

OFFICIAL



Government of South Australia
Department of Human Services

Our ref: DHS/21/05577
Your ref: 9974154

Office of the Chief Executive
Level 8 North
Riverside Building
North Terrace
Adelaide SA 5000

GPO Box 292
Adelaide SA 5001

DX115

Tel: 08 8413 9050
Fax: 08 8413 9002

ABN 11 525 031 744

Mr Chris Picton
Member for Kaurana
Shop 9 760 Grand Boulevard
SEAFORD MEADOWS SA 5169

Sent by email: shadowhealth@parliament.sa.gov.au

Dear Mr Picton

I refer to your application for internal review under the *Freedom of Information Act 1991* (FOI Act), received by the Department of Human Services (DHS) on 21 July 2021 seeking access to:

*All documents (including but not limited to: leases, MOUS, agreements, briefings, contracts, memos, letters, emails, reports, briefings, tenders, quotes etc) related to the transfer "from CALHN to the Department of Human Services Accommodation Services" of the clinical and operational governance of the former Ward 2A at Hampstead (as per CALHN quotes in Indaily 15 June 2021).
Timeframe 1/07/2019 to 15/06/2021*

Unfortunately, DHS was unable to make a determination on your initial application within the required 30-day timeframe, therefore it was considered to be a 'deemed refusal' under section 19(2)(b) of the FOI Act. DHS was also unable to meet the timeframe for making a determination on your application for internal review and is therefore said to have confirmed its original determination of a 'deemed refusal' under section 29(5) of the Act.

Release of documents under Section 19(2a) of the FOI Act

Section 19(2a) states that an agency can give access to a document outside of the legislated timeframes for dealing with an application, and this is said to be still be a determination under the FOI Act.

DHS has located 22 documents that fall within the scope of your application and these documents are being released to you under section 19(2a). Please note that mobile phone numbers have been redacted from several documents, information that would have been considered exempt under clause 6(1) were DHS to have made a determination within required timeframes.

Please find enclosed a copy of the documents released and an accompanying schedule of documents.

OFFICIAL

OFFICIAL

If you have any questions in relation to this matter, please contact Fiona Braendler, Senior FOI Officer, on telephone 8413 9094 or by email at DHSFreedomofInformation@sa.gov.au.

Yours sincerely

A handwritten signature in blue ink, consisting of a series of connected loops and a final upward stroke.

Matthew Schutz
ACCREDITED OFFICER

13 / 12 / 2021

OFFICIAL

OFFICIAL

SCHEDULE OF DOCUMENTS – DHS/21/05577

Freedom of information application from Chris Picton MP seeking access to:

All documents (including but not limited to: leases, MOUs, agreements, briefings, contracts, memos, letters, emails, reports, briefings, tenders, quotes etc) related to the transfer “from CALHN to the Department of Human Services Accommodation Services” of the “clinical and operational governance of the former Ward 2A at Hampstead” (as per CALHN quotes in Indaily 15 June 2021).

No	Author	Date	Description of document	Determination	Exemption clause
1.	Office of the Chief Executive Central Adelaide Local Health Network (CALHN)	26/6/2020	Email: A2131676_Letter of agreement 2A HRC	Released in full	
2.	Matthew McInnes Executive Director Allied Health and Strategic Integration and Partnerships CALHN		Letter: Agreement of Costs Related to the Department of Human Services Occupancy of 2A at Hampstead Rehabilitation Centre Attachment to document 1	Released in part	Clause 6(1) – personal affairs
3.			Agreement: Draft Occupancy Agreement Attachment to document 1	Released in full	
4.			Schedule of Costs Attachment to document 1	Released in full	
5.			Unsigned Agreement Attachment to document 1	Released in full	
6.	Kirkby, Muriel Director Accommodation Services Department of Human Services	28/06/2020	Email: Fwd: A2131676_Letter of agreement 2A HRC	Released in full	
7.	Gemma Palmer Executive Assistant to Muriel Kirkby, Director Accommodation Services	29/6/2020 12:57	Email: A2131676_Letter of agreement 2A HRC *For attachments see documents 2 and 3	Released in part	Clause 6(1) – personal affairs
8.			Agreement: Signed by Muriel Kirkby (29/06/2020) Attachment to document 7	Released in full	
9.	Gemma Palmer	29/6/2020 16:51	Email: RE: A231676_Letter of agreement 2A HRC	Released in full	

OFFICIAL

OFFICIAL

SCHEDULE OF DOCUMENTS – DHS/21/05577

No	Author	Date	Description of document	Determination	Exemption clause
10.	Muriel Kirkby	7/07/2020	Email: Re: Ward 2A HRC R&M Cost breakdown	Released in part	Clause 6(1) – personal affairs
11.			Spreadsheet: 2A AGFMA Costs – YTD Attachment to document 10	Released in full	
12.	Muriel Kirkby	7/08/2020	Email: Re: Ward 2A – Cost breakdown	Released in part	Clause 6(1) – personal affairs
13.			Report: 2A monthly linen cost March 2020 Attachment 1 to document 12	Released in full	
14.			Report: 2A monthly linen cost April 2020 Attachment 2 to document 12	Released in full	
15.			Report: RI Statement Attachment 3 to document 12	Released in full	
16.			Spreadsheet: FTE Summary Attachment 4 to document 12	Released in full	
17.	Michael Elias	13/10/2020	Email: Ward 2A	Released in part	Clause 6(1) – personal affairs
18.	Muriel Kirkby	13/11/2020	Email: Re: Request to meet re: Ward 2A HRC – Transition to Home DHS	Released in part	Clause 6(1) – personal affairs
19.			Signed agreement by both parties Attachment to document 18	Released in full	
20.	Muriel Kirkby	27/11/2020	Email: Re: Ward 2A HRC – Transition to Home DHS	Released in part	Clause 6(1) – personal affairs
21.	Office of the Chief Executive Office CALHN	23/12/2020	Email: A2491528 Agreement of Extension to lease 2A Hampstead Rehabilitation Centre – 30.12.20	Released in full	
22.	Matthew McInnes		Letter: Agreement of extension of occupancy and costs related to the Department of Human Services occupancy of 2A at Hampstead Rehabilitation Centre to accommodate Transition to Home clients Attachment to document 21	Released in full	

OFFICIAL

Braendler, Fiona (DHS)

From: Russo, Leeana (Health) on behalf of Health:CALHN OCEO Correspondence
Sent: Friday, 26 June 2020 4:00 PM
To: Kirkby, Muriel (DHS)
Subject: A2131676_ Letter of agreement 2A HRC
Attachments: A2131676_ Letter of agreement 2A HRC.pdf; Attachment 1.pdf; Attachment 2.pdf; Attachment 3 _Agreement.pdf

Importance: High

Good afternoon,

Please see attached correspondence from Matthew McInnes, Executive Director Allied Health, Strategic Integration and Partnerships, CALHN.

Regards,

Office of the Chief Executive Officer
Central Adelaide Local Health Network

Address: Level 3 | Royal Adelaide Hospital | Port Road | Adelaide SA 5000

Telephone: 08 7074 0800

Fax: 08 7074 6131

Email: HealthCALHNOCEOCorrespondence@sa.gov.au



Health
Central Adelaide
Local Health Network

Our reference:
Doc: 2020-01010
File: A2131676

Level 3,
Royal Adelaide Hospital
Port Road
Adelaide SA 5000

DX: 800

Tel 08 7074 0800
Fax 08 7074 6131
ABN 96 269 526 412

www.sahealth.sa.gov.au

Ms Muriel Kirkby
Director Accommodation Services
GPO Box 292
ADELAIDE SA 5001
Via email: Muriel.kirkby@sa.gov.au

Dear Muriel,

AGREEMENT OF COSTS RELATED TO THE DEPARTMENT OF HUMAN SERVICES (DHS) OCCUPANCY OF 2A AT HAMPSTEAD REHABILITATION CENTRE (HRC) TO ACCOMMODATE TRANSITION TO HOME (T2H) CLIENTS.

As you are aware, the Central Adelaide Local Health Network (CALHN) and the Department of Human Services (DHS) Accommodation Services have collaborated to enable operation of the Transition to Home (T2H) service model in Ward 2A, Hampstead Rehabilitation Centre (HRC) from 26 March 2020

The T2H service accommodates up to 20 National Disability Insurance Scheme (NDIS) eligible clients who are ready to be discharged from their inpatient health episode of care, to support their transition from hospital to home. The T2H service operates independently from Ward 2A at HRC, with its staff and clients under the clinical and operational governance of DHS Accommodations Services.

T2H is not a health service, instead clients are discharged from acute hospital and supported by disability support workers under a model of care that aligns with other DHS Accommodation Services. Further information regarding the model of care and governance is outlined in the service description document that you have provided (**Attachment 1**).

On Friday 5 June 2020, agreement in principle was reached between CALHN and DHS regarding the schedule of costs associated with occupancy of the ward located at 2A Hampstead Rehabilitation Centre. Attachment 2 outlines the agreement under a Schedule of Costs.

This letter is to seek formal agreement on the costs and anticipated duration of occupancy at the site. I ask that you review all documents as provided and sign the agreement (**Attachment 3**) and return to HealthCALHNOCEOCorrespondence@sa.gov.au for action and attention.

If there are any queries, please don't hesitate to contact me on **Clause 6(1)**

Yours sincerely



Matthew McInnes
Executive Director,
Allied Health and Strategic Integration and Partnerships
Central Adelaide Local Health Network

25 June 2020

Attachment 1 – DHS Occupancy agreement in Ward 2A HRC, CALHN**Transition to Home (T2H) Step Down Service****Background**

The Transition to Home (T2H) Step Down service originated from the need to reduce the long length of stays experienced by people with a disability in SA public hospitals, who were awaiting National Disability Insurance Scheme approvals for community support.

The T2H Step Down service was initiated as a partnership between the Department of Human Services (DHS) and the Department for Health and Wellbeing (DHW) and Wellbeing SA to facilitate the timely discharge of patients into transitional, non-acute care arrangements.

Wellbeing SA had an established process for liaising with the National Disability Insurance Agency (NDIA) regarding hospital patients awaiting NDIS approvals, with existing coordination mechanisms with the Local Health Networks about patient numbers and needs. This enabled monitoring of patient numbers, identification of barriers to discharge and requirements of the NDIS to be conveyed to health and DHS staff.

These established processes provided a useful basis to identify potential patients for the T2H Step Down service and enabled a coordinated state wide process to ensure all Local Health Networks were aware of the establishment of the T2H Step Down Service with opportunities for referral to the service being available.

DHS also had established processes and experience in delivering accommodation services for people with disability, with a workforce and funding to be able to deliver the transitional service which was originally proposed.

With the advent of the COVID 19 event, there was an increased urgency to establishing the transitional step down service to improve patient flow and ease pressure on acute care in South Australian hospitals.

The T2H Step Down Service model is outlined below. This document is intended as a summary guide for DHS and DHW/Wellbeing SA staff, to assist in the awareness of the service and to facilitate communication about patient transfers from acute settings to the T2H Step Down Service and to community based longer term support settings.

As a partnership arrangement between DHS and DHW/Wellbeing SA this service will have a governance structure guiding its implementation and development, with the intent of improving processes to support the timely discharge of people with disabilities into longer term community supports.

Purpose

The overarching aim of the T2H is to:

- Provide a supportive transition from acute care to semi-independent living and ultimately, home and community living
- Improve throughput and appropriate discharge of NDIS eligible clients from acute beds to community support options
- Support clients to maintain and/or improve their level of functioning
- Reduce the likelihood of preventable readmissions due to lack of community support
- Minimise inappropriate extended length of hospital stays for clients with a disability

Services Offered

T2H services offered will include:

- Supporting clients in all aspect of activities of daily living that can be provided within a community support model
- Supporting clients via a delegation support model for:
 - Enteral feeding programs
 - Medication Management
 - Stoma care
- Supporting clients with social, recreational activities and therapy including reconnecting clients with family/friends where possible

Program Principles

- Coordinated care principles will apply; with agencies working together to ensure an integrated transitional support service is delivered
- The service will ensure high quality and safe, short to medium term support for clients who have completed their acute episode of care and are already approved as NDIS eligible
- Early and proactive planning to transfer clients between public acute health services and non-acute step down service will be undertaken
- A multi-disciplinary and multi-agency team will be built around the client to support their transition to home as quickly as possible (not exceeding 6 months)
- The client and their family/carer will be empowered and involved in all aspects of planning, preparing for and enacting transfer arrangements. This includes providing consent to commence on the program and for the sharing of client information with relevant external providers

Client Eligibility Criteria

Clients eligible for T2H will meet the following criteria:

- The client has a disability and is under 65 years of age
- The client has completed an acute episode of care, is discharge ready and does not require high level health or rehabilitation services
- The client is suitable for a community support model and does not require a permanent nurse on-site
- Clients that require wound care, insulin administration, catheter changes and allied Health maintenance programs that can be supported by an in reach service, e.g offered via hospital at home, MRU or a contracted provider will be eligible if these services have been put in place prior to transition to T2H.
- A clinical assessment has been undertaken to determine the clients support requirements
- The service is in the client's best interests considering the timeframes for longer term transition

Attachment 1 – DHS Occupancy agreement in Ward 2A HRC, CALHN

- The client would otherwise remain in hospital for an extended period of time without alternative long term support options available
- The transitional care arrangements are required for a short to medium term period (3 to 6 months)
- Where required for Exploring Housing, a NDIS funded Specialist Support Coordinator has been allocated
- The client has been matched to share accommodation depending on support needs, disability types, age and interests
- The proposed placement has been approved via the T2H step down approval process

Client Exclusions

Clients not eligible for T2H include:

- Clients requiring ongoing medical/clinical care or management for example, wound care that cannot be met via an in reach service, hospital at home, MRU or RDNS
- Clients undertaking active rehabilitation services

Entry Process

Wellbeing SA will work with Local Health Networks to identify clients suitable for entry to T2H Step Down service.

Entry to T2H Step Down service will be discussed via an assessment panel chaired by DHS and attended by relevant representatives from WellbeingSA and Local Health Networks.

Final acceptance to T2H will be at the discretion of DHS to ensure support needs can be met.

Transition Partnerships

T2H is underpinned by across agency collaboration recognising that coordination and integrated care is required to ensure that people in the T2H Step Down service are actively transitioned to and be connected with long term community supports.

At a project level key stakeholders include:

- Wellbeing SA, Local Health Networks and the Department for Health and Wellbeing
- The Department of Human Services
- The NDIA and the Commonwealth Department of Social Services
- Non-Government agencies providing community supports for people with disability
- Other State Government or Local Government agencies
- NDIS providers and disability support providers

Governance

The T2H Step Down Service governance structure is outlined in Attachment One. This includes a T2H Steering Group and a Reference Group to enable the system and individual level issues to be managed.

In addition the Long Stay Governance Group has been established by Wellbeing SA to identify and enable system improvements for better patient flow and more timely discharge of long stay patient cohorts. The Long Stay Governance Group has representatives from Local Health Networks and Wellbeing SA. The T2H Step Down service will provide information on the barriers to discharge and the market availability of community supports and as such will contribute to the Long Stay Governance Group, with periodic updates as required.

Locations

The service will initially consist of 20 beds located at the Hampstead Rehabilitation Centre, within the Central Adelaide Local Health Network (CALHN). 18 - 20 beds will also be available at the U-City apartments located in the Adelaide CBD.

Additional suitable transitional sites will be explored within the available resources and in line with client needs.



Risk Management

A risk management strategy will be developed and implemented to ensure appropriate risk mitigation measures are in place. Risks will be monitored through the DHS operational governance structure and reported to the Long Stay Governance Group periodically to inform service development.

During the initial establishment phase of the T2H Step Down service the following risks were identified:

- Establishment of the service takes longer than expected
- The market is not able to accommodate needs of the client resulting in people not being able to access long term services after their time in the T2H Step Down service
- Not enough beds available to suitably respond to the number of patients requiring transitional step down services
- Processes to confirm long term supports take longer than 6 months and clients are remain in the T2H Step Down service for longer than anticipated

Attachment 1 – DHS Occupancy agreement in Ward 2A HRC, CALHN

Transition to Home – Mid-Term Supported Independent Living	
Purpose	<p>A partnership approach to short to medium term care for patients who are ready to discharge from hospital but are waiting on long term supports to be arranged. The layered system approach requires collaboration between Wellbeing SA, the Department of Human Services (DHS) and Local Health Networks (LHNs).</p> <p>Active transition support for patients to explore long term options within the community services including:</p> <ul style="list-style-type: none"> • Activities of daily living • Accommodation sourcing • Case management – coordination and monitoring of their care and transition to long term support • Recreational activities and therapy <p>The governance structure is intended to support the care of patients who are participants of the DHS Step Down Program, facilitating their transition through the layered model of care across public health to home or their community with long term supports.</p>
System Management	<p>Wellbeing SA & DHS Transition to Home - Mid-Term Supported Independent Living Steering Group</p> <p>Function: To implement and monitor a system-wide response to hospital discharge delays for NDIS eligible patients who meet program eligibility criteria while ensuring that the program is operating as intended and provide an opportunity for evaluation, escalation, planning for capacity building and quality oversight.</p> <p>Membership: Wellbeing SA, DHS, LHN representatives, Office of the Chief Psychiatrist</p> <p>Meeting Frequency: Monthly</p> 
Flow Management	<p>Transition to Home: Mid-Term Supported Independent Living Reference Group</p> <p>Function: To identify and nominate eligible patients for the DHS Transition to Home-Mid-Term Supported Independent Living Program to support the flow through of patients back into the community.</p> <p>Membership: LHN representatives, DHS, Wellbeing SA</p> <p>Meeting Frequency: Fortnightly</p> 
Local Operational Management	<p>DHS Transition Care Team</p> <p>Function: To support patients within DHS Transition to Home-Mid-Term Supported Independent Living Program and work with LHN staff to support their transition into the program and into NDIS funded long-term supports within the community.</p> <p>Membership: Members of the DHS Care Team.</p> <p>Meeting Frequency: Weekly</p> 



Attachment 2 – Schedule of Costs

Costs are agreed by all parties to include as outlined:

- All meals and grocery items provided to ward 2A whether consumed or not;
- All client meal supplements and enteral fluids provided to ward 2A whether consumed or not;
- Cleaning, Orderly, Porter and Security support for ward 2A;
- Provision of a nominated number of car parking permits for DHS staff on lowering of boom gates at the site;
- All breakdown and repairs relating to Ward 2A;
- Charges from SA Ambulance services for calls to site for patients/participants under DHS care;
- Linen, waste and similar consumables charged and managed through the imprest stock and usage reports
- All Television rental and on costs associated with televisions provided for client entertainment as per HRC rental agreements, on a chargeback basis.

2A Costing				
Fee Schedule				
Staffing		Agency Charge		
Support Services Positions	Class	Weekly	Avg Cost Per Day	Notes
Cleaning/Orderly/Porters/Security/Mail Delivery - (contracted FTE)	WHA2	\$ 8,156.48	\$ 1,162.02	This is indicative rates. Charges will be based on rostered staff within ward 2A and adjusted for any Enterprise Bargaining increases for Weekly Paid FTE. (4.2 FTE)
Switchboard/Enquiries	ASO2	\$ -	\$ -	Cover within existing resources
Total Staffing		\$ 18,486.18	\$ 2,633.65	
<u>Goods & Services</u>		Recharge Methodology	Cost Per Meal	
Patient Meals		Charge per meal	\$ 16.00 (Lunch/Dinner) \$ 8.00 (Breakfast)	This includes FTE to re-heat & deliver meals to Ward and full menu access. Charges will be based on number of meals provided to 2A. Grocery items will be additionally charged on consumption
Linen		Full Cost recovery		Ward 2A costs
Housekeeping		Full Cost recovery		Ward 2A costs
Waste		Full Cost recovery		Ward 2A costs
Building R & M		Full Cost recovery		FAMIS breakdown jobs for Ward 2A
Enteral fluids and supplements		Full Cost recovery		Relating to DHS Patients
SAAS Charges		Full Cost recovery		Relating to DHS Patients
MFS Charges		Full Cost recovery		Where DHS staff or 2A patients have triggered fire alarms
Car Parking		Charge per permit		In accordance with government gazetted rates
Television Rental/recurrent costs		Full Cost recovery		For TVs within ward 2A
*Postage, telephony and ICT will be organised by DHS.				

AGREEMENT

All parties agree that the arrangements entered into between CALHN and DHS are unique and relates only to, and does not imply or obligate any other agreement to extend use of ward 2A beyond the date 31 December 2020 at which time a review and/or extension of time may be negotiated

CALHN will comply with the following service monitoring and evaluation processes in relation to the services:

- CALHN to provide quarterly results for cleaning audits based on SA Health's Cleaning Standards and Corrective actions;
- CALHN to report on outcomes of the Food Safety Audit performance by SA Health;
- Both Parties will review the frequency of service monitoring and evaluation as required.

All fees detailed in Attachment 2, will be rendered by CALHN at cost to DHS on a monthly basis with payment made into CALHN within 30 days of receipt of invoice.

SAicorp is the captive insurer for the Government of South Australia through the South Australian Government Financing Authority; CALHN as an Agency of the South Australian Government has its risks insured by SAicorp.

CALHN accepts Public Liability risk for public areas within the environs of the HRC site. CALHN does not accept liability for any event within the Ward 2A area that should have been known by and could have reasonably been mitigated by DHS staff. CALHN does not accept liability for any event arising from or related to the actions or direction of DHS staff.

SIGNED for THE DEPARTMENT FOR HUMAN SERVICES

Signature.....

Print Name & Job Title.....

Dated:

SIGNED for CENTRAL ADELAIDE LOCAL HEALTH NETWORK INCORPORATED by the Chief Executive or other officer of CENTRAL ADELAIDE LOCAL HEALTH NETWORK INCORPORATED

Signature.....

Print Name & Job Title.....

Dated:

Braendler, Fiona (DHS)

From: Kirkby, Muriel (DHS)
Sent: Sunday, 28 June 2020 8:10 PM
To: Randal, Alana (Health)
Subject: Fwd: A2131676_ Letter of agreement 2A HRC

Just as a courtesy- we will be organising another meeting to discuss costs.
Muriel

Sent from my iPhone

Begin forwarded message:

From: "Kirkby, Muriel (DHS)" <Muriel.Kirkby@sa.gov.au>
Date: 28 June 2020 at 8:08:03 pm ACST
To: "Palmer, Gemma (DHS)" <Gemma.Palmer2@sa.gov.au>
Subject: Fwd: A2131676_ Letter of agreement 2A HRC

Hold off on this returning.

Sent from my iPhone

Begin forwarded message:

From: "Elias, Michael (DHS)" <Michael.Elias@sa.gov.au>
Date: 28 June 2020 at 4:51:32 pm ACST
To: "Kirkby, Muriel (DHS)" <Muriel.Kirkby@sa.gov.au>
Subject: RE: A2131676_ Letter of agreement 2A HRC

Hi Muriel.....I think we need another catch up....

- Cleaning is ridiculous and doesn't add up?
- Meals \$24 seems high
- Goods & Services – we've been operating for 3-4 months they should have costs per client?

2A Costing Fee Schedule				
Staffing		Agency Charge		
Support Services Positions	Class	Weekly	Avg Cost Per Day	Notes
Cleaning/Orderly/Porters/Security/Mail Delivery - (contracted FTE)	WHA2	\$ 8,156.48	\$ 1,162.02	This is indicative rates. Cover on rostered staff within v for any Enterprise Bargain Weekly Paid FTE. (4.2 FT
Switchboard/Enquiries	ASO2	\$ -	\$ -	Cover within existing res
Total Staffing		\$ 18,486.18	\$ 2,633.65	
Goods & Services		Recharge Methodology	Cost Per Meal	
Patient Meals		Charge per meal	\$ 16.00 (Lunch/Dinner) \$ 8.00 (Breakfast)	This includes FTE to re-h Ward and full menu acc based on number of mea Grocery items will be add consumption
Linen		Full Cost recovery		Ward 2A costs
Housekeeping		Full Cost recovery		Ward 2A costs
Waste		Full Cost recovery		Ward 2A costs
Building R & M		Full Cost recovery		FAMIS breakdown jobs fr
Enteral fluids and supplements		Full Cost recovery		Relating to DHS Patients
SAAS Charges		Full Cost recovery		Relating to DHS Patients
MFS Charges		Full Cost recovery		Where DHS staff or 2A pi fire alarms
Car Parking		Charge per permit		In accordance with gover
Television Rental/recurrent costs		Full Cost recovery		For TVs within ward 2A
*Postage, telephony and ICT will be organised by DHS.				

From: Kirkby, Muriel (DHS) <Muriel.Kirkby@sa.gov.au>

Sent: Friday, 26 June 2020 5:55 PM

To: Elias, Michael (DHS) <Michael.Elias@sa.gov.au>

Subject: FW: A2131676_ Letter of agreement 2A HRC

Importance: High

Hi Michael

Are you happy with this one?

Many thanks

Muriel

From: Russo, Leeana (Health) <Leeana.Russo@sa.gov.au> **On Behalf Of** Health:CALHN

OCEO Correspondence

Sent: Friday, 26 June 2020 4:00 PM

To: Kirkby, Muriel (DHS) <Muriel.Kirkby@sa.gov.au>

Subject: A2131676_ Letter of agreement 2A HRC

Importance: High

Good afternoon,

Please see attached correspondence from Matthew McInnes, Executive Director Allied Health, Strategic Integration and Partnerships, CALHN.

Regards,

Office of the Chief Executive Officer
Central Adelaide Local Health Network

Address: Level 3 | Royal Adelaide Hospital | Port Road | Adelaide SA 5000

Telephone: 08 7074 0800

Fax: 08 7074 6131

Email: HealthCALHNOCEOCorrespondence@sa.gov.au

Braendler, Fiona (DHS)

From: Lawlor, Helen (DHS)
Sent: Friday, 30 July 2021 10:14 AM
To: Fforde, Amy (DHS)
Subject: FW: A2131676_ Letter of agreement 2A HRC
Attachments: Attachment 3_Agreement.pdf; A2131676_ Letter of agreement 2A HRC.pdf; Attachment 1.pdf; Attachment 2.pdf

OFFICIAL

From: Palmer, Gemma (DHS) <Gemma.Palmer2@sa.gov.au>
Sent: Monday, 29 June 2020 12:57 PM
To: Elias, Michael (DHS) <Michael.Elias@sa.gov.au>
Cc: Lawlor, Helen (DHS) <Helen.Lawlor@sa.gov.au>
Subject: A2131676_ Letter of agreement 2A HRC

Hi Michael,

Please see attached for your records.

Kind regards

Gemma

Gemma Palmer

Executive Assistant to

Muriel Kirkby, Director Accommodation Services

Department of Human Services

T: (08) 8207 2200 / M: Clause 6(1) | E: gemma.palmer2@sa.gov.au

www.dhs.sa.gov.au



This email may contain confidential information, which may be legally privileged. Only the intended recipient(s) may access, use, distribute or copy this email. If this email is received in error, please inform the sender by return email and delete the original. If there are doubts about the validity of this message please contact the sender by telephone. It is the recipient's responsibility to check the email and any attached files for viruses.

AGREEMENT

All parties agree that the arrangements entered into between CALHN and DHS are unique and relates only to, and does not imply or obligate any other agreement to extend use of ward 2A beyond the date 31 December 2020 at which time a review and/or extension of time may be negotiated

CALHN will comply with the following service monitoring and evaluation processes in relation to the services:

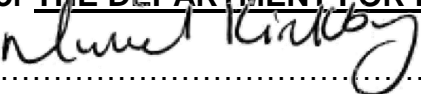
- CALHN to provide quarterly results for cleaning audits based on SA Health's Cleaning Standards and Corrective actions;
- CALHN to report on outcomes of the Food Safety Audit performance by SA Health;
- Both Parties will review the frequency of service monitoring and evaluation as required.

All fees detailed in Attachment 2, will be rendered by CALHN at cost to DHS on a monthly basis with payment made into CALHN within 30 days of receipt of invoice.

SAicorp is the captive insurer for the Government of South Australia through the South Australian Government Financing Authority; CALHN as an Agency of the South Australian Government has its risks insured by SAicorp.

CALHN accepts Public Liability risk for public areas within the environs of the HRC site. CALHN does not accept liability for any event within the Ward 2A area that should have been known by and could have reasonably been mitigated by DHS staff. CALHN does not accept liability for any event arising from or related to the actions or direction of DHS staff.

SIGNED for THE DEPARTMENT FOR HUMAN SERVICES

Signature.....

Print Name & Job Title...Muriel Kirkby - Director Accommodation Services

Dated: 29/06/2020.....

SIGNED for CENTRAL ADELAIDE LOCAL HEALTH NETWORK INCORPORATED by the Chief Executive or other officer of CENTRAL ADELAIDE LOCAL HEALTH NETWORK INCORPORATED

Signature.....

Print Name & Job Title.....

Dated:

Braendler, Fiona (DHS)

From: Kirkby, Muriel (DHS)
Sent: Monday, 29 June 2020 4:51 PM
To: Palmer, Gemma (DHS)
Subject: RE: A2131676_ Letter of agreement 2A HRC

Yes please

From: Palmer, Gemma (DHS) <Gemma.Palmer2@sa.gov.au>
Sent: Monday, 29 June 2020 1:27 PM
To: Kirkby, Muriel (DHS) <Muriel.Kirkby@sa.gov.au>
Subject: RE: A2131676_ Letter of agreement 2A HRC

Hi Muriel,

Is this Alana Randal

Thanks

From: Kirkby, Muriel (DHS) <Muriel.Kirkby@sa.gov.au>
Sent: Sunday, 28 June 2020 8:09 PM
To: Palmer, Gemma (DHS) <Gemma.Palmer2@sa.gov.au>
Subject: Re: A2131676_ Letter of agreement 2A HRC

Can you please organise Matthew, Alana michael & I

Sent from my iPhone

On 28 Jun 2020, at 8:08 pm, Kirkby, Muriel (DHS) <Muriel.Kirkby@sa.gov.au> wrote:

Hold off on this returning.

Sent from my iPhone

Begin forwarded message:

From: "Elias, Michael (DHS)" <Michael.Elias@sa.gov.au>
Date: 28 June 2020 at 4:51:32 pm ACST
To: "Kirkby, Muriel (DHS)" <Muriel.Kirkby@sa.gov.au>
Subject: RE: A2131676_ Letter of agreement 2A HRC

Hi Muriel.....I think we need another catch up....

- Cleaning is ridiculous and doesn't add up?
- Meals \$24 seems high

- Goods & Services – we've been operating for 3-4 months they should have costs per client?

2A Costing				
Fee Schedule				
Staffing		Agency Charge		
Support Services Positions	Class	Weekly	Avg Cost Per Day	Notes
Cleaning/Orderly/Porters/Security/Mail Delivery - (contracted FTE)	WHA2	\$ 8,156.48	\$ 1,162.02	This is indicative rates. Cover on rostered staff within existing res for any Enterprise Bargaining Weekly Paid FTE. (4.2 FTE)
Switchboard/Enquiries	ASO2	\$ -	\$ -	Cover within existing res
Total Staffing		\$ 18,486.18	\$ 2,633.65	
Goods & Services		Recharge Methodology	Cost Per Meal	
Patient Meals		Charge per meal	\$ 16.00 (Lunch/Dinner) \$ 8.00 (Breakfast)	This includes FTE to re-charge Ward and full menu accommodation based on number of meals. Grocery items will be added to consumption
Linen		Full Cost recovery		Ward 2A costs
Housekeeping		Full Cost recovery		Ward 2A costs
Waste		Full Cost recovery		Ward 2A costs
Building R & M		Full Cost recovery		FAMIS breakdown jobs for
Enteral fluids and supplements		Full Cost recovery		Relating to DHS Patients
SAAS Charges		Full Cost recovery		Relating to DHS Patients
MFS Charges		Full Cost recovery		Where DHS staff or 2A patients fire alarms
Car Parking		Charge per permit		In accordance with government
Television Rental/recurrent costs		Full Cost recovery		For TVs within ward 2A
*Postage, telephony and ICT will be organised by DHS.				

From: Kirkby, Muriel (DHS) <Muriel.Kirkby@sa.gov.au>

Sent: Friday, 26 June 2020 5:55 PM

To: Elias, Michael (DHS) <Michael.Elias@sa.gov.au>

Subject: FW: A2131676_ Letter of agreement 2A HRC

Importance: High

Hi Michael

Are you happy with this one?

Many thanks

Muriel

From: Russo, Leeana (Health) <Leeana.Russo@sa.gov.au> **On Behalf Of** Health:CALHN

OCEO Correspondence

Sent: Friday, 26 June 2020 4:00 PM

To: Kirkby, Muriel (DHS) <Muriel.Kirkby@sa.gov.au>

Subject: A2131676_ Letter of agreement 2A HRC

Importance: High

Good afternoon,

Please see attached correspondence from Matthew McInnes, Executive Director Allied Health, Strategic Integration and Partnerships, CALHN.

Regards,

Office of the Chief Executive Officer
Central Adelaide Local Health Network

Address: Level 3 | Royal Adelaide Hospital | Port Road | Adelaide SA 5000

Telephone: 08 7074 0800

Fax: 08 7074 6131

Email: HealthCALHNOCEOCorrespondence@sa.gov.au

Braendler, Fiona (DHS)

From: Kirkby, Muriel (DHS)
Sent: Tuesday, 7 July 2020 7:21 PM
To: Randal, Alana (Health)
Cc: Elias, Michael (DHS); McInnes, Matthew (Health); Kropf, Elke (Health)
Subject: Re: Ward 2A - HRC R&M Cost breakdown
Attachments: 2A AGFMA Costs - YTD.xlsx; ATT00001.htm

Many thanks Alana.

Muriel Kirkby
 Director, Accommodation Services
 Department of Human Services
 T:83721412 M: **Clause 6(1)**
 muriel.kirkby@sa.gov.au

On 6 Jul 2020, at 1:42 pm, Randal, Alana (Health) <Alana.Randal2@sa.gov.au> wrote:

Hi Michael and Muriel,
 Further to our meeting on Friday afternoon, I attach the details regarding the R&M costs incurred to date and details of the jobs raised for DHS occupancy of Ward 2A – Hampstead Rehabilitation Centre. Information regarding Linen costs and the cleaning/portering/orderly/site security labour costs will be provided as they are available from our finance department. Finance are currently processing end of month and will attend to this information before the end of the week.

Kind regards

Alana

Alana Randal

Support Services Delivery Manager

Operational Services

Central Adelaide Local Health Network

08 8222 6963 | **Clause 6(1)**

Email: Alana.randal2@sa.gov.au

Invoice No	Job Type Code	Job No	Job Description	SumOfAmount	DPTI Mgt Fee 1	Total Charge
20FM0035242	BD	369383	CHRIS VIRGIN TO CHECK 2A FOR COMPLIANCE OF EVERY ROOM. COVID 19 Ward 2A recharge 55-369-767-1186	\$ 339.39	\$ 33.94	\$ 373.33
20FM0035242	BD	369393	AHT TO CHECK ALL BEDS IN 2A AND REPORT. COVID 19 Ward 2A recharge 55-369-767-1186	\$ 395.60	\$ 39.56	\$ 435.16
20FM0035242	BD	369395	AHT TO CHECK NURSE CALL 2A COVID 19 recharge Ward 2A 55-369-767-1186	\$ 349.16	\$ 34.92	\$ 384.08
20FM0035242	BD	369397	ADELAIDE BLIND CLEANING SERVICE TO REPAIR BLINDS 2A COVID 19 Ward 2A recharge 55-369-767-1186	\$ 611.89	\$ 61.19	\$ 673.08
20FM0035242	BD	370525	PLEASE INSTALL HAND HYGIENE STATIONS AS DISCUSSED IN THE MAIN CORRIDOR WITH CHRIS. COVID 19 Ward 2A recharge 55-369-767-1186	\$ 278.83	\$ 27.88	\$ 306.71
20FM0035242	BD	370832	AQIUM HOLDER OUTSIDE ROOM 3 TO BE REPLACED SANDRA HAS NEW HOLDER COVID 19 Ward 2A recharge 55-369-767-1186	\$ 64.91	\$ 6.49	\$ 71.40
20FM0035242	BD	370881	PLEASE RE-STICK THE LIQUID SOAP CONTAINER ONTO THE WALL, NEAR THE SINK IN ROOM NO. 1A5 IN NURSING ADMINISTRATION (1A). COVID 19 Ward 2A recharge 55-369-767-1186	\$ 76.82	\$ 7.68	\$ 84.50
20FM0035367	BD	372385	PREFER WASHTUB DOCTOR/BLD 30/RPR PAN FLUSHER/OOO SITE CONTACT IAN 0414 241 871 RECHARGE BACK TO 2A 55-369-767-1186	\$ 169.07	\$ 16.91	\$ 185.98
20FM0035367	BD	373156	CHRIS VIRGIN TO REPAIR TAP 2A. recharge back to 2A 55-369-767-1186	\$ 118.47	\$ 11.85	\$ 130.32
20FM0035489	BD	372639	PREFER DARRYL WHITE. FIX TOILET 2A 29 55-369-767-1186	\$ 234.30	\$ 23.43	\$ 257.73
20FM0035489	BD	373335	AHT TO BLANK OF REDUNDANT NURSE CALL 2A RI: 55-369-767-1186	\$ 602.12	\$ 60.21	\$ 662.33
20FM0035614	BD	371753	2A NEEDS NEW KIT PUT THROUGH TOILET DARYL WHIT TO ATTEND 55-369-767-1186	\$ 335.88	\$ 33.59	\$ 369.47
20FM0035614	BD	376892	ASSESS DATACOM TO FIX REAR SWIPE DOOR NOT WORKING IN 2A BUILDING 30 55-369-767-1186	\$ 131.73	\$ 13.17	\$ 144.90
20FM0035735	BD	379090	BED IN ROOM 2C8 NOT WORKING PLEASE ASSESS AND FIX AS REQUIRED Recharge to 2A 55-369-767-1186	\$ 64.91	\$ 6.49	\$ 71.40
20FM0035843	BD	379351	DOOR 2A11; WARD 2A INTERNAL ENTRY DOORS; THE INSIDE DOOR RELEASE FOB SWIPE WILL NOT WORK RI 55-369-767-1186	\$ 180.18	\$ 18.02	\$ 198.20
20FM0035948	BD	379475	FIRE SPRINKLER HEAD LEAKING 2D70 RI 55-369-767-1186	\$ 597.90	\$ 59.79	\$ 657.69
20FM0035948	BD	383551	CHRIS VIRGIN TO CHECK POWER IN 2A AND BED CONTROLLER NOT WORKING. 55-369-767-1186	\$ 76.82	\$ 7.68	\$ 84.50
20FM0036069	BD	384349	RM 37 2A WHEN TAP RUNNING WATER LEAKING FROM UNDER SINK 55-369-767-1186	\$ 274.85	\$ 27.49	\$ 302.34
				\$ 4,902.83	\$ 490.28	\$ 5,393.11
Invoice No	Job Type Code	Job No	Job Description	SumOfAmount	DPTI Mgt Fee 1	Total Charge
20FM0035242	MW	369239	HAND HYGIENE STATION TO BE INSTALLED BY MAIN CORRIDOR ENTRANCE BETWEEN 1 AND 2 AS PEOPLE ARE COMING IN FROM THE CARPARK. FOR CHRIS V COVID 19 Ward 2A recharge 55-369-767-1186	\$ 76.82	\$ 7.68	\$ 84.50
20FM0035242	MW	370212	TO MAKE UP CLINELL WIPES HOLDERS TO FIT WOWS, THANKS CHRIS. COVID 19 Ward 2A recharge 55-369-767-1186	\$ 177.59	\$ 17.76	\$ 195.35
20FM0035242	MW	370618	ATT CHIRS V. 1 HYGIENE STATION TO BE INSTALLED WHERE THE CONTRACTORS SIGN IN. E&BS COMPOUND. SEE NEVILLE FOR DETAILS COVID 19 Ward 2A recharge 55-369-767-1186	\$ 87.13	\$ 8.71	\$ 95.84
20FM0035242	MW	371085	PLEASE MOVE POSITION OF CLINELL WIPE HOLDER. SEE AHA FOR MORE INFO. COVID 19 Ward 2A recharge 55-369-767-1186	\$ 64.91	\$ 6.49	\$ 71.40
20FM0035242	MW	370836	1C20, 1C23, 1C26 NEED AQIUM GEL HOLDERS TO BE INSTALLED. URGENT COVID-19 RISK. THANKS CHRIS COVID 19 Ward 2A recharge 55-369-767-1186	\$ 64.91	\$ 6.49	\$ 71.40
20FM0035489	MW	373569	CHRIS VIRGIN TO TEST TAG ITEMS IN 2A RECHARGE 55-369-767-1186	\$ 76.82	\$ 7.68	\$ 84.50
20FM0035614	MW	376293	PLEASE INSTALL CLOTHS LINE ON SHED OUTSIDE OF WARD 2A DHS RI 55-369-767-1186 IF AREA NOT SUITABLE PULL OUT LINE UNDER VERANDA LEAVING WEIGH BRIDGE CLEAR	\$ 201.35	\$ 20.14	\$ 221.49
				\$ 749.53	\$ 74.95	\$ 824.48

Braendler, Fiona (DHS)

From: Kirkby, Muriel (DHS)
Sent: Friday, 7 August 2020 2:21 PM
To: Randal, Alana (Health)
Cc: Elias, Michael (DHS); McInnes, Matthew (Health); Kropf, Elke (Health)
Subject: Re: Ward 2A - Cost breakdown
Attachments: 2A monthly linen cost March 2020.pdf; ATT00001.htm; 2A monthly linen cost April 2020.pdf; ATT00002.htm; RI Statement.pdf; ATT00003.htm; FTE Summary.xlsx; ATT00004.htm

Much appreciated, yes we will arrange the payment.
 Have a great weekend all
 Muriel

Sent from my iPhone

On 7 Aug 2020, at 1:26 pm, Randal, Alana (Health) <Alana.Randal2@sa.gov.au> wrote:

Hi Michael and Muriel,
 Hope you are both keeping healthy and safe at this time. Apologies for not getting in contact sooner.
 Attached is the Linen cost breakdown as requested for March and April. I note your reply to my email in July regarding the R&M costs and their association with the set-up of the service. That is correct. These costs would not have been incurred had agreement to occupy the T2H model not be reached.
 I can also confirm that only 1.5 FTE (average) has been recharged in relation to cleaning/portering/orderly/site security labour costs to support ward 2A.
 As explained the 4.2 FTE in the agreement represents what it would usually cost in labour to set up and service the ward with a acute/hospital model but T2H is only being charged the labour required to service the ward in line with its model.
 Can you please arrange payment of the outstanding invoice and return the signed agreement as requested.
 We will then continue to issue monthly invoices as agreed.
 Kind Regards
 Alana

Alana Randal

Support Services Delivery Manager

Operational Services

Central Adelaide Local Health Network

08 8222 6963 | **Clause 6(1)**

Email: Alana.randal2@sa.gov.au

From: Randal, Alana (Health)
Sent: Monday, 6 July 2020 1:43 PM
To: Elias, Michael (DHS) <Michael.Elias@sa.gov.au>; Kirkby, Muriel (DHS) <Muriel.Kirkby@sa.gov.au>
Cc: McInnes, Matthew (Health) <Matthew.McInnes@sa.gov.au>; Kropf, Elke (Health) <Elke.Kropf@sa.gov.au>

Subject: Ward 2A - HRC R&M Cost breakdown

Hi Michael and Muriel,

Further to our meeting on Friday afternoon, I attach the details regarding the R&M costs incurred to date and details of the jobs raised for DHS occupancy of Ward 2A – Hampstead Rehabilitation Centre.

Information regarding Linen costs and the cleaning/portering/orderly/site security labour costs will be provided as they are available from our finance department. Finance are currently processing end of month and will attend to this information before the end of the week.

Kind regards

Alana

Alana Randal

Support Services Delivery Manager

Operational Services

Central Adelaide Local Health Network

08 8222 6963 | **Clause 6(1)**

Email: Alana.randal2@sa.gov.au

Managed Linen Report - by Service Point

HAMPSTEAD REHABILITATION CENTRE

Report Month : Mar-20

Service Point: 28

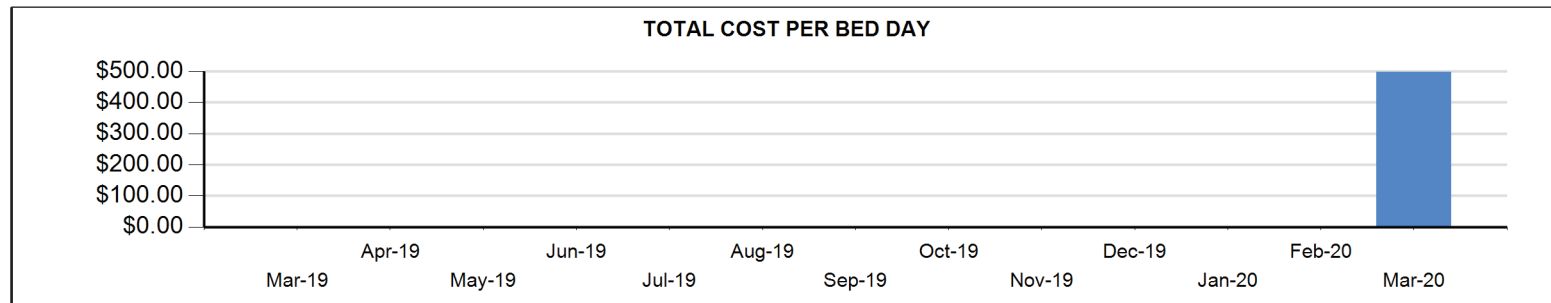
2A

	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20
TOTAL BED DAYS	1	1	1	1	1	1	1	1	1	1	1	1	1

Items used per day

LINEN GENERAL

BAG LINEN PINK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
C42 BLUE STUDDER GOWN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00
A86 PILLOW SLIP WHITE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95.00
B11 SHEET SINGLE WHITE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00
B12 SHEET DRAW	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00
D11 BLANKET SINGLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00
D51 FEEDER ADULT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00
D52 TOWEL BATH WHITE WITH STR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.00
D56 FACE WASHER WHITE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.00
D86 BAG SOIL LINEN WHITE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00
D88 BAG SOIL LINEN GREEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
K02 INCONTINENT BED SHEET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.00
C32G BEDSPREAD MISTY GREEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00
TOTAL COST PER BED DAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$497.00



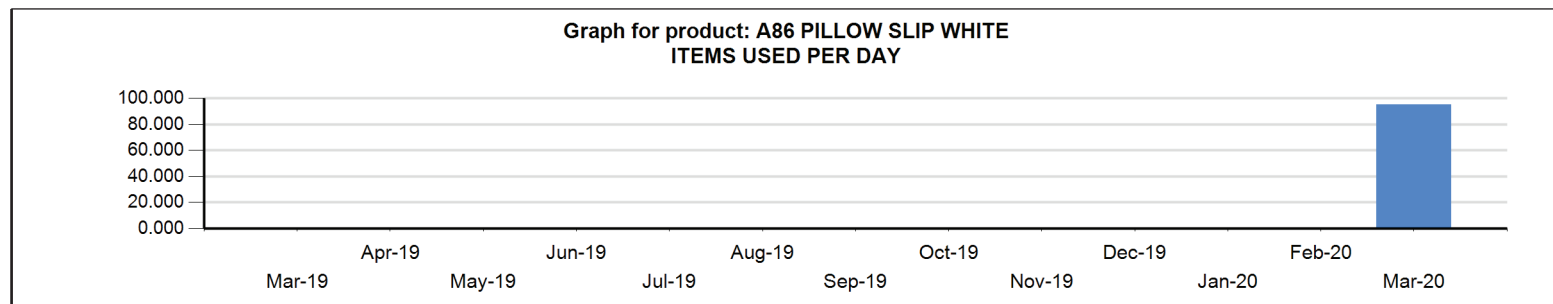
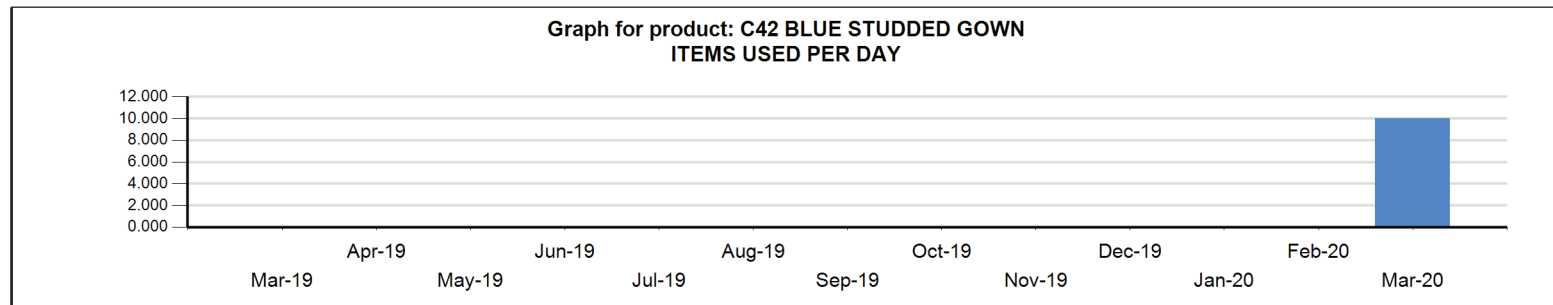
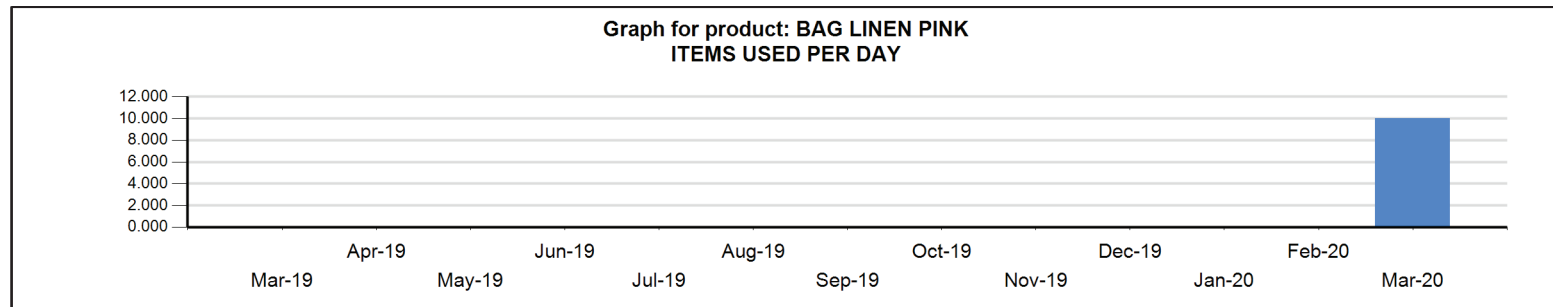
Managed Linen Report - by Service Point

HAMPSTEAD REHABILITATION CENTRE

2A

Report Month : Mar-20

Service Point: 28



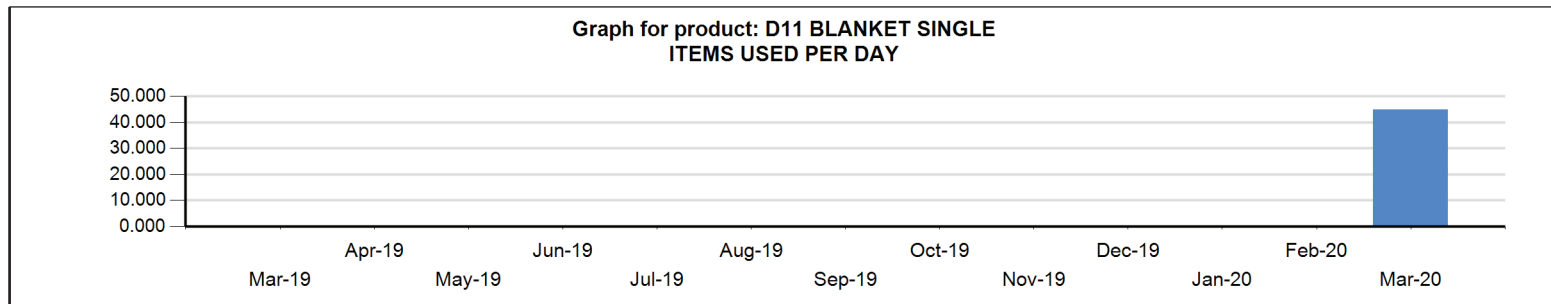
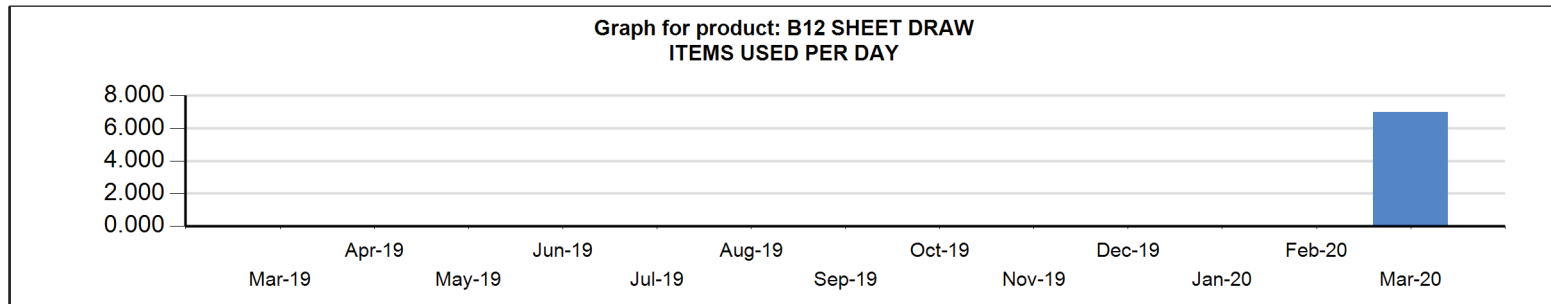
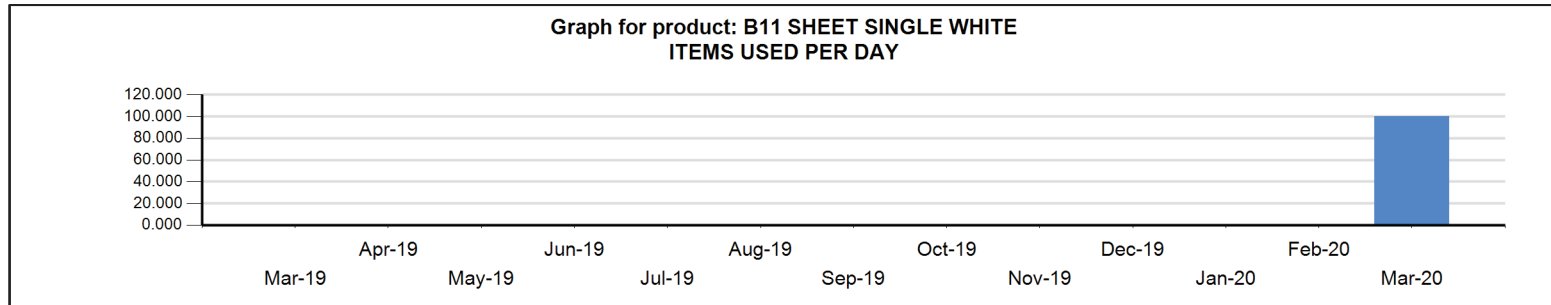
Managed Linen Report - by Service Point

HAMPSTEAD REHABILITATION CENTRE

2A

Report Month : Mar-20

Service Point: 28



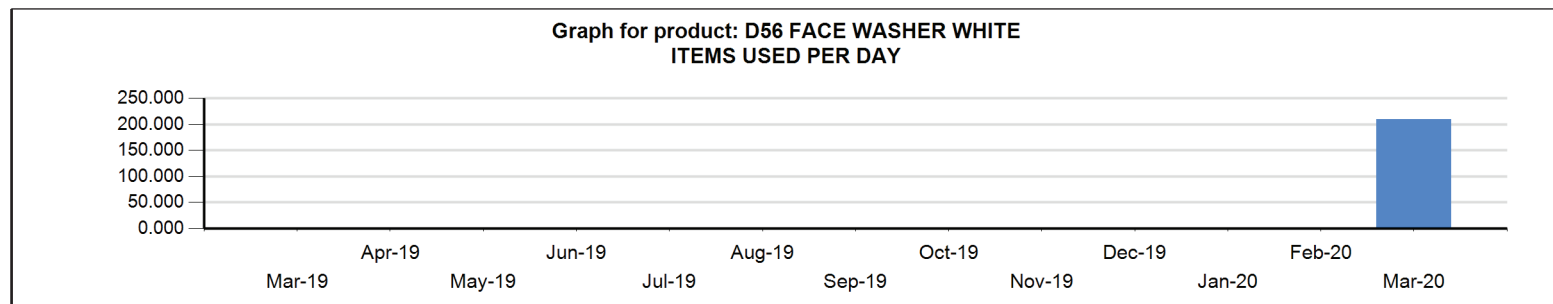
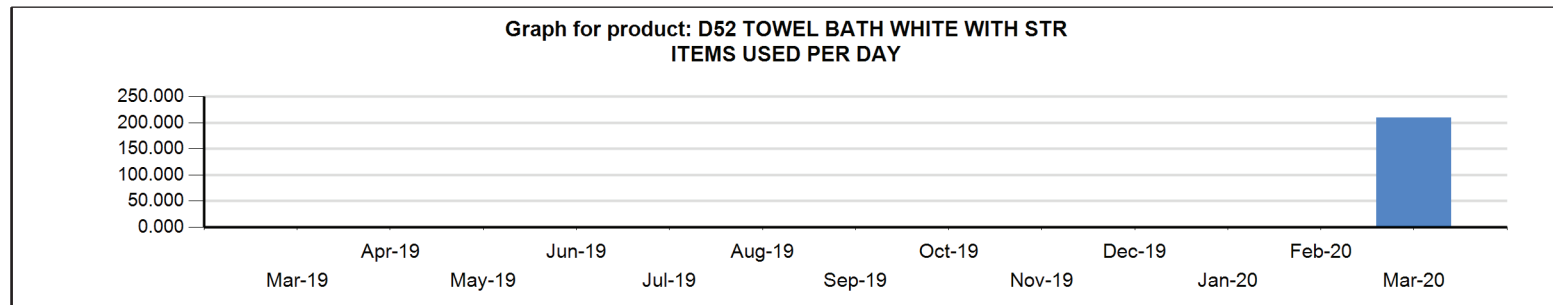
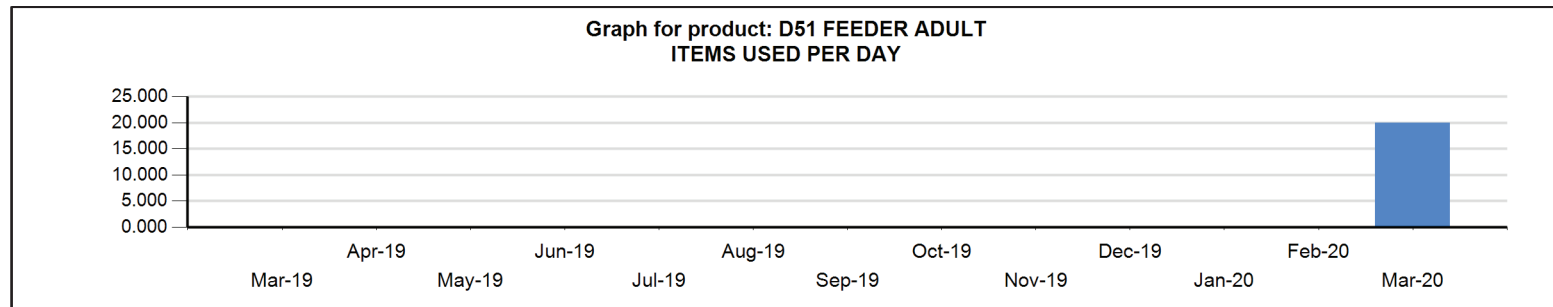
Managed Linen Report - by Service Point

HAMPSTEAD REHABILITATION CENTRE

2A

Report Month : Mar-20

Service Point: 28



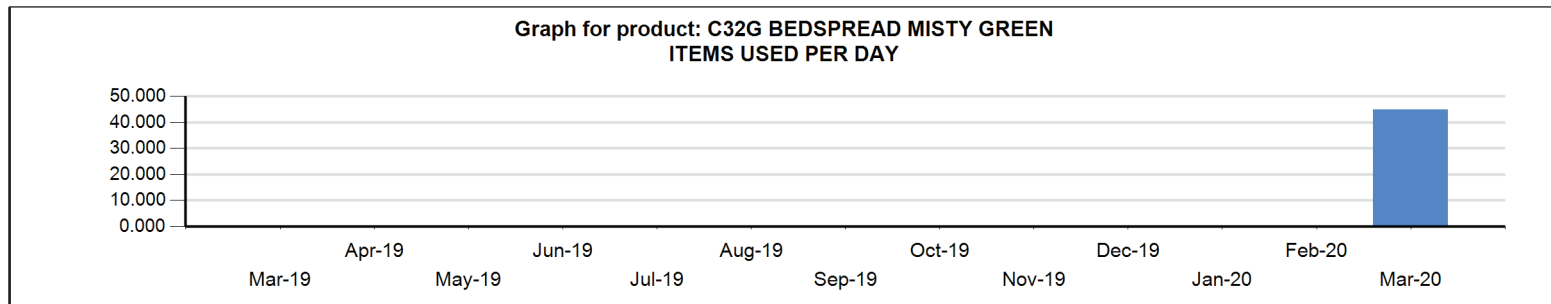
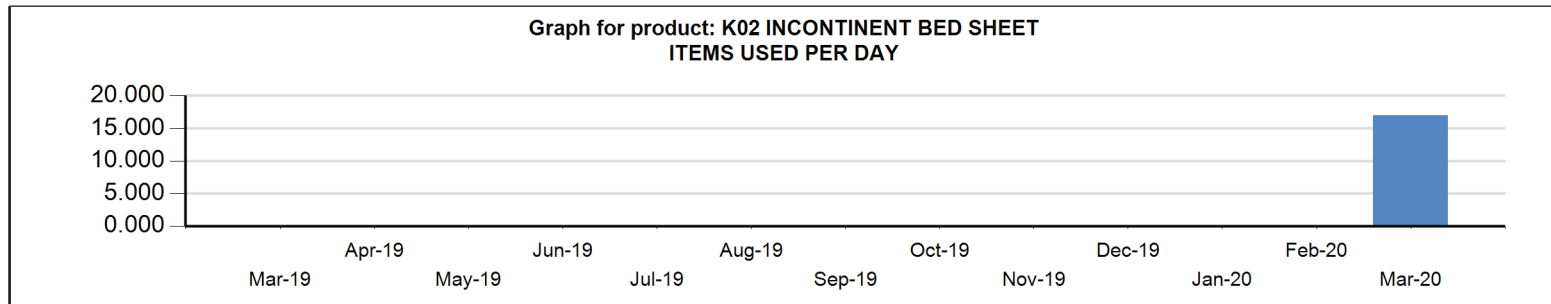
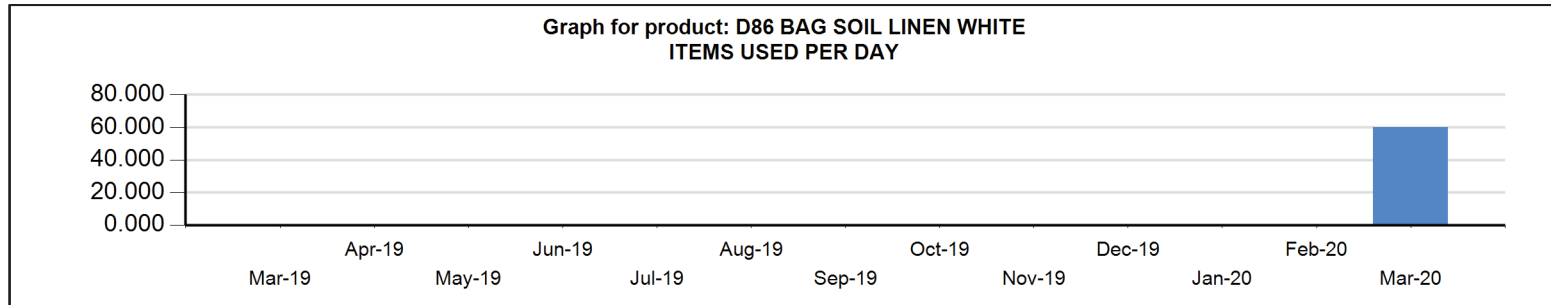
Managed Linen Report - by Service Point

HAMPSTEAD REHABILITATION CENTRE

2A

Report Month : Mar-20

Service Point: 28



Managed Linen Report - by Service Point

HAMPSTEAD REHABILITATION CENTRE

Report Month : Apr-20

Service Point: 28

2A

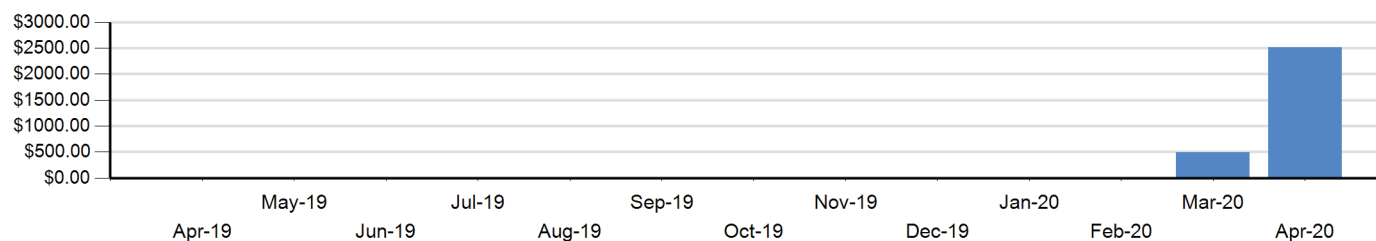
	Apr-19	May-19	Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
TOTAL BED DAYS	1	1	1	1	1	1	1	1	1	1	1	1	1

Items used per day

LINEN GENERAL

BAG LINEN PINK	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00
C42 BLUE STUDDER GOWN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	0.00
A86 PILLOW SLIP WHITE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	95.00	400.00
B11 SHEET SINGLE WHITE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	415.00
B12 SHEET DRAW	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00	85.00
D11 BLANKET SINGLE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00	200.00
D51 FEEDER ADULT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	20.00	25.00
D52 TOWEL BATH WHITE WITH STR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.00	1200.00
D56 FACE WASHER WHITE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	210.00	1280.00
D86 BAG SOIL LINEN WHITE	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	60.00	350.00
D88 BAG SOIL LINEN GREEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
K02 INCONTINENT BED SHEET	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.00	185.00
C32G BEDSPREAD MISTY GREEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	45.00	160.00
TOTAL COST PER BED DAY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$497.00	\$2508.70

TOTAL COST PER BED DAY



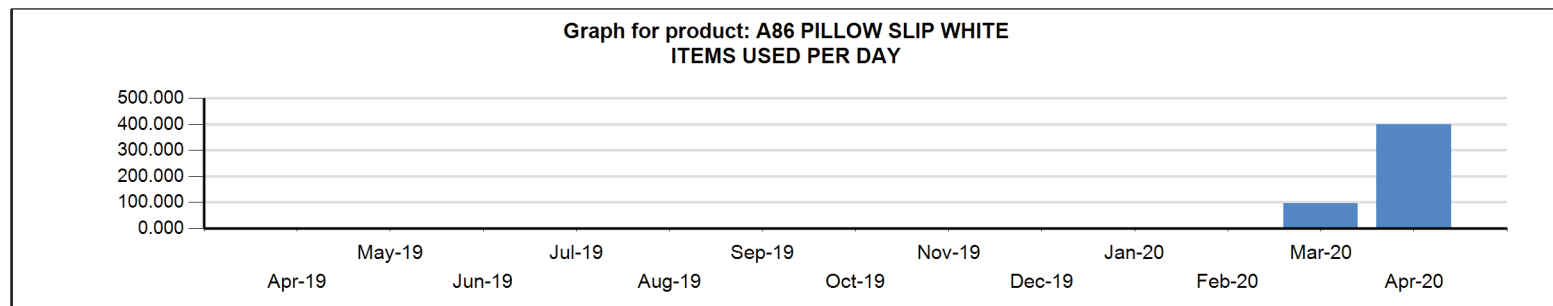
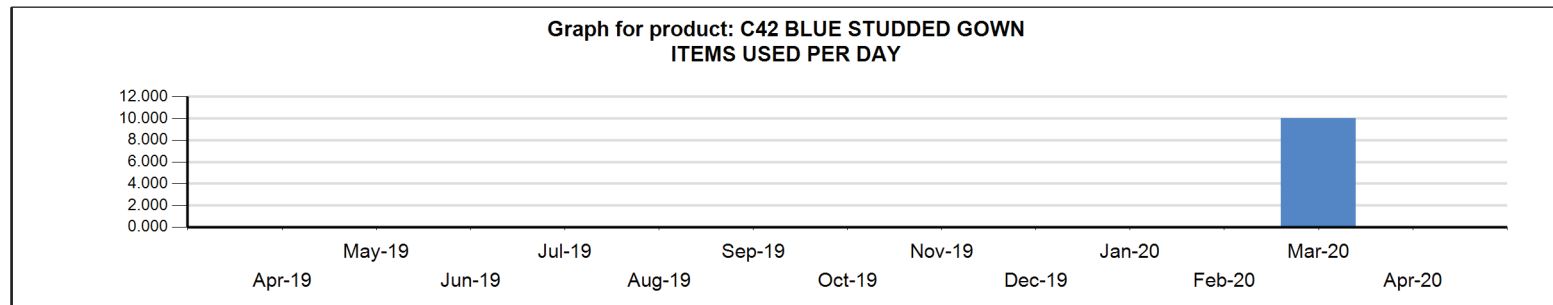
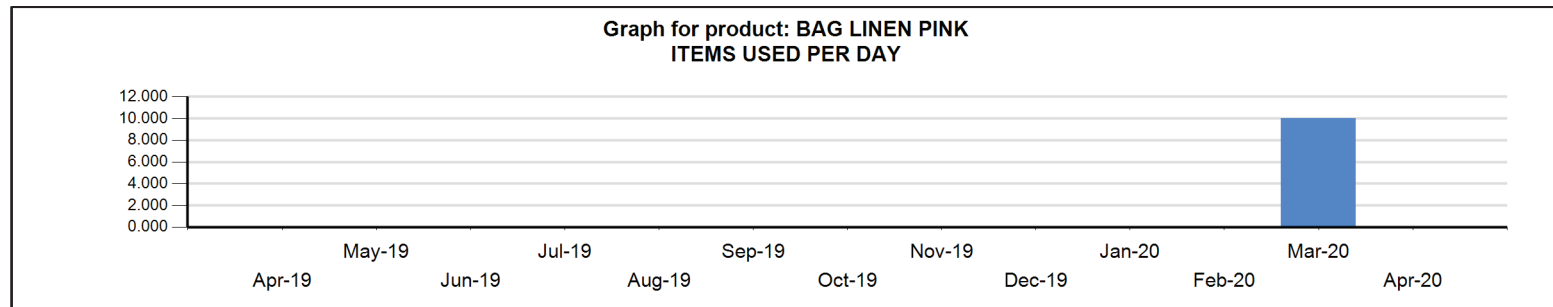
Managed Linen Report - by Service Point

HAMPSTEAD REHABILITATION CENTRE

2A

Report Month : Apr-20

Service Point: 28



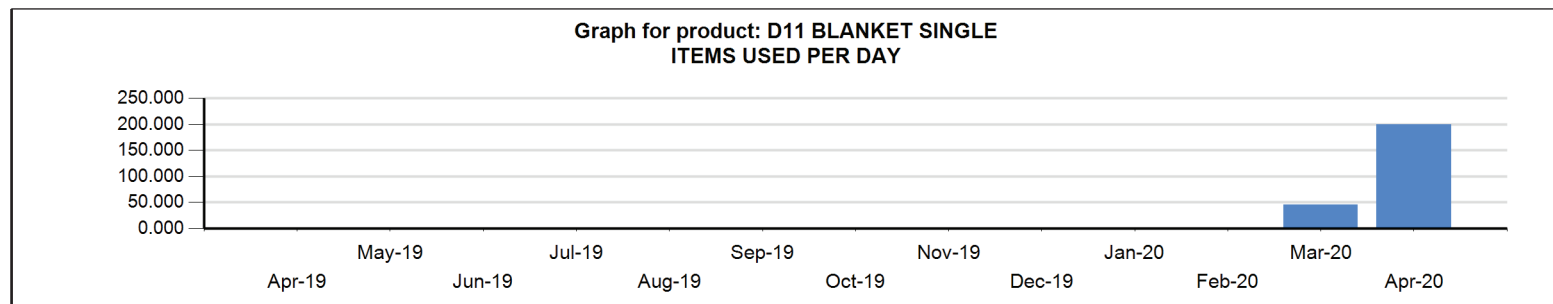
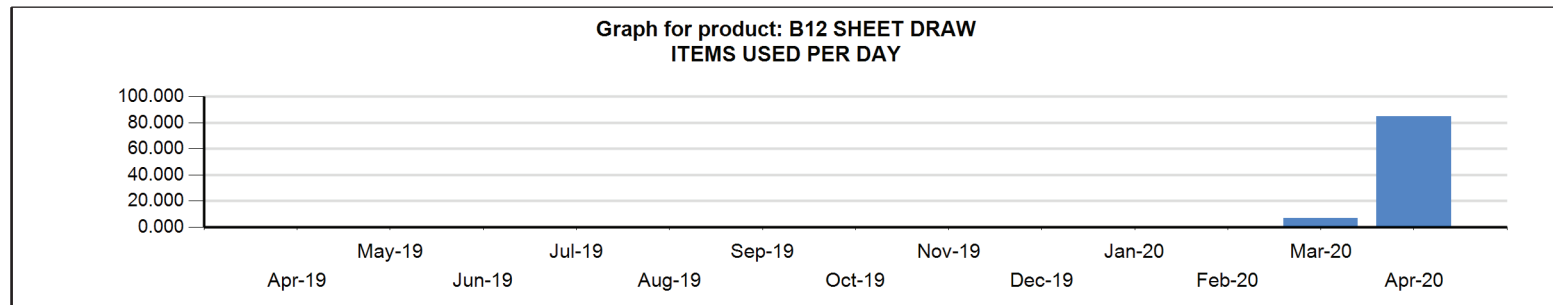
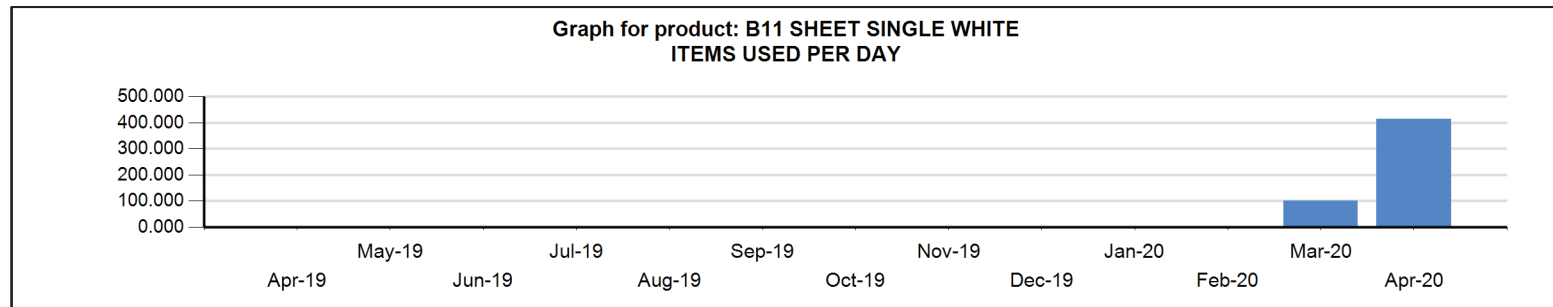
Managed Linen Report - by Service Point

HAMPSTEAD REHABILITATION CENTRE

2A

Report Month : Apr-20

Service Point: 28



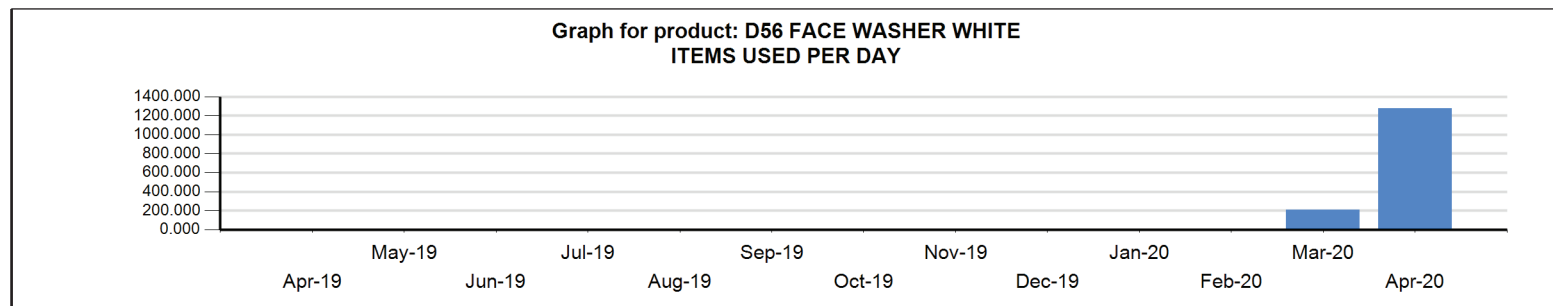
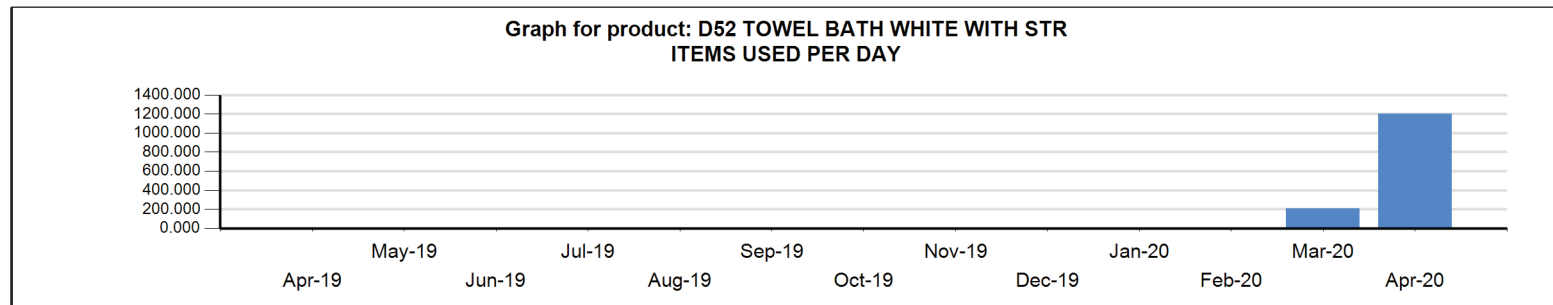
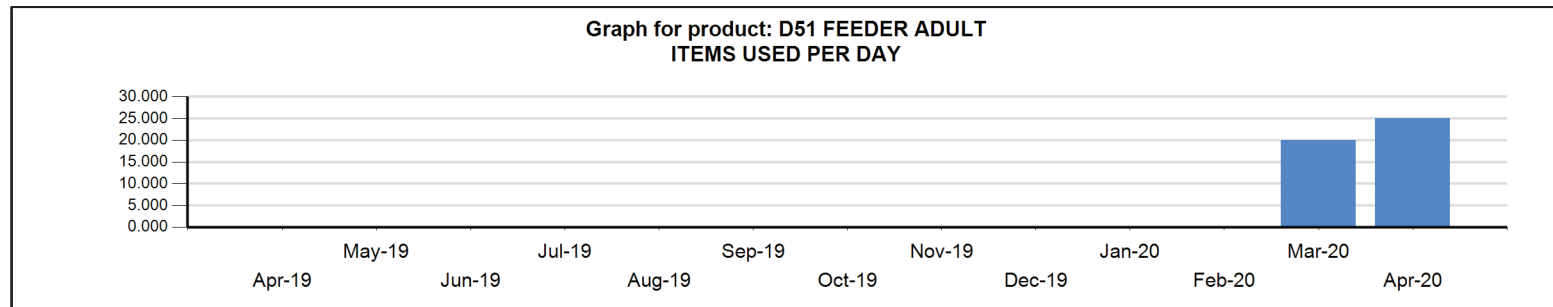
Managed Linen Report - by Service Point

HAMPSTEAD REHABILITATION CENTRE

2A

Report Month : Apr-20

Service Point: 28



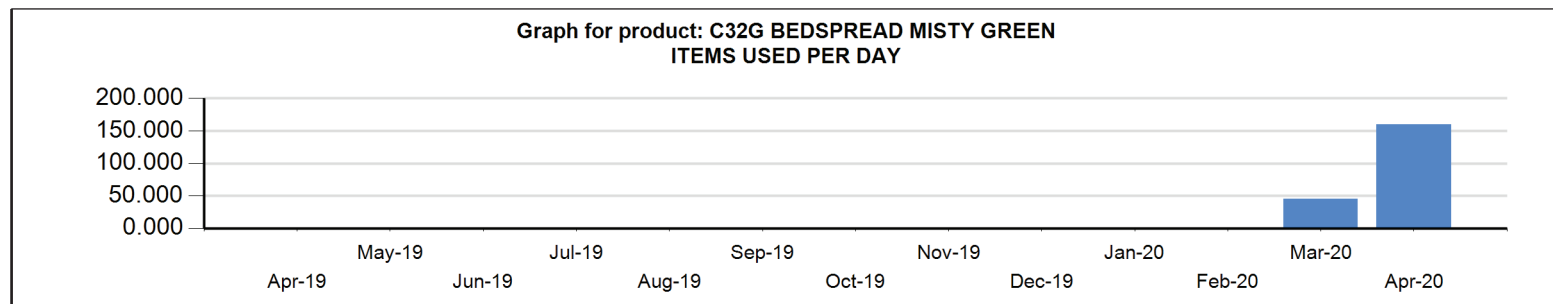
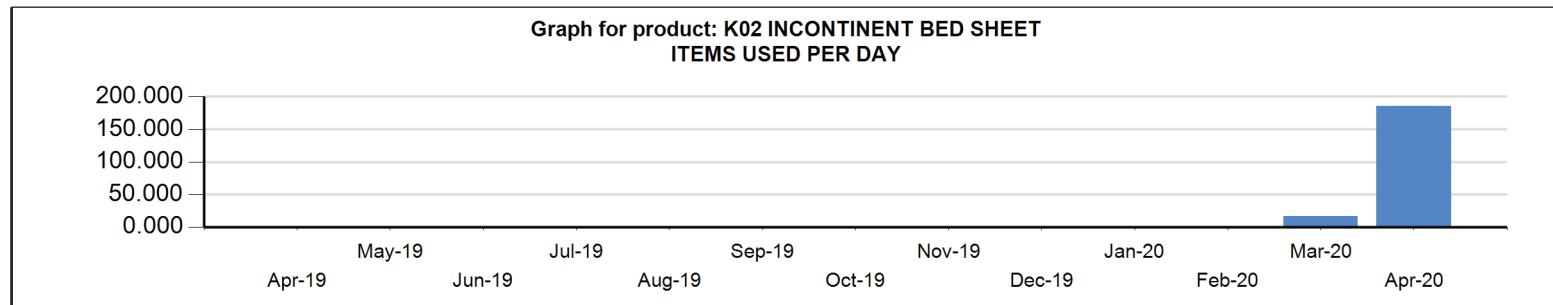
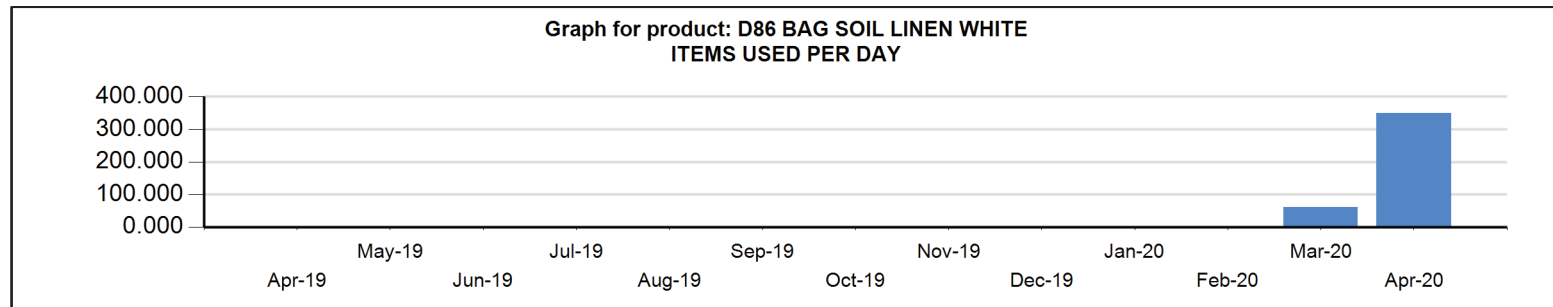
Managed Linen Report - by Service Point

HAMPSTEAD REHABILITATION CENTRE

2A

Report Month : Apr-20

Service Point: 28



RI Statement of Financial Performance by Revenue and Expenditure - Program

and Fiscal Year is equal to 2020
 and Fiscal Period is equal to JUN-20
 and Level10 Combined is equal to 55-369-767-1186 - HRC 2A Ward Support Services Costs - DHS Managed
 and Level2 Combined CCOA is equal to 60000 - OPERATING REVENUE , 70000 - OPERATING EXPENDITURE , 80000 - CAPITAL REVENUE , 90000 - CAPITAL EXPENDITURE

55-369-767-1186 - HRC 2A Ward Support Services Costs - DHS Managed

Level1 Name CCOA	Level2 Combined CCOA	Level4 Combined CCOA	Level6 Combined CCOA	Actual MTD	Budget MTD	Variance MTD	Actual YTD	Budget YTD	Variance YTD	Budget Full Year
(SURPLUS)/DEFICIT BEFORE CAPITAL ITEMS	70000 - OPERATING EXPENDITURE	71400 - Salaries and Wages - Weekly Paid	71411 - Salaries and Wages	5,250.96	-	- 5,250.96	17,824.38	-	- 17,824.38	-
			71413 - Penalties Health Ancillary Other	908.80	-	- 908.80	2,243.60	-	- 2,243.60	-
		71400 - Salaries and Wages - Weekly Paid Total		6,159.76	-	- 6,159.76	20,067.98	-	- 20,067.98	-
		71700 - AL, LSL and Revals for Leave and Oncosts	71414 - Annual Leave	680.19	-	- 680.19	2,057.89	-	- 2,057.89	-
			71415 - Long Service Leave	136.04	-	- 136.04	411.58	-	- 411.58	-
			71418 - Skills & Experience Retention Leave	29.15	-	- 29.15	88.19	-	- 88.19	-
		71700 - AL, LSL and Revals for Leave and Oncosts Total		845.38	-	- 845.38	2,557.66	-	- 2,557.66	-
		71800 - Other Employee Related Expenses	71811 - Employers Superannuation Contribution	615.41	-	- 615.41	1,936.69	-	- 1,936.69	-
		71800 - Other Employee Related Expenses Total		615.41	-	- 615.41	1,936.69	-	- 1,936.69	-
		72100 - Agency Staffing	72141 - Agency Staffing_Weekly Paid	-	-	-	7,983.04	-	- 7,983.04	-
		72100 - Agency Staffing Total		-	-	-	7,983.04	-	- 7,983.04	-
		72200 - Food Supplies	72211 - Food Supplies	- 4,451.65	-	4,451.65	21,837.28	-	- 21,837.28	-
		72200 - Food Supplies Total		- 4,451.65	-	4,451.65	21,837.28	-	- 21,837.28	-
		73100 - Medical_ Para Med & Laboratory Supplies	73111 - Medical_ Par Medical & Laboratory Supplies	-	-	-	104.16	-	- 104.16	-
		73100 - Medical_ Para Med & Laboratory Supplies Total		-	-	-	104.16	-	- 104.16	-
		74100 - Housekeeping	74111 - Housekeeping	352.40	-	- 352.40	1,438.95	-	- 1,438.95	-
		74100 - Housekeeping Total		352.40	-	- 352.40	1,438.95	-	- 1,438.95	-
		74300 - Linen Services	74311 - Linen Services	-	-	-	3,005.70	-	- 3,005.70	-
		74300 - Linen Services Total		-	-	-	3,005.70	-	- 3,005.70	-
		74800 - Repairs & Maintenance	74815 - R&M Breakdown Maintenance	-	-	-	4,078.99	-	- 4,078.99	-
			74818 - R&M Minor Works Plan Unplan	-	-	-	824.48	-	- 824.48	-
		74800 - Repairs & Maintenance Total		-	-	-	4,903.47	-	- 4,903.47	-
		75100 - Other Supplies & Services	75731 - Waste Removal	1,203.70	-	- 1,203.70	3,993.52	-	- 3,993.52	-
			75811 - Other Supplies & Services Costs	2,920.00	-	- 2,920.00	4,380.00	-	- 4,380.00	-
		75100 - Other Supplies & Services Total		4,123.70	-	- 4,123.70	8,373.52	-	- 8,373.52	-
	70000 - OPERATING EXPENDITURE Total			7,645.00	-	- 7,645.00	64,121.25	-	- 64,121.25	-
(SURPLUS)/DEFICIT BEFORE CAPITAL ITEMS Total				7,645.00	-	- 7,645.00	72,208.45	-	- 72,208.45	-
Grand Total				7,645.00	-	- 7,645.00	72,208.45	-	- 72,208.45	-

72,208.45

Notes

Employee benefits/Agency charged to Roster June 30
 Food Supplies and linen charged to May 31 2020

Ward 2A				Days	Weeks
26/03/2020 to 05/06/2020		26/03/2020	5/06/2020	71	10.14
Standard day rate WHA 2	350				
Weekend rate	88				
Weekend rate WHA 5	6				
Casual	24				
Agency backfill	90				
	558				
06/06/2020 to 30/06/2020		6/06/2020	30/06/2020	24	3.43
Standard day rate WHA 2	126				
Weekend rate	64				
Weekend rate WHA 5	0				
Casual	0				
Public holiday rate	8				
Agency backfill	0				
	198				
Total Hours (76hrs 1 fte)	756				
Total Weeks					13.57
Total F/Ns					6.79
Total FTE per f/n average					1.47

Braendler, Fiona (DHS)

From: Elias, Michael (DHS) <Michael.Elias@sa.gov.au>
Sent: Tuesday, 13 October 2020 8:53 AM
To: Randal, Alana (Health)
Subject: Ward 2A

Good morning Alana,

Hope things are well.

Are you able to send me copy of the signed agreement.....for some reason I cant seem to locate a copy in my folders.....sorry.

Thank you

Michael Elias

**Director Business Commercialisation
Accommodation Services**

Department of Human Services

P 08 8207 2174 | M **Clause 6(1)** | E Michael.Elias@sa.gov.au

GPO Box 292 ADELAIDE 5001



Braendler, Fiona (DHS)

From: Kirkby, Muriel (DHS)
Sent: Friday, 13 November 2020 6:02 PM
To: Randal, Alana (Health)
Cc: Marshall, Lorraine (DHS); Palmer, Gemma (DHS); McInnes, Matthew (Health); Kropf, Elke (Health); Keirl, Ellen (Health)
Subject: Re: Request to meet re: Ward 2A HRC - Transition to Home DHS
Attachments: A2131676_Agreement_CALHN & DHS re extended use 2A- signed both parties.pdf; ATT00001.htm

Terrific, thank-you Alana. Gemma can you please set up the meeting.

Many thanks

Muriel

Sent from my iPhone

On 13 Nov 2020, at 3:32 pm, Randal, Alana (Health) <Alana.Randal2@sa.gov.au> wrote:

Good Afternoon Muriel and Lorraine,

I write this email to you both regarding the establishment of a review meeting of the existing 2A agreement between Central Adelaide Local Health Network (CALHN) and DHS.

Can you (or your EA) please advise of your availability to meet for 45mins regarding Ward 2A HRC - Transition to Home between 16 November 2020 and 25 November 2020? Happy to set this up as a TEAMS meeting or you are welcome to attend the RAH once your availability is confirmed.

The existing agreement (copy enclosed) expires at the end of December 2020, therefore CALHN propose to commence discussions regarding the requirement of an extension and seek feedback on services provided to date.

Attendees at the meeting are as follows:

- Matthew McInnes Executive Director, Allied Health & Strategic Integration and Partnerships, Central Adelaide Local Health Network
- Elke Kropf, Director Operational Services Central Adelaide Local Health Network
- Alana Randal, Support Services Delivery Manager Central Adelaide Local Health Network
- Muriel Kirkby, Director Accommodation Services, Department of Human Services
- Lorraine Marshall, Director of Nursing, Department of Human Services

Feel free to contact me on [REDACTED] if you wish to discuss anything further. In the meantime I await the details of your availability.

Kind Regards

Alana

Alana Randal

**Support Services Delivery Manager
Operational Services**

Central Adelaide Local Health Network

08 8222 6963 | **Clause 6(1)**

Email: Alana.Randal2@sa.gov.au

AGREEMENT

All parties agree that the arrangements entered into between CALHN and DHS are unique and relates only to, and does not imply or obligate any other agreement to extend use of ward 2A beyond the date 31 December 2020 at which time a review and/or extension of time may be negotiated

CALHN will comply with the following service monitoring and evaluation processes in relation to the services:

- o CALHN to provide quarterly results for cleaning audits based on SA Health's Cleaning Standards and Corrective actions;
- o CALHN to report on outcomes of the Food Safety Audit performance by SA Health;
- o Both Parties will review the frequency of service monitoring and evaluation as required.

All fees detailed in Attachment 2, will be rendered by CALHN at cost to DHS on a monthly basis with payment made into CALHN within 30 days of receipt of invoice.

SAicorp is the captive insurer for the Government of South Australia through the South Australian Government Financing Authority; CALHN as an Agency of the South Australian Government has its risks insured by SAicorp.

CALHN accepts Public Liability risk for public areas within the environs of the HRC site. CALHN does not accept liability for any event within the Ward 2A area that should have been known by and could have reasonably been mitigated by DHS staff. CALHN does not accept liability for any event arising from or related to the actions or direction of DHS staff.

SIGNED for THE DEPARTMENT FOR HUMAN SERVICES

Signature.....*Muriel Kirkby*.....

Print Name & Job Title.....*Director Accommodation Service*.....
Muriel Kirkby

Dated: *19/8/2020*.....

SIGNED for CENTRAL ADELAIDE LOCAL HEALTH NETWORK

INCORPORATED by the Chief Executive or other officer of CENTRAL ADELAIDE LOCAL HEALTH NETWORK INCORPORATED

Signature.....*EKropf*.....

Print Name & Job Title.....*Elke Kropf*.....
Director Operational Services....
Central Adelaide LHN

Dated: *1/9/20*.....

Braendler, Fiona (DHS)

From: Kirkby, Muriel (DHS)
Sent: Friday, 27 November 2020 11:45 AM
To: Randal, Alana (Health)
Cc: Palmer, Gemma (DHS); Marshall, Lorraine (DHS); McInnes, Matthew (Health); Kropf, Elke (Health); Walters, Jeanette (Wellbeing SA); Korossy, Kathleen (Wellbeing SA)
Subject: Re: Ward 2A HRC - Transition to Home DHS

Apologies Alanna for the late cancellation it was unavoidable.

We are committed to meeting with you. I will ask Gemma to coordinate an earlier meeting if the diaries align early next week.

My apologies for the inconvenience
Muriel

Sent from my iPhone

On 27 Nov 2020, at 11:36 am, Randal, Alana (Health) <Alana.Randal2@sa.gov.au> wrote:

Hi Gemma,

Thanks for your email.

The existing agreement expires on 30 December 2020.

Can I ask that no further delays occur to the calendar invite as proposed in an effort to ensure there is adequate time to discuss an extension if any?

Happy to chat with Muriel about this direct if required.

Kind Regards

Alana

Alana Randal

**Support Services Delivery Manager
Operational Services**

Central Adelaide Local Health Network

08 8222 6963 | **Clause 6(1)**

Email: Alana.randal2@sa.gov.au

-----Original Appointment-----

From: Palmer, Gemma (DHS) <Gemma.Palmer2@sa.gov.au>

Sent: Wednesday, 18 November 2020 10:23 AM

To: Palmer, Gemma (DHS); Kirkby, Muriel (DHS); Marshall, Lorraine (DHS); McInnes, Matthew (Health); Kropf, Elke (Health); Randal, Alana (Health); Walters, Jeanette (Wellbeing SA)

Cc: Korossy, Kathleen (Health)

Subject: Ward 2A HRC - Transition to Home DHS

When: Tuesday, 8 December 2020 15:00-15:30 (UTC+09:30) Adelaide.

Where: Microsoft Teams Meeting

Dear all,

Updating the date and time to accommodate another meeting.

Kind regards

Gemma

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Join with a video conferencing device

teams@cvn.sa.gov.au

Video Conference ID: 133 963 536 0

[Alternate VTC dialing instructions](#)

Or call in (audio only)

[+61 8 7079 7539,,199651852#](#) Australia, Adelaide

Phone Conference ID: 199 651 852#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

Braendler, Fiona (DHS)

From: Keirl, Ellen (Health) on behalf of Health:CALHN OCEO Correspondence
Sent: Wednesday, 23 December 2020 12:44 PM
To: Kirkby, Muriel (DHS); Marshall, Lorraine (DHS)
Cc: Kropf, Elke (Health); McInnes, Shane (Health)
Subject: A2491528 | Agreement of Extension to lease 2A Hampstead Rehabilitation Centre - 30.12.20
Attachments: A2491528_Letter to Ms Kirkby re agreement of extension 2A HRC.pdf

Good Afternoon Muriel and Lorraine,

Please find attached letter from Matthew McInnes regarding the agreement of extension of leave at Hampstead Rehabilitation Centre 2A.

Can I ask you sign page 2 (the agreement) of this form and return to HealthCALHNOCEOCorrespondence@sa.gov.au noting the current lease is due to expire on 30 December 2020.

Lorraine I am hoping you are able to assist based on Muriel's Out of Office. Please contact myself if you have any concerns.

Thank you

Kind Regards,

Ellen Keirl

Executive Officer

Elke Kropf, Director Operational Services, CALHN
Jani Baker, Executive Director Corporate Affairs, CALHN

Central Adelaide Local Health Network
Office of the Chief Executive Officer
T: 08 7074 1405 | E: Ellen.Keirl@sa.gov.au

This e-mail may contain confidential information, which may be legally privileged. Only the intended recipient(s) may access, use, distribute or copy this e-mail. If this e-mail is received in error, please inform the sender by return e-mail and delete the original. If there are doubts about the validity of this message, please contact the sender by telephone. It is the recipient's responsibility to check the e-mail and any attached files for viruses.



Health
Central Adelaide
Local Health Network

Our reference:
File: 2020-01010
Doc: 2491528

Level 3,
Royal Adelaide Hospital
Port Road
Adelaide SA 5000

DX: 800

Tel 08 7074 0800
Fax 08 7074 6131
ABN 96 269 526 412

www.sahealth.sa.gov.au

Ms Muriel Kirkby
Director Accommodation Services
Disability Services
Department of Human Services
GPO Box 292
ADELAIDE SA 5001

Via email: Muriel.kirkby@sa.gov.au

Dear Muriel

RE: Agreement of extension of occupancy and costs related to the Department of Human Services (DHS) occupancy of 2A at Hampstead Rehabilitation Centre (HRC) to accommodate Transition to Home clients.

As you are aware, in March 2020 Central Adelaide Local Health Network (CALHN) and the Department of Human Services (DHS) Accommodation Services, worked collaboratively to open a Transitional Care Unit in Ward 2A, Hampstead Rehabilitation Centre, for NDIS eligible patients who are discharge ready, to transition from hospital to home.

The service, known as Transition to Home (T2H) which accommodates up to 20 clients at a time, has operated independently from Ward 2A at the Hampstead Rehabilitation Centre since 26 March 2020, with its staff and clients under the clinical and operational governance of DHS Accommodation Services.

On Thursday 3 December 2020 CALHN and DHS agreed in principle to extend the initial agreement that was due to expire on 30 December 2020.

This letter acknowledges that all parties have agreed to a 12-month extension, up to and including 30 December 2021 unless CALHN require early vacation of the site, and that CALHN will endeavour to provide DHS with advanced notice of any intent to vacate the site prior to 30 December 2021.

There are no changes to the previously agreed model of care and governance (Attachment 1) and the schedule of costs (Attachment 2).

Can you please review the proposed Agreement and attachments, sign the Agreement and return to HealthCALHNOCEOCorrespondence@sa.gov.au for action.

If there are any queries, please don't hesitate to contact me.

Yours Sincerely

MATTHEW MCINNES
Executive Director,
Allied Health and Strategic Integration and Partnerships
Central Adelaide Local Health Network

22 December 2020

AGREEMENT

All parties agree that the arrangements entered into between CALHN and DHS are unique and relates only to, and does not imply or obligate any other agreement to extend use of ward 2A beyond the date **30 December 2021** at which time a review and/or extension of time may be negotiated.

Should vacation of the site be required prior to 30 December 2021, CALHN will provide DHS with a minimum of 14 days notice of intent to vacate as agreed on 3 December 2020.

CALHN will comply with the following service monitoring and evaluation processes (if any) in relation to the services:

- CALHN to provide quarterly results for cleaning audits based on SA Health's Cleaning Standards and Corrective actions
- CALHN to report on outcomes of the Food Safety Audit performance by SA Health
- Both Parties will review the frequency of service monitoring and evaluation as required

All fees detailed and agreed will be rendered by CALHN at cost to DHS on a monthly basis with payment made into CALHN within 30 days of receipt of invoice.

SAicorp is the captive insurer for the Government of South Australia through the South Australian Government Financing Authority; CALHN as an Agency of the South Australian Government has its risks insured by SAicorp.

CALHN accepts Public Liability risk for public areas within the environs of the HRC site. CALHN does not accept liability for any event within the Ward 2A area that should have been known by and could have reasonably been mitigated by DHS staff. CALHN does not accept liability for any event arising from or related to the actions or direction of DHS staff

SIGNED for THE DEPARTMENT FOR HUMAN SERVICES

Signature.....

Print Name & Job Title.....

Dated:

SIGNED for CENTRAL ADELAIDE LOCAL HEALTH NETWORK INCORPORATED by the Chief Executive or other officer of CENTRAL ADELAIDE LOCAL HEALTH NETWORK INCORPORATED

Signature.....

Print Name & Job Title.....

Dated: