

## Minutes, 30 July 2020

Health Professionals Classification Review Joint Working Party			
<b>Attendance</b>			
<p>CHS: Jo Morris (Chair), Sean McDonnell (SM), Trevor Melksham (TM) (Outgoing Project Officer / Secretariat) Tehlia Vinton (Incoming Project Officer/Secretariat);</p> <p>ACTHD: Helen Matthews, Ian Gratton</p> <p>Unions: Chris Dyer (CD) (PA); Ron Johnson (CPSU), Tim Garrett (HSU pathology delegate), Leigh Bush (HSU medical Imaging delegate)</p>			
<b>1. Apologies</b>			
<p>Russell Noud, Andrew Hogan, Eileen McEvoy (HSU)</p> <p>Calvary: Michelle Vella</p>			
<b>2. Meeting Notes from previous meeting</b>			
The Minutes from 3 July 2020 were accepted			
<b>3. Actions arising from previous meeting</b>			
		Who	Status
1	Publish Report 1 on websites and make accessible to Reference Groups	TM	completed
2	Follow up nominations with Calvary, JACS and CSD.	TM	completed
3	Follow up developments in QLD Health re Clinical Assistants class'n	HM	completed
4	Send email to ACTHD re nominations to the reference groups	TM	completed
5	Comments on <b>HP</b> Review Report Two	All	
6	Comments on <b>AHA</b> review Reports 1&2	All	
7	Proposed questions for <b>HP</b> reference groups agenda	All	completed
8	Proposed comments for <b>AHA</b> reference group agenda	All	completed
9	Circulate AHA presentation for comment	TM	completed
10	Provide information on QLD Clinical Assistants Classification	HM	completed
<b>4. Correspondence</b>			
All correspondence has been dealt with as required. The correspondence report was noted.			
<b>5. Update on HP project progress.</b>			
<p><i>Report 2:</i></p> <p>Report 2 was circulated for Comment. Helen Matthews and Chris Dyer have provided comment to date.</p> <p>Trevor Melksham acknowledged that his track change comments to Chris Dyer report were not meant for broader distribution and accidentally sent to the group. It was recalled but asked the group to delete email. Trevor noted the comments were his own personal comments only.</p> <p>CD advised that he was having difficulty explaining to members the progress of the project.</p> <p>SM responded that there had been a delay in getting the Project Officer (PO) onboard with the COVID-19 response. We now have a PO in place for 12 month and we are hoping to get the project back on track pending the status and of COVID-19 and response requirements.</p> <p>It was agreed that the current draft report 2 does not have the level of analysis that was anticipated and that it would be revisited through the incoming PO to review the depth of the content. A separate comparative analysis to other jurisdictions is being completed. (see action register)</p>			

TM noted that the intent for report 2 may differ in understanding the purpose of the report within the JWP - the report was intended for non JWP members and therefore there was a need to include the background into the review process.

The purpose and intention for the reference groups is to understand and document the issues they are experiencing within the realms of the project scope and the future state recommendations.

Based on Reference group feedback, it is intended that there will be a 3<sup>rd</sup> report that includes the challenges raised and future state recommendations from the groups. Anything raised that is outside the project scope will be deferred to the appropriate process to address.

There will be 2 further reports as part of the project

- Report 3 – Reference group summary
- Report 4 – final report

#### 6. Update on AHA review

Reports 1 and 2 have been combined into a single report and was circulated for comment due 22 July 2020. No comments received. To be published

Reference Group establishment meeting held 16 July

Next meeting 6 August

#### 7. Sub-committees (including WCC and Reference Groups)

##### *Reference groups*

HP Establishment meeting held 27 July (86 invited - 53 attended, 33 did not).

Next meetings to be arranged. Must be held before next JWP meeting 27 August.

Proposal to merge groups 2 with group 5 and Group 3 with group 4. Drafts to be circulated

PO to circulate the draft questions and guidance for the reference group kick off meeting.

#### 8. Service-wide review

Tender evaluation in progress

The ACTPS classification review web page: <https://www.cmtedd.act.gov.au/employment-framework/for-employees/actps-classification-review>.

#### 9. Other Business

No other business

#### Next Meeting

27 August 2020

Please send any comments, errors, omissions on these minutes to: [HealthEBA@act.gov.au](mailto:HealthEBA@act.gov.au)

Further information: [Internal](#), [External](#)

Actions arising – 30 July 2020		Who	Timeframe
1	Publish combined Report 1 & 2 AHA on websites and make accessible to Reference Groups	TV	ASAP
2	Circulate HP Reference group meeting kick off guidance to HP JWP for comment. Comments to be received by 6 August from JWP for distribution to Reference Groups.	TV	Sent to JWP 30/7
3	Tehlia to circulate the combined Reference groups for JWP comment	TV	6 August
4	Review and update report 2 based on JWP comments and circulate	TV	13 August
5	Helen Matthews to send Tehlia a paragraph on reference to pay comparison to include in report 2	HM	10 August
6	Tehlia to complete a comparative analysis on HP Classification structures across the jurisdictions	TV	27 August
7	Tehlia to review the Project management plan and update to include a refined project scope and define what is in scope.	TV	13 August