

Minutes 27 October 2020

Note: this meeting is a Wardspersons subcommittee Meeting

Health Services Officers / Allied Health Assistants Classification Review	
1. Attendance	
<p>CHS: Tehlia Vinton(Project Officer/Secretariat); Sean McDonnell (Chair); Daniel Woods (A/ ED of Nursing & Midwifery) ; Rodney Chandler (Manager PSS); Narelle Boyd (Director of Nursing, Midwifery and Patient Support Services); Louise Thompson (HR Business Partner); David Hosie (Operations Manager Wardsperson)</p> <p>Unions: Ron Johnson (CPSU); Mark Jay (HSU); Ed Yap (HSU) Other: Michelle Vella (Calvary) Olivia Forsyth-Sells (CMTED)</p>	
2. Apologies	
Cameron Hardy, Mohsin Rahim, Russell Noud, Ian Gratton	
3. Meeting Notes from previous meeting	
The Meeting notes from 27 February 2020 were accepted	
4. Actions arising from previous meeting	Status
1 Complete Wardspersons Review draft report	Draft complete
5. Correspondence	
No Correspondence to mention from the date of handover between Project Officer Trevor Melksham and incoming Project Officer – Tehlia Vinton on 23 July 2020.	
6. Update on project progress	
<p>Sean acknowledged that there had been a slippage in time due to the handover process to the new project officer from the previous project officer.</p> <p>The report is now in draft ready for consultation.</p> <p>The report was circulated to the JWP 1 week ahead of the meeting. No comments on the report were table at the meeting.</p> <p>Next steps for the review process:</p> <ol style="list-style-type: none"> 1. Socialise the current draft report with workforce for comment 2. The HSU requested a 3-week consultation period to consult with their members. It was agreed on by all JWP members. 3. It was later decided that 3 + 1 week (total of 4 weeks) would be a more appropriate time for consultation – concluding on 27 November 4. All JWP members to consult with their constitutes as they see fit 5. Draft report to be shared with staff for comment via track change and to be sent back to the HealthEBA@act.gov.au email for Tehlia Vinton to collate. 6. The CEO will have 3 months to consider the report recommendations and make a decision. 	
Staff submissions	
No submissions to the JWP have been received to date.	

Next Meeting

First week of December

2 x meetings in December to be booked

Actions arising –		Who	Timeframe
1	Tehlia to collate feedback received on report during consultation period up to 27 November	TV	27 November
2	Tehlia to set up next meetings to discuss feedback	TV	6 November

Please send any comments, errors, omissions on these minutes to: HealthEBA@act.gov.au

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