

### 1. Purpose

This policy is for the administration of commercial agreements established by Neighbourhood Watch Victoria (NHWV) and by affiliated NHW groups.

The purpose of this document is to record the approach of Neighbourhood Watch Victoria on fundraising and to document the standards expected and the procedure to be followed when raising funds from government, business and the community.

### 2. Scope

This policy applies to Board, casual, permanent and contract staff and volunteers in affiliated groups.

### 3. Approval

This policy issued under the authority of the Board of Neighbourhood Watch Victoria Incorporated and represents the current policy of NHWV until it is revised or rescinded.

### 4. Definitions

In this policy:

- **"Affiliated NHW group"** means a group affiliated with Neighbourhood Watch Victoria Incorporated (NHWV) under the rules and charter of NHWV.
- **"Local NHW group"** means a group which operates at a subordinate level within an affiliated NHW group.
- **"Accredited was member"** is a volunteer holding an office bearer role in NHWV, an affiliated NHW group or a local NHW group and has obtained a National Criminal History Check.
- **"Community member"** is a volunteer who works under the direction of an accredited member (office bearer) but is not an accredited member.

### 5. General

The Board of NHWV is committed to ensuring that fundraising and commercial activities of NHW throughout Victoria are carried out in an ethical and professional manner that takes into account the structure of the organisation and the parts of the organisation involved in generating the revenue.

### 6. Donations, and Philanthropic and Government Grants

NHWV's guiding fundraising principle is a simple one – we will only use techniques that we would be happy to be used on ourselves. In doing so, the State Office and individual affiliated local groups will adhere to the following standards:

- 6.1. Any fundraising activities will comply with all relevant legislation.
- 6.2. Any communications to the public made in the course of carrying out a fundraising activity shall be truthful and non-deceptive.
- 6.3. All monies raised through fundraising activities will be for the stated purpose of the appeal and will comply with the organisation's stated mission and purpose.
- 6.4. All personal information collected by NHWV and Members of affiliated groups is confidential and is not for sale or to be given away or disclosed to any third party without consent of the person providing the information as per our Privacy Policy.
- 6.5. **Nobody directly or indirectly employed by or volunteering for NHWV and affiliated groups shall accept commissions, bonuses or payments for fundraising activities on behalf of the organisation.**
- 6.6. No begging shall be undertaken by telephone or door-to-door.
- 6.7. Fundraising activities should not be undertaken if they may be detrimental to the good name or community standing of NHW.
- 6.8. Any funds raised by an affiliated group does not commit NHWV to any activity or services, nor does NHWV have the right to any of the funds, except where a group in turn closes (Refer to Clause 16 of the NHW Victoria Charter with regard to delegation of funds on the closure of a Group) or there is an agreement in place that states each other's obligations.

## 7. Sponsorship, Advertising and Commercial Fee for Service

The following applies in addition to the requirements of Clause 5 above.

- 7.1 Financial contributions by way of sponsorship, advertising and commercial fee for service as an arrangement between the client and NHWV or the client and an individual affiliated group will only be accepted from companies and organisations the Board considers ethical. Companies and organisations specifically excluded from entering into a commercial relationship with NHWV and/or affiliated groups include but are not limited to, pharmaceutical, gambling, tobacco, and alcohol companies. Advertising or sponsorship by a Political Party, a politician representing a Political Party or an advertisement that implies the support of NHW of a Political Party, is not allowed.
- 7.2 Individual affiliated groups can enter into commercial agreements with businesses and organisations to deliver sponsorship benefits, advertising and fees for services. Such agreements will in no way commit NHWV to deliver or acknowledge any aspect of the sponsorship, advertising or fee for service.
- 7.3 NHWV can enter into commercial agreements with businesses and organisations to deliver sponsorship benefits, advertising and fee for service. Such agreements will in no way commit an individual affiliated group to deliver or acknowledge any aspect of the sponsorship, advertising or fee for service.

- 7.4** In the situation where both NHWV and individual affiliated group/s are jointly involved in a commercial arrangement with a sponsor, advertiser or fee for service client, revenue from such a program is allocated based on the agreement between each party and acknowledging the input by each party to the successful delivery of the commercial arrangement.

## **8. Property Developer Program**

- 8.1** With regards to the Property Developer Program (“Building Community Together”) the creation and presentation of proposals, client packages and agreements is the responsibility of NHWV. This can be in conjunction with the individual affiliated group but must adhere to the NHWV documentation and package of benefits.
- 8.2** The servicing of the Program can be delivered by NHWV, interested individual affiliated groups or a combination of both.
- 8.3** In the case of being serviced by NHWV, 100% of revenue is retained by NHWV.
- 8.4** In the case of being administered by NHWV and serviced by both NHWV and Individual affiliated groups revenue is allocated 80% to NHWV and 20% to the Group.

## **9. Policy management**

This policy is to be reviewed every 12 months.

The CEO and the Board of Neighbourhood Watch Victoria are responsible for reviewing or making modifications to the policy and publishing exemptions.

## **10. Breaches**

Any breach of this policy must be reported to the CEO, Neighbourhood Watch Victoria

Representatives may be required to remove/delete/destroy/amend communication material deemed to constitute a breach of this policy or NHWV may take disciplinary action against the Member in accordance with Clause 19 of the Rules.

## **11. Authorisation**

This policy has been authorised and issued by the Board of Management, Neighbourhood Watch Victoria and will be reviewed annually or more often if required.

Date effective: January 2020