



Office of the Chief Executive

Our reference: F161/18-19

Mr Casey Briggs  
ABC News  
85 North East Road  
COLLINSWOOD SA 5081

Level 1 East  
31 Flinders Street  
Adelaide SA 5000  
GPO Box 1072  
Adelaide SA 5001  
DX 214  
ABN 54 598 525 171

[www.childprotection.sa.gov.au](http://www.childprotection.sa.gov.au)

Dear Mr Briggs

I refer to your Freedom of Information application received on 27 February 2019. You have requested a copy of the following:

*"correspondence relating to media inquiries from Casey Briggs of ABC news, including but not limited to emails, text messages, and reports. I also seek access to any policy or guidance notes regarding home modifications and/or fit for purpose vehicles for foster or kinship carers".*

*Date range: 21/1/2019 – 22/2/2019*

Please accept my apologies for the delay in responding to your application. Searches have been conducted for documents matching the scope of your request and 29 documents were identified. In accordance with the *Freedom of Information Act 1991*, (the *FOI Act*), I have determined to release 28 documents in full and one document in part. A schedule of documents is attached.

The document to be released in part contains confidential personal information that is exempt from release. Clause 6 (1) of Schedule 1 of the *FOI Act* states:

*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).*

There are no costs levied for the processing of your application.

If you have any questions regarding this determination please contact me on telephone (08) 8226 6621.

If you are dissatisfied with this determination, you can seek an Internal Review by writing to the Chief Executive, Department for Child Protection as the Principal Officer of this agency. Your request should be sent within 30 days of receipt of this letter.

I have also enclosed a copy of your rights to review and appeal this determination, which explains your review options.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'C Fenech', with a stylized flourish at the end.

Christian Fenech

**ACCREDITED FREEDOM OF INFORMATION OFFICER**

7 June 2019

## SCHEDULE OF DOCUMENTS

Item No.	Dated	Author	Recipient	Title/Description	Determination
1	23 January 2019	Cathy Taylor	Sarah Kolar	Exceptional resources	Release
2	24 January 2019	Sarah Kolar	Cathy Taylor	Exceptional resources	Release
3	24 January 2019	Cathy Taylor	Sarah Kolar	Exceptional resources	Release
4	24 January 2019	Sarah Kolar	Cathy Taylor	Exceptional resources	Release
5	22 January 2019	Sarah Kolar	Kogo Fujikimayo	Exceptional resources	Release
6	22 January 2019	Cathy Taylor	Sarah Kolar	Home modifications response	Release
7	24 January 2019	Jude Mackay	Sarah Kolar	Exceptional Funding Procedure	Release
8	25 January 2019	Jude MacKay	Penny Pratt	Exceptional Resource Funding	Release
9	24 January 2019	Penny Pratt	Jude MacKay	Exceptional funding procedure	Release
10	24 January 2019	Unknown	Penny Pratt	Unknown	Release
11	18 February 2019	Danii Haines	Cathy Taylor	Exceptional Resource Funding Procedure	Release
12	22 January 2019	Sarah Kolar	Jennifer Browne, Terry Hollands, Jason Haitana	Foster care home modifications	Release
13	22 January 2019	Casey Briggs	DCP:Media Mailbox	Foster care home modifications	Release
14	12 February	Jennifer Browne	Sarah Kolar	Foster care home modifications	Release



15	2019	11 February 2019	Sarah Kolar	Jennifer Browne		Foster care home modifications	Release
16	11 February 2019	Casey Briggs	Sarah Kolar			Foster care home modifications	Release
17	11 February 2019	Sarah Kolar	Jennifer Browne			Foster care home modifications	Release
18	11 February 2019	Casey Briggs	Sarah Kolar			Foster carer home modifications	Release
19	23 January 2019	Sarah Kolar	Cathy Taylor			Additional questions from Casey Briggs	Release
20	23 January 2019	Cathy Taylor	Sarah Kolar			Additional questions from Casey Briggs	Release
21	23 January 2019	Sarah Kolar	Cathy Taylor			Additional questions from Casey Briggs	Release
22	23 January 2019	Katrina Stokes	Sarah Kolar			Additional questions from Casey Briggs	Release
23	23 January 2019	Casey Briggs	Katrina Stokes			ABC response re foster care from Minister Sanderson	Release
24	23 January 2019	Katrina Stokes	Casey Briggs			ABC response re foster care from Minister Sanderson	Release
25	October 2016	Department for Child Protection	Department for Child Protection			Resource Allocation and Review Panel	Release
26	February 2016	Department for Child Protection	Department for Child Protection			Resource Allocation and Review Panel Procedure	Release
27	June 2017	Department for Child Protection	Department for Child Protection			Exceptional Resource Funding Request	Release
28	August 2017	Department for Child Protection	Department for Child Protection			Exceptional Resource Funding Request	Release
29	January - February 2019	Department for Child Protection - various	Department for Child Protection - various			Text messages regarding home modifications captured between 21/1/19 - 22/2/19 between	Release in part



					DCP staff

## **FREEDOM OF INFORMATION ACT 1991**

### **YOUR RIGHTS TO REVIEW AND APPEAL**

#### **1. INTERNAL REVIEW**

If you are dissatisfied or "aggrieved" with certain decisions or "determinations" of an agency/council/university (regarding access to documents or amendment of records), under S.29 and S.38 of the *Freedom of Information Act (SA) 1991*, you can apply to the agency/council/university concerned for an internal review of its determination.

To apply for an internal review of a determination you must write a letter addressed to the Principal Officer or lodge an internal review application form with the same agency/council/university as made the determination. This also must be addressed to the Principal Officer. The application must be accompanied by the appropriate fee (if applicable). The application should be lodged within 30 days of the original determination.

The agency/council/university will undertake its internal review and advise you of its decision within 14 days of receipt of the application.

There is no right to an internal review of a determination made by a Minister or Principal Officer of an agency/council/university.

#### **2. INVESTIGATION BY THE OMBUDSMAN/POLICE COMPLAINTS AUTHORITY**

After an internal review has been completed, if you are still dissatisfied with the agency/council/university's determination, you can request an external review by the Ombudsman/Police Complaints Authority of the determination. The Ombudsman/Police Complaints Authority is empowered to investigate the conduct of any person or body in relation to a determination made by an agency/council/university under this Act. (If an application determination was made by a police officer, or the Minister responsible for the administration of the SA Police, applications for external review are made to the Police Complaints Authority. All other applications for external review should be made to the Ombudsman.)

You may also request an external review by the Ombudsman/Police Complaints Authority if you have no right to an internal review.

The application for review by the Ombudsman/Police Complaints Authority should be lodged within 30 days of the date of a determination.

Investigations by the Ombudsman/Police Complaints Authority are free. Further information is available from the Office of the Ombudsman or Police Complaints Authority.

#### **3. REVIEW BY SACAT**

You have a right to apply for a review by SACAT if you are unhappy with:

- a determination not subject to Internal Review
- an Internal Review determination, or
- the outcome of a review by the Ombudsman SA or the Police Ombudsman.

You must exercise your right of review with SACAT within 30 calendar days after being advised of the above types of determinations or the results of a review. Any costs will be determined by SACAT, where applicable.

For more information contact SACAT. Contact Details:  
**South Australian Civil and Administrative Tribunal**  
**(SACAT)**

**Phone:** 1800 723 767

**Email:** [sacat@sacat.sa.gov.au](mailto:sacat@sacat.sa.gov.au)

**Wheeler, Bianca (DCP)**

---

*Redacted. Out of Scope - date range.*

1  
**From:** Taylor, Cathy (DCP)  
**Sent:** Wednesday, 23 January 2019 7:00 PM  
**To:** Kolar, Sarah (DCP)  
**Cc:** Schumann, Brette (DCP)  
**Subject:** Re: Communique from Jenny re: Exceptional resources

I might add a line re business as usual but will take your advice

Sent from my iPhone

2  
On 24 Jan 2019, at 17:15, Kolar, Sarah (DCP) <[Sarah.Kolar2@sa.gov.au](mailto:Sarah.Kolar2@sa.gov.au)> wrote:

Ok no worries. Is that for background or are we expecting it will change our response?

Get Outlook for iOS

3  
On Thu, Jan 24, 2019 at 5:09 PM +1030, "Taylor, Cathy (DCP)" <[Cathy.Taylor4@sa.gov.au](mailto:Cathy.Taylor4@sa.gov.au)> wrote:

Sarah

We are just trying to track down prev versions of the policy as I recall we have regularly reviewed and updated the policy since early 2017.

Cathy Taylor

Chief Executive

Department for Child Protection | Level 1, 31 Flinders Street, Adelaide SA 5000

t (08) 8226 7877 e [cathy.taylor4@sa.gov.au](mailto:cathy.taylor4@sa.gov.au) w [www.childprotection.sa.gov.au](http://www.childprotection.sa.gov.au)

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4  
**From:** Kolar, Sarah (DCP) <[Sarah.Kolar2@sa.gov.au](mailto:Sarah.Kolar2@sa.gov.au)>  
**Sent:** Thursday, 24 January 2019 12:31 PM  
**To:** Taylor, Cathy (DCP) <[Cathy.Taylor4@sa.gov.au](mailto:Cathy.Taylor4@sa.gov.au)>  
**Cc:** Schumann, Brette (DCP) <[Brette.Schumann@sa.gov.au](mailto:Brette.Schumann@sa.gov.au)>  
**Subject:** Communique from Jenny re: Exceptional resources

Hi Cathy,



Here's the communique from last September we spoke about.

It looks like there was some directive about not approving home extensions, renovations and alterations, and purchase of cars, which is what the staff must be communicating on the ground.

However, it does say further down that we will still consider qualifying applications.

I think this is consistent with our statement (below). As per Kat's request for us to put in writing that there has been no formal directive for funding to be cut in this area, I wouldn't feel comfortable doing that as the attached communique could be considered a directive of sorts.

Let me know what you think?

*The Department for Child Protection (DCP) does not enter into arrangements to build new houses or undertake major renovations on existing properties.*

*In limited circumstances, where there are exceptional needs, DCP can provide additional resources to help support children, families and carers.*

*These requests are considered by the department on a case-by-case basis and can include things such as funding for limited home modifications to support a child with a disability or special needs.*

*The department is grateful for the valuable commitment our foster and kinship carers make to providing a safe and loving home for vulnerable children and young people, and where a need is identified, provides additional support for these families.*

**Sarah Kolar**

**Manager, Media and Digital**

Department for Child Protection | Level 1 East, 31 Flinders Street, Adelaide SA 5000 | DX 214

t (08) 8226 1095 e [sarah.kolar2@sa.gov.au](mailto:sarah.kolar2@sa.gov.au) w [www.childprotection.sa.gov.au](http://www.childprotection.sa.gov.au)

Media line: 0437 953 016

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<image002.png>

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**Wheeler, Bianca (DCP)**

---

*Redacted. Out of Scope - date range*

5  
**From:** Kolar, Sarah (DCP)  
**Sent:** Tuesday, 22 January 2019 4:43 PM  
**To:** 'kogo.fujikimayo@anglicaresa.com.au'  
**Subject:** Carer story

Hi Kogo,

Thanks so much for briefing me in on the interview.

As discussed, I can confirm that the exceptional resources funding has not been cut, we are still assessing applications on a case by case basis. I will clarify this with Casey,

FYI only, I've included our response to Casey:

*The Department for Child Protection (DCP) does not enter into arrangements to build new houses or undertake major renovations on existing properties.*

*In limited circumstances, where there are exceptional needs, DCP can provide additional resources to help support children, families and carers.*

*These requests are considered by the department on a case-by-case basis and can include things such as funding for limited home modifications to support a child with a disability or special needs.*

*The department is grateful for the valuable commitment our foster and kinship carers make to providing a safe and loving home for vulnerable children and young people, and where a need is identified, provides additional support for these families.*

**Sarah Kolar**

**Manager, Media and Digital**

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**Wheeler, Bianca (DCP)**

---

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6  
**From:** Taylor, Cathy (DCP)  
**Sent:** Tuesday, 22 January 2019 1:11 PM  
**To:** Kolar, Sarah (DCP)  
**Cc:** Mackay, Judith (DCP)  
**Subject:** Re: Home modifications response - updated

Good words

Sent from my iPhone

On 23 Jan 2019, at 10:09, Kolar, Sarah (DCP) <[Sarah.Kolar2@sa.gov.au](mailto:Sarah.Kolar2@sa.gov.au)> wrote;

Hi Cathy,

Jenny is happy with the below, we slightly changed the wording in the first sentence to say we do not enter into arrangements rather than we never have. Also the Minister's office was keen to be able to say something like...under the previous government, similar applications for new houses and large scale renovations have been made and rejected by the department. Jenny spoke to Etienne and she is comfortable that we can say these big requests have been rejected in the past.

You did approve most of this yesterday but I just wanted to make sure you were okay with the updated wording and providing info to the Min's office that the department has not previously funded this large scale projects.

*The Department for Child Protection (DCP) does not enter into arrangements to build new houses or undertake major renovations on existing properties.*

*In limited circumstances where there are exceptional needs, DCP can provide additional resources to help support children, families and carers.*

*These requests are considered by the department on a case-by-case basis and can include things such as funding for limited home modifications to support a child with a disability or special needs.*

*The department is grateful for the valuable commitment our foster and kinship carers make to providing a safe and loving home for vulnerable children and young people, and where a need is identified, provides additional support for these families.*

**Sarah Kolar**

**Manager, Media and Digital**

Department for Child Protection | Level 1 East, 31 Flinders Street, Adelaide SA 5000 | DX 214

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7 From: Mackay, Judith (DCP)  
Sent: Thursday, 24 January 2019 4:52 PM  
To: Kolar, Sarah (DCP)  
Subject: FW: Exceptional Funding Procedure

Hi Sarah

For your information

Jude

Jude MacKay  
Executive Assistant to the Chief Executive

Department for Child Protection | Level 1, 31 Flinders Street, Adelaide SA 5000  
t (08) 8226 6847 m 0428 496 818 e judith.mackay2@sa.gov.au w www.childprotection.sa.gov.au

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8 -----Original Message-----  
From: Mackay, Judith (DCP)  
Sent: Friday, 25 January 2019 2:31 PM  
To: Pratt, Penny (DCP) <Penny.Pratt@sa.gov.au>  
Subject: Exceptional Funding Procedure

Hello Penny

Attached - following up V3.

Kind regards

Jude



Jude MacKay  
Executive Assistant to the Chief Executive

Department for Child Protection | Level 1, 31 Flinders Street, Adelaide SA 5000 t (08) 8226 6847 m 0428 496 818 e  
judith.mackay2@sa.gov.au w www.childprotection.sa.gov.au

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9

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

From: Pratt, Penny (DCP) <Penny.Pratt@sa.gov.au>  
Sent: Thursday, 24 January 2019 4:55 PM  
To: Mackay, Judith (DCP) <Judith.Mackay2@sa.gov.au>  
Subject: FW: Scanner Ricoh

I will call about this.

10

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

From: noreply@sa.gov.au <noreply@sa.gov.au>  
Sent: Thursday, 24 January 2019 4:49 PM  
To: Pratt, Penny (DCP) <Penny.Pratt@sa.gov.au>  
Subject: Scanner Ricoh

This E-mail was sent from "MINISTERP01C" (MP C6004).

Scan Date: 01.24.2019 15:48:59 (+0930)  
Queries to: noreply@sa.gov.au

Redacted.

Out of Scope (date range).

// **From:** HAINES, Danii (DCP)  
**Sent:** Monday, 18 February 2019 3:38 PM  
**To:** Taylor, Cathy (DCP)  
**Subject:** Exceptional Resource Funding Procedure

Hi Cathy, as per Jude's request, please find attached the most current ERF Procedure.

**Danii Haines**  
Executive Support Officer  
Office of the Chief Executive  
Department for Child Protection  
t (08) 8226 7364 e [danii.haines2@sa.gov.au](mailto:danii.haines2@sa.gov.au) w [www.childprotection.sa.gov.au](http://www.childprotection.sa.gov.au)



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## Browne, Jennifer (DCP)

12 **From:** Kolar, Sarah (DCP)  
**Sent:** Tuesday, 22 January 2019 11:26 AM  
**To:** Browne, Jennifer (DCP); Hollands, Terry (DCP); Haitana, Jason (DCP)  
**Cc:** Schumann, Brette (DCP)  
**Subject:** FW: ABC enquiry - foster care home modifications  
**Importance:** High

Hi Jenny, Terry and Jason (in Paul's absence),

Please see below media enquiry. Can I please get some information on what our policy is around this?

I need to respond to the journalist by 4pm today. I understand this may be being driven by a current carer.

Thanks,

**Sarah Kolar**

**Manager, Media and Digital**

Department for Child Protection | Level 1 East, 31 Flinders Street, Adelaide SA 5000 | DX 214

t (08) 8226 1095 e [sarah.kolar2@sa.gov.au](mailto:sarah.kolar2@sa.gov.au) w [www.childprotection.sa.gov.au](http://www.childprotection.sa.gov.au)

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13 **From:** Casey Briggs [<mailto:Briggs.Casey@abc.net.au>]  
**Sent:** Tuesday, 22 January 2019 11:04 AM  
**To:** DCP:Media Mailbox  
**Subject:** ABC enquiry - foster care home modifications

Hi there – Casey Briggs from ABC News in Adelaide here.

As I just mentioned on the phone – I have heard some information that the state government has directed that modifications to foster carer homes that would allow the carers to accommodate more children in care are no longer being supported.

Is this the case, and was it at the direction of the minister? What is the reasoning for that?

I also have a couple of follow up related questions that I'm hoping you can help me with:

- How regularly were home modifications being supported, and at what expense?
- Wouldn't minor home modifications to homes to accommodate extra children in care be cheaper than having them in residential or commercial care?

Hoping to hear back from you by 4pm today if possible.



Thanks  
Casey



Casey Briggs  
Journalist, Adelaide

P (08) 8343 4154

M 0403 937 591

E [briggs.casey@abc.net.au](mailto:briggs.casey@abc.net.au)



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14 **Browne, Jennifer (DCP)**

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**From:** Browne, Jennifer (DCP)  
**Sent:** Tuesday, 12 February 2019 7:43 AM  
**To:** Kolar, Sarah (DCP)  
**Subject:** Re: ABC enquiry - foster carer home modifications

Yes that's fine. Thanks

Sent from my iPhone

15 On Feb 11, 2019, at 12:39 PM, Kolar, Sarah (DCP) <Sarah.Kolar2@sa.gov.au> wrote:

Hi Jenny,

How about we go back with – I've just reworded a little bit. Let me know if this is okay?

*In special circumstances, where there are exceptional needs, the Department for Child Protection can provide additional resources to help support children, families and carers.*

*These requests are considered on a case-by-case basis by the department.*

*The department is grateful for the valuable commitment our foster and kinship carers make to providing a safe and loving home for children and young people who are unable to live with their birth families. Where a specific need is identified for the primary benefit of the child or children, the department is able to provide additional support for these families.*

Thanks,

**Sarah Kolar**

**Manager, Media and Digital**

Department for Child Protection | Level 1 East, 31 Flinders Street, Adelaide SA 5000 | DX 214

t (08) 8226 1095 e [sarah.kolar2@sa.gov.au](mailto:sarah.kolar2@sa.gov.au) w [www.childprotection.sa.gov.au](http://www.childprotection.sa.gov.au)

Media line: 0437 953 016

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16 **From:** Casey Briggs [<mailto:Briggs.Casey@abc.net.au>]  
**Sent:** Monday, 11 February 2019 11:20 AM  
**To:** Kolar, Sarah (DCP)  
**Subject:** ABC enquiry - foster carer home modifications

Hi Sarah – hope you're well.

I've got a few questions I'm hoping you can help me with:

- Is a review underway into the policies governing support available for home modifications and/or fit-for-purpose vehicles for foster carers?
- If so, are applications being refused while this review is underway?

- If a review is underway, how long will it take?

Is it possible to get a written response to those questions today?

Thanks in advance,  
Casey



Casey Briggs  
Journalist, Adelaide

P (08) 8343 4154  
M 0403 937 591  
E [briggs.casey@abc.net.au](mailto:briggs.casey@abc.net.au)



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**Browne, Jennifer (DCP)**

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**From:** Kolar, Sarah (DCP)  
**Sent:** Monday, 11 February 2019 12:30 PM  
**To:** Browne, Jennifer (DCP)  
**Subject:** FW: ABC enquiry - foster carer home modifications

**Categories:** Urgent

**Sarah Kolar**

Manager, Media and Digital

Department for Child Protection | Level 1 East, 31 Flinders Street, Adelaide SA 5000 | DX 214

t (08) 8226 1095 e [sarah.kolar2@sa.gov.au](mailto:sarah.kolar2@sa.gov.au) w [www.childprotection.sa.gov.au](http://www.childprotection.sa.gov.au)

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**From:** Casey Briggs [<mailto:Briggs.Casey@abc.net.au>]  
**Sent:** Monday, 11 February 2019 11:20 AM  
**To:** Kolar, Sarah (DCP)  
**Subject:** ABC enquiry - foster carer home modifications

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I've got a few questions I'm hoping you can help me with:

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- If so, are applications being refused while this review is underway?
- If a review is underway, how long will it take?

Is it possible to get a written response to those questions today?

Thanks in advance,  
Casey



Casey Briggs  
Journalist, Adelaide

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M 0403 937 591  
E [briggs.casey@abc.net.au](mailto:briggs.casey@abc.net.au)





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## Browne, Jennifer (DCP)

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19  
**From:** Kolar, Sarah (DCP)  
**Sent:** Wednesday, 23 January 2019 8:16 PM  
**To:** Taylor, Cathy (DCP)  
**Cc:** Ward, Fiona (DCP); Browne, Jennifer (DCP); Schumann, Brette (DCP)  
**Subject:** Re: FYI (Additional Qs from Casey Briggs)

No worries thanks Cathy

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20 On Wed, Jan 23, 2019 at 8:14 PM +1030, "Taylor, Cathy (DCP)" <[Cathy.Taylor4@sa.gov.au](mailto:Cathy.Taylor4@sa.gov.au)> wrote:

Sarah, I'll follow up with you tomorrow

Sent from my iPhone

21 On 23 Jan 2019, at 18:13, Kolar, Sarah (DCP) <[Sarah.Kolar2@sa.gov.au](mailto:Sarah.Kolar2@sa.gov.au)> wrote:

Hi all,

Please see below with further claims from the journalist/ carer.

There is some info around staff communicating about this funding directly with carers.

I don't think we need to add to our statement but this is more for your info.

Thanks,

Sarah

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22  

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**From:** Stokes, Katrina (DPC) <[katrina.stokes@sa.gov.au](mailto:katrina.stokes@sa.gov.au)>

**Sent:** Wednesday, January 23, 2019 5:26 pm

**To:** Kolar, Sarah (DCP)

**Subject:** RE: FYI (Additional Qs from Casey Briggs)

FYI

23  

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**From:** Casey Briggs <[Briggs.Casey@abc.net.au](mailto:Briggs.Casey@abc.net.au)>

**Sent:** Wednesday, 23 January 2019 5:00 PM

**To:** Stokes, Katrina (DPC) <[Katrina.Stokes@sa.gov.au](mailto:Katrina.Stokes@sa.gov.au)>

**Subject:** RE: ABC Response re foster care from Minister Sanderson

Hi Katrina,

Thanks for sending this statement through - as promised, I said I'd get back to you with some more information about the specific allegations that I have heard.

I have spoken to a foster carer who has asked me not to provide their name, but here is an overview of their comments and claims:

- As part of an arrangement to bring a child into their home - who is a sibling of a child already in their care - the carer had discussed and reached an in-principle agreement for DCP to provide a transportable structure for the house that would serve as an extra bedroom.
- A quote was obtained for this room, putting it at a cost of around \$25,000, and a DCP officer assessed the financial capacity of the carer to self fund the room.
- The idea was for this structure to be put in place before the child moved in to the home but this did not happen.
- The proposal was escalated for approval within the department but this did not occur.
- The carer was told that a directive had been made that funding of this nature was no longer to be provided to foster carers.
- It has left a foster child under the age of nine sleeping in a bunk bed - which is not supposed to happen. The department is aware of this, and it was supposed to be only a temporary arrangement.
- They have spoken to other foster carers who have also discovered arrangements like this are no longer being made.

Additionally, the opposition says that:

- They've been told it is a directive from the government and from the minister to remove this support.
- Several foster carers have found out about this decision from DCP officers on the phone - and were told they were no longer eligible for assistance of this nature.
- In some cases officers have later rung the foster carers back to ask them not to tell anyone about the policy change as they weren't supposed to share that information.
- They say this flies in the face of the government's stated commitment to increase the number of foster carers in the system.

The questions I have are as follows:

- In this case, why wasn't the support provided?
- Wouldn't a one-off \$25,000 expenditure on a transportable room be more cost-effective - and more likely to lead to a positive outcome for the child - than having them in residential or commercial care?
- Has the government decided to end or reduce support to foster carers to make modifications to their home to accommodate the placement of children?
- Has the government decided to end or reduce financial support for other purposes to assist the placement of children, such as to purchase beds, cars, or other items?
- If support of this nature has not been ended, is the government trying to reduce the number of cases where this additional support is provided?

Is Minister Rachel Sanderson available at all this week for a TV interview? We can be flexible and make it work any day between Thursday and Saturday, or even Sunday at a pinch.

Failing that, my deadline for a written statement responding to the above questions is Saturday afternoon.

Thanks  
Casey

---

**From:** Stokes, Katrina (DPC) <[Katrina.Stokes@sa.gov.au](mailto:Katrina.Stokes@sa.gov.au)>

**Sent:** Wednesday, 23 January 2019 2:20 PM

**To:** Casey Briggs <[Briggs.Casey@abc.net.au](mailto:Briggs.Casey@abc.net.au)>

**Subject:** RE: ABC Response re foster care from Minister Sanderson



Hi Casey,

Please see background and our response below regarding your interview with the foster carer.

**Background:**

Previous applications for new houses and large-scale renovations have been made and rejected by the Department in previous years.

**From Minister for Child Protection Rachel Sanderson:**

I support the Department for Child Protection's current practice of providing additional support to children, families and carers on a case-by-case basis.

As the state's first dedicated Minister for Child Protection, I am committed to nurturing and improving our relationships with our selfless and hardworking foster and kinship carers, as well as our dedicated staff.

Protecting South Australia's most vulnerable children is an absolute priority of the Liberal Government and we are working hard to fix the system. However, given the legacy left by Labor, fixing the system will take time.

**Katrina Stokes**

Media Adviser  
Office of the Premier of South Australia

<image001.png>

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Level 15, State Administration Centre, 200 Victoria Square Adelaide  
**E:** [katrina.stokes@sa.gov.au](mailto:katrina.stokes@sa.gov.au) | **M:** 0481 903 371 | **W:** [www.premier.sa.gov.au](http://www.premier.sa.gov.au)

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## Procedure

# Resource Allocation and Review Panel

Please note this procedure is mandatory and staff are required to adhere to the content

Table 1 - Document details

Publication date	October 2016
Review date	April 2017
Related legislation/applicable section of legislation	<i>Children's Protection Act 1993</i>
Related policies, procedures, guidelines, standards, frameworks	RARP Application form RARP Application Instructions template Out of Home Care – Non-Government School Enrolments, Fees and Associated Educational Services Procedure
Replaces	-
Policy officer (position)	
Policy sponsor (position)	
Executive director responsible (position and office)	Executive Director, Country Operations and Statewide Services
Applies to	Department for Child Protection
Key words	RARP, resource allocation, funding, standard cost allocation, financial expenditure, extraordinary fund, kinship care fund, business support officer.
Status	FINAL
Approved by	Resource Allocation and Review Panel
Approval date	October 2016
Version	0.5



## 1. Title

Resource Allocation and Review Panel procedure.

## 2. Purpose

To detail what expenditure items need to be approved and monitored by the Resource Allocation and Review Panel (RARP) and the process to be followed when submitting applications to RARP.

## 3. Scope

This procedure applies to all Department for Child Protection (DCP) staff seeking approval for expenditure of funds that fall within oversight of RARP.

## 4. Procedure detail

RARP is responsible for ensuring equitable and transparent allocation of resources to meet the needs of children, birth families and carers.

RARP will review expenditure requests and make recommendations to the relevant financial delegate regarding the allocation of funding as described in 4.1.

### 4.1 Expenditure overseen by the Resource Allocation and Review Panel

RARP is responsible for overseeing the following expenditure:

- a) Contribution toward full or partial payment of non-government school fees
- b) Education Support Officer (ESO) / School Services Officer (SSO) funding assistance (non-government schools only)
- c) Additional funding support to assist, establish and maintain out-of-home care placements for family-based carers. This may include:
  - i. Purchase or lease of motor vehicles for carers
  - ii. Home modifications, extensions and renovations
  - iii. Renting a larger home
- d) Payments related to Special Needs Loading (SNL) greater than 125%
- e) Home support/aids for children or young people with high disability needs until they are eligible for NDIS.
- f) Insurance claim requests between \$1,000 and \$10,000 – damage to carers' goods and property or the property of others
- g) Financially assisted adoptions
- h) All other resource requests which exceed \$5,000 (per financial year cumulative or one off funding applications)



#### 4.2.3 Resource allocation exclusion criteria

Exclusion Criteria
1. Children or families who currently do not have any involvement with the Department for Child Protection
2. Where the child remains with their family and the financial assessment indicates that the family has the capacity to fund the request
3. When the resource is not linked to a Solution Based Casework (SBC) outcome
4. When alternative actions are identified that may result in the same outcome, with less expenses
5. In cases where the Resource Allocation Application is for additional support, that there have been no additional support approvals
6. Requests for School Services Officer (SSO) funding within DECD schools – these are to be addressed through the school

#### 4.2.4 Non-government school fees

Applications for non-government school enrolments and payment of fees must be submitted each year for every child/young person.

Applications will be considered in cases where:

- Enrolment is supported by a professional opinion,
- The child/young person is enrolled in the non-government school at the time he/she is taken into care and it is preferable to maintain continuity of their education,
- Other siblings (birth or foster) are enrolled in a non-government school and it is considered to be detrimental for the child to be enrolled in a different school,
- A special program is offered at the school that is not offered elsewhere (within reasonable travelling distance),
- Where the child/young person is gifted or has a particular talent,
- The child/young person has been awarded a scholarship and there is a funding gap, or
- The child/young person has a special need that can be best met by the non-government school.

Applications must be submitted to RARP prior to 30 October for the following year.

RARP approval must be obtained before a child/young person in care is enrolled in a non-government school.

Please refer to the 'non-government school enrolment, fees and associated educational services procedure' for further information. This document can be found on the Intranet, on the RARP page.

#### 4.2.5 Education Services Officer (ESO) / School Services Officer (SSO) funding for non-government schools

Applications for ESO/SSO funding support in non-government schools must be submitted to RARP for consideration.

Please refer to the 'non-government school enrolment, fees and associated educational services procedure' for further information.





5. Once the application has been considered by the panel and a decision has been made, an electronic copy of the signed application will be sent back to the relevant staff notifying them of the outcome. The hardcopy will also be posted back to the office.

For payment enquiries please contact the finance team at [DECD.FinanceFSA@sa.gov.au](mailto:DECD.FinanceFSA@sa.gov.au).

## 5. Roles and responsibilities

Role	Responsibilities
Caseworker	<ul style="list-style-type: none"><li>a. If the resource application is not approved, Action Plans need to detail what alternate actions will be taken and what outcomes are expected to be achieved</li><li>b. When the resource application is approved, the caseworker will update Action Plans to reflect what resources have been allocated, how they are to be used, timeframes and costs at each stage, whether the intended outcomes are achieved and if further resources are required</li><li>c. The caseworker will regularly review progress regarding the child and family/carer during individual supervision and through case consultations within team meetings</li><li>d. The caseworker will provide the manager with regular updates regarding progress and any reports required by RARP at the designated review date</li></ul>
Supervisor	<ul style="list-style-type: none"><li>a. 'Resource Allocation' will become a standing agenda item at weekly team meetings, involving relevant consultations, the review of outcomes and whether or not the use of resources is meeting the needs of the child and their family/carer</li><li>b. The supervisor, together with the caseworker, will provide updated information for annual reviews (as requested by RARP) that will include how resources have been allocated, total expenditure and outcomes achieved</li><li>c. Feedback from these consultations will be uploaded to C3MS for each child</li><li>d. If issues arise that impede progress these will be managed up to the manager</li></ul>
Business manager	<ul style="list-style-type: none"><li>a. The business manager will regularly consult with the caseworker regarding expenditure reports for individual children and family/carer</li><li>b. The business manager will provide reports to the manager</li><li>c. The business manager will provide financial reports to RARP as required</li></ul>
Manager	<ul style="list-style-type: none"><li>a. Monitor approved Resource Allocation Applications</li><li>b. Regularly update the relevant executive director</li><li>c. Provide information to supervisors for follow up with caseworkers through supervision processes</li><li>d. In consultation with the business manager monitor total expenditure on each child and family/carer</li></ul>

## 6. Monitoring, evaluation and review

The effectiveness of the RARP Procedure will be monitored by RARP.





- Template: *Request for non-government school Education Services Officer (ESO)/ School Services Officer (SSO) funding*

## Procedure

# Resource Allocation and Review Panel Procedure

Please note this procedure is mandatory and staff are required to adhere to the content

Insert file number

### Summary

Table 1 - Document details

Publication date	February 2016
Review date	February 2017
Related legislation/applicable section of legislation	<i>Children's Protection Act 1993</i>
Related policies, procedures, guidelines, standards, frameworks	RARP Application template RARP Application Instructions template RARP Resource Application Decision template RARP Panel Report Summary RARP Meeting Agenda template RARP Terms of Reference
Replaces	-
Policy officer (position)	Manager, Redesign Programme
Policy officer (phone)	8463 6192
Policy sponsor (position)	Director, Policy and Reporting
Executive director responsible (position and office)	Pam Hemphill, Executive Director, Country and Statewide
Applies to	Families SA
Key words	RARP, resource allocation, funding, standard cost allocation, SCA, financial expenditure, extraordinary fund, placement prevention fund, kinship care fund, psychological fund, reunification residual fund, business support officer, BSO.
Status	FINAL
Approved by	Families SA Executive
Approval date	December 2015

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## 4.2 General Criteria

### 4.2.1 The child is not under an order

Criteria
1. The child is at home with parents and case managed by Families SA
2. The resource allocation to date for the financial year will be considered
3. Resource must meet all of these requirements: <ul style="list-style-type: none"> <li>a. Linked directly to achieving Family Level Outcomes (FLOs) and Individual Level Outcomes (ILOs)</li> <li>b. In line with Family Care Team Agreements and Action Plans, identifying measurable outcomes</li> <li>c. Costed with a minimum of 2 quotes for goods and services (where over \$1,000)</li> </ul>
4. The family is assessed as not having the financial capacity to meet the expenditure related to the intervention

### 4.2.2 The child is on a custody or guardianship Order

Criteria
1. The resource allocation to date will be considered
2. Resource linked to preventing placement breakdown
3. Resource linked to positive family contact and community relationships
4. Resource relates to the child maintaining connectedness with their culture and kinship group
5. Resource must meet all of these requirements: <ul style="list-style-type: none"> <li>a. Linked directly to achieving Family Level Outcomes (FLOs) and Individual Level Outcomes (ILOs)</li> <li>b. In line with Family Care Team Agreements and Action Plans, identifying measurable outcomes</li> <li>c. Costed with a minimum of 2 quotes for goods and services (where over \$1,000)</li> </ul>
Resource linked to developmental outcomes for the child (as identified in Life Domains)
A child in Residential Care aged 15 years or over must attend a financial assessment



- f) Preparedness to co-contribute

#### 4.2.6 Special needs loading 125% and above

1. The special need loading form must be completed by the caseworker and approved by the manager.
2. Special need loadings of 125% and above must be submitted annually as the payment review fall due to RARP.
3. When submitting application for Physical/intellectual needs loading form must lodged together with the Resource Allocation Application.
4. At a minimum the Resource Allocation Application must include:
  - a) The current/previous loading and total fortnightly carer payment for each child a loading is being requested
  - b) The order the child is on and the child's age
  - c) What the carer loading will be spent on and how this supports meeting the needs of the child

#### 4.2.7 Commercial Care and other high cost individual placements

1. All commercial care placements and other high cost individual placements will be monitored by the RARP.
2. Commercial care placements can only be approved by the assistant director/director for a maximum of 7 days. All placements that extend beyond 7 days must be referred to Panel members for consideration.
3. When submitting a commercial care funding application to the Panel, the Commercial Care Memo template must be completed by the caseworker and approved by the office manager prior to submitting the application to the Panel.
4. The commercial care memo must clearly state:
  - a) The name and age of the child/ren
  - b) The order/s that the child/ren has been placed under
  - c) Mapping of family undertaken and mechanisms used to identify family members
  - d) Rationale for placement in commercial care
  - e) Date that placement in commercial care commenced
  - f) Cost of placement to date ( this includes invoices that have been received but not paid)
  - g) The period seeking placement approval for
  - h) Commercial care staffing configuration and projected costs for the placement period being requested
  - i) Action that has been taken since the last funding submission and caseworker placement visits over the previous approved funding period
  - j) Action that will be taken to transition the child/ren from commercial care over the placement period requested
5. A copy of the care plan/case plan must be attached to the funding submission.
6. Each meeting a report on all new commercial care placements will be prepared by the RARP Business Support Officer (BSO) with and provided to the Panel.
7. A report will be prepared by the BSO with assistance from Finance quarterly for all commercial care placement and cumulative cost of each placement.

Standard cost allocation of a child in care, excluding commercial care

Age Range	CAT Score	Family Based/ Kinship Care	Residential Care
0-4 years	1,2,3,4	\$11,100	
5-12 years	1, 2	\$18,300	\$4,500
	3, 4	\$19,700	\$5,900
13-15 years	1, 2	\$18,300	\$5,100
	3, 4	\$19,700	\$5,500
16-17 years	1, 2	\$16,200	\$5,100
	3, 4	\$16,600	\$6,000
18+ years	1, 2	\$12,500	\$3,000
	3, 4	\$13,000	\$4,500

- As part of the application process, the current expenditure for a child is verified by the hub/office business manager and details will be attached to the Resource Allocation Application.

#### 4.4 Resource Allocation Application Procedure

When the funding criteria are met and consensus with the family/care team has been reached the following procedure must be followed when applying for resources:

##### 4.4.1 Expenditure approval procedure

- The caseworker accesses the expenditure report of the child from the business manager to clarify how much outlay has occurred to date and whether additional expenditure exceeds the SCA.
- In consultation with the supervisor, senior financial counsellor and business manager, the caseworker identifies the appropriate type of funding and fund source and completes the Resource Allocation Application.
- SBC Action Plans, the expenditure report, the rationale for the resource request and two (2) or more quotes for goods/services over \$1,000 are attached to the Resource Allocation Application.

##### 4.4.2 Funding under \$500

- The caseworker explores all alternative solutions and funding options relevant to the particular need of the child prior to making an application.
- The caseworker forwards the completed Resource Allocation Application documentation to the supervisor.
- The supervisor, in consultation with the senior financial counsellor, assesses all the documentation and whether the application meets the funding criteria.
- If it is deemed not to, the supervisor notes the reasons on C3MS. The caseworker receives notification that an alternate approach to achieve outcomes is required.
- If the supervisor is satisfied that the application meets the funding criteria, he/she approves the request and updates C3MS, including review dates.
- The caseworker receives notification that the requested resource has been approved and actions expenditure and reporting accordingly.



3. If more information is required the BSO advises the hub/office manager. The hub/office manager collates and forwards the additional requested paperwork.
4. If the application and/or required documentation is not received within the timeframe, it will be considered at the next scheduled RARP meeting or out of session depending on the urgency.
5. The BSO uploads all relevant documentation to SharePoint together with the Meeting Agenda and the "Resource Application Decision" template.
6. The BSO alerts RARP members to access the documents 3 working days prior to the meeting.
7. RARP members access the applications and documentation through SharePoint and prepare for the scheduled meeting.
8. RARP members make recommendations about each application at the meeting.
9. BSO compiles these recommendations and forwards these to the Chair for their approval and sign off.

#### 4.4.6 Resource Allocation Approval

1. If the Resource Allocation Application is **endorsed** by RARP:
  - a) The decision and reporting parameters are recorded in the minutes of the meeting by the RARP BSO using the "Resource Application Decision" template and via workflow on C3MS
  - b) RARP outline the expected review dates and monitoring process required and any other specific expectations
  - c) BSO forwards RARP recommendations to the relevant executive director for approval and sign off (to be returned to the BSO within 2 working days)
  - d) The hub/office manager is advised
  - e) The BSO uploads all relevant information and outcomes on C3MS
  - f) The hub/office manager informs the caseworker of the decision and reporting criteria via C3MS
  - g) The caseworker actions the resource expenditure and required review and monitoring process
2. If the Resource Allocation Application is **not approved** by RARP:
  - a) The decision is recorded in the minutes of the meeting by the RARP BSO using the "Resource Application Decision" template
  - b) The BSO will forward the panel report recommendation to the relevant executive director for approval
  - c) The hub/office manager is advised
  - d) The hub/office manager forwards the decision and reasons to the caseworker, who finds an alternate approach to achieve outcomes.

## 5. Roles and responsibilities

Role	Responsibilities
Caseworker	<ol style="list-style-type: none"> <li>a. If the resource application is not approved, Action Plans need to detail what alternate actions will be taken and what outcomes are expected to be achieved</li> <li>b. When the resource application is approved, the caseworker will update Action Plans to reflect what resources have been allocated, how they are to be used, timeframes and costs at each stage, whether the intended outcomes are achieved and if further</li> </ol>

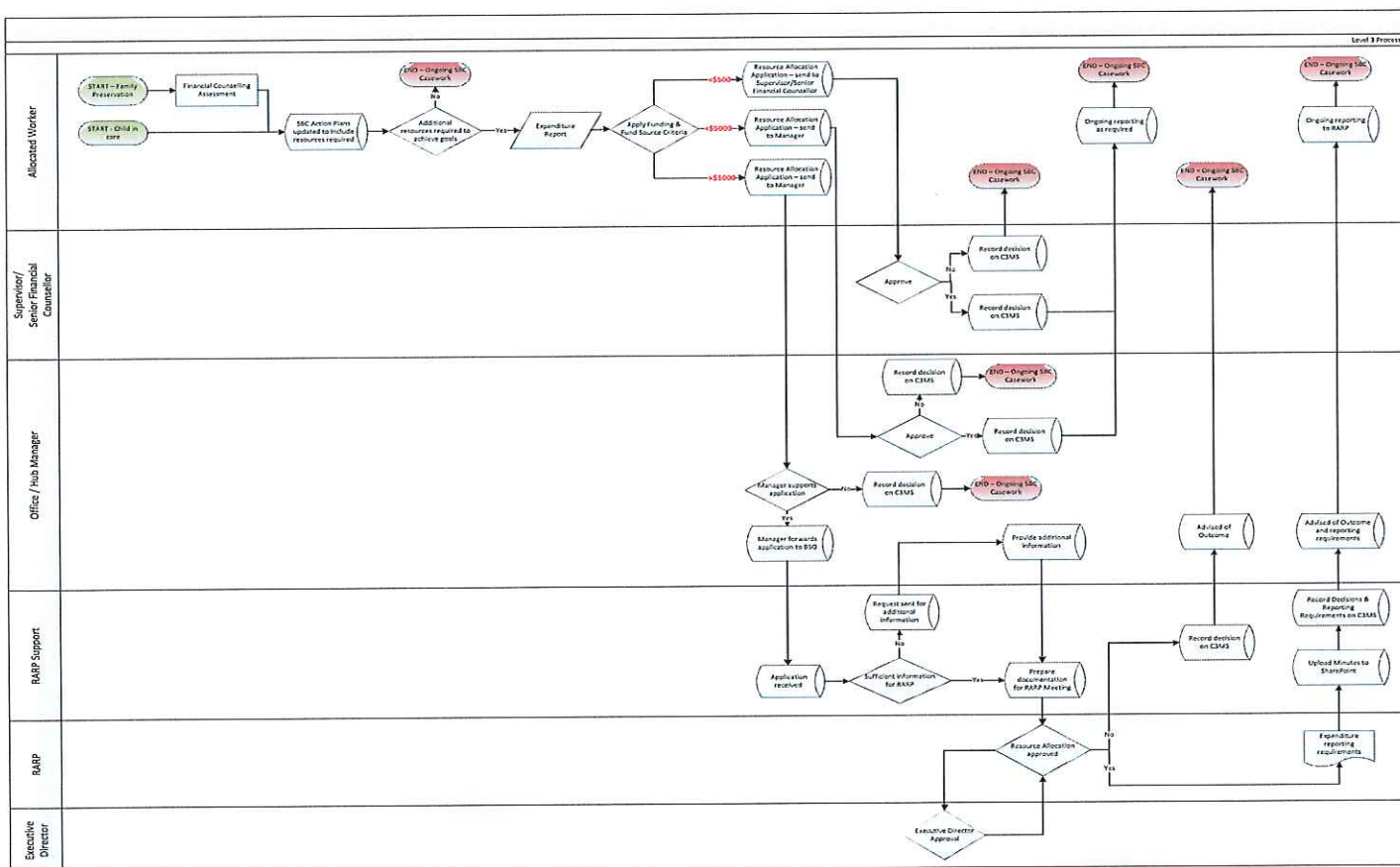
Term	Definition
<b>Caseworker</b>	Includes the positions of Aboriginal family practitioner, care and protection worker, caseworker, family development worker, high risk infant worker, senior Aboriginal family practitioner, senior social worker, social worker, transition from care caseworker
<b>CaLD</b>	Culturally and Linguistically Diverse Communities
<b>CAT</b>	Complexity Assessment Tool
<b>Family Based Care</b>	Also known as foster care. Carers provide a safe and secure home for children who are unable to stay with their birth family, where the care is authorised and carers are reimbursed (or were offered but declined reimbursement) by Families SA and supported by an approved agency
<b>Family Member</b>	Any individual related by blood or affinity whose close association is the equivalent of a family relationship
<b>Kinship Care</b>	Kinship carers are people who care for children who are either related to them (blood relations) or who have a relationship with the child, their family or community, and who are reimbursed (or were offered but declined reimbursement) by Families SA for the care of the child
<b>RAA</b>	Resource Allocation Amount
<b>RARP</b>	Resource Allocation and Review Panel
<b>BSO</b>	Business Support Officer
<b>Residential Care</b>	Placement is staffed by youth workers, usually Families SA workers but can also be staffed by workers from a non-government organisation
<b>SBC</b>	Solution Based Casework
<b>SCA</b>	Standard Cost Allocation of a child in care

## 8. Related Documents

The following templates, tools and standards are associated with this procedure:

- *Resource Allocation Application Instructions*
- *Resource Allocation and Review Panel Terms of Reference*
- *Template: Resource Allocation and Review Panel Meeting Agenda*
- *Template: Resource Allocation and Review Panel Meeting Minutes*
- *Template: Resource Allocation and Review Panel Resource Application Decision*







## Procedure

# Exceptional Resource Funding Request

Please note this procedure is mandatory and all Department for Child Protection (DCP) staff are required to adhere to the content

### Summary

This procedure provides explanation and practice guidance surrounding the application for funding for *exceptional resources* to support the needs of children, birth families and carers.

Table 1 - Document details

Publication date	June 2017
File number	
Related legislation	
Related policies, procedures, guidelines, standards, frameworks	<ul style="list-style-type: none"><li>• Exceptional Resource Funding Request Application Form</li><li>• Special Needs Loading Application Form</li><li>• Non-Government School Enrolments, Fees and Associated Educational Services Procedure</li><li>• Insurance and Claims Procedure</li><li>• DCP Contribution to Purchase of Vehicle for Carer – Agreement and Acknowledgement Form</li><li>• DCP Contribution to Leasing of Vehicle for Carer – Agreement and Acknowledgement Form</li><li>• DCP Contribution to Home Modifications, Extensions and Renovations Agreement and Acknowledgement Form</li></ul>
Version	0.1
Replaces	Not Applicable
Policy Officer (position)	Senior Business Support Officer
Policy Officer (phone)	(08) 8226 2199



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- non-government school Education Services Officer (ESO) or School Services Officer (SSO)
- all *interstate* Government Education Services Officer (ESO) or School Services Officer (SSO)
- insurance claims between \$1,000.00 - \$10,000.00
- all other resources *exceeding* \$5,000.00
- purchase or lease of motor vehicle
- home modifications, extensions, renovations, renting a larger home
- home support / aids for children or young people with high disability needs until they are eligible for NDIS
- financially assisted adoptions

Resources not considered as *exceptional* include

- **Government Education Services Officer (ESO) or School Services Officer (SSO)**  
These are to be addressed through the individual school and funded by DECD.
- **Commercial care and other high cost individual placements**  
Please refer to Placement Services Unit for *all* placements.
- **Payments relating to Special Needs Loading (SNL)**  
A new or review application for SNL must be submitted in advance of the date in which the loading falls due, *each year*. An application consists of a child/young person's current Complexity Assessment Tool report along with High Intervention Needs Loading Score Sheet and/or Physical or Intellectual Needs Loading Score Sheet. Applications are authorised by Office/Hub Manager. Please refer to Special Needs Loading Application Form.
- **Resources under \$5,000.00 (unless listed above)**  
To be assessed and determined in accordance with appropriate general processes and approvals from the appropriate delegate.
- **Insurance Claims under \$1,000.00**  
To be assessed and determined in accordance with appropriate general processes and approvals from the appropriate delegate.
- **Insurance Claims over \$10,000.00**  
Claims with an expected value of \$10,000.00 or greater must be submitted via email to DCP:Insurance who will then refer the claim to the SAICORP Claims Manager.

### 3.3 Preparing an Application for Funding for an Exceptional Resource





- technology levy
- general purpose levy
- composite fee

#### What costs are *excluded*?

- building levies / building funds (these payments are not compulsory payments. They are considered voluntary donations and are not funded by DCP).

#### Other related educational expenses

- uniforms and footwear
- excursions and camps
- computers and laptops
- school swimming lessons
- books and stationery
- school sports events (including uniform and footwear)

These items are considered incidentals and should be funded in accordance with appropriate general processes and approvals from the appropriate delegate.

Family Based Carers are required to use the *Education Grant*, paid at the beginning of each school term to assist with incidental education costs relating to the children and/or young people in their care.

#### School Card

If a child or young person is enrolled in a non-government school, they may be eligible for a school card. School Card Application is available from the school or from the Department for Education and Child Development website [www.decd.sa.gov.au](http://www.decd.sa.gov.au)

As there are a variety of non-government schools in South Australia, depending on the school, eligibility for a school card may or may not impact on school fees. The Carer should contact the school for further information.

#### Scholarships

Winning a scholarship can be an effective way of helping to fund a child/young person's education. Non-Government schools may offer scholarships based on various criteria such as merit-based or in relation to the cultural or social background of the respective student. External institutions and benefactors may also fund scholarships for various reasons, including needs-based or career specific.

For further information on scholarship options / criteria, please contact the respective school to learn more about their range of scholarships.

#### General considerations for Non-Government School Enrolments



person with managing their behaviours in the classroom and social environments and/or enhancing their learning opportunities. ESO's and SSO's work under the supervision of the classroom teacher or other nominated teachers on a school site.

#### General considerations for Non-Government School ESO / SSO Support

- (a) Support forms part of child/young person's education plan.
- (b) The school has identified and utilised all funding resources available.
- (c) The school has referred to the Inclusion and Learning Team (Catholic Education) or the AISSA Educational Consultants (Student Diversity) (Independent Schools).
- (d) Does the child/young person have a disability?
  - Has the Children in Out-Of-Home Care Tutoring Program been considered?
  - Does the child/young person have a plan in place with NDIA?
- (e) If eligible, has the child/young person been referred to the DCP School Engagement program?
- (f) Has previous intervention been provided? What was the outcome of this?

#### Assessment of Non-Government School ESO/SSO Support

- New or review applications for non-government ESO or SSO support must be submitted *each term* for every child/young person, along with a progress report of previous intervention.

For further information, please refer to Non-Government School Enrolments, Fees and Associated Educational Services Procedure.

### 3.3.3 Interstate Government School Education Services Officer (ESO) / School Services Officer Support

As per section 3.3.2 Non-Government School Education Services Officer (ESO) / School Services Officer (SSO) Support (excluding "3.3.2 c") with the following addition:

- Case to be monitored to ensure transfer of case is imminent and support is received from relevant State education and support systems.

### 3.3.4 All Other Resources – Insurance Claims over \$1,000.00 but less than



### 3.3.5 All Other Resources – Other (over \$5,000.00)

All other resources may include (but are not limited to)

#### Purchase or lease of motor vehicles

In some unique or very limited situations, it may be permissible to make a contribution toward the purchase or lease of a vehicle that the Carer family would not otherwise have required due to the special needs or circumstances of the child(ren) / young person(s) in the placement.

#### General Considerations – purchase of motor vehicle

- (a) Long term guardianship orders are in place.
- (b) As a guide, up to \$20,000.00 per vehicle (where applications exceed this amount, co-contribution is preferred/expected).
- (c) All second hand vehicles must meet the requirements of an appropriate safety and mechanical assessment.
- (d) Vehicle must be comprehensively insured.
- (e) At least 3 vehicle quotes provided.
- (f) The Carer will have the responsibility of maintaining the vehicle to an acceptable standard including running costs and ongoing maintenance.
- (g) Carer is required to sign DCP Contribution to Purchase of Vehicle for Carer – Agreement and Acknowledgement.

#### General Considerations – lease of motor vehicle

- (f) The Carer will have the responsibility of maintaining the vehicle to an acceptable standard including running costs and ongoing maintenance.
- (g) Carer is required to sign DCP Contribution to Leasing of Vehicle for Carer – Agreement and Acknowledgement.

#### Home Modifications, Extensions and Renovations, Renting a Larger Home

In some situations, it may be permissible to make a contribution toward the

- modification, extension or renovation of an existing home; or
- renting of a larger home;

which would not otherwise have been required, if it were not for the special needs of





following financial counselling assessment and comment (i.e. contact Carer regarding high costs associated with mobile phone account).

10. Upload Income and Expenditure Statement and Memo onto C3MS, attached to the original application at the child/young person level.
11. Full application (inclusive financial assessment) to Office/Hub Manager for review and authorisation.
12. Follow up with Financial Counselling Team regarding any comments highlighted in the financial counselling assessment.

### 3.5 Application Assessment

There is no general rule as to what level of reimbursement is appropriate, however budgetary constraints and individual circumstances of the child/young person will influence this decision.

Applications are assessed on an application by application basis, with consideration given to

- history of child/young person
- care and protection / order arrangements
- length of time in placement
- financial assessment / co-contribution
- rationale for resource
- safety and placement stability
- sibling / family connections
- history of exceptional funding

### 3.6 Application Authorisation

If the application is **APPROVED**

1. **\*\*PAYMENT ARRANGEMENTS TO BE INSERTED HERE\*\***
2. Inform the Carer of the decision / arrange resource.
3. Update C3MS with decision / (upload a copy of approval).
4. Update child/young person's Action Plan.





## 4. Roles and Responsibilities

Role	Responsibilities
Case Manager	<ul style="list-style-type: none"><li>• Consultation with Carer to discuss the child/young person's needs; options and financial assistance requirements.</li><li>• If resource meets the criteria, complete the Exceptional Resource Funding Request Application Form and attach any additional supporting documentation.</li><li>• Upload and process application via C3MS (at the child/young person level).</li><li>• Create a C3MS Referral to applicable Office/Hub Financial Counselling Team for Carer financial assessment and comment.</li><li>• On receipt of financial assessment, review comments.</li><li>• Update original application to summarise any actions/investigation to be taken following financial counselling assessment and comment (i.e. contact Carer regarding high costs associated with mobile phone account).</li><li>• Upload Income and Expenditure Statement and Memo on to C3MS, attached to the original application at the child/young person level.</li><li>• Full application (inclusive financial assessment) to Office/Hub Manager for review and authorisation.</li><li>• If application is <i>not approved</i> by Manager, the child/young person's action plan needs to detail what alternate actions will be taken and what outcomes are expected to be achieved.</li><li>• If application is <i>approved</i>, arrange payment, consult with Carer and arrange resource.</li><li>• Update child/young person's Action Plan to reflect what resources have been allocated, how they are to be used, timeframes and costs at each stage, whether the intended outcomes are achieved and if further resources are required</li><li>• Update C3MS with the decision and actions to be taken. Upload a copy of the approved document.</li><li>• Follow up with Financial Counselling Team regarding any comments highlighted in the financial counselling assessment.</li><li>• Regularly review progress regarding the child/young person and Family/Carer during individual supervision and through case consultations within team meetings and will provide the manager with regular updates regarding progress and any reports at review dates.</li></ul>
Financial Counsellor	<ul style="list-style-type: none"><li>• Accept C3MS referral. Application will be assessed at the Carer level.</li></ul>



## 5. Monitoring, Evaluation and Review

### 5.1 Monitoring

Exceptional Funding detail will be captured in a central database.

This database does not replace C3MS functionality. It will simply be a value-add tool that focuses primarily on exceptional funding detail in order to:

1. capture exceptional funding detail.
2. support exceptional funding reporting
  - (a) regular reports for Offices/Hubs
  - (b) quarterly reports to Executive
  - (c) resource specific reporting, i.e. to support future service delivery performance improvement initiatives.

### 5.2 Evaluation

- The effectiveness of this procedure will be monitored by Case Managers, Financial Counsellors and Managers.
- The provision of Quarterly Reports to Executive will also provide the opportunity to gain high level feedback.

### 5.3 Review

Procedure to be reviewed initially after 3 months and then on an as needs basis, or every 6 months, whichever falls first.

## 6. Supporting documents

- Non-Government School Enrolments, Fees and Associated Educational Services Procedure
- Insurance and Claims Procedure
- DCP Contribution to Purchase of Vehicle for Carer –Agreement and Acknowledgement Form
- DCP Contribution to Leasing of Vehicle for Carer – Agreement and Acknowledgement Form
- DCP Contribution to Home Modifications, Extensions and Renovations Agreement and Acknowledgement Form

## Appendix

- Appendix A - Exceptional Resource Funding Request Application Form



## Procedure

# Exceptional Resource Funding Request

Please note this procedure is mandatory and all Department for Child Protection (DCP) staff are required to adhere to the content

### Summary

This procedure provides explanation and practice guidance surrounding the application for funding for *exceptional resources* to support the needs of children, birth families and carers.

Table 1 - Document details

<b>Publication date</b>	June 2017
<b>File number</b>	
<b>Related legislation</b>	
<b>Related policies, procedures, guidelines, standards, frameworks</b>	<ul style="list-style-type: none"> <li>• Exceptional Resource Funding Request Application Form</li> <li>• Special Needs Loading Application Form</li> <li>• Non-Government School Enrolments, Fees and Associated Educational Services Procedure</li> <li>• Non-government School Enrolment Annual Review and Payment of Fees Form</li> <li>• Insurance and Claims Procedure</li> <li>• DCP Contribution to Purchase of Vehicle for Carer – Agreement and Acknowledgement Form</li> <li>• DCP Contribution to Leasing of Vehicle for Carer – Agreement and Acknowledgement Form</li> <li>• DCP Contribution to Home Modifications, Extensions and Renovations Agreement and Acknowledgement Form</li> </ul>
<b>Version</b>	0.4
<b>Replaces</b>	0.3
<b>Policy Officer (position)</b>	Senior Business Support Officer





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- purchase or lease of motor vehicle
- home modifications, extensions, renovations, renting a larger home
- home support / aids for children or young people with high disability needs until they are eligible for NDIS
- financially assisted adoptions

Resources not considered as *exceptional* include

- **Government Education Services Officer (ESO) or School Services Officer (SSO)**  
These are to be addressed through the individual school and funded by DECD.
- **Commercial care and other high cost individual placements**  
Please refer to Placement Services Unit for *all* placements.
- **Payments relating to Special Needs Loading (SNL)**  
A new or review application for SNL must be submitted in advance of the date in which the loading falls due, *each year*. An application consists of a child/young person's current Complexity Assessment Tool report along with High Intervention Needs Loading Score Sheet and/or Physical or Intellectual Needs Loading Score Sheet. Applications are authorised by DCP Manager. Please refer to the [Special Needs Loading Application Form](#).
- **Resources under \$5,000.00 (unless listed above)**  
To be assessed and determined in accordance with appropriate general processes and approvals from the appropriate delegate.
- **Insurance Claims under \$1,000.00**  
To be assessed and determined in accordance with appropriate general processes and approvals from the appropriate delegate.
- **Insurance Claims over \$10,000.00**  
Claims with an expected value of \$10,000.00 or greater must be submitted via email to DCP:Insurance ([DCPInsurance@sa.gov.au](mailto:DCPInsurance@sa.gov.au)) who will then refer the claim to the SAICORP Claims Manager.



For first time enrolments: the full [Exceptional Resource Funding Request Application Form](#) must be completed.

For subsequent year enrolments: if the child/young person's schooling remains unchanged and there are no other significant changes that may impact a decision, an abbreviated version of the Exceptional Resource Funding Request Application may be filled in. Please refer to the Exceptional Funding Request Application – [Non Government School Enrolment Annual Review and Payment of Fees Application](#).

#### What costs are *included*?

- tuition fees
- technology levy
- general purpose levy
- capital resource levy
- composite fee

#### What costs are *excluded*?

- building levies / building funds (these payments are not compulsory payments. They are considered voluntary donations and are not funded by DCP).

#### Other related educational expenses

- uniforms and footwear
- excursions and camps (to be deleted)
- computers and laptops
- Excursions and day camps paid by carers
- Overnight school camps paid by DCP
- school swimming lessons
- books and stationery
- school sports events (including uniform and footwear)
- 

These items are considered incidentals and should be funded in accordance with appropriate general processes and approvals from the appropriate delegate.

Family Based Carers are required to use the *Education Grant*, paid at the beginning of each school term to assist with incidental education costs relating to the children and/or young people in their care.

#### School Card

If a child or young person is enrolled in a non-government school, they may be eligible for a school card. School Card Application is available from the school or from the Department for Education and Child Development website [www.decd.sa.gov.au](http://www.decd.sa.gov.au)

As there are a variety of non-government schools in South Australia, depending on



*appropriate* contribution by DCP for non-government school fees. Where applications exceed this amount, partial reimbursement of fees with co-contribution from Carer is preferred.

- It is essential to obtain pre-approval of school fee reimbursements so Carers can make an informed decision on their school choice and understand any financial implications to them.

### 3.3.2 Non-Government School Education Services Officer (ESO) / School Services Officer (SSO) Support

ESO/SSO services are often one-to-one intensive supports to help the child/young person with managing their behaviours in the classroom and social environments and/or enhancing their learning opportunities. ESO's and SSO's work under the supervision of the classroom teacher or other nominated teachers on a school site.

#### General considerations for Non-Government School ESO / SSO Support

- (a) Support forms part of child/young person's education plan.
- (b) The school has identified and utilised all funding resources available.
- (c) The school has referred to the Inclusion and Learning Team (Catholic Education) or the AISSA Educational Consultants (Student Diversity) (Independent Schools).
- (d) Does the child/young person have a disability?
  - Has the Children in Out-Of-Home Care Tutoring Program been considered?
  - Does the child/young person have a plan in place with NDIA?
- (e) If eligible, has the child/young person been referred to the DCP School Engagement program?
- (f) Has previous intervention been provided? What was the outcome of this?

#### Assessment of Non-Government School ESO/SSO Support

- New or review applications for non-government ESO or SSO support must be submitted *each term* for every child/young person, along with a progress report of previous intervention.

For further information, please refer to Non-Government School Enrolments, Fees





members of the household.

#### Insurance Claims under \$1,000.00 OR over \$10,000.00

- Claims below \$1,000.00 need to be assessed and determined in accordance with appropriate general processes and approvals from the appropriate delegate.
- Claims with an expected value of \$10,000 or greater must be submitted via email to DCP:Insurance <[DCPInsurance@sa.gov.au](mailto:DCPInsurance@sa.gov.au)> who will then refer the claim to the SAICORP Claims Manager via email.

For further information, please refer to [Insurance and Claims Procedure](#).

### 3.3.5 All Other Resources – Other (over \$5,000.00)

All other resources may include (but are not limited to)

#### Purchase or lease of motor vehicles

In some unique or very limited situations, it may be permissible to make a contribution toward the purchase or lease of a vehicle that the Carer family would not otherwise have required due to the special needs or circumstances of the child(ren) / young person(s) in the placement.

#### General Considerations – purchase of motor vehicle

- (a) Long term guardianship orders are in place.
- (b) As a guide, up to \$20,000.00 per vehicle (where applications exceed this amount, co-contribution is preferred/expected).
- (c) All second hand vehicles must meet the requirements of an appropriate safety and mechanical assessment.
- (d) Vehicle must be comprehensively insured.
- (e) At least 3 vehicle quotes provided.
- (f) The Carer will have the responsibility of maintaining the vehicle to an acceptable standard including running costs and ongoing maintenance.
- (g) Carer is required to sign [DCP Contribution to Purchase of Vehicle for Carer – Agreement and Acknowledgement](#).

#### General Considerations – lease of motor vehicle

- (a) If a DCP preferred Lease Company is not available, Carer to provide 3 quotes.  
(Note: Lease Plan is not to be used as a provider)



#### Case Manager

2. Complete the Exceptional Resource Funding Request Application Form and attach any additional supporting documentation.
3. *If the resource is \$20,000.00 or above*, create a C3MS Referral to appropriate Financial Wellbeing Team for Carer financial assessment and comment.

#### Financial Wellbeing Team (for resources \$20k and above)

4. Accept C3MS referral. Application will be assessed at the Carer level.
5. Interview Carer and prepare Income and Expenditure Statement and Memo based on information provided by the Carer.
6. Upload Income and Expenditure Statement and Memo on C3MS and return to Case Manager via C3MS.

#### Case Manager

7. *(If applicable)* Review comments made by Financial Wellbeing Team. Update original application to summarise any actions/investigation to be taken following financial wellbeing assessment and comment. Upload Income and Expenditure Statement and Memo onto C3MS, attached to the original application at the child/young person level.
8. Forward application to Business Manager for financial review.

#### Business Manager

9. Review financial aspects of application and forward to appropriate Manager for review and endorsement.



4. Update child/young person's Action Plan.
5. Update Exceptional Funding Database.

If the application is **NOT APPROVED**

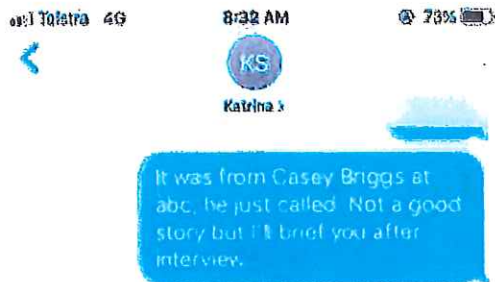
1. Child/young person's action plan needs to detail what alternate actions will be taken and what outcomes are expected to be achieved.
2. Inform the Carer of the decision.
3. Update C3MS with decision.
4. Update Exceptional Funding Database.





Role	Responsibilities
	<ul style="list-style-type: none"><li>• Consultation with Case Manager regarding expenditure statement and memo for individual children and family/Carer.</li></ul>
Business Manager	<ul style="list-style-type: none"><li>• Review financial component of <i>exceptional resource</i> funding request.</li><li>• Forward exceptional resource funding request application to appropriate Manager.</li></ul>
Manager	<ul style="list-style-type: none"><li>• Review and endorse <i>exceptional resource</i> funding request.</li><li>• Forward exceptional resource funding request application to appropriate Financial Authorisor.</li><li>• Monitor expenditure in consultation with business support.</li><li>• Provide regular updates to the relevant executive director.</li></ul>
Financial Authorisor	<ul style="list-style-type: none"><li>• Level 3 or 4 Authorisor or the Chief Financial Officer authorise all applications for exceptional resource funding <i>under</i> \$20,000.00.</li><li>• Chief Executive Officer or Deputy Chief Executive Officer authorise all applications for exceptional resource funding <i>for</i> \$20,000.00 or over.</li></ul>
Business Support	<ul style="list-style-type: none"><li>• Process payment / reimbursement.</li><li>• Update Exceptional Funding Database.</li><li>• Provide a reporting function.</li></ul>

Text messages re: ABC media enquiry about home modifications (21/1/19 to 22/2/19)



Blue: DCP Media Manager

Grey: omcp Media Advisor

I can't talk now but that is  
clearly about that that  
wanted an extension

What's her name?

Will call you as soon as I can.  
We need to background this  
Journos ASAP with the real story  
here as it changes the  
perspective dramatically

Hey Sarah, I'm just about to  
email some questions to get  
DCPs help with responding  
from the ABC Casey Briggs so  
we provide the right info.  
In saying that, we don't need to  
answer each question literally!

I am reading an old PBN about  
and there is  
some good info in there, which  
we could potentially use in the  
DCP response.

In regards to home  
modifications, the PBN says  
DCP has never entered into an  
arrangement of building a new  
house and/or undertaking  
Reno's on an existing property  
where there are significant  
property changes.

I reckon most people would  
think that is fair enough.

I wondered if that would be  
good to include in the  
response? Because it makes it  
clear we wouldn't do such a  
thing and never have.


Just in summary to confirm

- have we ever approved significant modifications to homes in the past
- have we rejected numerous calls for home modifications in the past (this is important)
- have we always rejected/it's not in our practice to approve significant modifications ever - if that's the case, that's important

One of the lines could be (if true)  
"DCP has never approved significant home modifications for foster carers and such requests have been rejected in the past, including xxxx xxxx xxx"

Telstra 4G

8:34 AM

72% 



Katrina >

Sorry, final final message!

This long, convoluted email from the ABC states DCP had reached an "in principle" agreement to give this carer a transportable structure for a house.

It's he said, she said - but this might not even be true!!

Hmmm I'll find out

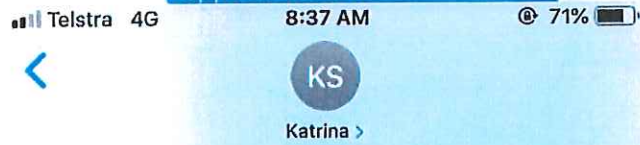
That's something DCP could definitely say is not true - if it's not (if it's the carer we think it is saying this)  
I'd show Cathy/Fiona the long list of accusations tomorrow and if anything is incorrect, I'd background the journo.



Text messages re: ABC media enquiry about home modifications (21/1/19 to 22/2/19)

So adding in "in the past, under the former Labor Government" would be correct?

I guess so? I don't have specific dates etc but we get apps all the time



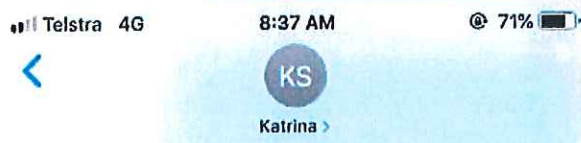
Should I send the line to you for approval? Apparently Penny is also speaking to Cathy just generally

I don't think we need to approve it again, they were comfortable we had knocked back unreasonable applications in the past

Ok, as long as you think it's correct that we can say "in the past under Labor"

I can't wait for this story to run

Yeah I just don't have specific applications and dates



All good don't need specifics as long as it's OK to add that - and I'll tell the journo.

That's specifically talking about new houses and major Reno's

Yes

That's fine

Text messages re: ABC media enquiry about home modifications (21/1/19 to 22/2/19)

and young people, and where needed, provides additional support for these families.

Yes thanks happy with that.

Thanks!

Wed, Jan 23, 8:46 AM

Hi Jenny, do you have a few minutes this morning for me to pop up and see you? This home mods story is getting a bit bigger than first thought and we need to provide some extra info. I have a name of a carer who is being interviewed as well. Thanks, Sarah

Telstra 4G 10:15 AM 63%



Cathy >

FYI sounds like there maybe more than one carer being interviewed abt being denied money for Reno's. One name we got is [REDACTED], not sure if she is on our radar. Labor is also behind this story. Will chat tomorrow.

Ok

Sorry it's been so full on with media this last week!

Might be helpful to get Jenny/finance to run report re what we have spent in past years - v small