

Wardspersons Classification Project Sub-committee

Meeting Notes

TCH B23 MR1.01 Wednesday 11 February 2020, 2pm	
Attendance	Apologies
CHS: Trevor Melksham, Sean McDonnell, Rodney Chandler HSU Wardspersons: Steven Ogilvie HSU: Mark Jay CPSU: Ron Johnson	CHS: Steven Linton HSU Olivia Forsyth-Sells Wardspersons: Peter Reid, Matt Kirby, Steve Lyons, CFMEU: Cameron Hardy Calvary: Michelle Vella, Jayson Davenport
Previous Meeting Notes	
The Meeting Notes from 5 December 2019 are still being prepared and will be circulated for the next meeting	
Actions arising from the previous meeting	
Actions	Status
Complete draft report	Ongoing
Items for discussion	
<p><u>Work Plan</u></p> <p>The appointment of a Project Officer was causing delivery risk to the project. This was raised with P&C management and as a result, Trevor Melksham has been appointed as Project Officer to complete the project. The meeting noted that the project was behind schedule but was satisfied that CHS had provided dedicated resources to complete the project.</p> <p><u>Project progress</u></p> <p>The Project Officer delivered a series of presentations, hosted by Rodney Chandler, explaining the project to wardspersons during December, including night shifts. Approximately 60% of wardspersons attended. During January, the Project Officer, accompanied wardspersons in each functional area, observing their work routines, tasks and actions. The 'walkarounds' were organised by Dave Hosie and the Project Officer expressed his thanks to those wardspersons who assisted with the walkarounds.</p> <p>Work is continuing on the draft report and recommendations and this should be completed by the time the HSO/JWP meets on 27 February. A joint meeting of the JWP and the sub-committee will be arranged.</p>	
Next Meeting	
Thursday 27 February 2020	

Actions arising	Action	Timeframe
Complete the draft report	TM	Before next meeting