



## PRISON OFFICERS VOCATIONAL BRANCH LEGAL FUND

Manager Payroll Services  
Department of Corrective Services  
20 Lee Street  
SYDNEY NSW 2000

Employee's Payroll Serial No: \_\_\_\_\_

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 instalments 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 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.**

<b>SIGNATURE</b>	<b>DATE</b>
<b>NOTED BY PSA</b>	<b>DATE</b>

**RETURN COMPLETED FORM TO MEMBERSHIP EMAIL: [membership@psa.asn.au](mailto:membership@psa.asn.au)**

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

☎ 1300 772 679  
📠 (02) 9262 1623

✉ [psa@psa.asn.au](mailto:psa@psa.asn.au)  
✉ [cpsu.nsw@psa.asn.au](mailto:cpsu.nsw@psa.asn.au)

🌐 [www.psa.asn.au](http://www.psa.asn.au)  
🌐 [www.cpsunsw.org.au](http://www.cpsunsw.org.au)

📺 [psansw](#)  
📺 [cpsunsw](#)

# 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 PSA on the conditions set out in the Constitution in relation to any alleged criminal offence committed in the course of their employment with CSNSW
    - (b) to provide legal assistance to a member to make a claim under the provisions of the Victims rights and Support Act 2013 in the event that the claim or prospective claim arises out of or in the course of their employment with CSNSW
    - (c) to provide legal assistance and representation to a member who has been summoned by a tribunal or court to give evidence in relation to a known or suspected breach of the criminal law either by the member, another member or another person, and relating to the members employment as a Correctional Officer by CSNSW
    - (d) to provide legal assistance and representation to a member who has been summoned to give evidence in a Coronial Inquest or Inquiry and who has received a letter from or on behalf of the Coroner advising them that they may be the subject of adverse comments or findings
  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
- (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

## 2. Termination of Membership

- (a) Any member intending to resign their membership of the Legal fund shall signify their intention to do so by giving 30 days' notice in writing to the Trustees. Such member will remain liable for payment of their subscription fees up to the date that the resignation becomes effective, unless the Trustees otherwise decide, and for all other amounts due and 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
- (d) Any member promoted into the COVB or SEAG, or permanently redeployed into Community Corrections, an administration role or classification role after 1 October 2020, will be transferred to the Justice Legal Fund.

## 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