



SCHOOL CLEANERS UNITED

Rights, Recognition & Respect at every school
A KIT FOR DELEGATES

Rights, Recognition and Respect at every school – A KIT FOR DELEGATES

United Workers Union school cleaners campaigned hard for the improvements in the enterprise agreement. Members have been working together in schools to ensure all the hard fought wins are being implemented. Experience tells us unless we keep working together at our schools there is no guarantee what we have won will be applied fairly across the state.

As delegates, you are the key to getting school cleaners together to stand up for their rights and for respect and recognition at every school.

Inside this kit you will find all the information and advice you need to work with school cleaner members at your school to know your rights, know how to apply them, and know how to keep them.

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Download this kit at uwu.org.au/taschub

1. Message to Delegates



Members winning!

Through your efforts, and the efforts of school cleaner members across Queensland, real improvements around training, ADOs and new School Facilities Operations Advisors (SFOAs) have been achieved. Members have been working together across the State to implement the wins. This builds on existing conditions and rights that should be enjoyed by all school cleaners. Ensuring United Workers Union school cleaners are aware of these rights and conditions and empowered to respond if something seems unfair is a key priority.

As a delegate you have a vital role to play to ensure school cleaner members at your school understand their wins and know how to ensure they are applied.

Delegate kit

We have developed this kit to provide you with all the information and advice you need to undertake this important role in your school, starting with getting members together to explain the benefits of the agreement and how to ensure they are implemented in your school.

This kit will also assist you to have conversations with school cleaners at your school who are not currently members of the union. It provides great opportunities to talk to your colleagues about the real improvements gained by United Workers Union members working together, underlining how we need to be even stronger as we seek to apply what has been won and build on it for next time.

Delegates' rights

The agreement emphasises the important role of delegates in schools – through formal recognition, acceptance and support. The agreement encourages:

- the existence of union delegates and their access to facilities for undertaking union activity.
- cleaners being given access to union delegates during working hours to discuss any employment matter or seek union advice.
- employees to join the union.

Congratulations again for your achievements and thanks for your continued efforts on behalf of United Workers Union members.

2. Restoring the Balance

Members are well aware of the power imbalance that exists between employers and employees.

The idea of challenging authority figures can feel uncomfortable. Too often, authority figures rely on this to take advantage of employees and push their own position.

This kit is one part of equipping delegates to move the balance back towards the middle, giving you more confidence to assert the rights and entitlements of members.

In workplaces the employer exercises its power in many ways, including policies, directives, and codes of conduct etc. However, many of these documents also explain members’ rights.

Being familiar with these documents and how your rights are outlined is a powerful tool.

But remember, it is always reasonable to question a statement or position of local management until you have been able to refer to the relevant documents. It is also reasonable to ask local management to outline how their position aligns to the relevant documents for your workplace.

Always question management statements. If it does not sound or feel reasonable, it may not be – whether or not it is specifically covered by your enterprise agreement or other document.



SPEAKING UP

- Ask for clarification if a statement from management doesn’t seem reasonable.
- Document it and most importantly get together and seek the views of other union members in your workplace.
- Test if they think management’s position is fair (not necessarily what their knowledge of relevant documents might be).

If members don’t think something is fair then that is grounds to explore it further with local management.

Raising issues with management doesn’t mean disobedience, disrespect or being obstructive. You’re entitled to check with members before accepting management’s position. It is common sense that you and other members are best placed to assess whether what management is proposing is fair, relevant or practical.

You may also simply be better informed than your local management about what is in your agreement or what has changed in the EBA. Ensuring your local management is aware of the rights and conditions school cleaners have and will work together to protect, is a positive contribution delegates can make.

Remember the United Workers Membership Rights Team in the union office is right there to give you advice and support if you need it on 1800 065 885.

3. Getting Members Together

Getting members together is the most effective way to discuss rights, entitlements and work out a united response to any issues that might arise at your school.

In fact, discussing issues together is the most powerful thing you can do. Get into the habit of gathering at your school to touch base about any issues that might be impacting you as a group.

“ACTING TOGETHER AS A GROUP IS LIKE EXERCISE
the more you do it, the easier it gets and the better it feels!
It will also become the new normal for your local managers.

While group meetings are best, if it is not always possible to get everyone together as a group there are many other ways to find out what members think.

- Talk to members one on one.
- Get members to talk to each other and report back.
- Use email, Facebook groups, WhatsApp and Zoom meetings
- Circulate a simple survey or petition to check views.

Remember, reasonable access to members and resources to undertake your work as a delegate is a workplace right you should be using.

Tips for holding meetings

Let members know about the meeting arrangements and purpose:

- ☐ Talk to members directly about the meeting and ask them to commit to attend. If a member says they will not attend ask why. Someone not being able to attend due to the timing of the meeting, or someone not attending because they are not interested, are both useful pieces of information for you as a delegate. Keep a list of those members attending and not attending.
- ☐ Talk to non-members directly about the purpose of the meeting and ask them to join the union so they can participate. *(Consult Section 4 of this kit for further tips about holding this conversation)*
- ☐ Remind members about the meeting as it gets closer.

If you are the only delegate and your school is large or there are multiple campuses, ask other members to assist you getting people to the meeting.

A sample attendance sheet is included on page 24 of this kit to keep a record of attendance at your meetings.

Effective meetings need:

- ☐ an agenda
- ☐ someone to keep it on track
- ☐ participation by the people present
- ☐ decisions or outcomes made and recorded
- ☐ follow-up jobs allocated
- ☐ a clear process for reporting back


Have an agenda for your meeting. This is simply a list of items/activities you intend to take to the meeting in order to achieve the meeting’s purpose. You can hand an agenda out or write it on a board.

As a delegate you are likely to be chairing the meeting so you can keep the meeting on time and on task.



In keeping with our union’s commitment to reconciliation and to pay respect to the First Nations peoples of Australia, before every meeting or gathering we encourage members to ensure someone present acknowledges the Traditional Owners of the country on which they stand or meet.

Note that an Acknowledgement of Country isn’t necessary when a First Nations person (or people) is present to offer a Welcome to Country.



There are many ways to give an Acknowledgement of Country. More information and examples of how to acknowledge Traditional Owners at meetings are provided on page 25.”

After welcoming people to the meeting and thanking them for coming, briefly run through the purpose of the meeting and outline the agenda and meeting length.

Allow opportunities for questions and discussion and encourage participation.

Ensure a record is kept of any decisions, actions or questions that couldn’t be answered immediately. Before the meeting starts ask one of the members to take these notes so you can focus on keeping the meeting on track.

At the end of the meeting, thank everyone for attending and summarise any outcomes or actions that have been agreed upon and the process of follow-up or report-back.

These steps for effective meetings will become second nature the more practice you get running meetings at your school.




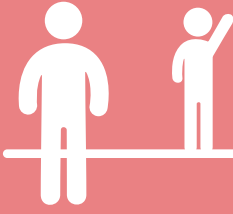
4. Getting New Members on Board

United Workers Union school cleaners have a proud history of standing together to fight for respect and recognition. The agreement locks in improved conditions won by members.

School cleaners who are not yet union members, and new school cleaners coming into your school, need to be asked to join the union to continue to build on and exercise your collective strength.

As school cleaners, delegates are best placed to talk to other school cleaners about why being part of the union has been, and continues to be, so important.

Here are some simple steps to follow to prepare you to have these conversations:

			
<p>Be prepared:</p> <p>Know who the potential members are at your school (the union office can provide you with a current list of members).</p> <p>Know what union members have achieved in the agreement and how union members get together regularly at your school to talk about rights, entitlements and any issues that come up.</p> <p>Think about who you should approach, when and what you might say.</p>	<p>Inductions:</p> <p>As a Delegate the school is required to make you aware of any new employees and arrange a meeting with you as part of the Induction process.</p> <p>This should be a positive experience. Every new School Cleaner’s introduction to United Workers should highlight their exciting opportunity to build on conditions for their chosen career path.</p> <p>This is your opportunity to welcome new employees into a team of active and empowered members.</p>	<p>Make contact and invite to join:</p> <p>Be personal, friendly and confident but don’t go overboard. Explain this is a union school.</p> <p>Provide the reasons for joining, what has been achieved together by members, how union members will continue to have a voice and what we can achieve in the future.</p> <p>Provide opportunities for questions to be asked and answered.</p> <p>Invite the person to join by completing the membership form: https://uwu.org.au/p2c</p> <p>If the person does not wish to join, explore their reasons and go back to what members have achieved and can achieve in the future.</p>	<p>Closure:</p> <p>Congratulate the new member for joining. Indicate they will receive a letter from the union office. Advise that you will be their first point of contact in relation to any issues and when members will next be getting together either at school or at a network meeting.</p> <p>If the person has not joined, thank them for their time and indicate you will advise them of the next union meeting to discuss issues at the school, so that they can decide to join after more thought and participate in future activities.</p>

5. School Based Consultation

Asking someone to join the union – starts with having a chat...



Have a chat.
Let’s talk about union, why it’s important for us to act, and act collectively.



Anger.
What changes would you like to see for your job?
What would it mean to you if these things didn’t happen?
Who makes these decisions? How do they affect you and your workmates? Is this fair?



Hope.
Imagine what your workplace could look like if all of these things are rolled out in your school?
What does a happy workplace look like for you?



Action.
What do you need to do to ensure these things are achieved?
What would the consequences be if there was no union of school cleaners in this school?



Choice.
You can sit back and do nothing and run the risk of not achieving any of these things, or join your union today to ensure the improvements secured in the EBA are implemented at your school.



Summary.
You’ve agreed that... So today you need to take the first step and join your union.



There are really strong consultation rights in your agreement. Like anything in the agreement though, it is only meaningful if you work together locally to ensure you get consulted.

Consultation about any matter that affects school cleaners at school is perhaps the most important right at your school.

Genuine consultation before decisions get made leads to better decision-making and fewer issues at school.

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*Consultation involves more than an exchange of information.
For consultation to be effective school cleaners must be contributing to the decision-making process, not only in appearance but in fact.*

THIS IS NOT CONSULTATION

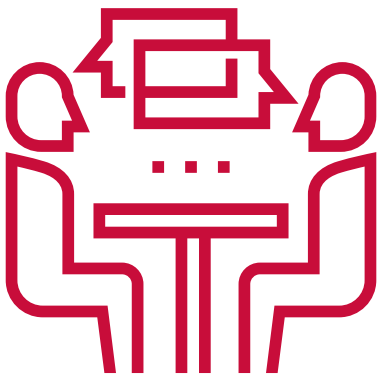
THIS IS CONSULTATION

6. Key Improved Conditions

CONSULTATION RIGHTS

Workplace initiatives

- Matters that significantly impact your work situation
- Consultation on their initiation, implementation and evaluation
- This includes changes due to Covid-19



Other matters that affect your work environment

- Maximisation
- ADOs
- Cleaning program changes
- Team cleaning arrangements
- Health and safety
- Other job changes

Local Consultative Committees (LCCs)

- Every school should have an LCC
- Must meet at least once per term
- Ensure school cleaner involvement in raising, implementing and evaluating proposals affecting them
- Consider matters in the agreement
- A school cleaner or teacher aide delegate on every LCC
- LCC reps to consult with school cleaners and teacher aides about workplace initiatives

If there is not a functioning LCC at your school – get together with the teacher aide, Together and QTU delegate and ask to establish one.

Work, Health and Safety

- Every school should have a WHS Committee
- Every school should have a school cleaner Health and Safety Representative (HSR)
- Must meet regularly to consult on health, safety and wellbeing
- A school cleaner delegate or HSR on every committee

If there is not a functioning WHS Committee at your school – talk to the teacher aide, Together and QTU delegates about a joint request to establish one.

 More information about LCCs is included on page 26.

SCHOOL FACILITIES OPERATIONS ADVISORS (SFOAs)

Information:

After many years of campaigning, the agreement saw the return of 13 regionally based School Facilities Operations Advisors (SFOAs) within the school facilities operations team of the Infrastructure Services Branch.

The roles also have responsibility in the areas of grounds and facilities.

The SFOAs commenced in October 2019.

The agreement contains a summary of the functions of the SFOA roles, ensuring they will provide advice to:

<p>Schools in relation to safe and effective cleaning, and grounds and facilities management at school sites.</p> <p>Regional HR teams to assist in injury management and prevention for cleaners and schools officers, grounds and facilities.</p> <p>School staff regarding role clarification with cleaners and schools officers, grounds and facilities.</p> 	<p>Facilitate the delivery and scheduling of training and assist with development of programs to school-based facilities staff including cleaners and schools officers, grounds and facilities in relation to the department's health, safety and wellness policies and procedures.</p> 	<p>Develop annual audit programs in relation to the provision of cleaning and grounds and facilities services and undertake audit activities and communicate results and actions if required to school staff.</p> 
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In addition, there is an agreed position description and schedule that outlines the break-up of responsibilities at a school, regional and central office level.

Advice:

United Workers Union school cleaners successfully argued that these roles also needed to be accessible to cleaners. School cleaner delegates should introduce themselves to their advisor and discuss how you will work together in your school.

CERTIFICATE III IN CLEANING OPERATIONS

i Information:

Under the EBA, the department was required to source, promote and provide opportunities for eligible school cleaners to undertake the Certificate III in Cleaning Operations (Cert III) by December 2019. More than a thousand school cleaners have enrolled in the Cert III course. A cleaner who undertakes the Cert III will receive both a Certificate III in Cleaning Operations and a First Aid qualification.

The department is required to:

Fund the course enrolment costs and ...

Ensure access to paid time or ADO for cleaners to attend the course and ...

Report participation and completion rates to the Joint Cleaner Consultative Committee (JCCC).

Any Cert III qualified cleaner who has been at 002.4 for one calendar year (full-time) or 1200 hours or more (part-time) also qualifies for the qualification allowance of \$20 per fortnight. This allowance is not pro-rata. Everyone who qualifies gets \$20.

Advice:

Delegates need to inform United Workers Union cleaners about access to the Cert III training and support them to enrol.

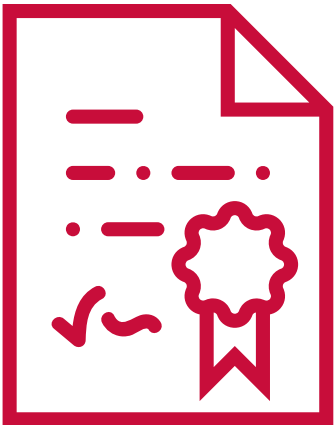
Avoid non approved providers who are attempting to offer these courses directly to schools. TAFE is the approved provider and information about enrolling is on OnePortal.

A mapping tool has been developed to help you collect information about which cleaners have or need qualifications and which cleaners are eligible for the qualification allowance.

This is on Page 23 of the kit.

Once you have identified who is eligible, get school cleaners together and make a joint application to do the Cert III qualification.

Get school cleaners together if there are any issues with cleaners being supported to enrol and undertake the Cert III course, or if you identify cleaners who are not receiving the qualifications allowance and raise this with management.



FIRST AID TRAINING

i Information:

Cleaners are to be given access to First Aid training including course costs and paid time or ADO to complete the course (and updates) where:

- A school requests
 - A school requires
- OR
- A cleaner requests

Advice:

Ensure school cleaners are aware they now can access First Aid training at their own request.

Use the mapping tool (page 23) to collect information about which United Workers Union cleaners have the First Aid qualification. Once you have identified who is eligible, get school cleaners together and make a joint application to do the First Aid qualification (Remember First Aid is included in the new Cert III training so you won't have to apply for both).

ADOS - PROVISIONAL DAYS

i Information:

For the first time school cleaners won in the agreement two provisional days where there is no ADO accrual required to take those days as paid time off. One of the days is to be applied over the summer vacation period and the other day is to be applied during the autumn, winter or spring vacation period. The days are to be agreed as part of the normal annual ADO agreement process.

The other change made to the ADO clause was to make it clear that unused ADO accrual must be paid out on cessation of employment.

Advice:


This is a good advance for school cleaners. United Workers Union cleaners argued for a range of improvements to ADO that were rejected by the department. ADO will be a priority issue being fought for in the next agreement.

Delegates should inform United Workers Union cleaners about the two provisional days to make sure they are included in ADO agreements.

If a school cleaner has ADO credit at the end of the year, you can't lose it – it should be rolled over or paid out.

7. Key Continuing Conditions

WAGES

 **Information:**
Wages increases under the agreement are:

- 1 September 2018 2.5%
- 1 September 2019 2.5%
- 1 September 2021 2.5%
- 1 March 2022 2.5%

Wages increased by 2.5% in 2018 and 2019. In 2020, the Covid-19 wage deferral means the term of the teacher aide EBA will be extended to enable the deferred payment to be made and securing your terms and conditions until August 2022, locking in the terms and conditions that you fought hard for. That means 2.5% in September 2021 under the agreements and the deferred 2.5% six months later on 1 March 2022.

	From 01/09/2018		From 01/09/2019		From 01/09/2021		From 01/03/2022	
	\$	\$	\$	S	\$	\$	\$	\$
FULL TIME	Fortnight	Annual	Fortnight	Annual	Fortnight	Annual	Fortnight	Annual
Pay point 1	1,892.00	49,361	1,939.00	50,587	1,987.00	51,839	2,037.00	53,144
Pay point 2	1,932.00	50,405	1,980.00	51,657	2,030.00	52,961	2,081.00	54,292
Pay point 3	1,972.00	51,448	2,021.00	52,726	2,072.00	54,057	2,124.00	55,414
Pay point 4	2,012.00	52,492	2,062.00	53,796	2,114.00	55,153	2,167.00	56,536

CASUAL (including 23% loading)	Per hour \$	Per hour \$	Per hour \$	Per hour \$
Pay point 1	30.6205	31.3812	32.1580	32.9672
Pay point 2	31.2680	32.0447	32.8539	33.6794
Pay point 3	31.9153	32.7083	33.5337	34.3753
Pay point 4	32.5627	33.3719	34.2134	35.0712

REST PAUSES

 **Information:**
The following information is provided to help determine the applicable rest pauses for school cleaners.

All hours, including your ordinary rostered hours PLUS any ADO time worked counts as time worked. If you work between four and six hours over the course of the day you are entitled to one paid 10 minute rest pause. If you work six or more hours over the day you are entitled to take a 10 minute paid rest break in the first half and second half of the day.

Example 1
School cleaner working 8 hours rostered time (including ADO) would be entitled to two 10 minute paid rest pauses.


Example 2
School cleaner working 6 hours rostered time and ½ hour ADO time would be entitled to two 10 minute rest pauses.

Example 3
School cleaner working 5 hours rostered time and 1 hour ADO would be entitled to two 10 minute paid rest pauses.

Example 4
School cleaner working 5 hours rostered time and 1/2 hour ADO would be entitled to one 10 minute paid rest pause.

Example 5
School cleaner working 4 hours rostered time and ½ hour ADO would be entitled to one 10 minute paid rest pause.

Example 6
School cleaner working 3 hours rostered time and 1 hour ADO would not be entitled to a paid rest pause.

 **Advice:**
The broken shift does not alter the entitlement to rest pauses as it is based on hours worked over the day. Delegates should get cleaners together and raise the issue with management if rest breaks are not being properly applied at your school.

8. Getting Your Rights & Keeping Your Rights



RELIEF ARRANGEMENTS

Information:

During Covid-19 all schools are entitled to immediate relief for absences. For absences caused by planned/ unplanned sick leave, discretionary leave, bereavement leave and workers compensation related special leave outside of Covid-19, centrally funded relief is to be provided as follows under the EBA:

- One-cleaner schools – immediate
- Special schools – next shift
- Two+ cleaner schools – after first 24 hours
- Two+ cleaner schools with frequent/ongoing absences and multiple absences with illness: BM or principal may ask school facilities operations team for immediate relief.

There are also additional cleaning hours in all schools for Covid-19, as well as day cleaning. For all other leave immediate relief applies and schools can fund any level of relief they choose in addition to the minimum centrally funded relief.

Advice:

Ensure school cleaners and school management are aware of the centrally funded immediate relief arrangements and the capacity for schools to top this up as well as the additional cleaning hours during Covid-19.

United Workers Union school cleaners argued for improved relief in the EBA but were unsuccessful this time. Improved relief day cleaning and continuing the additional cleaning hours may form part of our campaign for the next agreement.



1. Talk to school cleaners about the strong rights that exist if they choose to stand together and insist on them.

For United Workers Union school cleaners this is about getting informed and active. For potential members it is about joining the union then getting informed and active.

This kit is designed to help you focus on some important new conditions that need to be implemented, along with some key existing conditions requiring constant vigilance. More than that though, this kit is about giving you and fellow United Workers Union cleaners the confidence to know your rights. Whether something is in the agreement or not, if it affects cleaners, you have a right to come together to question, provide feedback and disagree.

2. The EBA gives you a perfect opportunity to meet with local management to ensure they are also aware of the entitlements members won under the agreement and are reminded about existing rights and conditions.

There is a big difference between local management that does the wrong thing because they are not aware of what the right thing is, versus local management that does the wrong thing because they don't agree with or care about what the right thing is. In either case, the first step is for delegates to inform local management about what needs to happen. Ill-informed local management will respond positively at that point. Poor local management will not.

3. Get school cleaners together to respond as a group to local management refusing to do the right thing. Do it early and do it every time.

Lodge a group grievance if the issue relates to something where you need to protect the status quo – such as reduction in cleaning allocation issues. If it is about confronting poor management behaviour and attitude, rather than lodging a formal grievance think about other actions you can do as a group to demonstrate your unity and strength. Other actions can include:

- Pass a resolution
- Sign a petition calling for specific management action
- Go as a group to meet management or elect a delegation
- All wear a sticker or your union shirt or other visible sign that you are acting together (the union office can produce campaign material like stickers)
- Hand out flyers to parents and other members of the school community seeking support for your issue (the union office can produce campaign material like flyers)
- Hold high-visibility actions outside the gate
- Ask United Workers Union teacher aids and members of other unions to support school cleaners
- Ask the other LCC reps to support school cleaners at the LCC meeting.

These actions can also be used if you have lodged a grievance and management have failed to respond or the issues remain unresolved. Be creative – your actions just need to demonstrate that you are united and determined.

9. Key Contacts

4. Ask all cleaners to be members of the union

This builds strength and unity. Union membership demonstrates that a person cares about the quality of their job, workplace and well-being of their co-workers and students.

5. Remember you are not alone

As a delegate you have a really important role to lead others at your school. You communicate and inform, you bring them together, you represent them with management and you lead them to action. You are not responsible to do all of the work it takes to get and keep your rights.

School cleaners need to step up. They need to join the union and then they need to get informed and get active.

Your organiser will be working with you and United Workers Union cleaners to build a strong union culture at your school. The union provides training modules to assist delegates and members. The EBA provides for access to paid training for school cleaner members and delegates. Make sure you use it!

6. Ask for help if you need it

Rest assured that help is nearby. Talk to your colleagues about issues at school – get their views and ideas.

Contact your local industry committee representative if you want advice from an experienced delegate who has probably handled a similar issue before (contacts on next page).

Attend your local United Workers Union network meeting. They happen each term and are a place where teacher aides and school cleaners come to share stories and ideas with each other and build a plan to win.



Call the union office – the Member Rights Team on 1800 065 885 if you need further information, support or advice.

Membership Rights: 1800 065 885

Website: unitedworkers.org.au

Facebook: @TascUnited

Membership enquiries: membership@unitedworkers.org.au

School Cleaner Education Committee Representatives		
NAME	REGION	WORK EMAIL
Tracy Bessant	Far North Queensland	tbess4@eq.edu.au
Helen Chappell	Toowoomba	hchappell104@gmail.com
Wesley Cockburn	Wide Bay	wesco2@eq.edu.au
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10. Delegates' Role

Recruit

- Ask new starters and other potential members to join United Workers Union
- Talk to every new school cleaner about joining the union as part of the induction process
- Find helpers to get active in the union
- Talk to un-financial members
- Know your workplace, other delegates and helpers and where your strengths and weaknesses are



Represent

- Provide initial advice to members with questions about the EBA
- Educate and assist members to find information for themselves in the EBA
- Represent members by raising their issues
- Negotiate with management
- Get members together, find out their issues and what they want done, and raise them with management
- Map your workplace and pass on information from members to the union office
- Make sure members' views are heard by management
- Represent your workplace in network meetings
- Lobby a politician



Mobilise

- Invite members to take part in union meetings
- Organise workplace union events
- Organise members to take part in local and union actions and campaigns
- Motivate members to sign petitions and surveys
- Communicate with members about current issues (noticeboard/social media/emails)
- Motivate members to vote in an election or ballot

11. Key Milestones

February 2021

ADO agreements finalised



1 September 2021

Third 2.5% pay rise takes effect



1 March 2022

Final 2.5% pay rise



1 March 2022

Negotiations for a new EBA commence



31 August 2022

Nominal expiry date of EBA

12. Helpful Resources

In this section, you will find a number of helpful resources, forms and templates that you can tailor to use at your school:

- Mapping template
- Attendance sheet
- Acknowledgement of Country
- Local Consultative Committees
- HSR election tool
- Grievance letter template
- Petition template
- Membership form
- Meeting notice template



Download copies of these documents by visiting: uwu.org.au/taschub

Other useful links - ppr.det.qld.gov.au and www.forgov.qld.gov.au/directives-policies-and-guidelines



SCHOOL MAPPING

SCHOOL CLEANERS

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School

Date

UWU Delegate/s

QTU Delegate/s

Together Delegate/s

Name	Employment Type	Are you a day cleaner?	Pay level and pay point	How long have you been employed?	Allowances	Qualifications	Have you experienced WHS issues?	Email	Mobile	Are you a member of UWU?
	<input type="radio"/> Perm	<input type="radio"/> Yes	<input type="radio"/> 002.1		<input type="radio"/> Broken Shift	<input type="radio"/> First Aid	<input type="radio"/> Yes			<input type="radio"/> Yes
	<input type="radio"/> Temp	<input type="radio"/> No	<input type="radio"/> 002.2		<input type="radio"/> Qualifications	<input type="radio"/> Cert III	<input type="radio"/> No			<input type="radio"/> No
	<input type="radio"/> Cas	<input type="radio"/> 002.3	<input type="radio"/> First Aid		<input type="radio"/> Enrolled in	<input type="radio"/> Cert III				
	<input type="radio"/> 002.4	<input type="radio"/> HSR Training								
	<input type="radio"/> Perm	<input type="radio"/> Yes	<input type="radio"/> 002.1		<input type="radio"/> Broken Shift	<input type="radio"/> First Aid	<input type="radio"/> Yes			<input type="radio"/> Yes
	<input type="radio"/> Temp	<input type="radio"/> No	<input type="radio"/> 002.2		<input type="radio"/> Qualifications	<input type="radio"/> Cert III	<input type="radio"/> No			<input type="radio"/> No
	<input type="radio"/> Cas	<input type="radio"/> 002.3	<input type="radio"/> First Aid		<input type="radio"/> Enrolled in	<input type="radio"/> Cert III				
	<input type="radio"/> 002.4	<input type="radio"/> HSR Training								
	<input type="radio"/> Perm	<input type="radio"/> Yes	<input type="radio"/> 002.1		<input type="radio"/> Broken Shift	<input type="radio"/> First Aid	<input type="radio"/> Yes			<input type="radio"/> Yes
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	<input type="radio"/> Cas	<input type="radio"/> 002.3	<input type="radio"/> First Aid		<input type="radio"/> Enrolled in	<input type="radio"/> Cert III				
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	<input type="radio"/> Temp	<input type="radio"/> No	<input type="radio"/> 002.2		<input type="radio"/> Qualifications	<input type="radio"/> Cert III	<input type="radio"/> No			<input type="radio"/> No
	<input type="radio"/> Cas	<input type="radio"/> 002.3	<input type="radio"/> First Aid		<input type="radio"/> Enrolled in	<input type="radio"/> Cert III				
	<input type="radio"/> 002.4	<input type="radio"/> HSR Training								
	<input type="radio"/> Perm	<input type="radio"/> Yes	<input type="radio"/> 002.1		<input type="radio"/> Broken Shift	<input type="radio"/> First Aid	<input type="radio"/> Yes			<input type="radio"/> Yes
	<input type="radio"/> Temp	<input type="radio"/> No	<input type="radio"/> 002.2		<input type="radio"/> Qualifications	<input type="radio"/> Cert III	<input type="radio"/> No			<input type="radio"/> No
	<input type="radio"/> Cas	<input type="radio"/> 002.3	<input type="radio"/> First Aid		<input type="radio"/> Enrolled in	<input type="radio"/> Cert III				
	<input type="radio"/> 002.4	<input type="radio"/> HSR Training								

[illegible][illegible]

Acknowledgement of Country

Why do we do it?

The meaning of Country includes land, sea, skies and animals, as they are important in the Songlines and Dreaming of First Nations peoples.

The United Workers Union encourages all of its offices, committees and members to acknowledge the Traditional Owners of the country on which they stand and/or conduct meetings.

This acknowledgement recognises the unique position of First Nations peoples in the culture and history of Australia as the Traditional Owners.

It is important that their unique position is recognised and incorporated into official protocol to enable the wider community to share in First Nations cultures and to encourage better relationships between First Nations peoples, and the wider community.

Acknowledgements

The following are suggestions on acknowledging Traditional Owners at meetings:

Where the names of the Traditional Owners have been officially determined:

“We acknowledge the Traditional Owners, the [name of the group] people, and pay our respects to their Elders past, present and future and thank them for their continued custodianship of Country and culture.”

Or...

Where the names of the Traditional Owners are yet to be officially determined

"In opening this [name of meeting] we acknowledge the Traditional Owners on whose country this meeting takes place and pay our respects to their Elders past, present and emerging and thank them for their continued custodianship of Country and culture."

LOCAL CONSULTATIVE COMMITTEES

A Local Consultative Committee (LCC) provides a forum within a school for management and employee representatives to jointly discuss any workplace issues that may affect employees.

Under current Department of Education policies, all schools with 20 or more employees are required to have an LCC. However, UWU encourages all schools to have an LCC so they can always have input into the school’s decision-making process. LCCs are required to meet at least once each term.

Who is represented on an LCC?

LCCs are made up of equal representation from management and unions. The management side consists of the principal and other reps that the principal appoints. The union side draws together representatives from United Workers Union, Queensland Teachers Union (QTU), and Together Union. For example, a typical LCC may look like this:

- 4 Management and 4 Union Reps – 1 Together, 1 UWU, and 2 QTU or
- 5 Management and 5 Union Reps – 1 Together, 2 UWU (1 TA + 1 SC), and 2 QTU

How is UWU represented?

Sitting on an LCC is one of the designated duties of UWU TASC delegates. Where a worksite doesn’t have a delegate, UWU members elect one of their own members to represent them on the LCC. School Cleaners and Teacher Aides can have one rep each or one rep for both. This decision is up to the members at the school (not management).

What topics are discussed by an LCC?

The topics and issues most frequently discussed by LCCs include:

- Workplace reform
- Occupational Health & Safety
- Funding additional resource allocation
- Pupil free days

Can I add topics to the agenda?

Yes. Every union member has the right to add an item to the agenda. It’s important for Delegates and LCC reps to get members in your school together regularly to talk about the issues to be raised at your next LCC meeting, and then for you to meet again afterwards to report back on how the LCC meeting went.

Working with other unions

A key component of the LCC process is supporting other union members on the committee and within the school. Unions are most affective when they present a united front to school management. UWU LCC reps should be aware of important issues being raised by other unions so they can offer support and vice versa.

HEALTH & SAFETY REPRESENTATIVES (HSRS)



Date: _____
School Name: _____

Request to form work groups and elect Health and Safety Representatives (HSRs)

Under the Work Health and Safety (WHS) Act QLD 2011 United Workers Union (UWU) members request the following workgroups and the election of one HSR from each workgroup:

- **Teacher Aide Work Group** *(list the teacher aide work groups here)*

- **School Cleaner Work Group** *(list the school cleaner work groups here)*

We notify the school that we have requested the UWU to assist in the discussion to determine these Work Groups and to further assist by conducting the election for HSRs.

We request that the election for school cleaner and teacher aide HSRs be conducted by the UWU and take place on:

Election date: _____

Signed: United Workers Union Members

Template for grievance letter: Group

Date: _____

Re: Stage 1 Grievance

We write to lodge a Stage 1 Dispute under section 2.6 Dispute Resolution Procedure of the Department of Education Cleaners' Certified Agreement 2018.

The basis of the Dispute is -

<insert issue here and reference C.A. relevant details>.

The resolution we are seeking is -

In accordance with Clause 2.6 (b) (i) of the Agreement, it is expected that the status quo be maintained. It is a breach of the enterprise agreement to continue with processes until this grievance is resolved.

Should you fail to resolve this matter in a timely fashion, United Workers Union school cleaners will be meeting to agree our collective action in response.

Signature _____

Signature _____

Signature _____

Signature _____

Signature _____

SCHOOL CLEANER PETITION

We, the undersigned UWU school cleaners, call for the school to take immediate action to address *[include a brief summary of the concerns]*

[illegible]

MEMBERSHIP APPLICATION



Direct Debit/ Credit Card Form

About you

First name	Surname	Gender <input type="radio"/> M <input type="radio"/> F <input type="radio"/> Other
Preferred name	Phone	Date of birth
Email	Street address	
Suburb	Post code	State/ territory

About your job

Employer/ Labour hire	Occupation
Worksite/ suburb	
Payroll/ Employee No. (if known)	<input type="radio"/> Full time <input type="radio"/> Part time <input type="radio"/> Casual <input type="radio"/> Junior/ Apprentice/ Trainee

Diversity is important to our union and we'd like to know a bit more about you

<input type="radio"/> Aboriginal <input type="radio"/> Torres Strait Islander	Country of birth	Languages
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There are a number of ways you can pay your membership fees and become a member of the United Workers Union

Please tick your preference and add the details.

<input type="radio"/> OPTION 1 – Direct Debit	<input type="radio"/> OPTION 2 – Recurring Credit Card Payment Authority
Financial institution	<input type="radio"/> Mastercard <input type="radio"/> VISA <input type="radio"/> AMEX
Name(s) on account	Card number
BSB number	Expiry date
Account number	Name on card

<input type="radio"/> OPTION 3 – Employer Release
I authorise my employer to give my bank account details, employment and contact details to the United Workers Union

I authorise the United Workers Union (APCA User ID Number 604133) to debit/charge funds from my nominated bank account or bank account provided by my employer as authorised above at the intervals specified below. This authorisation includes where changes to that account/institution occur, and is in force until I give further notice in writing. I acknowledge that I have been informed of my fee amount and that the Union's fees may be revised from time to time. This authority shall stand in respect of the above specified account/card and in respect to any card issued to me in renewal or replacement thereof, until I notify the Union in writing of its cancellation.

I wish to make payments ☐ Weekly ☐ Fortnightly ☐ Other _____ Date to begin payments: _____ / _____ / _____

This payment request is subject to the terms and conditions set out in the Union Membership Agreement.

What Else Do I Need To Do?

I apply for membership of the United Workers Union* and declare the information provided is true and correct. I agree that if admitted as a member, I will abide by the Rules of the Union. I authorise the United Workers Union to act on my behalf with my employer. I acknowledge that the membership fee may be adjusted from time to time.

SIGN HERE:

DATE:

THE SMALL PRINT - *The Union's Membership Agreement and Privacy Policy are available at: unitedworkers.org.au/notices. The Union is bound by the Privacy Act 1988 and the information on this form is used in accordance with our Privacy Policy. Eligible members in NSW, WA, Tas & Qld will by this application also become members of respectively United Voice, New South Wales Branch, United Voice WA, United Voice, Tasmanian Branch or United Voice, Industrial Union of Employees, Queensland.

Organiser	Delegate/ member
Worksite	Fee notes

MEETING United Workers Union

School:

Who:

Discussion Agenda:

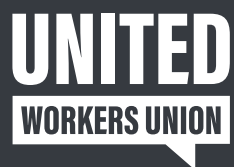
Meeting Location:

Date:

Time:

unitedworkers.org.au

Your union delegate is: _____



Authorised by Sharron Caddie, Public Sector Director, United Workers Union, 27 Peel Street, South Brisbane, Qld 4101