



## **Guidelines for the Neighbourhood Support Area Co-ordinator**

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

### **General requirements of a Area Co-ordinator:**

- Must have a Police Clearance
- Be prepared to follow the policies and guidelines of NSNZ and NSW
- Integrity and respect for others
- Local knowledge – events, schools, libraries, etc
- Care of the Community – neighbourhoods, parks, reserves etc
- Have good organisation skills
- Time, energy and passion to take on more responsibility e.g. fundraising
- Ensure all completed databases are passed to the City Co-ordinator
- Regular communication with all Street Co-ordinators
- Ability to network with City & other Area Co-ordinators
- Accessing resources – street packs, street signs etc
- Pass on Police Intel reports to Street Co-ordinators (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

### **Community Safety Activities:**

*If there is a particular crime concern or issue in your area, consider contacting your local Community Constable or Police Station for advice. Your local Neighbourhood Support Office may also be able to assist:*

*Canvas the needs and interest of the members and arrange suitable speakers, such as:*

- Local Community Constable to talk about local issues and crime prevention.
- The Fire Service: to talk or to check smoke alarms and evacuation plans.
- Civil Defence Emergency Management representative to talk about preparing for an emergency and what to do.
- Local City Council representatives. To discuss local concerns
  - Noise Control
  - Tag Out Trust – Graffiti Vandalism
  - Dog Ranger – Dog problem
  - Other

- Or a representative from Neighbourhood Support Waitakere discussing recruitment, motivation, resources etc.

### **Primary Role:**

- An Area Co-ordinator may have responsibility for a small number of Street Co-ordinators initially and may then increase that number as they gain more experience.
- An Area Co-ordinator will have a closer liaison with their Community Constable (Police)
- A large area such as Massey may have several Area Co-ordinators who will be in contact with each other.
- Opportunities exist for Area Co-ordinators to be co-opted onto Neighbourhood Support Waitakere committee if there is a special area of interest.

### **Summary:**

*Safe communities do not happen by accident. Safer communities are only achievable if a majority of people take an active role in preventing crime happening to themselves, their families and friends.*

*By communicating and getting together with our neighbours and providing support for each other, a general feeling of well-being can spread through our community and make it a place where people want to live.*

*Thank you for offering to become an Area Co-ordinator.*

## **Neighbourhood Support Waitakere Inc Contacts:**

*Mrs Roi Stephens Waitakere City Co-ordinator Ph: 09 834 5815  
Te Atatu Police Station  
Email: [roi@neighbourhoodsupportwaitakere.org.nz](mailto:roi@neighbourhoodsupportwaitakere.org.nz)*

Area Coordinators:

