**Draft Meeting Notes**

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| TCH B23 MR1.02 Thursday, 7 November 2019, 1:30 pm |
| **Attendance** | **Apologies** |
| CHS: Trevor Melksham, Dave Hosie HSU Wardspersons: Steven Ogilvie, Jayson Davenport (Calvary)HSU: Ben Halliday, Olivia Forsyth-SellsCPSU: Nick CoadyCalvary: Michelle Vella | CHS: Kerry Carmichael, Steven Linton, Sean McDonnell,HSU Wardspersons: Peter Reid, Matt Kirby, Steve Lyons, CFMEU: Cameron Hardy |
| **Previous Meeting Notes**  |
| The meeting Notes from 3 October were accepted.  |
| **Actions arising from the previous meeting** |
| **Actions**  | **Status** |
| Introduction of proposed new communications system to become a standing agenda item. | Completed |
| **Items for discussion** |
| *Work Plan*The Project Manager recruitment process is ongoing, and it is unlikely that a Project manager will commence this calendar year. This has increased the delivery risk to the project. This will be raised with P&C management with a view to increasing resources to the project.*Project progress*There has been no feedback to date to the updated classification structure and indicative task groupings (20191003 version). Feedback to be provided for next meeting.Work is continuing on building the research database and progressing the project. The national pay rate comparison has been completed and tabled for this meeting.CHS tabled a framework document showing classification structure based on the current alignment, the HSU alignment, and a possible future alignment, which can be structured with the existing HSO classification structure or as separate structure. *Introduction of New Communications System*New item added to the agenda. There is no update at this stage.*Other Business** Agreement implementation: Night-shift supervisors are still outstanding.
* Project manager Recruitment: As reported, the Project Manager recruitment is ongoing.
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| **Next Meeting** |
| Thursday 7 November 2019 |

| **Actions arising**  | **Action** | **Timeframe** |
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| Raise delivery risk and project resources with P&C management. | Secretariat | Before next meeting |