



**NEIGHBOURHOOD WATCH VOLUNTEERS
ASSOCIATION OF SOUTH AUSTRALIA
INCORPORATED**

**REGULATIONS
AS AT
19TH AUGUST 2024**

INDEX

PART 1 - GENERAL PROVISIONS	1
1. OPERATION OF THESE REGULATIONS.....	1
2. KEY OBJECTIVES OF THE ASSOCIATION	1
3. STATE POLICE REPRESENTATIVE	1
PART 2 - MEMBERSHIP.....	1
4. CRITERIA FOR MEMBERSHIP	1
5. APPLICATION FOR MEMBERSHIP.....	2
5.1. Register of Association Members	2
6. MEMBERSHIP OF THE ASSOCIATION	2
7. MAINTENANCE OF VOLUNTEER STATUS	2
7.1. Criteria set by South Australia Police	2
7.2. Eligibility for Membership	2
7.3. Grievances relating to Volunteer status	2
7.4. Association representation	2
8. INTERNAL DISPUTES	2
9. DISCIPLINE OF MEMBERS	3
10. RIGHT OF APPEAL OF DISCIPLINED MEMBER	4
PART 3 - PROCEDURES OF MEETINGS	5
11. VOTING AT MEETINGS OF STATE COUNCIL	5
11.1. Absentee Voting	5
11.2. Proxy Voting.....	5
12. VOTING AT BOARD OF MANAGEMENT MEETINGS.....	5
13. MOTIONS ON NOTICE.....	5
14. RETURNING OFFICER	5
15. NOMINATION FOR ELECTION TO THE BOARD OF MANAGEMENT.....	6
16. ELECTION PROCEDURES FOR THE BOARD OF MANAGEMENT.....	6
17. METHOD OF APPOINTMENT OF STATE COUNCILLORS.....	6
18. APPOINTMENT OF BOARD OF MANAGEMENT EXECUTIVE OFFICE BEARERS.....	7
PART 4 - MISCELLANEOUS PROVISIONS	8
19. AMENDMENTS TO THE REGULATIONS.....	8
REGULATIONS VERSION CONTROL.....	9

Regulations under the Constitution

of the

Neighbourhood Watch Volunteers

Association of South Australia Incorporated

Ratified – 24 September 2016
Last Amended – 19 August 2024

PART 1 - GENERAL PROVISIONS

1. OPERATION OF THESE REGULATIONS

The Regulations should be interpreted in conjunction with the provisions of the Constitution. The provisions of the Constitution shall take precedence in all circumstances when there is conflict with any provision of these Regulations or when these Regulations are silent.

2. KEY OBJECTIVES OF THE ASSOCIATION

The Association endorses and adopts the Key Objectives of Neighbourhood Watch SA as determined and set by the South Australia Police.

The Key Objectives for Neighbourhood Watch SA programs are:

- 1) Crime prevention - Increase information exchange between the police and the community
- 2) Raising awareness - Educate and inform the community on safety and security strategies
- 3) Community building - Build community capability to enable local solutions
- 4) Organisational development - Maintain relevance and legitimacy through continuous improvement.

3. STATE POLICE REPRESENTATIVE

The State Police Representative shall, by virtue of his/her office, serve as Executive Officer of the Association as the representative of the Commissioner of Police. As such, the Executive Officer shall not be entitled to any remuneration from the Association for his/her services in that role.

PART 2 - MEMBERSHIP

4. CRITERIA FOR MEMBERSHIP

Membership of the Association shall be inclusive and supporters are encouraged to obtain membership. Those persons eligible for membership pursuant to clause 10.1. of the Constitution shall include:

- 4.1. Individual persons volunteering in any approved Neighbourhood Watch SA program in any capacity including:
 - 4.1.1. Neighbourhood Watch Volunteers
 - 4.1.2. Neighbourhood Watch Supporters

5. APPLICATION FOR MEMBERSHIP

There is no separate application required to join the Association. Membership is accepted when the applicant's name is entered on a Register of Association Members.

5.1. The South Australia Police maintain and continually update databases of Neighbourhood Watch SA volunteers. Pursuant to clause 10.6. of the Constitution these databases comprise a Register of Association Members for the purposes of the Association.

6. MEMBERSHIP OF THE ASSOCIATION

6.1. Volunteers in any Neighbourhood Watch SA program comprise the membership of the Association in three (3) categories;-

6.1.1. Volunteers who hold Police Volunteer Program (PVP) status, and

6.1.2. Volunteers who hold Neighbourhood Watch Supporter status, and

6.1.3. Volunteers who hold Barcoded/Photo ID status.

6.2. Volunteers who hold Police Volunteer Program (PVP) status may hold positions of office within a Watch Area or a Police District meeting as defined in the Constitution, or be elected to State Councillor or Board of Management positions.

6.3. For the purpose of the Regulations concerning membership of the Association, unless specifically referring to State Councillor or Board of Management members, the words 'member' or 'members' shall be inclusive and mean any and all members of the Association.

7. MAINTENANCE OF VOLUNTEER STATUS:

7.1. The South Australia Police shall, from time to time, set the criteria for eligibility to be employed as a volunteer in the Neighbourhood Watch SA programs. Such eligibility may include undertaking a criminal record clearance, character reference check and/or other subjective test to ensure the integrity of the Neighbourhood Watch SA programs.

7.2. Eligibility for membership of the Association shall strictly conform to the South Australia Police standards and consequently persons deemed unsuitable as Neighbourhood Watch SA volunteers by the South Australia Police shall, pursuant to clause 10.5. of the Constitution, be deemed ineligible to obtain or continue membership of the Association.

7.3. Grievances relating to Volunteer status

The volunteer status of any person under Neighbourhood Watch SA shall be the sole prerogative of the South Australia Police. Grievances pertaining to expulsions under the provisions of clause 10.5. of the Constitution should be directed through the State Police Representative.

7.4. Association representation

Providing such action does not give rise to any conflicts of interest, the Association may represent the aggrieved member in their approaches to the South Australia Police under Regulation 7.3.

8. INTERNAL DISPUTES

8.1. The grievance procedure set out in this clause applies to disputes under these clauses between

8.1.1. A member and another member of the Association

8.1.2. A member and the Association

8.2. The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within fourteen (14) days after the dispute comes to the attention of all parties.

8.3. If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within ten days, hold a meeting in the presence of an independent third person.

8.4. The independent third person must be –

8.4.1. A person chosen by agreement between the parties OR

8.4.2. In absence of agreement –

8.4.2.1. In the case of a dispute between a member and another member, a person appointed by the Board of Management of the Association OR

8.4.2.2. In the case of a dispute between a member and the Association, a person jointly appointed by the member and the Association.

8.5. A member of the Association can be an independent third person.

8.6. The independent third person cannot be a member to the dispute.

8.7. The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

8.8. The independent third person, in conducting the mediation must –

8.8.1. Give the parties to the mediation process every opportunity to be heard AND

8.8.2. Allow due consideration by all parties of any written statement submitted by any party and ensure that the principles of natural justice are accorded to the parties to the dispute throughout the mediation process.

8.9. The independent third person must not determine the dispute.

8.10. If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with section 61 of the Associations Incorporation Act.

9. DISCIPLINE OF MEMBERS

9.1. A complaint may be made to the Board of Management by any person that a member of the Association:

9.1.1. has refused or neglected to comply with a provision or provisions of the Constitution or Regulations of the Association, OR

9.1.2. has wilfully acted in a manner prejudicial to the interests of the Association.

9.2. The Board of Management may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.

9.3. If the Board of Management decides to deal with the complaint, the Board of Management:

9.3.1. must cause notice of the complaint to be served on the member concerned and brought to the attention of all Board of Management members, within fourteen (14) days, and

9.3.2. must give the member or Association at least twenty one (21) days from the time the notice is served within which to make submissions in connection with the, and

9.3.3. must take into consideration any submissions made by the member in connection with the complaint.

9.4. The Board of Management may decide, by resolution, to expel the member from the Association or suspend the member from membership of the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances. This is always providing that:

9.4.1. Pursuant to clause 10.3. of the Constitution, the acceptance and continuation of a person's membership of the Association is at the discretion of State Council.

9.5. If the Board of Management expels or suspends a member, the Secretary must, within fourteen (14) days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the Board of Management for having taken that action and of the member's right of appeal.

9.6. The expulsion or suspension does not take effect:

9.6.1. until the expiration of the period within which the member is entitled to appeal against the resolution concerned, OR

9.6.2. if within that period the member exercises the right of appeal, unless and until the Board of Management confirms the resolution ,

whichever is the later.

10. RIGHT OF APPEAL OF DISCIPLINED MEMBER

10.1. A member may appeal to the Association at an ordinary Board of Management meeting against a resolution of the Board of Management, within twenty one (21) days after notice of the resolution is served on the member, by lodging with the Secretary a notice to that effect.

10.2. The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.

10.3. On receipt of a notice from a member under subclause 10.1., the Secretary must notify the Board of Management which shall hear and consider the personal or written submission at its next ordinary meeting, or earlier at an extraordinary meeting established for that purpose.

10.4. At such meeting of the Board of Management convened under subclause 10.3.:

10.4.1. the Association and the member must be given the opportunity to state their respective cases orally or in writing, or both, and

10.4.2. the Board of Management members present, comprised of at least three (3) Executive members and a minimum of four (4) members in total, are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.

10.5. The appeal is to be determined by a simple majority of votes cast by the Board of Management members present.

PART 3 - PROCEDURES OF MEETINGS

11. VOTING AT MEETINGS OF STATE COUNCIL

Subject to the provisions of clause 22.1. of the Constitution and these Regulations, each State Councillor member present at a meeting shall be entitled to one vote.

11.1. Absentee Voting

A State Councillor who is unable to attend a meeting shall not be entitled to cast an absentee vote on motions for which notice has been given.

11.2. Proxy Voting

11.2.1. An Association member shall be entitled to appoint in writing another person who is also an Association member to be his or her proxy for the purpose of voting at general meetings of State Council.

11.2.2. Eligible voters are entitled to only one vote under regulation 11.2.1.

12. VOTING AT BOARD OF MANAGEMENT MEETINGS

12.1. Subject to the provisions of the Constitution and these Regulations, each Board of Management member present at a meeting shall be entitled to one vote.

12.2. A Board of Management member who is unable to attend a meeting shall not be entitled to cast an absentee vote or issue a proxy vote on motions before the Board of Management.

13. MOTIONS ON NOTICE

13.1. Notices of motion for ordinary meetings of State Council or for Annual General Meetings may be put in writing and sent to the address of the Association.

13.2. Notices of motion received at the address of the Association no later than thirty (30) calendar days prior to the relevant meeting shall be circulated to all State Councillors by mail or electronically, together with the agenda of the meeting.

13.3. Motions on notice received at the address of the Association less than thirty (30) calendar days but more than ten (10) calendar days prior to the relevant meeting shall be included in the agenda for the meeting and shall be considered immediately after Executive Reports and adjourned business, if any.

13.4. A motion on notice shall be any motion of which notification has been sent by the due date in advance of a meeting.

14. RETURNING OFFICER

The Executive Officer of the Association shall act as Returning Officer for all nominations and subsequent elections for positions on the Board of Management.

15. NOMINATION FOR ELECTION TO THE BOARD OF MANAGEMENT

Except where specified otherwise in the Constitution or these Regulations, the procedure for nominating for election to the position of a Board of Management member shall be as follows:

- 15.1. Nominations must be submitted in writing to the Returning Officer on the prescribed Nomination Form at least twenty one (21) calendar days prior to the Annual General Meeting
- 15.2. Nominees must be Association members at the time of nomination and at the time of the election
- 15.3. Nomination requires a proposer and a seconder each of whom must be Association members. Nominees are entitled to propose themselves for election
- 15.4. The nominee must agree to stand for appointment and endorse the Nomination Form to that effect
- 15.5. Elections shall only be held if there are more nominations than the number of available Board of Management elected positions
- 15.6. If nominations do not exceed those numbers, nominees shall be deemed appointed to the vacant positions
- 15.7. If less than the required number of Association members nominate for the vacant Board of Management positions, the Returning Officer may call for nominations from the floor of the Annual General Meeting
- 15.8. The requirements of regulations 15.2., 15.3., 15.5., and 15.6. shall also apply to those nominations taken from the floor.

16. ELECTION PROCEDURES FOR THE BOARD OF MANAGEMENT

- 16.1. The Returning Officer shall prepare ballot papers bearing the names of all candidates.
- 16.2. Eligible voters shall indicate their preferences with a mark in the box against the name of one or more candidates, up to the number of positions vacant.
- 16.3. Where the voter has marked more boxes on their ballot paper than the number of vacant positions, their vote shall be declared invalid.
- 16.4. Eligible voters who spoil their ballot paper may hand it in to the Returning Officer and receive a replacement.
- 16.5. Eligible voters are entitled to cast their votes in secret.
- 16.6. For each vacant position, the candidate with the greatest number of votes shall be elected.
- 16.7. Where the election is undecided because two or more candidates have the same number of votes, eligible voters shall vote again choosing between those candidates only.

17. METHOD OF APPOINTMENT OF STATE COUNCILLORS

17.1. State Councillors are appointed pursuant to the provisions of clause 12.2. of the Constitution.

- 17.1.1. Association members seeking election under clause 12.2.1. of the Constitution must reside within the Police District they are to represent.

17.1.2. Where a change of the geographically delineated Police District or an amalgamation of Neighbourhood Watch Areas places an Association member currently holding an office of State Councillor, as now residing in an adjoining Police District, that incumbent shall complete the current term of office as a representative of the Police District in which the incumbent was elected.

17.1.3. Any State Councillor subject to the provisions of regulation 17.1.2. shall not be entitled to seek re-election in the Police District where that Association member does not now reside.

17.2. Appointments shall occur upon expiration of an incumbent's term or at any other time that a position becomes vacant.

17.3. The appointment of State Councillors to fill casual vacancies shall be in accordance with the provisions of clause 12.3. of the Constitution.

17.4. Whenever possible, appointments should be made at the Local Service Area meeting immediately prior to the position becoming vacant but in any case must be made at the meeting immediately following the vacancy occurring.

17.5. If more than one Association member nominates for a vacant position as State Councillor, an election must be held.

17.6. The conduct of this election shall be in accordance with the procedures outlined in regulation 15.2., 15.3., 15.5., and 15.6. as appropriate, and:

17.6.1. The Police District commander or his/her delegate shall be asked to act as Returning Officer

17.6.2. Each Watch area within the boundaries of the Police District is entitled to one vote

17.6.2.1. The definition of a Watch Area is defined in 5. INTERPRETATION, of the Constitution.

17.6.2.2. Where the delineated geographical area of a Watch Area now encompasses more than one (1) previously considered Watch Area due to the combination of existing Watch Areas, and has more than one identifying Area Number, but is managed and controlled by one (1) committee with one (1) Area Coordinator, that Watch Area is considered as one Watch Area by the Neighbourhood Watch SA State Police Representative.

17.6.3. Only those Watch area representatives present at the meeting are entitled to vote, no absentee or proxy voting is permitted.

18. APPOINTMENT OF BOARD OF MANAGEMENT EXECUTIVE OFFICE BEARERS

18.1. At the first Board of Management meeting following the Annual General Meeting the elected Board of Management members shall appoint those office bearers outlined in clause 13.2 of the Constitution.

18.2. If more than one Board of Management member nominates for an Executive position, an election by show of hands shall be conducted and the appointment made by majority vote.

PART 4 - MISCELLANEOUS PROVISIONS

19. AMENDMENTS TO THE REGULATIONS

These Regulations may only be added to, altered, or repealed at a general meeting of State Council provided a quorum as prescribed in clause 20.1 of the Constitution is achieved.

REGULATIONS VERSION CONTROL

VERSION	NHW VASA Inc. REGULATIONS UNDER THE CONSTITUTION		
	DATE	CLAUSE/S	REASON/S
1.0	24/9/16	Various	New set of Regulations to accompany the new Constitution
2.0	18/2/17	14.1.1. – 14.1.3. 14.6.2.1. – 14.6.2.2	Added to clarify S/C eligibility Added to clarify Area voting for S/C appt. for Police Districts
3.0	15/2/20	5.1.	Added to identify “Register of Association Members”
4.0	19/8/24	6 (part), 7 (part), 8, 9, 10 (all in full)	Altered/added to better define membership, status, disputes, discipline of Members