

## Meeting Notes 29 August 2019

Health Professionals Classification Review		
<b>Attendance</b>		
CHS: Trevor Melksham [TM] (Chair & Secretariat), Kerry Boyd [KB] ACTHD: Helen Matthews [HM] (Minutes) Unions: Dale Beasley [DB], PA / Olivia Forsyth-Sells [OF-S], HSU / Nick Coady [NC], CPSU Calvary: Mohsin Rahim [MR]		
<b>Apologies</b>		
Sean McDonnell, Steve Linton		
<b>Meeting Notes from previous meeting</b>		
The Meeting notes from 25 July were accepted.		
Actions arising from previous meeting		Status
1	Update list of professions	To be completed by next meeting
2	Amend Terms of Reference	Amended and Accepted
3	Unions to consider their representatives on sub-committees	On agenda for this meeting
4	Amend Methodology	On agenda for this meeting
<b>Agenda Items</b>		
<u>4.1 Correspondence</u>		
<ul style="list-style-type: none"> <li>HPEA generic inbox has received submissions from staff. All correspondence has been from the Health Protection Service, ACTHD. The correspondence will be circulated with the meeting notes.</li> <li>Some issues relate to matters outside scope of the Classification Review, such as limitation on eligibility for FBT exempt salary packaging arrangements. TM and HM will follow up outside this project with relevant Health Protection staff in relation to those matters.</li> </ul>		
<u>4.2 Sub-committees</u>		
<ul style="list-style-type: none"> <li>Pharmacists Workplace Consultative Committee is being established. DB will follow up with Pharmacy reps to identify CPHB and ACTHD employee representation. HM will follow up with Daniel Lalor, CHS Chief Pharmacist, to clarify oversight of ACTHD Pharmacists. TM will follow up with CPHB to identify Calvary participation.</li> <li>Priorities for profession groups are outlined in Annex E, HPEA and TOR for JWP.</li> <li>Remaining/ other professions are not excluded from review and there may be opportunity to broaden like-type groupings to achieve project aims.</li> <li>Perfusionists – OF-S will follow up on best options to facilitate engagement.</li> <li>Medical Imaging – TM has tried contacting Leigh Bush, however no response to date.</li> </ul>		
<u>4.3 Project Methodology</u>		
<ul style="list-style-type: none"> <li>Draft project methodology – members have 1 week to provide feedback.</li> <li>Early draft Communication Plan – members have 2 weeks to feedback.</li> <li>A web page to keep employees informed is under construction, although it can be accessed now. Advice to all employees will be provided once the site is ready.</li> </ul>		
<a href="https://healthhub.act.gov.au/employment-resources/people-and-culture/classification-review-project">https://healthhub.act.gov.au/employment-resources/people-and-culture/classification-review-project</a>		

Other Business
<p><u>Service-wide review</u></p> <ul style="list-style-type: none"> <li>• CMTEDD has selected Ian Gratton to undertake this work. No further details at this stage.</li> </ul> <p><u>CHS Project Manager SOGB recruitment</u></p> <ul style="list-style-type: none"> <li>• CHS process closes 6 Sept.</li> <li>• Noted that delayed recruitment to SOGB Project Officer position may cause delays. meanwhile , it is Important to keep progress on track, where possible.</li> </ul>
Next Meeting
26 September 2019, 10-11am; TCH B23 MR 1.02

Actions arising – 29 August 2019		Who	Timeframe
1	Complete list of professions	TM, HM	For next meeting
2	Circulate correspondence to JWP member	TM	With Meeting Notes
3	Identify reps/ engagement strategy for Subcommittees – Pharmacists, Medical Imaging and Perfusionists	DB, OF-S, HM	For next meeting
4	Feedback on Project Methodology draft	JWP members	1 week
5	Feedback on Project Communication Plan draft	JWP members	2 weeks