

Meeting Notes 30 January 2020

Health Services Officers / Allied Health Assistants Classification Review		
Attendance		
CHS: Trevor Melksham (Secretariat); Steve Linton (Chair); Jo Morris (Project Officer); Rodney Chandler (Manager PSS)		
Unions: Madeline Northam (CPSU); Olivia Forsyth-Sells (HSU)		
Other: Michelle Vella (Calvary)		
Apologies		
Narelle Boyd, Cameron Hardy, Mohsin Rahim, Sean McDonnell, Heidi Gregson, Cameron Hardy, Russell Noud, Ian Gratton, Nick Coady		
Meeting Notes from previous meeting		
The Meeting notes from 12 December were accepted.		
Actions arising from previous meeting		Status
1	JWP Members to consider their position on the scope of the AHA and HSD components of the review.	On agenda for this meeting
2	Invite Ian Gratton to future JWP meetings	Completed
Agenda Items		
<u>4.1 Update on project progress</u>		
<ul style="list-style-type: none"> <i>Project Manager</i> – The Chair advised that the Project Officer, Jo Morris, had accepted a new position in CHS Allied Health. Trevor Melksham will take of the Project Officer role while the position is advertised. <i>Staff submissions</i> – No submissions have been received to date. 		
<u>4.2 Sub-committees</u>		
<ul style="list-style-type: none"> <i>AHA Reference Group</i> – This item was closed last meeting as it became part of the Project Officer's duties. The new Project Officer will liaise with stakeholders about consultative arrangements <i>Wardspersons Review</i> – During December Trevor Melksham undertook a series of presentations to Wardspersons about their classification review. Nine presentations were delivered, including to the night shift. The report is being drafted and a consultation draft should be completed during February in time for the next meeting. 		
<u>4.3 Project Methodology</u>		
<ul style="list-style-type: none"> This item was closed last meeting as it became part of the Project Officer's duties. The methodology will inform the Project Plan to be developed by the new Project Manager, when appointed. This item can then be closed. 		
5. Other Business		
<u>5.1 Correspondence</u>		
<ul style="list-style-type: none"> No new items have been received The HSU advised that their new Organiser for CHS was Mark Jay. 		
<u>5.2 Service Wide review</u>		
<ul style="list-style-type: none"> As Ian Gratton is an apology, there is no report. An update will be sought for inclusion with the Meeting Notes, when sent out. The JWP can also access updates at https://www.cmtedd.act.gov.au/employment-framework/for-employees/actps-classification-review. 		

Next Meeting
27 February 2020

Actions arising – 31 January		Who	Timeframe
1	Complete Wardspersons Review draft report	TM	by 27/2/20
2	Prepare the Project Management Plan (draft)	TM	by 27/2/20