



SINOVILLE COMMUNITY POLICE FORUM SECTOR 2 | CONSTITUTION 2025



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SINOVILLE COMMUNITY POLICE FORUM – SECTOR 2 CONSTITUTION

APPROVAL

Approved at the Annual General Meeting (2/10/2025) by majority vote of registered members present.

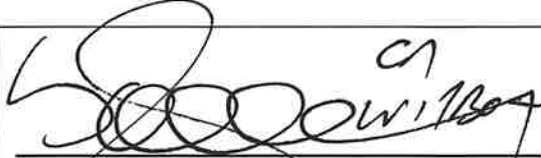
PREVIOUS VERSION

April 2021
18 Jul 2024

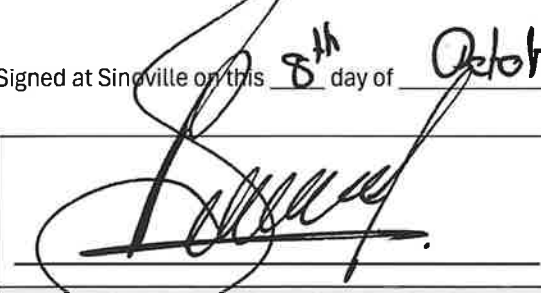

THIS VERSION

September 2025



Signed at Sinoville on this _____ day of _____ 2025.

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| Col G. Witbooi Station Commander of the Sinoville SAPS | Signature of Witness: |

Signed at Sinoville on this 8th day of October 2025.

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| Mr P. Briel Chairperson of the EXCO of the Sinoville CPF | Signature of Witness: |

Signed at Sinoville on this 8th day of October 2025.

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| Mr D.G Strachan Chairperson of the Sinoville CPF - Sector 2 | Signature of Witness: |

PREAMBLE

Be it therefore acknowledged that the Sinoville Community Police Forum (SCPF) is established in terms of Chapter 7 of the South African Police Service Act, Act 68 of 1995 (the principal Act), and as amended on 28th October 1998 providing a framework for the establishment, functions and control of municipal police services and the South African Police Service Interim Regulations of Community Police Forums and Boards, 2001 (hereinafter referred to as the Interim Regulations 2001), to ensure effective liaison between the South African Police Service (SAPS), Cluster Community Police Boards and Community Police Forums and Sector Crime forums in Gauteng as envisaged by section 18 of the South African Police Service Principal Act.

The Forum is a non-profit, non-sectarian, non-sexist, non-racial, apolitical, community-based, statutory entity and established in terms of sections 19 and 23 of the South African Police Services Act 68 of 1995, read with the South African Police Service Interim Regulations for Community Police Forums and Boards as published in Regulation No. R.384 of 2001 in Government Gazette, Vol. 431, No. 22273, on 11 May 2000, Regulation Gazette, No. 7062.

Due regard will be taken of the implications of various legislations, regulations, and government policies, for example, Section 30 of the Income Tax Act and related regulations, Regulations for Safety Measures at Public Schools of 10th November 2006.

It is recognised that all members of the SAPS and the Community share the responsibility and are interdependent to ensure a safe and secure environment for all the people in the Sinoville Precinct; and,

It is incumbent on every member of an SCPF to ensure that the partnership between the Community and the SAPS is maintained in all the sectors of the Sinoville precinct and that all Community Safety and Victim Support Structures are directed, monitored, and guided to act within the Law.

REFERENCES

- Constitution of the Republic of South Africa, Section 33
- South African Police Services Act, Act 68 of 1995
- South African Police Service Interim Regulations for Community Police Forums and Boards as published in Regulation No. R.384 of 2001 in Government Gazette, Vol. 431, No. 22273, on 11 May 2000, Regulation Gazette, No. 7062.
- Promotion of Administrative Justice Act, Act 3 of 2000, as amended.
- Trust Property Control Act, no. 57 of 1988, as amended.
- Companies Act, Act 71 of 2008
- Income Tax Act, Act 36 of 1996

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1. DEFINITIONS

| WORD | DESCRIPTION |
|---------------------------------|---|
| Act | means The South African Police Services Act, Act 68 of 1995. |
| AGM | means Annual General Meeting. |
| Auditor | means a person or firm that inspects and verifies the validity and reliability of an organisation’s financial records and who is registered with the Independent Regulatory Board for Auditors (IRBA) as required in terms of Section 37 of the Auditors Act 26 of 2005. |
| Area of jurisdiction | means the same area as the operational area of the Sinoville SAPS as amended from time to time. |
| CPF | means Community Police Forum. |
| Community | means the residents within the area of jurisdiction of the Sinoville SAPS- Sector 2 as defined. |
| Constitution | means the Constitution of Sector 2 and all its annexures as issued by Sector 2 from time to time. |
| Day | means a calendar day. |
| Election Meeting | means a meeting to elect members to the Management Committee of Sector 2. |
| Electoral Officer | for purposes of Election Meetings will mean a person designated by the Exco, in consultation with the Sub Forum, to facilitate the election process. |
| The Forum | means the Sinoville Community Police Forum. |
| EXCO | means the group of individuals duly elected to the Executive Committee to represent the Forum. |
| GAAP | means “Generally Acceptable Accounting Principles”. |
| ICASA | means the Independent Communications Authority of South Africa. |
| Interim Regulations | means the “South African Police Service Interim Regulations for Community Police Forums and Boards” as per Regulation No. R.384 of 2001 published in Government Gazette No. 22273, on 11 May 2001. |
| IPID | means Independent Police Investigative Directorate. |
| Joint Operations Centre (“JOC”) | means a centralised facility equipped with all equipment as may be needed to ensure that effective communication can occur between the Forum members and SAPS and TMPD for operational purposes. |
| Management Committee | means a group of individuals duly elected to the Management Committee of Sector 2. |
| Media | has its ordinary meaning but also include printed, electronic, radio and social media. |
| Member | <p>A member can be a citizen or a non-citizen above the age of 18 years old and legally residing or conducting business in the Sinoville precinct.</p> <p>A person in possession of permanent residence who has ordinarily resided in South Africa for at least 5 years after acquiring permanent residence status and who has not been absent from South Africa in any one of the past five years from the date of submitting his or her application for citizenship.</p> <p>A child born in South Africa of parents who are not South African citizens or who do not possess permanent residence status qualifies to apply for South African citizenship upon turning 18 years of age if he or she has lived in South Africa from the date of his or her birth to the date of turning 18 years of age; and his or her birth</p> |

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| WORD | DESCRIPTION |
|-----------------------------------|--|
| | has been registered in accordance with the provisions of the Births & Deaths Registration Act with the Department of Home Affairs. |
| MMS | shall mean “Multimedia Messaging Service”, it is a standard way to send messages that include multimedia content to and from a mobile phone over a cellular network. |
| Non-Profit Company (NPC) | According to Section 1 of the Companies Act, Act 71 of 2008, “non-profit company” means a company— (a) incorporated for a public benefit or other object as required by item 1(1) of Schedule 1; and (b) the income and property of which are not distributable to its incorporators, members, directors, officers, or persons related to any of them except to the extent permitted by item 1(3) of Schedule 1. |
| PIM | means a Public Information Meeting. |
| Public Benefit Organisation (PBO) | Can be one of the following (according to the Income Tax Act, Act 36 of 1996, Section 30: (a) A non-profit company (NPC) as defined in section 1 of the Companies Act. (b) A trust formed in the Republic; or (c) An association of persons formed or established in the Republic as a voluntary association of persons. |
| SAPS | means Sinoville South African Police Service |
| Serious offence | means any offence whereby a person has been sentenced to imprisonment for a period of longer than one year without the option of a fine. |
| SGM | means a Special General Meeting |
| SMS | means “Short Message Service”, a messaging service where the length of the message is restricted to 160 characters, as provided by Cellular Network Operators. |
| SCC | means the Sinoville Crisis Centre NPO - situated at the SAPS Sinoville police station. |
| Sector 2 | means the Sinoville Community Police Forum’s Subforum Sector 2 as defined by SAPS within the area of jurisdiction established in terms of Regulation 3 of the Interim Regulations. |
| Term of office | means the period of 5 years or a period defined by the MEC of Community Safety in collaboration with the Provincial Commissioner. |
| TMPD | means the Tshwane Metropolitan Police Department. |
| YCPD | means the Sinoville Youth Crime Prevention Desk |

2. THE NAME OF THE SUBFORUM

2.1 The name of the Subforum is the “Sinoville Community Police Forum – Sector 2 (hereinafter referred to as “Sector 2”).

3. AREA OF JURISDICTION

3.1 The Area of Jurisdiction of Sector 2 will be the operational area of the Sinoville Police Station, as amended from time to time and assigned to Sector 2.

3.2 Refer to **Annexure 1**, which depicts the boundaries of Sector 2.

4. LEGAL STATUS

4.1 Sector 2 is a legal entity and can act in its name and institute and defend legal actions.

4.2 Sector 2 will be represented by the elected management committee and is granted the authority as set out in Annexures hereto.

4.3 Sector 2 exists as an entity, independent from its members, irrespective of any change in its membership or its management.

4.4 Any liabilities incurred by Sector 2 vest in Sector 2, and no member of Sector 2 will be liable for the debts, claims of whatever nature, obligations, or any form of encumbrance of Sector 2 in their respective personal capacities.

4.5 All the actions by the Management Committee of Sector 2 or any of its members, in *bona fide* performance of their duties, will be regarded as having been performed by Sector 2.

4.6 A member of the Management Committee of Sector 2 will not be held liable in his or her capacity for conducting his or her functions and duties as determined or instructed, unless such act or omission was performed:

4.6.1 In a grossly negligent or intentionally wrongful manner; or

4.6.2 beyond the powers conferred on such person in terms of this Constitution; or

4.6.3 Beyond the authority or instruction given by the Management Committee of Sector 2.

5. OBJECTIVES OF SECTOR 2

5.1 To establish and maintain a partnership between Sector 2 members in good standing to prevent crime.

5.2 Promote communication between the SAPS, TMPD, Sector 2 members, and the community.

5.3 Promote cooperation between the SAPS, TMPD, Sector 2 members, and the community to fulfil the community's policing needs.

- 5.4 Improve the rendering of police services to Sector 2 members and the community.
- 5.5 Improve transparency in the SAPS and accountability of the SAPS, to Sector 2 members and the community.
- 5.6 Promote joint problem identification and problem-solving by the SAPS, TMPD, and Sector 2 members, the community, concerning crime, service delivery, disorder, and poor community police relations.
- 5.7 Monitor the effectiveness and efficiency of the SAPS.
- 5.8 Evaluate the provision of visible policing in the station area.
- 5.9 Ensure that this Constitution is aligned with the Constitution of the Sinoville Community Police Forum.
- 5.10 Ensure that all Sector 2 members comply with this Constitution and its annexures.
- 5.11 Assist Sector 2 members in growing the membership of Sector 2.
- 5.12 Function as a facilitator between Sector 2 members to identify common crime patterns and identify problems or areas of concern within the area of jurisdiction of Sector 2, and act accordingly.

6. ASSETS OF SECTOR 2

- 6.1 All assets of Sector 2 will be used solely towards the objectives of Sector 2 and its members.
- 6.2 No money will be paid or transferred, directly or indirectly, by way of dividend or bonus to any member of the Sector 2 Management Committee.
- 6.3 All assets of Sector 2 will vest in Sector 2, and
- 6.4 The members of Sector 2 will be the beneficiaries of the assets held by it through a legal entity specifically created for the purpose.

7. MEMBERSHIP

- 7.1 Membership shall be open to all members of the Community residing or having business in the area of Sector 2, and membership is voluntary, and no membership fees shall be payable for membership to the Forum, and the membership criteria will be determined by the EXCO of the Forum from time to time. The persons excluded from applying for membership are listed in paragraph 11 below.
- 7.2 An administration fee is, however, payable per annum as determined by the EXCO of the Forum from time to time. The purpose of such administration fee is to cater for the day-to-day management of Sector 2 and include but is not limited to, the payment of cellphone accounts for the administration phone, emergency phone, maintenance and upkeep of all Sector 2 and Forum related WhatsApp groups, maintenance and upkeep of the Sector 2 website, monthly and annual audit of the finances of Sector 2, stationary and printing and fuel vouchers for control operators and patrollers, etc.

8. MEMBERS IN GOOD STANDING.

8.1 All members of the Forum are deemed to be “members in good standing” unless evidence to the contrary exists.

8.2 The Chairperson of Sector 2 can use the following as a guide to determine whether a member is in good standing or not:

8.2.1 Members who have been found guilty of misconduct and received a written warning or suspension are considered not to be members in good standing in the Forum.

8.2.2 Members with a criminal record are considered not to be members in good standing with the Forum.

9. APPLICATION FOR MEMBERSHIP

9.1 An applicant applying for membership shall apply in writing for membership to the Forum through Sector 2.

9.2 All applicants applying for membership to the Forum will abide by and adhere to the requirements of the Code of Conduct.

9.3 All applicants who apply for membership to the Forum shall be subjected to a screening process, and this shall be dealt with professionally and confidentially.

9.4 The Management Committee of Sector 2 may reject at its discretion, a membership application or terminate membership due to the applicant's involvement in criminal activities, having a criminal record, failure to make a criminal record known at the time of applying for membership, submitting false information during the application or any item excluding such a person as a member as defined in the exclusions paragraph 11 below.

9.5 The following documentation must be submitted by an applicant to apply for membership in Sector 2:

9.5.1 Signed and completed the Membership Application Form contained in Annexure 2.

9.5.2 Signed and completed the Code of Conduct contained in Annexure 3.

9.5.3 Certified copy of Identification Document.

9.5.4 Proof of residence for ordinary members or proof of business address for business members, not older than 3 (three) months.

9.6 Once management has considered and accepted the application, the application will be referred to SAPS for an initial clearance (through only the ID). If SAPS requires further clearance, the applicant will be contacted by SAPS directly.

9.7 An accepted application that went through the SAPS clearance without any further request will be registered by the SAPS as a Community in Blue Patroller, and the Sector 2 Management will be advised of the outcome hereof.

9.8 Sector Management would then finally approve such a membership application and inform the member of his/her membership details.

9.9 The rejection of an application by the Sector Management will be conveyed to the applying member by the Chairperson of the Management Committee of Sector 2 or an appointed member of the Committee, and this decision will be recorded in the Sector 2 Resolutions Register. If the reason for rejection is due to a criminal record, SAPS will contact the applying member.

10. CODE OF CONDUCT

10.1 All applicants applying for membership to Sector 2 and members of Sector 2 will sign the Code of Conduct and abide by and adhere to its requirements.

10.2 The Code of Conduct is contained in **Annexure 3**.

11. MEMBERSHIP EXCLUSION

11.1 The following persons will be excluded from becoming or remaining members of Sector 2:

11.1.1 Persons who are no longer *bona fide* residents within the predefined boundaries of Sector 2.

11.1.2 Persons who are no longer *bona fide* business owners within the predefined boundaries of Sector 2.

11.1.3 Political office bearers.

11.1.4 Persons under the age of 18 years.

11.1.5 Persons or business owners who have made false declarations on his/her/its application form for membership.

11.1.6 Persons or business owners who have submitted falsified documents in respect of his/her/its application for membership.

11.1.7 Persons having a criminal record or failure to make a criminal record known.

11.1.8 SAPS reservists.

11.1.9 Serving employees of the South African Police Service, as regulated in the South African Police Service Act, as amended.

11.1.10 Metropolitan Police Department employees.

11.1.11 Members of the National and Provincial Secretariats for Police Services.

11.1.12 Employees of the Independent Police Investigative Directorate.

11.1.13 A person who ceased to be a registered member of Sector 2 for whatever reason.

11.1.14 Owners and employees of private security companies that provide security services, including guarding, reaction, whether armed or not, and monitoring, or having a vested business interest in such a company within the area of jurisdiction of the SAPS Sinoville.

11.1.15 Owners and employees of vehicle tow-in companies that provide tow-in or any other vehicle accident-related services, having a vested business interest within the area of jurisdiction of the SAPS Sinoville.

11.1.16 Owners and or employees of restaurants with bars or taverns where alcohol is sold.

12. COMPOSITION OF THE MANAGEMENT COMMITTEE

12.1 The Management Committee of Sector 2 will consist of the following positions:

12.1.1 Chairperson.

12.1.2 Deputy-Chairperson.

12.1.3 Treasurer.

12.1.4 Secretary.

12.1.5 Deputy-Secretary.

12.1.6 Crime Prevention Officer.

12.1.7 Public Relations Officer.

12.1.8 Administration Officer.

12.1.9 Control and Patrol Coordinator.

12.1.10 Training and Standards Coordinator.

12.2 The elected persons listed in 12.1.1 to 12.1.10 have voting rights on the Management Committee of Sector 2.

12.3 A Subforum Chairperson may not serve on the Exco in any other capacity as an *ex officio* member.

12.4 The Management Committee members will follow the guidelines as contained in **Annexure 4**.

13. EX OFFICIO MEMBERS

13.1 Persons representing any of the following organisations are considered *ex officio* members of the Sector 2 Management Committee:

13.1.1 Any SAPS member attached to the Sinoville police station, acting in any capacity.

13.1.2 Any TMPD member attached to region 2, Sector 2 of the TMPD, acting in any capacity.

- 13.1.3 Co-opted members for a specific task and duration.
- 13.1.4 The Chairpersons of the affiliated neighbourhood watches, as defined in **Annexure 5**.
- 13.2 The persons listed in 13.1.1 to 13.1.4 will have no voting rights on the Management Committee of Sector 2.

14. AUTHORISED SIGNATORIES OF SECTOR 2

- 14.1 Where the Management Committee of Sector 2 needs to sign documentation on behalf of Sector 2 to give legal effect to any transaction, including but not limited to power of attorney, deeds, contracts, and all such other documents that may have to be authorised, the authorised signatories of Sector 2 will be any two of the following:
 - 14.1.1 The Chairperson.
 - 14.1.2 The Deputy-Chairperson.
 - 14.1.3 The Treasurer.
 - 14.1.4 The Chairperson of the Exco.
 - 14.1.5 The Treasurer of the Exco.

15. TERM OF OFFICE OF MEMBERS OF THE MANAGEMENT COMMITTEE

- 15.1 The term of office of a Management Committee Member will be deemed to be five years.
- 15.2 General Election Meetings must take place within the same calendar year as the National Government Elections.
- 15.3 A person may not serve in the same position on the Management Committee for more than two full terms; and
- 15.4 If a person is elected to the Management Committee with less than three years remaining to the next end-of-term Election, it will be deemed that such period will be regarded as a full term.

16. AUTHORITY AND DUTY OF THE MANAGEMENT COMMITTEE

- 16.1 The Management Committee has the duty to:
 - 16.1.1 Report gross negligence or dereliction of duty on the part of any member of the SAPS to the Exco of the Forum.
 - 16.1.2 Report gross negligence or dereliction of duty on the part of any member of the TMPD to the Exco of the Forum.
 - 16.1.3 Function as a mediator between the SAPS and Sector 2 members.

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- 16.1.4 Develop a programme to address crime tendencies in the area of jurisdiction of Sector 2 and review the programme annually in cooperation with the SAPS and the Crime Prevention Officer of the EXCO of the Forum.
- 16.1.5 Hold monthly management meetings as well as all the other mandatory and statutory meetings.
- 16.1.6 Establish and maintain sustainable communication channels such as electronic and printed media. It is required to maintain a website for Sector 2.
- 16.1.7 Refer all complaints between Sector 2's members to the Criminal Justice Coordinator of the Exco of the Forum.
- 16.1.8 Ensure that properly signed minutes and records of all meetings are kept.
- 16.1.9 Ensure resolutions passed are numbered, dated, signed and filed in an electronic resolution register folder.
- 16.1.10 Maintain and supervise efficient control over Sector 2 members and the administration of Sector 2.
- 16.2 The Management Committee has the authority to:
 - 16.2.1 Institute and conduct, defend, compound, or abandon any legal proceedings by or against Sector 2, as the case may be.
 - 16.2.2 Use the assets of Sector 2 for its objectives, members, and community.
 - 16.2.3 Appoint at its discretion sub-committees and direct matters and allocate tasks to these committees and co-opt any person to serve on these committees.
 - 16.2.4 Make urgent rulings as may be necessary from time to time.
 - 16.2.5 Make available resources or render such services to the SAPS and or TMPD, whether on request or of own accord, on such terms and conditions as the Management Committee deems necessary.
 - 16.2.6 Make donations in any form to the SAPS and or TMPD to assist the SAPS and or TMPD in preventing crime.
 - 16.2.7 Initiate community-based crime-prevention projects in Sector 2.
 - 16.2.8 Appoint one or more persons to assist the Treasurer in taking charge of and administering the funds of Sector 2.
 - 16.2.9 Open and operate one bank account in the name of Sector 2.
 - 16.2.10 Use any income derived from Sector 2 members or any other source in its discretion, provided that such expenditure will always be in the interest of Sector 2 members or the furtherance of Sector 2's objectives.
 - 16.2.11 Apply its surplus income in promoting Sector 2's objectives and will not, at any time, make any distribution or pay any dividend or surplus to any of its members.

- 16.2.12 Accept donations from external sources without any attached conditions.
- 16.2.13 Arrange and conduct fundraising activities in the name of Sector 2 and collect and receive money for or on behalf of Sector 2.
- 16.2.14 Ratification of appointed auditors on an annual basis at the AGM.
- 16.2.15 Remove any Management Committee member from office before the expiry of his or her term of office, and dismiss any of them, subject to the due disciplinary process by referring the matter for adjudication to the Criminal Justice Coordinator of the Forum.
- 16.2.16 Nominate any Sector 2 member, as it deems fit and proper, to represent Sector 2 at external meetings and to address any matter that could be addressed by Sector 2.
- 16.2.17 Co-opt any person(s), excluding the Chairperson or the Deputy Chairperson, or Treasurer, who have required expertise in any field necessary, onto the Management Committee of Sector 2 to fulfil the objectives of Sector 2, provided that such co-opted person will have no voting rights on the Management Committee of Sector 2.
- 16.2.18 Co-opt any person onto the Management Committee of Sector 2 for a period of no longer than Ninety (90) days to fill a Management Committee position vacancy, excluding the Chairperson, Deputy Chairperson, or the Treasurer positions, which has arisen, provided that such co-opted, person will have no voting rights on the Management Committee of Sector 2.
- 16.2.19 Suspend or terminate the membership of any member who has been found guilty at a disciplinary hearing, and where the sanction makes provision for such suspension or termination on receipt of the outcome of such hearing conducted by the Criminal Justice Coordinator of the Forum.
- 16.2.20 Revoke, suspend, terminate, or amend the right of any person to utilise the radio frequency of the Forum at any time and to instruct any person to bring in his or her radio to have the Forum's radio frequency on such radio removed, if after an investigation and the disciplinary process has found the member guilty of contravening the radio usage policy.

17. DONATIONS AND SPONSORSHIPS

- 17.1 To prevent a situation where Sector 2 may unknowingly receive donations and sponsorships from persons and entities with which the association may negatively affect the image of the Forum, Sector 2 must not approach any person or business for a donation or sponsorship without the necessary authority from the Management Committee of Sector 2.
- 17.2 When a member of Sector 2 is approached by a donor or sponsor, he or she shall refer the donor or sponsor to the Treasurer of Sector 2.
- 17.3 No member of Sector 2 shall individually accept a donation or sponsorship.
- 17.4 Authority to approach a business or a person for a donation or sponsorship, and the authority to accept a donation or sponsorship must be directed to the Management Committee of Sector 2 in writing.
- 17.5 Donations and sponsorships, on which conditions are attached, must be declined.

17.6 The Exco of the Forum must be informed of any donations made and received over the amount of R5 000,00.

17.7 The donation or sponsorship must be used for the purpose for which it was requested, received, and approved.

18. PROCEDURE FOR NOMINATION TO BE ELECTED AS A MEMBER OF THE MANAGEMENT COMMITTEE

18.1 Nominations will be done on the form as contained in **Annexure 6**.

18.2 Nominations for management members close 72 hours before the date and time of the Election Meeting.

18.3 Only an original completed and signed nomination and acceptance form will be acceptable for a nomination to be valid.

18.4 By signing the nomination and acceptance form, the nominee declares that he or she has read the duties and functions of the position being nominated for and has the ability and capacity to perform such duties and take such responsibilities.

18.5 The nomination and acceptance form must be completed and signed by the nominator and nominee and the Chairperson or the Deputy-Chairperson of the Sector, or if they are not available, their nominated representative, will confirm by their signature that the nominee is a registered member of Sector 2, in good standing, and is a *bona fide* resident or business owner within the area of Sector 2.

18.6 The duly signed and completed nomination forms must be handed to the Secretary of the Sector on or before the deadline. The secretary needs to ensure that he/she is available to accept the nominations at the address as per the notice.

18.7 The Secretary must verify whether the nomination and acceptance form is duly completed and signed before accepting the form and informing the management members of all nominations received, immediately after the close of the nominations.

18.8 If nominated for more than one position, the Nominee will fill the first available position in the voting sequence if there are no other nominees.

18.9 The current Chairperson will inform Forum members of the outcome of nomination(s) received and of any uncontested nominations that are automatically elected to those positions. Eligible candidates who are nominated for a vacant position on the Management Committee will follow the directions and prescriptions as contained in **Annexure 7**.

19. DISQUALIFICATION OF CANDIDATES AS A MEMBER OF THE MANAGEMENT COMMITTEE

19.1 The following candidates are disqualified from being elected to serve on the Management Committee:

19.1.1 Political office bearers.

19.1.2 Persons who have made a false declaration on his or her nomination and acceptance form.

- 19.1.3 Persons who have been found guilty in terms of the disciplinary code and whose sanction is still in force, or a person found guilty of misconduct except for the sanction imposed in terms of the Misconduct Policy.
- 19.1.4 A serving SAPS or TMPD member.
- 19.1.5 Persons under the age of 18 years.
- 19.1.6 A person who gives up his or her membership in writing and requests to be removed as a member of Sector 2 for whatever reason.
- 19.1.7 A person who is not in good standing with Sector 2.
- 19.1.8 A person not residing in the jurisdiction of Sector 2.
- 19.1.9 A business member of Sector 2.
- 19.1.10 SAPS reservists.
- 19.1.11 Serving employees of law enforcement agencies and the security services of the Republic, listed in Section 199 of the Constitution of the Republic of South Africa, including the South African Police Service, the National Intelligence Agency, Metropolitan Police Departments, and traffic Police Departments.
- 19.1.12 Owners and employees of private security companies that provide security services, including guarding, reaction, whether armed or not, and monitoring or having a vested business interest within the SAPS Sinoville's area of jurisdiction; and
- 19.1.13 Owners and or employees of restaurants with bars or taverns where alcohol is sold.

20. MEETINGS

- 20.1 This Constitution makes provision for the following types of meetings that can take place:
 - 20.1.1 Annual General Meeting.
 - 20.1.2 Special General Meeting.
 - 20.1.3 Election Meeting.
 - 20.1.4 Special Election Meeting.
 - 20.1.5 EXCO Meeting.
 - 20.1.6 Special EXCO Meeting.
 - 20.1.7 Broad Forum Meeting; and
 - 20.1.8 Public Information Meeting (Forum, Subforums, Stakeholders, and community members within the jurisdiction of the Forum).

20.2 Meetings will take place in accordance with **Annexure 7**.

20.3 All records of meetings, including minutes taken and resolutions passed, must be kept by the Secretary of Sector 2 in both electronic and hardcopy formats for a minimum period of 5 years.

21. REMOVAL OF MANAGEMENT COMMITTEE MEMBERS

21.1 An elected Management Committee member may be removed automatically from his or her position if that member:

21.1.1 Becomes disqualified in terms of paragraph 19.

21.1.2 When a vote of no confidence submitted and voted on has been passed against the relevant Management Committee member.

21.1.3 After a due disciplinary hearing, has been found guilty of an offence.

21.1.4 When a person ceases to be a registered member of the Forum for whatever reason.

21.1.5 Resigns from the Management Committee.

21.1.6 If absent without an acceptable apology for 3 (three) meetings in twelve months, he or she will be automatically removed from his or her position.

21.1.7 No longer can fulfil his or her duties (e.g., long-term illness, work-related commitments) as determined by the majority of the members of the Management Committee after such a motion has been tabled, debated, and voted upon and therefore approved at a Management Meeting or Special Management Meeting.

21.1.8 Fails to perform the required responsibilities to the satisfaction and consensus of the majority of the members of the Management Committee, the incumbent will, on request, vacate the position after such a motion has been tabled, debated, and voted upon and therefore approved at a Management Meeting or Special Management Meeting.

22. VOTE OF NO CONFIDENCE

22.1 A Vote of No Confidence can be brought against individual members of the Management Committee and or against the Management Committee as a whole as provided for in **Annexure 8**.

23. DISSOLVEMENT OF SECTOR 2 MANAGEMENT COMMITTEE

23.1 The procedure to dissolve Sector 2 is contained in **Annexure 9**.

24. RADIO INFRASTRUCTURE

24.1 The Sector 2 Management Committee will ensure that a portion, as decided by Sector 2 Management together with EXCO from time to time, of the radio reprogramming fees, as paid by the Sector's radio

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users, is timeous paid to EXCO as payment for the ICASA licence fee for the frequencies allocated to the Forum.

- 24.2 The SCPF EXCO will be the only point of communication between Sector 2 and ICASA.
- 24.3 The Sinoville GPF Trust is the sole owner of the Sinoville CPF radio infrastructure.
- 24.4 The Sector 2 Management Committee will determine the usage of the radio infrastructure and relevant call signs for all Sector 2 Radio Users.

25. NEIGHBOURHOOD WATCH AFFILIATION

- 25.1 For a Neighbourhood Watch, which is within the jurisdiction of Sector 2, to become affiliated with the Forum, the conditions as contained in the Affiliation Policy attached hereto as **Annexure 5**, must be implemented, and an application for affiliation must be submitted to the Management Committee of Sector 2.
- 25.2 Should there be an overlap of the borders of the Neighbourhood Watch, such a query should be referred to the Exco for clarification.

26. WEBSITE OF SECTOR 2

- 26.1 The Exco of the Forum will ensure that a functional website is maintained, and the management team of Sector 2 will have access to the website to update its data as and when required.
- 26.2 The Management Committee of Sector 2 may, in the absence of an Administrative Officer, appoint any other Management Member as content manager of the website.
- 26.3 The content manager (Administration Officer) may only add, remove, or alter content on the website after formal approval of the Management Committee of Sector 2 is obtained.

27. FINANCES OF SECTOR 2

- 27.1 The Management Committee may raise funds to support and advance the objectives of Sector 2.
- 27.2 The Management Committee must manage the financial affairs of Sector 2 in accordance with acceptable accounting practices and prepare an income and expenditure statement and a balance sheet that must be presented at each Sector 2 Annual General Meeting, as well as Exco monthly meetings.
- 27.3 After each financial year, approve all the financial records of Sector 2, certified in accordance with Generally Accepted Recordkeeping Practices as a true reflection of the income, expenditure, assets, and liabilities as audited by a duly appointed Auditor as provided for in terms of the Auditors Act 26 of 2005 as soon as such audit report is completed and approved each year at the AGM or Special General Meeting.
- 27.4 A copy of such approved Annual Audit shall be provided to the EXCO of the Forum.

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- 27.5 Sector 2 is a non-profit, community-based body that performs its functions to achieve the objectives as set out in this Constitution. No member of Sector 2 or its Management Committee is entitled to any remuneration on account of his or her membership or participation in the activities of Sector 2.
- 27.6 The financial year end of Sector 2 will commence on 1 April of every year and will end on 31 March of the next year.
- 27.7 The Management Committee of Sector 2 will open and maintain a bank account in the name of Sector 2 at a registered bank in which all funds received by the Management Committee of Sector 2 will be deposited.
- 27.8 No person may accept funds on behalf of the Management Committee of Sector 2, except where the Treasurer of the Management Committee has authorised such acceptance of funds by a member of the Management Committee of Sector 2 and such funds are deposited into the bank account of Sector 2 on the same day or the next business day, and proof of such deposit is provided to the Treasurer.
- 27.9 The Treasurer may incur expenditure on behalf of Sector 2 up to an amount as determined by the Management Committee from time to time and confirmed by resolution. For any expenditure more than this amount, prior approval must be obtained from the Management Committee of Sector 2 for all such expenditure. Such approval shall be minuted and resolved in a resolution accepted by a majority of the members of the management committee of Sector 2.
- 27.10 Receipts must be obtained for all expenditure and timely submitted to the Treasurer and attached to the monthly report tabled at the Sector 2 Management Committee meeting.
- 27.11 An acceptable set of financial records will be maintained by the Treasurer and will be available to any Sector 2 member on request, including the Exco of the Forum.
- 27.12 Any expenditure incurred will be applied solely towards the pursuit of Sector 2's objectives.
- 27.13 The Management Committee may, after receiving such a request in writing, and after having conducted a thorough investigation on the merits of a request, help any Sector 2 member, including monetary assistance, provided that such assistance will be in the interest of Sector 2 and the furtherance of its stated objectives.
- 27.14 The Management Committee will not negotiate for, nor go into overdraft on the bank account of Sector 2.

28. COMMUNICATION

- 28.1 Depending on the nature and urgency of the communication, the content and means of communication with members and the community will be determined by the Management Committee of Sector 2.
- 28.2 Communication with members may take place in one or all of the following ways:
- 28.2.1 Via feedback through individual Management Committee Members.
- 28.2.2 At Sector 2 meetings.

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- 28.2.3 Via electronic media, as determined by the Management Committee of Sector 2 in line with the Social Media Protocol.
- 28.2.4 Via the radio network of the Sinoville CPF.
- 28.3 General communications with the public - All communications with the public, including information posted on the Sector 2 website, need to be approved by the Management Committee of Sector 2.
- 28.4 Sensitive and confidential information - Information that is regarded as sensitive and or confidential must be approved by the Exco before the Management Committee of Sector 2 may release such information.
- 28.5 Urgent communication - Urgent communication, as determined by the Management Committee of Sector 2 or the Exco of the Forum, will be distributed in such a manner as will be deemed appropriate and the most effective under the circumstances, considering the sensitivity or confidentiality of the information.

29. LIAISON WITH THE MEDIA AND MEDIA RELEASES:

- 29.1 Sector 2 may not liaise directly or indirectly with the media or issue a media release. The Exco of the Forum is the only entity allowed to communicate with the media.
- 29.2 Only material that has been approved by the Exco of the Forum may be released to the media.
- 29.3 Only the Chairperson or Deputy-Chairperson of the Exco of the Forum is authorised to speak to any media.
- 29.4 Any requests from the media must be referred to the Chairperson or Deputy-Chairperson of the Exco of the Forum.
- 29.5 Classified SAPS information - No classified information of whatever nature may be distributed. Only information released by SAPS for distribution may be published.
- 29.6 All information disseminated will be done in accordance with the prescriptions contained in the Forum's PAIA Manual and will adhere to the requirements determined in the Protection of Personal Information Act, 4 of 2013 ("POPIA").

30. ACCESS TO INFORMATION

- 30.1 Any registered member of Sector 2 has the right to request information about matters of Sector 2.
- 30.2 Such information must be requested, in writing, through the Chairperson.

31. SECTOR 2 SOCIAL MEDIA PROTOCOL

- 31.1 The use, control, and function of WhatsApp Groups shall be conducted in terms of the Sector 2 Social Media Protocol as contained in **Annexure 10**.

32. RADIO USAGE POLICY

32.1 The Radio Usage Policy is binding on all members of the Forum and is contained in **Annexure 11**.

33. COMPLAINT

33.1 The proceedings will be formal, and all records will be filed for future reference. All hearings are recorded to ensure that a proper record of the proceedings is kept. In the event of an appeal, it is the responsibility of the Criminal Justice Coordinator to provide the full record, including a transcription of the same, to the Exco of the Forum. The record of such proceedings will not be made available to any party for whatsoever reason.

33.2 Any complaint raised by a member of the Forum against another Forum member must be submitted in writing and accompanied by a signed declaration affirming the truthfulness of the complaint. The complaint must also include all relevant supporting documentation.

33.3 Any complaint raised by a member of the Forum against the SAPS or TMPD must be submitted in writing and accompanied by a signed declaration affirming the truthfulness of the complaint. The complaint must also include all relevant supporting documentation.

33.4 Any complaint raised by a member of the SAPS or TMPD against a member of the Forum must be submitted in writing and accompanied by a signed declaration affirming the truthfulness of the complaint. The complaint must also include all relevant supporting documentation.

33.5 When a complaint is received in terms of 33.1 or 33.2, it must be submitted to the secretary of Sector 2. The secretary is responsible for acknowledging receipt of the complaint in writing within two days. After acknowledgment, the secretary must immediately forward the complaint to the Criminal Justice Coordinator of the Forum for adjudication.

33.6 When a complaint is received in terms of 33.3, it must be submitted to the secretary of the Forum. The secretary is responsible for acknowledging receipt of the complaint in writing within two days. After acknowledgment, the secretary must immediately forward the complaint to the Criminal Justice Coordinator of the Forum for adjudication.

33.7 The Criminal Justice Coordinator of the Forum must, within two days of receiving the complaint, contact the complainant and the accused parties. The Criminal Justice Coordinator will then schedule a hearing within seven days, ensuring that all parties are notified of the date, time, and location of the hearing. Additionally, the Criminal Justice Coordinator will provide instructions regarding any additional required documentation or statements that must be submitted in advance to facilitate a fair and transparent process.

33.8 The parties shall have the right to defend themselves, which shall include the right to be represented by a fellow Forum member but excludes legal representation.

33.9 On the day of the hearing, the complainant and the accused will each have 10 minutes to present their case to the Criminal Justice Coordinator. The Criminal Justice Coordinator may ask follow-up questions to clarify any statements made. No cross-examination will be allowed. The Criminal Justice Coordinator will adjudicate the matter at the hearing. In more complex matters, the Criminal Justice Coordinator may

reserve judgment for seven days, whereafter the written outcome of the complaint will be provided to all the relevant parties.

- 33.10 If a party to the complaint is aggrieved with the outcome of the decision of the Criminal Justice Coordinator, they have the right to appeal the decision. To do so, the party must submit a written request to the Secretary of the Forum. This request must be lodged within 14 days of receiving the Criminal Justice Coordinator's decision and should clearly outline the grounds for appeal. The Exco of the Forum will then review and adjudicate the matter. The decision of the full Exco is final and not subject to further appeal.

34. SANCTIONS

- 34.1 The following transgressions will lead to the immediate suspension of a Forum member pending the outcome of the hearing:

34.1.1 Disclosing confidential information of Sector 2 to the public, individuals, or institutions without the prior written consent of the Management Committee of Sector 2.

34.1.2 Refusal to carry out instructions of the Management Committee Members of Sector 2 or any office bearer acting on behalf of the Forum.

34.1.3 Drinking liquor and being under the influence of liquor or any intoxicating substance whilst performing duties of Sector 2.

34.1.4 Acting in a manner that exposes Sector 2 members to a dangerous environment and or criminals.

34.1.5 Acts for other groups and or persons who seek to disrupt the activities of Sector 2 or prevent it from fulfilling its set aims and objectives.

34.1.6 Theft or fraud.

34.1.7 Refusal to execute tasks enabling the Management Committee of Sector 2 to function efficiently and effectively.

34.1.8 Using Sector 2 to advance personal and political interests.

34.2 Any person who has been found guilty in terms of paragraphs 34.1.1 to 34.1.8 above will have his or her membership in the Forum terminated.

34.3 Where a criminal charge has been laid against any member of Sector 2 and such criminal charge comes to the attention of the Sector 2 Management Committee, then such person shall be automatically suspended until the criminal case has been concluded. If such a person is found guilty of the offence so charged, such person's membership in the Forum will cease.

34.4 The following transgressions will result in a sanction determined by the Criminal Justice Coordinator on the outcome of the hearing:

34.4.1 Insults, or use of inappropriate language against members of Sector 2 and/or the Community.

- 34.4.2 Acting in a manner that disrupts the activities, programmes, and projects of Sector 2.
- 34.4.3 Misuse of property belonging to Sector 2.
- 34.4.4 Intentionally disregarding the constitution and direction provided by the leadership of Sector 2.
- 34.4.5 Contravene the Code of Conduct of Sector 2.

35. AMENDMENT OF THE CONSTITUTION OF SECTOR 2

- 35.1 This Constitution may only be amended during an AGM or SGM called for such purpose.
- 35.2 The Management Committee may propose an amendment to the Constitution.
- 35.3 Any member of Sector 2 may suggest amendments to the Constitution to the Management Committee. The Management Committee will discuss and rule on this suggestion at a Management Committee meeting or Special Management Committee meeting as provided for in this Constitution and must then provide formal feedback as to their decision to the member who made the suggestion.
- 35.4 The proposed amendments will be published for public comment for 14 days, whereafter the proposed comments will be considered/amended by the management committee of Sector 2 within 7 days. The amended Constitution will then be re-circulated with the final inclusion of comments for a period of 3 days. No further comments will be accepted during the 3-day re-circulation period. The final version of the Constitution will be published on Sector 2's website before the relevant meeting where the proposed changes are to be voted upon.
- 35.5 Notice of the proposed amendments must be advertised as per the requirements of an AGM or SGM.
- 35.6 The Constitution can only be amended by a two-thirds majority of the members present and voting at the AGM or SGM convened for that purpose, before such amendment will come into effect.
- 35.7 In the case where any discrepancies exist between the constitution of Sector 2 and that of the Forum, the constitution of the Forum will take precedence.

36. ANNEXURES TO THE CONSTITUTION

- 36.1 All annexures, policies, procedures, and resolutions passed by the Management Committee will be deemed to form part of this Constitution, with the provision that paragraph 35 of this Constitution does not apply to the amendment of such annexures, policies, and or procedures to the Constitution.
- 36.2 Any amendment to the annexures, policies, procedures, and resolutions passed by the Management Committee can be made by the Members of the Management Committee at a Management Committee Meeting or Special Management Committee meeting as provided for in this Constitution.
- 36.3 Any amendment made to the annexures, policies, procedures, and resolutions passed by the Management Committee will be conveyed to its members through the respective management committee members of Sector 2 in the prescribed manner of communication.

36.4 The representatives will convey these amendments to their members, and such changes will become effective on a date determined by the Management Committee within a period of 30 days from the effective date.

37. POLICIES AND PROCEDURES, AND RESOLUTIONS PASSED

37.1 The Management Committee is mandated to draft and implement policies and procedures from time to time in support of orderly conformance and compliance as the Management Committee of Sector 2 may deem fit.

37.2 These policies, procedures, and resolutions passed and adopted by the Management Committee of Sector 2 will be implemented within 30 days from the date of adoption of the policy or procedure and will be made available to all members of Sector 2 in the prescribed manner of communication.

38. DISSOLVEMENT OF THE MANAGEMENT COMMITTEE

38.1 The Management Committee of Sector 2 may be dissolved at an AGM, or at an SGM called for that purpose after consultation with the EXCO of the Forum, or by EXCO of the Forum in accordance with the procedures defined in the EXCO's approved constitution.

38.2 The Management Committee of Sector 2 may be dissolved:

38.2.1 If it is dysfunctional, when there are fewer than 50% elected members left serving, measured by the availability of elected positions on its management committee, or,

38.2.2 If the Management Committee cannot function properly due to internal disputes and strife, or,

38.2.3 If there is an irreversible breakdown of trust between the Management Committee of Sector 2 or the Exco of the Forum, or,

38.2.4 If it is confirmed that the internal strife or dispute is at a stage where the lives of members of Sector 2 are being threatened.

38.3 Before the Management Committee of Sector 2 is dissolved, attempts should first be made to address the dispute or strife through the Dispute Resolution process.

38.4 In the event of the dissolution of the Management Committee of Sector 2, its assets will be disposed of as follows:

38.4.1 If the reason for dissolution is the establishment of an alternative body that will continue the work for Sector 2, then such a body will inherit the assets of Sector 2.

38.4.2 If the reason for dissolution is the outright cessation of the activities of Sector 2, then the assets of Sector 2 will be transferred to the Exco of the Forum, which will function as custodian of such assets until a new Management Committee has been established, whereafter such assets will be transferred to the new Management Committee.

39. LIST OF ANNEXURES

| | |
|-------------|---|
| ANNEXURE 1 | BOUNDARIES OF SECTOR 2 |
| ANNEXURE 2 | MEMBERSHIP APPLICATION FORM |
| ANNEXURE 3 | CODE OF CONDUCT |
| ANNEXURE 4 | JOB DESCRIPTIONS OF MEMBERS OF THE MANAGEMENT COMMITTEE OF SECTOR 2 |
| ANNEXURE 5 | AFFILIATION POLICY |
| ANNEXURE 6 | NOMINATION AND ACCEPTANCE FORM |
| ANNEXURE 7 | PROCEEDINGS AT MEETINGS |
| ANNEXURE 8 | VOTE OF NO CONFIDENCE |
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| ANNEXURE 10 | SOCIAL MEDIA PROTOCOL |
| ANNEXURE 11 | RADIO USAGE POLICY |

ANNEXURE 1
BOUNDARIES OF SECTOR 1

ANNEXURE 2
MEMBERSHIP APPLICATION FORM



**REGISTRATION FORM TO BECOME A SINOVILLE COMMUNITY POLICE FORUM MEMBER AND OR A
COMMUNITY IN BLUE PATROLLER**

FOR OFFICIAL USE BY THE POLICE STATION

| | | | | | | | | | | | | | | | | | | | |
|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Registration Reference No | | | | | | | | | | | | | | | | | | | |
|---------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

A. FOR OFFICIAL USE BY THE POLICE STATION WHERE THE REGISTRATION CAPTURED

| | | | | | | | | | | | | | | | |
|---|-------------------------------|----------------------|--|--|--|--|------------------|-------------|--|--|--|--|--|--|--|
| Province | | | | | | | | | | | | | | | |
| District | | | | | | | | | | | | | | | |
| Police station | | | | | | | | | | | | | | | |
| Recruitment official | | | | | | | | | | | | | | | |
| Date of recruitment | | | | | | | | | | | | | | | |
| Fingerprints taken | Yes | | | | | | No | | | | | | | | |
| Fingerprint submitted for screening | Yes | | | | | | No | | | | | | | | |
| Outcome of Screening | Recommended | | | | | | Not Recommended | | | | | | | | |
| SAPS Member Appointed as Community Police Official | | | | | | | | | | | | | | | |
| | Initials & Surname | Member Number | | | | | Signature | Date | | | | | | | |

B. INFORMATION ON THE APPLICANT TO BECOME A CPF MEMBER OR COMMUNITY IN BLUE PATROLLER

| | | | | | | | | | | | | | | |
|--|------------------|--------|---------|--|----------------------------|--------------------------------------|-------|--|---------|--|----------|--|--|--|
| Type of Citizenship Indicate with an X | SA Citizen | | | | | Non-citizen with permanent residence | | | | | | | | |
| Identity Number | | | | | | | | | | | | | | |
| Surname | | | | | | | | | | | Initials | | | |
| Full names | | | | | | | | | | | | | | |
| Age | | Gender | Male | | Female | | Other | | | | | | | |
| Physical Address | | | | | | | | | | | | | | |
| Trade or Profession | Self-employed | | | | | Unemployed | | | | | | | | |
| Name of employer / company | | | | | | | | | | | | | | |
| Physical Business address | | | | | | | | | | | | | | |
| Contact Details | Home | | | | | Cell phone | | | | | | | | |
| Email Address | | | | | | | | | | | | | | |
| Marital Status | Single | | Married | | Divorced | | Widow | | Widower | | | | | |
| Particulars of next of Kin | Spouse / Partner | | | | | Cell phone | | | | | | | | |
| Do you have a Criminal Record? | Yes | | No | | Provide details or case No | | | | | | | | | |

DECLARATION BY THE APPLICANT:

- I am aware that it is an offence to make a false statement and that all the information in this application is true and correct.
- I have read and understand the Code of Conduct and undertake to abide thereto.
- I give consent to have my fingerprints taken to verify that I do not have a criminal record before my application for membership is considered.
- I attach hereto a copy of my Identification Book or Identification card and a copy of my proof of residence (not older than three months)
- I give consent to the SCPF to use my personal information within the organisation in the execution of their duties.

| | | | |
|----------------------------|-------------|------------------------------|-------------|
| | | | |
| Applicant Signature | Date | Sub-Forum Chairperson | Date |

| | | | | | | | | |
|--|----------|--|----------|--|----------|----------------|----------|--|
| Subforum | Sector 1 | | Sector 2 | | Sector 3 | | Sector 4 | |
| Radio User | Yes | | No | | | | | |
| Annual Administrative Fee | R360-00 | | | | | | | |
| Radio Make and Model | | | | | | | | |
| Call Sign | | | | | | | | |
| I want to be involved in the following activities of the CPF | | | | | | | | |
| Radio user | | | | | | Patroller | | |
| Administrative duties | | | | | | Control Duties | | |

ANNEXURE 3
CODE OF CONDUCT



CODE OF CONDUCT FOR SINOVILLE COMMUNITY POLICE FORUM MEMBERS AND COMMUNITY IN BLUE PATROLLERS

1. THIS CODE OF CONDUCT WILL BE BINDING ON ALL MEMBERS OF THE FORUM.
 - 1.1 Any Member who contravenes this Code of Conduct will be subjected to a Disciplinary Procedure and Misconduct Policy.
 - 1.2 All members, while on duty as a patroller or a controller, or a radio user, will
 - 1.2.1 Act in a manner that will uphold and promote the objectives and principles of the Forum.
 - 1.2.2 Not to exploit their membership in the Forum for their advantage.
 - 1.2.3 Serve the Forum in an unbiased and objective manner.
 - 1.2.4 Not display racism, nor sexual, nor religious discrimination, nor use any form of discrimination or abuse towards any other person.
 - 1.2.5 Not divulge to any person or organisation, any confidential or privileged information that the member has acquired because of his/her membership of the Forum.
 - 1.2.6 Do not distribute any rumours about members of the Forum.
 - 1.2.7 Not address the media, or make public announcements, in matters connected to the business of the Forum without the authority of the Forum's EXCO.
 - 1.2.8 Not accept any payment, commission, or gratuity in connection with his/her membership to the Forum, except after being authorised to do so by the Forum's EXCO.
 - 1.2.9 Not be allowed to participate in the activities of the Forum if suspected to be under the influence of any illegal substance or alcohol or smell of alcohol while performing a function and or duties at the Forum. This also applies to the use of prescription and non-prescription drugs that may be deemed to negatively impair sound judgment.
 - 1.2.10 Not make a member who donates or provides a service or utility entitled to any privilege or remuneration or exempt him/her in any manner or form from his/her duties and obligations as a member.
 - 1.2.11 Declare any conflict of interest and must recuse him/her from any decision or vote in which there is a conflict of interest, financial or otherwise.
 - 1.2.12 Assist the Sinoville SAPS/TMPD, as directed by the Sinoville SAPS/TMPD, in a lawful manner in the carrying out of their duties.
 - 1.3 All members, while on duty as a patroller, will
 - 1.3.1 While standing off at any situation or withdrawing from patrol, inform the Control Coordinator.
 - 1.3.2 Wear appropriate clothing with clear insignia to identify them as SCPF patrollers.
 - 1.3.3 Adhere, at all times, to all road traffic rules and speed limits and have a valid driver's licence.
 - 1.3.4 Adhere, at all times, to all provisions of the Firearms Control Act.
 - 1.3.5 Only qualify as patrollers after successful completion of the Forums Patrol Training program, and may only then participate as a patroller on their own.
 - 1.4 All members, while on duty as a controller, will
 - 1.4.1 When physically at a scene or situation, adhere to all prescripts applicable to a patroller.
 - 1.4.2 Only qualify as a controller after successful completion of the Forums Control Training program.

1.5 All radio users will

1.5.1 Not divulge radio frequencies, in any manner, or loan or give his/her radio to another Forum or Non-Forum member without permission from Management if the programmed frequency has not been removed by an authorised Forum member who has the authority to program radios.

1.5.2 Not interfere with the radio or network in any manner which will disrupt the forum's radio communications in any manner.

1.5.3 Attend a radio user training session before using the SCPF radio network.

| | | | |
|--------------------|-----------|-----------|------|
| | | | |
| Initials & Surname | Call Sign | Signature | Date |

By signing this Code of Conduct, I confirm that I will adhere to and abide by the instructions contained herein.

ANNEXURE 4

**JOB DESCRIPTION OF MEMBERS OF THE MANAGEMENT
COMMITTEE OF SECTOR 1**



JOB DESCRIPTIONS OF THE MEMBERS OF THE MANAGEMENT COMMITTEE SECTOR 2

1 THE CHAIRPERSON

The Chairperson shall:

- 1.1 Preside over meetings of Sector 2.
- 1.2 Ensure the execution of all decisions of Sector 2.
- 1.3 Represent Sector 2 on the Forum Exco Meetings and all other Sector 2-related meetings as and when it is necessary.
- 1.4 Shall be Sector 2's representative at all levels below the Forum level regarding Community Policing matters.
- 1.5 Report on the functioning of Sector 2 to the Forum as and when required.
- 1.6 Report back to the Forum Exco on matters relevant to Sector 2 discussed at levels below the Forum level.
- 1.7 Liaise with the Sinoville SAPS, Metro Police, and other community-based organisations as and when required and report back to the Exco on such liaisons.
- 1.8 Shall report on the state of Sector 2 at the monthly Forum Exco meetings.
- 1.9 Shall submit such reports reflective of the activities or the work of Sector 2 at the Annual General Meeting.
- 1.10 Shall supervise all work of Sector 2 in conformity with the Constitution and rules of procedures agreed upon by Sector 2.
- 1.11 May, if circumstances so dictate, approach the SAPS/TMPD or Government institutions at any level, for intervention, assistance, or advice, in the general interest of the community.
- 1.12 May, from time to time, and as circumstances dictate, delegate any of his/her duties, functions, and responsibilities to the Deputy-Chairperson and/or any Sector 2 Management Committee member, with the understanding that such delegation does not include his/her accountability.
- 1.13 May assign any ad hoc task to any Sector 2 Management Committee member as determined by the Chairperson in writing and minuted accordingly.

2 THE DEPUTY-CHAIRPERSON

The Deputy-Chairperson shall:

- 2.1 In the absence of the Chairperson for whatever reason, or when so requested by the Chairperson, assume the same role, duties, and function as the Chairperson.

2.2 The Deputy-Chairperson shall have overall responsibility for and oversight of:

2.2.1 Radio communications and related matters.

2.2.2 Disciplinary matters.

2.2.3 Finances.

2.2.4 The assets of Sector 2.

2.3 The Deputy-Chairperson may delegate his or her responsibility in respect of disciplinary matters to any other Sector 2 Management Committee member in the event of a conflict of interest or when he or she deems it necessary to do so.

3 THE SECRETARY

The Secretary shall:

3.1 Take and compile Minutes of all meetings of Sector 2 by the requirements of this Constitution and keep a record thereof, including Resolutions passed and previous Minutes.

3.2 Arrange all meetings according to the requisite procedures.

3.3 Perform administrative functions associated with the Office of the Secretary.

3.4 Collect, receive, and dispatch correspondence on behalf of Sector 2.

3.5 Further, the interests of Sector 2 as directed by the Management Committee.

3.6 Manage and keep hard copies of all Sectors 4-member application forms in a secure location and on the Nextcloud Drive.

3.7 Ensure the safekeeping of Minutes, Agendas, Meeting invites of all meetings, originals of all letters received, copies of all letters dispatched and correspondence as well as on the Nextcloud Drive.

3.8 Any other such ad hoc tasks as determined by the Management Committee from time to time in writing and minuted accordingly.

3.9 Any such ad hoc tasks conferred upon the Secretary and minuted must be conveyed to the members of Sector 2 within one week of such decision.

4 THE DEPUTY-SECRETARY

The Deputy Secretary is responsible for:

4.1 Acts as assistant to the Secretary.

4.2 In the absence of the Secretary for whatever reason, or when so requested by the Secretary, the Deputy-Secretary shall have the same duties and functions of the Secretary as set out above.

4.3 The upkeep of the Sector 2 Crime Statistics (Database).

5 THE TREASURER

The Treasurer will be responsible for:

5.1 The finances of Sector 2 must ensure strict compliance with Generally Accepted Accounting Practice.

5.2 Must, together with the Chairperson or Deputy Chairperson, operate a banking account on behalf of Sector 2.

5.3 Must keep accurate and up-to-date books of account and other records necessary to reflect the financial position of Sector 2.

5.4 Shall submit to the Management Committee at each of its regular monthly meetings a monthly income and expenditure statement.

5.5 Must table a financial report at every general meeting of Sector 2, setting out the finances of Sector 2.

5.6 Must table a budget at every Annual General meeting.

5.7 Shall, in each financial year, cause the accounting records of the Forum to be audited by an auditor registered with the Independent Regulatory Board for Auditors (IRBA) and by the Generally Accepted Accounting Principles.

5.8 Compile and maintain an asset register of all assets of Sector 2.

5.9 Must ensure that all assets of Sector 2 are adequately insured.

5.10 Shall be responsible for and deal with all documents about the functions of that office, such as deposit slips, receipts, invoices, orders to suppliers, accounts and so forth.

6 THE CRIME PREVENTION OFFICER

The Crime Prevention Officer must:

6.1 Liaise with the Forum's Crime Prevention Officer and the Sector 2 Manager of the Sinoville SAPS on a regular basis.

6.2 Monitor the Sinoville SAPS Crime Prevention initiatives and report any aspect which is lacking to the Sector 2 Management Committee, the Forum's Crime Prevention Officer and/or the Sinoville SAPS Sector 2 Manager.

6.3 Attend joint meetings between the Sinoville SAPS Sector 2 Manager and Sector 2 and all other role players, specifically relating to Crime Prevention.

6.4 Gather and consolidate crime intelligence from Sector 2 and present the information to the Management Committee meetings, the Forum's Crime Prevention Officer, and/or the Sinoville SAPS Sector 2 Manager.

- 6.5 Present a Crime Prevention Overview at the Annual General Meeting.
- 6.6 Present a Crime Prevention Overview at the Monthly Management Committee meeting.
- 6.7 Report all emergency Crime prevention-related matters to the Chairperson of Sector 2.
- 6.8 Have oversight into the running of the Sector's patrol activities. This includes oversight of the patrollers and the patroller training.
- 6.9 Manage and run the Sector's response team activities. This includes oversight of the response teams, the response team training, and the response team schedule.
- 6.10 Appoint permanent or temporary task teams to assist the Crime Prevention Officer with crime prevention in Sector 2.

7 THE PUBLIC RELATIONS OFFICER

The Public Relations Officer shall:

- 7.1 Promote the image of Sector 2 to the community.
- 7.2 Promote the business and activities of Sector 2.
- 7.3 Develop promotional materials when needed.
- 7.4 Organise public events.
- 7.5 Reply to general enquiries of the Sector 2 community.
- 7.6 Seek and negotiate sponsorships.
- 7.7 Assist when required with branding and advertising.
- 7.8 Conduct market research when needed.
- 7.9 Manage all aspects relating to prospective new members, including recruitment.

8 THE ADMINISTRATIVE OFFICER

The Administrative Officer is responsible for:

- 8.1 Capturing all new application data on the system.
- 8.2 Maintaining the admin mailbox.
- 8.3 Maintaining the database with new and existing members' details.
- 8.4 Maintaining the Sector 2 website with news, reports or other content as approved by the Management Committee.

- 8.5 Assist the PRO in handling queries on the admin phone.
- 8.6 Update all relevant admin documents where necessary.
- 8.7 Send communication out in bulk (SMS, WA, any other SCPF platform's messages and E Mail) on events.

9 THE CONTROL 4 CO-ORDINATOR

The Control 4 Co-ordinator is responsible for:

- 9.1 The recruitment and training of Control 4 operators.
- 9.2 Setting up the joint Control duty roster.
- 9.3 Communication to Control 4 Operators, ensuring they have procedural guidelines and telephone numbers of SAPS, Emergency Services, Response Team Members and Crisis Councillor.
- 9.4 Discipline of Control 4 Operators, as well as patrollers, in conjunction with the Deputy Chairperson.

10 TRAINING AND STANDARDS COORDINATOR

The Training and Standards Co-ordinator is responsible for:

- 10.1 Develop a training strategy, in conjunction with the Exco Training Co-ordinator.
- 10.2 Conduct a training needs analysis to determine training needs for radio users, patrollers, and control coordinators, in conjunction with the Sector 2 Management Committee and the Exco Training Co-ordinator.
- 10.3 In conjunction with the Exco Training Coordinator, develop training material for the training of radio users, patrollers and control coordinators.
- 10.4 Develop and communicate a monthly training schedule and communicate the same to the Exco Training Coordinator.
- 10.5 Coordinate Sector 2's attendance at joint training sessions of the SCPF as required from time to time.
- 10.6 Identify suitable trainers within Sector 2 and ensure that they are trained and certified to assist with the delivery of training.
- 10.7 Keep a database of all certified trainers.
- 10.8 Keep training attendance registers and a record of all training conducted.
- 10.9 Attend all SCPF meetings with all sectors' training coordinators, where training matters will be discussed.
- 10.10 Ensure that training equipment is taken care of and kept in good serviceable condition.

- 10.11 Regularly review training requirements with all stakeholders, update where necessary and communicate such to the Exco Training Coordinator.
- 10.12 Report on the state of training at the monthly Sector 2 Management meetings and at the Annual General Meeting.
- 10.13 The Training Coordinator is responsible for radio programming:
 - 10.13.1 Coordinate the programming of Sector 2 radios.
 - 10.13.2 Obtain the required software and cabling from the SCPF radio service provider and ensure the safekeeping thereof.
 - 10.13.3 Identify suitable radio programmers within Sector 2 and ensure that they are trained and certified to assist with the programming of radios.
 - 10.13.4 Keep a database of all certified radio programmers.

ANNEXURE 5
AFFILIATION POLICY



NEIGHBOURHOOD WATCH AFFILIATION POLICY

1 NEIGHBOURHOOD WATCH AFFILIATION POLICY

1.1 It is the objective of Sector 2:

- 1.1.1 To promote and establish affiliated neighbourhood watch structures and to make the benefits vested in Sector 2 available to all members of the community.
- 1.1.2 To ensure communities are more closely involved in problem-solving and crime prevention.
- 1.1.3 To increase closer community participation in the prevention and detection of crime.
- 1.1.4 To promote safer neighbourhoods and greater community involvement and awareness through neighbourhood watch structures.
- 1.1.5 To help increase community safety and reduce the fear of crime, and
- 1.1.6 To improve SAPS / Community liaison.

2 REQUIREMENTS TO AFFILIATE

- 2.1 In order to affiliate, a neighbourhood watch must submit its application for affiliation to the Sector 2 Management Committee.
- 2.2 Such an application must consist of:
 - 2.2.1 A map of the area in which the neighbourhood watch has established itself.
 - 2.2.2 An approved Constitution and Code of Conduct not in conflict with the Constitution and Code of Conduct of Sector 2.
 - 2.2.3 A membership register representing more than 50% of the households within the given area.
- 2.3 Any application submitted for affiliation with Sector 2 will be subject to the recommendation by the Management Committee of Sector 2 and the approval by SCPF EXCO.
- 2.4 Over and above the criteria as set out above, the Chairperson of an affiliated neighbourhood watch will be deemed to be a Sector 2 Management Member if the neighbourhood watch area consists of at least 200 households, of which 50% must be Sector 2 members.
- 2.5 The Chairperson of an affiliated neighbourhood watch must be a member of Sector 2 to represent its neighbourhood watch on the Sector 2 Management Committee and will be an *ex officio* member on Sector 2's Management Committee. If the elected chairperson is not a Sector 2 member, then the neighbourhood watch may delegate a Sector 2 member to represent the neighbourhood watch on the Management Committee; and

- 2.6 Such an affiliated neighbourhood watch must consist of a democratically elected leadership, which meets regularly and holds annual general meetings, ensuring that its financial statements and meeting minutes are available for review by the Management of Sector 2 upon request.

3 REPRESENTATION AND PARTICIPATION

- 3.1 A crime prevention platform will be created to liaise and meet with affiliated neighbourhood watches that do not meet the criteria, as stipulated above.

4 CANCELLATION OF AFFILIATION

- 4.1 Any neighbourhood watch may cancel affiliation at any time if they wish to do so by submitting a resolution, confirming that a majority vote supports this decision.
- 4.2 Affiliation may be cancelled by Sector 2 should the affiliated neighbourhood watch be found to have acted in contradiction with the Aims, Objectives, and Constitution of the Forum or Sector 2.

ANNEXURE 6

NOMINATION AND ACCEPTANCE FORM



NOMINATION AND ACCEPTANCE FORM

1. NOMINATION FORM FOR PERSON TO SERVE ON THE MANAGEMENT COMMITTEE OF SECTOR 2

1.1 Name of Member Doing the Nomination (Nominator):

| | |
|----------------------------|--|
| I, full names, and surname | |
| with RSA identity number | |
| and residential address at | |
| | |
| | |

Hereby nominate as a candidate

1.2 Member being Nominated (Nominee):

| | |
|----------------------------|--|
| Full names and surname | |
| with RSA identity number | |
| and residential address at | |
| | |
| | |

For the position on the Management Committee of Sector 2 of (Please mark with an "X"):

1.3 Position for which Nomination is being Made:

| | | |
|----|------------------------------------|--|
| 1 | Chairperson | |
| 2 | Deputy Chairperson | |
| 3 | Treasurer | |
| 4 | Secretary | |
| 5 | Deputy-Secretary | |
| 6 | Crime Prevention Officer | |
| 7 | Public Relations Officer | |
| 8 | Administration Officer | |
| 9 | Control 2 Coordinator | |
| 10 | Training and Standards Coordinator | |

(Note - where a person is nominated for more than one position, a separate form must be used for each position)

| |
|------------------------------|
| |
| NOMINATOR SIGNATURE AND DATE |

2. ACCEPTANCE OF NOMINATION

2.1 I, the abovementioned nominee in Par 1.2, hereby accept my nomination to the above-mentioned position, declare that:

2.1.1 I am a bona fide resident within the area of Sector 2 as defined in its Constitution.

2.1.2 I have not been convicted of an offence, as listed in the Criminal Procedure Act, 51 of 1977, in the past ten years, for which I have been sentenced to imprisonment for one year or longer without the option of a fine.

2.1.3 I am registered on the community in Blue System and have successfully undergone the applicable SAPS vetting process.

2.1.4 I am not an elected political office holder.

2.2 I understand that should any of the above information provided be false, I will be disqualified from becoming or remaining a Management Committee Member of Sector 2 and I will be removed immediately from my elected position.

2.3 By signing the nomination and acceptance form, the nominee declares that he/she has read the duties and functions of the position being nominated for and has the ability and capacity to perform the responsibilities. Failing to perform the required responsibilities to the satisfaction and consensus of the majority of the members of the Management Committee of Sector 2, the incumbent will, on request, vacate the position.

| |
|----------------------------|
| |
| NOMINEE SIGNATURE AND DATE |

3. CHAIRPERSON OF SECTOR 2

I, _____ Chairperson of Sector 2, confirm that the abovementioned nominee is a registered member of Sector 2 and is a *bona fide* resident within the area of Sector 2.

| |
|--------------------------------|
| |
| CHAIRPERSON SIGNATURE AND DATE |

ANNEXURE 7
PROCEEDINGS AT MEETINGS



PROCEEDINGS AT MEETINGS

1. KEEPING OF MINUTES AND OTHER RECORDS OF MEETINGS
 - 1.1 The following points apply to minute-taking at all formal meetings of Sector 2. The Secretary will keep minutes of all meetings, regardless of the type of meeting.
 - 1.2 Minutes of meetings must be kept for a minimum of five years.
 - 1.3 The minutes should contain:
 - 1.3.1 The name of the Sector 2.
 - 1.3.2 The type of meeting.
 - 1.3.3 The date, time, and place of the meeting.
 - 1.3.4 The names of the people attending the meeting.
 - 1.3.5 The person who acted as Chairperson and Secretary of the meeting.
 - 1.3.6 Bearing in mind the different quorum requirements for various types of meetings, determine whether there was a quorum for the specific type of meeting in question or not.
 - 1.3.7 Any apologies.
 - 1.3.8 Approval of the Agenda.
 - 1.3.9 Any amendments to the minutes of the previous meeting?
 - 1.3.10 The names of the members who proposed and seconded the adoption of the minutes.
 - 1.3.11 Any points of order, and whether the Chairperson accepted or rejected them and what the reasons were.
 - 1.3.12 The results of the voting that had taken place.
 - 1.3.13 All resolutions taken, and responsibilities allocated.
 - 1.3.14 Any reports tabled, including those from affiliated neighbourhood watches, and
 - 1.3.15 From any guest speaker/s, if any, and his or her presentation.
 - 1.4 The Minutes and Resolutions arising out of Meetings shall be prima facie confirmation of the matters stated therein and must be signed by the Chairperson and Secretary. Resolutions shall be recorded in a resolution register.
2. ANNUAL GENERAL MEETING (AGM- 21 DAYS NOTICE)
 - 2.1 The registered members of Sector 2 in good standing, present at the AGM, will form a quorum.
 - 2.2 Voting at an AGM will take place by way of a show of hands.
 - 2.3 A person nominated by the Management Committee of Sector 2 will count the number of votes (hands).
 - 2.4 The majority required for a vote to be passed at an AGM is 50% + 1 of the registered members of Sector 2 in good standing, present at the AGM, provided that for a Vote of No confidence to be passed, or a change in the Constitution, a majority of at least two-thirds is required.
 - 2.5 In the event of a tied vote at an AGM, the Chairperson will have the deciding vote.

3. NOTICE OF AGM

3.1 A notice of an AGM must be displayed at the SAPS Sinoville, formally communicated to the management of Sector 2 and as widely as possible within the area of jurisdiction of Sector 2, taking into account time and cost considerations and must contain the following details:

3.1.1 That it is an AGM.

3.1.2 Date.

3.1.3 Time.

3.1.4 Place.

3.1.5 Contact details of a Sector 2 Secretary or any other person who can provide more details about the AGM.

3.2 The notice of an AGM must be given no longer than 30 days and not less than 21 days before the AGM is scheduled to take place.

3.3 An AGM must be held within 6 months of the financial year end.

4. SPECIAL GENERAL MEETING (SGM- 14 DAYS NOTICE)

4.1 An SGM may be called at any time by the Management Committee or at least 50 (fifty) registered members of Sector 2 by way of a written request, clearly setting out the matters to be discussed to the secretary of the Management Committee of Sector 2 accompanied by a schedule bearing the names, surnames, contact details and signatures of such members.

4.2 Convening of an SGM requires the Secretary to, within 5 days of the receipt of such a request, publish a notice of the SGM, the date of which must be than 14 days before the meeting is scheduled to take place.

4.3 The notice of an SGM must be displayed at the SAPS Sinoville, formally communicated to the Chairpersons and Management Committee of Sector 2 and as widely as possible within the boundaries of Sector 2, taking into account time and cost considerations.

4.4 The following details must appear on the notice:

4.4.1 That it is an SGM.

4.4.2 Date.

4.4.3 Time.

4.4.4 Place.

4.4.5 Purpose of the SGM: and

4.4.6 Contact details of Sector 2's Secretary or any other person who can provide more details about the SGM.

4.5 The registered members of Sector 2, in good standing, and present at the SGM form a quorum if called by the Management Committee.

4.5.1 If the SGM was called by members of the community, at least 75% of the members who signed the written request must be present, and then all registered members for Sector 2, in good standing, and present at the SGM will form a quorum.

4.5.2 If the SGM was called due to a Vote of No Confidence, at least 75% of the members who signed the written request for the Vote of No Confidence must be present, and then all registered members for Sector 2, in good standing, and present at the SGM will form a quorum.

- 4.6 Voting at an SGM will take place by way of a show of hands.
- 4.7 A Management Committee Member of Sector 2 (of Exco will count the number of votes (hands).
- 4.8 The majority required for a vote to be passed at an SGM is 50% + 1 of the registered members of Sector 2 in good standing, present at the SGM, provided that for a Vote of No confidence to be passed, or a change in the Constitution, a majority of at least two-thirds is required.
- 4.9 In the event of a tied vote at an SGM, the Chairperson of the meeting will have the deciding vote.
5. ELECTION MEETING (END OF TERM- 21 DAYS NOTICE)
 - 5.1 The following details must appear on the notice:
 - 5.1.1 It is an election meeting (end of term).
 - 5.1.2 Date.
 - 5.1.3 Time.
 - 5.1.4 Place.
 - 5.1.5 Purpose of the election meeting.
 - 5.1.6 Where nomination forms can be obtained and handed in; and
 - 5.1.7 Contact details of Sector 2's Secretary or any other person who can provide more details about the election meeting.
 - 5.2 The Electoral Officer will preside over the Election Meeting.
 - 5.3 Voting shall take place by way of ballot.
 - 5.4 The Secretary must prepare a ballot paper for each position with the names of the persons nominated for the respective positions.
 - 5.5 A record of the number of ballot papers issued to eligible voters must be kept, and such number of ballot papers will not exceed the number of eligible voters.
 - 5.6 Each eligible voter shall receive a ballot paper for each position to be voted upon, which he or she must complete and place into the designated sealed receptacle, which will always be under the control of the Electoral Officer.
 - 5.7 After all eligible voters have voted, the Electoral Officer will declare the voting to be closed, and the Electoral Officer will open the sealed receptacle containing the votes in full and open view of those present at the Election Meeting.
 - 5.8 The Electoral Officer and appointed assistant(s) will count the votes and will write down the number of votes received by each candidate.
 - 5.9 The Electoral Officer will ask an independent person to confirm the number of votes received by each candidate.
 - 5.10 The Electoral Officer will announce the winning candidate(s).

- 5.11 If the counts of the Electoral Officer and the said independent person do not agree, the Electoral Officer and the independent person will recount the votes until their counts agree.
- 5.12 The nominee with the most votes is automatically appointed to the relevant position.
- 5.13 All ballot papers will be stored for safekeeping by the Secretary for 90 days.
- 5.14 An aggrieved party may request access to such ballot papers from the Secretary within 90 days of the Secretary.
- 5.15 Where a person is nominated for more than one position and gets elected to a position, he or she will automatically not be eligible for election to the other nominated position(s).
- 5.16 No nominations will be accepted from the floor.
- 6. SPECIAL ELECTION MEETING (SEM- VACANCIES, 10 DAYS NOTICE)
 - 6.1 The following details must appear on the notice:
 - 6.1.1 That is an SEM.
 - 6.1.2 Date.
 - 6.1.3 Time.
 - 6.1.4 Place.
 - 6.1.5 Purpose of the SEM.
 - 6.1.6 Where nomination forms can be obtained and handed in; and
 - 6.1.7 Contact details of Sector 2's Secretary or any other person who can provide more details about the SEM.
 - 6.2 Voting shall take place by way of ballot.
 - 6.3 The Secretary must prepare a ballot paper for each position with the names of the persons nominated for the respective positions.
 - 6.4 A record of the number of ballot papers issued to eligible voters must be kept, and such number of ballot papers will not exceed the number of eligible voters.
 - 6.5 The Electoral Officer will preside over the Election Meeting.
 - 6.6 Each eligible voter shall receive a ballot paper for each position to be voted upon, which he or she must complete and place into the designated sealed receptacle, which will always be under the control of the Electoral Officer.
 - 6.7 After all eligible voters have voted, the Electoral Officer will declare the voting to be closed and the Electoral Officer will open the sealed receptacle containing the votes in full and open view of those present at the Election Meeting.
 - 6.8 The Electoral Officer and appointed assistant(s) will count the votes and will write down the number of votes received by each candidate.

- 6.9 The Electoral Officer will ask an independent person to confirm the number of votes received by each candidate.
- 6.10 The Electoral Officer will announce the winning candidate(s).
- 6.11 If the counts of the Electoral Officer and the said independent person do not agree, the Electoral Officer and the independent person will recount the votes until their counts agree.
- 6.12 The nominee with the most votes is automatically appointed to the relevant position.
- 6.13 All ballot papers will be stored for safekeeping by the Secretary for 90 days.
- 6.14 An aggrieved party may request access to such ballot papers from the Secretary within 90 days of the Secretary.
- 6.15 Where a person is nominated for more than one position and gets elected to a position, he or she will automatically not be eligible for election to the other nominated position(s).
- 6.16 No nominations will be accepted from the floor.
7. PROCEEDINGS AT THE ELECTION OR SPECIAL ELECTION MEETING
- 7.1 The Secretary must prepare a ballot paper for each position with the names of the persons nominated for the respective positions.
- 7.2 A record of the number of ballot papers issued to eligible voters must be kept, and such number of ballot papers will not exceed the number of eligible voters.
- 7.3 The Electoral Officer will preside over the Election Meeting.
- 7.4 Voting shall take place by way of ballot.
- 7.5 Each eligible voter shall receive a ballot paper for each position to be voted upon, which he or she must complete and place into the designated sealed receptacle, which will always be under the control of the Electoral Officer.
- 7.6 After all eligible voters have voted, the Electoral Officer will declare the voting to be closed and the Electoral Officer will open the sealed receptacle containing the votes in full and open view of those present at the Election Meeting.
- 7.7 The Electoral Officer and appointed assistant(s) will count the votes and will write down the number of votes received by each candidate.
- 7.8 The Electoral Officer will ask an independent person to confirm the number of votes received by each candidate.
- 7.9 The Electoral Officer will announce the winning candidate(s).
- 7.10 If the counts of the Electoral Officer and the said independent person do not agree, the Electoral Officer and the independent person will recount the votes until their counts agree.

- 7.11 The nominee with the most votes is automatically appointed to the relevant position.
- 7.12 All ballot papers will be stored for safekeeping by the Secretary for 90 days.
- 7.13 An aggrieved party may request access to such ballot papers from the Secretary within 90 days of the Secretary.
- 7.14 Where a person is nominated for more than one position and gets elected to a position, he or she will automatically not be eligible for election to the other nominated position(s).
- 7.15 No nominations will be accepted from the floor.

8. SEQUENCE OF VOTING AT THE ELECTION OR SPECIAL ELECTION MEETING

8.1 Regardless of the type of election meeting, the sequence of voting will be as follows:

- 8.1.1 Chairperson, then
- 8.1.2 Deputy Chairperson, then
- 8.1.3 Secretary, then
- 8.1.4 Deputy Secretary, then
- 8.1.5 Treasurer, then
- 8.1.6 Crime Prevention Officer, then
- 8.1.7 Public Relations Officer, then
- 8.1.8 Administrative Officer, then
- 8.1.9 Control Co-ordinator, then
- 8.1.10 Training Co-ordinator, then

9. TIED VOTE PROCEDURE AT THE ELECTION OR SPECIAL ELECTION MEETING

- 9.1 In the event of a tied vote where there are two or more nominees, a second round of voting will take place.
- 9.2 The nominee who received the most votes will automatically be elected to the position.
- 9.3 In the event of a second round of voting, a new set of ballot papers will be issued to the eligible voters.
- 9.4 The second round of ballot papers will be marked "Second Round".
- 9.5 If the second round also results in a tied vote, the Electoral Officer will choose the winner by way of drawing of lots.
- 9.6 The drawing of lots, where applicable, will take place in full and open view of all present at the Election Meeting.

10. CO-OPTED MEMBERS IF NO NOMINATION HAS BEEN RECEIVED AT THE ELECTION OR SPECIAL ELECTION MEETING

- 10.1 If no nominations for a specific position were received, the Management Committee of Sector 2 will have the power to co-opt any person, being a registered member of Sector 2, during a subsequent Management Committee meeting, to fill the relevant position for a period not exceeding 90 days. Such a

co-opted member will have no voting rights. This specifically excludes the Chairperson and Deputy Chairperson. In the absence of a Chairperson, the Deputy Chairperson will assume the roles and responsibilities of the Chairperson.

10.2 The position for which a member has been co-opted to the Management Committee of Sector 2 must be advertised within 90 days after such Election Meeting, where no nominations were received.

11. MANAGEMENT COMMITTEE MEETING

11.1 Management Committee meetings will take place once a month. The dates for such meetings will be determined at the first Management Committee meeting of the year.

11.2 Any changes to dates will be communicated by the Secretary.

11.3 The following details must appear on the agenda:

11.3.1 It is a Management Committee Meeting.

11.3.2 Date.

11.3.3 Time.

11.3.4 Place.

11.4 At a Management Committee Meeting, the quorum shall be 50% + 1 of the number of the Management Committee Members in good standing present at the meeting, plus at least one SAPS member.

11.5 If no quorum is reached, the meeting will adjourn for at least 15 minutes.

11.6 After the expiration of the period of 15 minutes and there is still not a quorum, the meeting will automatically be postponed till further notice, but not longer than 14 (fourteen) days.

11.7 Where the Management Committee Members need to vote upon any specific issue, the following shall apply:

11.7.1 Voting will be by show of hands, provided that where a Management Committee Member requests a vote by way of ballot, such vote shall take place by way of ballot.

11.7.2 If there is a tie of votes, the Chairperson shall have the deciding vote.

11.7.3 If decisions must be made that will have an impact on the operations of Sector 2, all elected Management Committee Members of Sector 2 must be present at the Management Committee meeting or Special Management Committee meeting.

11.7.4 A Majority required for a resolution to be passed at Management Committee Meetings will consist of 50% + 1 of the number of the Management Committee Members in good standing, and present, will be deemed to have been accepted.

12. SPECIAL MANAGEMENT COMMITTEE MEETING

12.1 At a Special Management Committee Meeting, a quorum will be 50% + 1 of the number of the Management Committee Members in good standing, present at the meeting, plus at least one SAPS member.

12.2 If no quorum is reached, the meeting will adjourn for at least 15 minutes.

- 12.3 After the expiration of the period of 15 minutes and there is still not a quorum, the meeting will automatically be postponed till further notice, but not longer than 14 (fourteen) days.
- 12.4 Where the Management Committee Members need to vote upon any specific issue, the following shall apply:
- 12.4.1 Voting will be by show of hands, provided that where a Management Committee Member requests a vote by way of ballot, such vote shall take place by way of ballot.
- 12.4.2 If there is a tie of votes, the Chairperson shall have the deciding vote.
- 12.4.3 If decisions must be made that will have an impact on the operations of Sector 2, the entire Management Committee Members of Sector 2 must be present at the Special Management Committee Meeting; and
- 12.4.4 The majority required for the vote to be passed at the Special Management Committee Meeting is 50% + 1 of the number of the Management Committee Members present, in good standing, will be deemed to have been accepted.
- 12.4.5 The Secretary must inform all the other Management Committee Members of a Special Management Committee Meeting at least 48 hours before such a meeting. Use of electronic media will be considered as an appropriate communication medium.
13. ELECTRONIC VOTING FOR MANAGEMENT OUTSIDE OF FORMAL MEETINGS
- 13.1 Should the need arise, any voting can take place by way of chosen electronic media, subject to the following:
- 13.1.1 The Subject Matter to be voted on must be circulated to all Management Committee Members.
- 13.1.2 At least 50% + 1 of the Management Committee Members must vote for the vote to be valid.
- 13.1.3 If there is a tie of votes, the Chairperson shall have the deciding vote.
- 13.2 Results of voting by electronic media will be tabled at the next Management Meeting for ratification and inclusion on the resolution register.
- 13.3 All resolutions voted upon using electronic media between monthly Management Committee meetings will be included with the agenda for the next Management Committee meeting.
14. PUBLIC INFORMATION MEETING (PIM)
- 14.1 A Public Information Meeting (PIM) can only be called by the Management Committee of Sector 2.
- 14.2 A notice of a PIM must be published as widely as possible within the area of jurisdiction of Sector 2, considering time and cost considerations.
- 14.3 The following details must appear on the notice:
- 14.3.1 That it is a PIM.
- 14.3.2 Date.
- 14.3.3 Time.
- 14.3.4 Place.
- 14.3.5 Important issues that will be discussed, if relevant.
- 14.3.6 Contact details of the Secretary of Sector 2, or any other person who can provide more details about the PIM.

ANNEXURE 8

VOTE OF NO CONFIDENCE



VOTE OF NO CONFIDENCE

1. VOTE OF NO CONFIDENCE

1.1 A Vote of No Confidence can be brought against individual members of the Management Committee of Sector 2 and or against the Management Committee of Sector 2 as a whole.

2. VOTE OF NO CONFIDENCE AGAINST SECTOR 2 MANAGEMENT COMMITTEE AS A WHOLE

2.1 Where a Vote of No Confidence is brought against the Management Committee of Sector 2 as a whole, an SGM will be chaired and facilitated by a member of the Exco of the Forum.

2.2 An SGM for this purpose will be called as prescribed in Annexure 7.

2.3 A Vote of No Confidence can be brought by any registered member of Sector 2, provided that such Vote of No Confidence must be supported by at least 50 (fifty) other registered members of Sector 2 and must contain the schedule of names, contact details and signatures of the 50 (fifty) registered members supporting the Vote of No Confidence.

2.4 The grounds for the Vote of No Confidence must be set out in writing and must be forwarded to the Secretary of the Management Committee of Sector 2.

2.5 The voting process will be as follows:

2.5.1 The quorum shall be 50% + 1 of the registered members of the Sector in good standing, **present** at the Special General Meeting (SGM) scheduled to decide upon a Vote of No Confidence

2.5.2 Voting at an SGM for a Vote of No Confidence will take place by way of a show of hands.

2.5.3 A person nominated by the Exco of the Forum will count the number of votes (hands).

2.5.4 A majority required for a vote to be passed at the SGM for a Vote of No Confidence in the Sector 2 Management Committee is two-thirds of the members present and voting.

2.6 Tied votes:

2.6.1 In the event of a tied vote at an SGM for a Vote of No Confidence, the Chairperson of the Exco of the Forum will have the deciding vote.

2.7 The outcome of the vote is final, and the decision may not be appealed against by any party.

3. VOTE OF NO CONFIDENCE AGAINST A MEMBER OF THE SECTOR 2 MANAGEMENT

3.1 A Vote of No Confidence against a member of Sector 2 Management can be brought by:

- 3.1.1 Any registered member of Sector 2 and a schedule attached to such Vote of No Confidence containing the names, contact details and signatures of the 50 (fifty) registered members supporting the Vote of No Confidence; or
- 3.1.2 Three or more members of the Management Committee Members of Sector 2, and a schedule attached to such Vote of No Confidence containing the names, contact details and signatures of the three or more members supporting the Vote of No Confidence
- 3.2 The grounds for the Vote of No Confidence must be set out in writing and must be forwarded to the Secretary, or the Chairperson if against the Secretary.
- 3.3 The Secretary must inform the Chairperson of the Management Committee of Sector 2 immediately of the receipt of a Vote of No Confidence.
- 3.4 An SGM for this purpose will be called as prescribed in Annexure 7
- 3.5 All affected parties will have the opportunity to address the SGM convened in respect of the Vote of No Confidence in the following manner:
 - 3.5.1 First, the person who raised the Vote of No Confidence.
 - 3.5.2 Then the Management Committee Members against whom the Vote of No Confidence is tabled.
 - 3.5.3 Rebuttal by the person/s who raised the Vote of No Confidence.
 - 3.5.4 Closing argument by the Management Committee Members against whom the Vote of No Confidence is tabled.
- 3.6 The members present will then be called to vote in favour or against the Vote of No Confidence.
- 3.7 The Management Committee Member against whom the vote of no confidence was lodged must be excused during the voting process.
- 3.8 Voting will be by a show of hands.
- 3.9 A majority of at least two-thirds is required for the Vote of No Confidence to succeed.
- 3.10 Should the Vote of No Confidence succeed, the affected party will be required to relinquish his/her position with immediate effect.
- 3.11 If the Vote of No Confidence is unsuccessful, the meeting will adjourn, and the Management Committee Members against whom the Vote of No Confidence will remain in his or her elected position and resume their normal duties.
- 3.12 The outcome of the vote is final, and the decision may not be appealed against by any party.

ANNEXURE 9

DISSOLVEMENT OF SECTOR 1'S MANAGEMENT COMMITTEE



DISSOLVEMENT OF SECTOR 2 MANAGEMENT COMMITTEE

1. DISSOLUTION OF SECTOR 2 MANAGEMENT COMMITTEE
 - 1.1 When Sector 2's Management Committee becomes dysfunctional or functions contrary to the directives of the Sector 2 Constitution, Interim Regulations, or acts contrary to the spirit of the Forum, then Sector 2's Management Committee may be dissolved by SCPF EXCO, and the following shall apply:
 - 1.1.1 During an enquiry, Sector 2's Management Committee will be allowed to present its case to the EXCO of the Forum.
 - 1.1.2 During such discussions, the SAPS Station Commander or his or her designated representative must be present.
 - 1.1.3 The EXCO of the Forum and the SAPS Station Commander will consider all representations made to it and make a final decision.
 - 1.1.4 Should the decision be made to dissolve the Management of Sector 2, the EXCO of the Forum will:
 - 1.1.4.1 Consider Sector 2's Management Committee as automatically dissolved.
 - 1.1.4.2 Appoint any such person, being a member of the SCPF, including EXCO members of the Forum, whom it may deem necessary to assist the EXCO in the management of Sector 2.
 - 1.1.4.3 The EXCO of the Forum is bound to manage Sector 2 in terms of the provisions of the approved Constitution of Sector 2, whose Management Committee functions it has assumed, and in the event of conflict between the EXCO of the Forum's Constitution and Sector 2's Constitution, the former shall prevail.
 - 1.1.4.4 The EXCO of the Forum will facilitate the election of a new Management Committee, within 90 (ninety) days of the date of dissolution or any other timeframe as agreed to with the EXCO of the Forum.
 - 1.1.4.5 Where elections are called to elect new Management Committee members of Sector 2, elections shall be held in terms of the approved Constitution of Sector 2.
 - 1.1.4.6 A dissolved Management Committee may not appeal against the decision.
 - 1.1.4.7 Reasons and decisions regarding the dissolution must be recorded in the minutes and communicated to the Sector 2 members within 7 days by the Secretary.

ANNEXURE 10
SOCIAL MEDIA PROTOCOL



SECTOR 2 SOCIAL MEDIA PROTOCOL

1. DEFINITIONS AND ABBREVIATIONS

| TERM | DEFINITION |
|--|--|
| Administrator | Typically, a group administrator on a social media platform is the most permissive membership role for that particular group on the platform. |
| Approved WhatsApp Groups | Groups approved by the Executive Committee or sub-forum management committees of the Sinoville Community Police Forum. |
| Data Subject | Means the person to whom personal information relates (Protection of Personal Information Act, Act 4 of 2013), definition. |
| Exco | The Executive Committee of the Sinoville Community Police Forum. |
| Facebook | Facebook is a social media and social networking service owned by the United States technology conglomerate Meta. |
| “Group” in the context of social media | Social media groups refer to online communities that exist within the context of the many different social networks and platforms available to users. These groups can be used as a way to connect with other people with similar interests, discuss related topics, and even collaborate on projects. |
| Instant Messaging | Instant messaging (IM) technology is a type of synchronous computer-mediated communication involving the immediate (real-time) transmission of messages between two or more parties over the Internet or another computer network. Originally involving simple text message exchanges, modern IM applications and services (also called "social messengers", "messaging apps", "chat apps" or "chat clients") tend to also feature the exchange of multimedia, emojis, file transfer, VoIP (voice calling), and video chat capabilities. |
| Management Committee Member | The members of the management committees of Sectors 1, 2, 3 and 4 within the Sinoville Community Police Forum. |
| Members | A member of a social media group. |
| NCA | National Crime Assist. |
| POPIA | The Protection of Personal Information Act (Act 4 of 2013). |
| PRO | Public Relations Officer of the Sinoville CPF Exco. |
| SCPF | Sinoville Community Police Forum. |
| Social Media | Social media are interactive technologies that facilitate the creation, sharing and aggregation of content (such as ideas, interests, and other forms of expression) amongst virtual communities and networks. Common features include: Online platforms that enable users to create and share content and participate in social networking. User-generated content- such as text posts or comments, digital photos or videos, and data generated through online interactions. Service-specific profiles that are designed and maintained by the social media organisation. Social media helps the development of online social networks by connecting a user's profile with those of other individuals or groups. |
| Telegram | Telegram Messenger, commonly known as Telegram, is a cloud-based, cross-platform, social media and instant messaging (IM) service. |
| WhatsApp | WhatsApp (officially WhatsApp Messenger) is an instant messaging (IM) and voice-over-IP (VoIP) service owned by the United States technology conglomerate Meta. |

2. REFERENCES

- 2.1 The South African Police Service Act (Act 68 of 1995).
- 2.2 The Protection of Personal Information Act (Act 4 of 2013).

3. PURPOSE

- 3.1 Community Police Forums (CPF) are mandated to foster a partnership between the community and the police.
- 3.2 The objectives within this mandate are to promote cooperation, to identify and solve problems, to improve communication and to promote transparency and accountability.
- 3.3 WhatsApp and WhatsApp groups are the primary social media platforms used by the SCPF for communication with the community in order to achieve the objectives stated above and must therefore be regulated in order to ensure that information is accurate, shared in a responsible manner and within the framework of the law.

4. SCOPE

- 4.1 This protocol applies to all members of the SCPF while acting in an official capacity as a SCPF member.
- 4.2 The purpose of the WhatsApp group determines membership in the group, who has the administrative responsibility, what type of information is shared, the sensitivity of information that may be shared and the security classification.
- 4.3 This policy deals with the management of official SCPF WhatsApp groups, WhatsApp channels, the Facebook pages of the Exco and sub-forums and other social media platforms such as Telegram that might be used.
- 4.4 Engagement with the broader community, with the focus on creating crime awareness, promoting ownership, encouraging community responsibility, and empowering the community towards greater participation. The engagement with the broader community is seen as a marketing opportunity that cannot be ignored if the future of the SCPF is to be taken seriously.

5. SECURITY OF INFORMATION

- 5.1 There might be a misconception that the distribution of information on a social media platform might be “secure” to some degree, depending on the platform used. Without exhaustively refuting such claims of social media platforms, the fact of the matter is that once information has been sent on any platform, regardless of the technical security that is applied by that particular platform, one must accept that the information is in the public domain.
- 5.2 Various social media platforms provide various “safeguards” to limit the distribution of information. The fact is, these can be defeated by humans in various ways. A member of a social media group can show a message to a person outside of that group that was not intended to receive such information.

6. ADHERENCE TO POPIA

In the context of social media, adherence to the POPIA is a vital consideration. However, in some circumstances, the collection and distribution of personal information without the consent of the data subject is permitted on condition that it does not transgress other applicable legislation.

7. WHATSAPP GROUP ADMINISTRATORS

7.1 Various WhatsApp groups will be administered by the SCPF and relevant Sub-Forum management committees. These administrators must be members of the management committees of the SCPF.

7.2 Administrative responsibilities include:

7.2.1 Monitoring information posted on the group and enforcing the established rules.

7.2.2 Managing group membership by adding members within the target group, considering requests to join, and removing members when necessary.

7.2.3 Keeping the group informed by sharing important information, updates, reminders, and announcements with the group.

7.3 Ideally, there should be more than one administrator per group. With a large group of administrators, an additional administrators' group can be created to discuss matters related to the administration of the group if such a group containing all group administrators does not already exist.

8. PROCEDURES

8.1 Only WhatsApp groups administered or approved by the Forum or Sub-Forum will be viewed as an official mouthpiece of the SCPF.

8.2 The Chairperson and Deputy Chairperson of the Forum must be members of all official SCPF WhatsApp groups. The Chairperson and Deputy Chairperson of the Sub-Forum must be members of all official Sub-Forum groups.

8.3 The purpose of a WhatsApp group, the specific target group for membership in the WhatsApp group and the person(s) who have administrative responsibility must be clearly defined. This information must be made available to the EXCO of the SCPF.

8.4 Permanent approved WhatsApp groups administered by the Forum and or Sub-Forums:

| GROUP TYPE | PURPOSE | ADMINISTRATORS | GROUP MEMBERSHIP | CONFIDENTIALITY |
|---------------------------|--|--|---|--|
| SCPF Managerial groups. | Day to day running of the Forum or Sub-Forum and to deal with and vote on important matters. | Chairperson and Deputy Chairperson of the Forum Chairperson and Deputy Chairperson of the Sub-Forum | Management members. | Very High. No posts may be shared or forwarded from the group without the permission of the administrators. |
| SCPF Radio Control group. | Submission of radio control shift reports, sharing of important information and dealing with the radio control roster. | Chairperson and Deputy Chairperson of the Forum Chairperson and Deputy Chairperson of the Sub-Forum Radio Control Coordinator of the Forum and Sub-Forum | Management team members and radio controllers. | Shift reports, information and communication on these groups may not be shared without permission from the group administrators. |
| Patroller groups. | Share crime related information, operations, crime prevention actions. | Chairperson and Deputy Chairperson of the Forum Chairperson and Deputy Chairperson of the Sub-Forum Training coordinator of the Forum and the Sub-forum | Management team members and all trained SCPF patrollers. | High, especially regarding planned operations. |
| Operational group. | Sharing of day-to-day operational information and planned SAPS/SCPF operations. | Chairperson and Deputy Chairperson of the Forum Chairperson and Deputy Chairperson of the Sub-Forum Crime Prevention Officer of the Forum and Sub-Forums | Active patroller who assist the SCPF in its day-to-day tasks relating to crime prevention, control function, participation in scheduled operations and any other tasks that a member might volunteer to do, or as requested by the Crime Prevention Team, consisting of the Crime Prevention Officer of the Exco, | High – only BOLOs (Be On The Lookout) of stolen vehicles, SAPS BOLOs and missing persons may be shared without permission from the administrators. |

| GROUP TYPE | PURPOSE | ADMINISTRATORS | GROUP MEMBERSHIP | CONFIDENTIALITY |
|--------------------------------------|---|---|---|--|
| | | | <p>and the Crime Prevention Officers of the Sub-Forums. The Crime Prevention Officer of the Exco will be responsible to add and/or remove members from the SAPS, TMPD and Private Security Companies.</p> | |
| <p>SCPF sub-forum members group.</p> | <p>Platform for members to share crime related information with SCPF management and for the SCPF management to empower members by creating crime awareness, give crime prevention tips and to promote ownership and active participation.</p> | <p>Chairperson and Deputy Chairperson of the Forum Chairperson and Deputy Chairperson of the Sub-Forum Sub-Forum Management.</p> | <p>All Sub-Forum members.</p> | <p>No sensitive information may be posted on this group.</p> |
| <p>Stakeholder groups.</p> | <p>Collaboration and cooperation between neighbouring CPFs and other safety groups.</p> | <p>Chairperson and Deputy Chairperson of the Forum Chairperson and Deputy Chairperson of the Sub-Forum Management of the Sub-Forum</p> | <p>CPF Management.</p> | <p>Information may be shared with permission from the person that posted on the group.</p> |
| <p>Community safety groups.</p> | <p>Platform for the community to share crime related information with SCPF management and for the SCPF management to empower residents by creating crime awareness, give crime prevention tips and to promote ownership and membership to the SCPF.</p> | <p>Chairperson and Deputy Chairperson of the Forum Chairperson and Deputy Chairperson of the Sub-Forum PRO of the Forum and the Sub-Forums;</p> | <p>Affiliated Neighbourhood Watches, area, and street safety groups.</p> | <p>None. Information posted by the SCPF with the purpose to share to all members of the community.</p> |

8.5 Other groups are created for a specific purpose, such as campaigns, operations, etc. The lifetime of such groups may vary depending on the purpose of the group.

9. BASIC GROUP RULES

9.1 As a minimum, the following rules will be displayed and pinned regularly to ensure all members are familiar with the rules of such groups.

9.2 No photographs of vehicles displaying the occupants or registration number of the vehicle are allowed unless instructed by SAPS to do so.

9.3 No photographs of suspicious persons are allowed to be displayed unless instructed by SAPS to do so (based on Section 69 of the SAPS Act).

9.4 Information obtained from any of the SCPF social media platforms is intended for that specific group only and may not be disseminated in any way without the prior approval of the Chairperson of the relevant sector.

9.5 Only crime-specific information about the SCPF jurisdiction may be posted on the WhatsApp groups.

9.6 No advertising or promotion of any kind will be allowed on any of the WhatsApp groups.

9.7 Information may only be posted on the WhatsApp groups after it has been verified or if instructed by SAPS to do so.

9.8 No personal opinions or any derogatory information may be posted on WhatsApp groups.

9.9 No arguing and heated opinions will be allowed. Any post that includes racism, sexism, xenophobia, homophobia, ethnically divisive remarks, or any other topic that offends and disturbs the fragile tranquillity of the community will be deleted.

9.10 Never use a group to berate someone else or air grievances.

9.11 Stay on topic- only discuss community safety-related issues.

9.12 Be respectful- treat others with respect and kindness, even when disagreeing.

9.13 No spam or self-promotion- refrain from sharing unrelated content or promoting personal businesses.

9.14 Keep conversations concise- avoid lengthy discussions; consider moving in-depth conversations to a separate thread or a meeting.

9.15 Use clear and descriptive subject lines- when sharing information, use clear subject lines to help others quickly understand the content.

9.16 No sharing of explicit or disturbing content- avoid sharing graphic or disturbing images, videos, or descriptions.

9.17 Respect privacy- avoid sharing personal information or photos of others without their consent.

10. INFORMATION SHARING GUIDELINES

- 10.1 Verify information before sharing- ensure the accuracy of information before sharing it with the group. If you cannot verify the accuracy of the information or are unable to do so, do not share it. Posting it on a group and asking an administrator or any other member to verify such is not permitted.
- 10.2 Use reliable sources- share information from credible sources, such as official news outlets or government websites.
- 10.3 Avoid spreading rumours or misinformation- refrain from sharing unverified or false information.

11. TRANSGRESSIONS

- 11.1 Any member who transgresses any part of this procedure may immediately be informed of such transgression, and such transgression may immediately be deleted. If any member fails to delete such transgression on request, the member will be removed from the WhatsApp group with immediate effect and will be subjected to the disciplinary procedure of the relevant sector or that of the EXCO.
- 11.2 Members who are found to warn any person of any planned operation or SAPS and or METRO operation will be subjected to the disciplinary process and/or criminal prosecution where relevant.

12. WHATSAPP CHANNELS

- 12.1 The Forum PRO will administrate such a channel should the need exist. It is recommended that additional administrators be appointed to assist the PRO. These assistant administrators may not post content without the approval of the primary administrator, which is the Forum PRO, or a management committee member assigned to perform this role.
- 12.2 Generally speaking, the same rules for WhatsApp channels apply as for group rules on WhatsApp.
- 12.3 In terms of the confidentiality of information shared on the channel, the same level of sensitivity applies as for sub-forum member groups.
- 12.4 As membership for a WhatsApp channel is not intended to be controlled, it is viewed as a platform to broadcast information to the general public, regardless of location.
- 12.5 Sub-forums may not establish their channels on WhatsApp without Exco approval. The single channel administered by the PRO and assistants is regarded as the singular official mouthpiece for the SCPF.

13. FACEBOOK

- 13.1 Facebook is an important platform for communicating with the broader community. As it is a dominant social media platform at this stage, it makes sense to use this platform for communication by the Forum and Sub-forums.
- 13.2 The Facebook pages of the Forum and Sub-Forums will be administered by the respective PROs of each organisation. In addition, it is recommended that each page have at least one additional administrator. These assistant administrators may not post content without the approval of the primary administrator,

which is the Forum or Sub-Forum PRO, or a management committee member assigned to perform this role.

- 13.3 Media releases posted on Facebook will be handled in the same fashion as any other media release. Meaning that media releases must be approved by the Exco chairperson before dissemination on various platforms.
- 13.4 Sharing and liking of posts from the Forum and Sub-Forums is encouraged.
- 13.5 Reposting of content from sister organisations such as the Sinoville Firefighting Association and Sinoville Crisis Centre is encouraged.
- 13.6 Generally speaking, the same rules as for WhatsApp groups apply for the posting of content to pages of the Forum and Sub-Forum.
- 13.7 Following and liking pages and content posted thereon of other CPFs, provincial and national police boards, is encouraged.
- 13.8 Generally speaking, liking posts and following pages on Facebook of groups or organisations aligned with the values, goals, and objectives of CPFs in general is encouraged.
- 13.9 Content from the official SAPS and TMPD Facebook pages may be liked in the case of positive posts.
- 13.10 Positive content posted by any company or organisation that supports the CPF, or its sister organisations, can be reposted or liked within the guidelines of the rules as applicable to WhatsApp groups.
- 13.11 Product endorsements on Facebook must be avoided.
- 13.12 Avoid liking negative comments on posts from organisations that are generally supported.
- 13.13 If any PRO is uncertain as to follow any organisation or likes the posts posted by such an organisation, this must be clarified at an Exco Management Committee Meeting.

14. TELEGRAM

- 14.1 In the context of the SCPF, Telegram is virtually unused. Telegram is recommended as an alternative communication platform in the case where WhatsApp experiences a prolonged outage.
- 14.2 It is recommended that management and operational groups be migrated to Telegram in the case of a prolonged outage on WhatsApp. Other lower-level groups do not require constant communication and can easily be left as is, except in the case of a widespread disaster.
- 14.3 Groups on Telegram will be used in the same manner as on WhatsApp. Channels on Telegram will not be used, except in extraordinary circumstances, with approval from the Exco.
- 14.4 Parallel groups for the same purpose and the same group members on WhatsApp and Telegram will not be allowed. In the case of an extended WhatsApp outage, essential groups will be established on Telegram until such time as WhatsApp has restored its service.

- 14.5 The content on a similar Telegram group will then be reposted to WhatsApp should there be a need. Normal members will be removed from the Telegram group. Administrators will remain on the Telegram group. The group will then become dormant. Occasional test posts can be made to avoid Telegram from closing dormant groups.
- 14.6 The reason only admins will remain on the Telegram group is to reserve the name of the group on Telegram and to rapidly add members to that group should there be a service outage on WhatsApp.

ANNEXURE 11
RADIO USAGE POLICY



RADIO USAGE POLICY

1. RADIO USAGE POLICY
 - 1.1 This Policy is binding on all Members of the Forum and members of the Sub-Forums of the Forum, members of structures in the various Sub-Forums that falls under the auspices of the Forum, the EXCO of the Forum, and/or any person that have been co-opted onto the EXCO and/or who performs any act as instructed or directed by the EXCO from time to time.
 - 1.2 Members or persons referred to in paragraph 1.1 above:
 - 1.2.1 Must undergo the approved Radio Protocol training.
 - 1.2.2 Shall not directly or indirectly let the frequency be known to unauthorised parties and or entities for whatever reason.
 - 1.2.3 Agree that by breaching the contents of this Policy, they may be liable for a claim for damages if the frequency or tones need to be changed on any other member's radio(s), to safeguard the said frequencies or tones or if a new frequency needs to be obtained.
 - 1.2.4 Acknowledge and undertake that if they leave the Forum and or move from the area of jurisdiction of the Forum or refuse to pay any due radio licence fees on due date, whenever it may be from time to time (as levied by the Forum) that they must see to it that the frequencies used by the Forum that were programmed on their radio(s) are removed by the Forum or its authorized agents at the members own expense.
 - 1.2.5 Ensure total safety and security of his/her radio (and its frequency) and prevent unauthorised use of his radio.
 - 1.2.6 Ensure that their radios are kept out of reach of children, as the unauthorised use of radios by children may compromise the safety of other members. In cases of emergency, children of members may only use a radio under the direct supervision of the member whose radio it is or in cases of emergency.
 - 1.2.7 Is not permitted to use any of the Forum's frequencies or channels unless such Members or persons referred to in paragraph 1 above have registered their radio and serial number with the Forum and/or sub-Forum and have been allocated a call sign.
 - 1.3 Channels on the Forum's frequency may only be used for SCPF purposes, and private chatter is not permitted.
 - 1.4 The allocation of call signs is the prerogative of the Sub-Forum as determined by each Sub-Forum as applicable.
 - 1.5 Radios incapable of transmitting an ID code will not be permitted to be programmed with the Forums frequencies/tones.
 - 1.6 The use of racist, foul or offensive language or sexual innuendo is strictly forbidden.

- 1.7 Any act contemplated to irritate or aggravate users on any channel, such as intentionally keying them out, mocking them anonymously or transmitting noise or irritating sounds, will be regarded as serious misconduct.
- 1.8 Any user who makes himself/herself guilty of such conduct will not be regarded as a fit and proper person to own and operate a radio on the Forum's frequency, and such frequency shall be removed from any radios owned by such user, subject to being found guilty at a disciplinary process.
- 1.9 No form of advertising of any product or service may be broadcast on the radio, unless it is to advertise an action or activity directly related to the Forum.
- 1.10 Use of the radio will at all times be by the rules of radio usage as published by ICASA and the Telecommunications Act as amended from time to time.
- 1.11 No member may directly or indirectly engage with other members or with the SAPS and/or TMPD on any of the SCPF radio frequencies without the permission of the relevant Control.
- 1.12 Any radio that has been programmed with the frequency of the Forum may not be sold or transferred to another user without the frequency being removed from the radio.
- 1.13 No information about the whereabouts of fellow members or information relating to their properties may be transmitted over the radio frequency. Only a member is allowed to transmit his/her telephone number. A third party may not transmit another member's particulars without their prior permission.
- 1.14 No member may use the radio frequency to promote his / her business in any way. This includes any information broadcast that might assist in financial gain for themselves.
- 1.15 No member will receive their radio or be allowed to use the radio before they complete the Forums Radio Training programme.
- 1.16 No member will allow any person to use his / her radio for communication or patrolling, except if such a person is a member of the SCPF and has had the necessary training.