



# **Neighbourhood Watch LSA and Area Reference Handbook**

This Reference Handbook is a guide only  
Refer to the Community Crime Prevention Program  
Manual for a full explanation

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## **1 INTRODUCTION**

This Reference Handbook is a précis of the Community Crime Prevention Programs Manual, specifically compiled as a quick reference for Local Service Area and Neighbourhood Watch Area use.

The contents contain varying formats, for which no excuse is offered. It depends on the level of simple explanation, or otherwise, required for the particular Section.

Please refer to the current Community Crime Prevention Programs Manual, located on the WatchSA website, [www.watchsa.net.au](http://www.watchsa.net.au) for full details of the required subject.

References to the above-mentioned Manual will be shown, for example, as:- (1.2.3.4.)

Statements including the words “**shall/not**”, “**will/not**” and /or “**must/not**” are mandatory.

## **2 GOVERNANCE**

### **2.1 Governance Policy**

#### **The Meeting** (in summary)

To ensure the smooth flow and recording of events at a controlled and effective meeting, a set of foundation protocols should be adopted. (2.1.2.)

It is usual to give 28-day's notice of forthcoming meetings. (2.1.2.1.)

For meetings at the LSA or Area level, a quorum is the number attending, providing there are enough attendees to conduct the business at hand. (2.1.2.2.)

Debate on motions should be "through the chair", moved by the proposer, and seconded before voting takes place. The motion must be recorded accurately in the minutes. If a moved motion is not seconded, the motion lapses, and cannot be revisited in that form. (2.1.2.3. – 2.1.2.5)

A successful motion becomes a 'resolution', and any necessary direction to carry it out becomes an 'action' for the minutes. (2.1.2.6.)

All meetings should have a plan, or agenda, prepared in advance, containing the business of the meeting. It should contain:- the Opening & Welcome, Apologies, Acceptance Of Previous Minutes, Business From Those Minutes, Correspondence In/Out, Treasurer's Report, Other Business, Date Of Next Meeting and Close. (2.1.3. - 2.1.3.10.)

Minutes are a brief, but accurate record of a meeting. They should include:- Numbers Attending, Decisions Made & Actions Issued and a Checklist For Follow up. Minutes are legal documents and **must** be kept for seven years. (2.1.4.)

They should, preferably, be corrected before the meeting at which they will be presented for acceptance, then signed by the chairperson. After they have been accepted at a meeting they may be publically released. (2.1.4.1. – 2.1.4.2.)

Duties of the Chair include providing coordination, guidance and leadership. (2.1.5.2.)

Duties of the Secretary include minutes, maintain records & correspondence, deal with correspondence as required and send notices, agendas, etc as required. (2.1.5.3.)

Duties of the Treasurer include maintaining a bank account, record and bank any money received, pay accounts due as authorised, keep all appropriate paperwork for audit purposes and present reports at meetings. (2.1.5.4.)

Duties of general committee members:- refer to (2.1.5.1.)

## 2.2 Conflict of Interest

“A ‘conflict of interest’ involves a conflict between a public duty and private interests of a public official, in which the public official has private interests which could improperly influence the performance of their official duties and responsibilities.” (2.2.1.)

The public duty within the definition **shall** apply to all community focused crime prevention activities as well as the police officer’s or volunteer’s obligations in the administration of the program. (2.2.1.)

Conflicts of interest can include gifts, gains (financial or otherwise, and personal or otherwise) or has an interest in or with an organisation with which the individual intends to do business. (2.2.2. – 2.2.3.)

All conflicts of interest **must** be disclosed and recorded in the minutes of a meeting, and the individual should remove themselves from any action pertaining to that matter. (2.2.4. - 2.2.5.)

## 2.3 Transparency and Confidentiality

The purpose of this section is to:

- indicate which documents and materials produced by or for SAPOL crime prevention programs are presumptively 'public'; and/or presumptively 'confidential'.
- specify the restrictions and procedures in relation to the public release of information and materials produced by or for SAPOL crime prevention programs. (2.3)

Generally, all Neighbourhood Watch meetings are public meetings, unless deemed otherwise by the committee for some purpose. Any minutes (once accepted) papers and materials considered at the public meeting **shall** be made available to the public following that meeting. (2.3.1.)

Personal information collected can only be used for its intended purpose and **cannot** be used for any other purpose without the person's consent. (2.3.2.1.)

As SAPOL crime prevention programs are community based, it is important that the public can make contact with their local program representatives. Neighbourhood Watch volunteers are encouraged to provide sufficient details to facilitate such contact from the public, i.e. name and phone number. These details may be released without any further authority, but mailing and email addresses **shall** only be given with the permission of the Neighbourhood Watch representative's prior permission. (2.3.2.2.)

Police officers are bound by the provisions of General Order – Releasing/accessing information. If it is necessary for police officers to release police statistics and other information, e.g. Neighbourhood Watch Crime Reports, as part of their SAPOL crime prevention program role, then restrictions apply. (2.3.3.1.)

SAPOL crime prevention program volunteers receiving or otherwise obtaining police information **shall** treat it as confidential unless authorised to release it to a third party, or to publish it accurately. (2.3.3.2.) REMEMBER personal privacy, covered earlier. (2.3.2.1.)

## 2.4 Asset Management

Assets purchased by a SAPOL crime prevention program, ie, Watch**SA**, for the purpose of undertaking approved activities remain the property of the program. Unless authorised, it is inappropriate and in some instances unlawful, to use program assets for any other purpose. Volunteers are accountable for the appropriate management, control and maintenance of locally held assets. (2.4.1.)

LSA's & Areas are required to make their own arrangements if they wish to insure these assets. (2.4.1.1.)

For this purpose, an asset is defined as *“Anything owned by a SAPOL crime prevention program, or the incorporated entities that represent the program volunteers, that has monetary value. An asset may be specific property, such as a vehicle, equipment or other tangible property, and includes a service such as an internet connection purchased for use by a program volunteer.”* (2.4.2.)

All assets held should be recorded in an Asset Register. This register should be reviewed each year for accuracy, operability, safety or for disposal of the asset. (2.4.3.)

Disposal of assets should be at an appropriate price, or written off for scrap, and duly recorded on the register. Volunteers are permitted to purchase assets earmarked for disposal. (2.4.4.)

The memory drives **must** be removed and destroyed or fully formatted to erase all data on desktop and laptop computers, tablets and mobile telephones. (2.4.4.1.)

Personal use of an asset **must** be approved and minuted. Volunteers **must** bear any costs involved, and **must** have their own insurance cover. (2.4.5.)

Volunteers with possession and control of computers or other assets with internet access **shall not** use the internet or email in any non-appropriate manner: refer to (2.4.6.)

## 2.5 Insurance

As volunteers, the Volunteers Protection Act 2001 provides protection for individuals against personal liability for any loss, injury or damage arising from their undertaking of SAPOL crime prevention program duties. There are exceptions for 'private' actions: refer to (2.5.1.)

The agreement the South Australia Police has with SAICORP means that all approved participants in SAPOL crime prevention programs are recognised as volunteers working with SAPOL. Volunteers are insured against personal injury and third party liability and SAICORP will meet any civil liability claim made against SAPOL crime prevention programs. (2.5.2.)

Claimants **must** be able to verify their status as an approved program volunteer. The wearing of photographic identification cards at all times whilst undertaking 'official' duties is a requirement that will assist program volunteers and investigators in this verification. (2.5.3.)

The insurance covers excesses and out of pocket expenses. It ensures that volunteers are not personally financially 'out of pocket' in relation to a loss or injury. The volunteer needs to have first claimed medical expenses and leave required through Medicare, private health insurance, employment sick leave, compulsory third party insurance or other private insurance. The SAICORP agreement does not cover property or equipment such as computer equipment, display trailers and safety equipment against damage or theft. (2.5.4.)

Volunteers who wish to make a claim against this insurance **must**, as soon as reasonably possible, report the circumstances leading to the claim to their police coordinator, liaison officer or local Crime Prevention Section. Volunteers who have sustained an injury **must** report that injury regardless of any potential future claim. (2.5.5.)

Police officers and volunteers, who become aware of any third party claim or potential claim against the SAICORP policy, **must** report the circumstances of the incident to SAPOL. (2.5.5.)

See "Frequently Asked Questions" at: (2.5.6.)

## 2.6 Work Health And Safety.

### 2.6.1. Work Health & Safety Act 2012

Under the Work Health & Safety Act 2012, SAPOL is defined as a **Person Conducting a Business or Undertaking (PCBU)**. Management and all employees come under the provisions of Section 5 of this Act.

The Neighbourhood Watch Volunteers' Association of SA Inc. with which SAPOL partners in the delivery of the WatchSA program is a **volunteer association** and **not** considered to be a PCBU under the Act. As outlined in this Manual, many of the Act's provisions and duties do not apply to **volunteers**.

However, as SAPOL engages the volunteer members of our association in the delivery of the WatchSA / NHW program, SAPOL is a PCBU. Accordingly, the provisions of the Act are applied to those activities, events, volunteers and attendees. (2.6.1.2. – 2.6.1.8.)

The Work Health and Safety Act 2012 contains severe penalties for any organisation or individual that fails to comply with a duty imposed by the Act. Pursuant to Section 34 (2), a volunteer does not commit an offence for a failure to comply with a health and safety duty, except a duty under Section 28 (duties of workers) or Section 29 (duties of other persons). (2.6.1.9.)

In applying the above Act to SAPOL crime prevention programs (Neighbourhood Watch), **read Section 2.6.2 in its entirety**. (2.6.2.1. – 2.6.2.3.)

## 2.7 Risk Management

Risk management for SAPOL crime prevention programs is based on **AS/NZS ISO 31000 – Risk Management – Principles and guidelines**. This standard provides a framework within which risks and hazards experienced by SAPOL crime prevention program volunteers and police officers can be reduced or eliminated.

The standard defines **risk** as the “effect of uncertainty on objectives” and is often referred from the perspective of the **likelihood** and/or the **consequences** of an **event** occurring and also defines a **risk source** as an “element which alone or in combination has the intrinsic potential to give rise to risk”.

Workplace and environmental hazards are risk sources. Risk is a **liability** for SAPOL and the SAPOL crime prevention programs. (2.7.1.)

***It is imperative that you read the complete risk Management Policy Section 2.7 in its entirety. (2.7.1. – 2.7.5.)***

### **3 FINANCIAL MANAGEMENT**

#### **3.1 Financial Management**

##### **3.1.1. Accountability and Interpretation**

Statements including the words “**shall/not**”, “**will/not**” and /or “**must/not**” are mandatory.

This financial policy provides the minimum standards required to ensure the integrity of SAPOL’s crime prevention programs.

Members of the incorporated bodies that work with SAPOL in the delivery of these programs have a legal ‘fiduciary duty’ to ensure effective financial management and are subject to civil and criminal proceedings if they fail in that duty. Accordingly, compliance with the provisions of this policy is **mandatory**. (3.1.1.)

‘Committee’ for the purposes of this Manual, **shall** mean an area/branch, Local Service Area or corporate level committee accountable for the management of the relevant finances.

‘Program funds’ **shall** mean the money raised or earned by a committee for the management of the SAPOL crime prevention program and **shall** include grant monies received for specific projects. (3.1.1.2.)

##### **3.1.2. Compliant Tax Invoices**

To be compliant with Australian Taxation Office requirements, invoices **must** include all of the required information. See (3.1.2.)

##### **3.1.3. Purchasing Goods and Services**

A quote/s for goods or services is to be obtained and presented to the committee for approval prior to ordering goods or services. **Read Section (3.1.3.1.) in its entirety.**

The committee **must** approve all purchases, without exception, before such purchase is made. (3.1.3.2.)

Details of all approved expenditure are to be recorded in the relevant committee minutes in accordance with the provisions of this Manual. (3.1.3.2.)

Compliant tax invoices **must** be obtained for all purchases in excess of \$82.50 (\$75 + \$7.50 GST). Members incurring small item purchases and expenditure under the \$82.50 threshold **must** obtain and retain either a tax invoice, receipt or other invoice as a record of that transaction. Provisions apply for purchases in excess of \$82.50. (3.1.3.3.)

If a tax invoice/s is paid by cheque, the cheque **shall** be signed by two registered signatories. Cheques **must not** be removed from the cheque book until signed and signatories **shall** initial the cheque stub prior to removing the cheque. The cheque number **shall** be recorded on the tax invoice. (3.1.3.3.)

##### **3.1.4. Petty Cash**

Petty cash purchases are not to exceed \$50 including GST per transaction. Multiple items purchased in a single transaction are to be treated as one single purchase for the purposes of petty cash.

A record of petty cash purchases **must** be maintained at all times and all tax invoices/receipts are to be kept with the petty cash. (3.1.4.)

### 3.1.5. Claims and Reimbursements

Expenses incurred for or on behalf of the committee may be claimed by prior arrangement with, and with authority from, the committee. **Read Section (3.1.5.) in its entirety.**

### 3.1.6. Entertainment and Hospitality Expenditure

#### 3.1.6.1. Interpretation

In this section, the following definitions shall apply:

**Catering shall** mean the supply of food, drink or other provisions by a supplier for the purpose of entertainment and/or hospitality.

**Entertainment shall** mean expenditure on food, drink or recreation and includes costs for accommodation and travel associated with such expenditure.

**Hospitality shall** mean the reception and entertainment of guests or strangers with courtesy and kindness.

#### 3.1.6.2. Restrictions on Expenditure

Read Section (3.1.6.2.) for **restrictions** on expenditure.

#### 3.1.6.3. Expenditure that may be approved

Read Section (3.1.6.3.) for expenditure that may be **approved**.

#### 3.1.6.4. Expenditure that Must Not be Approved

Read Section (3.1.6.4.) for expenditure that **must not be approved**.

#### 3.1.6.5. Specific fundraising for entertainment and hospitality

Nothing in this policy prevents a committee or group from undertaking specific fundraising to offset the costs of entertainment, hospitality or a recreational activity that would otherwise be ineligible for approval providing. (3.1.6.5.)

### 3.1.7. Banking and Bank Accounts

Committees **will** ensure that program funds are kept in an appropriate banking institution, and **must** approve, by resolution, all banking transactions including the movement of monies between separate accounts operated by the same committee. (3.1.7.)

### 3.1.8. Account Reconciliation for Financial Reporting

Committees may elect to use any combination of banking process to transact their business, including the issue of credit/debit cards. Whilst there is a requirement for annual auditing, sound financial management requires ongoing reconciliation of incomings and outgoings against bank account records.

**Read Section (3.1.8.) in its entirety.**

### 3.1.9. Auditing

LSA and Area committees are required to have their finances audited annually and **shall** appoint an auditor for that purpose. Auditors **shall** be a person with a financial or business background, capable of conducting a compliance audit, and with no direct connection with the committee.

Whilst auditor expenses are legitimate costs for an area, Local area/branch committees should seek a voluntary auditor. Consider soliciting the services of a senior police officer from the local police station. (3.1.9.)

### 3.2 Funding and fundraising

Funds raised to support the activities of SAPOL crime prevention programs **shall** be deemed to be the funds of that program and accordingly, their collection and use **shall** be subject to the provisions in the Community Crime Prevention Programs Manual.

Neighbourhood Watch program participants are encouraged to undertake fundraising activities to enhance their crime prevention capacity. Fundraising **must** be purposeful. Areas/groups **shall not** raise and keep significant amounts of money other than to fund a specific initiative or project. (3.2)

#### 3.2.1. Funding Limitations

There are limitations on the reasons for, and use of, funds obtained through fundraising activities.

**Read Section (3.2.1.) in its entirety.**

#### 3.2.2. External Fundraising Activities

Neighbourhood Watch Areas/groups are often asked to participate with professional fundraisers and other external organisations in community based fund raising events. Areas/groups may undertake fundraising in such events providing the fundraising activity or event:

- is not in conflict with the stated aims and objectives of SAPOL or the SAPOL crime prevention program; or
- does not benefit a recipient organisation/s or individual whose objectives are in conflict with the stated aims and objectives of SAPOL or the SAPOL crime prevention program or is otherwise contentious; or
- is not directly connected with gambling or other activity that is likely to be perceived as inappropriate by the public or has a potential to discredit SAPOL, the crime prevention program or an approved program participant.

A connection needs to be established between the activity and the Neighbourhood Watch program objectives to be covered by the SAICORP insurance. Also the provisions of the Branding Manual in relation to the use of branding elements needs to be considered. (3.2.2.)

#### 3.2.3. Acceptance of Donations

Donations are an important source of funding for Neighbourhood Watch programs but acceptance of donations can often be perceived as inappropriate.

To guard against allegations of misconduct, the following provisions shall apply:

- donations may be accepted, provided no promise, favour or other condition is attached to the acceptance of the donation.
- donations will not be accepted from any person/s or organization/s with whom an association is likely to discredit SAPOL, a SAPOL crime prevention program or approved program participant.
- all donors must be provided with a receipt (even if anonymous). (3.2.3.)

#### 3.2.3.1. Anonymous donations

SAPOL crime prevention programs operate on a basis of transparency and openness and accordingly cannot accept donations where the identity of the donor is not known.

Donors who wish to remain anonymous can ask for their personal details not to be released.

**Read Section (3.2.3.1.) in its entirety.**

#### 3.2.3.2. Donations in Kind

'Donations in kind' must be fully recorded in minutes.

**Read Section (3.2.3.2.) in its entirety.**

#### 3.2.4. Prohibition of Donations to Charities

There are taxation and other legal implications associated with the fundraising activities of SAPOL crime prevention programs.

Charities that donate funds to other unrelated charities may jeopardize their status as a charitable institution.

**It is inappropriate, and in some circumstances unlawful, for program funds to be donated to third party charities or organizations, or to support other SAPOL crime prevention activities.**

Special circumstances can apply.

**Read Section (3.2.4.) in its entirety.**

#### 3.2.5. Applications for grants.

Members of the incorporated associations that deliver the SAPOL crime prevention programs are eligible to apply for grants for specific initiatives/projects.

**Read Section (3.2.5.) in its entirety, especially in reference to State, Local and Federal grants.**

#### 3.2.6. Funds and assets upon closure of Areas

According to the Neighbourhood Watch Volunteers Association of SA Inc. Constitution, funds and other assets kept by a Local Service Area or Neighbourhood Watch Area belong to the respective program.

On dissolution or closure of an Area, these funds and other assets must be returned to the general revenue and resources of the Neighbourhood Watch program for the exclusive purpose of supporting these programs.

**Read Section (3.2.6.) in its entirety.**

## **4 BRANDING**

### **4.1 Crime Prevention Program Branding**

#### **4.1.1. Restriction on the use of SAPOL graphics and emblem**

The use of SAPOL corporate graphics and the SAPOL emblem is prohibited without the express consent of SAPOL.

**Read Section (4.1.1.) in its entirety.**

#### **4.1.2. Definition of 'Brand**

**Read Section (4.1.2.) in its entirety.**

#### **4.1.3. Copyright of brands**

The Neighbourhood Watch logo is amongst the most widely recognized brands around the world.

SAPOL use this logo and variations in their own right or under licence from the copyright owner. Control of copyright within South Australia is retained by the SAPOL.

It is unlawful to use SAPOL crime prevention program brands in **any way** other in accordance with the conditions of use outlined in the manual. **Breaching the copyright act (Commonwealth) 1968, may lead to prosecution and severe penalties.** (4.1.3.)

#### **4.1.4. Protecting the Brand**

The Neighbourhood Watch brand has significant intrinsic value and at times both internal areas of SAPOL and external organizations seek to use the brand to add 'legitimacy' and value to their activities.

Unauthorized and inappropriate use of a Neighbourhood Watch program brand, or misrepresentation of the intentions and objectives of the program in the media can have a devastating effect on the representation of the program and erode support for Neighbourhood Watch by the community and program sponsors.

The participation of SAPOL members and approved Neighbourhood Watch participants in 'ad hoc' crime prevention activities could be misconstrued by the public as an endorsement by SAPOL or the Neighbourhood Watch program of that activity. (4.1.4.)

#### **4.1.5. Conditions of Use**

The use of Neighbourhood Watch branding elements is authorized for SAPOL members and approved Neighbourhood Watch participants for the purpose of promoting and operating a Neighbourhood Watch program.

There are restrictions on their use, along with equipment and clothing, and other crime prevention program development. (4.1.5.1. – 4.1.5.4.)

**Read Section (4.1.5.) in its entirety.**

#### 4.1.6. Authorised branding elements

##### 4.1.6.1. Authorised Neighbourhood Watch logos

Copies of authorised Neighbourhood Watch logos in .jpg format and higher resolution graphics in various formats for larger printing requirements are available online or from the WatchSA State Coordinator. (4.1.6.1.)

##### 4.1.6.2. Authorised colour palettes

The branding protocol for individual WatchSA programs, including Neighbourhood Watch, is based on program specific colour coding, which must be adhered to. (4.1.6.2.)

**Read Section (4.1.6.) in its entirety.**

#### 4.1.7. Authority for Branding of Crime Prevention Initiatives

##### 4.1.7.1 Branding Authorisation process.

Persons wishing to implement a program, initiative or project under a SAPOL crime prevention program brand, shall submit a report through normal channels to the relevant State Coordinator outlining the:

- Stated aims of the program, initiative or project;
- Method of implementation and operation; and
- Perceived nexus to the SAPOL crime prevention program under which the program initiative or project is proposed to operate.

**Read Section (4.1.7.) in its entirety.**

## 4.2 Marketing and Publications

### 4.2.1. Publish and Publication defined

Publications include newsletters, program magazines, advertising flyers, brochures, training materials, Web pages, emails, Twitter, Facebook and other web communications publicising a SAPOL crime prevention program.

**Read Section (4.2.1.) in its entirety.**

### 4.2.2. Use of copyright material

From time to time SAPOL members and approved program participants will identify articles, information, pictures and other graphics from printed publications, websites or other locations that they wish to reproduce in their crime prevention publication. **The majority of these articles, even though widely distributed, are subject to copyright by original author and or publisher. Permission must be obtained from copyright owner to use such material.** (4.2.2.)

### 4.2.3. Restrictions on publishing

No publication shall be published using the Neighbourhood Watch program brand or outwardly representing the Neighbourhood Watch program that:

- Is contrary to the conditions of use as per the Community Crime Prevention Programs Manual.
- Intentionally harms or defames any person, organization or other entity.
- Give and impression that any organisation or government agency sponsors, endorses or supports the Neighbourhood Watch program where no such arrangement exists.
- Promote a personal view or opinion as a representative of the Neighbourhood Watch program.
- Promotes a political party, political views or solicits a reader to vote for any political candidate. (4.2.3.)

### 4.2.4. Restrictions on advertising material

Care shall be taken when accepting advertising from local, State or Federal politicians and in particular care shall be taken during election campaigns.

Advertisers must not be cited as 'sponsors' in a publication. Sponsorship has a separate meaning from supporter and is subject to specific provisions. (4.2.4.)

### 4.2.5. Social Media Platforms

Social media platforms can be valuable communication tools which must comply with the standards of restrictions for publication as in the Community Crime Prevention Programs Manual. The laws of defamation and copyright apply to activities on electronic media.

**Read Section (4.2.5.) in its entirety.**

### 4.2.6. Police authorization of Publications

No newsletter, article or other item shall be published unless it is first vetted and authorized by a police officer. (4.2.6.)

### 4.3 Sponsorship

All sponsorship arrangements associated with the Neighbourhood Watch program must strictly comply with the SAPOL **Sponsorship Policy and Guidelines**. (4.3)

#### 4.3.1. Corporate Sponsorship

Corporate sponsors have contracts including branding and naming rites

To effect proper management, **no direct contact with any corporate sponsor or partner organization shall occur without prior authorization of the State Coordinator**. (4.3.1.)

#### 4.3.2. Restrictions on Local Sponsorship

To protect corporate sponsorship arrangements, SAPOL members and approved Neighbourhood Watch participants **shall not**:

- Enter or negotiate a sponsorship or partnership arrangements with any third party on behalf of SAPOL;
- Brand or co-brand or offer to brand/co-brand any item or initiative as an incentive to secure a sponsorship arrangement; or
- Act or otherwise give a commitment that may give an impression that any organization or government agency sponsors, endorses or supports the Neighbourhood Watch program, or conversely, that the Neighbourhood Watch program sponsors, endorse or supports any individual, organization or product, where no arrangement exists. (4.3.2.)

#### 4.3.3. Local supporters and donations

To provide recognition for supporters, advertisements and notices may be endorsed with "Supported by ..." or "This newsletter was kindly printed by ....".

Items **must not be endorsed "Sponsored by ..."**

**Read Section (4.3.3.) in its entirety.**

#### 4.4 Media

At times SAPOL members and approved Neighbourhood Watch program participants may be contacted by the media concerning the program or particular local crime prevention issues.

Approved Neighbourhood Watch program participants may wish to contact media bodies for crime prevention marketing reasons.

Adherence with the instructions of the Community Crime Prevention Programs Manual will ensure that the information passed onto the media is factual and accurate and the **good reputation of the SAPOL crime prevention program is preserved.** (4.4.1. – 4.4.3.)

**Read Section (4.4) in its entirety.**

#### 4.5 Political Lobbying

Care must be taken in approaching political and government agencies to lobby on crime prevention issues. (4.5)

##### 4.5.1. Restrictions on lobbying

Lobbying should be restricted to issues of crime prevention and enhancing community safety at the local level.

Neighbourhood Watch program participants **shall not** lobby for, or publicly support:

- Issues that conflict with, or are outside the scope of, the key objectives of the Neighbourhood Watch program;
- Contentious issues that do not reflect the interests of the community or may damage the reputation of the Neighbourhood Watch program within the community; or
- A political party, political view or any political candidate.

**Read Section (4.5.1.) in its entirety.**

##### 4.5.2. Acceptable lobbying\

**Read Section (4.5.2.) in its entirety.**

##### 4.5.3. Political Comment by Guest Speakers

Whilst it is appropriate for guest speakers to discuss government initiatives, they should not use these occasions to voice party political issues. It is incumbent on those arranging the attendance of politicians to ensure that the apolitical position of the Neighbourhood Watch program is made clear prior to the politician's attendance at the meeting. (4.5.3.)

## 5 VERSION CONTROL

REVIEW SCHEDULE		
DATE	REASON	AUTHORITY

VERSION	WATCHSA / NEIGHBOURHOOD WATCH AND LSA AREA HANDBOOK			
	DATE	CCPP MANUAL VERSION	AUTHORITY	CHANGE
0.1	July 2014	0.1.1, April '14	WatchSA State Coordinator	Document published