



Local Consultative Forum

Minutes

Brisbane Metro South
13 September 2011, 10:00am

Attendees

Name	Initials	Position
Coralie Blake	CB	A/Manager Financial Accounting, QHSSP Metro South
Christine Forbes	CF	Contracts Manager
Sharon Cullen	SC	Performance Manager, Metro South – Payroll and Establishment
Michelle Barkley	MB	Service Manager, Meadowbrook – Payroll and Establishment
Scott Johnston	SJ	Project Manager, Employee Overpayments Unit
Felicity Haydock	FH	Recruitment Co-ordinator
Penny Hoelzl	PH	Together Again Representative

Apologies

Name	Initials	Position
Peter Jacobsen	PJ	A/Manager Financial Operations, QHSSP Metro South
Peter Marcovich	PM	Supply Manager, QHSSP Supply Services
Ron Brown	RB	ASU Representative
Matthew Sellars	MS	AWU Representative

Subject	Outcomes	Action
1. Attendance and apologies	Attendance and apologies were noted.	
2. Confirmation of minutes	Previous minutes were confirmed.	
3. Business arising from previous minutes		
4. Standing agenda items	<p>4.1 Workload management – nil items received</p> <p>4.2 Equity considerations – nil items received</p> <p>4.3 General</p> <ul style="list-style-type: none"> Christine Forbes advised that she did not have a copy of the Terms of Reference. 	CB to provide a copy of Terms of Reference to CF

Subject	Outcomes	Action
	<ul style="list-style-type: none"> It was noted by Felicity Haydock that there was probably not an understanding of the role of the LCF within the hubs. <p>4.4 Workplace Health & Safety – nil items received 4.5 Accommodation – nil items received 4.6 ACC minutes</p> <ul style="list-style-type: none"> It was noted that copies of the ACC minutes were not readily available to LCF members. 	<p>FH volunteered to provide a dot point document of the role of the LCF. This will be provided to LCF members to disseminate to staff.</p> <p>Coralie Blake to escalate.</p>
5. New business	<p>5.1 Car bookings Sharon Cullen identified that extended car bookings made for future periods had been noted and that this was to be discouraged. Coralie Blake identified that due to the adhoc schedules for Assets that this could not be done but that if requested and the car was available that the car could be utilised.</p>	<p>Michelle Barkley to advise staff how to utilise Meadowbrook Govi cars.</p>
Next meeting	<p>Date: Tuesday 11 October 2011 Time: 10:00am</p>	