

# factsheet

## Being a PSA delegate



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## ROLE

PSA delegates have a crucial role within the union.

They are the day-to-day face of the PSA in the workplace and as such are the key connecting link between members and the union office.

Members look to delegates as leaders in relation to any workplace issues that may arise.

Delegates assist in protecting and, wherever possible, advancing the interests and rights of members at the local level and are key drivers in departmental committees, branch or workplace groups.

## COLLECTIVE STRENGTH

The basic principle of unionism can be summed up by the slogan “united we bargain, divided we beg”.

The larger the PSA’s membership, the better the union’s bargaining position.

The stronger our bargaining power, the greater our ability to provide protection and improve conditions. It’s that simple.

## DUTIES AND RESPONSIBILITIES

- representing the interests of members in the workplace
- recruiting – making sure that all eligible co-workers are members of the PSA

- workplace organising - encouraging members to be involved in the union thereby strengthening its overall position
- building the skills and confidence of members to assist in that activity
- holding meetings to inform and involve members
- ensuring management complies with relevant policies, agreements, acts and awards
- helping to resolve individual member grievances at the local level in the workplace wherever possible
- working with other delegates and active members to develop policies on priority issues
- ensuring union bulletins and other information are distributed and displayed
- keeping in touch with union officials, especially the PSA Organiser
- promoting the PSA generally in the workplace
- attending PSA union training.

## YOUR RIGHTS

Delegates have a legal right to carry out their union responsibilities in the workplace.

Depending on the workplace, these duties and rights include:

- distributing official PSA material or attending induction sessions for new employees
- time to attend and prepare for meetings in the workplace

- access to facilities such as notice boards, telephones and email in the workplace, and
- leave to attend union training, participate in committees or to attend industrial proceedings.

Delegates are encouraged to familiarise themselves with the full details of their rights in their award or enterprise agreement. Your awards and enterprise agreements are available on the PSA website.

## **SUPPORT FROM THE UNION OFFICE**

PSA organisers support delegates in arranging meetings with members, recruiting new members and providing the resources and material that will enable the building of union strength in the workplace.

Delegates also have access to a range of trade union training provided by the PSA.

These courses include:

- The role of the delegate
- Negotiating skills, and
- Dealing with bullying in the workplace.

The full list of training courses and an on-line registration form is on the PSA website under "Resources".

If assistance is required with an industrial matter, call the PSA's Member Support Centre on 1300 772 679.

## **INTERESTED?**

If you are interested in becoming more involved, please contact us at the PSA.

For assistance and additional advice contact the PSA on **1300 772 679**

## **PSA GENERAL INQUIRIES**

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