



Neighbourhood Support Waitakere Area Contact Guidelines

General requirements of a Area Co-ordinator:

This is a voluntary position. The 'Area Contact' acts as a contact person for sharing information within the Neighbourhood Support Group and for communicating.


- Must have a Police Clearance
- Be prepared to follow the policies and guidelines of NSNZ and NSW
- Integrity and respect for others
- Care of the Community – neighbourhoods, parks, reserves etc
- Have good organisational skills
- Time, energy and passion to take on more responsibility e.g. fundraising
- Ensure all completed databases are passed to the City Coordinator
- Regular communication with all Street Coordinators
- Accessing resources – street packs, street signs etc
- Pass on Police Intel reports to Street Contacts (Email is best but confidentiality must be maintained by using BCC)
- Undergo some training/workshops on how to deal with problems or developments in discussion groups.
- Have a knowledge of agencies NSW deals with
- Use the knowledge of their community to promote Neighbourhood Support

Expectations:

To identify streets in your area that need Neighbourhood Support – the City Coordinator can help you with identifying these streets.

- Mail drop street with NSW's mailer
- Identify members of the street or community to become street contacts
- Discuss the role with potential street contacts
- Refer potential street contacts to NSW for training
- Support local events with NSW stand – promote NSW in your area
- Promote regular meetings/trainings if possible
- Manage street contacts in your area
- Forward Intel to street contacts in your area
- Work alongside City Coordinator to encourage Neighbourhood Support





You are provided with membership forms and once each resident has filled in the form you will give them a Welcome Pack which is also provided, Street Signs are also provided to be placed strategically in your street.

You will receive Police Intel/Burglary information on a weekly basis.
This information is **FOR MEMBERS ONLY** and any misuse or passing outside your group will result in that Member being removed from the Intel tree, please contact our office if you are not sure!

Use of the email tree is for Neighbourhood Support purposes only - It is not there to promote your business or personal hobbies, we encourage you to share concerns in your street through the email tree but please contact the office before sending out license plates - we will endeavour to get these checked through the Police Intel team.

Please remember that the information collected by Neighbourhood Support may be shared with our strategic partners in the event of a life threatening or Civil Emergency only.

All information and resources including member's details are the sole property of Neighbourhood Support Waitakere and will need to be returned if you cease to be a street contact.

Resources which are available from the Office:

- NSW Membership Forms
- Street Database Sheet
- Street Phone Tree Sheet
- Welcome Packs
- NSW Card with ICE details on reverse
- A4 envelopes for posting members forms to the office
- Street Invitation Sheet
- Flyers for Mail Drops – we need at least 48 hours notice please

Please email the office directly to request a PDF list of the people in your street, especially when there have been any changes so your street list is always current.

Templates for sheets are available via email or hard copy by prior arrangement with the office.

Phone/Fax: (09) 834 5815

Email: nswadmin@nswaitakere.org.nz

Neighbourhood Support Waitakere
www.nswaitakere.org.nz

