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Dear MXXXXX

As you are aware the Australian Government has decided to abolish the Australian National Preventive Health Agency (ANPHA) as of 30 June 2014, with essential functions of the Agency to be transferred to the Department of Health. I am working closely with the Department to ensure you are provided with all the information and options available.

As a result, I am writing to formally notify you that as a consequence of the decision to abolish the Agency, all staff are potentially excess to requirements.

In order to handle this transition in a fair and transparent manner, all staff have the following options:

1. You may consider that a Voluntary Retrenchment (VR) may suit your current circumstances. If this is a preferred option then please email Naveed Ali, Director HR at naveed.ali@health.gov.au to express your interest by cob Tuesday 27 May 2014. Once received Naveed will be able to organise an estimate for you in order to seek financial advice.

Remember to assist you in considering this option you are able to claim up to \$1000 for financial advice as afforded you by the ANPHA Enterprise Agreement 2012 -14.

2. You may elect to participate in an Expression of Interest process to be handled by the Department, which will be under way in the next few days. The process will result in the transfer of 15 ANPHA staff to the Department. The mechanics of the EOI process are anticipated to be as follows:

- The EOI will be structured around job families for approximately 15 individual positions;
- The EOI will transfer staff at their substantive level unless staff voluntarily elect to transfer at a lower level in order to secure a position (that is, there will not be any possibility of acting through this process);
- The EOI will be open for a very short period, probably not longer than one week;
- The EOI is open only to ongoing ANPHA staff;
- Responses to the EOI will be by submitting CV only; no statements of claims will be required and no interviews will be held.

- Assessments will be made by a fair matching process, matching job requirements to skill sets as outlined in CVs.
Please note you can obtain a VR estimate and submit a CV for the EOI process concurrently.

You are strongly encouraged to act on one of the options outlined above.

If you do not wish to accept a VR or do not wish to participate in the EOI process or are not successful in obtaining a position through the EOI process, you will be deemed excess to requirements and commence your retention period as outlined in the ANPHA Enterprise Agreement Part 1. It is anticipated that ongoing excess staff without a substantive position to move into by 30 June 2014 will be transferred to the Department for their retention periods consistent with the redundancy provisions of the ANPHA Enterprise Agreement. During the retention period staff will have access to the APS redeployment register and will be provided with meaningful work.

With regard to leave arrangements in this transition, you should note that with the abolition of the Agency, all preapproved leave (except maternity leave) will cease on 30 June 2014. Any further application for leave will need to be renegotiated with the Department. Should this affect your current leave arrangements please contact Naveed Ali on 62892849. Likewise all secondment arrangements will cease as of 30 June 2014. As a result, seconded staff will need to consider and decide upon the options outlined above. Staff in this situation should advise me by email jan.bennett@health.gov.au of their intentions as soon as possible.

I appreciate the period of uncertainty leading up to the Government decision may have been stressful for staff, and I am aware that responding to the processes outlined above which are required in order to implement the decision may also be difficult. You are encouraged to contact out EAP provider PPC Worldwide on 1300361008 for a free professional and confidential counselling service for you and your immediate family, if you so wish.

Should you have any questions or would like to discuss your personal circumstances further please contact myself on 8215 1195 or jan.bennett@health.gov.au, or Naveed Ali, Director HR on 6286 2849 or naveed.ali@health.gov.au.

Yours Sincerely

Jan Bennett
A/g CEO
Australian National Preventive Health Agency

21 May 2014