



Victoria Park Neighbourhood Watch

Amended - Updated Constitution



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1. Name and Status of Neighbourhood Watch

- 1.1. The organisation hereby constituted will be called, "Victoria Park Neighbourhood Watch".
- 1.2. It's shortened name will be "VPNHW":
- 1.3. VPNHW hereinafter referred to as the organisation
- 1.4. VPNHW shall:
 - 1.4.1. Be a voluntary association
 - 1.4.2. Exist in its own right, separately from its members.
 - 1.4.3. Continue to exist even when its membership changes and there are different office bearers.
 - 1.4.4. Be able to own property and other possessions.
 - 1.4.5. Not be a legal person and shall function within the guidelines as provided and set out in the Western Cape Provincial Constitution and the Western Cape Community Safety Act (WCCSA), 2013 (Act 3 of 2013).

2. Aims and Objectives

- 2.1. Strive to build a stronger unbiased, apolitical and impartial community and Neighbourhood.
- 2.2. To assist and cooperate with the relevant and official law enforcement agencies through being the eyes and ears of our community.
- 2.3. To create awareness to the residents of Victoria Park around safety, crime prevention and protection of their families and property.
- 2.4. To encourage the community of Victoria Park to cooperate with Victoria Park Neighbourhood Watch and the local authorities involved in law enforcement.
- 2.5. Arrange or provide, or assist in arranging and providing for the holding of exhibitions, meetings, lectures, seminars, and training courses in line with the requirements of the Western Cape Provincial Constitution and the Western Cape Community Safety Act (WCCSA), 2013 (Act 3 of 2013).
- 2.6. To represent Victoria Park at the Community Policing Forum (CPF) and other local and ministerial meetings and functions.

3. Income and Property

- 3.1. VPNHW will keep a record of its assets.
- 3.2. VPNHW may not give any of its money or property to its members or office bearers, provided that a member/office bearer may be paid for actual work undertaken on its behalf and with its prior consent. The payment must be a reasonable amount for the work that has been done.



- 3.3. A member of VPNHW prior to the authority given by the management committee may be reimbursed for the expenses that he/she has paid for on behalf of VPNHW.
- 3.4. Members or office bearers of VPNHW have no right over the assets owned by it.

4. Membership

- 4.1. If a person wants to become a member of the organisation, she or he will have to ask the organisation's members. The members have the right to say no.
- 4.2. Guidelines for recruiting new Board members:
 - 4.2.1. Must serve on the NHW minimum 6 months prior to elections to occupy committee positions
 - 4.2.2. Consider what skills are needed within the Board
 - 4.2.3. Keep a list of optional candidates and the skills they can bring to the board
 - 4.2.4. Develop a Board application form to streamline the process.
 - 4.2.5. Meet the candidates on your list of potential members
 - 4.2.6. Provide potential members with an overview of the organisation and up to date literature, e.g. newsletters.
 - 4.2.7. Identify potential conflict of interest.
- 4.3. VPNHW is a non-profit organisation that provides a service to the Victoria Park community.
- 4.4. Membership is voluntary and open to any resident/s or business owners in Victoria Park, over the age of 18 (eighteen). If a member is 18 (eighteen) to 21 (twenty-one) years old, they are allowed to patrol but only under supervision of more experienced members with a curfew of 8 pm (20:00).
- 4.5. The South African Police Service (SAPS) will vet individuals applying for membership.
- 4.6. Membership shall be for those persons who wish to participate in the Aims and Objectives of VPNHW and shall be by registration on the VPNHW database. Due to the Protection of Personal Information Act (Act 4 of 2013), (POPI) only the management committee shall have access to the above database.
- 4.7. The Committee may request reasonable information from an applicant before granting membership.
- 4.8. The Committee shall not reject an application without sufficient reason or evidence.
- 4.9. This constitution and Code of Conduct (Appendix A) is binding on all neighbourhood watch structures and members.



5. Termination of Membership

- 5.1. A member may terminate his/her membership by informing the committee in writing.
- 5.2. The Committee may, in their absolute discretion, terminate membership of any member provided that ten days' notice is given to any member of the Committee's intentions and that such notice contains full reasons for the Committee's intended action.
- 5.3. The Committee shall consider any written appeal submitted in accordance with 5.2 above.
- 5.4. If a member is not active for 3 or more months, his/her membership can be terminated.
- 5.5. A member's membership can be terminated if s/he misses three consecutive compulsory meetings with no prior apology.

6. Logo and Letterheads

- 6.1. VPNIHW may design and use its own logo and letterhead, which complements its aims and objectives.
- 6.2. Provided that such design shall not be offensive, insulting nor bring the local Community Police Forum (CPF) or South African Police Service (SAPS) into disrepute.
- 6.3. The logo and letterhead must differ from the ones used by the local CPF and by the SAPS.

7. Management Committee

- 7.1. A Management Committee will administer VPNIHW.
- 7.2. The Management Committee will consist of at least:
 - 7.2.1. Chairperson
 - 7.2.2. Deputy Chairperson
 - 7.2.3. Secretary
 - 7.2.4. Deputy Secretary
 - 7.2.5. Treasurer
 - 7.2.6. Deputy Treasurer
 - 7.2.7. Liaison Officer
 - 7.2.8. Patroller Coordinator
 - 7.2.9. Deputy Patroller Coordinator
 - 7.2.10. Two additional (elected members)



- 7.3. The Chairperson shall be elected by majority vote at the General Meeting shall serve for a period of two years (2) [in line with the 2 year duration of the NHW accreditation period], and s/he may stand for re-election for the next 2 terms if no one else is available or is willing to take up the position.
- 7.4. The Management Committee members shall be elected by majority vote at the General Meeting. Management Committee members will serve for a period of two years (2) but they may stand for re-election for the next 2 terms if no one else is available or is willing to take up the position.
- 7.5. A member of the Management Committee, who does not attend the Management Committee meetings regularly without having applied for and having obtained leave of absence from the Management Committee, may be replaced at the Management Committee's sole discretion.
- 7.6. Office Bearers who do not adequately fulfil and perform their respective duties may be relieved of their duties and be replaced by the Committee within a reason and a specific time frame.

8. Duties of the Office Bearers

8.1. Chairperson

- 8.1.1. Provide leadership and guidance to the Management Committee.
- 8.1.2. Develop agenda items for Management Committee and General Meetings.
- 8.1.3. Present the Chairpersons report at the General Meeting (GM)
- 8.1.4. Monitor financial planning and financial reports.
- 8.1.5. Play a leading role in fundraising activities.
- 8.1.6. Evaluate the performance of VPNNHW in achieving its goals and objectives.
- 8.1.7. Evaluate the performance of the respective Committee Management members.
- 8.1.8. Negotiate on behalf of VPNNHW with various stakeholders if given the mandate.
- 8.1.9. Perform other duties and responsibilities as assigned by the Management Committee, such as attending formal functions on behalf of VPNNHW.
- 8.1.10. The Patroller Co-ordinator would be reporting to the Chairperson.
- 8.1.11. Chairperson can elect additional members for committee portfolios such as a trainer facilitator, sponsorship facilitator and general support portfolio

8.2. Deputy Chairperson

- 8.2.1. Reports to the Chairperson.
- 8.2.2. Performs the duties of the Chairperson in his/her absence or when granted the mandate to do so.



- 8.2.3. Work closely with the Chairperson and other members of the Management Committee
- 8.2.4. Perform other duties and responsibilities as assigned or required by the Management Committee.
- 8.2.5. Environmental Officer would be reporting to the Deputy Chairperson
- 8.2.6. Must represent the NHW at CPF sector commander meetings and report back to NHW members.
- 8.2.7. Monitors members performance and key-decision needed for members termination.

8.3. Secretary

- 8.3.1. Ensuring meetings are effectively organised and minuted.
- 8.3.2. Liaising with the Chair for planning meetings and finalising the Agenda for these meetings.
- 8.3.3. Maintain records of the Management Committee and ensure effective logistics at Management Committee meetings.
- 8.3.4. Manage minutes of the Management Committee meetings.
- 8.3.5. Ensure that the minutes of meetings are distributed to the relevant members timeously.
- 8.3.6. Must have a fair understanding of legal documents and specific legislation, as it is applicable to Neighbourhood Watches.
- 8.3.7. Ensure effective communication and correspondence is always maintained.
- 8.3.8. Will co-sign or witness with chairperson on documents for contact information purposes.

8.4. Deputy Secretary

- 8.4.1. Provides a supporting role to the Secretary
- 8.4.2. Performs the duties of the Secretary in his/her absence or when granted the mandate to do so.
- 8.4.3. Maintaining effective records and administration.
- 8.4.4. Providing the secretary duties to VPNHWS Planning Committee.
- 8.4.5. Must have a fair understanding of legal documents and specific legislation, as it is applicable to Neighbourhood Watches.
- 8.4.6. Ensure effective communication and correspondence is always maintained.
- 8.4.7. Responsible for the NHW's social media.

8.5. Treasurer

- 8.5.1. Must be a qualified bookkeeper or accountant or have had some experience in the finance/accounting sector.
- 8.5.2. Heads up and accountable for the Planning and Fund Raising Committee
- 8.5.3. Manage the finances of VPNHWS
- 8.5.4. Administrate the fiscal matters of VPNHWS
- 8.5.5. Present the annual budget to the Management Committee for approval



- 8.5.6. In conjunction with the Chairperson play a leading role in fundraising activities.
- 8.5.7. Ensure development and review of financial policies and procedures by the Management Committee.
- 8.5.8. Provide a bank statement at every NHW meeting
- 8.5.9. Submit documents and/or financial statements to a bookkeeper monthly
- 8.6. Deputy Treasurer
 - 8.6.1. Assist the Treasurer in managing the finances of the VPNH
 - 8.6.2. Administrate the fiscal matters of VPNH
 - 8.6.3. Maintain the assets and inventory register of VPNH
 - 8.6.4. In conjunction with the Chairperson play a leading role in fundraising activities.
- 8.7. Elected (Additional) Members
 - 8.7.1. Regularly attend the Management Committee and other important meetings.
 - 8.7.2. Accept assignments and completes them thoroughly and timeously.\
 - 8.7.3. Stay informed on common matters, prepare for meetings, review and comment on minutes and reports.
 - 8.7.4. Build collegial relationships with other Committee Members to contribute to the success of the Committee and VPNH.
 - 8.7.5. Active participation in the annual evaluation and planning exercises.
 - 8.7.6. Participate in fundraising events and or projects.
- 8.8. Environmental Officer
 - 8.8.1. Be responsible to register as the chairperson of the Friends of the Park under the Parks and Recreation Department.
 - 8.8.2. Only manage the Friends of the Park activities and wont serve on the NHW committee itself
 - 8.8.3. Can appoint assistants from the community and/or NHW
 - 8.8.4. Deputy chairperson must be present at all Friends of the Parks meetings
 - 8.8.5. All Friends of the Park members will be given a Friends of the Park call sign on which they can log their time as community assistance which will be considered as part of the NHW community assistance time
 - 8.8.6. Through an effective monitoring process and through formal communication to the relevant stakeholders report on the grass in public areas, on pavements, also encroaching on roads in Victoria Park is cut and does not pose Security risk to the residents and community.
 - 8.8.7. Stream and river to be managed to avoid a potential overflowing of water and dangerous snakes which would pose a threat to the safety of the residents and community
 - 8.8.8. Monitor and give feedback to the relevant stakeholders on out of line areas on the management of refuse collections and residents bins to



prevent any health and safety issues, this process would also prevent illegal dumping.

8.8.9. The Street lights and poles to be audited monthly to prevent Safety and Security issues.

8.8.10. The Environmental Officer is the spokesperson of VPNHWS regarding environmental concerns, and will liaise with the relevant authorities on traffic management concerns in Victoria Park to prevent the negative threat to Safety and Security.

8.8.11. The Environmental Officer will also arrange with the Traffic Department – Safety and Security events to promote Community awareness.

8.8.12. Monthly audits on Street signs.

8.8.13. Management of Victoria Park boundaries and perimeter to prevent any Security and Safety issues.

8.8.14. Will work in tandem with and report to the Deputy Chairperson.

8.9. IT Officer

8.9.1. Ensure VPNHWS has coverage on all Social Media Platforms

8.9.2. Administer the website after the activation of the VPNHWS

8.9.3. Responsible for all content on the website

8.9.4. Liaison between web developer and VPNHWS Committee

8.9.5. Receive sufficient training from Web developers to maintain the website.

8.9.6. Succession planning and continued training of other Committee members of VPNHWS.

8.10. Patroller Coordinator

8.10.1. Responsible for organising patrols.

8.10.2. Liaise with the other Neighbourhood Watches, Law Enforcement Authorities and other agencies for special joint patrols.

8.10.3. Support and assist the Deputy Chairperson in recruiting Members.

8.10.4. Inform training facilitator for member training
Organise training and inductions when needed.

8.10.5. Administer the Safety and Patrollers WhatsApp groups

8.10.6. Attend SAPS sector Meetings

8.10.7. Monthly reports regarding Crime, Safety to Community and Residents.

8.10.8. Bring innovative initiatives to combat crime in Victoria Park Neighbourhood.

8.10.9. Be part of Neighbourhood Watch Social Events

8.10.10. Build and Manage Patrollers team through effective Team Building initiatives to keep and retain Members.

8.11. Deputy Patroller Coordinator

8.11.1. Assist Patroller Co-Ordinator in their duties

8.11.2. Will take charge of Patroller Co-Ordinator's duties when the Patroller Co-Ordinator is absent

8.11.3. Responsible for all NHW equipment and its distribution to members



- 8.11.4. Can assign duties to members pertaining to inventory tasks of the NHW

9. Powers of the Management Committee

- 9.1. The Management Committee may take on the power and authority that it believes it requires to achieve the objectives stated in this constitution. Its activities must remain within the confines of the law.
- 9.2. Establish Committees and Sub-committees and appoint Representatives to carry out specific tasks and responsibilities as delegated to them.
 - 9.2.1. The decisions or recommendations of these Committees and Sub-committees must be presented to the Management Committee for review.
 - 9.2.2. The Management Committee must establish whether they agree or disagree with these decisions or recommendations.
 - 9.2.3. Upon agreeing to these decisions or recommendations, the Management Committee ratifies them.
- 9.3. Has the power to raise funds or to invite and receive contributions.
- 9.4. Allocate and spend VPNHW funds as required to run the organisation effectively.
- 9.5. Construct, amend, rescind and enforce by-laws, regulations and rules of conduct for the efficient and effective running of the affairs of VPNHW.
- 9.6. Appoint interim members to fill vacancies on the Management Committee given one month's notice.
- 9.7. All members of VPNHW must abide by the decisions and recommendations that are taken by the Management Committee.

10. Meetings

- 10.1. Management Committee Meetings
 - 10.1.1. Management Committee meetings shall be held quarterly or as required by the chairperson.
 - 10.1.2. 50% of committee members shall constitute a quorum at such meetings. There shall be no voting by proxy.
 - 10.1.2.1. If 50% of committee members are not present fifteen (15) minutes after the meeting was due to commence then quorum is not met and the meeting is terminated and the members still present at the meeting may conduct no further business.
 - 10.1.3. The Chairperson shall act as the chairperson of the Management Committee. If the Chairperson does not attend a meeting, then the Deputy Chairperson will chair the meeting. This must be completed



before the meeting commences. Based on a prior apology from the Chairperson.

- 10.1.4. When required, the Management Committee will vote on issues. If there are an equal number of votes, the chairperson will then either have a second or deciding vote.
- 10.1.5. Minutes of all meetings will be kept in a safe and secure location by the Secretary and always be on hand for members to consult.
- 10.1.6. Minutes will be taken at each Management Committee meeting. The minutes of each meeting will be forwarded to Management Committee members at least 7 days before the next Management Committee meeting.
- 10.1.7. The minutes shall be confirmed as a true record of the proceedings of the previous meeting at the respective current meeting and shall thereafter be signed by the Chairperson.
- 10.1.8. The agenda of the committee meeting must be sent out 14 days prior to the meeting. The committee members can discuss the agenda during the first 7 days. During the next 7 days, the chairperson will finalize the agenda.
- 10.1.9. A three month NHW committee plan should be shared with the community of Victoria Park.
- 10.2. General Meeting
 - 10.2.1. The General Meeting must be held every second year (in line with the year of NHW accreditation submission), at the start of the year between the months of December and January.
 - 10.2.2. Notice must be given to members not less than ten (10) days before the meeting. Notice made by e-mail and on the VPNHW social platform shall be deemed adequate for such notification.
 - 10.2.3. VPNHW should deal with but not limited to the following business, amongst others, at its General Meeting:
 - 10.2.3.1. Agree to items to be discussed on the Agenda.
 - 10.2.3.2. Confirm that the meeting has been properly constituted through proper notification of the meeting.
 - 10.2.3.3. Make and distribute an attendance register.
 - 10.2.3.4. Read and confirm the previous meeting minutes with matters arising.
 - 10.2.4. Chairperson's report.
 - 10.2.5. Treasurer's report and VPNHW Financial Report.
 - 10.2.6. Changes to the constitution will not take place at these meetings, but rather at a special meeting called by the committee every 3 to 5 years since the last date on the current constitution.
 - 10.2.7. Elect new Office Bearers.
 - 10.2.8. General.
 - 10.2.9. Close the meeting.



- 10.3. A special meeting may be convened at the request of thirty percent of the members of VPNHWS. Notice as defined under 10.2.2 must be given prior to such a meeting.
- 10.4. The number of members of VPNHWS present at a properly constituted meeting shall be considered a quorum at the General Meeting
 - 10.4.1. At such meetings' each member present is entitled to one vote.
 - 10.4.2. There will be no voting by proxy.
 - 10.4.3. If there are an equal number of votes, the chairperson of the meeting shall either have a second or deciding vote.
 - 10.4.4. 60% of NWS members will constitute a quorum at General Meetings, if 60% of members are not present the meeting must be dissolved with no further business conducted.
- 10.5. Patrollers Meetings
 - 10.5.1. Patrollers meeting shall be scheduled quarterly or as the need arises.
 - 10.5.2. Should a patroller miss three consecutive meetings without providing an apology the Management Committee could consider terminating the patrollers membership. Patrollers must be given the opportunity to state his /her case for missing meetings.
 - 10.5.3. Coordinators can request the return of NWS equipment from a member, if the member was found to not be an active member
 - 10.5.4. If the Petroller Coordinator is absent, the Deputy Patroller Coordinator can take charge.
 - 10.5.5. All NWS members must be present at patrollers meetings. If a member cannot put through a valid apology, then membership of that member can be terminated by the Patroller Coordinator by Deputy Chairperson approval.
 - 10.5.6. Notice of patrollers meeting must be given 7 days prior to all NWS members.
- 10.6. General Meetings
 - 10.6.1. General meeting shall be scheduled quarterly or as the need arises.
 - 10.6.2. Fifty (50) percent of the registered members will constitute a quorum; and
 - 10.6.3. If fifty (50) percent of the registered members are not present fifteen (15) minutes after the time the general meeting was due to commence, the number of registered patrollers will constitute a quorum.
 - 10.6.4. Should a member miss three consecutive meetings without providing an apology the Management Committee could consider terminating the members membership. The Member must be given the opportunity to state his /her case for missing meetings.
 - 10.6.5. Coordinators must give a report at every general meeting.
 - 10.6.6. Bank statements must be available and financial reports must be given at general meetings.
 - 10.6.7. An agenda must be given 7 days prior to the general meeting



- 10.6.8. Previous general meeting minutes should be made available 14 days prior to the general meeting.
- 10.6.9. Notices to general meetings must be laid out on the committee plan
- 10.7. Victoria Park Residents Meetings
 - 10.7.1. Residents meetings' shall be scheduled quarterly or as the need arises by the Environmental Officer.
 - 10.7.2. All matters pertaining to the safety and security, municipal or matters relevant to Victoria Park Neighbourhood shall be discussed.

11. Financial matters and Expenditure

- 11.1. VPNHW will remain a non-profit organisation.
- 11.2. An Accounting Officer shall be appointed at the general meeting. His or her duty is to review and check on the finances of VPNHW on a monthly basis.
- 11.3. The Treasurer's job is to control the day-to-day finances.
- 11.4. The Treasurer is responsible for the accurate recording of VPNHW's income and expenditure.
- 11.5. The Treasurer will present a statement of income and expenditure up to the end of the previous month at every Special, General, Committee, and General meeting.
- 11.6. VPNHW shall operate a bank account into which all funds are to be deposited.
- 11.7. Whenever funds are to be withdrawn from the bank account, 2 of the following 3 persons need to sign off on the transaction, withdrawal or cheque: The Treasurer, Secretary and/or Chairperson.
- 11.8. The Treasurer will keep a reviewable financial system which will be available for scrutiny at any reasonably arranged time.
- 11.9. The financial year end of VPNHW 30th June of each respective year.
- 11.10. The Treasurer will present a consolidated Income and Expenditure Report, duly reviewed for approval at the general meeting.
- 11.11. VPNHW shall be permitted to hold fund-raising campaigns for the purpose of furthering its aims and objectives.
- 11.12. Should be able to provide a statement whenever is required on demand.
- 11.13. The NHW may sell some outfits assets that are not essential to regular NHW operations upon approval of the members.



12. Amendments to the Constitution and Code of Conduct

- 12.1. The Constitution and Code of Conduct (Appendix A) can be amended after a new committee is chosen or after 3 to 5 years after the last known date of the current constitution.
- 12.2. The resolution must be agreed up by a simple majority vote of registered members at any duly constituted Special General Meeting for which the required notice has been given.
- 12.3. The number of meetings of VPNHW present at a properly constituted meeting, shall constitute a quorum at such a meeting.
- 12.4. Notice must be given to the members not less than twenty-one (21) days before the meeting at which the changes to the constitution are to be proposed. Notice may be by hand-delivered (knock and drop) by newsletter or appearing in the local newspaper or by email, shall be deemed adequate for this purpose.
- 12.5. The notice must indicate the proposed changes to the constitution that will be discussed at the Meeting.
- 12.6. A notice can be via email or on the VPNHW Social Platform as per 10.2.2.
- 12.7. Members wishing to suggest changes to the constitution must submit these in writing to the Management Committee prior to the special constitution amendment meeting. During the special constitution amendment meeting the amendments received will be voted on.

13. Dissolution/Winding-up

- 13.1. VPNHW may close down if at least two-thirds of the members are in favour of such closing down and are present and so vote at a special meeting specifically convened for the purpose of considering this matter.
- 13.2. The number of members of VPNHW present at a properly constituted meeting shall constitute a quorum at such a meeting.
- 13.3. Should VPNHW cease to operate, it shall settle all its debts. Thereafter, should any monies or assets remain, it may not be paid or given to members of VPNHW. Such monies or assets shall be handed over to another registered non-profit organisation that has similar objectives. VPNHW's final general meeting may decide which organisation this should be.
- 13.4. NHW members will act in discipline and conduct themselves according to the Policing Oversight and Community Safety Code of Conduct (Appendix A).
- 13.5. Any SAPS/law-enforcement members within the local SAPS department should be part of the discipline panel and they may choose a SAPS member to chair any disciplinary meeting.



Victoria Park Neighbourhood Watch Founding Statement

Victoria Park Neighbourhood Watch (VPNHW) is a volunteer based community orientated program, committed to being the additional eyes and ears for our community and local SAPS department while watching out for each other and networking to build stronger neighbourhood relationships.

- We recognize and embrace the diversity of our community;
- We pledge to work as partners with law-abiding neighbours, SAPS department, local community police forum and other security service providers;
- We are accountable for our individual and team performance;
- Integrity is essential to our program;
- We rely on the community's trust, confidence and support;
- We endeavour to utilise a positive attitude and will look to accomplishments rather than obstacles to further our aims and objectives.

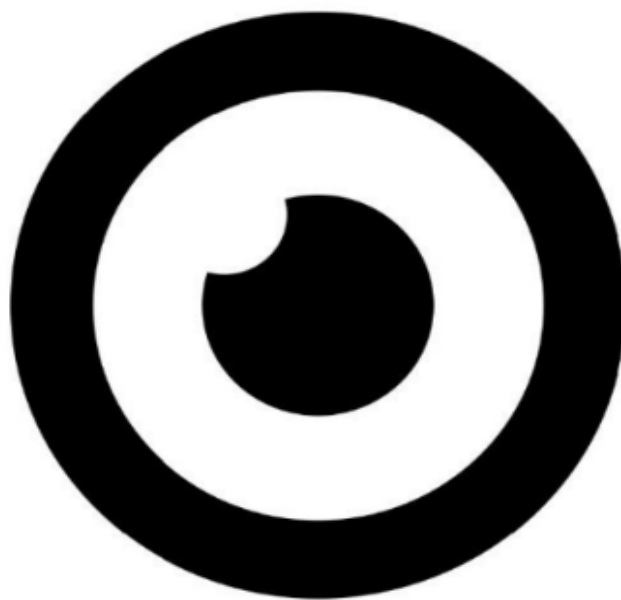
Victoria Park Neighbourhood Watch Management Committee 2025



Appendix A: Code of Conduct

CODE OF CONDUCT FOR NEIGHBOURHOOD WATCHES

IN THE WESTERN CAPE



**NEIGHBOURHOOD
WATCH**

This Code of Conduct is issued in terms of Regulation 4(2)(r) of the regulations issued in terms of the Western Cape Community Safety Act, 2013 (Act 3 of 2013) (the Community Safety Act).

All references to a neighbourhood watch (NHW) in this document must be construed as a reference to an organisation or association accredited as a neighbourhood watch in terms of the Community Safety Act.



INTRODUCTION

1. A neighbourhood watch (NHW) must operate as the eyes and ears of the community it serves and must cooperate with the South African Police Service, (SAPS).
2. A NHW must assist SAPS and other safety and security services and partners to safeguard the local community and their property, to manage and control crime prevention initiatives and to discourage crime in the area.
3. This Code of Conduct is binding on all members of the NHW and members must pledge their adherence to this Code, failing which the member's membership will be terminated.
4. This Code of Conduct regulates the relationship between members of the NHW and members of the community and promotes exemplary conduct by members whilst they are serving the community as a member of the NHW.
5. By pledging adherence to this Code of Conduct a member acknowledges that he or she is fully aware of the risks involved due to the nature of the task.

MEANING OF WORDS AND EXPRESSIONS

6. In this Code of Conduct, a word or expression to which a meaning has been assigned in the Community Safety Regulations, 2016, made in terms of the Western Cape Community Safety Act, 2013 (Act 3 of 2013) has the same meaning assigned to it in those regulations or Act.

CONDUCT OF MEMBERS

7. A member must at all times act in accordance with the principles enshrined in the Constitution of the Republic of South Africa, 1996, and must —
 - (a) act in a manner that will uphold and promote the aims and objectives of the NHW;
 - (b) respect and protect the dignity and rights of every person in the neighbourhood, including the right to free movement;
 - (c) act within his or her rights as a private person, and not beyond those rights;
 - (d) serve the community in the area in an unbiased, apolitical and impartial manner in order to create confidence in the NHW, and build unity in a safe neighbourhood;
 - (e) refrain, as much as is reasonably possible, from placing him- or herself and fellow members or the police at risk; and
 - (f) act in a non-violent manner and may not take the law into his or her own hands.



8. A member may not—

- (a) discriminate unfairly against any person on the basis of language, age, gender, religion, ethnic or social origin, colour, sexual orientation, disability, political persuasion, or any other constitutionally-protected orientation;
 - (b) conduct himself or herself in a manner that will bring the NHW into disrepute;
 - (c) disseminate or divulge any confidential or privileged information obtained as a result of his or her membership or obtained whilst on formal patrol, unless it is essential to do so to help to protect a member of the NHW or community.
 - (d) exploit his or her membership of the NHW for his or her own personal advantage or benefit;
 - (e) accept any payment, commission or gratuity in connection with his or her membership of the NHW except after being duly authorised to do so by the NHW; and
 - (f) be in possession of any dangerous weapon under circumstances which makes him or her guilty of a contravention of section 3(1) of the Dangerous Weapon Act, 2013 (Act 15 of 2013); and
9. If a member is convicted of a sexual offence or any crime involving violence or dishonesty during his or her membership, the NHW may terminate the member's membership in terms of procedures provided in the founding document of the NHW.

CONDUCT AND DUTIES OF MEMBERS PATROLLING

10. When a member is patrolling as a member of the NHW the member must —

- (a) when possible, alert the SAPS in the area when the NHW will be patrolling;
- (b) strive to work in partnership, whenever possible, with the members of SAPS, municipal police service or law enforcement agencies with regard to crime prevention in the area;
- (c) obey all lawful instructions issued by members of the services mentioned in paragraph (b) above;
- (d) carry the identification cards issued in accordance with regulation 4(5) of the Community Safety Regulations;



- (e) be punctual, reliable and competent in all duties as a NHW member;
 - (f) act in the best interests of individual residents, tenants or owners of immovable property or with other relevant interests in the area and the NHW, except in circumstances beyond their ability, or determined by personal safety;
 - (g) act in accordance with official handbooks of the Department of Community Safety developed for NHW members, including protocols for incident management, crime scene management and best practice in every circumstance;
 - (h) display commitment to the best possible functioning of the NHW and the promotion of healthy inter-personal relations; and
 - (i) undertake to report any individual, vehicle or situation suspected of being connected to crime to the control room and, where necessary, to SAPS.
11. A member's assistance to a NHW is voluntary and therefore when a member is using his or her private vehicle during the assistance, neither SAPS nor the NHW can be held responsible for any damage to private vehicles caused during the rendering of the assistance.
12. Members must familiarise themselves with regard to the law regarding the rights of private persons to arrest or perform searches, including the minimum use of force and must at all times comply with the Criminal Procedure Act, 1977, (Act 51 of 1977).
13. Members should rather report suspected criminal behaviour to the police before they personally attempt to perform an arrest.
14. No intimidation in whatever form may be used against any individuals in any neighbourhood where such patrols take place;
15. No form of vigilantism will be accepted;
16. Where possible, the NHW must strive to work in partnership with the Community Police Forum and Sub-Forum of the area; and
17. Where possible, the Chairperson or Co-ordinator of the NHW must regularly attend the sector meetings held by SAPS and share information at the sector meetings regarding the crime situation in the area.

DISCIPLINARY MEASURES



18. A member who is in breach of this Code of Conduct may lose his or her membership in terms of disciplinary procedures instituted by the NHW as provided in the founding document of the NHW.

AMENDMENTS TO THIS CODE OF CONDUCT

19. Amendment to this Code of Conduct may be made, as required, and will be published by the Department of Community Safety.