



## Local Consultative Forum Minutes

**Group Linen Services – Princess Alexandra Hospital Campus  
9 June 2011 10.10am to 10.30am**

### ATTENDEES:

Grahame Brook	Operations Manager
Maggie Foelz	Assistant Operations Manager
Bill Byers	Transport Supervisor
Rob Anderson	Transport Team Leader
Lisbeth Kristensen	Workplace Health and Safety Rep
Val Spencer	Operational Officer PA
Ben Owens	Workplace Health and Safety Officer
Maintenance PA	
Maureen Bullock	A/Training Co-ordinator
Tracey Anderson	Secretariat
Kerryn Grobler	Training Secretariat

### APOLOGIES:

G. Brook	Operations Manager
R. Wenck	Australian Workers Union PA rep
N. Titmarsh	Australian Workers Union PA rep
N. King	Training Co-ordinator

Subject	Outcomes	Action
<b>1. Confirmation of Minutes</b>	<ul style="list-style-type: none"> <li>Previous minutes approved</li> </ul>	
<b>2. Standing Agenda Items</b>		
<b>2.1 OH&amp;S</b>	<ul style="list-style-type: none"> <li>Health &amp; Safety reps were elected and have been finalised. Rachael Wenck (PAH). BO to send the Poster to MF &amp; GB</li> </ul>	
	<ul style="list-style-type: none"> <li>BO to send copy of the quarterly stats to MF and</li> </ul>	

Subject	Outcomes	Action
	transport	
	<ul style="list-style-type: none"> <li>BO requested copy of minutes from previous meeting be emailed</li> </ul>	Tracey to attend to
	<ul style="list-style-type: none"> <li>BO requested a copy of all cleaning schedules that relate to lint</li> </ul>	Maggie to attend to
<b>3.0 New Business Arising</b>		
<b>3.1 Operational</b>	<ul style="list-style-type: none"> <li>Starting Monday 13/6/11 the 7 day roster will be increased from 4 to 12 staff. This will cover Ironers, packers, distribution and CBW.</li> <li>117 tonne processed last week</li> <li>High cleaning done two weeks ago – will now be done quarterly</li> <li>Clock buzzer is working in clean area, but volume needs to be increased and the buzzer has yet to be started in soiled area</li> </ul>	
<b>3.2 Training</b>	<ul style="list-style-type: none"> <li>Dappa's are in progress</li> </ul>	
<b>3.3 Maintenance</b>		
<b>3.4 Safety</b>		
<b>3.5 Client Services</b>		
<b>3.6 CMMS</b>		
<b>3.7 General</b>	<ul style="list-style-type: none"> <li>Payroll have advised collection of overpayments has commenced. Letters to be sent out first and a timely repayment plan is to be agreed to.</li> <li>BB advised transport are having further issues with payroll in relation to "overpayments"</li> <li>LK &amp; VS advise staff are happy, no complaints</li> <li>Maintenance are addressing issues promptly</li> <li>Ironer #2 is to be replaced</li> </ul>	
<b>Next Meeting</b>	4.08.2011	<b>Chair person:</b> Maggie Foelz