



BEFORE THE ASSESSMENT PANEL MEETS TO CONSIDER THE APPLICATION

Congratulations on your nomination as a member of a (Re)classification Assessment Panel.

Each (re)classification Assessment Panel will typically comprise at least one panellist with specific (re)classification experience eg Human Resources representative and at least one panellist who has discipline knowledge of the position(s) being considered. Specific panel compositions may be outlined in other documents such as enterprise agreements.

You will receive the applicant's (re)classification submission (including line manager's assessment), a copy of relevant Work Level Definitions, the (re)classification Assessment Panel's Guidelines and the Code of Conduct for Panel Members. You should carefully read all of these documents and make any notes you think are appropriate before the Assessment Panel meets to consider the application (you may make notes on the copy provided to you).

THE ROLE AND RESPONSIBILITY OF AN ASSESSMENT PANEL MEMBER

Your duty to the Assessment Panel

It is of fundamental importance that you understand that your only allegiance when considering an application for (re)classification is to the Assessment Panel. There is a requirement that you act with fairness and impartiality independent of any interests of the applicant and/or line manager.

Disqualification for bias

If there are grounds for reasonable suspicion of bias or prejudice on your part, you should disqualify yourself from being an Assessment Panel member.

There are often cases where an Assessment Panel member will know or have knowledge of the line manager and/or applicant. Such knowledge will not in itself establish that the Assessment Panel member should refrain from considering an application. Each case will depend on its individual circumstances.

For example, it would be evidently wrong to sit as a member of an Assessment Panel if the applicant or line manager was a relative or close friend of yours. On the other hand, if the knowledge and association extended only to the applicant or line manager working with you in the same unit or division and there is only professional contact between you, there would probably be no basis for disqualification.

Initially these questions of possible bias or prejudice are for your own conscience. If you consider some past or present association with an applicant or line manager inhibits the bringing of a totally independent mind to the case, you should withdraw.

A decision to withdraw from the Assessment Panel is not an admission that there is any actual bias or prejudice on your part. If circumstances exist that causes a reasonable person to suspect bias or prejudice that is enough to require withdrawal.

Expressed in simple terms, the question for you to decide is, is there sufficient connection between you and an applicant or line manager to give the appearance that it may influence your decision?

Should you be in doubt about any aspect of your role and duty as an Assessment Panel member you should discuss the matter with your Human Resources Assessment Panel colleague (prior to the first meeting of the panel) where you will be provided with advice to assist you in discharging the important responsibility which you have accepted.

There may be occasions either prior to the application for (re)classification being heard by the Assessment Panel when you will by chance come into contact with the applicant and/or line manager. On any such occasion you should avoid conversing with them beyond the ordinary courtesies. This is to ensure that there are not grounds for suspicion about your impartiality. Under no circumstances should you discuss anything to do with the (re)classification application and process.

ASSESSMENT PANEL'S CONSIDERATION OF THE APPLICATION

You will be contacted shortly to discuss your availability to participate on Assessment Panel(s). It is anticipated that Assessment Panels will meet as soon as possible to consider application(s) for (re)classification.

When the Assessment Panel meets to consider the application, each Assessment Panel member should give each other the opportunity to outline their views/thoughts with the aim of reaching consensus.

In considering an application for (re)classification, the Assessment Panel may deem it necessary to interview the applicant particularly where there is ambiguity with respect to their application and/or to seek clarification and/or further information.

The Assessment Panel may also wish to interview any other relevant person, for example, the applicant's line manager.

If the Assessment Panel makes a decision to interview the applicant and/or line manager, then the Chairperson is responsible for co-ordinating this. The interview need not be formal; however, the applicant and/or line manager should be given reasonable notice of the requirement to attend and the areas where further clarification/information is being sought. The applicant is able to bring a support person with them to the interview i.e. a union representative, and should be advised of this accordingly. An email from the Chairperson to the applicant is sufficient outlining the above as well as advising when, where and what time the applicant is to be interviewed. All Assessment Panel members must attend the interview.

Should the Assessment Panel be uncertain as to how to interpret the classification criteria or require any further assistance with respect to considering the application, the Chairperson can direct queries to the Local Health Network / Health Service Human Resources Department:

AFTER CONSIDERING THE APPLICATION

After the Assessment Panel has considered the application, and met with the applicant and/or line manager where relevant, the Assessment Panel members discuss the evidence provided in order to make a recommendation to the relevant delegate for determination. The Chairperson and each Panel member have an equal say in respect of an application for (re)classification. As mentioned above, the Assessment Panel's decisions generally are unanimous. In such cases, the Chairperson is required to submit a classification report signed by all Assessment Panel members to the Delegate for determination.

In some cases, however, the Assessment Panel members do not agree and the Assessment Panel's recommendation is by majority. You should, of course, adhere to the decision which you think is right irrespective of whether this places you in agreement with your Panel colleagues or not. Should you disagree with the majority of the Assessment Panel, then you will need to forward a dissenting report clearly outlining your reasons for disagreement.

All paperwork provided to you and collected in the course of considering an applicant's submission are to be shredded as soon as a recommendation is made.

CONFIDENTIALITY OF ASSESSMENT PANEL MEETINGS

The range of discussion necessary to arrive at a recommendation can vary in extent. The necessity for a free and frank exchange of views is important as is the necessity to ensure that any such discussion remains without exception, strictly confidential.

Thanking you again for your agreement to participate as part of a Panel.