

“CREATING EXCEPTIONAL HEALTH CARE TOGETHER”

HSO / AHA Classification Review Proposed Clinical Support Officer Classification Project Sub-committee

Role and Function

The role of the Sub-committee under subclauses Q13.2.1 and Q13.2.2 of the SSEA is to:

- review the duties and grading levels, as well as the proposed supervisory structure, in the proposed Clinical Support Officer classification, tabled by the HSU on behalf of wardspersons, and
- make recommendations to the head of service within 6 months of the approval of this Agreement.

The functions of the sub-committee are established by Clause Q13.5 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

This Sub-committee is established by the HSO/ AHA Classification Review JWP under Clause Q13.2 of the SSEA.

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; and
- record and circulate a record of the meeting, which must include attendance, decisions and action items.

Meeting Frequency & Procedures

The Subcommittee will meet fortnightly or as otherwise agreed.

Members may request an extraordinary meeting, with such request made through the Secretariat.

Meetings will be scheduled to occur during normal working hours.

The Chair may convene a meeting on his/her own motion, following consultation with the EGM People and Culture

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 up to two additional representatives to attend meetings, e.g. Employee representatives and relevant management.

Amendment

The Terms of Reference may be amended by consensus.

Authored By

Trevor Melksham - People and Culture, Canberra Health Services

Endorsed

Sub-committee meeting

1 August 2019

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Attachment A

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
Cathy Burns	Proxy for Narelle Boyd, A/g Executive Director Nursing & Midwifery and Patient Support Services
Trevor Melksham	Industrial Relations Manager - People and Culture (a/g Project Manager/Secretariat)

Calvary

Michelle Vella	Human Resources Manager, Calvary Public Hospital
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Unions

Cameron Hardy	Director, ACT Branch and Australian Government Group, Professionals Australia;
Lauren Hutchins	Industrial Officer, Health Services Union; and
Nick Coady	Industrial Officer, Community and Public Sector Union.

Additional membership

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

HSU employee representatives

Matt Kirby
Steve Lyons
Steve Ogilvie
Peter Reid

CHS

Kerry Carmichael