





YOUR PSA SUPPORTING STAFF IN SCHOOLS

ABOUT YOUR UNION

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WELCOME TO THE PSA

s a long-time union member, as well as General Secretary of the PSA, I know how important it is to belong to a strong union that fights for the rights of its members. Nowhere is this more important than for staff in schools.

The work you do helps create the leaders of the future and NSW is indebted to you. This is why it is vital that you have fair pay and conditions to work under and that you are respected at work.

All school support staff have issues in common and issues that are different from each other. We will continue to represent and advocate for you all.

In 2019, we won an historic 19 per cent pay rise over three years for staff employed under the SAS Staff Award – SAMs, SAOs, BMs, SLSOs, AEOs. We are proud of this achievement but we know there is more to do. We are aware that the formula for GAs' employment (based on student numbers) is not right for the amount of work they need to do in a school. We know there is more to do for all groups in schools who are our members and we will support you.

We run excellent free training programs at the PSA. Subjects include your rights at work; workplace health and safety; public speaking; mental health and resilience; dealing with bullying and many other issues.

I encourage you to join us and be part of a strong organisation standing up for its members.

Stewart Little

General Secretary
Public Service Association of NSW



COME AND JOIN US

he PSA has been fighting and winning for government workers in NSW for 120 years. We are a strong union and there is no greater evidence of this than our 2019 Pay Equity win for SAS Staff.

As chair of the Schools Departmental Committee (DC), I can assure you there was a lot of work put into this case by a lot of people, but the outcome was worth it.

With this win our employer, the Department of Education, has recognised the work we do and the professional manner in which we do it. We can now build on this to resolve other issues our members face in schools.

We at the PSA will be working

on ensuring protection from work stress and violence at work and we are working on permanency for temporary staff.

I encourage you to join the PSA as a member and become involved. In my 27 years working in schools, the PSA has improved numerous working conditions and fought for the best outcomes as we navigate our ever-changing work environment.

Join us and we can continue to support each other.

Juliette Sizer

Chair Schools Departmental Committee Senior Vice President Public Service Association of NSW



ALWAYS THERE FOR YOU

he PSA has represented school staff since it was formed in 1899 with the express purpose of standing up for public sector employees in NSW.

All the battles fought since then centre on respect for the rights of public servants. The union has always believed a well-paid public sector offering secure employment is the best method of delivering services to the people of NSW.

Your union has always been there,

fighting against pay and job cuts, outsourcing, poor funding, unsafe work conditions and gender discrimination, such as the Pay Equity win that saw members' wages rise substantially.

To keep up the fight, we need you to come aboard.

Joining the PSA means being part of a movement for better conditions for schools staff in NSW.

You can join the PSA at www.psa.asn.au/join.





THE PSA: FIGHTING FOR ALL SUPPORT STAFF IN SCHOOLS

he PSA has listened to support staff in schools and is taking action to ensure that your work is properly recognised and valued. You are Worth 100%.

Across the classifications, the work done by SASS, GAs, Psychologists and Student Support Officers all contributes to the education of students in NSW.

This is why we ran and won the Pay Equity case for SASS, achieving an historic 19 per cent pay rise over three years and up to 35.8 per cent for some members. We argued these workers had been historically undervalued because of their gender.

We know there is more to do for our members.

We will keep working on protecting the safety of all Support Staff in Schools. GAs and SAOs in Science work regularly with dangerous chemicals and we will push the Department to ensure these staff are safe and properly trained to handle chemicals. GAs also work with dangerous equipment which needs to be properly maintained for safety.

In addition, many support staff work with students who, from time to time, can be violent. Action needs to be taken to ensure staff safety in these circumstances.

Also, most classifications experience work overload, due to inadequate staffing formulae or new technology. This needs to be reported and action taken by the Department to minimise the impact on staff. We will keep working to protect staff in schools.



ALWAYS ON YOUR SIDE

very day, the PSA is fighting on behalf of members in schools.
And the fight is paying off.
Here are just some of the ways your active union has gone into bat for members and emerged with a victory.

In 2020 your union campaigned hard to ensure the extension of temporary contracts into term 2 when the COVID-19 pandemic first hit NSW. This meant that many temporary SAS Staff were able to continue to support themselves and their families through what has been an extremely difficult time both at work and at home.

The PSA was also at the forefront of negotiating paid pandemic leave of up to 20 days for those members impacted by COVID-19.

For too long the NSW school system has kept staff in temporary positions – sometimes for more than a decade. This means some staff have no job security and impacts their ability to apply for home loans or have security around their income so they can plan for the future.

The PSA has always fought for secure, permanent jobs and in 2020 and 2021, the PSA supported numerous members to be made permanent during our permanency drives.

Many School Learning Support Officer and School Admin Officer members have been provided permanent work on a full or part-time basis.

Safety is always at the forefront of our discussions with the Department and the PSA is continuing to support members to log every incident, fight for a safer workplace and to deal with extreme workload and work intensification issues.

As new schools are built and remodelled, the PSA works with affected members to make sure any new work environments are optimised to meet the needs of staff and students.



WHO IS WHO IN THE PSA

The PSA has an army of staff and delegates waiting to help you.

Delegates

For many members, the Delegate is their first contact with the PSA and is often the person who approaches them about joining. Delegates are your colleagues who act as the eyes and ears of the union in the workplace.

Delegates are the day-to-day face of the union. They have a crucial role within the PSA because of their connections with union staff. Members look to them as workplace leaders on issues.

If you are having an issue at work, the Delegate is often your first port of call.

Organisers

The PSA has a team of specialist school organisers who travel to workplaces, liaising with staff, attracting new members and identifying issues that may be adversely affecting school support staff. If you have an issue in the workplace, your Organiser can advise you on your best way to get this addressed. The PSA also has a team of Regional Organisers taking care of every school in regional NSW.

Member Support Centre

The Member Support Centre (MSC) is only a phone call away. Staffed from 9am to 5pm during weekdays, its officers assist members with any issues they have in the workplace or can direct member enquiries to the relevant industrial staff.

You can reach the PSA MSC on 1800 772 679.

Industrial Officers

The PSA's Industrial Officers have the industrial relations know-how to get results for you if you have a workplace issue. When members need that extra level of support and advice, the MSC escalates it to an Industrial Officer, who has access to legislation, awards and other

information to ensure you receive specialist advice on your matter.

If your case needs to go to the Industrial Relations Commission – the court which rules on workplace matters – Industrial Officers are the staff who will run the matter.

PSA Industrial Staff



YOUR REPRESENTATIVES

he PSA is a democratically run body that will always be accountable, open and transparent to its members.

Central Council

Central Council is the PSA's chief governing body. It consists of the six-person Executive (see below) plus 39 delegates elected from across the union's diverse membership. It holds eight meetings per year.

Executive

The six members of the Executive – General Secretary, President, Assistant General Secretary, Senior Vice President and two Vice Presidents – meet once a month.

The Executive deals with policy, industrial and administrative matters and reports to Central Council.

The Executive is elected every four years, at the same time as Central Council.

Annual Conference

The union's largest forum is Annual Conference, which is attended by up to 200 people, including the Executive, Central Council and delegates elected each year from workplace groups across the state.

Annual Conference is held in late May.

Women's Council

Women's Council is composed of all women members. Its committee is composed of 20 members, plus all women Central Councillors.

There is an annual Women's Conference, held every September.

The PSA's Women's Unit undertakes research on gender and equity issues. It develops policy on women's industrial matters in conjunction with Women's Council; and promotes women's issues in the workplace.

Aboriginal Council

This body is composed of all Aboriginal and Torres Strait Islander members.

There is a regular Aboriginal Conference to discuss issues of relevance for First Nations members.

KEEP IN TOUCH

he PSA wants to keep you in the picture. Members can keep up to date with the union in a multitude of ways. The PSA has social media covered with Facebook, Twitter, TikTok, Instagram, YouTube and LinkedIn accounts. Updated regularly, these social media accounts celebrate the huge range of roles performed by members of the PSA. They also keep you up to date with news and government announcements that affect the working lives of our members.

Social media also give you the chance to participate online about the PSA and industrial relations in Australia.

The PSA website is found at www.psa.asn.au. Go there to find information on workplace news, awards and conditions, training



opportunities and more. The website has all bulletins relating to staff in schools, which are also emailed to you directly.

Four times a year members receive a copy of *Red Tape*, the PSA's magazine. Each issue is packed with news and features relating to the PSA and its affiliate, the CPSU NSW.

OUR SOCIAL MEDIA ACCOUNTS:



psansw





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@psansw



DEPARTMENTAL COMMITTEE DELEGATES: YOUR SUPPORT NETWORK

he Schools Departmental Committee is made up of elected delegates from SASS classifications.

They are PSA members who work in schools right across NSW and meet four times a year to discuss and raise issues of concern.

They work with the PSA staff to build a strong link between the union and its members.

The Special Education Working Group is a group of School Learning Support Officers from across NSW. Again, the group meets four times a year to discuss issues and concerns specific to SLSOs. This body plays an important role in Work Health and Safety for SLSOs, ensuring members are safe at work in a difficult role working with children with disabilities or learning and behavioural issues.

The group is elected from the membership and reports on its discussions and issues to the Schools Departmental Committee. This keeps all delegates in touch with the issues faced by SLSOs.

The General Assistants' Advisory Group is also elected from schools across NSW.

GA Delegates work directly with their organiser to raise and resolve issues



specific to GAs, including WHS in relation to maintenance of buildings, manual handling and outdoor work, as well as protecting the working conditions and rights of GA members.

In addition, the PSA's SAO, Science Vocational Advisory Group deals with WHS, training and skills recognition.

The Admin Working Group gives those in these roles the opportunity to work through issues that arise from the rollout of programs and work overload.

There is also union support for School Psychologists and Student Support Officers.

YOUR SCHOOLS DC EXECUTIVE DELEGATES

Juliette Sizer Chair juliette.sizer@det.nsw.edu.au

Joanne Nieass Secretary joanne.nieass@det.nsw.edu.au

Sandra Burgin Vice Chair sandra.burgin@det.nsw.edu.au

Tanyiea Pople Vice Secretary tanya.l.thompson@det.nsw.edu.au

UPSKILL WITH US

he PSA offers a wide range of courses; and you can still be paid while you attend.

The courses available are divided into three different streams:

- Delegate/Activist Development
- Work, Health and Safety
- New Skills and Knowledge

The PSA is also a registered provider of Health and Safety Representative (HSR) training courses.

Under your award, you are entitled to paid leave to attend 12 days' union training every two years, so attending a course won't eat into your holiday time.

To see a full list of the courses offered by the PSA, go to www.psa.asn.au/training-you. You can also apply to enrol at that link.





JOINING FORM

Community and Public Sector Union Public Service Association of NSW A SHI ESTO JA 300

CPSU NSW

JOINED BY:



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ABOUT ME:

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Preferred name:

D.O.B.

First name:

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Employment status:

Joining Form

Joined by:





TERMS AND CONDITIONS:

AUTOMATIC PAYMENT SERVICE AGREEMENT

We, the PSA, make the following commitment to you:

- » The PSA will debit/charge your membership fees as they fall due. However, if this day falls on a nonbusiness day, they will be debited/ charged on the next business day.
- » The PSA will only use this authority to debit/charge regular fees.
- » If you miss a payment, it will be picked up in the following period i.e. two instalments will be taken out.
- » Resignation from the PSA must be notified according to the section "How to resign from the PSA and CPSU NSW". Should you resign your membership, the PSA undertakes to cease debiting your account upon the termination of the written notice period.
- » The PSA will notify any changes to your union fees in "Red Tape".
- » The PSA will act in accordance with our Privacy Statement, while noting that your financial institution may require such information to be provided in connection with a claim made on it relating to an alleged incorrect or wrongful debit.
- » The PSA will investigate and deal promptly with any queries, claims or complaints regarding debits/charges and provide a response within 21 days of receipt.

Your commitment to the PSA:

- » You will ensure that the account details provided to the PSA are identical to the account details held by your bank or financial institution.
- » You will ensure that you have sufficient funds or credit available in the nominated account on the due date for payment of your fees. You will let us know in writing within 14 days if the nominated account is altered, transferred or closed.
- » You will be responsible to ensure that the amounts debited/charged to your nominated account for your PSA fees are correct.
- » If the charging arrangements are stopped by you or your nominated bank or financial institution, you will arrange a suitable alternative payment method with the PSA.

» Resignation from the PSA/CPSU NSW will be notified by you as per the conditions in the section "How to resign from the PSA and CPSU NSW". Repayments will not be made for late notifications.

HOW TO RESIGN FROM THE PSA AND CPSU NSW

You may resign from membership when either you cease to work in an area covered by the Association or by giving 14 days' notice in writing of your intention to resign to the PSA General Secretary.

Resignation from the PSA will also be taken as resignation from the CPSU NSW, subject to confirmation.

Resignation from the CPSU NSW can be by notice in writing of two weeks or more, such notice being delivered to the Secretary of the CPSU SPSF Group NSW Branch.

Please note that you are obliged to pay any dues owing to the PSA up to the date of effect of the resignation and that fees are not refundable on resignation from the PSA/CPSU NSW.

PRIVACY STATEMENT

Information collected in these applications is used for the purposes of the PSA and the CPSU NSW only.

Any information collected is handled and used in accordance with the Australian Privacy Principles, the Privacy Act 1988 (Cth).

When we use third parties to carry out union functions (eg mail-houses, electoral offices, candidates to union office, union delegates, etc.) only necessary information is released, and subject to the condition that it not be used for any other purpose.

Information requested for payment of membership fees is provided only to the relevant financial institution or employer.

Any member may at any time arrange to see and correct their membership record by contacting membership@ psa.asn.au

160 Clarence Street, Sydney NSW 2000 GPO Box 3365, Sydney NSW 2001



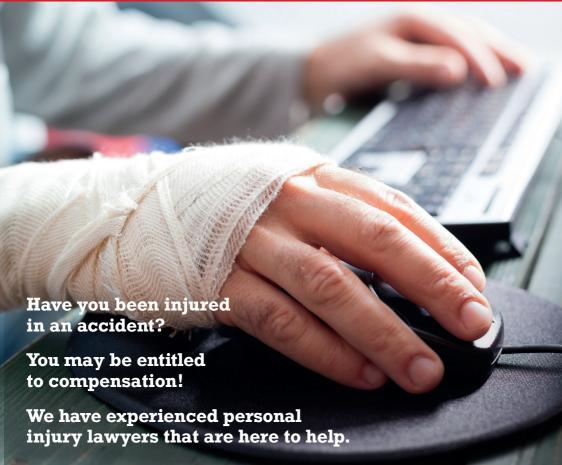












MCNALLY JONES STAFF LAWYERS

LEVEL 3, 131 YORK STREET SYDNEY NSW 2000 SYDNEY (02) 9233 4744 law@mcnally.com.au Over 30 years associated with PSA

BRINGING BENEFITS TO YOU

he PSA gives you more than support in the workplace.
Australia's trade union movement has harnessed the combined buying power of its millions of members to give you great benefits away from the workplace as well.

All PSA members have access to substantial discounts through the Union Shopper program.

Union Shopper features great deals such as cheaper white goods from The Good Guys, insurance courtesy of Budget Direct and better prices on cars from an entire network of dealers.

The service also offers discounts on grocery cards – use this discount on your weekly shop and you could easily save more than the cost of your union membership.

PSA members also receive discounts on loans and credit cards through Australian Mutual Bank.

Members receive journey insurance protection when travelling to and from work.

See over page for just some of the companies that offer great deals for union members.

If a member without cover requires ambulance transport, the PSA will cover the journey.

The PSA also has a relationship with Foundation House, which has programs for people with drug, alcohol and gambling problems.

Members who require support for perinatal anxiety and depression have access to services from the Gidget Foundation.



MEMBER BENEFITS

Just some of the companies offering discounts for PSA members through our Union Shopper and member benefit programs.

Go to psa.asn.au/member-services/member-benefits to start saving.





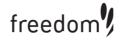














































As part of your membership, the PSA/CPSU NSW took out a journey insurance policy for its financial members in the wake of the State Government's slashing of workers' compensation benefits in 2012.

Among the benefits cut were journey provisions (except in extreme circumstances) leaving workers and their families vulnerable.

Whilst the PSA/CPSU NSW's actions lessen the blow of the Government's attack on injured workers, we remain committed to fighting for the reinstatement of all work injury compensation.

For full details of the PSA/CPSU NSW's journey insurance policy and other insurances go to

www.psa.asn.au/member-benefits or www.cpsunsw.org.au/member-benefits.



The PSA/CPSU NSW's journey insurance policy can provide:

Salary compensation with weekly injury benefits - Eighty-five per cent of salary up to \$2,000 per week for up to 104 weeks for members aged 16 to 70 years. Members aged 71-75 are eligible for up to 26 weeks' payments.

YOU ARE COVERED ONLY IF YOU ARE A PSA/CPSU NSW MEMBER











Non-members just have to watch their step. To join the PSA/CPSU NSW go to www.psa.asn.au/join or www.cpsunsw.org.au/join.

*Policy coverage subject to the respective insurance policy schedules and the terms/conditions of the policy wording - Employee Journey Personal Accident Insurance AH 670.6 PDS JM 09/01176.5.





160 Clarence Street, Sydney NSW 2000 GPO Box 3365, Sydney NSW 2001

ysa@psa.asn.au ****1800 772 679 **(02)** 9262 1623

mww.psa.asn.au

nsansw 🎧 CDSUNSW





Once you have been a member of the PSA CPSU NSW for three months, you will be entitled to the benefits of the Provident Fund. The Provident Fund provides a benefit of up to \$4,000 to the nominated beneficiaries upon the death of a member. Payments are usually made within a few days of a completed and finalised claim.

If you do not return a form you will still be a member of the fund, and the beneficiary will be your spouse, next of kin or other appropriate person as determined by the Provident Fund Trustees.

To nominate beneficiaries fill in the form overleaf and return to: membership@psa.asn.au

Public Service Association of NSW GPO Box 3365 Sydney NSW 2001

PSA PROVIDENT FUND NOMINATION OF BENEFICIARIES

To the Trustees, PSA Provident Fund

Full Name:	
Address:	Postcode:
Department/Employer:	
PSA or CPSU NSW Membership No. (if known):	

I hereby elect that the benefit payable on my death shall be paid to or applied for the maintenance and support or otherwise for the benefit of my dependant listed No. 1 below.

Name of Beneficiary(s): (please use block letters)	Relationship to Member:	
No. 1	Contact Number:	
Address:		

In the event my dependant nominated as No.1 is ineligible or predeceases me I nominate a secondary beneficiary as No.2 below:

Name of Beneficiary(s): (please use block letters)	Relationship to Member:
No. 2	Contact Number:
Address:	

In the event of my having no close relative or dependant or other person who in the opinion of the Trustees is entitled to receive the benefit, the benefit shall be paid into the Reserve Account.

Signature of Member:	Signature of Witness:
Dated:	Dated:

CONDITIONS OF MEMBERSHIP

All financial PSA CPSU (SPSF Group) NSW Branch members will be covered by the Provident Fund after three months' membership. All you need do is complete this form and return it to the Association. Retired members may remain in the Fund until age 70 provided they have been continuously members of the Association or CPSU (SPSF Group) NSW Branch and then the PSA's Retired Associate Members Branch and the Fund since retirement.

If you do not return the form the Fund will normally pay the benefit to your spouse, a close relative or personal representative.

Unless you make an expressed provision for a particular case, the nomination will be revoked by your subsequent marriage or if it nominates someone who predeceases you. The form is also revoked if it nominates a former spouse where the marriage ended in your lifetime.

You may also revoke a nomination by notice in writing to the Fund.

The Fund's Trustees have certain legal obligations relating to the approval of benefit payments. Because of possible legal difficulties and consequential delays in finalising benefit payments, the Trustees have decided that forms nominating charitable organisations cannot be accepted. Your beneficiary must either be a person or persons, or your own estate.

Members wishing to leave the money to a charitable institution should make provision for this in their will and nominate their own estate as the beneficiary of the Provident Fund.

An officer or employee of the PSA may not be nominated as a beneficiary unless he/she is husband, wife, father, mother, child, brother, sister, nephew or niece of the nominator.

There is no extra payment needed for membership of the Fund.

THE PSA PROVIDENT FUND

Il PSA financial members are entitled to the benefits of the union's Provident Fund.

The Provident Fund provides a benefit of \$4000 to the nominated beneficiaries upon the death of a member. Conditions apply.

To nominate beneficiaries, fill in the form to the left and return it to the PSA at the address on page 29.

If you do not return the form you will still be a member of the fund. The beneficiary will be your spouse, next of kin or other appropriate person as determined by the Provident Fund Trustees.

Please read the conditions of membership on page 30.





MAKING YOUR MEMBERSHIP PAY

PSA membership costs between \$3.75 and \$15.25 per week, depending on how much you earn. Union fees are 100 per cent tax deductible, which means union members are able to reduce the tax they pay.

On top of this, PSA members have access to a large number of discounted products and services, which means being a union member can actually save you money.

Let's see how much PSA members can save using Member Benefits discounts.

Example:

Sanjay and Lilly work together in the same school. They both earn about \$62,000 a year. Sanjay is not a PSA member but Lilly has been a member for some years. She pays \$15.25 a week to be a PSA member and claims this as a tax deduction on her annual tax return.

Both Sanjay and Lilly spend about \$650 a week on household goods and services, including the weekly shop, alcohol, petrol, insurance, clothing, health and household bills.

The cost of Lilly's union membership fee is totally offset as she and her family save about \$30 a week using PSA's Member Benefits.

SEE FOR YOURSELF: JOIN THE PSA AND SAVE





PRODUCT/SERVICE	SANJAY Not in the union	LILLY Member	WEEKLY SAVING	YEARLY SAVING
Food/Groceries	\$225	\$216	\$9	\$468
Petrol/Diesel	\$80	\$76	\$4	\$208
Alcohol	\$40	\$38	\$2	\$104
Power Bills	\$50	\$47	\$3	\$156
Clothing/Footwear	\$50	\$48	\$2	\$104
Misc goods	\$170	\$162	\$8	\$416
Health/Medical	\$80	\$76	\$4	\$208
TOTAL SPEND & SAVINGS	\$695	\$663	\$32	\$1,664

The figures used here are based on information about Australian household weekly spend from the Australian Bureau of Statistics. The savings are an example of what a member could save if they use Member Benefits discounts to reduce their weekly expenditure.



KEEPING YOU COVERED

PSA membership not only protects you at work, it looks after you getting there and back.

In 2012, the State Government cut your journey to work and home from its workers' compensation coverage. The PSA thinks that is wrong, and until the law can be changed, will provide journey insurance coverage to all members. Any PSA member injured travelling to or from work is covered. Nonmembers are not covered.

Journey insurance is just one of the insurance packages offered to

members. PSA membership fees automatically include personal injury cover: and you can include your immediate family in the coverage for just \$11 a year – regardless of how many family members you add to the policy.

All members of the PSA and their families are eligible for discounted health insurance coverage through Union Health, a fund set up to protect all union members throughout Australia.

^{*} conditions apply



THE PSA LEGAL TEAM

he PSA's Legal Services Team is on your side. Our solicitors represent members in disputes and matters such as unfair dismissals in the Industrial Relations Commission and other legal forums.

If required, your Industrial Officer will refer your matter to the Legal Services team.

Members also have access to a legal service provided by

solicitors, McNally Jones Staff.
This service extends beyond any work-related issues where you may require the services of a solicitor, including family law, civil, traffic and criminal matters.

The first consultation is free for PSA members.

PSA members are also entitled to a free standard Will through McNally Jones Staff.

PSA SCHOOLS RECOGNITION WEEK

We know schools couldn't function without the work and dedication of all SAS Staff. The PSA wanted to make sure this was properly acknowledged with a special week just for you. So back in the early 2000s the PSA launched the first ever SAS Staff Recognition Week. And it is still going strong today.

Recognition Week is a great PSA initiative that we organise and celebrate with our members; an opportunity for the school community to show SAS Staff that they are appreciated for the important role they play within the school whether they work in the office, the library, in the school grounds, in a classroom setting or in other roles.

Over the years, more and more classifications have been introduced to schools. To ensure Recognition Week was inclusive of all our members, we amended the name to PSA Schools Recognition Week. This acknowledges the work of all SAS Staff, General Assistants, School Psychologists, Student Support Officers and other classifications.

Each year the PSA develops a list of suggested activities each school may wish to undertake. This is provided to the Principal and the P&C, inviting them celebrate the staff in their school.

We send, by post, a Recognition Week package to each school including promotional materials and merchandise.

The PSA always promotes the value of your work, and Recognition Week is about encouraging the school community to acknowledge your contribution to education in each and every school.



HAPPY SASS

LOVE MANDY XO

NOTES



UNION PROUD

HOW TO CONTACT US

- **1800 772 679**
- www.psa.asn.au
- schools@psa.asn.au

FOLLOW US ON SOCIAL MEDIA













