

Draft Meeting Notes

HSD AHA Classification Review		
Attendance		
CHS: Steve Linton (Chair), Cathy Burns, Trevor Melksham (Secretariat) Unions: Julie Gordon, HSU / Nick Coady, CPSU; Steve Ogilvie, Matt Kirby (Wardspersons, observers) Calvary: Mohsin Rahim		
Apologies		
Narelle Boyd, Michelle Vella, Cameron Hardy, Sean McDonnell		
Meeting Notes from previous meeting		
The meeting notes were accepted.		
Actions arising – 20 June 2019		Status
1	Check with CMTEDD for available related Work Level Standards (GSO)	GSO standards accessed
2	Amend terms of reference as agreed	Completed
3	Establish sub-committee for Wardspersons classification review	Completed. Meeting occurred 27 June
4	Draft employee update.	Following approval of SSEA
5	Provide update on progress of service wide review	Verbal update provided
Agenda Items		
<u>Terms of Reference</u>		
<ul style="list-style-type: none"> The Terms of Reference were accepted. 		
<u>Wardspersons Classification Review Subcommittee</u>		
<ul style="list-style-type: none"> The Wardspersons classification review subcommittee was established and met on 27 June and agreed to meet monthly. The next meeting will be on 1 August. That meeting will discuss the proposed methodology and timeline and consider the work subcommittee will do while CHS is recruiting a Project Manager. 		
<u>Work Plan</u>		
<ul style="list-style-type: none"> CHS tabled a draft project methodology with updated timeframes for each phase. As this was the first time that JWP members had seen the draft, it was agreed that feedback would be provided, and a revised document prepared for the next meeting. 		
Other Business		
<u>Service-wide review</u>		
<ul style="list-style-type: none"> CMTEDD is completing preparations to advertise for a person to conduct the review. 		
<u>CHS Project Manager recruitment</u>		
<ul style="list-style-type: none"> CHS reported that the results of the application process for the SOG B position was disappointing and there were no suitable candidates. CHS will monitor the CMTEDD process 		

to determine the suitability of their candidates.

- The JWP agreed that preliminary work would continue pending the appointment of a project manager.

Next Meeting

29 August 2019, 11-12 noon; TCH B24 MR 2

Actions arising – 20 June 2018**Timeframe**

	Actions arising – 20 June 2018	Timeframe
1	Circulate GSO Work Level Standards	By next meeting