



**Ambulance**  
Auxiliaries

# Auxiliary Policy

Version 6.0





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# Auxiliary Policy

## 1. Our commitment

This policy reflects Ambulance Victoria's (AV's) commitment to strong community partnerships built on our values and will be implemented in line with the organisation's CARE values as follows:

- **Care** – we care in ways that nurture trust and collaboration.
- **Accountable** – we are accountable in our roles and to each other.
- **Respect** - we are respectful and consciously inclusive.
- **Excellence** – we strive to be our best for our people, patients and communities.

## 2. Purpose

The Auxiliary Policy is an operational governance document that outlines the requirements, appropriate conduct, and administrative matters that Auxiliary members and committees must comply with in order to operate as a registered AV Auxiliary.

## 3. Regulatory and policy hierarchy

The following legislations, standards, and policy governance documents are material to this policy.

### Legislation

- Public Administration Act 2004
- Victorian Fundraising Act 1998
- Audit Act 1994 (section 16C)
- Privacy and Data Protection 2014
- Gambling Regulations Act 2003 (Vic)

### Regulations, Standards and Government Policy Guidelines

- Victorian Public Sector Commission (VPSC) Gifts, Benefits and Hospitality Guidelines
- VPSC Code of Conduct for Victorian Public Sector Employees
- Fundraising Regulations 2019 (Vic)
- Gambling Regulations 2015 (Vic)

### Policy

- POL/FCS/080 Sponsorships and Donations
- POL/PAC/043 AV Code of Conduct
- POL/BRD/004 Board Instrument of Financial Delegation
- POL/FCS/028 Conflict of Interest
- POL/FCS/033 Gifts, Benefits & Hospitality
- POL/PAC/002 Professional Conduct
- POL/PAC/070 Complaints
- FRA/FCS/007 Fraud Control

### Procedure

- PRO/FCS/068 Conflict of Interest
- PRO/PAC/001 Grievance
- PRO/PAC/080 Complaints
- PRO/PAC/084 Investigations
- PRO/FCS/080 Accepting and Processing Monetary Donations
- PRO/FCS/082 Expenditure Permitted when Utilising Community Funds
- PRO/FCS/085 In Kind Donation
- PRO/FCS/089 Community Grant applications

### Supporting document

- Auxiliary Resource Manual/Auxiliary Portal
- Op Shop Guidelines



All documents are subject to change. In the event of any inconsistency, legislation and/or regulations take precedence.

## 4. Scope

All AV people, including Community Emergency Response Teams (CERTs), Ambulance Community Officers (ACOs) and Auxiliary members, are responsible for complying with this policy.

## 5. Accountability

### 5.1 Delegations

Policy function	Description
Financial delegations	As per POL/BRD/004 Board Instrument of Financial Delegation <ul style="list-style-type: none"><li>Approval of general expenditure.</li></ul>

### 5.2 Standards

Standards	
Professional and ethical standards	<ul style="list-style-type: none"><li>Assume responsibility, and accept accountability, for professional decisions.</li><li>Prioritise public value and exercise restraint, integrity, and accountability in financial management.</li><li>Avoid any real or apparent conflicts of interest.</li><li>Report improper conduct.</li></ul>

### 5.3 Roles and Responsibilities

Role	Responsibility
AV staff	<ul style="list-style-type: none"><li>Staff to be aware of and understand the requirements of this policy and its procedures and to ensure governance and compliance.</li></ul>
Executive Director Corporate Services	<ul style="list-style-type: none"><li>Ensure policy is aligned to Victorian Fundraising Act 1998.</li><li>Review policy to ensure associated risks are managed according to relevant AV policies and procedures.</li></ul>

## 6. Auxiliary purpose

Ambulance Auxiliaries have a proud history that dates back to 1918, when the first Auxiliary was established in Maryborough. The purpose of Ambulance Auxiliaries has evolved with the service as it transitioned from multiple services to one state-wide service. Today, the core purpose of Ambulance Auxiliaries is to raise funds within their local community to improve health outcomes and enhance the services that AV provides, together with raising community awareness of AV. Funds generated by Auxiliary committees contribute towards matters such as, but not limited to, infrastructure improvements, new equipment and additional training, above and beyond government funding.

## 7. Governance

Ambulance Auxiliaries are voluntary groups operating under the auspices of AV and are not separate legal entities. AV's Deductible Gift Recipient status allows Auxiliaries to raise funds on behalf of AV. The conduct of the affairs of these Auxiliaries must be compliant with the *Fundraising Act 1998 (Vic) and other relevant legislative and regulative requirements* and will occur under the direction of the AV Community Fundraising team. No Auxiliary is able to operate on behalf of AV or be perceived as operating on behalf of AV without being registered as a current Auxiliary with AV.



This Policy and the operations of Auxiliaries and their volunteers are subject to the AV Code of Conduct and relevant documents, policies and procedures contained within the Auxiliary Resource Manual and/or Auxiliary Portal, as updated from time to time.

## 8. ATO Requirements

### 8.1 Deductible Gift Recipient (DGR) status and Tax Ruling TR 95/27

Although Auxiliaries operate under the auspices of AV, it is AV's responsibility to obtain an Endorsed Deductible Gift Recipient (DGR) status from the Australian Taxation Office (ATO) for each Auxiliary. Once endorsement has been provided by the ATO the Auxiliary will be listed on the ABN register. The DGR status can be located using the following link:

<https://abr.business.gov.au/ABN/View?abn=50373327705>.

This Policy complies with the ATO's Tax Ruling TR 95/27 and Auxiliaries are required to comply with these standards (see Attachment A for Tax Ruling TR 95/27).

AV, at its discretion, may undertake an audit of any Auxiliary to ensure compliance with ATO requirements. Non-compliance may constitute a breach of ATO ruling and the removal of DGR status and, potentially, registration as an AV Auxiliary.

In order to maintain DGR status the Auxiliary must comply with the requirements listed in Attachment A.

### 8.2 Public Fund Rules

In order to apply to the ATO for DGR endorsement, each AV Auxiliary must develop and maintain a set of Public Fund Rules (PFR) to meet the public fund requirements, as set out under Taxation Ruling TR95/27.

For AV Auxiliaries who already maintain a set of PFR's, it should be adequate to provide a copy of the existing PFR's showing the last time they were updated and agreed upon.

If an AV Auxiliary does not have a set of PFR's in place, this must be implemented prior to applying for DGR endorsement. The AV Community Fundraising team has existing templates to assist with completing this requirement.

## 9. Committee structure

### 9.1 Auxiliary composition

In order to be recognised as an Ambulance Auxiliary, there are minimum composition requirements that must be met. Should there be insufficient numbers to meet the minimum requirement, volunteers may apply to register as an 'Ambulance Victoria Community Supporter' (see clause 8.5 for details).

The minimum requirements for a recognised Ambulance Auxiliary are:

- a) All members of the Auxiliary must agree to comply with the AV Auxiliary Policy and the AV Code of Conduct. Only members that have submitted a signed copy of the Annual Member Renewal form to the AV Community Fundraising team on a yearly basis will be considered 'active'. It is the responsibility of the Auxiliary Secretary to ensure all existing members sign the Annual Member Renewal form and forward this to the AV Community Fundraising team by the end of March each year. It is also their responsibility to ensure new members complete and sign an Auxiliary Member Application form and forward it to the AV Community Fundraising team for them to be recognised as an active Auxiliary member. Active Auxiliary members that undertake activities in accordance with the Auxiliary Policy and Resource Manual will be covered by AV's insurance policies whilst performing tasks in relation to, and/or on behalf of, their Auxiliary.



b) Minimum of five (5) registered committee members consisting of (at least):

- President.
- Vice President.
- Secretary.
- Treasurer.
- General Member.

Position descriptions of these roles can be found on the Auxiliary Portal. The President, Vice President, Secretary, and Treasurer are collectively known as the Auxiliary Executive.

- c) An individual can only be an Auxiliary member of one (1) AV Auxiliary committee at any time; however Auxiliary members can register as AV Community Supporters in the event they wish to assist other Auxiliaries for specific events.
- d) No single member can hold more than one (1) Executive position at any given time.
- e) At a minimum, at least two (2) members of the Auxiliary (preferably the President and Secretary) must have a valid email address for Auxiliary communication purposes. The preference is for all members to have valid email addresses registered with the AV Community Fundraising team.
- f) Auxiliaries functioning with the minimum of five (5) volunteers must have a majority representation of community volunteers (not AV people) (i.e. three (3) registered members must be community volunteers).
- g) No more than two (2) Executive positions are to be held by current AV people (including ACOs and CERT members).
- h) All members will act in accordance with the relevant policies, procedures and position descriptions provided in the Auxiliary Resource Manual/Auxiliary Portal.
- i) Multiple members of a family (including de facto relationships) can hold general and/or Executive Auxiliary committee positions. However, no two (2) related members (with related referring to immediate family members) can be solely responsible for the following:
- Making decisions on behalf of the Auxiliary.
  - Incurring, approving and/or paying an expense on behalf of the Auxiliary, including, but not limited to, external account and internal requisition purchases.
- j) It is recommended that each Auxiliary, where possible has:
- A local AV Branch representative as a committee member.
  - Representation that is culturally and gender diverse.
  - More than three (3) representatives from members of the community in which it operates.
- k) For committees with nominal population, as referred to in census data, commonly less than 400 people, please contact the AV Community Fundraising team regarding Auxiliary composition.

## 9.2 Auxiliary Membership terms

- a) All Executive members of the Auxiliary shall be elected for a period of two (2) years from the date of election.
- b) Any member of the Auxiliary may resign from the Auxiliary upon giving notice in writing to the Secretary and the AV Community Fundraising team.
- c) In the event of any vacancy occurring on an Auxiliary Executive through death or resignation or otherwise of any member, the remaining members of the Auxiliary may appoint a new Executive member through either of the following means:
- A majority vote at any general or special meeting, and/or
  - Via an out of meeting decision consisting of an Executive members majority vote (of at least three (3) Executive members). In this instance, all members must be consulted about their potential interest/willingness in accepting the vacant Executive role. Any member appointed shall hold office for the balance of the term of the member in whose place they are elected.



- d) Any member of the Auxiliary who is absent from four (4) consecutive meetings or for one (1) year without notifying the Auxiliary Executive shall thereby vacate their membership on that Auxiliary. In extenuating circumstances, a committee member may request of the Auxiliary committee for their tenure to be extended despite not attending four (4) consecutive meetings. It is the responsibility of the Secretary to notify the AV Community Fundraising team within ten (10) business days should a position become vacant under these circumstances.

### 9.3 Auxillary Membership rights and privileges

- a) All Members shall be entitled to vote at any General Meeting, Annual General Meeting or Special Meeting of the Auxiliary, convened in accordance with the AV Code of Conduct and Auxiliary Policy and to participate in all the activities of the Auxiliary.
- b) All current and potential members must declare any pecuniary and/or conflicts of interest they may have regarding Ambulance Auxiliaries including, but not limited to, their professional and voluntary interests. If potential conflicts of interest do exist, the relevant member/s must abstain from voting on any poll, presenting on a linked topic, and/or being a signatory on Auxiliary purchases, which may result in a financial, physical and/or other intangible benefit that may be deemed a conflict and/or to the detriment of the member/s involved and/or AV as a whole. If you require further clarification please refer to AV's Conflict of Interest Policy (POL/FCS/028) and Procedure (PRO/FCS/068).

If an Auxiliary volunteer is found to be in breach of the above, they will forfeit their committee position (whether general member or Executive), be removed as an active member, and will not participate in any Auxiliary activities for a minimum period of one (1) year or as determined by the Senior Manager Community Fundraising. Please refer to section below 'Removal of Membership'.

- c) All members are entitled and encouraged to advocate on behalf of AV; however, prior to providing any comment to the media, volunteers - must consult with our Media Team. This can be coordinated through the AV Community Fundraising team. Consultation will ensure consistency of AV communication to the media/public, and mitigate risk of potential litigation arising from inadvertent comment/s.

### 9.4 Members under 18 years of age

AV welcomes the involvement of junior volunteers, under the age of 18 years. In the instance an Auxiliary has interest from persons under 18 years of age, please contact the AV Community Fundraising team to discuss their voluntary capacity, and relevant registration/s and insurance coverage matters.

As per AV's Child Safety Procedure, AV highly recommends volunteer Working with Children Checks for all Auxiliary members, however, this is a mandatory requirement for Auxiliaries with members under 18 years of age.

### 9.5 Ambulance Victoria Community Supporters

AV Community Supporters are registered volunteers for a specified activity or event, that are not a part of an Auxiliary committee but raise funds and/or advocate or assist with fundraising activities on behalf of AV. AV Community Supporters must notify the AV Community Fundraising team of the events and capacity in which they are helping prior to participating by filling out an AV Community Supporter Application Form. An individual will only be considered a registered AV Community Supporter upon receipt and acceptance of their Authority to Participate.

Authority documentation will be provided by the AV Community Fundraising team should participation in the activity/activities be approved. All applications are subject to AV approval in their sole discretion. An Authority to Participate is a requirement of all AV Community Supporters prior to them taking part in any AV related activity.



These activities may include:

- One-off or regular Auxiliary event “assistants” that are registered for a specified activity/activities and date/s.
- Regular Auxiliary Op-Shop assistants that are not registered Auxiliary committee members.

Application to become an AV Community Supporter must be submitted a minimum of five (5) business days prior to the activity to allow for review and issuing of Authority to Participate.

If an AV Community Supporter is found to be in breach of AVs policies and procedures, steps taken by AV may include disciplinary action, up to and including removal of Community Supporter status for a period to be determined by the Senior Manager Community Fundraising. All AV Community Supporter details (including registration information) are to be securely stored by the Auxiliary Secretary and/or originals forwarded to the AV Community Fundraising team for processing and secure storage.

For the purposes of the Auxiliary Policy, AV Community Supporters **do not** include:

- Ambulance Community Officers (ACOs).
- Community Emergency Response Team (CERT) members.

## 9.6 Removal of Membership

If an Auxiliary volunteer is found to have breached AV's Code of Conduct, Auxiliary Policy, or associated procedural guidelines, or neglected to disclose any financial benefits or potential conflicts of interest linked to their engagement with AV, the following consequence will apply at the discretion of the Senior Manager Community Fundraising.

### Termination of Active Membership

- Volunteer will be required to step down from their current role within the Auxiliary committee, whether Executive or General member.
- Volunteer will be ineligible to participate in any ongoing or forthcoming volunteer-related activities.
- Volunteer's status as an active member will be promptly terminated.

Reinstatement of Auxiliary membership may be considered dependent on the circumstances and evaluation of the breach, following a period of one calendar year unless otherwise determined by the Senior Manager Community Fundraising.

This ruling aims to ensure our Auxiliary volunteers are aligned with AV's organisational values and standards while fostering transparent and ethical engagement.

## 10. Meetings

### 10.1 Voting

All Members of the Auxiliary shall be entitled to vote at any general meeting or special general meeting of the Auxiliary, convened in accordance with the provisions of the Auxiliary Policy, and to participate in all the activities of the Auxiliary.

Each voting member of the Auxiliary shall have one vote. In the event of an equality of voting, the Chairperson (nominally the President) shall have a second or casting vote. Auxiliary members must have been an acknowledged registered member (by the AV Community Fundraising team) for a minimum period of one (1) month prior to receiving voting privileges.





All meeting voting shall be by show of hands, except that if requested by one (1) or more members prior to, or at, the meeting at which the voting will take place, voting shall be by secret ballot. This notification is to be given to the current Secretary with votes to be collated by them in addition to a present general member. Proxy vote by mail, email or internet may be used.

Voting decisions must be by majority and decisions must be minuted, including the recording of votes for and against. A breakdown of numbers only is required to be minuted, names need not be recorded.

All proposed operational equipment expenditure must be voted upon at any general or special general meeting and can only be passed with a majority vote. These decisions will need to correlate with requisitions received by the AV Community Fundraising team.

Up to four (4) purchases a financial year of up to \$1,500 at a time can be made between meetings at the discretion of three (3) members of the Auxiliary Executive. These requisitions, submitted outside of general/special meeting voting processes, must be accompanied by supporting documentation of the relevant Team Manager stating the urgency of the purchase (and justification as to why the purchase cannot wait for a full committee vote).

The relevant Team Manager must not be one of the three (3) Auxiliary Executives voting for the purchases outside of a general/special meeting. As a courtesy, it is suggested other Auxiliary members be notified of these purchases as soon as possible (if not prior), in person or by phone.

## 10.2 Chairperson

At every General, Special, or Annual General Meeting, the President, or in their absence the Vice-President, shall preside as Chairperson.

## 10.3 Minutes

Detailed minutes shall be recorded for all meetings and provided to the AV Community Fundraising team within ten (10) working days of the meeting to [auxiliaries@ambulance.vic.gov.au](mailto:auxiliaries@ambulance.vic.gov.au). Minutes must record those in attendance and apologies/absentees.

Acknowledgment of previous meeting minutes to be deemed true and correct and committee accepted by a representative in attendance at the previous meeting.

## 10.4 Number and notice of meetings

The Auxiliary shall meet at least four (4) times per financial year, and one (1) meeting shall be held as an Annual General Meeting on such day and at such hour as determined by the Auxiliary committee.

Notice of meetings shall be given to members of the Auxiliary, relevant AV Team Manager, and the AV Community Fundraising team, at least five (5) business days before each meeting.

## 10.5 Quorum

A meeting quorum is based on one (1) third, plus one (1) of the total members of the Auxiliary present at the meeting. A minimum of three (3) executive members must be present to form quorum.

See below minimum numbers required for quorum based on registered committee members:

Committee Members	5-6	7-9	10-12	13-15	16-18	19-21	22-24	25-27	28-30	31-33
Quorum	3	4	5	6	7	8	9	10	11	12



## 10.6 Annual General Meeting

All active members will receive notification of the Annual General Meeting (AGM) of the Auxiliary by the Secretary. All current members are encouraged to invite prospective members.

Notification is to be provided at least ten (10) business days prior to the scheduled meeting.

The AGM of the Auxiliary shall be held once every financial year. It is recommended that the AGM be held in early August after the completion of the End of Financial Year Reporting.

The AV Community Fundraising team is to be informed of the date of the AGM at least ten (10) business days prior to the meeting.

This meeting includes confirmation of the Minutes of the previous AGM and any Special General Meetings, with no discussion being permitted thereupon except as to their accuracy.

The AGM is to include the following (at a minimum):

- President shall prepare a general report on the affairs of the Auxiliary, including a summation of the previous twelve (12) months activities.
- Treasurer to provide detailed statements including income and expenditure reports for the previous twelve (12) months.
- Secretary to complete an AGM Member Update form post AGM and provide this to the AV Community Fundraising team within ten (10) business days. Secretary is to ensure all new members complete and sign an Auxiliary Member Application form and forward to the AV Community Fundraising team immediately.
- All Office Bearers and general members of the Auxiliary shall be elected in accordance with Item 8.1 Auxiliary composition of the Auxiliary Policy.

Members are eligible to:

- Be elected.
- Self-nominate for election.
- Nominate a member for election.
- Vote for the election of Office Bearers.

On the day of the AGM in each year, all executive members who have held office for a period of two (2) years or more without being re-elected; and/or those temporarily appointed by the Auxiliary to fill a casual vacancy in accordance with Clause 8.2 shall retire but be eligible for re-election.

## 10.7 Special Meeting

At the direction of the President or upon the request in writing of one third of members of the Auxiliary, the Secretary shall convene a Special Meeting of the Auxiliary.

All active members will receive notification of any Special Meetings of the Auxiliary by the Secretary. Notification is to be provided at least ten (10) business days prior to scheduled meeting.

The business for which such meeting is called shall be stated in the notice convening the meeting. As per Clause 9.5 of the Auxiliary Policy, a quorum is still required for Special Meetings.

An example of the need to call a Special Meeting may be in the event of a request for a purchase up to \$1,500 made between General Meetings as per Clause 9.1 of the Auxiliary Policy.



## 11. Financial administration

### 11.1 Bank accounts

All Ambulance Auxiliaries are provided an account within the AV Trust Account. This account is to be the preferred account for all AV Auxiliaries from which purchases are made through AV's internal requisition process.

AV Trust Account statements detailing balances, including interest accrued, deposits, donations and requisitions will be provided to AV Auxiliaries monthly. Statements will be emailed or posted by the 15th day of the following period month.

AV will invest all AV Trust account funds in line with the Victorian Government Centralised Banking System.

All Auxiliary donations held in the AV Trust Account are held separately to government funding, as required by the *Fundraising Act 1998 (Vic)*. Each individual Auxiliary is itemised and as such funds are tagged for use by your Auxiliary, for your community.

AV Auxiliaries are permitted to hold one (1) external operating account and one (1) external term deposit with an aggregate total of \$250,000. The funds of the Auxiliary shall be lodged in the name of AV – [ENTER AUXILIARY NAME]

- i. All Auxiliary accounts must be held in an Authorised Deposit-Taking Institute (ADI) for a period of less than twelve (12) months, unless the funds have been committed to a specific long term purchase or project which has been communicated to the Community Fundraising team in writing.
- ii. Bank account requirements
  - The maximum amount allowed to be held in the term deposit is \$200,000.
  - All Auxiliary external operation and term deposits must be held in licensed Australian banking institutions which meet the short-term credit ratings used by the three main credit rating agencies, as outlined in Attachment B.
  - The AV Community Fundraising team is to be notified immediately of any changes to bank accounts and/or signatories of accounts.
  - A minimum of three (3) executive Auxiliary members must be signatories on external bank account of which one (1) must be Treasurer.
  - Funds from an external AV Auxiliary bank account may only be withdrawn with the authorisation of two (2) registered signatories.
  - Refer to Clause 10.4 Financial Reporting, for information pertaining to reporting requirements.
- iii. Online banking requirements
  - Should an Auxiliary wish to set up online banking, they must ensure their account is held with a facility that provides dual authorisation capabilities for online transactions. Each banking institution will be able to advise on their individual requirements for setting up dual authorisation.
- iv. Payment authorisations
  - Cheque payments from fundraising monies in external AV Auxiliary accounts may only be issued with the signature of two (2) executive Auxiliary members who are registered as bank account signatories.
  - Online payments from fundraising monies in external AV Auxiliary accounts may only be made with the dual authorisation of two (2) executive Auxiliary members who are registered as bank account signatories and are set up with dual authorisation.





## 11.2 Transmission of funds

The Treasurer shall keep details, true and proper accounts of all receipts and payments. This includes the recording of all income, detailed and itemised expenditure and interest earned, and the storage and provision of (if requested) receipts for a period of up to seven (7) years. This is a requirement of the ATO and an obligation under the *Fundraising Act 1998 (Vic)*. Such information can be requested at any time by AV or appropriate external agencies.

For the safety of all volunteers, funds received through Auxiliary efforts should be deposited as soon as possible and not stored for extended periods of time. If storage of funds is required prior to banking, every effort should be made to hold these securely. Where significant funds are anticipated to be received from a fundraising activity or similar, please notify the AV Community Fundraising team in advance for support options.

Balances in excess of \$250,000 in AV Auxiliary external accounts are to be transferred into the AV Auxiliary Trust Account with 15-20 business days.

## 11.3 Fundraising expenditure

The expenditure of community raised funds must, at all times, remain appropriate to the cause for which they were raised. Effort needs to be given to maintaining accurate and transparent financial records that reflect appropriate and itemised spending of community gifted funds.

Funds are not to be 'held' for extended periods without just cause, such as a long-term major project.

In order to comply with legislation and adhere to the donor promise, Auxiliaries should utilise the funds auspiced to them by donors as soon as possible, providing the expenditure is appropriate.

To make fundraising easier and the spending of donated funds appropriate, AV aims to support its Auxiliaries by covering all, or part thereof (within limits), the following expenses:

### AV Covered Expenses

- Volunteer insurance (subject to Policy requirements being met).
- Auxiliary member name badges/identification.
- Auxiliary 'uniforms' and apparel.
- Auxiliary end of year functions (one per committee).
- Quarterly Auxiliary Newsletter.
- Specific fundraising supplies such as, but not limited to, collection tins, hi-vis vests and banners.
- Administrative resources (e.g. reply-paid envelopes, donation envelopes, letterhead, with compliments slips).
- Storage/archiving of Auxiliary administration paperwork, including but not limited to: financial statements and reports, meeting minutes and agendas, and associated Auxiliary paperwork.
- The following items will be at the discretion of AV Community Fundraising:
  - Acknowledgements.
  - Ambulance Auxiliary branded merchandise.
  - Volunteer specific Police Checks.
  - Food Handling Certificates.
  - Permits.
  - Storage/archiving historical items.

Note: Volunteer Working with Children Checks are free of charge.



## Approved Expenditure

Auxiliaries are charged with the responsibility of appropriately expending community donated funds. See below a list of items/areas of approved expenditure:

- Operational equipment\*.
- Building and infrastructure upgrades\*.
- AV employee training and educational resources\*.
- AV endorsed and approved programs/projects. E.g. AV AED Gifting Program.
- Items required for fundraising and/or promotional events. E.g. sausages, printing fliers, minor paid advertising expenses.
- Point of Sales (POS) equipment and fees.
- Minor administration costs. E.g. printing, postage, excessive Auxiliary related phone charges\*\*.
- Facility hire for meetings/events\*\*\*

\* *provided approval is granted through AV's internal requisition process (if total value over \$2,000).*

\*\* *proof of excessive expenses required.*

\*\*\* *all efforts should be made to avoid hire costs for meeting rooms in the first instance.*

In order to remain compliant with the *Fundraising Act 1998 (Vic)* and adhere to the donor promise, as representatives of AV, Auxiliaries, under no circumstances can expend funds on the following items/areas:

## Exclusions

- No volunteers to be paid for their time.
- Auxiliary office furniture and equipment, such as but not limited to, mobile phones, printers and software.
- Travel and fuel costs.
- Expenditure related to activities that may contravene AV's Code of Conduct and/or the *Fundraising Act 1998 (Vic)*.
- Funds cannot be redirected to another charitable organisation.
- Sponsorships (without the express permission of the AV Community Fundraising team).
- Gifts for AV people and Auxiliary Members.
- Catering (does not include food expenses incurred for fundraising events such as sausage sizzles and trivia nights).
- Items available through Branch Stores Supplies (that are not included on the Standardised Purchasing List).

Note: Operators of AV Approved Opportunity Shops, must additionally comply with AV Op Shop Guidelines document (available through the AV Community Fundraising team).

## Internal Requisition Procedure

No payments shall be made from the Auxiliary Trust Account without the authority of the relevant Auxiliary. Payment of accounts over two thousand dollars (\$2,000) shall be made only with authority as delegated by AV using the Auxiliary Requisition Process and relevant forms.

All cheques drawn shall be signed by either the President, Vice-President or Secretary and countersigned by the Treasurer. No two (2) signatories on a single purchase shall be related (including de facto) and/or AV people, and neither signatory will have a conflict of interest (whether internally or externally to AV) relating to the purchase.



In the event that a purchase needs to be paid upfront on credit card (that would then require reimbursement), appropriate endorsement and approval is still required prior to the purchase being made. Contact the AV Community Fundraising team in these instances.

If endorsement and approval is not provided prior to purchase, there is the chance that it will not be approved and reimbursement will not occur, leaving the purchaser out of pocket.

### Expenditure from external accounts

All operational equipment, regardless of value, should be purchased via the Auxiliary Requisition process. This will ensure equipment procured is certified and supported by AV Fleet and Equipment and the following actions have been undertaken:

- AV approved suppliers are engaged.
- Equipment purchases are supported by AV's Fleet & Equipment department.
- Equipment will undergo acceptance testing and compliance checks if required prior to branch delivery.
- Equipment will be recorded on the AV Fixed Assets register.

Expenditure on non-operational equipment that falls under the value of \$2,000 e.g. costs associated with fundraising activities, may be purchased via the external Auxiliary account. These purchases must still be majority supported by the Auxiliary committee and minuted for transparency purposes as per clause 9.1 Voting.

Receipts must be kept and full disclosure of purchases must be recorded on all financial reporting documentation (including End of Financial Year Reporting).

### Receipting

<b>Expenditure Receipts</b>	All Auxiliary expenditure receipts are to be held by the Treasurer for a period of seven (7) years and purchases recorded in the Treasurer's Report Form at the conclusion of each meeting. This form is to then be forwarded to the AV Community Fundraising team within ten (10) business days. Receipts may be requested at any time by AV and/or external agencies or auditors, such as but not limited to, the Victorian Auditor-General's Office (VAGO).
<b>Donation Receipts</b>	All donations over \$2 made to AV, whether through Auxiliary fundraising or otherwise, are tax deductible. All donors that contribute over \$2 should be offered an official receipt at the time of donation. It is the responsibility of the Auxiliary to provide receipts for those requiring them (the copies of which must be kept for a period of seven (7) years). Online donations and donations received directly by the AV Community Fundraising team will receive a receipt.
<b>Sponsorship Receipts</b>	Cash sponsorship cannot be receipted or claimed as a tax deductible donation as the sponsor receives benefit or return for their payment or sponsorship fee.
<b>In-Kind Gift Acknowledgement Letter</b>	For In-Kind Gifts, the AV Community Fundraising team can produce acknowledgement letters that indicate the gift type, date received, and estimated value.





## 11.4 Financial reporting

Bank statements for externally held bank accounts are required to be submitted monthly to AV. In order to make this process easier, AV Auxiliaries should contact their banking institutions to have these statements automatically emailed to the AV Community Fundraising team at [auxiliaries@ambulance.vic.gov.au](mailto:auxiliaries@ambulance.vic.gov.au).

These statements may be used for auditing purposes and official receipts may be requested by the AV Community Fundraising team, other AV departments and/or external agencies or auditing parties such as, but not limited to, the VAGO.

For the purposes of transparency and financial integrity the AV Community Fundraising team, along with other internal and external departments, may randomly audit and investigate Auxiliary accounts.

Auxiliary Op Shop financial reporting requirements differ from general Auxiliaries. Specific requirements can be found within the Op Shop Guidelines document (available through the AV Community Fundraising team).

## 11.5 Financial year return

The Treasurer shall present a detailed and itemised statement on income/expenditure annually by mid June as part of the End of Financial Year reporting process (due date specified by AV Community Fundraising team each year). Transactions occurring after the due date may be reported following receipt of June bank statement/s.

It is imperative that each and every Auxiliary committee meets the requirements of End of Financial Year reporting. Failure to meet the requirements in the outlined timeframes places AV's Gift Deductible Recipient status in jeopardy. Without Gift Deductible Recipient status, neither AV nor its Auxiliaries can legally fundraise or accept donations.

For the purpose of Auxiliary End of Financial Year reporting requirements, the financial year is defined as 1 July – 30 June in each year.

The Treasurer shall prepare all documents as requested via the AV Community Fundraising team in accordance with the Auxiliary End of Financial Year reporting process timeframes. Additional information may be requested at any time.

# 12. Conduct

## 12.1 Code of Conduct

The AV Code of Conduct provides AV people with a policy that identifies the expected behaviours of ourselves and the organisation. It is built on:

- AV's Values.
- Professional and ethical standards.
- The additional obligations AV is required to adhere to as a Victorian Government Agency.

A copy of the Code of Conduct is available on the Auxiliary Portal and all members are required to adhere to the Code of Conduct. Any breaches of the Code (which encompasses Values, Professional and Ethical Standards, and Policies and Procedures) will be managed in accordance with the relevant AV policies. Possible outcomes for AV people, or person/s identified as a representative of AV (including Auxiliary members and AV Community Supporters) who has breached the Code may be:



- Counselling and discussion.
- Performance management.
- Training.
- Formal disciplinary action, up to and including termination of employment (for AV people).

## 12.2 Complaints

All AV people are encouraged to make a report or complaint about unlawful or harmful workplace conduct that they have witnessed or experienced in the workplace. This may include inappropriate conduct, discrimination, harassment, bullying, victimisation, identified non-compliance, misconduct or other breaches of AV's policies or procedures.

Reports or complaints may be made in accordance with AVs Complaint Policy and Procedure (PRO/PAC/070 and PRO/PAC/070) directly to AV's Professional Standards and Behaviours Department or via Ambulance Victoria SpeakUp, an independent and externally managed reporting service which can receive anonymous complaints.

## 12.3 Breaches and misconduct

Breaches of AVs policies and procedures, including misconduct, will be managed in accordance with AVs Professional Conduct Policy (POL/PAV/047) and Misconduct Policy (POL/PAC/047).

In circumstances where a workplace investigation is required to enable the delegate to make a fair and impartial decision about the appropriate outcome of a report or complaint, the investigation will be conducted in accordance with AVs Investigation Policy (PRO/PAC/084).

Consequences for breaches of AVs policies and procedures, including misconduct, may include disciplinary action up to and including termination of employment.

## 12.4 Grievance

AV is committed to ensuring that workforce grievances are appropriately dealt with and given due consideration under the guidelines and principles of natural justice and procedural fairness and in line with the AV Grievance Procedure (PRO/PAC/001).

Individuals and groups have the opportunity to submit a complaint against an individual and/or the organisation should they feel they have not received fair, equitable and appropriate treatment. The grievance procedure can be used in relation to any issues concerning Auxiliary member mistreatment, inappropriate behaviour and/or roles and responsibilities.

Note: matters of a discrimination, harassment, vilification, victimisation, or bullying nature are dealt with separately by the Professional Standards and Behaviours Department.

AV people who raise a grievance are protected from victimisation or unfair treatment. Steps will be taken to prevent victimisation from occurring. Victimisation will not be tolerated and counselling and disciplinary action will result if victimisation is demonstrated to have occurred. Similarly, any person found to have lodged a vexatious grievance designed to harass or annoy, cause delay or detriment, or other wrongful purposes will be subject to counselling and disciplinary action.

AV people are able to follow the grievance procedure in order to resolve issues and/or complaints that may arise during their time as an Auxiliary member. This procedure is managed internally within AV and dependent upon the situation, can be dealt with informally or formally. A copy of the grievance process can be found on the Auxiliary Portal.



If you and/or a fellow member have a grievance, discuss the matter with an appropriate representative of the AV Community Fundraising team as soon as possible to when the grievance occurs. Efforts will be made to informally deal with the grievance in the first instance. If a resolution is not reached, then a formal grievance process will be followed.

## 12.5 Fraud

AV does not tolerate fraudulent conduct by its workforce or third parties. AV aims to minimise the incidence of fraud through the identification of fraud risk and the development, implementation and regular review of a range of fraud prevention and detection strategies.

The AV Fraud Control Framework (the Framework) is designed to ensure that AV people are aware of their responsibilities in the identification of fraudulent activities and for ensuring that sufficient controls and procedures exist for preventing, detecting, investigating and reporting fraudulent activity.

The Framework applies to all AV people and temporary contractors engaged through employment agencies, unless stated otherwise. These are collectively referred to as 'Employees' in the Framework. Through a formal Framework, AV has established a systematic approach to establish controls to prevent fraud, identify fraud where it does occur and manage the resultant impacts.

To effectively control the risk of fraud, AV promotes a sound ethical culture. AV people are obliged to adhere to AV's ethical standards comprising impartiality, integrity, accountability and respect as outlined in AV's Code of Conduct.

AV encourages this culture by embedding policies and processes that support an awareness of ethical behaviour and encourages AV people and external parties to report instances where those standards are not met.

A Link to Ambulance Victoria's Fraud Control Framework is available on the Auxiliary Portal. All registered Auxiliary members are expected to read and understand the requirements of the Fraud Control Framework and acknowledge their responsibilities on their Annual Member Renewal form.

## 13. Auxiliary termination

AV may suspend or withdraw an Auxiliary's authorisation to operate if the named Auxiliary:

- engages in any unlawful, illegal or any other activity that is against the directives this Policy and/or the AV Code of Conduct or omits to do anything that is required to be done under any law or statute;
- does not comply with the provisions of this Policy and any other procedural requirements mutually agreed between Auxiliaries and AV from time to time; or
- engages in raising money for any other organisation/s without seeking expressed permission of the AV Community Fundraising team.

## 14. Auxiliary closure (dissolution)

### 14.1 Official Closure

A formalised process exists for the formal dissolution of an Auxiliary. This process gives closure to the activities and requirements associated with an Auxiliary and allows for any residual raised funds to be transferred to the relevant (often local) Branch. By rolling these funds over to the relevant Branch, the donor promise of assisting health outcomes continues to be fulfilled at a regional level.





The dissolution of an Auxiliary can only occur with the consent of all exiting Auxiliary committee members.

The closure process contains a number of steps to ensure all members and associated AV people are in agreement to the Auxiliary's dissolution and that financial and administrative elements of the committee are officially wound up. These steps include:

**Step 1:** Auxiliary Committee Closure Acknowledgement

**Step 2:** Administrative Paperwork Return

**Step 3:** Auxiliary Member Endorsement

**Step 4:** Team Manager Endorsement

**Step 5:** Remaining Funds Transfer

**Step 6:** Evidence of Closed Accounts

**Step 7:** Member Information Forms Returned (to appropriately acknowledge member contributions)

The residual funds accrued by the Auxiliary will be reallocated to the relevant AV Branch community funds account. The relevant Branch/s can then utilise these funds as per the community funds requisition process whereby two (2) AV team members sign off on the request (as opposed to two (2) Auxiliary executive members for Auxiliary requisitions).

## 14.2 Auxiliary Recess

The primary objective of any recess period is to provide time for the AV Community Fundraising team to work with local operational team members on recruiting new members with the ultimate aim of re-establishing the Auxiliary's capacity to continue supporting its local branch.

**Option 1:** In the event a committee is considering closure, they have the option to enter a state of recess. Should this decision be reached, it must be voted, passed and minuted at the Auxiliary's last meeting prior to entering the recess phase, which can extend for a maximum duration of 12 months.

The AV Community Fundraising team will prepare a confirmation letter detailing the specifics of the recess period, including the expiration date. In addition the letter will outline the temporary authorisation for expenditure approval during this period amongst other relevant matters.

**Option 2:** In the circumstance where a committee has officially chosen to dissolve their Auxiliary, the AV Community Fundraising team in conjunction with the appropriate Senior /Team Manager / Paramedic Community Support Coordinator has the authority to initiate a recess status for the Auxiliary's registration up to a 12 month period. On receipt of the Auxiliary closure paper work any remaining funds will be transferred to the respective Branch's Community Funds Trust Account. Should a new Auxiliary be formed the existing funds will remain in the branch's community funds trust account, however a portion of the existing funds may be reinstated for fundraising expenses at the discretion of AV Community Fundraising team.

## 15. Alterations to the Auxiliary Policy

Auxiliary committees are provided ongoing opportunity to suggest additions or amendments to the Auxiliary Policy, Auxiliary Resource Manual, and associated tools. Auxiliary members may also provide feedback at any point during the year and are not limited to the review period. Please email [auxiliaries@ambulance.vic.gov.au](mailto:auxiliaries@ambulance.vic.gov.au). Formal review periods will commence in **June 2020** and every three years thereafter.



## 16. Definitions

Term	Definition
<b>Ambulance Victoria Auxiliary Committee Volunteer</b>	Volunteers formally registered as Auxiliary members by AV and acting on behalf of an active committee.
<b>Ambulance Victoria Code of Conduct</b>	The organisational policy that provides guidance as to the standard of behaviour expected of AV people. The Code of Conduct is built on the AV Values, the Victorian Public Sector (VPS) Values and Code of Conduct, Professional and Ethical Standards, and Policies and Procedures.
<b>Ambulance Victoria Community Supporter</b>	Registered volunteers (for the activity in which they are partaking) that are not a part of an Auxiliary committee but raise funds, assist Auxiliaries, and/or advocate on behalf of AV.
<b>Ambulance Victoria Trust Account</b>	A free banking service offered by AV specifically for Auxiliaries. No Auxiliary funds will be removed from the Trust Account facility without the written approval (Auxiliary Requisition Form) of the Auxiliary. Quarterly statements are provided to Auxiliary Treasurers.
<b>Ambulance Victoria Values</b>	Critical to the organisation's success, AV Values are a key enabler to the strategic priorities and support AV in creating a positive and respectful culture; a culture where people are engaged, where they are enabled to achieve their best, learn to expect respect and where they are all aligned and working together. The AV Values provide a road map for acceptable and unacceptable behaviours, provide decision making guidance and describe how we intend to operate on a day to day basis. They are intended to encourage reflection on the impact of our behaviours on each other, AV, our patients, community and our contribution to the VPS.
<b>Auxiliary Op Shop Guidelines</b>	The Auxiliary Op Shop guidelines are designed to help facilitate effective management of AV endorsed Opportunity Shops and communication between the Auxiliary and AV.
<b>Auxiliary Portal</b>	An Auxiliary webpage that includes electronic versions of the majority of information contained in the Auxiliary Resource Manual. This portal can be accessed at <a href="http://ambulance.vic.gov.au/community/community-partnershipsauxiliaries/auxiliaries-portal/">http://ambulance.vic.gov.au/community/community-partnershipsauxiliaries/auxiliaries-portal/</a> <b>Password: Ambulance</b>
<b>Auxiliary Resource Manual</b>	An Auxiliary reference document that includes relevant policies and procedures, forms and templates, executive position descriptions, AV's Code of Conduct and other documents relevant to the conduct of Auxiliaries. The majority of this information is also available online through the Auxiliary Portal.
<b>Charitable Organisation</b>	A type of non-profit organisation (NPO). It differs from other types of NPO's in that it centres on philanthropic goals as well as social well-being (e.g. charitable, educational, religious, or other activities serving the public interest or common good).
<b>Conflict of Interest</b>	Conflicts between public duties of a role or position and private interests. These can be actual, potential or perceived. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, whether financial or otherwise. Personal advantage includes access to information not in the public arena, access to AV intellectual property and use of AV resources
<b>AV Community Fundraising team</b>	The AV office charged with the responsibility of managing and overseeing community raised funds, including Auxiliary and community engagement, and the management and disbursement of Wills and Bequests.



Term	Definition
<b>Grievance</b>	For the purposes of these Guidelines, a grievance refers to a complaint to AV by an Auxiliary member about an aspect of their volunteering which they believe is causing them injury, injustice or mistreatment.
<b>Misconduct</b>	Misconduct means conduct of an employee that is inconsistent with accepted workplace standards but would not ordinarily warrant an employee being removed from their normal duties.
<b>Non-pecuniary interests</b>	May arise from personal or family relationships, or from involvement in sporting, social, or cultural activities, etc. They include a tendency towards favour or prejudice resulting from friendship, animosity, or other personal involvement with another person or group, or improper use of position. If personal values are likely to impact on the proper performance of public duty, this can also lead to a conflict of interest. Enmity as well as friendship can give rise to a conflict of interest.
<b>Operational Account</b>	A bank account (held external to the AV Trust account) that Auxiliaries are to use for fundraising expenses such as purchasing sausages for a BBQ, the printing of fliers for an event etc. See clause 10, Financial Administration for details on account limits and appropriate expenditure.
<b>Pecuniary Interests</b>	Include actual, potential, or perceived financial gain or loss. Money does not need to change hands.
<b>Term Deposit</b>	An investment bank account (held external to the AV Trust account) that is for a fixed period of time. See clause 10, Financial Administration for details on account establishment justification and appropriate periods of investment.





## 17. Auxiliary Volunteer Privacy Statement

Ambulance Victoria (AV) is committed to protecting your privacy and ensuring that it only collects, uses or discloses personal and health information in compliance with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*. In particular, the AV Community Fundraising team will only collect, hold, use and disclose your personal information so you can register and volunteer to work with us and also so we can provide you with information, updates and news regarding AV community fundraising work. AV is rigorous in ensuring that any collected personal and health information remains securely stored and managed. Specifically, we are committed to ensuring that any personal information that you provide to us remains secure by ensuring paper and electronic files are only accessible by authorised members within the AV Community Fundraising team.

As part of the registration process for becoming a volunteer, we request that you provide (at your discretion) information, including relating to your:

- Contact details, such as:
  - Your name.
  - Date Of Birth.
  - Mobile phone number, home, postal and email address.
- Gender identity.
- Health information\*.
- Previous volunteering experience.

*\*Please note that AV will only use and/or disclose your personal or health information for the primary purposes for which you gave it to us or for a directly related purpose to which you would reasonably expect or agree.*

You consent to us collecting, using and disclosing your personal and health information as set out above and in order to carry out our AV Community Fundraising functions, unless you tell us otherwise.

We will only use or disclose your personal information in accordance with our Privacy Policy, unless you have consented to the additional use or disclosure, or where:

- Disclosure is necessary to prevent injury to life or health.
- To investigate any suspected unlawful activity.
- Where the use or disclosure is required or authorised by or under Victorian law or a court/tribunal order (including by an enforcement body).

AV will never sell your personal information to other parties.

Your personal information may be provided to third parties where their services relate to one of our AV community fundraising purposes. For example, we may disclose your personal information to our:

- Third-party service providers and contractors in connection with the AV Community Fundraising services that we provide to you (for example, Client Relationship Management service provider).
- Professional advisors (for example, accountants, auditors and lawyers).

For more information about AV's Privacy Policy, please click [Here](#)

This Privacy Statement may change from time to time and any updates will be reflected in this policy.



## Deductible Gift Recipient (DGR) status and Tax Ruling TR 95/27

To obtain DGR status AV must ensure Auxiliaries comply with Taxation Ruling TR 95/27, Public funds – General Item 9 which states for the ATO to accept a fund as a public fund, the auxiliary must reflect the following:

- (a) The objective of the fund must clearly set out and reflect the purpose of the fund.  
(Item 5 – Auxiliary Purpose)
- (b) Gifts to the fund must be kept separate from any other funds of the sponsoring organisation. A separate bank account and clear accounting procedures are required.  
(Item 10 – Financial Administration)
- (c) Receipts must be issued in the name of the fund.  
(Item 10 – Financial Administration)
- (d) Public must be invited to contribute to the fund.  
(Item 5 – Auxiliary Purpose)
- (e) Fund must operate on a non-profit basis. Monies must not be distributed to members of the managing committee or trustees of the fund except as reimbursement for out-of-pocket expenses incurred on behalf of the fund or proper remuneration for administrative services.  
(Item 10 – Financial Administration)
- (f) The fund must be managed by members of a Committee, a majority of whom have a degree of responsibility to the general community – this requirement does not apply to funds established and controlled by governmental or quasi-governmental authority – and therefore does not apply to AV's Auxiliaries.  
(Item 6 – Governance and Item 8 – Committee Structure)
- (g) The treatment of surplus money upon winding up.  
(Item 12 – Auxiliary Closure)

The ATO must be notified of any changes to the fund's constitution or other founding documents.



## Authorised Deposit Takers

Short-term cash equivalents (cash and bank term deposits)	Short Term Rating <sup>1</sup>
<b>Term Deposits up to 12 months</b>	
Major Australian banks: NAB, WBC, CBA, ANZ	A1+ to A3
Other licenced banks (refer table below)	A1+ to A3

Credit ratings produced by Standard & Poor's, Moody's and Fitch are set out below. These ratings are a measure of the creditworthiness and debt repayment ability of firms.

Short-term			
Grade	Moody's	S&P	Fitch
<b>Superior</b>	P-1	A1 / A1+	F1 / F1+
<b>Strong</b>	P-2	A2	F2
<b>Acceptance</b>	P-3	A3	F3

A list of non-major banks AV may invest with and the short term credit ratings used by the three main credit rating agencies are detailed below.

Other Licensed Banks	Moody's	S&P	Fitch
Bendigo and Adelaide Bank	P-2	A-2	F2
Bank Australia	-	A-2	-
Bank of Melbourne (based on Westpac)	-	A-1+	F1
BankWest (based on CBA)	P-1	A-1+	F1



<b>Document name</b>	<b>AUXILIARY</b>		
<b>Applies to</b>	<input checked="" type="checkbox"/> Operational	<input checked="" type="checkbox"/> Corporate	<input checked="" type="checkbox"/> Auxiliaries
<b>Document no.</b>	POL/FCS/081		<b>Stored:</b> CM: POL/FCS/081
<b>Version:</b>	6.0		<b>Review:</b> <input type="checkbox"/> Annual <input checked="" type="checkbox"/> 3-Yearly
<b>Division</b>	Corporate Services		
<b>Responsible Executive</b>	Executive Director Corporate Services		
<b>Responsible Manager</b>	Senior Manager Community Fundraising & Privacy		
<b>Key stakeholders: (including external)</b>	<b>Consulted:</b> <ul style="list-style-type: none"> <li>Philanthropy Advisor</li> <li>Engagement and Compliance Advisor</li> </ul>	<b>To be informed:</b> <ul style="list-style-type: none"> <li>Senior Officer Fundraising</li> </ul>	
<b>Relevant National Safety and Quality Health Service Standards</b>	<b>To be completed by the National Standards Accreditation Lead:</b> <input checked="" type="checkbox"/> NSQHS standards are NOT applicable.		
<b>Review date</b>	By <b>Month 2026</b> or in accordance with applicable legislative or regulatory changes.		

## Version control and change history

Version	Date approved	Date superseded	Amendment
Formerly POL/CSE/001 v3.0 dated 12 January 2018.			
3.0	10 August 2020	29 July 2021	Transfer of policy to Corporate Services.
4.0	29 July 2021	26 May 2022	General grammatical review; AGM – updated from June to August; Removed – ‘Access to AV’s 1800MANERS wellbeing and support services’ from AV covered expenses; Expenditure from External accounts – to be purchased via the Auxiliary requisition process.
5.0	26 May 2022	23 November 2023	Updated ATO Requirements to include Public Fund Rules section
6.0	23 November 2023	Current	Auxiliary Policy was updated to include: <ul style="list-style-type: none"> <li>New AV Values</li> <li>New section ‘Removal of Membership’</li> <li>Online banking requirements</li> <li>Update to AV covered expenses</li> <li>New section ‘Auxiliary Recess’</li> </ul> Auxiliary Volunteer Privacy Statement.





**In an emergency call Triple Zero (000)**

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November 2023

