

Meeting Notes 12 December 2019

Health Services Officers / Allied Health Assistants Classification Review		
Attendance		
CHS: Trevor Melksham [TM] (Secretariat; a/g Chair); Jo Morris [JM] (Project Manager); Rodney Chandler [RC] (PSS) Unions: Nick Coady [NC] (CPSU); Josh Howarth [JH] (HSU) Other: Ian Gratton [IG] (CMTEDD)		
Apologies		
Narelle Boyd, Denise Patterson, Cameron Hardy, Olivia Forsyth-Sells, Mohsin Rahim, Michelle Vella, Sean McDonnell, Cameron Hardy, Russell Noud; Steve Linton (Chair)		
Meeting Notes from previous meeting		
The Meeting notes from 31 October were accepted.		
Actions arising from previous meeting		Status
1	JWP Members to consider their position on the scope of the AHA and HSO 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 recruitment</i> – Jo Morris has accepted the role of Project Manager for the review and will be commencing in January (date to be confirmed). Jo’s previous position was Acting Chief Allied Health Officer in ACT Health (2018). <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> – The possibility of establishing a reference group for the AHA component of the review had been previously discussed. This will now inform the Project Plan to be developed by the Project Manager and reported against the Project Manager’s report. This item is now closed. <i>Wardspersons Review</i> – RC has organised a series of meetings for TM to update Wardspersons on progress with their classification review. There have been nine meeting scheduled to date, including meetings with night shift. The ppt slides have been posted to the website. Consideration should be given to a presentation at Calvary. This to be discussed with Calvary. TM is aiming to complete the draft report by end January 2020. 		
<u>4.3 Project Methodology</u>		
<ul style="list-style-type: none"> The methodology will inform the Project Plan to be developed by the Project Manager and reported against the Project Manager’s report. This item is now closed. 		
5. Other Business		
<u>5.1 Correspondence</u>		
<ul style="list-style-type: none"> Two items related to the AHA review have been received and responses provided as necessary. The HSU advised that their new Organiser for CHS was Mark Jay. 		

5.2 Service Wide review

IG reported that:

- A joint directorate and union Reference Group has been established.
- Terms of Reference have been developed.
- An initial list of Priority groups have been identified.
- Procurement options have been considered which may include an open tender process in the New year.
- An information page has been established on the Employment Portal at <https://www.cmtedd.act.gov.au/employment-framework/for-employees/actps-classification-review>.

Next Meeting

30 January 2020

Actions arising – 12 December 2019		Who	Timeframe
1	Complete Wardspersons Review draft report	TM	30 Jan 2020