

Draft Meeting Notes

HSO AHA Classification Review
Attendance
CHS: Steve Linton (Chair), Cathy Burns (for Narelle Boyd), Trevor Melksham (Secretariat) Unions: Julie Gordon, HSU / Ryan Tyler, CPSU (for Brenton Higgins) / Cameron Hardy, CFMEU.
Apologies
Brenton Higgins, CPSU / Narelle Boyd, CHS / Michelle Vella, Calvary;
Actions arising from the previous meeting
Initial Meeting
Previous Meeting Notes (correction of errors and omissions)
Initial meeting
Agenda Items
<p><u>Opening comments:</u></p> <ul style="list-style-type: none"> CHS is engaging a SOG B to undertake all classification reviews. <p><u>Terms of Reference</u></p> <ul style="list-style-type: none"> Adopt amendments to the ToR same as adopted in HP meeting: <ul style="list-style-type: none"> Change 'Guests' section to 'Additional Representatives' and adopt wording proposed by Julie Gordon. Insert 'Proxies may be appointed' in Membership section. <p><u>Schedule of Meetings</u></p> <ul style="list-style-type: none"> Meetings will be held monthly at 11am - 12 noon on the last Thursday of each month. <p><u>Order of Review</u></p> <ul style="list-style-type: none"> Wardspersons will be the first occupational group to be reviewed. The methodology for the overall review will be structured by the SOG B when appointed. Cameron Hardy raised relevance of Facilities Service Officers (FSOs) in the Infrastructure Agreement (ISEA), TOs moving to the Infrastructure Officer Stream (TOPEA) Julie Gordon raised the issue of allowances, which also form part of the review, e.g. infectious cleaning, which is an ISS function but which wardspersons report they also do. Cameron Hardy pointed to the all-purpose disability Health Facilities allowance in the ISEA. Julie Gordon reminded the JWP that the principal issue with the Allied Health Assistants related to the qualification barrier and competency standards. Regular updates will be provided to employees by means of a newsletter distributed by email to all CHS employees. <p><u>Wardspersons Classification Review Subcommittee</u></p> <ul style="list-style-type: none"> A Wardspersons classification review subcommittee will be established under Q13 of the SSEA and will meet fortnightly. The subcommittee will formalise its representation requirements when it discusses its terms of Reference. Unions are responsible for nominating their employee representatives to the committee. For committee effectiveness and operational considerations, CHS recommends up to two employee representatives per union.

Work Plan		
<ul style="list-style-type: none"> • This review will entail significant data gathering. • The work plan establishes a timeframe for the completion of phases. • Further detail will be added as the projects progress and when the SOG B is recruited. 		
Next Meeting		
25 July 2019, 11-12 noon; TCH B24 MR 2		
Actions arising – 20 June 2018		Timeframe
1	Check with CMTEDD for available related Work Level Standards	By next meeting
2	Amend terms of reference as agreed	By next meeting
3	Establish sub-committee for Wardspersons classification review	By next meeting
4	Draft employee update.	By next meeting
5	Provide update on progress of service wide review	By next meeting