



# WA Health System Classification Review Committee Terms of Reference

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## Scope

- The Terms of Reference (TOR) should be read in conjunction with the WA Health Classification Policy.
- The TOR will operate until withdrawn or replaced. The TOR will provide guidance to the WA Health System Classification Review Committee (WAHSCRC) in performing its functions.

## Purpose and Functions of the Committee

- To assess and recommend for classification positions presented for classification with reference to:
  - appropriate classification principles, policies and procedures;
  - the State Wage Fixing Principles; and
  - other relevant prevailing health industry human resource and industrial relations classification guidelines, standards and directions.
- Establish and maintain classification assessment processes that are consistent with whole-of-health governance frameworks which include:
  - identifying any implications to health service provider organisational structures;
  - ensuring quality and uniformity in classification outcomes; and
  - meeting public sector compliance and accountability requirements.

## Range of Positions within Scope of Committee

- Review and recommend to Chief Executives of the Health Service Providers the classification and reclassification of:
  - HSO general division or equivalent positions at level G-11 to G-14;
  - HSO professional division or equivalent positions at level P-6 to P-9;
  - SRN positions at level SRN-5 to SRN-10; and
  - SRN nurse practitioner positions.
- Review and recommend to the Chief Executives of the Health Service Providers Temporary Special Allowances at classifications within the scope of the Terms of Reference.
- Review and recommend to the System Manager the classification and reclassification of positions or classes of positions which have significant industry-wide flow on implications.



## **Functions and Responsibilities of Committee Members**

- Represent the best interests of WA Health system before any specific Health service provider or professional interests;
- Provide expert analysis and maintain an awareness of emerging trends, relevant issues and the views of stakeholders to enable informed discussion at meetings;
- Prepare adequately for meetings including reading agenda papers, undertaking any necessary research and conferring with stakeholders where appropriate;
- Complete any actions and/or out of session work agreed to at meetings within the agreed timeframe;
- Consider and respond to any out of session items within the given timeframe;
- Keep matters discussed at meetings confidential unless otherwise advised;
- Be respectful of the views of other members and refrain from divulging the views expressed by individual members to any person outside the Committee; and
- Give proxy members the authority to represent that member's views on all issues of relevance.

## **Membership**

- Director Workforce and Employment, DoH (Chair)
- Executive Director Workforce, CAHS
- Area Director Workforce, EMHS
- Director Human Resources, SMHS
- Area Director Workforce, NMHS
- Director HR Services, WACHS
- Director HR and Capability, HSS
- Executive Director Corporate Services, PathWest
- Manager System-wide Classifications, DoH
- Secretariat: System-wide Classifications Unit will provide the Secretariat function and will be responsible for preparing and distributing agendas, minutes and documentation, making a record of each meeting, following up matters arising from meetings and communicating determinations to relevant stakeholders.

## **Frequency of Meetings**

- Meetings shall be held quarterly or as required based on need as determined by the Chair. The Chair may call additional meetings as necessary to address any matters referred to the committee.

## **Out of Session Items**

- Items for recommendation may be circulated out of session where there is an urgent requirement for determination, or the small number of items does not warrant attendance at a meeting.



## Confidentiality

- All matters discussed by the WAHSCRC are deemed to be confidential and shall not be conveyed to unauthorised persons;
- Decisions reached at a meeting are not binding until endorsed either by the Chair under delegations contained in this document or by the Director General.

## Conflict of Interest

- A member of the WAHSCRC who has duties or interests which might result in a perceived or actual conflict with their duties or interests as a member of the WAHSCRC, whether direct, indirect, financial, material or otherwise, must declare the conflict of interest to the Chair;
- The Chair, in consultation with the remaining members, determines whether the potential conflict of interest is likely to affect the outcome; and
- if so determined the member shall withdraw from voting on the matter or from the meeting prior to any discussions or decisions on the matter under consideration.

## Chair Delegations

- The Chair of the WAHSCRC may determine, out of session, the classification and reclassification of positions and temporary special allowances within scope where:
  - the determinations are non-contentious;
  - consistent with established benchmarks; and
  - have no industry wide flow-on implications.
- The Chair of the WAHSCRC may review and make recommendations to the Chief Executives of the HSPs, out of session, on the classification and reclassification of positions and temporary special allowances where:
  - the recommendations are non-contentious;
  - consistent with established benchmarks; and
  - and have no industry wide flow-on implications.

## Operating Procedures

- Quorum: A quorum will be five members.
- If a proxy attendance at WAHSCRC meetings is required, the member nominating a proxy must inform the WAHSCRC Secretariat. (NB - Proxy is not required where an officer is officially acting in the position held by a Committee member).
- With approval from the Chair, any person may be invited to attend a meeting of the WAHSCRC in relation to a specific agenda item(s) and may be called upon to advise on relevant matters.
- Each case is to be dealt with on its merits. However, decisions can be deferred if the WAHSCRC consider further clarification is required.
- A majority vote will apply in decision making. If a majority vote cannot be



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reached the Chair will have a deciding vote. Any dissenting views on decisions are to be noted in the minutes.

- Any grievances of the process are to be referred to the Chair in writing.
- The decisions of the Committee must be in writing and any applicant must be given the subsequent decision in writing.
- Minutes are to be kept of each meeting and will form the basis of dealing with any subsequent appeal and for monitoring purposes and will be tabled at the next meeting.
- A schedule of classification approvals that have been determined out of session will be tabled at the next meeting of the WAHSCRC.

## Review

- The Terms of Reference will be reviewed annually and updated as necessary.

## Reporting Requirements

- Quarterly reports will be provided to Workforce Steering Committee on position classifications approved by including any variance to classifications recommended by System-wide Classifications. Any position classifications considered as warranting review may be marked for review when vacant following liaison with the relevant Division.

## Approved

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Date \_\_\_\_\_

Dr DJ Russell-Weisz  
**DIRECTOR GENERAL**