



# **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- The TOR will operate until withdrawn or replaced.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 (HSP) 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 HSP's 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 HSP's Temporary Special Allowances (TSA) 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 HSP or professional interests;
- Provide expert analysis and maintain an awareness of emerging trends, relevant issues and the views of stakeholders to enable informed classification



recommendations;

- Consider and respond to items promptly submitted on the dedicated WAHSCRC SharePoint site and provide a recommendation within the given timeframe;
- Where meetings are required to consider items, prepare adequately including reading documentation submitted, undertaking any necessary research and conferring with stakeholders where appropriate;
- Complete any actions and/or out of session work agreed to within the agreed 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 System-wide Governance and Reform, DoH (Chair)
- Director Workforce and Employment, CAHS
- Executive Director People and Capability, EMHS
- Director Workforce, SMHS
- Director Human Resources, NMHS
- Director Human Resource Services, WACHS
- Director Human Resources 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 providing documentation, advising members, recording comments and recommendations made, following up any matters arising and communicating determinations to relevant stakeholders.

## **Frequency of Items and Meetings**

- Items requiring recommendation by WAHSCRC shall be provided on the WAHSCRC SharePoint site as soon as available and members advised accordingly.
- Any meetings shall be held on an as required basis as determined by the Chair.

## **Confidentiality**

- All matters considered by the WAHSCRC are deemed to be confidential and shall not be conveyed to unauthorised persons;
- Decisions reached 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.
- Members who represent the HSP that the item applies to do not have the ability to make a recommendation on the item. They may provide relevant information to other committee members on the item as requested.

## **Chair Delegations**

- The Chair of the WAHSCRC may review and make recommendations to the Chief Executives of the HSPs, without referral to WAHSCRC members, 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.

## **WAHSCRC Operating Procedures**

- Quorum: A quorum will be five members.
- If a proxy for WAHSCRC recommendations 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 provide information or attend a meeting of the WAHSCRC in relation to a specific item(s) and may be called upon to advise on relevant matters.
- The Committee is required to consider and make recommendations on items presented within five working days of the item being available on the WAHSCRC SharePoint site, unless otherwise advised.
- 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 reached the Chair will determine the outcome. Any dissenting views on decisions are to be noted and recorded by the Secretariat.
- Where insufficient votes on a recommendation to form a majority decision are received within the allotted time period, and the majority of those votes are in favour of the recommendation presented, the recommendation will be deemed to have been accepted.
- Any grievances of the process are to be referred to the Chair in writing.
- The decision of the Committee will be provided to the relevant HSP as a recommendation schedule. If the recommendation for classification of a new position, or TSA does not vary from the request provided by the HSP, the request will be forwarded directly to Health Support Services to action and the HSP advised.
- The action to send new position and TSA requests directly to Health Support



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Services aligns with streamlined processes applying to new positions and TSA's that don't fall under the scope of the WAHSCRC.

- If the recommendation for classification of a new position or TSA varies from the request provided by the HSP, a recommendation schedule shall be forwarded to the Chief Executive of the HSP for decision and advice of approval prior to actioning.
- A recommendation schedule for reclassification of an existing position will be provided to the Chief Executive of the HSP for advice of approval prior to actioning.
- A record of comments and recommendations made and any minutes of meetings are to be kept and will form the basis of dealing with any subsequent appeal and for monitoring purposes.
- A schedule of classification approvals of items that have been submitted to the WAHSCRC will be provided to members on a quarterly basis.

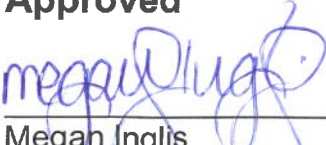
## **Review**

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

## **Reporting Requirements**

- Quarterly reports will be provided to Health Executive Committee on position classification approvals for HSP's, including new positions and reclassification of existing positions.
- This includes any variance between the classification levels recommended by System-wide Classifications and/or the WAHSCRC and levels actioned by Health Service Providers.
- Any position classifications considered as warranting review may be marked for review when vacant following liaison with the relevant Division.

## **Approved**

  
Megan Inglis

**EXECUTIVE DIRECTOR**  
**GOVERNANCE AND SYSTEM SUPPORT**

Date: 15/4/2024