

LYTTELTON COMMUNITY POLICE SUB-FORUM 2



CONSTITUTION LYTTELTON CPSF 2

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PREAMBLE

The Lyttelton Community Police Forum (LT CPF) and Sub Fora are established in terms of Chapter 7 of the South African Police Service Act, Act 68 of 1995 (hereafter referred to as the “act”) and the South African Police Service Interim Regulations of Community Police Forums and Boards, 2001 (hereinafter referred to as the Interim Regulations 2001). The aim is to ensure effective liaison between the South African Police Service (SAPS), and the different Structures and substructures of the Community Police Forum in the respective provinces as envisaged by section 18 of the principal Act.

It is acknowledged that due regard should be given to the relevant legislation, regulations, and government policies.

It is recognized that all members of SAPS and the Community share the responsibility of ensuring a safe and secure environment for all people in the Lyttelton Police Precinct and are interdependent on one another.

It is incumbent on every member of a CPF to ensure that the partnership between the Community and SAPS is maintained in the Lyttelton Police precinct, and the different Structures and substructures of the Community Police Forum in the respective provinces as envisaged by section 18 of the principal Act.

INTRODUCTION

The CPSF is a legal community structure, established in terms of the South African Police Service Act and is mandated to facilitate community-police relations within a specific police station precinct and to furthermore serve as the mouthpiece of the Community in its dealings with the SAPS (and *vice versa*) on police matters and other relevant safety issues. The CPSF does not aim to replace the SAPS but is meant to assist in maintaining a safe and secure environment for the community it is serving.

The CPSF EXCO is elected during a formal election process, and the CPSF gets its mandate from the relevant Acts as listed in Annexure C to this Constitution.

Each CPSF has its own Constitution, aligned with that of the respective CPF as well as the Provincial Police Board. This Constitution is a basic set of principles and laws informing the Community on the functioning of the CPSF. It prescribes the organization of the governance, regulation, distribution, and limitations on the functions of this CPSF. The constitutions of the different Neighbourhood Watches within the Lyttelton CPSF must therefore be aligned with the prescripts of this Constitution.

DEFINITIONS

Unless the general context requires otherwise, the following words shall bear the corresponding meanings assigned to them:

Act	Means the South African Police Service Act, Act 68 of 1995, as amended, read in conjunction with The Constitution of the Republic of South Africa, 1996.
AGM	Means an Annual General Meeting.
<i>Audi alteram partem</i> (or <i>audiatur et altera pars</i>)	is a Latin phrase meaning "listen to the other side", or "let the other side be heard as well". It is the principle that no person should be judged without a fair hearing in which each party is given the opportunity to face their accusers and to respond to the evidence against them.
Board	Means the Gauteng Provincial Community Police Board.
Confidential Information	Any information to which the common law 'duty of confidence' applies as described in Annexure A to this Constitution and as applied in terms of the Protection of Personal Information Act, Act No 4 of 2013.
Constitution	Means the LT CPSF Constitution, including annexures approved/adopted and or amended during an Annual General Meeting or Special General Meeting and or amended in terms of stipulated requirements in this Constitution.
Community Meeting	A consultative meeting between the Community, CPSF EXCO, SAPS and Security Companies.
CPF	Means the Community Police Forum at the SAPS precinct/station level.
CPSF	Means the Lyttelton Community Police Sub-forum 2 which is subordinate to the CPF at the SAPS precinct/station.
Crime Prevention Strategy (CPS)	Means the strategy as required in terms of the National Crime Prevention Strategy document of May 1996, as amended.
Day	Means a calendar day.
DCS	Means the Gauteng Department of Community Safety.
Directive	Means a constitutional act of the CPSF which requires members to achieve a particular result without dictating the means of achieving

	that result. It can be distinguished from regulations that are self-executing and do not require any implementing measures. Directives normally leave members with a certain amount of leeway as to the exact rules to be adopted.
Electoral Meeting	Means a meeting to be held every 5 years for the election of EXCO members
Annexures	Means a supporting document that is enclosed in this Constitution.
EXCO	Means the Executive Management Committee as elected by registered community members.
<i>ex officio</i>	Means holding the role because of one's status or position.
EXCO meeting	Means a monthly meeting of the CPSF EXCO.
Financial Year	Means the annual period commencing on 01 April and ending on 31 March of the following year.
Guidelines	Means rules that govern all other procedures not included in the Constitution.
HOD	Means the Head of Department of Community Safety in the province.
Individual Membership	Individual membership means membership through the CPSF, and the respective Neighbourhood Watches as described and qualified in this Constitution.
Interim Regulations	Means the SAPS Interim Regulations for Community Police Forums and Boards.
MEC	Means the Member of the Executive Council responsible for police in the province.
Neighbourhood Watches	Means a collective community member in a designated neighbourhood, functioning subordinate to CPSF and in support of the CPSF safety initiatives.
NGO's	Means Non-Governmental Organizations.
Provincial CPB	Means the Gauteng Provincial Community Police Board.
Provincial Commissioner	Means the Provincial Commissioner of Gauteng as appointed in term of the SAPS Act, Act 68 of 1995.
PSIRA Act	Means the Private Security Industry Regulatory Act of 2001 (as amended).
Precinct	Means the territory/area of responsibility of the Lyttelton Police station.
Registered	Means a community member registered with the CPSF and /or one

community member	of the affiliated Neighbourhood Watches within the LS2 area.
Sector Forums	Means the Community Police Sector Forums at each SAPS precinct/station level established in terms of the SAPS act.
South African Police Service / SAPS	Means the South African Police Services establish and regulated in terms of the SAPS Act, Act 68.
Special General Meeting	Meeting arranged for constitutional amendments and/or filling of vacancies on the EXCO and the proposal of a vote of no confidence.
VEP	Means the Victim Empowerment Programme.
White Paper	Means the White Paper on Safety and Security of 1998 as amended.
Written communication	Means any document, letter, notice including electronic written notice(s).

1. NAME AND LOGO

1.1 The Lyttelton Community Police Sub Forum 2 (LT CPSF 2), hereafter referred to as the CPSF, is subordinate to the Lyttelton CPF (LT CPF).

1.2 The Logo and Letterhead:

1.2.1 The Logo shall be seen as:

A handshake under an Aloe positioned in a circle surrounded by the words; 'Community Police Forum' and 'Partners in Policing' on the top and bottom" respectively. For the purpose of identification, the name of the Sub Forum should be added above the Aloe, for example:



1.2.2 LYTTTELTON COMMUNITY POLICE SUB FORUM SECTOR 2" abbreviated "LT CPSF 2" and the full description shall be used on all correspondence of the Sub-Forums.

1.2.3 The Logo should only be used for official CPSF activities and correspondence.

1.2.4 The coloring of the logo must be as registered by the South Africa Bureau of Heraldry.

2. AREA OF RESPONSIBILITY

2.1 The Area of Responsibility is that of the SAPS Lyttelton Precinct and as subdivided in terms of the SAPS National Instruction for Sector Police therefore, providing for Sector Areas. This area is defined/demarcated in the Annexures of this constitution and may be adapted and realigned as the demarcation of the precinct may change. Any such regional amendments will not require an AGM or Special General Meeting to give effect to an amendment to Annexure B. The CPSF area of responsibility is demarcated in Annexure B.

2.2 Neighbourhood Watch associations as listed in Annexure B must be affiliated to the CPSF LS2.

3. OBJECTIVES

The objectives of the CPSF are the following;

3.1 To establish, promote and maintain public participation and private partnership between the community and the SAPS in the fight against crime.

3.2 To promote effective communication and cooperation between the SAPS and the community in fulfillment of police needs.

3.3 To improve the transparency and accountability of the SAPS to the Community.

- 3.4 To ensure joint problem identification and resolution by the SAPS and the community.
- 3.5 To direct, support and develop projects which shall improve the rendering of police services to the community at station and sub-forum/sector levels.
- 3.6 To support and coordinate the programs of the Provincial CPB, Cluster Board and CPF, within the precinct and respective sector area.
- 3.7 To consult with and advise the Sector Commander or relief commander with regards to all matters pertaining to community police.
- 3.8 The CPSF shall function within the principles contained in the Act, the SAPS Service Interim Regulations for Community Police Forums and Boards and any other applicable Act, regulatory and/or policy framework, Strategies and SAPS National Instructions, as mentioned in this Constitution. For ease of reference a list of relevant Acts, Regulations, Policies, Strategies and SAPS National Instructions is included as Annexure C.

4. FUNCTIONS

The functions of the CPSF are as follows:

- 4.1 Monitor the effectiveness and efficiency of the SAPS at local level and evaluate the provision of police services.
- 4.2 Advise on police needs and priorities at local level.
- 4.3 Ensure effective communication and foster closer cooperation between SAPS and the community.
- 4.4 Improve relations by promoting and building cooperative relations and partnerships between the police and the community.
- 4.5 Propose crime prevention projects that will improve the safety of communities in line with the police priorities of a local community.
- 4.6 Participate and mobilize communities in crime prevention programmes and initiatives.
- 4.7 Promote joint problem solving between the SAPS and communities.
- 4.8 Work in collaboration with other safety structures.
- 4.9 Ensure sustained community support and participation in community policing.
- 4.10 Build sustainable forums for community engagement, partnership, and participation.
- 4.11 Comply with governance requirements, as may be prescribed, including holding monthly executive meetings, production of minutes and issuing of financial statements; and
- 4.12 Hold community meetings and ensure effective communication with the community.
- 4.13 Involve other community structures which have an interest in crime-related issues, such as the broader drug problem in communities and integration of parolees into the community.

5. PRESCRIBED CRITERIA FOR USE BY THE NEIGHBOURHOOD WATCHES WITHIN THE LS2 CPSF FOR THE REGISTRATION OF MEMBERS

5.1 Membership of a CPSF is open to all members of the community, who comply with the following prerequisites:

- 5.1.1 Must reside or be permanently employed at a registered business or government department within the CPSF/specific NW (Proof of residence and/or evidence of employment may be requested during the application process).
- 5.1.2 Must be a citizen of the Republic of South Africa or have the right of permanent residence (permit as issued by the Department of Home Affairs).
- 5.1.3 Must be at least 18 years old and not attending any form of secondary school.
- 5.1.4 Must be a law-abiding citizen; in that in the opinion of the CPSF Management Committee and the Neighbourhood Watch Chairperson(s), the applicant is fit and suitable, based on his/her character, demeanor, and conduct.
- 5.1.5 Must be willing to sign the Code of Conduct and be prepared to abide by the provisions of this Constitution and Code of Conduct, as they exist or are revised from time to time.

5.2 The respective NW/CPSF EXCO may reject an application for membership or may terminate membership due to failing to make a criminal record known at the time of applying for membership and/or committing a criminal act while holding a membership of the respective NW.

6 COMPOSITION OF THE CPSF

The CPSF shall consist of:

- 6.1 The Executive Management (para 9.1 and 9.2).
- 6.2 CPSF community members within the demarcated areas of responsibility (Section 2.1) who are registered as members of the CPSF and/or a registered member of a Neighbourhood Watch affiliated to the CPSF.
- 6.3 The Station Commander and the SAPS members designated by him/her from time to time for that purpose, shall be ex officio members of the community police sub-forum, with no voting rights.
- 6.4 The Superintendent designated by the respective Municipal Police Head from Tshwane Municipal Council, with no voting rights.
- 6.5 A Department of Community Safety Liaison Official as ex officio member, without voting rights.

- 6.6 The CPSF shall at its discretion invite and co-opt any official representative of a Provincial and or Municipal Department Office within the precinct, to serve on the CPSF as an ex officio member, with no voting rights.
- 6.7 All elected Ward Councilors within the LS2 area (para 2.1) as ex officio members with no voting rights.
- 6.8 The CPSF shall, whenever it is deemed necessary, co-opt any other person(s) to serve on the CPSF in an advisory capacity, with no voting rights.
- 6.9 Heads of other Provincial SAPS units and Law Enforcement Agencies within the precinct shall be invited to participate, with no voting rights.
- 6.10 Co-opt any NGO's and other role players with no voting rights.

7 MEETINGS

7.1 Annual General Meetings

- 7.1.1 All Annual General Meetings (AGMs) shall be held each year within six months after the end of the financial year, with a view to approving the minutes of the preceding AGM and to consider the new annual report of the Chairperson and the new financial report.
- 7.1.2 The quorum at the AGM will be 75% attendance of the members of the EXCO, plus a minimum of 20 registered community members. If this quorum is not attained, that meeting will be postponed to a date no less than seven days, but within 14 days, from the said meeting, at which occasion no quorum will be required. Notice of the date, time and venue of the postponed meeting is to be dispatched to members at their e-mail address/addresses and/or other mediums as recorded in the records of the respective NWS/CPSF by no later than seven days before the date thereof.
- 7.1.3 Apart from the persons mentioned in sub-paragraph 7.1.2 above, the CPSF EXCO may extend invitations to any internal or external role player to attend the AGM.
- 7.1.4 Voting at an AGM shall be by secret ballot paper or digital ballot, unless requested by more than 50% of the members in attendance, for a show of hands.
- 7.1.5 Voting at an AGM will be decided by a simple majority, that is by 50% plus 1 vote.
- 7.1.6 The notice of an AGM must specify the purpose of the meeting and must include the agenda.

- 7.1.7 The Chairperson has a deliberative vote and shall cast a deciding vote, when there are an equal number of votes cast on each side of a question.
- 7.1.8 The Secretary shall, in writing, give notice to all members of an AGM at least 21 days prior to the date of the meeting. The notice shall include the agenda, previous minutes, confirmation of the venue, date and time, as well as a request for confirmation of attendance. Notice regarding date, time, and venue must also to be circulated on WhatsApp or via SMS, radios and/or any other suitable digital platform.

7.2 Special General Meeting

- 7.2.1 The Chairperson of the CPSF shall convene a Special General Meeting when requested by a minimum of at least 20 registered community members.
- 7.2.2 A Special General Meeting shall be held to manage constitutional amendments, for the election of new EXCO members when vacancies arise on the EXCO, and if the CPSF has lost confidence in the EXCO and or an EXCO member (Para 11.6.3) and/or when there is a need for the LS2 EXCO to consult/communicate specific matters of importance to the community. The MEC for Safety and Security and/or the Station Commander may also request a Special General Meeting.
- 7.2.3 The quorum at Special General Meetings will be 75% attendance of the members of the Executive Management Committee, plus 20 registered community members.
- 7.2.4 Voting at Special General Meetings shall be by secret ballot paper or digital ballot, unless requested by more than 50% of the registered members in attendance for a show of hands.
- 7.2.5 Voting at an AGM will be decided by simple majority, that is by 50% plus 1 vote.
- 7.2.6 The Chairperson has a deliberative vote and shall cast a deciding vote when there are an equal number of votes cast on each side of a question.
- 7.2.7 The Secretary shall, in writing, give notice electronically by email and other electronic media to all members, at least 21 days prior to the date of the Special General Meeting called for as per para 7.2.1 and 7.2.2 The notice must include: the purpose of the meeting, agenda, previous minutes (if applicable); confirmation of venue, date and time and a request for confirmation of attendance.

The Notice regarding date, time, and venue must also to be circulated on WhatsApp or via SMS and radios and/or any other suitable digital platform.

7.3 Electoral Meeting

- 7.3.1 The CPSF shall elect an Executive Committee during the electoral meeting – this meeting will be overseen by the Station Commander of Lyttelton SAPS or his or her duly appointed delegate.
- 7.3.2 The Electoral Meeting shall be held every five years, before the end of February 2024 as a base date.
- 7.3.3 The Secretary shall, in writing, give notice to all members of an Electoral Meeting at least 21 days prior to the date of the meeting.
- 7.3.4 The quorum at all these meetings will be 75% attendance of the members of the Executive Committee and 20 registered community members.
- 7.3.5 The notice of such an electoral meeting must specify the purpose of the meeting.
- 7.3.6 The electoral process for the CPSF shall be sensitive towards gender, race, and demographic representation. If the democratic process does not result in the adequate representation of both genders and the demographic profile of the Community, the CPSF may, to redress these imbalances, co-opt suitable eligible members, who will then serve without voting rights to manage specific tasks, as approved by the CPSF.
- 7.3.7 Voting during electoral meetings shall be by secret ballot paper or electronic ballot, which shall be overseen by the Station Commander of Lyttelton SAPS or appointed delegate.
- 7.3.8 Voting for the election of a new EXCO member will be decided by simple majority, that is by 50% plus 1 vote.
- 7.3.9 All persons eligible to be nominated and elected to the EXCO of the CPSF must meet all the qualifying criteria as set out in paragraph 10.2 of the Lyttelton CPSF2 Constitution. Any nominee not meeting these requirements will not be eligible for election.
 - The provision of personal details as required on the nomination form is compulsory. If not provided, the form will be deemed invalid.
 - If a nominated member does not accept the nomination for a specific post, such a nominee will then be excluded on the ballot paper for that post.
 - Each nomination must be seconded by a second member to qualify for inclusion on the ballot paper.

- If no nominations are received for a specific management post, then the EXCO should consult with the current post incumbent and or the co-opted member requesting him or her to act for a further three-month period to allow for a second round of elections.

7.3.10 The outgoing Executive Committee shall have voting rights at an elective AGM or Special General Meeting.

7.3.11 In the event of an equal vote for the position of Chairperson of the CPSF at an elective AGM or Special General Meeting, the members representing the CPF at this meeting shall be requested by the electoral officer to re-vote. If the re-vote is still even between the candidates, the Station Commander or his/her duly appointed representative shall be requested to arbitrate between the candidates and resolve the deadlock in whichever way he or she considers appropriate.

7.3.12 In the event of an equal vote for other candidates of the Executive being elected at an elective AGM or an elective Special General Meeting, the electoral officer shall request a re-vote. If after the re-vote the outcome remains tied, the newly elected Chairperson shall have the casting vote.

7.3.13 Refer to Annexure I for detail on the election process.

7.4 Executive Management Meeting

7.4.1 The EXCO meeting shall be held monthly.

7.4.2 The EXCO meeting shall be attended by the members and representatives **indicated in Section 9 of this Constitution.**

7.4.3 The EXCO meeting will inform attendees and discuss issues regarding crime trends, safety, and security developments, as well as any other progress and matters which may influence the CPSF management plan and activities going forward.

7.4.4 The Secretary shall, in writing, give notice to all members of an EXCO meeting at least 7 days prior to the date of the meeting.

7.4.5 During EXCO meetings each member of the CPSF EXCO shall be entitled to a single vote, and no proxy votes will be permitted.

7.4.6 The CPSF EXCO must, as far as reasonably possible, reach decisions by consensus. If consensus cannot be achieved, the CPSF EXCO shall vote on the matter, with a simple majority (50% plus 1 vote) deciding the matter.

7.4.7 The quorum at EXCO meetings will be 75% attendance of the elected EXCO members as indicated in Section 9.1.

- 7.4.8 The notice of an EXCO meeting must specify the purpose of the meeting and must include the agenda.
- 7.4.9 The CPSF must determine its own procedures/agenda for EXCO meetings.
- 7.4.10 Minutes and other documents of meetings must be distributed within 21 working days after the respective meetings.
- 7.4.11 A Year Planner for all meetings should be presented, approved, and circulated to all members of the CPSF after the first meeting of every calendar year.
- 7.4.12 The EXCO shall adopt an Integrated Strategic, Operational Plan and Budget (Safety Plan) for the CPSF for the following financial year and report progress against the identified actions.

7.5 Community Meeting

- 7.5.1 The Secretary must in writing, give notice to all members of a Community Meeting at least 21 days prior to the date of the meeting.
- 7.5.2 The notice must include the agenda for the meeting, as well as the purpose of the meeting, previous minutes (if applicable), confirmation of venue, date and time, and a request for confirmation of attendance.
- 7.5.3 Notice regarding date, time and venue must also be circulated on WhatsApp or by means of SMS radios and/or any other suitable electronic platform.
- 7.5.4 The quorum at a community meeting will be 75% attendance of the members of the EXCO and a minimum of 20 registered community members.
- 7.5.5 Community meetings should take place at least twice a year.

7.6 Meetings hosted on digital platforms.

- 7.6.1 In the event that the Government declares a national state of emergency or state of national disaster prohibiting the movement and gathering of persons, and/or in any other instances as deemed necessary by the CPSF EXCO, the Electoral meeting, AGM meeting and Special General Meetings, as well as the monthly EXCO meetings, may take place by means of a digital platform as approved by the CPSF EXCO.
- 7.6.2 The following rules will apply in the event of an electronic nomination and election process:
 - 7.6.2.1 Registered CPSF/NW members participating in this process, as well as all the nominees, must meet all the qualifying criteria as set out in paragraph 10.2 of the Lyttelton CPSF2 Constitution. Any nominee not meeting these requirements will not be included on the ballot paper.

- 7.6.2.2 Only one nomination form may be submitted per registered member.
- 7.6.2.3 The provision of personal details as required on the nomination form is compulsory. If not provided, the form will be deemed invalid.
- 7.6.2.4 In the event that a nominated member does not accept the nomination for a specific post, such a nominee will then not be included on the ballot paper for that post.
- 7.6.2.5 Each nomination must receive a minimum of two votes per specific management position to qualify for inclusion on the ballot paper. This means that the initial nomination will serve as the proposer and the second nomination as the seconder for each nomination for all contested positions.
- 7.6.3 Access to and distribution of voting and nomination forms will be managed digitally.
- 7.6.4 Submissions will close on a specific date and at a specific time, and no late submissions will be allowed or considered.
- 7.6.5 The process will be supervised by the Station Commander or his or her duly appointed representative.
- 7.6.6 All records of this voting process (both hard copy and electronic versions) must be archived and preserved for auditing purposes.
- 7.6.7 No proxy votes will be considered.
- 7.6.8 The CPSF EXCO must ensure that all information received is handled, processed, and protected in accordance with the stipulations of Chapter 3 of the Protection of Personal Information Act.
- 7.6.9 In order to ensure impartiality, the electronic voting process must be managed by a non EXCO member and or a CPSF EXCO member not affected by the elections.

8.TERMS OF OFFICE

- 8.1 The term of office for the CPSF EXCO is as follows:
 - 8.1.1 Elected EXCO members and members of the CPSF shall serve for a period of five years, with 2024 as the basis year and/or as determined by the Gauteng Provincial Community Police Board.
 - 8.1.2 Any co-opted member as per para 9.2 shall serve for the term and/or the period as determined by the EXCO. The term of office of an appointed task team will be terminated once the specific task is completed. In instances where an EXCO member resigns, the stipulations as per para 11.6.2 become applicable.

9.COMPOSITION OF THE EXECUTIVE MANAGEMENT COMMITTEE (EXCO)

- 9.1 The EXCO of the CPSF shall comprise the following office bearers with voting rights elected in the following order:
 - 9.1.1 Chairperson.
 - 9.1.2 Deputy Chairperson.
 - 9.1.3 Secretary.
 - 9.1.4 Deputy Secretary.
 - 9.1.5 Public Relations Officer.
 - 9.1.6 Operational Coordinator.
 - 9.1.7 Training Coordinator.
 - 9.1.8 Logistical Support Coordinator.
- 9.2 Vacancies for any of the above (section 9.1) shall be filled at a duly convened AGM or Special General Meeting or a digital election (if so decided upon by the CPSF EXCO) within a period of ninety days after the portfolio(s) become vacant.
- 9.3 The Chairpersons of the affiliated Neighbourhood Watches, as elected by the members of the respective Neighbourhood Watches, or his/her duly authorized representative shall form part of the EXCO with voting rights.
- 9.4 The following may be invited to the EXCO meetings and will attend without voting rights:
 - 9.4.1 Victim Empowerment Coordinator/Chairperson or representative.
 - 9.4.2 Youth Desk and School Safety Chairperson and/or Coordinator.
 - 9.4.3 Disaster Management and Incident Response Committee Chairperson or Coordinator.
 - 9.4.4 SAPS in ex officio capacity, in the persons of Sector Commanders, Social Crime Coordinators, specifically allocated Sector Detectives and/or any other SAPS official.
 - 9.4.5 Appointed Project and/or Functional CPSF Managers.
 - 9.4.6 Department Community Safety Liaison official(s) as ex officio member.
 - 9.4.7 The CPSF EXCO shall, at its discretion, invite and co-opt any official representative of a Provincial and/or Municipal Department Office functioning within the precinct, to serve on the EXCO as an ex-officio member.
 - 9.4.8 All elected Ward Councilors within the precinct as ex officio members.
 - 9.4.9 NGO's and other relevant role-players.
 - 9.4.10 Provincial SAPS units and Law Enforcement Agencies within the precinct may be invited to participate.
- 9.5 The CPSF EXCO shall, whenever it is deemed necessary, co-opt any other person(s)

to serve on the EXCO in an advisory capacity.

10.ELIGIBILITY TO SERVE ON THE CPSF EXECUTIVE COMMITTEE

- 10.1 All CPSF community members, residents and, property owner or people permanently employed at registered businesses or government institutions within the LS2 area and/or who are a registered member of the CPSF/NW, affiliated to LT CPSF 2, are eligible to be voted onto the EXCO of the CPSF.
- 10.2 The following persons shall not hold elected positions in the CPSF:
 - 10.2.1 Serving employees of SAPS, as regulated in the SAPS Act (including the employees of Metro Police Departments), employees of both the National and Provincial Secretariats for Police Services, employees of the Independent Police Investigative Department; SAPS Reservists, unless required in an ex-officio capacity.
 - 10.2.2 Government officials serving in the State Security Agency, National Traffic Departments, or Municipal Police Service or Traffic Police are precluded from membership in their private capacity.
 - 10.2.3 All persons nominated for EXCO positions must avail themselves to undergo a criminal profiling process within 7 days of being nominated. Persons with a criminal record will be excluded from serving as an EXCO member.
 - 10.2.4 Owners and employees of private security companies as regulated by PSIRA, unless required in ex-officio capacity.
 - 10.2.5 Persons who are not citizens of the Republic of South Africa.
 - 10.2.6 Persons under the age of 18 years and/or attending secondary schooling, unless representing an elected CPSF youth desk committee.
 - 10.2.7 Any person who may have a direct (actual) or an indirect (perceived) interest with the operations and crime intelligence of SAPS, unless required in an ex-officio capacity.
- 10.3 The NW/CPSF is a non-party-political structure, and all elected members shall serve as community members and not as party-political representatives to advance party interests.

11.FUNCTIONING OF THE EXECUTIVE COMMITTEE

11.1 Functioning

The EXCO shall have the authority to manage and control all the affairs of the CPSF including the guidance and overseeing of the respective Neighbourhood Watches. This includes the authority to attend to any matter that could or might be attended to

by the CPSF, except where a matter is specifically reserved in this Constitution to be dealt with by an AGM or a Special General Meeting of the CPSF.

An official, designated by the Station Commander of the SAPS, shall be appointed to assist the EXCO Committee in the administrative management of the CPSF.

11.2 Committee Decisions

11.2.1 The EXCO of the CPSF will inform the community at least twice a year regarding the functioning of the CPSF.

11.2.2 The EXCO has the power to pass any resolution or take any decision that may be necessary or expedient to achieve the objectives of the CPSF.

11.2.3 The EXCO must not pass a resolution or take a decision that is inconsistent with this Constitution, or conflicts with any resolutions or decisions of a General Meeting of the CPSF and/or any decision that may have adverse financial implications for the CPSF.

11.3 Establishment of Sub Committees

11.3.1 The EXCO may form or appoint sub-committees for designated portfolios as it may be determined and/or required.

11.3.2 Guidelines to regulate the management and functions of all sub-committees must be approved by the EXCO.

11.3.3 All established sub committees will report directly to the EXCO.

11.4 Safety Plan

11.4.1 The EXCO must review the Safety Plan annually, before the end of every financial year, and formulate a new annual Safety Plan with a programme of action, and a budget which is to be presented and approved by the EXCO and submitted to the Station Commander.

11.4.2 The annually reviewed and approved Safety Plan must be integrated in the CPF Safety Plan, whereafter it must be integrated in the Cluster Safety Plan and be managed during the forthcoming financial year.

11.4.3 The CPSF Safety Plan must be managed and executed, and monthly progress must be monitored and included in this Plan.

11.5 Financial Management

11.5.1 Pursuant to the requirements of Section 30 of the Income Tax Act and regulations related thereto, as amended from time to time, and pursuant to the requirement for appropriate financial management of the affairs of the CPSF, the EXCO must:

11.5.1.1 Ensure that CPSF members and/or their relatives do not derive

- any benefit from the funds of the CPSF whatsoever, other than which has been formally approved by the CPSF EXCO.
- 11.5.1.2 Under no circumstances, permit or participate in any speculative financial transactions with CPSF assets, without the approval of the CPSF EXCO.
 - 11.5.1.3 Institute, conduct, defend, oppose, settle, or abandon any legal proceedings by or against the CPSF, or otherwise concerning the affairs of the CPSF and settle and allow time for payment in satisfaction of any debt or obligations due and/or any claims and demands by or against the CPSF.
 - 11.5.1.4 Sell, lease, alienate or otherwise dispose of the moveable or immoveable property of the CPSF, as it deems beneficial to the CPSF and to apply the consideration arising therefrom pursuant to the objectives of the CPSF.
 - 11.5.1.5 Purchase, hire or take in exchange or otherwise acquire any moveable or immoveable property or rights for or on behalf of the CPSF or otherwise deal with all or any of the assets of the CPSF.
 - 11.5.1.6 Ensure at all times that the assets (including bank accounts) of the CPSF shall be registered in the name of the CPSF or in the name of any other individual or entity at any time.
 - 11.5.1.7 Accept or make donations provided that in the acceptance or making of any donation, no conditions must be imposed enabling the donor or any person related to the donor, to receive or derive a direct or indirect benefit from such donation.
 - 11.5.1.8 If the CPSF decides to open a bank account, guidelines regulating the management, auditing and financial reporting thereof must be developed and approved by the EXCO prior to the opening of such an account. This must then be included as an Annexure to this Constitution.
 - 11.5.1.9 The Chairperson of the CPSF is accountable for the effective financial management and accounting of the CPSF. Similarly, the NW Chairpersons responsible for the financial management of their respective Neighbourhood Watches.
 - 11.5.1.10 Ensure that the affiliated NWs annually submit their Annual Financial reports to the Secretary of the CPSF within 1 month after the conclusion of their respective Annual General Meetings.

11.6 Removal from office of EXCO members

11.6.1 An EXCO member will cease to hold office as such if he or she:

11.6.1.1 Resigns his or her office by way of written notice, and by acceptance by the CPSF and the CPSF is satisfied that all relevant information and responsibilities have been duly handed over to the CPSF and/or successor. Resignation will only be accepted after a proper handover has taken place.

11.6.1.2 Becomes or is elected as a political office bearer.

11.6.1.3 Has made a false declaration on his or her nomination and/or acceptance form.

11.6 1.4 Is convicted of an offense listed in Schedule 1 and 2 of the Criminal Procedure Act, Act 51 of 1997.

11.6.1.5 Has been subjected to a vote of no confidence and it has been accepted according to the prescripts of this Constitution.

11.6.1.6 After a duly constituted and executed disciplinary hearing, has been found guilty of a dismissible offense as per the Code of Conduct.

11.6.1.7 Ceases to be a registered member of a CPSF for whatever reason; including taking up employment as a registered PSIRA security official.

11.6.1.8 Is absent from three (3) consecutive meetings of the EXCO meetings without just or reasonable cause provided to the Chairperson.

11.6.1.9 Does not attend 50% or more of the scheduled EXCO meetings in a calendar year.

11.6.2 The EXCO has the right to co-opt any registered CPSF/NW member (without voting rights) into the EXCO for a period not longer than 90 days to fill the vacancy. A special election must be held within 90 days to fill the vacancy.

11.6.3 The registered CPSF community members have the authority to convene a Special General Meeting if it has lost confidence in the EXCO/an EXCO member and has been requested to do so in writing by a minimum of fifty percent (50%) of each of the executive committees of the respective five (5) Neighbourhood Watches. The quorum for this Special General Meeting will be 100 registered CPSF/affiliated NW members. This vote of no confidence in the EXCO must be supported by more than two thirds (66,67%) of the

registered CPSF members in attendance at the meeting to carry, and to authorize the arranging of a special election to elect new EXCO members.

11.6.4 The CPSF EXCO may submit a vote of no confidence in an individual EXCO member during an EXCO meeting and such a vote must be supported by a two third majority. The audi alteram partum rule must in all cases be applied.

12.LEGAL STATUS AND ASSETS OF THE CPSF

12.1 The CPSF is a distinct legal entity (subordinate to the CPF), with the power to acquire, to hold and to alienate property of every description whatsoever and with the capacity to acquire rights and obligations and have perpetual succession.

12.2 The CPSF is and will be a juristic person and can act and be acted against in its own name.

12.3 The property and funds of the CPSF are vested in the CPSF as a juristic person and no member of the CPSF will be liable for the debts of the CPSF.

12.4 All assets of the CPSF of whatsoever nature will be applied solely towards the promotion of its objectives, and no portion thereof may be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise, to the members of the CPSF. Section 23(2) of the SAPS Act states that “Members of community police forums or boards shall render their services on a voluntary basis and shall have no claim to compensation solely for services rendered to such forums or boards.

12.5 Any instruction carried out by any member of the CPSF or the EXCO after being authorized to do so by the CPSF as per AGM or Special General Meeting may, once the same has been actioned, not be invalidated by any subsequent meeting or decision of the CPSF, provided that the CPSF in its sole and absolute discretion, is satisfied that any instruction was not performed:

12.5.1 In a grossly negligent manner.

12.5.2 Outside of the authority conferred on such a member under this Constitution, or,

12.5.3 Outside of such powers as has been determined by the CPSF either in a meeting of the EXCO, an Annual General Meeting or a Special General Meeting.

12.5.4 No member or member’s dependants will have any claims against CPSF, its office bearers, the Management Committee or its members

for any damages or losses suffered because of the death or of an injury to that member or damage to his/her property, stemming from any activities, steps or initiatives taken in terms of or in the execution of this Constitution.

12.5.5 The CPSF will neither be responsible for civil and/or criminal behaviour or negligence committed by a member of a NW/CPSF, nor civil and/or criminal behaviour or negligence against its members. All and any criminal and/or civil action instituted against a member of a NW/CPSF, will be instituted against the member in question and not against the CPSF.

12.5.6 The CPSF carries no insurance whatsoever for members, their families, or dependants. Members of the NW's/CPSFs must personally take all necessary steps to insure against personal/accident/medical/vehicle loss.

12.6 The CPSF functions under the authority of the CPF and to the CPF Constitution and shall any, policy, regulation and/or rule of this CPSF Constitution conflict with section, policy, regulation and/or rule of the CPF Constitution, the CPF Constitution will override that of the CPSF Constitution.

13 DUTIES OF OFFICE BEARERS

13.1 The Chairperson must:

13.1.1 Preside over meetings of the CPSF.

13.1.2 Ensure the execution of all decisions of the Executive Committee, the CPF, AGM and Special AGM and general meetings.

13.1.3 Represent the CPSF as and when it is necessary.

13.1.4 Report regularly on the functioning of the CPSF to the Station Commander and the DCS representative and provide feedback on activities and directives to the CPF and CPSF.

13.1.5 Report regularly to the CPSF EXCO on instances where the CPSF was represented.

13.1.6 Supervise all work of the CPSF in conformity and compliance with the Constitution, relevant legislation, regulations, policies, and procedures agreed upon by the CPF or CPSF, inclusive of the efficient achievement and sustainment of the objectives of the CPSF, and inclusive of adherence, compilation, update/review, and execution of the annual Safety Plan; and

13.1.7 All outgoing correspondence of the CPSF must be signed by the

Chairperson or a person duly authorized.

13.2 The Deputy Chairperson must:

- 13.2.1 In the absence of the Chairperson, act as the Chairperson.
- 13.2.2 Act as the disciplinary process coordinator.
- 13.2.3 In conjunction with the Treasurer or Financial Manager, ensure that the funds of the CPSF are administered in accordance with the policy of the CPF or CPSF, prepare and circulate the budget as well as the annual report of the activities of the CPSF.
- 13.2.4 Represent the CPSF as a director of the NPO and or Trust.
- 13.2.5 Integrate, compose, and finalize the CPSF Plan and Program of Action (Safety Plan).
- 13.2.6 Manage and execute all reasonable additional tasks defined by the CPSF EXCO; and
- 13.2.7 Ensure that the Constitution and Code of Conduct are updated and relevant.

13.3 The Secretary must:

- 13.3.1 Take and compile the minutes in accordance with the provisions of this Constitution.
- 13.3.2 Receive and dispatch correspondence to and from the CPSF.
- 13.3.3 Arrange all meetings in accordance with the meeting's procedure.
- 13.3.4 Keep originals of hard copy and/or electronic letters received, and copies of letters dispatched, as well as of all other correspondence.
- 13.3.5 Perform official administrative functions normally associated with the office of the secretary.
- 13.3.6 Further the interests of the CPSF, as directed by the EXCO.
- 13.3.7 Compile and maintain the CPSF Annual Calendar; and
- 13.3.8 Manage and execute all reasonable additional tasks defined by the CPSF EXCO.

13.4 The Deputy Secretary must:

- 13.4.1 When required, assist the Secretary in the execution of his or her functions, responsibilities, and obligations.
- 13.4.2 Assist with the compilation of draft documents for the signature of the Chairperson.
- 13.4.3 Compile a list of action items for each meeting in addition - and as an official annexure to - the minutes taken and compiled by the Secretary, for immediate distribution and action.

- 13.4.4 In the absence of the Secretary, act as the Secretary.
 - 13.4.5 Together with the Public Relations Officer (PRO) develop and manage the public relations of the CPSF; and
 - 13.4.6 Manage and execute all reasonable additional tasks defined by the Secretary and/or CPSF EXCO.
- 13.5 The Public Relations Officer (PRO) must:
- 13.5.1 Act as liaison between the CPSF via the CPSF chair and the Board to the media.
 - 13.5.2 Facilitate the communication between the media and the CPSF through approved channels.
 - 13.5.3 Be responsible for the publicity of the CPSF, its activities and successes.
 - 13.5.4 Promote awareness of community police.
 - 13.5.5 Ensure that there is adequate community participation in the activities of the CPSF.
 - 13.5.6 Ensure that the communication platforms of the CPSF are updated, functional and used for communication purposes.
 - 13.5.7 Keep a record of all media and communication coverage; and
 - 13.5.8 Manage and execute all reasonable additional tasks defined by the CPSF EXCO.
- 13.6 The Operational Coordinator must:
- 13.6.1 Manage standards, processes and procedures, programmes, duty system conformity and compliance of patrollers, radio users, control centers and control coordinators.
 - 13.6.2 Monitor the Lyttelton SAPS Crime Prevention initiatives and report any aspect which is lacking to the CPSF and the Lyttelton SAPS Sector Commander.
 - 13.6.3 Liaise, attend, and gather crime intelligence in joint meetings between the Lyttelton SAPS Sector Commander and all other role players specifically relating to Crime Prevention.
 - 13.6.4 Present a Crime Prevention Overview at the Annual General Meeting and at the monthly EXCO meeting.
 - 13.6.5 Report all emergency crime prevention related matters to the Chairperson of CPSF.
 - 13.6.6 Liaise with other Crime Prevention Officers of the neighbouring areas to formulate a joint Crime Prevention Plan.

- 13.6.7 Manage and integrate the operational plan and budget into the annual Safety Plan.
- 13.6.8 Compile, analyze and distribute monthly crime statistics and implement preventative measures in consultation with the respective Neighbourhood Watches.
- 13.6.9 Ensure that all patrollers are registered as required by the SAPS and that relevant documents are safeguarded and updated.
- 13.6.10 Keep record of all noteworthy incidents and ensure that incident reports are evaluated, and lessons learned communicated; and
- 13.6.11 Manage and execute all reasonable tasks defined by the CPSF EXCO.
- 13.7 The Training Coordinator must:
 - 13.7.1 Manage training standards, processes and procedures, programmes, training system conformity and SAQA compliance where appropriate.
 - 13.7.2 Develop a training strategy and a training schedule for the following financial year.
 - 13.7.3 Conduct a training needs analysis for patrollers, and in conjunction with the CPSF Management Committee; must develop training material.
 - 13.7.4 Identify suitable trainers within the CPSF and ensure that they are trained to assist with training.
 - 13.7.5 Keep a database of all trainers.
 - 13.7.6 Keep record of all training conducted.
 - 13.7.7 Ensure that training equipment is taken care of and kept in a serviceable condition.
 - 13.7.8 Report on the state of training at the monthly CPSF Sector Management meetings and at the Annual General Meeting.
 - 13.7.9 Manage and integrate the training plan and budget into the annual Safety Plan; and
 - 13.7.10 Manage and execute all reasonable tasks defined by the CPSF EXCO.
- 13.8 The Logistical Support Coordinator must:
 - 13.8.1 Ensure the maintenance of the CPSF's "Management Information System".
 - 13.8.2 Take responsibility for the capturing of monthly information.
 - 13.8.3 Take responsibility for the monthly analytical evaluation of the management information and the dissemination of such information to the EXCO members.

- 13.8.4 Provide a logistical service to the Training Coordinator regarding the presentation of training interventions.
 - 13.8.5 Manage and coordinate logistical support and a procurement system in compliance with good governance requirements and policies.
 - 13.8.6 Manage the asset management and control plan.
 - 13.8.7 Manage and execute all reasonable tasks defined by the CPSF EXCO.
 - 13.8.8 Keep a central list indicating all registered members within the CPSF area
- 13.9 Irrespective of the above-mentioned tasks, all CPSF EXCO members must sign and execute the post specific Duty Sheet and will be held responsible for non-compliance with the actions listed in their signed Duty Sheets (Annexure K).

14 REGISTERED PATROLLERS

- 14.1 Trained and equipped volunteer patrollers are used to empower communities to prevent crime and create safer environments. Patrollers act as the “eyes and ears” for the SAPS by noting suspicious activity and informing the relevant authorities of incidents requiring urgent attention.
- 14.2 All patrollers must be registered with the CPSF and must meet the registration criteria as set out in Annexure K and must adhere to the Code of Conduct as well as the relevant legislation and procedures applicable to the CPSF.
- 14.3 All patrollers will report and be accountable to the respective chairperson in the NW area in which he/she resides, irrespective of his/her Lima number and/or under which NW they originally registered.

15 RECORD MANAGEMENT

- 15.1 A record must be kept of the members of the EXCO present at all meetings.
- 15.2 Minutes must be kept of all resolutions and proceedings at CPSF meetings, and such minutes, formally adopted by the CPSF prior to the signatures of the Chairperson and the secretary, will be considered to confirm or be a true reflection of the proceedings; and,
- 15.3 All records must be maintained and archived, electronically and with off-site or 3rd party back-up, for a period of 10 years.

16 LANGUAGE OF CORRESPONDENCE

16.1 Notwithstanding the diversity of languages in the Republic of South Africa, and without in any way infringing upon or negating the importance and value of all the official languages recognized by the Constitution of the Republic of South Africa, English shall be the medium of communication of all communication and correspondence directed from and within the CPSF.

17.CODE OF CONDUCT AND DISCIPLINARY PROCEDURES

- 17.1 The CPSF must adopt a Code of Conduct and disciplinary procedures which must be included as annexures to this Constitution.
- 17.2 All registered members and affiliated members of CPSF and the respective Neighbourhood Watches must always behave in accordance with the CPSF Code of Conduct.
- 17.3 The Code of Conduct attached to this Constitution will be used as is by the CPSF as well as all the affiliated Neighbourhood Watches.
- 17.4 Non-compliance with the Code of Conduct or the execution of any actions which constitutes misconduct (as listed per Annexure E) is subject to disciplinary action as described in the relevant annexure of this Constitution.
- 17.5 CPSF EXCO reserves the right to conduct a criminal profile on any registered members of the NW if deemed necessary. This must be carried out by the Local Criminal Records Centre (LCRC) at no cost.

18 DISPUTE RESOLUTION

- 18.1 The resolution of disputes relating to the CPSF which cannot be resolved by the CPSF chairperson and, or the Station Commander and or the CPF Chairperson, must be dealt with in terms of paragraph 14 (3) of the SAPS Interim Regulations for Community Police Forums and Boards, 2001.

19 DISSOLUTION OF THE CPSF

- 19.1 The Provincial Commissioner must, in consultation with the DCS, dissolve the CPSF, with reasons, and put in place an interim statutory structure. A special AGM must then be convened within ninety (90) days to elect a new CPSF Executive Committee.
- 19.2 In the event of the CPSF being dissolved in terms of clause 20.1, above, the statutory interim structure must manage the assets and liabilities of the CPSF.

- 19.3 Similarly, the dissolution of any other sub-fora must be confirmed by the Provincial Commissioner in consultation with the MEC or HOD for Community Safety and the relevant Cluster Commander or Station Commander and the relevant superior Executive of the Community Police Board or Forum.

20 AMENDMENTS TO THE CONSTITUTION

- 20.1 The Constitution of the CPSF can only be amended during an Annual General Meeting or Special General Meeting.
- 20.2 Intention to amend the Constitution, must be circulated to all members of the CPSF at least 21 days prior to the meeting; and,
- 20.3 The Constitution can only be amended by a two-thirds majority of the required quorum for an AGM and or Special General Meeting.
- 20.4 Amendments to the Annexures must be approved by the CPSF LS2 EXCO as amendments to the Annexures do not require an AGM or Special AGM approval.

21 APPROVAL OF THE CONSTITUTION.

- 21.1 This revised Constitution recalls and replaces all previously signed CPSF Constitutions and Annexures.
- 21.2 This Revised Constitution, including Annexures A, B, C, D, E, F, G, H, I, J, K as amended is duly adopted at Lyttelton on this, the day of (month) 20.....

CHAIRPERSON OF THE LYTTTELTON CPSF 2

DATE

ANNEXURE LIST

Annexure A - Regulatory Policy relating to Confidentiality

Annexure B - Area of Responsibility LT CPSF 2

Annexure C - Legal & Regulatory Framework

Annexure D - Code of Conduct

Annexure E - Misconduct

Annexure F - Regulatory Policy on Suspension

Annexure G - Disciplinary Procedures

Annexure H - Disciplinary Procedures Penalties

Annexure I - Regulatory Directive for CPSF Nomination and Election Process

Annexure J – Criteria for registration as a patroller

Annexure K - CPSF EXCO Duty sheets

ANNEXURE A

CONFIDENTIALITY POLICY

(This also needs to be read with Act No. 4 of 2013: Protection of Personal Information Act, 2013)

What is confidential information?

Confidential information is any information to which the common law 'duty of confidence' applies. A duty of confidence is created when 'private' information has been passed on in such a way that the person receiving the information was aware, or should have been aware, that the information was being imparted based on confidentiality (The legal test is whether a 'reasonable' person would think the recipient ought to have known that the information was confidential).

Once you have obtained confidential information in this way, you are under a common law obligation not to disclose it or use it without the consent of the person who provided that information, except in very specific circumstances, as set out below.

In what circumstances might I come across confidential information at the CPSF?

The CPSF holds confidential information about individuals.

The CPSF routinely holds confidential personal information on its employees and its members. All Executive Members who are authorized to access these records are under an obligation not to disclose inappropriately confidential information. Members should not normally have access to such records except their own records.

Members performing a supporting role in a professional capacity (e.g., medical staff, chaplains, and counsellors) will be bound by their professional codes of practice in respect of the maintenance of confidentiality.

DISCLOSURE OF CONFIDENTIAL INFORMATION

Nature of the information

Occasionally you may be asked to keep something confidential that seems to you not to be truly confidential or very important. Unless the information is of a very trivial nature or has already been made public by the subject of that information, you should treat it as confidential and not disclose it inappropriately. There may be good reasons that you do not know about for the information to be kept confidential.

When can I disclose confidential information?

Confidential information can be discussed with those who are already party to it and may also be disclosed where the person who provided the confidential information agrees to such a disclosure.

If the person who provided the confidential information does not agree to the disclosure, a disclosure can still be made without consent under the following circumstances:

- when the vital interests of any person are threatened, and the disclosure is made to a relevant, appropriate person.
- when it is in the public interest to do so, and the disclosure is made to a relevant, appropriate person.

Whenever an obligation of confidence is to be broken without consent, the other party should be informed, unless the grounds are the protection of the other party's vital interests, and this would further endanger them.

ANNEXURE B

LT CPSF 2 AREA OF RESPONSIBILITY

The geographical areas and boundaries of operation of Sector 2 are from time to time determined by the Lyttelton Community Police Forum in consultation with the Lyttelton SAPS from time to time.

THE BORDERS OF SECTOR 2 ARE DESCRIBED AS FOLLOWS:

Southern Border

N14/Jean Avenue intersection up to Leonie/Jean Avenue intersection and the south with Leonie up to the N1.

Western Border

From Zircon at TEK base south to the North str intersection then in west in North up to the N14, then south to Jean Avenue

Northern Border

TEK Base (Including), Groenkloof Nature Reserve (Excluded)

Eastern Border

Waterkloof Air Force Base, Smuts Avenue.

The LT CPSF 2 consists of the following Neighbourhood Watches:

Doringkloof

LX11

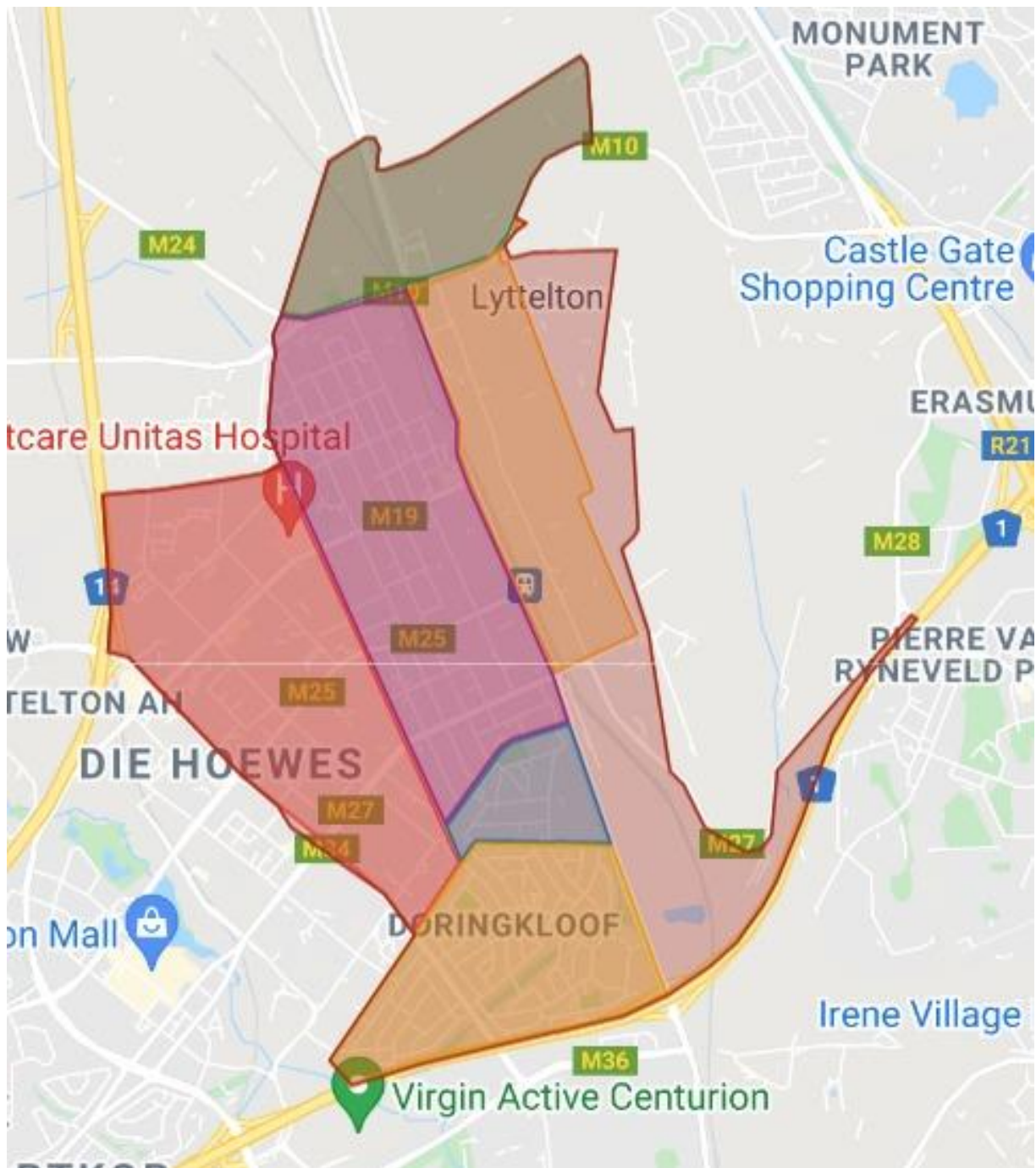
Die Hoewes

Lytcom

Lyttelton Crime Stop (LCS)

Kloofsig Radio on Call (KROC)

MAP OF RESPONSIBILITY: LYTTTELTON COMMUNITY POLICE SUB-FORUM 2



ANNEXURE C

LEGAL AND REGULATORY FRAMEWORK

The existence of the community police concept is inter alia mandated by the following:

1. Constitution of the Republic of South Africa, Act 108 of 1996, Section 206(3)(c)
2. South African Police Service Act, Act 68 of 1995: Chapter 7, Sections 18-23,
3. South African Police Service Amendment Bill 2020
4. South African Police Service Interim Regulations for Community Police Forums and Boards: GN R384 in GG 22273 of 11 May 2001:5
5. The White Paper on Safety and Security, 2016 Section 6.4
6. The White Paper on Police, 2016 Section 2.2
7. The National Crime Prevention Strategy 1996
8. Community Safety Forum Policy
9. Constitution of the Gauteng Community Safety Board

ANNEXURE D

CODE OF CONDUCT LT CPSF LS2

PURPOSE AND APPLICATION

This Code of Conduct is a set of rules and guidelines defining the expected social norms and rules applicable to all registered CPSF members as part of a strategy to achieve the main aims and functions of the CPSF as set out in the CPS Constitution. It does not only endeavour to identify inappropriate behaviour of LT CPSF members, but also to improve the quality of mutual interactions between members thereby ensuring the enhancement of the values and principles of this organisation.

The role of a CPSF member is to build a reputation as a trustworthy role-player, to promote a favourable and trustworthy image within the community and among stakeholders and to be a competent witness.

It is therefore expected of all registered CPSF members to implement this Code of Conduct to ensure the success of the CPSF activities and to advance healthy mutual human relationships.

All CPSF members are deemed to be representatives of the CPSF and as such are required to uphold this Code of Conduct.

All registered CPSF members must be conversant with the CPSF Code of Conduct and pledge their adherence to it. As soon as a person becomes a registered CPSF member, they are subjected to this Code of Conduct and are expected to abide by it. If a registered CPSF member does not abide by or shows disrespect to this Code of Conduct, the process as stipulated in paragraph 15 (Disciplinary Process) of the CPSF Constitution will be applied.

CONDUCT

1. Members of the CPSF and all its structures shall refrain from promoting party politics, any business concerns and/or religious views, when dealing with respective CPSF matters.
2. Members shall not use any abusive language, make sexist or racist remarks, and must refrain from unfair discrimination towards anyone. No unfair discrimination of any kind will be tolerated.
3. Members shall treat all people fairly and will respect their rights and dignity regardless of race, ethnicity, gender, culture, religion, language, or sexual orientation.
4. Members shall refrain from gossip and/or slander and must conduct themselves in an ethical and professional manner when dealing with each other and with the public.
5. No member shall utilize the CPSF logo or emblem for personal or private gain and/or without written consent from the CPSF Exco.
6. Designated members of the CPSF and Patrollers shall agree to have their fingerprints taken for the purpose of security clearance without any cost. The cost involved for this will be for the SAPS account.
7. Members of the CPSF must declare any conflict of interest and will excuse themselves from any decision on a matter in which there is a conflict of interest, financially or otherwise.
8. Members who have consumed liquor, drugs and or any other illegal or legal intoxicating substances, shall not be actively involved in CPSF matters and/or participate in patrols whilst under the influence or a minimum of 8 (eight) hours post consumption.
9. Members shall not abuse their positions and/or engage in conduct that may bring the CPSF and its sub structures into disrepute, including any criminal activities.
10. Members shall not harm the image of the CPSF by any means, including but not limited to negative acts, gestures, written and/or oral public announcements.
11. Members shall obey all lawful commands or instructions during the execution of their functions as a CPSF member.
12. Members shall follow the channels of communication and chain of command during the execution of their functions as a CPSF member.
13. No member of the CPSF shall release any press statement and or provide information to any media official and/or any other platforms (including social media) regarding CPSF issues without obtaining prior written approval from the CPSF chair.
14. Members shall conform to the safety and related expectations as set out by the CPSF Committee and/or SAPS as and when communicated.

15. Members of the CPSF shall comply with the Protection of Personal Information Act and/or any of the CPSF's policies in this regard and will not share or retain any data without authorization.
16. Any member who contravenes the Code of Conduct and or the CPSF Constitution shall be handled in accordance with the disciplinary process referred to in Annexure G of the CPSF Constitution and may be administratively suspended pending a disciplinary hearing after application of the audi alter partem principle.
17. Grievances will be managed according to the CPSF Grievance Policy.

COMMUNICATION AND REVIEW

The Management Committee will frequently, but at least once per annum, review and update this Code of Conduct, whereafter the updated version will be distributed to all members.

Signed at _____ on _____
Member signature _____

ANNEXURE E

MISCONDUCT

1. Misuse of property belonging to the Lyttelton Community Police Forum or the CPSF.
2. Disclosing confidential information of the CPF/CPSF to the public, individuals, or institutions without the prior written consent of the relevant Executive.
3. Disclosing and/or dissemination of false information and/or rumors.
4. Refusal to carry out instructions of the Executive Committee or any office bearer acting on behalf of the CPF/CPSF.
5. Members who have consumed liquor, drugs and or any other illegal or legal intoxicating substances, within a minimum of 8 (eight) hours post consumption and then performing duties of the CPF/CPSF and/or responding to or being on patrol.
6. Acting in a manner that exposes the CPF/CPSF members to a dangerous environment and/or criminals.
7. Intentionally disregarding the constitution and direction provided by leadership of the CPF/CPSF.
8. Acts for other group and/or person who seeks to disrupt the activities of the Forum or prevent it from fulfilling its set Aims and Objectives.
9. Theft, fraud, insults, or use of inappropriate language against members of the CPF/CPSF and the Community.
10. Refusal to execute tasks enabling the CPF/CPSF to function efficiently and effectively.
11. Acting in a manner that disrupts the activities, programs, and projects of the CPF/CPSF.
12. Using the CPF/CPSF to advance personal and political interests.
13. Using membership of the CPF/CPSF to promote personal financial gain.
14. Any member charged by SAPS for any serious crime shall be suspended until the outcome of the investigation and/or court finding. Relevant NW chairperson to be informed prior to the suspension of such member.
15. Any adverse conduct, act or omission, any form of publication, utterances or any other matter which potentially has the effect of bringing the Forum into disrepute, including but not restricted to political utterances or acts, disobedience to the law and incitement and/or damages the image of the CPF/CPSF and/or negatively influences achievement and/or attainment of the objectives and functions of the CPF/CPSF.
16. Inappropriate use of the logo and not in accordance with Clause 2.2 of the Constitution.
17. Unauthorized use of the SAPS logo.

ANNEXURE F

SUSPENSION POLICY

ADMINISTRATIVE SUSPENSION POLICY FOR EXCO AND CPSF/NW MEMBERS

1. GENERAL

- 1.1 A decision to suspend should be taken with care and in the light of the circumstances involved.
- 1.2 Amongst others the essential aspects to consider when suspending a member shall be:
 - 1.2.1 Reasonable suspicion of misconduct based on relevant available evidence. The input of the relevant NW chair must be sought in the case of a registered NW member (Not including CPSF EXCO members).
 - 1.2.2 The seriousness of the alleged misconduct or transgression.
 - 1.2.3 The possibility of potential witnesses being intimidated should the person/s not be suspended; and
 - 1.2.4 The possibility that evidence may be lost or tampered with, should the person/s not be suspended.
 - 1.2.5 The possibility that the good name and standing of the LT CPF/LT CPSF 2, and/or any of its members be jeopardized.
 - 1.2.6 Ideally, suspension should be reasonable and justifiable and for a period not longer than thirty (30) days, unless the circumstances of each case, determined on its own merits, suggests otherwise.
 - 1.2.7 In the event where a person is under suspension for a period longer than 30 (thirty) days, for whatever reason, such suspension shall automatically be reconsidered by the Executive Committee at each subsequent monthly Executive Committee meeting following the expiry of the initial 30 (thirty) days from date of suspension.
- 1.3 Any member of the Executive Committee or a member of any sub-forum charged with a misconduct as defined in the Code of Conduct may voluntary step down from his/her position as a member of the Forum or sub-forum and all other activities and structures of the Community Police Forum s/he serves in or represent until the disciplinary process had been completed, subject to paragraph 1.2.7
- 1.4 An Executive Committee member who voluntarily elects to step down must

do so in writing and this notice must be handed to the Secretary of the Executive Committee before the Suspension Panel convenes to hear the matter.

- 1.5 A Management Committee member of a sub-forum who voluntarily elects to step down must do so in writing and this notice must be handed to the Chairperson of the Management Committee, or in the event of the Chairperson to the Secretary of the Forum electing to step down voluntarily, before the Suspension Panel convene to hear the matter.
- 1.6 In the event where a person refuses to step down voluntarily, s/he may be suspended by a Suspension Panel, but only after the due process as set out below has been followed.
- 1.7 Once a written complaint for alleged misconduct has been received by the Secretary, the Secretary shall, within three (3) days, forward such a complaint to the Chairperson of the Executive Committee.

2. AUTOMATIC APPEARANCE BEFORE SUSPENSION PANEL

Where a criminal charge has been laid against any member of the Executive Committee or a member of any sub-forum, including a management member, and such criminal charge comes to the attention of the Executive Committee, then such person shall be required to appear before the relevant Suspension Panel as set out in paragraph 3 below, provided that the Suspension Panel as set out in paragraph 3 below, must be convened within 3 days after such criminal charge came to the attention of the Executive Committee.

3. SUSPENSION PANEL

- 3.1 In the event of a complaint against a member of the Executive Committee or a management member of any sub-forum, the Suspension Panel shall consist of the Executive Committee.
- 3.2 In the event of a complaint against any other member of a sub-forum, the suspension policy of such sub-forum shall apply, and if the relevant sub-forum does not have a suspension policy, this Suspension Policy shall apply and in such instance the Suspension Panel shall consist of:
 - (i) Any two members of the Management of the relevant sub-forum and
 - (ii) Any member of the Executive Committee appointed by the Executive Committee
 - (iii) The chairperson of the sub-forum to act as chairperson of the panel.

- 3.3 In the event of a Suspension Panel as per paragraph 3.2 the Chairperson of the Suspension panel shall be the member of the Executive Committee appointed by the Executive Committee, normally the chairperson of the sub-forum.

4. NOTICE OF THE MEETING BY THE SUSPENSION PANEL

- 4.1 The member whose suspension is under consideration should be informed in writing of the following:
- 4.1.1 The date, time, and venue of the meeting, provided that the member whose suspension is under consideration, as well as the members of the Suspension Panel as set out above, shall be given at least 48 (fourty eight) hours notice of such meeting.
 - 4.1.2 The allegations that gave rise to the proposed action.
 - 4.1.3 That the member whose suspension is under consideration will be afforded the opportunity to make representations in respect as to his/her possible suspension, provided that such person may only make such representations in person and will not be allowed any other person to assist him/her in making such representations.
- 4.2 Should the member whose suspension is under consideration fail to avail him/herself of the opportunity to make representation at the hearing, the hearing can also take place in the absence of the member if the Suspension Panel is satisfied that the member was properly informed and no valid excuse for the absence was tendered.

5 MEETING OF THE SUSPENSION PANEL

- 5.1 During the meeting the person whose possible suspension is under consideration will have the right to make a presentation as set out above, as to why s/he should not be suspended.
- 5.2 The Suspension Panel should carefully consider the person whose possible suspension is under consideration to ensure there is sufficient evidence or legitimate reasons for the suspension, or otherwise.
- 5.3 Once a final decision has been made, the decision should be conveyed to the person in writing and the notice should contain the following:
- 5.3.1 The decision of the Suspension Panel, including the reason/s why the Suspension Panel saw it fit to suspend the member.

- 5.3.2 That the suspension will only be uplifted once the Independent Investigator, as referred to in the Disciplinary Procedure or the Disciplinary Panel as referred to in the Disciplinary Procedure has exonerated the member or, if referred to a Disciplinary Panel, the Disciplinary Panel finds the person not guilty.
- 5.3.3 The final decision of the suspension hearing will be communicated within 72 (seventy-two) hours of convening the meeting.
- 5.3.4 The respective Neighbourhood Watch Chairperson must be informed regarding the outcome of the meeting.

6. TERMINATION OF SUSPENSION

Should the investigation into the alleged misconduct find no reason for a charge of misconduct or if the member whose suspension is under consideration has been found not guilty at subsequent disciplinary processes, including an appeal, a written notice of termination of suspension, effective from a specified date, must be given to the accused member by the Chairperson of the Suspension Panel **within 72 hours after such finding and the member must be reinstated to the same situation/post which prevailed before the suspension.**

7. NO APPEAL AGAINST A SUSPENSION

A suspended member may not appeal against his/her suspension.

ANNEXURE G

DISCIPLINARY PRINCIPLES, PROCESSES AND PROCEDURES

DISCIPLINARY AND ADMINISTRATIVE PRINCIPLES

1. Common law requires all people accused of wrongdoing to be heard before guilt and/or administrative procedures are decided and or implemented.
2. “Audi alteram partem (or audiatur et altera pars)” rule must be applied. Like in all disputes there are always two sides to the story, and one cannot get to the truth of the matter without hearing both sides. So not only is it a legal requirement but also as a matter of logic and for the feasibility of the result of a disciplinary hearing, the accused’s version must be known to the person deciding his fate.
3. There may well be a very good explanation by the accused which must be aired before the decision on guilt is made (innocence, misunderstanding, self-defense – all of which determine not only whether he/she is guilty of the wrongdoing but also how he should be punished, if at all).
4. Inappropriate conduct or misconduct to be investigated independently.
5. A procedurally fair notice (48 forty-eight) hours with all evidence to be made available together with the charge sheet.
6. Trial to be composed of objective “Tribunal” – composed of appointed members from the other CPSF Executive Members than the CPSF of the accused member and or from other CPF’s.
7. Both the charge and disciplinary process needs to be elevated to the higher level if any member on the CPSF and or CPF Executive deciding on the matter may have a conflict of interest and/or be biased e.g., if member to be heard is an Executive Member of a CPSF or the CPF respectively.
8. The functions of investigator, judge, prosecutor, panel, and chairperson must always be separated.
9. All disciplinary hearings shall be administratively reviewed, ratified, or rejected by the higher level.

DISCIPLINARY PROCEDURE

1. These Disciplinary Proceedings are binding on all LT CPSF 2 members.
2. An investigation will be conducted with the application of the Audi Alteram Partem Rule to determine and recommend to the CPF Disciplinary Management Committee composed of a dedicated member from each CPSF 1 – 7 (preferably with legal background and experience and not an Executive Member of the CPF or any other Committee) whether the matter, allegation, act needs to be prosecuted and a Disciplinary Hearing to be conducted, a criminal charge to be registered/laid or a civil claim needing to be processed.
3. The following are the underlying fundamentals of the disciplinary process:
 - a. The proceedings are formal in nature.
 - b. Each disciplinary matter shall be procedurally and substantially fair.
 - c. Any Member/individual subjected to the disciplinary process shall be presumed innocent until proven guilty.
 - d. Any person subjected to the disciplinary process shall have the right to defend himself or herself, which shall include the right to be represented by a fellow member of LT CPSF 2 during the disciplinary process.
 - e. A Member or person subjected to a disciplinary hearing has a right to appeal the outcome of a disciplinary hearing to a higher level as stipulated in this Constitution.
 - f. Reasons shall be given for any decision taken in respect of a disciplinary process.
 - g. Any person acting as a Chairperson or member of a Disciplinary Panel or Disciplinary Appeal Panel shall perform his/her duties in an objective and unbiased matter.
 - h. Where the CPSF fails to act against any person or fails to institute disciplinary proceedings against any of its members who contravene this Constitution and/or its Code of Conduct, the Forum shall have the right to institute disciplinary proceedings as provided for in this Constitution, against such person or persons.

The disciplinary process

1. Any complaint of alleged unacceptable behaviour must be made in writing to the appropriate CPSF Secretary, setting out the name/s of the person/s referred to in the complaint, involved in the unacceptable behaviour as well as full details of such unacceptable behaviour with detail of witnesses.
2. The Secretary shall provide the complainant with a reference number for the complaint.
3. The Secretary shall, in the case of a person, excluding a Management Committee member, refer such a complaint to the Management Committee of the CPSF forthwith.
4. Where the complaint is against a Management Committee member of the CPSF, the Secretary must elevate such complaint and refer the complaint to the Secretary of the CPF forthwith.
5. On receipt of the complaint from the Secretary, the Chairperson, together with the Vice-Chairperson and any other member of the Management Committee must, without having to convene a full Management Committee meeting, appoint an objective person, who need not necessarily be a Management Committee member to investigate the complaint. Provided that the Chairperson shall inform all other Management Committee members of the decision to appoint such a person forthwith.
6. The Chairperson, together with the Vice-Chairperson and any other member of the Management Committee as referred to in paragraph 17, may, without having to convene a full Management Committee meeting, apply the process as indicated in Annexure F.
7. The appointed investigator shall report back in writing on his findings to the Management Committee within 10 (ten) days. If the appointed investigator's report is not available within the initial 10 (ten) day period, the Chairperson, together with the Vice-Chairperson and the other members of the Management Committee.
8. Committee as referred to in paragraph 7, may, without having to convene a full Management Committee meeting, extend the period of the initial investigation for a further period not exceeding 10 days.
9. After the initial 10 (ten) days and further extension thereof, if any, the appointed investigator shall report back in writing on his findings to the Management Committee.
10. If the appointed investigator cannot, for whatever reason, report back in writing on his findings to the Management Committee within the initial 10 days and further extension, the Management Committee must refer the matter to the CPF.
11. The Management Committee will consider the findings of the appointed investigator and may thereupon perform the following:

- 11.1. Dismiss the complaint; or
- 11.2. Recommend that the matter be referred to a full disciplinary process.
- 11.3. Where the Management Committee has dismissed the complaint, the Management Committee must provide reasons for dismissing the complaint and the complainant may then refer the matter to the CPF.

Proceedings by and before the Disciplinary Panel

12. Where the Management Committee recommended that the matter be referred to a full disciplinary process the following process will apply.
13. The Management Committee shall appoint a Disciplinary Panel to hear the disciplinary matter.
14. The Disciplinary Panel shall consist of:
 - 14.1. The Vice-Chairpersons of all the Neighbourhood Watches under LS2CPSF, who shall elect a Chairperson between themselves of the Disciplinary Panel.
 - 14.2. A person that was part of the Suspension Panel as per the Suspension Policy may not act as a member of the Disciplinary Panel in the disciplinary proceedings of the same member.
15. The Management Committee shall appoint a pro-forma prosecutor who shall be responsible for laying the complaint before the Disciplinary Panel.
 - 15.1. Such pro-forma prosecutor shall have the right to call any witness, including the complainant to come and testify before the Disciplinary Panel.
 - 15.2. The pro-forma prosecutor shall also have the right to place any evidence before the Disciplinary Panel, provided that such evidence was obtained in a lawful matter.
 - 15.3. No hearsay evidence will be permissible.
 - 15.4. The person brought before the Disciplinary Panel shall have the right to cross-examine any witness called to testify or to challenge the validity of the evidence presented.
 - 15.5. The pro-forma prosecutor shall declare his/her case closed whereafter no further witnesses may be called, or evidence presented.
 - 15.6. The person brought before the Disciplinary Panel shall then present his case, and shall have the right to call any witness, to come and testify before the Disciplinary Panel and have the right to place any evidence before the

Disciplinary Panel, provided that such evidence was obtained in a lawful manner.

- 15.7. The pro-forma prosecutor shall have the right to cross-examine any witness called to testify for the person brought before the Disciplinary Panel or to challenge the validity of the evidence presented.
- 15.8. After hearing both sides, the Disciplinary Panel will retire to consider the evidence presented.
- 15.9. The members of the Disciplinary Panel may request such time necessary as to consider before announcing their decision.
- 15.10. After consideration the evidence presented, the Disciplinary Panel will return to the place where the hearing has taken place to announce their verdict or postpone the verdict to such date, time, and place as they deem necessary.
- 15.11. In the event of a finding of not guilty the Chairperson of the Disciplinary Panel will convey the decision to the relevant NW Chairperson and the Secretary, and the latter must minute such decision at the next Management Committee meeting.
- 15.12. The Chairperson of the Disciplinary Panel shall give reasons for the decision of the Disciplinary Panel.
- 15.13. In the event of a verdict of guilty, the pro-forma prosecutor shall have the right, but is not obliged, to address the Disciplinary Panel on aggravating circumstances.
- 15.14. The pro-forma prosecutor may call any victim of the action/neglect for which the member was found guilty, to address the Disciplinary Panel on aggravating circumstances.
- 15.15. The person found guilty will then have the right, but is not obliged, to address the Disciplinary Panel on mitigating circumstances.
- 15.16. The person found guilty may call any person to testify on mitigating circumstances on his/her behalf.
- 15.17. After having heard both the pro-forma prosecutor and the person found guilty as well as persons testifying in aggravation and mitigation, the Disciplinary Panel will apply its mind as to an appropriate sanction, considering:
 - 15.17.1. The sanction/s prescribed by this Constitution for the offence of which the person was found guilty.
 - 15.17.2. Evidence presented in aggravation and mitigation.
- 15.18. The members of the Disciplinary Panel may request such time necessary as to consider an appropriate sanction before announcing their decision.

- 15.19. After consideration, not exceeding one working day, the Disciplinary Panel will return to the place where the hearing has taken place or postpone it to such date, time, and place as they deem necessary.
- 15.20. The Disciplinary Panel will then announce the sanction and will also provide reason for their findings within 5 (five) working days from conclusion of the hearing.

Appeal process.

16. Any person/s found guilty will have the right to appeal against both procedural fairness, the verdict and sanction but must do so in writing within 7 (seven) workdays of the announcement of the sanction.
17. The appeal must be lodged in writing to the Secretary of the CPSF and to the CPF Secretary within the seven-day period. The relevant NW Chairperson must be notified.
18. The Disciplinary Appeal Panel as appointed as set out below will consider the appeal based on the evidence presented at the disciplinary hearing and no new evidence will be allowed, unless it can be proven by the person who had been found guilty that:
 - 18.1. such evidence was not available at the time of his/her hearing, and
 - 18.2. that such new evidence may cause him/her likely to be found not guilty or
 - 18.3. May result in a lesser sentence being imposed.

Appeal body.

19. In the event of an appeal a Disciplinary Appeal Panel will be appointed as Disciplinary Panel on the next hierarchical level namely the CPF and thereafter the Cluster CPB.
20. A person may also elect to take the decision of anybody, including a Disciplinary Appeal Panel on review to a competent Court, provided that all internal avenues have been exhausted.

ANNEXURE H

PENALTIES

1. Warning (Verbal or written)/Reprimand the individual for a period of 6 (six) months.
2. Suspension for a period not exceeding (6) six months withholding privileges not participating in any CPF/CPSF meeting and/or activities.
3. Suspend such a member's membership of that Forum for a period not exceeding six months and that during this period s/he may not be involved in any Forum activities whatsoever.
4. Give a final written warning that shall be valid for a period of 12 (twelve) months since date of issue, provided that if the person is found guilty of the same or another offense as per the Code of Conduct within the six months, the Disciplinary Panel may impose any of the sanctions as set out above or below.
5. Withdraw, revoke, or cancel the membership of the member permanently.
6. Terminate the member's position on the Management Committee with immediate effect, together with any of the sanctions mentioned above.
7. Provided that where an individual has been found guilty of any contravention of the Code of Conduct on three occasions, his CPSF membership shall be terminated with immediate effect for a period not exceeding 12 months.
8. In addition to the above-mentioned sanctions the CPF/CPSF has the right to pursue civil or criminal actions against the individual/s concerned.
9. Expulsion/suspension – not electable to any executive or committee for a period not more than 12 months.
10. Refund or Payback (in cases of theft or fraud) with permanent suspension not eligible for election to the CPSF Executive and or Committee in the precinct.

ANNEXURE I

GUIDELINES AND TIMELINES FOR THE CPSF ELECTION

1. The CPF elections in terms of Clause 5, Clause 6, Clause 7, Clause 8, and Clause 9 of the Constitution of the GPCPB shall be completed before the end of March at the end of the term of the CPF.
2. The CPSF elections shall be held before the end of February in the year, at the end of the term of office of the Provincial Board.
3. In terms of the SAPS Act, Act 68 of 1995, the CPSF elections shall be overseen by the Station Commander or delegated and or the representative of the H.O.D of Community Safety,
4. All registered CPSF and affiliated Neighbourhood Watch members can participate in the election of the CPSF EXCO.
5. Each CPSF member present (para 5) shall have one single vote and no proxy votes will be allowed.
6. Executive members at the CPSF level may not be elected to the same position for more than two terms.
7. Nominations for all positions shall be requested by the presiding officer.
8. Each nominee shall have a proposer and a seconder, and the nominee shall declare his or her acceptance for the position nominated as well as confirm a clean record and acceptance to evacuate when information to the contrary became available.
9. Nominees shall be resident in the Lyttelton SAPS precinct and shall have the responsibility to provide a security clearance before the elections, taking due cognizance of Clause 22 of the Constitution of the CPF.
10. The membership shall cast their vote by ballot paper.
11. The presiding officer, with the assistance from the Station Commander or delegate or H.O.D of Community Safety representative shall announce the appointees with the highest vote.
12. The newly elected Executive shall hold an Executive Meeting within the first 14 days to perform their duties and responsibilities in terms of the Constitution, with special reference to Clauses 11, 12, 13, 14, and 15.
13. The CPF will ensure that all CPSF Elections at CPF level shall be completed before the end of February in the same year before the end of the term of the Provincial Board.

ANNEXURE J

CRITERIA FOR REGISTRATION AS A PATROLLER

1 Persons applying for registration as patrollers must meet all the membership requirements as stipulated in paragraph 5 (Prescribed Criteria for use by the Neighbourhood Watches within the CPSF for the registration of members) of this Constitution, and be in good standing with the CPSF/NW.

2 The following criteria will be used in evaluating the suitability of applicant patrollers:

- Members of SAPS, and/or employees of private security Companies may not register as patrollers.
- Government officials serving in the State Security Agency, National Traffic Departments, or Municipal Police Service, or Traffic Police Service are precluded from membership in their private capacity.
- Owners, management and or employees of tow truck services, medical and affiliated services are not permitted to register as patrollers because of a direct and manifest conflict of interest.
- Any person who may have a direct conflict of interest with the operations and crime intelligence of SAPS, will not be eligible to register as a patroller.
- All applicants must undergo a criminal record check and then be evaluated for appropriateness by the CPSF chairperson. Persons with a criminal record will not be eligible to register as a patroller.

3 Should a person wish to bypass their own NW, and register directly with LS2 for patrolling, the relevant NW chairperson will be consulted prior to patroller registration.

4 The applicant patroller must complete and sign all the application documents to be registered as a patroller, including the following:

- Application form (must provide a clear copy of his/her Identification Document)
- Signed Code of Conduct (as revised from time to time) indicating a commitment to abide by the Code of Conduct as well as the CPSF Constitution.
- Taking of fingerprints
- Oath of attestation,

- Applicant patrollers are required to present themselves at the Lyttleton SAPS offices on a date prearranged, for fingerprinting for criminal records check purposes.
- 5 This registration process must take place within 2 months of the patroller's application, if not the application will be deemed invalid.

ANNEXURE K

CPSF DUTY SHEETS.

DUTY SHEET /TASK LIST- CHAIRPERSON CPSF

	Task	Time frame
1.	Ensure the execution of the functions and sustainment of the objectives of the CPSF as set out in the Constitution and relevant legislation.	Continuously
2.	Supervise all work of the CPSF and NWs in conformity and compliance with the Constitution, relevant legislation, regulations, policies, and procedures agreed upon by the CPF or CPSF.	Continuously
3.	Ensure that all the EXCO members execute their duties as prescribed in the Constitution, CPSF directives and the respective Duty Sheets.	Continuously and per monthly CPSF EXCO meetings
4.	Ensure the conducting of the CPSF and NW EXCO elections.	As per CPSF and NW Constitutions
5.	Ensure that the composition of the CPSF EXCO is aligned with the Constitution and that all vacancies are filled within 90 days.	At all times
6.	Ensure updated Constitution, Code of Conduct, guidelines and procedures guiding the activities of the CPSF.	Annually
7.	Plan/convene the meetings in conjunction with the Secretary about the dates, times, and locations.	Monthly EXCO meetings and SGM, AGM and Community meetings as prescribed in the Constitution
8.	Ensure that proper notice of the meeting (As per required notice period specified in the Constitution) was sent to all CPSF EXCO members.	As per scheduled meeting
9.	Attend and preside over the scheduled meetings of the CPSF.	As per LS2 Constitution
10.	Ensure that all meetings are conducted in accordance with the CPSF Constitution and general accepted meeting procedures.	As per scheduled meeting
11.	Ensure that the business of the meetings is conducted in the order as given in the agenda (Deviation with the approval of the meeting)	As per scheduled meeting
12.	Ensure orderly conduct during meetings.	As per scheduled meeting
13.	Ensure that minutes are kept and sign the minutes of the previous meeting after adoption.	As per scheduled meeting
14.	Ensure the execution of all decisions of the Executive Committee, the CPF, AGM and SGM and Community meetings.	As per relevant minutes of the said meetings
15.	Obtain and evaluate the monthly and annual crime figures.	Monthly
16.	Convene, preside, and submit reports reflective of the activities of the NW at the Annual General Meeting.	Within six months after the end of the fiscal year
17.	Convene and preside over the Electoral Meeting.	3 months before the end of term
18.	Convene Special General Meeting.	Whenever the Constitution needs amendment or when requested
19.	Represent the CPSF on CPF level and on any required forum and report on the functioning of the Forum to levels above the sub forum level.	As and when required

20.	Report back to the CPSF EXCO on all correspondence/instructions and/or functional matters relevant to the subforum emanating from DCS, SAPS and/or forum levels.	During the monthly scheduled CPF EXCO meetings
21.	Report regularly on the functioning and activities of the CPSF to the Station Commander and the DCS representative.	During the monthly scheduled CPF EXCO meetings
22.	Provide regular feedback to the CPSF EXCO on instances where the CPSF was represented.	During the monthly scheduled CPSF EXCO meetings
23.	Submit reports reflective of the activities or the work of the CPSF at the Annual General Meeting.	At the Annual General Meeting
24.	Officially visit the Lyttelton Police Station on a regular and unannounced basis.	As per chairperson's visitation programme
25.	Attend police management meetings at least once a month when invited by the Station Commander.	Once a month
26.	Ensure that all EXCO members adhere to the Code of Conduct.	As per incident and in accordance with the approved Disciplinary Procedures
27.	Ensure the compilation, update/review, and execution of the annual Safety Plan.	Before the end of each financial year.
28.	Sign all outgoing correspondence of the CPSF.	Whenever outgoing correspondence is sent.
29.	Ensure that all CPSF patrollers are registered.	As new patrollers join
30.	Ensure the provision of training to patrollers and community members.	As per training schedule
31.	Oversee the scheduling and execution of the patroller schedules.	Bi-Weekly/ Monthly
32.	Ensure the participation and mobilizing of CPSF members in crime prevention programmes, initiatives, and patrols.	Whenever scheduled by SAPS/CPF/CPSF/ NW
33.	Ensure the implementation of steps to manage crime hot spots.	Whenever a hot spot is identified
34.	The Chairperson may, from time to time, delegate some of his/her duties, functions, and responsibilities in writing to the Vice-Chairperson and / or any elected Executive Committee member.	As circumstances dictate
35.	Act as spokesperson for the CPSF	As and when required

Signature

Date.....

DUTY SHEET /TASK LIST- DEPUTY CHAIRPERSON

	Task	Time frame
1.	In the absence of the Chairperson, act as the Chairperson and execute all tasks as per Chairperson's Task list.	Within times frames as set out in the Chairperson's Task List for the duration of the Chairperson's absence.
2.	Attend the scheduled meetings.	As per LS2 Constitution.
3.	Support the Chairperson during meetings.	During all meetings
4.	Deputize for the Chairperson in other meetings as needed.	As requested by the Chairperson
5.	Execute the actions/decisions allocated to the deputy chair during the LS2 EXCO meetings.	As per relevant minutes of the EXCO meetings.
6.	Assist the Chairperson in the execution of his/her functions, responsibilities, and obligations.	Whenever requested by the chairperson
7.	Assist with the evaluation of crime figures.	Monthly
8.	Assist with the compilation of draft documents for the signature of the Chairperson.	Upon request
9.	Function as the disciplinary process coordinator.	Whenever needed
10.	In conjunction with the Treasurer or Financial Manager, ensure that the funds of the CPSF are administered in accordance with the policy of the CPF or CPSF, prepare and circulate the budget as well as the annual report of the activities of the CPSF.	Continuously
11.	Represent the CPSF as a director on the NPO and or Trust.	Whenever requested
12.	Integrate, compose, and finalize the CPSF Plan and Program of Action.	Annually
13.	Update and ensure the relevance of the Constitution and Code of Conduct.	Annually
14.	Manage and execute all reasonable additional tasks defined by the CPSF EXCO;	As allocated during meetings
15.	Execute certain special tasks as delegated by the Chairperson.	Whenever requested by the chairperson

Signature

Date.....

DUTY SHEET /TASK LIST- SECRETARY

	Task	Time frame
1.	Compile an annual calendar in collaboration with the chairperson of the CPSF.	For approval in January in each year
2.	Arrange all meetings as decided by the EXCO and as required by the CPSF Constitution.	As per Constitution and meeting schedule
3.	Consult with the chairperson of the CPSF to prepare agendas of the meetings.	Before each meeting
4.	Arrange the venues of the different meetings	Before each meeting
5.	Send out notices of the meetings including the agendas	As required by the LS2 Constitution for the relevant meetings
6.	Ensure that the minutes of the previous meeting is circulated.	Within 21 days after the meeting
7.	Take and compile minutes in accordance with the provisions of this Constitution.	During each meeting
8.	Ensure that decisions reached during the meeting are recorded.	During each meeting
9.	Select the action points from the minutes and forward to EXCO members for execution.	Within 2 days after the meeting
10.	Prepare minutes of the meetings and submits them to the chairperson for approval.	After each meeting
11.	Distribute minutes of meetings.	Simultaneously with the sending out of the agenda for the next meeting
12.	Prepare an attendance register and ensure that all members attending the meeting sign the attendance register.	At each meeting
13.	Compile draft correspondence for the signature of the CPSF chairperson.	Upon request of the Chairperson
14.	Receive and dispatch correspondence to and from the CPSF.	Whenever correspondence is received
15.	Prepare and manage correspondence, reports, and documents.	Upon request of the chairperson
16.	Develop draft keynote speeches for the chairperson.	Upon request of the chairperson
17.	Keep originals of hard copy and or electronic letters received, and copies of letters dispatched, as well as of all other correspondence.	Whenever correspondence is received
18.	Perform official administrative functions normally associated with the office of the secretary.	Continuously
19.	Manage and execute all reasonable additional tasks defined by the CPSF EXCO.	As and when requested
20.	Further the interest of the CPSF as directed by the EXCO.	Continuously
21.	Ensure that all CPSF documents are safeguarded and properly archived.	Continuously

Signature

Date.....

DUTY SHEET /TASK LIST- DEPUTY SECRETARY

	Task	Time frame
1.	In the absence of the Secretary, act as the Secretary and execute all tasks as per Secretary's Task list.	Within times frames as set out in the Secretary's Task List for the duration of the Secretary's absence.
2.	Attend the scheduled meetings.	As required per LS2 Constitution.
3.	Execute the actions/decisions allocated to the deputy secretary during the LS2 EXCO meetings.	As per relevant minutes of the EXCO meetings.
4.	Assist the Secretary in the execution of his/her functions, responsibilities, and obligations.	Whenever requested by the secretary
5.	Assist with the compilation of draft documents for the signature of the Chairperson.	Upon request
6.	Compile a list of action items for each meeting in addition - and as an official annexure to - the minutes taken and compiled by the Secretary, for immediate distribution and action by the relevant members via an appropriate social media platform.	Within 24 hours after each meeting
7.	Assist the Public Relations Officer (PRO) develop and manage the public relations of the CPSF.	As and when requested
8.	Manage and execute all reasonable additional tasks defined by the Secretary and/or CPSF EXCO.	Continuously

Signature

Date.....

DUTY SHEET /TASK LIST - PUBLIC RELATIONS OFFICER

	Task	Time frame
1.	Attend the scheduled meetings	As per LS 2 Constitution
2.	Execute the actions/decisions allocated to the PRO during the LS2 EXCO meetings.	As per relevant minutes of the EXCO meetings.
3.	Develop a public relations strategy	Annually before the commencement of the calendar year
4.	Develop PR campaigns and media relations strategies	According to the dates as set out in PR strategy
5.	Organize PR events and advertise the CPSF.	According to the dates as set out in PR strategy
6.	Ensure that the communication platforms (WhatsApp groups) and FB of the CPSF are updated and functional.	Continuously
7.	Compile articles to promote awareness of the activities and successes of the CPSF for the relevant communication platforms	At least one promotional article per month. Distribution of all activities and successes as per event
8.	Ensure the publishing of crime figures on the relevant WhatsApp groups and relevant platforms.	Monthly
9.	Track media coverage and prepare draft responses in consultation with the Deputy Chair and Deputy Secretary for the signature of the chairperson on any media and or other inquiries.	Continuously When received /published
10.	Seek opportunities for sponsorships	Whenever there is a need
11.	Keep a record of all media and communication coverage.	Continuously
12.	Manage and execute all reasonable additional tasks defined by the CPSF EXCO.	As per instruction/decision of the CPSF EXCO

Signature

Date.....

DUTY SHEET /TASK LIST – OPERATIONAL COORDINATOR

	Task	Time frame
1.	Attend the scheduled meetings.	As per LS2 Constitution
2.	Execute the actions/decisions allocated to the Operational Coordinator during the LS2 EXCO meetings.	As per relevant minutes of the EXCO meetings.
3.	Obtain, evaluate, and ensure that all policies/guidelines regulating patrollers are updated and implemented.	Policies must be reviewed and updated every six months.
4.	Determine training needs in cooperation with the Training Coordinator and compile a training plan.	Annually before the commencement of the calendar year
5.	Provide inputs on the development of training materials for patrollers.	As per training intervention listed on the Training Plan
6.	Ensure the recruitment of new patrollers.	Continuously
7.	Ensure the registration of patrollers at prescribed frequencies.	Existing patrollers as per Constitution and new patrollers as per announced frequencies.
8.	Safeguarding of all the prescribed records.	Continuously
9.	Ensure that patroller register, and WhatsApp groups are updated.	Continuously
10.	Ensure the induction of new patrollers.	Within three months after joining the NW/ CPSF.
11.	Manage patrollers, radio users, control centers and control coordinators.	Continuously/Monthly
12.	Ensure the compilation and submission of incident reports	As per incident
13.	Evaluate incident reports for trends, best practices, and areas of improvement and provide feedback to NW chairpersons.	As per incident
14.	Monitor the Lyttelton SAPS Crime Prevention initiatives and report any aspect which is lacking to the CPSF and the Lyttelton SAPS Sector Commander	As per initiative
15.	Implement crime prevention measures in liaison with the CPSF /SAPS and the respective Neighbourhood Watches	Whenever needed or requested
16.	Compile annual comparison report on the crime figures	One month after the end of the calendar year
17.	Compile a crime prevention plan and update the Safety Plan for the CPSF.	Before the commencement of the calendar year
18.	Compile and update an emergency plan for the CPSF and ensure the availability of updated NW emergency plans.	Annually
19.	Monitor the SAPS crime prevention initiatives and ensure CPSF participation.	As per initiative.
20.	Attend the relevant meetings in the execution of these duties.	As per LS2 Constitution
21.	Present a crime prevention overview.	AGM and Monthly CPSF meetings.
22.	Report all crime related matters to the chairperson of the CPSF.	As per incident
23.	Prepare short reports in liaison with the PRO for publishing on the FB, WhatsApp groups and Website on crime issues.	As requested and monthly on crime figures

Signature

Date.....

DUTY SHEET /TASK LIST- TRAINING COORDINATOR

	Task	Time frame
1.	Attend the scheduled meetings.	As per LS2 Constitution
2.	Execute the actions/decisions allocated to the Training Coordinator during the LS2 EXCO meetings.	As per relevant minutes of the EXCO meetings.
3.	Conduct a training needs analysis for patrollers and community in cooperation with the Operational Coordinator.	Annually before the commencement of the calendar year
4.	Evaluate existing training material with the cooperation of the Operational Coordinator for any gaps and adopt/develop training material.	Continuously
5.	Develop training material in cooperation with the Operational Coordinator.	Continuously
6.	Research new training materials that can enhance the CPSF's performance and providing value to the community.	Continuously
7.	Develop a training strategy and a training schedule in consultation with the EXCO management for the following financial year.	Annually before the commencement of the calendar year
8.	Manage and integrate the training plan and budget into the annual Safety Plan.	Annually before the commencement of the calendar year
9.	Manage training standards, processes and procedures, programmes, training system conformity and SAQA compliance where appropriate.	Whenever existing training material is evaluated, or new training material developed
10.	Identify suitable trainers within the CPSF and ensure that they are trained to assist with training.	Annually before the commencement of the calendar year
11.	Arrange training courses with the assistance of the Logistical Coordinator.	As per training schedule
12.	Compile communication/notices on training courses for dissemination by the PRO.	As per training schedule
13.	Keep record of all training conducted.	As per training intervention
14.	Conduct surveys to judge how programs are received and if changes are needed.	After each training intervention
15.	Keep a database of all CPSF- as well as other external trainers.	Continuously
16.	Ensure that training equipment is taken care of and kept in a serviceable condition.	Continuously

Signature

Date.....

**DUTY SHEET /TASK LIST- LOGISTICAL SUPPORT
COORDINATOR**

	Task	Time frame
1.	Attend the scheduled meetings.	As per LS2 Constitution
2.	Execute the actions/decisions/tasks allocated to the Logistical Support Coordinator by the CPSF EXCO.	As per relevant minutes of the EXCO meetings. As per instruction/decision of the CPSF EXCO
3.	Ensure the maintenance of the CPSF 's Crime Information System.	Continuously
4.	Ensure the capturing and availability of crime figures and distribute to EXCO members.	At least once a week
5.	Ensure proper record keeping of the crime figures.	Continuously
6.	Provide a logistical service to the Training Coordinator regarding the organizing of venues, printing of training material and arrangement of technology needed for training and community interventions.	As per training schedule and/ or CPSF EXCO decision.
7.	Manage and coordinate logistical support and a procurement system in compliance with good governance requirements and policies.	At all times.
8.	Manage the design and procurement of dress code items and patroller boards for the CPSF members.	Upon request of the CPSF EXCO
9.	Provide a logistical support service with the CPSF elections.	As per scheduled CPSF election
10.	Manage the assets.	Continuously

Signature

Date.....

DUTY SHEET /TASK LIST - NEIGHBOURHOOD WATCH CHAIRPERSONS

	Task	Time frame
1.	Ensure that the NW is managed according to the NW and CPSF Constitutions and relevant legislation.	Continuously
2.	Ensure that the NW Constitution is annually evaluated and updated.	Before end of financial year
3.	Plan/convene the meetings in conjunction with the Secretary about the dates, times, and locations.	Before each scheduled meeting
4.	Ensure that proper notice of the meetings (As per required notice period specified in the Constitution) was sent to all NW EXCO members.	Before each scheduled meeting
5.	Preside over NW EXCO meetings.	As per scheduled meeting
6.	Ensure adherence to the quorum requirements for the different meetings as per NW Constitution.	As per scheduled meeting
7.	Ensure that minutes are kept and sign the minutes of the previous meeting after adopted.	As per scheduled meeting
8.	Ensure that the business of the meetings is conducted in the order as given in the agenda (Deviation with the approval of the meeting)	As per scheduled meeting
9.	Ensure that all meetings are conducted in accordance with the NW Constitution and general accepted meeting procedures.	As per scheduled meeting
10.	Ensure the keeping of minutes of the NW EXCO/SGM and AGM meetings.	As per scheduled meeting
11.	Ensure that all the NW EXCO members execute their duties as prescribed in the Constitution and per CPSF.	Continuously
12.	Attend Monthly CPSF meetings or send a representative when absent.	As prescribed in the LS 2 Constitution
13.	Compile monthly feedback report to the CPSF according to prescribed format.	Monthly
14.	Execute the actions/decisions allocated to the NW chairperson during the LS2 EXCO meetings.	As per relevant minutes of EXCO meetings.
15.	Communicate the monthly feedback from the CPSF meetings to the NW EXCO.	Monthly
16.	Convene, preside, and submit reports reflective of the activities of the NW at the Annual General Meeting.	Within six months after the end of the fiscal year
17.	Convene and preside over the Electoral Meeting.	3 months before the end of term
18.	Convene Special General Meeting.	Whenever the Constitution needs amendment or when requested
19.	Ensure that the composition of the CPSF EXCO is aligned with the Constitution and that all vacancies are filled within 90 days.	At all times
20.	Ensure the recruitment of new patrollers and NW members and ensure that the CPSF is informed of any changes to the membership list.	Continuously and monthly report of amendments on the NW members list
21.	Ensure an updated patroller name list as well as a Neighbourhood Watch member list.	Monthly
22.	Ensure that all NW patrollers are registered.	As new patrollers join
23.	Ensure/provide training to patrollers and community members.	As per training schedule
24.	Ensure the scheduling and execution of the patroller schedules.	Bi-Weekly/ Monthly
25.	Ensure that all patrollers have the necessary safety equipment.	Continuously
26.	Organize and mobilize Neighbourhood Watch members in crime prevention programmes, initiatives, and patrols and ensure participation in CPSF crime prevention initiatives.	Whenever scheduled by SAPS/CPF/CPSF/ NW
27.	Report all crime incidents immediately to the Chairperson of the CPSF, verbally as well as per Incident Report.	Whenever a crime took place
28.	Implement steps to manage crime hot spots.	Whenever a hot spot is identified
29.	Assist NW members with communication/liaison to SAPS regarding crime incidents.	Whenever a crime took place
30.	Ensure the safe keeping of NW members documentation as	Whenever a document is

	prescribed in the relevant Constitution.	generated and/or received
31.	Ensure that NW specific communication groups are established and that integrated NW/CPSF communication groups are aligned with the CPSF requirements.	Continuously
32.	Ensure effective communication - community is timeously informed of incidents/news/communiques from the CPF/CPSF/SAPS.	Within 12 hours of receiving the communication
33.	Sign all outgoing correspondence of the Neighbourhood Watch.	Whenever outgoing correspondence is sent.
34.	Inform the community on a quarterly basis regarding the functioning of the NW (or as per interval stated in the Constitution).	Every quarter
35.	Ensure that the NW Emergency Plan is annually updated.	Before end of financial year
36.	Ensure the compilation and review of the Safety Plan.	Before end of financial year
37.	Ensure that the finance of the NW is managed according to the set Constitution.	Continuously
38.	Ensure that the Treasurer submits the necessary financial statements of the NW.	2 Weeks before the scheduled AGM
39.	Ensure that a radio rollcall/communication system is operational.	As per NW arrangement
40.	Manage non-adherence to the Code of Conduct.	As per incident and in accordance with the approved Disciplinary Procedures

Signature

Date.....