

**Meeting Notes**

TCH B23 MR1.02 Thursday 1 August 2019, 1:30 pm		
<b>Attendance</b>		<b>Apologies</b>
HSU: Lauren Hutchins; HSU Wardspersons Steven Ogilvie, Peter Reid, CPSU: Nick Coady CHS: Cathy Burns, Sean McDonnell, Trevor Melksham		CHS: Kerry Carmichael, Steven Linton HSU Wardspersons: Matt Kirby, Steve Lyons, Jayson Davenport (Calvary) Calvary: Michelle Vella CFMEU: Cameron Hardy
<b>Previous Meeting Notes</b>		
The meeting Notes from 27 June were accepted.		
<b>Actions arising from the previous meeting</b>		
Secretariat to circulate classification structure Working document		Completed
Secretariat to amend Terms of Reference		Completed
<b>Items for discussion</b>		
<p><u>Terms of Reference (ToR):</u>                      The draft ToR, as amended by the previous meeting, were circulated on the new CHS template and adopted.</p> <p><u>Work Plan</u>                      The project methodology was tabled for consideration, with revised project timeline. The project could extend into February, but it was still possible to complete the bulk of the project (up to Phase 3) by the end of the year.                      Discussion centred on the need to gather information pending the recruitment of a Project Manager, including:</p> <ul style="list-style-type: none"> <li>• role of the co-ordinator; ASO not Wardsperson;</li> <li>• need to confirm accuracy of Supervisor's actual duties;</li> <li>• effect of 10% rule; clarity on how roles will be fulfilled, direct appointment, transitional provisions;</li> <li>• orientation processes; and</li> <li>• training, use of equipment.</li> </ul> <p><u>Other business</u></p> <ul style="list-style-type: none"> <li>• Computers installed in more accessible areas</li> <li>• Introduction of proposed new communications system</li> </ul>		
<b>Next Meeting</b>		
5 September 2019		
<b>Actions arising</b>	<b>Action</b>	<b>Timeframe</b>
Remove 'draft' from the Terms of Reference and circulate	Trevor Melksham	next meeting
Confirm Supervisors actual duties	Cathy Burns	next meeting
Line management to provide input on task groupings (8/9/18 version)	Cathy Burns	next meeting
Source induction manual, theatre manual and MRI booklet and list of Supervisor Duties	Cathy Burns Steve Ogilvie	before next meeting