

Information Pack

Thank you for your interest in the Off the Wall programme.

This information pack includes:

- Welcome and introduction
- *Off the Wall* pamphlet
- Privacy statement
- Health and Safety guidelines
- Volunteer guidelines
- Best practice for safe tagging removal
- Guide to reporting graffiti vandalism (tagging)
- Graffiti vandalism (tagging) clean up notice
- Could my child be contributing to the tagging problem?
- Tagger identification profile
- Participation consent form
- Registration form
- Pre-paid envelope

For further information please contact:

The Graffiti Volunteer Coordinator
Volunteer Programme
Phone: 941 6655
Email: offthewall@ccc.govt.nz
Or visit: www.ccc.govt.nz/graffitiprogramme

We look forward to your support.

Privacy Statement

Pursuant to Principles 3 & 10 of the Privacy Act 1993

1. The information is being collected to enable the Council to maintain records.
2. The intended user and holder of the information is Graffiti Programme, Christchurch City Council.
3. You have the right of access to and correction of any personal information held about you by the Council.
4. The personal information is not required by law, however, if refused, the council may decline your application to become a volunteer.
5. Your personal information will not be shared with any units of the council who are not involved in processing your application or attending to any matters relevant to your volunteering.

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We look forward to your support.

Welcome to Off the Wall

Off the Wall is a volunteer-based graffiti vandalism reporting and removal programme with the Christchurch City Council.

This pack provides you with supportive information to assist your decision in becoming a volunteer with the ***Off the Wall Volunteer Programme***.

As a volunteer, it is entirely up to you to decide whether to work as an individual or as part of a group. You can nominate an area that you prefer to work in and how frequently you can volunteer, at the time of your registration.

The ***Off the Wall Volunteer Programme*** offers two components of volunteering:

1. **Tag Spotting** – recording and reporting graffiti to the Christchurch City Council for removal.
2. **Graffiti Remover** – the painting over of graffiti.

Or you can do a combination of both.

The *Off the Wall* programme will supply water-based paint, brushes and other resources at no cost. There are a limited amount of paint colours available, eg. white, cream, green, brown and black. These are water-based paints so brushes only require cleaning with water. Protective clothing is your own responsibility.

Regardless of the amount or frequency of tagging that occurs within your area, we appreciate any amount of time that you can provide towards the goal of the Graffiti Programme which is:

To reduce the impact of graffiti vandalism on the residents of Christchurch City.

Please complete the enclosed registration form and return it to the Graffiti Volunteer Coordinator in the enclosed pre-paid envelope whereupon you will be contacted.

If you require any further information please contact the Graffiti Volunteer Coordinator on 941 6655 or email offthewall@ccc.govt.nz

Many thanks

Graffiti Volunteer Coordinator
Off the Wall
Graffiti Programme

Health & Safety Guidelines

Everyone has a part to play in ensuring that work is done in a healthy and safe way, and to make sure nothing they do or fail to do harms themselves or anyone else.

Please read and follow these guidelines.

- **Wear your high visibility vest at all times**
- If you feel your safety is compromised – walk away
- Call Police on 111 if necessary
- Wear appropriate clothing – footwear, gloves, mask, cap etc.
- Use Sunscreen
- Keep your feet firmly on the ground
- Take your time
- Be aware of your surroundings – ensure it is safe
- Protect all surfaces with a drop cloth
- Ensure the public is protected from wet paint – use wet paint signs/tape if needed
- Remain off the road
- Ensure all tools and equipment are removed on completion
- Clean up paint spillage immediately
- Be mindful of vehicles
- Be aware of uneven surfaces
- Know the appropriate actions for natural disasters
- Refrain from entering the rail corridor
- Wash brushes and rollers after use
- Don't tip paint down storm water drains
- Store tools and paint out of reach of children
- Keep paint lids sealed
- Report any accidents or injuries to a member of the Graffiti Team
- If inclement weather – do not report or paint graffiti

We look forward to your support.

Volunteer Guidelines

Please read the guidelines carefully below.

1. Register your intention with the Christchurch City Council Graffiti Programme and state the geographical area you will be working in. A post-registration process will be implemented following your registration.
2. If you see tagging on Council property please report to the Christchurch City Council as soon as possible. Tagging sites can include signs, seats, statues, bus shelters/seats, footpaths, legal art and existing murals.
 - Refer all tagging on Council property to the Christchurch City Council on 941 8999 or info@ccc.govt.nz
3. Ensure that prior to removal you have contacted the property owner either by delivering a copy of the clean-up notice or by approaching property owners directly for consent.
4. Always have consideration for property owners:
 - Match the paint colour as closely as possible
 - Your job needs to be neat and tidy, with straight lines and even borders
 - Protect all surfaces with a drop cloth
 - Take the time to do it right
5. **Your safety is paramount – please ensure that:**
 - You don't take any unnecessary risks
 - Please do not reach out to inaccessible areas or climb on a structure (keep your feet on the ground at all times)
 - You remain off the road
 - A clear passage is maintained on the footpath at all times
 - Any injuries and incidents are reported to the Graffiti Volunteer Coordinator as we want to prevent the same injury happening again. Medical treatment for injuries is covered by ACC as a non work injury
 - The public is protected from wet paint at all times
6. If any of your volunteers are children or young people (under 17 years of age) a permission slip is needed from their parents and supervision is necessary. Please refer to the enclosed participation consent form.
7. It is good practice to re-check the areas that you have painted as taggers like their work to be seen and can often return several times before they give up and move elsewhere.
8. If possible, take a photograph of the tagging as this will assist the police and the Graffiti Programme. Information on particular tags, tagging trends and other data can also help us in identifying the tags and the offender(s). Please email to: graffitiprogramme@ccc.govt.nz
9. You are entering into a partnership with the Christchurch City Council and you must adhere to these guidelines.

Best practice for safe tagging removal

Rapid removal is the key to combatting tagging. Equally important is good workmanship.

Here are some tips to help you with your fight against tagging.

- **Removal within 24 hours**

Quick removal is very important. Taggers like their work to be seen so if you remove it as quickly as possible, taggers will realise that you are not going to put up with it and move away.

- **Reporting**

There are a number of ways to report tagging for removal:

- Phone: 941 8999
- Email: info@ccc.govt.nz

- **Patience and persistence**

It is good practice to recheck the areas you have painted over as taggers like their work to be seen and can often return several times before they give up or move somewhere else.

- **Photograph the tags**

If possible, take a photograph of the tagging as this will assist the police and the Graffiti Programme. Information on particular tags, tagging trends and other data can also help us in identifying the tags and the offender(s). Please email graffitiprogramme@ccc.govt.nz

- **Good workmanship**

When painting over the tag you need to have clean, straight lines to discourage the taggers from returning.

- **Match the paint**

Matching the paint as closely as you can will deter taggers from returning.

Guide to reporting graffiti vandalism (tagging)

If property has been tagged and you are unable to remove it yourself, it is important to report this as soon as possible so that arrangements can be made to have it removed.

When you report the graffiti you will need the following information:

- Your contact details
- The location of the tags, ie. a physical address such as 2 Tag Street, Linwood, Christchurch
- What surface the tag is on, ie. a concrete wall, a wooden fence
- Colour for repainting
- Method of tagging, ie. marker pen, spray paint
- A photo of the tag if possible

Report tagging to:

Christchurch City Council

Phone: 941 8999

Email: info@ccc.govt.nz

For more information visit www.ccc.govt.nz/graffitiprogramme

Graffiti vandalism (tagging) clean-up notice

Dear Household,

We/I wish to advise you that we/I will be
cleaning up tagging in your street starting on

We are/I am registered with the Christchurch City Council Graffiti Programme and work within
their guidelines of safe removal.

Research shows that fast removal of tagging is one of the best ways to bring it under control. The
need to remove tagging is always urgent and often it may be difficult to seek your permission
prior to a clean up. In such cases, we/I will undertake the removal with the understanding that
we/I have your consent.

If you have any concerns or queries, are interested in being involved in this clean up, have paint
you would like us to use, or you wish to be responsible for your own property, please do not
hesitate to contact us by phoning

**The Graffiti Programme has a volunteer-based graffiti vandalism removal programme
called *Off the Wall*. If you would like further information on becoming involved with this
programme, please contact the Graffiti Volunteer Coordinator on 941 6655.**

Thank you.

Kind regards

.....
(Name of group/volunteer)

.....
(Area working in)

Property owner written consent form

I/we
of (address)
consent to
removing graffiti from my/our
.....
(ie. front fence/wall etc.)

Signed

Date

Could my child be contributing to the tagging problem?

What to look out for:

- Have you noticed spray cans around that you have not brought?
- Have you noticed paint residue on your child's clothes?
- Does your child come home with paint on his/her hands?
- Does your child often wear baggy clothes in which they could hide spray cans?
- Many taggers proudly display samples of their work on books, walls, furniture etc. Have you noticed any odd markings that raise concerns?
- Have you noticed your child carrying around large felt markers?

If you notice any of these, you may want to seek advice on how you talk to your child about this.

For assistance, please contact us:

Christchurch City Council Graffiti Programme

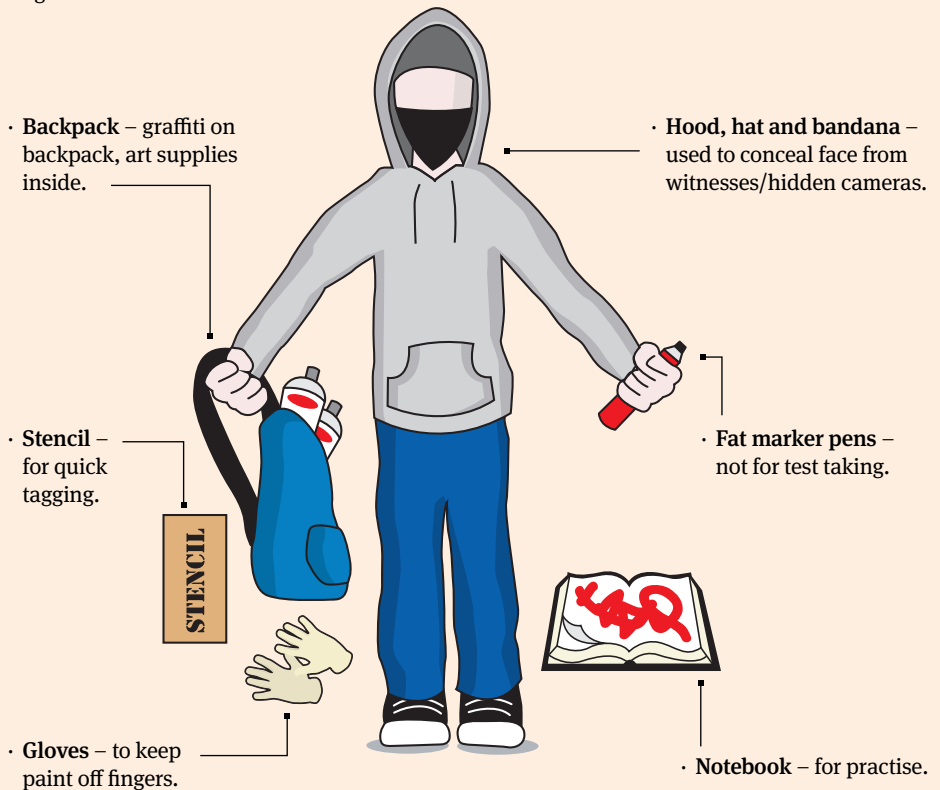
Phone: 941 8999

Email: graffitiprogramme@ccc.govt.nz

www.ccc.govt.nz/graffitiprogramme

Is your child a tagger?

Most likely your child will not leave the house looking like this. But if you find two or more of these implements amongst his or her things, your child is possibly writing graffiti in your neighbourhood.



Registration Form

Volunteer role: Tag spotter Graffiti remover *(please circle one or both)*

Name/name of group

Contact person

Mailing address

Email

Phone number Mobile phone number

Date of birth

Next of kin

Relationship Contact details

Intended geographical location to cover

I/we (on behalf of the group if applicable) have read and agree to abide by the guidelines and best practices for safe tagging removal set out by the Christchurch City Council Graffiti Programme, and understand that not adhering to them will mean the Christchurch City Council will discontinue providing its support or resources for the individual or group.

Name

Date

Signature

Please return this completed form in the pre-paid envelope to:

The Graffiti Volunteer Coordinator
Volunteer Programme
Christchurch City Council Graffiti Programme
PO Box 73049
Christchurch 8154

Participation consent form

If you are under 17 years of age and you wish to participate in the *Off the Wall* programme as a volunteer, you are required to get consent from a parent/guardian or caregiver.

We are a group that is concerned about the tagging in the community.

The group, which consists of volunteers within the community, has been formed for the quick removal of tags through a clean up.

We are registered and in partnership with the Christchurch City Council *Off the Wall* Volunteer Programme and adhere to its criteria and guidelines for safe practice and removal.

Your child/children have shown an interest in helping the group with the ongoing clean-up. Below is a permission slip giving your consent for your child/children to be a part of this group.

Please sign this form and return it to

If you have any questions please phone



I do/do not give permission for to volunteer with the Off the Wall programme.

Volunteer role: Tag spotter Graffiti remover (please circle one or both)

Relationship to child

Date of birth of child

Signed Today's date

Phone

Emergency contact name Phone