

Wardspersons [CSO] Classification Review

Project Methodology

Phase 0 - Establishment

13 June – 1 August 2019

1. The Joint Working Party establishes the Wardspersons [CSO] Classification Review sub-committee (the sub-committee) according to the requirements of clause Q13.2 of the Support Services Enterprise Agreement (HPEA) comprising representatives of CHS, Calvary Public Hospital Bruce (CPHB), relevant unions and employee representatives.
2. The Project Secretariat arranges the initial sub-committee meeting.
 - 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.
3. Establish project methodology and timeline (see also Table 1).
4. CHS commences a recruitment process for a project manager.

Phase 1 - Project design

2 August - 3 October 2019

5. Confirm project methodology and timeline (see also Table 1).
6. The Project Manager is appointed and commences work.
7. The Project Manager prepares a detailed Project Plan to review the proposed Clinical Support Officer classification, tabled by the HSU on behalf of wardspersons (Q13.2), that will:
 - a. review the proposed duties and grading levels, as well as the proposed supervisory structure outlined in the proposed classification; and
 - b. make recommendations to the head of service within 6 months of the approval of the SSEA.¹

Phase 2 - Research (data acquisition)

4 October – 31 October 2019

8. The Project Manager conducts research and acquires data:
 - a. historical data relating to any previous ACT health system classification reviews. professions;
 - b. pay and conditions applying in:
 - i. other ACT directorates and CPHB
 - ii. public health sector Awards and Agreements in other Australian jurisdictions, states and territories; and
 - iii. relevant private sector market data.

¹ The SSEA (Q13.2.2) requires the final report (Stage 10) to be presented to the CEO within 6 months of the date the FWC approves the Agreement. As the Agreement is not expected to be approved until mid-August 2019, and notwithstanding subclause 13.2.2, in order to finalise the project before the commencement of the Christmas/New Year holiday period, the sub-committee has agreed to a timeline that reaches the Approval Phase by 19 December 2019. This does not reduce the period prescribed in Q13.2.2.

- 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 November - 5 December 2019

9. The Project Manager:
 - a. analyses the data, reaches conclusions and considers recommendations to the head of service, which may include interim arrangements where appropriate (Q13.5):
 - b. consults internally on the industrial, service delivery and financial impacts of any proposed recommendations; and
 - c. prepares an initial draft report.
10. The Project Manager may consider:
 - 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. all relevant information including data in other jurisdictions relevant to the occupations under review; and
11. The Project Manager delivers the initial draft report and recommendations to the sub-committee for their consideration.

Phase 4 - Initial report

5 December - 19 December 2019

12. The sub-committee reviews the report, propose any changes, amendments, or additional recommendations.
13. The Project Manager prepares a draft final report for sub-committee endorsement.
14. The approved final report is presented to the JWP (Q13.7).

Phase 5 - Final Report

20 December 2019 - 6 February 2020

15. The JWP consults their constituents.
16. The JWP finalises the report and recommendations.
17. The Final Report, with recommendations, is submitted to the CEO CHS (Q13.8).

Phase 6 - Approval and Implementation

6 February – 5 March 2020

18. The CEO CHS receives and considers the final report
19. The CEO CHS agrees (or otherwise) with the report's recommendations (Q13.9).
20. 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.

Table 1: Project Timeline

Phase	Stage	Phase End Date
0 Establishment	1	1 August 2019
	2	
1 Design	3	3 October 2019
2 Research	4	31 October 2019
3 Consideration	5	5 December 2019
	6	
	7	
4 Initial Report	8	19 December 2019
	9	
	10	
5 Final Report	11	30 January 2020
	12	
	13	
6 Approval	14	27 February 2020
	15	

Notes

1. The SSEA prevails to the extent of any inconsistency between the Agreement and this document.