



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Publication Coversheet

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

FOI Reference: CMTEDDFOI 2018-0277

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	Waived
6. Processing time (in working days)	35
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

From: [REDACTED]
To: [ACT Health FOI](#)
Subject: foi request
Date: Thursday, 27 September 2018 11:12:47 AM

To the freedom of information coordinator,

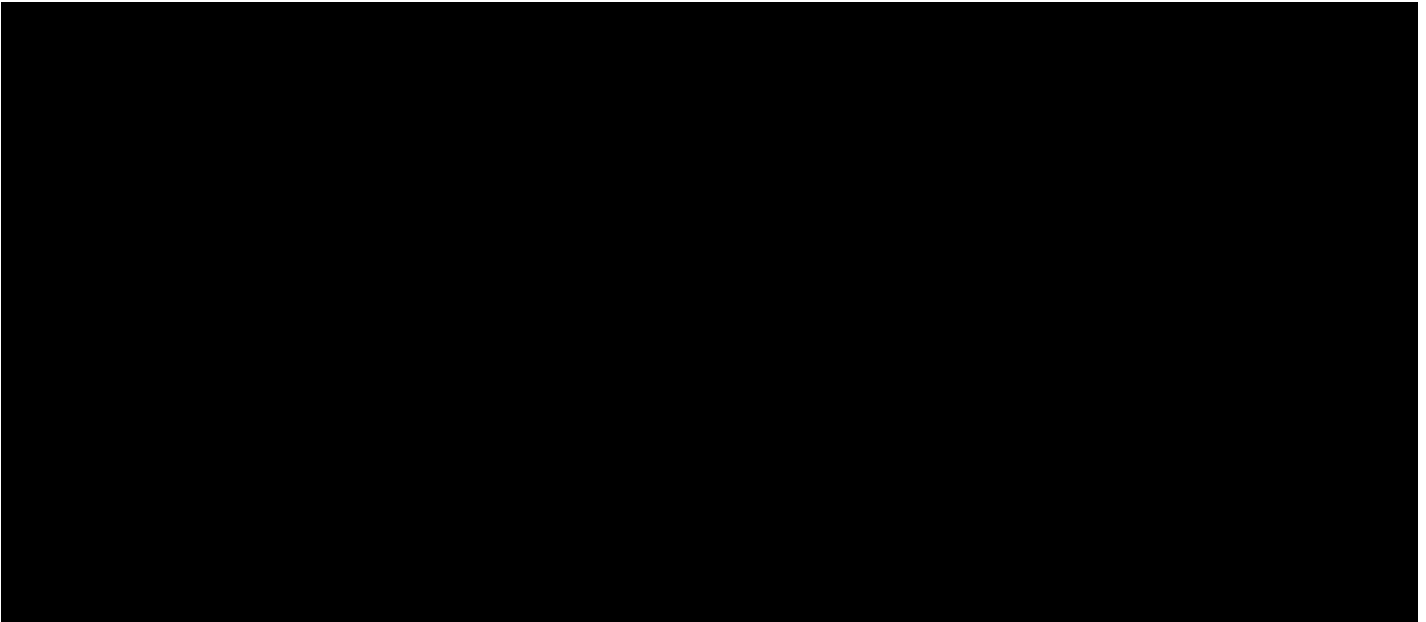
I wish to request the following documents under the Freedom of Information Act:

-all correspondence - between the dates of march 23 to September 27 - between the ACT government and the Northern Territory government/department of health regarding the position of CEO of the new Canberra Health Services or any executive appointments within health .

-all correspondence and documents held by the minister or ACT Health regarding the appointment process of Janet Anderson.

-All correspondence or documents held, including media strategy, regarding the stepping down of Janet Anderson from the role of Canberra Health Services CEO.

Please contact me on [REDACTED] if any further information is required.



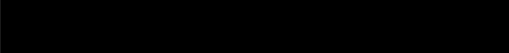


ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTEDDFOI2018-0277



via email: 

Dear 

FREEDOM OF INFORMATION REQUEST

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 27 September 2018, in which you sought access to correspondence in relation to executive appointments within ACT Health.

Specifically, you are seeking:

- *All correspondence - between the dates of March 23 to September 27 - between the ACT government and the Northern Territory government/department of health regarding the position of CEO of the new Canberra Health Services or any executive appointments within health.*
- *All correspondence and documents held by the minister or ACT Health regarding the appointment process of Janet Anderson.*
- *All correspondence or documents held, including media strategy, regarding the stepping down of Janet Anderson from the role of Canberra Health Services CEO.*

Authority

I am an Information Officer appointed by the Director-General of CMTEDD 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 by 22 November 2018.

Third Party Consultation

In making this decision, I completed consultation with a relevant third party in accordance with section 38 of the Act. The views of the identified third party were taken into account in making this decision.

Decision on access

Searches were completed for relevant documents and 27 documents were identified that fall within the scope of points two and three of your request. No documents were found in relation to the first point of your request.

I have decided to grant full access to 17 documents, partial access to 2 documents and withhold 8 documents. The information redacted in the documents I consider to be information that would, on balance, be contrary to the public interest to disclose under the test set out in section 17 of the Act or I have deemed to be outside of the scope of your request.

I have included as Attachment A to this decision the schedule of relevant documents. This provides a description of each document that falls within the scope of your request and the access decision for each of those 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 accordance with section 54(2) of the Act a statement of reasons outlining my decision is below.

Statement of Reasons

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

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

Exemption claimed

My reasons for deciding not to grant access to the identified documents and components of these documents are as follows:

Public Interest

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

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.

Taking into consideration the information contained in the documents found to be within the 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 (Schedule 2.1)

Taking into consideration the information contained in the documents found to be within the 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':

- (a) *disclosure of the information could reasonably be expected to do any of the following:*
 - (i) *promote open discussion of public affairs and enhance the governments accountability; and*
 - (viii) *reveal the reason for a government decision and any background or contextual information that informed the decision.*

Having considered the factors identified as relevant in this matter I am satisfied the information contained within these documents is within the public interest to release as it may reveal the reasons for government decisions in relation to the recruitment and subsequent resignation of the Chief Executive Officer of the ACT Health Directorate. Moreover, I am satisfied that the documents provide background and contextual information which formed these decisions. In making a decision on the relevant factors in this matter, I have considered the case of *BA and Merit Protection Commissioner*¹ which the Commonwealth Information Commissioner stated that "there is strong interest in fairness and integrity of public sector selection processes."

Factors favouring non-disclosure (Schedule 2 section 2.2)

As required in the public interest test set out in section 17 of the Act, I have also identified the following public interest factor in favour of non-disclosure that I believe is relevant to determine if release of the information contained within these documents is within the 'public interest':

- (a) *disclosure of the information could reasonably be expected to do any of the following:*
 - (ii) *prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004.*
 - (iii) *Prejudice an agency's ability to obtain confidential information.*

Taking into account the submissions put to me by the relevant third party as part of the consultation undertaken in accordance with section 38 of the Act and having reviewed the documents, I consider the documents contain personal information which includes names and contact information, details of salary and conditions of employment and other details which are considered to be 'personal information'.

I am satisfied that the names and contact information of ACT Government employees should be released as these individuals were acting in their official capacity and the personal information being released is done so in relation to these individuals exercising their delegations in a work related capacity. I do not consider the release of this information is unreasonable or could prejudice their right to privacy.

¹ [2014] AICmr 9 (30 January 2014).

However I consider information about Ms Janet Anderson, including her private email address, salary, conditions of employment and copies of her contract of employment with the ACT Government would be unreasonable to release as it would prejudice her right to privacy under the *Human Rights Act 2004*. In making this decision, I note that Ms Anderson supplied this information for the purposes of a recruitment process. I am satisfied she is entitled to expect that the personal information she has supplied will be dealt with in a manner that protects her privacy.

While it is noted that information including the names of executives, classification and whether they are engaged at a higher salary is tabled in the Legislative Assembly on a six monthly basis. I consider that the documents you have requested contain additional personal information which goes beyond what is tabled, this includes superannuation information, details about her conditions of employment and her current executive recruitment package with the Northern Territory Government. This information is personal to Ms Anderson and I do not consider there is any public interest in releasing information. The release of this information would only serve to cause a significant intrusion into the privacy of Ms Anderson impacting her rights to privacy under the *Human Rights Act 2004*. Given the nature of the information, I have given significant weight to this factor.

I have also considered the fact that some of the information contained within the documents (in relation to Ms Anderson's salary and employment conditions) were provided by Ms Anderson on an in-confidence basis. This information, which was conveyed via email and was marked with the subject heading "***IN CONFIDENCE** information from Janet Anderson." I am satisfied that in this instance Ms Anderson has expressed a clear wish that the information disclosed in this email (including attachments) would only be disclosed to those that had a need to know. These emails were sent for the purposes of Ms Anderson understanding the conditions of her employment with the ACT Government. There is substantial public interest in maintaining the confidence of individuals who wish to correspond with the ACT Government in confidence. Breaking this confidence would impact the flow of information to the ACT Government. As a result, I am satisfied that releasing this information could reasonably be expected to prejudice an agency's ability to obtain confidential information.

Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that is not in the public interest to release, while releasing the rest of the documents will ensure the intent of the Act is met and will provide you with access to the majority of information held by CMTEEDD within the scope of your request.

Documents subject to third party review

Documents subject to third party review (ref numbers 20-27) have been withheld pending the conclusion of the third party review period. You will be provided with these documents at the end of this period, unless a review has been sought with the Ombudsman. Should no review be sought the documents as per this decision notice will be released to you on 2 January 2019.

Charges

Pursuant to *Freedom of Information (Fees) Determination 2017 (No 2)* processing charges are applicable for this request because the total number of pages to be released to you exceeds the charging threshold of 50 pages. However, the charges have been waived in accordance with section 107(2)(b) of the Act.

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, my decision and documents released to you in response to your access application will be published in the CMTEDD disclosure log on 28 November 2018. Your personal contact details will not be published. You may view CMTEDD disclosure log at:

<https://www.cmtedd.act.gov.au/functions/foi/disclosure-log>.

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 published in CMTEDD 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

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

Level 4, 1 Moore St

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 me by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely,

A handwritten signature in black ink, consisting of several fluid, connected strokes that form a stylized representation of the name Daniel Riley.

Daniel Riley
Information Officer
Information Access Team
Chief Minister, Treasury and Economic Development Directorate

22 November 2018



ACT
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Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

NAME	WHAT ARE THE PARAMETERS OF THE REQUEST	Reference NO.
[REDACTED]	all correspondence - between the dates of march 23 to September 27 - between the ACT government and the Northern Territory government/department of health regarding the position of CEO of the new Canberra Health Services or any executive appointments within health; -all correspondence and documents held by the minister or ACT Health regarding the appointment process of Janet Anderson. All correspondence or documents held, including media strategy, regarding the stepping down of Janet Anderson from the role of Canberra Health Services CEO.	CMTEDDFOI2018-0277

Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status
1	1	Recruitment for the CEO Canberra Health Services - timeline	undated	Full Release	N/A	Yes
2	2-3	Email – Director General Announcement	7 Sep 2018	Full Release	N/A	Yes
3	4-5	Email – Director General Announcement	6 Sep 2018	Full Release	N/A	Yes
4	6-7	Email – Director General Announcement	6 Sep 2018	Full Release	N/A	Yes
5	8	Email – Director General Announcement	6 Sep 2018	Full Release	N/A	Yes
6	9-10	Email – draft message for comment	5 Sep 2018	Partial Release	Sch 2 s2.2 (a)(ii)	Yes
7	11	Email – draft message for comment	5 Sep 2018	Full Release	N/A	Yes
8	12-14	Email – draft message for comment	5 Sep 2018	Partial Release	Sch 2 s2.2 (a)(ii)	Yes
9	15	Email – draft message for information	5 Sep 2018	Full Release	N/A	Yes
10	16-18	Media Release	3 Sep 2018	Full Release	N/A	Yes
11	19-20	Email – Director Generals Announcement	3 Sep 2018	Full Release	N/A	Yes

12	21	Email – announcement this morning	3 Sep 2018	Full Release	N/A	Yes
13	22-24	Email – 180831 – Fitzharris Media Release – New Health Appointments	31 Aug 2018	Full Release	N/A	Yes
14	25-28	Email – draft Announcement	31 Aug 2018	Full Release	N/A	Yes
15	29-30	Email – draft Announcement – for comment	29 Aug 2018	Full Release	N/A	Yes
16	31-35	Executive Action Request	undated	Full Release	N/A	Yes
17	36-37	All staff email – Directors-General Announcement	3 Sep 2018	Full Release	N/A	Yes
18	38	All staff email – Directors-General Announcement	6 Sep 2018	Full Release	N/A	Yes
19	39-40	Email - Draft Text for consideration	undated	Partial release	Sch 2 s2.2 (a)(ii)	Yes
20	41 - 60	Emails - Janet	4 Sep 2018	Partial release	Sch 2 s2.2 (a)(ii)	Yes
21	61 - 67	Declaration of Private Interests Form	22-23 Aug 2018	Full Release	N/A	Yes
22	68	Draft Announcement	undated	Full Release	N/A	Yes
23	69 - 72	Emails - Janet	22 August 2018	Partial release	Sch 2 s2.2 (a)(ii)	Yes
24	73 – 78	Executive Contract	21 Aug 2018	Exempt	Sch 2 s2.2 (a)(ii)	Yes
25	79 - 90	Letters regarding contract and attachments	26 Aug 2018	Partial release	Sch 2 s2.2 (a)(ii)	Yes
26	91 - 92	DRAFT - Announcement Wording	undated	Full Release	N/A	Yes
27	93 - 94	Emails- **IN CONFIDENCE**	9 Aug 2018	Exempt	Sch 2 s2.2 (a)(ii)	Yes
28	95 - 111	Letter of Offer/contract	26 Aug 2018	Exempt	Sch 2 s2.2 (a)(ii)	Yes
Total No of Docs						
28						

Recruitment for the CEO Canberra Health Services - timeline

15 May 2018	Mercer Work Value and Remuneration Comparison received (both positions)
18 May 2018	Executive search firm Ian Hansen & Associates engaged (both positions)
24 May 2018 - 24 June 2018	Positions advertised in local and national media (both positions)
24 June 2018	Applications closed (16 applications for the Director-General role and 21 applications for CEO role)
20 July 2018	Interviews conducted – 8 people were interviewed for the two positions. The panel comprised: <ul style="list-style-type: none"> • Kathy Leigh, Head of Service (Chair) • Darlene Cox, Executive Director, Health Care Consumers' Association • Debra Picone AM, CEO, Australian Commission on Safety and Quality in Health Care • Robyn Kruk AM, former Director-General, NSW Health
6 August 2018	Minister Fitzharris video conference with preferred candidate
13 August 2018	Selection panel signed report
21 August 2018	Letter of Offer provided to Janet Anderson
22 August 2018	Acceptance of Offer and Contract signed by Janet Anderson
3 September 2018	Media announcement Minister Fitzharris announces new Director-General and CEO
3 September 2018	Head of Service message – Janet Anderson as CEO Canberra Hospital and Health Services
6 September 2018	Head of Service message – Janet Anderson not taking up appointment. <i>'Due to personal circumstances, Janet has advised that she is no longer able to take up this appointment. I know that she genuinely regrets having to withdraw from her appointment and I wish her all the best for her future.'</i>

Kalleske, Sarah

From: Leigh, Kathy
Sent: Friday, 7 September 2018 11:35 AM
To: Robyn Kruk
Subject: Fwd: Director-General Announcement [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

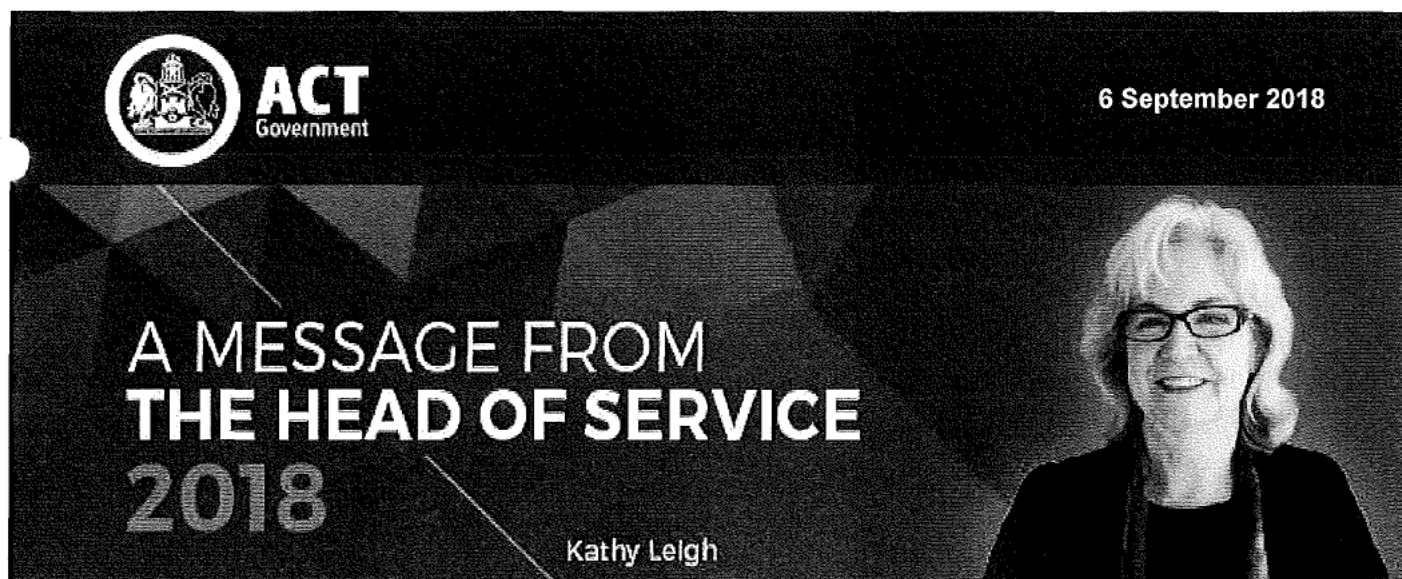
Robyn
For info
Kathy

Kathy Leigh | Head of Service and Director-General
Phone: [02 6205 0246](tel:0262050246) | Email: kathy.leigh@act.gov.au
Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5 Canberra Nara Centre | GPO [Box 158 Canberra ACT 2601](mailto:Box158@act.gov.au) | www.act.gov.au



Begin forwarded message:

From: Head Of Service <Head.Of.Service@act.gov.au>
Date: 6 September 2018 at 8:39:08 am AEST
Subject: Director-General Announcement [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]



Director-General Announcement

Colleagues

Earlier this week I announced the appointment of Janet Anderson PSM as Chief Executive Officer to lead the organisation with responsibility for clinical operations and the delivery of quality health

services under the new arrangements for the ACT Health Directorate. Janet was to commence the role on 1 October 2018.

Due to personal circumstances, Janet has advised that she is no longer able to take up this appointment. I know that she genuinely regrets having to withdraw from her appointment and I wish her all the best for her future.

The current arrangements for the management of our Health Services will continue and I will provide further advice about recruitment for the Chief Executive Officer role in due course.

Kathy Leigh
Head of Service

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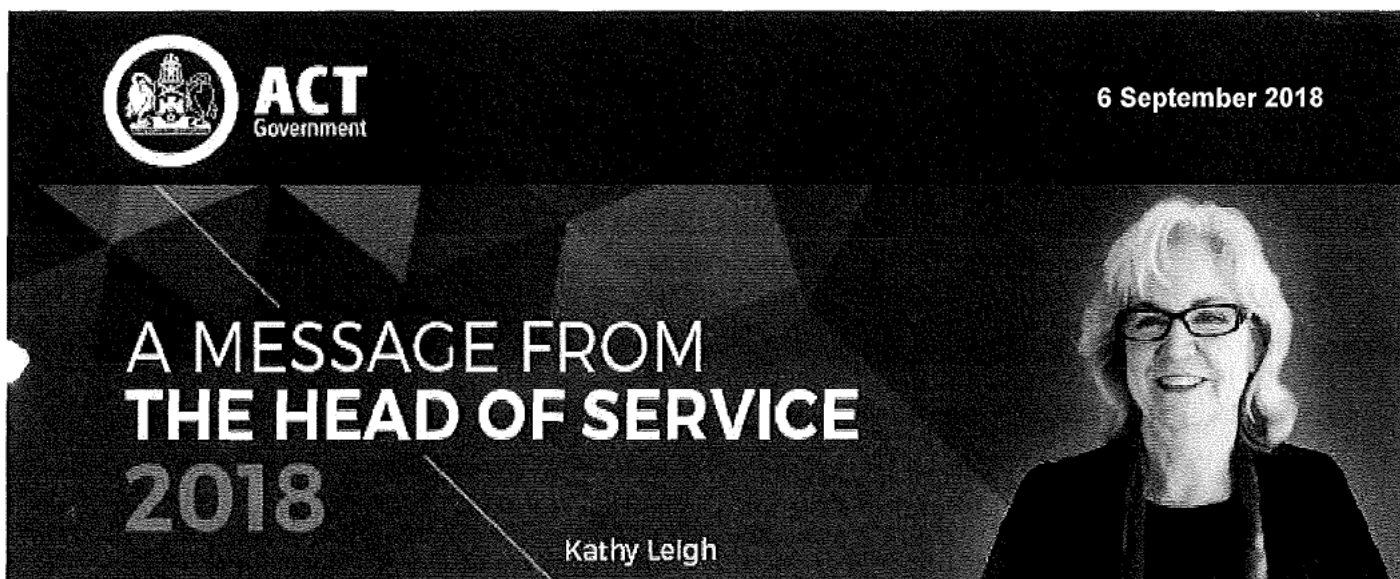
Kalleske, Sarah

From: Leigh, Kathy
Sent: Thursday, 6 September 2018 8:48 AM
To: Janet Anderson
Subject: FW: Director-General Announcement [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Kathy Leigh | Head of Service and Director-General
Phone: 02 6205 0246 | Email: kathy.leigh@act.gov.au
Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5 Canberra Nara Centre | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



From: Head Of Service
Sent: Thursday, 6 September 2018 8:39 AM
Subject: Director-General Announcement [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]



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Kathy Leigh
Head of Service

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Kalleske, Sarah

From: Leigh, Kathy
Sent: Thursday, 6 September 2018 8:58 AM
To: Ian Hansen
Subject: FW: Director-General Announcement [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]

Ian
For info.
Kathy

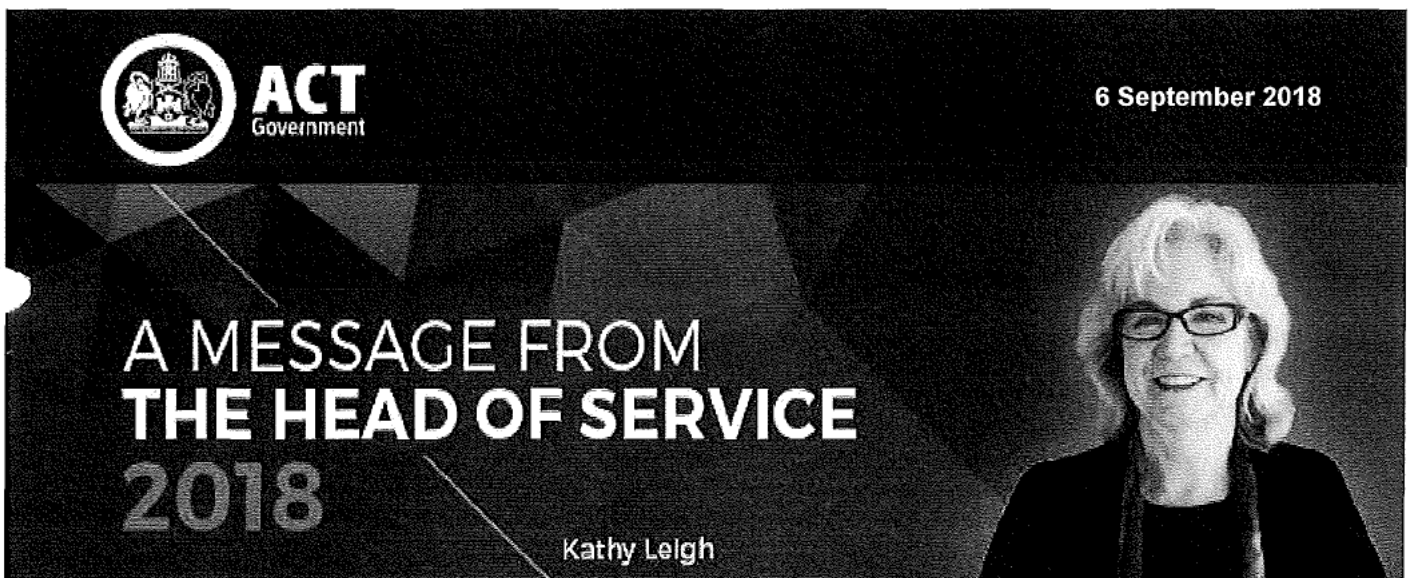
Kathy Leigh | Head of Service and Director-General
Phone: 02 6205 0246 | Email: kathy.leigh@act.gov.au
Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5 Canberra Nara Centre | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



ACT
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Chief Minister, Treasury and
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From: Head Of Service
Sent: Thursday, 6 September 2018 8:39 AM
Subject: Director-General Announcement [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]



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Kathy Leigh
Head of Service

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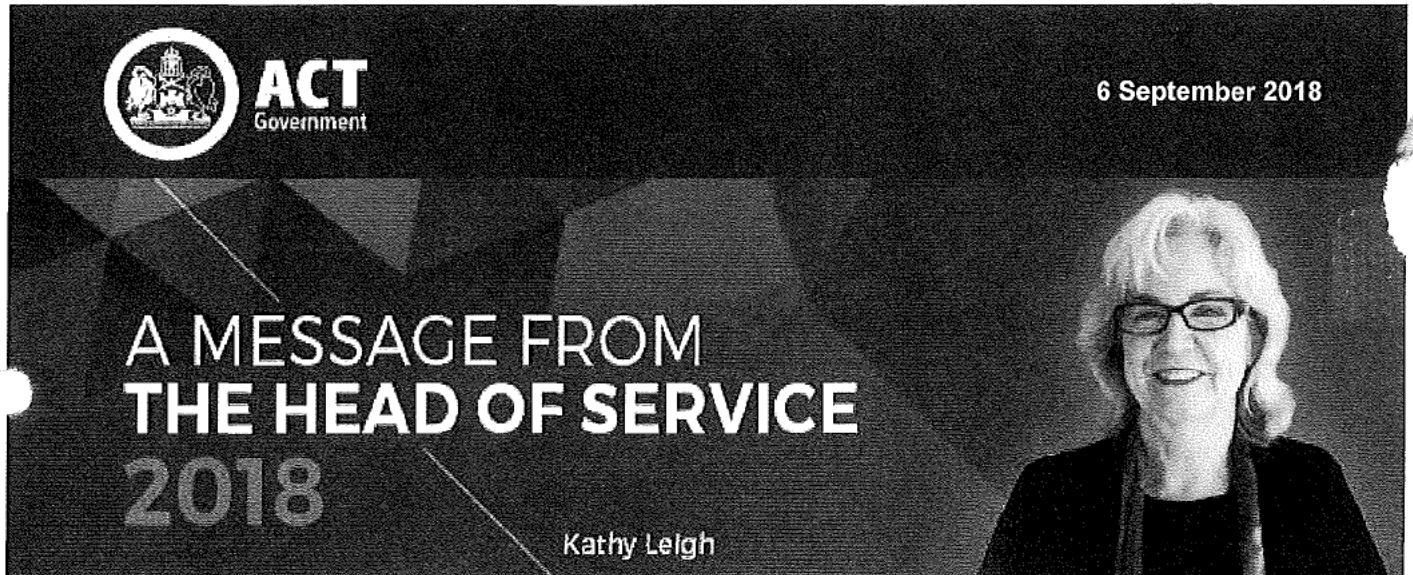


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Power, Leanne

From: Head Of Service
Sent: Thursday, 6 September 2018 8:39 AM
Subject: Director-General Announcement [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]



Director-General Announcement

Colleagues

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Kathy Leigh
Head of Service

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Power, Leanne

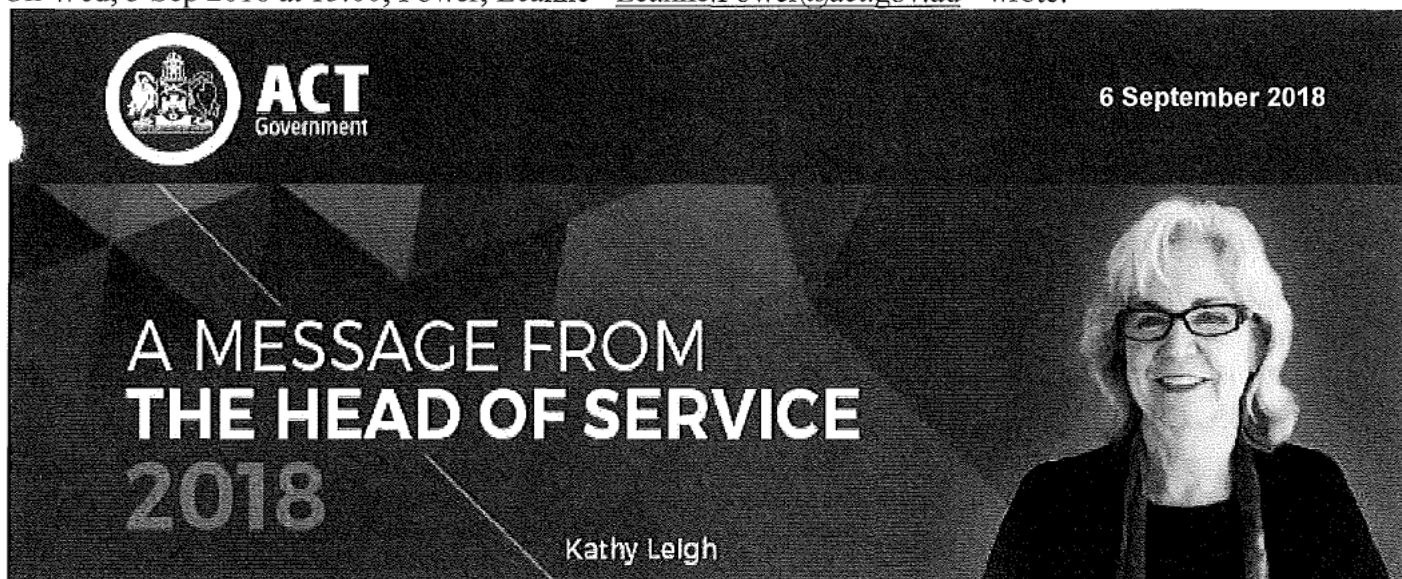
From: Janet Anderson **Sch 2.2(a)(ii)**
Sent: Wednesday, 5 September 2018 3:41 PM
To: Power, Leanne
Subject: Re: draft message for comment [SEC=UNCLASSIFIED]

Thanks for this Leanne. It looks okay (and I'm sure you've already fixed the formatting issue).

Regards

Janet

On Wed, 5 Sep 2018 at 15:00, Power, Leanne <Leanne.Power@act.gov.au> wrote:



Director-General Announcement

Colleagues,

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Kathy Leigh
Head of Service

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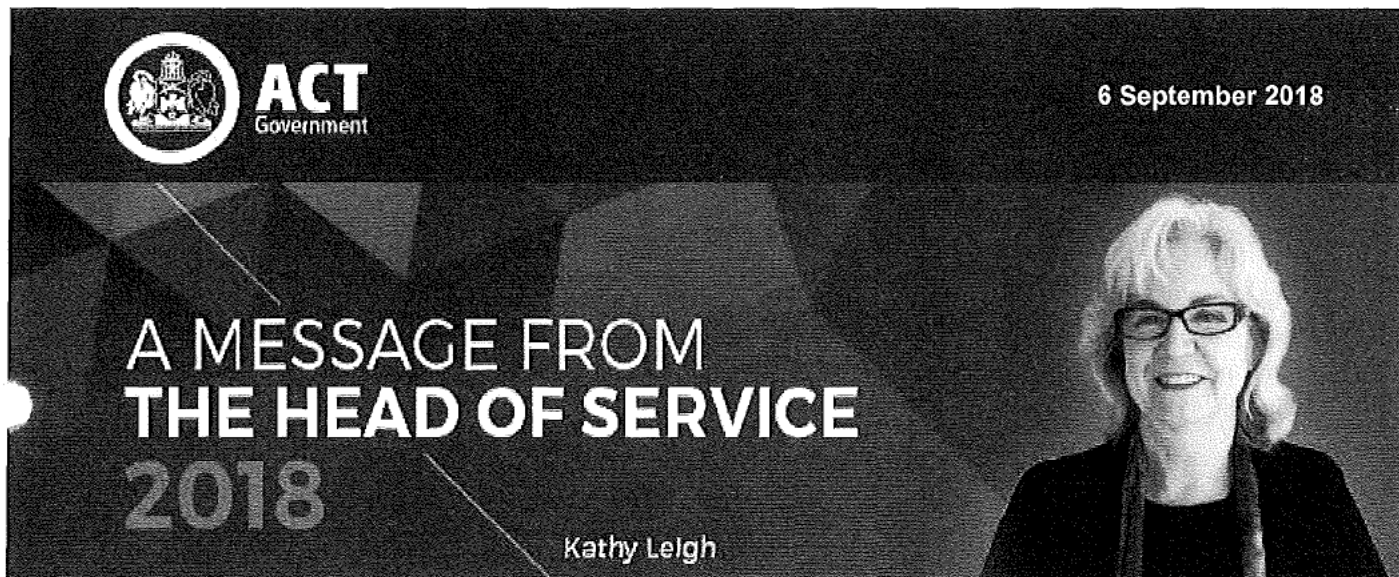
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Power, Leanne

From: Power, Leanne
Sent: Wednesday, 5 September 2018 3:30 PM
To: 'Janet Anderson'
Subject: draft message for comment [SEC=UNCLASSIFIED]



Director-General Announcement

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Kathy Leigh
Head of Service

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Power, Leanne

From: Power, Leanne
Sent: Wednesday, 5 September 2018 4:21 PM
To: 'Janet Anderson'
Subject: RE: draft message for comment [SEC=UNCLASSIFIED]

Hi Janet

Yes I will do. At this stage it is intended for just after 9am in the morning.

Thanks

Leanne

Leanne Power | Director, Office of the Head of Service

Phone: 02 620 75990 | Mobile: 0418 600 146 | Email: leanne.power@act.gov.au

Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: Janet Anderson [mailto:**Sch 2.2(a)(ii)**]
Sent: Wednesday, 5 September 2018 4:05 PM
To: Power, Leanne <Leanne.Power@act.gov.au>
Subject: Re: draft message for comment [SEC=UNCLASSIFIED]

PS. Would you please send me the message that Kathy sends out, as soon as it is transmitted, so I know the timing.

Thanks

Janet

On Wed, 5 Sep 2018 at 15:15, Power, Leanne <Leanne.Power@act.gov.au> wrote:

Hi Janet

Yes the formatting is just my machine acting a bit crazy today with my links.

Many thanks

Leanne

Leanne Power | Director, Office of the Head of Service

Phone: 02 620 75990 | Mobile: 0418 600 146 | Email: leanne.power@act.gov.au

Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

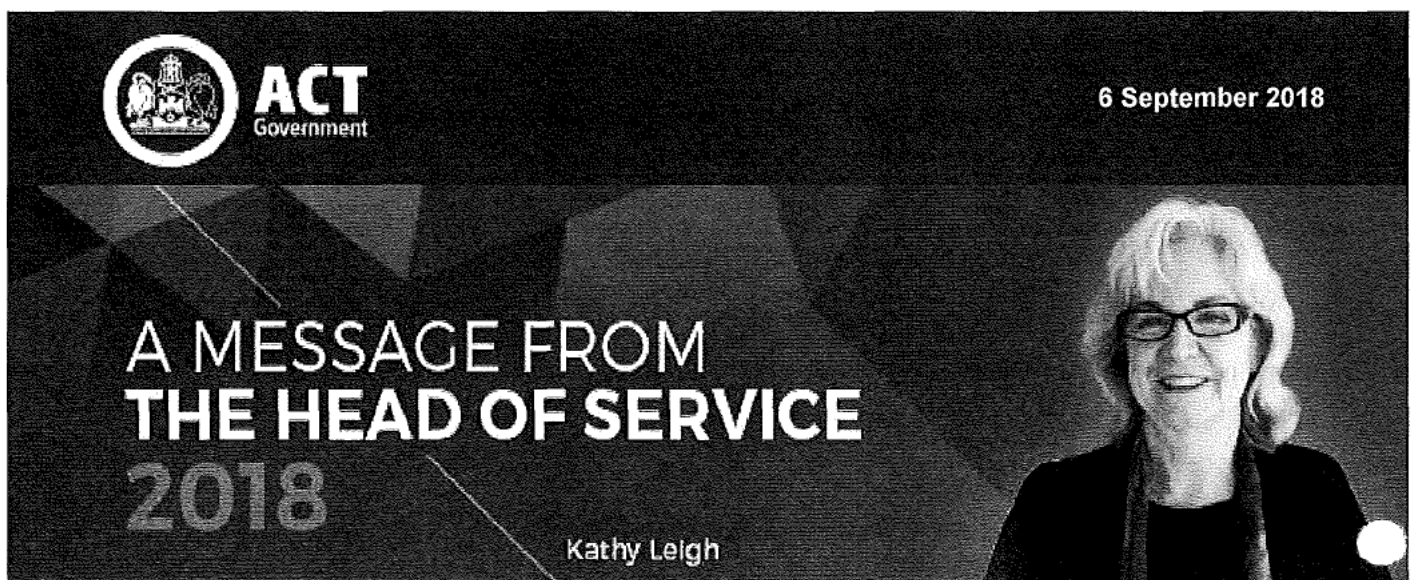
From: Janet Anderson [mailto:Sch 2.2(a)(ii)]
Sent: Wednesday, 5 September 2018 3:41 PM
To: Power, Leanne <Leanne.Power@act.gov.au>
Subject: Re: draft message for comment [SEC=UNCLASSIFIED]

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Kathy Leigh
Head of Service

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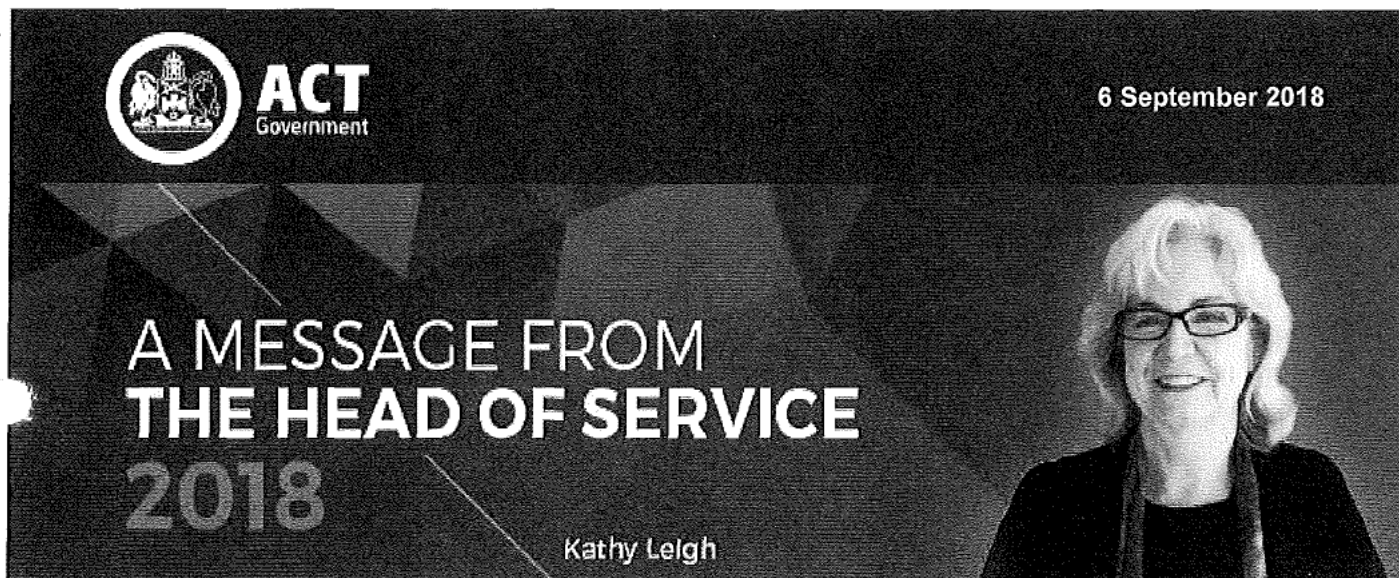
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Power, Leanne

From: Power, Leanne
Sent: Wednesday, 5 September 2018 4:18 PM
To: Attridge, Vanessa
Subject: draft message for information



Director-General Announcement

Colleagues,

Earlier this week I announced the appointment of Janet Anderson PSM as Chief Executive Officer to lead the organisation with responsibility for clinical operations and the delivery of quality health services under the new arrangements for the ACT Health Directorate. Janet was to commence in the role on 1 October 2018.

Due to personal circumstances, Janet has advised that she is no longer able to take up this appointment. I know that she genuinely regrets having to withdraw from her appointment and I wish her all the best for her future.

The current arrangements for the management of Canberra Hospital and Health Services will continue and I will provide further advice about recruitment for the Chief Executive Officer role in due course.

Kathy Leigh
Head of Service

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Kalleske, Sarah

From: ACT Government Executive Media
Sent: Monday, 3 September 2018 11:19 AM
Subject: FITZHARRIS MEDIA RELEASE - Leadership team to drive future investment in ACT Health
Attachments: Minister Fitzharris with Michael De'Ath, Janet Anderson and Minister Rattenbury.jpg



Media release

Meegan Fitzharris MLA

Minister for Health and Wellbeing
Minister for Higher Education
Minister for Medical and Health Research
Minister for Transport
Minister for Vocational Education and Skills

Member for Yerrabi

3 September 2018

Leadership team to drive future investment in ACT Health

Minister for Health and Wellbeing Meegan Fitzharris today announced the appointment of the Director-General and Chief Executive Officer who will lead ACT Health into the future, ensure Canberrans continue to receive the highest quality public healthcare and remain the healthiest community in Australia.

Following a national recruitment process, Michael De'Ath has been appointed as the Director-General of the Health Directorate and Janet Anderson PSM has been appointed as the Chief Executive Officer.

On 1 October 2018, ACT Health will be split into two distinct organisations to bring the ACT into line with other jurisdictions. One will be focussed on the strategic policy and planning stewardship of the health system, and one will ensure the delivery of quality public health services to our growing community.

Minister Fitzharris welcomed the new appointments and said she was looking forward to working with both organisations to deliver patient-centred care across Canberra.

“As our city grows, as our community ages and as more challenges and opportunities emerge in healthcare delivery, we must make sure we have the most contemporary governance structures here in the ACT,” said Minister Fitzharris.

“Through the restructure we are future-proofing our healthcare system to better respond to our city’s current and future health needs.

“These two key leadership positions are incredibly important. Mr De’Ath and Ms Anderson will head up two organisations committed to keeping our community healthy through person-centred care, quality, innovation, engagement and accountability.

“They will play key roles in sustaining a positive and committed organisational culture. And they will both have vital positions as partners with our higher education sector to collaborate in health and medical research and support teaching and training of our future health workforce.” Minister Fitzharris said

Both Mr De’Ath and Ms Anderson have experience in health jurisdictions across Australia, working as senior managers responsible for key policy development and service delivery.

“Under their strong leadership I am confident our public health system will deliver the best possible care to Canberrans so that we continue to be the healthiest Australians,” said Minister Fitzharris.

“Ms Anderson comes to ACT Health following an extensive senior management career across the Commonwealth Public Service and experience working in a number of jurisdictional services, on health systems, health policy development and reform.

“Mr De’Ath has already demonstrated a strong track record for leadership of ACT Health and Michael’s senior, public sector experience from across Australia and New Zealand stands him in good stead for this important role.

“Minister for Mental Health Shane Rattenbury and I look forward to working with them on our health and wellbeing agenda as we continue to make record investment in our community’s health care needs.

“I know they are both looking forward to working with the skilled and committed ACT Health workforce, and working collaboratively with our important partners across the ACT’s health system and with the NSW and Commonwealth Governments.”

Director-General

Michael De’Ath has been the Interim Director-General ACT Health since early April 2018 and has led the Directorate over the last four months.

Mr De’Ath was previously the Director-General of the Community Services Directorate and has held deputy secretary roles in several Victoria Government departments, including the Department of Health and Human Services. In these roles Mr De’Ath was responsible for health funding and performance, child protection, disability services, public housing and youth justice.

Mr De’Ath has a Bachelor of Education, Masters in Education Administration, First Class Honours both from Massey University and an Executive Masters in Public Administration from ANZSOG.

Chief Executive Officer

Janet Anderson is currently Chief Coordinator of the Reform Management Office in the Northern Territory Government and led the response to the final Report of the Royal Commission into the Protection and Detention of Children in the Northern Territory.

Previously, Ms Anderson held several executive roles in the Northern Territory Department of Health with responsibility for health policy development, and strategic and clinical services planning and delivery. Ms Anderson has also held several senior positions in the Federal and NSW governments, and was Adjunct Professor, Faculty of Nursing, Midwifery & Health at the University of Technology Sydney.

Ms Anderson has a Bachelor of Health Administration, First Class Honours from the University of NSW. She was awarded the Public Service Medal in 2009 and she is an Associate Fellow of the Australian College of Health Service Management.

Both Mr De’Ath and Ms Anderson will begin in these roles on 1 October 2018.




Statement Ends

Media contact:

Claire Johnston T (02) 6205 0022 M 0452 597 459 E ClaireV.Johnston@act.gov.au

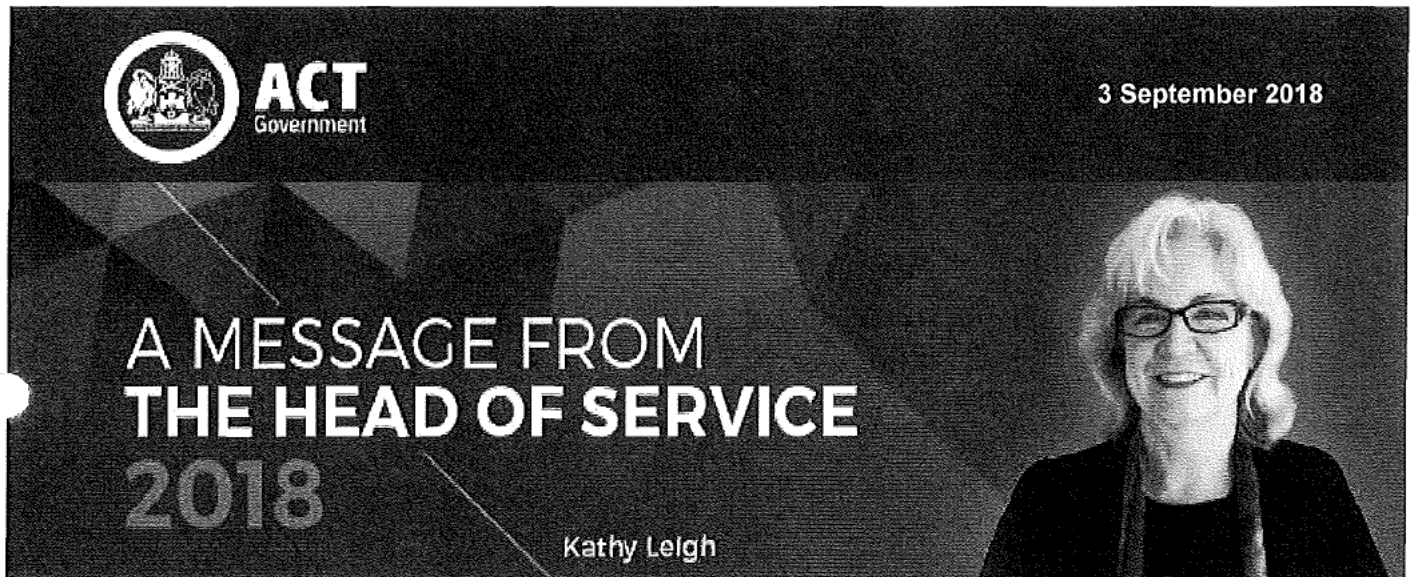
ACT LEGISLATIVE ASSEMBLY

Phone (02) 6205 0051 fitzharris@act.gov.au

 [@MeeganFitzharrisMLA](https://twitter.com/MeeganFitzharrisMLA)  [MeeganFitzharrisMLA](https://www.facebook.com/MeeganFitzharrisMLA)  [meeganfitzmla](https://www.instagram.com/meeganfitzmla)

Power, Leanne

From: Head Of Service
Sent: Monday, 3 September 2018 9:32 AM
Subject: Directors-General Announcement [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]



Directors-General Announcement

Colleagues

I have previously advised that from 1 October 2018, the ACT Health Directorate will be split into two organisations. One organisation will be responsible for clinical operations and the delivery of quality health services to our growing community; the other organisation will be responsible for strategic policy and planning stewardship of the ACT's health system, setting the strategic direction for health services and providing health protection services and health promotion.

Following a national recruitment process I am pleased to announce the following appointments to the two senior executive roles that will lead the two new organisations.

Director-General

I am pleased to announce that Michael De'Ath has been appointed as Director-General to lead the organisation with responsibility for strategic policy and planning stewardship of the ACT's health system. Michael has been the Interim Director-General, ACT Health Directorate since early April 2018 and has led the Directorate over the last four months.

Michael was previously the Director-General Community Services Directorate, a position he has held since October 2016. Prior to this Michael held Deputy Secretary roles in the Department of Health and Human Services and Department of Education and Early Childhood Development in Victoria. In these roles Michael had responsibilities in areas including health funding and performance, child protection, disability services, public housing and youth justice.

Michael has a Bachelor of Education, Masters in Education Administration, First Class Honours both from Massey University and an Executive Masters in Public Administration from ANZSOG.

Chief Executive Officer

I am pleased to announce that Janet Anderson PSM has been appointed as the Chief Executive Officer to lead the organisation with responsibility for clinical operations and the delivery of quality health services. Janet is currently Chief Coordinator of the Reform Management Office in the Northern

Territory Government with responsibility for leading the response to the final Report of the Royal Commission into the Protection and Detention of Children in the Northern Territory.

Previously Janet was the Chief Executive (Acting) and Deputy Chief Executive, Northern Territory Department of Health. In these roles Janet had Territory-wide responsibilities encompassing the Top End Health Service and Central Australia Health Service including health policy development, strategic and clinical services planning and delivery, financial, quality and performance management, and providing strong and effective leadership for staff across the public health system.

Before moving to the Northern Territory, Janet held a number of senior positions in the Australian Government Department of Health and the NSW Department of Health and was Adjunct Professor, Faculty of Nursing, Midwifery & Health at the University of Technology Sydney.

Janet has a Bachelor of Health Administration, First Class Honours from the University of NSW. She was awarded the Public Service Medal in 2009 and she is an Associate Fellow of the Australian College of Health Service Management.

Both Michael and Janet will commence in these roles on 1 October 2018.

Kathy Leigh
Head of Service

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Power, Leanne

From: Power, Leanne
Sent: Monday, 3 September 2018 9:02 AM
To: natalie.howson@act.gov.au; david.nicol@act.gov.au;
bernadette.mitcherson@act.gov.au; emma.thomas@act.gov.au; Playford, Alison;
Ponton, Ben
Subject: announcement this morning [DLM=Sensitive]

Directors-General

Head of Service has asked that I let you know ahead of a whole of service message to be sent this morning that Minister Fitzharris will announce this morning that, following a national recruitment process, Michael De'Ath has been appointed as the Director-General of the Health Directorate and Janet Anderson PSM has been appointed as the Chief Executive Officer.

Janet is currently Chief Coordinator of the Reform Management Office in the Northern Territory Government and led the response to the final Report of the Royal Commission into the Protection and Detention of Children in the Northern Territory. Previously, Ms Anderson held several executive roles in Northern Territory Department of Health.

There are further details in the whole of service message.

Thanks

Leanne

Leanne Power | Director, Office of the Head of Service

Phone: 02 620 75990 | Mobile: 0418 600 146 | Email: leanne.power@act.gov.au

Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

Power, Leanne

From: Bisset, Ellena
Sent: Friday, 31 August 2018 4:39 PM
To: Power, Leanne
Subject: 180831 - Fitzharris Media Release - New Health Appointments_TP edit
[SEC=UNCLASSIFIED]
Attachments: 180831 - Fitzharris Media Release - New Health Appointments_TP edit.docx

Hi Leanne,

Please find attached the revised health appointments media release.

Thank you,

Elle



Meegan Fitzharris MLA

Minister for Health and Wellbeing
Minister for Higher Education
Minister for Medical and Health Research
Minister for Transport
Minister for Vocational Education and Skills

Member for Yerrabi

3 September 2018

Leadership team driving future of ACT health

Minister for Health and Wellbeing Meegan Fitzharris today announced the appointment of the Health Director-General and Chief Executive Officer.

Following a national recruitment process, Michael De'Ath has been appointed as the Director-General of the Health Directorate and Janet Anderson PSM has been appointed as the Chief Executive Officer.

On 1 October 2018, ACT Health will be split into two distinct organisations to bring the ACT into line with other jurisdictions. One will be focussed on the strategic policy and planning stewardship of the health system, and one will ensure the delivery of quality health services to our growing community.

Minister Fitzharris said she was looking forward to working collaboratively with both organisations to achieve better outcomes for patients.

"Both Mr De'Ath and Ms Anderson have experience in health jurisdictions across Australia, working as senior managers responsible for key policy development and reform," Minister Fitzharris said.

"Under their strong leadership I am confident our public health system can deliver the best possible care to Canberrans so that we continue to be the healthiest people in the country.

"Janet comes to ACT Health following an extensive senior management career across the Commonwealth Public Service and experience working in a number of jurisdictional services, on health systems and policy development and reform.

"Michael has already demonstrated a strong track record for leadership of the organisation and Michael's senior, public sector experience from across Australia stands him in good stead for this important role."

Director-General

ACT Legislative Assembly

Phone (02) 6205 0051 Email: fitzharris@act.gov.au

@ MeeganFitzMLA

MeeganFitzharrisMLA





Meegan Fitzharris MLA

Minister for Health and Wellbeing
Minister for Higher Education
Minister for Medical and Health Research
Minister for Transport
Minister for Vocational Education and Skills

Member for Yerrabi

Mr De'Ath has been the Interim Director-General ACT Health since early April 2018 and has led the Directorate over the last four months.

Mr De'Ath was previously the Director-General Community Services Directorate and has held Deputy Secretary roles in several Victoria Government departments, including the Department of Health and Human Services. In these roles Mr De'Ath was responsible for health funding and performance, child protection, disability services, public housing and youth justice.

Mr De'Ath has a Bachelor of Education, Masters in Education Administration, First Class Honours both from Massey University and an Executive Masters in Public Administration from ANZSOG.

Chief Executive Officer

Ms Anderson is currently Chief Coordinator of the Reform Management Office in the Northern Territory Government and led the response to the final Report of the Royal Commission into the Protection and Detention of Children in the Northern Territory.

Previously, Ms Anderson held several executive roles in Northern Territory Department of Health with responsibility for health policy development, and strategic and clinical services planning and delivery. Ms Anderson has also held several senior positions in the Federal and NSW governments, and was Adjunct Professor, Faculty of Nursing, Midwifery & Health at the University of Technology Sydney.

Ms Anderson has a Bachelor of Health Administration, First Class Honours from the University of NSW. She was awarded the Public Service Medal in 2009 and she is an Associate Fellow of the Australian College of Health Service Management.

Both Mr De'Ath and Ms Anderson will begin in these roles on 1 October 2018.

Statement ends

Media contact/s:

Claire Johnston T (02) 6205 0022 M 0452 597 459 ClaireV.johnston@act.gov.au

ACT Legislative Assembly

Phone (02) 6205 0051 Email: fitzharris@act.gov.au



@ MeeganFitzMLA

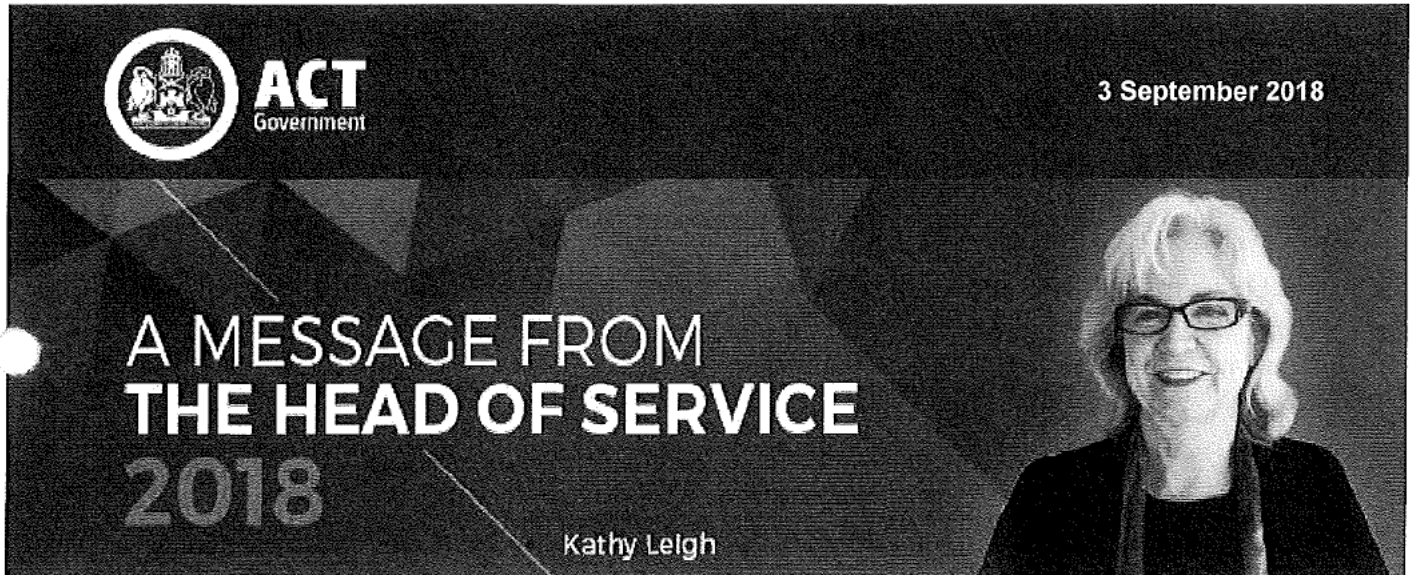


MeeganFitzharrisMLA



Power, Leanne

From: Power, Leanne
Sent: Friday, 31 August 2018 2:13 PM
To: Perkins, Anita; Bisset, Ellena
Subject: FW: draft Announcement [SEC=UNCLASSIFIED]



**Draft
Directors-General Announcement**

Colleagues

I have previously advised that from 1 October 2018, the ACT Health Directorate will be split into two organisations. One organisation will be responsible for clinical operations and the delivery of quality health services to our growing community; the other organisation will be responsible for strategic policy and planning stewardship of the ACT's health system, setting the strategic direction for health services and providing health protection services and health promotion.

Following a national recruitment process I am pleased to announce the following appointments to the two senior executive roles that will lead the two new organisations.

Director-General ACT Health Directorate

I am pleased to announce that Michael De'Ath has been appointed as the Director-General ACT Health Directorate. Michael has been the Interim Director-General ACT Health since early April 2018 and has led the Directorate over the last four months.

Michael was previously the Director-General Community Services Directorate, a position he has held since October 2016. Prior to this Michael held Deputy Secretary roles in the Department of Health and Human Services and Department of Education and Early Childhood Development in Victoria. In these roles Michael had responsibilities in areas including health funding and performance, child protection, disability services, public housing and youth justice.

Michael has a Bachelor of Education, Masters in Education Administration, First Class Honours both from Massey University and an Executive Masters in Public Administration from ANZSOG.

Chief Executive Officer, Canberra Hospital and Health Services

I am pleased to announce that Janet Anderson PSM has been appointed as the Chief Executive Officer, Canberra Hospital and Health Services. Janet is currently Chief Coordinator of the Reform Management Office in the Northern Territory Government with responsibility for leading the response

to the final Report of the Royal Commission into the Protection and Detention of Children in the Northern Territory.

Previously Janet was the Chief Executive (Acting) and Deputy Chief Executive, Northern Territory Department of Health. In these roles Janet had Territory-wide responsibilities encompassing the Top End Health Service and Central Australia Health Service including health policy development, strategic and clinical services planning and delivery, financial, quality and performance management, and providing strong and effective leadership for staff across the public health system.

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Both Michael and Janet will commence in these roles on 1 October 2018.

Kathy Leigh
Head of Service

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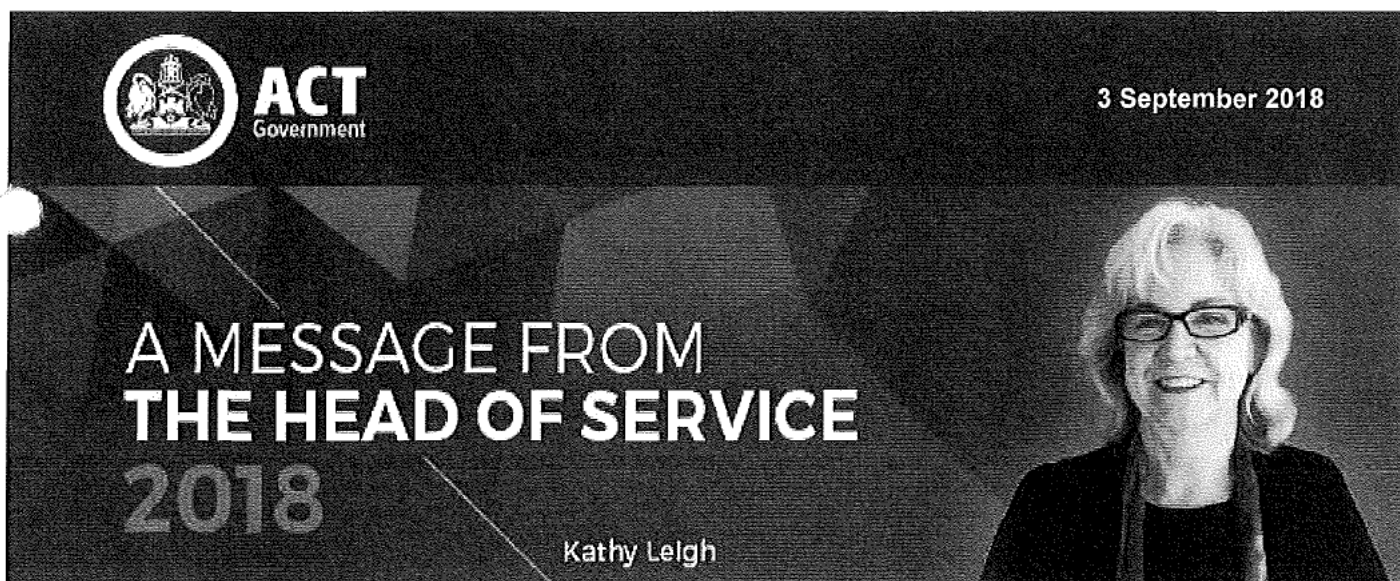
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Power, Leanne

From: Power, Leanne
Sent: Friday, 31 August 2018 12:02 PM
To: 'Janet Anderson'; De'Ath, Michael (Health)
Cc: Dal Molin, Vanessa (Health)
Subject: draft Announcement [SEC=UNCLASSIFIED]

Hi Janet and Michael, please see final draft of announcement for Monday. It is intended that this is released to whole of service at the time the Minister is making the announcement at around 9.15am. Happy to discuss further if needed. Thanks Leanne



**Draft
Directors-General Announcement**

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Kathy Leigh
Head of Service

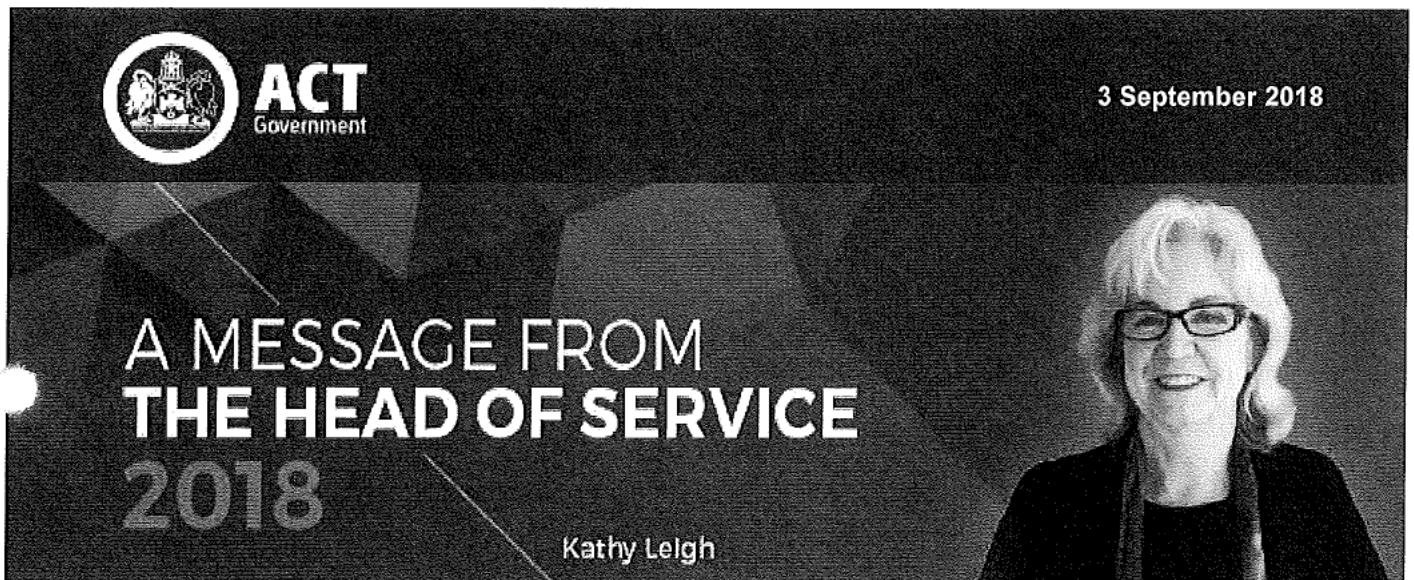
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From: Power, Leanne
Sent: Wednesday, 29 August 2018 1:10 PM
To: Dal Molin, Vanessa (Health)
Subject: draft Announcement - for comment [SEC=UNCLASSIFIED]



**Draft
Directors-General Announcement**

Colleagues

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Kathy Leigh
Head of Service

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Executive Action Request

Guidelines:

1. This form is completed to request Head of Service approval for Executive contract actions.
2. The form should be completed electronically in MS Word and emailed to Shared Services HR, Executive Contracts for processing along with Director-General approval (Deputy Director-General approval where these arrangements are authorised within the directorate).
 - a. Director-General approval is necessary for Band 3 Deputy Director-General equivalent executive positions. The Deputy Director-General is able to approve executive actions for Band 1 and Band 2 positions.
3. The total engagement in a long term contract must not exceed five years (PSM Standards).
4. The total engagement in a short term contract must not exceed two years (PSM Standards).
5. Requests should be provided to Shared Services to arrange Head of Service approval at least **two weeks** prior to commencement to allow sufficient time for processing. Urgent requests less than this period can be considered on a case by case basis.
6. Executive contracts should be for a minimum of four weeks, however requests for a period less than four weeks will be considered based on the justification provided as part of the EAR form, on a case-by-case basis.
7. Generally, periods shorter than 4 weeks should be performed as unpaid development opportunities with the functions exercised through an instrument of delegation.
8. Executive vacancies less than nine months, should be advertised via an expression of interest.
9. Executive vacancies over nine months, must be advertised on the Jobs website and the gazette to meet the requirements under the Public Sector Management Act 1994, and may be advertised in other ways, including press and through a recruitment firm.
10. Consultation with Head of Service is essential to discuss the creation of new executive positions prior to submitting this request.
11. A Mercer assessment is required for new executive positions and existing positions that have not previously been assessed by Mercer for a period of time.
12. Shared Services is responsible for ensuring the request meets the ACTPS legislative requirements as well as preparation and disbursement of documentation to the executive.

Request Details	
Directorate/Agency	Health Directorate
Division	Enter Division
Position Title	Chief Executive Officer
Position Number	E1067
Classification	Executive Level 4.3 (old 3.11)
Establishment Action (if applicable)	(Please Select) Enter Cost Code
Position reports to (attach organisation chart)	Head of Service
Multiple Actions?	No
Action 1	Long Term Contract
Action 2 (if applicable)	Select Reason for Request
Action 3 (if applicable)	Select Reason for Request

Position Occupancy	Nominal/Long term occupant	Enter nominal occupant	Actual occupant	Enter actual occupant
Status	New executive			
Does the person have an existing executive contract?	No	If yes, in what position	Enter Position Number	

Does ICT Access need to be arranged?	No - Directorate will organise			
Business Reason <i>Provide supporting information to assist the Head of Service. Attach additional information or evidence if needed.</i> <i>Please note, for short term contracts, include information on where the Long Term occupant (if applicable) will be during the period.</i>	Ms Anderson is being appointed to the position following a recruitment process.			
Is this executive action backfilling leave or other arrangements? If so, please provide details	No	Provide details		
Legislative Compliance Check for Contract Requests	<p>Merit selection process completed</p> <p><input type="checkbox"/> Engagements exceeding nine months (mandatory full selection process). Please specify date: Enter Date</p> <p><input type="checkbox"/> Engagements less than nine months (EOI selection process) date: Enter Date</p> <p>Short Term Contract (PSM Standards)</p> <p><input type="checkbox"/> Total engagement in this position does not exceed two years</p> <p>Long Term Contract (PSM Standards)</p> <p><input checked="" type="checkbox"/> Total engagement in this position does not exceed five years</p>			
Ministerial Appointment?	No			
Directorate Contact	Leanne Power	x75990		

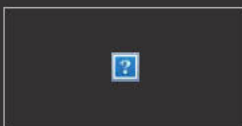
Contract Executive Details				
Term of Contract	From: 01/10/2018 To: 30/09/2023			
Full-time/Part-time	Full-time	If part-time, please specify the hours	Enter hours per week	
Title	Ms			
Family Name	Anderson			
Given Name(s)	Janet			
Date of Birth	Enter Date of Birth			
AGS Number (if known)	Enter AGS Number (if known)			
Phone	Enter Phone No			

Email	Enter Email Address		
Nominal/permanent role	Enter the position number of the person's nominal or permanent role	Executive level (if applicable): Select Level Other level (if applicable): Enter level	
Superannuation Scheme	Select Superannuation Scheme		
If this engagement is a result of an external recruitment process, would you like Shared Services to send unsuccessful notification?	No - Directorate will send unsuccessful notification		
Enter any special conditions that form part of this contract and attach evidence of approval	Enter any special conditions that form part of this contract		
Advertising Details (if applicable)			
Vacancy period	Select placement period or type your own option.		
Vacancy period for Short Term Contracts if known	From: Select Start Date To: Select End Date		
How will the vacancy be advertised	Select Advertising	If EOI, which distribution list?	Select distribution list
Press Required	Enter Press Requirements if Applicable		
Further Advertising Instructions	Enter Special Instructions if Applicable		
Closing Date	Select Closing Date		
Full-time/Part-time (including hours)	Enter Hours Per Week		
Contact Officer	Enter Name		
Contact Officer Phone	Enter Phone No		
Contact Officer Email	Enter Email Address		
Wording for Advertisement:	Type or paste advertising wording here		
Do you intend on using an Executive Search Firm?	Yes/No	If yes, which organisation	Enter name of organisation
Director-General / Deputy Director-General Details			
Name	Kathy Leigh		
Date	Select Date	Approved by email (copy attached) <input type="checkbox"/>	
Shared Services Use Only			
Original Contract Start Date (for extensions only)	Select Start Date		
Advertisement	<input type="checkbox"/> attach advertisement		

Document requirements

Action Type	Document Requirements
Executive Advertising request	<ul style="list-style-type: none"> • Executive Action request with supporting information • Director-General/Deputy Director-General or equivalent approval (email approval is acceptable) • Sufficient and detailed information should be included in the request so that it can be reviewed by the Head of Service • Organisational Chart • Position Description • Proposed advertisement wording
Job sizing request (new or existing position)	<ul style="list-style-type: none"> • Executive Action request with supporting information • Director-General/Deputy Director-General or equivalent approval (email approval is acceptable) • Organisational Chart • Position Description • Confirmation as to whether consultation with Head of Service has occurred for new/additional executive roles • Position structure including cost code and reporting line
Short Term Contracts request (up to two years)	<ul style="list-style-type: none"> • Executive Action request with supporting information • Director-General/Deputy Director-General or equivalent approval (email approval is acceptable) • Evidence to support the selection process i.e. <ul style="list-style-type: none"> ○ a selection report <ul style="list-style-type: none"> ▪ List of applicants ▪ Comparative Assessment ▪ Individual Assessment ○ email from the panel outlining the assessment method • Organisational chart
Long Term Contracts request (up to five years)	<ul style="list-style-type: none"> • Executive Action request with supporting information • Director-General/Deputy Director-General or equivalent approval (email approval is acceptable) • Approved selection report • Comparative Assessment • Individual Assessments • List of applicants • Referee reports <p>NB: no organisational chart needed if organisational chart is current and was provided as part of the EAR to advertise</p>
Re-engagement request	<ul style="list-style-type: none"> • Executive Action request with supporting information • Director-General/Deputy Director-General or equivalent approval (email approval is acceptable) • Re-engagement appraisal discussion and associated documentation • Organisational chart • Initial advertisement

From: [Head Of Service](#)
Subject: Directors-General Announcement [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Date: Monday, 3 September 2018 9:32:51 AM



3 September 2018

A message from the Head of Service



Directors-General Announcement

Colleagues

I have previously advised that from 1 October 2018, the ACT Health Directorate will be split into two organisations. One organisation will be responsible for clinical operations and the delivery of quality health services to our growing community; the other organisation will be responsible for strategic policy and planning stewardship of the ACT's health system, setting the strategic direction for health services and providing health protection services and health promotion.

Following a national recruitment process I am pleased to announce the following appointments to the two senior executive roles that will lead the two new organisations.

Director-General

I am pleased to announce that Michael De'Ath has been appointed as Director-General to lead the organisation with responsibility for strategic policy and planning stewardship of the ACT's health system. Michael has been the Interim Director-General, ACT Health Directorate since early April 2018 and has led the Directorate over the last four months.

Michael was previously the Director-General Community Services Directorate, a position he has held since October 2016. Prior to this Michael held Deputy Secretary roles in the Department of Health and Human Services and Department of Education and Early Childhood Development in Victoria. In these roles Michael had responsibilities in areas including health funding and performance, child protection, disability services, public housing and youth justice.

Michael has a Bachelor of Education, Masters in Education Administration, First Class Honours both from Massey University and an Executive Masters in Public Administration from ANZSOG.

Chief Executive Officer

I am pleased to announce that Janet Anderson PSM has been appointed as the Chief Executive Officer to lead the organisation with responsibility for clinical operations and the delivery of quality health services. Janet is currently Chief Coordinator of the Reform Management Office in the Northern Territory Government with responsibility for leading the response to the final Report of the Royal Commission into the Protection and Detention of Children in the Northern Territory.

Previously Janet was the Chief Executive (Acting) and Deputy Chief Executive, Northern Territory Department of Health. In these roles Janet had Territory-wide responsibilities encompassing the Top End Health Service and Central Australia Health Service including health policy development, strategic and clinical services planning and delivery, financial, quality and performance management, and providing strong and effective leadership for staff across the public health system.

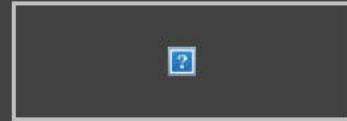
Before moving to the Northern Territory, Janet held a number of senior positions in the Australian Government Department of Health and the NSW Department of Health and was Adjunct Professor, Faculty of Nursing, Midwifery & Health at the University of Technology Sydney.

Janet has a Bachelor of Health Administration, First Class Honours from the University of NSW. She was awarded the Public Service Medal in 2009 and she is an Associate Fellow of the Australian College of Health Service Management.

Both Michael and Janet will commence in these roles on 1 October 2018.

Kathy Leigh
Head of Service

Follow us on



From: [Head Of Service](#)
Subject: Director-General Announcement [SEC=UNCLASSIFIED, DLM=For-Official-Use-Only]
Date: Thursday, 6 September 2018 8:39:43 AM



6 September 2018

A message from the Head of Service



Director-General Announcement

Colleagues

Earlier this week I announced the appointment of Janet Anderson PSM as Chief Executive Officer to lead the organisation with responsibility for clinical operations and the delivery of quality health services under the new arrangements for the ACT Health Directorate. Janet was to commence the role on 1 October 2018.

Due to personal circumstances, Janet has advised that she is no longer able to take up this appointment. I know that she genuinely regrets having to withdraw from her appointment and I wish her all the best for her future.

The current arrangements for the management of our Health Services will continue and I will provide further advice about recruitment for the Chief Executive Officer role in due course.

Kathy Leigh
Head of Service

Follow us on



Kalleske, Sarah

From: Leigh, Kathy
Sent: Tuesday, 4 September 2018 9:33 AM
To: Janet Anderson
Subject: RE: Draft text for consideration [SEC=UNCLASSIFIED]

Thanks Janet.
Yes I think that looks good.
I'll talk to the Minister's office.
Kathy

Kathy Leigh | Head of Service and Director-General
Phone: 02 6205 0246 | Email: kathy.leigh@act.gov.au
Chief Minister, Treasury and Economic Development Directorate | ACT Government
Level 5 Canberra Nara Centre | GPO Box 158 Canberra ACT 2601 | www.act.gov.au



ACT
Government

Chief Minister, Treasury and
Economic Development

From: Janet Anderson [mailto:Janet.Anderson@act.gov.au]
Sent: Tuesday, 4 September 2018 9:22 AM
To: Leigh, Kathy <Kathy.Leigh@act.gov.au>
Subject: Draft text for consideration

Hi Kathy

Something like this?

Yesterday I announced the appointment of Janet Anderson to the position of CEO, Canberra Hospital and Health Services, commencing on 1 October. Due to personal circumstances, Janet has advised that she is no longer able to take up this appointment. I know she genuinely regrets having to withdraw and I wish her all the best for her future. The current acting arrangements will remain in place for Canberra Hospital and Health Services while ...

Regards

Janet

Kalleske, Sarah

From: Janet Anderson **Sch 2.2(a)(ii)**
Sent: Tuesday, 4 September 2018 9:22 AM
To: Leigh, Kathy
Subject: Draft text for consideration

Hi Kathy

Something like this?

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Regards

Janet

Power, Leanne

From: Janet Anderson [mailto:Janet.Anderson@act.gov.au] **Sch 2.2(a)(ii)**
Sent: Thursday, 23 August 2018 5:29 PM
To: Power, Leanne
Subject: Re: Janet [SEC=UNCLASSIFIED, DLM=Sensitive]

Many thanks Leanne. Much appreciated.

Talk soon.

Janet

On Thu, 23 Aug 2018 at 16:47, Power, Leanne <Leanne.Power@act.gov.au> wrote:

Hi Janet

Thanks so much for this update – I have let Kathy know where things are up to and she understands.

Out of Scope

Leanne

Leanne Power | Director, Office of the Head of Service

Phone: 02 620 75990 | Mobile: 0418 600 146 | Email: leanne.power@act.gov.au

Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

From: Janet Anderson [mailto:Janet.Anderson@act.gov.au] **Sch 2.2(a)(ii)**
Sent: Thursday, 23 August 2018 8:14 AM
To: Power, Leanne <Leanne.Power@act.gov.au>
Subject: Re: Janet [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Leanne

Please find attached a track changed version of the draft announcement with a few suggested edits.

Out of Scope

I am aware of Kathy's interest in making the announcement before the end of this week, however I would like to ask whether consideration could be given to scheduling the announcement for early next week instead. Out of Scope

Out of Scope

More than happy to discuss this, as appropriate.

Regards

Janet

On Wed, 22 Aug 2018 at 12:02, Power, Leanne <Leanne.Power@act.gov.au> wrote:

Hi Janet

Thank you very much for sending through the signed documents.

I have attached the following:

- DPI form
- Draft announcement about your appointment – while I have drafted this in Kathy's usual style and have tried to emphasise where I think the hospital and community health services audience will want emphasis, please feel free to track change anything.

Out of Scope

Out of Scope

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Once the announcement is made I will be able to progress more of the administrative details for your commencement, however if you could give me some early heads up about how you are likely to want to arrange your move interstate (timing and temporary accommodation), I can get some balls rolling.

Many thanks

Leanne

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From: Janet Anderson [mailto:**Sch 2.2(a)(ii)**]
Sent: Wednesday, 22 August 2018 8:13 AM
To: Power, Leanne <Leanne.Power@act.gov.au>
Subject: Re: FW: Janet [SEC=UNCLASSIFIED, DLM=Sensitive]

Hello Leanne

Thanks for your email. I have read through the offer of employment and accompanying executive contract, and have signed both. Please find attached the signed copies.

Out of Scope

I also welcome the opportunity of working with you to assist in drafting content for the message that the Head of Service will distribute to the ACTPS about my appointment at the appropriate time. Please feel free to send me draft text, or ask me for input.

I'm sure we'll be talking soon.

Regards

Janet Anderson

On Tue, 21 Aug 2018 at 10:57, Power, Leanne <Leanne.Power@act.gov.au> wrote:

Good morning Ms Anderson

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Attached is the letter of offer and contract for the position of CEO Canberra Hospital and Health Services that has been signed by the Head of Service. I would appreciate if you could consider the attached letter and contract and return your acceptance at Attachment B as soon as possible. The signed contract can then follow later if you want to take a little more time with it.

I understand that Kathy has outlined that we need to manage the timing of the announcement of your appointment. I propose to work with you over the next few days to develop the content of a message that the Head of Service will send to all staff across the ACTPS at the appropriate time.

Out of Scope

Please contact me directly on the number below if you have any questions.

I look forward to talking with you again.

Congratulations.

Leanne

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Power, Leanne

From: Power, Leanne
Sent: Thursday, 23 August 2018 5:18 PM
To: 'Janet Anderson'
Subject: RE: Janet [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Janet

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Out of Scope

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Phone: 02 620 75990 | Mobile: 0418 600 146 | Email: leanne.power@act.gov.au
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From: Janet Anderson [mailto:Janet.Anderson@act.gov.au] **Sch 2.2(a)(ii)**

Sent: Wednesday, 22 August 2018 8:13 AM

To: Power, Leanne <Leanne.Power@act.gov.au>

Subject: Re: FW: Janet [SEC=UNCLASSIFIED, DLM=Sensitive]

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Power, Leanne

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Sent: Thursday, 23 August 2018 8:14 AM
To: Power, Leanne
Subject: Re: Janet [SEC=UNCLASSIFIED, DLM=Sensitive]
Attachments: Announcement words - JA's edits.docx

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Sent: Wednesday, 22 August 2018 8:13 AM
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Subject: Re: FW: Janet [SEC=UNCLASSIFIED, DLM=Sensitive]

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Following a national recruitment process I am pleased to announce the following appointments to the two senior executive roles that will lead the two new organisations.

Director-General ACT Health Directorate

[announcement about Director-General appointment]

Chief Executive Officer, Canberra Hospital and Health Services

I am pleased to announce that Janet Anderson PSM has been appointed as the Chief Executive Officer, Canberra Hospital and Health Services. Janet is currently Chief Coordinator of the Reform Management Office in the Northern Territory Government with responsibility for leading the response to the final Report of the Royal Commission in-to the Protection and Detention of Children in the Northern Territory.

Previously Janet was the Chief Executive (Acting) and Deputy Chief Executive, Northern Territory Department of Health. In these roles Janet ~~had Territory-wide responsibilities encompassing~~ ~~was responsible for~~ the Top End Health Service and Central Australia Health Service including ~~Territory wide~~ health policy development, strategic and clinical services planning and delivery, financial, quality and performance management, and ~~for~~ providing strong and effective leadership for staff across the public health system.

Before moving to the Northern Territory, Janet held a number of senior positions in the Australian Government Department of Health and the NSW Department of Health and was Adjunct Professor, Faculty of Nursing, Midwifery & Health at the University of Technology Sydney.

Janet has a Bachelor of Health Administration, First Class Honours from the University of NSW. She was awarded the Public Service Medal in 2009 and she is an Associate Fellow of the Australian College of Health Service Management.

Janet will commence on 1 October 2018.

Power, Leanne

From: Power, Leanne
Sent: Wednesday, 22 August 2018 2:33 PM
To: 'Janet Anderson'
Subject: RE: Janet [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Janet

Further to my earlier email about your relocation arrangements and timing, the link below provides information on the relocation entitlements for ACTPS Executives as set by the ACT Remuneration Tribunal

https://www.remunerationtribunal.act.gov.au/data/assets/pdf_file/0010/1215937/determination-9-of-2018-actps-executives.pdf

I am happy to discuss any of these further.

I would also appreciate if you could send early information about your superannuation arrangements –name and type of fund.

Many thanks

Leanne

Leanne Power | Director, Office of the Head of Service

Phone: 02 620 75990 | Mobile: 0418 600 146 | Email: leanne.power@act.gov.au

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From: Power, Leanne
Sent: Wednesday, 22 August 2018 12:32 PM
To: 'Janet Anderson' <Sch 2.2(a)(ii)>
Subject: RE: Janet [SEC=UNCLASSIFIED, DLM=Sensitive]

Hi Janet

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From: Janet Anderson [mailto:Janet.Anderson@act.gov.au] **Sch 2.2(a)(ii)**

Sent: Wednesday, 22 August 2018 8:13 AM

To: Power, Leanne <Leanne.Power@act.gov.au>

Subject: Re: FW: Janet [SEC=UNCLASSIFIED, DLM=Sensitive]

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Power, Leanne

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Sent: Wednesday, 22 August 2018 12:32 PM
To: 'Janet Anderson'
Subject: RE: Janet [SEC=UNCLASSIFIED, DLM=Sensitive]
Attachments: Announcement words.docx; Executive_Declaration of Private_Interests (002).doc; New health governance arrangements for the ACT - 2nd report final draft.pdf

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From: Janet Anderson [mailto:[Sch.2.2\(a\)\(ii\)](mailto:Sch.2.2(a)(ii)@act.gov.au)]
Sent: Wednesday, 22 August 2018 8:13 AM
To: Power, Leanne <Leanne.Power@act.gov.au>
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Declaration of Private Interests Form

Instructions

1. In accordance with section 46 of the *Public Sector Management Standards 2016* and the *Declaration of Private Interests Policy (DPI)*, this form must be completed by all executive employees engaged under a contract of employment.
2. The form must be completed by all executive employees before the commencement of your contract of employment.
3. The purpose of this form is to place on record any interests you may have that may conflict, or may be seen to conflict, with your public duty.
4. The form must be reviewed and resubmitted annually.
5. If the circumstances of your private interests alter significantly during the annual review cycle, you should complete and submit an *Update to Declaration of Private Interests Form*.
6. For further information, see the **Explanatory Notes** included at the end of the form, the *Public Sector Management Standards 2016*, the *DPI Policy* and the *ACTPS Director-General and Executive Handbook*.
7. Please contact your Directorate's Human Resources team should you have any questions in relation to the completion of this form.

Employee Details		
Surname:		Given Names:
Position Title:		Classification:
Directorate: Select Directorate		AGS/Employee Number:
Record of Private Interests		
Real Estate	<input type="checkbox"/> Information to declare	<input type="checkbox"/> Nothing to declare
I, or members of my family, have an interest in:		
Location:		Owner:
Purpose for holding:		
Notes:		
<ul style="list-style-type: none"> • Advise general location only. • Specify whether property is used as a residence, a holiday home, a farm, or is held for investment or other business purposes. 		
Share Holdings	<input type="checkbox"/> Information to declare	<input type="checkbox"/> Nothing to declare
I, or members of my family, have an interest in:		
Name of company/companies:		
Shares owned by:		

<i>Notes:</i>		
<ul style="list-style-type: none"> • <i>Notify any interest in shares other than membership shares held with credit unions, building societies or other cooperative societies. Include equitable as well as legal interests, whether held directly or indirectly, that enable staff or members of their families to exercise control over the right to vote or dispose of those shares. This includes interests held on behalf of staff or their families by a nominee or a nominee company.</i> • <i>Where interests are held in a "private holding company" (i.e. a private company formed for the purpose of investing in subsidiary companies) any such subsidiary company should also be named.</i> 		
Trusts/Nominee Companies	<input type="checkbox"/> Information to declare	<input type="checkbox"/> Nothing to declare
I, or members of my family, have an interest in:		
Person holding interest:		
Trust or nominee company name:		
Nature of interest:		
Nature of operations:		
<i>Notes:</i>		
<ul style="list-style-type: none"> • <i>Advise beneficial interest held in a family or business trust or a nominee company.</i> • <i>Both beneficial interests and trusteeship responsibilities should be specified.</i> 		
Directorships in Companies	<input type="checkbox"/> Information to declare	<input type="checkbox"/> Nothing to declare
I, or members of my family, have an interest in:		
Name of Director:		
Name of company:		
Activities of company:		
<i>Notes:</i>		
<ul style="list-style-type: none"> • <i>List all directorships in companies (whether remunerated or not).</i> • <i>Under "Activities of company" advise whether activities of company are public or private.</i> 		
Partnerships etc	<input type="checkbox"/> Information to declare	<input type="checkbox"/> Nothing to declare
I, or members of my family, have an interest in:		
Person holding interest:		
Name of operations:		
Name of business interest:		
<i>Notes:</i>		
<ul style="list-style-type: none"> • <i>Under "nature of operations" specify purpose of operations or partnership or joint business undertaking (e.g. investment, consultancy).</i> • <i>Under "nature of business interest" specify level of current involvement in partnership or joint business interest (e.g. "financial (sleeping) partner", "consultant").</i> 		
Investments	<input type="checkbox"/> Information to declare	<input type="checkbox"/> Nothing to declare
I, or members of my family, have an interest in:		
Person holding investment:		
Type of investment:		
Agency in which investment is held:		

Notes:

- "Investments" means any placement of moneys that attracts interest or other benefits. Non interest bearing accounts should not be included, but savings accounts, investment accounts, bonds, debentures etc should be included.
- Where the cumulative amount held in savings accounts, portfolios and other investment does not exceed \$5,000 disclosure is not required.

Other Assets

Information to declare

Nothing to declare

I, or members of my family, have an interest in:

Owner of asset:

Type of asset:

Notes:

- List each asset valued at \$5,000 or more including collections (e.g. stamps, paintings, antiques).
- Do not list such household items and personal effects as family car(s), caravan, and/or trailer.
- Do not include items that might be listed under more specific headings (e.g. investments, gifts received).
- Private life assurance policies should be included.
- Superannuation entitlements need not be included.
- Items of under \$5,000 value need not be included unless they are of a nature that might be judged to represent a conflict of interests.

Other Substantial Sources of Income

Information to declare

Nothing to declare

I, or members of my family, have an interest in:

Person receiving income:

Nature of income:

Notes:

- Do not include your own remuneration
- Include spouse's income from employment and any income by self, spouse or dependents from investments, annuities, pensions or government sources.
- A reference to "income from investments as set out above" is sufficient for investment income.
- Income over \$5,000 per annum should be notified, but smaller amounts from sources that have potential to create a conflict of interests should be included.

Any Gifts, Substantial Sponsored Travel or Hospitality

Information to declare

Nothing to declare

I, or members of my family, have an interest in:

Person receiving gift etc:

Nature of gift etc:

Notes:

- Inclusions under this heading would normally relate only to gifts received by a spouse or dependents.
- Gifts etc. received in a personal capacity during employment and up to 12 months prior to taking up ACT public employment should be declared.
- However, it is not necessary to declare gifts received by you and your family from family members or personal friends in a purely personal capacity unless an appearance of a conflict of interests might exist.
- You need to comply with the ACT Public Service Code of Ethics in relation to the receipt of official gifts, sponsored travel and hospitality as well as the Directorate's policy on acceptance of gifts and benefits.

Liabilities	<input type="checkbox"/> Information to declare	<input type="checkbox"/> Nothing to declare
I, or members of my family, have an interest in:		
Persons concerned:		
Nature of liability:		
Creditor:		
<i>Notes:</i> <ul style="list-style-type: none"> • Include all substantial and ongoing liabilities (e.g. mortgages, hire purchase arrangements, personal loans and overdraft facilities), but not short-term credit arrangements (e.g. credit cards or department store accounts). 		
Secondary Employment	<input type="checkbox"/> Information to declare	<input type="checkbox"/> Nothing to declare
Do you work outside the service? Select Yes/No		
If yes, specify:		
Name of employer:		
Position held:		
Have you completed an <u>Application for Approval for Work Outside the Service</u> form and has this been Approved? Select Yes/No		
Any Further Interests (non-pecuniary)	<input type="checkbox"/> Information to declare	<input type="checkbox"/> Nothing to declare
I have an interest in:		
Nature of interest:		
<i>Notes:</i> <ul style="list-style-type: none"> • The objective of this "catch all" category is to enable you to declare any other personal interests which might raise a conflict of interest or appear to raise such a conflict of interest. • List any further private interests or relationships which could influence or could be seen to influence the decisions that you are taking or the advice you are giving. • Memberships of associations, professional and recreational bodies should be included only where there is potential for a real or apparent conflict of interest. • It is not intended that membership alone of political parties should be declared. 		
Any Further Interests of Immediate Family Members (non-pecuniary)	<input type="checkbox"/> Information to declare	<input type="checkbox"/> Nothing to declare
Member/s of my family have an interest in:		
Relevant family member is:		
Nature of interest:		
<i>Notes:</i> <ul style="list-style-type: none"> • The objective of this "catch all" category is to enable you to declare any other personal interests which might raise a conflict of interest or appear to raise such a conflict of interest. • List any further private interests or relationships which could influence or could be seen to influence the decisions that you are taking or the advice you are giving. 		

Conflict/s of Interest	<input type="checkbox"/> Information to declare	<input type="checkbox"/> Nothing to declare
Have you identified any current actual, perceived or potential conflicts of interest? Select Yes/No		
If yes:		
Have you completed a <u>Conflict of Interest Disclosure form</u> ? Select Yes/No		
Notes:		
<ul style="list-style-type: none"> If a conflict of interest has been identified, you must complete a <u>Conflict of Interest Disclosure form</u> and attach the completed form to this Declaration. 		
Declaration by Executive		
<ul style="list-style-type: none"> Particulars of my private interests and those of my immediate family of which I am aware are set out above. Particulars of any other personal interests (other than pecuniary interests) and/or those of my immediate family are included. In completing the Return, I have consulted my immediate family member(s) as appropriate and where possible and below is a statement to this effect. If applicable, I have identified all current actual, perceived or potential conflicts of interests and completed a <u>Conflict of Interest Disclosure form</u> which I have attached to this Return. I shall advise you should a situation arise where an interest of mine or an interest of a member of my immediate family of which I am aware, whether pecuniary or otherwise, conflicts, or may reasonably be thought to conflict, with my public duty. I undertake to update this declaration as soon as possible after any relevant change in my circumstances. I shall also advise you should my interests or those of my immediate family member(s) alter significantly. 		
<input type="checkbox"/> I have no financial and other interests to declare.		
Signature:		Date: / /
Family Member(s) Consent		
<input type="checkbox"/> The consent of my family member(s) to the release of personal information is shown below.		
OR		
<input type="checkbox"/> It was not possible to obtain the consent in writing of one/some/all of my family members.		
Declaration by Family Member(s)		
I certify that I am aware of the requirements of the Territory Privacy Principles (located in Schedule 1 of the Information Privacy Act 2014) and I have consented to the providing of information regarding my personal and financial interests and am aware that there may be circumstances where this information is disclosed to other authorised persons.		
Signature:		Date: / /
Signature:		Date: / /
Signature:		Date: / /
Signature:		Date: / /

Send your completed declaration to the Executive Contract Management Team, Shared Services:

Scan and email: SSHRExecutiveContracts@act.gov.au

Shared Services will record the date your declaration was completed, place a copy on your secure executive engagement file and pass a copy of the declaration on to your directorate's Strategic HR area for actioning.

Office Use Only		
HR Director to Complete:		
Has a potential/actual conflict of interest been identified?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, specify the nature of the potential/actual conflict of interest:		
Specify recommended follow-up action undertaken:		
Signature:	Date: / /	
Director-General Comments (if any):		
Reviewed by the Director-General:		
Signature:	Date: / /	
Head of Service Comments (if applicable):		
Reviewed by the Head of Service (if applicable):		
Signature:	Date: / /	

Explanatory notes

The purpose of this declaration of private interests is to place on record any interests you may have that may conflict, or may be seen to conflict, with your public duty.

You should include under all headings the interests of immediate family members to the extent that you or they are aware of them (family includes your partner and children and may also include extended family members where there may be a relevant conflict of interests). When interests are held jointly with your partner or dependents you should note such as 'jointly owned with partner'.

Where interests could be included under more than one heading, they need to be included only under the most specific heading, unless two aspects need to be disclosed (e.g. real estate, plus a mortgage liability on that real estate).

This statement should cover financial, personal and other interests where these may have a potential to conflict with your official duties. These may include sporting, social or cultural activities as well as family, or other personal relationships. Because these are likely to include sensitive personal information, you should consult the Territory Privacy Principles (TPPs) issued under the *Information Privacy Act 2014* and associated guidelines issued by the Privacy Commissioner.

When disclosing information concerning the private interests of immediate family, you should declare in your statements that you have provided details to your family members of any personal information you have collected about them and the possibility that the information may be released to the Minister or other authorised person in accordance with the law.

Returns will be held by the Director-General. Returns from Directors-General are held by the Head of Service with a copy provided to the relevant Minister(s) for information. Any request for access from the Assembly or a committee of the Assembly, a court or Tribunal or from a person pursuant to the FOI Act, will be dealt with according to law.

Colleagues

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[announcement about Director-General appointment]

Chief Executive Officer, Canberra Hospital and Health Services

I am pleased to announce that Janet Anderson PSM has been appointed as the Chief Executive Officer, Canberra Hospital and Health Services. Janet is currently Chief Coordinator of the Reform Management Office in the Northern Territory Government with responsibility for leading the response to the final Report of the Royal Commission in to the Protection and Detention of Children in the Northern Territory.

Previously Janet was the Chief Executive (Acting) and Deputy Chief Executive, Northern Territory Department of Health. In these roles Janet was responsible for the Top End Health Service and Central Australia Health Service including Territory wide health policy development, strategic and clinical services planning and delivery, financial, quality and performance management and for providing strong and effective leadership for staff across the public health system.

Before moving to the Northern Territory, Janet held a number of senior positions in the Australian Government Department of Health and the NSW Department of Health and was Adjunct Professor, Faculty of Nursing, Midwifery & Health at the University of Technology Sydney.

Janet has a Bachelor of Health Administration, First Class Honours from the University of NSW. She was awarded the Public Service Medal in 2009 and she is an Associate Fellow of the Australian College of Health Service Management.

Janet will commence on 1 October 2018.

Power, Leanne

From: Janet Anderson [Sch 2.2(a)(ii)]
Sent: Wednesday, 22 August 2018 8:52 AM
To: Power, Leanne
Subject: Re: FW: Janet [SEC=UNCLASSIFIED, DLM=Sensitive]

PS. Hello again Leanne. I've just noticed that the letter signed by Kathy refers to a Declaration of Private Interests form that should have been attached for my completion. Can you please send this to me.

Thanks

Janet

On Wed, 22 Aug 2018 at 07:43, Janet Anderson [Sch 2.2(a)(ii)] wrote:
Hello Leanne

Thanks for your email. I have read through the offer of employment and accompanying executive contract, and have signed both. Please find attached the signed copies.

Out of Scope

I also welcome the opportunity of working with you to assist in drafting content for the message that the Head of Service will distribute to the ACTPS about my appointment at the appropriate time. Please feel free to send me draft text, or ask me for input.

I'm sure we'll be talking soon.

Regards

Janet Anderson

On Tue, 21 Aug 2018 at 10:57, Power, Leanne <Leanne.Power@act.gov.au> wrote:

Good morning Ms Anderson

You might recall that we met when you came down for the interview. I am happy to be your initial contact point as we move forward with your appointment process.

Attached is the letter of offer and contract for the position of CEO Canberra Hospital and Health Services that has been signed by the Head of Service. I would appreciate if you could consider the attached letter and contract and return your acceptance at Attachment B as soon as possible. The signed contract can then follow later if you want to take a little more time with it.

I understand that Kathy has outlined that we need to manage the timing of the announcement of your appointment. I propose to work with you over the next few days to develop the content of a message that the Head of Service will send to all staff across the ACTPS at the appropriate time.

Out of Scope

Please contact me directly on the number below if you have any questions.

I look forward to talking with you again.

Congratulations.

Leanne

Leanne Power | Director, Office of the Head of Service

Phone: 02 620 75990 | Mobile: 0418 600 146 | Email: leanne.power@act.gov.au

Chief Minister, Treasury and Economic Development Directorate | ACT Government

Level 5, Canberra Nara Centre, 1 Constitution Avenue Canberra ACT 2601 | GPO Box 158 Canberra ACT 2601 | www.act.gov.au

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Power, Leanne

From: Janet Anderson **Sch 2.2(a)(ii)**
Sent: Wednesday, 22 August 2018 8:13 AM
To: Power, Leanne
Subject: Re: FW: Janet [SEC=UNCLASSIFIED, DLM=Sensitive]
Attachments: JM Anderson - Signed acceptance of employment offer and executive contract.pdf

Hello Leanne

Thanks for your email. I have read through the offer of employment and accompanying executive contract, and have signed both. Please find attached the signed copies.

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Sch 2.2(a)(ii)

Sch 2.2(a)(ii)

Sch 2.2(a)(ii)

Power, Leanne

From: Power, Leanne
Sent: Tuesday, 21 August 2018 11:27 AM
To: 'ajanet111@gmail.com'
Subject: FW: Janet [SEC=UNCLASSIFIED, DLM=Sensitive]
Attachments: Janet Anderson Letter of Offer and Long Term Contract - 21 August 2018.pdf

Good morning Ms Anderson

You might recall that we met when you came down for the interview. I am happy to be your initial contact point as we move forward with your appointment process.

Attached is the letter of offer and contract for the position of CEO Canberra Hospital and Health Services that has been signed by the Head of Service. I would appreciate if you could consider the attached letter and contract and return your acceptance at Attachment B as soon as possible. The signed contract can then follow later if you want to take a little more time with it.

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