



Sinoville Community Police Forum

Registered as Sinoville GPF Trust | Trust Registration No: IT4657/12

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257 Konavle Street

Sinoville

Pretoria

0182

SINOVILLE COMMUNITY POLICE FORUM CONSTITUTION FEBRUARY 2026



SINOVILLE COMMUNITY POLICE FORUM CONSTITUTION

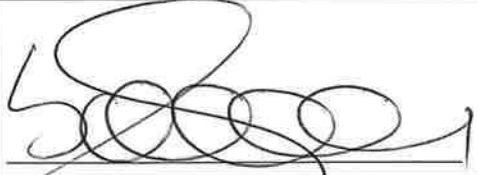

APPROVAL

Approved at the Annual General Meeting by the majority of registered members present and voting.



VERSION

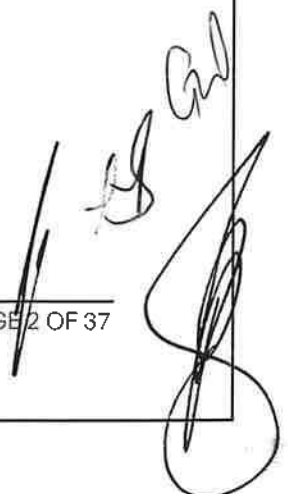
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Signed at Sinoville on this 18 day of March 2026.

	
Col. G Witbooi Station Commander Sinoville SAPS	Witness

Signed at Sinoville on this 18 day of March 2026.

	
Mr P Briel Chairperson Sinoville Community Police Forum	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, established in terms of sections 18, 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. 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 ("the Act")
- 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 ("the Interim Regulations")
- 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
- Criminal Procedures Act, 51 of 1977 (as amended)

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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- as defined.
Constitution	means the Constitution of the Forum and all its annexures as issued by the Forum from time to time.
Day	means a calendar day.
Election Meeting	means a meeting to elect members to the Exco of the Forum.
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 a Subforum
Media	has its ordinary meaning but also include printed, electronic, radio and social media.
Member	A member can be a citizen or a non-citizen above the age of 18 years old and residing or conducting business in the Sinoville precinct.

WORD	DESCRIPTION
	<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 has been registered in accordance with the provisions of the Births & Deaths Registration Act with the Department of Home Affairs.</p>
Non-Profit Company (NPC)	<p>According to Section 1 of the Companies Act, Act 71 of 2008, "non-profit company" means a company—</p> <p>(a) incorporated for a public benefit or other object as required by item 1(1) of Schedule 1; and</p> <p>(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.</p>
PIM	means a Public Information Meeting.
Public Benefit Organisation (PBO)	<p>Can be one of the following (according to the Income Tax Act, Act 36 of 1996, Section 30:</p> <ul style="list-style-type: none"> • A non-profit company (NPC) as defined in section 1 of the Companies Act. • A trust formed in the Republic; or • 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.

AD
 AS
 SP

WORD	DESCRIPTION
SCC	means the Sinoville Crisis Centre NPO - situated at the SAPS Sinoville police station.
Subforum	means the Sinoville Community Police Forum's Subforum 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. NAME OF THE FORUM

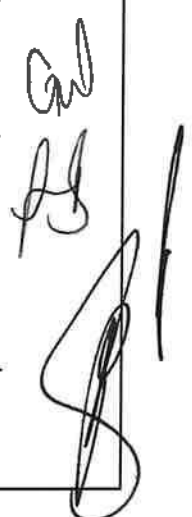
- 2.1 The name of the Forum is the "Sinoville Community Police Forum (hereinafter referred to as "the Forum"), established in terms of the provisions of sections 18 – 23 of the South African Police Service Act 68 of 1995.

3. AREA OF JURISDICTION OF THE FORUM

- 3.1 The area of jurisdiction of the Forum shall be the operational area of the Sinoville Police Station as amended from time to time.

4. LEGAL PERSONA OF THE FORUM

- 4.1 The Forum is a community-spirited body that performs its functions in order to achieve the objectives set out in section 18 of the Act, in the interest of the Sinoville community in respect of which it was established.
- 4.2 The Forum will be represented by the elected Executive Committee and is granted the authority as set out below.
- 4.3 The Forum exists as an entity, independent of its members, irrespective of any change in its membership or management, and has perpetual succession.
- 4.4 Any liabilities incurred by the Forum vest in the Forum, and no member of the Forum shall be liable for the debts, claims of whatever nature, obligations, or any form of encumbrance of the Forum in their respective personal capacities.
- 4.5 All the actions by the EXCO or any of its members, in bona fide performance of their duties, will be regarded as having been performed by the EXCO.



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4.6 A member of the EXCO shall not be held liable in his or her capacity for conducting his or her functions as determined or instructed by the EXCO unless such act or omission was performed:

4.6.1 In a grossly negligent or intentionally wrongful manner; or

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

4.6.3 Beyond the authority or instruction given by the EXCO.

5. ASSETS OF THE FORUM

5.1 All assets of the Forum will be used solely towards the objectives of the Forum.

5.2 No money will be paid or transferred, directly or indirectly, by way of dividend or bonus to any member of the Forum.

5.3 Ownership of assets of the Forum will vest in the Forum; and

5.4 The members of the Forum shall be the beneficiaries of the assets held by the Forum through an entity specifically created for the purpose.

6. APPLICATION FOR MEMBERSHIP

6.1 Membership shall be open and voluntary to all members of the Community residing or having business in the area of the Forum.

6.2 The membership criteria will be determined by the Forum's EXCO from time to time.

6.3 To ensure the sustainable administration of the Forum, the Annual General Meeting will approve an annual administrative fee, the amount of which shall be proposed by the Executive Committee and ratified by a majority of members present and voting at such meeting.

6.4 The Executive Committee may, upon receiving a written request from a member, waive the administration fee.

6.5 The persons excluded from applying for membership are listed in paragraph 6 below.



- 6.6 An applicant applying for membership shall apply in writing for membership to the Forum through the Subforum in which they reside or conduct their Business.
- 6.7 All applicants applying for membership to the Forum will abide by and adhere to the requirements of this Constitution and all its annexures.
- 6.8 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.
- 6.9 The Forum may reject an application for membership due to the applicant's involvement and/or alleged involvement in criminal activities, having a criminal record and/or failure to disclose a criminal record known at the time of applying for membership.
- 6.10 An applicant must submit the following documentation to apply for membership to the Forum:
- 6.10.1 Signed and completed the Membership Application Form contained in ANNEXURE 1.
 - 6.10.2 Signed and completed the Code of Conduct contained in ANNEXURE 2.
 - 6.10.3 Certified copy of Identification Document.
 - 6.10.4 Proof of residence for ordinary members or proof of business address for business members not older than 3 (three) months.
- 6.11 Upon acceptance of the duly completed application for membership to the Forum, the Subforum Management will refer the application to SAPS for initial clearance. If the SAPS require further information, the applicant will be contacted by the SAPS directly.
- 6.12 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 Subforum Management will be advised of the outcome hereof.
- 6.13 The Subforum Management will then approve the application and inform the applicant of his/her membership details.

7. MEMBERSHIP EXCLUSION

- 7.1 The following persons will be excluded from becoming or remaining members of the Forum:

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- 7.1.1 Persons who are no longer bona fide residents within the predefined boundaries of the Forum.
- 7.1.2 Persons who are no longer bona fide business owners within the predefined boundaries of the Forum.
- 7.1.3 Political office bearers.
- 7.1.4 Persons under the age of 18 years.
- 7.1.5 Persons or business owners who have made false declarations on his/her/its application form for membership.
- 7.1.6 Persons or business owners who have submitted falsified documents in respect of his/her/its application for membership.
- 7.1.7 Persons having a criminal record or failure to make a criminal record known.
- 7.1.8 SAPS reservists.
- 7.1.9 Serving employees of the South African Police Service, as regulated in the South African Police Service Act, as amended.
- 7.1.10 Metropolitan Police Department employees.
- 7.1.11 Members of the National and Provincial Secretariats for Police Services.
- 7.1.12 Employees of the Independent Police Investigative Directorate.
- 7.1.13 A person who ceased to be a registered member of the Forum for whatever reason.
- 7.1.14 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 within the area of jurisdiction of the SAPS Sinoville.
- 7.1.15 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 Forum.
- 7.1.16 Owners and or employees of restaurants with bars or taverns where alcohol is sold.

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7.2 MEMBER IN GOOD STANDING

7.2.1 Chairpersons of Subforums can use the following as a guide to determine whether a member is in good standing or not:

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

7.2.1.2 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. NEIGHBOURHOOD WATCH AFFILIATION

8.1 For a Neighbourhood Watch to become affiliated with the Forum, the conditions as contained in the Affiliation Policy attached hereto as ANNEXURE 3, must be implemented, and an application for affiliation must be submitted to the relevant management committee of the Subforum in whose jurisdiction they fall. Should there be an overlap of the borders of the Neighbourhood Watch, such a query may be referred to the Exco for clarification.

9. SINOVILLE YOUTH CRIME PREVENTION DESK

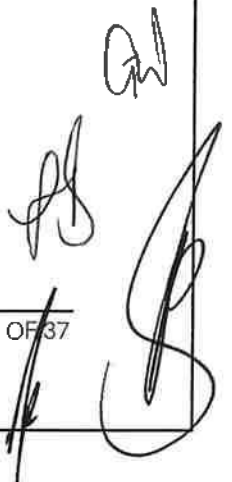
9.1 PURPOSE

The Sinoville Youth Crime Prevention Desk (“YCPD”) is a volunteer-based structure within the Sinoville precinct. The primary purpose of the YCPD is to make a positive impact on the lives of young people between the ages of 14 and 17 within the Sinoville precinct, promoting a safer and more supportive environment for all.

9.2 SCOPE

9.2.1 The aims and objectives of the YCPD are to:

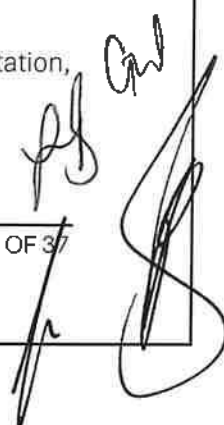
9.2.1.1 Establish and set up a dedicated youth desk at the police station to create a safe and accessible space for young people.



- 9.2.1.2 Promote youth development by supporting the physical, emotional, and psychological well-being of young people. Youth programs focused on physical development, personal emotional growth and social interaction must be designed, developed, and implemented. E.g., sports against crime, arts and culture programs, entrepreneurship through safety initiatives.
- 9.2.1.3 Prevent youth from becoming victims of crime by identifying safety needs and risks. Programs to address safety needs and risks, such as school safety, substance abuse and the prevention of violence against women and children, must be obtained or developed and implemented. E.g. School talks and debates, school safety desks, Substance abuse campaigns and projects, dialogue with Youth Formations.
- 9.2.1.4 Prevent youth involvement in crime through education, engagement and by identifying the causes of youth violence and crime. Social crime prevention strategies and activities, focused on addressing underlying causal factors, must be developed and implemented. Educational programs focusing on communication, conflict resolution, and interpersonal skills must be obtained or developed and implemented. E.g., motivational talks.
- 9.2.1.5 Foster positive and cooperative relationships through interaction with the youth, strengthening relationships and building trust between the police and young people. Outreach programs, workshops, and events must be planned, developed, and implemented for this purpose.
- 9.2.1.6 Provide support, guidance, and counselling to young people in need. Training and capacity building to equip youth workers with the necessary skills and knowledge to effectively engage with young people must be a priority.

9.3 STAKEHOLDER MANDATES, ROLES & RESPONSIBILITIES

- 9.3.1 The Sinoville YCPD is part of a joint initiative between the Department of Community Safety (DoCS), the South African Police Services (SAPS), and the Community Police Forums (CPFs).
- 9.3.2 The DoCS gives support, guidance and makes resources available to the YCPD when available.
- 9.3.3 The YCPD members coordinate youth safety activities and projects at the police station, the Regional and Provincial level.



- 9.3.4 The YCPD works under the auspices of the SAPS Social Crime Prevention officer, who coordinates all social crime prevention-related activities, including the youth desk, the SCC and CPFs.
- 9.3.5 Resources such as office space, transport, stationery, and computers are provided by SAPS.
- 9.3.6 In order to become a YCPD member, such a person shall be a registered member of the Forum and will adhere to and abide by the Constitution, annexures, policies, and procedures.
- 9.3.7 The YCPD reports directly to the Youth and Schools Coordinator of the Forum.
- 9.3.8 The Youth and Schools Coordinator, in conjunction with the Crime Prevention Officer of the Forum, will work with the YCPD to identify and gain insight into crime hotspot areas, specific crimes and social issues that need to be prioritised and addressed as a matter of urgency.
- 9.3.9 In conjunction with and under the auspices of the Youth and Schools Coordinator of the Forum, projects must be developed that will attract participation by young people, who are sustainable and implementable and are in response to identified safety needs.

10. COMPOSITION OF THE EXCO

- 10.1 The EXCO shall consist of the following positions:
- 10.1.1 Chairperson.
- 10.1.2 Deputy-Chairperson.
- 10.1.3 Secretary.
- 10.1.4 Deputy Secretary.
- 10.1.5 Treasurer.
- 10.1.6 Crime Prevention Officer.
- 10.1.7 Public Relations Officer.



10.1.8 Youth and Schools Coordinator.

10.1.9 Training, Standards and Control Coordinator

10.1.10 Radio Infrastructure Officer

10.1.11 Criminal Justice System Coordinator.

10.1.12 Health and Safety Coordinator.

10.1.13 The Chairpersons of the respective Subforums

10.2 If a member of the EXCO is elected to serve on the Executive Committee of the Gauteng Provincial or National Community Police Board, he or she must relinquish his or her position at the station level.

10.3 Specific instructions:

10.3.1 The persons listed in paragraphs 10.1.1 to 10.1.13 will have voting rights on the Executive Committee.

10.3.2 If a Chairperson of a Subforum is unable to attend any EXCO meeting or EXCO Special Meeting, such Chairperson is entitled to be represented by the Deputy-Chairperson or any other designated member of the management committee of such Subforum, and the representative will have voting rights on the EXCO.

10.3.3 Subforums Chairpersons may not serve on the EXCO in any other capacity as the representative of their Subforums.

10.3.4 An SCPF member may only serve on one Management Committee in the SCPF, whether it is on the Exco or any of the functional Subforums.

10.3.5 The job description of each EXCO position is contained in ANNEXURE 4.

11. EX OFFICIO MEMBERS

11.1 The ex officio members will consist of the following members:

11.1.1 The Station Commander of the Sinoville SAPS.



- 11.1.2 The Heads of SAPS Visible Policing.
- 11.1.3 The Heads of SAPS Detective Services.
- 11.1.4 The Heads of SAPS Crime Intelligence.
- 11.1.5 The Area and Operational Commander of the TMPD.
- 11.1.6 Ward Councillors within the area of jurisdiction of the SAPS Sinoville precinct.
- 11.1.7 A co-opted member on the EXCO.
- 11.1.8 Co-opted members for a specific task and duration.
- 11.1.9 Chairperson of the Youth Desk.
- 11.1.10 Chairperson of the Sinoville Crisis Centre.
- 11.1.11 The persons listed in paragraph 11.1 - 11.1.10 will have no voting rights on the EXCO.

12. AUTHORISED SIGNATORIES OF THE FORUM

12.1 Where the EXCO needs to sign documentation on behalf of the Forum 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 the Forum will be any two of the following:

12.1.1 The Chairperson.

12.1.2 The Deputy-Chairperson.

12.1.3 The Treasurer.

12.2 The Chairperson and the Treasurer will also have authority to sign documentation on behalf of the Subforums to give legal effect to any transaction, including but not limited to power of attorney, deeds, contracts, and bank accounts and all such other documents that may have to be authorised, if the necessary authorised signatures of such a Subforum is unavailable due to circumstances beyond the Subforum management control or a Subforum becomes dysfunctional or function contrary to the directives of the Interim Regulations or act contrary to the spirit of the Forum.



13. TERMS OF OFFICE OF MEMBERS OF THE EXCO

- 13.1 The term of office of an EXCO member will be deemed to be five years.
- 13.2 General Election Meetings must take place within the same calendar year as the National Government Elections.
- 13.3 A person may not serve in the same position on the EXCO for more than two full terms; and
- 13.4 If a person is elected to the EXCO with more than three years remaining to the next End of Term Election Meeting, it will be deemed that such period will be regarded as a full term.

14. OBJECTIVES

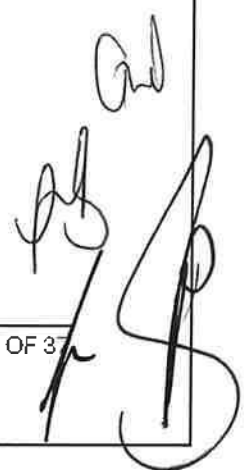
- 14.1 The objectives of the Forum are to:
 - 14.1.1 Establish and maintain partnerships between the Forum members, the community, stakeholders, faith-based organisations, non-governmental organisations, formal and informal business organisations, and other social organisations which serve the community and interested individuals with a good standing.
 - 14.1.2 Promote communication between the SAPS, TMPD, the Forum members and the community.
 - 14.1.3 Promote cooperation between the SAPS, TMPD, the Forum members, and the community in fulfilling the needs of the community regarding policing.
 - 14.1.4 Improve the rendering of police services to the Forum members and the community.
 - 14.1.5 Improve transparency in the SAPS and accountability of the SAPS, to the Forum members and the community.
 - 14.1.6 Promote joint problem identification and problem-solving by SAPS, TMPD, and the Forum members and community, about crime, service delivery, disorder, and poor community police relations.
 - 14.1.7 Monitor the effectiveness and efficiency of the SAPS.
 - 14.1.8 Evaluate the provision of visible policing in the station area.



- 14.1.9 Provide and promote guidance and cooperation to Subforums operating within the area of jurisdiction of the Forum.
- 14.1.10 Ensure that the Constitutions of the Subforums are aligned with the Constitution of the Forum.
- 14.1.11 Ensure that all Subforums comply with their own respective Constitutions.
- 14.1.12 Assist Subforums within the Forum to grow and expand.
- 14.1.13 Function as a facilitator between Subforums within the Forum to identify common crime patterns; and identify problems or areas of concern within the area of jurisdiction of the Forum, and act accordingly.

15. RESPONSIBILITIES

- 15.1 Advise the SAPS regarding local policing priorities. Jointly identify policing priorities for presentation to the MEC for Community Safety.
- 15.2 Facilitate in resolving concerns, problems, and complaints from community members regarding policing.
- 15.3 Harmonise the relationship between the police and the community.
- 15.4 Request the station commander to provide crime information analysis on policing every quarter and as when it is required.
- 15.5 Obtain regular feedback from the community about the quality of police service delivery.
- 15.6 Initiate community-based crime prevention projects.
- 15.7 Inform the community about the activities of the CPF and engage them accordingly.
- 15.8 Ensure effective management of the CPF's resources.
- 15.9 Ensure the implementation of sector policing.
- 15.10 The continuous monitoring of the effectiveness and efficiency of the SAPS.



15.11 The monitoring of the provision of visible policing priorities, including the provision and staffing of the police station, the reception and processing of complaints and charges and the prosecution of offenders.

16. AUTHORITY AND DUTY OF THE EXCO

16.1 The EXCO 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 Station Commander and or the IPID and or the Cluster Board, alternatively the Provincial Board and Provincial Commissioner.

16.1.2 Report gross negligence or dereliction of duty on the part of any member of the TMPD to the TMPD Regional Director or his or her nominee.

16.1.3 Through the structures provided for in this Constitution receives and processes complaints by the public against the SAPS.

16.1.4 Function as a mediator between the SAPS and the Forum members and the community at large.

16.1.5 Annually review the programme to address crime tendencies in the area of jurisdiction of the Forum.

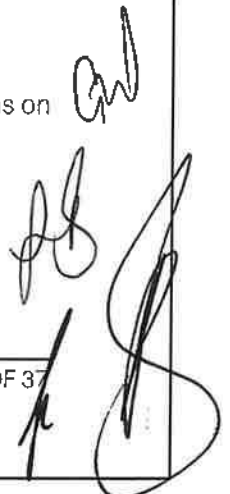
16.1.6 Confirm all proposed amendments to the Constitution of a Subforum within the area of jurisdiction of the Forum before such Constitution or changes to the Constitution shall be presented for approval to the members of the Subforum at an AGM or SGM for it to become effective.

16.1.7 Ensure that all Subforums hold monthly management meetings, as well as all the other mandatory and statutory meetings. The Chairperson, Deputy Chairperson, or their designated representative of the EXCO shall have the right to attend any meeting of a Subforum within the area of jurisdiction of the Forum.

16.1.8 Coordinate and interact with other Community Police Forums or other similar Forums on matters relating to Community Police Forums.

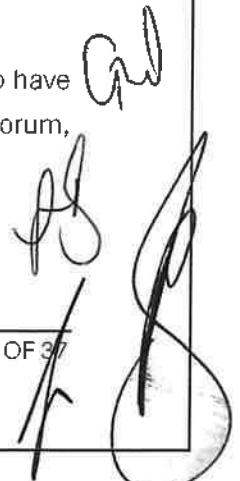
16.1.9 Function as a facilitator in disputes between the Forum's members.

16.1.10 Report quarterly to the office of the MEC.



- 16.1.11 Establish and maintain sustainable communication channels such as electronic and/or printed media. It is required to maintain a website for the Forum.
- 16.1.12 Ensure that proper minutes and records of all meetings are kept.
- 16.1.13 Ensure resolutions passed are numbered, dated, signed, and filed in a resolution register book; and
- 16.1.14 Set a standardised membership application form template for all Subforums.
- 16.1.15 Maintain and supervise efficient control over the Forum members and the administration of the Forum.
- 16.2 The EXCO has the authority to:
- 16.2.1 Institute and conduct, defend, compound, or abandon any legal proceedings by or against the Forum, as the case may be.
- 16.2.2 Delegate any duty or power to any person or organ of the Forum in the interest of the Forum.
- 16.2.3 Utilise the assets of the Forum for the objectives of the Forum members and the community.
- 16.2.4 Appoints at its discretion, sub-committees and directs matters and allocates tasks to these committees and co-opts any person to serve on these committees.
- 16.2.5 Make urgent rulings as may be necessary from time to time.
- 16.2.6 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 EXCO deems necessary.
- 16.2.7 Make donations in any form to the SAPS and or TMPD to assist the SAPS and or TMPD in preventing crime.
- 16.2.8 Initiate community-based crime-prevention projects through its Subforums.
- 16.2.9 Acquire, hold, lease, and hire any property, whether immovable or movable.
- 16.2.10 Enter into written contracts with suppliers.

- 16.2.11 Appoint one or more persons to assist the Treasurer in taking charge of and administering the funds of the Forum.
- 16.2.12 Open, operate and or close bank accounts in the name of the Forum.
- 16.2.13 Utilise any income derived from Forum members or any other source in its discretion, provided that such expenditure will always be in the interest of the Forum members or the furtherance of the Forum's objectives.
- 16.2.14 Apply its surplus income in promoting the Forum's objectives and will not, at any time, make any distribution or pay any dividend or surplus to any of its members.
- 16.2.15 Invest, reinvest, and deal with any monies of the Forum not immediately required for the day-to-day management of the Forum as it may deem fit and from time to time to vary or realise such investments.
- 16.2.16 Accept donations from external sources, provided that if such donations are conditional, the Forum shall adhere to such conditions as required by the donor, provided such conditions are not contrary to the objectives of the Forum.
- 16.2.17 Arrange and conduct fundraising activities in the name of the Forum and collect and receive money for or on behalf of the Forum.
- 16.2.18 Appoint Auditors on an annual basis as approved at the AGM.
- 16.2.19 Remove any EXCO member from office before the expiry of his or her term of office and to dismiss any of them, subject to the due disciplinary process as provided for in the disciplinary procedure and paragraph 22 of the Constitution.
- 16.2.20 Appoint remunerated staff members, whether on a permanent or temporary basis, to assist the EXCO to perform its roles, functions, and duties.
- 16.2.21 Nominate any such person as it deems fit and proper to represent the EXCO at external meetings and to attend to any matter that could be attended to by the EXCO.
- 16.2.22 Co-opt any person(s), excluding the Chairperson or the Deputy Chairperson, who have required expertise in any field necessary onto EXCO to fulfil the objectives of the Forum, provided that such a co-opted person shall not have any voting rights.



- 16.2.23 Co-opt any person, excluding the Chairperson, Deputy Chairperson, onto EXCO for a period of no longer than Ninety (90) days to fill any vacancy that has arisen, provided that such co-opted person will have no voting rights on the EXCO.
- 16.2.24 Hear and adjudicate disputes emanating from its Subforums that were referred to the EXCO.
- 16.2.25 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.
- 16.2.26 Revoke, suspend, terminate, or amend the right of any person to utilise the radio frequency of the Forum at any time and or to instruct the chairperson of the relevant Subforum 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.
- 16.2.27 The EXCO shall have the right to inspect any record, including the financial records of any Subforum within the area of jurisdiction of the Forum, to ensure compliance with the respective Constitutions of such Subforums within the area of jurisdiction of the Forum and with the Forum's Constitution.
- 16.2.28 Dissolve and or assume the management functions of a Management Committee of any Subforum that becomes dysfunctional or functions contrary to the directives of the Interim Regulations or acts contrary to the spirit of the Forum.
- 16.2.29 Establish a Youth Desk in line with the provisions of the National Youth Policy.

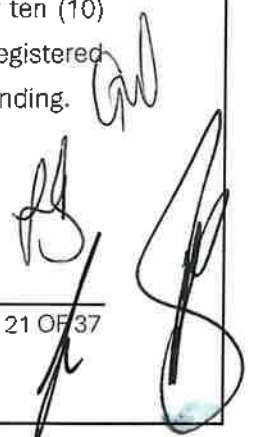
17. ELIGIBLE VOTERS AND VOTING PROCEDURES AT THE EXCO ELECTION MEETINGS

17.1 The following persons will be eligible voters for purposes of voting at Exco Election Meetings:

17.1.1 Each functional Subforum is entitled, but not obliged, to send a maximum of ten (10) persons to vote at any Election Meeting, provided that such persons must be registered residential members residing in the jurisdiction of that Subforum and in good standing.

17.2 No proxy votes are allowed, and

17.3 Each eligible voter will have one vote for each of the positions voted for.



- 17.4 A person nominated for a position on the EXCO must be a residential member of the Forum.
- 17.5 Before nomination, the nominee must be registered as a member of the Forum and have successfully undergone the applicable SAPS vetting process.
- 17.6 A person can be nominated for more than one position on the EXCO, but can only serve in one position.
- 17.7 A person nominated for a position on the EXCO will follow the directions and prescriptions as contained in the Nomination and Acceptance form as contained in ANNEXURE 5.

18. DISQUALIFICATION OF CANDIDATES

- 18.1 The following candidates are disqualified from being elected to serve on the EXCO:
- 18.1.1 Political office bearers.
- 18.1.2 Persons who have made a false declaration on his or her nomination and acceptance form.
- 18.1.3 Persons who have been found guilty in terms of transgressing the Code of Conduct and found guilty in terms of the disciplinary procedure, and the sanction is still in force.
- 18.1.4 A serving SAPS or TMPD member.
- 18.1.5 Persons under the age of 18 years.
- 18.1.6 A person who gives up his or her membership in writing and requests to be removed as a member of the Forum for whatever reason.
- 18.1.7 A person who is not in good standing with the Forum or any of its Subforums.
- 18.1.8 A person not residing in the jurisdiction of the Forum.
- 18.1.9 A business Forum member.
- 18.1.10 SAPS reservists.

18.1.11 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.

18.1.12 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 Forum's area of jurisdiction; and

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

19. PROCEDURE TO BE ELECTED AS A MEMBER OF THE EXCO

19.1 Nominations for EXCO members close 72 hours before the date and time of the Election Meeting.

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

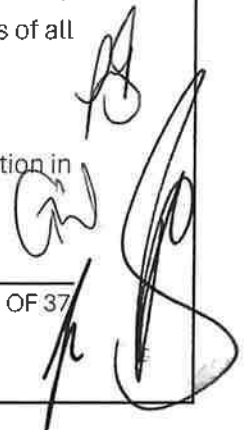
19.3 By signing the nomination and acceptance form, the nominee declares that he or she has read the duties and functions of the position being nominated for and has the ability and capacity to perform such duties and take such responsibilities.

19.4 The nomination and acceptance form must be completed by the nominator whereafter the Chairperson or the Deputy-Chairperson of the Subforum or if they are not available, their nominated representative will confirm by its signature that the nominee is a registered member of the Forum, in good standing, and is a bona fide resident within the area of the Subforum whereafter it will be signed by the nominee (acceptance) and seconder.

19.5 The duly signed and completed nomination forms must be handed to the Secretary of the EXCO on or before the deadline.

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

19.7 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.



19.8 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.

20. MEETING TYPES

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 6.

21. MEETINGS AND KEEPING OF RECORDS

21.1 All records of meetings and minutes taken, and resolutions passed must be kept by the Secretary of the Forum in hardcopy and electronic format for a minimum period of 5 years.

21.2 Each Subforum will, by the end of each month, submit a report consisting of the chairman's report, minutes of meetings, members' list, and a financial report (including bank statements) for that particular month.



22. REMOVAL OF EXCO MEMBERS

22.1 An elected EXCO member may be removed automatically from his or her position as follows:

22.1.1 Becomes disqualified.

22.1.2 Becomes or is elected to a political office.

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

22.1.4 Is convicted of an offence in terms of the Criminal Procedure Act, 51 of 1977.

22.1.5 When a vote of no confidence submitted and voted on has been passed against the relevant EXCO member.

22.1.6 When a person, after a due disciplinary hearing, has been found guilty of an offence.

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

22.1.8 When a person resigns from the EXCO.

22.1.9 An EXCO member may be removed from his or her elected position by a majority vote of EXCO members:

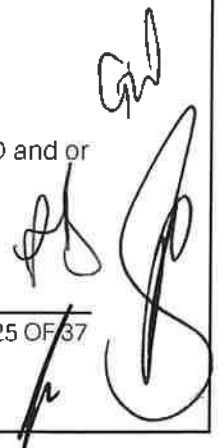
22.1.10 If any EXCO member is absent without an acceptable apology for a meeting for 3 (three) consecutive meetings, he or she will automatically be removed from his or her position, without a vote.

22.1.11 If it appears that such an EXCO member no longer has the capacity to fulfil his or her duties (e.g., long-term illness, work-related commitments).

22.1.12 Failing to perform the required responsibilities to the satisfaction and consensus of the majority of the members of the EXCO, the incumbent will, on request, vacate the position.

23. VOTE OF NO CONFIDENCE

23.1 A Vote of No Confidence can be brought against individual members of the EXCO and or against the EXCO as a whole, as provided for in ANNEXURE 7.



24. FINANCES OF THE FORUM

- 24.1 The EXCO may raise funds to support and advance the objectives of the Forum.
- 24.2 The EXCO must manage the financial affairs of the Forum in accordance with acceptable accounting practices and prepare an income and expenditure statement and a Balance Sheet that must be presented at each Forum Annual General Meeting, as well as EXCO monthly meetings.
- 24.3 All financial records of the Forum must be verified by the appointed auditor of the Forum on an annual basis.
- 24.4 The Forum is a non-profit, community-based body that performs its functions to achieve the objectives as set out in this Constitution. No member of the Forum or its EXCO is entitled to any remuneration on account of his or her membership or participation in the activities of the Forum.
- 24.5 The Forum may not establish itself as an NPC.
- 24.6 The financial year of the Forum shall commence on 1 April of every year and shall end on 31 March of the next year.
- 24.7 The EXCO shall open and maintain a bank account in the name of the Forum at a registered bank in which all funds received by the EXCO shall be deposited.
- 24.8 No person may accept funds on behalf of the Forum, except where the Treasurer of the EXCO has authorised such acceptance of funds by a member of the Forum, and such funds are deposited into the bank account of the Forum on the same day or the next business day, and proof of such deposit is provided to the Treasurer.
- 24.9 The Treasurer may incur expenditure on behalf of the Forum up to an amount as determined by the EXCO from time to time. For any expenditure more than this amount, prior approval must be obtained from the EXCO for all such expenditure.
- 24.10 Receipts must be obtained for all expenditure and timeously submitted to the Treasurer and attached to the monthly report at the EXCO meeting.
- 24.11 An acceptable set of financial records will be maintained by the Treasurer and will be available to any Forum member on request.

24.12 Any expenditure incurred will be applied solely towards the pursuit of the Forum's objectives.

24.13 The EXCO may, after receiving such a request in writing, and after having conducted a thorough investigation on the merits of a request, assist any Subforum, including monetary assistance, provided that such assistance will be in the interest of the Forum or the furtherance of its stated objectives.

24.14 The EXCO will not negotiate for, nor go into overdraft on, the bank account of the Forum.

25. RADIO INFRASTRUCTURE

25.1 The EXCO will ensure the timely payment of the ICASA licence fee for the frequencies allocated to the Forum.

25.2 The EXCO will be the only point of communication between the Forum members and ICASA.

25.3 The EXCO is the sole owner of the SCPF radio Infrastructure and the determination of usage and relevant call signs.

26. WEBSITE OF THE EXCO

26.1 The Public Relations Officer will be responsible for the development and maintenance of the website of the Forum.

26.2 No content on the website may be added, removed, or altered without the prior approval of the EXCO.

26.3 In the absence of a Public Relations Officer, the EXCO may appoint any other EXCO member to maintain the website.

27. ACCESS TO INFORMATION

27.1 Any registered member of the Forum has the right to request information about matters of the Forum.

27.2 Such information must be requested through the Subforum Chairperson, and by following the prescribed procedure as contained in the EXCO's PAIA (Promotion of Access to Information Act, 2 of 2000) Manual.

27.3 This manual can be obtained from the Forum's website.

28. COMMUNICATION

28.1 Communication with members and the community:

28.1.1 Depending on the nature and urgency of the communication, the content and means of communication with members and the community shall be determined by the EXCO.

28.2 Communication with members may take place in one or all of the following means:

28.2.1 Via feedback through the Subforum representatives.

28.2.2 At Subforum meetings.

28.2.3 Via electronic media, as determined by the EXCO.

28.2.4 Via radio communications.

28.3 General communications with the public - All communications with the public, including information posted on the SCPF's website, need to be approved by the EXCO before the EXCO member responsible for Public Relations releases such information.

28.4 Sensitive and confidential information - Information that is regarded as sensitive and or confidential must be approved by the EXCO before the member responsible for Public Relations releases such information. The EXCO member responsible for Public Relations will recommend the way such information must be conveyed.

28.5 Urgent communication - Urgent communication, as determined by the EXCO, 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.

28.6 Liaison with the media and media releases:

28.6.1 No Subforum may liaise directly with the media or issue a media release, and this will only be done by the EXCO.

28.6.2 Only material that has been approved by the EXCO may be released to the media.



28.6.3 Only the Chairperson or Deputy-Chairperson of the EXCO is authorised to speak to any media.

28.6.4 Any requests from the media must be referred to the Chairperson or Deputy-Chairperson of the EXCO.

28.7 Classified SAPS information - No classified information of whatever nature may be distributed. Only information released by SAPS for distribution may be published. All information disseminated will be done by 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").

29. SINOVILLE CPF SOCIAL MEDIA PROTOCOL

29.1 The use, control and function of WhatsApp Groups shall be conducted in terms of the Sinoville CPF Social Media Protocol as contained in ANNEXURE 8.

30. RADIO USAGE POLICY

30.1 The Radio Usage Policy is binding on all members of the Forum and is contained in ANNEXURE 9 hereto.

31. SECURITY MEMBERS CODE OF CONDUCT AND RADIO USAGE POLICY

31.1 The use of the Forum's Radio network by Security Members is subject to the terms and conditions as contained in the Security Members Code of Conduct and Radio Usage Policy, to be adhered to by each participating Security Company and by the prescripts as contained in ANNEXURE 10.

32. COMPLAINTS

32.1 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 any reason whatsoever.

32.2 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.

- 32.3 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.
- 32.4 When a complaint is received in terms of 32.1 or 32.2, 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 acknowledgement, the secretary must immediately forward the complaint to the Criminal Justice Coordinator of the Forum for adjudication.
- 32.5 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.
- 32.6 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.
- 32.7 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.
- 32.8 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.

33. SANCTIONS

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

- 33.1.1 Disclosing confidential information of the Forum to the public, individuals, or institutions without the prior written consent of the Exco of the Forum.
- 33.1.2 Refusal to carry out the instructions of the Exco of the Forum.
- 33.1.3 Drinking liquor and being under the influence of liquor or any intoxicating substance whilst performing duties of the Forum.
- 33.1.4 Acting in a manner that exposes the Forum members to a dangerous environment and or criminals.
- 33.1.5 Acts for other groups and or persons who seek to disrupt the activities of the Forum or prevent it from fulfilling its set aims and objectives.
- 33.1.6 Theft or fraud.
- 33.1.7 Refusal to execute tasks enabling the Exco of the Forum to function efficiently and effectively.
- 33.1.8 Using the Forum to advance personal and political interests.
- 33.2 Any person who has been found guilty in terms of paragraphs 33.1.1 to 33.1.8 above will have his or her membership in the Forum terminated.
- 33.3 Where a criminal charge has been laid against any member of the Forum and such criminal charge comes to the attention of the Exco of the Forum, 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.
- 33.4 The following transgressions will result in a sanction determined by the Criminal Justice Coordinator on the outcome of the hearing:
 - 33.4.1 Insults, or use of inappropriate language against members of the Forum and/or the Community.
 - 33.4.2 Acting in a manner that disrupts the activities, programmes, and projects of the Forum.
 - 33.4.3 Misuse of property belonging to the Forum.



33.4.4 Intentionally disregarding the constitution and direction provided by the leadership of the Forum.

33.4.5 Contravene the Code of Conduct.

34. AMENDMENT OF THE FORUM'S CONSTITUTION

34.1 THE PROCESS FOR AMENDING THE CONSTITUTION

34.1.1 The process to amend the constitution of the Forum shall be initiated by a resolution tabled at an Exco Management Committee meeting and accepted by majority vote, whenever the need arises for such an amendment.

34.2 A constitutional review committee shall be established to review the constitution and all submitted proposals.

34.2.1 The constitutional review committee shall consist of at least the following members:

34.2.2 The Exco Chairperson, Deputy Chairperson, Criminal Justice System Coordinator, Exco Secretary, and any number of Forum members in good standing or outside specialists that are deemed necessary for the successful amendment of the constitution.

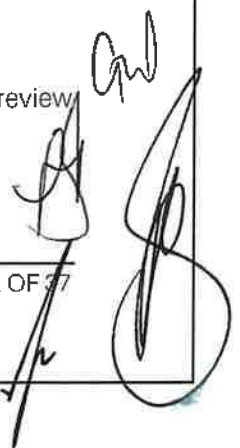
34.2.3 Members who initially form part of the constitutional review committee will remain part of the committee until after the SGM or AGM, where such amendments are to be voted on. After the said SGM or AGM, the constitutional review committee will be dissolved.

34.2.4 A quorum shall be deemed to be present at such a constitutional review committee meeting when 50%+1 of the committee members, excluding outside experts, are present.

34.2.5 Outside experts will have no voting rights on the inclusion or exclusion of proposed amendments, but may make recommendations thereto.

34.2.6 Except for document formatting, spelling, and grammar corrections, any changes to the content and structure of the constitution and its annexures will be made using a majority vote. In the case of a tied vote, the chairperson has the deciding vote.

34.2.7 Up to the release of the first draft to the Exco, meetings of the constitutional review committee shall be informal.



34.2.8 The first draft of the amended constitution will be distributed to all Exco members for perusal, comments, and proposed amendments.

34.2.9 Comments and proposed amendments submitted by Exco members must be submitted in writing.

34.2.10 During a formal meeting minuted by the Exco secretary, the constitutional review committee will consider the proposals received. Acceptance or rejection of these proposals shall be minuted by the Exco secretary.

34.2.11 The proposed amendments that were received by the committee will be attached to the minutes of the meeting as annexures.

34.2.12 The minutes of this meeting shall be distributed to all Exco members.

34.3 TIMEFRAMES FOR COMMENTS BY MEMBERS OF THE FORUM:

34.3.1 The proposed amended Constitution will be published for public comment for 14 days.

34.3.2 After this period of 14 days has lapsed, the following will happen within 7 days:

34.3.2.1 The chairperson will convene a formal meeting with the constitutional review committee and will consider all proposals received after the public commenting period of 14 days has lapsed.

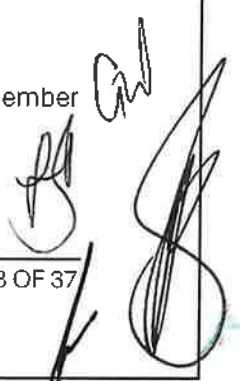
34.3.2.2 During this Constitutional Review Committee meeting, all comments received will be considered.

34.3.2.3 Acceptance or rejection of these proposals and the votes for each shall be minuted by the Exco secretary.

34.3.2.4 The proposed amendments that were received by the committee will be attached to the minutes of the meeting as annexures.

34.3.2.5 The minutes of this meeting shall be distributed to all Exco members.

34.3.3 The minutes of the constitutional review committee may be made available to any member of the forum who directs such a request in writing to the Exco secretary.



34.3.4 The final amended Constitution will then be circulated for a period of 3 days. It needs to be understood that no further comments will be entertained on the final version of the Constitution so distributed. The final version of the Constitution will be published on the EXCO website before the relevant meeting, where the proposed changes are to be voted upon.

35. DISSOLUTION OF THE FORUM

35.1 The Forum may be dissolved at an AGM, or at an SGM called for that purpose after consultation with the Provincial Commissioner and by the direction of the MEC of Community Safety.

35.2 The Forum may be dissolved:

35.2.1 If it is dysfunctional, when there are fewer than 50% + 1 elected members left serving on the Executive Committee consisting of eleven (11) positions or

35.2.2 If the Forum cannot function properly due to internal disputes and strife, or

35.2.3 If there is an irretrievable breakdown of trust between the SAPS and the Forum

35.2.4 If it is confirmed that the internal strife or dispute is at a stage where the lives of members of the Forum are being threatened

35.3 Before the Forum is dissolved, attempts should first be made to address the dispute or strife through a Dispute Resolution Process.

35.4 In the event of the dissolution of the Forum, its assets will be disposed of as follows:

35.4.1 If the reason for dissolution is the establishment of an alternative body that will continue the work of the Forum, then such a body shall inherit the assets of the Forum.

35.4.2 If the reason for dissolution is the outright cessation of the activities of the Forum, then the assets of the Forum shall be advertised for sale at a public auction, and the proceeds thereof will be donated to such charity or charities as decided by the then EXCO, provided that such charity shall be duly registered in terms of applicable legislation.

35.5 Where a Subforum has been dissolved, the assets of such Subforum will be transferred to the Forum, which will function as custodian of such assets until a new Subforum has been established, whereafter such assets will be transferred to the new Subforum.



36. DISSOLUTION OF A SUBFORUM MANAGEMENT COMMITTEE

36.1 A Subforum may be dissolved at a meeting called by the Exco of the Forum, for that purpose, after consultation with the Subforum's Management Committee.

36.2 A Subforum may be dissolved:

36.2.1 If it is dysfunctional, when there are fewer than 50% + 1 elected members left serving on the Management Committee consisting of ten (10) positions, or

36.2.2 If the Subforum cannot function properly due to internal disputes and strife, or

36.2.3 If there is an irretrievable breakdown of trust between the Forum and the Subforum.

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

36.3 Should the decision be made to dissolve the Management Committee of a Subforum, the EXCO will:

36.3.1 Consider such a Subforum's Management Committee as automatically dissolved.

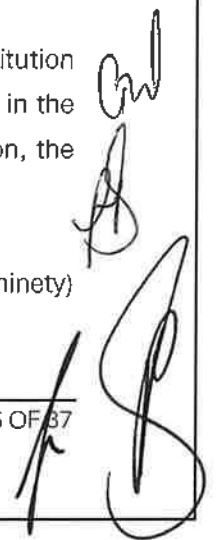
36.3.2 Appoint any such persons, including EXCO members, that it may deem necessary to assist the EXCO in the management of such Subforum.

36.4 Transfer the assets of such Subforum to the Forum, which will function as custodian of such assets until a new Subforum has been established, whereafter such assets will be transferred to the new Subforum.

36.4.1 Appoint any such independent Auditor as it may deem necessary to audit the finances of any Subforum.

36.4.2 The EXCO is bound to manage the Subforum in terms of the provisions of the Constitution of the Subforum, whose Management Committee functions it has assumed, and in the event of conflict between the EXCO's Constitution and a Subforum's Constitution, the former shall prevail.

36.4.3 The EXCO 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 by the EXCO.



36.4.4 Where elections are called to elect new Management Committee members of such Subforum, elections shall be held in terms of the election rules applicable in the relevant Subforum's Constitution.

36.5 A dissolved Subforum's Management Committee may not appeal against the decision.

36.6 Reasons and decisions regarding the dissolution must be recorded in the minutes and communicated to the Forum members and the relevant District or Provincial Board within 7 days.

37. LIST OF ANNEXURES TO THE CONSTITUTION

37.1 All Annexures, policies, procedures, and resolutions passed by the EXCO, although not included in the Constitution, referred to in Table 1 below, shall be deemed to form part of this Constitution, with the provision that Section 34 of this Constitution does not apply to the amendment of annexures.

37.2 Any amendment to the Annexures, policies, procedures, and resolutions passed by the EXCO can be made by the EXCO at an EXCO Meeting or Special EXCO meeting as provided for in this Constitution.

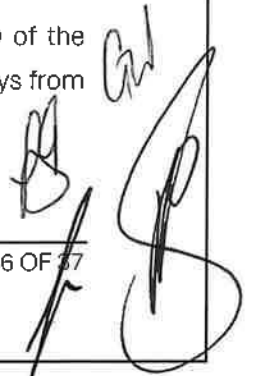
37.3 Any amendment made to the Annexures, policies, procedures, and resolutions passed by the EXCO shall be conveyed to its members through the respective management committees of the Subforums of the Forum.

37.4 The representatives shall convey these amendments to their members, and such changes shall become effective on a date determined by the EXCO, and implemented by the Subforums, if such change is applicable to the Subforum, within 60 (sixty) days from the effective date.

38. POLICIES AND PROCEDURES AND RESOLUTIONS PASSED

38.1 The EXCO is mandated to draft and implement policies and procedures from time to time in support of orderly conformance and compliance as the EXCO may deem fit.

38.2 These policies, procedures, and resolutions passed and adopted by the EXCO of the Forum shall, as far as they apply to the Subforums, be implemented within 30 days from the date of adoption of the policy or procedure.



39. LIST OF ANNEXURES

ANNEXURE 1	CPF MEMBERSHIP APPLICATION FORM
ANNEXURE 2	CODE OF CONDUCT
ANNEXURE 3	NEIGHBOURHOOD WATCH AFFILIATION POLICY
ANNEXURE 4	JOB DESCRIPTIONS OF MEMBERS OF THE EXCO
ANNEXURE 5	NOMINATION AND ACCEPTANCE FORM
ANNEXURE 6	PROCEEDINGS AT MEETINGS
ANNEXURE 7	VOTE OF NO CONFIDENCE
ANNEXURE 8	SINOVILLE CPF SOCIAL MEDIA PROTOCOL
ANNEXURE 9	RADIO USAGE POLICY
ANNEXURE 10	SECURITY MEMBER CODE OF CONDUCT AND RADIO USAGE POLICY





ANNEXURE 1

Registration form to become a Sinoville Community Police Forum Member

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:										
1. 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. 2. I have read and understand the Code of Conduct and undertake to abide thereto. 3. 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. 4. 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) 5. 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						



Code of Conduct for Sinoville Community Police Forum Members

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 own personal 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 to 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
 - 1.5.1 When physically at a scene or situation, adhere to all prescripts applicable to a patroller.
 - 1.5.2 Only qualify as a controller after successful completion of the Forums Control Training program.
- 1.6 All radio users will
 - 1.6.1 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.
 - 1.6.2 Not interfere with the radio or network in any manner which will disrupt the forum's radio communications in any manner.
 - 1.6.3 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

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Neighborhood Watch Affiliation Policy

1. IT IS THE OBJECTIVE OF THE FORUM:

- 1.1. To promote and establish affiliated neighbourhood watch structures and to make the benefits vested in the Forum available to all members of the community.
- 1.2. To ensure communities are more closely involved in problem-solving and crime prevention.
- 1.3. To increase closer community participation in the prevention and detection of crime.
- 1.4. To promote safer neighbourhoods and greater community involvement and awareness through neighbourhood watch structures.
- 1.5. To help increase community safety and reduce the fear of crime, and
- 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 relevant Sub-Forum 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 the relevant Sub-Forum.
 - 2.2.3 A membership register representing more than 50% of the households within the given area; and
 - 2.2.4 Any application submitted for affiliation with the relevant Sub-Forum will be subject to approval of the EXCO of the Forum.
- 2.3 Over and above the criteria as set out above, the Chairperson of an affiliated neighbourhood watch will be deemed to be a Sub-Forum Management Member if the neighbourhood watch area consists of at least 200 households, of which 50% must be Sub-Forum members.

2.4 The Chairperson of an affiliated neighbourhood watch will be an ex officio member representing the neighbourhood watch on the Sub-Forum Management Committee. If the elected chairperson is not a Sub-Forum member, then the neighbourhood watch may delegate a Sub-Forum member to represent the neighbourhood watch on a Sub-Forum Management Committee;

2.5 Such an affiliated neighbourhood watch must consist of a democratically elected leadership, which meets regularly and has annual general meetings and ensures that its financial statements and minutes of meetings are available for perusal by the Management of the relevant Sub-Forum, on request.

3. REPRESENTATION AND PARTICIPATION

3.1 A crime prevention platform will be created to liaise and meet with non-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 the management committee of the Sub-Forum should the affiliated neighbourhood watch be found to have acted in contradiction with the Aims, Objectives, and Constitution of the Forum.



Job Description of the Exco Members

1. THE CHAIRPERSON

The Chairperson:

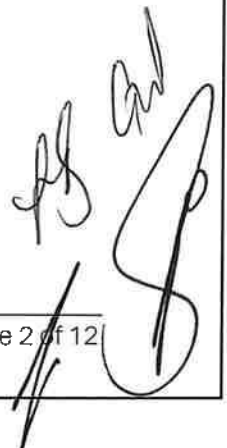
- 1.1 Shall preside over meetings of the Forum and EXCO.
- 1.2 Shall ensure the execution of all decisions of the EXCO.
- 1.3 Shall represent the Forum as and when it is necessary.
- 1.4 Shall be the Forum's representative at all levels above Forum level and other Forums regarding Community Policing matters.
- 1.5 Shall report on the functioning of the Forum to levels above Forum level as and when required.
- 1.6 Shall report back to the EXCO on matters relevant to the Forum discussed at levels above the Forum level.
- 1.7 Shall 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 act as the Chairperson of the SAPS Sinoville Labour Forum, consisting of the SAPS and Police Unions.
- 1.9 Shall report on the state of the Forum at the monthly EXCO meetings.
- 1.10 Shall submit such reports reflective of the activities or the work of the EXCO at the Annual General Meeting.
- 1.11 Shall supervise all work of the Forum in conformity with the Constitution and rules of procedures agreed upon by the Forum.

- 1.12 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.
- 1.13 May, from time to time, and as circumstances dictate, delegate any of his duties, functions, and responsibilities to the Deputy-Chairperson and/or any EXCO member. May officially visit the Sinoville SAPS Police Station regularly and cause an entry into a register for that purpose and to be brought to the attention of the Station Commander; and
- 1.14 May request the Sinoville SAPS members on duty to verify the condition of prisoners, accused and suspects held in custody, including verbally communicating with such individuals insofar as their human rights are concerned and to verify the condition of the holding facilities.
- 1.15 May regularly evaluate in concurrence with the Station Commander of the SAPS Sinoville its buildings, vehicles, equipment, firearms registry and radios to ensure that the SAPS Sinoville is equipped to perform their duties and whether such buildings, vehicles, equipment, firearms, and radios are in working order and if not, to report on any deficiencies found to the EXCO and/or the Station Commander.
- 1.16 Ensure that all Sub-Forums hold monthly management meetings, as well as all the other mandatory and statutory meetings. The Chairperson, Deputy Chairperson or their designated representative of the EXCO shall have the right to attend any meeting of a Sub-Forum within the area of jurisdiction of the Forum.
- 1.17 May assign any ad hoc task to any member of the EXCO as determined by the Chairperson in writing and minuted accordingly.

2. THE DEPUTY-CHAIRPERSON

The Deputy-Chairperson:

- 2.1 In the absence of the Chairperson for whatever reason, or when so requested by the Chairperson, the Deputy-Chairperson of the EXCO shall assume the same role, duties and functions as the Chairperson.
- 2.2 Has overall responsibility for and oversight of:
 - 2.2.1 Disciplinary matters.
 - 2.2.2 Finances;



2.2.3 The assets of the Forum.

2.3 May delegate his or her responsibility in respect of disciplinary matters to any other EXCO 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:

3.1 Shall take and compile Minutes of all meetings of the Forum and EXCO in accordance with the requirements of this Constitution and keep a record thereof, including Resolutions passed in a Resolution Register.

3.2 Shall arrange and give notice of all meetings in accordance with procedures.

3.3 Shall perform administrative functions associated with the duties of the Secretary.

3.4 Shall collect, receive, and dispatch correspondence on behalf of the Forum and EXCO.

3.5 Shall keep originals of correspondence received and copies of correspondence dispatched; and

3.6 Shall further the interests of the Forum.

4. THE DEPUTY-SECRETARY

The Deputy-Secretary:

4.1 Shall act as the assistant to the Secretary.

4.2 Shall maintain a database of all members of the Sub-Forums in cooperation with the Sub-Forums; and

4.3 Shall, in the absence of the Secretary for whatever reason, or when so requested by the Secretary, assume the same role, duties, and functions as the Secretary.

5. THE TREASURER

The Treasurer:

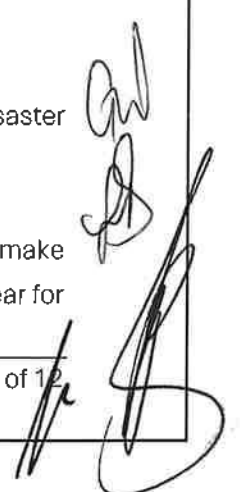
- 5.1 Shall be responsible for the finances of the Forum and shall ensure compliance with Generally Accepted Accounting Practice.
- 5.2 Shall, together with the Chairperson or Deputy-Chairperson of the EXCO, operate a banking account on behalf of the Forum.
- 5.3 Shall keep accurate and up-to-date accounting records to clearly reflect the financial position of the Forum.
- 5.4 Shall submit to the EXCO at each of its regular monthly meetings, financial statements.
- 5.5 Shall table audited financial statements at every AGM of the Forum.
- 5.6 Shall table a budget at every AGM.
- 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 in accordance with Generally Accepted Accounting Principles.
- 5.8 Shall compile and maintain an asset register of the EXCO.
- 5.9 Shall ensure that all assets of the EXCO are adequately insured and/or provision is made for the replacement of assets.
- 5.10 Shall act in an advisory capacity to the Treasurers of the Sub-Forums.

6. THE CRIME PREVENTION OFFICER

The Crime Prevention Officer:

- 6.1 Shall liaise with the Sinoville SAPS/TMPD regularly.
- 6.2 Shall monitor the Sinoville SAPS/TMPD Crime Prevention initiatives and report any aspect which is lacking to the EXCO and/or Sinoville SAPS/TMPD Management.

- 6.3 Shall attend joint meetings between the Sinoville SAPS/TMPD and the Forum and all other role players, specifically relating to Crime Prevention.
- 6.4 Shall gather and consolidate crime intelligence from the Sub-Forum Crime Prevention Officers and present the information to the EXCO meetings and Sinoville SAPS/TMPD Crime Prevention Officer.
- 6.5 Shall chair a monthly Crime Prevention Forum meeting with the Sub-Forums crime prevention members and the relevant SAPS management members.
- 6.6 Shall arrange minutes to be taken by one of the attendees of the monthly Crime Prevention Officer's meetings.
- 6.7 Shall present a crime prevention overview at the AGM.
- 6.8 Shall present a crime prevention overview at the monthly EXCO meeting.
- 6.9 Shall create and document an annual crime prevention plan which must be consistent with the needs of the Sub-Forums and the Sinoville SAPS/TMPD Master Crime Prevention Plan.
- 6.10 Shall inspect areas of concern within the specific Sub-Forum together with the Crime Prevention Officer of the Sub-Forum to familiarise him/herself with the operational requirements before engaging the Sinoville SAPS/TMPD.
- 6.11 Shall report all emergency crime prevention-related matters to the Chairperson of the EXCO.
- 6.12 Shall liaise with other Crime Prevention Officers of the neighbouring Clusters to formulate a joint Crime Prevention Plan; and
- 6.13 Shall liaise with the Sinoville SAPS/TMPD on any joint operations between the Sinoville SAPS/TMPD and the Forum, and to approve the Forum's involvement in such joint operations; and
- 6.14 Shall establish and maintain a community safety plan that includes a disaster management plan.
- 6.15 Shall ensure that only EXCO-approved Security personnel and Security Companies make use of the SCPF radio on condition that approved security companies apply every year for



their radios to be re-tuned to the SCPF frequency based on their performance and/or contributions to the SCPF throughout the year, in consultation with the Crime Prevention Officers of the respective Sub-Forums.

- 6.16 Shall ensure that during the annual retuning process for security companies, the PSIRA registration of the company and each radio user, a letter of good standing and the signed Code of Conduct are obtained for each radio user of the approved Security companies.

7. THE PUBLIC RELATIONS OFFICER

The Public Relations Officer:

- 7.1 Shall promote the image of the Forum to the community.
- 7.2 Shall promote the business and activities of the Forum.
- 7.3 Shall liaise with and advise the Public Relations Officers of the Sub Forums.
- 7.4 Shall develop promotional materials when needed.
- 7.5 Shall organise public events in conjunction with the EXCO.
- 7.6 Shall maintain the website.
- 7.7 Shall handle general enquiries of the community.
- 7.8 Shall negotiate sponsorships.
- 7.9 Shall assist when required with branding and advertising.
- 7.10 Shall conduct market research when needed.
- 7.11 Shall make media statements on behalf of the Forum as and when required after confirmation by the Chairperson or the Deputy-Chairperson of the EXCO; and
- 7.12 Shall approve all public communications as provided for in Section 28 of the Constitution before it is distributed to the public.

8. THE YOUTH AND SCHOOL SAFETY CO-ORDINATOR:

The Youth and School Safety Co-ordinator:

- 8.1 Attend joint meetings regarding the safety coordination at schools, with Sinoville SAPS Sector Managers, SAPS Social Crime Prevention Officer as appointed by the Sinoville SAPS Station Commander from time to time, TMPD Representative, Sub-Forum Crime Prevention Officers, Sub-Forum Youth and School Safety representatives and school principals to assist with the development, implementation and monitoring of educational programs on substance abuse and school safety.
- 8.2 Oversee that an Annual Substance Abuse Education Plan is in place and is consistent with the needs of the Sub-Forums and the SAPS Master Crime Prevention Plan.
- 8.3 Shall ensure information relating to general school safety is gathered and consolidated.
- 8.4 Shall chair a Quarterly Sub Committee on Youth and Schools Safety meeting with the Sub Sectors representatives.
- 8.5 Shall present a Youth and School Safety overview at the Annual General Meeting.
- 8.6 Shall present a Youth and School Safety overview at the monthly EXCO Meeting.
- 8.7 Shall compile an Annual School Safety Plan which must be consistent with the needs of the Sub-Forum and the Sinoville SAPS/TMPD Master Crime Prevention Plan.
- 8.8 Shall report all emergency School Safety-related matters to the Chairperson of the EXCO.
- 8.9 Shall liaise with other School Safety Co-ordinators of the neighbouring Clusters to formulate a joint Schools Safety Plan; and
- 8.10 Shall assist with safety at school events, where required and where resources are available.
- 8.11 Shall attend all Youth Desk Committee meetings and report on the Youth Desk Committee functions to the EXCO every month.
- 8.12 Shall, in conjunction with the Youth Desk Committee, develop and implement policies and procedures by the Youth Desk Committee for proper reporting pertaining to their activities, fundraising, awareness and the like.

9. TRAINING, STANDARDS AND CONTROL COORDINATOR

The Training, Standards and Control Coordinator is responsible for:

9.1 Training:

9.1.1 The development of a training and standards strategy for the Forum to guide and control the training delivery in all Sub-Forums.

9.1.2 Maintain and supervise efficient administration of all training programs.

9.1.3 Develop training material, as and when required, to meet the needs of the Forum and its members.

9.1.4 Coordinate the training and approval of trainers to conduct controller, radio, and patroller training within all Sub-Forums.

9.1.5 Ensure that regular training sessions are conducted jointly between all Sub-Forums.

9.2 Keep a database of all trainers.

9.2.1 Keep attendance registers of all training sessions; and

9.2.2 Ensure that training equipment is maintained.

9.3 Standards

9.3.1 The coordination of all training to be conducted within the Forum, ensuring that all members are trained to the same standard.

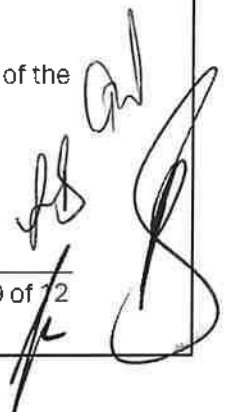
9.3.2 Establishing, maintaining, reviewing, and updating standardised training material to be used by all Sub-Forums.

9.3.3 In conjunction with the Sub-Forums, coordinate the regular review and, if necessary, update of the Radio Usage training manual, Patroller training Manual and Control Manual used in all Sub-Forums.

9.4 JOC:

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- 9.4.1 Ensure the functionality of a CPF JOC that can be utilised by all Sub-Forums as a central command centre.
- 9.4.2 The overall management of the CPF JOC.
- 9.4.3 Manage all CPF JOC equipment.
- 9.4.4 Ensure that the JOC is regularly inspected and maintained.
- 9.4.5 Develop a Standard Working Procedure for the JOC that is approved by the EXCO and enforce the procedures therein.
- 9.5 Other duties:
 - 9.5.1 When applicable, ensure that a monthly JOC Control Operator duty roster is developed for each Sub-Forum and made available to the EXCO and all Sub-Forum Control Co-ordinators.
 - 9.5.2 Communicate with the Control Coordinator of the Sub-Forum, to ensure that procedural guidelines and telephone numbers of SAPS/TMPD, Emergency Services, Response Team Members and Victim Empowerment Counsellors are made available.
 - 9.5.3 Liaise with the SAPS, Metro Police and Sub-Forums Training Co-ordinators regularly regarding training and development of patrollers.
 - 9.5.4 Coordinate and interact with Sub-Forums in matters relating to Control members.
 - 9.5.5 Conduct quarterly meetings with the Control Coordinators of the Sub-Forums; and
 - 9.5.6 Report on the state of training across Sub-Forums at the monthly EXCO meeting
- 9.6 The Control Coordinator will also be responsible for:
 - 9.6.1 Liaise with the control coordinator of each Sub-Forum with regard to recruitment and training of Control Operators within all the Sub-Forums.
 - 9.6.2 Liaise with the control coordinator of each sub-Forum with regard to the setting up of the monthly Control duty roster.



9.6.3 Communication with Sub-Forum Control Operators to ensure that they have procedural guidelines and telephone numbers of SAPS, Emergency Services, Response Team Members and Crisis Counsellors.

9.6.4 Any other such ad hoc tasks as determined by the Chairperson from time to time in writing and minuted accordingly.

10. CRIMINAL JUSTICE SYSTEM CO-ORDINATOR

The Criminal Justice System Co-ordinator:

10.1 Shall assist members of the Forum with queries on the progress of cases reported to the SAPS Sinoville that could not be resolved by the Chairperson.

10.2 Shall bring complaints by the members of the Forum against service delivery of the SAPS Sinoville to the attention of the Chairperson, and together with the Chairperson, bring it to the attention of the Station Commander and find a solution to the complaint.

10.3 Shall, if a complaint by a member of the Forum relates to the slow progress of a matter at court, be mandated by the SCPF and the complainant to attend court and discuss the matter with the applicable prosecutor and give feedback to the member and give any further assistance to the member that might be necessary to bring the matter to a close.

10.4 Shall provide the SCPF with assistance as and when required about revision/amendment of the Constitution/s of the SCPF and its sub-Forums.

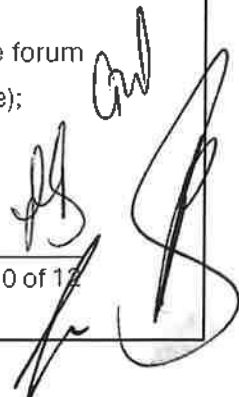
10.5 Shall have oversight over the development of various documents and protocols to ensure that they are legally compliant.

10.6 Shall conduct any other such ad hoc tasks as determined by the Chairperson from time to time in writing and minuted accordingly.

11. HEALTH AND SAFETY COORDINATOR

The Health and Safety Coordinator:

11.1 Shall ensure that all safety equipment and protocols are in place throughout the forum (Patrol boards, communication devices, reflective vests/jackets where appropriate);



- 11.2 Shall visit the station periodically and inspect occupational health and safety concerns on the premises, in consultation with the SAPS-appointed OHS representative. Such concerns must be reported to the Station Commander and EXCO for remediation.
- 11.3 Shall, if requested, put measures in place to remedy such concerns;
- 11.4 Shall, if requested, assist the SAPS OHS representative at the Station.
- 11.5 Shall supply Input with regards to crime operations and patrollers' duties, related to health and safety, i.e. clothing, equipment, roadworthy vehicles and personal well-being of members.

12. RADIO INFRASTRUCTURE OFFICER

The Radio Infrastructure Officer ;

- 12.1 Shall act in an advisory and supportive capacity to the EXCO with regard to all radio infrastructure and frequencies.
- 12.2 Shall ensure that the ICASA license and annual renewals are kept up to date and in place, including but not limited to ensuring that all radio use protocols as prescribed in the licence are adhered to;
- 12.3 Shall ensure that the SCPF is registered on the ICASA user portal and that the subscription is maintained.
- 12.4 Shall liaise with the necessary specialists to ensure that the repeater is secured, kept and maintained in a good working condition and serviced as recommended by the Manufacturer;
- 12.5 Shall inspect, maintain and repair all the SAPS radios every week.
- 12.6 In conjunction with the radio technical staff of the company that provides technical support on the radio repeater, draft templates for the annual radio retuning and change passwords on radio templates.
- 12.7 Shall be responsible for the return of all security, medical, TMPD and SAPS radios.
- 12.8 Shall be responsible for the removal of the CPF frequency from any radio user as instructed by the EXCO.

12.9 Shall be responsible for the purchasing, distribution and repairs of all the SCPF Radios provided to the SAPS by the EXCO.

12.10 Shall ensure that only ICASA-approved radios are in use throughout the SCPF.

12.11 Shall report back to the EXCO with regards to the status of the repeater, radios, and all related infrastructure every month;

13. SUB-FORUM CHAIRPERSONS

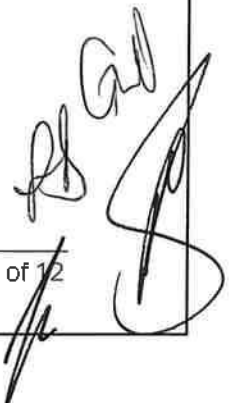
The Chairperson of a Sub-Forum:

13.1 Shall be the representative of the Sub-Forum at EXCO level regarding Community Policing matters.

13.2 Shall report on the functioning of the Sub-Forum at EXCO level as and when required.

13.3 Shall report back to the Sub-Forum on matters relevant to the Sub-Forum discussed at the EXCO level.

13.4 Shall conduct any other duties when required by EXCO.





Nomination and Acceptance Form

1. NOMINATION FORM FOR PERSON TO SERVE ON THE EXECUTIVE COMMITTEE OF THE SINOVILLE COMMUNITY POLICE FORUM

I, the undersigned:

Full names and surname	
Identity number	
Residential address	
Signature of Nominee	

Being a Forum member of the Sinoville Community Police Forum ("SCPF") hereby nominate

Full names and surname	
Identity number:	
Residential address:	

as a candidate for the following position on the Executive Committee of the SCPF:

1.	Chairperson	
2.	Deputy-Chairperson	
3.	Secretary	
4.	Deputy-Secretary	
5.	Treasurer	
6.	Crime Prevention Officer	
7.	Public Relations Officer	
8.	Youth and schools Co-ordinator	
9.	Training, Standards and Control Coordinator	
10.	Criminal Justice System Co-ordinator	
11.	Health & Safety Coordinator	
12.	Radio Infrastructure Officer	

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



Proceedings at Meetings

1. PROCEEDINGS AT THE ELECTION MEETING

- 1.1 The Secretary must prepare a ballot paper for each position with the names of the persons nominated for the respective positions.
- 1.2 A record of the number of ballot papers issued to eligible voters must be kept, and the number of ballot papers will not exceed the number of eligible voters.
- 1.3 The Electoral Officer will preside over the Election Meeting.
- 1.4 Voting shall take place by way of ballot.
- 1.5 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 be under the control of the Electoral Officer at all times.
- 1.6 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.
- 1.7 The Electoral Officer and appointed assistant(s) will count the votes and will write down the number of votes received by each candidate.
- 1.8 The Electoral Officer will ask an independent person to confirm the number of votes received by each candidate.
- 1.9 The Electoral Officer will announce the winning candidate(s).
- 1.10 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.
- 1.11 The nominee with the most votes is automatically appointed to the relevant position.
- 1.12 All ballot papers will be stored for safekeeping by the Secretary for a period of 90 days.

1.13 An aggrieved party may request access to such ballot papers from the Secretary within 90 days.

1.14 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).

1.15 No nominations will be accepted from the floor.

2. SEQUENCE OF VOTING AT ALL MEETINGS

2.1 The sequence of voting will be as follows:

2.1.1 Chairperson, then

2.1.2 Deputy-Chairperson, then

2.1.3 Secretary, then

2.1.4 Deputy-Secretary, then

2.1.5 Treasurer, then

2.1.6 Crime Prevention Officer, then

2.1.7 Public Relations Officer, then

2.1.8 Youth and Schools Coordinator, then

2.1.9 Training, Standards and Control Coordinator, then

2.1.10 Radio Infrastructure Officer, then

2.1.11 Criminal Justice System Coordinator, then

2.1.12 Health and Safety Coordinator.

2.2 Any other position(s) that may exist at that time.

3. TIED VOTES

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

4. CO-OPTED MEMBERS IF NO NOMINATION HAS BEEN RECEIVED

- 4.1 If no nominations for a specific position were received, the EXCO will have the power to co-opt any person, being a registered member of the Forum, during a subsequent EXCO 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 the Deputy Chairperson. In the absence of the Chairperson, the Deputy Chairperson will assume his/her roles and responsibilities.
- 4.2 The position for which a member has been co-opted to the EXCO must be advertised within 90 days after such Election Meeting, where no nominations were received.
 - 4.2.1 In respect of Election Meetings, the provisions of paragraph 17 of the Constitution will apply mutatis mutandis.
 - 4.2.2 In the event of a vacancy arising on the EXCO, a Special Election Meeting must be held within 90 days.
 - 4.2.3 Notice of a Special Election Meeting must be given to all Sub-Forums at least 10 days in advance to enable them to nominate eligible voters, and the period for the closing of nominations shall be 48-hours before the meeting.

4.2.4 The Secretary must inform the EXCO members immediately of all nominations received after the close of the nominations.

5. KEEPING OF MINUTES AND OTHER RECORDS OF MEETINGS

5.1 The Secretary will keep Minutes of all meetings.

5.2 Minutes of meetings must be kept for a minimum of five years.

5.3 The Minutes should reflect:

5.3.1 The name of the Forum.

5.3.2 The type of meeting.

5.3.3 The date, time, and place of the meeting.

5.3.4 The names of the people attending the meeting.

5.3.5 The person who acted as Chairperson and Secretary of the meeting.

5.3.6 Whether there was a quorum or not.

5.3.7 Any apologies.

5.3.8 Approval of the Agenda.

5.3.9 Any amendments to the Minutes of the previous meeting.

5.3.10 The names of the members who proposed and seconded the adoption of the Minutes.

5.3.11 Any points of order and whether the Chairperson accepted or rejected them, and what the reasons were.

5.3.12 The results of the voting that had taken place.

5.3.13 All Resolutions taken, and responsibilities allocated.

5.3.14 Any reports tabled, and

5.3.15 The guest speaker/s, if any, and his or her presentation.



5.4 The individual Resolutions tabled during the meeting should be extracted from the meeting Minutes and the details of each Resolution taken should be recorded on a Resolution form specifying what type of meeting was held, the meeting date, Resolution number, details of the Resolution, outcome of the vote and persons who requested their vote to be minuted.

5.5 The Chairperson and Secretary will sign the Resolution form.

5.6 The details of each Resolution form will then be recorded in the Resolution Register.

6. ANNUAL GENERAL MEETING ("AGM") (21 DAYS' NOTICE)

6.1 The registered members of the Forum in good standing, present at the AGM, will form a Quorum.

6.2 Voting at an AGM will take place by way of a show of hands.

6.3 A person nominated by the EXCO will count the number of votes (hands).

6.4 The majority required for vote to be passed at an AGM is 50% + 1 of the registered members of the Forum in good standing, as confirmed in the nomination and acceptance form by the Sub-Forum Chairperson, 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 are required.

6.5 In the event of a tied vote at an AGM, the Chairperson will have the deciding vote.

7. NOTICE OF AGM

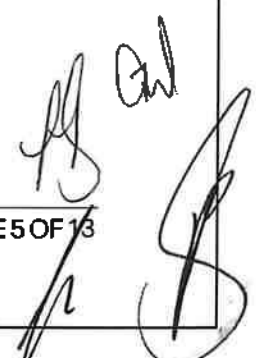
7.1 A notice of an AGM must be displayed at the SAPS Sinoville, formally communicated to the management of each Sub-Forum and as widely as possible within the area of jurisdiction of the Forum, taking into account time and cost considerations and must contain the following details:

7.1.1 That it is an AGM.

7.1.2 Date,

7.1.3 Time.

7.1.4 Place.



7.1.5 Contact details of the Forum's Secretary or any other person who can provide more details about the AGM.

7.1.6 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.

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

8. SPECIAL GENERAL MEETING ("SGM") (14 DAYS' NOTICE)

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

8.2 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 not be less than 14 days before the meeting is scheduled to take place.

8.3 The notice of an SGM must be displayed at the SAPS Sinoville, formally communicated to the Chairpersons and management of each Sub-Forum and as widely as possible within the boundaries of the Forum, taking into account time and cost considerations.

8.4 The following details must appear on the notice:

8.4.1 That it is an SGM.

8.4.2 Date,

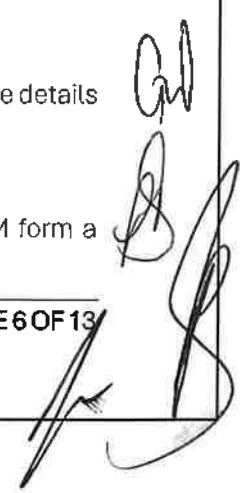
8.4.3 Time.

8.4.4 Place.

8.4.5 Purpose of the SGM; and

8.4.6 Contact details of the Forum's Secretary or any other person who can provide more details about the SGM.

8.5 The registered members of the Forum in good standing and present at the SGM form a quorum.



8.6 Voting at an SGM will take place by way of a show of hands.

8.7 An EXCO nominee will count the number of votes (hands).

8.8 The majority required for vote to be passed at an SGM is 50% + 1 of the registered members of the Forum in good standing, as confirmed in the nomination and acceptance form by the Sub-Forum Chairperson, 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.

8.9 In the event of a tied vote at an SGM, the Chairperson of the meeting will have the deciding vote.

9. ELECTION MEETING (END OF TERM) (21 DAYS' NOTICE)

9.1 The Secretary must prepare a ballot paper for each position with the names of the persons nominated for the respective positions.

9.2 A record of the number of ballot papers issued to eligible voters must be kept, and the number of ballot papers will not exceed the number of eligible voters.

9.3 The following details must appear on the notice:

9.3.1 That it is an election meeting (end of term).

9.3.2 Date,

9.3.3 Time.

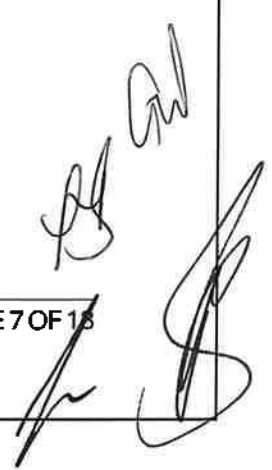
9.3.4 Place.

9.3.5 Purpose of the election meeting; and

9.3.6 Contact details of the Forum's Secretary or any other person who can provide more details about the election meeting.

9.4 The Electoral Officer will preside over the Election Meeting.

9.5 Voting shall take place by way of ballot.



- 9.6 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 be under the control of the Electoral Officer at all times.
- 9.7 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.
- 9.8 The Electoral Officer and appointed assistant(s) will count the votes and will write down the number of votes received by each candidate.
- 9.9 The Electoral Officer will ask an independent person to confirm the number of votes received by each candidate.
- 9.10 The Electoral Officer will announce the winning candidate(s).
- 9.11 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.
- 9.12 The nominee with the most votes is automatically appointed to the relevant position.
- 9.13 All ballot papers will be stored for safekeeping by the Secretary for a period of 90 days.
- 9.14 An aggrieved party may request access to such ballot papers from the Secretary within 90 days of the Secretary.
- 9.15 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).
- 9.16 No nominations will be accepted from the floor.
- 10. SPECIAL ELECTION MEETING (VACANCIES) (10 DAYS' NOTICE)**
- 10.1 The Secretary must prepare a ballot paper for each position with the names of the persons nominated for the respective positions.
- 10.2 A record of the number of ballot papers issued to eligible voters must be kept, and the number of ballot papers will not exceed the number of eligible voters.

- 10.3 The following details must appear on the notice:
- 10.3.1 That it is an SEM.
 - 10.3.2 Date,
 - 10.3.3 Time.
 - 10.3.4 Place.
 - 10.3.5 Purpose of the SEM:
 - 10.3.6 Contact details of the Forum's Secretary or any other person who can provide more details about the SEM.
- 10.4 The Electoral Officer will preside over the Election Meeting.
- 10.5 Voting shall take place by way of ballot.
- 10.6 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 be under the control of the Electoral Officer at all times.
- 10.7 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.
- 10.8 The Electoral Officer and appointed assistant(s) will count the votes and will write down the number of votes received by each candidate.
- 10.9 The Electoral Officer will ask an independent person to confirm the number of votes received by each candidate.
- 10.10 The Electoral Officer will announce the winning candidate(s).
- 10.11 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.
- 10.12 The nominee with the most votes is automatically appointed to the relevant position.

10.13 All ballot papers will be stored for safekeeping by the Secretary for a period of 90 days.

10.14 An aggrieved party may request access to such ballot papers from the Secretary within 90 days of the Secretary.

10.15 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).

10.16 No nominations will be accepted from the floor.

11. EXCO MEETING

11.1 EXCO meetings will take place once a month, excluding December. The dates for such meetings will be determined at the first EXCO 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 notice:

11.3.1 It is an EXCO meeting.

11.3.2 Date.

11.3.3 Time.

11.3.4 Place.

11.3.5 Contact details of the Forum's Secretary.

11.4 At an EXCO Meeting, the quorum shall be 50% + 1 of the number of EXCO members in good standing present at the meeting.

11.5 If no quorum is reached, the meeting will adjourn for a period of 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 EXCO need to vote upon any specific issue, the following shall apply:

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11.7.1 Voting will be by show of hands, provided that where an EXCO 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 the Sub-Forums, at least two Sub-Forum Chairpersons or their duly authorised representatives must be present at the EXCO meeting or Special EXCO meeting.

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

12. SPECIAL EXCO MEETING

12.1 At a Special EXCO Meeting, a quorum will be 50% + 1 of the number of EXCO members in good standing and present at the meeting.

12.2 If no quorum is reached, the meeting will adjourn for a period of 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 EXCO need to vote upon any specific issue, the following shall apply:

12.4.1 Voting will be by show of hands, provided that where an EXCO 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 have to be made that will have an impact on the operations of the Sub-Forums, at least two Sub-Forum Chairpersons or their duly authorised representatives must be present at the Special EXCO meeting; and

12.5 The majority required for the vote to be passed at the Special EXCO Management Meeting is 50% + 1 of the number of EXCO members present in good standing and will be deemed to have been accepted.

12.6 Notice of Special EXCO Meeting and notice period:

12.6.1 The Secretary must inform all the other EXCO members of a Special EXCO meeting at least 48 hours before such a meeting. Use of electronic media will be considered as an appropriate medium.

12.7 Voting by way of an Electronic Platform.

12.7.1 Should the need arise, any voting can take place by way of chosen electronic media, subject to the following:

12.7.1.1 The Subject Matter to be voted on must be circulated to all EXCO Members.

12.7.1.2 At least 50% + 1 of the EXCO must vote for the vote to be valid.

12.7.2 In the event that there is a tie of votes, the Chairperson shall have the deciding vote.

12.7.3 Results of the voting by electronic media will form part of the Resolution Register and the meeting Minutes and the same principles as contained in paragraph 5.4 above will be implemented.

13. BROAD FORUM MEETING ("BFM")

13.1 Notice of BFM:

13.2 A notice of a BFM must be published as widely as possible within the area of jurisdiction of the Forum, taking into account time and cost considerations.

13.3 The following details must appear on the notice:

13.3.1 It is a BFM meeting.

13.3.2 Date,

13.3.3 Time.

13.3.4 Place.

13.3.5 Contact details of the Secretary or any other person who can provide more details about the BFM.

13.4 The Secretary must also inform the Chairpersons of the respective Sub-Forums of the BFM in writing.

14. PUBLIC INFORMATION MEETING ("PIM")

14.1 A Notice of a PIM must be published as widely as possible within the area of jurisdiction of the Forum, taking into account time and cost considerations.

14.2 The following details must appear on the notice:

14.2.1 That it is a PIM.

14.2.2 Date,

14.2.3 Time.

14.2.4 Place.

14.2.5 Contact details of the Secretary or any other person who can provide more details about the PIM.

14.3 The Secretary must also inform the Chairpersons of the respective Sub-Forums of the PIM in writing.

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Vote of No Confidence

1. VOTE OF NO CONFIDENCE

1.1 A Vote of No Confidence can be brought against individual members of the EXCO and or against the EXCO as a whole.

1.2 A vote of no confidence against the EXCO as a whole:

1.2.1 Where a Vote of No Confidence is brought against the EXCO as a whole, the meeting will be chaired and facilitated by a member of the relevant Cluster / Area / District Board.

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

1.2.3 The grounds for the Vote of No Confidence must be clearly set out in writing and must be forwarded to the Secretary of the relevant Cluster/area/district Board.

1.3 The voting process will be as follows:

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

1.4 Each functional Sub-Forum is entitled, but not obliged, to send a maximum of ten (10) persons to vote at any SGM scheduled to decide on a Vote of No Confidence Meeting, provided that such persons must be registered residential members residing in the jurisdiction of that Sub-Forum and in good standing.

1.4.1 Voting at a meeting for a Vote of No Confidence will take place by way of a show of hands.

1.4.2 A person nominated by the Chairperson of the Cluster / Area/district Board will count the number of votes (hands).

- 1.4.3 A majority required for a vote to be passed at the SGM for a Vote of No Confidence in the EXCO is two-thirds of the registered members of the Forum present and voting.
- 1.5 Tied votes.
- 1.5.1 In the event of a tied vote at a meeting for a Vote of No Confidence, the Chairperson of the Cluster / Area/district Board will have the deciding vote.
- 1.6 Vote of no confidence against a member of the EXCO.
- 1.6.1 A Vote of No Confidence can be brought by any registered member of the Forum 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
- 1.6.2 Three or more members of the EXCO and a schedule attached to such Vote of No Confidence containing the names, contact details and signatures of the three or more Exco members supporting the Vote of No Confidence.
- 1.7 The grounds for the Vote of No Confidence must be clearly set out in writing and must be forwarded to the Secretary.
- 1.8 The Secretary must inform the Chairperson of the EXCO immediately of the receipt of a Vote of No Confidence.
- 1.9 Each Sub-Forum is entitled, but not obliged, to send a maximum of ten (10) delegates, certified to be in good standing by the Chairperson of the Sub-Forum, to this meeting and to vote on the Vote of No Confidence, provided that such persons must be registered members of that Sub-Forum.
- 1.10 All affected parties will have the opportunity to address the Special meeting convened in respect of the Vote of No Confidence in the following manner:
- 1.10.1 First, the person who raised the Vote of No Confidence.
- 1.10.2 Then the EXCO member/s against whom the Vote of No Confidence is tabled.
- 1.10.3 Rebuttal by the person/s who raised the Vote of No Confidence.
- 1.10.4 Closing argument by the EXCO member/s against whom the Vote of No Confidence is tabled.

- 1.10.5 The members will then be called to vote in favour of or against the Vote of No Confidence.
- 1.10.6 The EXCO member against whom the vote of no confidence was lodged must be excused during the voting process.
- 1.10.7 Voting will be by a show of hands.
- 1.10.8 A majority of at least two-thirds is required for the Vote of No Confidence to succeed.
- 1.10.9 Should the Vote of No Confidence succeed, the affected party will be required to relinquish his/her position with immediate effect.
- 1.10.10 If the Vote of No Confidence is unsuccessful, the meeting will adjourn, and the EXCO member/s against whom the Vote of No Confidence will remain in his or her elected position and resume with their normal duties.
- 1.10.11 The outcome of the vote is final, and the decision may not be appealed against by any party.



Sinoville CPF 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.

TERM	DEFINITION
Social Media	<p>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:</p> <ul style="list-style-type: none"> • 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 administrator group can be created to discuss matters related to the administration of the group if such a group containing all group administrators doesn't 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 on 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 groups administered by the Forum and or Sub-Forums include:

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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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 group.	Share crime related information, operations, crime prevention actions.	<ul style="list-style-type: none"> Chairperson and Deputy Chairperson of the Forum Chairperson and Deputy Chairperson of the Sub-Forum 	Management team members and all trained SCPF patrollers.	High, especially regarding planned operations.

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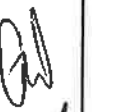
GROUP TYPE	PURPOSE	ADMINISTRATORS	GROUP MEMBERSHIP	CONFIDENTIALITY
Operational group.	Sharing of day-to-day operational information and planned SAPS/SCPF operations.	<ul style="list-style-type: none"> • Training coordinator of the Forum and the Sub-forum • Chairperson and Deputy Chairperson of the Forum • 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, 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.	High – only BOLOs (Be On The Lookout) of stolen vehicles, SAPS BOLOs and missing persons may be shared without permission from the administrators.

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GROUP TYPE	PURPOSE	ADMINISTRATORS	GROUP MEMBERSHIP	CONFIDENTIALITY
SCPF sub-forum members groups.	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.	<ul style="list-style-type: none"> Chairperson and Deputy Chairperson of the Forum Chairperson and Deputy Chairperson of the Sub-Forum Sub-Forum Management. 	All Sub-Forum members.	No sensitive information may be posted on this group.
Stakeholder groups.	Collaboration and cooperation between neighbouring CPFs and other safety groups.	<ul style="list-style-type: none"> Chairperson and Deputy Chairperson of the Forum Chairperson and Deputy Chairperson of the Sub-Forum Management of the Sub-Forum 	CPF Management.	Information may be shared with permission from the person that posted on the group.
Community safety groups.	Platform for the community to share crime related information with SCPF management and for the	<ul style="list-style-type: none"> Chairperson and Deputy Chairperson of the Forum 	Affiliated Neighbourhood Watches, area and street safety groups.	None. Information posted by the SCPF with the purpose to share to all members of the community.

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GROUP TYPE	PURPOSE	ADMINISTRATORS	GROUP MEMBERSHIP	CONFIDENTIALITY
	SCPF management to empower residents by creating crime awareness, give crime prevention tips and to promote ownership and membership to the SCPF.	<ul style="list-style-type: none"> • Chairperson and Deputy Chairperson of the Sub-Forum • PRO of the Forum and the Sub-Forums; 		

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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 on a regular basis to ensure all members are familiar with the rules of such groups.

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

9.1.2 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);

9.1.3 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.

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

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

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

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

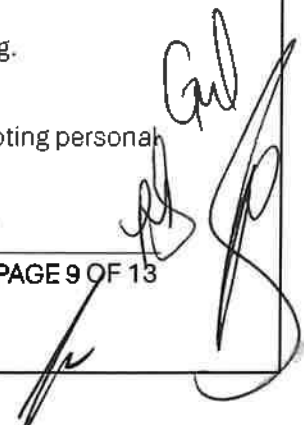
9.1.8 No arguing and heated opinions will be allowed. Any post that includes racism, sexism, xenophobia, homophobia, ethnically divisive remarks or any other topic that offends and disturbs the fragile tranquillity of the community will be deleted.

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

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

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

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



- 9.1.13 Keep conversations concise- avoid lengthy discussions; consider moving in-depth conversations to a separate thread or a meeting.
- 9.1.14 Use clear and descriptive subject lines- when sharing information, use clear subject lines to help others quickly understand the content.
- 9.1.15 No sharing of explicit or disturbing content- avoid sharing graphic or disturbing images, videos, or descriptions.
- 9.1.16 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, don't 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 own 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 to communicate 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 PROs 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.

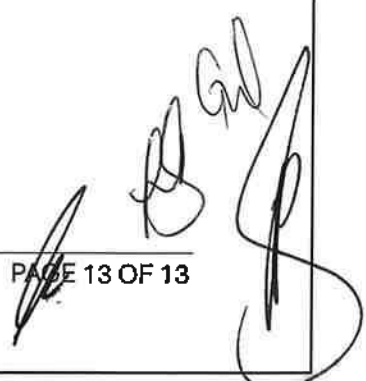
- 13.8 Generally speaking, liking posts and following pages on Facebook of groups or organisations aligned with the values, goals and objectives of CPFs in general is encouraged.
- 13.9 Content from the official SAPS and TMPD Facebook pages may be liked in the case of positive posts.
- 13.10 Positive 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 like 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 don't 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.

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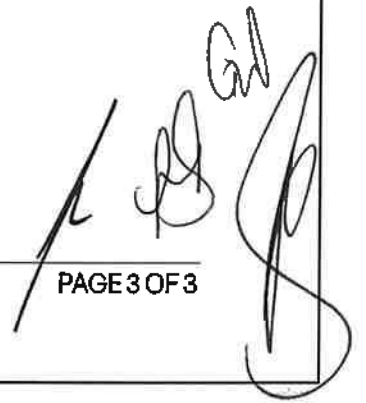
Radio Usage Policy

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 to 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 in accordance with 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 own telephone number. A third party may not transmit another member's personal 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 the necessary training.

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Security Member Code of Conduct and Radio Usage Policy

1. SECURITY MEMBERS CODE OF CONDUCT AND RADIO USAGE POLICY

1.1 PURPOSE

There is a need to establish a support group of specialist patrollers to assist the Crime Prevention Teams, Sector Control Operators and SAPS Sinoville with the completion of specific tasks as and when required.

1.2 SECURITY MEMORANDUM OF UNDERSTANDING

Before a Security Company is authorised to use the radio infrastructure of the SCPF, the prescribed memorandum of understanding must be signed and completed by the duly authorised representative of the relevant Security Company and the Chairperson of the SCPF.

1.3 SCOPE

This agreement applies to all security members of the SCPF identified and approved by the EXCO of the SCPF while acting in an official capacity as an approved Radio User.

1.4 SHIFT REQUIREMENT

1.4.1 A security member will, at the start of his shift, call in over the radio informing all control operators and the SAPS Sinoville that he is on duty and available to assist where required.

1.4.2 A security member will at all times work through the relevant control operator in the area where he is needed.

1.4.3 A security member will always follow the instructions of the relevant control operator or those of the SAPS Sinoville.

1.5 RULES

1.5.1 All security members will comply with any lawful instruction issued by the control operator or SAPS Sinoville and will comply with all policies and procedures as issued by the SCPF from time to time.

1.5.2 All security members will comply with the following requirements:

1.5.2.1 must undergo the approved SCPF Radio Protocol training.

1.5.2.2 shall not directly or indirectly let the frequency be known to unauthorised parties and or entities for whatever reason.

- 1.5.2.3 agree that by breaching the contents of this agreement, 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.
- 1.5.2.4 ensure total safety and security of his/her radio (and its frequency) and to prevent unauthorised use of his radio.
- 1.5.2.5 Ensure that the 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.
- 1.5.3 Channels on the SCPF's frequency may only be used for SCPF and SAPS purposes, and private chatter is not permitted.
- 1.5.4 The allocation of call signs is the prerogative of the SCPF.
- 1.5.5 Radios incapable of transmitting an ID code will not be permitted to be programmed with the SCPF's frequencies/tones.
- 1.5.6 The use of racist, foul or offensive language or sexual innuendo is strictly forbidden.
- 1.5.7 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.
- 1.5.8 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 SCPF's frequency, and such frequency shall be removed from any radios owned by such user.
- 1.5.9 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 SCPF.
- 1.5.10 Use of the radio will always be in accordance with the rules of radio usage as published by ICASA and the Telecommunications Act, as amended from time to time.
- 1.5.11 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, unless they are participating in an official SCPF and/or SAPS operation.
- 1.5.12 Any radio that has been programmed with the frequency of the SCPF may not be sold or transferred to another user without the frequency being removed from the radio.

1.5.13 No information about the whereabouts of fellow members or information relating to their properties may be transmitted over the radio frequency. Only a member can transmit his/her own telephone number. A third party may not transmit another member's personal particulars without their prior permission.

1.5.14 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.

1.5.15 No member will receive their radio or be allowed to use the radio before they complete the Forums Radio Training programme; and

1.5.16 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, the SAPS or a Partner Security Company and has the necessary training.

1.6 **TRANSGRESSIONS**

Any member who transgresses any part of this agreement will immediately be informed of such transgression, and such transgression will immediately be rectified by the member. If any member fails to rectify such transgression on request, the member's membership will immediately be terminated and the frequency of the SCPF removed from their radios.

Members who are found to warn any person of any planned operation by SAPS and or METRO will be subjected to possible criminal prosecution.

SIGNATURE OF MEMBER	DATE

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

