



Local Consultative Forum

Minutes

Sunshine Coast – Wide Bay

Thursday, 25 August 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
Marie-Gaye Harvey	MH	Manager, Regional Recruitment Services
June James	JJ	Senior Finance Officer (Minutes)
Ray Rodgers	RR	Warehouse Manager, Supply Services
Mark Holgate	MH	Service Co-ordinator Payroll & Establishment Services

Apologies

Name	Initials	Position
Ron Fossen	RF	AMASCU Organiser
Donna Webster	DW	AMASCU Organiser
Helen Stevens	HS	Manager Wide Bay Group Linen Services
Pat McAuliffe	PMcA	Finance Manager SCWB
Sharon Bristow	SB	Finance Officer
Dianne Collister	DC	A/Service Manager Payroll & Establishment Services

Subject

Outcomes

Action

Subject	Outcomes	Action
1. Attendance and Apologies	1.1 Attendance and apologies as noted above.	
2. Confirmation of Minutes	2.1 Minutes of July 2011 confirmed by Steve Smith (SS), seconded Michelle Kennedy (MK).	
3. Business arising from previous minutes	3.1 Payroll 9 day fortnight trial – responses received and pending decision. 3.2 Supply RDO's reported last meeting being addressed. Reason for higher accumulation is the Richlands roll-out for Nambour and the Bundaberg roll-out for Maryborough. Rosters in place to reduce and manage RDO's.	

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4. Workload Management	<p>There were no workload management issues from Recruitment, Payroll, Linen Services or Finance.</p> <p>A potential issue has arisen in procurement where there is no trained back up pool for leave relief.</p> <p>Finance issue re invoice verification identified and documented – with Hub Manager, however will require additional information.</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>	
5. Equity and Diversity	<p>There were no Equity and Diversity issues from any of the services</p>	
6. Leave Relief	<p>No issues for Recruitment, Linen Services, or Payroll.</p> <p>Supply has overcome problems with store persons but has issues with procurement.</p> <p>Finance has experienced difficulty securing applicant pools for advertised vacancies for relief backfill at Bundaberg – working through strategies to increase suitable applicant pool.</p>	
7. Finance Restructure	<p>An informal Finance restructure has occurred – The Bundaberg and Maryborough Offices are referred to as the “Northern Team” of SSP Finance Cooloola. Informal reporting lines are to AO5 Maryborough, then to the Hub Manager at this stage. Nambour Office is unchanged and reporting lines remain to the Hub Manager.</p>	
8. EB8	<p>No update on EB8 at meeting. Noted e-mails have been sent from Union over last couple of days.</p>	
9. New Business	<p>SS advised a top level structure review is being undertaken in Supply, and a draft was circulated within Supply. Feedback has been provided by SS. It was indicated the draft was tabled at ACC.</p> <p>5% budget cut has not been officially advised although all streams are aware of expectation.</p> <p>MH notified that it has been minuted in Rockhampton LCF minutes that it has been requested that EB8 consider Recruitment positions be reviewed.</p> <p>MFD for Payroll awaiting sign-off on the asset request.</p>	
Next Meeting	<p>Date: Thursday, 22 September 2011</p> <p>Time: 2.00 pm</p> <p>Location: SSP Warehouse Maryborough</p> <p>Chair: Union</p> <p>Minutes: Recruitment</p>	