



Program Guide - Reducing Theft of Motor Vehicles (TOMV)

1. Overview

Objectives	<ul style="list-style-type: none"> To reduce the incidence of TOMV. To increase public awareness of the problem. To provide the public with information and tips which help them avoid becoming a victim.
Target Outcomes	<ul style="list-style-type: none"> Reduced number of TOMV in the community. Increased public awareness of the high rate of TOMV. Increased public awareness of the measures required to avoid TOMV.
Success Measures	<ul style="list-style-type: none"> Reduction in the number of TOMV in the official crime statistics. Increased awareness of motor vehicle security measured by public surveys at car parks.
Contact for Information	<p><i>For more information contact state office by email: admin@nhw.com.au</i></p>

2. Details

Program Scope	<ul style="list-style-type: none"> This program is aimed at all residents and visitors to the target area. Particular attention should be paid to local 'hot spots' and identified vulnerable areas. Where possible, those for whom English is not their first language will be provided with information in multi-lingual or diagrammatic brochures. The program may consist of several individual activities, including; <ol style="list-style-type: none"> Articles in Newsletters (both printed and electronic), Social Media, local papers, talks, and/or community service announcements on community radio. Brochure/letter distribution in 'hot spots'. Combined with 'Theft from Motor Vehicles' (TFMV) programs such as Car Park Audits)"Look, Lock, Leave") <p>A future consideration may be the installation of warning signs in parking areas where vehicles are vulnerable (preferably in conjunction with local Council), and at Service Stations reminding drivers to lock their vehicle when paying for fuel.</p>
Program Planning	<p>The following steps provide a guide to planning the implementation of the program.</p> <p>ESTABLISH THE TOMV SITUATION FOR THE LOCAL AREA</p> <ul style="list-style-type: none"> Contact the Crime Statistics Agency at info@crimestatistics.vic.gov.au to establish the number of TOMV crimes that have occurred in the target area in the last six months.



- Based on the available statistics and discussions with the local Police, determine whether TOMV is a sufficient problem in the target area to justify a TOMV Program.

DETERMINE WHETHER TO PROCEED WITH THE PROGRAM

- Discuss the proposal within your group and ensure that you have sufficient volunteers who are prepared to take part in the program. The numbers you require will depend upon the activities undertaken. Other activities such as Car Park Audits and brochure distribution may be undertaken with fewer volunteers (less than four is not normally effective) as the scope may be adjusted to suit the numbers available.
- Contact the local Police and ensure you have their support for the program. Establish from the Police whether there are any specific “hot spots” or vulnerable areas on which to concentrate. Also, discuss with them the possible types of activities that could be part of the program – Car Park Audits, brochure distribution, etc. It is vital to have Police involvement at Car Park Audits to address any concerns from the public when NHW volunteers are seen closely inspecting vehicles. It is desirable to have Police involved in all of these activities as this attracts participants and demonstrates their support.
- Prepare a calendar of events for your group over the coming months so that you can avoid the TOMV program activities clashing with other planned NHW activities

PREPARE FOR THE START OF THE PROGRAM

- Read the information from the ‘Preventing TOMV’ fact sheet on the Victoria Police website at www.police.vic.gov.au under the heading Crime Prevention and Community Safety. The fact sheets are available in 5 different languages.
- Check copies of other relevant brochures/letters etc prepared by other NHW groups and determine the activities your group can manage as well as a proposed timetable.

Articles for Newsletters and Social Media can be quickly prepared and distributed, whilst a Safe Plate Day requires significant organisation, equipment and lead-times. A list of necessary equipment is shown in the following section. It might be possible to borrow equipment from your NHW members or from a neighbouring NHW group.

- Check on the cost and availability of the printed brochures required for the program. The printers, Creative Branding Solutions (Tel: 1300 272 630), have all of the documents on their website at brandingthings.com.au/nhw and can give you quotes for the printing. You are NOT obliged to use these printers to produce the handouts – however – if creating your own flyers or brochures you need to ensure you use the NHW style guide to protect our branding. If you don't have a copy of the style guide contact admin@nhw.com.au.

<p>Equipment</p>	<p>Volunteers must wear high-visibility vests and name badges any time they are operating in public and sun protection where necessary.</p>
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<p>Implementation</p>	<p>The following steps describe how the various activities in the program are implemented.</p> <ol style="list-style-type: none"> 1. Articles for Newsletters, Social Media, local papers, community radio etc to increase public awareness of the problem and provide tips to avoid such thefts, including the promotion of the use of security screws on numbers plates: <ul style="list-style-type: none"> • Prepare appropriate articles for each media type • Arrange distribution and publication • Maintain a register of articles etc 2. Brochure/Letter distribution in TOMV 'hot spots' to increase public awareness of the problem as it affects a specific area and provide tips to avoid such thefts. <ul style="list-style-type: none"> • Obtain a supply of TOMV brochures. • Prepare a timetable of dates for pre-arranged brochure/letter distribution events and arrange for sufficient volunteers to be available. • Determine local 'hot spots' and/or vulnerable areas in conjunction with local Police and decide whether to distribute standard brochures or prepare and print a 'special' letter to inform residents of a current specific local problem. Any such letter should be identified with Police and display NHW logos. • Arrange with volunteers to meet and distribute brochures or letters as agreed with local Police. It is suggested that a maximum of two hours be allocated for the distribution – followed by a cup of coffee and debrief. • In addition, local Police may request an urgent or emergency distribution of letters in a problem area. It's necessary to maintain a contact list of available volunteers to approach for help at short notice. • Maintain a register of areas where brochures/letters have been distributed, including numbers and types of brochures, plus samples of any letters. 3. Car Park Audits (Look, Lock Leave). Where TOMV activities are to be combined with a Car Park Audit, refer to the guide on 'Preventing TOMV' found on the NHW website at TFMV-Motor-Vehicle-Theft. <p>Whilst the number of parked vehicles left unlocked is a major issue in motor vehicle theft, for legal reasons volunteers MUST NOT check door handles.</p>
<p>Timing</p>	<p>Whilst the promotion and articles in Newsletters, on Social Media etc can commence with a minimum of delay, the organisation of the specific events will take time.</p> <p>It is suggested that the program would consist of an activity each month (except December and January). The events should be planned in conjunction with local Police to ensure the most prevalent types of crime are being addressed.</p>
<p>Measuring Success</p>	<p>There are two key methods of measuring the success of the program.</p>



	<ol style="list-style-type: none">1. The first method is to compare the situation for a period before the event with that for a similar period afterwards. The parameters measured could be crime statistics, or observed high risk practises such as leaving valuables in cars. If the program activity is concentrated on a fairly small area, use of statistics for a Postcode area may be more meaningful than those for a whole municipality.2. A second method of measuring success can entail surveying members of the public on their understanding of good crime prevention practice. A risk with this approach is that the people surveyed may provide the answers they believe are required whilst not undertaking the actual practice.
Reporting	<p>A brief report should be prepared at the conclusion of each event including the following:</p> <ul style="list-style-type: none">• Date, time and nature of activity.• Location• Volunteers and other participants involved.• Statistics – how many brochures/letters delivered.• Difficulties encountered and possible solutions, including any suggestions or comments from a debrief after the event.• Reports should be retained with the Minutes of the LGA or local NHW group meetings.

3. Specific Training

Training	<p>All volunteers should have an understanding of NHW objectives and activities in order to answer basic questions from the public. This can be achieved either by distribution of a brief Training Document or a discussion session with experienced NHW volunteers (and Police, if possible).</p> <p>In addition, ensure that an experienced volunteer is available during activities to answer more detailed questions.</p>
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