

Wardspersons Classification Project Sub-committee

Draft Meeting Notes

TCH B23 MR1.02 Thursday, 7 November 2019, 1:30 pm		
Attendance	Apologies	
CHS: Cathy Burns, Trevor Melksham, Dave Hosie HSU Wardspersons: Steven Ogilvie, HSU: Ben Halliday	CHS: Kerry Carmichael, Steven Linton, Sean McDonnell, HSU Wardspersons: Peter Reid, Matt Kirby, Steve Lyons, Jayson Davenport (Calvary) CFMEU: Cameron Hardy Calvary: Michelle Vella HSU: Lauren Hutchins CPSU: Nick Coady	
Previous Meeting Notes		
The meeting Notes from 5 September were accepted. Dave Hosie to be added to added as in attendance		
Actions arising from the previous meeting		
Finalise draft methodology	Completed and circulated with Agenda	
Source induction manual, theatre manual and MRI booklet	Provided by Steve Ogilvie and Dave Hosie	
Items for discussion		
<p><u>Work Plan</u></p> <p>There has been no further feedback on the Project Methodology, and it is now final.</p> <p><u>Project progress</u></p> <p>CHS tabled an updated classification structure and indicative task groupings (20191003 version) for discussion. Feedback to be provided for next meeting.</p> <p>Work is continuing on building the research database and progressing the project.</p> <p>The possibility of staff information meetings with Wardspersons was discussed. These can be structured to accommodate the different working arrangements applying to wardspersons.</p> <p><u>Other Business</u></p> <p>Agreement implementation: Wardspersons translation from HSO 3.4 to HSO 4.2 has been completed. Night-shift supervisors are still outstanding.</p> <p>Project Manager recruitment: The current recruitment process closed on 6 September. Interviews will be conducted shortly.</p> <p>It was agreed at the last meeting that the new communications system would become a standing agenda item, but this was overlooked and will be rectified for the next meeting.</p>		
Next Meeting		
Thursday 7 November 2019		
Actions arising	Action	Timeframe
Introduction of proposed new communications system to become a standing agenda item.	Secretariat	Next meeting