

## General Assistants' Newsletter

### HAZARDOUS GOODS

The PSA is currently in discussions with the Work Health and Safety Directorate over issues relating to General Assistants (GAs) and hazardous goods, in particular the use of LPG bottles and their use with equipment such as barbecues or heaters.

The PSA advises GAs not to transport any dangerous goods or connect LPG to equipment unless you have been provided with Safe Operating Procedures and a risk assessment for the transportation of hazardous goods.

If you have not been provided with the above the PSA recommends that you request them through your Principal.

### GENERAL ASSISTANTS SUPERVISOR

The PSA advises General Assistant members that the school Principal is their day to day supervisor, unless the Principal has delegated this responsibility to another school executive member. The School Administrative Manager [SAM] does not have this delegated authority.

### DELEGATES

Cambridge Park High School	<b>Douglas Ashton</b> <a href="mailto:douglas.ashton2@det.nsw.edu.au">douglas.ashton2@det.nsw.edu.au</a>
Kirrawee High School	<b>Brett Hammond</b> <a href="mailto:brett.hammond@det.nsw.edu.au">brett.hammond@det.nsw.edu.au</a>
Lake Munmorah High School	<b>John Hunter</b> <a href="mailto:john.hunter@det.nsw.edu.au">john.hunter@det.nsw.edu.au</a>
Hinchinbrook Public School	<b>Michael Jedniuk</b> <a href="mailto:michael.jedniuk@det.nsw.edu.au">michael.jedniuk@det.nsw.edu.au</a>
Byron Bay Public School	<b>Boyd Kellner</b> <a href="mailto:boyd.kellner@det.nsw.edu.au">boyd.kellner@det.nsw.edu.au</a>
Budgewoi Public School	<b>Mitchell Neal</b> <a href="mailto:mitchell.neal@det.nsw.edu.au">mitchell.neal@det.nsw.edu.au</a>
Whitebridge High School	<b>Michael North</b> <a href="mailto:michael.north@det.nsw.edu.au">michael.north@det.nsw.edu.au</a>
Cobar High School	<b>Stephen Smith</b> <a href="mailto:stephen.smith130@det.nsw.edu.au">stephen.smith130@det.nsw.edu.au</a>

### HOURS OF WORK

The ordinary hours of work for full-time GAs are 38 per week, and shall be worked between the hours of 6.00am and 6.00pm Monday to Friday for eight hours per day, on 19 days of each 20 day cycle.

A GA shall be credited with 0.4 of one hour for each day worked with such time accruing as an entitlement to take one day off duty, with pay, in each four weekly cycle of 20 working days.

The rostered day off duty shall be determined by mutual agreement between a GA and the Principal. It may be taken on a rostered basis or accumulated and taken in the school vacation next occurring, or such other method as may be agreed upon.

### GENERAL ASSISTANTS ADVISORY GROUP

There are 3 vacancies on the General Assistants Advisory Group for the areas covering the South Coast, North Coast, and the Riverina. The Advisory Group meets once a term at PSA House to discuss GA concerns and issues. Any travel expenses are paid by the PSA. If you are interested or would like to find out more information, contact PSA Organiser Greg Adnum on 0400 060 961 email [gadnum@psa.asn.au](mailto:gadnum@psa.asn.au) or contact any member of the Advisory Group.

Listed here are your representatives on the Advisory Group. Please feel free to contact them with items you would like discussed at the meetings.

Join the PSA online today at  
<https://membership.psa.asn.au/join/>

