

“CREATING EXCEPTIONAL HEALTH CARE TOGETHER”

## Health Professionals Classification Review Joint Working Party

### Role and Function

---

The role of the Joint Working Party (JWP) is established by clause 1, Annex E, of the HPEA:

1. A classification review of the Health Professional classification structure will be undertaken by a Joint Working Party (JWP) during the life of this Agreement. The purpose of the review is to address the relevance of the Health Professional Classification as applied to Allied Health Practitioners
  - 1.1 The Medical Imaging, Pharmacy and Perfusionist occupational groups will be included in this review.

The functions of the JWP are established by clause 4, Annex E, of the HPEA:

4. In undertaking the review, the JWP will:
  - 4.1 Prioritise the order of review for occupational groups, including the applicable timetables, based on the following criteria:
    - a. Where ARIns/allowances (including applications for ARIns) exist;
    - b. Where there is evidence of abnormally high turnover and recruitment and retention considerations; and
    - c. any other relevant matter.
  - 4.2 Consider all relevant information including data in other jurisdictions relevant to the occupations under review; and
  - 4.3 Make recommendations to the head of service, which may include interim arrangements where appropriate.

Note: While the adopted recommendations may be implemented using interim arrangements, it is intended that recommended new classifications that are adopted will be incorporated into the Agreement in accordance with Part 2-4 of the FW Act.

### 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 members attending a meeting provided that a representative from CHS People and Culture must be present.

A proxy may be nominated.

## “CREATING EXCEPTIONAL HEALTH CARE TOGETHER”

### 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 of agendas and notification of venue of 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 on the last Thursday of each month between 10:00am and 11:00am.
- 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

##### ACT Health Directorate

- Chief Allied Health Officer, ACT Health Directorate

## “CREATING EXCEPTIONAL HEALTH CARE TOGETHER”

### Calvary Public Hospital

- HR Manager, Calvary Public Hospital Bruce

### Unions

- one representative nominated by Professionals Australia (PA);
- 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.

### Canberra Health Services

- Executive Director, Allied Health

## Authored By

---

Trevor Melksham - People and Culture, Canberra Health Services

## Endorsed By

---

Name: HP Review Joint Working Party

Date: 29 August 2019

This update: 12 September 2019

## “CREATING EXCEPTIONAL HEALTH CARE TOGETHER”

### 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

#### ACTHD

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

#### Unions

Dale Beasley      Director, ACT Branch and Australian Government Group, Professionals Australia;

Olivia Forsyth-Sells    Industrial Officer, Health Services Union; and

Nick Coady          Industrial Officer, Community and Public Sector Union.

### Additional stakeholder representation

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, CHS

Leigh Bush          HSU (CHS)

Ryan Tyler          Organiser, CPSU

Michelle Vella      Human Resources Manager, Calvary