



Local Consultative Forum Minutes

**Group Linen Services
Wide Bay Group Linen Service
28 June 2011 – 9:30am – 10:30am**

Attendees		
Name	Initials	Position
Lynette Jones	LJ	General Manager
Helen Stevens	HS	Operations Manager
Jenny Percival	JP	Production Coordinator
Rodney McFarlane	RM	Transport Coordinator
James Wright	JW	Workplace Health & Safety Rep
Dwayne Edwards	DE	District Occupational Health and Safety Officer
Keith Ballin	KB	TWU Organiser - Chairperson
Wendy Hogarth	WH	Australian Workers Union
Toni Parry	TP	Australian Workers Union
Barb Mosk	BM	Client Service Officer
Debbie Douglas	DD	Minutes Secretariat

Apologies		
Name	Initials	Position
Marianne Williams	MW	Minutes Secretariat

Subject	Outcomes	Action
1. Confirmation of Minutes	<ul style="list-style-type: none"> Toni Parry Lynette Jones 	
2. Business arising from previous minutes	Nil	
3. Standing Agenda Items	3.1 OH&S DE said nothing to report. DE said there are lots of changes coming for OH&S in the near future.	Nil
	3.2 IMS Report DE advised there is nothing to report. Everyone is working safe. LJ wanted to thank everyone for keeping safe at work. DE believes everyone is reporting incidents.	Nil



Subject	Outcomes	Action
	<p>3.3 Enterprise Bargaining KB said 115 claims have been logged please find the list and other letters attached.</p>	
<p>4. New Business Arising</p>	<p>4.1 Backfill of Staff KB asked that all positions including supervisors be backfilled as per the award. LJ said that this is what we doing. KB said the concern is that staff are not being paid for higher duties unless they do it for 3 days. KB said this is one of the issues highlighted in the log of claims.</p>	
	<p>4.2 Change of Start Time LJ said the new start time 7am for production is working well and everyone appears to be happy. We may need to install a buzzer to alert people of start time, breaks and finish time as the clocks are never the same.</p>	<p>Peter to organise</p>
	<p>4.3 Transport RM said the Russell Ezzy issue at Bundy appears to be resolved. RM advised that we are getting 2 new trucks. The old Bertha truck has over 500,000kms on the clock and it is going to be replaced. The trucks are replaced every 5-7years. RM said we have introduced a 7 day roster for Bundy covering a 3 month period. All reports so far indicates that is working well. KB asked where all the trucks are parked overnight. RM said all trucks are parked at a Q Health site. RM all positions rotate to accommodate training days for the drivers on all the runs. We have also created 2 more positions.</p>	
	<p>3.4 Voluntary Separation LJ advised that this doesn't fit with our organisation.</p>	
	<p>3.5 Overpayments KB said the payment system is still not working properly. LJ said that we are monitoring the need to have a meeting with payroll. HS said changes are being made by payroll staff after our roster is put into the payroll system which causes errors in staff's pays. KB asked if employees could get printouts of over payments as everyone will be getting letters</p>	<p>LJ & HS organise a meeting with payroll.</p>
	<p>3.6 Smoking Area BM & TP asked if there could be some concrete or crusher dust put down in the smoking area as the area is very unlevel. LJ said we will organise a safe area for the smokers to sit. BM asked if some speed signs could also be put up. LJ said yes to speed signs.</p>	
	<p>3.7 South Burnett Impress BM said the impress is to hopefully commence for South Burnett on the 1st Aug 11. BM would like to give them 20% buffer for emergency linen built into their trolleys. HS & LJ</p>	

Subject	Outcomes	Action
	both agreed as there is no emergency supply kept on site. BM advised that Kingaroy is still not happy with this arrangement and is organising to have talks with them.	
	3.8 Rockhampton Update LJ reported that nothing is happening at this stage. Lots of ideas are being tossed around and will keep us informed.	
Next Meeting	Date: Tuesday 26 July 2011 Time: 10:30am Location: Wide Bay Group Linen Services	