

Minutes

clever • skilled • creative



LHMU DET(E) JCCC

Date/Time:	16 February 2010 10:30am
Location:	Liquor, Hospitality and Miscellaneous Union – 27 Peel Street, South Brisbane, 4101 QLD
Attendees:	Angela Seeto (Chair), Paul Daniels (DET), Liz Jones (LHMU), Brian Humphrey (LHMU), Peter Waddell (LHMU), Paul Everingham (LHMU), Donna Gaffney (LHMU)
Apologies:	Sheila Hunter (LHMU), Bette Eggink (LHMU)
Secretariat:	Ryan Keast (DET)

Agenda Item/Topic	Discussion/Outcomes	Action Officer	Due Date
1. Welcome			
2. Confirmation of Minutes from Previous Meeting	<p>Discussion</p> <ul style="list-style-type: none"> ➤ DET discussed 8 December draft minutes. ➤ All parties confirmed draft minutes. <p>Action</p> <ul style="list-style-type: none"> ➤ DET to issue confirmed minutes. 	Ryan Keast (DET)	Prior to next meeting
3. District Relief Cleaning Teams (DRCTs) One Portal Site	<p>Discussion</p> <ul style="list-style-type: none"> ➤ DET demonstrated new District Relief Cleaner OnePortal site. ➤ LHMU commended the site and acknowledged the efforts of the Department. ➤ DET discussed current bookings for part-time DRCs. ➤ LHMU indicated concern regarding the uptake of bookings. ➤ LHMU said that BSMs need to be reminded of the site and encouraged to use it. ➤ DET confirmed that users need to be encouraged to use the site. ➤ There was also acknowledgement between the parties that there are issues regarding BSM's utilising DRCTs. ➤ LHMU indicated the possibility for DET to utilise the BSM Network Association to spread the uptake of the DRCTs. ➤ DET acknowledged that the Associations Regional BSM Term 2 conferences would be useful for presenting on the DRCTs. ➤ LHMU also indicated that it could utilise its regional organisers to spread the DRCTs when 		



Minutes

clever • skilled • creative



	<p>meeting with BSM's.</p> <ul style="list-style-type: none"> ➤ The parties agreed that in a month a meeting would be appropriate to review the DRCT arrangements. <p>Action</p> <ul style="list-style-type: none"> ➤ LHMU to organise DRCT Committee Meeting on 16 March 2010, 10:30 to 11:30am. ➤ DET to provide Feedback Forms when submitted by BSM's as part of reviewing the DRCTs. ➤ DET to consider presentations at BSM Regional Conferences. ➤ LHMU to promote DRCT's with Regional Organisers. 	<p>Brian Humphrey (LHMU) Paul Daniels (DET)</p> <p>LHMU</p>	<p>As soon as possible</p> <p>Next meeting</p> <p>Prior to next meeting</p>
<p>4. Closed Classrooms, Classrooms Not Being Used as a Teaching and Learning Area</p>	<p>Discussion</p> <ul style="list-style-type: none"> ➤ DET presented scenarios for 5, 10, 15, 20 and 25% allocated cleaning time. ➤ DET indicated that a 0% allocation would still allow adequate cleaning time in the various schools. ➤ DET also indicated that a 0% allocation in time / reduction in time would not reduce time available for maintenance and external cleaning of the classrooms. ➤ Following a caucus, LHMU indicated that a 15% allocation is appropriate for a partially closed classroom. ➤ LHMU did however indicate that it would be willing to review the 15% allocation on a school by school basis based on consultation, to allow for flexibility. ➤ DET indicated it would consider 15% by applying the allocation to various schools. ➤ LHMU indicated that they would like to see a copy of the letter that would be sent to schools regarding the closed classroom / partial closed classroom review. ➤ LHMU proposed that it would also consider a 5% allocation for completely closed / locked classrooms, however should a closed classroom be used / opened, additional time would be required to clean the room. ➤ The Department indicated it would consider. ➤ LHMU also indicated that it would be useful for the Department to define what it considered a closed classroom by way of a letter. ➤ The Department acknowledged. ➤ The parties also discussed the allocation of surplus hours once it was identified. ➤ The Department indicated that schools operating at 		



Minutes

clever • skilled • creative



	<p>peak capacity should be given priority consideration when assigning additional hours.</p> <ul style="list-style-type: none"> ➤ LHMU indicated that it would consider. <p>Action</p> <ul style="list-style-type: none"> ➤ DET to provide scenarios of various schools regarding a 15% allocation for partially closed classrooms. ➤ Department to consider a 5% allocation for closed classrooms. ➤ DET to draft a letter to schools regarding reducing hours / reallocating hours. ➤ DET to formalise a letter to the LHMU regarding the definition of a closed classrooms. ➤ LHMU to consider allocation of surplus hours. 	<p>Paul Daniels (DET)</p> <p>Angela Seeto and Paul Daniels (DET)</p> <p>Paul Daniels (DET)</p> <p>LHMU</p>	<p>Next meeting</p> <p>Next meeting</p> <p>When applicable</p> <p>Next meeting</p>
5. Trial Vacuums	<ul style="list-style-type: none"> ➤ LHMU proposed that vacuums be trialed by cleaners prior to being purchased in bulk. ➤ The parties agreed that results of the trial would be reported to JCCC and reflected in minutes. 		
6. Terms of Reference – flight arrangements for attendance at regional JCCC's	<p>Discussion</p> <ul style="list-style-type: none"> ➤ LHMU to further consider (Agenda Item 3 - 8 December 2009 JCCC Minutes). 	<p>Brian Humphrey (LHMU)</p>	<p>Next meeting</p>
7. Dates, Venues and Schedule of JCCC's for 2010	<p>Discussion</p> <ul style="list-style-type: none"> ➤ DET discussed the draft DET Workforce Relations Consultative Committee Schedule of Meetings for the 2010 school year. ➤ The parties agreed to proposed dates with an acknowledgement that additional meetings would be required outside of the proposed dates. ➤ Parties acknowledged that DRCT Committee would require further sessions. ➤ The parties agreed to 10:30 – 1:30pm as the set time for the Consultative Committee. <p>Action</p> <ul style="list-style-type: none"> ➤ DET to finalise. 		
8. Other matters	<p>Discussion</p> <ul style="list-style-type: none"> ➤ Woodridge SS issued letter to cleaners telling them that if they lost keys they had to replace locks out of their own money. <p>Action</p> <ul style="list-style-type: none"> ➤ DET to contact school and resolve matter. 	<p>Paul Daniels (DET)</p>	<p>As soon as possible</p>
Next Meeting	<ul style="list-style-type: none"> ➤ 5 May 2010, 10:30am – 1:30pm 		

Meeting closed at: 12:30am



Minutes

clever • skilled • creative



These minutes are a public record. However the Department of Education and Training (DET) may redact information from the publicly released version of these minutes if DET intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DET it will be noted at the relevant part of these minutes.

DRAFT

