

Our reference: **ACTHDFOI23-24.02**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

Dear [REDACTED],

### **DECISION ON YOUR ACCESS APPLICATION**

I refer to your application under section 30 of the *Freedom of Information Act 2016* (FOI Act), received by the ACT Health Directorate (ACTHD) 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 Director-General of ACTHD under section 18 of the FOI Act to deal with access applications made under Part 5 of the Act. ACTHD was required to provide a decision on your access application by **Wednesday 16 August 2023**.

I have identified 14 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**

I have decided to grant partial access to 14 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; and
- The *Human Rights Act 2004*.

#### **Partial Access**

I have decided to grant partial access to all 14 documents as they contain information that I consider to be contrary to the public interest 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 personal 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, ACTHD 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](mailto:ACTFOI@ombudsman.gov.au)  
Website: [ombudsman.act.gov.au](http://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](mailto:HealthFOI@act.gov.au).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C. Ellis', written in a cursive style.

Catherine Ellis  
**Senior Director**  
Ministerial and Government Services  
ACT Health Directorate

09 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>	<b>ACTHDFOI23-24.02</b>

Ref Number	Page Number	Description	Date	Status Decision	Factor	Open Access release status
1.	1 – 4	Email and attachment – Request for input from MO - comms staff in Min health office - QoN: Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley	30 May 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
2.	5 – 8	Email and attachment – RE: Follow-Up RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley	1 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
3.	9 - 12	Email and attachment – RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 – Assembly Business -	1 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES

		ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley				
4.	13 – 16	Email and attachment – RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 – Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley	2 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
5.	17 – 33	Email – RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 – Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley	2 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
6.	34 – 41	Email and attachment – RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 – Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley	2 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
7.	42 – 44	Email – RE: FOR CLEARANCE - OVERDUE Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley	4 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
8.	45 – 54	Email and attachment – CLEARED: Overdue Input For Clearance: GBC23/284 and GBC23/286 – Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley	7 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
9.	55 – 65	Email and attachment – RE: RFA : QON 1176 Communications Staffing	21 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
10.	66 – 68	Email – RE: OVERDUE: RFA DUE ASAP - GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley	23 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
11.	69 – 71	Email – RE: FOR CLEARANCE - URGENT- GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services	27 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES

		and ACT Health Directorate Communications Branches - Castley				
12.	72 – 73	Email – QON update	28 June 2023	Partial Release	Out of scope information redacted Schedule 2, 2.2(a)(ii) Privacy	YES
13.	74 – 88	Email and attachment – RE: FYI - GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley	29 June 2023	Partial Release	Schedule 2, 2.2(a)(ii) Privacy	YES
14.	89 – 91	Email – RE: QoN update	29 June 2023	Partial Release	Out of scope information redacted Schedule 2, 2.2(a)(ii) Privacy	YES
<b>Total Number of Documents</b>						
<b>14</b>						

**From:** ACT Health StrategicInfrastructure  
**Sent:** Tuesday, 30 May 2023 12:43  
**To:** ACT Health DLO  
**Cc:** ACT Health StrategicInfrastructure  
**Subject:** Request for input from MO - comms staff in Min health office - QoN: Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

**Attachments:** ACTHD Input Response - Question on Notice (QoN) 1176 - Minister for ~ Canberra Health Services and ACT Health Directorate Communications Branches.DOCX

**Importance:** High

Hi Tara,

Can you please assist us with providing input (to CHS) into the attached QoN in relation to part two of the attached.

Can you please find out from the MO the number, title and grade of position, for all media and communications staff in the Minister for Health's office.

Is there any way that we could get this information today?

Kind regards,

**Jo Carpenter (she/her) | Executive Officer | Infrastructure Communication and Engagement Division**

Mob: [REDACTED] or via MS Teams | Email: [Jo.Carpenter@act.gov.au](mailto:Jo.Carpenter@act.gov.au)

ACT Health Directorate, 2-6 Bowes Street Phillip ACT 2606, [health.act.gov.au](http://health.act.gov.au)

---

**From:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth

**Sent:** Tuesday, 16 May 2023 2:28 PM

**To:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Jo,

Please find attached two Costing Tool Templates, as well as the two Questions on Notice.

Please let me know if you need anything further for this one.

Kind regards,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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.*

---

**From:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Sent:** Tuesday, 16 May 2023 1:33 PM

**To:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Paisley.....I'm afraid I don't have Trim access. Are you able to send me the document?

Many thanks

Jo

**Jo Spencer | Executive Branch Manager Communication and Engagement**

Phone: [REDACTED] | Email: [Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)

**Infrastructure Communication and Engagement Division | ACT Health Directorate**

Level 5, 6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://health.act.gov.au)

---

**From:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth

**Sent:** Tuesday, 16 May 2023 1:21 PM

**To:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Subject:** QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

**OFFICIAL**

Hi Team

Please find for action the attached Questions on Notice (QON) 1176 - Canberra Health Services and ACT Health Directorate Communications Branches and Question on Notice (QON) 1181 - Canberra Health Services and ACT Health Directorate Communications Branches

The EGM (or equivalent) cleared response and completed QON costing template are due back to the Government Business Team **by 30 May 2023**.

**This request is for input to CHS for Question 1 for both Questions on Notice.**

If you have any questions or concerns regarding responding to this QON please reach out to us ASAP.

Thanks,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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.*



**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**  
**Friday, 12 May 2023**  
**Question No. 1176**

Asked by **MS 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:

**Approved for circulation to the Member and incorporation into Hansard.**

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

**Date:.....**

This response required XXX minutes to complete, at an approximate cost of \$XX.XX.

---

**From:** ACT Health StrategicInfrastructure  
**Sent:** Thursday, 1 June 2023 12:06  
**To:** GovernmentBusinessHealth  
**Subject:** RE: Follow-Up RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Paisley,

I'm sorry it is with comms to add some input into the response and finalise. I have been chasing today. It is top of my list.

Kind regards,

**Jo Carpenter (she/her) | Executive Officer | Infrastructure Communication and Engagement Division**

Mob: [REDACTED] or via MS Teams | Email: [Jo.Carpenter@act.gov.au](mailto:Jo.Carpenter@act.gov.au)

ACT Health Directorate, 2-6 Bowes Street Phillip ACT 2606, [health.act.gov.au](http://health.act.gov.au)

---

**From:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth  
**Sent:** Thursday, 1 June 2023 11:48 AM  
**To:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>  
**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>  
**Subject:** RE: Follow-Up RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Jo,

I'm following up on these Questions on Notice, could you please advise how these are progressing?

Please reach out with any concerns.

Kind regards,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>  
**Sent:** Tuesday, 30 May 2023 1:17 PM

**To:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>

**Subject:** RE: Follow-Up RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Paisley,

Unfortunately they won't be through today sorry. I am working on it now.

Kind regards,

**Jo Carpenter (she/her) | Executive Officer | Infrastructure Communication and Engagement Division**

Mob: [REDACTED] or via MS Teams | Email: [Jo.Carpenter@act.gov.au](mailto:Jo.Carpenter@act.gov.au)

ACT Health Directorate, 2-6 Bowes Street Phillip ACT 2606, [health.act.gov.au](http://health.act.gov.au)

**From:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth

**Sent:** Tuesday, 30 May 2023 11:38 AM

**To:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>

**Subject:** Follow-Up RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi team,

I'm following up on this request for input for both GBC23/284 and GBC23/286, could you please let me know how this is coming along and if MAGS will be receiving these by today?

Please let me know if there are any concerns.

Kind regards,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth

**Sent:** Tuesday, 16 May 2023 1:21 PM

**To:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Subject:** QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

OFFICIAL

Hi Team

Please find for action the attached Questions on Notice (QON) 1176 - Canberra Health Services and ACT Health Directorate Communications Branches and Question on Notice (QON) 1181 - Canberra Health Services and ACT Health Directorate Communications Branches

The EGM (or equivalent) cleared response and completed QON costing template are due back to the Government Business Team **by 30 May 2023**.

**This request is for input to CHS for Question 1 for both Questions on Notice.**

If you have any questions or concerns regarding responding to this QON please reach out to us ASAP.

Thanks,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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.*



**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**  
**Friday, 12 May 2023**  
**Question No. 1176**

Asked by **MS 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:

**Approved for circulation to the Member and incorporation into Hansard.**

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

**Date:.....**

This response required XXX minutes to complete, at an approximate cost of \$XX.XX.

---

**From:** Spencer, Jo (Health)  
**Sent:** Thursday, 1 June 2023 17:24  
**To:** Carpenter, Jo (Health); ACT Health StrategicInfrastructure  
**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley  
**Attachments:** ACT Health C&E Capability and Services Feb 2023.docx

Thanks very much Jo

Here's where I'm at (conscious of deadlines).

It's the exact same answer to both QONs.....identical questions, one is Health, one is Mental Health and the same team does the work for both. How do you think we handle that....so it doesn't look like two identical teams?

I've confirmed the operating budget and inserted below (it's across both ministries), but haven't heard back from MAGS about using the EBA link or salary ranges....hopefully tomorrow.

Let me know what you think.

Cheers  
Jo

**Jo Spencer | Executive Branch Manager Communication and Engagement**

Phone: [REDACTED] | Email: [Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)

**Infrastructure Communication and Engagement Division | ACT Health Directorate**  
Level 5, 6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://health.act.gov.au)

---

**From:** ACT Health StrategicInfrastructure <ACTHealthStrategicInfrastructure@act.gov.au>  
**Sent:** Tuesday, 30 May 2023 4:50 PM  
**To:** Spencer, Jo (Health) <Jo.Spencer@act.gov.au>  
**Cc:** ACT Health StrategicInfrastructure <ACTHealthStrategicInfrastructure@act.gov.au>  
**Subject:** QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley  
**Importance:** High

Hi Jo,

I have started adding in some content for the input response to:  
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.

I have gotten the numbers titles and grades of the positions from your org chart and the functions of the branch from the annual report. If you could review and complete the other information and return to me...hopefully tomorrow, I would be gratefully appreciative.

(ii) ACT Health Directorate's Communications Branch.

[For each Comms employee:](#)

**(a) number (b) titles and (c) grade of positions**

One Executive Branch ManagerThree Senior Officer Grade A positions

- Senior Director Strategic Communication
- Senior Director Media
- Senior Director Engagement

Two Senior Officer Grade B positions

- Director Online
- Director Communication

Four Senior Officer Grade C positions

- Assistant Director Media
- Senior Communications Officer X 3

Six Administration Services Grade 6 positions

- Web Developer
- Communications Officer
- Communications and Admin Officer
- Multimedia Officer
- Graphic designer X 2

**(d) annual salary cost for each employee**

Refer to current EBA for salary ranges.....

[https://www.cmtedd.act.gov.au/data/assets/pdf\\_file/0009/1888371/ACT-Public-Sector-Administrative-and-Related-Classifications-Enterprise-Agreement-2021-2022-FINAL.pdf](https://www.cmtedd.act.gov.au/data/assets/pdf_file/0009/1888371/ACT-Public-Sector-Administrative-and-Related-Classifications-Enterprise-Agreement-2021-2022-FINAL.pdf)

**For Comms Branch:****(e) annual budget apart from salary costs**

\$0.533m

**(f) stated function of the branch**

See attached

Thank so much,

Kind regards,

**Jo Carpenter (she/her) | Executive Officer | Infrastructure Communication and Engagement Division**

Mob: [REDACTED] or via MS Teams | Email: [Jo.Carpenter@act.gov.au](mailto:Jo.Carpenter@act.gov.au)

ACT Health Directorate, 2-6 Bowes Street Phillip ACT 2606, [health.act.gov.au](http://health.act.gov.au)

---

**From:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth

**Sent:** Tuesday, 16 May 2023 2:28 PM

**To:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Jo,

Please find attached two Costing Tool Templates, as well as the two Questions on Notice.

Please let me know if you need anything further for this one.



Kind regards,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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.*

---

**From:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Sent:** Tuesday, 16 May 2023 1:33 PM

**To:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Paisley.....I'm afraid I don't have Trim access. Are you able to send me the document?

Many thanks

Jo

**Jo Spencer | Executive Branch Manager Communication and Engagement**

Phone: [REDACTED] | Email: [Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)

**Infrastructure Communication and Engagement Division | ACT Health Directorate**

Level 5, 6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://health.act.gov.au)

---

**From:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth

**Sent:** Tuesday, 16 May 2023 1:21 PM

**To:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Subject:** QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

**OFFICIAL**

Hi Team

Please find for action the attached Questions on Notice (QON) 1176 - Canberra Health Services and ACT Health Directorate Communications Branches and Question on Notice (QON) 1181 - Canberra Health Services and ACT Health Directorate Communications Branches

The EGM (or equivalent) cleared response and completed QON costing template are due back to the Government Business Team **by 30 May 2023**.

**This request is for input to CHS for Question 1 for both Questions on Notice.**

If you have any questions or concerns regarding responding to this QON please reach out to us ASAP.

Thanks,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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.*

---

**From:** Brooks, Paisley (Health) on behalf of GovernmentBusinessHealth  
**Sent:** Friday, 2 June 2023 15:09  
**To:** ACT Health StrategicInfrastructure  
**Cc:** GovernmentBusinessHealth  
**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Jo,

We will need to have the information provided in the table, either with the salary or with the salary ranges, to ensure we are matching CHS's input when we provide this to CHS.

Please let me know if you have any questions.

Thank you,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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:** ACT Health StrategicInfrastructure <ACTHealthStrategicInfrastructure@act.gov.au>  
**Sent:** Friday, 2 June 2023 2:16 PM  
**To:** GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>  
**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Paisley,

Thanks for following

We have included a link to the relevant EBA for the salaries for each grade. I have put our responses up to EGM for clearance this morning so hopefully will be cleared shortly.

Kind regards,

**Jo Carpenter (she/her) | Executive Officer | Infrastructure Communication and Engagement Division**

Mob: [REDACTED] or via MS Teams | Email: [Jo.Carpenter@act.gov.au](mailto:Jo.Carpenter@act.gov.au)

ACT Health Directorate, 2-6 Bowes Street Phillip ACT 2606, [health.act.gov.au](http://health.act.gov.au)

**From:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth  
**Sent:** Friday, 2 June 2023 2:09 PM  
**To:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>; GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>  
**Cc:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>  
**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Jo,

CHS has provided their response for 1176 (GBC23/284) us to provide input to, under *COR23/19142*. Container has been attached for your ease of reference.

MAGS would suggest mirroring what CHS has provided, as there are no personal details being provided in their table. However, if you do feel uncomfortable providing individual salaries, we are comfortable with receiving input with the range of salaries for that position, as listed on the EBA.

Please reach out with any concerns or questions.

Kind regards,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>  
**Sent:** Thursday, 1 June 2023 2:44 PM  
**To:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>  
**Cc:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>  
**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley  
**Importance:** High

Hi Paisley

I'm just finishing up the response for these QONs. Couple of questions.....

It asks for salary details for each employee. I spoke with Fiona Barbaro, and we agreed that there is probably privacy issues attached to that.

Fiona suggests I include either a link to the EBA that has that information, or supply the salary range for the job classification. Is that sufficient from your point of view?

By the way, it is the same response to each QON, as the one team manages communication and engagement for both the Minister for Health and the Minister for Mental Health.

Kind regards  
Jo

**Jo Spencer | Executive Branch Manager Communication and Engagement**

Phone: [REDACTED] | Email: [Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)

**Infrastructure Communication and Engagement Division | ACT Health Directorate**  
Level 5, 6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://health.act.gov.au)

**From:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth  
**Sent:** Tuesday, 16 May 2023 2:28 PM  
**To:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>  
**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>  
**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Jo,

Please find attached two Costing Tool Templates, as well as the two Questions on Notice.

Please let me know if you need anything further for this one.

Kind regards,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**  
2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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.*

**From:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>  
**Sent:** Tuesday, 16 May 2023 1:33 PM  
**To:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>  
**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Paisley.....I'm afraid I don't have Trim access. Are you able to send me the document?

Many thanks

Jo

**Jo Spencer | Executive Branch Manager Communication and Engagement**

Phone: [REDACTED] | Email: [Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)

**Infrastructure Communication and Engagement Division | ACT Health Directorate**

Level 5, 6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://health.act.gov.au)

**From:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth

**Sent:** Tuesday, 16 May 2023 1:21 PM

**To:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; Spencer, Jo (Health)

<[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Subject:** QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

**OFFICIAL**

Hi Team

Please find for action the attached Questions on Notice (QON) 1176 - Canberra Health Services and ACT Health Directorate Communications Branches and Question on Notice (QON) 1181 - Canberra Health Services and ACT Health Directorate Communications Branches

The EGM (or equivalent) cleared response and completed QON costing template are due back to the Government Business Team **by 30 May 2023**.

**This request is for input to CHS for Question 1 for both Questions on Notice.**

If you have any questions or concerns regarding responding to this QON please reach out to us ASAP.

Thanks,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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.*

---

**From:** Spencer, Jo (Health)  
**Sent:** Friday, 2 June 2023 16:07  
**To:** ACT Health StrategicInfrastructure  
**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Thanks Jo

I think we've got the right formula for the HD response. Good to talk to you about it this afternoon.

Have a great weekend.

Jo

**Jo Spencer | Executive Branch Manager Communication and Engagement**

Phone: [REDACTED] | Email: [Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)

**Infrastructure Communication and Engagement Division | ACT Health Directorate**

Level 5, 6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://health.act.gov.au)

---

**From:** ACT Health StrategicInfrastructure <ACTHealthStrategicInfrastructure@act.gov.au>  
**Sent:** Friday, 2 June 2023 3:34 PM  
**To:** Spencer, Jo (Health) <Jo.Spencer@act.gov.au>  
**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Jo,

As discussed for your info – attached.

Kind regards,

**Jo Carpenter (she/her) | Executive Officer | Infrastructure Communication and Engagement Division**

Mob: [REDACTED] or via MS Teams | Email: [Jo.Carpenter@act.gov.au](mailto:Jo.Carpenter@act.gov.au)

ACT Health Directorate, 2-6 Bowes Street Phillip ACT 2606, [health.act.gov.au](http://health.act.gov.au)

---

**From:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>  
**Sent:** Friday, 2 June 2023 3:14 PM  
**To:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>  
**Cc:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>  
**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Paisley

I don't have trim access. Can you send me the docs please?

I'll have a look and see how they measure against the advice from our EGM Corporate....I'm sure we'll find a good outcome.

Many thanks

Jo

**Jo Spencer | Executive Branch Manager Communication and Engagement**

Phone: [REDACTED] | Email: [Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)

**Infrastructure Communication and Engagement Division | ACT Health Directorate**  
 Level 5, 6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://health.act.gov.au)

---

**From:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth  
**Sent:** Friday, 2 June 2023 2:09 PM  
**To:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>; GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>  
**Cc:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>  
**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Jo,

CHS has provided their response for 1176 (GBC23/284) us to provide input to, under *COR23/19142*. Container has been attached for your ease of reference.

MAGS would suggest mirroring what CHS has provided, as there are no personal details being provided in their table. However, if you do feel uncomfortable providing individual salaries, we are comfortable with receiving input with the range of salaries for that position, as listed on the EBA.

Please reach out with any concerns or questions.

Kind regards,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>  
**Sent:** Thursday, 1 June 2023 2:44 PM  
**To:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>  
**Cc:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>  
**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley  
**Importance:** High

Hi Paisley

I'm just finishing up the response for these QONs. Couple of questions.....



It asks for salary details for each employee. I spoke with Fiona Barbaro, and we agreed that there is probably privacy issues attached to that.

Fiona suggests I include either a link to the EBA that has that information, or supply the salary range for the job classification. Is that sufficient from your point of view?

By the way, it is the same response to each QON, as the one team manages communication and engagement for both the Minister for Health and the Minister for Mental Health.

Kind regards  
Jo

**Jo Spencer | Executive Branch Manager Communication and Engagement**

Phone: [REDACTED] | Email: [Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)

**Infrastructure Communication and Engagement Division | ACT Health Directorate**

Level 5, 6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://health.act.gov.au)

---

**From:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth

**Sent:** Tuesday, 16 May 2023 2:28 PM

**To:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Jo,

Please find attached two Costing Tool Templates, as well as the two Questions on Notice.

Please let me know if you need anything further for this one.

Kind regards,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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.*

---

**From:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Sent:** Tuesday, 16 May 2023 1:33 PM

**To:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Paisley.....I'm afraid I don't have Trim access. Are you able to send me the document?

Many thanks

Jo

**Jo Spencer | Executive Branch Manager Communication and Engagement**

Phone: [REDACTED] | Email: [Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)

**Infrastructure Communication and Engagement Division | ACT Health Directorate**

Level 5, 6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://health.act.gov.au)

---

**From:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth

**Sent:** Tuesday, 16 May 2023 1:21 PM

**To:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; Spencer, Jo (Health)

<[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Subject:** QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

**OFFICIAL**

Hi Team

Please find for action the attached Questions on Notice (QON) 1176 - Canberra Health Services and ACT Health Directorate Communications Branches and Question on Notice (QON) 1181 - Canberra Health Services and ACT Health Directorate Communications Branches

The EGM (or equivalent) cleared response and completed QON costing template are due back to the Government Business Team **by 30 May 2023**.

**This request is for input to CHS for Question 1 for both Questions on Notice.**

If you have any questions or concerns regarding responding to this QON please reach out to us ASAP.

Thanks,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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.*



**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](mailto:stephen-smith@act.gov.au)

 [@RachelSS\\_MLA](https://twitter.com/RachelSS_MLA)

 [rachelSSMLA](https://www.facebook.com/rachelSSMLA)

 [rachelss\\_mla](https://www.instagram.com/rachelss_mla)

b) c) and d)

<b>Permanently funded</b>			
<b>Title</b>	<b>Grade</b>	<b>Salary cost</b>	<b>Description</b>
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>

<b>Permanently funded</b>			
<b>Title</b>	<b>Grade</b>	<b>Salary cost</b>	<b>Description</b>
			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
<b>Total</b>	<b>13.4</b>		

<b>Project funded</b>			
<b>Title</b>	<b>Grade</b>	<b>Salary cost</b>	<b>Description</b>
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
<b>Total</b>	<b>6</b>		

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.

### 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	<input type="text"/>	\$	-
SOGA	90	\$	150.71
SES1	<input type="text"/>	\$	-
SES2	<input type="text"/>	\$	-
SES3	<input type="text"/>	\$	-
<b>Total</b>	90	\$	150.71

#### 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



**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

Friday, 12 May 2023

Question No. 1176

Asked by **MS 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:

**Approved for circulation to the Member and incorporation into Hansard.**

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

**Date:.....**

This response required XXX minutes to complete, at an approximate cost of \$XX.XX.



**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:

**Approved for circulation to the Member and incorporation into Hansard.**

**Emma Davidson MLA**  
**Minister for Mental Health**

**Date:.....**

This response required XXX to complete, at an approximate cost of \$XX.XX.

### 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	<input type="text"/>	\$	-
SOGA	90	\$	150.71
SES1	<input type="text"/>	\$	-
SES2	<input type="text"/>	\$	-
SES3	<input type="text"/>	\$	-
<b>Total</b>	90	\$	150.71

#### 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

**ACT HEALTH DIRECTORATE  
COMMUNICATIONS AND ENGAGEMENT CAPABILITY AND SERVICES**

**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
  - ATSI/ 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
  - CSD 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 CMTEDD and CSD)
  - 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

---

**From:** Brooks, Paisley (Health) on behalf of GovernmentBusinessHealth  
**Sent:** Friday, 2 June 2023 2:09 PM  
**To:** Spencer, Jo (Health); GovernmentBusinessHealth  
**Cc:** ACT Health StrategicInfrastructure  
**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

**Attachments:** Assembly Business - ACTHD Input - Question on Notice (QON) 1176 - Canberra Health Services and ACT Health Directorate ~ Castley.tr5

**Categories:** 02. QoN

Hi Jo,

CHS has provided their response for 1176 (GBC23/284) us to provide input to, under *COR23/19142*. Container has been attached for your ease of reference.

MAGS would suggest mirroring what CHS has provided, as there are no personal details being provided in their table. However, if you do feel uncomfortable providing individual salaries, we are comfortable with receiving input with the range of salaries for that position, as listed on the EBA.

Please reach out with any concerns or questions.

Kind regards,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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:** Spencer, Jo (Health) <Jo.Spencer@act.gov.au>  
**Sent:** Thursday, 1 June 2023 2:44 PM  
**To:** GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>  
**Cc:** ACT Health StrategicInfrastructure <ACTHealthStrategicInfrastructure@act.gov.au>  
**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley  
**Importance:** High

Hi Paisley



I'm just finishing up the response for these QONs. Couple of questions.....

It asks for salary details for each employee. I spoke with Fiona Barbaro, and we agreed that there is probably privacy issues attached to that.

Fiona suggests I include either a link to the EBA that has that information, or supply the salary range for the job classification. Is that sufficient from your point of view?

By the way, it is the same response to each QON, as the one team manages communication and engagement for both the Minister for Health and the Minister for Mental Health.

Kind regards

Jo

**Jo Spencer | Executive Branch Manager Communication and Engagement**

Phone: [REDACTED] | Email: [Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)

**Infrastructure Communication and Engagement Division | ACT Health Directorate**

Level 5, 6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://health.act.gov.au)

---

**From:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth

**Sent:** Tuesday, 16 May 2023 2:28 PM

**To:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Jo,

Please find attached two Costing Tool Templates, as well as the two Questions on Notice.

Please let me know if you need anything further for this one.

Kind regards,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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.*

---

**From:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Sent:** Tuesday, 16 May 2023 1:33 PM

**To:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Subject:** RE: QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Paisley.....I'm afraid I don't have Trim access. Are you able to send me the document?

Many thanks

Jo

**Jo Spencer | Executive Branch Manager Communication and Engagement**

Phone: [REDACTED] | Email: [Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)

**Infrastructure Communication and Engagement Division | ACT Health Directorate**

Level 5, 6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://health.act.gov.au)

---

**From:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth

**Sent:** Tuesday, 16 May 2023 1:21 PM

**To:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; Spencer, Jo (Health)

<[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Subject:** QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

**OFFICIAL**

Hi Team

Please find for action the attached Questions on Notice (QON) 1176 - Canberra Health Services and ACT Health Directorate Communications Branches and Question on Notice (QON) 1181 - Canberra Health Services and ACT Health Directorate Communications Branches

The EGM (or equivalent) cleared response and completed QON costing template are due back to the Government Business Team **by 30 May 2023**.

**This request is for input to CHS for Question 1 for both Questions on Notice.**

If you have any questions or concerns regarding responding to this QON please reach out to us ASAP.

Thanks,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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.*



**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](mailto:stephen-smith@act.gov.au)

[@RachelSS\\_MLA](https://twitter.com/RachelSS_MLA)

[rachelSSMLA](https://www.facebook.com/rachelSSMLA)

[rachelss\\_mla](https://www.instagram.com/rachelss_mla)

b) c) and d)

<b>Permanently funded</b>			
<b>Title</b>	<b>Grade</b>	<b>Salary cost</b>	<b>Description</b>
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>

<b>Permanently funded</b>			
<b>Title</b>	<b>Grade</b>	<b>Salary cost</b>	<b>Description</b>
			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
<b>Total</b>	<b>13.4</b>		

<b>Project funded</b>			
<b>Title</b>	<b>Grade</b>	<b>Salary cost</b>	<b>Description</b>
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
<b>Total</b>	<b>6</b>		

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:** ACT Health StrategicInfrastructure  
**Sent:** Sunday, 4 June 2023 14:44  
**To:** GovernmentBusinessHealth  
**Cc:** ACT Health StrategicInfrastructure  
**Subject:** CLEARED - OVERDUE Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Paisley,

Our input responses and clearance are saved into the trim containers at GBC23/284 and GBC23/286. Thank you for your patience with us on this one 😊

Kind regards,

**Jo Carpenter (she/her) | Executive Officer | Infrastructure Communication and Engagement Division**

Mob: [REDACTED] or via MS Teams | Email: [Jo.Carpenter@act.gov.au](mailto:Jo.Carpenter@act.gov.au)

ACT Health Directorate, 2-6 Bowes Street Phillip ACT 2606, [health.act.gov.au](http://health.act.gov.au)

---

**From:** Loft, Catherine <[Catherine.Loft@act.gov.au](mailto:Catherine.Loft@act.gov.au)>

**Sent:** Friday, 2 June 2023 5:45 PM

**To:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Cc:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Subject:** RE: FOR CLEARANCE - OVERDUE Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Thanks cleared

**Catherine Loft | Executive Group Manager (a/g)**

Ph: via Microsoft Teams | Mobile: [REDACTED] | Email: [Catherine.loft@act.gov.au](mailto:Catherine.loft@act.gov.au)

**Infrastructure, Communication and Engagement Division | ACT Health Directorate | ACT Government**

4 Bowes Street Phillip ACT 2606 | [health.act.gov.au](http://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.*




---

**From:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Sent:** Friday, 2 June 2023 1:18 PM

**To:** Loft, Catherine <[Catherine.Loft@act.gov.au](mailto:Catherine.Loft@act.gov.au)>

**Cc:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>; Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Subject:** FOR CLEARANCE - OVERDUE Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

**Importance:** High

Hi Catherine,



We have been asked to provide input into two QON responses being prepared by CHS. The responses below are for your clearance. Please note each QON is asking a different minister (min H, Min MH) the same question:

***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 ACT Health Directorate's Communications Branch.***

I have added a line at the start to state that the branch covers both Minister portfolios.

[ACTHD Input Response - QON1176 - Min Health - Canberra Health Services and ACT Health Directorate Communications Branches \(A42225985\)](#)

[ACTHD Input Response - QON1181 - Min MH - Canberra Health Services and ACT Health Directorate Communications Branches \(A42225986\)](#)

I will complete the costing tools with rough estimates of time taken to prepare in the division.

Kind regards,

**Jo Carpenter (she/her) | Executive Officer | Infrastructure Communication and Engagement Division**

Mob: [REDACTED] or via MS Teams | Email: [Jo.Carpenter@act.gov.au](mailto:Jo.Carpenter@act.gov.au)

ACT Health Directorate, 2-6 Bowes Street Phillip ACT 2606, [health.act.gov.au](http://health.act.gov.au)

---

**From:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth

**Sent:** Tuesday, 16 May 2023 1:21 PM

**To:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Subject:** QON Request for Input Due 30 May: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

**OFFICIAL**

Hi Team

Please find for action the attached Questions on Notice (QON) 1176 - Canberra Health Services and ACT Health Directorate Communications Branches and Question on Notice (QON) 1181 - Canberra Health Services and ACT Health Directorate Communications Branches

The EGM (or equivalent) cleared response and completed QON costing template are due back to the Government Business Team **by 30 May 2023**.

**This request is for input to CHS for Question 1 for both Questions on Notice.**

If you have any questions or concerns regarding responding to this QON please reach out to us ASAP.

Thanks,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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.*

**From:** Gstrein, Kylie (Health) on behalf of GovernmentBusinessHealth  
**Sent:** Wednesday, 7 June 2023 2:48 PM  
**To:** GovernmentBusinessHealth  
**Subject:** CLEARED: Overdue Input For Clearance: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

**Importance:** High

**Categories:** Paisley

Hi Paisley

I have accepted your changes and made a few minor formatting changes to the table.

Please progress to CHS.

Thank you  
Kylie

---

**From:** Brooks, Paisley (Health) <Paisley.Brooks@act.gov.au> **On Behalf Of** GovernmentBusinessHealth  
**Sent:** Tuesday, 6 June 2023 2:46 PM  
**To:** GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>  
**Subject:** RE: Overdue Input For Clearance: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Thanks Kylie,

GBC23/284 input has been added to *COR23/19142*, and is more consistent with what CHS has provided, however Part f of Question 1 is still in a list rather than the paragraph that CHS has provided – if you would like me to have another look at updating this, please let me know.

If there is anything else you would like me to amend, I can action that and then transfer this input over to GBC23/285 as well, and send them both back to CHS.

Thank you,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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:** Gstrein, Kylie (Health) <[Kylie.Gstrein@act.gov.au](mailto:Kylie.Gstrein@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth  
**Sent:** Tuesday, 6 June 2023 2:06 PM  
**To:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>  
**Subject:** RE: Overdue Input For Clearance: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Paisley

As discussed, could you please have a go at reformatting ACTHD input so that it is more consistent with what CHS drafted?

Then send back to me for final review please.

Thank you  
Kylie

---

**From:** Brooks, Paisley (Health) <[Paisley.Brooks@act.gov.au](mailto:Paisley.Brooks@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth  
**Sent:** Monday, 5 June 2023 10:23 AM  
**To:** Gstrein, Kylie (Health) <[Kylie.Gstrein@act.gov.au](mailto:Kylie.Gstrein@act.gov.au)>  
**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>  
**Subject:** Overdue Input For Clearance: GBC23/284 and GBC23/286 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Hi Kylie,

ICED has provided input for both GBC23/284 and GBC23/286, for your review please, the input is the same for both as the Communications teams are the same for Minister for Health and Minister for Mental Health.

Let me know if you would like me to edit these responses to match the format CHS has provided before sending across.

Input was due to CHS on Friday, 2 June for these QONs.

Thank you,

**Paisley Brooks**

**Coordination Officer**

Phone: MS Teams | Email: [paisley.brooks@act.gov.au](mailto:paisley.brooks@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

2-6 Bowes Street Phillip ACT 2606 [health.act.gov.au](http://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.



**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)

<b>Permanently funded</b>			
<b>Title</b>	<b>Grade</b>	<b>Salary cost</b>	<b>Description</b>
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 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 Services' proactive and reactive media activities.  Provides strategic media advice to CHS team members. Ensures the effective operation of the media

<b>Permanently funded</b>			
<b>Title</b>	<b>Grade</b>	<b>Salary cost</b>	<b>Description</b>
			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
<b>Total</b>	<b>13.4</b>		

<b>Project funded</b>			
<b>Title</b>	<b>Grade</b>	<b>Salary cost</b>	<b>Description</b>
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
<b>Total</b>	<b>6</b>		

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.

a) The ACT Health Directorate's Communication and Engagement Branch supports the Minister for Health and the Minister for Mental Health.

b) c) and d)

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

Formatted: No bullets or numbering

Formatted: Font: 12 pt

Formatted: Header, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm, Tab stops: 12.78 cm, Left

Formatted Table

<u>Title</u>	<u>Grade</u>	<u>Salary Range</u>
<u>Graphic Designer</u>	<u>ASO6</u>	<u>\$91,315 to \$104,509</u>
<u>Total</u>	<u>16</u>	

Formatted Table

Formatted: No bullets or numbering

Formatted: Header, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 5 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm, Tab stops: 12.78 cm, Left

Formatted: Indent: Left: 1 cm

Formatted: Indent: Left: 1.87 cm

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

f) The stated function of the branch which covers both Minister for Health and Minister for Mental Health Portfolios:

#### 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
  - ATSI/ 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
  - CSD 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 CMTEDD and CSD)
  - 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

Formatted: No bullets or numbering

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

<b>Approved for circulation to the Member and incorporation into Hansard.</b>	
<b>Rachel Stephen-Smith MLA Minister for Health</b>	<b>Date:.....</b>
This response required 9hrs 50mins to complete, at an approximate cost of \$952.41.	

---

**From:** Gstrein, Kylie (Health) on behalf of GovernmentBusinessHealth  
**Sent:** Wednesday, 21 June 2023 3:58 PM  
**To:** ACT Health DLO  
**Cc:** GovernmentBusinessHealth  
**Subject:** RE: RFA : QON 1176 Communications Staffing

OFFICIAL

Hi Tara

For your info - This RFA was with Jo spencer who I'm advised is no longer with the team. Angie Drake returns from leave tomorrow and will be provided to her urgently.

Thanks  
Kylie

---

**From:** Gower, Tara (Health) <Tara.Gower@act.gov.au> **On Behalf Of** ACT Health DLO  
**Sent:** Wednesday, 21 June 2023 2:47 PM  
**To:** GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>  
**Subject:** RE: RFA : QON 1176 Communications Staffing

OFFICIAL

Hi Kylie

Can we please chase this with the line area?

Thank you  
Tara

**Tara Gower | Directorate Liaison Officer | ACT Health Directorate**

Mob: [REDACTED] | Email: [ACTHealthDLO@act.gov.au](mailto: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:** Gstrein, Kylie (Health) <[Kylie.Gstrein@act.gov.au](mailto:Kylie.Gstrein@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth  
**Sent:** Thursday, 15 June 2023 12:43 PM  
**To:** ACT Health DLO <[ACTHealthDLO@act.gov.au](mailto:ACTHealthDLO@act.gov.au)>  
**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>  
**Subject:** RE: RFA : QON 1176 Communications Staffing  
**Importance:** High

OFFICIAL

Hi Tara

Just confirming MAGS has sent this back to Comms for amendment.

Due back to MAGS ASAP.

Thanks

Kylie

---

**From:** Gower, Tara (Health) <[Tara.Gower@act.gov.au](mailto:Tara.Gower@act.gov.au)> **On Behalf Of** ACT Health DLO

**Sent:** Thursday, 15 June 2023 8:44 AM

**To:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>

**Subject:** RFA : QON 1176 Communications Staffing

OFFICIAL

Hi team

Noting there is limited CHS DLO support today, the MO has asked I return this to ACTHD for amending.

Can you please send to Comms team for editing as required.

Thank you

Tara

**Tara Gower | Directorate Liaison Officer | ACT Health Directorate**

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





**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 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. 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.

**Deleted:** consisting

**Deleted:** development

**Deleted:** , such as Infrastructure and Health Support Services and Research and Learning.

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

The ACT Health Directorate's Communication and Engagement Branch consists of 16 team members.

Deleted: supports the Minister for Health and the Minister for Mental Health and

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	\$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> to ensure these needs are met.
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.
Director, Content	SOGB	\$202,532	Account manager responsible for developing implementing and evaluating communication <u>strategies</u> to support CHS business priorities

Formatted Table

Deleted: [REDACTED]

Deleted: develop a deep understanding of audience s preferences and needs, ...

Deleted: with appropriate channels.

Deleted: Assistant Director, Media [1]

Deleted: [REDACTED]

Deleted: tactics



Canberra Health Services - Permanently Funded			
Title	Grade	Salary cost	Description
<u>Assistant Director, Media</u>	<u>SOGC</u>	<u>\$137,937</u>	<u>Assists with the development and delivery of Canberra Health Services' proactive and reactive media activities.</u>  <u>Provides strategic media advice to CHS team members.</u> <u>Ensures the effective operation of the media inquiry process and manages media events as required.</u>
Assistant Director, Channel Management (internal channels)	SOGC	\$110,349	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.
<u>Content Officer (Infrastructure and Health Support Services)</u>	<u>SOGC</u>	<u>\$82,762</u>	<u>Content officer supporting priorities within the Infrastructure and Health Support Services Division</u>
Web developer	ASO6	\$116,528	Web development
Communication officer	ASO6	\$104,286	Account manager
Communications Officer	ASO5	\$100,021	Communications support officer

Formatted Table

Deleted: (0.8 FTE)

Formatted Table

Deleted: 0

Formatted Table

Deleted: 0

Deleted: 0

Deleted: Content Officer (Infrastructure and Health Support Services)  
SOGC

... [2]

Canberra Health Services – Project Funded			
Title	Grade	Salary cost	Description
Senior Director, Brand	SOGA	\$175,279	Temporary project funded position to deliver Brand Project
Senior Director, Content and Engagement (Campus Modernisation/Major infrastructure)	SOGA	\$175,279	Temporary project funded position to support CHS move to the new <u>Critical Services Building</u> external <u>communications</u> and engagement, change <u>communications, and internal communications</u> .
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>communication</u> requirements for Campus Master <u>Plan</u> implementation. <u>external communications and engagement, change communications, and internal communications</u> .
<u>Assistant Director, Brand</u>	<u>SOGC</u>	<u>\$137,937</u>	<u>Temporary project funded position to deliver Brand project.</u>
<u>Graphic designer</u>	<u>ASO6</u>	<u>\$104,286</u>	<u>Temporary project funded position to support Critical Services Building</u>

Formatted Table

Deleted: Assistant Director, Brand

... [3]

Deleted: s

Deleted: c

Deleted: s

Deleted: b

Deleted: -

Deleted: s

Deleted: s

Deleted: s

Deleted: Graphic designer

... [4]

Deleted: s

Deleted: p

Deleted: Change comms, internal comms, external comms

Deleted: Total

... [5]

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

Formatted Table

ACT Health Directorate		
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

ACT Health Directorate		
Title	Grade	Salary Range
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

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

**Formatted Table**

**Deleted: Total**

... [6]

c) Please refer to b).

d) Please refer to b).

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.

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

**Deleted:** ,622

**Deleted:** 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.

**Deleted:** ¶

The role stated function of the ACT Health Directorate Communication and Engagement Branch is as follows:

**Formatted:** Default, Indent: Left: 1.27 cm, No bullets or numbering, Tab stops: Not at 7.96 cm + 12.78 cm + 15.92 cm

#### Strategic Communications

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

**Deleted:** P

- 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

Commented [BM2]: What is this? please expand

Commented [BM3]: What is this? Please expand.

#### 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

**Commented [BM4]:** What is this? Please expand

- 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.

<b>Approved for circulation to the Member and incorporation into Hansard.</b>	
<b>Rachel Stephen-Smith MLA</b> <b>Minister for Health</b>	<b>Date:.....</b>
This response required 11hrs 50mins to complete, at an approximate cost of \$1149.15	

Page 2: [1] Deleted Murray, Ryan (Health) 09/06/2023 2:06:00 PM

Page 3: [2] Deleted Murray, Ryan (Health) 09/06/2023 2:15:00 PM

Page 4: [3] Deleted Murray, Ryan (Health) 09/06/2023 2:16:00 PM

Page 4: [4] Deleted Murray, Ryan (Health) 09/06/2023 2:15:00 PM

Page 4: [5] Deleted Murray, Ryan (Health) 09/06/2023 2:11:00 PM

Page 5: [6] Deleted Murray, Ryan (Health) 09/06/2023 2:12:00 PM

---

**From:** Gstrein, Kylie (Health) on behalf of GovernmentBusinessHealth  
**Sent:** Friday, 23 June 2023 2:40 PM  
**To:** ACT Health StrategicInfrastructure  
**Cc:** GovernmentBusinessHealth  
**Subject:** RE: OVERDUE: RFA DUE ASAP - GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

**Attachments:** Assembly Business - ACTHD Input - Question on Notice (QON) 1176 - Canberra Health Services and ACT Health Directorate Communications ~ Castley.tr5

**Importance:** High

OFFICIAL

Hi Team

Can I please get a status update on this QON response?

The response is 3 weeks overdue and needs to progress ASAP.

Thank you  
Kylie

**Kylie Gstrein | A/g Director, Government Business**

Email: [GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

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

[health.act.gov.au](http://health.act.gov.au)

---

**From:** ACT Health StrategicInfrastructure <ACTHealthStrategicInfrastructure@act.gov.au>  
**Sent:** Wednesday, 21 June 2023 3:01 PM  
**To:** GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>  
**Subject:** RE: OVERDUE: RFA DUE ASAP - GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

OFFICIAL

Hi,

This was with Jo spencer who is no longer with the team. Angie Drake returns from leave tomorrow and I will provide it to her to work on.

Kind regards,

**Jo Carpenter (she/her) | Executive Officer | Infrastructure Communication and Engagement Division**

Mob: [REDACTED] or via MS Teams | Email: [Jo.Carpenter@act.gov.au](mailto:Jo.Carpenter@act.gov.au)

ACT Health Directorate, 2-6 Bowes Street Phillip ACT 2606, [health.act.gov.au](http://health.act.gov.au)

---

**From:** Gstrein, Kylie (Health) <[Kylie.Gstrein@act.gov.au](mailto:Kylie.Gstrein@act.gov.au)> **On Behalf Of** GovernmentBusinessHealth  
**Sent:** Wednesday, 21 June 2023 2:50 PM  
**To:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>  
**Cc:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>; GovernmentBusinessHealth



<[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>

**Subject:** OVERDUE: RFA DUE ASAP - GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

**Importance:** High

OFFICIAL

Hi Team

Following up on the below RFA'd QON input. Can I please request a status update and that the updated input progress to MAGS ASAP.

Thank you  
Kylie

**Kylie Gstrein | A/g Director, Government Business**

Email: [GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

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

[health.act.gov.au](http://health.act.gov.au)

---

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

**Sent:** Thursday, 15 June 2023 12:43 PM

**To:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Subject:** RFA DUE ASAP - GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

**Importance:** High

OFFICIAL

Good afternoon team,

The MO has RFA'd the attached QON and has requested edits to make the response more consistent with CHS input and to further clarify input regarding the functions of the Comms Branch.

Please see MO comments on pages 5-8 of the QON response at [COR23/19142](#).

1. Could the team please amend the ACTHD table to be consistent with the CHS table. The ACTHD tables will need to:
  - Indicate permanent or project funded positions
  - include a brief description of each position
  - provide a salary cost rather than salary range
2. For part f of the question, could the team provide further detail on 'Drug suite', 'In need communications' and 'DX Project'.

Could an updated response (EGM cleared) please be provided to [GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au) **ASAP**.

Please reach out with any questions or concerns.

Kind regards  
Kylie

**Kylie Gstrein | A/g Director, Government Business**

Email: [GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

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

[health.act.gov.au](http://health.act.gov.au)

**From:** Loft, Catherine (Health)  
**Sent:** Tuesday, 27 June 2023 11:29 AM  
**To:** ACT Health StrategicInfrastructure  
**Subject:** RE: FOR CLEARANCE - URGENT- GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

OFFICIAL

Cleared

**Catherine Loft | Executive Group Manager (a/g)**

Ph: via Microsoft Teams | Mobile: [REDACTED] | Email: Catherine.loft@act.gov.au

**Infrastructure, Communication and Engagement Division | ACT Health Directorate | ACT Government**

4 Bowes Street Phillip ACT 2606 | [health.act.gov.au](http://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.*



**From:** ACT Health StrategicInfrastructure <ACTHealthStrategicInfrastructure@act.gov.au>  
**Sent:** Tuesday, 27 June 2023 11:22 AM  
**To:** Loft, Catherine (Health) <Catherine.Loft@act.gov.au>  
**Cc:** ACT Health StrategicInfrastructure <ACTHealthStrategicInfrastructure@act.gov.au>  
**Subject:** FOR CLEARANCE - URGENT- GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley  
**Importance:** High

OFFICIAL

Hi Catherine,

For your clearance please at [Consolidated Response QoN 1176 Comms Staffing - MO COMMENTS \(A42386625\)](#).

The MO has returned this QON and requested edits to our input to make the response more consistent with CHS input in the response and to further clarify input regarding the functions of the Comms Branch.

Angie has updated in response to the comments and I have added the salary costs.

We have also noted in the comments what we consider may be inconsistencies in CHS input e.g. their budget is much lower and they may have included on costs in their salary cost (i.e. super etc) as they are higher than ACT health salaries and don't match those listed in the Enterprise Agreement for the relevant grades.

Kind regards,

**Jo Carpenter (she/her) | Executive Officer | Infrastructure Communication and Engagement Division**

Mob: [REDACTED] or via MS Teams | Email: [Jo.Carpenter@act.gov.au](mailto:Jo.Carpenter@act.gov.au)  
 ACT Health Directorate, 2-6 Bowes Street Phillip ACT 2606, [health.act.gov.au](http://health.act.gov.au)

---

**From:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>  
**Sent:** Thursday, 22 June 2023 11:08 AM  
**To:** Drake, Angie (Health) <[Angie.Drake@act.gov.au](mailto:Angie.Drake@act.gov.au)>  
**Cc:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>  
**Subject:** FW: Returned for action - DUE ASAP - GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley  
**Importance:** High

OFFICIAL

Hi Angie,

Thanks for chatting with me. As discussed if you could please update the QoN response at [Consolidated Response QoN 1176 Comms Staffing - MO COMMENTS \(A42386625\)](#). If you could update with:

- include a brief description of each position; and
- if you know... Indicate permanent or project funded positions

I will track down a salary report from HR to complete the salary costs for the roles.

For part f of the question, could the team provide further detail on 'Drug suite', 'In need communications' and 'DX Project'...or remove if there is not further detail to provide.

Please keep track changes turned on. Please send back to this mailbox once completed. Thanks so much.

Kind regards,

**Jo Carpenter (she/her) | Executive Officer | Infrastructure Communication and Engagement Division**

Mob: [REDACTED] or via MS Teams | Email: [Jo.Carpenter@act.gov.au](mailto:Jo.Carpenter@act.gov.au)  
 ACT Health Directorate, 2-6 Bowes Street Phillip ACT 2606, [health.act.gov.au](http://health.act.gov.au)

---

**From:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>  
**Sent:** Thursday, 15 June 2023 1:06 PM  
**To:** Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>  
**Cc:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>  
**Subject:** Returned for action - DUE ASAP - GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley  
**Importance:** High

OFFICIAL

Hi Jo,

The MO has RFA'd the attached QON and has requested edits to our input to make the response more consistent with CHS input and to further clarify input regarding the functions of the Comms Branch.

Please see MO comments on pages 5-8 of the QON response at [Consolidated Response QoN 1176 Comms Staffing - MO COMMENTS \(A42386625\)](#)

1. Could the team please amend the ACTHD table to be consistent with the CHS table. The ACTHD tables will need to:
  - Indicate permanent or project funded positions
  - include a brief description of each position
  - provide a salary cost rather than salary range

2. For part f of the question, could the team provide further detail on 'Drug suite', 'In need communications' and 'DX Project'.

Please keep track changes turned on and make updates into the document on Objective.

Kind regards,

**Jo Carpenter (she/her) | Executive Officer | Infrastructure Communication and Engagement Division**

Mob: [REDACTED] or via MS Teams | Email: [Jo.Carpenter@act.gov.au](mailto:Jo.Carpenter@act.gov.au)

ACT Health Directorate, 2-6 Bowes Street Phillip ACT 2606, [health.act.gov.au](http://health.act.gov.au)

---

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

**Sent:** Thursday, 15 June 2023 12:43 PM

**To:** ACT Health StrategicInfrastructure <[ACTHealthStrategicInfrastructure@act.gov.au](mailto:ACTHealthStrategicInfrastructure@act.gov.au)>

**Cc:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>; Spencer, Jo (Health) <[Jo.Spencer@act.gov.au](mailto:Jo.Spencer@act.gov.au)>

**Subject:** RFA DUE ASAP - GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

**Importance:** High

**OFFICIAL**

Good afternoon team,

The MO has RFA'd the attached QON and has requested edits to make the response more consistent with CHS input and to further clarify input regarding the functions of the Comms Branch.

Please see MO comments on pages 5-8 of the QON response at [COR23/19142](#).

1. Could the team please amend the ACTHD table to be consistent with the CHS table. The ACTHD tables will need to:
  - Indicate permanent or project funded positions
  - include a brief description of each position
  - provide a salary cost rather than salary range
2. For part f of the question, could the team provide further detail on 'Drug suite', 'In need communications' and 'DX Project'.

Could an updated response (EGM cleared) please be provided to [GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au) **ASAP**.

Please reach out with any questions or concerns.

Kind regards

Kylie

**Kylie Gstrein | A/g Director, Government Business**

Email: [GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)

**Ministerial and Government Services | ACT Health Directorate**

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

[health.act.gov.au](http://health.act.gov.au)

---

**From:** Gower, Tara (Health) on behalf of ACT Health DLO  
**Sent:** Wednesday, 28 June 2023 1:40 PM  
**To:** Tomlinson, Benjamin  
**Cc:** Bransgrove, Meagen  
**Subject:** QON update

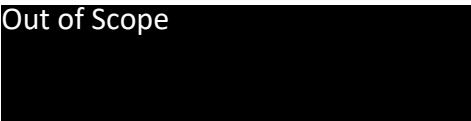
OFFICIAL

Hi Ben

So this information is all in one spot for you. Updates below.

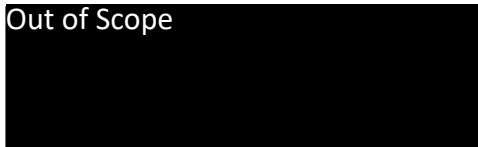
Expires 11 June 2023

Out of Scope



1176 – with ACTHD/CHS to finalise.

Out of Scope



Out of Scope



Thank you

Tara

**Tara Gower | Directorate Liaison Officer | ACT Health Directorate**

Mob:  Email: [ACTHealthDLO@act.gov.au](mailto: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:** Drake, Angie (Health)  
**Sent:** Thursday, 29 June 2023 09:21  
**To:** ACT Health StrategicInfrastructure  
**Subject:** RE: FYI - GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

OFFICIAL

Great, thanks Jo.

cheers

From: ACT Health StrategicInfrastructure <ACTHealthStrategicInfrastructure@act.gov.au>  
Sent: Wednesday, 28 June 2023 4:13 PM  
To: Drake, Angie (Health) <Angie.Drake@act.gov.au>  
Subject: FYI - GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

OFFICIAL

Hi Angie,

For your information, please find highlighted below the response from the Mo/CHS re your queries re different comms budgets in this recent QoN response.

Kind regards,

Jo Carpenter (she/her) | Executive Officer | Infrastructure Communication and Engagement Division

Mob: [REDACTED] or via MS Teams | Email: Jo.Carpenter@act.gov.au ACT Health Directorate, 2-6 Bowes Street Phillip ACT 2606, health.act.gov.au

From: ACT Health StrategicInfrastructure <ACTHealthStrategicInfrastructure@act.gov.au>  
Sent: Wednesday, 28 June 2023 4:05 PM  
To: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>; ACT Health StrategicInfrastructure <ACTHealthStrategicInfrastructure@act.gov.au>  
Subject: RE: FOR ADVICE ASAP - GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley



OFFICIAL

Hi Kylie,

Thanks for coming back to us. I will let the team know in the meantime it is fine to proceed no response is needed.

Kind regards,

Jo Carpenter (she/her) | Executive Officer | Infrastructure Communication and Engagement Division

Mob: [REDACTED] or via MS Teams | Email: Jo.Carpenter@act.gov.au ACT Health Directorate, 2-6 Bowes Street Phillip ACT 2606, health.act.gov.au

From: Gstrein, Kylie (Health) <Kylie.Gstrein@act.gov.au> On Behalf Of GovernmentBusinessHealth  
Sent: Wednesday, 28 June 2023 2:43 PM  
To: ACT Health StrategicInfrastructure <ACTHealthStrategicInfrastructure@act.gov.au>  
Cc: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>  
Subject: FOR ADVICE ASAP - GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley  
Importance: High

OFFICIAL

Hi Jo

Just coming back to you about Comm's query in relation Question 1(e) annual budget apart from salary costs - the MO and CHS have suggested that the difference in figures is likely due to different approaches in both Directorates (such as centralised v comms embedded in work areas), and due to ACTHD having health campaigns to run and CHS having service provision to communicate about which would necessitate less overall budget and more staff.

CHS advised 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.

Could you please check with the team on whether we need to provide a response to this question, or if it can proceed 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: ACT Health StrategicInfrastructure <ACTHealthStrategicInfrastructure@act.gov.au>

Sent: Tuesday, 27 June 2023 11:41 AM

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

Subject: URGENT- GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

OFFICIAL

Hi kylie,

The consolidated response has been updated as well as the costing tool template. Clearance is saved in the trim container.

Kind regards,

Jo Carpenter (she/her) | Executive Officer | Infrastructure Communication and Engagement Division

Mob: [REDACTED] or via MS Teams | Email: Jo.Carpenter@act.gov.au ACT Health Directorate, 2-6 Bowes Street Phillip ACT 2606, health.act.gov.au

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

Sent: Thursday, 15 June 2023 12:43 PM

To: ACT Health StrategicInfrastructure <ACTHealthStrategicInfrastructure@act.gov.au>

Cc: GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>; Spencer, Jo (Health) <Jo.Spencer@act.gov.au>

Subject: RFA DUE ASAP - GBC23/284 - Assembly Business - ACTHD Input - Canberra Health Services and ACT Health Directorate Communications Branches - Castley

Importance: High

OFFICIAL

Good afternoon team,

The MO has RFA'd the attached QON and has requested edits to make the response more consistent with CHS input and to further clarify input regarding the functions of the Comms Branch.

Please see MO comments on pages 5-8 of the QON response at COR23/19142.

1. Could the team please amend the ACTHD table to be consistent with the CHS table. The ACTHD tables will need to:

- \* Indicate permanent or project funded positions
- \* include a brief description of each position
- \* provide a salary cost rather than salary range

2. For part f of the question, could the team provide further detail on 'Drug suite', 'In need communications' and 'DX Project'.

Could an updated response (EGM cleared) please be provided to GovernmentBusinessHealth@act.gov.au ASAP.

Please reach out with any questions or concerns.

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](http://health.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 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. 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.

**Deleted:** consisting

**Deleted:** development

**Deleted:** , such as Infrastructure and Health Support Services and Research and Learning.

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

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

Deleted: supports the Minister for Health and the Minister for Mental Health and

Deleted: .

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	\$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> to ensure these needs are met.
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.
Director, Content	SOGB	\$202,532	Account manager responsible for developing implementing and evaluating communication <u>strategies</u> to support CHS business priorities

Formatted Table

Deleted: [REDACTED]

Deleted: develop a deep understanding of audience s preferences and needs, ...

Deleted: with appropriate channels.

Deleted: Assistant Director, Media

[1]

Deleted: [REDACTED]

Deleted: tactics

Canberra Health Services - Permanently Funded			
Title	Grade	Salary cost	Description
<u>Assistant Director, Media</u>	<u>SOGC</u>	<u>\$137,937</u>	<u>Assists with the development and delivery of Canberra Health Services' proactive and reactive media activities.</u>  <u>Provides strategic media advice to CHS team members.</u> <u>Ensures the effective operation of the media inquiry process and manages media events as required.</u>
Assistant Director, Channel Management (internal channels)	SOGC	\$110,349	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.
<u>Content Officer (Infrastructure and Health Support Services)</u>	<u>SOGC</u>	<u>\$82,762</u>	<u>Content officer supporting priorities within the Infrastructure and Health Support Services Division</u>
Web developer	ASO6	\$116,528	Web development
Communication officer	ASO6	\$104,286	Account manager
Communications Officer	ASO5	\$100,021	Communications support officer

Formatted Table

Deleted: (0.8 FTE)

Formatted Table

Deleted: 0

Formatted Table

Deleted: 0

Deleted: 0

Deleted: Content Officer (Infrastructure and Health Support Services)  
SOGC

... [2]

Canberra Health Services – Project Funded			
Title	Grade	Salary cost	Description
Senior Director, Brand	SOGA	\$175,279	Temporary project funded position to deliver Brand Project
Senior Director, Content and Engagement (Campus Modernisation/Major infrastructure)	SOGA	\$175,279	Temporary project funded position to support CHS move to the new <u>Critical Services Building</u> external communications and engagement, change <u>communications, and internal communications</u> .
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>communication</u> requirements for Campus Master Plan implementation. <u>external communications and engagement, change communications, and internal communications</u> .
<u>Assistant Director, Brand</u>	<u>SOGC</u>	<u>\$137,937</u>	<u>Temporary project funded position to deliver Brand project.</u>
<u>Graphic designer</u>	<u>ASO6</u>	<u>\$104,286</u>	<u>Temporary project funded position to support Critical Services Building</u>

Formatted Table

Deleted: Assistant Director, Brand ... [3]

Deleted: s

Deleted: c

Deleted: s

Deleted: b

Deleted: -

Deleted: s

Deleted: s

Deleted: s

Deleted: Graphic designer ... [4]

Deleted: s

Deleted: p

Deleted: Change comms, internal comms, external comms

Deleted: Total ... [5]

ACT Health Directorate – permanent positions unless indicated			
Title	Grade	Salary Cost	Description
Executive Branch Manager	EBM	\$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

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

Formatted Table

Deleted: Range

Deleted: 7,847 to \$209,347

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.



<u>ACT Health Directorate – permanent positions unless indicated</u>			
Title	Grade	Salary Cost	Description
			<u>digital channels to maximise opportunities for best practice communication.</u>
Senior Director, Media	SOGA	\$157,201	<u>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.</u>
Senior Director, Engagement	SOGA	\$157,201	<u>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.</u>
Director, Online and Design strategy	SOGB	\$135,355	<u>Responsible for the delivery of the new ACT Health website.</u>
Director, Strategic Communication	SOGB	\$135,355	<u>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.</u>
Assistant Director, Media	SOGC	\$123,710	<u>Assists with the management of reactive and proactive media under the direction of the Senior Director, Media</u>
Senior Strategic Communications Officer	SOGC	\$123,710	<u>Assists in the development and delivery of strategic communication projects, both internal and external, for the Health Directorate.</u>
Senior Strategic Communications Officer	SOGC (0.6FTE)	\$74,226	<u>Assists in the development and delivery of strategic communication projects, both</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

**Formatted Table**

**Deleted:** Range

**Deleted:** to \$152,377

**Deleted:** to \$152,377

**Deleted:** \$114,928 to

**Deleted:** \$114,928 to

**Deleted:** 114,928 to \$123,710

<u>ACT Health Directorate – permanent positions unless indicated</u>			
Title	Grade	Salary Cost	Description
			<u>internal and external, for the Health Directorate.</u>
Senior <u>Strategic Communications Officer</u>	SOGC	<u>\$123,710</u>	<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	<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	<u>\$100,714</u>	<u>Works with ACT Health Divisions to deliver communication as required</u>
Communications and Admin Officer	ASO6	<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	<u>\$100,714</u>	<u>Graphic design, video production and managing creative assets such as images, brandmarks and logos.</u>
Graphic Designer	ASO6	<u>\$104,509</u>	<u>Graphic design and managing creative assets such as images, brandmarks and logos.</u>
Graphic Designer	ASO6	<u>\$104,509</u>	<u>Graphic design and managing creative assets such as images, brandmarks 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

**Formatted Table**

**Deleted:** Range

**Deleted:** \$114,928 to

**Deleted:** \$91,315 to \$104,509

**Deleted:** \$91,315 to \$104,509

**Deleted:** \$91,315 to \$104,509

**Deleted:** \$91,315 to \$104,509

**Deleted:** \$91,315 to

**Deleted:** \$91,315 to

**Deleted:** Total ... [6]

c) Please refer to b).

d) Please refer to b).

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

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.

Deleted: ,622

Deleted: Operating Expenses 2022-23 budget (annually updated for indexation, new initiatives and other ACT Government adjustments).¶

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

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.

Deleted: ¶

the stated 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.

Deleted: T

Deleted: role

Deleted: as follows:

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:

Formatted: Default, No bullets or numbering, Tab stops: Not at 7.96 cm + 12.78 cm + 15.92 cm

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

Deleted: P

Deleted: ble

Deleted: (projectable) c

Deleted:

Deleted: I

- Culture Review Implementation
- Drug related legislation reform such as changes arising from the Drugs of Dependence Act and pharmaceutical related legislative reform
- 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.
- 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.

**Deleted:** Drug suite

**Deleted:** DHR/MyDHR

**Deleted:** <#>Channel management ¶  
 Planning ¶  
 Content Development ¶  
 Design ¶  
 Monitoring ¶  
 Response ¶

**Deleted:** <#>ACTHD management ¶  
 Integration/alignment with WoG branding ¶  
 Aboriginal and Torres Strait Islander/Culture Walls  
 Style Guide management ¶

**Deleted:** <#>Health HQ ¶  
 DG Forums ¶  
 DG Wrap ¶  
 In need communications

**Deleted:** <#>¶  
 Project budget management ¶

**Deleted:**

**Deleted:** <#>ACTHD ¶  
 COVID-19 ¶

**Deleted:** M

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

**Deleted:** <#>stand ups ¶  
other appearances ¶

**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.

**Deleted:** DX project

**Deleted:** (

**Deleted:** s)

**Deleted:** ¶  
User research ¶  
Systems design ¶  
Content development ¶  
Site design ¶  
Stakeholder engagement ¶

**Deleted:** <#>Major reports ¶  
Documents ¶  
Social media visual content ¶  
Web site ¶  
Project collateral ¶

**Deleted:** <#>Filming and production ¶  
Photography ¶  
Management of photo shoots ¶  
Social media ¶  
Web site ¶  
Project collateral ¶  
Animation ¶

**Deleted:** <#>Technical support ¶  
Content updates ¶

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

Page 2: [1] Deleted Murray, Ryan (Health) 09/06/2023 2:06:00 PM

Page 3: [2] Deleted Murray, Ryan (Health) 09/06/2023 2:15:00 PM

Page 4: [3] Deleted Murray, Ryan (Health) 09/06/2023 2:16:00 PM

Page 4: [4] Deleted Murray, Ryan (Health) 09/06/2023 2:15:00 PM

Page 4: [5] Deleted Murray, Ryan (Health) 09/06/2023 2:11:00 PM

Page 6: [6] Deleted Murray, Ryan (Health) 09/06/2023 2:12:00 PM

---

**From:** Gower, Tara (Health) on behalf of ACT Health DLO  
**Sent:** Thursday, 29 June 2023 3:23 PM  
**To:** GovernmentBusinessHealth  
**Subject:** RE: QoN update

OFFICIAL

Thank you 😊

---

**From:** Gstrein, Kylie (Health) <Kylie.Gstrein@act.gov.au> On Behalf Of GovernmentBusinessHealth  
**Sent:** Thursday, 29 June 2023 3:16 PM  
**To:** ACT Health DLO <ACTHealthDLO@act.gov.au>  
**Cc:** Ellis, Catherine (Health) <Catherine.Ellis@act.gov.au>; GovernmentBusinessHealth <GovernmentBusinessHealth@act.gov.au>  
**Subject:** RE: QoN update  
**Importance:** High

OFFICIAL

Hi Tara

See my updates below in red.

Thanks  
Kylie

---

**From:** Gower, Tara (Health) <[Tara.Gower@act.gov.au](mailto:Tara.Gower@act.gov.au)> On Behalf Of ACT Health DLO  
**Sent:** Tuesday, 27 June 2023 10:39 AM  
**To:** GovernmentBusinessHealth <[GovernmentBusinessHealth@act.gov.au](mailto:GovernmentBusinessHealth@act.gov.au)>  
**Cc:** Ellis, Catherine (Health) <[Catherine.Ellis@act.gov.au](mailto:Catherine.Ellis@act.gov.au)>  
**Subject:** QoN update  
**Importance:** High

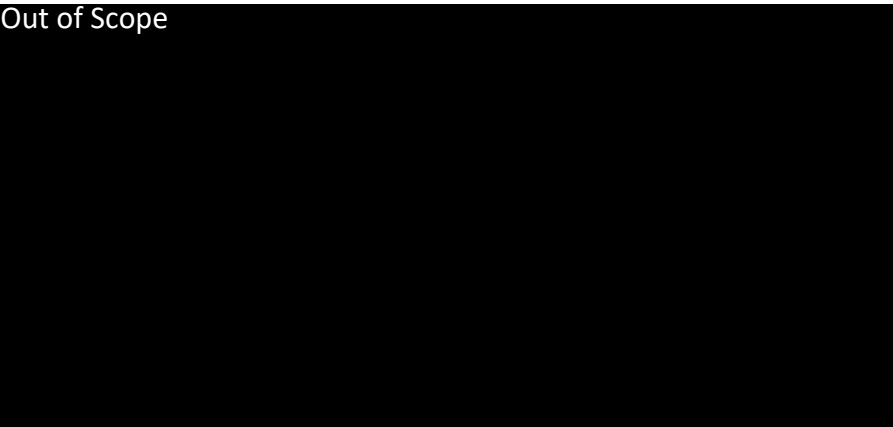
OFFICIAL

Hi Kylie

The MO has requested an update on the following QONs.

Grateful if the line area can please advise the status of these outstanding QONs.

Out of Scope



Out of Scope

I have provided a separate update to the MO on already expired QONs.

Thank you

Tara

**Tara Gower | Directorate Liaison Officer | ACT Health Directorate**

Mob: [REDACTED] | Email: [ACTHealthDLO@act.gov.au](mailto: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](mailto:Benjamin.Tomlinson@act.gov.au)>

**Sent:** Tuesday, 27 June 2023 8:30 AM

**To:** ACT Health DLO <[ACTHealthDLO@act.gov.au](mailto:ACTHealthDLO@act.gov.au)>; CHS DLO <[CHSDLO@act.gov.au](mailto:CHSDLO@act.gov.au)>

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

Smith, Kahlia <[Kahlia.Smith@act.gov.au](mailto:Kahlia.Smith@act.gov.au)>; Goodwin, Jonathan <[Jonathan.Goodwin@act.gov.au](mailto: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.

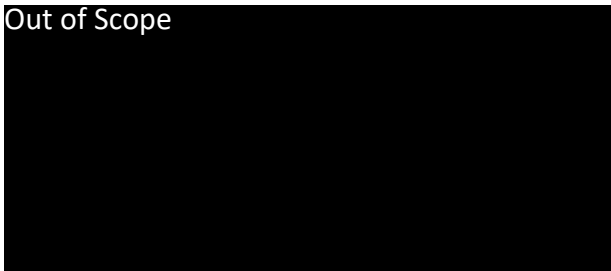
**Questions on Notice**

Expires 11 June 2023



Out of Scope 1176, 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:  | Email: [Benjamin.Tomlinson@act.gov.au](mailto:Benjamin.Tomlinson@act.gov.au)

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