

Queensland Health Shared Service Partner

AGENCY CONSULTATIVE COMMITTEE

2:00pm – 4:00pm, 24 February 2011
RBWH Block 7, Level 6, Conference Room 105

MINUTES OF MEETING

Welcome / Apologies

Attendees:	Peter Rushbrook (Chair)	Senior Director, Supply Services QHSSP
	Lynette Jones	General Manager, Group Linen Services QHSSP
	Tanya Strachotta	Australian Services Union Delegate
	Sue Hope	Queensland Public Sector Union Delegate
	Pat Martin	Queensland Public Sector Union
	Peter Robertson	Australian Services Union Delegate
	Jan Sheppard	Australian Services Union
	Margie Dale	Federated Clerks Union
	Teharnie Moore (for Kylie Portelli)	A/Director, Divisional HR Services
Apologies:	Cesare Callioni	Senior Director, QHSSP
	Kylie Portelli	A/Director, Divisional HR Services
	Paul Haynes	A/Senior Director, Finance Transactional Services QHSSP
	Jean Clifford	Manager, Statewide Operations Team
	Lyndel Jones	Senior Director, Business Change QHSSP
	John Connor	Queensland Public Sector Union
	Kevin Place	Australian Services Union
	Steve Baker	Australian Workers Union
	Nicole Lindsay	Australian Services Union
	Don Bennet	Transport Workers Union

1. Minutes / Actions arising/ongoing

1.1 Minutes from ACC held on 27/01/2011 endorsed subject to the following amendments:

- Item 3.3 Change: "Pam Martin" to "Pat Martin"
- Item 3.6 to include: "Cesare confirmed that when the SAU transfers to Finance, they would be included in the Payroll review."

1.2 Actions Arising/Ongoing

1.2.1 Action 261109.03 Chermside Questionnaire

- Hand dryers have been ordered. Waiting for those to arrive and installation of the anti-bacterial gel.

Action (s):

Action Item	Agreed Action	Member	Status
261109.03	Installation of hand dryers and anti-bacterial gel. Item to be kept open until installed.	Cesare Callioni	Open

1.2.2 Action 281010.05 - Business Advisory Group Cert. 3

- Peter Rushbrook advised that entitled employees are being paid their Cert. 3 allowance when on RDO or sick leave.
- The problem (from an employee perspective) is that the amount is added to their base pay when on any form of leave (i.e. it does not appear as a separate item on the pay slip).
- The Cert. 3 allowance appears as a separate line item on pay slips for ordinary hours worked - as a lump sum for the fortnight.
- It was noted that this query was raised by the TWU delegate. Lynette Jones to pass on the information.

Action (s):

Action Item	Agreed Action	Member	Status
	No further actions.		Closed

1.2.3 Action 021210.07 - Consultative Processes

- Kylie Portelli to update the members at the next ACC.

Action (s):

Action Item	Agreed Action	Member	Status
021210.07	Additional information is to be provided to line managers Re: Consultative processes by second meeting of the New Year.	Kylie Portelli	Open

1.2.4 Action 021210.08 – Structure of ACC meetings

- All agreed that the structure and frequency of meetings is satisfactory.
- Requested that LCF meeting minutes be tabled at ACC meetings (for information, not escalation of issues).
- The unions noted that the ACC minutes were not being posted on the QHSSP Internet site.

Action (s):

Action Item	Agreed Action	Member	Status
240211.01	LCF's are to be requested to forward their minutes of meetings to the ACC Secretariat for tabling.	Peter Rushbrook	Open
240211.02	ACC minutes are to be posted on the QHSSP Internet site.	Peter Rushbrook	Open

1.2.5 Action 270111.01 Senior Directors to reinforce protocols/policies surrounding special leave re: floods

- Memo regarding special flood leave was sent to all staff from Cesare Callioni. Delegates present confirmed that the memo had been received.

Action Item	Agreed Action	Member	Status
	No further actions.		Closed

1.2.6 Action 270111.02 Cesare to request that Glen Marriott provide feedback after the POMI BAG meeting to delegates

- It was noted that Cesare has formally raised this with Glen Marriott.
- Jan Sheppard requires the feedback from Glen, not just assurance it has been requested of him.
- A timeframe is to be sought from Glen as to when feedback will take place.

Action Item	Agreed Action	Member	Status
270111.02	Cesare Callioni is to seek from Glen Marriott a timetable as to when feedback after the POMI BAG meeting will take place.	Cesare Callioni	Open

1.2.7 Action 270111.03 Long term higher duties and part timers - Letters to be distributed

- Lyndel Jones to update the members at the next ACC.

Action Item	Agreed Action	Member	Status
270111.03	Letters to be distributed	Lyndel Jones	Open

1.2.8 Action 270111.04 Long term higher duties and part timers - List to be distributed

- Lyndel Jones to update the members at the next ACC.

Action Item	Agreed Action	Member	Status
270111.04	List to be distributed	Lyndel Jones	Open

1.2.9 Action 270111.05 Paul Haynes to supply delegates with current Finance Organisational Structure

- Copies of the Finance structure were distributed to members present. An electronic copy is to be distributed to all ACC members.

Action Item	Agreed Action	Member	Status
240211.03	Electronic copies of the Finance organisational structure are to be distributed to all ACC members.	Secretariat	Open

1.2.10 Action 270111.06 Paul Haynes to discuss with John Petersen re: Invoice Verification

- Finance and Supply Managers have met to discuss staff transition arrangements. A meeting is to be held with Ipswich and Chermside staff to further consult re the arrangements.
- Jan Sheppard requested that unions be invited to attend the consultation sessions.

Action Item	Agreed Action	Member	Status
270211.04	The unions are to be invited to attend the consultation sessions with Ipswich and Chermside staff re the Invoice Verification staff.	Paul Haynes	Open

2. Standing Agenda Items

2.1 General Update QHSSP (*Cesare Callioni*)

- SSP has developed Client Engagement documentation which is in draft form; including, a Service Charter, Client Engagement Strategy and SLA.
- The documentation is still in an early stage of development and SSP is seeking initial feedback from District executives.
- Includes KPIs for clients to feed back to SSP on how SSP is performing.
- Jan Sheppard advised that staff and unions need to be given the opportunity to provide input to the development of the KPIs.

Action (s):

Action Item	Agreed Action	Member	Status
240211.05	Staff and unions are to be provided the opportunity to review and give feedback on the draft client engagement KPI's.	Peter Rushbrook	Open

2.2 Finance Transactional Services (*Paul Haynes*)

- No report.

Action (s):

Action Item	Agreed Action	Member	Status

2.3 HR Transactional Services (*Lyndel Jones*)

- No report.

Action (s):

Action Item	Agreed Action	Member	Status

2.4 Supply Services (*Peter Rushbrook*)

- It was noted that Pharmacy Manufacturing had relocated to and is now collocated with QHSSP staff at the Richlands DC.

Action (s):

Action Item	Agreed Action	Member	Status

2.5 Linen Services (*Lynette Jones*)

- No new business.

Action (s):

Action Item	Agreed Action	Member	Status

3. New Business

3.1 Transition of SAU staff to the EOP

- No report.

Action (s):

<i>Action Item</i>	<i>Agreed Action</i>	<i>Member</i>	<i>Status</i>

3.2 Supply Position Classifications in NQ

- Margie Dale placed on notice that the Cairns LCF had expressed concerns that Supply position levels in the north were at a lower relative level than in SEQ even though they do the same work.
- Peter Rushbrook noted that he is to update and reissue to ACC the Business Case reviewing the organisational structure of Supply Services. That may assist in clarifying some matters. It was also noted that, under the IRM, staff may initiate a JEMS re-evaluation of their position.
- Margie Dale noted that the opportunity existed to undertake a work value assessment of positions in north Queensland.

Action (s):

<i>Action Item</i>	<i>Agreed Action</i>	<i>Member</i>	<i>Status</i>
240211.06	The Business Case to initiate consultation around a high level review of Supply Services' structure is to be updated and re-issued.	Peter Rushbrook	Open

3.3 Relocation of Position to Cairns

- Margie Dale placed on notice the union's objection to a proposal, presented at the Cairns LCF, to relocate a Supply position from Mareeba to Cairns.
- Peter Rushbrook noted that Hubbing was part of SSP's business model and that SSP had always retained the option to relocate positions, as they fell vacant, to support that outcome.
- Jan Sheppard supported Margie Dale's objections and advised that the ASU had similar objections to proposed relocations of positions in Warwick and Dalby.

Action (s):

<i>Action Item</i>	<i>Agreed Action</i>	<i>Member</i>	<i>Status</i>

3.4 Payroll Use of Contract Staff

- Pat Martin advised that she understood Payroll is using contract staff and is under the impression that their conditions would be under the EB of QH, but believes that this is not the case. Would like to know if anyone can confirm this.
- Jan Sheppard understood that there are very few agency staff now employed. However, she requested a report be provided as to how many Payroll staff are employed as agency staff and how long they have been employed for.

Action (s):

<i>Action Item</i>	<i>Agreed Action</i>	<i>Member</i>	<i>Status</i>
240211.07	A report is to be provided to the Unions on the number and length of employment of any agency staff in Payroll	Jean Clifford	Open

3.5 Out of session updates

- Given the absence of some Senior Directors, it was requested that out of session updates be emailed through to ACC members.

<i>Action Item</i>	<i>Agreed Action</i>	<i>Member</i>	<i>Status</i>
240211.08	Out of session updates from Senior Directors to be sent to ACC members.	Jean Clifford / Lyndel Jones / Paul Haynes	Open

Summary of Actions ACC (Open/Ongoing)

Action Item	Agreed Action	Member	Status
261109.03	Installation of hand dryers and anti-bacterial gel. Item to be kept open until installed.	Cesare Callioni	Open
021210.07	Additional information is to be provided to line managers Re: Consultative processes by second meeting of the New Year.	Kylie Portelli	Open
240211.01	LCF's are to be requested to forward their minutes of meetings to the ACC Secretariat for tabling.	Peter Rushbrook	Open
240211.02	ACC minutes are to be posted on the QHSSP Internet site.	Peter Rushbrook	Open
270111.02	Cesare Callioni is to seek from Glen Marriott a timetable as to when feedback after the POMI BAG meeting will take place.	Cesare Callioni	Open
270111.03	Letters to be distributed	Lyndel Jones	Open
270111.04	List to be distributed	Lyndel Jones	Open
240211.03	Electronic copies of the Finance organisational structure are to be emailed to all ACC members	Secretariat	Open
240211.04	The unions are to be invited to attend the consultation sessions with Ipswich and Chermshire staff re the Invoice Verification staff.	Paul Haynes	Open
240211.05	Staff and unions are to be provided the opportunity to review and give feedback on the draft client engagement KPI's.	Peter Rushbrook	Open
240211.06	The Business Case to initiate consultation around a high level review of Supply Services' structure is to be updated and re-issued.	Peter Rushbrook	Open
240211.07	A report is to be produced to the Unions on the number and length of employment of any agency staff in Payroll	Jean Clifford	Open
240211.08	Out of session updates from Senior Directors are to be sent to ACC members.	Jean Clifford / Lyndel Jones / Paul Haynes	Open

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