



## Local Consultative Forum

### Minutes

Sunshine Coast – Wide Bay

Thursday, 28 July 2011

Venue: SSP Supply Warehouse, Maryborough

#### Attendees

Name	Initials	Position
Michelle Kennedy	MK	Coordinator Recruitment Services
Steve Smith	SS	Senior Supply Manager Supply Services SCWB (Minutes)
Karen Smith	KS	Client Service Officer Payroll Maryborough – AMASCU Representative
Donna Webster	DW	AMASCU Organiser
Sandy Cuthbert	SC	Recruitment Services
Helen Stevens	HS	Manager Wide Bay Group Linen Services
Ray Rodgers	RR	Warehouse Manager, Supply Services
Sharon Bristow	SB	Finance Officer (Chair)
Dianne Collister	DC	A/Service Manager Payroll & Establishment Services
Sue Meyers	SM	Client Service Officer Payroll Nambour - AMASCU Representative

#### Apologies

Name	Initials	Position
Ron Fossen	RF	AMASCU Organiser
Marie-Gaye Harvey	MH	Manager, Regional Recruitment Services
June James	JJ	Senior Finance Officer
Pat McAuliffe	PMcA	Finance Manager SCWB

Subject	Outcomes	Action
<b>1. Attendance and Apologies</b>	1.1 Attendance and apologies as noted above.	
<b>2. Confirmation of Minutes</b>	2.1 Minutes of April 2011 confirmed by Michelle Kennedy, seconded Helen Stevens.	
<b>3. Business arising from previous minutes</b>	3.1 Request for Payroll to be more localised for SSP staff – DC advised that all SSP staff were paid by Team 1 based at Nambour. 3.2 Wall has been moved in the Pay Section of the Warehouse 3.3 SS advised that the search for new premises for the	

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	<p>Nambour SSP was ongoing. None of the other attendees had heard any other news.</p> <p>3.4 SS advised that the roll out from Richlands to Sunshine Coast had been completed. The roll out from the Maryborough Warehouse to Bundaberg still had issues with standardisation of the catalogue but they were being addressed.</p>	
<p><b>4. Workload Management</b></p>	<p>There were no workload management issues from Recruitment, Payroll, Linen Services or Finance.</p> <p>Payroll is to trial a nine day fortnight.</p> <p>Sufficient casual store persons have been recruited and trained to provide leave relief throughout Supply Services.</p> <p>Due to the roll out of a number of improvement programmes, the SCWB Supply Services had accumulated the most RDO's of any other Hub. Action is well on hand to reduce them over the next two months and significant reductions have already been achieved.</p> <p>A potential issue has arisen in procurement where there is no trained back up pool for leave relief.</p> <p>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.</p>	
<p><b>5. Equity and Diversity</b></p>	<p>There were no Equity and Diversity issues from any of the services</p>	
<p><b>6. Leave Relief</b></p>	<p>No issues for Recruitment, Linen Services, Finance or Payroll. Supply has overcome problems with store persons but has issues with procurement.</p>	
<p><b>7. Finance Restructure</b></p>	<p>The proposed Finance restructure has not occurred and DW recommended it be closed until such time as something actually happens.</p>	
<p><b>8. EB8</b></p>	<p>8.1 DW proposed that EB8 be a standing agenda item even after sign off.</p> <p>As EB7 finishes at the end of August 2011, DW provided an update of where negotiations are at the moment.</p> <p>The unions have written to the Acting DG advising that the current Qld Health representatives are not fit to negotiate nor able to make decisions.</p> <p>Management had advised that they wished to streamline or standardise parts of EB7 but could not provide a list of those parts.</p>	
<p><b>9. New Business</b></p>	<p>9.1 All LCF minutes are to be forwarded to the ACC via the following e-mail address <a href="#">SS QH Shared Services</a>.</p> <p>9.2 HS advised that they now had two new trucks and now had a total of 7 trucks and 11 drivers. Consideration is being given to making one of the positions a supervisor.</p> <p>Linen purchasing was now state-wide to achieve much</p>	

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	<p>better pricing.</p> <p>Negotiations were underway to overtaking the linen that currently processed by the correctional services at Rockhampton. They currently process the laundry of linen for the Rockhampton &amp; District hospitals.</p> <p>9.3 DW advised that as the Payroll pay dispute was a certified in principle agreement with the IRC and that all positions were to be filled by closed merit selection processes. As such there should not be any external advertising of positions and that there was a vacant position being advertised. DC responded that the position in question was being conducted as a closed merit selection process.</p> <p>9.4 SB advised that the accommodation for Finance in Bundaberg Hospital was causing problems due to lack of space, no ventilation or natural light and the close proximity to quite large machines. Initial investigations centred on the safe proximity to those machines with suppliers.</p> <p>9.5 DW queried that with a proposed 5% cut in budget, how could the SSP meet service requirements and that any such cut could not be sustained. She was advised by all that deliberations were under way to fight those cuts.</p>	
<p><b>Next Meeting</b></p>	<p><b>Date: Thursday, 25 August 2011</b></p> <p>Time: 2.00 pm</p> <p>Location: SSP Warehouse Maryborough</p> <p>Chair: Payroll</p> <p>Minutes: Finance</p>	