



## Local Consultative Forum

### Minutes

Townsville

23 June 2011, 10.00-11.00 am

#### Attendees

Attendees		
Ava Ball	AB	Recruitment Services
Patricia Martin	PM	QPSU Workplace & Council Delegate
Jonathan Green	JG	Manager Financial Services
Wayne Nuske	WN	Supply Services – Manager (Chair)
Michael Walton	MW	Supply Services – AWU Delegate
Nicola Mitchell	NM	A/Service Manager Payroll
Joshua Van Reyk	JVR	Procurement Manager

#### Apologies

Apologies		
Karin Carmichael	KC	QPSU Workplace Delegate
Chiara Lennox	CL	ASU Northern Workplace Delegate
Michelle Duggan	MD	AWU Organiser
Karen Wood	KW	QPSU Workplace Delegate

#### Subject

#### Outcomes

#### Action

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 21 April 2011 were accepted after minor adjustment to second para 8.3 <i>“There is the possibility that Townsville’s inventory lines will increase but non-stock items might decrease.”</i>	
<b>3. Business arising from previous minutes</b>	<p>3.1 <i>Briefing Paper – Review of NACU:</i> AO4 position has now been advertised but position has been sent through the JEMS process. Close to determination.</p> <p>3.2 <i>Recruitment Services Mackay HUB</i> – There will be a trial of a temporary position in Mackay for a 4 month period during which time all Mackay workloads will be transferred back to Mackay staff due to a higher level of activity in that region. Initially Townsville staff will travel to Mackay to assist with upgrade of skills and relevant training. There will be continued liaison between Townsville and Mackay in the</p>	<p>WN</p> <p>AB</p>

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	<p>early stages. Townsville will not be backfilled during this time. Trial is underway.</p> <p>3.3 <i>Payroll Costing &amp; Payroll Teams</i>: Currently there is a review being undertaken with respect to Centralised Teams. PM will continue to feedback to this meeting concerning outcomes.</p> <p>3.4 <i>Minutes of LCF Meetings</i>: The minutes will continue to be sent to ACC (via QH_Shared_Services@health.qld.gov.au) as Unendorsed Draft Only. Minutes also be distributed to all interested staff.</p>	<p>PM</p> <p>Minute taker</p>
<b>4. Organisational Change</b>	Nil	
<b>5. Workload Management</b>	Nil	
<b>6. Equity and Diversity</b>	<p>5.1 <i>Payroll Reclassification</i>: Outcomes determined for Payroll Officer 1 &amp; 2. Other positions ongoing. Will update in future meetings.</p> <p>5.2 <i>Operational Positions Richlands/Townsville Districts</i>: Supply services are looking at the 003 004 supervisory levels to be reviewed through Public Hospital Oversight Committee (PHOC) process. MW advised that the AWU had been asked to look at all operational levels from 002 up.</p> <p>WN will continue to feedback to this meeting with further outcomes.</p>	<p>NM</p> <p>WN &amp; MW</p>
<b>7. Leave Relief</b>	6.1 <i>Supply, Payroll &amp; Recruitment Services</i> : concerns continue over leave relief provision for Supply, Payroll & Recruitment Services.	WN, AB, NM
<b>8. New Business</b>	<p>7.1 <i>Business Case "Change of Distribution Centres (Townsville &amp; Cairns) Stock Line Policy &amp; Service Model for Stock Lines"</i>.</p> <p>WN advised two projects are proposed – Realign inventory Cairns/Townsville and Imprest project in Cairns. The scope of the projects will evolve as items are identified through the imprest project to be stock/non-stock items. All staff will be invited to provide input into the projects.</p> <p>AWU does not support the tabling of this document in its current form. Document does not address the scope of works no leave relief built in, also of concern is the lack of Union representation on the steering committee.</p> <p>OO2 funding has been allocated to Townsville to assist in workload transfer. WN stated that no further work will be accepted by Townsville until documents &amp; scope of project is understood and OO2 position filled.</p> <p>7.2 <i>EB8 discussions</i> – PM member of the steering committee for QHSSP in EB8 discussions. Any issues should be raised with PM by COB 24/6 for inclusion prior to 30/6.</p>	<p>WN &amp; MW</p> <p>PM</p>

Subject	Outcomes	Action
<b>Next Meeting</b>	<b>Date:</b> Thursday, 21 July 2011 <b>Time:</b> 10.00 am <b>Location:</b> Level 2, Central Plaza, Flinders Mall, The City. <b>Chair:</b> To be confirmed	

### Townsville LCF members

Name	Initials	Position	Phone	Email
Ava Ball	AB	Recruitment Team Coordinator	4750 6770	<a href="mailto:Ava_Ball@health.qld.gov.au">Ava_Ball@health.qld.gov.au</a>
Jonathan Green	JG	Manager, Financial Services NQ	4750 6610	<a href="mailto:Jonathan_Green@health.qld.gov.au">Jonathan_Green@health.qld.gov.au</a>
Karen Wood	KW	QPSU Workplace Delegate	4750 6666	<a href="mailto:Karen_Wood@health.qld.gov.au">Karen_Wood@health.qld.gov.au</a>
Karin Carmichael	KC	QPSU Workplace Delegate	4750 6666	<a href="mailto:Karin_Carmichael@health.qld.gov.au">Karin_Carmichael@health.qld.gov.au</a>
Margie Dale	MD	ASU North Queensland		
Patricia Martin	PM	QPSU Workplace & Council Delegate	4750 6767	<a href="mailto:Patricia_Martin@health.qld.gov.au">Patricia_Martin@health.qld.gov.au</a>
Wayne Nuske	WN	Supply Manager	4753 3501	<a href="mailto:Wayne_Nuske@health.qld.gov.au">Wayne_Nuske@health.qld.gov.au</a>
Michael Walton	MW	Supply Services – AWU Delegate		<a href="mailto:Michael_Walton@health.qld.gov.au">Michael_Walton@health.qld.gov.au</a>
Chiara Lennox	CL	ASU Northern Workplace Delegate		<a href="mailto:Chiara@asuqld.asn.au">Chiara@asuqld.asn.au</a>
Michelle Duggan	MD	AWU		<a href="mailto:michelle.duggan@awu.org.au">michelle.duggan@awu.org.au</a>
Loueen Finlay	LF	Payroll Services		<a href="mailto:Loueen_Finlay@health.qld.gov.au">Loueen_Finlay@health.qld.gov.au</a>