

HSO / AHA Classification Review

Project Methodology

Phase 0 - Establishment

5 June 2019 –24 December 2019

1. The Project Manager establishes the Joint Working Party (JWP) according to the requirements of clause Q13 of the Support Services Enterprise Agreement (HPEA).¹
 - a. Letter of invitation to nominating bodies.
 - b. Arrange meeting
 - i. date, time and venue
 - ii. agenda
 - iii. draft Terms of Reference
 - c. Initial JWP meeting
 - i. Meeting confirms ToR, membership, meeting schedule.
2. CHS People and Culture undertakes a recruitment process for a suitably qualified and experienced Project Manager to conduct the review.

Phase 1 - Project design

2 January 2020 – 31 January 2020

3. The Project Manager designs a detailed Project Plan for endorsement¹ by the JWP. The plan will include:
 - a. reviewing the suitability and currency of work value assessments underpinning the classifications in this Agreement and the pay relativities for classifications for certain groups of workers, especially low paid workers;
 - b. evaluating 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;
 - c. consideration of all relevant information including data in other jurisdictions relevant to the occupations under review; and
 - d. making recommendations to the head of service, which may include interim arrangements where appropriate (Q13.5).
4. The Project Manager will also design a separate sub-Project Plan to review the proposed Clinical Support Officer classification, tabled by the HSU on behalf of wardspersons (Q13.2).
5. The project commences when the JWP endorses the Project Plan.²

Phase 2 - Research (data acquisition)

3 February 2020 – 31 March 2020

6. The Project Manager conducts research and acquires data:
 - a. historical data relating to any previous ACT health system classification reviews. professions;

¹ The SSEA (Q13.3) requires that JWP meets within six weeks of the date the FWC approves the agreement. The SSEA has not yet been approved by the FWC. However, the initial JWP meeting took place on 13 June 2019.

² The SSEA (Q13.7) requires the draft final report (Stage 10) to be presented to the JWP within 12 months of the commencement of the review (not the Agreement) but does not specify a review commencement date. For all practical purposes, this can only be when the Project Plan is endorsed by the JWP.

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- b. pay and conditions applying in:
 - i. other ACT directorates
 - ii. public health sector Awards and Agreements in other Australian jurisdictions, states and territories; and
 - iii. relevant private sector market data.
- c. from current HSO / AHA employee and managers employed by CHS/CPHB, through surveys, questionnaires, interviews, forums, etc.

Phase 3 - Consideration (data analysis and conclusions)

1 April 2020 - 30 July 2020

- 7. The Project Manager:
 - a. analyses the data, reaches conclusions and considers recommendations:
 - b. consults internally on the industrial, service delivery and financial impacts of any proposed recommendations; and
 - c. prepares an initial draft report.
- 8. The Project Manager delivers the initial draft report and recommendations to the JWP for their consideration.

Phase 4 - Initial report

31 July 2020 - 26 September 2020

- 9. The JWP reviews the report, propose any changes, amendments, or additional recommendations.
- 10. The Project Manager prepares a draft final report.
- 11. The draft final report is presented to the JWP (Q13.7).

Phase 5 - Final Report

27 September 2020 - 26 November 2020

- 12. The JWP consults their constituents.
- 13. The JWP finalises the report and recommendations.
- 14. The Final Report, with recommendations, is submitted to the CEO CHS (Q13.8).

Phase 6 - Approval and Implementation

27 November 2020 - 26 February 2021

- 15. The CEO CHS receives and considers the final report
- 16. The CEO CHS agrees (or otherwise) with the report's recommendations (Q13.9).
- 17. Concurrently, the Project Manager prepares a contingency plan to implement the recommendations for the JWP's consideration, which may include amending the EA, use of ARInS, or inclusion in the next Enterprise Agreement, or as otherwise agreed.
- 18. The JWP determines next steps.

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Table 1: Project Timeline

Phase	Stage	Phase End Date
0 Establishment	1	24 December 2019
	2	
1 Design	3	31 January 2020
	4	
	5	
2 Research	6	31 March 2020
3 Consideration	7	30 July 2020
	8	
4 Initial Report	9	26 September 2020
	10	
	11	
5 Final Report	12	26 November 2020
	13	
	14	
6 Approval	15	26 February 2021
	16	
	17	
	18	

Document Development History

Build Status:

Version	Date	Author	Reason
1	30/10/19	Trevor Melksham	First version
2	12/09/19	Trevor Melksham	Amendment to timeline