



Neighbourhood Watch Victoria Inc.

Membership Policy

1. Purpose

Neighbourhood Watch (NHW) relies on its members (volunteers) to implement its programs to reduce crime and increase safety in the community. It is important for the reputation of NHW and its programs that members have been checked appropriately for the role they are to perform within the organisation.

This policy describes the forms of membership within NHW and describes the process by which applicants for membership of NHW Victoria are to be accredited.

2. Scope

This policy applies to all members of Neighbourhood Watch Victoria.

3. General

The accreditation process and the need for a criminal history check are based on a risk management approach.

Every volunteer is encouraged to become an Accredited Member of NHW Victoria.

4. Accredited Member

Volunteers holding any of the following positions must be accredited, which involves obtaining a National Police Check (often called CrimTrac check).

- Members of the NHW Victoria Board
- State Forum Delegates from LGA Groups
- Manager, Chair, or Co-ordinator of an LGA or local NHW group
- Secretary of an LGA or local NHW group
- Treasurer of an LGA or local NHW group
- Newsletter Editor, Website Administrator or Social Media Manager
- Project or Event Coordinator
- Spokesperson
- A volunteer engaged in any other activity for which the local group or the Board determines that a criminal history check is required.

Unfortunately, Working with Children checks will not suffice as they do not involve a full National Police Check (NPC).

Volunteers who had successfully completed a LEAP check prior to 18 August 2016 will not require any further check and will be classified as Accredited Members.

4.1 Checking Process

- A person who provides evidence of them having obtained a NPC in the past twelve months will not require a further check.
- The local group shall arrange for the NPC to be carried out on the volunteer to be accredited. The cost of the check will be funded locally.
- The local group will hold evidence of the check being successfully completed.
- A copy of the certificate from the criminal history check shall be emailed to the NHW state office (admin@nhw.com.au) for record purposes.
- The name of the Accredited Member shall be recorded on the group member register with an "A" in the status column.

4.2 Volunteer Insurance

It is recommended that Accredited Members are insured under the Volunteer Accident Insurance Policy. However, this decision is to be made by the local group and any premiums funded by the local group.

5. Community Member

This is a volunteer who:

- Only undertakes newsletter or similar delivery roles; or
- Does not work on NHW projects unless those projects are supervised by an Accredited Member.

5.1 Checking Process

- None unless the volunteer wishes to become an Accredited Member.
- The name of the Community Member shall be recorded on the group member register with a "C" in the status column.

5.2 Volunteer Insurance

It is recommended that Community Members are insured under the Volunteer Accident Insurance Policy. However, this decision is to be made by the local group and any premiums funded by the local group.

6. Community Supporter/Follower

This is a person who is:

- An interested member of the public eg attends NHW meetings and events.
- A supporter/follower on social media eg facebook.
- A resident who is signed up on an email distribution list.
- A local business which supports NHW.

6.1 Checking Process

- Nil
- A local list of these people is to be maintained as appropriate for communication purposes.

6.2 Volunteer Insurance

Nil

7. NHW Victoria – State Office Member Accreditation Processes

7.1 National Police Check Brokers

NHW Victoria has entered into an agreement with the not-for-profit broker CrimCheck, to process NPC's at the lowest available cost. Full details of this process are available in the Training Manual under New Volunteers.

A list of other ACIC accredited brokers is also available to NHW groups from the Training Manual.

7.2 NHW Volunteer Application Forms

A paper volunteer application form and the "Getting Involved" form are available on the NHW website to facilitate the process.

7.3 Paper Application Forms

The NHW state office will have no involvement in the processing of paper volunteer applications as these will be handled at the local or LGA level.

7.4 "Getting Involved" Applications

- For applicants who live in a LGA where NHW currently operates, the applicant's details will be forwarded to the LGA group for processing.
- For applicants who live in a municipality where NHW is not currently active, their application will be acknowledged and their name kept on a database for future reference when there is more interest in NHW shown by people living in the area.

7.5 NHW Australasia Group Directory Inquiries

- For applicants who live in a LGA where NHW currently operates, the inquiry will be forwarded to the LGA group for processing.
- For applicants who live in a municipality where NHW is not currently active, their application will be acknowledged and their name kept on a database for future reference when there is more interest in NHW shown by people living in the area.

7.6 Update of the NHW Victoria Member Database

The NHW Victoria Member Register will be updated at regular intervals from the local group databases so that it is kept as current as is practicable.

Only Accredited Members and Community Members are recorded on the NHW Victoria Member Register.

8. Responsibilities

It is the responsibility of the Chairs/Managers/Co-ordinators of the relevant NHW groups and the staff of NHW Victoria to ensure compliance with this policy.

9. Policy Management

9.1 Approval

This policy was approved by Neighbourhood Watch Victoria Board on 18 August 2016

9.2 Review

This policy is to be reviewed every 12 months.

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

10. Authorisation

Geoff Kloot
Acting Chief Executive Officer
Neighbourhood Watch Victoria

Date 22 December 2016

11. Version Control

| Version | Date | Description | Author |
|---------|------------------|---|-------------------|
| 1.0 | 18 August 2016 | Policy Approved | G Kloot |
| 2.0 | 22 December 2016 | National Police Check Process approved | G Kloot G Elder |
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