



Local Consultative Forum

Minutes

Townsville

21 July 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 (minutes)
Wayne Nuske	WN	Supply Services – Manager
Michael Walton	MW	Supply Services – AWU Delegate
Peta Mason	PMsn	Proxy for Lou Finlay
Karen Wood	KW	QPSU Workplace Delegate (Chair)
Di Wight	DW	Coordinator Financial Accounting

Apologies

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

Subject	Outcomes	Action
1. Attendance and Apologies	1.1 Attendance and apologies as noted above.	
2. Confirmation of Minutes	2.1 Minutes of 23 June 2011 were ratified.	
3. Business arising from previous minutes	<p>3.1 Briefing Paper – Review of NACU: AO4 position has now been advertised but position has been sent through the JEMS process. Close to determination.</p> <p>3.2 Payroll Costing & Payroll Teams: Currently there is a review being undertaken with respect to Centralised Teams. PM will continue to feedback to this meeting concerning outcomes.</p> <p>3.3 Minutes of LCF Meetings: The minutes will be circulated after the meeting for amendments/additions and 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>WN</p> <p>PM</p> <p>Minute taker</p>

Subject	Outcomes	Action
	3.4 EB8 discussions – PM member of the steering committee for QHSSP in EB8 discussions. PM will feedback any developments on continuing discussions.	PM
4. Organisational Change	<p>4.1 Recruitment Services Mackay HUB – 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 early stages. Townsville will not be backfilled during this time. Trial is underway – AB to provide feedback on any developments.</p> <p>4.2 Business Case “Change of Distribution Centres (Townsville & Cairns) Stock Line Policy & Service Model for Stock Lines”.</p> <p>WN advised 2nd draft of the document has been circulated for comments. Document contains KPI’s and measures for realignment of inventory between Cairns/Townsville. 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 raised concerns that content that was requested to be removed from document remains in 2nd draft. More clarification and documentation has been requested by AWU to define scope and reduce ambiguity of project.</p>	AB WN & MW
5. Workload Management	5.1 Workload Management Tool: JG raised a question on the use of workload management tool to assess workloads across the state. EB7 contains admin workload tool but users advise that the tool is cumbersome, retrospective and time-consuming. An updated less time-consuming version would be desirable as a comparison tool. http://www.health.qld.gov.au/eb/documents/wloadkit.pdf	
6. Equity and Diversity	<p>6.1 Payroll Reclassification: Outcomes determined for Payroll Officer 1 & 2. Union negotiating with Qld Health on future positions. Will update in future meetings.</p> <p>6.2 Operational Positions Richlands/Townsville Districts: 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. WN will continue to feedback to this meeting with further outcomes.</p>	NM WN & MW
7. Leave Relief	7.1 Finance, Supply, Payroll & Recruitment Services: concerns continue over leave relief provision for Finance, Supply, Payroll & Recruitment Services for 2011/12.	WN, AB, JG, LF
8. New Business	8.1 Payroll 9 day fortnight: Payroll has gained approval for a 6 month trial in Townsville of 9 day fortnight beginning 11/7. Impacts positive & negative will be recorded/reported to	PMsn

Subject	Outcomes	Action
	<p>Senior Director. Updates also to be given to LCF.</p> <p>8.2 Payroll moved into teams: Payroll has moved all their staff into teams. Early indications of better unity within teams.</p> <p>8.3 Redesignation of Supply position: WN stated that 004 Assistant Warehouse Supervisor position at TTH has been renamed Supply Supervisor with agreement of incumbent.</p> <p>8.4 Supply position split for TTH & DC: A new 003 position has been created to capture TTH imprest staff as separate to 003 Distribution Centre staff.</p> <p>8.5 Di Wight joins Townsville LCF: JG advised that Di Wight will be representing Finance at future LCF's.</p>	PMsn
Next Meeting	<p>Date: Thursday, 18 August 2011</p> <p>Time: 10.00 am</p> <p>Location: Level 2, Central Plaza, Flinders Mall, The City.</p> <p>Chair: Di Wight</p> <p>Minutes: To be confirmed</p>	

Townsville LCF members

Name	Initials	Position	Phone	Email
Ava Ball	AB	Recruitment Team Coordinator	4750 6770	Ava_Ball@health.qld.gov.au
Di Wight	DW	Coordinator Financial Accounting	4750 6615	Dianne_Wight@health.qld.gov.au
Karen Wood	KW	QPSU Workplace Delegate	4750 6666	Karen_Wood@health.qld.gov.au
Karin Carmichael	KC	QPSU Workplace Delegate	4750 6666	Karin_Carmichael@health.qld.gov.au
Margie Dale	MD	ASU North Queensland		
Patricia Martin	PM	QPSU Workplace & Council Delegate	4750 6767	Patricia_Martin@health.qld.gov.au
Wayne Nuske	WN	Supply Manager	4753 3501	Wayne_Nuske@health.qld.gov.au
Michael Walton	MW	Supply Services – AWU Delegate		Michael_Walton@health.qld.gov.au
Chiara Lennox	CL	ASU Northern Workplace Delegate		Chiara@asuqld.asn.au
Michelle Duggan	MD	AWU		michelle.duggan@awu.org.au
Loueen Finlay	LF	Payroll Services		Loueen_Finlay@health.qld.gov.au