



PSA/CPSU NSW EMERGENCY RELIEF FUND

DATE OF ORIGINAL ENDORSEMENT:	28 February 2022
DATE OF EFFECT:	1 st March 2022
DATE LAST AMENDED: Version control : V1/2022	1 st March 2022
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Purpose

To provide relief by way of a one off grant of up to \$1000 to members that have been severely impacted by a declared natural disaster and have suffered hardship, or other such event as declared by the PSA/CPSU NSW Executive.

The purpose of this document is to provide a clear and consistent approach to how the PSA/CPSU NSW will provide assistance to members.

This fund will continue to operate for an indefinite period with a balance of \$100,000 being topped up per financial year.

Members will have a period of six (6) months to apply for a grant from the date of the event.

This fund is pursuant to PSA Rule 121 (f)

Paying such sums as may be determined by Central Council to a special fund or funds.

Individual member applications

By way of application a member that has had their primary residence completely or partially destroyed by a declared natural disaster are able to apply for a one off grant of up to \$1000.

Applications will also be considered on an individual basis for these members by way of other such reimbursements that will assist in their individual recovery or those of their immediate family members at a limit of \$1000.

PSA/CPSU NSW Emergency Relief Fund Committee

In addition to the President of the PSA/CPSU NSW, the Emergency Relief Fund committee will consist of Assistant General Secretary, Senior Vice President, one Vice President and PSA's Manager Member Services & Governance.

Meetings may be convened by way of teleconference, whereby all documents will be supplied to the committee.

Meetings to be convened on a fortnightly basis, or as required.

Criteria to be considered by Committee for a grant (evidence and insurance)

Each application must show by way of evidence the damage to the primary residential property. This can include for example photographic evidence or newspaper articles.

A member who is able to apply for an insurance claim through their own personal insurance policy, should do so. A member should declare on the PSA/CPSU NSW application form what insurance they are eligible to receive, so that the committee can proportionate a grant if the member has or will suffer any further severe hardship due to either having no personal insurance or partial insurance.

1. Procedure

An application for consideration of the PSA/CPSU NSW Emergency Relief Fund can be made via the following means:


- The affected member directly via the Member Support Centre
- By a member of PSA/CPSU NSW Executive
- By a member of Central Council
- By an elected delegate
- By a member of the Industrial Staff of PSA/CPSU NSW

Once the referral application is received:

- A CALL will be created in Unison (database system)
- The Application form is attached to the CALL once completed
- An application form can be completed by the referrer (or PSA staff) and the individual member is to sign the form certifying that the details are true and correct.
- The CALL will be referred to Manager Member Services & Governance (MMS)
- It will then be allocated to the Industrial Manager that has carriage of that worksite, who will liaise with Industrial Staff.
- The Industrial Manager will allocate to the most appropriate industrial staff member, who will make direct contact with the affected member and check bona fides, collate evidence including photograph evidence if possible and arrange for the application form to be signed by the member.
- The Manager will ensure that the application is complete (annexure A)
- Completed application will then be referred to back to MMS by way of the Unison CALL.
- MMS will forward application to the secretariat for a committee panel meeting to be convened.

2. Disclosure

Each application whether approved or otherwise, will be forwarded to the full Executive. Disclosure of approved applications will be provided to Central Councilors when they meet. Individual member names will be withheld to protect member's privacy.

	DATE & SIGNATURE
ENDORSED BY GENERAL SECRETARY:	
CENTRAL COUNCIL ENDORSEMENT/ RESOLUTION NUMBER (if applicable)	
PSA EXECUTIVE ENDORSEMENT RESOLUTION NUMBER (if applicable)	EX 22/22