

“CREATING EXCEPTIONAL HEALTH CARE TOGETHER”

HSO / AHA Classification Review Joint Working Party

Role and Function

The role of the JWP is established by Clause Q13 of the SSEA, summarised as:

- The JWP will review the Health Service Officer and Allied Health Assistant classification structures to determine the suitability and currency of work value assessments underpinning the current classification structures and the pay relativities for classifications for certain groups of workers, especially low paid workers, and
- review the proposed Clinical Support Officer classification, tabled by the HSU on behalf of wardspersons.

The functions of the JWP are established by Clause Q13 of the SSEA, summarised as:

- Review the suitability and currency of work value assessments underpinning the classifications in this Agreement.
- Evaluate the internal and external relativities of each classification structure to determine whether applicable rates (including allowances for Hospital Assistants) are appropriate for the work performed in comparison to work performed by other classifications in the ACT public sector.
- Consider all relevant information including data in other jurisdictions relevant to the occupations under review.
- Review the proposed duties and grading levels, as well as the proposed supervisory structure outlined in the proposed Clinical Support Officer classification

Sub-committees

Sub-committees / work groups may be established by agreement to undertake tasks determined by the JWP.

Quorum and Proxies

A quorum consists of those representatives attending a meeting provided that a representative from CHS People and Culture must be present.

A proxy may be nominated.

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Chair

Chair

Director, Industrial Relations - People and Culture

Deputy Chair

The Chair will appoint a Deputy, as required.

Secretariat

Secretariat support will be provided by CHS People and Culture, and will:

- prepare agendas and notification of venue for each meeting;
- call for agenda items before each meeting;
- distribute papers for the meeting;
- record and circulate a record of the meeting, which must include attendance, decisions and action items; and
- arrange teleconference facilities.

Meeting Frequency & Procedures

- Scheduled meetings will occur monthly on the last Thursday of each month between 11:00am and Noon.
- Members may request the Chair to schedule an extraordinary meeting.
- The Chair may convene extraordinary meetings.
- The Chair will determine the meeting procedures.

Membership

Membership consists of Core and Additional membership. [Attachment A](#) lists the names of representatives and will be updated following changes in representation.

Core membership

Canberra Health Services

- Director, Industrial Relations, CHS People & Culture
- Executive Director Nursing & Midwifery and Patient Support Services

Calvary Public Hospital

- HR Manager, Calvary Public Hospital Bruce



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Unions

- one representative nominated by the Construction Forestry Mining Maritime and Energy Union, ACT Branch (CFMEU);
- one representative nominated by the Health Services Union (HSU); and
- one representative nominated by the Community and Public Sector Union (CPSU).

Additional membership

Each member organisation may invite one additional representative to attend meetings, e.g. Employee representatives and relevant management.

Authored By

Trevor Melksham - People and Culture, Canberra Health Services

Endorsed By

Name Janine Hammat
Position Executive Group Manager
Department People and Culture
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Attachment B

JWP membership

Core Membership

Core membership comprises representatives from CHS with a leading role in/responsibility for implementation of commitments under one or more of the new enterprise agreements.

CHS

Steven Linton	Director, Industrial Relations, People and Culture
Helen Matthews	Chief Allied Health Officer, ACTHD
To be advised	Industrial Relations Manager - People and Culture (Project Manager/Secretariat)

Calvary

Mohsin Rahim	Human Resources Manager, Calvary Public Hospital
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Unions

Dale Beasley	Director, ACT Branch and Australian Government Group, Professionals Australia;
Julie Gordon	Industrial Officer, Health Services Union; and
Nick Coady	Industrial Officer, Community and Public Sector Union.

Additional membership

Each member organisation may invite one additional representative to attend meetings, e.g. Employee representatives and relevant management, including but not restricted to:

Kerry Boyd	Executive Director, Allied Health (Acting)
Leigh Bush	HSU
Ryan Tyler	CPSU
Michelle Vella	Calvary