



Dear 

DECISION ON YOUR ACCESS APPLICATION

I refer to your application under section 30 of the *Freedom of Information Act 2016* (FOI Act), received by Canberra Health Services (CHS) on **Wednesday 5 July 2023**.

This application requested access to:

All documents related to Question on Notice 1176.

I am an Information Officer appointed by the Chief Executive Officer of Canberra Health Services (CHS) under section 18 of the FOI Act to deal with access applications made under Part 5 of the Act. CHS was required to provide a decision on your access application by **Wednesday 16 August 2023**.

I have identified 25 documents holding the information within scope of your access application. These are outlined in the schedule of documents included at Attachment A to this decision letter.

Decisions on access

I have decided to:

- grant full access to two documents; and
- grant partial access to 23 documents.

My access decisions are detailed further in the following statement of reasons and the documents released to you are provided as Attachment B to this letter.

In reaching my access decision, I have taken the following into account:

- The FOI Act;
- The contents of the documents that fall within the scope of your request;
- The views of relevant third parties; and
- The *Human Rights Act 2004*.

Full Access

I have decided to grant full access to two documents at references 8 and 24.

Partial Access

I have decided to grant partial access to 23 documents at references 1-7, 9-23 and 25 as they contain information that I consider to be contrary to the public interest to disclose under the test set out in section 17 of the FOI Act.

Public Interest Factors Favouring Disclosure

The following factors were considered relevant in favour of the disclosure of the documents:

- Schedule 2, 2.1(a)(i) promote open discussion of public affairs and enhance the government's accountability; and
- Schedule 2, 2.1(a)(ii) contribute to positive and informed debate on important issues or matters of public interest.

Public Interest Factors Favouring Non-Disclosure

The following factors were considered relevant in favour of the non-disclosure of the documents:

- Schedule 2, 2.2 (a)(ii) prejudice the protection of an individual's right to privacy or any other right under the *Human Rights Act 2004*.

On balance, the factors favouring disclosure did not outweigh the factor favouring non-disclosure as the redacted information contains mobile phone numbers and superannuation details of ACT Government employees. Therefore, I determined the information identified is contrary to the public interest and I have decided not to disclose this information.

Charges

Processing charges are not applicable to this request.

Disclosure Log

Under section 28 of the FOI Act, CHS maintains an online record of access applications called a disclosure log. The scope of your access application, my decision and documents released to you will be published in the disclosure log not less than three days but not more than 10 days after the date of this decision. Your personal contact details will not be published.

<https://www.health.act.gov.au/about-our-health-system/freedom-information/disclosure-log>.

Ombudsman review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the FOI Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from the day that my decision is published in ACT Health's disclosure log, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601
Via email: ACTFOI@ombudsman.gov.au
Website: ombudsman.act.gov.au

ACT Civil and Administrative Tribunal (ACAT) review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
Allara House
15 Constitution Avenue
GPO Box 370

Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Further assistance

Should you have any queries in relation to your request, please do not hesitate to contact the FOI Coordinator on (02) 5124 9831 or email HealthFOI@act.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Janet Zagari', with a large, stylized flourish extending to the right.

Janet Zagari
Deputy Chief Executive Officer
Canberra Health Services

2 August 2023

FREEDOM OF INFORMATION SCHEDULE OF DOCUMENTS

Please be aware that under the *Freedom of Information Act 2016*, some of the information provided to you will be released to the public through the ACT Government's Open Access Scheme. The Open Access release status column of the table below indicates what documents are intended for release online through open access.

Personal information or business affairs information will not be made available under this policy. If you think the content of your request would contain such information, please inform the contact officer immediately.

Information about what is published on open access is available online at: <http://www.health.act.gov.au/public-information/consumers/freedom-information>

APPLICANT NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	FILE NUMBER
[REDACTED]	<i>All documents related to Question on Notice 1176</i>	CHSFOI23-24.01

Ref Number	Page Number	Description	Date	Status Decision	Factor	Open Access release status
1.	1	Email – Assembly Sitting 9-11 May 2023 Questions on Notice	16 May 2023	Partial Release	Out of scope information redacted Schedule 2, 2.2(a)(ii) Privacy	YES
2.	2 – 3	Email – FW: FOR ACTION: GBCHS23/140: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - Minister for Health - Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing	16 May 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
3.	4	Email – FW: Cleared input - Comms	19 May 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
4.	5 - 6	Email – Re: FOR ACTION: GBCHS23/140: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters -	19 May 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES

		Minister for Health - Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing				
5.	7 – 18	Email and attachment – RE: Budget question for QON - response updated	24 May 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
6.	19 – 21	Email and attachment – RE: FOR ACTION: GBCHS23140: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - Minister for Health - Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing [attachment at reference 5]	24 May 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
7.	22 – 34	Email and attachment – RE: Budget question for QON - response updated	25 May 2023	Partial Release	Out of scope information redacted Schedule 2, 2.2(a)(ii) Privacy	YES
8.	35	Email – GBCHS23/140 - Minister for Health - Assembly Sitting 29-23 March 2023 – Question on Notice (QoN) 1176 - Communications Staffing	26 May 2023	Full Release		YES
9.	36 – 41	Email and attachment – RE: URGENT: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing	30 May 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
10.	42 – 43	Email – QoN Current Status	30 May 2023	Partial Release	Out of scope information redacted Schedule 2, 2.2(a)(ii) Privacy	YES
11.	44 – 61	Email and attachments – RE: URGENT: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing	7 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
12.	62	Email – GBCHS23/140: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - Minister for Health - Assembly Sitting 9-11 May 2023 - Question on Notice (QoN) 1176 - Communications Staffing	7 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES

13.	63 – 64	Email – RE: QON 1176 Communications Staffing	15 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
14.	65 – 67	Email – RE: QoN Current Status	21 June 2023	Partial Release	Out of scope information redacted Schedule 2, 2.2(a)(ii) Privacy	YES
15.	68 – 70	Email – RE: QoN update	27 June 2023	Partial Release	Out of scope information redacted Schedule 2, 2.2(a)(ii) Privacy	YES
16.	71 – 72	Email – RE: Current Status QoNs and QToNs	28 June 2023	Partial Release	Out of scope information redacted Schedule 2, 2.2(a)(ii) Privacy	YES
17.	73 – 75	Email – RE: QoN update	28 June 2023	Partial Release	Out of scope information redacted Schedule 2, 2.2(a)(ii) Privacy	YES
18.	76 – 87	Email and attachment – FW: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing	28 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
19.	88 – 90	Email – RE: Urgent For Action: GBCHS23/140 - QoN 1176 - Communications Staffing	28 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
20.	91 – 107	Email and attachment – RE: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing	28 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
21.	108 – 112	Email – ACTHD advice: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing	29 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
22.	113	Email – FW: ACTHD advice: GBCHS23/140: Assembly Sitting 29- 23 March 2023 – Question on Notice (QoN) 1176 - Communications Staffing	29 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES

23.	114 – 116	Email – RE: QoN update	29 June 2023	Partial Release	Out of scope information redacted Schedule 2, 2.2(a)(ii) Privacy	YES
24.	117	Email – Questions on notice: 1176 and 1160	30 June 2023	Full Release	Out of scope information redacted	YES
25.	118 – 138	Email – QON 1176	10 July 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
Total Number of Documents						
25						

From: Canberra Health Services Ministerial
Sent: Tuesday, 16 May 2023 14:46
To: CEOHealth; CHS, DCEO; CHS COO; Canberra Health Services CFO
Cc: Smith, SallyJ (Health); Smith, Josephine (Health)
Subject: Assembly Sitting 9-11 May 2023 Questions on Notice

Tracking:	Recipient	Read
	CEOHealth	Read: 16/05/2023 14:54
	CHS, DCEO	
	CHS COO	Read: 16/05/2023 14:52
	Canberra Health Services CFO	Read: 16/05/2023 14:53
	Smith, SallyJ (Health)	
	Smith, Josephine (Health)	Read: 16/05/2023 15:08

OFFICIAL

Good Afternoon

For your information please see below for the list of Questions on Notice received for CHS response:

TRIM Ref	QoN No	Title	Portfolio	Division	Due to MO	Due to Assembly
Out of Scope						
GBCHS23/140	1176	Communications Staffing	Health	DCEO	05/06/2023	11/06/2023
GBCHS23/141	1181	Communications Staffing	Mental Health	DCEO	05/06/2023	11/06/2023
Out of Scope						

All QoN requests have now been sent to areas for response with one exception. GBCHS23/141 (QoN 11) and GBCHS23/141 (QoN 1181) are a repeat of the same question except one is for Health and the other is for Mental Health, so only one has been sent for response.

CHS also received 3 QToNs, all three were answered in session by the minister and not further work is required so these have not been put in TRIM.

If you have any questions related to the above please let me know.

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 Mobile: [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Jean, David (Health)
Sent: Tuesday, 16 May 2023 16:23
To: Zagari, Janet (Health)
Cc: CHS, DCEO
Subject: FW: FOR ACTION: GBCHS23/140: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - Minister for Health - Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hi J, any chance of a quick discussion about this one please?

David Jean
Executive Branch Manager
Strategic Communication and Engagement

Canberra Health Services | ACT Government
P. (02) 512 46115 | M [REDACTED] | E. David.Jean@act.gov.au
Canberra Health Services media on-call phone: 0466 948 935

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From: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Sent: Tuesday, 16 May 2023 12:08 PM
To: Canberra Health Services Communications <CHScomms@act.gov.au>
Cc: CHS, DCEO <CHSDCEO@act.gov.au>; Jean, David (Health) <David.Jean@act.gov.au>
Subject: FOR ACTION: GBCHS23/140: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - Minister for Health - Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hi Dave

CHS has received a Question on Notice (QoN 1176) from Ms Castley MLA in relation to Communication and Engagement Staffing.

GBCHS23/140 has been created for this request and templates have been prepared for the response and costing tool.

In accordance with Standing Orders (118A) of the Assembly, the response must be provided in writing within 30 days.

To meet this timeframe the cleared response is due to CHS.Ministerial@act.gov.au by **25 May 2023** to enable clearance by the CEO and to the Minister's Office by 5 June 2023.

Please note input from ACTHD has been requested and Ben is seeking advice on Question 2.

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Mobile [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Hunter, Kerryn (Health) on behalf of CHS DLO
Sent: Friday, 19 May 2023 11:25
To: Canberra Health Services Ministerial
Subject: FW: Cleared input - Comms

Importance: High

OFFICIAL: Sensitive

For filing

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Hodshon, Gerard <Gerard.Hodshon@act.gov.au> **On Behalf Of** CMCD DLO

Sent: Thursday, 18 May 2023 5:04 PM

To: CHS DLO <CHSDLO@act.gov.au>; ACT Health DLO <ACTHealthDLO@act.gov.au>

Cc: Jaques, Alison <Alison.Jaques@act.gov.au>

Subject: Cleared input - Comms

Importance: High

OFFICIAL: Sensitive

Hi all,

Please find below cleared input in relation to 1160 and 1176.

Please get back to me with any questions.

Kind regards,

Gez

1160

MS CASTLEY: To ask the Minister for Mental Health —

What is the (a) number, (b) title and (c) grade of positions, for all media and communications staff in the Minister's office.

All ACT Executive staff are pooled and employed by the Chief Minister so no further breakdown can be provided.

1176

MS CASTLEY: To ask the Minister for Health —

(2) What is the (a) number, (b) title and (c) grade of position, for all media and communications staff in the Minister's office.

All ACT Executive staff are pooled and employed by the Chief Minister so no further breakdown can be provided.

From: Jean, David (Health)
Sent: Friday, 19 May 2023 11:27
To: Canberra Health Services Ministerial
Subject: Re: FOR ACTION: GBCHS23/140: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - Minister for Health - Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Thanks Kerryn. I'm still waiting on some input from finance, but should be all ready early next week.

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From: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Sent: Friday, May 19, 2023 11:20:39 AM
To: Canberra Health Services Communications <CHScomms@act.gov.au>
Cc: CHS, DCEO <CHSDCEO@act.gov.au>; Jean, David (Health) <David.Jean@act.gov.au>
Subject: RE: FOR ACTION: GBCHS23/140: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - Minister for Health - Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Good morning Dave

Just letting you know I have added the input for the RSS office into the template for question 2

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Canberra Health Services Ministerial
Sent: Tuesday, 16 May 2023 12:08 PM
To: Canberra Health Services Communications <CHScomms@act.gov.au>
Cc: CHS, DCEO <CHSDCEO@act.gov.au>; Jean, David (Health) <David.Jean@act.gov.au>
Subject: FOR ACTION: GBCHS23/140: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - Minister for Health - Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

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In accordance with Standing Orders (118A) of the Assembly, the response must be provided in writing within 30 days.

To meet this timeframe the cleared response is due to CHS.Ministerial@act.gov.au by **25 May 2023** to enable clearance by the CEO and to the Minister's Office by 5 June 2023.

Please note input from ACTHD has been requested and Ben is seeking advice on Question 2.

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Mobile: [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Gopallen, Premila (Health)
Sent: Wednesday, 24 May 2023 12:17
To: Jean, David (Health)
Cc: Jeyamanoharan, Gowri (Health); CHS, DCEO
Subject: RE: Budget question for QON - response updated
Attachments: QON Media and Comms Branch.xlsx

UNOFFICIAL

Hi David,

As discussed, we've given the budget figures for Cost Centre 66122 Media and Strategic Communications. Please see attached file.

Columns E & F shows the budget based on our financial report and *Columns G & H* provides the budget figures based on the FTEs requested in your email below.

In addition to this, we have also added separate budget lines for S&W Overtime and Allowances.

As per our books for Cost Centre 66122 Media and Strategic Communications, we have 11 funded FTEs excluding your position. However, to note your request is for 13.4 FTEs.

For the 6 project funded FTEs there is no budget, but we have again provided the estimated budget figures in *Column G & H* as opposed to actual costs.

This is because you've requested for annual figures and some of these positions are not showing in every pay.

Please let us know if there are any concerns or anything you would like updated.

Thanks.

Kind regards,

Premila Gopallen (Premi) | Finance Business Partner

Phone: 02 6205 5069 | E-mail: premila.gopallen@act.gov.au

Finance and Business Intelligence | Canberra Health Services | ACT Government

PO Box 11 Woden ACT 2606 | health.act.gov.au

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I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: Jean, David (Health) <David.Jean@act.gov.au>

Sent: Tuesday, 23 May 2023 12:39 PM

To: Gopallen, Premila (Health) <Premila.Gopallen@act.gov.au>

Cc: Jeyamanoharan, Gowri (Health) <Gowri.Jeyamanoharan@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>

Subject: RE: Budget question for QON - response updated

Importance: High

UNOFFICIAL

Hi again Premila, have another request related to the QON. I need to provide "salary costs" for all members of the Communication and Engagement Branch.

I've started the table below. Are you able to help fill this with salary costs and total? I've popped in names and where a position is fractional to hopefully help. Some of these positions are funded outside by Branch but they are all part of the branch in terms of reporting lines.

Sorry for last minute request - thought I already had this information. Any chance of having by COB today or early tomorrow?

Permanently funded			
Title	Grade	Salary cost	Description
Executive Branch Manager, Strategic Communication and Engagement	Executive Branch Manager		
Senior Director, Channels and Insights	SOGA		<p>Responsible for the development, management, and optimisation of all CHS internal and external channels including reporting and insights.</p> <p>Liaises with organisational partners and key stakeholders, including consumers and CHS team members to develop a deep understanding of audience's preferences and needs, to ensure these needs are met with appropriate channels.</p>
Senior Director, Content	SOGA		<p>Responsible for leading and managing a team that develops, implements, evaluates, and reports on communication and engagement activities that support organisational priorities.</p>
Director, Media	SOGB		<p>Responsible for leading and managing a team responsible for providing strategic</p>

			advice on reactive and proactive media activities, developing media materials and issues and event management.
Assistant Director, Media	SOGC		Assists with the development and delivery of Canberra Health Services' proactive and reactive media activities. Provides strategic media advice to CHS team members. Ensures the effective operation of the media inquiry process and manages media events as required.
Director, Content	SOGB		Account manager responsible for developing implementing and evaluating communication tactics to support CHS business priorities
Assistant Director, Channel Management (internal channels)	SOGC		Channel manager responsible for overseeing internal channels including health hub, staff forums, staff emails, digital screens.
Assistant Director, Channel Management (external channels)	SOGC		Channel manager responsible for overseeing external channels including social media and website.
Content Officer (research)	SOGC		Communication and engagement support

			for Office for Research.
Senior Graphic Designer	SOGC		Graphic design.
Web developer	AS06		Web development
Communication officer	AS06		Account manager
Communications Officer	AS05		Communications support officer
Content Officer (Infrastructure and Health Support Services)	SOGC		Content officer supporting priorities within the Infrastructure and Health Support Services Division
Total	14		
Project funded			
Senior Director, Brand	SOGA		Temporary project funded position to deliver Brand Project
Assistant Director, Brand	SOGC		Temporary project position to deliver brand project.
Senior Director, Content and Engagement (Campus Modernisation/Major infrastructure)	SOGA		Temporary project funded position to support CHS's move to the new critical services building – external comms and engagement, change comms, internal comms
Graphic designer	AS06		Temporary funded project position to support Critical Services Building
Director, Content and Engagement (Campus Modernisation/Major infrastructure)	SOGB		Temporary project position to support Centenary Hospital expansion project.
Assistant Director, Content (Campus Master Plan)	SOGC		Temporary project position to support comms requirements for Campus Master plan implementation. Change comms, internal comms, external comms

Total	6		
Overall	20		

David Jean
Executive Branch Manager
Strategic Communication and Engagement

Canberra Health Services | ACT Government
P. (02) 512 46115 | M. [REDACTED] | E. David.Jean@act.gov.au
Canberra Health Services media on-call phone: 0466 948 935

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From: Gopallen, Premila (Health) <Premila.Gopallen@act.gov.au>
Sent: Thursday, 18 May 2023 4:53 PM
To: Jean, David (Health) <David.Jean@act.gov.au>
Cc: Jeyamanoharan, Gowri (Health) <Gowri.Jeyamanoharan@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>; Fletcher, Mark (Health) <Mark.Fletcher@act.gov.au>
Subject: Re: Budget question for QON - response updated

UNOFFICIAL

Hi David

Pertaining to Brand Project Funding, please refer to the table below for the original funding split allowed between years in Aug 22.

	2022-23 (\$m)	2023-24 (\$m)	2024-25 (\$m)
Comms Portion	\$0.85m	\$0.65m	\$0m

The actual spend is much less and we raise invoice to recover funds to match the expenses. The estimated yearly spend is around \$0.523m. The breakdown of April YTD spend and Year end spend is given below:

April YTD actual spend

- Labour \$0.243m
- Advertising & Promotional expenses \$0.146m

Full year forecast

- Labour \$0.300m
- Operating Expense \$0.223m

We would like to discuss this information with you. I will send out an invite for a quick chat.

Thanks.

Kind regards,

Premila Gopallen (Premi) | Finance Business Partner

Phone: 02 6205 5069 | E-mail: premila.gopallen@act.gov.au

Finance and Business Intelligence | Canberra Health Services | ACT Government

PO Box 11 Woden ACT 2606 | health.act.gov.au

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I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: Jean, David (Health) <David.Jean@act.gov.au>

Sent: Thursday, 18 May 2023 10:17 AM

To: Gopallen, Premila (Health) <Premila.Gopallen@act.gov.au>

Cc: Jeyamanoharan, Gowri (Health) <Gowri.Jeyamanoharan@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>;

Fletcher, Mark (Health) <Mark.Fletcher@act.gov.au>

Subject: RE: Budget question for QON - response updated

UNOFFICIAL

Thanks so much Premila. This is perfect. Are you able to pull the Brand project funding for 22-23 and 23-24 separately (minus salary costs)? I suspect this will be required.

David Jean

Executive Branch Manager

Strategic Communication and Engagement

Canberra Health Services | ACT Government

P. (02) 512 46115 | M. [REDACTED] E. David.Jean@act.gov.au

Canberra Health Services media on-call phone: 0466 948 935

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Services**

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From: Gopallen, Premila (Health) <Premila.Gopallen@act.gov.au>

Sent: Thursday, 18 May 2023 10:16 AM

To: Jean, David (Health) <David.Jean@act.gov.au>

Cc: Jeyamanoharan, Gowri (Health) <Gowri.Jeyamanoharan@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>;

Fletcher, Mark (Health) <Mark.Fletcher@act.gov.au>

Subject: Re: Budget question for QON - response updated

UNOFFICIAL

Hi David

Just resending this email with minor changes to my response. Please disregard the previous email.

Thanks.

Kind regards,

Premila Gopallen (Premi) | Finance Business Partner

Phone: 02 6205 5069 | E-mail: premila.gopallen@act.gov.au

Finance and Business Intelligence | Canberra Health Services | ACT Government

PO Box 11 Woden ACT 2606 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: Gopallen, Premila (Health)

Sent: Thursday, 18 May 2023 10:00 AM

To: Jean, David (Health) <David.Jean@act.gov.au>

Cc: Jeyamanoharan, Gowri (Health) <Gowri.Jeyamanoharan@act.gov.au>; Fletcher, Mark (Health) <Mark.Fletcher@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>

Subject: Re: Budget question for QON

UNOFFICIAL

Hi David

Please see my response below in [blue](#).

Useful to note:

- The information provided assumes this request relates to 2022-23 budget only;
- Communication and Engagement branch includes Brand project which has nil budget allocation. As such, the information provided here relates directly to Media and Strategic Communications cost centre; and
- The high-level explanation provided is for Operating expenses.

Do let me know if you require any further assistance with this.

Thanks.

Kind regards,

Premila Gopallen (Premi) | Finance Business Partner

Phone: 02 6205 5069 | E-mail: premila.gopallen@act.gov.au

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From: Jean, David (Health) <David.Jean@act.gov.au>

Sent: Wednesday, 17 May 2023 11:48 AM

To: Gopallen, Premila (Health) <Premila.Gopallen@act.gov.au>

Cc: Jeyamanoharan, Gowri (Health) <Gowri.Jeyamanoharan@act.gov.au>; Fletcher, Mark (Health) <Mark.Fletcher@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>

Subject: Budget question for QON

Hi Premila, hope you are well.

We have received a QON around staffing and budget for the Communication and Engagement Branch.

One of the elements of this is “annual budget apart from salary costs”. Would you be able to produce a number for me on this? [\\$287,622 Operating Expenses 2022-23 budget^{\[b\]}](#) (Annually updated for indexation, new initiatives and other Government adjustments).

Happy to chat with you around interpretation of the request and whether all staffing costs should be included or excluded. Eg our on call costs would be salary costs? [Staffing/Labour costs budget include Salary & Wages \(inclusive of OT and allowances\) and Superannuation.](#)

I think we should also include a sentence that explains in high level terms what the budget is made up of. [The 2022-23 annual budget for Communication and Engagement Branch apart from salary mainly relates to Advertising & Promotional expenses, Computer & Communication, Contractors & Consultants, Staff Development & Recruitment and Other miscellaneous administrative expenses.](#)

I have also provided a full year budget summary for your reference. Please let me know if you require any further information.

2022-2023	
66122 - Media and Strategic Communications	
	Full Year Budget \$000
Net Operating Result	-1,947
Expense	1,947 [a] + [k]
Labour	1,659 [a]
Salaries & Wages	1,436
S&W Ordinary Expenses	1,401
S&W Overtime	10
S&W Allowances	26
Superannuations	223
Operating Expenses	288 [b]
Computer & Communication Expenses	68
Other Supplies & Services	213
Food	0
Contractors & Consultants	41
Staff Development	21
Recruitment	13
Administrative Expenses	135
Printing, Stationery & Publications	1
Transport	2
Other Expenses	7

Hoping to land this by COB Friday if possible.

Thanks,

David Jean

Executive Branch Manager

Strategic Communication and Engagement

Canberra Health Services | ACT Government

P. (02) 512 46115 | M. [REDACTED] E. David.Jean@act.gov.au

Canberra Health Services media on-call phone: 0466 948 935

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Permanently funded

Title	Grade	Salary cost	Description	FTE	Annual Budget	Requested FTEs	Annual Budget for requested FTEs	Budget Classification	Comments
Executive Branch Manager, Strategic Communication and Engagement	Executive Branch Manager			1	\$249,511	1	\$249,511	EL1.3	Budget is in DCEO Exec cost centre
Senior Director, Channels and Insights	SOGA		Responsible for the development, management, and optimisation of all CHS internal and external channels including reporting and insights. Liaises with organisational partners and key stakeholders, including consumers and CHS team members to develop a deep understanding of audience's preferences and needs, to ensure these needs are met with appropriate channels.	1	\$154,445 \$48,258	1	\$154,445 \$48,258	0.75 FTE SOA.1 0.25 FTE SOB.3	
Senior Director, Content	SOGA		Responsible for leading and managing a team that develops, implements, evaluates, and reports on communication and engagement activities that support organisational priorities.	1	\$175,279	1	\$175,279	SOA.1	
Director, Media	SOGB		Responsible for leading and managing a team responsible for providing strategic advice on reactive and proactive media activities, developing media materials and issues and event	1	\$170,117	1	\$170,117	SOB.3	
Assistant Director, Media	SOGC		Assists with the development and delivery of Canberra Health Services' proactive and reactive media activities. Provides strategic media advice to CHS team members. Ensures the effective operation of the media inquiry process and manages media events as required.	1	\$137,937	1	\$137,937	SOC.2	
Director, Content	SOGB		Account manager responsible for developing implementing and evaluating communication tactics to support CHS business priorities	1	\$202,532	1	\$202,532	SOB.3	
Assistant Director, Channel Management (internal channels)	SOGC		Channel manager responsible for overseeing internal channels including health hub, staff forums, staff emails, digital screens.	1	\$137,937	0.8	\$110,349	0.8 FTE SOC.2	Possible savings due to 0.2 FTE temporarily vacant
Assistant Director, Channel Management (external)	SOGC		Channel manager responsible for overseeing external channels including social media and website.			1	\$137,937		Nil budget
Content Officer (research)	SOGC		Communication and engagement support for Office for Research.			1	\$137,937		Nil budget
Senior Graphic Designer	SOGC		Graphic design.	1	\$137,937	1	\$137,937	SOC.2	
Web developer	ASO6		Web development	1	\$116,528	1	\$116,528	ASO6.5	
Communication officer	ASO6		Account manager	1	\$104,286	1	\$104,286	ASO6.2	
Communications Officer	ASO5		Communications support officer	1	\$100,021	1	\$100,021	ASO5.3	Possible savings due to 1 FTE temporarily vacant
r (Infrastructure and Health Su	SOGC		Content officer supporting priorities within the Infrastructure and Health Support Services Division	1	\$137,937	0.6	\$82,762	0.6 FTE SOC.2	Possible savings due to 0.4 FTE temporarily vacant
S&W Overtime Budget					\$10,272		\$10,272		
S&W Allowances Budget					\$25,679		\$25,679		
Total	14			12	\$1,908,675	13.4	\$2,101,786		

Project funded

Senior Director, Brand	SOGA	[REDACTED]	Temporary project funded position to deliver Brand Project			1	\$175,279		Nil budget; funded by other Divisions
Assistant Director, Brand	SOGC	[REDACTED]	Temporary project position to deliver brand project.			1	\$137,937		Nil budget; funded by other Divisions
Senior Director, Content and Engagement (Campus Modernisation/Major infrastructure)	SOGA	[REDACTED]	Temporary project funded position to support CHS's move to the new critical services building –external comms and engagement, change comms, internal comms			1	\$175,279		Nil budget; funded by other Divisions
Graphic designer	ASO6	[REDACTED]	Temporary funded project position to support Critical Services Building			1	\$104,286		Nil budget; funded by other Divisions
Director, Content and Engagement (Campus Modernisation/Major infrastructure)	SOGB	[REDACTED]	Temporary project position to support Centenary Hospital expansion project.			1	\$170,117		Nil budget; funded by other Divisions
Assistant Director, Content (Campus Master Plan)	SOGC	[REDACTED]	Temporary project position to support comms requirements for Campus Master plan implementation. Change comms, internal comms, external comms			1	\$137,937		Nil budget; funded by other Divisions
Project Total		6		0	\$0	6	\$900,835		

From: Canberra Health Services Ministerial
Sent: Wednesday, 24 May 2023 16:20
To: Jean, David (Health)
Subject: RE: FOR ACTION: GBCHS23140: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - Minister for Health - Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Thanks Dave

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Jean, David (Health) <David.Jean@act.gov.au>
Sent: Wednesday, 24 May 2023 2:51 PM
To: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Subject: RE: FOR ACTION: GBCHS23/140: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - Minister for Health - Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Will do – just chasing up finance team for their input

David Jean

Executive Branch Manager

Strategic Communication and Engagement

Canberra Health Services | ACT Government

P. (02) 512 46115 | M. [REDACTED] | E. David.Jean@act.gov.au

Canberra Health Services media on-call phone: 0466 948 935

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From: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Sent: Wednesday, 24 May 2023 1:37 PM
To: Jean, David (Health) <David.Jean@act.gov.au>
Subject: RE: FOR ACTION: GBCHS23/140: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - Minister for Health - Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hi Dave

I can't progress this one until the attached costing tool has been completed. Are you able to do that for me?

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au**Phone:** (02) 5124 9524 **Mobile:** [REDACTED]**E-mail:** kerryn.hunter@act.gov.au**From:** Jean, David (Health) <David.Jean@act.gov.au>**Sent:** Wednesday, 24 May 2023 1:06 PM**To:** Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>**Cc:** CHS, DCEO <CHSDCEO@act.gov.au>**Subject:** RE: FOR ACTION: GBCHS23/140: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - Minister for Health - Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hi Kerryn, this is now good to progress for clearance.

I've attached the calculations prepared by finance for reference. Please treat this information confidentially as it includes the salary information of everyone on my team.

Sing out if you require anything else from me on this one.

David Jean

Executive Branch Manager

Strategic Communication and Engagement

Canberra Health Services | ACT Government

P. (02) 512 46115 | M. [REDACTED] | E. David.Jean@act.gov.au

Canberra Health Services media on-call phone: 0466 948 935

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From: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>**Sent:** Friday, 19 May 2023 11:21 AM**To:** Canberra Health Services Communications <CHScomms@act.gov.au>**Cc:** CHS, DCEO <CHSDCEO@act.gov.au>; Jean, David (Health) <David.Jean@act.gov.au>**Subject:** RE: FOR ACTION: GBCHS23/140: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - Minister for Health - Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Good morning Dave

Just letting you know I have added the input for the RSS office into the template for question 2

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Canberra Health Services Ministerial

Sent: Tuesday, 16 May 2023 12:08 PM

To: Canberra Health Services Communications <CHScomms@act.gov.au>

Cc: CHS, DCEO <CHSDCEO@act.gov.au>; Jean, David (Health) <David.Jean@act.gov.au>

Subject: FOR ACTION: GBCHS23/140: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - Minister for Health - Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hi Dave

CHS has received a Question on Notice (QoN 1176) from Ms Castley MLA in relation to Communication and Engagement Staffing.

GBCHS23/140 has been created for this request and templates have been prepared for the response and costing tool.

In accordance with Standing Orders (118A) of the Assembly, the response must be provided in writing within 30 days.

To meet this timeframe the cleared response is due to CHS.Ministerial@act.gov.au by **25 May 2023** to enable clearance by the CEO and to the Minister's Office by 5 June 2023.

Please note input from ACTHD has been requested and Ben is seeking advice on Question 2.

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Mobile [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Gopallen, Premila (Health)
Sent: Thursday, 25 May 2023 11:35
To: Jean, David (Health)
Cc: Jeyamanoharan, Gowri (Health); CHS, DCEO
Subject: RE: Budget question for QON - response updated
Attachments: GBCHS23140 2022-23 QoN Costing Tool template.XLSX

UNOFFICIAL

Hi David

As requested, please see attached file.

Once we sought clarification on this QON, we spent most of this time extracting the data, summarising and reviewing the information to meet this request.

Thanks.

Kind regards,

Premila Gopallen (Premi) | Finance Business Partner

Phone: 02 6205 5069 | E-mail: premila.gopallen@act.gov.au

Finance and Business Intelligence | Canberra Health Services | ACT Government

PO Box 11 Woden ACT 2606 | health.act.gov.au

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I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: Jean, David (Health) <David.Jean@act.gov.au>
Sent: Wednesday, 24 May 2023 1:41 PM
To: Gopallen, Premila (Health) <Premila.Gopallen@act.gov.au>
Cc: Jeyamanoharan, Gowri (Health) <Gowri.Jeyamanoharan@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>
Subject: RE: Budget question for QON - response updated

UNOFFICIAL

Hi Premila, sorry one last thing. Can you please complete the attached costing tool, outlining how many minutes you and/or anyone else in your team spent on this QON? Include time spent on the salary aspect as well as time spent on calculating the annual Branch budget as per the below email chain.

Thanks,

David Jean

Executive Branch Manager

Strategic Communication and Engagement

Canberra Health Services | ACT Government

P. (02) 512 46115 | M. [REDACTED] E. David.Jean@act.gov.au

Canberra Health Services media on-call phone: 0466 948 935

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From: Gopallen, Premila (Health) <Premila.Gopallen@act.gov.au>
Sent: Wednesday, 24 May 2023 12:17 PM
To: Jean, David (Health) <David.Jean@act.gov.au>
Cc: Jeyamanoharan, Gowri (Health) <Gowri.Jeyamanoharan@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>
Subject: RE: Budget question for QON - response updated

UNOFFICIAL

Hi David,

As discussed, we've given the budget figures for Cost Centre 66122 Media and Strategic Communications. Please see attached file.

Columns E & F shows the budget based on our financial report and *Columns G & H* provides the budget figures based on the FTEs requested in your email below.

In addition to this, we have also added separate budget lines for S&W Overtime and Allowances.

As per our books for Cost Centre 66122 Media and Strategic Communications, we have 11 funded FTEs excluding your position. However, to note your request is for 13.4 FTEs.

For the 6 project funded FTEs there is no budget, but we have again provided the estimated budget figures in *Column G & H* as opposed to actual costs.

This is because you've requested for annual figures and some of these positions are not showing in every pay.

Please let us know if there are any concerns or anything you would like updated.

Thanks.

Kind regards,

Premila Gopallen (Premi) | Finance Business Partner

Phone: 02 6205 5069 | E-mail: premila.gopallen@act.gov.au

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From: Jean, David (Health) <David.Jean@act.gov.au>
Sent: Tuesday, 23 May 2023 12:39 PM
To: Gopallen, Premila (Health) <Premila.Gopallen@act.gov.au>
Cc: Jeyamanoharan, Gowri (Health) <Gowri.Jeyamanoharan@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>
Subject: RE: Budget question for QON - response updated
Importance: High

UNOFFICIAL

Hi again Premila, have another request related to the QON. I need to provide "salary costs" for all members of the Communication and Engagement Branch.

I've started the table below. Are you able to help fill this with salary costs and total? I've popped in names and where a position is fractional to hopefully help. Some of these positions are funded outside by Branch but they are all part of the branch in terms of reporting lines.

Sorry for last minute request - thought I already had this information. Any chance of having by COB today or early tomorrow?

Permanently funded			
Title	Grade	Salary cost	Description
Executive Branch Manager, Strategic Communication and Engagement	Executive Branch Manager		
Senior Director, Channels and Insights	SOGA		<p>Responsible for the development, management, and optimisation of all CHS internal and external channels including reporting and insights.</p> <p>Liaises with organisational partners and key stakeholders, including consumers and CHS team members to develop a deep understanding of audience's preferences and needs, to ensure these needs are met with appropriate channels.</p>
Senior Director, Content	SOGA		<p>Responsible for leading and managing a team that develops, implements, evaluates, and reports on communication and engagement activities that support organisational priorities.</p>
Director, Media	SOGB		<p>Responsible for leading and managing a team responsible for providing strategic</p>

			advice on reactive and proactive media activities, developing media materials and issues and event management.
Assistant Director, Media	SOGC		<p>Assists with the development and delivery of Canberra Health Services' proactive and reactive media activities.</p> <p>Provides strategic media advice to CHS team members.</p> <p>Ensures the effective operation of the media inquiry process and manages media events as required.</p>
Director, Content	SOGB		Account manager responsible for developing implementing and evaluating communication tactics to support CHS business priorities
Assistant Director, Channel Management (internal channels)	SOGC		Channel manager responsible for overseeing internal channels including health hub, staff forums, staff emails, digital screens.
Assistant Director, Channel Management (external channels)	SOGC		Channel manager responsible for overseeing external channels including social media and website.
Content Officer (research)	SOGC		Communication and engagement support

			for Office for Research.
Senior Graphic Designer	SOGC		Graphic design.
Web developer	AS06		Web development
Communication officer	AS06		Account manager
Communications Officer	AS05		Communications support officer
Content Officer (Infrastructure and Health Support Services)	SOGC		Content officer supporting priorities within the Infrastructure and Health Support Services Division
Total	14		
Project funded			
Senior Director, Brand	SOGA		Temporary project funded position to deliver Brand Project
Assistant Director, Brand	SOGC		Temporary project position to deliver brand project.
Senior Director, Content and Engagement (Campus Modernisation/Major infrastructure)	SOGA		Temporary project funded position to support CHS's move to the new critical services building – external comms and engagement, change comms, internal comms
Graphic designer	AS06		Temporary funded project position to support Critical Services Building
Director, Content and Engagement (Campus Modernisation/Major infrastructure)	SOGB		Temporary project position to support Centenary Hospital expansion project.
Assistant Director, Content (Campus Master Plan)	SOGC		Temporary project position to support comms requirements for Campus Master plan implementation. Change comms, internal comms, external comms

Total	6		
Overall	20		

David Jean
Executive Branch Manager
Strategic Communication and Engagement

Canberra Health Services | ACT Government
P. (02) 512 46115 | M. [REDACTED] | E. David.Jean@act.gov.au
Canberra Health Services media on-call phone: 0466 948 935

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From: Gopallen, Premila (Health) <Premila.Gopallen@act.gov.au>
Sent: Thursday, 18 May 2023 4:53 PM
To: Jean, David (Health) <David.Jean@act.gov.au>
Cc: Jeyamanoharan, Gowri (Health) <Gowri.Jeyamanoharan@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>; Fletcher, Mark (Health) <Mark.Fletcher@act.gov.au>
Subject: Re: Budget question for QON - response updated

UNOFFICIAL

Hi David

Pertaining to Brand Project Funding, please refer to the table below for the original funding split allowed between years in Aug 22.

	2022-23 (\$m)	2023-24 (\$m)	2024-25 (\$m)
Comms Portion	\$0.85m	\$0.65m	\$0m

The actual spend is much less and we raise invoice to recover funds to match the expenses. The estimated yearly spend is around \$0.523m. The breakdown of April YTD spend and Year end spend is given below:

April YTD actual spend

- Labour \$0.243m
- Advertising & Promotional expenses \$0.146m

Full year forecast

- Labour \$0.300m
- Operating Expense \$0.223m

We would like to discuss this information with you. I will send out an invite for a quick chat.

Thanks.

Kind regards,

Premila Gopallen (Premi) | Finance Business Partner

Phone: 02 6205 5069 | E-mail: premila.gopallen@act.gov.au

Finance and Business Intelligence | Canberra Health Services | ACT Government

PO Box 11 Woden ACT 2606 | health.act.gov.au

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From: Jean, David (Health) <David.Jean@act.gov.au>

Sent: Thursday, 18 May 2023 10:17 AM

To: Gopallen, Premila (Health) <Premila.Gopallen@act.gov.au>

Cc: Jeyamanoharan, Gowri (Health) <Gowri.Jeyamanoharan@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>;

Fletcher, Mark (Health) <Mark.Fletcher@act.gov.au>

Subject: RE: Budget question for QON - response updated

UNOFFICIAL

Thanks so much Premila. This is perfect. Are you able to pull the Brand project funding for 22-23 and 23-24 separately (minus salary costs)? I suspect this will be required.

David Jean

Executive Branch Manager

Strategic Communication and Engagement

Canberra Health Services | ACT Government

P. (02) 512 46115 | M. [REDACTED] | E. David.Jean@act.gov.au

Canberra Health Services media on-call phone: 0466 948 935

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From: Gopallen, Premila (Health) <Premila.Gopallen@act.gov.au>

Sent: Thursday, 18 May 2023 10:16 AM

To: Jean, David (Health) <David.Jean@act.gov.au>

Cc: Jeyamanoharan, Gowri (Health) <Gowri.Jeyamanoharan@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>;

Fletcher, Mark (Health) <Mark.Fletcher@act.gov.au>

Subject: Re: Budget question for QON - response updated

UNOFFICIAL

Hi David

Just resending this email with minor changes to my response. Please disregard the previous email.

Thanks.

Kind regards,

Premila Gopallen (Premi) | Finance Business Partner

Phone: 02 6205 5069 | E-mail: premila.gopallen@act.gov.au

Finance and Business Intelligence | Canberra Health Services | ACT Government

PO Box 11 Woden ACT 2606 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: Gopallen, Premila (Health)

Sent: Thursday, 18 May 2023 10:00 AM

To: Jean, David (Health) <David.Jean@act.gov.au>

Cc: Jeyamanoharan, Gowri (Health) <Gowri.Jeyamanoharan@act.gov.au>; Fletcher, Mark (Health) <Mark.Fletcher@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>

Subject: Re: Budget question for QON

UNOFFICIAL

Hi David

Please see my response below in [blue](#).

Useful to note:

- The information provided assumes this request relates to 2022-23 budget only;
- Communication and Engagement branch includes Brand project which has nil budget allocation. As such, the information provided here relates directly to Media and Strategic Communications cost centre; and
- The high-level explanation provided is for Operating expenses.

Do let me know if you require any further assistance with this.

Thanks.

Kind regards,

Premila Gopallen (Premi) | Finance Business Partner

Phone: 02 6205 5069 | E-mail: premila.gopallen@act.gov.au

Finance and Business Intelligence | Canberra Health Services | ACT Government

PO Box 11 Woden ACT 2606 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND

I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

From: Jean, David (Health) <David.Jean@act.gov.au>

Sent: Wednesday, 17 May 2023 11:48 AM

To: Gopallen, Premila (Health) <Premila.Gopallen@act.gov.au>

Cc: Jeyamanoharan, Gowri (Health) <Gowri.Jeyamanoharan@act.gov.au>; Fletcher, Mark (Health) <Mark.Fletcher@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>

Subject: Budget question for QON

Hi Premila, hope you are well.

We have received a QON around staffing and budget for the Communication and Engagement Branch.

One of the elements of this is “annual budget apart from salary costs”. Would you be able to produce a number for me on this? [\\$287,622 Operating Expenses 2022-23 budget^{\[b\]}](#) (Annually updated for indexation, new initiatives and other Government adjustments).

Happy to chat with you around interpretation of the request and whether all staffing costs should be included or excluded. Eg our on call costs would be salary costs? [Staffing/Labour costs budget include Salary & Wages \(inclusive of OT and allowances\) and Superannuation.](#)

I think we should also include a sentence that explains in high level terms what the budget is made up of. [The 2022-23 annual budget for Communication and Engagement Branch apart from salary mainly relates to Advertising & Promotional expenses, Computer & Communication, Contractors & Consultants, Staff Development & Recruitment and Other miscellaneous administrative expenses.](#)

I have also provided a full year budget summary for your reference. Please let me know if you require any further information.

2022-2023	
66122 - Media and Strategic Communications	
	Full Year Budget \$000
Net Operating Result	-1,947
Expense	1,947 [a] + [k]
Labour	1,659 [a]
Salaries & Wages	1,436
S&W Ordinary Expenses	1,401
S&W Overtime	10
S&W Allowances	26
Superannuations	223
Operating Expenses	288 [b]
Computer & Communication Expenses	68
Other Supplies & Services	213
Food	0
Contractors & Consultants	41
Staff Development	21
Recruitment	13
Administrative Expenses	135
Printing, Stationery & Publications	1
Transport	2
Other Expenses	7

Hoping to land this by COB Friday if possible.

Thanks,
David Jean
 Executive Branch Manager
Strategic Communication and Engagement

Canberra Health Services | ACT Government
 P. (02) 512 46115 | M. [REDACTED] | E. David.Jean@act.gov.au
 Canberra Health Services media on-call phone: 0466 948 935

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND
 Creating exceptional healthcare together

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

Out of Scope

From: Hoffmann, Cameron (Health) on behalf of Canberra Health Services Ministerial
Sent: Friday, 26 May 2023 13:45
To: CHS DLO
Cc: Hunter, Kerryn (Health)
Subject: GBCHS23/140 - Minister for Health - Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing
Attachments: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - Minister for Health - Assembly Sitting 29-23 ~ Communications Staffing.tr5

OFFICIAL

Hi Ryan

The following has been cleared for progression:

GBCHS23/140 - Minister for Health - Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

Can you please check with the MO re the response to Q2 to confirm it's correct?

Thanks,

Cam

Cameron Hoffmann | Assistant Assembly Liaison Officer | Assembly and Ministerial Liaison

Phone: 02 5124 6145 | Email: CHS.Ministerial@act.gov.au

Government Relations | Canberra Health Services | ACT Government

Ground Floor, Building 28 Canberra Hospital, Garran ACT 2605 | health.act.gov.au

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND

From: Canberra Health Services Ministerial
Sent: Tuesday, 30 May 2023 11:39
To: GovernmentBusinessHealth
Cc: CHS DLO
Subject: RE: URGENT: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing
Attachments: GBCHS23140 QoN 1176 Comms Staffing - RSS.DOCX

OFFICIAL

This time with attachment

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Canberra Health Services Ministerial
Sent: Tuesday, 30 May 2023 11:37 AM
To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>
Cc: CHS DLO <CHSDLO@act.gov.au>
Subject: URGENT: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing
Importance: High

OFFICIAL

Hi Kylie

I forgot to seek ACTHD input on this one, are you able to arrange input from ACTHD and if we could have the input by 2pm Friday 2 June it would be appreciated.

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au



Rachel Stephen-Smith MLA

Minister for Health

Minister for Families and Community Services

Minister for Aboriginal and Torres Strait Islander Affairs

Member for Kurrajong

RESPONSE TO QUESTION ON NOTICE

Questions on Notice Paper No 29

12 May 2023

Question No. 1176

Asked by LEANNE CASTLEY MLA:

1. What is the (a) number, (b) title and (c) grade of positions, (d) annual salary cost for each employee, (e) annual budget apart from salary costs and (f) stated function, for each of (i) Canberra Health Services' Strategic Communication and Engagement Branch and (ii) ACT Health Directorate's Communications Branch.
2. What is the (a) number, (b) title and (c) grade of position, for all media and communications staff in the Minister's office.

MS STEPHEN-SMITH MLA - The answer to the Member's question is as follows:

1.
 - a) The Canberra Health Services Strategic Communication and Engagement Branch consists of 14 permanently funded team members (13.4 FTE), led by an Executive Branch Manager and consisting of communication officers, internal and external channel managers, media officers, graphic design and web development. Several of these are funded to provide specific support to a particular Division or priority, such as Infrastructure and Health Support Services and Research and Learning.

Additionally, the team currently has six temporary project funded team members to support specific projects. This includes a Senior Director and Graphic Designer to support operational commissioning of the new Critical Services Building through internal and external engagement and communication, a Director to support the expansion of Centenary Hospital for Women and Children through internal and external engagement and communication, a Senior Director and Assistant Director to support the CHS Brand Project and an Assistant Director to support communication and engagement, both internal and external, for the Canberra Hospital Campus Master Plan.

ACT Legislative Assembly London Circuit, GPO Box 1020, Canberra ACT 2601



+61 2 6205 2661



stephen-smith@act.gov.au



@RachelSS_MLA



rachelSSMLA



rachelss_mla

b) c) and d)

Permanently funded			
Title	Grade	Salary cost	Description
Executive Branch Manager, Strategic Communication and Engagement	Executive Branch Manager	\$249,511	Branch Executive
Senior Director, Channels and Insights	SOGA [REDACTED]	\$202,703	<p>Responsible for the development, management, and optimisation of all CHS internal and external channels including reporting and insights.</p> <p>Liaises with organisational partners and key stakeholders, including consumers and CHS team members to develop a deep understanding of audience's preferences and needs, to ensure these needs are met with appropriate channels.</p>
Senior Director, Content	SOGA	\$175,279	Responsible for leading and managing a team that develops, implements, evaluates, and reports on communication and engagement activities that support organisational priorities.
Director, Media	SOGB	\$170,117	Responsible for leading and managing a team responsible for providing strategic advice on reactive and proactive media activities, developing media materials and issues and event management.
Assistant Director, Media	SOGC	\$137,937	<p>Assists with the development and delivery of Canberra Health Services' proactive and reactive media activities.</p> <p>Provides strategic media advice to CHS team members. Ensures the effective operation of the media</p>

Permanently funded			
Title	Grade	Salary cost	Description
			inquiry process and manages media events as required.
Director, Content	SOGB [REDACTED]	\$202,532	Account manager responsible for developing implementing and evaluating communication tactics to support CHS business priorities
Assistant Director, Channel Management (internal channels)	SOGC	\$110,349 (0.8 FTE)	Channel manager responsible for overseeing internal channels including health hub, staff forums, staff emails, digital screens.
Assistant Director, Channel Management (external channels)	SOGC	\$137,937	Channel manager responsible for overseeing external channels including social media and website.
Content Officer (research)	SOGC	\$137,937	Communication and engagement support for Office for Research.
Senior Graphic Designer	SOGC	\$137,937	Graphic design.
Web developer	AS06	\$116,528	Web development
Communication officer	AS06	\$104,286	Account manager
Communications Officer	AS05	\$100,021	Communications support officer
Content Officer (Infrastructure and Health Support Services)	SOGC	\$82,762 (0.6 FTE)	Content officer supporting priorities within the Infrastructure and Health Support Services Division
Total	13.4		

Project funded			
Title	Grade	Salary cost	Description
Senior Director, Brand	SOGA	\$175,279	Temporary project funded position to deliver Brand Project
Assistant Director, Brand	SOGC	\$137,937	Temporary project position to deliver brand project.
Senior Director, Content and Engagement (Campus Modernisation/Major infrastructure)	SOGA	\$175,279	Temporary project funded position to support CHS's move to the new critical services building –external comms and engagement, change comms, internal comms
Graphic designer	ASO6	\$104,286	Temporary funded project position to support Critical Services Building
Director, Content and Engagement (Campus Modernisation/Major infrastructure)	SOGB	\$170,117	Temporary project position to support Centenary Hospital expansion project.
Assistant Director, Content (Campus Master Plan)	SOGC	\$137,937	Temporary project position to support comms requirements for Campus Master plan implementation. Change comms, internal comms, external comms
Total	6		

Total Staffing is 19.6 FTE

- e) \$287,622 Operating Expenses 2022-23 budget (annually updated for indexation, new initiatives and other ACT Government adjustments).
- f) The role of the CHS Strategic Communication and Engagement Branch is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals, and the Canberra community to find and understand the information they need about public health services.

The Strategic Communication and Engagement Branch are a multi-disciplinary team with decades of experience and formal qualifications in public relations, journalism, engagement, change management, web development, graphic design, marketing, multi-media, brand management and associated disciplines. They are passionate about delivering quality communication that is measurable, aligned to strategy, enables effective and efficient service delivery and that ultimately helps people.

The functions include public relations, communication strategy and campaigns, marketing, advertising and media buying, issues and reputation management, change communication and management, content development, social media, internal communication, online engagement, web development, event management, speech writing, editing, brand management, executive communication, graphic design, photography, videography and project management.

2. All ACT Executive staff are pooled and employed by the Chief Minister so no further breakdown can be provided.

Approved for circulation to the Member and incorporation into Hansard.

**Rachel Stephen-Smith MLA
Minister for Health**

Date:.....

This response required 9hrs 50mins to complete, at an approximate cost of \$952.41.

From: Canberra Health Services Ministerial
Sent: Tuesday, 30 May 2023 15:58
To: CEOHealth; CHS, DCEO; CHS COO
Cc: Stevenson, Nicole (Health); Schorsch, Kate (Health); Smith, SallyJ (Health); Smith, SallyJ (Health)
Subject: QoN Current Status

Tracking:	Recipient	Read
	CEOHealth	
	CHS, DCEO	Read: 31/05/2023 09:14
	CHS COO	Read: 30/05/2023 17:05
	Stevenson, Nicole (Health)	
	Schorsch, Kate (Health)	
	Smith, SallyJ (Health)	
	Smith, SallyJ (Health)	

OFFICIAL

Good Afternoon All

We currently have no overdue QoN's, the table below show's the current status of the QoN's received during the 9-11 May Sitting:

QoN No	Title	Portfolio	Due to MO	Comments
Out of Scope				
1176	Communications Staffing	Health	05/06/2023	26/05/2023: CHS input provided to CHS DLO, waiting on ACTHD input prior to progressing to MO
1181	Communications Staffing	Mental Health	05/06/2023	16/05/2023: Same question as 1176, will refer members to the response for 1176 30/05/2023: waiting on finalisation of 1176 prior to finalising.

Out of Scope

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Brooks, Paisley (Health) on behalf of GovernmentBusinessHealth
Sent: Wednesday, 7 June 2023 15:09
To: Canberra Health Services Ministerial
Cc: GovernmentBusinessHealth
Subject: RE: URGENT: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing
Attachments: CHS Response QoN 1176 Comms Staffing - RSS.DOCX; 2021-22 QoN Costing Tool template GBC23284.XLSX; ACTHD Input Response - Question on Notice - Canberra Health Services and ACT Health Directorate Communications Branches.DOCX; 2021-22 QoN Costing Tool template GBC23286.XLSX

OFFICIAL

Hi Kerry,

Apologies for the delay, please find attached ACTHD input.

We have provided input for both QON 1176 and QON 1181, The ACT Health Directorate's Communication and Engagement Branch supports the Minister for Health and the Minister for Mental Health and we have provided the same input for both QONs.

Please reach out with any concerns.

Kind regards,

Paisley Brooks

Coordination Officer

Phone: MS Teams | Email: paisley.brooks@act.gov.au

Ministerial and Government Services | ACT Health Directorate

2-6 Bowes Street Phillip ACT 2606 health.act.gov.au



I acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. I acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

 *Please consider the environment before printing this email.*

From: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Sent: Wednesday, 7 June 2023 12:33 PM
To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>
Cc: CHS DLO <CHSDLO@act.gov.au>
Subject: RE: URGENT: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hi Kylie

Just wondering if you have received any input for this one and if not when do you think it might come through to CHS?

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Canberra Health Services Ministerial

Sent: Tuesday, 30 May 2023 11:39 AM

To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>

Cc: CHS DLO <CHSDLO@act.gov.au>

Subject: RE: URGENT: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

This time with attachment

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

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Sent: Tuesday, 30 May 2023 11:37 AM

To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>

Cc: CHS DLO <CHSDLO@act.gov.au>

Subject: URGENT: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

Importance: High

OFFICIAL

Hi Kylie

I forgot to seek ACTHD input on this one, are you able to arrange input from ACTHD and if we could have the input by 2pm Friday 2 June it would be appreciated.

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au



Rachel Stephen-Smith MLA

Minister for Health

Minister for Families and Community Services

Minister for Aboriginal and Torres Strait Islander Affairs

Member for Kurrajong

RESPONSE TO QUESTION ON NOTICE

Questions on Notice Paper No 29

12 May 2023

Question No. 1176

Asked by LEANNE CASTLEY MLA:

1. What is the (a) number, (b) title and (c) grade of positions, (d) annual salary cost for each employee, (e) annual budget apart from salary costs and (f) stated function, for each of (i) Canberra Health Services' Strategic Communication and Engagement Branch and (ii) ACT Health Directorate's Communications Branch.
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MS STEPHEN-SMITH MLA - The answer to the Member's question is as follows:

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Additionally, the team currently has six temporary project funded team members to support specific projects. This includes a Senior Director and Graphic Designer to support operational commissioning of the new Critical Services Building through internal and external engagement and communication, a Director to support the expansion of Centenary Hospital for Women and Children through internal and external engagement and communication, a Senior Director and Assistant Director to support the CHS Brand Project and an Assistant Director to support communication and engagement, both internal and external, for the Canberra Hospital Campus Master Plan.

ACT Legislative Assembly London Circuit, GPO Box 1020, Canberra ACT 2601



+61 2 6205 2661



stephen-smith@act.gov.au



@RachelSS_MLA



rachelSSMLA



rachelss_mla

b) c) and d)

Permanently funded			
Title	Grade	Salary cost	Description
Executive Branch Manager, Strategic Communication and Engagement	Executive Branch Manager	\$249,511	Branch Executive
Senior Director, Channels and Insights	SOGA [REDACTED]	\$202,703	<p>Responsible for the development, management, and optimisation of all CHS internal and external channels including reporting and insights.</p> <p>Liaises with organisational partners and key stakeholders, including consumers and CHS team members to develop a deep understanding of audience's preferences and needs, to ensure these needs are met with appropriate channels.</p>
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Title	Grade	Salary cost	Description
			inquiry process and manages media events as required.
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Assistant Director, Channel Management (external channels)	SOGC	\$137,937	Channel manager responsible for overseeing external channels including social media and website.
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Senior Graphic Designer	SOGC	\$137,937	Graphic design.
Web developer	AS06	\$116,528	Web development
Communication officer	AS06	\$104,286	Account manager
Communications Officer	AS05	\$100,021	Communications support officer
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Total	13.4		

Project funded			
Title	Grade	Salary cost	Description
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Total	6		

Total Staffing is 19.6 FTE

- e) \$287,622 Operating Expenses 2022-23 budget (annually updated for indexation, new initiatives and other ACT Government adjustments).
- f) The role of the CHS Strategic Communication and Engagement Branch is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals, and the Canberra community to find and understand the information they need about public health services.

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The functions include public relations, communication strategy and campaigns, marketing, advertising and media buying, issues and reputation management, change communication and management, content development, social media, internal communication, online engagement, web development, event management, speech writing, editing, brand management, executive communication, graphic design, photography, videography and project management.

ii)

a) The ACT Health Directorate's Communication and Engagement Branch supports the Minister for Health and the Minister for Mental Health and consists of 16 team members.

b) c) and d)

Title	Grade	Salary Range
Executive Branch Manager	EBM	\$177,847 to \$209,347
Senior Director, Strategic Communication	SOGA	\$157,201
Senior Director, Media	SOGA	\$157,201
Senior Director, Engagement	SOGA	\$157,201
Director, Online	SOGB	\$135,355 to \$152,377
Director, Communication	SOGB	\$135,355 to \$152,377
Assistant Director, Media	SOGC	\$114,928 to \$123,710
Senior Communications Officer	SOGC	\$114,928 to \$123,710
Senior Communications Officer	SOGC	\$114,928 to \$123,710
Senior Communications Officer	SOGC	\$114,928 to \$123,710
Web Developer	ASO6	\$91,315 to \$104,509
Communications Officer	ASO6	\$91,315 to \$104,509
Communications and Admin Officer	ASO6	\$91,315 to \$104,509
Multimedia Officer	ASO6	\$91,315 to \$104,509
Graphic Designer	ASO6	\$91,315 to \$104,509
Graphic Designer	ASO6	\$91,315 to \$104,509
Total	16	

e) The annual budget apart from salary costs is \$0.533m.

f) The stated function of the branch is as follows:

STRATEGIC COMMUNICATIONS

- Communications Plans
- Annual/seasonable (projectable) campaigns
- Project-related campaigns
- Event plans
- Campaign development and delivery, including
 - Infrastructure programs

- Culture Review Implementation
- Drug suite
- DHR/MyDHR
- Population Health
- Vaping
- Voluntary Assisted Dying
- Nurse and Midwife ratios
- Annual Report editing, design and production
- Social Media
 - Channel management
 - Planning
 - Content Development
 - Design
 - Monitoring
 - Response
- Brand management
 - ACTHD management
 - Integration/alignment with WoG branding
 - Aboriginal and Torres Straight Islander/Culture Walls Style Guide management
- Internal communication
 - Health HQ
 - DG Forums
 - DG Wrap
 - In need communications
- Project budget management

ENGAGEMENT

- Human Services Engagement Project
 - All division consultation
 - Community Services Directorate consultation
- Engagement capability on campaign activities
- Engagement audit and mentoring
- Your Say surveys
- Key stakeholder engagement
- Cross-directorate engagement

MEDIA

- Management of all media engagements
 - ACTHD
 - COVID-19
- Ministerial Office media liaison, advice and response
- Cross-directorate liaison
- Event media
- Management of/liaison for Minister's media
 - stand ups
 - other appearances

- AIHW reporting/assessment through to Minister's Office
- Speech and talking point development (in liaison with business units)
- Story design and development

ONLINE AND DESIGN

- DX project (in partnership with Chief Minister, Treasury and Economic Development and Community Services Directorates)
 - User research
 - Systems design
 - Content development
 - Site design
 - Stakeholder engagement
- Graphic design and publishing
 - Major reports
 - Documents
 - Social media visual content
 - Web site
 - Project collateral
- Audio visual
 - Filming and production
 - Photography
 - Management of photo shoots
 - Social media
 - Web site
 - Project collateral
- Animation
- Website management
 - Technical support
 - Content updates
- Contractor management

2. All ACT Executive staff are pooled and employed by the Chief Minister so no further breakdown can be provided.

Approved for circulation to the Member and incorporation into Hansard.

**Rachel Stephen-Smith MLA
Minister for Health**

Date:.....

This response required 11hrs 50mins to complete, at an approximate cost of \$1149.15.

Question on Notice Costing Sheet

Notice paper

QoN reference number

	Input minutes	Cost
ASO3	<input type="text"/>	\$ -
ASO4	<input type="text"/>	\$ -
ASO5	<input type="text"/>	\$ -
ASO6	<input type="text"/>	\$ -
SOGC	<input type="text"/>	\$ -
SOGB	30	\$ 46.03
SOGA	90	\$ 150.71
SES1	<input type="text"/>	\$ -
SES2	<input type="text"/>	\$ -
SES3	<input type="text"/>	\$ -
Total	120	\$ 196.74

Instructions:

Only the green cells require input.

Input the time taken in minutes to the relevant cells.

The costing sheet will calculate the total time taken and cost.

A separate costing sheet should be used for each individual QoN.

For support or queries on how to use this costing tool contact the

[Cabinet Office](#)

Activity	Level	2021-22 cost (incl. on-costs)	Hours	Hourly cost
Research	ASO3	\$102,026	36.75	\$53.24
Research	ASO4	\$112,618	36.75	\$58.77
Research	ASO5	\$121,661	36.75	\$63.49
Preparation	ASO6	\$130,205	36.75	\$67.95
Preparation	SOGC	\$156,521	36.75	\$81.68
Review	SOGB	\$182,402	38	\$92.06
Review	SOGA	\$199,083	38	\$100.47
Clearance	SES1	\$261,466	38	\$131.96
Clearance	SES2	\$332,713	38	\$167.92
Clearance	SES3	\$414,570	38	\$209.23

Notes: Data on this sheet is used to Calculate calculations - do not modify

Notes: Whereas the FOI Act previously allowed fees to be charged for responding to FOI requests, the new Act does not (other than the costs of materials used to provide the response)
For comparison, the previous FOI Act permitted charges of \$25 per hour spent searching and retrieving documents and \$33 per hour spent deciding whether to grant access to documents.

Notes: Current costs are FY 2021-22 based on average costs for levels ASO3-SOGA and .2 levels for SES1-SES3



Emma Davidson MLA
 Minister for Disability
 Minister for Justice Health
 Minister for Mental Health
 Assistant Minister for Families and Community Services

Member for Murrumbidgee

RESPONSE TO QUESTION ON NOTICE
Questions on Notice Paper No 29
Friday, 12 May 2023
Question No. 1181

Asked by **MS LEANNE CASTLEY MLA** –

What is the (a) number, (b) title, (c) grade of positions, (d) annual salary cost for each employee, (e) annual budget apart from salary costs and (f) stated function, for each of (i) Canberra Health Services' Strategic Communication and Engagement Branch and (ii) ACT Health Directorate's Communications Branch.

MS DAVIDSON MLA - The answer to the Member's question is as follows:

ii)

a) The ACT Health Directorate's Communication and Engagement Branch supports the Minister for Health and the Minister for Mental Health and consists of 16 team members.

b) c) and d)

Title	Grade	Salary Range
Executive Branch Manager	EBM	\$177,847 to \$209,347
Senior Director, Strategic Communication	SOGA	\$157,201
Senior Director, Media	SOGA	\$157,201
Senior Director, Engagement	SOGA	\$157,201
Director, Online	SOGB	\$135,355 to \$152,377
Director, Communication	SOGB	\$135,355 to \$152,377
Assistant Director, Media	SOGC	\$114,928 to \$123,710
Senior Communications Officer	SOGC	\$114,928 to \$123,710
Senior Communications Officer	SOGC	\$114,928 to \$123,710

Title	Grade	Salary Range
Senior Communications Officer	SOGC	\$114,928 to \$123,710
Web Developer	ASO6	\$91,315 to \$104,509
Communications Officer	ASO6	\$91,315 to \$104,509
Communications and Admin Officer	ASO6	\$91,315 to \$104,509
Multimedia Officer	ASO6	\$91,315 to \$104,509
Graphic Designer	ASO6	\$91,315 to \$104,509
Graphic Designer	ASO6	\$91,315 to \$104,509
Total	16	

e) The annual budget apart from salary costs is \$0.533m.

f) The stated function of the branch is as follows:

STRATEGIC COMMUNICATIONS

- Communications Plans
- Annual/seasonable (projectable) campaigns
- Project-related campaigns
- Event plans
- Campaign development and delivery, including
 - Infrastructure programs
 - Culture Review Implementation
 - Drug suite
 - DHR/MyDHR
 - Population Health
 - Vaping
 - Voluntary Assisted Dying
 - Nurse and Midwife ratios
- Annual Report editing, design and production
- Social Media
 - Channel management
 - Planning
 - Content Development
 - Design
 - Monitoring
 - Response
- Brand management
 - ACTHD management
 - Integration/alignment with WoG branding
 - Aboriginal and Torres Straight Islander/Culture Walls Style Guide management
- Internal communication
 - Health HQ
 - DG Forums
 - DG Wrap

- In need communications
- Project budget management

ENGAGEMENT

- Human Services Engagement Project
 - All division consultation
 - Community Services Directorate consultation
- Engagement capability on campaign activities
- Engagement audit and mentoring
- Your Say surveys
- Key stakeholder engagement
- Cross-directorate engagement

MEDIA

- Management of all media engagements
 - ACTHD
 - COVID-19
- Ministerial Office media liaison, advice and response
- Cross-directorate liaison
- Event media
- Management of/liaison for Minister's media
 - stand ups
 - other appearances
- AIHW reporting/assessment through to Minister's Office
- Speech and talking point development (in liaison with business units)
- Story design and development

ONLINE AND DESIGN

- DX project (in partnership with Chief Minister, Treasury and Economic Development and Community Services Directorates)
 - User research
 - Systems design
 - Content development
 - Site design
 - Stakeholder engagement
- Graphic design and publishing
 - Major reports
 - Documents
 - Social media visual content
 - Web site
 - Project collateral
- Audio visual
 - Filming and production
 - Photography
 - Management of photo shoots

- Social media
- Web site
- Project collateral
- Animation
- Website management
 - Technical support
 - Content updates
- Contractor management

Approved for circulation to the Member and incorporation into Hansard.

**Emma Davidson MLA
Minister for Mental Health**

Date:.....

This response required 2 hours to complete, at an approximate cost of \$196.74.

Question on Notice Costing Sheet

Notice paper	<input type="text"/>
QoN reference number	<input type="text"/>

	Input minutes		Cost
ASO3	<input type="text"/>	\$	-
ASO4	<input type="text"/>	\$	-
ASO5	<input type="text"/>	\$	-
ASO6	<input type="text"/>	\$	-
SOGC	<input type="text"/>	\$	-
SOGB	30	\$	46.03
SOGA	90	\$	150.71
SES1	<input type="text"/>	\$	-
SES2	<input type="text"/>	\$	-
SES3	<input type="text"/>	\$	-
Total	120	\$	196.74

Instructions:

Only the green cells require input.

Input the time taken in minutes to the relevant cells.

The costing sheet will calculate the total time taken and cost.

A separate costing sheet should be used for each individual QoN.

For support or queries on how to use this costing tool contact the

[Cabinet Office](#)

Activity	Level	2021-22 cost (incl. on-costs)	Hours	Hourly cost
Research	ASO3	\$102,026	36.75	\$53.24
Research	ASO4	\$112,618	36.75	\$58.77
Research	ASO5	\$121,661	36.75	\$63.49
Preparation	ASO6	\$130,205	36.75	\$67.95
Preparation	SOGC	\$156,521	36.75	\$81.68
Review	SOGB	\$182,402	38	\$92.06
Review	SOGA	\$199,083	38	\$100.47
Clearance	SES1	\$261,466	38	\$131.96
Clearance	SES2	\$332,713	38	\$167.92
Clearance	SES3	\$414,570	38	\$209.23

Notes: Data on this sheet is used to Calculate calculations - do not modify

Notes: Whereas the FOI Act previously allowed fees to be charged for responding to FOI requests, the new Act does not (other than the costs of materials used to provide the response)
For comparison, the previous FOI Act permitted charges of \$25 per hour spent searching and retrieving documents and \$33 per hour spent deciding whether to grant access to documents.

Notes: Current costs are FY 2021-22 based on average costs for levels ASO3-SOGA and .2 levels for SES1-SES3

From: Hunter, Kerryn (Health) on behalf of CHS DLO
Sent: Wednesday, 7 June 2023 16:54
To: Bransgrove, Meagen
Cc: Murray, Ryan (Health)
Subject: GBCHS23/140: GOVERNMENT & STAKEHOLDER RELATIONS - Government & Assembly Matters - Minister for Health - Assembly Sitting 9-11 May 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hi Meg

I have now put a copy of this response in your folder that includes ACTHD input:

[I:\Stephen-Smith\DLO\01. RSS - digital signing\00. Meg documents for review\GBCHS23-140 - QON 1176 - Comms Staffing](#)

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Gower, Tara (Health) on behalf of ACT Health DLO
Sent: Thursday, 15 June 2023 08:45
To: Bransgrove, Meagen
Cc: CHS DLO
Subject: RE: QON 1176 Communications Staffing

OFFICIAL

Thanks Meg – I have returned to ACTHD for editing.

Thank you
Tara

Tara Gower | Directorate Liaison Officer | ACT Health Directorate

Mob [REDACTED] Email: ACTHealthDLO@act.gov.au

Office of Rachel Stephen-Smith | Minister for Health

Office of Emma Davidson | Minister for Mental Health

Level 2, Legislative Assembly Building, Civic Square



From: Bransgrove, Meagen <Meagen.Bransgrove@act.gov.au>
Sent: Thursday, 15 June 2023 7:01 AM
To: ACT Health DLO <ACTHealthDLO@act.gov.au>
Cc: CHS DLO <CHSDLO@act.gov.au>
Subject: FW: QON 1176 Communications Staffing
Importance: High

Hi Tara,

There is limited DLO support at CHS today and need some changes from the ACTHD side on a QoN.

Can you please get this one to Comms team to address comments in this QoN. I have placed [here](#).

Thanks,

Meg

From: CHS DLO <CHSDLO@act.gov.au>
Sent: Tuesday, 13 June 2023 8:31 AM
To: Bransgrove, Meagen <Meagen.Bransgrove@act.gov.au>
Subject: QON 1176 Communications Staffing

OFFICIAL

Hi Meg,

QON 1176 – Communications staffing is now ready in your folder for review:

<K:\Stephen-Smith\DLO\01. RSS - digital signing\00. Meg documents for review\QON - 1176 - Communications Staffing>

I am not sure if this QON was previously provided to you with just CHS input. However, the version in your folder is now complete with CHS and ACTHD input.

Thanks

Sally

Sally Smith | Director, Government Relations

Phone: (02) 5124 3016 | Mobile: [REDACTED] Email: sallyj.smith@act.gov.au

Strategy and Governance | Canberra Health Services | ACT Government

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND

From: Hunter, Kerry (Health) on behalf of CHS DLO
Sent: Wednesday, 21 June 2023 08:51
To: Bransgrove, Meagen
Subject: RE: QoN Current Status

OFFICIAL

Thanks for letting me know

Kind Regards

Kerry Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerry.hunter@act.gov.au

From: Bransgrove, Meagen <Meagen.Bransgrove@act.gov.au>

Sent: Tuesday, 20 June 2023 10:05 PM

To: CHS DLO <CHSDLO@act.gov.au>

Cc: Tomlinson, Benjamin <Benjamin.Tomlinson@act.gov.au>; ACT Health DLO <ACTHealthDLO@act.gov.au>; Murray, Ryan (Health) <Ryan.Murray@act.gov.au>

Subject: RE: QoN Current Status

Hi Kerry,

The comms one is with ACTHD, being updated. Was sent when there was no CHS DLO last week.

Thanks,

Meg

From: Hunter, Kerry (Health) <Kerry.Hunter@act.gov.au> **On Behalf Of** CHS DLO

Sent: Tuesday, 20 June 2023 11:00 AM

To: Murray, Ryan (Health) <Ryan.Murray@act.gov.au>; Bransgrove, Meagen <Meagen.Bransgrove@act.gov.au>

Subject: QoN Current Status

OFFICIAL

Hi Ryan and Meg

With sitting next week I have pulled together a list of all QoNs currently allocated to CHS, see table below.

Please note there are a number currently sitting with the MO for clearance, with one being overdue.

QoN No	Title	TRIM Ref	Portfolio	Due to MO	Due to Assembly	Status	Comments
1176	Communications Staffing	GBCHS23/140	Health	05/06/2023	11/06/2023	With Minister	13/06/2023: Progressed to MO

Out of Scope

Out of Scope

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Gower, Tara (Health) on behalf of ACT Health DLO
Sent: Tuesday, 27 June 2023 14:58
To: Tomlinson, Benjamin; CHS DLO
Cc: Bransgrove, Meagen; Murray, Ryan (Health); Smith, Kahlia; Goodwin, Jonathan
Subject: RE: QoN update

OFFICIAL

updates below

From: Gower, Tara (Health) **On Behalf Of** ACT Health DLO
Sent: Tuesday, 27 June 2023 1:55 PM
To: Tomlinson, Benjamin <Benjamin.Tomlinson@act.gov.au>; CHS DLO <CHSDLO@act.gov.au>
Cc: Bransgrove, Meagen <Meagen.Bransgrove@act.gov.au>; Murray, Ryan (Health) <Ryan.Murray@act.gov.au>; Smith, Kahlia <Kahlia.Smith@act.gov.au>; Goodwin, Jonathan <Jonathan.Goodwin@act.gov.au>
Subject: RE: QoN update

OFFICIAL

Hi Ben

Updated status below:

Expires 11 June 2023

Out of Scope [REDACTED] 1176, Out of Scope [REDACTED]

Out of Scope [REDACTED]

1176 – awaiting ACTHD input. Expect to progress back to Meg today.

Out of Scope [REDACTED]

Thank you

Tara

Tara Gower | Directorate Liaison Officer | ACT Health Directorate

Mob [REDACTED] Email: ACTHealthDLO@act.gov.au

Office of Rachel Stephen-Smith | Minister for Health

Office of Emma Davidson | Minister for Mental Health

Level 2, Legislative Assembly Building, Civic Square



From: Gower, Tara (Health) **On Behalf Of** ACT Health DLO
Sent: Tuesday, 27 June 2023 8:45 AM
To: Tomlinson, Benjamin <Benjamin.Tomlinson@act.gov.au>; CHS DLO <CHSDLO@act.gov.au>
Cc: Bransgrove, Meagen <Meagen.Bransgrove@act.gov.au>; Murray, Ryan (Health) <Ryan.Murray@act.gov.au>;
 Smith, Kahlia <Kahlia.Smith@act.gov.au>; Goodwin, Jonathan <Jonathan.Goodwin@act.gov.au>
Subject: RE: QoN update

OFFICIAL

Hi Ben

Please see update below on the expired QONs:

Expires 11 June 2023

Out of Scope [REDACTED] 1176, Out of Scope [REDACTED]

Out of Scope [REDACTED]

1176 – CHS led.

Out of Scope [REDACTED]

Thank you

Tara

Tara Gower | Directorate Liaison Officer | ACT Health Directorate

Mob: [REDACTED] | Email: ACTHealthDLO@act.gov.au

Office of Rachel Stephen-Smith | Minister for Health

Office of Emma Davidson | Minister for Mental Health

Level 2, Legislative Assembly Building, Civic Square



From: Tomlinson, Benjamin <Benjamin.Tomlinson@act.gov.au>
Sent: Tuesday, 27 June 2023 8:30 AM
To: ACT Health DLO <ACTHealthDLO@act.gov.au>; CHS DLO <CHSDLO@act.gov.au>
Cc: Bransgrove, Meagen <Meagen.Bransgrove@act.gov.au>; Murray, Ryan (Health) <Ryan.Murray@act.gov.au>;
 Smith, Kahlia <Kahlia.Smith@act.gov.au>; Goodwin, Jonathan <Jonathan.Goodwin@act.gov.au>
Subject: QoN update
Importance: High

Hi both

Just seeking an update on all of the below. In particular will need reasons for why any of the expired ones will not be in office/signed by the Minister prior to QT.

Questions on Notice

Expires 11 June 2023

Out of Scope [redacted] 1176, [redacted] Out of Scope [redacted]

Out of Scope [redacted]

Cheers
Ben

Ben Tomlinson

Chief of Staff

Office of Minister Rachel Stephen-Smith MLA

ACT Government

Ph: (02) 6205 9949 | Mob: [redacted] | Email: Benjamin.Tomlinson@act.gov.au

ACT Legislative Assembly, 196 London Circuit, Canberra, ACT 2600

From: Canberra Health Services Ministerial
Sent: Wednesday, 28 June 2023 10:00
To: Canberra Health Services Ministerial; CEOHealth; CHS, DCEO; CHS COO
Cc: Smith, SallyJ (Health); Smith, Josephine (Health)
Subject: RE: Current Status QoNs and QToNs

OFFICIAL

Good Morning

Further to my email below the following documents have now been progressed to the Minister's Office:

GBCHS23/176 – QToN – Obstetrics and Gynaecology Staffing

Out of Scope

CHS currently has:

- 1 overdue QoN, which is with the Minister's Office.
- 3 due on Sunday 2 July, one is with the Minister's Office and 2 are being drafted.
- 1 due on Friday 7 July and it is with the Minister's Office
- 3 due on Sunday 9 July, two are with the Minister's Office and 1 is being drafted.

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Canberra Health Services Ministerial

Sent: Monday, 26 June 2023 11:52 AM

To: CEOHealth <CEOHealth@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>; CHS COO <CHSCOO@act.gov.au>

Cc: Smith, SallyJ (Health) <SallyJ.Smith@act.gov.au>; Smith, Josephine (Health) <Josephine.Smith@act.gov.au>

Subject: Current Status QoNs and QToNs

OFFICIAL

Good Morning

Please see below for an update on the current status of outstanding QoNs and QToNs:

QoN No	Title	TRIM Ref	Division	Due to MO	Due to Assembly	Status
1176	Communications Staffing	GBCHS23/140	DCEO	05/06/2023	11/06/2023	With Minister

Out of Scope

CHS currently has:

- 1 overdue QoN, which is with the Minister's Office.
- 3 due on Sunday 2 July, one is with the Minister's Office and 2 are being drafted.
- 1 due on Friday 7 July and is currently being drafted
- 3 due on Sunday 9 July, one is with the Minister's Office and the other 2 are being drafted.

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Hunter, Kerryn (Health) on behalf of CHS DLO
Sent: Wednesday, 28 June 2023 10:06
To: Tomlinson, Benjamin
Cc: Murray, Ryan (Health); Bransgrove, Meagen
Subject: RE: QoN update

OFFICIAL

Hi Ben

Further to my email below QoN **Out of Scope** has now been provided to the office for review and progression.

In addition to this the QToN related **Out of Scope** has also been progressed to the office, this one is not listed below as it is a QToN.

CHS currently has:

- 1 overdue QoN (1176), which is with the Minister's Office.

Out of Scope

[Redacted]

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile** [Redacted]

E-mail: kerryn.hunter@act.gov.au

From: Hunter, Kerryn (Health) **On Behalf Of** CHS DLO
Sent: Tuesday, 27 June 2023 8:57 AM
To: Tomlinson, Benjamin <Benjamin.Tomlinson@act.gov.au>
Subject: RE: QoN update

OFFICIAL

Hi Ben

See below:

QoN No	Title	TRIM Ref	Division	Due to MO	Due to Assembly	Status
1176	Communications Staffing	GBCHS23/140	DCEO	05/06/2023	11/06/2023	With Minister

Out of Scope

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 Mobile: [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Tomlinson, Benjamin <Benjamin.Tomlinson@act.gov.au>

Sent: Tuesday, 27 June 2023 8:30 AM

To: ACT Health DLO <ACTHealthDLO@act.gov.au>; CHS DLO <CHSDLO@act.gov.au>

Cc: Bransgrove, Meagen <Meagen.Bransgrove@act.gov.au>; Murray, Ryan (Health) <Ryan.Murray@act.gov.au>; Smith, Kahlia <Kahlia.Smith@act.gov.au>; Goodwin, Jonathan <Jonathan.Goodwin@act.gov.au>

Subject: QoN update

Hi both

Just seeking an update on all of the below. In particular will need reasons for why any of the expired ones will not be in office/signed by the Minister prior to QT.

Questions on Notice

Expires 11 June 2023

Out of Scope [redacted] 1176, Out of Scope [redacted]

Out of Scope [redacted]

Cheers
Ben

Ben Tomlinson
Chief of Staff
Office of Minister Rachel Stephen-Smith MLA
ACT Government
Ph: (02) 6205 9949 | Mob: [redacted] Email: Benjamin.Tomlinson@act.gov.au
ACT Legislative Assembly, 196 London Circuit, Canberra, ACT 2600

From: Canberra Health Services Ministerial
Sent: Wednesday, 28 June 2023 12:04
To: Smith, SallyJ (Health)
Subject: FW: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing
Attachments: GBCHS23140 QoN 1176 Comms Staffing - RSS.DOCX

OFFICIAL

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Canberra Health Services Ministerial
Sent: Wednesday, 28 June 2023 10:09 AM
To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>
Cc: ACT Health DLO <ACTHealthDLO@act.gov.au>; Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Subject: RE: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hey Kylie

Not sure if this helps but this is what was provided to the MO

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Gstrein, Kylie (Health) <Kylie.Gstrein@act.gov.au> **On Behalf Of** GovernmentBusinessHealth
Sent: Wednesday, 28 June 2023 9:48 AM
To: CHS DLO <CHSDLO@act.gov.au>; Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Cc: ACT Health DLO <ACTHealthDLO@act.gov.au>; GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>
Subject: RE: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hi Kerryn

When I provided the updated input to CHS Ministerial I noted the query from ACTHD Comms team about funding and asked CHS to advise what was included in their calculation for this so we can check that we have done the same on our end.

Is CHS Ministerial team able to request and provide this information?

Thank you
Kylie

From: Hunter, Kerryn (Health) <Kerryn.Hunter@act.gov.au> **On Behalf Of** CHS DLO
Sent: Wednesday, 28 June 2023 9:00 AM
To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>
Cc: ACT Health DLO <ACTHealthDLO@act.gov.au>
Subject: FW: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hey Kylie

Can you please see Meg's question below, the request for additional information didn't come through the CHS Government Business Team so I am not sure what Meg is referring to below. Hoping you will know though 😊

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Bransgrove, Meagen <Meagen.Bransgrove@act.gov.au>
Sent: Tuesday, 27 June 2023 7:00 PM
To: CHS DLO <CHSDLO@act.gov.au>
Cc: Murray, Ryan (Health) <Ryan.Murray@act.gov.au>
Subject: RE: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

Thanks Kerryn, was the query between the two teams resolved? I can't answer that question...

I assume that given the broad remit of the two directorates that the funding makes sense as ACTHD have health campaigns to run and CHS have service provision to communicate about which would necessitate less overall budget and more staff...

Thanks,

Meg

From: Hunter, Kerryn (Health) <Kerryn.Hunter@act.gov.au> **On Behalf Of** CHS DLO
Sent: Tuesday, 27 June 2023 4:55 PM
To: Bransgrove, Meagen <Meagen.Bransgrove@act.gov.au>
Cc: Murray, Ryan (Health) <Ryan.Murray@act.gov.au>
Subject: FW: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN)

1176 - Communications Staffing

Importance: High

OFFICIAL

Hi Meg

Please see attached and below for the updated wording from ACTHD.

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Gstrein, Kylie (Health) <Kylie.Gstrein@act.gov.au> **On Behalf Of** GovernmentBusinessHealth

Sent: Tuesday, 27 June 2023 4:33 PM

To: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>

Cc: CHS DLO <CHSDLO@act.gov.au>; GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>; ACT

Health DLO <ACTHealthDLO@act.gov.au>

Subject: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

Importance: High

OFFICIAL

Hi Team

ACTHD Comms team have prepared updated input for the above QON following MO comments, however, have raised a query regarding question 1(e). ACT Health indicate less staff (16 vs 19.4) but we have more funding. The reason this is flagged is ACTHD have little to no discretionary funding available but it looks like we're much greater than CHS. Could CHS please advise what was included in the calculation for this so we can check that we have done the same on our end?

1. What is the (a) number, (b) title and (c) grade of positions, (d) annual salary cost for each employee, (e) annual budget apart from salary costs and (f) stated function, for each of (i) Canberra Health Services' Strategic Communication and Engagement Branch and (ii) ACT Health Directorate's Communications Branch.

1(e) The annual budget for Canberra Health Services is \$0.287m. The annual budget apart from salary costs for ACT Health Directorate is \$0.533m.

Thanks

Kylie

Kylie Gstrein | A/g Director, Government Business

Email: GovernmentBusinessHealth@act.gov.au

Ministerial and Government Services | ACT Health Directorate

Level 5, 2-6 Bowes Street, Woden ACT 2606

health.act.gov.au

From: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>

Sent: Tuesday, 30 May 2023 11:39 AM

To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>

Cc: CHS DLO <CHSDLO@act.gov.au>

Subject: *GBC23/284* RE: URGENT: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

This time with attachment

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 Mobile: [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Canberra Health Services Ministerial

Sent: Tuesday, 30 May 2023 11:37 AM

To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>

Cc: CHS DLO <CHSDLO@act.gov.au>

Subject: URGENT: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

Importance: High

OFFICIAL

Hi Kylie

I forgot to seek ACTHD input on this one, are you able to arrange input from ACTHD and if we could have the input by 2pm Friday 2 June it would be appreciated.

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 Mobile: [REDACTED]

E-mail: kerryn.hunter@act.gov.au



Rachel Stephen-Smith MLA

Minister for Health

Minister for Families and Community Services

Minister for Aboriginal and Torres Strait Islander Affairs

Member for Kurrajong

RESPONSE TO QUESTION ON NOTICE

Questions on Notice Paper No 29

12 May 2023

Question No. 1176

Asked by LEANNE CASTLEY MLA:

1. What is the (a) number, (b) title and (c) grade of positions, (d) annual salary cost for each employee, (e) annual budget apart from salary costs and (f) stated function, for each of (i) Canberra Health Services' Strategic Communication and Engagement Branch and (ii) ACT Health Directorate's Communications Branch.
2. What is the (a) number, (b) title and (c) grade of position, for all media and communications staff in the Minister's office.

MS STEPHEN-SMITH MLA - The answer to the Member's question is as follows:

1.
 - a) The Canberra Health Services Strategic Communication and Engagement Branch consists of 14 permanently funded team members (13.4 FTE), led by an Executive Branch Manager and consisting of communication officers, internal and external channel managers, media officers, graphic design and web development. Several of these are funded to provide specific support to a particular Division or priority, such as Infrastructure and Health Support Services and Research and Learning.

Additionally, the team currently has six temporary project funded team members to support specific projects. This includes a Senior Director and Graphic Designer to support operational commissioning of the new Critical Services Building through internal and external engagement and communication, a Director to support the expansion of Centenary Hospital for Women and Children through internal and external engagement and communication, a Senior Director and Assistant Director to support the CHS Brand Project and an Assistant Director to support communication and engagement, both internal and external, for the Canberra Hospital Campus Master Plan.

ACT Legislative Assembly London Circuit, GPO Box 1020, Canberra ACT 2601



+61 2 6205 2661



stephen-smith@act.gov.au



@RachelSS_MLA



rachelSSMLA



rachelss_mla

b) c) and d)

Permanently funded			
Title	Grade	Salary cost	Description
Executive Branch Manager, Strategic Communication and Engagement	Executive Branch Manager	\$249,511	Branch Executive
Senior Director, Channels and Insights	SOGA [REDACTED]	\$202,703	<p>Responsible for the development, management, and optimisation of all CHS internal and external channels including reporting and insights.</p> <p>Liaises with organisational partners and key stakeholders, including consumers and CHS team members to develop a deep understanding of audience's preferences and needs, to ensure these needs are met with appropriate channels.</p>
Senior Director, Content	SOGA	\$175,279	Responsible for leading and managing a team that develops, implements, evaluates, and reports on communication and engagement activities that support organisational priorities.
Director, Media	SOGB	\$170,117	Responsible for leading and managing a team responsible for providing strategic advice on reactive and proactive media activities, developing media materials and issues and event management.
Assistant Director, Media	SOGC	\$137,937	<p>Assists with the development and delivery of Canberra Health Services' proactive and reactive media activities.</p> <p>Provides strategic media advice to CHS team members. Ensures the effective operation of the media</p>

Permanently funded			
Title	Grade	Salary cost	Description
			inquiry process and manages media events as required.
Director, Content	SOGB [REDACTED]	\$202,532	Account manager responsible for developing implementing and evaluating communication tactics to support CHS business priorities
Assistant Director, Channel Management (internal channels)	SOGC	\$110,349 (0.8 FTE)	Channel manager responsible for overseeing internal channels including health hub, staff forums, staff emails, digital screens.
Assistant Director, Channel Management (external channels)	SOGC	\$137,937	Channel manager responsible for overseeing external channels including social media and website.
Content Officer (research)	SOGC	\$137,937	Communication and engagement support for Office for Research.
Senior Graphic Designer	SOGC	\$137,937	Graphic design.
Web developer	AS06	\$116,528	Web development
Communication officer	AS06	\$104,286	Account manager
Communications Officer	AS05	\$100,021	Communications support officer
Content Officer (Infrastructure and Health Support Services)	SOGC	\$82,762 (0.6 FTE)	Content officer supporting priorities within the Infrastructure and Health Support Services Division
Total	13.4		

Project funded			
Title	Grade	Salary cost	Description
Senior Director, Brand	SOGA	\$175,279	Temporary project funded position to deliver Brand Project
Assistant Director, Brand	SOGC	\$137,937	Temporary project position to deliver brand project.
Senior Director, Content and Engagement (Campus Modernisation/Major infrastructure)	SOGA	\$175,279	Temporary project funded position to support CHS's move to the new critical services building –external comms and engagement, change comms, internal comms
Graphic designer	ASO6	\$104,286	Temporary funded project position to support Critical Services Building
Director, Content and Engagement (Campus Modernisation/Major infrastructure)	SOGB	\$170,117	Temporary project position to support Centenary Hospital expansion project.
Assistant Director, Content (Campus Master Plan)	SOGC	\$137,937	Temporary project position to support comms requirements for Campus Master plan implementation. Change comms, internal comms, external comms
Total	6		

Total Staffing is 19.6 FTE

- e) \$287,622 Operating Expenses 2022-23 budget (annually updated for indexation, new initiatives and other ACT Government adjustments).
- f) The role of the CHS Strategic Communication and Engagement Branch is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals, and the Canberra community to find and understand the information they need about public health services.

The Strategic Communication and Engagement Branch are a multi-disciplinary team with decades of experience and formal qualifications in public relations, journalism, engagement, change management, web development, graphic design, marketing, multi-media, brand management and associated disciplines. They are passionate about delivering quality communication that is measurable, aligned to strategy, enables effective and efficient service delivery and that ultimately helps people.

The functions include public relations, communication strategy and campaigns, marketing, advertising and media buying, issues and reputation management, change communication and management, content development, social media, internal communication, online engagement, web development, event management, speech writing, editing, brand management, executive communication, graphic design, photography, videography and project management.

ii)

a) The ACT Health Directorate's Communication and Engagement Branch supports the Minister for Health and the Minister for Mental Health and consists of 16 team members.

b) c) and d)

Title	Grade	Salary Range
Executive Branch Manager	EBM	\$177,847 to \$209,347
Senior Director, Strategic Communication	SOGA	\$157,201
Senior Director, Media	SOGA	\$157,201
Senior Director, Engagement	SOGA	\$157,201
Director, Online	SOGB	\$135,355 to \$152,377
Director, Communication	SOGB	\$135,355 to \$152,377
Assistant Director, Media	SOGC	\$114,928 to \$123,710
Senior Communications Officer	SOGC	\$114,928 to \$123,710
Senior Communications Officer	SOGC	\$114,928 to \$123,710
Senior Communications Officer	SOGC	\$114,928 to \$123,710
Web Developer	ASO6	\$91,315 to \$104,509
Communications Officer	ASO6	\$91,315 to \$104,509
Communications and Admin Officer	ASO6	\$91,315 to \$104,509
Multimedia Officer	ASO6	\$91,315 to \$104,509
Graphic Designer	ASO6	\$91,315 to \$104,509
Graphic Designer	ASO6	\$91,315 to \$104,509
Total	16	

e) The annual budget apart from salary costs is \$0.533m.

f) The stated function of the branch is as follows:

STRATEGIC COMMUNICATIONS

- Communications Plans
- Annual/seasonable (projectable) campaigns
- Project-related campaigns
- Event plans
- Campaign development and delivery, including
 - Infrastructure programs

- Culture Review Implementation
- Drug suite
- DHR/MyDHR
- Population Health
- Vaping
- Voluntary Assisted Dying
- Nurse and Midwife ratios
- Annual Report editing, design and production
- Social Media
 - Channel management
 - Planning
 - Content Development
 - Design
 - Monitoring
 - Response
- Brand management
 - ACTHD management
 - Integration/alignment with WoG branding
 - Aboriginal and Torres Straight Islander/Culture Walls Style Guide management
- Internal communication
 - Health HQ
 - DG Forums
 - DG Wrap
 - In need communications
- Project budget management

ENGAGEMENT

- Human Services Engagement Project
 - All division consultation
 - Community Services Directorate consultation
- Engagement capability on campaign activities
- Engagement audit and mentoring
- Your Say surveys
- Key stakeholder engagement
- Cross-directorate engagement

MEDIA

- Management of all media engagements
 - ACTHD
 - COVID-19
- Ministerial Office media liaison, advice and response
- Cross-directorate liaison
- Event media
- Management of/liaison for Minister's media
 - stand ups
 - other appearances

- AIHW reporting/assessment through to Minister's Office
- Speech and talking point development (in liaison with business units)
- Story design and development

ONLINE AND DESIGN

- DX project (in partnership with Chief Minister, Treasury and Economic Development and Community Services Directorates)
 - User research
 - Systems design
 - Content development
 - Site design
 - Stakeholder engagement
- Graphic design and publishing
 - Major reports
 - Documents
 - Social media visual content
 - Web site
 - Project collateral
- Audio visual
 - Filming and production
 - Photography
 - Management of photo shoots
 - Social media
 - Web site
 - Project collateral
- Animation
- Website management
 - Technical support
 - Content updates
- Contractor management

2. All ACT Executive staff are pooled and employed by the Chief Minister so no further breakdown can be provided.

Approved for circulation to the Member and incorporation into Hansard.

**Rachel Stephen-Smith MLA
Minister for Health**

Date:.....

This response required 11hrs 50mins to complete, at an approximate cost of \$1149.15.

From: Jean, David (Health)
Sent: Wednesday, 28 June 2023 14:25
To: Smith, SallyJ (Health)
Cc: CHS DLO; CHS, DCEO; Zagari, Janet (Health)
Subject: RE: Urgent For Action: GBCHS23/140 - QoN 1176 - Communications Staffing

OFFICIAL

Yes that's fine – but for info only. Thanks Sal.

David Jean
Executive Branch Manager
Strategic Communication and Engagement

Canberra Health Services | ACT Government
P. (02) 512 46115 | M [REDACTED] E. David.Jean@act.gov.au
Canberra Health Services media on-call phone: 0466 948 935

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From: Smith, SallyJ (Health) <SallyJ.Smith@act.gov.au>
Sent: Wednesday, 28 June 2023 2:08 PM
To: Jean, David (Health) <David.Jean@act.gov.au>
Cc: CHS DLO <CHSDLO@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>; Zagari, Janet (Health) <Janet.Zagari@act.gov.au>
Subject: RE: Urgent For Action: GBCHS23/140 - QoN 1176 - Communications Staffing

OFFICIAL

Thanks Dave,

This is very helpful and assists with addressing the query from ACTHD. I think you are right, different approach in both Directorates is the result of the funding difference.

I will communicate this back to ACTHD. Are you also comfortable with me sharing "...main budget items in 22-23 budget aside from staffing were advertising and promotional expenses, computer and communication, website, contractors and consultants, staff development"?

Thanks
Sal

From: Jean, David (Health) <David.Jean@act.gov.au>
Sent: Wednesday, 28 June 2023 1:02 PM
To: Smith, SallyJ (Health) <SallyJ.Smith@act.gov.au>
Cc: CHS DLO <CHSDLO@act.gov.au>; CHS, DCEO <CHSDCEO@act.gov.au>; Zagari, Janet (Health) <Janet.Zagari@act.gov.au>
Subject: RE: Urgent For Action: GBCHS23/140 - QoN 1176 - Communications Staffing

OFFICIAL

Hi Sal, a couple of observations:

About one third of my team are specific project positions – Brand, CSB and other infrastructure etc. We also have dedicated permanent funding for a research position to support Office for Research and Education.

All communication and engagement positions at CHS are centralised within the Branch and then provide account management services.

My understanding is this is done differently at ACT Health. For example comms for DHR sat within the DHR team, COVID comms sits within the business area, there was a culture position within the culture reform branch etc. More recently North Canberra Hospital transition has had a separate comms team. I know way back pop health had comms as well. I don't know if this is still the case.

So I'm guessing (stress guessing) that it is that different approach – centralised comms providing account management versus comms embedded within business areas – may be why there's a small difference in staffing numbers. The reality is once our current projects are completed we are likely to have significantly less staff.

In terms of operational: the main budget items in my 22-23 budget aside from staffing were advertising and promotional expenses, computer and communication, website, contractors and consultants, staff development.

Please note this info is not for inclusion anywhere – it's just to help answer the question.

Thanks,

David Jean

Executive Branch Manager

Strategic Communication and Engagement

Canberra Health Services | ACT Government

P. (02) 512 46115 | M. [REDACTED] E. David.Jean@act.gov.au

Canberra Health Services media on-call phone: 0466 948 935

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**Canberra Health
Services**

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From: Smith, SallyJ (Health) <SallyJ.Smith@act.gov.au>

Sent: Wednesday, 28 June 2023 12:12 PM

To: Jean, David (Health) <David.Jean@act.gov.au>

Cc: CHS DLO <CHSDLO@act.gov.au>

Subject: Urgent For Action: GBCHS23/140 - QoN 1176 - Communications Staffing

OFFICIAL

Hi Dave,

We have received a query from ACTHD regarding our input for the attached QoN.

The query relates to question 1(e). ACT Health indicate less staff (16 vs 19.4) but have more funding. The reason this is flagged is ACTHD have little to no discretionary funding available but it looks like much greater than CHS. Could CHS please advise what was included in the calculation for this so we can check that we have done the same on our end?

1. What is the (a) number, (b) title and (c) grade of positions, (d) annual salary cost for each employee, (e) annual budget apart from salary costs and (f) stated function, for each of (i) Canberra Health Services' Strategic Communication and Engagement Branch and (ii) ACT Health Directorate's Communications Branch.

1(e) The annual budget for Canberra Health Services is \$0.287m. The annual budget apart from salary costs for ACT Health Directorate is \$0.533m.

It has been suggested given the broad remit of the two directorates that the funding difference may be due to ACTHD have health campaigns to run and CHS have service provision to communicate about which would necessitate less overall budget and more staff.

Could you please confirm how we calculated the annual budget of \$0.287m?

Thanks

Sal

Sally Smith | Director, Government Relations

Phone: (02) 5124 3016 | Mobile: [REDACTED] Email: sallyj.smith@act.gov.au

Strategy and Governance | Canberra Health Services | ACT Government

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND

From: Canberra Health Services Ministerial
Sent: Wednesday, 28 June 2023 14:32
To: GovernmentBusinessHealth
Cc: ACT Health DLO; CHS DLO
Subject: RE: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hi Kylie,

CHS shares the same view as Megs sentiments below; that is a different approach in both Directorates (such as centralised v comms embedded in work areas) is the result of the funding difference.

For noting only and not for further circulation: the main budget items in the CHS 22-23 budget aside from staffing were advertising and promotional expenses, computer and communication, website, contractors and consultants, staff development.

Thanks
Sally

Sally Smith | Director, Government Relations

Phone: (02) 5124 3016 | Mobile: [REDACTED] Email: sallyj.smith@act.gov.au

Strategy and Governance | Canberra Health Services | ACT Government

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND

From: Gstrein, Kylie (Health) <Kylie.Gstrein@act.gov.au> **On Behalf Of** GovernmentBusinessHealth
Sent: Wednesday, 28 June 2023 1:44 PM
To: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Cc: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>; ACT Health DLO <ACTHealthDLO@act.gov.au>
Subject: RE: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Thanks Kerryn

I spoke to Sally and she is seeking advice from CHS Comms on what was included in the CHS annual budget amount of \$0.287m.

Once received I will get HD Comms to check that our response is consistent. Then we can confirm the response with MO.

Kind regards
Kylie

Kylie Gstrein | A/g Director, Government Business

Email: GovernmentBusinessHealth@act.gov.au

Ministerial and Government Services | ACT Health Directorate

Level 5, 2-6 Bowes Street, Woden ACT 2606

health.act.gov.au

From: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Sent: Wednesday, 28 June 2023 10:09 AM
To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>
Cc: ACT Health DLO <ACTHealthDLO@act.gov.au>; Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Subject: RE: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hey Kylie

Not sure if this helps but this is what was provided to the MO

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Gstrein, Kylie (Health) <Kylie.Gstrein@act.gov.au> **On Behalf Of** GovernmentBusinessHealth
Sent: Wednesday, 28 June 2023 9:48 AM
To: CHS DLO <CHSDLO@act.gov.au>; Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Cc: ACT Health DLO <ACTHealthDLO@act.gov.au>; GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>
Subject: RE: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hi Kerryn

When I provided the updated input to CHS Ministerial I noted the query from ACTHD Comms team about funding and asked CHS to advise what was included in their calculation for this so we can check that we have done the same on our end.

Is CHS Ministerial team able to request and provide this information?

Thank you

Kylie

From: Hunter, Kerryn (Health) <Kerryn.Hunter@act.gov.au> **On Behalf Of** CHS DLO
Sent: Wednesday, 28 June 2023 9:00 AM
To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>
Cc: ACT Health DLO <ACTHealthDLO@act.gov.au>
Subject: FW: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hey Kylie

Can you please see Meg's question below, the request for additional information didn't come through the CHS Government Business Team so I am not sure what Meg is referring to below. Hoping you will know though 😊

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Bransgrove, Meagen <Meagen.Bransgrove@act.gov.au>

Sent: Tuesday, 27 June 2023 7:00 PM

To: CHS DLO <CHSDLO@act.gov.au>

Cc: Murray, Ryan (Health) <Ryan.Murray@act.gov.au>

Subject: RE: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

Thanks Kerryn, was the query between the two teams resolved? I can't answer that question...

I assume that given the broad remit of the two directorates that the funding makes sense as ACTHD have health campaigns to run and CHS have service provision to communicate about which would necessitate less overall budget and more staff...

Thanks,

Meg

From: Hunter, Kerryn (Health) <Kerryn.Hunter@act.gov.au> **On Behalf Of** CHS DLO

Sent: Tuesday, 27 June 2023 4:55 PM

To: Bransgrove, Meagen <Meagen.Bransgrove@act.gov.au>

Cc: Murray, Ryan (Health) <Ryan.Murray@act.gov.au>

Subject: FW: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

Importance: High

OFFICIAL

Hi Meg

Please see attached and below for the updated wording from ACTHD.

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Gstrein, Kylie (Health) <Kylie.Gstrein@act.gov.au> **On Behalf Of** GovernmentBusinessHealth

Sent: Tuesday, 27 June 2023 4:33 PM

To: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>

Cc: CHS DLO <CHSDLO@act.gov.au>; GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>; ACT Health DLO <ACTHealthDLO@act.gov.au>

Subject: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

Importance: High

OFFICIAL

Hi Team

ACTHD Comms team have prepared updated input for the above QON following MO comments, however, have raised a query regarding question 1(e). ACT Health indicate less staff (16 vs 19.4) but we have more funding. The reason this is flagged is ACTHD have little to no discretionary funding available but it looks like we're much greater than CHS. Could CHS please advise what was included in the calculation for this so we can check that we have done the same on our end?

1. What is the (a) number, (b) title and (c) grade of positions, (d) annual salary cost for each employee, (e) annual budget apart from salary costs and (f) stated function, for each of (i) Canberra Health Services' Strategic Communication and Engagement Branch and (ii) ACT Health Directorate's Communications Branch.

1(e) The annual budget for Canberra Health Services is \$0.287m. The annual budget apart from salary costs for ACT Health Directorate is \$0.533m.

Thanks
Kylie

Kylie Gstrein | A/g Director, Government Business

Email: GovernmentBusinessHealth@act.gov.au

Ministerial and Government Services | ACT Health Directorate

Level 5, 2-6 Bowes Street, Woden ACT 2606

health.act.gov.au

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Sent: Tuesday, 30 May 2023 11:39 AM

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Cc: CHS DLO <CHSDLO@act.gov.au>

Subject: *GBC23/284* RE: URGENT: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

This time with attachment

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Canberra Health Services Ministerial

Sent: Tuesday, 30 May 2023 11:37 AM

To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>

Cc: CHS DLO <CHSDLO@act.gov.au>

Subject: URGENT: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 -

Communications Staffing
Importance: High

OFFICIAL

Hi Kylie

I forgot to seek ACTHD input on this one, are you able to arrange input from ACTHD and if we could have the input by 2pm Friday 2 June it would be appreciated.

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au



Rachel Stephen-Smith MLA
 Minister for Health
 Minister for Families and Community Services
 Minister for Aboriginal and Torres Strait Islander Affairs

Member for Kurrajong

RESPONSE TO QUESTION ON NOTICE
Questions on Notice Paper No 29
12 May 2023
Question No. 1176

Asked by LEANNE CASTLEY MLA:

1. What is the (a) number, (b) title and (c) grade of positions, (d) annual salary cost for each employee, (e) annual budget apart from salary costs and (f) stated function, for each of (i) Canberra Health Services' Strategic Communication and Engagement Branch and (ii) ACT Health Directorate's Communications Branch.
2. What is the (a) number, (b) title and (c) grade of position, for all media and communications staff in the Minister's office.

MS STEPHEN-SMITH MLA - The answer to the Member's question is as follows:

1)

- a) The Canberra Health Services ([CHS](#)) Strategic Communication and Engagement Branch consists of 14 permanently funded team members (13.4 FTE), led by an Executive Branch Manager and ~~consisting-consists~~ of communication officers, internal and external channel managers, media officers, graphic designers and web ~~development-developers~~. Several of these are funded to provide specific support to a particular Division or priority, ~~such as Infrastructure and Health Support Services and Research and Learning.~~

Additionally, the team currently has six temporary project funded team members, to support specific projects. This includes a Senior Director and Graphic Designer to support operational commissioning of the new Critical Services Building through internal and external engagement and communication, a Director to support the expansion of ~~the~~ Centenary Hospital for Women and Children through internal and external engagement and communication, a Senior Director and Assistant Director to support the CHS Brand Project, and an Assistant Director to support communication and engagement, both internal and external, for the Canberra Hospital Campus Master Plan.

ACT Legislative Assembly London Circuit, GPO Box 1020, Canberra ACT 2601



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stephen-smith@act.gov.au



@RachelSS_MLA



rachelSSMLA



rachelss_mla

The ACT Health Directorate's Communication and Engagement Branch ~~supports the Minister for Health and the Minister for Mental Health and~~ consists of 16 team members ~~as listed in the table below.~~

b)

Canberra Health Services - Permanently Funded			
Title	Grade	Salary cost	Description
Executive Branch Manager, Strategic Communication and Engagement	Executive Branch Manager	\$249,511	Branch Executive
Senior Director, Channels and Insights	SOGA [REDACTED]	\$202,703	Responsible for the development, management, and optimisation of all CHS internal and external channels including reporting and insights. Liaises with organisational partners and key stakeholders, including consumers and CHS team members to <u>understand the best forms of communication for stakeholders, consumers and staff</u> develop a deep understanding of audience's preferences and needs, to ensure these needs are met, with appropriate channels.
Senior Director, Content	SOGA	\$175,279	Responsible for leading and managing a team that develops, implements, evaluates, and reports on communication and engagement activities that support organisational priorities.
Director, Media	SOGB	\$170,117	Responsible for leading and managing a team responsible for providing strategic advice on reactive and proactive media activities, developing media materials and issues and event management.
Assistant Director, Media	SOGC	\$137,937	Assists with the development and delivery of Canberra Health

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Canberra Health Services - Permanently Funded			
Title	Grade	Salary cost	Description
			<p>Services' proactive and reactive media activities.</p> <p>Provides strategic media advice to CHS team members.</p> <p>Ensures the effective operation of the media inquiry process and manages media events as required.</p>
Director, Content	SOGB [REDACTED]	\$202,532	Account manager responsible for developing implementing and evaluating communication tactics strategies to support CHS business priorities
Assistant Director, Media	SOGC	\$137,937	<p>Assists with the development and delivery of Canberra Health Services' proactive and reactive media activities.</p> <p>Provides strategic media advice to CHS team members.</p> <p>Ensures the effective operation of the media inquiry process and manages media events as required.</p>
Assistant Director, Channel Management (internal channels)	SOGC	\$110,349 (0.8 FTE)	Channel manager responsible for overseeing internal channels including health hub, staff forums, staff emails, digital screens.
Assistant Director, Channel Management (external channels)	SOGC	\$137,937	Channel manager responsible for overseeing external channels including social media and website.
Content Officer (research)	SOGC	\$137,937	Communication and engagement support for Office for Research.
Senior Graphic Designer	SOGC	\$137,937	Graphic design.
Content Officer (Infrastructure and Health Support Services)	SOGC	\$82,762	Content officer supporting priorities within the Infrastructure and Health Support Services Division
Web developer	ASO06	\$116,528	Web development

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Canberra Health Services - Permanently Funded			
Title	Grade	Salary cost	Description
Communication officer	ASO06	\$104,286	Account manager
Communications Officer	ASO05	\$100,021	Communications support officer
Content Officer (Infrastructure and Health Support Services)	SOGC	\$82,762 (0.6 FTE)	Content officer supporting priorities within the Infrastructure and Health Support Services Division
Total	13.4		

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Canberra Health Services – Project Funded			
Title	Grade	Salary cost	Description
Senior Director, Brand	SOGA	\$175,279	Temporary project funded position to deliver Brand Project
Assistant Director, Brand	SOGC	\$137,937	Temporary project position to deliver brand project.
Senior Director, Content and Engagement (Campus Modernisation/Major infrastructure)	SOGA	\$175,279	Temporary project funded position to support CHS's move to the new <u>Ceritical Sservices Bbuilding</u> –external <u>communications</u> and engagement, change <u>communications</u> , and <u>internal communications</u>
Graphic designer	ASO6	\$104,286	Temporary funded project position to support Critical Services Building
Director, Content and Engagement (Campus Modernisation/Major infrastructure)	SOGB	\$170,117	Temporary <u>funded</u> project position to support Centenary Hospital expansion project.
Assistant Director, Content (Campus Master Plan)	SOGC	\$137,937	Temporary project <u>funded</u> position to support <u>communications</u> requirements for Campus Master <u>Pplan</u> implementation. <u>Change comms, internal comms, external comms external communications and engagement, change communications, and internal communications</u>
Assistant Director, Brand	SOGC	\$137,937	Temporary project funded position to deliver Brand project.
Graphic designer	ASO6	\$104,286	Temporary project funded position to support Critical Services Building
Total	6		

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ACT Health Directorate – permanent positions unless indicated			
Title	Grade	Salary Cost Range	Description
Executive Branch Manager	EBM	\$177,847 to \$209,347,949	<u>Branch Executive</u>

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Commented [BM1]: Please make table consistent with above CHS table.

Commented [GK(2R1): Comms please action. Please amend the table to:
 - Indicate permanent or project funded positions
 - include a brief description of each position
 - provide a salary cost rather than salary range

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ACT Health Directorate – permanent positions unless indicated			
Title	Grade	Salary Cost Range	Description
Senior Director, Strategic Communication	SOGA	\$157,201	Responsible for leading and managing a team that develops, implements, evaluates, and reports on strategic communication and activities that support organisational priorities. This position also manages the range of social media and digital channels to maximise opportunities for best practice communication.
Senior Director, Media	SOGA	\$157,201	Responsible for leading and managing a team responsible for providing strategic advice on reactive and proactive media activities, developing media materials and issues and event management.
Senior Director, Engagement	SOGA	\$157,201	Responsible for leading and managing a team that develops, implements, evaluates and reports on community engagement projects. This position is also working across the ACT Health Directorate to build capability across the Directorate in contemporary engagement practices.
Director, Online and Design strategy	SOGB	\$135,355 to \$152,377	Responsible for the delivery of the new ACT Health website.
Director, Strategic Communication	SOGB	\$135,355 to \$152,377	Working within a team, and closely with the Senior Director, develops and delivers strategic communication projects, both internal and external, for the Health Directorate and across the ACT Government.
Assistant Director, Media	SOGC	\$114,928 to \$123,710	Assists with the management of reactive and proactive media under the direction of the Senior Director, Media

Commented [BM1]: Please make table consistent with above CHS table.

Commented [GK(2R1): Comms please action. Please amend the table to:
 - Indicate permanent or project funded positions
 - include a brief description of each position
 - provide a salary cost rather than salary range

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Commented [DA(3): These need to be checked to ensure they are in line with how CHS figures have been closed (most of their A's are listed higher than health's A's)

Commented [CJ(4R3): Salaries have been taken from salary report and checked against EA salary tables.

ACT Health Directorate – permanent positions unless indicated			
Title	Grade	Salary Cost Range	Description
Senior <u>Strategic Communications Officer</u>	SOGC	\$114,928 to \$123,710	<u>Assists in the development and delivery of strategic communication projects, both internal and external, for the Health Directorate.</u>
Senior <u>Strategic Communications Officer</u>	SOGC <u>(0.6FTE)</u>	\$114,928 to \$123,710 <u>74,226</u>	<u>Assists in the development and delivery of strategic communication projects, both internal and external, for the Health Directorate.</u>
Senior <u>Strategic Communications Officer</u>	SOGC	\$114,928 to \$123,710	<u>Assists in the development and delivery of strategic communication projects, both internal and external, for the Health Directorate.</u>
<u>Strategic Communications Officer – Infrastructure</u>	<u>SOGC</u>	<u>\$123,710</u>	<u>(Temporary position) Account manager for communication and engagement needs for infrastructure projects</u>
Web Developer	ASO6	\$91,315 to \$104,509 <u>\$96,016</u>	<u>Supports the work of the Director, Online and Design in the development and delivery of a new ACT Health website, and facilitating updates for the existing website.</u>
Communications Officer	ASO6	\$91,315 to \$104,509 <u>\$100,714</u>	<u>Works with ACT Health Divisions to deliver communication as required</u>
Communications and Admin Officer	ASO6	\$91,315 to \$104,509 <u>\$95,530</u>	<u>Works with ACT Health Divisions to deliver communication as required, and supports the Communication and Engagement Branch administratively where required.</u>
Multimedia Officer	ASO6	\$91,315 to \$104,509 <u>\$100,714</u>	<u>Graphic design, video production and managing creative assets such as images, landmarks and logos.</u>
Graphic Designer	ASO6	\$91,315 to \$104,509	<u>Graphic design and managing creative assets such as images, landmarks and logos.</u>

Commented [BM1]: Please make table consistent with above CHS table.

Commented [GK(2R1): Comms please action. Please amend the table to:
 - Indicate permanent or project funded positions
 - include a brief description of each position
 - provide a salary cost rather than salary range

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ACT Health Directorate – permanent positions unless indicated			
Title	Grade	Salary Cost Range	Description
Graphic Designer	ASO6	\$91,315 to \$104,509	<u>Graphic design and managing creative assets such as images, landmarks and logos.</u>
Total	16		

Commented [BM1]: Please make table consistent with above CHS table.

Commented [GK(2R1)]: Comms please action. Please amend the table to:
 - Indicate permanent or project funded positions
 - include a brief description of each position
 - provide a salary cost rather than salary range

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c) Please refer to b).

d) Please refer to b).

e) ~~The annual budget for Canberra Health Services is \$0.287m, 622 Operating Expenses 2022-23 budget (annually updated for indexation, new initiatives and other ACT Government adjustments).~~

e) The annual budget apart from salary costs for ACT Health Directorate is \$0.533m.

f) The role of the CHS Strategic Communication and Engagement Branch is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals, and the Canberra community to find and understand the information they need about public health services.

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Commented [DA(5)]: This doesn't work with the way CHS have answered - ACT Health indicate less staff (16 vs 19.4) but we have more funding. It might be worth finding out what they have included in their calculation and doing the same. The reason I say this is because we have little to no discretionary funding available but it looks like we're much greater than CHS.

Commented [CJ(6R5)]: For MAGS to note

The Strategic Communication and Engagement Branch are a multi-disciplinary team with decades of experience and formal qualifications in public relations, journalism, engagement, change management, web development, graphic design, marketing, multi-media, brand management and associated disciplines. They are passionate about delivering quality communication that is measurable, aligned to strategy, enables effective and efficient service delivery and that ultimately helps people.

The functions include public relations, communication strategy and campaigns, marketing, advertising and media buying, issues and reputation management, change communication and management, content development, social media, internal communication, online engagement, web development, event management, speech writing, editing, brand management, executive communication, graphic design, photography, videography and project management.

The role-stated function of the ACT Health Directorate Communication and Engagement Branch is as follows: to support the organisation to provide high-quality, best practice communication and engagement that is appropriate, accessible and timely for the identified audience. The Branch carries out their role working closely with Canberra Health Services and other government directorates to ensure its messaging is consistent and up-to-date.

The team at ACT Health are also a multi-disciplinary group who have a range of formal qualifications to assist them in their work such as public relations, journalism, engagement, graphic design, marketing, web and digital design, multi-media and other areas of discipline.

e) Their range of functions are as follows:

Strategic Communications

- Communications pPlans
- Annual/seasonal campaigns such as Winter Wellness and Summer Preparedness
(projectable)-eCampaigns and public health issues such as the prevalence of Death Cap mushrooms and blue Green Alga.
- Project-related campaigns
- Event plans and budget management where needed
- Campaign development and delivery, including:
 - Health infrasturcture programs
 - Culture Review Implementation
 - Drug suite-Drug related legislation reform such as changes arising from the Drugs of Dependence Act and pharmaceutical related legislative reform
 - DHR/MyDHR-Digital Health Record and MyDHR
 - Population Health campaigns such as Sexually Transmissible Infections
 - Vaping
 - Voluntary Assisted Dying
 - Nurse and Midwife ratios and recruitment
- Annual Report editing, design and production
- Social Media including channel management, planning, content development, design, monitoring and responding to the community.
 - Channel management
 - Planning
 - Content Development
 - Design
 - Monitoring
 - Response
- Brand management including acting as guardian for the ACT Health brand, integration and alignment with Whole of Government branding specifications, and ensuring adherence for Aboriginal and Torres Strait Islander brand guidelines for ACT Health.
 - ACTHD management
 - Integration/alignment with WoG branding
 - Aboriginal and Torres Strait Islander/Culture Walls Style Guide management

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Commented [BM7]: What is this? please expand

Commented [GK(8R7)]: Comms please action.

Commented [CJ(9R7)]: Has been expanded

- Internal communication using a variety of channels and strategies to ensure that the ACT Health workforce have the communication they require to work as part of a cohesive and high-achieving directorate and knowing where to seek assistance if they need it.

- Health HQ
- DG Forums
- DG Wrap
- In need communications
- Project budget management

Commented [BM10]: What is this? Please expand.

Commented [GK(11R10)]: Comms please action.

Commented [CJ(12R10)]: Has been removed

Engagement

- Human Services Engagement Project
 - All division consultation
 - Community Services Directorate consultation
- Engagement capability on campaign activities
- Engagement audit and mentoring
- Your Say surveys
- Key stakeholder engagement
- Cross-directorate engagement

Media

- Management of all media engagements for the ACT Health Directorate and COVID-19 related issues.
 - ACTHD
 - COVID-19
- Ministerial Office media liaison, advice and response
- Cross-directorate liaison
- Event related media
- Support and Mmanagement of/liaison for Minister's media stand-ups and other appearances as required.
 - stand ups
 - other appearances
- AIHW reporting/assessment through to Minister's Office
- Speech and talking point development (in liaison with business units)
- Story design and development

Online and Design

- ~~The ACT Health Website project~~ ~~DX project~~ being delivered (in partnership with Chief Minister, Treasury and Economic Development and Community Services Directorate. The project has included ~~⇒~~ user research and user centred-design, content development and training, site design and stakeholder engagement.
- ~~User research~~
- ~~Systems design~~
- ~~Content development~~
- ~~Site design~~
- ~~Stakeholder engagement~~
- Graphic design and publishing including major reports and document, social media visual content, web and digital creative assets and project collateral.
 - ~~Major reports~~
 - ~~Documents~~
 - ~~Social media visual content~~
 - ~~Web site~~
 - ~~Project collateral~~
- Audio visual content including filming and production, photography and management of photoshoots, digital content, project collateral and animation.
 - ~~Filming and production~~
 - ~~Photography~~
 - ~~Management of photo shoots~~
 - ~~Social media~~
 - ~~Web site~~
 - ~~Project collateral~~
 - ~~Animation~~
- Website management including content updates and technical support.
 - ~~Technical support~~
 - ~~Content updates~~
- Contractor management across the spectrum of functions where required.

Commented [BM13]: What is this? Please expand

Commented [GK(14R13)]: Comms please action.

Commented [DA(15R13)]: yes agree, I've changed this around a little.

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- 2) All ACT Executive staff are pooled and employed by the Chief Minister so no further breakdown can be provided.

Approved for circulation to the Member and incorporation into Hansard.

Rachel Stephen-Smith MLA Minister for Health	Date:.....
This response required 11hrs 50mins to complete, at an approximate cost of \$1149.15	

From: Gstrein, Kylie (Health) on behalf of GovernmentBusinessHealth
Sent: Thursday, 29 June 2023 11:09
To: CHS DLO
Cc: Canberra Health Services Ministerial; GovernmentBusinessHealth; ACT Health DLO
Subject: ACTHD advice: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

Importance: High

OFFICIAL

Hi Kerryn

Just confirming that ACTHD has no further concerns about the response to Question 1(e) *annual budget apart from salary costs* and agrees with Meg's and CHS comments.

The response can progress as is.

Thank you!
Kylie

Kylie Gstrein | A/g Director, Government Business

Email: GovernmentBusinessHealth@act.gov.au

Ministerial and Government Services | ACT Health Directorate

Level 5, 2-6 Bowes Street, Woden ACT 2606

health.act.gov.au

From: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Sent: Wednesday, 28 June 2023 2:32 PM
To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>
Cc: ACT Health DLO <ACTHealthDLO@act.gov.au>; CHS DLO <CHSDLO@act.gov.au>
Subject: RE: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hi Kylie,

CHS shares the same view as Megs sentiments below; that is a different approach in both Directorates (such as centralised v comms embedded in work areas) is the result of the funding difference.

For noting only and not for further circulation: the main budget items in the CHS 22-23 budget aside from staffing were advertising and promotional expenses, computer and communication, website, contractors and consultants, staff development.

Thanks
Sally

Sally Smith | Director, Government Relations

Phone: (02) 5124 3016 | Mobile: [REDACTED] | Email: sallyj.smith@act.gov.au

Strategy and Governance | Canberra Health Services | ACT Government

RELIABLE | PROGRESSIVE | RESPECTFUL | KIND

From: Gstrein, Kylie (Health) <Kylie.Gstrein@act.gov.au> **On Behalf Of** GovernmentBusinessHealth
Sent: Wednesday, 28 June 2023 1:44 PM
To: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Cc: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>; ACT Health DLO <ACTHealthDLO@act.gov.au>
Subject: RE: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Thanks Kerryn

I spoke to Sally and she is seeking advice from CHS Comms on what was included in the CHS annual budget amount of \$0.287m.

Once received I will get HD Comms to check that our response is consistent. Then we can confirm the response with MO.

Kind regards
Kylie

Kylie Gstrein | A/g Director, Government Business
Email: GovernmentBusinessHealth@act.gov.au
Ministerial and Government Services | ACT Health Directorate
Level 5, 2-6 Bowes Street, Woden ACT 2606
health.act.gov.au

From: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Sent: Wednesday, 28 June 2023 10:09 AM
To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>
Cc: ACT Health DLO <ACTHealthDLO@act.gov.au>; Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Subject: RE: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hey Kylie

Not sure if this helps but this is what was provided to the MO

Kind Regards
Kerryn Hunter
Assistant Director, Government Relations
Strategy, Policy and Planning | Canberra Health Services | ACT Government
Level 1, Building 28, Canberra Hospital | www.health.act.gov.au
Phone: (02) 5124 9524 **Mobile:** [REDACTED]
E-mail: kerryn.hunter@act.gov.au

From: Gstrein, Kylie (Health) <Kylie.Gstrein@act.gov.au> **On Behalf Of** GovernmentBusinessHealth
Sent: Wednesday, 28 June 2023 9:48 AM
To: CHS DLO <CHSDLO@act.gov.au>; Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Cc: ACT Health DLO <ACTHealthDLO@act.gov.au>; GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>

Subject: RE: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hi Kerryn

When I provided the updated input to CHS Ministerial I noted the query from ACTHD Comms team about funding and asked CHS to advise what was included in their calculation for this so we can check that we have done the same on our end.

Is CHS Ministerial team able to request and provide this information?

Thank you
Kylie

From: Hunter, Kerryn (Health) <Kerryn.Hunter@act.gov.au> **On Behalf Of** CHS DLO
Sent: Wednesday, 28 June 2023 9:00 AM
To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>
Cc: ACT Health DLO <ACTHealthDLO@act.gov.au>
Subject: FW: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

Hey Kylie

Can you please see Meg's question below, the request for additional information didn't come through the CHS Government Business Team so I am not sure what Meg is referring to below. Hoping you will know though 😊

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Bransgrove, Meagen <Meagen.Bransgrove@act.gov.au>
Sent: Tuesday, 27 June 2023 7:00 PM
To: CHS DLO <CHSDLO@act.gov.au>
Cc: Murray, Ryan (Health) <Ryan.Murray@act.gov.au>
Subject: RE: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

Thanks Kerryn, was the query between the two teams resolved? I can't answer that question...

I assume that given the broad remit of the two directorates that the funding makes sense as ACTHD have health campaigns to run and CHS have service provision to communicate about which would necessitate less overall budget and more staff...

Thanks,

Meg

From: Hunter, Kerryn (Health) <Kerryn.Hunter@act.gov.au> **On Behalf Of** CHS DLO
Sent: Tuesday, 27 June 2023 4:55 PM
To: Bransgrove, Meagen <Meagen.Bransgrove@act.gov.au>
Cc: Murray, Ryan (Health) <Ryan.Murray@act.gov.au>
Subject: FW: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing
Importance: High

OFFICIAL

Hi Meg

Please see attached and below for the updated wording from ACTHD.

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations
 Strategy, Policy and Planning | Canberra Health Services | ACT Government
 Level 1, Building 28, Canberra Hospital | www.health.act.gov.au
Phone: (02) 5124 9524 **Mobile:** [REDACTED]
E-mail: kerryn.hunter@act.gov.au

From: Gstrein, Kylie (Health) <Kylie.Gstrein@act.gov.au> **On Behalf Of** GovernmentBusinessHealth
Sent: Tuesday, 27 June 2023 4:33 PM
To: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Cc: CHS DLO <CHSDLO@act.gov.au>; GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>; ACT Health DLO <ACTHealthDLO@act.gov.au>
Subject: FOR URGENT ADVICE: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing
Importance: High

OFFICIAL

Hi Team

ACTHD Comms team have prepared updated input for the above QON following MO comments, however, have raised a query regarding question 1(e). ACT Health indicate less staff (16 vs 19.4) but we have more funding. The reason this is flagged is ACTHD have little to no discretionary funding available but it looks like we're much greater than CHS. Could CHS please advise what was included in the calculation for this so we can check that we have done the same on our end?

1. What is the (a) number, (b) title and (c) grade of positions, (d) annual salary cost for each employee, (e) annual budget apart from salary costs and (f) stated function, for each of (i) Canberra Health Services' Strategic Communication and Engagement Branch and (ii) ACT Health Directorate's Communications Branch.

1(e) The annual budget for Canberra Health Services is \$0.287m. The annual budget apart from salary costs for ACT Health Directorate is \$0.533m.

Thanks
 Kylie

Kylie Gstrein | A/g Director, Government Business
 Email: GovernmentBusinessHealth@act.gov.au
Ministerial and Government Services | ACT Health Directorate
 Level 5, 2-6 Bowes Street, Woden ACT 2606

health.act.gov.au

From: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>
Sent: Tuesday, 30 May 2023 11:39 AM
To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>
Cc: CHS DLO <CHSDLO@act.gov.au>
Subject: *GBC23/284* RE: URGENT: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

OFFICIAL

This time with attachment

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations
Strategy, Policy and Planning | Canberra Health Services | ACT Government
Level 1, Building 28, Canberra Hospital | www.health.act.gov.au
Phone: (02) 5124 9524 **Mobile:** [REDACTED]
E-mail: kerryn.hunter@act.gov.au

From: Canberra Health Services Ministerial
Sent: Tuesday, 30 May 2023 11:37 AM
To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>
Cc: CHS DLO <CHSDLO@act.gov.au>
Subject: URGENT: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing
Importance: High

OFFICIAL

Hi Kylie

I forgot to seek ACTHD input on this one, are you able to arrange input from ACTHD and if we could have the input by 2pm Friday 2 June it would be appreciated.

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations
Strategy, Policy and Planning | Canberra Health Services | ACT Government
Level 1, Building 28, Canberra Hospital | www.health.act.gov.au
Phone: (02) 5124 9524 **Mobile:** [REDACTED]
E-mail: kerryn.hunter@act.gov.au

From: Hunter, Kerryn (Health) on behalf of CHS DLO
Sent: Thursday, 29 June 2023 13:52
To: Bransgrove, Meagen
Cc: Murray, Ryan (Health)
Subject: FW: ACTHD advice: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing

Importance: High

OFFICIAL

Hi Meg

Please see below from ACTHD in relation to the above QoN, this one is now good to progress to signature.

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** [REDACTED]

E-mail: kerryn.hunter@act.gov.au

From: Gstrein, Kylie (Health) <Kylie.Gstrein@act.gov.au> **On Behalf Of** GovernmentBusinessHealth
Sent: Thursday, 29 June 2023 11:09 AM
To: CHS DLO <CHSDLO@act.gov.au>
Cc: Canberra Health Services Ministerial <CHS.Ministerial@act.gov.au>; GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>; ACT Health DLO <ACTHealthDLO@act.gov.au>
Subject: ACTHD advice: GBCHS23/140: Assembly Sitting 29-23 March 2023 - Question on Notice (QoN) 1176 - Communications Staffing
Importance: High

OFFICIAL

Hi Kerryn

Just confirming that ACTHD has no further concerns about the response to Question 1(e) *annual budget apart from salary costs* and agrees with Meg's and CHS comments.

The response can progress as is.

Thank you!

Kylie

Kylie Gstrein | A/g Director, Government Business

Email: GovernmentBusinessHealth@act.gov.au

Ministerial and Government Services | ACT Health Directorate

Level 5, 2-6 Bowes Street, Woden ACT 2606

health.act.gov.au

From: Hunter, Kerryn (Health) on behalf of CHS DLO
Sent: Thursday, 29 June 2023 15:39
To: Tomlinson, Benjamin
Cc: Bransgrove, Meagen; Murray, Ryan (Health); Smith, Kahlia; Goodwin, Jonathan; CHS DLO; ACT Health DLO
Subject: RE: QoN update

OFFICIAL

Hi Ben

QoNs **Out of Scope** are all with the Minister's Office.

Kind Regards

Kerryn Hunter

Assistant Director, Government Relations

Strategy, Policy and Planning | Canberra Health Services | ACT Government

Level 1, Building 28, Canberra Hospital | www.health.act.gov.au

Phone: (02) 5124 9524 **Mobile:** **Out of Scope**

E-mail: kerryn.hunter@act.gov.au

From: Gower, Tara (Health) <Tara.Gower@act.gov.au> **On Behalf Of** ACT Health DLO
Sent: Thursday, 29 June 2023 3:27 PM
To: Tomlinson, Benjamin <Benjamin.Tomlinson@act.gov.au>
Cc: Bransgrove, Meagen <Meagen.Bransgrove@act.gov.au>; Murray, Ryan (Health) <Ryan.Murray@act.gov.au>; Smith, Kahlia <Kahlia.Smith@act.gov.au>; Goodwin, Jonathan <Jonathan.Goodwin@act.gov.au>; CHS DLO <CHSDLO@act.gov.au>
Subject: RE: QoN update

OFFICIAL

Hi Ben

Please see an update from ACTHD below:

Out of Scope



Out of Scope

Thank you

Tara

Tara Gower | Directorate Liaison Officer | ACT Health Directorate

Mob: [REDACTED] | Email: ACTHealthDLO@act.gov.au

Office of Rachel Stephen-Smith | Minister for Health

Office of Emma Davidson | Minister for Mental Health

Level 2, Legislative Assembly Building, Civic Square



From: Tomlinson, Benjamin <Benjamin.Tomlinson@act.gov.au>

Sent: Tuesday, 27 June 2023 8:30 AM

To: ACT Health DLO <ACTHealthDLO@act.gov.au>; CHS DLO <CHSDLO@act.gov.au>

Cc: Bransgrove, Meagen <Meagen.Bransgrove@act.gov.au>; Murray, Ryan (Health) <Ryan.Murray@act.gov.au>;

Smith, Kahlia <Kahlia.Smith@act.gov.au>; Goodwin, Jonathan <Jonathan.Goodwin@act.gov.au>

Subject: QoN update

Importance: High

Hi both

Just seeking an update on all of the below. In particular will need reasons for why any of the expired ones will not be in office/signed by the Minister prior to QT.

Questions on Notice

Expires 11 June 2023

Out of Scope [REDACTED] 1176, [REDACTED] Out of Scope

Out of Scope

Cheers

Ben

Ben Tomlinson

Chief of Staff

Office of Minister Rachel Stephen-Smith MLA

ACT Government

Ph: (02) 6205 9949 | Mob [REDACTED] | Email: Benjamin.Tomlinson@act.gov.au

ACT Legislative Assembly, 196 London Circuit, Canberra, ACT 2600

From: Davidson, Emma
Sent: Friday, 30 June 2023 08:25
To: CHS DLO
Subject: Questions on notice: 1176 and Out of Scope

Hi,

Yesterday at the end of Question Time, Minister Stephen-Smith referred to QON 1176 which Ms Castley is waiting on an answer to. The Minister said it was being cleared by CHS and would answer both 1176 and Out of Scope

Out of Scope Out of Scope

Hope this is useful.

Emma

Out of Scope Out of Scope

From: Murray, Ryan (Health) on behalf of CHS DLO
Sent: Monday, 10 July 2023 15:59
To: LA Notice Paper
Cc: Canberra Health Services Ministerial
Subject: QON 1176
Attachments: 20230706 QoN 1176 Comms Staffing.pdf; 20230706 QoN 1176 Comms Staffing.docx

OFFICIAL

Good afternoon,

Please find attached the response to QON 1176 from Minister Stephen-Smith.

Thanks,

Ryan Murray | Directorate Liaison Officer

Phone: 02 6205 5030 | Mobile [REDACTED] | Email: CHSDLO@act.gov.au

Office of Rachel Stephen-Smith MLA | Minister for Health

Officer of Emma Davidson MLA | Minister for Mental Health and Justice Health

Division of the Deputy Chief Executive Officer | Canberra Health Services | ACT Government

ACT Legislative Assembly, 196 London Circuit, Canberra, ACT | canberrahealthservices.act.gov.au

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.





Rachel Stephen-Smith MLA
 Minister for Health
 Minister for Families and Community Services
 Minister for Aboriginal and Torres Strait Islander Affairs

Member for Kurrajong

RESPONSE TO QUESTION ON NOTICE
Questions on Notice Paper No 29
12 May 2023
Question No. 1176

Asked by LEANNE CASTLEY MLA:

- 1) What is the (a) number, (b) title and (c) grade of positions, (d) annual salary cost for each employee, (e) annual budget apart from salary costs and (f) stated function, for each of (i) Canberra Health Services' Strategic Communication and Engagement Branch and (ii) ACT Health Directorate's Communications Branch.
- 2) What is the (a) number, (b) title and (c) grade of position, for all media and communications staff in the Minister's office.

MINISTER STEPHEN-SMITH MLA - The answer to the Member's question is as follows:

- 1)
 - a) The Canberra Health Services (CHS) Strategic Communication and Engagement Branch consists of 14 permanently funded team members (13.4 FTE), led by an Executive Branch Manager, and consists of communication officers, internal and external channel managers, media officers, graphic designers, and web developers. Several of these are funded to provide specific support to a particular Division or priority. Additionally, the team currently has six temporary project funded team members. to support specific projects.

The ACT Health Directorate's Communication and Engagement Branch consists of 16 team members as listed in the table below.



b) c) d)

Canberra Health Services - Permanently Funded			
Title	Grade	Salary cost	Description
Executive Branch Manager, Strategic Communication and Engagement	Executive Branch Manager	\$249,511	Branch Executive
Senior Director, Channels and Insights	SOGA	\$157,201	Responsible for the development, management, and optimisation of all CHS internal and external channels including reporting and insights Liaises with organisational partners and key stakeholders, including consumers and CHS team members to understand the best forms of communication for stakeholders, consumers and staff to ensure these needs are met
Senior Director, Content	SOGA	\$157,201	Responsible for leading and managing a team that develops, implements, evaluates, and reports on communication and engagement activities that support organisational priorities
Director, Media	SOGB	\$135,355 to \$152,377	Responsible for leading and managing a team responsible for providing strategic advice on reactive and proactive media activities, developing media materials and issues and event management

Canberra Health Services - Permanently Funded			
Title	Grade	Salary cost	Description
Director, Content	SOGB	\$135,355 to \$152,377	Account manager responsible for developing implementing and evaluating communication strategies to support CHS business priorities
Assistant Director, Media	SOGC	\$114,928 to \$123,710	Assists with the development and delivery of Canberra Health Services' proactive and reactive media activities Provides strategic media advice to CHS team members. Ensures the effective operation of the media inquiry process and manages media events as required
Assistant Director, Channel Management (internal channels)	SOGC	\$114,928 to \$123,710	Channel manager responsible for overseeing internal channels including health hub, staff forums, staff emails, digital screens
Assistant Director, Channel Management (external channels)	SOGC	\$114,928 to \$123,710	Channel manager responsible for overseeing external channels including social media and website
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Senior Graphic Designer	SOGC	\$114,928 to \$123,710	Graphic design
Content Officer (Infrastructure and Health Support Services)	SOGC	\$114,928 to \$123,710	Content officer supporting priorities within the Infrastructure and Health Support Services Division

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Title	Grade	Salary cost	Description
Web developer	ASO6	\$91,315 to \$104,509	Web development
Communication officer	ASO6	\$91,315 to \$104,509	Account manager
Communications Officer	ASO5	\$91,315 to \$104,509	Communications support officer

Canberra Health Services – Project Funded			
Title	Grade	Salary cost	Description
Senior Director, Brand	SOGA	\$157,201	Temporary project funded position to deliver Brand Project
Senior Director, Content and Engagement (Campus Modernisation/Major infrastructure)	SOGA	\$157,201	Temporary project funded position to support CHS move to the new Critical Services Building external communications and engagement, change communications, and internal communications
Director, Content and Engagement (Campus Modernisation/Major infrastructure)	SOGB	\$135,355 to \$152,377	Temporary funded project position to support Centenary Hospital expansion project
Assistant Director, Content (Campus Master Plan)	SOGC	\$114,928 to \$123,710	Temporary project funded position to support communication requirements for Campus Master Plan implementation. external communications and engagement, change communications, and internal communications
Assistant Director, Brand	SOGC	\$114,928 to \$123,710	Temporary project funded position to deliver Brand project
Graphic designer	ASO6	\$91,315 to \$104,509	Temporary project funded position to support Critical Services Building

ACT Health Directorate – permanent positions unless indicated			
Title	Grade	Salary Cost	Description
Executive Branch Manager	Executive Branch Manager	\$179,749	Branch Executive
Senior Director, Strategic Communication	SOGA	\$157,201	Responsible for leading and managing a team that develops, implements, evaluates, and reports on strategic communication and activities that support organisational priorities. This position also manages the range of social media and digital channels to maximise opportunities for best practice communication
Senior Director, Media	SOGA	\$157,201	Responsible for leading and managing a team responsible for providing strategic advice on reactive and proactive media activities, developing media materials and issues and event management
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Director, Online and Design strategy	SOGB	\$135,355 to \$152,377	Responsible for the delivery of the new ACT Health website

ACT Health Directorate – permanent positions unless indicated			
Title	Grade	Salary Cost	Description
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ACT Health Directorate – permanent positions unless indicated			
Title	Grade	Salary Cost	Description
Web Developer	ASO6	\$91,315 to \$104,509	Supports the work of the Director, Online and Design in the development and delivery of a new ACT Health website, and facilitating updates for the existing website
Communications Officer	ASO6	\$91,315 to \$104,509	Works with ACT Health Divisions to deliver communication as required
Communications and Admin Officer	ASO6	\$91,315 to \$104,509	Works with ACT Health Divisions to deliver communication as required, and supports the Communication and Engagement Branch administratively where required
Multimedia Officer	ASO6	\$91,315 to \$104,509	Graphic design, video production and managing creative assets such as images, landmarks and logos
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- e) The annual budget for Canberra Health Services is \$0.287m. The annual budget apart from salary costs for ACT Health Directorate is \$0.533m.
- f) (i) The role of the CHS Strategic Communication and Engagement Branch is to lead and direct strategic communications, engagement and marketing activities that support CHS to achieve its goals, and the Canberra community to find and understand the information they need about public health services.

The Strategic Communication and Engagement Branch are a multi-disciplinary team with decades of experience and formal qualifications in public relations, journalism, engagement, change management, web development, graphic design, marketing, multi-media, brand

management and associated disciplines. They are passionate about delivering quality communication that is measurable, aligned to strategy, enables effective and efficient service delivery and that ultimately helps people.

The functions include public relations, communication strategy and campaigns, marketing, advertising and media buying, issues and reputation management, change communication and management, content development, social media, internal communication, online engagement, web development, event management, speech writing, editing, brand management, executive communication, graphic design, photography, videography and project management.

(ii) The function of the ACT Health Directorate Communication and Engagement Branch is to support the organisation to provide high-quality, best practice communication and engagement that is appropriate, accessible and timely for the identified audience. The Branch carries out their role working closely with Canberra Health Services and other government directorates to ensure its messaging is consistent and up-to-date.

The team at ACT Health are also a multi-disciplinary group who have a range of formal qualifications to assist them in their work such as public relations, journalism, engagement, graphic design, marketing, web and digital design, multi-media and other areas of discipline.

Their range of functions are as follows:

Strategic Communications

- Communications plans
- Annual/seasonal campaigns such as Winter Wellness and Summer Preparedness Campaigns and public health issues such as the prevalence of Death Cap mushrooms and blue Green Alga.
- Project-related campaigns
- Event plans and budget management where needed
- Campaign development and delivery, including:
 - Health infrastructure programs
 - Culture Review Implementation
 - Drug related legislation reform such as changes arising from the Drugs of Dependence Act and pharmaceutical related legislative reform
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 - Population Health campaigns such as Sexually Transmissible Infections
 - Vaping
 - Voluntary Assisted Dying
 - Nurse and Midwife ratios and recruitment
- Annual Report editing, design and production

- Social Media including channel management, planning, content development, design, monitoring and responding to the community.
- Brand management including acting as guardian for the ACT Health brand, integration and alignment with Whole of Government branding specifications, and ensuring adherence for Aboriginal and Torres Strait Islander brand guidelines for ACT Health.
- Internal communication using a variety of channels and strategies to ensure that the ACT Health workforce have the communication they require to work as part of a cohesive and high-achieving directorate and knowing where to seek assistance if they need it.

Engagement

- Human Services Engagement Project
 - All division consultation
 - Community Services Directorate consultation
- Engagement capability on campaign activities
- Engagement audit and mentoring
- Your Say surveys
- Key stakeholder engagement
- Cross-directorate engagement

Media

- Management of all media engagements for the ACT Health Directorate and COVID-19 related issues.
- Ministerial Office media liaison, advice and response
- Cross-directorate liaison
- Event related media
- Support and management of/liaison for Minister's media stand-ups and other appearances as required
- AIHW reporting/assessment through to Minister's Office
- Speech and talking point development (in liaison with business units)
- Story design and development

Online and Design

- The ACT Health Website project being delivered in partnership with Chief Minister, Treasury and Economic Development and Community Services Directorate. The project has included user research and user centred-design, content development and training, site design and stakeholder engagement. Graphic design and publishing including major reports and document, social media visual content, web and digital creative assets and project collateral.

- Audio visual content including filming and production, photography and management of photoshoots, digital content, project collateral and animation.
- Website management including content updates and technical support.
- Contractor management across the spectrum of functions where required.

2) All ACT Executive staff are pooled and employed by the Chief Minister so no further breakdown can be provided.

Approved for circulation to the Member and incorporation into Hansard.



Rachel Stephen-Smith MLA
Minister for Health

Date:.....6/7/23.....

This response required 11hrs 50mins to complete, at an approximate cost of \$1149.15



Rachel Stephen-Smith MLA

Minister for Health

Minister for Families and Community Services

Minister for Aboriginal and Torres Strait Islander Affairs

Member for Kurrajong

RESPONSE TO QUESTION ON NOTICE

Questions on Notice Paper No 29

12 May 2023

Question No. 1176

Asked by LEANNE CASTLEY MLA:

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Approved for circulation to the Member and incorporation into Hansard.

**Rachel Stephen-Smith MLA
Minister for Health**

Date:.....

This response required 11hrs 50mins to complete, at an approximate cost of \$1149.15