

Meeting Notes

HSD AHA Classification Review		
Attendance		
<p>CHS: Narelle Boyd, Denis Patterson; Trevor Melksham; Sean McDonnell; Steven Linton. Unions: Nick Coady, CPSU. Calvary: Michelle Vella</p>		
Apologies		
Olivia Forsyth-Sells, Mohsin Rahim; Cameron Hardy		
Meeting Notes from previous meeting		
The meeting notes from 29 August 2019 were accepted.		
Actions arising – 29 August 2018		status
1	Secretary to circulate correspondence with the meeting notes	Completed
2	All members to provide comments on the project methodology	On agenda for this meeting
Agenda Items		
<u>4.1 Update on project progress</u>		
<ul style="list-style-type: none"> • <i>Project Manager recruitment</i> – Applications were being reviewed and interviews will be held as soon as possible. • <i>Project delivery</i> - The project has some inbuilt flexibility to cope with the delay in recruiting a project manager, however there is some risk to the delivery of the Wardspersons' component). The JWP agreed that there was a need to further refine the scope of the HSD and AHA components of the project. • <i>Staff submissions</i> –Submissions received to date have been from Health Professionals on behalf of AHAs, primarily seeking involvement in the project. • <i>Other Submissions:</i> The CFMEU has requested the HSD Supervisors / Planners looking after the Building Trades Group be moved from the Support Services EA into the Infrastructure EA. 		
<u>Sub-committees</u>		
<ul style="list-style-type: none"> • <i>AHA/HSD:</i> The JWP discussed whether separate reference groups for AHAs and HSDs should be established. This will be followed up with the project manager once appointed. • <i>Wardspersons:</i> The meeting notes from 3 October were noted. 		
<u>Work Plan</u>		
<ul style="list-style-type: none"> • <i>Draft project methodology</i> – The timeline has been adjusted due to the delay in recruiting a Project Manager. No other feedback has been received to date and if nothing is received by 8 November, it will be considered to be final (although still subject to updates). 		
<u>Communications</u>		
<ul style="list-style-type: none"> • <i>Communications Plan:</i> The draft Communications Plan was tabled. It has been adapted from the Comms Plan used in the HP Review. Feedback was requested to be provided by 8 November. • <i>Website:</i> The web page to keep employees informed is operational and a mirror site on the external website has been created. 		

Other Business
<p><u>Service-wide review</u></p> <ul style="list-style-type: none"> P&C has been in contact with Ian Gratton, who is conducting the service-wide review for CMTEDD. A standing invitation will be made to Ian to attend these JWP meetings. <p><u>Correspondence</u></p> <p>Five items of correspondence have been received to date.</p>
Next Meeting
12 December 2019

Actions arising – 31 October 2019		Who	Timeframe
1	JWP Members to consider their position on the scope of the AHA and HSO components of the review	All	By next meeting
2	Invite Ian Gratton to future JWP meetings.	P&C	Before next meeting