



Neighbourhood Watch Victoria Inc.

Communications Policy

Purpose

Media, both printed e.g. brochures and newsletters, and electronic e.g. Neighbourhood Watch Website Newsletter, Facebook Page, Sentinel and You Tube are important means for Neighbourhood Watch Victoria to communicate with the community

This policy provides guidance for the use of all forms of media by employees and volunteers of Neighbourhood Watch Victoria.

1. Scope

This policy applies to all employees, volunteers and contractors of Neighbourhood Watch Victoria and relates to Neighbourhood Watch groups in Victoria in production of Newsletters, Facebook page, website, You Tube and all forms of media.

2. Approval

This policy was issued 17th April 2014 under the authority of the Board of Management, Neighbourhood Watch Victoria Inc.

This document represents the current policy of Neighbourhood Watch Victoria until it is revised or rescinded.

3. Document Content

When drafting material, the following should be taken into consideration:

3.1 Copyright

You shall respect copyright laws and fair use of copyrighted material and attribute work to the original author/source wherever possible

3.2 Defamation

You shall refrain from publishing material that may cause injury to another person, organisation, association or company's reputation, and should seek further guidance from NHW Vic if publication of such material is thought to be necessary.

3.3 Offensive or obscene material

Material that may be offensive or obscene and may infringe relevant online classification laws if it is pornographic, sexually suggestive, harassing, hateful, racist, sexist, abusive or discriminatory shall not be published.

3.4 Contempt of Court

Care should be exercised if referring to pending court proceedings to avoid publishing material that may have a tendency to prejudice those proceedings, in particular, material that will be part of the evidence in those proceedings.

Enquiries should be made as to any applicable court suppression orders prior to commenting on any court proceeding (whether past or pending).

3.5 Political Statements

Neighbourhood Watch Victoria is apolitical. Reference to any political party or issue should be avoided. This does not prevent you from acknowledging the support of a local member, e.g.: printing your local newsletter.

3.6 Authority to publish

No material relating to Policy or the views of Neighbourhood Watch Victoria Inc. or the Board of Management or any material of a confidential nature may be published without the permission of the Chief Executive Officer, NHW Vic Inc.

4. Style Guide

To ensure professional presentation and consistency, Century Gothic font should be used for all correspondence relating to Neighbourhood Watch Victoria Inc. where practical. Fonts below 10 point in size should be avoided as these can be difficult to read.

5. Responsibilities

It is the responsibility of the authors of any article that will be placed on any Neighbourhood Watch Victoria Website, Newsletter, Facebook, Sentinel, You Tube or any other communication medium to ensure the article is consistent with this policy.

6. Policy Management

6.1 Review

This policy is to be reviewed every 12 months.

The Chief Executive Officer and the Board of Neighbourhood Watch Victoria is responsible for reviewing or making modifications to the policy and publishing exemptions.

6.2 Breaches

Any breach of this policy must be reported to the Chief Executive Officer, Neighbourhood Watch Victoria

7. Authorisation

This policy has been authorised and issued by the Board of Management Neighbourhood Watch Victoria Inc.

Gill Metz

Chief Executive Officer

Neighbourhood Watch Victoria

Date

Peter Donaldson

Chair of the Board

Neighbourhood Watch Victoria

Date

Version Control

Version	Date	Description	Author
1.0 Draft	7/10/13	Policy created	G. Metz
1.1 Draft	10/01/14	Policy reviewed	Board Members
1.2 Draft	20/02/14	Policy reviewed	Board Members
1.3 Draft	21/02/14	Policy re-drafted	D Hewitt
1.4 Final Draft	17/04/14	Approved	Board Members