

**PSA/CPSU NSW RETIRED ASSOCIATES ADVISORY GROUP
MINUTES OF MEETING
Held on Tuesday 18 April 2023 at PSA House and by Zoom**

The meeting was chaired by Dave McKeough, President of the PSA/CPSU NSW Retired Associates and commenced at 10.35am.

1. Acknowledgement of Country – Dave McKeough

2. Attendance

At PSA House Robert Asbury, Janette Beer, Barry Blanchard, Dave McKeough, Carmel McKeough, Robert Ryan, Isabella Ramirra, Wayne O'Mara

PSA Representative Julie-Ann Bond, Industrial Manager, Communities, Health and Education Team

By Zoom Susan Jedrejczyk, Suzanne Chate,

3. Apologies

Robert Pike, Nicola Christie, John Walz, Bret Leech, Greg Shaw

MOTION: That the apologies be accepted.

MOVED: Barry Blanchard SECONDED: Robert Asbury

CARRIED Unanimously

4. Minutes of the Previous Meeting held on 28 February 2023

MOVED: That the minutes be accepted.

MOVED: Barry Blanchard SECONDED: Wayne O'Mara

CARRIED: Unanimously

5. Business Arising from the Previous Meeting

5.1 State Election 25 March 2023

- Discussion about election of the Minns Government and what it means for the NSW public sector;
- Key ministers include Sophie Cotsis, (Industrial Relations, WHS), Rose Jackson (Housing) and Jodie Harrison (Seniors)

5.2 PSA/CPSU NSW – Draft Charter for the Retired Associates Advisory Group

Dave McKeough will continue working on.

Action: Dave McKeough to provide update at next meeting

5.4 POVB Document

Dave McKeough is continuing to review the POVB document and ways it could be adapted to promote to public servants nearing retirement. Dave noted that parts of the document could be easily adapted while other parts were only relevant to POVB members.

5.5 Retired Associates Promotional Materials

We need to follow up the status of draft promotional materials which were developed last year.

Isabella Ramirra suggested that Retired Associates could connect with Departmental Committees and workplace groups to raise awareness about the Retired Associates and value-added benefits. It was agreed that we should pursue this suggestion with the PSA Executive.

The full range of value-added benefits still need to be confirmed.

Actions:

Dave McKeough and Carmel McKeough to follow up promotional materials, arrange a meeting with Communications staff and provide update at the next meeting

Dave McKeough and Carmel McKeough to discuss how we might connect with Departmental Committees and workplace groups with PSA Executive

Carmel McKeough to confirm the full range of value added benefits with Kym Ward

5.5 Retired Associates Membership

We discussed the need to grow our membership and highlight what we do through articles in Red Tape.

Action:

Dave McKeough and Carmel McKeough to consider Red Tape articles and discuss how we can reach out to new and unfinancial members with relevant PSA staff.

6. Reports - Nil

7. Correspondence - No correspondence to report.

8. Motions on notice

No motions on notice.

Robert Ryan referred to a book written by Hugh McKay "The Therapist" and a lecture he recently attended by the author. Hugh McKay identified loneliness as a key public

health issue in Australia and referred to the many challenges in our society resulting from technological changes including artificial intelligence.

The following motion was put to the meeting:

“That Hugh McKay be invited as a future guest speaker to a meeting of the Retired Associates”

MOVED: Robert Ryan SECONDED: Barry Blanchard

CARRIED: Unanimously

Action: Carmel McKeough to arrange invitation to Hugh McKay

9. Guest Speaker – Julie-Anne Bond

Dave McKeough welcomed Julie-Ann Bond, Industrial Manager of the Communities, Health and Education Team. Julie-Ann advised that Greg Shaw was an apology.

Julie-Ann discussed key issues in relation to School and Administrative Support Staff (SASS) including business managers (BM), school administration managers (SAM), school administration officers (SAO) and school learning support officers (SLSO). Other PSA members in the education portfolio include public servants in the Department, Aboriginal education officers (AEO), school psychologists, ground assistants, farm assistants and laboratory assistants.

Julie Ann referred to:

- the change of government;
- the large temporary workforce in schools and casualisation – around 70% of SASS are temporary and the majority are female;
- those SASS nearing retirement and on temporary contracts are in a precarious situation;
- SASS can work at the same school for many years and then not have a contract renewed by the principal;
- PSA lodged applications for relief from unfair dismissal for 16 SASS members who did not have contracts renewed in the Industrial Relations Commission;
- under the former Coalition Government, it was identified that up to 10,000 SASS and teaching staff could be converted to ongoing employment;
- one of the criteria for conversion determined by the Department is that the staff member must have worked at the same school for three years – this is problematic because of the tenuous nature of SASS contracts which means staff move to different schools if/when their contracts are not renewed;
- it has now been identified that up to 15,000 SASS and teaching staff could be converted;
- under the new State Government it is looking like 7000 of the 15,000 will be converted;
- the safety of PSA members in the workplace is a priority – WHS committees in Education need to be properly funded and resourced and incidents need to be appropriately responded to;
- concerns about how budgets and staffing allocations are managed;

- the PSA is looking to engage in discussions with the new Minister and A/Secretary of the Department; and
- it is important to ensure the new Government fully understands that schools are much more than teachers as shown by the extent of PSA membership and the wide range of roles they perform.

Julie-Ann also discussed other portfolios in her team. The Minns Government has ruled out rent controls and successive state governments have not built enough social housing. The new Government's plan to have housing in a single agency is welcome. It is a start to rectifying some of the problems in this portfolio.

Julie-Anne also referred to the priority of restoring the IRC's independence.

Carmel McKeough referred to the motion passed at our meeting on 24 October 2022 as follows:

That members of the Retired Associates support the establishment of a PSA/CPSU NSW Housing and Homelessness Reference Group to provide advice on policy and funding reforms to ensure more social and affordable housing and greater relief for people in private rental accommodation.

Julie-Ann will follow up the status of this motion. We reiterated that we believed such a group would be beneficial to the PSA and its members and help to keep housing high on the agenda.

Dave McKeough thanked Julie-Anne for her presentation. We concluded the discussion by asking Julie-Ann what we as Retired Associates can do to assist in achieving some of changes needed in her portfolios, particularly permanent employment for SASS. Julie-Ann will take back to the Departmental Committee and come back to us at the next meeting.

Actions:

Carmel McKeough to forward Julie-Anne Bond the housing motion from 24 October 2022 meeting

Julie-Anne Bond to provide update at next meeting

10. General Business

10.1 Death of a partner

Dave McKeough circulated information about what needs to be done when a partner dies (refer Attachment 1). This led to discussion about the importance of an up to date will, power of attorney and advance care directive. Carmel McKeough referred to the free will service available through membership of the Retired Associates.

10.2 Election of Office Bearers

Dave McKeough will follow up and a full report will be provided.

11. Future Guest Speakers

Dave McKeough has arranged for Cassandra Platts to be our guest speaker at the next meeting. Cassandra will discuss dementia including recognising the signs and having a greater understanding of the disease.

12. Date of Next Meeting

The next meeting of the Retired Associates will be held on Tuesday, 27 June 2023 at PSA House or via Zoom This will be our Annual General Meeting.

The meeting closed at 12:30pm.

Services Australia

<https://www.servicesaustralia.gov.au/what-to-do-when-loved-one-dies?context=60101>

There's a lot to do when someone close to you dies. What you'll need to do depends on your relationship with the person who has died.

If your loved one dies unexpectedly or you are not sure if they have died, call 000 immediately.

If you were expecting them to die, call their doctor during the next business day. They will sign a certificate that confirms the cause of death. This is not to be confused with an official death certificate from the NSW Registry of Births, Deaths and Marriages.

If they died in aged care, at a hospital or in a hospice, you don't need to do anything. The staff will:

- arrange the doctor
- tell you how long they can care for the body.

Following the death

Check if they're an organ and tissue donor. You can ask the hospital to check the [Australian Organ Donor Register](#).

Check for a will and important documents. They'll help you act on behalf of the person who died and tell you what their final wishes were.

Check there are care arrangements in place for children and dependent family members. This information may be in the person's will. If [care arrangements for a child change](#), this may affect certain Centrelink payments.

Check if family and friends know of the death. You may want to ask them to contact other family members and friends.

Tell other people and organisations

There are other people and organisations that you may also need to tell. To help you identify who you may need to contact, download the:

- [Who to notify checklist](#)

You need to include the following information if you're writing to someone to let them know someone has passed away. Include their:

- full name, date of birth, including family name and given names
- other names they went by
- address
- date of death
- membership number, client number or account number for bills, banking, Clubs and utilities.
- You should also give the person you're writing to your name and contact details, and tell them your relationship to the person who died. That way they can contact you if they have any questions. They may ask you to provide a death certificate.

When should a bank be notified of a death?

You should advise the deceased person's bank know as soon as possible. The deceased person is likely to have ongoing standing orders and direct debits, so it's best to notify these organisations of the death as soon as possible to avoid receiving letters demanding outstanding payments.

Can I withdraw money from bank after death?

It is illegal to withdraw money from a deceased person's account Australia.

If they're on a mailing list

You can register to stop companies sending mail to the address of the person who has died. You can do this via the [Do Not Mail Service](#) on the Association for Data-Driven Marketing and Advertising website or write to: **ADMA, GPO Box 3895, Sydney NSW 2001**

If they have online accounts, mobile apps and social media

Don't forget to close their online accounts, mobile apps and social media too. These are just some of the accounts they might have:

- financial institutions if they're not on the will or estate
- email accounts
- cloud storage accounts
- social media accounts like Facebook and Instagram
- online payment processing accounts like PayPal
- myGov, Medicare or a Centrelink online account.

You will need to contact the company. They may give you access to the person's accounts so you can:

- view information
- download images you or other people want to keep
- close the account.

Services Australia

You may need details from us to finalise the estate of someone who has died. We can give it to you once we have:

- proof that you have the authority to act on the deceased person's estate
- a completed [Executor/Administrator Request for information form](#).

Then we can give this information to:

- the executor as named in the will
- the Public Trustee
- a court
- the administrator of the estate.

Check with us if you can get bereavement assistance for help:

- [when an adult dies](#)
- [when a child dies](#).

Check if the person was in the defence force or a partner of a veteran. If they were, the defence force may help with some of the costs or arrange the funeral services. Check the following websites to see if they can help:

- The [Department of Veteran Affairs](#) website
- the [Returned and Services League](#) website.

Registering the death

You must register the death with NSW Registry of Births, Deaths and Marriages via Services NSW to get a [death certificate](#).

Organising the funeral

If you know that the deceased has already chosen a funeral director, be sure to check that they have not entered into a pre-paid funeral arrangement before you make any new arrangements.

If you're having a funeral, the funeral director will usually register the death on your behalf. You can discuss the following with the funeral director:

- plans for the funeral, burial or cremation – refer will for last wishes.
- the cost and payment.

The Moneysmart website provides helpful information on [how to pay for a funeral](#).

If the funeral home is a registered Centrepay business, you can use Centrepay to help pay for funeral costs. Use our [find a business tool](#) to check if they're registered.

Using the death certificate

It can take some time to get a death certificate. Once you get the death certificate, make multiple copies.

- have the copies certified by a Justice of the Peace or at a Police stations.
- provide a certified copy to all the people and organisations who requested them.

You might have to show the original copy of the death certificate with the certified copy.

Finalising an estate

It can take around 12 months for an estate to be finalised. It may take longer if it's complex or contested.

You may need to [ask us](#) for information about the deceased person.

It's important that anyone who got money or an asset from the estate and is a Centrelink customer tells us. They can tell us when they report their [income and assets online](#).

The Australian Taxation Officer has a [deceased estate checklist](#) on their website that includes the steps you need to follow.

Looking after yourself

This may be a difficult time. Remember to take care of yourself and look after your mental and physical health.

To access confidential counselling services 24 hours a day, 7 days a week:

- call Lifeline Australia on 131 114 or visit the [Lifeline](#) website.
- call Beyond Blue on 1300 22 4636 or visit the [Beyond Blue](#) website.
- call MensLine Australia on 1300 789 978 or visit the [MensLine](#) website.
- Call the Griefline on 1300 845 745 from 6 am to midnight AEST, 7 days a week or visit the [Griefline](#) website.