



**ACT Health**

Mr Andrew Gallagher  
Health Services Union  
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Dear Andrew

ACT Health is committed to effective consultation with employees and their representatives, and participation in decisions in matters that affect their employment.

I am writing to you today to introduce to you a proposal to undertake bulk recruitment rounds to ensure a consistent and effective ACT Government response to the COVID-19 pandemic.

The current Health Emergency Control Centre (HECC) workforce is mainly comprised of casual and temporary employees with 105 casual contracts and 49 temporary contracts expiring between now and December 2021. Within the dynamic and evolving pandemic situation, it is hard to ascertain the number of future staff that will be required in HECC.

At the peak of the recent COVID-19 outbreak in the ACT, rapid onboarding of staff; as well as flexible redeployment from across the ACTPS and of APS staff was enacted to meet the response requirements of the HECC.

The Directorate is currently undertaking a body of work to review HECC's organisation structure to implement a more sustainable and effective structure to deal with ongoing response to the pandemic and public health emergency events, and to ensure that our recruitment processes are compliant with PSM and enterprise agreement provisions, including the use of more secure forms of employment wherever possible. Several positions have recently been advertised for senior and specialist roles.

As we work through the requirements for the HECC from now until June 2022, we are proposing to undertake bulk recruitment rounds for the following temporary roles:

- Temporary Officers at ASO3 level – to be advertised as 'PXXXXX, Several'
- Temporary Officers at ASO4 level – to be advertised as 'PXXXXX, Several'
- Temporary Officers at ASO5 level – to be advertised as 'PXXXXX, Several'
- Temporary Officers at ASO6 level – to be advertised as 'PXXXXX, Several'

Copies of the position description of these roles are attached for your reference.

The principles underpinning this proposal are to:

- Ensure business continuity requirements for HECC
- Be less reliant on casual employment and offer more secure forms of employment to current casual employees in line with the provisions of clause B12 of the Enterprise Agreements.
- Provide flexibility in the internal deployment of staff, and the ability to internally deploy staff to areas of business in accordance with operational peaks and troughs
- Provide longer term options for temporary staff. As HECC funding is currently until 30 June 2022, the temporary roles will be advertised until 30 June 2022 with the possibility of extension and/or permanency. The HECC will eventually scale back to a smaller business unit within the Directorate, and if a permanent but smaller team is established, advertising in this way will allow retention of existing trained employees.
- Ensure the principles of merit and equity underpin all hiring decisions within the HECC
- Establish merit pools for each “classification”. The merit pool may also be utilised to offer casual contracts to eligible candidates for the next 12 months to meet surge requirements.

To meet business continuity requirements and expected increase in COVID-19 response activities over the next few months following implementation of the [ACT COVID-19 Pathway Forward](#), all current temporary and casual contracts will be **extended by two months** while the above recruitment processes are completed.

Current casual and temporary HECC employees will be advised of upcoming recruitment processes, to advise them of the requirement to participate in these processes if they are interested in ongoing work with the Directorate.

People Strategy will work with the HECC Managers and provide overall support in establishing and coordinating these recruitment processes. A tentative timeline of the recruitment processes is provided below:

Task	Timing
Communication to current HECC Employees	25 October
Roles released on ACT Government Jobs website	28 October – 29 October
First shortlisting	By 19 November
Interview if Applicable	22 - 26 November
Finalisation of Selection Process	By 26 November, if interviews not conducted By 3 December, if interviews conducted
Delegate approval of selection report	By 3 December, if no interviews By 7 Dec, if interviews are conducted
Candidates identified and job offers	By 10 December
Contracts offered and executed	By 17 December
Commencement of new contracts	3 - 10 January 2022

In accordance with section G1 of the *Administrative and Related Classifications Enterprise Agreement 2018-2021*, I am now formally inviting the CPSU to comment on this proposal. If you would like to discuss this proposal in more detail with me, please contact Julie Nolan via [julie.nolan@act.gov.au](mailto:julie.nolan@act.gov.au) or 02 5124 9835 to arrange a discussion. The following information is provided for your consideration:

- the termination of the employment of employees through redundancy;  
Not applicable
- changes to the composition, operation or size of the directorate workforce or the skills required of employees;  
This process will assist us to transition from reliance on casual roles to more secure forms of temporary employment. Some positions may be required to work in high risk environments such as quarantine and/or testing sites, where evidence of an approved COVID-19 vaccination may be requested.
- the elimination or diminution of job opportunities (including opportunities for promotion or tenure);  
This process will provide for the opportunity for existing temporary and casual staff to apply for roles at multiple levels; with longer tenure, to build existing skills and knowledge gained through work to date within the HECC; and to build our available merit pools by supplementing the existing workforce with additional resources.
- the alteration of hours of work;  
Roles will be advertised as temporary until 30 June 2022 with the possibility of extension and/or permanency. Roles will be advertised as full time with the flexibility to offer part-time employment where required. If non standard or shift hours are required this will be included in the position description and job advertisement details
- the need to retrain employees;  
This process is aimed at retaining existing staff that the Directorate has invested heavily in.
- the need to physically relocate employees;  
Not applicable
- the restructuring of job-roles, positions, structures or directorates;  
Any future changes to structure and job roles will be consulted through usual Directorate consultative processes with staff and their representatives
- changes to employment policies;  
Not applicable
- anything likely to materially affect workloads; and  
Not applicable
- any other matter deemed relevant by parties covered by this Agreement.  
Not Applicable.

You are encouraged to provide feedback to this proposal by email to [HDHR@act.gov.au](mailto:HDHR@act.gov.au) by close of business Wednesday 27 October 2021. We propose to advertise the roles by 28 October 2021.

I recognise that this is an extremely short turn around for you to consider this proposal and discuss with your members, this is not the ACT Health Directorate's usual or preferred consultation practice, but due to the requirement to wrap up the processes timely before shutdown and ensure business continuity, your urgent attention and feedback on this proposal is greatly appreciated.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Julie Nolan', with a stylized flourish at the end.

Julie Nolan  
Senior Director  
People Strategy

22 October 2021