



## LOCAL CONSULTATIVE FORUM SUNSHINE COAST-WIDE BAY

### Minutes

Thursday 28<sup>th</sup> April, 2011

Venue: SSP Warehouse, Maryborough

#### ATTENDEES:

Name	Position
Michelle Kennedy	Coordinator Recruitment Services (Minutes)
Steve Smith	Senior Supply Manager Supply Services SCWB (Chair)
Ron Fossen	QPSU Organiser
Sandy Cuthbert	Recruitment Services
Helen Stevens	Manager Wide Bay Group Linen Services
Ray Rodgers	Manager, Supply Services
Amanda Geck	Recruitment Officer
Wanda McKinnon	A/Service Manager Payroll & Establishment Services
Dawn Lewis	Team Leader - Payroll
<b>Apologies</b>	
Karen Smith	Client Service Officer
Marie-Gaye Harvey	Manager, Regional Recruitment Services
June James	Senior Finance Officer
Pat McAuliffe	Finance Manager SCWB
Sharon Bristow	Finance Officer

MODERATOR CODE : 1953226

SUBJECT		OUTCOMES	ACTION
1	Confirmation of minutes November, 2010	Confirmed by Steve Smith, seconded Helen Stevens	
2	Attendance and Apologies	As above	
3	Business Arising from Previous Minutes		
	3.1	Steve Smith advised that they have acquired a new storeperson at Nambour	



	3.2	Wanda McKinnon advised that the AO4 Team Leader position in Maryborough has been filled permanently.	
4	4.1 Workload Management	There were no workload management issues from Recruitment, Payroll or Finance. Payroll is utilising central teams in Brisbane to reduce overtime and monitoring duty of care to all staff members. Storeperson issue for Supply as above – does not have enough casuals to provide leave relief. Staff once again reminded to complete the workload management tool form if there are any issues and unless these are lodged they cannot be actioned. Ron Fossen supported the use of this tool.	
	4.2 Equity & Diversity	There were no Equity and Diversity issues from any of the services.	
	4.3 Leave Relief	No issues for recruitment or payroll. Finance were not represented at the meeting. Michelle Kennedy explained the SSP B33 Leave Relief process. As stated above Supply are having difficulties with leave relief backfill and do not have enough casual employees. It was confirmed that SSP can also draw upon the District staff if required.	
	4.4 Finance Restructure	There being no Finance representative, this item was passed over until the next meeting.	
5	5.1 New Business		
	5.1	It was confirmed that SSP is now backfilling vacant leave positions and the process was clear surrounding the B33 SSP Leave Relief process. Payroll did not have any issues and Finance were unavailable. Recruitment advised that both vacant AO3 positions have been advertised and there should be an outcome in the next couple of weeks.	
	5.2	Wanda advised that the new Payroll model is going well – staff have more ownership and now know who they are paying. All sites are live and there has been a reshuffle of staff members to allow for the relevant training. Steve raised the point that he would like SSP to be managed by the local Payroll offices Wanda advised that the Payroll Line Managers Booklet has been sent out to Line Managers confirming which teams are managing their particular areas and it also contains relevant contact information.	
	5.3	Relocation of Supply and Finance Bundaberg – This has now been completed and both are in their new offices. Discussions were entered into in relation to SSP services all moving into the new Cancer Care building in Bundaberg – estimated prospective 2 year projection. Accommodation Nambour is in dire straits – Lyndie and Cameron are currently sourcing alternatives. Currently a wall in Payroll is being removed and a new desk is being installed next week.	
	5.4	Supply to Bundaberg from the Maryborough Warehouse – Steve advised that supply to Bundaberg is going okay and working efficiently. Rollout of Richlands to Nambour and Gympie has started. Steve is currently reviewing the staffing levels in Bundaberg at this point.	

5.5		Supply to Sunshine Coast District (Nambour, Maleny, Gympie & Caloundra) from the Richlands Distribution Centre – Steve has advised that there has been a risk identified concerning highway access or lack thereof. This has come about because of the flooding in January and the inability to use the Bruce Highway for transport logistics.	
5.6		Long service awards are being presented by the Director of Payroll in Nambour. Recruitment and Supply would like to participate in a joint ceremony if possible.	
6	Next Meeting -	<b>Thursday, 26<sup>th</sup> May, 2011 at 2pm</b> SSP Warehouse Maryborough Chair – Finance    Minutes - Supply	

