

Queensland Health Shared Service Partner

AGENCY CONSULTATIVE COMMITTEE

2:00pm – 3.10pm, Thursday 14 July 2011
RBWH Block 7, Level 6, Conference Room 105

MINUTES OF MEETING

Welcome / Apologies

Attendees: Cesare Callioni (Chair) Senior Director, QHSSP
Jean Clifford Senior Director, Payroll & Establishment QHSSP
Rebecca Tarvit A/General Manager, Group Linen Services QHSSP
Peter Rushbrook Senior Director, Supply Services QHSSP
Lyndel Jones Senior Director, Business Change QHSSP
Nina Barnett Project Manager, Business Change QHSSP
Barry Neil A/Director, Divisional HR Services
Marie-Gaye Harvey Proxy for Alan Millward, Recruitment 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

Apologies: Anna Berimballi A/Senior Director, Finance QHSSP
Chiara Lennox Australian Services Union
Jan Sheppard Australian Services Union

1. Minutes / Actions arising/ongoing

1.1 Minutes from ACC held on 19.05.2011 endorsed.

1.2 Actions Arising/Ongoing

1.2.1 Action 261109.03a -Request accommodation services to get confirmation in writing from the owner re: handtowels in toilets, 2611109.03b – Request quote from accommodation services for 2nd hand dryer in the ladies toilet and Action 261109.03c – Organise meeting with Sue Hope and accommodation services when confirmation from owner re hand towels and quote from accommodation services is received.

- Definitive advice received from lessor advising that approval will not be granted for paper towels in the toilets due to the buildings green star rating. A copy of this will be sent to all ACC members.
- Sue Hope advised that there are paper towels and plastic bin liners in the kitchen as well as plastic bin liners in the bins at desks which doesn't fit in with the 'green star' rating.
- Sue Hope advised that she has researched viable options and presented ACC members with a fact sheet on the dyson airblade hand dryers. Sue confirmed that subject to her testing the airblade hand dryer that if these were to be installed this item could be closed.

Action (s):

| Action Item | Agreed Action | Member | Status |
|--------------------|--|---------------|---------------|
| 261109.03a | Sue Hope to test the dyson airblade and confirm to Cesare Callioni if the installation of these hand dryers in Chermside Galleria will alleviate the issues currently experienced. | Sue Hope | Open |

1.2.2 Action 261109.03d – Follow up on the anti-bacterial soaps to be installed at Galleria.

- It was confirmed that anti-bacterial soaps have been installed.

Action (s):

| Action Item | Agreed Action | Member | Status |
|--------------------|----------------------|---------------|---------------|
| | No further actions | | Closed |

1.2.3 Action 021210.07 Re-send information re: consultative process to members (LCF)

- Barry Neil advised that LCFs have now commenced at Meadowbrook for Metro South. The plan for the revitalisation of LCFs statewide will be tabled at the next ACC, this will include guidelines for managers and revised boundaries.

Action (s):

| Action Item | Agreed Action | Member | Status |
|-------------|--|------------|--------|
| 021210.07 | Plan to revitalise LCFs statewide to be tabled at next ACC | Barry Neil | Open |

1.2.4 Action 190511.01 – ACC to be given demo of AAPS – Paul Haynes to coordinate ACC members to travel to Ipswich for the next ACC meeting.

- The demo of AAPS was cancelled due to low interest.
- Sue Hope advised she has organised a small group directly involved in accounts payable to travel to Ipswich for a demonstration.

Action (s):

| Action Item | Agreed Action | Member | Status |
|-------------|--------------------|--------|--------|
| | No Further Actions | | Closed |

1.2.5 Action 190511.02 – Follow up on temporary employees at TPCCH and advise when their end date is – May or October.

- Jean Clifford advised that extensions to September 2011 have been made inline with other payroll officers.

Action (s):

| Action Item | Agreed Action | Member | Status |
|-------------|-------------------|--------|--------|
| | No further action | | Closed |

2. Standing Agenda Items

2.1 General Update QHSSP (Cesare Callioni)

- Cesare Callioni advised that the estimates hearing went well and there were a small number of questions regarding numbers for payroll that were answered by the Minister and Director-General.
- The press over the past few days have reported on the announcement made by Premier Anna Bligh regarding the moratorium on overpayments and stating an Ombudsman will be appointed to assist staff with claims. Cesare Callioni advised that at this stage Queensland Health are working through how the process will change and will be liaising with the Ombudsman's office. More information will be circulated as it becomes available. In addition the press has also featured payroll officers and remuneration of payroll officers. Shared Service Partner is awaiting advice from Government in relation to this.
- There was a session held last week that was opened by John Cairns to provide information to staff about the Local Health and Hospitals Network (LHHN). Government still want to have the LHHNs in place by July 2012. There was no information put forward about the corporate structure but consultation will occur in due course.

Action (s):

| Action Item | Agreed Action | Member | Status |
|-------------|-------------------|--------|--------|
| | No further action | | Closed |

2.2 Finance Transactional Services (Cesare Callioni)

- Finance was very busy due to end of financial year and provided input into the payment summaries.

Action (s):

| Action Item | Agreed Action | Member | Status |
|-------------|-------------------|--------|--------|
| | No further action | | Closed |

2.3 Payroll & Establishment (Jean Clifford)

- Payroll and Establishment successfully sent out all of the payment summaries before legislatively required. Jean Clifford stated that the team did an excellent job, it was planned to shut the system down for 4 days but we reopened the system a day early.
- The first pay for the new financial year has been delivered.

Action (s):

| Action Item | Agreed Action | Member | Status |
|--------------------|----------------------|---------------|---------------|
| | No further action | | Closed |

2.4 Statewide Recruitment Services (Marie-Gaye Harvey)

- Statewide Recruitment are currently realigning Mt Gravatt and Toowoomba to fit in with the new district boundaries.

Action (s):

| Action Item | Agreed Action | Member | Status |
|--------------------|----------------------|---------------|---------------|
| | No further action | | Closed |

2.5 Supply Services (Peter Rushbrook)

- Business continuity workshops are being conducted across the state to raise staff awareness and skills and to further develop local BCP's
- Supply Services' high level organisational structure. - Consultation has been undertaken with a wide cross section of Supply staff. The draft structure is expected to be released for further review and feedback this month and the review finalised by end August 2011.
- The transition of warehousing and distribution services out of the Richlands DC is continuing. The rollout to QE11 is now complete and Logan will be finalised by the end of July. Business cases and impact statements have been tabled at LCFs and briefings have been held with senior executives and staff at Redcliffe and Caboolture who will be the next areas to be transitioned commencing in August.
- Supply is continuing to work with Districts to demonstrate the benefits of Supply operational staff assuming responsibility for imprest management of clinical imprest stores and theatres. The projects at Cairns and RBWH are progressing.
- A proposal under the SCMIS project was to change the way we manage inbound and outbound freight. A project team has now been formed to address the next stage in the implementation of the freight arrangement, covering inbound and outbound freight for the remainder of the State. The revised transport arrangements will be progressively implemented over the next 2-3 years.

Action (s):

| Action Item | Agreed Action | Member | Status |
|--------------------|----------------------|---------------|---------------|
| | No further action | | Closed |

2.6 Linen Services (Rebecca Tarvit)

- In discussion with Gold Coast regarding helping them with the new hospital.

Action (s):

| Action Item | Agreed Action | Member | Status |
|--------------------|----------------------|---------------|---------------|
| | No further action | | Closed |

2.7 Business Change (Nina Barnett)

- Nina Barnett talked the ACC members through the Functional Framework Review. Nina advised that agreement was given to this document after robust discussion between working groups/teams.
- Next stage will be working on the local structures and how they fit in with the team functions.
- The working groups will now be realigned to move under the new functions. Nina Barnett advised that it is a really consultative approach and Business Change are working heavily on supporting everyone.
- Lyndel Jones advised that a separate brief would be provided to Jan Sheppard.

Action (s):

| Action Item | Agreed Action | Member | Status |
|--------------------|---|---------------|---------------|
| 14072011.01 | Separate brief on Payroll Statewide Services to be provided to Jan Sheppard | Lyndel Jones | Open |

2.8 LCFs

- Sue Hope advised that it has been raised numerous times at the LCF for Lyndie and Cameron to attend for a meeting. However to date it hasn't happened.
- Pat Martin advised that the ACC used to be held on the last Thursday of the month but it has been moved forward, therefore there is not enough time between LCF and ACC. It was agreed that the ACC will be moved back to the last Thursday of everyone month and the next meeting will be held on 25 August 2011.

Action (s):

| Action Item | Agreed Action | Member | Status |
|-------------|---|-------------|--------|
| 14072011.02 | ACC meeting to be moved to the last Thursday of the month | Secretariat | Open |

3. New Business

3.1 Bus Service (*Tanya Strachotta*)

- Tanya Strachotta requested if the Citylink bus service could include a stop at Queen Street.

Action (s):

| Action Item | Agreed Action | Member | Status |
|-------------|--|-----------------|--------|
| 14072011.03 | Letter to be sent to Property and Facilities to request Citylink bus route include a stop at Queen Street. | Cesare Callioni | Open |

3.2 Accommodation Update (*Tanya Strachotta*)

- Tanya Strachotta requested if the accommodation report from Lyndie could become a regular item that is circulated to ACC members.
- Cesare Callioni provided brief update on accommodation.

Action (s):

| Action Item | Agreed Action | Member | Status |
|-------------|--|-----------------|--------|
| 14072011.04 | Accommodation update report to be circulated | Secretariat | Open |
| 14072011.05 | Request Lyndie Willcox provide accommodation report to ACC regularly | Cesare Callioni | Open |

3.3 Implementation of a revised service delivery model for printing (*Peter Rushbrook*)

- Peter Rushbrook talked the ACC through the papers and advised that Supply are looking to undertake consultation as we move towards a new supplier for printing to fall in line with the whole of government standing offer arrangement for printing.
- Peter Rushbrook advised that the dates had all been pushed back by a month.
- Tanya Strachotta advised that Jan Sheppard will talk to members and asked if feedback is to be provided to Peter Rushbrook. Peter confirmed that feedback is to be directed to him.

Action (s):

| Action Item | Agreed Action | Member | Status |
|-------------|-------------------|--------|--------|
| | No further action | | Closed |

3.4 Membership ACC (*Cesare Callioni*)

- Cesare Callioni raised the issue of reviewing the membership to ACC to confirm all the correct attendees are invited.
- It was agreed that the list of attendees needs to be revised.

Action (s):

| Action Item | Agreed Action | Member | Status |
|-------------|--|-----------------|--------|
| 14072011.06 | Cesare Callioni to write to the unions to review list of ACC members | Cesare Callioni | Open |

Summary of Actions ACC (Open/Ongoing)

| Action Item | Agreed Action | Member | Status |
|--------------------|---|-----------------|---------------|
| 261109.03a | Sue Hope to test the dyson airblade and confirm to Cesare Callioni if the installation of these hand dryers in Cherside Galleria will alleviate the issues currently experienced. | Sue Hope | Open |
| 021210.07 | Plan to revitalise LCFs statewide to be tabled at next ACC. | Barry Neil | Open |
| 14072011.01 | Separate brief on Payroll Statewide Services to be provided to Jan Sheppard. | Lyndel Jones | Open |
| 14072011.02 | ACC meeting to be moved to the last Thursday of the month. | Secretariat | Open |
| 14072011.03 | Letter to be sent to Property and Facilities to request Citylink bus route include a stop at Queen Street. | Cesare Callioni | Open |
| 14072011.04 | Accommodation update report to be circulated. | Secretariat | Open |
| 14072011.05 | Request Lyndie Willcox provide accommodation report to ACC regularly. | Cesare Callioni | Open |
| 14072011.06 | Cesare Callioni to write to the unions to review list of ACC members. | Cesare Callioni | Open |

ACC Minutes 14072011