



Make the
City of Melville
safer

Get to know
your neighbour



Neighbourhood
Watch



Feel more
connected in your
neighbourhood

Become part of Neighbourhood Watch today



visit www.nhwa.com.au
or download to your smart phone

Neighbourhood Watch in the City of Melville

Information for Volunteers



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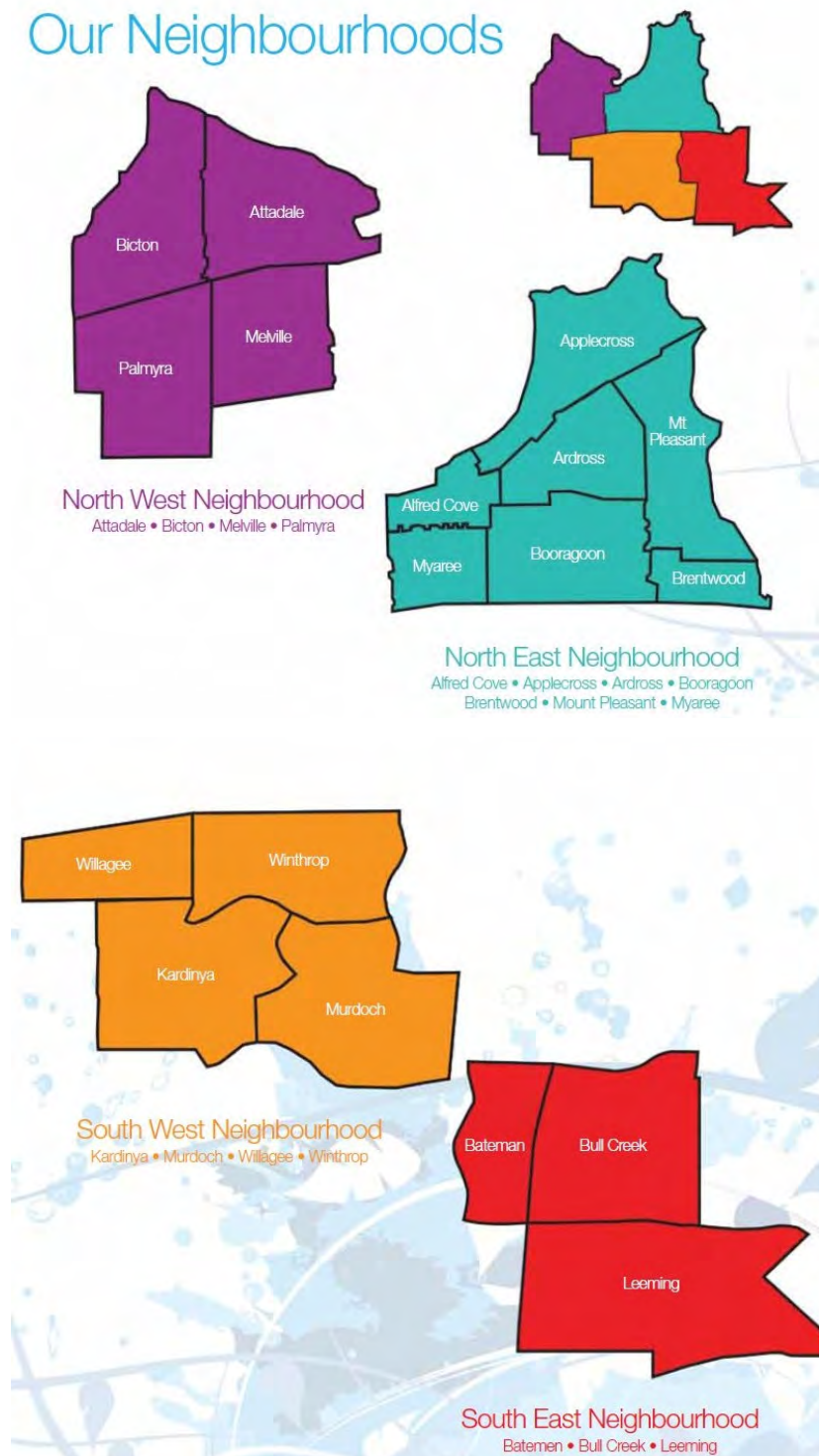
Introduction

Neighbourhood Watch (NHW) is a WA Police program run by the State NHW office. We have an active NHW group in the City of Melville with lots of ways for people to be involved. This document is for anyone interested in being actively involved in NHW, or already signed up as an active volunteer. Please make sure you also read the State NHW Guidelines for Volunteers – available online at www.nhw.wa.gov.au.

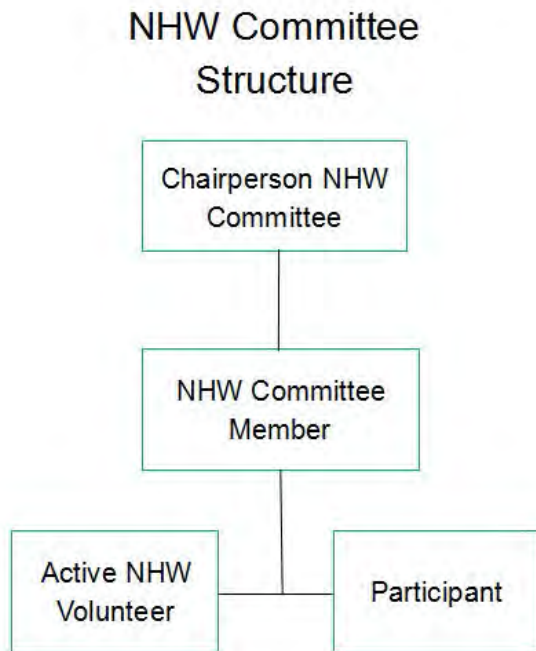
Our Structure

- The NHW program in the City of Melville is supported by the State NHW Office, the Murdoch and Palmyra Police Stations, and the City of Melville.
- There are three levels of involvement in NHW in the City of Melville.
- Our NHW Committee Members work in four neighbourhoods.
- They either work together to implement initiatives in their own neighbourhood, or as a group across the City of Melville.
- There are four NHW Committee Member positions for each neighbourhood.

Our Neighbourhoods



NHW in the City of Melville



NHW is supported by:



The local police stations that support the NHW program in the city of Melville are:

- **Palmyra Police Station** - covers Applecross, Attadale, Alfred Cove, Ardross, Bicton, Brentwood, Booragoon, Mount Pleasant, Melville, Myaree, Palmyra and Willagee.
- **Murdoch Police Station** - covers Bateman, Bull Creek, Kardinya, Murdoch, Leeming and Winthrop.

Roles and Responsibilities

Click the roles below to reveal their responsibilities.

Chairperson NHW Committee	NHW Committee Member
Participant and Active Volunteer	



[View NHW committee member induction and leaving checklists here](#)



Support for the NHW program in the City of Melville



City of Melville

- Provides admin support and assistance
- Budget for honorariums, events, activities, meeting costs, etc.
- Catering and venue for bi-monthly meetings
- [Friendly Neighbourhoods grants and BBQ Trailer](#)
- Neighbourhood Development Team to assist with planning local events
- [Community Partnership Funding](#)
- When available, [Community Safety Service \(CSS\)](#) officers to attend information stalls/events.

[Neighbourhood Watch WA](#) and [Neighbourhood Watch Australasia](#)

- State Coordinator
- Information resources
- Small grants and funding
- Support and information
- Strategic Plan

WA Police

- Palmyra and Murdoch Police Stations - attendance at bi-monthly meetings
- [Community Engagement Team - provision of information resources](#)



Other support includes community groups, local businesses and local MP's.

NHW Committee Meetings

? When and where?

The meetings are held bi-monthly on the third Monday of the month from 6:30-8:30pm at the City of Melville Civic Centre

? Who attends?

The meetings are attended by the NHW committee members, local police and relevant City of Melville representatives.

? How are agendas and minutes circulated?

The agenda and minutes are circulated by the Chairperson as follows:

1. The Chairperson sends a request for agenda items to all attendees two weeks before the meeting.
2. Safer Melville Coordinator updates the annual plan and financials and Chairperson includes with agenda
3. The Chairperson sends the agenda and relevant attachments one week before the meeting. This gives people time to read and prepare for the meeting.



Annual Planning Workshop

Held in June of each year, the purpose of the annual planning workshop is to:

- Celebrate the groups achievements
- Identify key messages and activities for the coming year
- Allocate budget to support activities for the coming year
- Identify and agree what merchandise the group would like to purchase to give out at their events
- Allocate responsibility to source grant funding and purchase of the various merchandise items



Organising Events in your Neighbourhood

It can be overwhelming to know where to begin with organising an event or activity, so here are a few tips to help you on your way.



Planning

- Determine the basics (date, time, etc)
- Raise your idea at the bi-monthly meeting or talk to the Chairperson to get support
- Secure funding - you can access up to \$250 from the City of Melville NHW budget for your event
- If you're after more funding for a larger event or activity, there are also other grants you can access. For example, State NHW grants, Friendly Neighbourhood Grants, or Community Partnership Funding. The NHW Chairperson can support you to complete a grant application. The Safer Melville Coordinator can also connect you with the City of Melville Neighbourhood Development Team who can mentor and support you through this process
- Get relevant approvals - depending on the event, [you may need approval from the City of Melville.](#)



2

Promotion

- [Log your event](#) on the City of Melville online event calendar
- Speak to the NHW Chairperson about contacting the local media.
- Use the City's [Friendly Neighbour Cards](#) to letter drop to your neighbours and display in local shops.

City of Melville

You're invited to our
Friendly Neighbourhoods
Event

Hello, my name is _____
I / we live at _____
I am / we are organising a _____
and are inviting your household to join us and meet other
neighbours on: _____
Date: _____ Time: _____
Venue: _____
Please bring: _____

Friendly Neighbourhoods is a City of Melville initiative to
build stronger communities. For more information visit
www.melvillecity.com.au/friendlyneighbourhoods

Please RSVP and drop in my letter box:

Thanks for your invitation _____
I / we would like to attend _____
Number of Adults: _____ Children: _____
I am unable to attend _____
From: _____
Address: _____

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Preparing for your event

- Ask for RSVP's to help you with catering
- Purchase all your food and items (keep receipts for reimbursement and acquittals)
- Confirm all the details and logistics with everyone who is helping you on the day
- Invite local police - if they can they will stop by and say hi
- Invite CSS - if they can they will stop by and say hi
- Ask the Chairperson for a copy of the most recent resource order form
- Book the [Friendly Neighbourhoods BBQ trailer](#)



On the day of the event

- Wear your NHW shirt or ID card
- Allow plenty of time for setting up
- Observe healthy food safety habits - [visit our website for tips and information](#)
- Enjoy your event - remember to take pictures
- Pack and tidy up



After the event

- Send receipts by email or mail to the Safer Melville Coordinator for reimbursement
- Complete the State NHW event report template and send it to the NHW Chairperson

Any more questions?

Please get in contact with the Chairperson if you have any questions or if you would like to join the City of Melville NHW group.