



10 November 2015

General Assistants Industrial Bulletin

Statement of duties

There have been a number of enquiries relating to the General Assistants (GAs) statement of duties mainly around item 11: *"Other related duties of the role, within the skills and competencies of the General Assistant, as directed by the Principal."*

The PSA advises all GAs members that when Principals direct you in relation to this item, the duty or task being requested must be related to the previous 10 duties contained in the General Assistants Statement of duties.

If the duty or task being requested is covered by contract:

- it does not fall within the parameters of item 11
- GAs should refer the Principal to the ***Principals A-Z Guide to school Maintenance and cleaning 2011– 2016.***

If you believe that you are being requested to undertake duties or tasks outside of the GAs statement of duties please contact the PSA Member Service Centre on **1300 772 679.**

The range of duties performed is also dependent on the time allocation, skills and competencies of the GA.

The PSA advises GA members that the school Principal is their day to day line Manager. The Principal may delegated this responsibility to another school executive member. Business

Managers and the School Administrative Manager (SAM) do not automatically have this delegated authority.

Use of private vehicles on school business

The PSA has also received a number of enquiries from GAs about the use of their private vehicle for school purposes.

The PSA reminds GAs that:

- they cannot be directed to use their own vehicles to perform any school tasks
- It is not a condition of employment for GAs to hold a current drivers licence or obtain a driver's licence
- If you use your car on school business please take into account WH&S and insurance implications

GAs using their private vehicles for school business is voluntary. If you use your private vehicle on school business, you must be paid the appropriate allowances under the award. GAs should discuss the payment of the appropriate allowances with the Principal before they agree to use their private vehicle.

If you are unwilling to use your own car on school business and are being pressured, contact the PSA Member Service Centre on **1300 772 679.**

Safety alert 45 – working alone

With the holidays coming up please ensure that your Principal acts on safety alert 45. The PSA **are advised that a large number of schools are not undertaking a working alone risk assessment for GAs.**

The PSA advises all GAs members that the working alone risk assessment should:

- be undertaken prior to each school holiday
- detail the tasks that are to be completed through the holidays
- ensure that the Principal and the GA are fully aware of any potential risks and the controls which are put in place to mitigate the risks
- be jointly undertaken by the GA and the Principal

If you have any questions or concerns about the working alone risk assessment, GAs should contact the WHS advisor for your area.

Should you remain unsatisfied with the response from your school or the WHS advisor, you can contact the PSA Member Service Centre on **1300 772 679**.

Standard operating procedures – circuit breakers

Delegates to the General Assistants Advisory Group with support from PSA industrial staff have participated in discussions with the Department about a Standard Operating Procedure for resetting circuit breakers.

The PSA feedback has been provided to the Department for consideration. Once the Standard Operating Procedure has been finalised, the PSA will provide an update to all GA members.

GA unfair dismissal

Information relating to unfair dismissal cases the PSA can publicly provide to GA members is restricted for privacy and confidentiality reasons.

The PSA can report industrial staff have been supporting a GA who has been terminated due to allegations of poor performance. The GA claims they have been bullied and harassed for an extended period in their school.

When approached for support by the GA, the PSA concluded the GA's termination was unfair, unreasonable and unjust. In support of the GA, the PSA lodged an application for unfair dismissal with the NSW Industrial Relations Commission (NSWIRC).

This matter will be heard by the NSWIRC later in November 2015.

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