ACT Government
Chief Minister, Treasury and Economic Development

Freedom of Information Disclosure Log Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

Application Details	
Ref. No.	CMTEDDFOI2026-245
Date of Application	4 September 2026
Date of Decision	19 October 2026
Processing time (in working days)	30
Fees	Waived
Decision on Access	Partial Release
Information Requested (summary)	Information about acting head of service arrangments

Publication Details		
Original application	☑ Published	☐ N/A
Decision notice	☑ Published	☐ N/A
Documents and schedule	☑ Published	☐ N/A
Decision made by Ombudsman	N/A	
Additional information identified by Ombudsman	N/A	
Decision made by ACAT	N/A	
Additional information identified by ACAT	N/A	

From: [redacted]
To: CMTEDD FOI
Subject: CMTEDDFOI 2026-245- FOI Request – Head of Service absence and acting arrangements
Date: Friday, 4 September 2026 12:14:04 PM
Attachments: [redacted]

Good afternoon,

Applicant: [redacted]

Directorate: Chief Minister, Treasury and Economic Development Directorate

Date range: 1 July 2026 to the date of this request

I seek access under the *Freedom of Information Act 2016* to documents held by the Chief Minister, Treasury and Economic Development Directorate relating to the absence or unavailability of Kathy Leigh from her duties as Head of Service and/or Director-General of CMTEDD.

Scope

I seek:

1. Documents concerning Ms Leigh's absence or unavailability to perform the functions of Head of Service and/or Director-General of CMTEDD, including documents recording the commencement and expected duration of that absence.
2. Documents concerning the appointment, designation or authorisation of any person to act as, or exercise the functions of, Head of Service and/or Director-General of CMTEDD during Ms Leigh's absence.
3. Internal or external communications concerning whether Ms Leigh's absence and/or acting arrangements should be announced, published or otherwise communicated to ACTPS employees, MLAs, stakeholders or the public.
4. Documents concerning changes, proposed changes, or decisions not to make changes, to ACT Government websites or directories identifying the Head of Service and/or Director-General of CMTEDD during Ms Leigh's absence.
5. Documents concerning arrangements for monitoring, accessing, redirecting or actioning correspondence sent to Ms Leigh's official ACT Government email account during her absence.
6. Documents concerning whether an automatic out-of-office message or other notification should be placed on Ms Leigh's official email account during her absence.

Exclusions

To assist in keeping the scope manageable, I do not seek:

- duplicate documents;
- routine administrative correspondence unrelated to the matters above;
- calendar entries; or
- medical records, medical information or other documents concerning Ms Leigh's personal health circumstances.

Where a relevant document contains personal information outside the scope of this

request, I am content for that information to be redacted rather than the document excluded in full.

This request concerns the administrative, governance, acting and communication arrangements associated with Ms Leigh's absence.

Please contact me if any clarification of the scope is required.

Warm regards,



ACT Government
Chief Minister, Treasury and Economic Development

Our ref: CMTEDDFOI 2026-245

[redacted]

FREEDOM OF INFORMATION REQUEST – NOTICE OF DECISION

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 5 August 2026.

Specifically, you have sought access to the following information:

1. *Documents concerning Ms Leigh's absence or unavailability to perform the functions of Head of Service and/or Director-General of CMTEDD, including documents recording the commencement and expected duration of that absence.*
2. *Documents concerning the appointment, designation or authorisation of any person to act as, or exercise the functions of, Head of Service and/or Director-General of CMTEDD during Ms Leigh's absence.*
3. *Internal or external communications concerning whether Ms Leigh's absence and/or acting arrangements should be announced, published or otherwise communicated to ACTPS employees, MLAs, stakeholders or the public.*
4. *Documents concerning changes, proposed changes, or decisions not to make changes, to ACT Government websites or directories identifying the Head of Service and/or Director-General of CMTEDD during Ms Leigh's absence.*
5. *Documents concerning arrangements for monitoring, accessing, redirecting or actioning correspondence sent to Ms Leigh's official ACT Government email account during her absence.*
6. *Documents concerning whether an automatic out-of-office message or other notification should be placed on Ms Leigh's official email account during her absence.*

Exclusions

To assist in keeping the scope manageable, I do not seek:

- *duplicate documents;*
- *routine administrative correspondence unrelated to the matters above;*
- *calendar entries; or*
- *medical records, medical information or other documents concerning Ms Leigh's personal health circumstances.*

Where a relevant document contains personal information outside the scope of this request, I am content for that information to be redacted rather than the document excluded in full.

This request concerns the administrative, governance, acting and communication arrangements associated with Ms Leigh's absence.

Authority

I am an Information Officer appointed by the CMTEDD Director-General under section 18 of the Act to deal with access applications made under Part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CMTEDD is required to provide a decision on your access application within 30 days.

Therefore, a decision is due by **19 October 2026.**

Decision on access

Searches within CMTEDD records have identified 28 documents in scope of your request. I note that this material primarily relates to points **1-4** of the scope of your request.

No information was identified in response to points **5** and **6**.

I have decided to grant **full access** to 20 documents.

I have decided to grant **partial access** to eight documents.

The records identified as relevant to your application are listed in the schedule enclosed at **Attachment A**. This provides a description of each document that falls within the scope of your request and the access decision for each of those documents.

Information that is out of scope of the request has been marked as such. Where this is the only reason for redaction, it is marked as a full release on the schedule of documents.

Duplicate documents have been removed and some of the email trails in scope had documents duplicated numerous times.

Release of documents

The information being released to you is provided at **Attachment B**.

Statement of Reasons

In accordance with section 54(2) of the Act a statement of reasons outlining my decisions is below. In reaching my access decisions, I have taken the following into account:

- the Act
- the information that falls within the scope of your request

As a decision maker, I am required to determine whether the information within scope is in the public interest to release. To make this decision, I am required to:

- assess whether the information would be contrary to public interest to disclose as per **Schedule 1** of the Act.
- perform the public interest test as set out in section 17 of the Act by balancing the factors favouring disclosure and factors favouring nondisclosure in **Schedule 2** of the Act.

Exemptions claimed

Schedule 1: Information taken to be contrary to the public interest

My reasons for deciding not to grant access to the information or components of information found are as follows:

- *No relevant sections identified.*

Public Interest Test

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interest lies. As part of this process, I must consider factors favouring disclosure and nondisclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when 'used in a statute, the term [public interest] derives its content from "the subject matter and the scope and purpose" of the enactment in which it appears'. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act.

Schedule 2: Factors to be considered when deciding the public interest

Taking into consideration the information within scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the 'public interest'.

Factors favouring disclosure (Section 2.1)

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

As the occupant of the most senior public service position in the ACT public service, the head of service role attracts a certain amount of public interest and scrutiny. I consider release of this information would provide some insight into the backfill arrangements and processes for the head of service position.

I am satisfied that these factors favouring disclosure carry some weight. However, these factors are to be balanced against the factors favouring nondisclosure.

Factors favouring nondisclosure (Section 2.2)

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

Having reviewed the information, I consider that the protection of an individual's right to privacy, is a significant factor. Release of information concerning individuals working within the ACT Public Service is generally not considered to prejudice the protection of an individual's right to privacy. However, where mobile phone numbers may be used for home and work purposes, this information is redacted, as it could or would reasonably be expected to prejudice an individual's right to privacy under the *Human Rights Act 2004*.

I have redacted Ms Leigh's personal information within the documents. Specifically, documents 1-4, noting that this information relates to her personal leave circumstances and or personal identifying information such as her AGS number.

Release of contact details of individuals working within the ACT Public Service is generally not considered to encroach on a right to privacy. However, in some circumstances, such as agencies with small numbers or regulatory or specialist agencies, the redaction of direct email addresses is sensible as release of this information could or would reasonably be expected to prejudice an individual's right to privacy under the *Human Rights Act 2004*. I have elected to redact direct email addresses associated with the ACT Integrity Commission as it is both a small and specialist agency.

Having applied the test outlined in section 17 of the Act and deciding that release of some information contained in the documents is not in the public interest to release, I have chosen to redact this specific information in accordance with section 50(2). Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that I believe is not in the public interest to release will ensure that the intent of the Act is met and will provide you with access to the majority of the information held by CMTEDD within the scope of your request.

Charges

Under section 107(2)(e) of the Act, a fee must be waived if the applicant is a member of the Legislative Assembly.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log.

Your original access application and my decision will be published on the CMTEDD disclosure log. Your personal contact details will not be published.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the 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 provided to you, or a longer period allowed by the Ombudsman.

We recommend using this form *Applying for an Ombudsman Review* to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

Via email: actfoi@ombudsman.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
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
http://www.acat.act.gov.au/

Should you have any queries in relation to your request please contact the CMTEDD FOI Team by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely



Katharine Stuart

Information Officer
Chief Minister, Treasury and Economic Development Directorate

19 October 2026

ACT Government
Chief Minister, Treasury and Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
1. *Documents concerning Ms Leigh's absence or unavailability to perform the functions of Head of Service and/or Director-General of CMTEDD, including documents recording the commencement and expected duration of that absence.* 2. *Documents concerning the appointment, designation or authorisation of any person to act as, or exercise the functions of, Head of Service and/or Director-General of CMTEDD during Ms Leigh's absence.* 3. *Internal or external communications concerning whether Ms Leigh's absence and/or acting arrangements should be announced, published or otherwise communicated to ACTPS employees, MLAs, stakeholders or the public.* 4. *Documents concerning changes, proposed changes, or decisions not to make changes, to ACT Government websites or directories identifying the Head of Service and/or Director-General of CMTEDD during Ms Leigh's absence.* 5. *Documents concerning arrangements for monitoring, accessing, redirecting or actioning correspondence sent to Ms Leigh's official ACT Government email account during her absence.* 6. *Documents concerning whether an automatic out-of-office message or other notification should be placed on Ms Leigh's official email account during her absence.*	**CMTEDDFOI 2026-245**

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1-6	Leave application - 17/07/26	28/07/2026	Partial	Sch 2 s2.2 (a)(ii)	Yes
2	7-11	Leave application – 20/07/2026-14/08/2026	23/07/2026	Partial	Sch 2 s2.2 (a)(ii)	Yes
3	12-17	Leave application – 19/07/26 (Amended)	10/08/2026	Partial	Sch 2 s2.2 (a)(ii)	Yes

4	18-25	Leave application – 29/06/26 – 19/07/26	15/06/2026	Partial	Sch 2 s2.2 (a)(ii)	Yes
5	26	Email - HoS backfill contract	12/06/2026	Partial	Sch 2 s2.2 (a)(ii) Out of scope	Yes
6	27	Attachment - Change to SETs (Statutory Employment Terms) Russ Campbell E1000 and E900.doc	Undated	Full		Yes
7	28	Attachment - Chief Minister – Letter of Offer Russ Campbell E1000 and E900	Undated	Full		Yes
8	29	Email – HoS backfill contract documents Russ Campbell	24/08/2026	Partial	Sch 2 s2.2 (a)(ii) Out of scope	Yes
9	30	Attachment - Change to SETs Russ Campbell E1000 and E900.doc	Undated	Full		Yes
10	31	Email – Correspondence from the Chief Minister to Russ Campbell	28/08/2026	Full		Yes
11	32	Attachment - Chief Minister – Letter of Offer Russ Campbell E1000 and E900 - Signed	27/08/2026	Full		Yes
12	33	Attachment - Change to SETs (Statutory Employment Terms) Russ Campbell E1000 and E900.doc – partially signed CM	27/08/2026	Full		Yes
13	34	Change to SETs (Statutory Employment Terms) Russ Campbell E1000 and E900.doc –signed CM and Russell Campbell	02/09/2026	Full		Yes
14	35	Letter - Chief Minister – Letter of Offer Russ Campbell E1000 and E900 - Signed	20/07/2026	Full		Yes
15	36	Email – Correspondence from the Chief Minister	20/07/2026	Full		Yes
16	37	Attachment - Change to SETs (Statutory Employment Terms) Russ Campbell E1000 and E900.doc – partially signed CM	20/07/2026	Full		Yes
17	38	Change to SETs (Statutory Employment Terms) Russ Campbell E1000 and E900.doc –signed CM and Russell Campbell	22/07/2026	Full		Yes
18	39	Email – HoS backfill contract	12/06/2026	Partial	Sch 2 s2.2 (a)(ii)	Yes
19	40	Email – Correspondence from the Chief Minister	16/06/2026	Full		Yes
20	41	Attachment - Chief Minister – Letter of Offer Russ Campbell E1000 and E900 - Signed	16/06/2026	Full		Yes
21	42	Attachment - Change to SETs (Statutory Employment Terms) Russ Campbell E1000 and E900.doc – partially signed CM	16/06/2026	Full		Yes
22	43	Change to SETs (Statutory Employment Terms) Russ Campbell E1000 and E900.doc –signed CM and Russell Campbell	17/06/2026	Full		Yes

23	44	Email – Contract documents E1000 and E900	18/06/2026	Partial	Sch 2 s2.2 (a)(ii)	Yes
24	45	Email – Request Confirmed - Contract documents E1000 and E900 – HR73266705	18/06/2026	Full		Yes
25	46-47	Email – Request Completed - Contract documents E1000 and E900 – HR73266705	18/06/2026	Full		Yes
26	48-49	Email - Kathy Leigh, Leave Arrangements – ACT Audit Office	24/06/2026	Full	Out of scope	Yes
27	50-51	Email - Kathy Leigh, Leave Arrangements – ACT Integrity Commission	24/06/2026	Full	Out of scope	Yes
28	52	Email - Kathy Leigh, Leave Arrangements	24/06/2026	Full		Yes
Total No of Docs						
28						

1

Content Manager upgrade

Content Manager will be unavailable from 5:00 pm Friday 2 October 2026 to 6:00 am Monday 5 October. Keep your laptop turned on and connected so the update can install automatically.

Learn more

Request: RITM6225680

Rate our service

☹ ☹ 😐 🙂 😀

Request name Sch 2.2(a)(ii) - Kathy Leigh

Submitted by Dan Anderson

Ordered for Kathy Leigh

Sch 2.2(a)(ii)

Directorate	CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE - CMTEDD
Date submitted	28/07/2026
Date completed	28/07/2026
Status	Closed Complete

- Request Received (Completed)
- Review/Delegate Approval (Completed)
- Work in Progress (Completed)
- Completed (Completed)

Attachments

Sch 2.2(a)(ii)

Approvals | Activity | Details

Your Details

Employee name

3

Kathy Leigh

I want to request this for an employee who is not available in the drop-down list.

Directorate

CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE - CMTEDD

AGS number / Staff number

Supplying your AGS or Staff number helps Shared Services identify relevant records, and complete your request more efficiently.

Sch 2.2(a)(ii)

Are your pay and conditions currently managed by the compensation/non-compensation pay team?

Sch 2.2

Are you currently employed on an executive contract or as a board member?

Yes

Request details

I would like to make the following change to an approved leave application

Sch 2.2(a)(ii)

Current Approved Leave

Leave submission reference number (if known/available)

Start date of current approved leave

29/06/2026

What type of leave was approved?

Annual leave

End date of current approved leave

19/07/2026

Sch 2.2(a)(ii)

Sch 2.2(a)(ii)

Leave reason

Sch 2.2(a)(ii)

17/07/2026

16:51

Does this leave period contain any part days?

No

Manager/Supervisor details

Select manager/supervisor

Robert Wright

☑ The manager listed here is also the delegate for this request.

Delegate

Select delegate

Robert Wright

7

Content Manager upgrade

Content Manager will be unavailable from 5:00 pm Friday 2 October 2026 to 6:00 am Monday 5 October. Keep your laptop turned on and connected so the update can install automatically.

Learn more

Request: RITM6216505

Request name	Sch 2.2(a)(ii)
Submitted by	Dan Anderson
Ordered for	Kathy Leigh
Directorate	CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE - CMTEDD
Date submitted	22/07/2026
Date completed	23/07/2026
Status	Closed Complete

Rate our service

☹ ☹ 😐 🙂 😀

Order status

Sch 2.2(a)(ii)

- Request Received (Completed)
- Review/Delegate Approval (Completed)
- Work in Progress (Completed)
- Completed (Completed)

Attachments

There are no attachments

Approvals Activity Details

Your Details

Employee name

Kathy Leigh

I want to request this for an employee who is not available in the drop-down list.

Directorate

CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE - CMTEDD

AGS number / Staff number

Supplying your AGS or Staff number helps Shared Services identify relevant records, and complete your request more efficiently.

Sch 2.2(a)(ii)

Are your pay and conditions currently managed by the compensation/non-compensation pay team?

Sch 2

Are you currently employed on an executive contract or as a board member?

Yes

Type of Leave

Sch 2.2(a)(ii)

9

You can attach your medical certificate or **statutory declaration** to this request using the paperclip icon at the bottom of the form.

Do you have access to HR21?

-- None --

Leave Reason for Manager/Delegate

Leave reason

Use this space to advise your manager and/or leave delegate of the reason you are requesting leave.

Sch 2.2(a)(i)

Please attach any supporting documentation (where required) at the end of this form.

Payment

Rostered and Part-time employees: Each payment option includes an optional Hours and Minutes field. You can use this field to specify the number of hours of leave you are taking between the start and end dates you'll specify.

You can elect to receive payment at a variety of rates such as full, half. The available options will appear depending on the type of leave you are requesting.

Payment Options

☑ Full pay

From date

20/07/2026

Start time:

00:00

To date

14/08/2026

End time:

23:59

Does this leave period contain any part days?

No

Total Hours:Mins (HH:MM) for the leave period, including all full and part days

Providing this information, particularly for part-time or shift workers, ensures the correct amount of leave is deducted for the period.

147:00

☐ Half pay

☐ Without pay

Payslip delivery details

Would you like to update the email address your payslip is delivered to when this leave commences?

No

Acknowledgements

I have checked my leave balance before submitting this application and believe I have sufficient balance available to cover this application

☑ Agree

If, as a result of this application for leave, I have exceeded my entitlements and some of this leave period needs to be unpaid:

Please note:
These options are only available where leave has occurred in a previous pay period. Adjustments due to current or future dated leave will be processed on time and within the relevant pay period

○ I authorise Shared Services to process the required adjustment to my pay in the next available pay period

◉ I would like to be contacted before any adjustments are processed

Other information

Please add any information that you would like to let Shared Services know about in relation this leave request.

11

Manager/Supervisor details

Select manager/supervisor

Robert Wright

☑ The manager/s listed here are also the delegate/s for this request.

Delegate

Any documents you attach to this form will not be stored long term in this system. Evidence submitted to support birth leave or an absence related to a compensable injury will be retained on your file. All other documents will be deleted once processing is complete, so please ensure you keep your own copies elsewhere.

12

Content Manager upgrade

Content Manager will be unavailable from 5:00 pm Friday 2 October 2026 to 6:00 am Monday 5 October. Keep your laptop turned on and connected so the update can install automatically.

Learn more

Request: RITM6225668

Request name Sch 2.2(a)(ii)

Submitted by Dan Anderson

Ordered for Kathy Leigh

Rate our service

Order status

Sch 2.2(a)(ii)

Directorate	CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE - CMTEDD
Date submitted	28/07/2026
Date completed	10/08/2026
Status	Closed Complete

- Request Received (Completed)
- Review/Delegate Approval (Completed)
- Work in Progress (Completed)
- Completed (Completed)

Attachments

Sch 2.2(a)(ii)

Approvals | Activity | Details

Your Details

Employee name

14

Kathy Leigh

I want to request this for an employee who is not available in the drop-down list.

Directorate

CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE - CMTEDD

AGS number / Staff number

Supplying your AGS or Staff number helps Shared Services identify relevant records, and complete your request more efficiently.

Sch 2.2(a)(ii)

Are your pay and conditions currently managed by the compensation/non-compensation pay team?

Sch 2.2

Are you currently employed on an executive contract or as a board member?

No

Request details

I would like to make the following change to an approved leave application

Sch 2.2(a)(ii)

Current Approved Leave

Leave submission reference number (if known/available)

Start date of current approved leave

29/06/2026

What type of leave was approved?

Annual leave

End date of current approved leave

19/07/2026

Convert annual/long service leave to personal leave

Personal leave type

Sch 2.2(a)(ii)

Leave reason

Sch 2.2(a)(ii)

Sch 2.2(a)(ii)

09/07/2026

16:51

16

Does this leave period contain any part days?

No

Manager/Supervisor details

Select manager/supervisor

Robert Wright

☑ The manager listed here is also the delegate for this request.

Delegate

Select delegate

Robert Wright

18

Content Manager upgrade

Content Manager will be unavailable from 5:00 pm Friday 2 October 2026 to 6:00 am Monday 5 October. Keep your laptop turned on and connected so the update can install automatically.

Learn more

Request: RITM6152426

Request name	Annual leave (Full pay) - Kathy Leigh - 2026-06-29 - 2026-07-19
Submitted by	Dan Anderson
Ordered for	Kathy Leigh

Rate our service

☹ ☹ 😐 🙂 😀

Order status

Annual leave (Full pay) - Kathy Leigh - 2026-06-29 - 2026-07-19

Directorate	CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE - CMTEDD
Date submitted	11/06/2026
Date completed	15/06/2026
Status	Closed Complete

- Request Received (Completed)
- Review/Delegate Approval (Completed)
- Work in Progress (Completed)
- Completed (Completed)

Attachments

There are no attachments

Approvals | Activity | Details

Your Details

Employee name

Kathy Leigh

☐ I want to request this for an employee who is not available in the drop-down list.

Directorate

CHIEF MINISTER, TREASURY AND ECONOMIC DEVELOPMENT DIRECTORATE - CMTEDD

AGS number / Staff number

Supplying your AGS or Staff number helps Shared Services identify relevant records, and complete your request more efficiently.

Sch 2.2(a)(ii)

Are your pay and conditions currently managed by the compensation/non-compensation pay team?

Sch 2.2

Are you currently employed on an executive contract or as a board member?

Yes

Type of Leave

What type of leave do you want to take?

Annual leave

Do you have access to HR21?

-- None --

Leave Reason for Manager/Delegate

Leave reason

Use this space to advise your manager and/or leave delegate of the reason you are requesting leave.

Annual Leave

Please attach any supporting documentation (where required) at the end of this form.

Payment

Rostered and Part-time employees: Each payment option includes an optional Hours and Minutes field. You can use this field to specify the number of hours of leave you are taking between the start and end dates you'll specify.

You can elect to receive payment at a variety of rates such as full, half. The available options will appear depending on the type of leave you are requesting.

Payment Options

☑ Full pay

From date

Start time:

22

29/06/2026

00:00

To date

End time:

19/07/2026

23:59

Does this leave period contain any part days?

No

Total Hours:Mins (HH:MM) for the leave period, including all full and part days

Providing this information, particularly for part-time or shift workers, ensures the correct amount of leave is deducted for the period.

00:00

☐ Half pay

Wanting to claim your leave loading bonus?

Please use **HR21** or the **Apply for Leave Loading Bonus form.**

Leave loading is available to ACT Public Service employees under section E8 of the **ACT Government's Enterprise Agreements** and is payable once per year. If not requested prior, staff will automatically receive their annual leave loading payment on the first pay day in December.

Payslip delivery details

Would you like to update the email address your payslip is delivered to when this leave commences?

No

Acknowledgements

I have checked my leave balance before submitting this application and believe I have sufficient balance available to cover this application

☑ Agree

If, as a result of this application for leave, I have exceeded my entitlements and some of this leave period needs to be unpaid:

Please note:
These options are only available where leave has occurred in a previous pay period. Adjustments due to current or future dated leave will be processed on time and within the relevant pay period

○ I authorise Shared Services to process the required adjustment to my pay in the next available pay period

◉ I would like to be contacted before any adjustments are processed

Other information

Please add any information that you would like to let Shared Services know about in relation this leave request.

Manager/Supervisor details

Select manager/supervisor

Robert Wright

☑ The manager/s listed here are also the delegate/s for this request.

Delegate

Any documents you attach to this form will not be stored long term in this system. Evidence submitted to support birth leave or an absence related to a compensable injury will be retained on your file. All other documents will be deleted once processing is complete, so please ensure you keep your own copies elsewhere.

Out of scope

From: Power, Leanne <Leanne.Power@act.gov.au>
Sent: Friday, 12 June 2026 2:06 PM
To: CMCD DLO <CMCDDLO@act.gov.au>
Subject: HoS backfill contract

OFFICIAL

Hi Isabelle

You may be aware that Kathy is going on leave from 27 June 2026 to 19 July 2026 (inclusive). Russ Campbell is going to do the HoS role while she is away.

The Chief Minister is aware and the attached Letter of Offer and Change to SETs instrument will put this arrangement in place. In line with previous times, I have not provided a covering brief; however please let me know if you would like me to do one and I can facilitate.

Thanks
Leanne

Leanne Power | Executive Branch Manager, Office of the Head of Service
Phone: 02 620 75990 | Mobile: Sch 2.2(a)(ii) | Email: leanne.power@act.gov.au
Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5, 220 London Circuit Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Australian Capital Territory

Public Sector Management Act 1994

Change to Statutory Employment Terms (SETs)

Made under the

***Public Sector Management Act 1994*, section 33 (change to SES member's statutory employment terms) and section 35 (circumstances when statutory employment terms may be changed)**

In accordance with sections 33 and 35 of the *Public Sector Management Act 1994*, the long-term executive contract for Russell Campbell in the position of Under Treasurer (Executive Level 4.3, E916) ending on 01/06/2030 is varied as follows:

- The classification, position number, position title and associated remuneration are changed from Under Treasurer (Executive Level 4.3, E916) to Head of Service and Director-General, Chief Minister, Treasury and Economic Development Directorate (Executive Level 4.4, E1000 and E900) from 27/06/2026 to 19/07/2026.

After 19/07/2026, the SES member will return to the position of Under Treasurer (Executive Level 4.3, E916).

Signed:

Russell Campbell	Andrew Barr MLA
SES member	Chief Minister
Date:	Date:

Andrew Barr MLA
Chief Minister
Minister for Economic Development
Minister for Tourism and Trade

Member for Kurrajong

Russ Campbell
Under Treasurer
Via email: Russ.Campbell@act.gov.au

Dear Mr Campbell

I am writing to you regarding your long-term executive contract in the position of Under Treasurer (Executive Level 4.3, E916). From 27 June 2026 to 19 July 2026, you will transfer to the position of Head of Service and Director-General, Chief Minister, Treasury and Economic Development Directorate (Executive Level 4.4, E1000 and E900).

I have attached an instrument under sections 33 and 35 of the *Public Sector Management Act 1994*, which, when completed, will put this arrangement in place.

This position attracts a total remuneration of $546,598 per annum, including an annual salary of $469,050. Please sign and date the instrument as soon as possible. At the end of this arrangement, you will return to the position of Under Treasurer (Executive Level 4.3, E916) until 1 June 2030.

With this change of duties, you may wish to take the opportunity to review your current declaration of private interests and make any changes required.

Yours sincerely

Andrew Barr MLA
Chief Minister

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

+61 2 6205 0011
barr@act.gov.au

ABarrMLA
andrewbarrmla

Out of scope

From: Power, Leanne <Leanne.Power@act.gov.au>
Sent: Monday, 24 August 2026 9:59 AM
To: CMCD DLO <CMCDDLO@act.gov.au>
Subject: HoS backfill contract documents Russ Campbell

OFFICIAL: Sensitive

Hi Isabelle

Attached for the Chief Minister's signature are the:

1. Letter of Offer and
2. Changes to SETs instrument

to place Russ Campbell in the HoS role from 29 August 2026 to 27 September 2026 (inclusive) while Kathy is on leave.

Many thanks
Leanne

Leanne Power | Executive Branch Manager, Office of the Head of Service
Phone: 02 620 75990 | Mobile: Sch 2.2(a)(ii) | Email: leanne.power@act.gov.au
Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5, 220 London Circuit Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Australian Capital Territory

Public Sector Management Act 1994

Change to Statutory Employment Terms (SETs)

Made under the

***Public Sector Management Act 1994*, section 33 (change to SES member's statutory employment terms) and section 35 (circumstances when statutory employment terms may be changed)**

In accordance with sections 33 and 35 of the *Public Sector Management Act 1994*, the long-term executive contract for Russell Campbell in the position of Under Treasurer (Executive Level 4.3, E916) ending on 01/06/2030 is varied as follows:

- The classification, position number, position title and associated remuneration are changed from Under Treasurer (Executive Level 4.3, E916) to Head of Service and Director-General, Chief Minister, Treasury and Economic Development Directorate (Executive Level 4.4, E1000 and E900) from 29/08/2026 to 27/09/2026.

After 27/09/2026, the SES member will return to the position of Under Treasurer (Executive Level 4.3, E916).

Signed:

Russell Campbell	Andrew Barr MLA
SES member	Chief Minister
Date:	Date:

From: CMTEDD, Barr Ministerial Correspondence
To: Campbell, Russ
Cc: CMCD DLO; Power, Leanne
Subject: Correspondence from the Chief Minister
Date: Friday, 28 August 2026 11:19:06 AM
Attachments: Correspondence from the Chief Minister.pdf
image001.png
image002.jpg
Change to SETs Russ Campbell E1000 and E900 - TO SIGN.pdf
Importance: High

Good morning Russ,

Please find attached a letter from the Chief Minister.

Kind regards,

Office of Andrew Barr MLA
Chief Minister
Minister for Trade, Investment and the Knowledge Economy
Minister for Tourism and Events
Minister for Major Projects
Member for Kurrajong

Andrew Barr MLA
Chief Minister
Minister for Trade, Investment and the Knowledge Economy
Minister for Tourism and Events
Minister for Major Projects

Member for Kurrajong

Russ Campbell
Under Treasurer
Russ.Campbell@act.gov.au

Dear Mr Campbell Russ

I am writing to you regarding your long-term executive contract in the position of Under Treasurer (Executive Level 4.3, E916). From 29 August 2026 to 27 September 2026, you will transfer to the position of Head of Service and Director-General, Chief Minister, Treasury and Economic Development Directorate (Executive Level 4.4, E1000 and E900).

I have attached an instrument under sections 33 and 35 of the *Public Sector Management Act 1994*, which, when completed, will put this arrangement in place.

This position attracts a total remuneration of $573,373 per annum, including an annual salary of $492,132. Please sign and date the instrument as soon as possible. At the end of this arrangement, you will return to the position of Under Treasurer (Executive Level 4.3, E916) until 1 June 2030.

With this change of duties, you may wish to take the opportunity to review your current declaration of private interests and make any changes required.

Yours sincerely

Andrew Barr MLA
Chief Minister

27 August 2026

act.gov.au

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

+61 2 6205 0011
barr@act.gov.au

ABarrMLA
andrewbarrmla

Australian Capital Territory

Public Sector Management Act 1994

Change to Statutory Employment Terms (SETs)

Made under the

***Public Sector Management Act 1994*, section 33 (change to SES member's statutory employment terms) and section 35 (circumstances when statutory employment terms may be changed)**

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After 27/09/2026, the SES member will return to the position of Under Treasurer (Executive Level 4.3, E916).

Signed:

Russell Campbell	Andrew Barr MLA
SES member	Chief Minister
Date:	Date: 27.8.26

Australian Capital Territory

Public Sector Management Act 1994

Change to Statutory Employment Terms (SETs)

Made under the

***Public Sector Management Act 1994*, section 33 (change to SES member's statutory employment terms) and section 35 (circumstances when statutory employment terms may be changed)**

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- The classification, position number, position title and associated remuneration are changed from Under Treasurer (Executive Level 4.3, E916) to Head of Service and Director-General, Chief Minister, Treasury and Economic Development Directorate (Executive Level 4.4, E1000 and E900) from 29/08/2026 to 27/09/2026.

After 27/09/2026, the SES member will return to the position of Under Treasurer (Executive Level 4.3, E916).

Signed:

Russell Campbell

SES member

Date: 2 September 2026

Andrew Barr MLA

Chief Minister

Date: 27.8.26

Andrew Barr MLA
Chief Minister
Minister for Economic Development
Minister for Tourism and Trade

Member for Kurrajong

Russ Campbell
Under Treasurer
Via email: Russ.Campbell@act.gov.au

Dear Mr ~~Campbell~~ Russ

I am writing to you regarding your long-term executive contract in the position of Under Treasurer (Executive Level 4.3, E916). From 20 July 2026 to 16 August 2026, you will transfer to the position of Head of Service and Director-General, Chief Minister, Treasury and Economic Development Directorate (Executive Level 4.4, E1000 and E900).

I have attached an instrument under sections 33 and 35 of the *Public Sector Management Act 1994*, which, when completed, will put this arrangement in place.

This position attracts a total remuneration of $573,373 per annum, including an annual salary of $492,132. Please sign and date the instrument as soon as possible. At the end of this arrangement, you will return to the position of Under Treasurer (Executive Level 4.3, E916) until 1 June 2030.

With this change of duties, you may wish to take the opportunity to review your current declaration of private interests and make any changes required.

Yours sincerely

Andrew Barr MLA
Chief Minister

20 July 2026

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

+61 2 6205 0011
barr@act.gov.au

ABarrMLA
andrewbarrmla

From: "CMTEDD, Barr Ministerial Correspondence" <BARR_MinCorro@act.gov.au>
Sent: 20/07/2026 1:57 PM
To: "Campbell, Russ" <Russ.Campbell@act.gov.au>
Cc: "Power, Leanne" <Leanne.Power@act.gov.au>; "CMCD DLO" <CMCDDLO@act.gov.au>
Subject: Correspondence from the Chief Minister
Attachments: Correspondence from the Chief Minister.pdf, Instrument - Change to SETs - Russ Campbell E1000 and E900.pdf

OFFICIAL: Sensitive

Good afternoon Russ,

Please find attached a letter from the Chief Minister.

Please do not respond to this email as this mailbox is not monitored. If you wish to provide further correspondence, please use the following details:

- Via Contact My Minister
- Via email: BARR@act.gov.au
- Via mail: GPO Box 1020, Canberra ACT 2601

Kind regards,

Office of Andrew Barr MLA
Chief Minister
Minister for Economic Development
Minister for Tourism and Trade
Member for Kurrajong

ACT Government

CANBERRA

Australian Capital Territory

Public Sector Management Act 1994

Change to Statutory Employment Terms (SETs)

Made under the

***Public Sector Management Act 1994*, section 33 (change to SES member's statutory employment terms) and section 35 (circumstances when statutory employment terms may be changed)**

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After 16/08/2026, the SES member will return to the position of Under Treasurer (Executive Level 4.3, E916).

Signed:

Russell Campbell	Andrew Barr MLA
SES member	Chief Minister
Date:	Date: 20.7.26

Australian Capital Territory

Public Sector Management Act 1994

Change to Statutory Employment Terms (SETs)

Made under the

***Public Sector Management Act 1994*, section 33 (change to SES member's statutory employment terms) and section 35 (circumstances when statutory employment terms may be changed)**

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After 16/08/2026, the SES member will return to the position of Under Treasurer (Executive Level 4.3, E916).

Signed:

Russell Campbell

SES member

Date: 22 July 2026

Andrew Barr MLA

Chief Minister

Date: 20.7.26

From: "Power, Leanne"
Sent: 12/06/2026 2:05 PM
To: "CMCD DLO" <CMCDDLO@act.gov.au>
Subject: HoS backfill contract
Attachments: Change to SETs Russ Campbell E1000 and E900.doc, Chief Minister - Letter of Offer Russ Campbell E1000 and E900.docx

Hi Isabelle

You may be aware that Kathy is going on leave from 27 June 2026 to 19 July 2026 (inclusive). Russ Campbell is going to do the HoS role while she is away.

The Chief Minister is aware and the attached Letter of Offer and Change to SETs instrument will put this arrangement in place. In line with previous times, I have not provided a covering brief; however please let me know if you would like me to do one and I can facilitate.

Thanks
Leanne

Leanne Power | Executive Branch Manager, Office of the Head of Service
Phone: 02 620 75990 | Mobile: Sch 2.2(a)(ii) | Email: leanne.power@act.gov.au
Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5, 220 London Circuit Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: "CMTEDD, Barr Ministerial Correspondence" <BARR_MinCorro@act.gov.au>
Sent: 16/06/2026 4:35 PM
To: "Campbell, Russ" <Russ.Campbell@act.gov.au>
Cc: "Power, Leanne" <Leanne.Power@act.gov.au>; "CMCD DLO" <CMCDDLO@act.gov.au>
Subject: Correspondence from the Chief Minister
Attachments: Correspondence from the Chief Minister.pdf, Attachment A - Change to Statutory Employment Terms (SETs).pdf
Importance: High

Good afternoon Russ,

Please find attached a letter from the Chief Minister.

Please do not respond to this email as this mailbox is not monitored. If you wish to provide further correspondence, please use the following details:

- Via Contact My Minister
- Via email: BARR@act.gov.au
- Via mail: GPO Box 1020, Canberra ACT 2601

Kind regards,

Office of Andrew Barr MLA
Chief Minister
Minister for Economic Development
Minister for Tourism and Trade
Member for Kurrajong

ACT Government

CANBERRA

Andrew Barr MLA
Chief Minister
Minister for Economic Development
Minister for Tourism and Trade

Member for Kurrajong

Russ Campbell
Under Treasurer
Russ.Campbell@act.gov.au

Dear Mr Campbell Russ

I am writing to you regarding your long-term executive contract in the position of Under Treasurer (Executive Level 4.3, E916). From 27 June 2026 to 19 July 2026, you will transfer to the position of Head of Service and Director-General, Chief Minister, Treasury and Economic Development Directorate (Executive Level 4.4, E1000 and E900).

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This position attracts a total remuneration of $546,598 per annum, including an annual salary of $469,050. Please sign and date the instrument as soon as possible. At the end of this arrangement, you will return to the position of Under Treasurer (Executive Level 4.3, E916) until 1 June 2030.

With this change of duties, you may wish to take the opportunity to review your current declaration of private interests and make any changes required.

Yours sincerely

Andrew Barr MLA
Chief Minister

16 June 2026

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

+61 2 6205 0011
barr@act.gov.au

ABarrMLA
andrewbarrmla

Australian Capital Territory

Public Sector Management Act 1994

Change to Statutory Employment Terms (SETs)

Made under the

***Public Sector Management Act 1994*, section 33 (change to SES member's statutory employment terms) and section 35 (circumstances when statutory employment terms may be changed)**

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After 19/07/2026, the SES member will return to the position of Under Treasurer (Executive Level 4.3, E916).

Signed:

Russell Campbell	Andrew Barr MLA
SES member	Chief Minister
Date:	Date: 16.6.26

Australian Capital Territory

Public Sector Management Act 1994

Change to Statutory Employment Terms (SETs)

Made under the

***Public Sector Management Act 1994*, section 33 (change to SES member's statutory employment terms) and section 35 (circumstances when statutory employment terms may be changed)**

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- The classification, position number, position title and associated remuneration are changed from Under Treasurer (Executive Level 4.3, E916) to Head of Service and Director-General, Chief Minister, Treasury and Economic Development Directorate (Executive Level 4.4, E1000 and E900) from 27/06/2026 to 19/07/2026.

After 19/07/2026, the SES member will return to the position of Under Treasurer (Executive Level 4.3, E916).

Signed:

Russell Campbell SES member

Date: 17/06/2026

Andrew Barr MLA

Chief Minister

Date: 16.6.26

From: "Power, Leanne"
Sent: 18/06/2026 2:05 PM
To: "Shared Services HR, Executive Contracts" <SSHRExecutiveContracts@act.gov.au>
Subject: Contract documents E1000 and E900
Attachments: Correspondence from the Chief Minister.pdf, Russ Campbell - Signed Change to SETs - E1000 and E900.pdf

Hi Jodie and Team

Attached are the documents to effect Russ Campbell in the role of Head of Service for the period 27 June 2026 to 19 July 2026 while Kathy Leigh is on leave:

- Chief Minister signed Letter of Offer
- Signed Change to SETs

Russ has confirmed that he does not wish to make any changes to his current Executive elections for this short-term contract.

Many thanks
Leanne

Leanne Power | Executive Branch Manager, Office of the Head of Service
Phone: 02 620 75990 | Mobile: Sch 2.2(a)(ii) | Email: leanne.power@act.gov.au
Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5, 220 London Circuit Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: "Service Desk" <ServiceDesk_O365@act.gov.au>
Sent: 18/06/2026 2:07 PM
To: "Power, Leanne" <Leanne.Power@act.gov.au>
Subject: Request Confirmed - Contract documents E1000 and E900 - HR7326705

ACT Government

Your Request

Thank you for contacting Shared Services. The details of your request are as follows:

HR7326705 - Contract documents E1000 and E900

We will keep you updated as your request progresses. You can also monitor the progress of your requests at any time via the following link: My Requests

If you would like to talk to us about your request, you can make contact with the Service Desk by phoning 79000 (620 79000 if phoning externally). Our Service Desk is open Monday to Friday between 8.30am to 5pm public service working days (7.30am to 6pm for ICT enquiries).

Kind regards,

Shared Services Service Desk
OneGov Service Centre

Ref:MSG43034926_JNvynVPuElUmyXWfkPa

From: "Service Desk" <ServiceDesk_O365@act.gov.au>
Sent: 18/06/2026 2:24 PM
To: "Power, Leanne" <Leanne.Power@act.gov.au>
Subject: Request Completed - Contract documents E1000 and E900 - HR7326705

ACT Government

Your Request

The following request has now been completed:

HR7326705 - Contract documents E1000 and E900

Completion notes:

Hi Leanne

Thanks for sending through the signed documents, they've now been saved on file and forwarded to Payroll for processing ��

Warm Regards,
Mary Wang

You can view the details of your requests, including a history of all action taken, via the following link: My Requests

If your request hasn't been resolved to your satisfaction, click the following button to let us know and we will be in contact with you as soon as possible to follow up:

My request isn't complete

Otherwise, we would love to hear your feedback!

Share your feedback

How happy are you with the service you received for this request?



Clicking on an emoji above will take you to our website where you can choose to elaborate on your feedback if you wish.

Any feedback you provide – positive or negative – helps us to continually improve our services. Every bit of feedback we receive is reviewed by our Customer Experience team and shared with relevant staff and managers for information and/or follow up action.

Note if you experience difficulties with either of the above buttons, you can provide feedback by emailing us at CustomerServiceOneGov@act.gov.au.

If you have any questions about this request or any of our other services/products, our Service Desk staff are happy to help and can be contacted by phoning 79000 (620 79000 if phoning externally). Our Service Desk is open Monday to Friday between 8.30am to 5pm public service working days (7.30am to 6pm for ICT enquiries).

Kind regards,

Shared Services Service Desk
OneGov Service Centre



Ref:MSG43035897_kYAfE924uLMMLfeI8Aa

Out of scope

From: Anderson, Dan <Dan.Anderson@act.gov.au>
Sent: Wednesday, 24 June 2026 4:27 PM
To: Avila, Sandra <Sandra.Avila@act.gov.au>
Subject: Kathy Leigh, Leave arrangements

OFFICIAL

Good afternoon Sandra

Kathy Leigh will be commencing leave from close of business Friday 26 June 2026 returning Monday 20 July 2026.

Within this time Mr Russ Campbell will be in the Head of Service position.

Please do reach out if you have any questions and happy to provide any further information as needed.

Kind Regards

Dan Anderson | Executive Assistant to Kathy Leigh, Head of Service and Director-General
Phone| 02 6205 0241 | Email dan.anderson@act.gov.au
Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5, 220 London Circuit, Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Communications from the ACT Audit Office may contain protected information for the purposes of Part 5A of the Auditor-General Act 1996 (ACT).

Out of scope

OFFICIAL

From: Anderson, Dan <Dan.Anderson@act.gov.au>
Sent: Wednesday, 24 June 2026 4:24 PM
To: Judy Lind Sch 2.2(a)(ii) @integrity.act.gov.au>
Cc: Power, Leanne <Leanne.Power@act.gov.au>
Subject: Kathy Leigh, Leave Arrangements

OFFICIAL

Good afternoon Ms Lind

Kathy Leigh will be commencing leave from close of business Friday 26 June 2026 returning Monday 20 July 2026.

Within this time Mr Russ Campbell will be in the Head of Service position.

Please do reach out if you have any questions and happy to provide any further information as needed.

Kind Regards

Dan Anderson | Executive Assistant to Kathy Leigh, Head of Service and Director-General
Phone| 02 6205 0241 | Email dan.anderson@act.gov.au
Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5, 220 London Circuit, Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Anderson, Dan

From: Anderson, Dan
Sent: Wednesday, 24 June 2026 4:28 PM
To: Lakey, Cara
Subject: Kathy Leigh, Leave Arrangements

Good afternoon Cara

Kathy Leigh will be commencing leave from close of business Friday 26 June 2026 returning Monday 20 July 2026.

Within this time Mr Russ Campbell will be in the Head of Service position.

Please do reach out if you have any questions and happy to provide any further information as needed.

Kind Regards
Dan Anderson | Executive Assistant to Kathy Leigh, Head of Service and Director-General
Phone| 02 6205 0241 | Email dan.anderson@act.gov.au
Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5, 220 London Circuit, Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au