

# Prison Officers Vocational Branch LEGAL FUND

The Paymaster  
Department of Corrective Services  
2 Lee Street  
SYDNEY NSW 2000

Employer's Payroll Serial N° .....

I, .....  
(Please print name in full)

hereby, authorise you to deduct my annual subscription to the Prison Officers Vocational Branch Legal Fund.

The amount is to be deducted in regular fortnightly installments of four dollars (\$4.00) and based on the scale of subscriptions which the PSA/POVB from time-to-time certifies to you as the scale of subscriptions payable to it by members of the Legal Fund.

I also authorise you to forward the amount of the subscription to the Public Service Association of New South Wales, 160 Clarence Street, Sydney (GPO Box 3365, Sydney 2001). All payments made on my behalf pursuant to this request shall be deemed to be payments by me personally. I desire this authority to remain in force until cancelled by me. I understand that if I resign from the Fund whilst remaining a member of the PSA I shall be liable for payment of my subscription for the balance of that year.

In consideration to your consenting to make such a deduction and payment as above, I agree for myself, my executors, administrators and assignees to hold Her Majesty, the Department of Corrective Services, and every employee thereof harmless and indemnified against any claim arising out of any act or omission to act in pursuant of this Authority or any failure to make deductions and remittances as authorised herein.

I have read and understand the terms and Conditions of the Prison Officers Vocational Branch Legal Fund detailed overleaf.

**I DECLARE THAT I AM NOT CURRENTLY SUBJECT TO ANY INVESTIGATION OR INQUIRY NOR HAVE ANY KNOWLEDGE OF ANY POTENTIAL INVESTIGATION OR INQUIRY TO BE CONDUCTED AGAINST ME BY THE NSW POLICE DEPARTMENT OR THE DEPARTMENT OF CORRECTIVE SERVICES.**

SIGNATURE: .....

DATE: .....

NOTED BY PSA: .....  
(include date)

To be returned by post only to:

**PSA Membership Section  
GPO Box 3365  
SYDNEY NSW 2001**

**Terms and Conditions Prison Officers Legal Fund**  
**NAME AND OBJECTS**

1. The name of the Body is "Prison Officers' Legal Fund".
2. The objects for which the Legal Fund is formed are:-
  - (a) To provide legal assistance and representation and information to any Member of the Prison Officers Vocational Branch (POVB) of the Public Service Association (PSA) in relation to any alleged criminal offence arising out of or in the course of his/her employment with the Department of Corrective Services.
  - (b) To provide legal assistance to a Member to make a claim under the provisions of the Victims Compensation Act 1996 in the event that the claim or prospective claim arises out of or in the course of his/her employment with the Department of Corrective Services.
3. Notwithstanding anything contained in Clause 2 above the Fund shall not assist any Member in respect of any matter relating either to:-
  - (a) Libel and/or defamation.
  - (b) Equal opportunity and/or sexual harassment.  
whether such claim arises out of or in the course of his/her employment or otherwise
  - (c) Where a Member instructs Solicitors who are not the Appointed Lawyers.

**MEMBERSHIP**

**1. Admission to Membership**

- (a) Any person who is a member of the Public Service Association and who is employed as a correctional officer by the Department of Corrective Services may apply for membership of the Fund.
- (b) Any new class of person to be admitted into the Fund can only be admitted by a majority vote of the members of the POVB Management Committee and of the Executive of the Public Service Association.
- (c) Application for membership of the Fund shall be made in writing in a form prescribed by the Executive of the Public Service Association.
- (d) All applications made for membership must be submitted to the **Trustees** for consideration and the Trustees have an absolute discretion in respect of granting or refusing membership, notwithstanding that the applicant falls within the class of persons referred to in paragraph (a) herein, and the decision reached by the Trustees shall be final.
- (e) Subscriptions to the Fund shall be made by a deduction authority signed by the prospective Member and submitted by the Trustees to the pay section of the Department of Corrective Services.
- (f) Membership fees shall be examined yearly and set by and in the absolute discretion of the Trustees following consultation with the POVB Executive. Any increase in membership fees shall not be made unless one month's notice has been given to all Members.
- (g) If the savings of the Legal Fund reach such a level, which in its absolute discretion the Trustees consider sufficient to fund all possible expenses for the following twelve months, the Trustees may suspend or reduce membership fees.
- (h) There shall be no refund of fee to any Member under any circumstances notwithstanding that member has left the Legal Fund.
- (i) Any member may remain in the Fund even if they move to a position not comprehended by (a) above provided the member remains in the employment of the Department of Corrective Services.

**2. Termination of Membership**

- (a) Any Member intending to withdraw from the Fund shall signify his/her intention in writing to the Trustees. Such member will remain liable for payment of his/her subscription for the year in which such resignation is tendered unless the Trustees otherwise decide and for all other amounts owing.
- (b) Any Member who ceases to be employed by the Department of Corrective Services shall automatically cease to be a Member of the Fund.
- (c) Any member who ceases to be a member of the Public Service Association shall automatically cease to be a member of the Fund.