ACTPS Classification Review

Terms of Reference and Conduct of the Review

**Terms of Reference**

1. Examine and make recommendations on the relative work value of identified groups of positions within the ACT Public Sector (ACTPS) having the same classification and performing the same function, taking account of the following considerations:
* the impact of historic percentage-based pay increases on low paid workers in the ACTPS, and other factors that have contributed to greater pay disparity;
* the efficacy of associated shared salary spines in the ACTPS;
* changes over time in relative work value; and
* market competitiveness.
1. Undertake the codification of work levels within Work Level Standards (Descriptors) based on the work value of identified groups of positions from 1 above.

**Reference Group**

The Review will be supported and guided by a Reference Group that includes both union and directorate representation.

The role of the Reference Group is to:

1. Agree the review Terms of Reference and Governance Arrangements for the conduct of the Review.
2. Suggest priority groups for inclusion in the review.
3. Agree an approach to assessing and documenting comparative work value.
4. Agree a timeline and any intermediary milestones.
5. Suggest benchmark and comparator positions within priority groups, within the ACTPS and elsewhere.
6. Consider recommendations as they emerge and implementation issues.
7. Consider and comment on work level descriptors.

## Membership

The membership of the Reference Group will be:

* + representatives from relevant ACTPS unions and
	+ representatives from relevant ACTPS Directorates.

Other representatives as required where they can assist the Reference Group.

## Chair/Convenor

Reference Group meetings will be convened and chaired by a representative from Public Sector Workplace Relations.

## Frequency of meetings

The Reference Group will meet as required, or requested.

## Resourcing

Public Sector Workplace Relations will provide a resource to manage and support the Review, including any secretariat support for the Reference Group in the form of agenda, minutes and papers.

## Reporting

Reports will be provided as necessary to the Head of Service and ACTPS unions, and where relevant to the responsible minister and to Government.

## Timeframes

It is envisaged the Review will be completed within 12 months of commencement, and will identify ongoing bodies of work within that timeframe.

The first meeting of the Reference Group will be convened no later than four weeks after these Reference Group Arrangements have been finalised.

Prior to the first meeting of the Reference Group, ACTPS unions and ACTPS Directorates will be asked to identify priority areas for the Review, from which the initial membership of the Reference Group will be identified. As additional areas are identified, the membership of the Reference Group may change accordingly.

**Outcomes**

Recommendations arising from the Review will be provided to the Head of Service for consideration.