

Queensland Health Shared Service Partner

AGENCY CONSULTATIVE COMMITTEE

2.00pm till 2.45pm Thursday 29 September 2011
RBWH Block 7, Level 6, Conference Room 105

MINUTES OF MEETING

Welcome / Apologies

Attendees:	Cesare Callioni (Chair)	Senior Director, QHSSP
	Emma Bailey	A/Senior Director, Payroll & Establishment QHSSP
	Rebecca Tarvitt	Business Coordinator, Group Linen Services
	Anna Berimballi	A/Senior Director, Finance Transactional Services QHSSP
	John Peterson	A/Senior Director, Supply Services QHSSP
	Lyndel Jones	Senior Director, Business Change QHSSP
	Tim Fitzgerald	Director, Divisional HR Services
	Nina Barnett	Project Manager, Business Change
	Alan Millward	A/Director, Recruitment QHSSP
	Sue Hope	Together
	Chiara Lennox	Queensland Services Union
Guests:	Helen Ceron	Executive Director, People & Culture Strategic Services
	Theresa Hodges	National Health Reform Transition Office
	Susan Stubbings	National Health Reform Transition Office
Apologies:	Tanya Strachotta	Together
	Peter Robertson	Together

1. Minutes / Actions arising/ongoing

1.1 Minutes from ACC held on 25.08.2011 endorsed.

1.2 Actions Arising/Ongoing

1.2.1 Action 261109.03a Hand dryers Chermside Galleria – Sue Hope to liaise with Lyndie Willcox in regards to the placement of the dyson airblade hand dryers at Chermside Galleria.

- Held Over

Action (s):

Action Item	Agreed Action	Member	Status
261109.03a	Sue Hope to liaise with Lyndie Willcox in regards to the placement of the dyson airblade hand dryers at Chermside Galleria.	Sue Hope	Open

1.2.2 Action 14072011.03 City Link Bus – Letter to be sent to Property and Facilities to request Citylink bus route include a stop at Queen Street

- Cesare Callioni advised that the advice received from Property and Facilities was that due to contractual arrangements and difficulties with designated stopping areas at 307 Queen Street this is not something that will be pursued at this point in time.

Action (s):

Action Item	Agreed Action	Member	Status
	No further action required		Closed

1.2.3 Action 14072011.06 – Review of ACC Membership – Cesare Callioni to write to the unions to review the list of ACC members.

- Cesare Callioni advised that a letter had been sent to all the unions, but no response has been received as yet. This item to be held over.

Action (s):

Action Item	Agreed Action	Member	Status
14072011.06	Held Over		Open

1.2.4 Action 250811.01 – Revitalisation of LCFs – ACC members to forward feedback on LCF documents to Kylie Portelli & Barry Neil by Friday 2 September 2011

- Held Over

Action (s):

Action Item	Agreed Action	Member	Status
250811.01	ACC members to forward feedback on LCF documents to Kylie Portelli & Barry Neil	ACC Members	Open

2. Standing Agenda Items

2.1 General Update QHSSP (*Cesare Callioni*)

- EB Negotiations.
- Focusing on maintenance of day to day services.
- Working on the Business Continuity Plans (BCP). The Level 1 and Level 2 BCPs have now been uploaded onto QHEPS. The Level 3 BCPs should be uploaded by the end of October. As we progress with the BCPS we will be engaging with the Health Service Districts.

Action (s):

Action Item	Agreed Action	Member	Status
	No further actions		Closed

2.2 Finance Transactional Services (*Anna Berimballi*)

- Continuing with Business as usual.
- Finance Transactional Services have been participating in the National Health Reform workshops.

Action (s):

Action Item	Agreed Action	Member	Status
	No further action		Closed

2.3 Payroll & Establishment (*Emma Bailey*)

- Emma Bailey advised that Payroll & Establishment have been heavily involved in the Voluntary Separation Package (VSP) Project.
- Payroll & Establishment are preparing for Christmas processing and the November release.

Action (s):

Action Item	Agreed Action	Member	Status
	No further action		Closed

2.4 Statewide Recruitment Services (*Alan Millward*)

- Everything is running smoothly with Recruitment. Currently working on the Business Plan.
- Alan Millward advised that he will be visiting some of the hubs, especially in the more remote areas with the view of addressing issues.

Action (s):

Action Item	Agreed Action	Member	Status
	No further action		Closed

2.5 Supply Services *(Peter Rushbrook)*

- The Richlands DC transition to Redcliffe and Caboolture will be completed by the end of October.
- The Richlands DC now has a second shift with one supervisor and seven operational staff.

Action (s):

Action Item	Agreed Action	Member	Status
	No further action		Closed

2.6 Linen Services *(Rebecca Tarvit)*

- Rebecca Tarvit advised that Linen Services are working well under challenging conditions.

Action (s):

Action Item	Agreed Action	Member	Status
	No further action		Closed

2.7 Business Change *(Lyndel Jones & Nina Barnett)*

- Nina Barnett provided an overview of the progress report. The key achievements include Established Training, Change and Comms working group, transitional plans, monitoring group to monitor the plans, Service Level Agreement endorsement, completion of the JAQ's and completion of the working group schedule.

Action (s):

Action Item	Agreed Action	Member	Status
	No further action		Closed

2.7 Accommodation Update *(Cesare Callioni)*

- Cesare Callioni advised that the focus at the moment is accommodation at Gold Coast and we are also doing work at Nambour to acquire some extra office space.

Action (s):

Action Item	Agreed Action	Member	Status
	No further action		Closed

3. New Business

3.1 National Health Reform

- It was agreed that a short overview on National Health Reform will be provided and a more in depth session will be scheduled when more members are available.
- Helen Ceron provided an overview on National Health Reform and Local Health and Hospital Networks.
- Theresa Hodges spoke about the work currently being undertaken, specifically the Blue Prints and Temperature Checks. Theresa advised that they are currently working on the Tier 3 Blue Prints and work is starting on the Tier 4 Blue Prints at the end of October or beginning of November. The Temperature Checks are being undertaken by Ernest & Young and are being used to measure if the Health Service Districts are able to transition to a Local Health and Hospital Network.
- Susan Stubbings advised that they have engaged with the Health Unions through a LHHN/NHR Forum, these are held fortnightly and key information is provided to the Unions which is then dispersed to their members.
- All of the information available on the website.

Summary of Actions ACC (Open/Ongoing)

Action Item	Agreed Action	Member	Status
261109.03a	Sue Hope to liaise with Lyndie Willcox in regards to the placement of the dyson airblade hand dryers at Chermiside Galleria.	Sue Hope	Open
14072011.06	Review of ACC Membership - Held Over	Cesare Callioni	Open
250811.01	ACC members to forward feedback on LCF documents to Kylie Portelli & Barry Neil	ACC Members	Open