

Safe Community Accreditation Process

Overview

- ✓ Contact SCFNZ for guidance and support.
- ✓ Become familiar with the Safe Community criteria.
- ✓ Submit a Letter of Intent to SCFNZ.
- ✓ SCFNZ will invoice the community for entire process and appoint a key contact person.
- ✓ Submit your draft documentation to SCFNZ.
- ✓ Feedback will be provided on draft within 14 working days.
- ✓ Submit final application document.
- ✓ Receive feedback on your application from the SCFNZ team of reviewers within 4 weeks.
- ✓ Host a site visit to demonstrate community safety efforts for the Certifier/Review Team.
- ✓ Conduct a ceremony celebrating your official accreditation.

Accreditation Requirements

Communities seeking accreditation must meet the following six criteria based on the Safe Community model:

1. *Leadership and Collaboration:* Demonstration of leadership by a coalition or group focused on improving community safety.
2. *Programme Reach:* The range and reach of community safety programmes operating throughout your community/region, including an indication of the extent to which they are based on proven or promising intervention strategies.
3. *Priority Setting:* Demonstration of programmes that target and promote safety for high risk /vulnerable groups and environments.
4. *Data Analysis and Strategic Alignment:* Analysis of available safety (injury, crime, violence and safety perception) data for your community/region and how they align with established national/regional priorities and action plans.
5. *Evaluation:* Outline of expected impacts and how they are being measured or evaluated.
6. *Communication and Networking:* Demonstration of community engagement with relevant sectors of your community/region and ongoing participation in local, national and Pan Pacific Safe Communities Networks is required.

Step 1: Letter of Intent

Send your Letter of Intent to the SCFNZ. The letter must be signed by either the Chair of your governance group and/or Mayor and contain the following information:

- Name of community
- Key contact person (name, title, address, email, phone number)
- Name and address of lead organisation, SCFNZ will then invoice for the fee of \$NZ 2000.

Applicants should:

1. Email the letter of intent to peters@scfnz.org
2. Mail the letter of intent to:
Tania Peters, Director, Safe Communities Foundation NZ, PO Box 331399, Takapuna, Auckland 0740.

Step 2: Application

A written application describing your community's safety efforts is required based around six key criteria. Work with your appointed key contact person and see examples and more resources online at www.safecommunities.org.nz



Safe Communities Foundation New Zealand (SCFNZ)

Web: www.safecommunities.org.nz

Support and Accrediting Centre for the Pan Pacific Safe Communities Network
Safe Communities is a World Health Organization recommended approach



Step 3: Community Visit/Accreditation

After reviewing your application, SCFNZ will appoint reviewers and schedule a site visit with the community. The community visit is an opportunity to highlight your community and its safety promotion and injury/violence prevention initiatives. As the SCFNZ review team often include representatives from government agencies, community visits provide a good opportunity to highlight how local initiatives align with government priorities as well as highlighting any particular challenges faced at local operational levels.

Celebrate Your Success!

The ceremony is to celebrate the accreditation, an agreement will be signed and a plaque and flag will be presented. A SCFNZ Certifier will lead the official requirements at the accreditation ceremony. An accreditation ceremony can take place in many different community events and settings. With Safe Community accreditation you are a member of the Pan Pacific Safe Communities Network, which includes all Safe Communities in the United States, Canada, Australia and New Zealand.

Fees

Application fee of \$2,000 - paid to the SCFNZ - includes:

- SCFNZ's oversight of the accreditation process.
- The professional services of a team of Certifiers/Reviewers.
- Attendance by a minimum of 3 peer reviewers/certifiers at the community site visit and attendance at the Accreditation Ceremony. Depending on the outcome of the review process and following consultation with the community it may be possible to undertake a joint demonstration Visit/Accreditation Ceremony.
- At the Accreditation Ceremony, a Certificate of Agreement, Plaque and Flag will be provided, which is included in the \$NZ2000 Accreditation Fee.

Any questions about the application process or accreditation, please email contact@scfnz.org or phone (09) 488 7601

Requirements

After Five - Seven Years - the Re-accreditation Process: Communities are required to submit applications for re-accreditation five years after their entry to the network. While the information contained within the application changes, the requirements and steps are the same for both accreditation and re-accreditation. A SCFNZ representative is available to provide additional information.

Annually Accredited Safe Communities are required to:

Submit Annual Reports: The Annual Report (online prescribed format) gives each Safe Community the opportunity to update their governance and organisational structure; and highlight some of their achievements, including innovative and effective programmes and activities as well as the opportunity to advise SCFNZ of any particular challenges or issues.

Submit Governance Survey: This is an anonymous tool that is completed by members of the Safe Community Governance Group. The Governance Group Self-Assessment Survey examined the success of Safe Community governance in terms of collaboration by measuring each governance group synergy. This score is a key indicator of how well the collaborative process is working.

SCFNZ responds to each Annual Report/Community collated Governance survey results and may make recommendations or initiated further contact/support if required.

Attend Annual Safe Communities New Zealand National Forum: The National Hui is an opportunity to:

- Get the latest news and updates from SCFNZ and PPSCN
- Get the latest information from key central government agencies and partners
- Get training on selected topics
- Network with Safe Communities from around the country, and share programmes and activities

