seek reduce quote amount. I'm happy to commence this when I return.
- HCMG meeting 14 Feb. Paper for HASS options cleared by Conrad can go to members. Linda has secretariat under control. Conrad interstate so Vojkan will Chair.



Regards

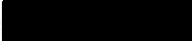
Chris

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

Pond, Aleks (Health)

From: De Ridder, Linda (Health) on behalf of ACTHealth, EH Policy
Sent: Monday, 11 February 2019 11:16 AM
To: Taylor, Alex; Aloisi, Bruno (Health); Barr, Conrad (Health); Bracher, Katrina (Health); Green, Ben; Kanellopoulos, Maria; Keene, Toby; Kelly, Chris (Health); Mackey, Patricia; Meere, Patrick; Roberts, Rachael; Shaw, Wayne; Sloan, Sean; Stedman, Andrew (Health); Stefanovic, Vojkan (Health); Ujdur, Steve
Cc: McMahon, Rachael (Health); O'Neill, Joshua (Health); Weston, ScottD
Subject: HCMG this Thursday - Hoarding Case Management Group [SEC=UNCLASSIFIED]
Attachments: HCMG - Agenda - February 2019.pdf; HCMG - Draft Minutes - Meeting 16 October 2018.pdf; HCMG - Agenda Paper 6.1 HASS.pdf; HCMG - Agenda paper 6.2 - for advice [REDACTED].pdf

Hello HCMG members and attendees

The Hoarding Case Management Group will be meeting this Thursday, 14 December from 2.30 to 4.40 pm at the Health Protection Service.

I have attached the agenda, the Minutes from the last meeting and two agenda papers.

Thank you to those who have confirmed that they will be attending, and those who have sent apologies and advised me of who will be attending on your behalf.

Kind regards,
Linda de Ridder

Hoarding Case Management Group Secretariat
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)

Meeting Agenda

14 February 2019

2.30 – 4.30pm

Health Protection Service, 25 Mulley Street, Holder

1. Attendance/apologies
2. Conflicts of interest
3. Actions arising from previous meeting

Action	Member/Agency Responsible	Status
[REDACTED] – further discussion at item 5.1		
HPS and other agencies to share information with Patricia (Public Advocate office) as appropriate.	Health Protection Service (HPS), Transport Canberra & City Services (TCCS), Access Canberra (AC)	Complete / not complete
Agencies to continue to liaise regarding this property.	HPS, TCCS, AC, Housing ACT, Public Advocate	Complete / not complete
[REDACTED] further discussion at item 5.2		
ACT Fire & Rescue will be invited to the next inspection by TCCS.	TCCS	Complete / not complete
Further collaboration between AC and TCCS.	AC, TCCS	Complete / not complete
[REDACTED]	AC, TCCS	Complete / not complete
[REDACTED] – further discussion at item 5.3		
Housing ACT and ACT Human Rights Commission will discuss options out-of-session to do a clean-up/remove items from the property.	Patricia Mackey, Lee-Anne Rogers	Complete / not complete
ACT Human Rights Commission to [REDACTED] property with the Public Trustee and Guardian.	ACT Human Rights Commission	Complete / not complete
Public Trustee and Guardian, Public Advocate and Housing ACT will continue to manage this case and liaise with each other, as appropriate.	Public Trustee and Guardian, Public Advocate, Housing ACT	Complete / not complete
[REDACTED] – further discussion at item 5.4		
ACT Fire and Rescue to share information about this property with Access Canberra.	ACT Fire & Rescue	Complete / not complete
ACT Health to share ACT Fire and Rescue video with AC.	Secretariat	Complete
Access Canberra to consider regulatory options and report back to HCMG.	AC	Complete / not complete

Committee-In-Confidence

[REDACTED] – further discussion at item 5.5		
Andrew Stedman and Louise Crossman to discuss the best way forward.	HPS, AC	Complete / not complete
HPS to provide the inspection report to the Public Advocate and Access Canberra.	HPS	Complete / not complete
Agencies to brief the Public Advocate of communications/ actions that are taken in relation to the client.	HPS, TCCS, AC	Complete / not complete
[REDACTED]		
Appears resolved. Housing to confirm at next meeting that we should remove the property from the HCMG.	Housing	Resolved / not resolved
General actions		
Ben Green to provide draft outline of regulatory options to the Secretariat for circulation to members (ongoing action)	AC	Complete / not complete
Watch and wait		
[REDACTED] Review property in six months (February 2019).	HCMG	Remove from HCMG?
[REDACTED] Review property in six months (April 2019), with a view to removing it from the group.	HCMG	April 2019

4. Endorsement of meeting minutes from 16 October 2018**5. Update on current hoarding incidents**

- 5.1 [REDACTED] – HPS
- 5.2 [REDACTED] – TCCS / AC
- 5.3 [REDACTED] – Housing ACT / Public Advocate
- 5.4 [REDACTED] ACTFR / AC
- 5.5 [REDACTED] – TCCS

6. New Business

- 6.1 Funding for Non-Government Organisation support services
- 6.2 [REDACTED] Mental Health, Justice Health & Alcohol & Drug Services

7. Action Items, Next Meeting and venue

Next meeting: 16 April 2019
2.30pm - 4.30pm
Health Protection Service, 25 Mulley St Holder

Hoarding Case Management Group (HCMG)

Meeting Minutes 16 October 2018

Health Protection Service, 25 Mulley Street, Holder

1. Attendance and Apologies

Name	Work Area	Attended	Apology
Conrad Barr, Chair	Health Protection Service	Attended	
Vojkan Stefanovic	Health Protection Service (Environmental Health Policy & Projects - EHPP)	Attended	
Amne Alrifai	Health Protection Service (EHPP)	Attended	
Andrew Stedman	Health Protection Service (Environmental Health)		Apology
Faith Bvirakare	Health Protection Service (Environmental Health)	Attended	
Ben Green	Access Canberra		Apology
Louise Crossman	Access Canberra	Attended	
Toby Keene	ACT Ambulance Service		Apology
Patrick Meere	ACT Ambulance		Apology
Wayne Shaw	ACT Fire & Rescue	Attended	
Patricia Mackey	ACT Human Rights Commission	Attended	
Rachael Roberts	Child and Youth Protection Services		Apology
Michelle McGaurr	Housing ACT		Apology
Dan Boggs	Housing ACT	Attended	
Bruno Aloisi	Mental Health, Justice Health and Alcohol & Drug Services		Apology
Katrina Bracher	Mental Health, Justice Health and Alcohol & Drug Services		Apology
Sean Sloan	Transport Canberra and City Services		Apology
Alex Taylor	Transport Canberra and City Services – Waste Regulation		Apology
Samantha Jayne	Transport Canberra and City Services – Waste Regulation	Attended	

Secretariat

Name	Work Area
Linda de Ridder	Health Protection Service (EHPP)

2. Conflicts of interest

Members did not declare any conflicts of interest regarding items on the meeting agenda.

3. Actions arising from previous meeting

Progress of action items from the previous meeting was reviewed.

The following items have been completed:

- [REDACTED] property – Lyndell Hudson and Sean Sloan will discuss this property out of session.
- [REDACTED] property – Lyndell to seek if [REDACTED]

- HPS to circulate draft business case for NGO funding to members for comment. Complete.

Conrad thanked all who provided input, advice and support to the draft. Further discussion at Item 7.1.

- [REDACTED] property – Secretariat to share the video of this property with Access Canberra. *Sally did this?*

- [REDACTED] property – TCCS to invite the HPS to attend the next time they visit the property.

Further discussion at Item 6.6.

The following items are ongoing:

- [REDACTED] Sean Sloan and Ben Green to collaborate out of session regarding a collaborative approach.

Ongoing. Has not been as collaborative as it should have. Further discussion at Item 6.1.

- [REDACTED] – ACT Fire & Rescue will be invited to the next inspection by TCCS.

Ongoing. Has not been as collaborative as it could have been. Will discuss later in agenda.

- Ben Green to provide draft outline of regulatory options to the Secretariat for circulation to members.

Ongoing. Louise reported that Ben felt it was overtaken by the HPS Budget Concept Brief.

- [REDACTED] property – Housing ACT (Michelle) and ACT Human Rights Commission (Lee-Anne) will discuss options out-of-session to do a clean-up/remove items from the property.

Ongoing. Patricia contacted the Public Trustee and Guardian – she is waiting on advice.

- [REDACTED] property (ongoing action) – Lee-Anne Rogers to [REDACTED] of the [REDACTED] property with the Public Trustee and Guardian.

Ongoing. Patricia contacted the Public Trustee and Guardian – she is waiting on advice.

Items not yet due:

- [REDACTED] – Review property in six months.

Access Canberra provided an update.

4. Endorsement of meeting minutes from 9 August 2018

Members endorsed the meeting minutes of 9 August 2018.

5. Membership – Waste Management TCCS



Conrad welcomed new members - the Waste Regulation team sits within ACT NoWaste in TCCS. Alex Taylor will be the usual member, with Samantha Jayne attending today on his behalf.

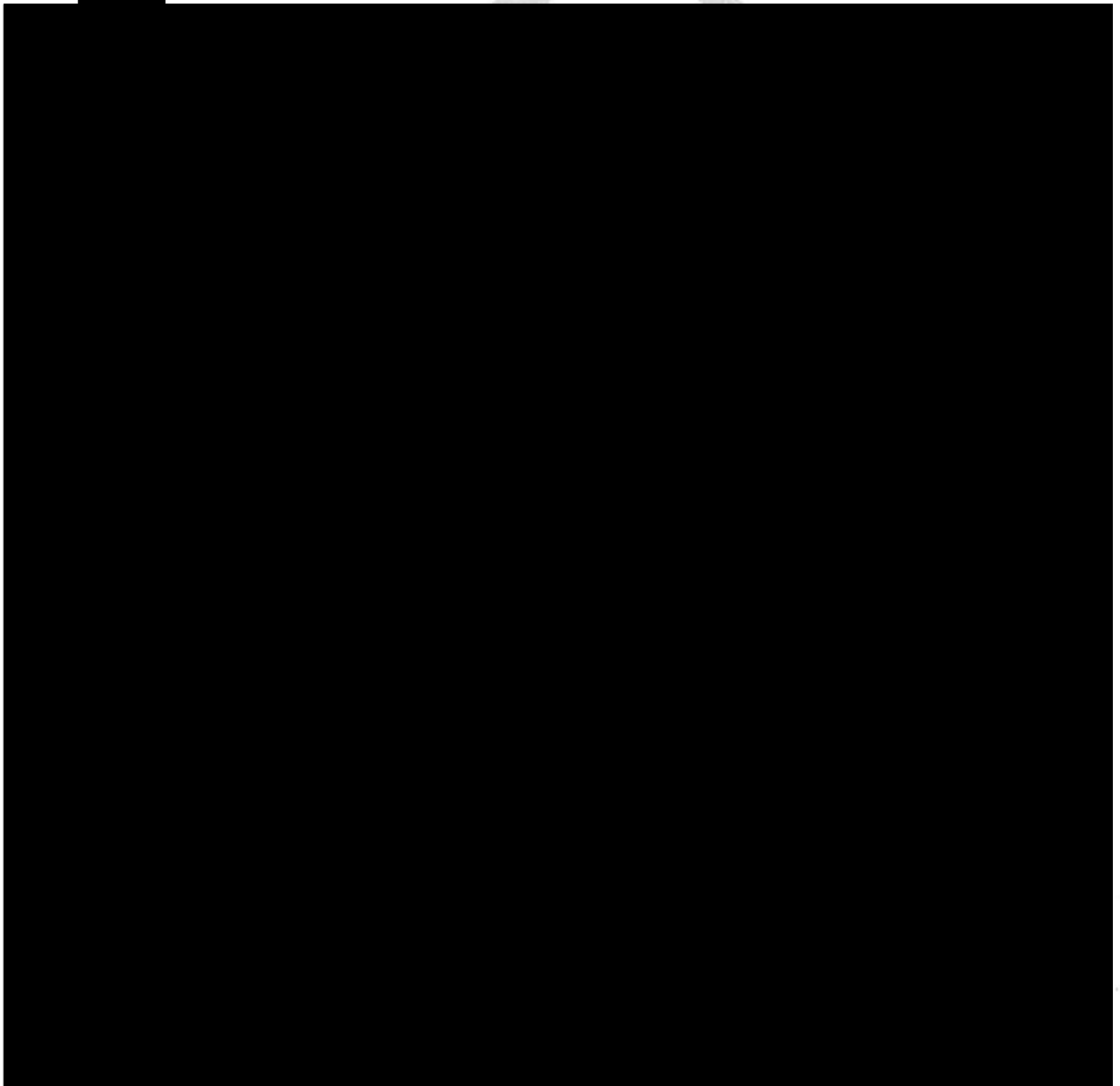
Waste management legislation now gives additional directions powers to stop stockpiling of waste. There is also an infringement notice scheme behind it. They can put directions on any person to stop them stockpiling waste – businesses, occupants, householders.

If a person is operating a recycling facility without a licence, Waste Regulation has enforcement powers. They can give a direction, backed up by an infringement notice, then they can prosecute.

Waste Regulation has about 12 staff and access to contractors.

6. Update on current hoarding incidents

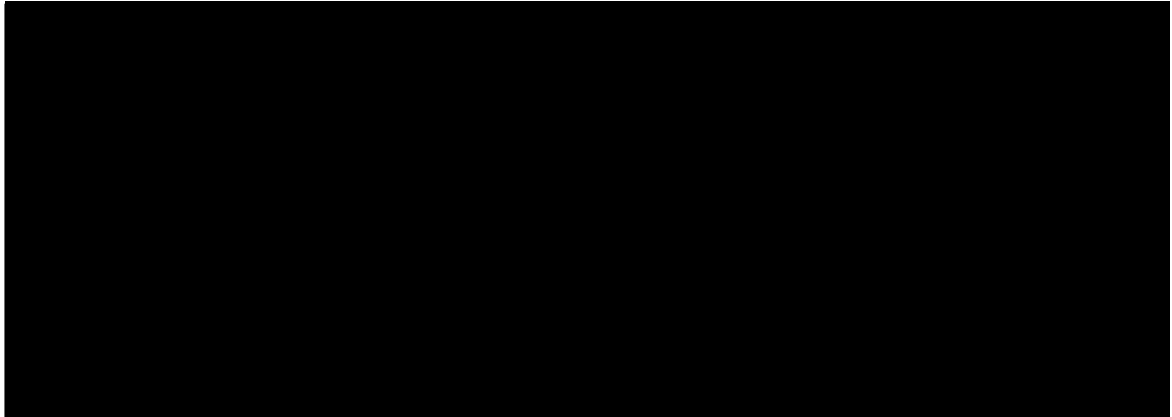
6.1 [REDACTED] property





ACT
Government
Health

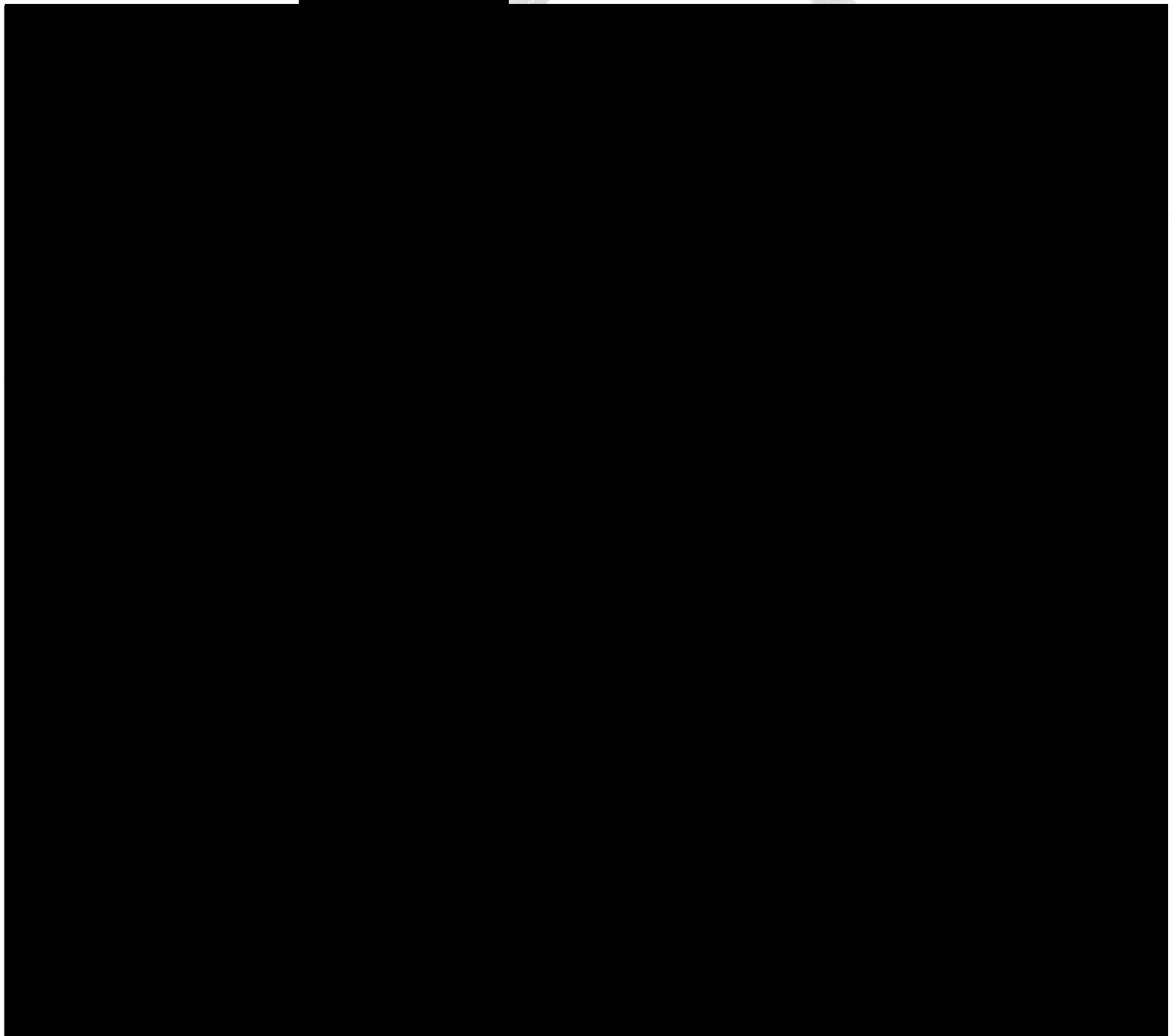
Committee-In-Confidence



Action: HPS and other agencies to share information with Patricia (Public Advocate office) as appropriate.

Action: Agencies to continue to liaise regarding this property.

6.2 [redacted] property [redacted]



Action: Further collaboration between AC and TCCS.



Action: [REDACTED]

6.3 [REDACTED] property

Louise said that this property could be removed from the HCMG. [REDACTED]

Action: Review property in six months (April), with a view to removing it from the group.

6.4 [REDACTED] property

Patricia has contacted the Public Trustee and Guardian and is waiting on advice.

Action: Public Trustee and Guardian, Public Advocate and Housing ACT will continue to manage this case and liaise with each other, as appropriate.

Ongoing Action: Housing ACT and ACT Human Rights Commission will discuss options out-of-session to do a clean-up/remove items from the property.

Ongoing Action: Lee-Anne Rogers to continue to [REDACTED] property with the Public Trustee and Guardian.

6.5 [REDACTED]

Action: ACT Fire and Rescue to share information about this property with Access Canberra.

Action: ACT Health to share ACT Fire and Rescue video with Access Canberra.

Action: Access Canberra to consider regulatory options and report back to HCMG.

6.6



Action: Andrew Stedman to speak to Louise to discuss the best way forward.

Action: HPS to provide the inspection report to the Public Advocate and Access Canberra.

Action: Agencies to brief the Public Advocate of any communications/actions that are taken in relation to the client.

6.7 [REDACTED]

This property is probably not a fit for this group. It can be remedied outside the group.

Action: Appears resolved. Housing to confirm at next meeting that we should remove the property from the HCMG.

7. New Business

7.1 Budget process – funding for Non-Government Organisation support services

HPS prepared a brief for NGO support. The Ministerial Brief said that Woden Community Services is no longer providing support. It said we need funds to enable community services to engage with hoarding clients.

The Director-General recognised that it would be good to have services now and has pushed for funding for the short term. \$100k has been found and HPS will go to market to seek a community service provider for the rest of the financial year, whilst we seek an ongoing Budget appropriation. We will prepare a Request for Tender for case work and support and put it out to agencies we know might be able to help. Members suggested that [REDACTED] should be on the list of agencies to contact.

The committee members were pleased and felt it was good that this has come from HCMG.

The neighbour's letter to the Minister about the [REDACTED] property said that the client had gotten worse since Woden services stopped. This has flagged the importance of support services.

7.2 [REDACTED]

Check HCMG records and remember that we are dealing with a complaint. HCMG referred the complaint back to Access Canberra. HPS will share any regulatory dealings relating to the property.

No action for HCMG at this time.

8. Action Items

Action	Member/Agency Responsible	Timeframe
██████████ property – HPS and other agencies to share information with Patricia (Public Advocate office) as appropriate.	Health Protection Service (HPS), Transport Canberra and City Services (TCCS), Access Canberra (AC)	Ongoing
██████████ property – Agencies to continue to liaise regarding this property.	HPS, TCCS, AC, Housing ACT, Public Advocate	Ongoing
██████████ property (ongoing action) – ACT Fire & Rescue will be invited to the next inspection by TCCS.	TCCS	Soon
██████████ property – Further collaboration between AC and TCCS.	AC, TCCS	Ongoing
██████████ property – ██████████	AC, TCCS	Soon and ongoing
██████████ property (ongoing action) – Housing ACT and ACT Human Rights Commission will discuss options out-of-session to do a clean-up/remove items from the property.	Michelle McGuarr, Lee-Anne Rogers	Soon
██████████ property (ongoing action) – ACT Human Rights Commission to ██████████ property with the Public Trustee and Guardian.	ACT Human Rights Commission	Soon
██████████ property – Public Trustee and Guardian, Public Advocate and Housing ACT will continue to manage this case and liaise with each other, as appropriate.	Public Trustee and Guardian, Public Advocate, Housing ACT	Ongoing
██████████ property – ACT Fire and Rescue to share information about this property with Access Canberra.	ACT Fire & Rescue	Soon
██████████ property – ACT Health to share ACT Fire and Rescue video with Access Canberra.	Secretariat	ASAP
██████████ property – Access Canberra to consider regulatory options and report back to HCMG.	AC	Soon
██████████ Andrew Stedman and Louise Crossman to discuss the best way forward.	HPS, AC	Soon
██████████ HPS to provide the inspection report to the Public Advocate and Access Canberra.	HPS	ASAP

██████████ Agencies to brief the Public Advocate of communications/actions that are taken in relation to the client.	HPS, TCCS, AC	Soon and ongoing
Ben Green to provide draft outline of regulatory options to the Secretariat for circulation to members (ongoing action)	AC	Soon
<i>Watch and wait</i>		
██████████ - <i>Appears resolved. Housing to confirm at next meeting that we should remove the property from the HCMG.</i>	<i>Housing</i>	<i>December 2018</i>
██████████ - <i>Review property in six months (February 2019).</i>	<i>HCMG</i>	<i>February 2019</i>
██████████ <i>Review property in six months (April 2019), with a view to removing it from the group.</i>	<i>HCMG</i>	<i>April 2019</i>

9. Next Meeting and venue

Thursday 13 December 2018, 2.30pm – 4.30pm
 Health Protection Service, 25 Mulley St Holder

Hoarding Case Management Group Meeting 14 February 2019

Agenda Item Title: Funding for Non Government Organisation support services

Agenda Item No: 6.1.

Purpose

1. To brief members on the status of procuring short and medium term NGO case management support for the HCMG; and
2. To promote discussion of options for future NGO case management support for the HCMG.

Background

- At the previous HCMG meeting of 16 October 2018, members were briefed on a HPS proposal to seek an ongoing Budget appropriation for NGO Hoarding Advocacy Support Services (HASS) to supplement the regulatory work of HCMG agencies.
- This proposal followed the withdrawal of Woden Community Services (WCS) from the HCMG in mid-2018. Prior to the withdrawal, WCS was providing voluntary case management support to the HCMG. WCS cited financial unsustainability upon withdrawal of services.
- Following the WCS withdrawal, the HPS identified funds to conduct a short term HASS trial for the remainder of the 2018-19 financial year. The HPS consulted with HCMG members with client based services to develop procurement parameters in a Request for Quote (RFQ).

Issues

- In December 2018 the HPS sought quotations from three NGOs to procure a HASS trial. The procurement is in the final stages of approval with the trial expected to commence by February 2019 and run until 30 June 2019.
- The terms of the HASS RFQ include a self-evaluation by the successful provider at the conclusion of the trial. It is anticipated that the HCMG will also evaluate the effectiveness of the trial in July 2019.
- The HPS has been advised that the HASS budget appropriation was not supported. Subsequently the HCMG should consider alternate medium term approaches to address the gap between existing regulatory interventions and NGO case management.

Options

A number of options are provided below to promote consideration and member discussion. The outcomes of the HASS trial will also need to be considered in detail by the HCMG to inform a future course of action.

The possible options for future NGO case management support for the HCMG include:

1. Maintaining the status quo - NGO case management is not funded nor provided voluntarily.
2. The HCMG undertake a cost share approach to ongoing funding of HASS where member directorates agree to co-fund required HASS.
3. Each lead agency (Directorate) makes a unilateral decision to fund HASS costs to cover individual case management where they are the relevant lead agency.
4. The HCMG develops a joint 2021-22 budget bid.

Recommendations

- That the HCMG:
 - note the above information
 - agree to discuss potential options for future funding of NGO case management support for the HCMG.



Hoarding Case Management Group

Notification of domestic hoarding or severe domestic squalor

Suburb	[REDACTED]	Postcode	[REDACTED]
Address	[REDACTED]		
Referral Agency	MHJHADS	Contact person	Bruno Aloisi
Background information	[REDACTED]		



Internal issues observed	<input checked="" type="checkbox"/> Excess flammable material/Fire risk <input type="checkbox"/> Offensive odour <input type="checkbox"/> Pests, such as insects and vermin <input type="checkbox"/> Inappropriate number of animals / animals kept in an unhealthy environment <input type="checkbox"/> Property unable to be used for intended purpose due to excessive possessions Other:	
External issues observed	<input type="checkbox"/> Excess flammable material/Fire risk <input type="checkbox"/> Offensive odour <input type="checkbox"/> Pests, such as insects and vermin <input type="checkbox"/> Inappropriate number of animals / animals kept in an unhealthy environment <input type="checkbox"/> Property unable to be used for intended purpose due to excessive possessions <input type="checkbox"/> More than 30% of block covered with rubbish, debris, waste of any description. Other: Not applicable	
Clutter score	5 to 6	Please use http://hoardingdisordersuk.org/wp-content/uploads/2014/01/clutter-image-ratings.pdf to determine the score
Observations	See background above	
Additional comments	Seeking advice on other interventions e.g. Fire Services inspection re: possible fire hazard risk in apartment.	
Photos provided	No	

Pond, Aleks (Health)

From: Kate West [redacted]
Sent: Thursday, 14 February 2019 11:39 AM
To: Kelly, Chris (Health)
Subject: Re: Hoarding Advocacy Support Service Procurement [DLM=For-Official-Use-Only]

Hi Chris
 Yes thats perfect and I am also based at 26 Corinna st
 Thanks and see you then
 Kate

kind regards

Kate West
 Director Service Development
 Woden Community Service

On Thu, Feb 14, 2019 at 11:27 AM +1100, "Kelly, Chris (Health)" <Chris.Kelly@act.gov.au> wrote:

Great thanks Kate,
 How about 1430 tomorrow afternoon?
 I'm still ok to come out to see you at WCS. Just confirming you're at 26 Corinna Street, Phillip? Should be about 30 minutes all up - discussing scope of the proposed trial.
 Regards
 Chris

From: Kate West [mailto:[redacted]]
Sent: Thursday, 14 February 2019 11:16 AM
To: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Subject: Re: Hoarding Advocacy Support Service Procurement [DLM=For-Official-Use-Only]

Hi Chris
 I will meet anytime that suits you tomorrow. Happy to travel as well if thats easier for you.
 Kind regards
 Kate

kind regards

Kate West
 Director Service Development
 Woden Community Service

On Thu, Feb 14, 2019 at 11:13 AM +1100, "Kelly, Chris (Health)" <Chris.Kelly@act.gov.au> wrote:

Noted Kate, how's Friday for you?
 Regards
 Chris

From: Kate West [mailto:[redacted]]
Sent: Thursday, 14 February 2019 11:11 AM

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

Subject: Re: Hoarding Advocacy Support Service Procurement [DLM=For-Official-Use-Only]

Hi Chris

Thank you for getting in touch. [REDACTED] Is there
anytime you can meet before?

Kind regards

Kate

kind regards

Kate West

Director Service Development

Woden Community Service

On Thu, Feb 14, 2019 at 11:06 AM +1100, "Kelly, Chris (Health)" <Chris.Kelly@act.gov.au> wrote:

Good morning Kate,

I would like to apologise for the delay with the HASS procurement due to the requirement for additional consultation with another ACT Health Division. I would also like to organise a meeting with you to discuss the WCS quote further at a mutually convenient time. Please advise of your availability to meet on either Tuesday, Wednesday or Friday next week. I am happy to meet with you at WCS.

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: [REDACTED]

E: chris.kelly@act.gov.au

This email, and any attachments, may be confidential and also privileged. If you are not the intended recipient, please notify the sender and delete all copies of this transmission along with any attachments immediately. You should not copy or use it for any purpose, nor disclose its contents to any other person.

Pond, Aleks (Health)

From: McDonald, Louise (Health) on behalf of HealthProcurement
Sent: Wednesday, 20 February 2019 1:31 PM
To: Kelly, Chris (Health)
Subject: FW: Ref 2018 5418 - Procurement for Hoarding Advocacy Support Services (HASS) [DLM=For-Official-Use-Only]
Attachments: ShortFormContract WCS.docx; WCS Request-for-Quote-Services HASS Final.pdf

UNCLASSIFIED For-Official-Use-Only

Hi Chris

We previously placed a request to ACT Health Supply to raise a purchase order for the [REDACTED]. At this time, the supplier was required to complete information to add them to Oracle and PICS. You were giving them this information at a meeting on 15 February.

Are you able to advise if the supplier has completed this yet? I am unable to find them as a supplier on PICS and until this is complete a purchase order cannot be raised.

Whilst you are chasing this up, I will review the contract and get back to you shortly with the next steps. I will also contact Supply to ask them to cancel the previous request for a \$168K bulk purchase order and amend it to \$90K, this should be able to be done without delegate sign off on another non-stock request, if not I will amend the existing request and send that onto them.

Thank you
 Louise

Louise McDonald

A/g Procurement Coordinator, Strategic Procurement
 Corporate and Governance, Health Directorate
 Level 4, 2-6 Bowes Place, Woden
 Tel: 02 51249771 | Mob [REDACTED]
 Email: louise.mcdonald@act.gov.au

From: Kelly, Chris (Health)
Sent: Wednesday, 20 February 2019 12:09 PM
To: HealthProcurement <HealthProcurement@act.gov.au>
Cc: Stefanovic, Vojkan (Health) <Vojkan.Stefanovic@act.gov.au>
Subject: Ref 2018 5418 - Procurement for Hoarding Advocacy Support Services (HASS) [DLM=For-Official-Use-Only]

Dear Health Procurement,

Please find attached draft short form contract for review / comment please.

By way of background

- WCS was preferred provider as per formal evaluation process
- Original WCS quote was for [REDACTED] for HASS for 6 cases for 6 months.
- HPS has secured 100K for the project and was unable to identify additional funding.
- Following delegate sign-off WCS has provided verbal in-principle agreement to provide HASS to a reduced number of cases over 4 months for \$90 K.

I have been previously liaising with Louise McDonald on this procurement. I would also appreciate advice on bulk purchase order progress please.

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	Ph: [REDACTED]	Email: [REDACTED]

1 – TERM

The commencement date is 01/03/2019 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

The Supplies are as set out in Attachment A – *Supplier's Quotation*.

3 – TIMING AND DELIVERY DATES

The Supplies must be provided during the period commencing 01/03/2019 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	45,000	Commencement of HASS	10/03/2019
2	45,000	Delivery of Evaluation Report	30/06/2019

6 – WARRANTY PERIOD (FOR SUPPLIES THAT INCLUDE GOODS)

Not applicable.

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

This is a notifiable contract (a contract that is \$25,000 or more in total value (including GST)) and must be made publicly available on the Territory's Contracts Register (with confidential text removed). Please note that delegate approval may be required in relation to the removal of confidential text from the public text version of the contract. If so, this approval should be obtained prior to the execution of the contract or the notification of the contract on the Territory's Contracts Register. For general information about confidential text, please refer to http://www.procurement.act.gov.au/__data/assets/pdf_file/0007/259576/PC16.pdf

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
Supplier quotation	FTE rates on cost and management fees, individual components of the total contract price and personal details of key personal to be engaged to perform contracted services

8 – INSURANCE

Delete types of insurances below that do not apply.

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.
3. For Supplies that include goods, product liability insurance to a value of \$10 million in the annual aggregate.

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

SIGNED AS A CONTRACT ON	
SIGNED for on behalf of the AUSTRALIAN CAPITAL TERRITORY	Signature of Territory delegate
in the presence of:	Print name
Signature of witness	
Print name	

SIGNED by of for and on the behalf of Insert name and ACN of supplier	Signature of director/authorised officer/individual
	Print name
in the presence of:	
Signature of director/secretary/witness	Signature of second authorised officer*
Print name	Print name and position



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



Goods and Services

REQUEST FOR QUOTE (Services) under \$200,000

REQUEST FOR QUOTE INFORMATION

The Territory as represented by the Select your directorate would like to invite insert supplier's name to respond to this request for quotation (RFQ).

This RFQ comprises:

- Schedule 1 – Statement of Requirement
- Schedule 2 – Supplier Quotation
- Schedule 3 – Special Conditions (if any)
- Attachment A – RFQ Definitions
- The Territory's Standard Terms and Conditions of Quotation located on the Tenders ACT website.

SCHEDULE 1 – STATEMENT OF REQUIREMENT

RFQ Title:	Hoarding Advocacy Support Services (HASS)	RFQ Number (if applicable)	2018 5418
Directorate:	Health	Section/Business Unit:	Environmental Health Policy and Projects (EHPP)
Date Issued:	15/11/2018	Closing Date:	03/12/2018
Referees Requested:	No	Closing Time:	15:30
Territory Contact Officer:	For all matters relating to this RFQ contact: Christopher Kelly (02) 62051701 chris.kelly@act.gov.au	Services Required to Commence by:	21/01/2019
Lodgement method:	Quotations should be lodged with Christopher Kelly A/g Manager EHPP in PDF format by the closing time and closing date specified above. Please note: due to system restrictions responses cannot exceed one file and 3MB.		
Questions	Any questions relating to this RFQ should be address to Christopher Kelly and emailed to chris.kelly@act.gov.au		

The Requirement

Item	Details
Description of Requirement:	<p>Provision of time limited, hoarding advocacy support services (HASS) to 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).</p> <p>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.</p>

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

Not applicable

Pond, Aleks (Health)

From: McDonald, Louise (Health)
Sent: Wednesday, 20 February 2019 1:42 PM
To: ACTHealthSupply
Cc: Kelly, Chris (Health); Baloski, Vele (Health); HealthProcurement
Subject: 2018 5418 - Procurement for Hoarding Advocacy Support Services for ACT Health Directorate - 2019
Attachments: Attachment B - WCS RFQ.pdf; COR19-2144- signed by EBM HPS.pdf.pdf

UNCLASSIFIED

Hello Supply

I sent a request to raise a purchase order with procurement reference 2018 5418 on 14 February, see attached and below.

At the time Vele Baloski asked us to forward information to the supplier to have them added to Oracle and PICS. I have tried to see if this supplier has been added to the system but was unable to find them.

Can you please:

1. Confirm if the supplier has been added and purchase orders are now able to be raised. If not added, we will contact the supplier to request they complete the necessary smartlink form.
2. Change the total amount of the Bulk purchase order to \$90,000 as the funding for the original amount is not available. This should not require delegate endorsement as it is less than the previous approved amount.
3. Raise a Bulk purchase order for the supplier, Woden Community Service Inc ABN 80 527 241 761, for \$90,000 for the same purpose as stated on the attached purchase order request. Please do not send the order to the supplier, send it to Chris Kelly (CC'd into this email and copy healthprocurement@act.gov.au
4. Ensure a second purchase order to the original value is not raised as previously requested.

If you would like to discuss this further don't hesitate to contact me.

Warm regards
Louise

Louise McDonald
A/g Procurement Coordinator, Strategic Procurement Corporate and Governance, Health Directorate Level 4, 2-6 Bowes Place, Woden
Tel: 02 51249771 | Mob: [REDACTED]
Email: louise.mcdonald@act.gov.au

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

From: McDonald, Louise (Health)
Sent: Thursday, 14 February 2019 10:01 AM
To: ACTHealthSupply <ACTHealthSupply@act.gov.au>
Cc: Kelly, Chris (Health) <Chris.Kelly@act.gov.au>
Subject: FW: HPE Content Manager Correspondence : COR19/2144 : Procurement package B - reference 2018 5418 - Procurement for Hoarding Advocacy Support Services for ACT Health Directorate - 2019

UNCLASSIFIED

Hello Supply

Please find attached approved procurement package and quote with reference 2018 5418.

Can you please raise a Bulk purchase order for this and send to me once done.

Please do not send this order to the supplier as we will be entering into contract negotiations once the order is raised.

If you would like to discuss this don't hesitate to contact me.

Warm regards
Louise

Louise McDonald
A/g Procurement Coordinator, Procurement and Asset Management Logistic Support - Business Support Services (BSS), ACT Health Level 4, 2-6 Bowes Place, Woden
Tel: 02 51249771 | Mob: [REDACTED]
Email: louise.mcdonald@act.gov.au

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

From: ED-HPS-Support

Sent: Wednesday, 13 February 2019 3:04 PM

To: McDonald, Louise (Health) <Louise.McDonald@act.gov.au>

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

Subject: HPE Content Manager Correspondence : COR19/2144 : Procurement package B - reference 2018 5418 - Procurement for Hoarding Advocacy Support Services for ACT Health Directorate - 2019

UNCLASSIFIED

Hi Louise

In the renditions of TRIM is the scanned copy of this signed by Conrad Barr, Exec. Branch Manager HPS.
I am pretty sure I am supposed to send it back to you now ?

If not , please let me know and I'll find out what to do.

Thank you - Bec 😊

Rebecca Moroney | Personal Assistant to Executive Branch Manager Health Protection Service | Public Health, Protection and Regulation | ACT Health PH 5124 9252 | FAX 6205 1705
25 Mulley Street, HOLDER ACT 2611 | Locked Bag 5005, Weston Creek, ACT, 2611 E ED-HPS-Support@act.gov.au W health.act.gov.au

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

Record Number:COR19/2144

Title:Procurement package B - reference 2018 5418 - Procurement for Hoarding Advocacy Support Services for ACT Health Directorate - 2019



CORRESPONDENCE CLEARANCE

Subject: Procurement package B - reference 2018 5418 - Procurement for Hoarding Advocacy Support Services for ACT Health Directorate - 2019

Number: **COR19/2144**

Date Due: _____

Director-General - ACT Health: _____ Date: _____

Deputy Director-General - Corporate Services: _____ Date: _____

Deputy Director-General - Health Systems, Policy and Research: _____ Date: _____

Chief Health Officer: _____ Date: _____

Co-ordinator-General - Mental Health and Wellbeing: _____ Date: _____

Professional Leads: _____ Date: _____

Contextually Correct <input type="checkbox"/>	Grammatically Correct <input type="checkbox"/>	Spell Checked <input type="checkbox"/>
Position: _____	Area name: _____	
Signature: _____	Date: _____	

A/g Director - Area name: Strategic Procurement _____ Date: 29.1.19

Senior Manager - Area name: Public Health Regulation & Projects _____ Date: 29/1/19

Manager - Area name: Health Protection Service *[Signature]* _____ Date: 6/2/19

Communications - ACT Health Directorate: _____ Date: _____

Ministerial and Government Services - ACT Health Directorate: _____ Date: _____

Other: _____ Date: _____