



**Government
of South Australia**

Minister for Human Services

Level 12 South
1 King William Street
Adelaide SA 5000
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Adelaide SA 5001
DX 115
Tel 08 8463 6560
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Our ref: A19107376

Ms Nat Cook
Member for Hurtle Vale
PO Box 158
WOODCROFT SA 5162

Sent by email: tristan.rust@parliament.sa.gov.au

Dear Ms Cook,

Freedom of information application

I refer to your application under the *Freedom of Information Act 1991* (the Act), received by the Office of the Minister for Human Services on 20 June 2018 seeking access to:

Since 17 March 2018, copies of any and all documents (including but not limited to physical and electronic material) regarding the Minister's meetings with departmental officials and staff.

Unfortunately, our office was unable to make a determination on your application within the 30 days, therefore it is considered to be a 'deemed refusal' under section 19(2)(b) of the Act. However, we have continued to process your application outside of this timeframe. Section 19(2)(a) of the Act provides that an agency can release documents outside of the thirty day timeframe, and this is still taken to be a determination under the Act.

I refer to a telephone conversation with Tristan Rust from your office on 25 June 2018 in which we discussed the scope. It was agreed that providing the agendas of the Minister's meetings with departmental officials and staff would satisfy this FOI request. If further information was required a further FOI would be lodged.

Eighteen documents have been located that fall within the scope of your application, and I have determined to release these in full.

Please find enclosed a copy of the documents, and a document schedule containing a brief description of the documents.

In accordance with the requirements of Premier and Cabinet Circular PC045, details of your FOI application, and the documents to which you are given access, will be published on the agency's disclosure log. A copy of PC045 can be found at <http://dpc.sa.gov.au/what-we-do/services-for-government/premier-and-cabinet-circulars>.

If you have any questions in relation to this matter, please contact Amanda Hockings, Office Manager, on telephone 8463 3388 or by email at amanda.hockings2@sa.gov.au. If you disagree with publication, you will need to advise the Office Manager within two weeks of the date of this determination.

Yours sincerely



Amanda Hockings
ACCREDITED FOI OFFICER

26 / 7 / 2018

Encl Schedule of documents
 Documents for release

SCHEDULE OF DOCUMENTS – MCOR/18/031 A19107376

Freedom of information application from Nat Cook MP seeking access to *Since 17 March 2018, copies of any and all documents (including but not limited to physical and electronic material) regarding the Minister's meetings with departmental officials and staff*

No	Author	Addressee	Date	Description of document	Determination	Reason
1.	Chief Executive – Department of Human Services	Minister Lensink	28 March 2018	Meeting Agenda	Released in Full	
2.	Chief Executive – Department of Human Services	Minister Lensink	2 May 2018	Meeting Agenda	Release in Full	
3.	Chief Executive – Department of Human Services	Minister Lensink	8 May 2018	Meeting Agenda	Release in Full	
4.	Chief Executive – Department of Human Services	Minister Lensink	11 April 2018	Meeting Agenda	Release in Full	
5.	Chief Executive – Department of Human Services	Minister Lensink	15 May 2018	Meeting Agenda	Release in Full	
6.	Chief Executive – Department of Human Services	Minister Lensink	23 May 2018	Meeting Agenda	Release in Full	
7.	Chief Executive – Department of Human Services	Minister Lensink	24 April 2018	Meeting Agenda	Release in Full	
8.	Chief Executive – Department of Human Services	Minister Lensink	29 May 2018	Meeting Agenda	Release in Full	
9.	Chief Executive – Department of Human Services	Minister Lensink	13 June 2018	Meeting Agenda	Release in Full	
10.	Chief Executive – Department of Human Services	Minister Lensink	20 June 2018	Meeting Agenda	Release in Full	
11.	Housing Authority Meeting	Minister Lensink	7 May 2018	Meeting Agenda	Release in Full	
12.	Housing Authority Meeting	Minister Lensink	17 May 2018	Meeting Agenda	Release in Full	
13.	Housing Authority Meeting	Minister Lensink	30 May 2018	Meeting Agenda	Release in Full	

SCHEDULE OF DOCUMENTS – MCOR/18/031 A19107376

No	Author	Addressee	Date	Description of document	Determination	Reason
14.	Housing Authority Meeting	Minister Lensink	8 June 2018	Meeting Agenda	Release in Full	
15.	Housing Authority Meeting	Minister Lensink	15 June 2018	Meeting Agenda	Release in Full	
16.	Housing Authority Meeting	Minister Lensink	22 June 2018	Meeting Agenda	Release in Full	
17.	Chief Executive – Department of Human Services	Minister Lensink	6 June 2018	Meeting Agenda	Release in Full	
18.	Chief Executive – Department of Human Services	Minister Lensink	18 April 2018	Meeting Agenda	Release in Full	



**Government
of South Australia**

Department of Human Services

**Meeting with Minister Lensink
Level 12, 1 King William Street, Adelaide**

Chief Executive, Department of Human Services

**Wednesday 28 March 2018
11:00 -11:30am**

Additional Attendees: Phil Fagan-Schmidt – Executive Director Housing SA
Fiona Mort, Director, Office for Women
Nancy Rogers, Director, Office of the Chief Executive

ITEMS OF BUSINESS		
1. DV Roundtable - 18TDCSI/560	Tony Harrison & Fiona Mort	Paper attached
2. Urgent contracts:-		
- Housing Services and NGO Housing Contracts expiring June 2018 – 18TDHS/012	Tony Harrison & Phil Fagan-Schmidt	Paper attached
- Sector Support and Advocacy – Execution of Service Agreements (SACOSS, Volunteering & YACSA) – 18TDHS/019	Tony Harrison	Paper attached
3. Housing Election Commitments – 18TDHS/020	Tony Harrison & Phil Fagan - Schmidt	Paper attached
4. Election commitment monitoring – 18TDHS/004	Tony Harrison & Nancy Rogers	Paper attached



**Meeting with Minister Lensink
Level 12, 1 King William Street, Adelaide
Chief Executive, Department of Human Services**

Meeting Date: Wednesday 2 May, 11am - 12pm

Location: Level 12, 1 King William Street, Adelaide

Attendees: Tony Harrison, Chief Executive
Nancy Rogers, Director, Office of the Chief Executive
Nick Ashley, Executive Director, NDIS Reform
Phil Fagan-Schmidt, Executive Director, Housing SA

Apologies: Lois Boswell, Deputy Chief Executive

ITEMS OF BUSINESS			
1.	Future of SA Home and Community Care (SA HACC)	Nick Ashley	Paper to be provided
2.	Peak Body Funding	Nancy Rogers	Verbal briefing
3.	Hutt Street Centre Update	Phil Fagan-Schmidt	Verbal briefing
4.	Business System Transformation (BST) – Replacement of SAHT mainframe systems	Phil Fagan-Schmidt	Paper to be provided
5.	Automatic Rent Deduction Scheme (ARDS)	Phil Fagan-Schmidt	Paper to be provided
6.	Agreement with Platinum Pharmacy Enterprises	Tony Harrison	Verbal briefing



**Meeting with Minister Lensink
Level 12, 1 King William Street, Adelaide
Chief Executive, Department of Human Services**

Meeting Date: Tuesday 8 May, 12.30pm – 1.30pm

Location: Level 12 South, 1 King William Street, Adelaide

Attendees: Tony Harrison, Chief Executive
Nancy Rogers, Director, Office of the Chief Executive
Andrew Thompson, Chief Financial Officer
Phil Fagan-Schmidt, Executive Director, Housing SA
Sue Wallace, Executive Director, Community Services
Gerrie Mitra, Executive Director, Disability SA

Apologies: Lois Boswell, Deputy Chief Executive

ITEMS OF BUSINESS			
1.	2018-19 Budget Update	Andrew Thompson	Paper attached
2.	Minister's Housing Advice and Community Fund Service Arrangements	Phil Fagan-Schmidt	Paper attached
3.	Cessation of homelessness funding for government provided specialist homelessness services	Phil Fagan-Schmidt	Paper attached
4.	100 Homes in 100 Days	Gerrie Mitra	Verbal update
5.	Justice Reinvestment South Australia Initiative	Sue Wallace	Paper attached



**Meeting with Minister Lensink
Level 12, 1 King William Street, Adelaide**

Chief Executive, Department of Human Services

Meeting Date: Wednesday 11 April, 11am – 12pm

Location: Level 12 South, 1 King William Street, Adelaide

Attendees: Tony Harrison, Chief Executive
Lois Boswell, Deputy Chief Executive
Phil Fagan-Schmidt, Executive Director, Housing SA
Nancy Rogers, Director, Office of the Chief Executive

ITEMS OF BUSINESS			
1.	Election Commitment: Parameters for a new Housing Authority amalgamating Housing SA and Renewal SA.	Phil Fagan Schmidt	Paper attached
2.	SAHT functions to transfer in MOG	Phil Fagan-Schmidt	Paper attached
3.	Election Commitment: Condition Assessment for SAHT properties	Phil Fagan-Schmidt	Paper attached
4.	Screening and backlog	Tony Harrison	Paper attached
5.	Peak body funding	Nancy Rogers	Paper attached
6.	Hutt St Centre – Informal Discussion	Nancy Rogers	No paper required



**Meeting with Minister Lensink
Level 12, 1 King William Street, Adelaide
Chief Executive, Department of Human Services**

Meeting Date: Tuesday 15 May, 12:30pm – 1:30pm

Location: Level 12 South, 1 King William Street, Adelaide

Attendees: Tony Harrison, Chief Executive
Lois Boswell, Deputy Chief Executive
Nancy Rogers, Director, Office of the Chief Executive
Gerrie Mitra, Executive Director, Disability SA
Nick Ashley, Executive Director, NDIS Reform
Joe Young, Director, Strategy and Reform, NDIS Reform
Phil Fagan-Schmidt, Executive Director, Housing SA
Fiona Mort, Director, Office for Women

ITEMS OF BUSINESS			
1.	Election Commitment: Development of 40 new Domestic Violence Rooms	Phil Fagan-Schmidt	Paper attached
2.	NHHA Cabinet Submission	Phil Fagan-Schmidt	Paper attached
3.	Exceptional Needs Unit	Gerrie Mitra	Paper attached
4.	Homelink	Lois Boswell	Paper attached
5.	Bilateral Negotiations with DSS	Lois Boswell	Verbal briefing
6.	Supported Residential Facilities	Nick Ashley	Verbal briefing
7.	Update on progress of transfer of Government services to non-government sector	Joe Young	Verbal briefing
8.	Ombudsman's Report – Information Sharing Guidelines	Nancy Rogers	Verbal briefing



**Meeting with Minister Lensink
Level 12, 1 King William Street, Adelaide
Chief Executive, Department of Human Services**

Meeting Date: Wednesday May 23, 11am – 12pm

Location: Level 12 South, 1 King William Street, Adelaide

Attendees: Tony Harrison, Chief Executive
Lois Boswell, Deputy Chief Executive
Nancy Rogers, Director, Office of the Chief Executive
Andrew Thompson, Chief Financial Officer
Phil Fagan-Schmidt, Executive Director, Housing SA
Tammie Pribanic, Executive Director, Budget, Analysis and
Performance, Department of Treasury and Finance

ITEMS OF BUSINESS			
1.	Housing Bilateral Negotiation with the Commonwealth	Phil Fagan-Schmidt	Paper attached
2.	2018-19 Budget Update	Andrew Thompson	Verbal discussion



**Meeting with Minister Lensink
Level 12, 1 King William Street, Adelaide
Chief Executive, Department of Human Services**

Meeting Date: Tuesday April 24, 1:30pm – 2:30pm

Location: Level 12 South, 1 King William Street, Adelaide

Attendees: Tony Harrison, Chief Executive
Lois Boswell, Deputy Chief Executive
Nancy Rogers, Director, Office of the Chief Executive
Joe Young, Director, Strategy and Reform
Fiona Mort, Director, Office for Women

ITEMS OF BUSINESS			
1.	Election Commitment: Free Screening Checks for Volunteers	Tony Harrison	Paper attached
2.	Supported Community Accommodation	Joe Young	Paper attached
3.	NDIS Reform: Transfer Incentive Payments	Joe Young	Verbal briefing
4.	Domestic Violence Reform – Next Steps	Fiona Mort	Paper attached



**Meeting with Minister Lensink
Level 12, 1 King William Street, Adelaide
Chief Executive, Department of Human Services**

Meeting Date: Tuesday May 29, 10:45am – 11:45am

Location: Level 12 South, 1 King William Street, Adelaide

Attendees: Tony Harrison, Chief Executive
Lois Boswell, Deputy Chief Executive
Nancy Rogers, Director, Office of the Chief Executive
Sue Wallace, Executive Director, Community Services
Phil Fagan-Schmidt, Executive Director, Housing SA

ITEMS OF BUSINESS			
1.	LGBTIQ Election Commitments	Sue Wallace	Verbal discussion
2.	SANFRAG	Sue Wallace	Paper attached
3.	IGA on Disability Worker Screening	Lois Boswell	Paper to be provided
4	Disability Volunteers – Status Update	Lois Boswell	Verbal briefing
5.	Homelessness Emergency Accommodation	Phil Fagan-Schmidt	Paper attached
6.	Homelessness Services Placemat	Phil Fagan-Schmidt	Verbal briefing



**Meeting with Minister Lensink
Level 12, 1 King William Street, Adelaide**

Chief Executive, Department of Human Services

Meeting Date: Wednesday June 13, 11am – 12pm

Location: Level 12 South, 1 King William Street, Adelaide

Attendees: Tony Harrison, Chief Executive
Lois Boswell, Deputy Chief Executive

From 11:00 – 11:30: Phil Fagan-Schmidt, Executive Director, Housing SA
Fiona Mort, Director, Office for Women

From 11:20 – 12:00: Joe Young, Director, Strategy & Reform, NDIS Reform
Nick Ashley, Executive Director, NDIS Reform

Apologies: Nancy Rogers, Director, Office of the Chief Executive

ITEMS OF BUSINESS			
1.	Housing Bilateral	Phil Fagan-Schmidt	Paper attached
2.	AHURI Audit of Housing Assets Update	Phil Fagan-Schmidt	Verbal update
3.	Women's Domestic Violence Services	Fiona Mort	Refer to briefing 18TDHS/722 (attached)
Meeting Break			
4.	Domiciliary Care Transition and Contract Signing	Joe Young	Verbal Briefing
5.	Bilateral Negotiations	Lois Boswell / Nick Ashley	Verbal discussion
6.	Supported Accommodation Transition and Comms	Joe Young	Verbal discussion



**Meeting with Minister Lensink
Level 12, 1 King William Street, Adelaide**

Chief Executive, Department of Human Services

Meeting Date: Wednesday June 20, 11am – 12pm

Location: Level 12 South, 1 King William Street, Adelaide

Attendees: Lois Boswell, A/Chief Executive
Nancy Rogers, Director, Office of the Chief Executive
Phil Fagan-Schmidt, Executive Director, Housing SA
Fiona Mort, Director, Office for Women
Joe Young, Director, Strategy & Reform, NDIS Reform

Apologies: Tony Harrison, Chief Executive

ITEMS OF BUSINESS			
1.	Remote Housing	Phil Fagan-Schmidt	Placemat attached
2.	SYC/Trace a Place 24 Hour Service	Phil Fagan-Schmidt	Briefing attached
3.	Mature Women's Ambassador	Fiona Mort	Briefing attached
4.	Supported Community Accommodation communication	Joe Young	Verbal
5.	Bilateral Agreement	Lois Boswell	Verbal

AGENDA

Housing Authority meeting

When: Monday 7 May 2018

Time: 3:30pm – 4:30pm

Where: Minister Lensink office | Level 12, 1 King William Street

Attendees: Minister Lensink, Minister for Human Services
 Selena Staude, Ministerial Adviser for the Minister for Human Services
 Michael Buchan, General Manager, Housing Strategy & Development (Renewal SA)

No.	Discussion	Lead
1.	Financial savings targets	
2.	Parameters for the Authority	
3.	Functional allocation	
4.	Legal form	
5.	Consultation	
6.	Timing <ul style="list-style-type: none"> A. Triennial review B. Establishment of new Authority 	
7.	Cabinet Pink	
8.	MoG <ul style="list-style-type: none"> A. Communications – agency CE B. Receiving agency 	
9.	Board membership	

AGENDA

Housing Authority meeting

When: Thursday 17 May 2018

Time: 11:30am – 12:00pm

Where: Minister Lensink office | Level 12, 1 King William Street

Attendees: Minister Lensink, Minister for Human Services
Selena Staude, Ministerial Adviser for the Minister for Human Services
Michael Buchan, General Manager, Housing Strategy & Development (Renewal SA)

No.	Discussion	Lead
1.	New Authority – documentation/approval process	
2.	Meeting with Premiers office	
3.	Correspondence	
4.	SAHT Board membership	
5.	MoG process governance	
6.	Accommodation	
7.	NHHA	
8.	Budget bilateral process / Treasurer expectations	
9.	Project – Rosslyn Court reactivation	

AGENDA

Housing Authority meeting

When: Wednesday 30 May 2018

Time: 11:00am – 11:30am

Where: Minister Lensink office | Level 12, 1 King William Street

Attendees: Minister Lensink, Minister for Human Services
Selena Staude, Ministerial Adviser for the Minister for Human Services
Michael Buchan, General Manager, Housing Strategy & Development (Renewal SA)

No.	Discussion	Lead
1.	Cabinet meeting	
2.	Communications <ul style="list-style-type: none"> a. Key messages b. timing <ul style="list-style-type: none"> i. Leadership ii. Staff iii. Unions iv. Stakeholders 	
3.	Working group - ready to start in detailed discussions with Renewal SA <ul style="list-style-type: none"> a. Appropriation to RSA b. PDC role - withdrawn from working group 	
4.	Interim Board <ul style="list-style-type: none"> a. Timing b. Audit Committee concerns - membership c. Operations post 1 July 2018 	
5.	Launch approach <ul style="list-style-type: none"> a. Soft launch b. Continue to operate as Housing SA post 1 July 2018 c. Authority name 	
6.	Triennial review	

AGENDA

Housing Authority meeting

When: Friday 8 June 2018

Time: 11:30am – 12:00pm

Where: Minister Lensink office | Level 12, 1 King William Street

Attendees: Minister Lensink, Minister for Human Services
 Janette Hancock, Chief of Staff for Minister for Human Services
 Selena Maddeford, Ministerial Adviser for the Minister for Human Services
 Michael Buchan, General Manager, Housing Strategy & Development (Renewal SA)

No.	Discussion	Lead
1.	Budget submissions	
2.	Interim Board appointments	
3.	Working Group meeting	
4.	Triennial Review	
5.	Housing Authority speaking notes / key points	

AGENDA

Housing Authority meeting

When: Friday 15 June 2018

Time: 3:30pm – 4:00pm

Where: Minister Lensink office | Level 12, 1 King William Street

Attendees: Minister Lensink, Minister for Human Services
 Janette Hancock, Chief of Staff for Minister for Human Services
 Selena Maddeford, Ministerial Adviser for the Minister for Human Services
 Michael Buchan, General Manager, Housing Strategy & Development (Renewal SA)

No.	Discussion
1.	MoG submission
2.	Interim Board submission
3.	Bilaterals
4.	Redevelopment Projects <ul style="list-style-type: none"> • Morphetville Appleby Reserve opening – Member for Morphet • Goodman Court – Member for Badcoe • Melrose Park – Member for Elder
5.	SAHT Board June meeting

AGENDA

Housing Authority meeting

When: Friday 22 June 2018

Time: 3.30 – 4 pm

Where: Minister Lensink office | Level 12, 1 King William Street

Attendees: Minister Lensink, Minister for Human Services
 Janette Hancock, Chief of Staff for Minister for Human Services
 Selena Maddeford, Ministerial Adviser for the Minister for Human Services
 Michael Buchan, General Manager, Housing Strategy & Development (Renewal SA)

No.	Discussion
1.	Triennial Review
2.	Rent reform – DTF vs Sector
3.	Grant reinstatement
4.	Media
5.	Housing Affordability Work Group
6.	MoG – Gazette Notice
7.	Board recruitment timing/process
8.	Other Business



Government of South Australia
Department of Human Services

**Meeting with Minister Lensink
Level 12, 1 King William Street, Adelaide
Chief Executive, Department of Human Services**

Meeting Date: Wednesday June 6, 11am – 12pm

Location: Level 12 South, 1 King William Street, Adelaide

Attendees: Tony Harrison, Chief Executive
Lois Boswell, Deputy Chief Executive
Nancy Rogers, Director, Office of the Chief Executive
Joe Young, Director, Strategy and Reform, NDIS Reform
Nick Ashley, Executive Director, NDIS Reform
Andrew Thompson, Chief Financial Officer
Phil Fagan-Schmidt, Executive Director, Housing SA
Michael Homden, Executive Director, Youth Justice
Rohan Bennett, Director, Youth Justice

ITEMS OF BUSINESS			
1	100 Days Cabinet Submission update	Joe Young	Verbal briefing
2.	NDIS Bilateral Negotiations	Nick Ashley / Lois Boswell	Verbal briefing
3.	Supported Community Accommodation	Lois Boswell	Verbal update
4.	2018-19 Budget Process	Andrew Thompson	Verbal briefing
5.	Hutt Street Working Group Update	Phil Fagan-Schmidt	Verbal briefing
6.	Youth Justice: Design and Development Presentation	Michael Homden	Presentation



Government of South Australia
Department of Human Services

**Meeting with Minister Lensink
Level 12, 1 King William Street, Adelaide
Chief Executive, Department of Human Services**

Meeting Date: Wednesday April 18, 2pm – 3pm

Location: Level 12 South, 1 King William Street, Adelaide

Attendees: Tony Harrison, Chief Executive
Lois Boswell, Deputy Chief Executive
Nancy Rogers, Director, Office of the Chief Executive
Nick Ashley, Executive Director, NDIS Reform
Peter Bull, Executive Director, Corporate Services

ITEMS OF BUSINESS			
1.	Action items	Tony Harrison	Attached
2.	Clifford House Supported Residential Facilities	Nick Ashley	Paper attached
3.	Engagement and Support for NGO's	Lois Boswell	Paper attached
4.	Screening	Tony Harrison	Paper attached
5.	Concessions	Peter Bull	Paper attached