



Local Consultative Forum

Minutes

Sunshine Coast – Wide Bay

Thursday, 24th November 2011

Venue: SSP Supply Warehouse, Maryborough

Attendees

Name	Initials	Position
Michelle Kennedy	MK	Coordinator Recruitment Services
Sue Meyers	SM	Client Service Officer Payroll & Establishment Services AMASCU representative
Sandy Cuthbert	SC	Team Leader – Recruitment Services
Lin Ballinger	LB	Team Leader – Recruitment Services
Dylan Adams	DA	A/Performance Manager Payroll & Establishment Services
Vicki Marks	VM	Finance Officer
Dianne Collister	DC	A/Service Manager Payroll & Establishment Services (Minutes)

Teleconference No. 1300 301 336

Moderator Code 1953226

Participant Passcode 1195322

Apologies

Name	Initials	Position
Helen Stevens	HS	Manager Wide Bay Group Linen Services
Ron Fossen	RF	AMASCU Organiser
Sharon Bristow	SB	Finance Officer
Jenny Phillips	JP	Client Service Officer Payroll & Establishment Services AMASCU representative
Steve Smith	SS	Senior Supply Manager Supply Services SCWB

Subject	Outcomes	Action
1. Attendance and Apologies	1.1 Attendance and apologies as noted above. 1.2 Welcomed Dylan Adams as Acting Performance Manager Payroll to the meeting	
2. Confirmation of Minutes	2.1 Minutes of September 2011 confirmed by Dianne Collister (DC), seconded Michelle Kennedy (MK).	
3. Business arising from previous minutes	Nil	

Subject	Outcomes	Action
<p>4. Workload Management</p>	<p>There were no workload management issues from Recruitment, Linen Services or Supply.</p> <p>Finance had no update on the Workload tools mentioned in September although Vicki believes that have been sent to HR. The issue reported has since been resolved.</p> <p>Payroll staff are being offered overtime for the period leading up to Christmas as there may be a need to move work around the State depending on the impact of the VSP's.</p> <p>All 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>5. Equity and Diversity</p>	<p>There were no Equity and Diversity issues from any of the services</p>	
<p>6. Leave Relief</p>	<p>No issues for Recruitment, Linen Services, Supply or Payroll. Payroll staff will work through the Christmas closure on a half staff arrangement.</p>	
<p>7. Finance Restructure</p>	<p>No update – noted that Pat McAuliffe will be retiring on 02/12/11.</p>	
<p>8. EB8</p>	<p>SM advised the EB8 ballot closes tomorrow.</p>	
<p>9. National Health Reform</p>	<p>No update</p>	
<p>10. New Business</p>	<p>It has been suggested recruitment positions should be considered for review of levels as there has been no review for a long period.</p> <p>Recruitment have been advised they can no longer order tissues – no other services have been provided the same advice. As this issue is unable to be resolved in this forum it needs to be referred to ACC.</p> <p>DC advised new reporting relationships in payroll to Richard Matthews and new name the Payroll Portfolio Program</p> <p>VM expressed concern a vacant position in Bundaberg is not being filled.</p> <p>Concern noted from the group regarding the potential impacts on service delivery as a result of the VSP's.</p>	
<p>Next Meeting</p>	<p>Date: To be advised in the new year</p> <p>Time:</p> <p>Location:</p> <p>Chair: Finance</p> <p>Minutes: Supply</p>	