



**ACT**  
Government

**ACT Health**

Mr Andrew Gallagher  
Health Services Union  
C/O HSU State Office  
Level 2 - 109 Pitt Street  
SYDNEY NSW 2000  
andrew.gallagher@hsu.asn.au

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 by [REDACTED] Executive Branch Manager COVID-19 Response to recruit 24 temporary staff to engage in work that directly supports the Health Emergency Control Centre within the Public Health Risk Assessments (Exemptions) team. These temporary staff members will comprise of 20 at the ASO5 and four at the ASO6 classifications. Copies of positions descriptions are attached for your reference.

These 24 staff members will be engaged through the Health Directorate's temporary employment register and will be engaged for three months.

A further element of this proposal is that these new staff members and some existing staff within the Exemptions team will be transferring to a four day on/ four day off roster to manage fatigue and provide 7 days a week coverage for a period of three months.

The increase in the volume and complexity of work has been exacerbated by recent travel restrictions being implemented for regional NSW and the lockdown in the ACT means that exemption applications have increased substantially. Staff are working extended hours but are still not able to keep pace with the number of traveller exemptions being submitted (currently 2,500 outstanding). In addition, the team is receiving many calls and requests into the evening and overnight and these requests impact on processing time.

There is only a small team of regular staff (numbering 4) who will be affected by this change.

[REDACTED] and [REDACTED] A/g Director met with affected staff on 12 August 2021 to discuss possible ways to address the extended hours and fatigue being experienced.

To meet the operational needs, regular staff were presented with a proposal to extend operational hours for the Public Health Risk Assessments (Exemptions) team to allow coverage from 0700 - 2200 with a rotating 4 days on 4 days off shift roster introduced.

The outcome of the meeting was:

- All affected staff agreed to the concept of a four day on / four day off roster
- All affected staff agreed to think and discuss amongst themselves and reach out to senior staff with any queries
- An organisation chart with names was developed and circulated to staff.

Ms Whybrow subsequently held one on one meetings with each affected staff member, with the aim to ensure the regular staff are happy and comfortable with the change, whilst meeting personal and operational needs.

It is proposed the four day on/ four day off roster is implemented on 19 August 2021 for existing staff.

I have attached an organisational chart of the Public Health Risk Assessments (Exemptions) team, a staff/ team list and a copy of the proposed roster for your information.

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 [REDACTED] [REDACTED] 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;

Twenty-four additional temporary staff members will be engaged for two months and affected staff will transfer to a four day on / four day off roster

- the elimination or diminution of job opportunities (including opportunities for promotion or tenure;

Not applicable

- the alteration of hours of work;

Existing staff will be transferred to a four day on/ four day off roster

- the need to retrain employees;

Not applicable

- the need to physically relocate employees;

Not applicable

- the restructuring of job-roles, positions, structures or directorates;

Not applicable

- 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.

Please provide feedback to this proposal by email to [REDACTED] by close of business Wednesday 18 August 2021, as we propose to introduce the four day on/ four day off roster for existing staff in the Public Health Risk Assessments (Exemptions) team on 19 August 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 rapid escalation of COVID-19 in the Territory, your urgent attention and feedback on this proposal is greatly appreciated.

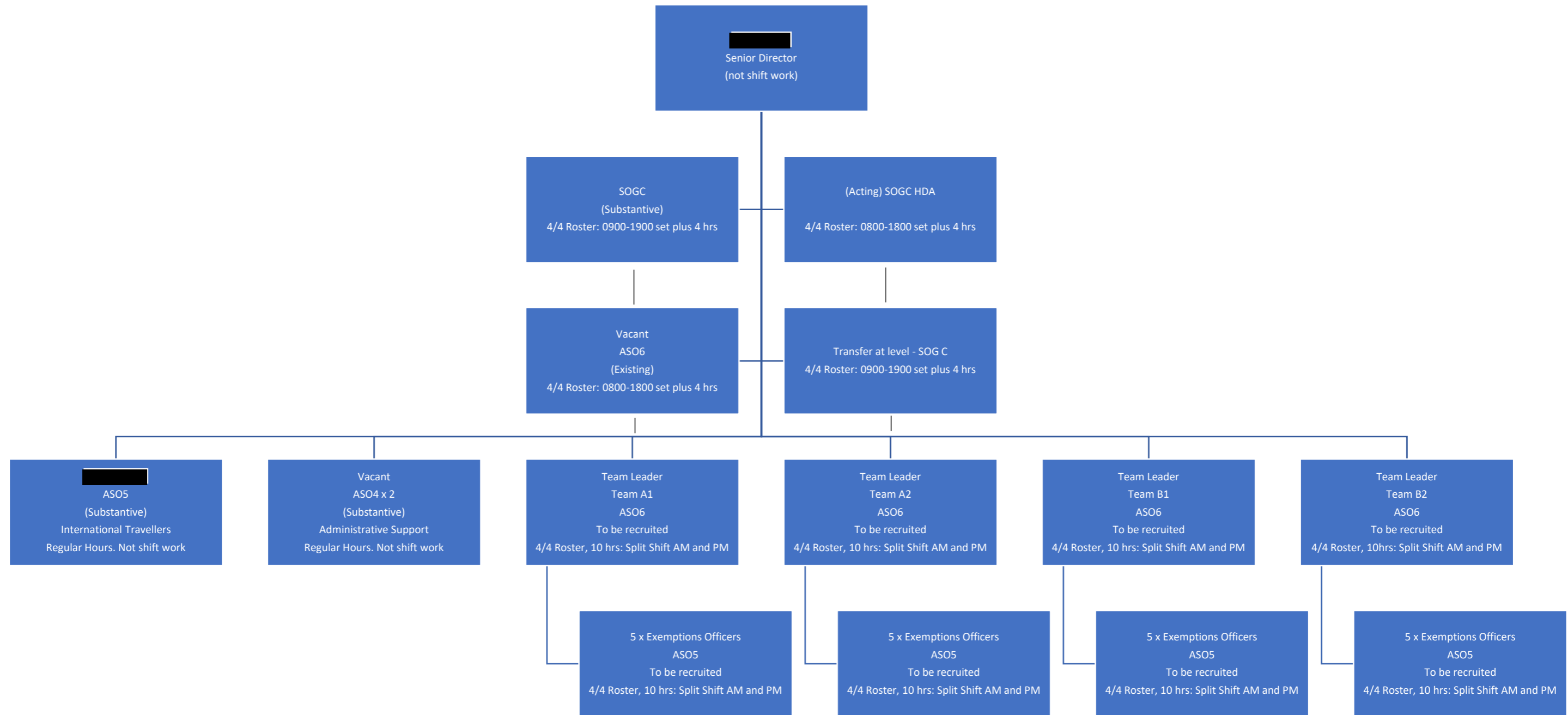
Yours sincerely

A handwritten signature in black ink, consisting of a large, stylized loop followed by a series of smaller, connected loops and a final horizontal stroke.

  
Senior Director  
People Strategy

17 August 2021

**PUBLIC HEALTH RISK ASSESSMENTS (EXEMPTIONS) TEAM PROPOSED ORGANISATIONAL CHART**



**Current Staff**

[Redacted] – existing position – SOGA – standard hours – no change  
 Existing position – SOGC – amend to 4/4 roster  
 HDA SOGC for 3 months (CREATE SOGC POSITION) - 4/4 roster  
 Temporary transfer at level for 3 months (CREATE SOGC POSITION) - 4/4 roster  
 Existing position – ASO5 – standard hours – no change

**Processing team –**

**Team Leaders x 4 staff – ASO6 (CREATE ASO6 POSITIONS)** – split shift 4/4 roster – 8 weeks with possibility of extension  
**Exemptions Officers x 20 staff – ASO5 (CREATE ASO6 POSITIONS)** – split shift 4/4 roster– 8 weeks with possibility of extension  
 All recruited for temporary contracts under:  
 4 days on / 4 days off roster @ 10 hours per day with rotating split shifts being 0700-1700 and 1200-2200.

**STAFF / TEAM LIST**

Staff	Team A – AM: 0700-1700	Team A – PM: 1200-2200	Team B – AM: 0700-1700	Team B – PM: 1200-2200
1	Team Leader ASO6/C	Team Leader ASO6/C	Team Leader ASO6/C	Team Leader ASO6/C
2	ASO5	ASO5	ASO5	ASO5
3	ASO5	ASO5	ASO5	ASO5
4	ASO5	ASO5	ASO5	ASO5
5	ASO5	ASO5	ASO5	ASO5
6	ASO5	ASO5	ASO5	ASO5
Total	6	6	6	6

**PROPOSED ROSTER**

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1	Team A	OFF	OFF	Team A1: 0700-1700 Team A2: 1200-2200	Team A1: 0700-1700 Team A2: 1200-2200	Team A1: 0700-1700 Team A2: 1200-2200	Team A1: 0700-1700 Team A2: 1200-2200	OFF
	Team B	Team B1: 0700-1700 Team B2: 1200-2200	Team B1: 0700-1700 Team B2: 1200-2200	OFF	OFF	OFF	OFF	Team B1: 1200-2200 Team B2: 0700-1700
Week 2	Team A	OFF	OFF	OFF	Team A1: 1200-2200 Team A2: 0700-1700	Team A1: 1200-2200 Team A2: 0700-1700	Team A1: 1200-2200 Team A2: 0700-1700	Team A1: 1200-2200 Team A2: 0700-1700
	Team B	Team B1: 1200-2200 Team B2: 0700-1700	Team B1: 1200-2200 Team B2: 0700-1700	Team B1: 1200-2200 Team B2: 0700-1700	OFF	OFF	OFF	OFF
Week 3	Team A	OFF	OFF	OFF	OFF	Team A1: 0700-1700 Team A2: 1200-2200	Team A1: 0700-1700 Team A2: 1200-2200	Team A1: 0700-1700 Team A2: 1200-2200
	Team B	Team B1: 0700-1700 Team B2: 1200-2200	Team B1: 0700-1700 Team B2: 1200-2200	Team B1: 0700-1700 Team B2: 1200-2200	Team B1: 0700-1700 Team B2: 1200-2200	OFF	OFF	OFF
Week 4	Team A	Team A1: 0700-1700 Team A2: 1200-2200	OFF	OFF	OFF	OFF	Team A1: 1200-2200 Team A2: 0700-1700	Team A1: 1200-2200 Team A2: 0700-1700
	Team B	OFF	Team B1: 1200-2200 Team B2: 0700-1700	Team B1: 1200-2200 Team B2: 0700-1700	Team B1: 1200-2200 Team B2: 0700-1700	Team B1: 1200-2200 Team B2: 0700-1700	OFF	OFF
Week 5	Team A	Team A1: 1200-2200 Team A2: 0700-1700	Team A1: 1200-2200 Team A2: 0700-1700	OFF	OFF	OFF	OFF	Team A1: 0700-1700 Team A2: 1200-2200
	Team B	OFF	OFF	Team A1: 0700-1700 Team A2: 1200-2200	Team A1: 0700-1700 Team A2: 1200-2200	Team A1: 0700-1700 Team A2: 1200-2200	Team A1: 0700-1700 Team A2: 1200-2200	OFF
Week 6	Team A	Team A1: 0700-1700 Team A2: 1200-2200	Team A1: 0700-1700 Team A2: 1200-2200	Team A1: 0700-1700 Team A2: 1200-2200	OFF	OFF	OFF	OFF
	Team B	OFF	OFF	OFF	Team B1: 1200-2200 Team B2: 0700-1700	Team B1: 1200-2200 Team B2: 0700-1700	Team B1: 1200-2200 Team B2: 0700-1700	Team B1: 1200-2200 Team B2: 0700-1700





# POSITION DESCRIPTION

**Directorate:** ACT Health Directorate  
**Division:** Health Systems, Policy and Research  
**Branch:** Public Health Protection and Regulation  
**Section:** Health Protection Service  
**Position Title:** Exemptions Officer  
**Position No.:** Various  
**Classification:** Administrative Services Officer 6  
**Reports to:** Director, COVID-19 Exemptions

## DIRECTORATE OVERVIEW

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The ACT Health Directorate (ACTHD) is responsible for the stewardship of the health system in the ACT. ACTHD provides a strong policy and population health capability based on a foundation of world-leading health and medical research.

ACT Health Directorate develops strategies and sets the direction to ensure that services meet community needs and expectations, deliver improved health outcomes, and that the health system is innovative, effective, and sustainable now and in the future.

## DIVISION OVERVIEW

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Health Systems, Policy and Research Division is responsible for all strategic health policy, program and quality strategy functions within the ACT Health Directorate. The Division leads the population health, protection and prevention functions to improve health outcomes for the ACT community. The Division has a significant focus on health and medical research, professional leadership and education to support the delivery of research-led, evidence based, high quality health care for the ACT.

## BUSINESS UNIT OVERVIEW

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On 19 March 2020, a public health emergency was declared in the ACT due to the public health risks posed by coronavirus disease 2019 (COVID-19), caused by the novel coronavirus SARS-COV-2. This saw the establishment of a Health Emergency Coordination Centre (HECC)

A COVID-19 Response Team has been created to deliver the public health response over a longer term.

Working to the Chief Health Officer, the COVID-19 Response Team consists of the following branches:

- The Medical, Operations and Policy, Planning and Stakeholder support functions which are led by the Deputy Chief Health Officer.
- The Public Health Emergency Coordination Centre (PHECC) which consists of logistics, intelligence and reporting, and human resources and rostering teams. The PHECC is the primary liaison point for other Directorates and functions that support the ACT Governments response to the public health emergency including the Australian Defence Force, ACT Ambulance Service and the Clinical Health Emergency Coordination Centre (CHECC)





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- The COVID-19 Response Branch which supports the Chief Health Officer and undertakes policy work in relation to the management and implementation of Public Health Emergency Directions. The Branch also provides legal advice and undertakes exemptions and government liaison activities.

## DUTIES / RESPONSIBILITIES

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You will be a member of a small team responsible for the effective management and processing of exemption requests for people to enter the ACT. As the Exemptions Officer, under limited direction, you will:

- Process less complex and sensitive exemption applications, including liaising with applicants regularly.
- Liaise effectively with a range of senior internal and external stakeholders to support the effective processing and consideration of exemption applications
- Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework
- Undertake other duties appropriate to this level of classification that contribute to the Directorate

## SELECTION CRITERIA

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1. Research and analytical skills, with the demonstrated ability to make sound judgements on sensitive and complex issues.
2. Strong interpersonal and communication skills, both written and oral, and the demonstrated ability to work with people across different levels.
3. Ability to liaise and negotiate effectively with a range of senior internal and external stakeholders to meet multiple deadlines amid competing priorities in a dynamic work environment. This includes proven experience in issues management.
4. Sound organisational skills and demonstrated ability to be proactive, flexible and to manage competing priorities while working under pressure and within tight timeframes in a dynamic work environment.
5. Demonstrates a commitment to work, health and safety (WH&S) and displays behaviour consistent with the ACT Public Service Values and Signature Behaviours.

## JOB REQUIREMENTS

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- Undergo a pre-employment National Police Check
- Weekend and shift work
- Work onsite in the ACT Health Directorate office located in Woden

# POSITION DESCRIPTION

**Directorate:** ACT Health Directorate  
**Division:** Health Systems, Policy and Research  
**Branch:** Public Health Protection and Regulation  
**Section:** Health Protection Service  
**Position Title:** Administrative Support Officer  
**Position No.:** Various  
**Classification:** Administrative Services Officer 5  
**Reports to:** Director, COVID-19 Exemptions

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- The COVID-19 Response Branch which supports the Chief Health Officer and undertakes policy work in relation to the management and implementation of Public Health Emergency Directions. The Branch also provides legal advice and undertakes exemptions and government liaison activities.

## DUTIES / RESPONSIBILITIES

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You will be a member of a small team responsible for the effective management and processing of exemption requests for people to enter the ACT. As the Administrative Support Officer, you will work under general direction to:

- Assist the Exemptions Team to process straight-forward exemption applications
- Track and monitor exemption applications through the IT system
- Produce regular data reports from the exemption management system
- understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework
- Undertake other duties appropriate to this level of classification that contribute to the Directorate

## SELECTION CRITERIA

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1. Highly developed research and analytical skills, with the demonstrated ability to make sound judgements on sensitive and issues.
2. Sound liaison and communication skills, both written and oral, and the demonstrated ability to work with people across different levels.
3. Ability to liaise and negotiate effectively with a range of internal and external stakeholders
4. Good organisational skills and demonstrated ability to be proactive, flexible and to manage competing priorities while working under pressure and within tight timeframes.
5. Demonstrates a commitment to work, health and safety (WH&S) and displays behaviour consistent with the ACT Public Service Values and Signature Behaviours.

## JOB REQUIREMENTS

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