



Our ref: DHS/18/04634  
Your ref: 6950115

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

Ms Jayne Stinson MP  
Member for Badcoe  
407 Marion Road  
PLYMPTON SA 5038

Sent by email: [jeremy.makin@parliament.sa.gov.au](mailto:jeremy.makin@parliament.sa.gov.au)

Dear Ms Stinson

**Freedom of information determination**

I refer to your application under the *Freedom of Information Act 1991* (the Act), received by the Department of Human Services (DHS) on 31 May 2018 seeking access to:

*Since 17 March 2018, copies of any and all documents (including but not limited to physical, electronic, or written briefs, minutes, emails, diary entries, meeting notes and any other correspondence) regarding Grandparents for Grandchildren.*

Unfortunately, DHS was unable to make a determination on your application within 30 days, therefore it is considered to be a 'deemed refusal' under section 19(2)(b) of the Act. However, DHS has 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 30-day timeframe, and this is still taken to be a determination under the Act.

Twenty-six documents have been located that are within the scope of your request. I have determined to release 15 documents in full and 11 in part. Section 20(4) of the Act provides that if it is practicable to give access to a copy of a document with exempt matter deleted, and it appears that the applicant would wish to be given such a copy, the agency must give access to a copy of the document to this limited extent.

Please find enclosed a copy of the documents, and a document schedule containing my determination and a brief description of each document. DHS asks that it be noted that the funding agreement that has been captured as part of this FOI application has not yet been executed.

Several documents contain the mobile phone numbers of staff, personal information that I consider would be unreasonable to release. I have therefore determined this information to be exempt pursuant to clause 6(1) of Schedule 1 of the Act.

Documents 9, 10 and 11 contain matter the release of which would disclose information concerning deliberations or decisions of Cabinet and I have therefore determined this information is exempt pursuant to clause 1(1)(e) of Schedule 1 of the Act.

Document 23 contains information regarding contingency funds administered by the Department of Treasury and Finance which form part of the economy of the state. Disclosure of these details relating to the contingency fund may frustrate or at least undermine the ability of the Government to negotiate financially favourable terms with contractors/suppliers. Such knowledge could give unfair advantage to some persons and have a negative impact on the state's financial affairs. This information, if released, could reasonably be expected to have a substantial adverse effect on the ability of the Government to manage the economy. Therefore, on balance, I have determined the information is exempt under clause 14(a)(i) and (b) of Schedule 1 of the Act.

#### Exemption clauses

##### **Clause 1 – Cabinet documents**

- (1) A document is an exempt document –
- (e) if it contains matter the disclosure of which would disclose information concerning any deliberation or decision of Cabinet; or

##### **Clause 6 – Documents affecting personal affairs**

- (1) A document is an exempt document if it contains matter the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).

##### **Clause 14 – Documents affecting the economy of the State**

A document is an exempt document if it contains matter the disclosure of which -

- (a) could reasonably be expected -
  - (i) to have a substantial adverse effect on the ability of the Government or agency to manage the economy, or any aspect of the economy, of the State; [and]
- (b) would, on balance, be contrary to the public interest.

If you are dissatisfied with my determination, you can seek an internal review by writing to the Chief Executive, DHS, as the Principal Officer of the agency. Your request should be sent within 30 days of your receipt of this letter.

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 Fiona Braendler, Senior FOI Officer, on 8413 9094 or at [DHSFreedomofInformation@sa.gov.au](mailto:DHSFreedomofInformation@sa.gov.au). If you disagree with publication, you will need to advise the Senior FOI Officer within two weeks of the date of this determination.

Yours sincerely



**Kate Broderick**  
**Accredited FOI Officer**

10 / 01 / 2019

## SCHEDULE OF DOCUMENTS – DCSI/18/04634

Freedom of information application from Ms Jayne Stinson MP seeking access to:

*Since 17 March 2018, copies of any and all documents (including but not limited to physical, electronic, or written briefs, minutes, emails, diary entries, meeting notes and any other correspondence) regarding Grandparents for Grandchildren.*

No	Author	Addressee	Date	Description of document	Determination	Reason
1.	Justine Kennedy (DHS)	DHS:PCD Government Relations	4/05/2018	Email re: Brendan Boyce DCP – Needing funding information for Grandparents for Grandchildren	Released in part	Exempt – clause 6(1) – personal affairs
2.	Greg Myers (DHS)	Nancy Rogers (DHS)	18/05/2018	Email re Grandparents for Grandchildren documents	Released in part	Exempt – clause 6(1) – personal affairs
3.				Attachment to Document 2 – 11MCSI/0267 – Letter from John and Denise Langton from grandparents for Grandchildren Incorporated requesting a meeting (All other attachments excluded – out of scope – as agreed with applicant.)	Released in full	
4.	Sue Wallace (DHS)	Fiona Ward (DCP)	25/05/2018	Email re: Grandparents for Grandchildren – Agreement for Information and Referral Services	Released in full	
5.				Attachment to document 4 DHS-31 Service Agreement – Information and Referral Services for Grandparents and Kinship Carers	Released in full	
6.	Sue Wallace (DHS)	Sarah Scott (DHS)	25/05/2018	Email re: Grandparents for Grandchildren – Agreement for Information and Referral Services *refer to document 3 for attachment	Released in full	
7.	Jessica Cabban (DHS)	Sue Wallace (DHS)	25/05/2018	Email re: Grandparents for Grandchildren.docx	Released in full	
8.				Attachment to document 7 Grandparents for Grandchildren.docx	Released in full	
9.	Sue Wallace (DHS)	Andrew Thompson (DHS)	25/05/2018	Email re: Minute to the Treasurer - Grandparents for Grandchildren SA co signed.docx * refer to document 6 for attachment 3	Released in part	Exempt clause 1(1)(e) – Cabinet documents
10.				Attachment 1 to document 9 Minute to the Treasurer – Grandparents for Grandchildren SA co signed.docx	Released in part	Exempt clause 1(1)(e) – Cabinet documents
11.				Attachment 2 to document 9 Minute to the Treasurer – Grandparents for Grandchildren SA.docx	Released in part	Exempt clause 1(1)(e) – Cabinet documents

### SCHEDULE OF DOCUMENTS – DCSI/18/04634

No	Author	Addressee	Date	Description of document	Determination	Reason
12.	Sue Wallace (DHS)	Justine Kennedy (DHS)	25/05/2018	Email re: FW: Minute to the Treasurer - Grandparents for Grandchildren SA co signed.docx with three attachments (refer attachments to document 7)	Released in full	
13.	Jessica Cabban (DHS)	Justine Kennedy (DHS)	25/05/2018	Email re: G4GC	Released in full	
14.	Jessica Cabban (DHS)	Sarah Scott (DHS)	25/05/2018	Email re: PDF of GFGC Service Agreement	Released in full	
15.	Jessica Cabban (DHS)	Sarah Scott (DHS)	25/05/2018	Email re: Sorry use this one (it was meant to be 1 + 2 years, not 2 + 1 year!	Released in full	
16.				Attachment to document 15 00G4GC – Service Agreement – Information and Referral Services for Grandparents with Grandchildren SA	Released in full	
17.	Jessica Cabban (DHS)	Kristy Gibbons (DHS)	25/05/2018	Email re: Urgent Service Agreement – G4GC - and two attachments (refer documents 8 and 14)	Released in full	
18.	Jessica Cabban (DHS)	Rory Spreckley (DHS)	30/05/2018	Email re: Grandparents for Grandchildren from 2 hours 46 mins	Released in full	
19.	Justine Kennedy (DHS)	Greg Fenn (DTF)	30/05/2018	Email re: Grandparents for Grandchildren	Released in part	Exempt – clause 6(1) – personal affairs
20.	Jessica Cabban (DHS)	Sarah Scott (DHS)	31/05/2018	Email re: GfG funding agreement	Released in part	Exempt – clause 6(1) – personal affairs
21.	Rory Spreckley (DHS)	Justine Kennedy (DHS)	31/05/2018	Email re: Ministerial visits proposals	Released in part	Exempt – clause 6(1) – personal affairs Sections not relevant removed
22.	Fiona Ward (DCP)	Justine Kennedy (DHS)	31/05/2018	Email re: Grandparents – Treasurer's Approval	Released in part	Exempt – clause 6(1) – personal affairs
23.	Tammie Pribanic	The Treasurer	29/05/2018	Attachment 1 to document 22 Minute re: Funding for Grandparents for Grandchildren SA – Treasurer's approval	Released in part	Exempt – clause 14 – economy of the State
24.	Jessica Cabban (DHS)	Sarah Scott (DHS)	31/05/2018	Email re: Grandparents – Treasurer's Approval	Released in part	Exempt – clause 6(1) – personal affairs
25.	Justine Kennedy (DHS)	Sue Wallace (DHS)	31/05/2018	Email re: F&CD241-01 – Service agreement	Released in full	
26.	Sarah Scott (DHS)	Peter Biber	31/05/2018	Letter re: F&CD241-01 – Service Agreement – Information and Referral Services for Grandparents and Kinship Carers	Released in full	



**Braendler, Fiona (DHS)**

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**From:** Kennedy, Justine (DHS)  
**Sent:** Friday, 4 May 2018 4:10 PM  
**To:** DHS:PCD Government Relations  
**Subject:** RE: Brendan Boyce DCP - Needing funding information for Grandparents for Grandchildren

Hi Matt

I just checked SA Direct to verify name ... just so you know his name is spelt Brenden.

I'm happy for the information to be provided but can you please add a disclaimer that the information provided is confidential and only to be used for the purpose of this request.

Many thanks

Justine Kennedy  
**Director, Engagement and Grants**  
 Community Services Division  
 Department of Human Services  
 T: 8415 4365 | M: **Clause 6(1)** | E: [justine.kennedy@sa.gov.au](mailto:justine.kennedy@sa.gov.au)

Level 8, Riverside Centre  
 Adelaide SA 5000

GPO Box 292  
 Adelaide SA 5001

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**From:** DHS:PCD Government Relations  
**Sent:** Friday, 4 May 2018 4:06 PM  
**To:** Kennedy, Justine (DHS)  
**Subject:** FW: Brendan Boyce DCP - Needing funding information for Grandparents for Grandchildren  
**Importance:** High

Hi Justine,

Community Services received a phone call from Brendan Boyce, Department Child Protection seeking funding information for Grandparents for Grandchildren, to include in a briefing for the Minister for Child Protection.

Specifically he was seeking past funding for 2016/17, 2017/18 and future funding for 2018/19.

Linda and the Grants team have provided the information and I have drafted an email to Brendan for your review. I was not going to include instances where an application was unsuccessful:

Hi Brendan,

Community Services through Grant SA has provided Grandparents for Grandchildren a total of \$72,436 in grant funding for 2017/18 and a total of \$59,560 in grant funding in 2016/17.

Please find below a breakdown of grants paid to the organisation:

#### 2017/18

- \$5,000 funding towards the cost of a telephone system upgrade.
- \$5,400 funding towards the purchase of a presentation smart board and trolley stand
- \$49,106 funding towards the Grandparent Carers Respite Research and Development Program
- \$2,840 funding towards the cost of storage units for workstations
- \$8,492 funding towards computer purchase and installation
- \$1,598 funding towards the purchase of communications equipment for Regional Mobile Outreach Team

#### 2016/17

- \$3,850 funding towards office chairs for workstations
- \$3,870 funding towards Information and training projector.
- \$3,200 funding towards desk renewal and replacement
- \$1,953 funding towards the GFGSA Distribution Project
- \$29,287 funding towards the Mobile Outreach Service vehicle
- \$17,400 funding towards server upgrade and implementation

---

**From:** Velzeboer, Linda (DHS)

**Sent:** Friday, 4 May 2018 3:25 PM

**To:** DHS:PCD Government Relations

**Cc:** Babij, Natalie (DHS); Miller, Leonie (DHS)

**Subject:** RE: Brendan Boyce DCP - Needing funding information for Grandparents for Grandchildren

**Importance:** High

Hi Matt,

As requested, here is funding information regarding Grandparents for Grandchildren SA Inc.

Leonie and Nat – thank you again for all your work on this.

#### 2017-18

In 2017-18, the Grandparents for Grandchildren SA Inc received:

- \$5,000 funding through Grants SA Minor Round 10 towards the cost of a telephone system upgrade. The organisation was notified of its success on 17 April 2018.
- \$5,400 funding through Grants SA Medium Round 3 towards the Presentation Smart Board and Trolley Stand, notified on 29 December 2017.
- \$49,106 funding through Grants SA Major Round 2 towards the Grandparent Carers Respite Research and Development Program, notified on 29 December 2017.
- \$2,840 funding through Grants SA Minor Round 6 towards the cost of storage units for workstations, notified on 10 November 2017.
- \$8,492 funding through Grants SA Medium Round 1 towards the Computer Purchase and Installation, notified on 10 July 2017.
- \$1,598 funding through Grants SA Minor Round 1 towards the Communications Equipment For Regional Mobile Outreach Team, notified on 16 June 2017.

It should be noted that the Grandparents for Grandchildren SA Inc was unsuccessful in its applications, on six other occasions in 2017-18, for funding through Grants SA.

## 2016-17

In 2016-17, the Grandparents for Grandchildren SA Inc received:

- \$3,850 funding through Grants SA Minor Round 8 towards the Office Chairs For Workstations. The organisation was notified of its success on 1 March 2017.
- \$3,870 funding through Grants SA Minor Round 5 towards the Information and Training Projector, notified on 12 January 2017.
- \$3,200 funding through Grants SA Minor Round 7 towards the Desk Renewal and Replacement Project, notified on 15 February 2017.
- \$1,953 funding through Grants SA Minor Round 3 towards the GFGSA Distribution Project, notified on 18 October 2016.
- \$29,287 funding through Grants SA Major Round 1 towards the Mobile Outreach Service vehicle, notified on 14 October 2016.
- \$17,400 funding through Grants SA Medium Round 1 towards the Server Upgrade and Implementation, notified on 11 October 2016.

Hope this information helps.

Cheers,

**Linda Velzeboer**

*Principal Policy and Programs Officer*

Engagement and Grants

Community Services

Department of Human Services

t: 8413 8127 | e: [linda.velzeboer@sa.gov.au](mailto:linda.velzeboer@sa.gov.au)

GPO Box 292, Adelaide SA 5001

Level 8, Riverside Centre, Adelaide SA 5000

Please note I work Monday, Tuesday, Wednesday and Friday.

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**From:** Schutz, Matthew (DHS) **On Behalf Of** DHS:PCD Government Relations

**Sent:** Friday, 4 May 2018 11:36 AM

**To:** Velzeboer, Linda (DHS)

**Subject:** Brendan Boyce DCP - Needing funding information for Grandparents for Grandchildren

**Importance:** High

Hi Linda,



Community Services received a phone call from Brendan Boyce from DCP requesting some urgent funding information to include in a brief he is drafting for Minister Sanderson on the organisation.

He is specifically after:

- 2016/17 – What funding did Community Services provide and what for
- 2017/18 - What funding did Community Services provide and what for
- 2018/19 – Any future funding

I do know coincidentally that we received a letter on Wednesday for noting (attached), from this organisation thanking us for Grant SA funding.

He has asked if he can be telephoned back with any information or if we need to clarify anything. I am more than happy to send the reply to Brendan after I have sent any information to Justine to review.

Thanks

Matt

**Braendler, Fiona (DHS)**

---

**From:** Wallace, Sue (DHS)  
**Sent:** Friday, 25 May 2018 4:20 PM  
**To:** Ward, Fiona (DCP)  
**Subject:** FW: Grandparents for Grandchildren - Agreement for Information and Referral Services  
**Attachments:** DHS-31 Service Agreement - Information and Referral Services for Grandparents and Kinship Carers#2.pdf

Hi Fiona – draft agreement. Will wait to hear from you on Monday

---

**From:** Scott, Sarah (DHS)  
**Sent:** Friday, 25 May 2018 4:15 PM  
**To:** Wallace, Sue (DHS) <[Sue.Wallace@sa.gov.au](mailto:Sue.Wallace@sa.gov.au)>  
**Cc:** Cabban, Jessica (DHS) <[Jessica.Cabban@sa.gov.au](mailto:Jessica.Cabban@sa.gov.au)>  
**Subject:** Grandparents for Grandchildren - Agreement for Information and Referral Services

Hi Sue

Draft email below to go with the attached PDF Service Agreement for G4GC, once the approval has come through.

*Good afternoon*

*Please find attached a copy of Service Agreement for the Information and Referral Service.*

*Could you please arrange for **two (2) copies** of the Agreement to be signed by your delegated officer(s) and return them to:*

**Contract Operations  
 Procurement & Grants Unit  
 Department of Human Services  
 GPO Box 292  
 ADELAIDE SA 5001**

***Please note:*** A delay in the first scheduled payment being made to your organisation may occur if the signed Agreements are not returned in a timely manner.

*A counter signed copy of the document will then be returned to you for your files.*

*If you require further information or advice please contact Jessica Cabban, Principal Project Officer, Community Services Division, by telephoning 841 54121.*

Kind regards

**Sarah Scott**  
**A/Manager, Contract Operations | Procurement and Grants Unit**  
 Department of Human Services  
 Telephone: 812 44023 Email: [sarah.scott@sa.gov.au](mailto:sarah.scott@sa.gov.au)

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DATED

DAY OF

2018

Service Agreement between

Minister for Human Services

and

Grandparents for Grandchildren SA Inc A38726

**ABN:** 98 758 891 825

**Service:** Information and Referral Services for Grandparents  
and Kinship Carers

**FGMS Project ID:** F&CD241-01

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# Preliminary Information

Service Agreement dated the

## Between:

**Minister for Human Services** pursuant to the *Administrative Arrangements Act, 1994*, and whose office is situated at Level 12, 1 King William Street Adelaide 5000 in the State of South Australia (herein called the “Minister”).

and:

**Grandparents for Grandchildren SA Inc A38726 (A.B.N 98 758 891 825)** a body corporate pursuant to the *Associations Incorporation Act 1985* having its principal office at Level 2, 345 King William St, Adelaide 5000 in the State of South Australia (herein called the “**Service Provider**”).

Postal address:

Level 2, 345 King William St, Adelaide SA 5000

The Parties agree as follows:

In consideration of the payment by the Minister of the Allocated Funds pursuant to the Master Agreement between the Minister and the Service Provider and this Service Agreement, the Service Provider must provide the Services on the terms and conditions set out in the Master Agreement and this Service Agreement.

This Service Agreement is to be read in conjunction with the Master Agreement, and the terms and conditions of the Master Agreement are incorporated into this Service Agreement.

## Statement of Intent

This Agreement reflects the Parties' commitment to a relationship in which both have rights and responsibilities that are to be upheld and respected.

A co-operative approach will incorporate agreed values, mutual respect for the roles and responsibilities of government and the community services sector and a commitment to participate and adhere to agreed processes for policy development, planning, resource allocation, service monitoring, review and accountability. The Parties recognise the importance of taking a long-term view, as well as responding to immediate and urgent need, and recognise that social, environmental and financial outcomes are all equally important.

The ultimate vision is for service provision that supports a democratic, fair, accountable body of services, which accommodate and value diversity, which address the particular needs of vulnerable and marginalised people, which recognises regional and rural differences and which contributes to demonstrable high quality outcomes in accordance with agreed standards.

# Other Insurance Requirements

## 2.1 Professional Indemnity Insurance

In reference to Clause 17 of the Master Agreement, the Service Provider is responsible for assessing the need to maintain appropriate Professional Indemnity Insurance in relation to the Services provided under this Service Agreement.

# Special Conditions

## 3.1 Criminal History and Police Checks

3.1.1 **“Police Check”** means a National Criminal History Record and Background Screening Check undertaken exclusively by the Screening Unit of the Department of Human Services which will include a screening assessment on CrimTrac’s National Criminal History Checking programme, the Justice Information System (JIS) and the Connected Client and Case Management System (C3MS) noting that screening assessments conducted on JIS and C3MS are exclusive services provided by the Screening Unit and cannot be provided by other South Australian screening agencies.

3.1.2 The Service Provider will ensure that all of the Service Provider’s Staff have undergone Police Checks in accordance with clause 3.1.3 and where otherwise deemed appropriate by the Minister from time to time.

3.1.3 Subject to clause 3.1.4, and as a minimum, the Service Provider will ensure that Police Checks are undertaken for any of the Service Provider’s Staff, including any new staff:

3.1.3.1 who are to provide Services directly to Clients, or have regular contact with Clients, or work in close proximity to Clients on a regular basis, or

3.1.3.2 who supervise or manage Service Provider’s Staff in positions requiring or involving regular contact with Clients or working in close proximity to Clients on a regular basis; or

3.1.3.3 have access to records relating to Clients

and such Police Checks must be undertaken by the Service Provider every three years for each of the Service Provider’s Staff.

3.1.4 Subject to clause 3.1.6, if the Service Provider has a Police Check policy (“Policy”) in place with requirements that exceed the minimum standard described in clause 3.1.3, then the provisions of the Policy will take precedence over the minimum standard described in clause 3.1.3, and the Service Provider will ensure that it complies with the requirements of its Policy at all times.

3.1.5 Nothing in this clause 3.1 will limit or be construed as limiting the Service Provider’s obligation to comply with the requirements (if any) in respect of police checks as set out in any applicable legislation (including any regulations).

3.1.6 The Minister may under this Agreement require the Service Provider to undertake Police Checks for:

3.1.6.1 an alternate period relating to all the Service Provider's Staff ; or

3.1.6.2 such persons or class of persons within the Service Provider's Staff,  
as determined by the Minister from time to time

### **3.2 Unexpended Allocated Funds**

3.2.1 In addition to the obligations set out in clauses 7.6 and 9.1 of the Master Agreement the Service Provider must promptly provide to the Minister, as and when requested by the Minister, a report setting out the level of the Unexpended Allocated Funds.

3.2.2 The Minister may require any such Unexpended Allocated Funds to be recovered by:

3.2.2.1 reducing one or more of any scheduled payments to be made to the Service Provider pursuant to this Service Agreement; or

3.2.2.2 requiring the Service Provider to repay such Unexpended Allocated Funds as requested by the Minister within thirty (30) Business Days of a written request to that effect by the Minister.

### **3.3 Contract Disclosure**

In addition to clause 15.9 of the Master Agreement, the Service Provider agrees to disclosure of this Agreement in accordance with the Department's Contract Disclosure policy as amended from time to time (a copy of which can be found at [www.dcsi.sa.gov.au](http://www.dcsi.sa.gov.au)).

### **3.4 Cooperating with Investigations**

3.4.1 The Service Provider acknowledges that the Chief Executive of the Department of Human Services, the Care Concern Investigations Unit of the Department for Communities and Social Inclusion and other government entities ("Government Investigators") have the authority to institute investigations under either legislation, at common law or by their prerogative powers.

3.4.2 The Service Provider must:

3.4.2.1 cooperate with any investigation instituted by a Government Investigator; and

3.4.2.2 use its best endeavours to ensure the co-operation of its officers, employees; and

3.4.2.3 seek the cooperation of its volunteers, agents and sub-contractors,

in relation to any such investigation related to Services for which funding is provided by the Minister under this Service Agreement.

1.4.3 Without limiting the generality of clause 3.4 the Service Provider must provide copies of all records or information requested by the Government Investigator subject to the Service Provider obtaining the consent of any relevant party

where such consent is legally required to enable the information or records to be provided.

### **3.5 Termination of this Service Agreement**

3.5.1 Subject to clause 3.5.2, in addition to any other provision in the Master Agreement or this Service Agreement the Minister may terminate this Service Agreement or any of the Services provided under this Service Agreement immediately, or on a later nominated date, by written notice to the Service Provider if:

3.5.1.1 a Client the subject of the Services under this Service Agreement, or

3.5.1.2 a client the subject of any other services being provided by the Service Provider pursuant to any other service agreement entered into by the Service Provider under the Master Agreement

3.5.1.3 is put at risk of injury, abuse or neglect by the Service Provider or the Service Provider's Staff.

3.5.2 Prior to terminating the Service Agreement or Services pursuant to clause 3.5.1, the Minister will provide the Service Provider with an opportunity to investigate any allegations that a client has been put at risk of injury, abuse or neglect and provide a written report and any submissions to the Minister within a reasonable timeframe as determined by Minister. If after considering the report and the submissions the Minister is still of the opinion that the Service Agreement or any of the Services should be terminated, then the Minister may do so immediately. The Parties agree that until such time as the report has been prepared and considered by the Minister, the Minister may suspend the Services the subject of the allegations.

3.5.3 If this Service Agreement or any of the Services provided under this Service Agreement are terminated or suspended pursuant to this clause 3.5 the Service Provider will have no claim against the Minister in respect of such termination or suspension.

### **3.6 Respectful Behaviours**

3.6.1 The Service Provider acknowledges the Government Party's zero tolerance towards men's violence against women in the workplace and the broader community.

The Service Provider agrees that, in performing the Services, the Service Provider's Staff will at all times:

3.6.1.1 act in a manner that is non-threatening, courteous and respectful; and

3.6.1.2 comply with any instructions, policies, procedures or guidelines issued by the Minister regarding acceptable workplace behaviour.

If the Minister believes that the Service Provider's Staff are failing to comply with the behavioural standards specified in this clause, then the Minister may in its absolute discretion:

3.6.1.3 prohibit access by the relevant Service Provider's Staff to the Minister's premises; and

3.6.1.4 direct the Service Provider to withdraw the relevant Service Provider's Staff from providing the Services.

**THE PARTIES EXECUTE THIS SERVICE AGREEMENT AS FOLLOWS:**

**SIGNED** for and on behalf of the **MINISTER FOR HUMAN SERVICES**

Signed: ..... Date: .....

Name: ..... Title: .....

Minister's Representative

(Having been duly authorised in that regard)

In the presence of:

Signed: ..... Date: .....

Name: ..... Title: .....

**SIGNED** for and on behalf of **GRANDPARENTS FOR GRANDCHILDREN SA INC  
A38726 (ABN 98 758 891 825)**

Signed: .....

(Having been duly authorised in that regard)

Name: .....

In the presence of:

Signed: .....

Name: .....



# Service Schedule

## Funding and Contact Details

### Commencement Date

1 July 2018

### Expiry Date

30 June 2019

### Extended Term (if exercised)

The Minister may extend the Term for a further period of two years by giving written notice to the Service Provider a minimum of three (3) months prior to the Expiry Date.

### Name of Service

Information and Referral Services for Grandparents and Kinship Carers

### Address for Notices

#### *Minister's address for notices*

Attention: Executive Director  
Community Services  
GPO Box 292  
Adelaide SA 5001

#### *Service Provider's address for notices*

Level 2  
345 King William St  
Adelaide SA 5000

### Allocated Funds

\$120,000 (GST exclusive)	2018-19
\$123,000 (GST exclusive)	2019-20 (if extension option exercised)
\$126,000 (GST exclusive)	2020-21 (if extension option exercised)

A copy of the Service Provider's budget for this Service will be supplied by the Service Provider within 30 days after the execution date.

### Manner of Payment:

Quarterly in advance.

## DHS Liaison Officer

The DHS Liaison Officer will be the contact person for the Service for everyday service administration.

Name: Jessica Cabban  
Title: Principal Project Officer  
Contact Number: 08 8415 4121  
Email address: [Jessica.Cabban@sa.gov.au](mailto:Jessica.Cabban@sa.gov.au)

## Service Provider's Contract Manager

Name: Mr Peter Biber  
Title: Chief Executive Officer

## Service Provider's Contact Person for the Service

The Service Provider's Contact Person for the Service will be the contact person for everyday service administration.

Name: Mr Peter Biber  
Title: Chief Executive Officer  
Contact Number: 08 8212 1937  
Email address: [Peter.Biber@gfgcsa.com.au](mailto:Peter.Biber@gfgcsa.com.au)

## Services

Coordinate an information and referral services for grandparents and kinship carers caring for grandchildren in the following circumstances:

1. Arrangements made through the Family Court.
2. Arrangements made privately between family.

The Services will be accessible to South Australian grandparent carers from all cultural and geographic backgrounds.

*Out of Scope: Information, advice and referral service for grandparents and kinship carers caring for grandchildren who are under the guardianship of the Minister for Child Protection.*

## Service Elements

1. Volunteer program development and administration
2. Information, advice and referral, including for example:
  - Advise on and refer clients to parenting support
  - Advise on and refer clients to psychologists, psychiatrists, counsellors

- Refer clients to lawyers who can represent grandparents in Family Court
- Website, Information material and packages.
- Support to access to legal assistance
- Support to access Australian government income support /carer benefits
- Support to access taxation advice
- Support to access disability assessment and benefits through NDIA
- Support to enrol children in schools and access the school card.
- Attend Family Court hearings as a court companion.

## **Deliverables – 12 months**

### **1. Volunteer program development and administration**

- 1.1 All volunteers undertaken and maintain screening (in accordance with Special Condition 3.1) to ensure they have appropriate clearance to work with children, the aged, people with a disability, and people who are vulnerable (ongoing).
- 1.2 Work Health and Safety procedures developed in accordance with appropriate legislative and regulatory frameworks (six months and ongoing).

### **2. Information, advice and referral**

- 2.1 Develop, maintain and publish (online) a list of grandparent carer supports (list developed within six months, otherwise ongoing)
- 2.2 Maintain a website (ongoing)
- 2.3 Hold public information sessions for grandparent carers (two per financial year)
- 2.4 Develop and maintain guidelines for working with Aboriginal grandparents and grandparents from culturally and linguistically diverse communities
- 2.5 Provide tailored services to meet the needs of Aboriginal grandparents and grandparents from culturally and linguistically diverse communities (ongoing)
- 2.6 Provide state-wide telephone support and referral service (ongoing)
- 2.7 Develop a rural telephone link up service for grandparent carers in rural and remote areas (within six months)
- 2.8 Refer grandparent carers of children under guardianship of the Minister to *Connecting Foster and Kinship Carers SA Inc* (ongoing)

## **Geographical Coverage**

The Service Provider will deliver the Services across South Australia.

## **Reporting and Accountability**

The Service Provider will:

1. Provide quarterly written reporting on program deliverables (1st report due October 2018).
2. Provide quarterly reports detailing receipt and expenditure of allocated funds.
3. Establish a gender balanced, skills-based Board including membership of at least two Aboriginal South Australians (within six months and ongoing).
4. Ensure the skills-based Board meet at least every six months.

## **Financial Accountability and Reporting Measures**

The Service Provider will provide reports to the Minister detailing receipt and expenditure of the Allocated Funds at such times, including such information, and in such form as is reasonably required by the Minister.

An annual expenditure report must be completed in each year of the term of this Service Agreement and must be certified by at least two senior officers of the Service Provider, affirming that the expenditure was in accordance with the provisions of the Master Agreement and this Agreement.

The Service Provider will provide to the Minister by 30 November each year an audited financial statement for the previous financial year ending 30 June, which may be incorporated in the Service Provider's annual report.

The Service Provider will provide such other financial information in relation to the provision and administration of the Services as is reasonably required by the Minister and must make the financial records relating to the provision of the Services available for inspection by the Minister within ten (10) Business Days of a written request to that effect by the Minister.

The Service Provider will ensure that all financial statements prepared in respect of the Allocated Funds are prepared in accordance with Australian Accounting Standards and are signed by an appropriate senior officer of the Service Provider.

Where the Allocated Funds are in excess of One Million Dollars (\$1,000,000.00) (GST exclusive) over the term of the Service Agreement or where the total Allocated Funds the Service Provider receives from the Department on behalf of the Minister or any other Minister to whom the Department is responsible pursuant to any Service Agreement or otherwise are in excess of One Million Dollars (\$1,000,000.00) (GST exclusive) in any one financial year, the Service Provider must prepare its financial statements in the nature of a general purpose financial report.

**Braendler, Fiona (DHS)**

---

**From:** Wallace, Sue (DHS)  
**Sent:** Friday, 25 May 2018 4:19 PM  
**To:** Scott, Sarah (DHS)  
**Subject:** RE: Grandparents for Grandchildren - Agreement for Information and Referral Services

Many thanks Sarah for your work on this today. Have now just heard that it probably won't go til Monday because CP are waiting for Treasurer to sign off.

---

**From:** Scott, Sarah (DHS)  
**Sent:** Friday, 25 May 2018 4:15 PM  
**To:** Wallace, Sue (DHS) <[Sue.Wallace@sa.gov.au](mailto:Sue.Wallace@sa.gov.au)>  
**Cc:** Cabban, Jessica (DHS) <[Jessica.Cabban@sa.gov.au](mailto:Jessica.Cabban@sa.gov.au)>  
**Subject:** Grandparents for Grandchildren - Agreement for Information and Referral Services

Hi Sue

Draft email below to go with the attached PDF Service Agreement for G4GC, once the approval has come through.

*Good afternoon*

*Please find attached a copy of Service Agreement for the Information and Referral Service.*

*Could you please arrange for **two (2) copies** of the Agreement to be signed by your delegated officer(s) and return them to:*

**Contract Operations  
 Procurement & Grants Unit  
 Department of Human Services  
 GPO Box 292  
 ADELAIDE SA 5001**

***Please note:*** A delay in the first scheduled payment being made to your organisation may occur if the signed Agreements are not returned in a timely manner.

*A counter signed copy of the document will then be returned to you for your files.*

*If you require further information or advice please contact Jessica Cabban, Principal Project Officer, Community Services Division, by telephoning 841 54121.*

Kind regards

**Sarah Scott**  
**A/Manager, Contract Operations | Procurement and Grants Unit**  
 Department of Human Services  
 Telephone: 812 44023 Email: [sarah.scott@sa.gov.au](mailto:sarah.scott@sa.gov.au)

This e-mail may contain confidential information, which also 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.



**Braendler, Fiona (DHS)**

---

**From:** Cabban, Jessica (DHS)  
**Sent:** Friday, 25 May 2018 3:30 PM  
**To:** Wallace, Sue (DHS); Kennedy, Justine (DHS)  
**Subject:** RE: Grandparents for Grandchildren.docx

**Importance:** High

Hello

The Agreement has been drafted and reviewed by PGU.

PGU advise that they can issue it today once they get confirmation of approval.

They ask if we would like them to send it electronically to the organisation so it gets there today?

Kind Regards, Jess

---

**From:** Wallace, Sue (DHS)  
**Sent:** Friday, 25 May 2018 2:02 PM  
**To:** Cabban, Jessica (DHS)  
**Subject:** RE: Grandparents for Grandchildren.docx

Many thanks Jess

---

**From:** Cabban, Jessica (DHS)  
**Sent:** Friday, 25 May 2018 2:01 PM  
**To:** Wallace, Sue (DHS) <[Sue.Wallace@sa.gov.au](mailto:Sue.Wallace@sa.gov.au)>; Kennedy, Justine (DHS) <[Justine.Kennedy@sa.gov.au](mailto:Justine.Kennedy@sa.gov.au)>  
**Subject:** RE: Grandparents for Grandchildren.docx

Thank you, Sue.

I am drafting the service agreement now.

Sarah Scott in PGU said she will review it as soon as I send it on to her.

Kind Regards, Jess

---

**From:** Wallace, Sue (DHS)  
**Sent:** Friday, 25 May 2018 2:00 PM  
**To:** Cabban, Jessica (DHS); Kennedy, Justine (DHS)  
**Subject:** FW: Grandparents for Grandchildren.docx

---

**From:** Burns, Katy (Catherine) (DCP)  
**Sent:** Friday, 25 May 2018 1:53 PM  
**To:** Wallace, Sue (DHS) <[Sue.Wallace@sa.gov.au](mailto:Sue.Wallace@sa.gov.au)>  
**Cc:** Ward, Fiona (DCP) <[Fiona.Ward@sa.gov.au](mailto:Fiona.Ward@sa.gov.au)>  
**Subject:** Grandparents for Grandchildren.docx

Good afternoon Sue

Attached draft deliverables as discussed with Fiona.

Thanks

## Grant Agreement

Grant represents a contribution to the organisation to provide agreed service provision.

## In scope

Coordinate an information and referral services for grandparents and kinship carers caring for grandchildren in the following circumstances:

1. Arrangements made through the Family Court.
2. Arrangements made privately between family.

The service will be accessible to South Australian grandparent carers from all cultural and geographic backgrounds.

## Out of Scope

Information, advice and referral service for grandparents and kinship carers caring for grandchildren who are under the guardianship of the Minister for Child Protection.

## Term

1 + 2 years

## Budget

	2018-19	2019-20	2020-21
Net operating balance	-\$0.120	-\$0.123	-\$0.126
Net lending balance	-\$0.120	-\$0.123	-\$0.126

## Service Elements

1. Volunteer program development and administration
2. Information, advice and referral, including for example:
  - Advise on and refer clients to parenting support
  - Advise on and refer clients to psychologists, psychiatrists, counsellors
  - Refer clients to lawyers who can represent grandparents in Family Court
  - Website, Information material and packages.
  - Support to access to legal assistance
  - Support to access Australian government income support /carer benefits
  - Support to access taxation advice
  - Support to access disability assessment and benefits through NDIA
  - Support to enrol children in schools and access the school card.
  - Attend Family Court hearings as a court companion.

## **Deliverables – 12 months**

### **1. Volunteer program development and administration**

- 1.1. All volunteers undertaken and maintain screening to ensure they have appropriate clearance to work with children, the aged, people with a disability and people who are vulnerable (ongoing).
- 1.2. Work Health and Safety procedures developed in accordance with appropriate legislative and regulatory frameworks (six months and ongoing).

### **2. Information, advice and referral**

- 2.1. Develop, maintain and publish (online) a list of grandparent carer supports (list developed within six months, otherwise ongoing)
- 2.2. Maintain a website (ongoing)
- 2.3. Hold public information sessions for grandparent carers (two per financial year).
- 2.4. Develop and maintain guidelines for working with Aboriginal grandparents and grandparents from culturally and linguistically diverse communities.
- 2.5. Provide tailored services to meet the needs of Aboriginal grandparents and grandparents from culturally and linguistically diverse communities (ongoing).
- 2.6. Provide statewide telephone support and referral service (ongoing)
- 2.7. Develop a rural telephone link up service for grandparent carers in rural and remote areas (within six months)
- 2.8. Refer grandparent carers of children under guardianship of the Minister to Connecting Foster and Kinship Carers (ongoing)

### **3. Reporting and accountability**

- 3.1. Establish a gender balanced, skills-based board including membership of at least two Aboriginal South Australians (within six months and ongoing).
- 3.2. Skills based board to meet at least every six months.
- 3.3. Quarterly written reporting on program deliverables (1<sup>st</sup> report due October 2018).

**Braendler, Fiona (DHS)**

---

**From:** Wallace, Sue (DHS)  
**Sent:** Friday, 25 May 2018 3:04 PM  
**To:** Thompson, Andrew (DHS); Harrison, Tony (DHS)  
**Cc:** Chooi, Angela (DHS); Hobbs, Paul (DHS); Rogers, Nancy (DHS); Kennedy, Justine (DHS)  
**Subject:** RE: Minute to the Treasurer - Grandparents for Grandchildren SA co signed.docx

Yes, it is almost done, being prepared for your signature Tony. Just waiting for signed copy of minute to Treasurer (CP are following up)

---

**From:** Thompson, Andrew (DHS)  
**Sent:** Friday, 25 May 2018 2:58 PM  
**To:** Wallace, Sue (DHS) <[Sue.Wallace@sa.gov.au](mailto:Sue.Wallace@sa.gov.au)>  
**Cc:** Chooi, Angela (DHS) <[Angela.Chooi@sa.gov.au](mailto:Angela.Chooi@sa.gov.au)>; Hobbs, Paul (DHS) <[Paul.Hobbs@sa.gov.au](mailto:Paul.Hobbs@sa.gov.au)>; Rogers, Nancy (DHS) <[Nancy.Rogers@sa.gov.au](mailto:Nancy.Rogers@sa.gov.au)>; Kennedy, Justine (DHS) <[Justine.Kennedy@sa.gov.au](mailto:Justine.Kennedy@sa.gov.au)>  
**Subject:** FW: Minute to the Treasurer - Grandparents for Grandchildren SA co signed.docx

Sue

Hi

I assume you are on top of putting together the documentation.

Regards

---

**From:** Harrison, Tony (DHS)  
**Sent:** Friday, 25 May 2018 1:40 PM  
**To:** Thompson, Andrew (DHS)  
**Cc:** Boswell, Lois (DHS)  
**Subject:** FW: Minute to the Treasurer - Grandparents for Grandchildren SA co signed.docx

Andrew, pls be advised of the details in the attached minute Clause 1  
[REDACTED]. Sue Wallace will need to ensure documentation is covered off tks

**Tony Harrison**  
 Chief Executive  
 Department of Human Services

---

**From:** Taylor, Cathy (DCP)  
**Sent:** Friday, 25 May 2018 1:32 PM  
**To:** Harrison, Tony (DHS) <[Tony.Harrison@sa.gov.au](mailto:Tony.Harrison@sa.gov.au)>  
**Cc:** Ward, Fiona (DCP) <[Fiona.Ward@sa.gov.au](mailto:Fiona.Ward@sa.gov.au)>  
**Subject:** Fwd: Minute to the Treasurer - Grandparents for Grandchildren SA co signed.docx



Tony, as discussed - here is draft minute and draft deliverables for Grandparents for Grandkids. We will follow up and contact Sue Wallace. Thanks for your assistance in making this happen.



**Government of South Australia**  
Department for Child Protection

MINUTES *forming* ENCLOSURE to

Reference number

**TO: THE TREASURER**

**CC: THE PREMIER**

---

**RE: FUNDING FOR GRANDPARENTS FOR GRANDCHILDREN SA**

Grandparents for Grandchildren SA's role includes providing advice, advocacy, information and referral services for grandparents and kinship carers.

These services are provided to those caring for grandchildren under arrangements made through the Family Court or privately between family. This is separate to the support provided to those caring for children under the Guardianship of the Minister.

Grandparents for Grandchildren SA advise that following the outcomes of a recent tender process by the Department for Child Protection for carer advocacy services, they will no longer be able to deliver services beyond 30 June 2018.

The tender process sought a single provider to deliver carer advocacy services for all carers, including grandparents, caring for children under Guardianship of the Minister. This is consistent with a recommendation from the Child Protection Systems Royal Commission. Grandparents for Grandchildren SA were not successful in the tender process.

Accepting the outcomes of the tender process, there remains a service gap in the provision of support for those caring for children in arrangements outside the child protection system. These care arrangements support early intervention outcomes by reducing the cost burden on service provision and reducing the number of children requiring a child protection response.

Clause 1

A large black rectangular box redacting the content of the document.

I am advised the Department of Treasury and Finance (DTF) holds funding in DTF central contingency to fund approved early intervention programs. I am seeking your approval as Treasurer for \$369,000 over three years to be provided to the Department of Human Services from within this contingency allocation for provision of these services by Grandparents for Grandchildren SA.

Clear deliverables will be included in the grant agreement with Grandparents for Grandchildren SA. These will be used to track performance and support assessment about whether to proceed with the two-year extension option.

There is no commitment to provide assistance to Grandparents for Grandchildren SA beyond the three years,

Rachel Sanderson  
**MINISTER FOR CHILD PROTECTION**

/ / 2018

Michelle Lensink  
**MINISTER FOR HUMAN SERVICES**

/ / 2018



**Government of South Australia**  
Department for Child Protection

MINUTES *forming* ENCLOSURE to

Reference number

**TO: THE TREASURER**

**CC: THE PREMIER**

---

**RE: FUNDING FOR GRANDPARENTS FOR GRANDCHILDREN SA**

Grandparents for Grandchildren SA's role includes providing advice, advocacy, information and referral services for grandparents and kinship carers.

These services are provided to those caring for grandchildren under arrangements made through the Family Court or privately between family. This is separate to the support provided to those caring for children under the Guardianship of the Minister.

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Accepting the outcomes of the tender process, there remains a service gap in the provision of support for those caring for children in arrangements outside the child protection system. These care arrangements support early intervention outcomes by reducing the cost burden on service provision and reducing the number of children requiring a child protection response.

Clause 1

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Clear deliverables will be included in the grant agreement with Grandparents for Grandchildren SA. These will be used to track performance and support assessment about whether to proceed with the two-year extension option.

There is no commitment to provide assistance to Grandparents for Grandchildren SA beyond the three years,

Rachel Sanderson

**MINISTER FOR CHILD PROTECTION**

/ / 2018

**Braendler, Fiona (DHS)**

---

**From:** Wallace, Sue (DHS)  
**Sent:** Friday, 25 May 2018 1:39 PM  
**To:** Kennedy, Justine (DHS); Cabban, Jessica (DHS)  
**Cc:** Harrison, Tony (DHS)  
**Subject:** FW: Minute to the Treasurer - Grandparents for Grandchildren SA co signed.docx  
**Attachments:** Minute to the Treasurer - Grandparents for Grandchildren SA co signed.docx; ATT00001.htm; Minute to the Treasurer - Grandparents for Grandchildren SA.docx; ATT00002.htm; Grandparents for Grandchildren.pdf; ATT00003.htm

Justine, can you provide advice whether this can be completed today

---

**From:** Ward, Fiona (DCP)  
**Sent:** Friday, 25 May 2018 1:38 PM  
**To:** Wallace, Sue (DHS)  
**Subject:** Fwd: Minute to the Treasurer - Grandparents for Grandchildren SA co signed.docx

Hi sue,

Thanks for the brief chat just now. Email as discussed.

Will await your call re timing of finalising the DHS funding agreement.

kind regards

Fiona Ward  
 Deputy Chief Executive  
 Department for Child Protection

Sent from my iPhone

Begin forwarded message:

**From:** "Taylor, Cathy (DCP)" <[Cathy.Taylor4@sa.gov.au](mailto:Cathy.Taylor4@sa.gov.au)>  
**Date:** 25 May 2018 at 1:32:01 pm ACST  
**To:** "Harrison, Tony (DHS)" <[Tony.Harrison@sa.gov.au](mailto:Tony.Harrison@sa.gov.au)>  
**Cc:** "Ward, Fiona (DCP)" <[Fiona.Ward@sa.gov.au](mailto:Fiona.Ward@sa.gov.au)>  
**Subject:** Fwd: Minute to the Treasurer - Grandparents for Grandchildren SA co signed.docx

Tony, as discussed - here is draft minute and draft deliverables for Grandparents for Grandkids. We will follow up and contact Sue Wallace. Thanks for your assistance in making this happen.

**Braendler, Fiona (DHS)**

---

**From:** Cabban, Jessica (DHS)  
**Sent:** Friday, 25 May 2018 1:49 PM  
**To:** Kennedy, Justine (DHS)  
**Subject:** G4GC

Hello

Sarah sending me the contract template now and she will look at it today so we can issue it.

Jess

Jessica Cabban  
Principal Project Officer, Team Leader Regional Partnerships  
Engagement and Grants, Community Services  
Department of Human Services

T: (08) 841 54121  
E: [Jessica.Cabban@sa.gov.au](mailto:Jessica.Cabban@sa.gov.au)  
Level 8, Riverside Building  
Adelaide SA 5000

**Braendler, Fiona (DHS)**

---

**From:** Cabban, Jessica (DHS)  
**Sent:** Friday, 25 May 2018 4:14 PM  
**To:** Scott, Sarah (DHS)  
**Subject:** RE: PDF of GFGC Service Agreement

No worries, thanks again for your help with this urgent one. Hope there's not too many more to follow ☺

---

**From:** Scott, Sarah (DHS)  
**Sent:** Friday, 25 May 2018 4:13 PM  
**To:** Cabban, Jessica (DHS)  
**Subject:** RE: PDF of GFGC Service Agreement

Wonderful, thank you!

---

**From:** Cabban, Jessica (DHS)  
**Sent:** Friday, 25 May 2018 4:12 PM  
**To:** Scott, Sarah (DHS) <[Sarah.Scott@sa.gov.au](mailto:Sarah.Scott@sa.gov.au)>  
**Subject:** PDF of GFGC Service Agreement  
**Importance:** High

Hi Sarah

Can you please send the PDF of the Grandparents for Grandchildren Service Agreement to Sue Wallace. Plus any blurb you think should go with the email.

She will then send it on as soon as she gets a copy of the Minute from DCP.

Many thanks, Jess

Jessica Cabban  
Principal Project Officer, Team Leader Regional Partnerships  
Engagement and Grants, Community Services  
Department of Human Services

T: (08) 841 54121  
E: [Jessica.Cabban@sa.gov.au](mailto:Jessica.Cabban@sa.gov.au)  
Level 8, Riverside Building  
Adelaide SA 5000



**Braendler, Fiona (DHS)**

---

**From:** Cabban, Jessica (DHS)  
**Sent:** Friday, 25 May 2018 3:47 PM  
**To:** Scott, Sarah (DHS)  
**Subject:** RE: Sorry use this one (it was meant to be 1 + 2 years, not 2 + 1 year!)

Thanks Sarah

Let's see if DCP can keep up their end of the bargain!

---

**From:** Scott, Sarah (DHS)  
**Sent:** Friday, 25 May 2018 3:38 PM  
**To:** Cabban, Jessica (DHS)  
**Subject:** RE: Sorry use this one (it was meant to be 1 + 2 years, not 2 + 1 year!)

I will be here until around 4:50 – and Kristy will be here until 5.

Thanks

Sarah

---

**From:** Cabban, Jessica (DHS)  
**Sent:** Friday, 25 May 2018 3:36 PM  
**To:** Scott, Sarah (DHS) <[Sarah.Scott@sa.gov.au](mailto:Sarah.Scott@sa.gov.au)>  
**Subject:** RE: Sorry use this one (it was meant to be 1 + 2 years, not 2 + 1 year!)

Hi Sarah

Yes, we would like you to issue it electronically thanks for offering that option.

We will let you know when we get the green light. I was planning on leaving at 415 today. What about your office? Will someone be around til 5?

Kind Regards, Jess

---

**From:** Cabban, Jessica (DHS)  
**Sent:** Friday, 25 May 2018 3:28 PM  
**To:** Scott, Sarah (DHS)  
**Subject:** RE: Sorry use this one (it was meant to be 1 + 2 years, not 2 + 1 year!)

Thanks so much, Sarah.

We will wait that approval and in the meantime I will ask if we need to send it electronically.

Kind Regards, Jess

---

**From:** Scott, Sarah (DHS)  
**Sent:** Friday, 25 May 2018 3:23 PM  
**To:** Cabban, Jessica (DHS)  
**Subject:** RE: Sorry use this one (it was meant to be 1 + 2 years, not 2 + 1 year!)

Hi Jess

I've updated the Respectful Treatment clause to Respectful Behaviours and also changed the ABN (it was noted as starting with 97 but starts with 98).

Once you have received confirmation of the approval, we can issue the agreement,. Do you need to send the Agreement as a PDF electronically?

Thanks

Sarah

---

**From:** Cabban, Jessica (DHS)

**Sent:** Friday, 25 May 2018 2:55 PM

**To:** Scott, Sarah (DHS) <[Sarah.Scott@sa.gov.au](mailto:Sarah.Scott@sa.gov.au)>

**Subject:** Sorry use this one (it was meant to be 1 + 2 years, not 2 + 1 year!

**Importance:** High

Jessica Cabban

Principal Project Officer, Team Leader Regional Partnerships

Engagement and Grants, Community Services

Department of Human Services

T: (08) 841 54121

E: [Jessica.Cabban@sa.gov.au](mailto:Jessica.Cabban@sa.gov.au)

Level 8, Riverside Building

Adelaide SA 5000

DATED

DAY OF

2018

Service Agreement between

Minister for Human Services

and

Grandparents for Grandchildren SA Inc A38726

**ABN:** 97 758 891 825

**Service:** Information and Referral Services for Grandparents  
and Kinship Carers

**FGMS Project ID:**

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# Preliminary Information

Service Agreement dated the

## Between:

**Minister for Human Services** pursuant to the *Administrative Arrangements Act, 1994*, and whose office is situated at Level 12, 1 King William Street Adelaide 5000 in the State of South Australia (herein called the “Minister”).

and:

**Grandparents for Grandchildren SA Inc A38726 (A.B.N 97 758 891 825)** a body corporate pursuant to the *Associations Incorporation Act 1985* having its principal office at Level 2, 345 King William St, Adelaide 5000 in the State of South Australia (herein called the “**Service Provider**”).

Postal address:

Level 2, 345 King William St, Adelaide SA 5000

The Parties agree as follows:

In consideration of the payment by the Minister of the Allocated Funds pursuant to the Master Agreement between the Minister and the Service Provider and this Service Agreement, the Service Provider must provide the Services on the terms and conditions set out in the Master Agreement and this Service Agreement.

This Service Agreement is to be read in conjunction with the Master Agreement, and the terms and conditions of the Master Agreement are incorporated into this Service Agreement.

## Statement of Intent

This Agreement reflects the Parties' commitment to a relationship in which both have rights and responsibilities that are to be upheld and respected.

A co-operative approach will incorporate agreed values, mutual respect for the roles and responsibilities of government and the community services sector and a commitment to participate and adhere to agreed processes for policy development, planning, resource allocation, service monitoring, review and accountability. The Parties recognise the importance of taking a long-term view, as well as responding to immediate and urgent need, and recognise that social, environmental and financial outcomes are all equally important.

The ultimate vision is for service provision that supports a democratic, fair, accountable body of services, which accommodate and value diversity, which address the particular needs of vulnerable and marginalised people, which recognises regional and rural differences and which contributes to demonstrable high quality outcomes in accordance with agreed standards.

# Other Insurance Requirements

## 2.1 Professional Indemnity Insurance

In reference to Clause 17 of the Master Agreement, the Service Provider is responsible for assessing the need to maintain appropriate Professional Indemnity Insurance in relation to the Services provided under this Service Agreement.

# Special Conditions

## 3.1 Criminal History and Police Checks

3.1.1 **“Police Check”** means a National Criminal History Record and Background Screening Check undertaken exclusively by the Screening Unit of the Department of Human Services which will include a screening assessment on CrimTrac’s National Criminal History Checking programme, the Justice Information System (JIS) and the Connected Client and Case Management System (C3MS) noting that screening assessments conducted on JIS and C3MS are exclusive services provided by the Screening Unit and cannot be provided by other South Australian screening agencies.

3.1.2 The Service Provider will ensure that all of the Service Provider’s Staff have undergone Police Checks in accordance with clause 3.1.3 and where otherwise deemed appropriate by the Minister from time to time.

3.1.3 Subject to clause 3.1.4, and as a minimum, the Service Provider will ensure that Police Checks are undertaken for any of the Service Provider’s Staff, including any new staff:

3.1.3.1 who are to provide Services directly to Clients, or have regular contact with Clients, or work in close proximity to Clients on a regular basis, or

3.1.3.2 who supervise or manage Service Provider’s Staff in positions requiring or involving regular contact with Clients or working in close proximity to Clients on a regular basis; or

3.1.3.3 have access to records relating to Clients

and such Police Checks must be undertaken by the Service Provider every three years for each of the Service Provider’s Staff.

3.1.4 Subject to clause 3.1.6, if the Service Provider has a Police Check policy (“Policy”) in place with requirements that exceed the minimum standard described in clause 3.1.3, then the provisions of the Policy will take precedence over the minimum standard described in clause 3.1.3, and the Service Provider will ensure that it complies with the requirements of its Policy at all times.

3.1.5 Nothing in this clause 3.1 will limit or be construed as limiting the Service Provider’s obligation to comply with the requirements (if any) in respect of police checks as set out in any applicable legislation (including any regulations).

3.1.6 The Minister may under this Agreement require the Service Provider to undertake Police Checks for:

3.1.6.1 an alternate period relating to all the Service Provider's Staff ; or

3.1.6.2 such persons or class of persons within the Service Provider's Staff,  
as determined by the Minister from time to time

### **3.2 Unexpended Allocated Funds**

3.2.1 In addition to the obligations set out in clauses 7.6 and 9.1 of the Master Agreement the Service Provider must promptly provide to the Minister, as and when requested by the Minister, a report setting out the level of the Unexpended Allocated Funds.

3.2.2 The Minister may require any such Unexpended Allocated Funds to be recovered by:

3.2.2.1 reducing one or more of any scheduled payments to be made to the Service Provider pursuant to this Service Agreement; or

3.2.2.2 requiring the Service Provider to repay such Unexpended Allocated Funds as requested by the Minister within thirty (30) Business Days of a written request to that effect by the Minister.

### **3.3 Contract Disclosure**

In addition to clause 15.9 of the Master Agreement, the Service Provider agrees to disclosure of this Agreement in accordance with the Department's Contract Disclosure policy as amended from time to time (a copy of which can be found at [www.dcsi.sa.gov.au](http://www.dcsi.sa.gov.au)).

### **3.4 Cooperating with Investigations**

3.4.1 The Service Provider acknowledges that the Chief Executive of the Department of Human Services, the Care Concern Investigations Unit of the Department for Communities and Social Inclusion and other government entities ("Government Investigators") have the authority to institute investigations under either legislation, at common law or by their prerogative powers.

3.4.2 The Service Provider must:

3.4.2.1 cooperate with any investigation instituted by a Government Investigator; and

3.4.2.2 use its best endeavours to ensure the co-operation of its officers, employees; and

3.4.2.3 seek the cooperation of its volunteers, agents and sub-contractors,

in relation to any such investigation related to Services for which funding is provided by the Minister under this Service Agreement.

1.4.3 Without limiting the generality of clause 3.4 the Service Provider must provide copies of all records or information requested by the Government Investigator subject to the Service Provider obtaining the consent of any relevant party

where such consent is legally required to enable the information or records to be provided.

### **3.5 Termination of this Service Agreement**

3.5.1 Subject to clause 3.5.2, in addition to any other provision in the Master Agreement or this Service Agreement the Minister may terminate this Service Agreement or any of the Services provided under this Service Agreement immediately, or on a later nominated date, by written notice to the Service Provider if:

3.5.1.1 a Client the subject of the Services under this Service Agreement, or

3.5.1.2 a client the subject of any other services being provided by the Service Provider pursuant to any other service agreement entered into by the Service Provider under the Master Agreement

3.5.1.3 is put at risk of injury, abuse or neglect by the Service Provider or the Service Provider's Staff.

3.5.2 Prior to terminating the Service Agreement or Services pursuant to clause 3.5.1, the Minister will provide the Service Provider with an opportunity to investigate any allegations that a client has been put at risk of injury, abuse or neglect and provide a written report and any submissions to the Minister within a reasonable timeframe as determined by Minister. If after considering the report and the submissions the Minister is still of the opinion that the Service Agreement or any of the Services should be terminated, then the Minister may do so immediately. The Parties agree that until such time as the report has been prepared and considered by the Minister, the Minister may suspend the Services the subject of the allegations.

3.5.3 If this Service Agreement or any of the Services provided under this Service Agreement are terminated or suspended pursuant to this clause 3.5 the Service Provider will have no claim against the Minister in respect of such termination or suspension.

### **3.6 Respectful Treatment**

3.6.1 DHS is a White Ribbon accredited workplace which demonstrates its commitment to the reduction and prevention of violence against women in both the community and the workplace. To this end, DHS employs a range of strategies to promote respectful behaviours amongst workers, especially women and support women who may be experiencing violence.

Where no provisions currently exist, the Contractor will develop similar strategies in their workplace to prevent and respond to women who may be experiencing violence.

Contractors are also expected to comply with DHS's Respectful Treatment at Work policy available at <http://www.dcsi.sa.gov.au/about-us/procurement-and-grants>



**THE PARTIES EXECUTE THIS SERVICE AGREEMENT AS FOLLOWS:**

**SIGNED** for and on behalf of the **MINISTER FOR HUMAN SERVICES**

Signed: ..... Date: .....

Name: ..... Title: .....

Minister's Representative

(Having been duly authorised in that regard)

In the presence of:

Signed: ..... Date: .....

Name: ..... Title: .....

**SIGNED** for and on behalf of **GRANDPARENTS FOR GRANDCHILDREN SA INC  
A38726 (ABN 97 758 891 825)**

Signed: .....

(Having been duly authorised in that regard)

Name: .....

In the presence of:

Signed: .....

Name: .....

# Service Schedule

## Funding and Contact Details

### Commencement Date

1 July 2018

### Expiry Date

30 June 2019

### Extended Term (if exercised)

The Minister may extend the Term for a further period of two years by giving written notice to the Service Provider a minimum of three months prior to the Expiry Date.

### Name of Service

Information and Referral Services for Grandparents and Kinship Carers

### Address for Notices

*Minister's address for notices*

Attention: Executive Director  
Community Services  
GPO Box 292  
Adelaide SA 5001

*Service Provider's address for notices*

Level 2  
345 King William St  
Adelaide SA 5000

### Allocated Funds

\$120,000 (GST exclusive)	2018-19
\$123,000 (GST exclusive)	2019-20 (if extension option exercised)
\$126,000 (GST exclusive)	2020-21 (if extension option exercised)

A copy of the Service Provider's budget for this Service will be supplied by the Service Provider within 30 days after the execution date.

### Manner of Payment:

Quarterly in advance

## DHS Liaison Officer

The DHS Liaison Officer will be the contact person for the Service for everyday service administration.

Name: Jessica Cabban  
Title: Principal Project Officer  
Contact Number: 08 8415 4121  
Email address: [Jessica.Cabban@sa.gov.au](mailto:Jessica.Cabban@sa.gov.au)

## Service Provider's Contract Manager

Mr Peter Biber  
Chief Executive Officer

## Service Provider's Contact Person for the Service

The Service Provider's Contact Person for the Service will be the contact person for everyday service administration.

Name: Mr Peter Biber  
Title: Chief Executive Officer  
Contact Number: 08 8212 1937  
Email address: [Peter.Biber@gfgcsa.com.au](mailto:Peter.Biber@gfgcsa.com.au)

## Services

Coordinate an information and referral services for grandparents and kinship carers caring for grandchildren in the following circumstances:

1. Arrangements made through the Family Court.
2. Arrangements made privately between family.

The Services will be accessible to South Australian grandparent carers from all cultural and geographic backgrounds.

*Out of Scope: Information, advice and referral service for grandparents and kinship carers caring for grandchildren who are under the guardianship of the Minister for Child Protection.*

## Service Elements

1. Volunteer program development and administration
2. Information, advice and referral, including for example:
  - Advise on and refer clients to parenting support
  - Advise on and refer clients to psychologists, psychiatrists, counsellors

- Refer clients to lawyers who can represent grandparents in Family Court
- Website, Information material and packages.
- Support to access to legal assistance
- Support to access Australian government income support /carer benefits
- Support to access taxation advice
- Support to access disability assessment and benefits through NDIA
- Support to enrol children in schools and access the school card.
- Attend Family Court hearings as a court companion.

## **Deliverables – 12 months**

### **1. Volunteer program development and administration**

- 1.1 All volunteers undertaken and maintain screening (in accordance with Special Condition 3.1) to ensure they have appropriate clearance to work with children, the aged, people with a disability, and people who are vulnerable (ongoing).
- 1.2 Work Health and Safety procedures developed in accordance with appropriate legislative and regulatory frameworks (six months and ongoing).

### **2. Information, advice and referral**

- 2.1 Develop, maintain and publish (online) a list of grandparent carer supports (list developed within six months, otherwise ongoing)
- 2.2 Maintain a website (ongoing)
- 2.3 Hold public information sessions for grandparent carers (two per financial year)
- 2.4 Develop and maintain guidelines for working with Aboriginal grandparents and grandparents from culturally and linguistically diverse communities
- 2.5 Provide tailored services to meet the needs of Aboriginal grandparents and grandparents from culturally and linguistically diverse communities (ongoing)
- 2.6 Provide state-wide telephone support and referral service (ongoing)
- 2.7 Develop a rural telephone link up service for grandparent carers in rural and remote areas (within six months)
- 2.8 Refer grandparent carers of children under guardianship of the Minister to *Connecting Foster and Kinship Carers SA Inc* (ongoing)

## **Geographical Coverage**

The Service Provider will deliver the Services across South Australia.

## **Reporting and Accountability**

The Service Provider will:

1. Provide quarterly written reporting on program deliverables (1st report due October 2018).
2. Provide quarterly reports detailing receipt and expenditure of allocated funds.
3. Establish a gender balanced, skills-based Board including membership of at least two Aboriginal South Australians (within six months and ongoing).
4. Ensure the skills-based Board meet at least every six months.

## **Financial Accountability and Reporting Measures**

The Service Provider will provide reports to the Minister detailing receipt and expenditure of the Allocated Funds at such times, including such information, and in such form as is reasonably required by the Minister.

An annual expenditure report must be completed in each year of the term of this Service Agreement and must be certified by at least two senior officers of the Service Provider, affirming that the expenditure was in accordance with the provisions of the Master Agreement and this Agreement.

The Service Provider will provide to the Minister by 30 November each year an audited financial statement for the previous financial year ending 30 June, which may be incorporated in the Service Provider's annual report.

The Service Provider will provide such other financial information in relation to the provision and administration of the Services as is reasonably required by the Minister and must make the financial records relating to the provision of the Services available for inspection by the Minister within ten (10) Business Days of a written request to that effect by the Minister.

The Service Provider will ensure that all financial statements prepared in respect of the Allocated Funds are prepared in accordance with Australian Accounting Standards and are signed by an appropriate senior officer of the Service Provider.

Where the Allocated Funds are in excess of One Million Dollars (\$1,000,000.00) (GST exclusive) over the term of the Service Agreement or where the total Allocated Funds the Service Provider receives from the Department on behalf of the Minister or any other Minister to whom the Department is responsible pursuant to any Service Agreement or otherwise are in excess of One Million Dollars (\$1,000,000.00) (GST exclusive) in any one financial year, the Service Provider must prepare its financial statements in the nature of a general purpose financial report.

**Braendler, Fiona (DHS)**

---

**From:** Cabban, Jessica (DHS)  
**Sent:** Friday, 25 May 2018 3:07 PM  
**To:** Gibbons, Kristy (DHS)  
**Cc:** Scott, Sarah (DHS)  
**Subject:** RE: Urgent Service Agreement - G4GC

Thanks Kristy

---

**From:** Gibbons, Kristy (DHS)  
**Sent:** Friday, 25 May 2018 3:02 PM  
**To:** Scott, Sarah (DHS)  
**Cc:** Cabban, Jessica (DHS)  
**Subject:** RE: Urgent Service Agreement - G4GC

Hi Sarah,

In regards to below, please see the FGMS ID.

**F&CD241-01 - Grandparents for grandchildren SA inc A38726 - Information and Referral Services for Grandparents and Kinship Carers**

Cheers

**Kristy Gibbons**

Senior Purchasing and Contract Support Officer  
 Finance and Business Services - Procurement and Grants  
 Department of Human Services  
 L4, 45 Grenfell Street, Adelaide SA 5000  
 ☎ (08) 8124 4266 | ✉ [kristy.gibbons@sa.gov.au](mailto:kristy.gibbons@sa.gov.au)



Government of South Australia  
 Department of Human Services

---

**From:** Scott, Sarah (DHS)  
**Sent:** Friday, 25 May 2018 2:48 PM  
**To:** Gibbons, Kristy (DHS) <[Kristy.Gibbons@sa.gov.au](mailto:Kristy.Gibbons@sa.gov.au)>  
**Subject:** FW: Urgent Service Agreement - G4GC  
**Importance:** High

---

**From:** Cabban, Jessica (DHS)  
**Sent:** Friday, 25 May 2018 2:47 PM  
**To:** Scott, Sarah (DHS) <[Sarah.Scott@sa.gov.au](mailto:Sarah.Scott@sa.gov.au)>  
**Cc:** Kennedy, Justine (DHS) <[Justine.Kennedy@sa.gov.au](mailto:Justine.Kennedy@sa.gov.au)>  
**Subject:** Urgent Service Agreement - G4GC  
**Importance:** High

Hi Sarah

As discussed, please find attached the urgent Service Agreement for Grandparents for Grandchildren.  
It needs a FGMS ID. The Reporting etc is what DCP have agreed to, so it looks different to our usual RBA-style.

I've also attached the Minute from DCP to the Treasurer. We have been assured this is being signed today.

Kind Regards, Jess

Jessica Cabban  
Principal Project Officer, Team Leader Regional Partnerships  
Engagement and Grants, Community Services  
Department of Human Services

T: (08) 841 54121  
E: [Jessica.Cabban@sa.gov.au](mailto:Jessica.Cabban@sa.gov.au)  
Level 8, Riverside Building  
Adelaide SA 5000

**Braendler, Fiona (DHS)**

---

**From:** Cabban, Jessica (DHS)  
**Sent:** Wednesday, 30 May 2018 1:01 PM  
**To:** Spreckley, Rory (DHS)  
**Subject:** RE: Grandparents for Grandchildren from 2 hours 46 mins

Thanks Rory

Yes this is going to be an interesting one for us to manage!

---

**From:** Spreckley, Rory (DHS)  
**Sent:** Wednesday, 30 May 2018 10:24 AM  
**To:** Cabban, Jessica (DHS)  
**Subject:** Grandparents for Grandchildren from 2 hours 46 mins

<http://www.abc.net.au/radio/adelaide/programs/breakfast/breakfast/9793918>

**Rory Spreckley | Principal Policy and Programs Officer |**  
**Community Services**  
Department of Human Services  
Telephone: 820 70351 Email: [rory.spreckley@sa.gov.au](mailto:rory.spreckley@sa.gov.au)

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**Braendler, Fiona (DHS)**

---

**From:** Kennedy, Justine (DHS)  
**Sent:** Wednesday, 30 May 2018 2:17 PM  
**To:** Fenn, Greg (DTF)  
**Subject:** Grandparents for Grandchildren

Hi Greg

Will await copy of the signed minute from you and then release the Funding Agreement.

Kindest regards  
Justine

Justine Kennedy  
**Director, Engagement and Grants**  
Community Services Division  
Department of Human Services  
T: 8415 4365 | M: **Clause 6(1)** | E: [justine.kennedy@sa.gov.au](mailto:justine.kennedy@sa.gov.au)

Level 8, Riverside Centre  
Adelaide SA 5000

GPO Box 292  
Adelaide SA 5001

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**Braendler, Fiona (DHS)**

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**From:** Cabban, Jessica (DHS)  
**Sent:** Thursday, 31 May 2018 7:14 AM  
**To:** Scott, Sarah (DHS)  
**Subject:** RE: Gfg funding agreement

Thanks Sarah

On the PDF version I noticed an 'error ref not found' in the footer on page 1, and there's also heading in the service schedule that starts at the very bottom but all the text is over the next page. Can these please be updated before it's issued?

Many thanks.

Jess  
 Jessica Cabban  
 Principal Project Officer, Team Leader Regional Partnerships  
 Engagement and Grants, Community Services  
 Department for Communities and Social Inclusion  
 Level 8 Riverside Building, North Tce, ADELAIDE SA  
 PH: 84154121. E: [Jessica.Cabban@sa.gov.au](mailto:Jessica.Cabban@sa.gov.au)

---

From: Scott, Sarah (DHS)  
 Sent: Wednesday, 30 May 2018 3:54 PM  
 To: Kennedy, Justine (DHS); Cabban, Jessica (DHS)  
 Cc: Wallace, Sue (DHS)  
 Subject: RE: Gfg funding agreement

Thanks Justine. Will do.

Sarah Scott  
 A/Manager, Contract Operations | Procurement and Grants Unit  
 Department of Human Services  
 Telephone: 812 44023 Email: [sarah.scott@sa.gov.au](mailto:sarah.scott@sa.gov.au)<<mailto:sarah.scott@sa.gov.au>>

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From: Kennedy, Justine (DHS)  
 Sent: Wednesday, 30 May 2018 3:54 PM  
 To: Cabban, Jessica (DHS) <[Jessica.Cabban@sa.gov.au](mailto:Jessica.Cabban@sa.gov.au)>  
 Cc: Scott, Sarah (DHS) <[Sarah.Scott@sa.gov.au](mailto:Sarah.Scott@sa.gov.au)>; Wallace, Sue (DHS) <[Sue.Wallace@sa.gov.au](mailto:Sue.Wallace@sa.gov.au)>  
 Subject: RE: Gfg funding agreement

Hi – just following up with DTF to obtain copy of signed Minute. Will forward it as soon as I receive copy.

Sarah – happy for you to courier Funding Agreement as soon as I provide you with the Minute.

Justine Kennedy

Director, Engagement and Grants

Community Services Division

Department of Human Services

T: 8415 4365 | M: **Clause 6(1)** | E: [justine.kennedy@sa.gov.au](mailto:justine.kennedy@sa.gov.au)<mailto:justine.kennedy@sa.gov.au>

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From: Cabban, Jessica (DHS)

Sent: Wednesday, 30 May 2018 1:43 PM

To: Wallace, Sue (DHS) <[Sue.Wallace@sa.gov.au](mailto:Sue.Wallace@sa.gov.au)<mailto:Sue.Wallace@sa.gov.au>>

Cc: Scott, Sarah (DHS) <[Sarah.Scott@sa.gov.au](mailto:Sarah.Scott@sa.gov.au)<mailto:Sarah.Scott@sa.gov.au>>; Kennedy, Justine (DHS)

<[Justine.Kennedy@sa.gov.au](mailto:Justine.Kennedy@sa.gov.au)<mailto:Justine.Kennedy@sa.gov.au>>

Subject: RE: Gfg funding agreement

Hi Sue

Once we have this we can arrange for PGU to courier it to G4G rather than you emailing it.

Kind Regards, Jess

From: Wallace, Sue (DHS)

Sent: Tuesday, 29 May 2018 10:24 PM

To: Cabban, Jessica (DHS); Scott, Sarah (DHS); Kennedy, Justine (DHS)

Subject: Fwd: Gfg funding agreement

I think we still need to get signed copy of minute to treasurer don't we?

Sue Wallace

Executive Director : Community Services

Department of Human Services

Level 8 Riverside Building, North Tce.

Ph 08 84139032 : M **Clause 6(1)**

Begin forwarded message:

From: "Ward, Fiona (DCP)" <[Fiona.Ward@sa.gov.au](mailto:Fiona.Ward@sa.gov.au)<mailto:Fiona.Ward@sa.gov.au>>

Date: 29 May 2018 at 6:13:25 pm ACST

To: "Wallace, Sue (DHS)" <[Sue.Wallace@sa.gov.au](mailto:Sue.Wallace@sa.gov.au)<mailto:Sue.Wallace@sa.gov.au>>

Subject: Gfg funding agreement

Hi Sue,

Thanks for your text. Have left a message on your phone re same.

Have just spoken to the ministers office and am advised that DHS have the green light to begin discussions to execute the grant agreement.

Very happy to discuss and it would be great if someone could make contact with Peter the CE tomorrow please?

Thanks!!

Ps I think Cathy is about to also let Tony know that announcement has been made & DHS are ok to now progress.

kind regards

Fiona Ward  
Deputy Chief Executive  
Department for Child Protection

Sent from my iPhone

**Braendler, Fiona (DHS)**

---

**From:** Spreckley, Rory (DHS)  
**Sent:** Thursday, 31 May 2018 4:08 PM  
**To:** Kennedy, Justine (DHS); Cabban, Jessica (DHS)  
**Subject:** RE: Ministerial visits proposals

Not relevant to request

**Grandparents for Grandchildren**


---

**From:** Kennedy, Justine (DHS)  
**Sent:** Thursday, 31 May 2018 3:20 PM  
**To:** Spreckley, Rory (DHS) <[Rory.Spreckley@sa.gov.au](mailto:Rory.Spreckley@sa.gov.au)>; Cabban, Jessica (DHS) <[Jessica.Cabban@sa.gov.au](mailto:Jessica.Cabban@sa.gov.au)>  
**Subject:** FW: Ministerial visits proposals  
**Importance:** High

Hi – any suggestions?

---

**From:** Wallace, Sue (DHS)  
**Sent:** Thursday, 31 May 2018 2:35 PM  
**To:** Kennedy, Justine (DHS) <[Justine.Kennedy@sa.gov.au](mailto:Justine.Kennedy@sa.gov.au)>; Costanzo, Jacqueline (DHS) <[Jacqueline.Costanzo@sa.gov.au](mailto:Jacqueline.Costanzo@sa.gov.au)>; Roe, Miranda (DHS) <[Miranda.Roe@sa.gov.au](mailto:Miranda.Roe@sa.gov.au)>  
**Subject:** FW: Ministerial visits proposals  
**Importance:** High

Can you give me some suggestions

---

**From:** Rogers, Nancy (DHS)  
**Sent:** Wednesday, 30 May 2018 3:55 PM  
**To:** DL:DHS Executive Leadership Group (ELT) <[DLDHSExecutiveLeadershipGroup@sa.gov.au](mailto:DLDHSExecutiveLeadershipGroup@sa.gov.au)>  
**Cc:** DL:DHS Executive Assistants <[DLDHSExecutiveAssistants@sa.gov.au](mailto:DLDHSExecutiveAssistants@sa.gov.au)>; Fletcher, Sam (DHS) <[Sam.Fletcher@sa.gov.au](mailto:Sam.Fletcher@sa.gov.au)>; Hockings, Amanda (DHS) <[Amanda.Hockings2@sa.gov.au](mailto:Amanda.Hockings2@sa.gov.au)>  
**Subject:** Ministerial visits proposals  
**Importance:** High

Dear all

The Minister has requested that a program of visits is arranged for her as soon as possible, to include both DHS sites and NGOs. **Can you please advise recommended sites to Sam Fletcher asap**, who will coordinate the program with the Minister's office. (thanks Sam!)

Regards

**Nancy Rogers**  
**Director, Office of the Chief Executive**  
**Department of Human Services**

Phone 841 38125



**Braendler, Fiona (DHS)**

---

**From:** Ward, Fiona (DCP)  
**Sent:** Thursday, 31 May 2018 12:21 PM  
**To:** Kennedy, Justine (DHS)  
**Subject:** Re: Grandparents - Treasurer's Approval

Thank you!

kind regards

Fiona Ward  
 Deputy Chief Executive  
 Department for Child Protection

Sent from my iPhone

On 31 May 2018, at 10:14 am, Kennedy, Justine (DHS) <[Justine.Kennedy@sa.gov.au](mailto:Justine.Kennedy@sa.gov.au)> wrote:

Hi Sarah

Please find attached Treasurers approval for funding of \$369,000 over three years to support the work of Grandparents for Grandchildren SA.

Can you please arrange to have the Service Agreement couriered to the organisation for signing immediately.

Kindest regards

Justine

Justine Kennedy

**Director, Engagement and Grants**

Community Services Division

Department of Human Services

T: 8415 4365 | M: **Clause 6(1)** | E: [justine.kennedy@sa.gov.au](mailto:justine.kennedy@sa.gov.au)

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---

**From:** Fenn, Greg (DTF)  
**Sent:** Wednesday, 30 May 2018 4:35 PM  
**To:** Kennedy, Justine (DHS) <[Justine.Kennedy@sa.gov.au](mailto:Justine.Kennedy@sa.gov.au)>  
**Cc:** Horsfall, Judy (DTF) <[Judy.Horsfall@sa.gov.au](mailto:Judy.Horsfall@sa.gov.au)>  
**Subject:** Grandparents - Treasurer's Approval

Justine,  
As per your request.

Regards

**Greg Fenn**

Director Account Management

**Department of Treasury & Finance**

**Budget, Analysis and Performance Branch**

**Level 7 State Administration Centre**

**200 Victoria Square Adelaide SA 5000 | DX:56205**

t 8429 0592 mob **Clause 6(1)** e [greg.fenn@sa.gov.au](mailto:greg.fenn@sa.gov.au)

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## MINUTE



Government  
of South Australia

Department of Treasury  
and Finance

## MINUTES forming ENCLOSURE

File T&F17/0428

Doc No A863190/TRS18D0829

To The Treasurer

## FUNDING FOR GRANDPARENTS FOR GRANDCHILDREN SA

Timing: URGENT - At the request of your office.

**Recommendations/Issues:** It is recommended that you:

- Provide the following approval if it is the Government's intention to provide funding from DTF central contingency to the Department of Human Services (DHS) so as to provide a grant of \$369,000 over three years to support the work of Grandparents for Grandchildren SA;
  - approve the transfer of expenditure authority of \$120,000 in 2018-19, \$123,000 in 2019-20 and \$126,000 in 2020-21 from the line entitled "*Grants, subsidies and transfers – Contingency provisions – supplies and services*" in the Treasury and Finance Administered Items Account to the Department of Human Services for the provision of a grant to Grandparents for Grandchildren SA;
- note that the contingency held for additional targeted early intervention programs (CL 14 per annum) to reduce families at risk and children needing to be taken into State will be reduced by the corresponding amount.

Approved / Not Approved

Hon Rob Lucas MLC  
Treasurer


29/5/18.

**Key Points:**

- The Minister for Child Protection and the Minister for Human Services wrote to you on 25 May seeking additional budget funding of \$369,000, over three years, to support the ongoing work of Grandparents for Grandchildren SA.
- You are advised in the minute from the two Ministers that this community organisation provides advice, advocacy, information and referral services for grandparents and kinship carers; arrangements which support positive early intervention outcomes.



- The correspondence requests that you approve a transfer from DTF central contingency provisions to the Department of Human Services (DHS) for the provision of a three year grant, equal to \$120,000 per annum, indexed.
- Following approvals related to the response of the former Government to the findings of the Nyland Royal Commission, DTF central contingency currently includes a provision **CL 14** per annum (indexed) for targeted early intervention programs.
- If it is the Government's intention to provide the requested support to the DHS for the provision of the proposed grant to Grandparents for Grandchildren SA, the necessary approval for the transfer of the expenditure authority is provided for your consideration.
- Draft correspondence to the Minister for Child Protection and the Minister for Human Services advising of your decision is attached for your consideration.



Tammie Pribanic  
EXECUTIVE DIRECTOR  
BUDGET AND PERFORMANCE

28 May 2018

Contact Officer:	Judy Horsfall
Telephone:	842 90519
Email address:	Judy.horsfall@sa.gov.au



**Government  
of South Australia**

**Treasurer**

Level 8  
State Administration Centre  
200 Victoria Square  
Adelaide SA 5000  
GPO Box 2264  
Adelaide SA 5001  
DX 56203 Victoria Square  
Tel 08 8226 1866  
treasurer.dtf@sa.gov.au

MINUTES *forming* ENCLOSURE to: Physical ID: TRS18D0829

**TO: HON RACHEL SANDERSON MP  
MINISTER FOR CHILD PROTECTION**

**HON MICHELLE LENSINK MLC  
MINISTER FOR HUMAN SERVICES**

---

**RE: FUNDING FOR GRANDPARENTS FOR GRANDCHILDREN SA**

I refer to your minute of 25 May 2018 seeking additional budget funding of \$369,000 over three years, to support the work of Grandparents for Grandchildren SA.

I have noted your advice in relation to the benefit to the community of the services currently provided by this organisation.

Accordingly, I advise that I have approved a transfer of expenditure authority from budgeted central contingency provisions to the Department of Human Services of \$120,000 in 2018-19, \$123,000 in 2019-20 and \$126,000 in 2020-21, for this purpose.

A handwritten signature in dark ink that reads 'Rob Lucas'.

**Hon Rob Lucas MLC**  
Treasurer

29 May 2018

cc: Premier

**Braendler, Fiona (DHS)**

---

**From:** Cabban, Jessica (DHS)  
**Sent:** Thursday, 31 May 2018 2:52 PM  
**To:** Scott, Sarah (DHS)  
**Subject:** RE: Grandparents - Treasurer's Approval

Thank you.  
 I'm aware it has now been received.  
 Jess

---

**From:** Scott, Sarah (DHS)  
**Sent:** Thursday, 31 May 2018 11:14 AM  
**To:** Kennedy, Justine (DHS)  
**Cc:** Cabban, Jessica (DHS); Wallace, Sue (DHS)  
**Subject:** RE: Grandparents - Treasurer's Approval

Thanks Justine, we will prepare a briefing to the CE for execution.

FYI the agreement was just picked up by the courier.

---

**From:** Kennedy, Justine (DHS)  
**Sent:** Thursday, 31 May 2018 10:56 AM  
**To:** Scott, Sarah (DHS) <[Sarah.Scott@sa.gov.au](mailto:Sarah.Scott@sa.gov.au)>  
**Cc:** Cabban, Jessica (DHS) <[Jessica.Cabban@sa.gov.au](mailto:Jessica.Cabban@sa.gov.au)>; Wallace, Sue (DHS) <[Sue.Wallace@sa.gov.au](mailto:Sue.Wallace@sa.gov.au)>  
**Subject:** RE: Grandparents - Treasurer's Approval

Many thanks Sarah

Due to the nature of this funding request we think it more appropriate that the CE executes this Agreement. Can you arrange for this to happen.

Justine Kennedy  
**Director, Engagement and Grants**  
 Community Services Division  
 Department of Human Services  
 T: 8415 4365 | M: **Clause 6(1)** | E: [justine.kennedy@sa.gov.au](mailto:justine.kennedy@sa.gov.au)

Level 8, Riverside Centre  
 Adelaide SA 5000

GPO Box 292  
 Adelaide SA 5001

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---

**From:** Scott, Sarah (DHS)  
**Sent:** Thursday, 31 May 2018 10:20 AM  
**To:** Kennedy, Justine (DHS) <[Justine.Kennedy@sa.gov.au](mailto:Justine.Kennedy@sa.gov.au)>  
**Cc:** Cabban, Jessica (DHS) <[Jessica.Cabban@sa.gov.au](mailto:Jessica.Cabban@sa.gov.au)>; Wallace, Sue (DHS) <[Sue.Wallace@sa.gov.au](mailto:Sue.Wallace@sa.gov.au)>  
**Subject:** RE: Grandparents - Treasurer's Approval

Thank you Justine, I will arrange for the copies to be couriered this morning.

Kind regards

Sarah

**Sarah Scott**  
**A/Manager, Contract Operations | Procurement and Grants Unit**  
Department of Human Services  
Telephone: 812 44023 Email: [sarah.scott@sa.gov.au](mailto:sarah.scott@sa.gov.au)

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**From:** Kennedy, Justine (DHS)  
**Sent:** Thursday, 31 May 2018 10:14 AM  
**To:** Scott, Sarah (DHS) <[Sarah.Scott@sa.gov.au](mailto:Sarah.Scott@sa.gov.au)>  
**Cc:** Cabban, Jessica (DHS) <[Jessica.Cabban@sa.gov.au](mailto:Jessica.Cabban@sa.gov.au)>; Wallace, Sue (DHS) <[Sue.Wallace@sa.gov.au](mailto:Sue.Wallace@sa.gov.au)>; Harrison, Tony (DHS) <[Tony.Harrison@sa.gov.au](mailto:Tony.Harrison@sa.gov.au)>; Ward, Fiona (DCP) <[Fiona.Ward@sa.gov.au](mailto:Fiona.Ward@sa.gov.au)>  
**Subject:** FW: Grandparents - Treasurer's Approval

Hi Sarah

Please find attached Treasurers approval for funding of \$369,000 over three years to support the work of Grandparents for Grandchildren SA.

Can you please arrange to have the Service Agreement couriered to the organisation for signing immediately.

Kindest regards  
Justine

Justine Kennedy  
**Director, Engagement and Grants**  
Community Services Division  
Department of Human Services  
T: 8415 4365 | M: [REDACTED] | E: [justine.kennedy@sa.gov.au](mailto:justine.kennedy@sa.gov.au)

Level 8, Riverside Centre  
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---

**From:** Fenn, Greg (DTF)  
**Sent:** Wednesday, 30 May 2018 4:35 PM  
**To:** Kennedy, Justine (DHS) <[Justine.Kennedy@sa.gov.au](mailto:Justine.Kennedy@sa.gov.au)>  
**Cc:** Horsfall, Judy (DTF) <[Judy.Horsfall@sa.gov.au](mailto:Judy.Horsfall@sa.gov.au)>  
**Subject:** Grandparents - Treasurer's Approval

Justine,

As per your request.

Regards

**Greg Fenn**  
Director Account Management

Department of Treasury & Finance  
Budget, Analysis and Performance Branch  
Level 7 State Administration Centre  
200 Victoria Square Adelaide SA 5000 | DX:56205  
t 8429 0592 mob Clause 6(1) e [greg.fenn@sa.gov.au](mailto:greg.fenn@sa.gov.au)

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**Government of South Australia**  
Department of Treasury  
and Finance

**Braendler, Fiona (DHS)**

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**From:** Kennedy, Justine (DHS)  
**Sent:** Thursday, 31 May 2018 3:14 PM  
**To:** Wallace, Sue (DHS)  
**Subject:** FW: F&CD241-01 -- SERVICE AGREEMENT

**Importance:** High

**From:** Cabban, Jessica (DHS)  
**Sent:** Thursday, 31 May 2018 2:33 PM  
**To:** Kennedy, Justine (DHS) <[Justine.Kennedy@sa.gov.au](mailto:Justine.Kennedy@sa.gov.au)>  
**Subject:** FW: F&CD241-01 -- SERVICE AGREEMENT  
**Importance:** High

FYI

I will need some urgent guidance as to how to progress from here, as it was clear to us what DCP wanted in the agreement – but looks like this hasn't been discussed with Grandparents for Grandchildren.

Kind Regards, Jess

---

**From:** Peter Biber [<mailto:Peter.Biber@gfgsa.com.au>]  
**Sent:** Thursday, 31 May 2018 12:45 PM  
**To:** Cabban, Jessica (DHS)  
**Subject:** F&CD241-01 -- SERVICE AGREEMENT



Good afternoon Jessica

We have just received a letter from you're A/Manager Contract Operations in relation to the above Service Agreement which states we should speak to you for further information.

The letter states that *"a new service agreement has recently been negotiated with your organisation for the above service"*. This is incorrect as we have not yet had any contact with your department; and certainly no negotiations have yet taken place.

We would however welcome the opportunity to enter into negotiations with you and would ask that a suitably time be organised. You may wish to visit our office to see our operations and gain a better feel as what we do, and how we do it.

I look forward to your early advice.

*Kind Regards*  
*Pete*

**Peter Biber** BCom (Hons) UNSW

CEO  
Grandparents For Grandchildren SA Inc  
L2 345 King William Street Adelaide SA 5000  
08 8212 1937  
[www.gfgsa.com.au](http://www.gfgsa.com.au)



**PATRON Mrs Lan Le**

*I acknowledge this Land as the Traditional Lands of the Kurna People and respect and support their Spiritual, Physical, Economical, Mental and Emotional relationship with their Country. I also acknowledge the Kurna People as the custodians of the Adelaide Region and that their inherent Cultural and Spiritual beliefs continue to sustain the living Kurna People today.*



**Government of South Australia**

Department of Human Services

Reference Number: DHS-31

**Procurement & Grants**Level 4  
45 Grenfell Street  
Adelaide SA 5000T (08) 8124 4048  
F (08) 8124 1497GPO Box 292  
Adelaide SA 5001DX: 115  
ABN 11 525 031 744

Mr Peter Biber  
Chief Executive Officer  
Grandparents for Grandchildren SA Inc A38726  
Level 2, 345 King William St  
ADELAIDE SA 5000

Dear Mr Biber

**Re: F&CD241-01 - Service Agreement – Information and Referral Services for  
Grandparents and Kinship Carers**

As you may be aware, a new Service Agreement has recently been negotiated with your organisation for the above service.

Please find enclosed 3 copies of the final version of the Service Agreement.  
Could you please arrange for **all** Agreements to be signed by your delegated officer(s) and return them to:

**Purchasing and Contract Support  
Procurement & Grants  
Department of Human Services  
GPO Box 292  
ADELAIDE SA 5001**

**Please note:** A delay in the first scheduled payment being made to your organisation may occur if the signed Agreements are not returned in a timely manner.

A counter signed copy of the document will then be returned to you for your files.

If you require further information or advice please contact Jess Cabban, Principal Project Officer on 8415 4121.

Thank you for your assistance in this process.

Yours sincerely

A handwritten signature in black ink, appearing to read "Sarah Scott".

Sarah Scott  
A/ Manager Contract Operations  
Procurement and Grants  
Department of Human Services

31 May 2018