

## Document attached to Safer Number Plate PowerPoint Presentation

### Protocol

The addition of a number plate screw is not a full-proof method of preventing number plates from being stolen, but is intended to be a deterrent.

Patrols who participate in this program do so knowing they are representatives of Community Patrol New Zealand and have a responsibility to comply with Health and Safety requirements, not only for their own members but also members of the general public. It is therefore important that patrollers present themselves on a professional manner.

Important points within the Power-point presentation are as follows.

1. One member of your patrol must be designated a 'Site controller'. Their responsibility is to ensure the members safety and safety of the general public is not compromised, directs vehicles into the 'designated' parking area and ensures all patrollers conduct themselves in a professional manner.
2. All patrollers must wear sturdy covered foot-wear; wear CPNZ Hi-Viz yellow vests/jackets which are zipped up at all times.
3. The parking area must be set up so vehicles can 'drive through' once the screws are fixed. No vehicles should be allowed to reverse out of a parking space.
4. A Traffic Management Plan (TMP) must be developed in advance, to ensure other car-park users are not impacted and that there is a minimum of disruption. A copy of the TMP should be provided to the parking area owner.

It is acknowledged that this presentation has been developed by Tauranga South Community Patrol after years of carrying out successful Safer Plate days. It is not the only way to deal with a screw day but what we have identified it as most convenient, hassle-free and appropriate. However, each group should develop a screw day that best suits their needs and location.

Slide 2. This provides an overview of what will be covered in the presentation.

### Slide 3.

1. You need to seek a suitable large venue/car-park with open space to allow free vehicle flow and not to compromise other car park users. It is essential that cars can drive forward in and forward out after the screws have been fixed. DO NOT allow vehicles to reverse out as this could cause safety problems.
2. A co-operative venue owner is essential and most Mitre 10 Mega or Bunnings stores are very supportive.
3. An area that has the ability to naturally attract the public.
4. Rotate your venue so you have the ability to attract new clients.

#### Slide 4 and 5.

1. You need to produce a 'Risk Management Plan' to ensure you have identified all potential risks and how to mitigate these.
2. Ensure you set up your site so that vehicles can 'drive through' rather than drive on and reverse out.
3. All members must wear a CPNZ yellow hi visibility vest and CPNZ ID badge. The vest must be zipped up to avoid it flapping in the way.
4. As patrollers may be kneeling, to fix the screws, knee pads will assist in protecting their knees from injury.
5. Sturdy closed foot-wear is required and no sandals/jandals or thongs.
6. Sun hats and sun screen if required.
7. Ensure you have a pre-start briefing by either you Police PLO or the site controller so all members are aware of their conduct and Health and Safety responsibilities.
8. Have sufficient members to allow for comfort and tea and coffee breaks.

All of these items are to protect and ensure patrollers are aware of their Health and Safety obligations.

#### Slide 6.

This indicates how to best set up your site to allow free flowing traffic and prevent cars reversing out after the screws are fixed.

#### Slide 7.

1. You are best to set up your teams in 'pairs'. Either one to take the screw out and the other to insert the safer screw or alternatively, one does both on the front plate and the other does the rear plate.
2. Ensure your local Police call in and show their support for the program. A Police car is a good way to attract interest.
3. One member is designated 'Site Controller'. Their role is to direct vehicles into the designated coned area and to deal with any concerns.
4. A good number of patrollers for a screw day are 12. This of course, depends on the number of patrollers you have. Set up a smaller area for less numbers.

#### Slide 8.

Equipment you will require to make the screw day a success is:

1. A good supply of screws.
2. A 'Gazebo' to allow members to have a break out of the sun, have a coffee/tea.
3. Fully charged battery drills and spare batteries.
4. One member who has good 'handy-man' skills to assist with the difficult vehicles and a selection of general tools.
5. There will be some vehicles which are difficult to change the screws – European especially. Move these cars to a designated area so they can be worked on.
6. Ensure you have designated people and containers to receive the cash.

### Slide 9.

As mentioned above, you require a person with good handy-man skills to tackle the difficult cars – believe us, you will get them.

### Slide 10.

Screws are supplied in three types - Engineering thread and two lengths of Self Tappers. Most number-plates are fixed with the standard 'engineering' type thread however; there are some occasions where 'self-tappers' are required. A word of warning – do not use self-tappers into the vehicle body as most modern cars are plastic and the screw will not hold tight.

Our group only replace ONE screw per plate, some use two but experience has shown us that most people who want to remove a plate have a cross-blade screw driver and one safer plate screw is sufficient deterrent.

### Slide 11

Keep the money collectors separate from those fixing the screws and stress they they **keep the drive/passengers in the vehicle and not to wander around seeing what you are doing.** This assists to keep people safe within the site. Our group only seek a 'gold coin donation' although we are aware some groups' charge' \$4-\$5 per car. It is your choice how you 'charge'

### Slide 12

With your screw day there are other opportunities for you group such as, sausage sizzle, have CPNZ promotional material available and have new member application forms available.

### Slide 13

A summary of the presentation

Disclaimer – Community Patrol New Zealand, Tauranga South Community Patrol or the New Zealand Police will accept no liability for any mishap or near miss or incident during your screw day. This number-plate screw program is not a full-proof system to stop number plate thefts but is a deterrent in reducing the incidents of number plates being stolen. This is a voluntary program and it is your choice to participate