From: <u>FOI</u>

To: <u>Janet Anderson</u>

Cc: Office of the Commissioner; 5 22(1)(a)(ii) ; FreedomOfInformation; 5 22(1)(a)(ii) ; Shelley Castree-Croad; Emma

lobson · s 22(1)(a)(ii)

Subject: FOI request - ABC (Sally Sara) - Document search and retrieval - due 14 February 2022 [SEC=OFFICIAL]

Date: Monday, 31 January 2022 2:25:27 PM

Attachments: image006.png

Good afternoon Janet

I am writing to provide you with an update on Ms Sally Sara's FOI request, and to ask if you could please undertake a further search for relevant documents.

We have negotiated a reduced scope with Ms Sara, which we believe is likely to be of a size we are required to process. While the reduced scope will considerably cut down the overall page count, it will not result in a significant change to the document searches required. As it will still require a redirection of your time to this process, to mitigate the effects of this we:

- Have detailed below a suggested approach you or your staff can take to searching for documents, which we hope will save some time
- Suggest that you undertake the search at a time most convenient to you at any point within the next two weeks
- Will seek an extension of the FOI processing period when necessary to complete the searches and FOI process.

Revised FOI scope

Ms Sara has agreed to exclude drafts and the first SIRS insight report from her request. She is now seeking:

- 1. Emails to/from Ms Janet Anderson regarding SIRS 'Insight reports' from 1 May 2021 to 1 January 2022:
 - a. excluding emails regarding the first published SIRS insight report
 - b. including only final versions of attached documents, if any.
- 2. Briefing notes to Ms Janet Anderson regarding SIRS 'insight reports' from 1 May 2021 to 1 January 2022, excluding briefing notes regarding the first published SIRS insight report.

Suggested document searches

Based on the update scope, could you please search Microsoft Outlook for any documents that may be relevant to the request. You may wish to use the Outlook search function as follows:

- Enter the term 'SIRS Insights' into the search bar, and search your inbox, sent items and any relevant sub-folders.
- Undertake a further search of your inbox and relevant sub-folders for 'SIRS briefing' and 'SIRS Insights briefing' (you may be aware of other appropriate search terms).

There are additional options within Outlook for targeting a search. We understand ICT staff are available in the Canberra office and can assist with that as needed.

Any files identified can then be dragged into the restricted access SharePoint folder: <u>Fmails from the Commissioner</u> or emailed to <u>FOl@agedcarequality.gov.au</u>. We can then cull the emails based on the request scope (and will only read what is necessary to ascertain relevance).

The above suggestions are premised on the assumption that all relevant documents will be in Outlook, but if you believe there are documents stored in any other location we can discuss further how the FOI team could assist you with document searches.

If you would be able to let us know when the search is complete, if possible by 14 February 2022, we would appreciate it.

Thank you in advance and if you have any questions or concerns, please feel free to contact us. Thanks and kind regards

22(1)(a)(ii)



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From: 5 22(1)(a)(ii)
To: Janet Anderson

Cc: Emma Jobson: 522(1)(a)(ii) ; Office of the Commissioner

Subject: RE: re SIRS #2 Report [SEC=OFFICIAL]

Date: Monday, 31 January 2022 5:45:04 PM

Attachments: image001.png

SIRS Insights draft 8.1 - 22.11.21.docx SIRS Insight Report NOV 2021 v2.pdf

Good afternoon Janet

Please find attached a word version of the SIRS Insights report, with the last set of edits marked up for your reference. I've also attached the PDF version of the report so you can see what the final copy looks like in comparison.

Cheers

s 22(1)(a) (ii)

From: Emma Jobson

Sent: Monday, 31 January 2022 9:36 AM

To: 522(1)(a)(ii)

Subject: re SIRS #2 Report [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Can we resend the latest version of the 2^{nd} report with reassurance that it include all Janets updates to date – can forward this with the last version sent. She just wanted us to make sure it included all her edits to date.

Cc me and 5 22(1)(a)(ii)

Emma

Emma Jobson

Executive Director, Regulatory Policy and Intelligence

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ly I

ANDERSON, Janet

From:

respects to them and their cultures, and to elders both past and present.

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From:

Sent: Monday, 7 February 2022 11:04 AM

To:

Cc: Office of the Commissioner; Shelley Castree-Croad

Subject: FOI Update 7 February 2022 [SEC=OFFICIAL]

Good morning

522(1)(6)(6)

Update on sensitive matters:

 SARA, Sally (ABC News) – Ms Sara is seeking records held by the Commissioner personally in relation to 'SIRS Insight Reports'. The request is currently at the search and retrieval stage, which means the Commissioner has been requested to search for relevant documents (by 14 February 2022). Please let us know if you need additional background to this matter.



*Decisions that fall due on weekends or public holidays must be made and notified on the next business day.

Thanks
522(1)(a)(a)

Assistant Director, FOI & Privacy
Governance and Risk
Aged Care Quality and Safety Commission
522(1)(a)(a)

W www.agedcarequality.gov.au

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[SEC=OFFICIAL]

From: ANDERSON, Janet To:

22(1)(a)(ii) Cc:

Subject: Emails relevant to FOI request [SEC=OFFICIAL]

Attachments: image001.png

image002.png image003.png image004.ing image005.png

UA For review and clearance - SIRS Insight Report July 2021 v6.pdf SECOFFICIAL.msg

RE SIRS Insight #2 - reflections on AC"s discussion SECOFFICIAL.msg

SIRS Insight #2 - reflections on AC"s discussion SECOFFICIAL.msg

RE UA For review and clearance - SIRS Insight Report July 2021 v6.pdf SECOFFICIAL.msg RE UA For review and clearance - SIRS Insight Report July 2021 v6.pdf SECOFFICIAL.msg FW UA For review and clearance - SIRS Insight Report July 2021 v6.pdf SECOFFICIAL.msg Re SIRS Insights report - additional version for your consideration SECOFFICIAL.msg RE SIRS Insights report - additional version for your consideration SECOFFICIAL.msg

FW SIRS Insights report - additional version for your consideration SECOFFICIAL.msc RE PLEASE USE THIS VERSION - A SIRS Insights Report #2s - for Clearance SECOFFICIAL.msg

PLEASE USE THIS VERSION - RE A SIRS Insights Report #2s - for Clearance SECOFFICIAL.msg

RE A SIRS Insights Report #2s - for Clearance SECOFFICIAL.msg RE A SIRS Insights Report #2s - for Clearance SECOFFICIAL.msg

A SIRS Insights Report #2s - for Clearance.msg

RE IA for review - SIRS Insights report # 2 - unreasonable use of force SECOFFICIAL.msg

FW IA for review - SIRS Insights report # 2 - unreasonable use of force SECOFFICIAL.msg

RE URGENT ACTION PLEASE - SIRS Insight Report #2 SECOFFICIAL.msg RE URGENT ACTION PLEASE - SIRS Insight Report #2 SECOFFICIAL.msg RE URGENT ACTION PLEASE - SIRS Insight Report #2 SECOFFICIAL.msg URGENT ACTION PLEASE - SIRS Insight Report #2 SECOFFICIAL.msg

Attached are all the emails I have found relating to SIRS Insights reports from 1 May 2021 to 1 January 2022, excluding emails relating to the first published SIRS insight report.

I note that the search should also include "only final versions of attached documents, if any" – however there has not been a final version of the second SIRS Insight report. Arguably, this means that none of the documents attached to these emails is in scope for the request. However, I'll leave that to the FOI team to determine.

Would you please forward this to the FOI team. I will do one further search to see whether I can find any other relevant material, and will let you know whether that uncovers anything further.

Thanks Janet

Janet Anderson PSM

Commissioner

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From: Pam Christie

Sent: Thursday, 3 March 2022 9:32 PM

To: Janet Anderson

Cc: Office of the Commissioner;

Subject: RE: Enquiry from on delay of SIRS Insight Report #2 [SEC=OFFICIAL]

OFFICIAL

Thanks Janet

We will respond to along these lines, Pam

Pam Christie

Executive Director, Strategic Capability

Aged Care Quality and Safety Commission

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From: ANDERSON, Janet

Sent: Thursday, 3 March 2022 9:30 PM

To: Pam Christie

Cc: Office of the Commissioner;

Subject: RE: Enquiry from on delay of SIRS Insight Report #2 [SEC=OFFICIAL]

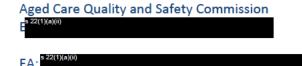
Thanks Pam. We are currently reviewing our publication plans in relation to SIRS, and do not have a publication date for another Insights report. However SIRS data is now included in our quarterly Sector Performance Reports commencing in the July-Sep 2021 edition. The Oct-Dec 2021 SPR should be ready for publication next week.

Thanks

Janet

Janet Anderson PSM

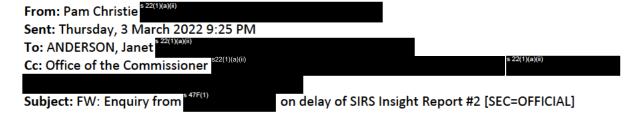
Commissioner







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OFFICIAL

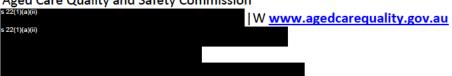
Janet

Just drawing to your attention this enquiry from on SIRS. I'm not sure where we are up to with publishing further SIRS Insight reports, thanks Pam

Pam Christie

Executive Director, Strategic Capability

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From: Secretariat

Sent: Thursday, 3 March 2022 4:46 PM

To: Pam Christie

Subject: Enquiry from on delay of SIRS Insight Report #2 [SEC=OFFICIAL]

OFFICIAL

Hi Pam,

Just for visibility we've received a follow up from on the delay in publication of the second SIRS Insight Report.

I'm following up on anticipated publication of the next report and will keep you updated.

Kind Regards



Secretariat

Aged Care Quality and Safety Commission

E SEZ(1)(a)(ii)

W www.agedcarequality.gov.au

SEZ(1)(a)(iii)



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From: Secretariat

Sent: Thursday, 3 March 2022 10:30 AM

To:
Cc: Secretariat s22(1)(a)(ii)

Subject: RE: Suicides in aged care [SEC=OFFICIAL]

OFFICIAL

Thanks (ii)

Will follow up.



Secretariat



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From: Sent: Thursday, 3 March 2022 9:37 AM

To: 5 22(1)(

Cc: Secretariat (S22(1)(a)(ii)

Subject: FW: Suicides in aged care [SEC=OFFICIAL]

OFFICIAL

Hi (a)(ii)

asked me about the delayed release of the second SIRS Insight Report a few months ago. The first report came out in June and I believe the second one has not yet been published. I know it was written last year but it didn't gain approval at the time.

I replied to this morning letting know I've moved to another area of the Commission and that you will be in contact with her. The long email trail below is included for background.

Good luck!

s 22(1) (a)(ii)

5 22(1)(a)(ii)

Senior Communications Advisor

Aged Care Quality and Safety Commission

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From:

Sent: Wednesday, 2 March 2022 8:18 PM

To: s 22(1)(a)(

Subject: Re: Suicides in aged care [SEC=OFFICIAL]



In your email on 23 November 2021 you stated: "(SIRS Insight Report) is expected to be published within the next 2-3 weeks."

It is now 2 March 2022 and I have not been notified about the release of the Report.

Can you confirm a date?





From: s 22(1)(a)(ii)

To: Janet Anderson

Subject: Most recent SIRS Insights Report [SEC=OFFICIAL]

Date: Monday, 7 March 2022 2:54:35 PM

Attachments: image001.png

DRAFT SIRS Insight Report NOV 2021 v2.pdf

Kind Regards,

22(1)(a)(ii)

Executive Assistant to Janet Anderson PSM Aged Care Quality and Safety Commission GPO Box 9819 ACT 2601



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From: ANDERSON, Janet

To: 5 22(1)(a)(

Subject: RE: FOI draft decision letter [SEC=OFFICIAL]

Attachments: image001.png

image002.png image003.png image005.png

FOI 2022 02 - Sara - Draft Decision Letter.docx



Thanks for sharing a copy of your intended letter. The only comment I have to make – other than to commend and you for the quality of your work on this – is to suggest that you might want to consider providing the full and accurate name of SIRS at some point, given that Ms Sara has mis-named the scheme in her request. I have made this amendment in track changes for your consideration.

Thanks again.

Janet

Janet Anderson PSM

Commissioner

Aged Care Quality and Safety Commission



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From: 5 22(1)(a)(ii)

Sent: Friday, 18 March 2022 1:17 PM

To: ANDERSON, Janet

Subject: FOI draft decision letter [SEC=OFFICIAL]

OFFICIAL

Hi there Janet, here is the draft correspondence regarding my decision due Monday.

Thanks, (a)(ii)

s 22(1)(a)(ii)

Director, Governance & Risk

Aged Care Quality and Safety Commission

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From: <u>FOI</u>

To: <u>Janet Anderson</u>

Cc: s 22(1)(a)(ii) ; Emma Jobson; Shelley Castree-Croad; s 22(1)(a)(ii)

Subject: FOI decision and documents - released to Ms Sally Sara (ABC) - FOR INFORMATION [SEC=OFFICIAL]

Date: Monday, 21 March 2022 2:32:20 PM

Attachments: <u>image001.png</u>

FOI 202202 Notice of Decision SECOFFICIAL.msg

Hi Janet

This is just to let you know that the FOI decision for Ms Sally Sara of the ABC (relating to SIRS Insight Reports) has now been sent to her. The decision and documents are as discussed with you last week (attached for your reference).

We are required to publish the documents on our <u>Disclosure Log</u> within 10 days, and expect to have this done by the end of the week.

Thank you

s 22(1)(a)(ii)

Assistant Director, FOI & Privacy

Governance and Risk

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From: Emma Jobson

To: <u>Janet Anderson</u>; ^{5 22(1)(a)(ii)}

Subject: FW: re: FYI SIRS insights [SEC=OFFICIAL]

Date: Tuesday, 22 March 2022 6:52:45 PM

Attachments: image789343.png

image430001.png

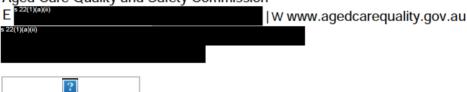
OFFICIAL

HI Janet / (a)(ii)

Emma Jobson

Executive Director, Regulatory Policy and Intelligence

Aged Care Quality and Safety Commission



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From: 5 22(1)(a)(ii)

Sent: Tuesday, 22 March 2022 3:17 PM

To: Emma Jobson
Cc: 522(1)(a)(ii)

Subject: re: FYI SIRS insights [SEC=OFFICIAL]

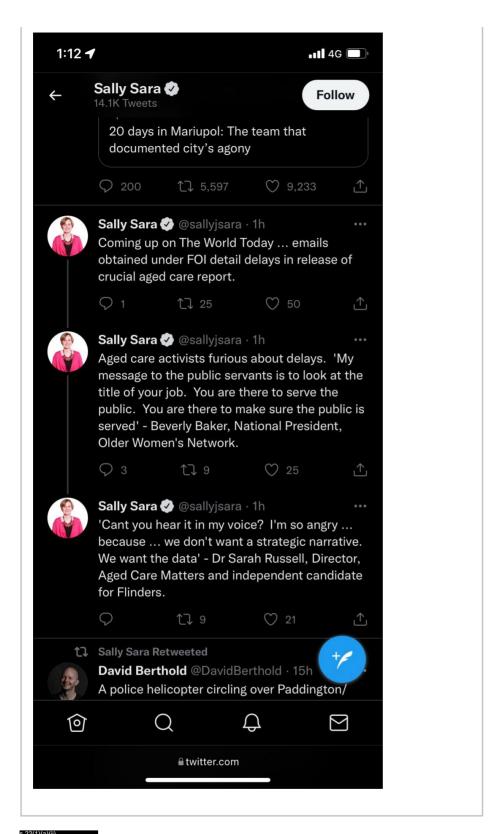
OFFICIAL

HI Emma,

has advised the Commission has responded to the FOI request re: SIRS and we understand there's now an ABC news article about it. With some twitter sentiment below.

https://www.abc.net.au/radio/programs/worldtoday/anger-over-delays-in-aged-care-reporting/13806826

reporting/13806826 522(1) (a)(ii)		



5 22(I)(a)(II)

Director Sector Performance and Improvement

Aged Care Quality and Safety Commission

E s 22(1)(a)(ii)	W www.agedcarequality.gov.au
s 22(1)(a)(ii)	



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From: s 22(1)(a)(ii)
To: Janet Anderson

 Cc:
 Nicola Dunbar; Office of the Commissioner

 Subject:
 FW: SIRS report - 2(1) enquiry [SEC=OFFICIAL]

 Date:
 Wednesday, 23 March 2022 1:29:58 PM

OFFICIAL

Hi Janet

For information – see enquiry from below.

Have advised that there is SIRS data published in the last two SPRs and provided the link to the reports on our website.

s22(1) (a)(ii)

From: S47F(1)

Sent: Wednesday, 23 March 2022 11:23 AM

To: Media (\$22(1)(a)(ii)

Subject: SIRS report - a)(ii) enquiry

Hi media team

I am enquiring about the latest SIRS report:

- Do you have a date please for when the next report will be released? Is there a reason for the delay with the 2nd report being available?

https://www.agedcarequality.gov.au/sirs/reports

Deadline is COB today.

Many thanks





 From:
 ANDERSON, Janet

 To:
 \$ 22(1)(a)(ii)

Cc: Emma Jobson; Nicola Dunbar; Office of the Commissioner; Media; Office of the Commissioner

Subject: RE: UA*: DUE: 4PM: The Guardian - SIRS [SEC=OFFICIAL]

Date: Thursday, 24 March 2022 4:58:28 PM

Attachments: image001.png

image002.png image003.png image004.jpg image005.png



My approved response is directly below:

The Commission takes very seriously its responsibility for accountability and transparency. That is why data relating to the Serious Incident Response Scheme (SIRS) has been included, since the beginning of 2021-22, in the Sector Performance Report published by the Commission every quarter. Data on SIRS notifications was also published in the Commission's 2020-21 Annual Report.

The 'second report' you refer to is a discretionary publication by the Commission. The Commission has been exploring options for reflecting back to the Sector selected data and information drawn from the serious incident notifications for the specific purpose of drawing attention to and underscoring certain provider obligations in relation to preventing, and minimising the risk and impact of, serious incidents in residential aged care. Work on this report is continuing alongside the regular reporting of SIRS data.

Please come back to me if you or Nicola have any concerns about this response.

Thanks

Janet

Janet Anderson PSM

Commissioner

Aged Care Quality and Safety Commission



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From: s 22(1)(a)(ii)

Sent: Thursday, 24 March 2022 3:12 PM

To: ANDERSON, Janet

Cc: Emma Jobson ; Nicola Dunbar ; Office of the Commissioner ; Media **Subject:** RE: UA*: DUE: 4PM: \$22(1)(a)(0) - SIRS [SEC=OFFICIAL]

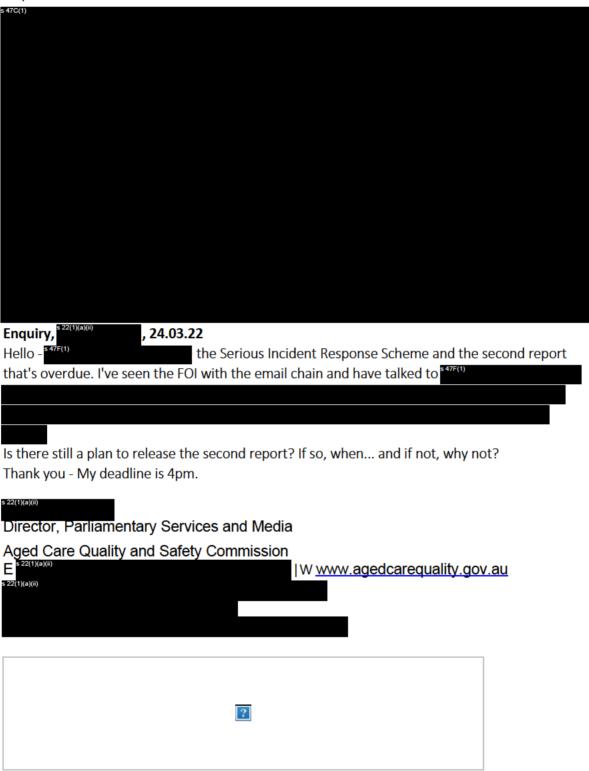
Importance: High

OFFICIAL

Hi Janet

Questions from this afternoon on the SIRS Insights report and FOI matter and draft

response below.



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