

Allied Health Assistant Working Group

Chair: Todd Kaye, Executive Director, Allied Health, NCH

Secretariat: Liss Watson, A/g Deputy Director Allied Health, CHS

Date: Wednesday 4 February 2026

Time: 14:00-15:00

Location: MS Teams

We acknowledge the Ngunnawal people as traditional custodians of the ACT and recognise any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.

Meeting Minutes

Attendees	Executive Director Allied Health (EDAH), NCH	Todd Kaye
	Executive Director Allied Health (EDAH), CHS	Greg Brylski
	Chief Allied Health Officer (CAHO), HCSD	Dr Sue Fitzpatrick
	Assistant Director – Allied Health Policy and Engagement, HCSD	Kate Paul
	AHA, CHS	Rowena Parkes
	AHA Educator, CHS	Emma Whitehead
	AHA Profession Lead, CHS	Andy Richardson
	A/g Deputy Director Allied Health, CHS	Liss Watson
	Assistant Director Allied Health, MHJHADS, CHS	Charmaine Nicholl
	CPSU	Sean Hambrook
	CPSU	Molly Glendenning
	Director Allied Health, ACTED	Ingrid The
	AHA, ACTED	Jodie Newman
	HSU	Tom Stevanja
	Director, Clinical Practice, JACS	Jaime Bingham
Apologies	Senior Director, Health Workforce Strategy, HCSD	Marisa Bialowas
	Director Allied Health, MHJHADS, CHS	Kirsten Stafford
	Director Allied Health, RACS, CHS	Barb Bolton
	HR Business Partner, People and Culture, CHS	Tarryn Guinard
	Northside Operations Manager, Allied Health, ACTED	Jennifer Wheeler
	Disability and Complex Care Practice Lead, JACS	Jess Mathie-Spillane

Please respect the confidentiality of meetings where appropriate. All meetings should be respectful and provide an opportunity for members to air their views in a supportive environment. Meetings should ensure that the Respect, Equity and Diversity Framework is adhered to.

Item	Agenda item	Presenter
1	Welcome and apologies	TK
2	Minutes of last meeting <ul style="list-style-type: none"> Minutes endorsed 	TK
3	Action Items <ol style="list-style-type: none"> Consultation paper – Executive Summary: Ongoing To be drafted once consultation paper endorsed Investigate governance systems within directorates: Complete 	TK
4	Draft Consultation Paper <ul style="list-style-type: none"> Updated draft consultation paper was circulated to working group members prior to the meeting MG acknowledged swift work to update paper based on feedback IT – grammatical error noted; concern raised re: Attachment A showing when AHAs in combined EAs, no access to PD support. Need for statement in paper to address MG – suggests emphasis in our paper – on move to HPEA, AHAs would be eligible for entitlements, including PD allowance General discussion re: what defines a HP in other jurisdictions, transitioning between AHA and HP roles, nursing staff directing AHAs (due to lack of clarity AHAs sit within AH), and purpose of moving AHAs to HPEA (including entitlements) TK – access to entitlements to be added to rationale for change section ACTION: LW to update paper KP – Attachment B – update to table re: Q10 also applies to ACTHD ACTION: LW to update paper MG – Attachment B requires update re: HPEA exclusions/inclusions ACTION: LW to update paper Consultation Methodology: <ul style="list-style-type: none"> TK – last meeting, agreed response rate isn't a factor in accepting consensus and consensus = 50%+1 LW – MS Forms shared – agreed to modified wording ACTION: LW to update survey as per discussion 	TK

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	<ul style="list-style-type: none"> ○ General discussion re: merit and concerns re: inclusion of optional question re: AHA or HPEA staff. GB raised concerns re: confidentiality. Agreed that these concerns are allayed through the non-compulsory, anonymous nature of the survey. LW – confirmed MS Forms can be set to anonymous and does not record respondent details. Consensus to include question given prior communication implying HPEA staff not supportive ACTION: LW to update survey to include LW – survey only allows one response per email; requires ACT Government email to complete ACTION: LW to follow us MS Forms distribution to @edu emails 	
5	<p>Other Business</p> <ul style="list-style-type: none"> • Discussion re: steps following consultation – outcome will form recommendation to Head of Service (query from MG whether recommendation is to CHS CEO) ACTION: to be confirmed who recommendation is sent to • Paper will need approval from heads of Directorates prior sending out for consultation ACTION: TK/LW to draft wording • Distribution list for consultation ACTION: LW to check if full list can be provided; if not, LW to make contact with representatives from ACTED, HCSD, JACS to assist ACTION: LW to check capacity for QR code • Length of consultation Consensus – minimum two weeks, preferably three if time allows MG advised staff and union release date should be the same • Agreed to hold Working Group meeting following consultation closing to review results and draft outcome communication and recommendation to Head of Service • Next meeting – meeting just before consultation commences – next scheduled for 18/2 will let know if need to vary 	
<p>Next meeting: Wednesday 18 February 2026, 16:00-17:00, MS Teams</p>		

Action items

#	Action	Responsible	Due Date	Status	Comments
1	Update ToR and circulate prior to next meeting	FM	19/11/25	Complete	Endorsed
2	Prepare analysis of Agreements in other states for next meeting	AR, RP AND EW	19/11/25	Complete	Accepted with thanks to AR for time and effort in preparing
3	Map number of AHAs employed across ACT Government and PD allowance costing	FM	19/11/25	Complete	Confirmed includes AHA2, AHA3 and AHA4 staff as provided by Shared Services
4	Arrange meeting for Consultation Paper small group	TK, LW	21/11/25	Complete	First meeting scheduled for 01/12/25
5	Draft Consultation Paper	TK, LW, AR, SH, CN	15/12/25	Complete	Draft circulated with 17/12/25 meeting papers
6	Draft Consultation Paper -second draft	LW	24/12/25	Complete	Working Group to send additional thoughts to LW
7	Consultation Paper – Executive Summary			Ongoing	To include: <ul style="list-style-type: none"> - Summary of decision to be made - Note re: current staff on an EA would not have entitlements impacted by AHAs moving onto that EA
8	Investigate governance systems within directorates to refer to in the consultation paper	LW/TK		Complete	Rationale for change section

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9	Schedule meeting in a fortnight for working group to finalise consultation paper	Secretariat		Complete	Meeting scheduled for 04/02/26
10	Consultation paper edits (final paper then to be distributed to Working Group)	LW			
11	MS Forms Survey to be updated and follow up QR code, @edu emails, then shared to Working Group	LW			
12	Confirmation of who recommendation to be sent to	LW			
13	Draft letter for Directorate heads for endorsement	TK/LW			
14	Distribution list to be obtained	LW			

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