

Constitution of the Sun Valley Neighbourhood Watch
(SVNHW)



VERSION 1.2026

[Handwritten signatures and initials]
1 | Page

Contents

1. Preamble 4

2. Name 4

3. Area of Jurisdiction 4

4. Aims 4

5. Objectives 4

6. Indemnity 4

7. Liability 5

8. Accountability 5

9. Affiliation 5

10. Functions 5

11. Logos and Letterheads 5

12. Membership 5

12.1 Eligibility 5

12.2 Application Process 6

12.3 Membership Fees 6

12.4 Membership Register 6

12.5 Voting Rights 6

12.6 Voting Procedures and Election of the Executive Committee (EXCO) 7

13. Identity Cards 7

14. Termination of Membership 7

15. Code of Conduct 7

16. Disciplinary Measures 7



| | |
|--|----|
| 16.1 Grounds for Disciplinary Action..... | 7 |
| 16.2 Procedure | 8 |
| 17. Privacy Policy | 8 |
| 18. Governance..... | 8 |
| 18.1 Committee Appointment and Structure (EXCO)..... | 8 |
| 18.2 Executive Committee (EXCO) | 8 |
| 19. Resolution of Disputes..... | 9 |
| 20. Meetings..... | 9 |
| 20.1 Annual General Meeting (AGM)..... | 9 |
| 20.2 Special General Meeting (SGM)..... | 9 |
| 20.3 EXCO Meetings | 9 |
| 20.4 Minutes of Meetings..... | 9 |
| 21. Finance and Assets | 10 |
| 21.1 Financial Year..... | 10 |
| 21.2 Banking | 10 |
| 21.3 Treasurer Duties | 10 |
| 21.4 Assets..... | 10 |
| 21.5 Use and Control of Funds and Assets | 10 |
| 22. Dissolution | 10 |
| 23. Dysfunctional SVNHW..... | 11 |
| 24. Amendments | 11 |
| 25. Commencement | 11 |

1. Preamble

The Sun Valley Neighbourhood Watch (SVNHW) is a voluntary, non-profit organization established to enhance safety and security within the Sun Valley community. The SVNHW Constitution is based on and operates in strict compliance with the *Western Cape Community Safety Act, Act 3 of 2013*, the *Department of Community Safety Regulations 2016* and *Western Cape Community Safety Code of Conduct Guidelines*.

2. Name

The name of the organization shall be the Sun Valley Neighbourhood Watch, hereinafter referred to as the "SVNHW".

3. Area of Jurisdiction

The SVNHW shall have jurisdiction over all immovable properties (residential, commercial, or industrial) within the Sun Valley precinct, as defined by the boundaries agreed upon with the local South African Police Service (SAPS) station and the Fish Hoek Community Policing Forum (FH CPF). These boundaries are detailed in Annexure A, which includes a map of the jurisdictional area. The SVNHW may, with approval from the Fish Hoek CPF, extend its activities to adjacent areas for collaborative crime prevention initiatives, provided such activities are coordinated with relevant authorities.

4. Aims

The SVNHW aims to:

- (a) Nurture a sense of unity, dedication, and good neighbourly relations among residents.
- (b) Serve as a watchdog for the community and SAPS, assisting in safeguarding against criminal activities and striving for a safe, secure environment.
- (c) Provide a channel for community participation in crime prevention.

5. Objectives

The SVNHW shall:

- (a) Create public awareness regarding safety, crime prevention, and protection of families and property.
- (b) Encourage close cooperation with SAPS, the Fish Hoek CPF, and other law enforcement structures.
- (c) Ensure all activities operate within the framework of South African law.
- (d) Unite diverse residents to create a stable, crime-free environment.
- (e) Implement community-driven initiatives, such as safety workshops and youth engagement programs, to foster proactive crime prevention.
- (f) Liaise with private security companies and local businesses to enhance security measures, ensuring alignment with SVNHW objectives.

6. Indemnity

- (a) The SVNHW is a voluntary association, not a legal person, operating within WCNHWS guidelines as provided in the **Code of Conduct** for NHW Structures.
- (b) Members indemnify the SVNHW and other members from legal consequences of their actions or omissions.
- (c) Members act at their own risk, with no liability for the SVNHW, Fish Hoek CPF, or SAPS for damages or injuries.
- (d) Personal insurance coverage, including medical or injury-related expenses, remains the sole responsibility of the individual patroller.

7. Liability

- (a) The SVNHW and its affiliates act as individuals, with no collective liability.
- (b) Criminal or civil actions target individual members, not the SVNHW, CPF, or SAPS.

8. Accountability

- (a) The SVNHW is accountable to its members, the FH SAPS Station Commander (FH SAPS SC), the Fish Hoek CPF and the Provincial Office of Community Safety (P.O.C.S) (if affiliated to the latter two).
- (b) The SVNHW shall function solely as the **eyes and ears only** of the community it serves and must work in cooperation with the South African Police Service (SAPS) in general and FH SAPS in particular.
- (c) Complaints against members shall be addressed promptly by the SVNHW Executive Committee (EXCO), with outcomes communicated to complainants.

This Constitution and the Code of Conduct is binding on all members of the SVNHW and members must pledge their adherence, failure to comply will lead to membership being terminated.

9. Affiliation

- (a) SVNHW shall operate as a recognized entity by FH SAPS and be affiliated with the Fish Hoek CPF and the Provincial Office of Community Safety (P.O.C.S)
- (b) If the CPF is dysfunctional, affiliation shall be through the FH SAPS.
- (c) SVNHW is not affiliated to any political party or special interest groups.
- (d) SVNHW partners with all legal organisations to fight against crime.

10. Functions

- (a) Assist SAPS in crime prevention and support their social crime prevention strategy.
- (b) Operate within the law, with members having citizen's arrest powers per the **Criminal Procedure Act No. 51 of 1977**, using minimum force (**Section 49(1)**).
- (c) Initiate and implement crime prevention projects in consultation with the Fish Hoek CPF.
- (d) Conduct regular patrols, coordinated with SAPS, to observe and report suspicious activities, ensuring no member under 18 participates.

11. Logos and Letterheads

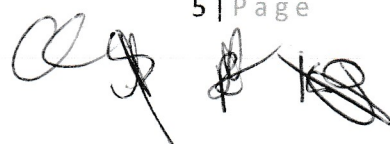
- (a) The SVNHW may design its own logo and letterhead, ensuring they are not offensive or similar to SAPS branding.
- (b) Use of the Fish Hoek CPF logo requires written consent from the CPF executive.

12. Membership

12.1 Eligibility

Membership shall be voluntary, open to all individuals who:

- (a) Reside in or own a property or own a business property in the Sun Valley precinct, as defined in Section 3.
- (b) Are at least 18 years old and have legal capacity to enter binding agreements.
- (c) Provide acceptable proof of identity (e.g., South African ID or passport) and property ownership or business property ownership or proof of residence.
- (d) Agree to abide by this Constitution and the SVNHW Code of Conduct (Annexure B)
- (e) Have not been convicted of any serious criminal offence in any court worldwide within the past five years, particularly offences related to sexual misconduct, theft, violence, or dishonesty. All applicants must consent



to a background screening to verify this, with compulsory rescreening every five (5) years. Exceptions may be considered by the SVNHW Executive Committee (EXCO) following a thorough review.

- (f) Have no known affiliation, direct or indirect, with individuals or entities engaged in illegal activities, as determined through background checks or credible evidence presented to EXCO.

12.2 Application Process

- (a) Prospective members must submit a completed application form, including required documentation, to the EXCO. In compliance with POPIA, the Neighbourhood Watch does not keep copies of ID documents or proof of address. Applicants must present the originals for verification, after which no copies will be made or stored, and the documents will be returned immediately.
- (b) Applications shall undergo a background check by SAPS, facilitated by EXCO, to verify eligibility and ensure no recent criminal convictions.
- (c) The EXCO shall approve or reject applications by majority vote at an EXCO meeting, allowing applicants to make representations if rejection is considered.
- (d) Grounds for refusal include:
 - (i) Failure to meet eligibility criteria.
 - (ii) Past actions contrary to SVNHW aims or objectives.
 - (iii) Criminal conviction within the past five (5) years.
 - (iv) Being deemed undesirable by EXCO due to behaviour or reputation.
 - (v) Evidence of affiliation with individuals or entities involved in illegal activities, including but not limited to criminal organizations, illicit trade, or activities contravening South African law.
- (e) Applicants will be informed in writing via WhatsApp or email of the outcome of their application.
- (f) Approved members will be issued with a membership card and patrollers will receive a SVNHW visibility bib.

12.3 Membership Fees

- (a) Membership fees, if applicable, shall be voluntary, set by the EXCO and approved at the Annual General Meeting (AGM).
- (b) Non-payment of voluntary fees shall not affect membership status.
- (c) Fees shall be used to fund operational costs, such as communication tools, signage, and community safety programs, with transparency ensured through annual financial reports.

12.4 Membership Register

- (a) The EXCO shall maintain an up-to-date register containing members names, addresses, identity numbers, contact details, and signed indemnity forms.
- (b) The register shall be confidential, managed per the Privacy Policy (Annexure C), and not disclosed to third parties without member consent, except as required by law.

12.5 Voting Rights

Each approved member is entitled to one vote at AGMs or Special General Meetings (SGMs), or may appoint a proxy in writing, the member can be anyone from within the community and must submitted to the Secretary at least 48 hours prior to the meeting.

12.6 Voting Procedure and Election of the Executive Committee (EXCO)

- (a) A list of all nominees who accept their nomination will be circulated to residents at least fourteen (14) days before the AGM, together with a clear photo for identification should the nominee agree and a summary of who they are.



- (b) Nomination forms will be provided, allowing residents to nominate any eligible member, including additional candidates who were not on the circulated list.
- (c) Completed nomination forms must be submitted no later than five (5) business days before the AGM to allow verification and preparation of the ballot.
- (d) All members who are nominated and accept their nomination will appear on the final list of candidates presented at the AGM.
- (e) The following procedure will be followed during the AGM to elect the new EXCO:
 - (i) The election will be officiated by a representative of FH SAPS SC, the Fish Hoek CPF or P.O.C.S (if affiliated to the latter two).
 - (ii) All residents are eligible to vote.
 - (iii) When a nominee's name is called, they must temporarily leave the room while voting takes place for each of the nominees for each respective position.
 - (iv) After each vote is completed, nominees will re-enter and the elected candidate will be announced.

13. Identity Cards

- (a) The EXCO shall issue identity cards to registered members, including name on the back of the card, photo, if the member agrees, and a membership number on the front and is valid for two years whereafter it must be renewed.
- (b) Cards must be carried during patrols and presented to SAPS or residents upon request.

14. Termination of Membership

Membership shall terminate when a member:

- (a) Dies.
- (b) Resigns in writing to the Secretary.
- (c) No longer resides, owns property or owns a Business property in the Sun Valley precinct.
- (d) Fails to provide proof of continued eligibility when requested by EXCO.
- (e) Is expelled following disciplinary proceedings as outlined in Section 16.
- (f) Is convicted of a serious criminal offence such as sexual offence or any crime involving violence (i.e., assault, murder, etc.) or dishonesty during his or her membership.

15. Code of Conduct

All members of the Neighbourhood Watch are required to comply with this Constitution and the Code of Conduct attached as Annexure B and by joining the SVNHW it affirms their willing compliance.

16. Disciplinary Measures

16.1 Grounds for Disciplinary Action

Disciplinary action may be taken against a member for:

- (a) Acting contrary to SVNHW aims or objectives.
- (b) Bringing the SVNHW into disrepute.
- (c) Violating the Code of Conduct (Annexure B).
- (d) Being convicted of a serious criminal offense.
- (e) NHW members may be reprimanded, suspended, or expelled from the SVNHW for misconduct, at the discretion of the EXCO. All disciplinary matters will be reviewed and handled by the EXCO in accordance with Section 16.2 and 19 below and the SVNHW Code of Conduct.

16.2 Procedure

- (a) The EXCO shall issue written notice (via email or physical delivery) at least fourteen (14) days prior to a disciplinary meeting, detailing the reasons, date, time, and place.
- (b) The member may submit written reasons or attend the meeting to present evidence against disciplinary action.
- (c) Outcomes (reprimand, suspension, or expulsion) shall be decided by a majority vote of EXCO and communicated in writing, including reasons.
- (d) Members may appeal any decision to the P.O.C.S, the Fish Hoek CPF (if affiliated to them) or to anyone appointed by the FH SAPS SC (Station Commander) to investigate the matter within (14) days.
- (e) The EXCO shall issue a statement to the members, if necessary, to clarify actions taken, ensuring transparency without compromising member privacy.
- (f) See Code of Conduct Section 4. Disciplinary Measures for further details.

17. Privacy Policy

- (a) The SVNHW collects:
 - (i) Member Details: Name, ID/passport, address, email, phone.
 - (ii) Optional Details: Armed response company, street-facing cameras, activity preferences.
 - (iii) Additional Details: SAPS background checks, police clearance, patrol numbers.
- (b) Data is stored securely via a protected database, with access limited to authorized EXCO members.
- (c) Data is shared only with SAPS, CPF, or legal authorities when required, or with member consent.
- (d) Members may access, update, or request deletion of their data via the SVNHW website or by contacting the Secretary.
- (e) The SVNHW shall comply with the Protection of Personal Information Act (POPIA) No. 4 of 2013, ensuring data security and annual audits of data handling practices.

18. Governance

18.1 Committee Appointment and Structure (EXCO)

The EXCO shall be composed of at least six (6) elected members, with elections conducted at an AGMs in accordance with Section 20. The EXCO may also co-opt additional individuals to provide support or specific expertise as required; however, co-opted members will not have voting rights.

18.2 Executive Committee (EXCO)

- (a) All SV residents shall elect an EXCO from its community members, comprising of:
 - (i) **Chief Coordinator:** Responsible for overseeing the organisational structure, ensuring transparency and accountability of the Sun Valley Neighbourhood Watch (SVNHW), Chairs meetings, coordinates activities, and acts as the official spokesperson. Has a casting vote at meetings.
 - (ii) **Deputy Coordinator:** Assists and acts for the Chief Coordinator when unavailable and has one (1) vote.
 - (iii) **Treasurer:** Oversees financial affairs and presents annual financial statements and has one (1) vote.
 - (iv) **Secretary:** Manages administration, meeting notices, and minutes and has one (1) vote.
 - (v) **Public Relations Representative:** Responsible for all social media, Correspondence with the community, Fundraisers, Flyers, Website, etc and has one (1) vote.
 - (vi) **CCTV Lead Operations:** Responsible for Cameras owned by the NHW, organising Camera Watch, future installation overseeing, record keeping and has one (1) vote.



- (b) EXCO members shall be elected every five years and may serve a maximum of two (2) consecutive terms. The EXCO may also co-opt additional individuals to provide support or expertise as required; however, such co-opted members shall not hold voting rights and must be voted in by EXCO members.
- (c) The EXCO shall -
 - (i) Ensure compliance with laws, alignment with SVNHWs mission, prudent use of assets, and organizational sustainability.
 - (ii) Develop and implement initiatives that support and advance the objectives of the SVNHW.
 - (iii) Delegate responsibilities effectively and oversee the completion of assigned tasks.
 - (iv) Regularly update members on progress, milestones, and key achievements to ensure transparency and engagement.
 - (v) Evaluate the effectiveness of programs and activities, and recommend improvements where necessary.

19. Resolution of Disputes

- (a) Disputes within the SVNHW shall be resolved by the EXCO through mediation or a formal hearing.
- (b) Unresolved disputes may be escalated to FH SAPS SC, the FH CPF and P.O.C.S (if affiliated to the latter two).
- (c) A Dispute Resolution Committee, appointed by the EXCO from its SVNHW members, shall handle complaints impartially, with a maximum resolution timeline of thirty (30) days.

20. Meetings

20.1 Annual General Meeting (AGM)

- (a) Held annually at the end of the financial year and no later than **April 30**, with at least **twenty-one (21) days** written notice to members.
- (b) A quorum requires at least **50% plus one (1)** voting members or proxies.

20.2 Special General Meeting (SGM)

- (a) May be called by a majority vote of EXCO or a petition from 25% of SVNHW members.
- (b) Requires fourteen (**14 days**) advance notice and a quorum of 50% plus 1 voting members.

20.3 EXCO Meetings

- (a) Held monthly (except December/January), with a quorum of 50% plus 1 EXCO members.

20.4 Minutes of Meetings

- (a) AGM and SGM minutes shall be posted on the SVNHW website within ten (10) days and emailed to EXCO members within seven (7) days of the meeting date, ensuring transparency.
- (b) EXCO meeting minutes shall be emailed to EXCO Chief Coordinator for approval and then to the EXCO members within seven (7) days of the meeting date.

21. Finance and Assets

21.1 Financial Year

The financial year shall be March 1 to February 28/29 of every calendar year.

21.2 Banking

- (a) Withdrawals require two (2) EXCO signatories; all payments require EXCO approval.
- (b) The SVNHW must maintain full financial transparency at all times and provide clear accounting for all funds received or generated.

- (c) All financial expenditures, donations, and sponsorships must be approved by the EXCO and properly documented.
- (d) The use of cash is discouraged; however, any cash received must be deposited into the official bank account within 48 hours.

21.3 Treasurer Duties

- (a) The Treasurer shall record all transactions, maintain accounts, and present financial reports at EXCO meetings and the AGM.
- (b) Audits are not mandatory but may be conducted at EXCOs discretion.
- (c) The Treasurer shall maintain a financial summary on the SVNHW website, updated quarterly, to ensure transparency.

21.4 Assets

- (a) The SVNHW shall manage all resources and equipment—whether received or procured— through a formal Asset Register. A designated custodian, appointed by the EXCO, will be responsible for maintaining the inventory and submitting reports to the Treasurer for financial accountability.
- (b) The Asset Register must record the acquisition, custody, and control of all assets.
- (c) All homeowners hosting SVNHW surveillance cameras must sign an Agreement of Understanding outlining the responsibilities of both the NHW and the homeowner.
- (d) Any acquisition of an assets must be supported by a minimum of three (3) quotes and be approved by a majority vote of the EXCO and the asset register amended accordingly.
- (e) Any disposal of assets must be approved by a majority vote of the EXCO, and the asset register amended accordingly.
- (f) In the event of an AGM or SGM at which a new Chief Coordinator is elected, the outgoing Chief Coordinator must ensure that all assets, confidential documents and the current Asset Register are formally handed over to his or her successor.
- (g) If the SVNHW becomes non-functional, a formal dissolution process must be followed. Upon dissolution, any remaining assets shall be handled in accordance with Section 22 of this Constitution.

21.5 Use and Control of Funds and Assets

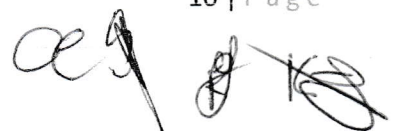
- (a) Funds shall be used for operational costs (e.g., signage, communications, legal fees).
- (b) A custodian shall manage equipment, maintaining an inventory signed by the Chairperson upon transfer.

22. Dissolution

- (a) Dissolution requires a two-thirds majority vote at an AGM or SGM, overseen or chaired by FH SC (Station Commander) or the FH CPF Chairperson or P.O.C.S (if affiliated to the latter two).
- (b) The FH SAPS SC, FH CPF, and Department of Community Safety (if affiliated to the latter two) must be invited.
- (c) Assets and funds shall be transferred to another NHW or held in trust by FH CPF or FH SAPS SC or P.O.C.S for use by potential new NHW. If no restructuring occurs within 12 months, assets may be donated to a similar organization by the FH SAPS SC, FH CPF or P.O.C.S. (if affiliated to the latter two)

23. Dysfunctional SVNHW

- (a) The SVNHW may be declared dysfunctional by consensus among the SVNHW, Fish Hoek CPF, The FH SAPS Station Commander or P.O.C.S.
- (b) The Fish Hoek CPF shall assume control of projects, funds, and assets, while attempting to re-establish the SVNHW.



24. Amendments

- (a) Amendments require a two-thirds majority vote at an AGM or SGM, with twenty-one (21) days written notice to members, including the proposed amendment, proposer, and seconder.
- (b) No amendment shall conflict with any Act or regulation governing Neighbourhood Watches in the Western Cape or the Constitutional rights of any individual.

25. Commencement

This constitution shall take effect immediately upon approval at an AGM or SGM of the SVNHW.

- ❖ Annexure A: Map of SVNHW Jurisdiction – A detailed map of Sun Valley precinct, as agreed with the Fish Hoek CPF and SAPS.
- ❖ Annexure B: Code of Conduct for Members and Patrollers

ACCEPTANCE OF THE SVNHW CONSTITUTION

This Constitution was adopted at the SVNHW AGM/ SGM held on this _____ day of _____ 20____ and replaces any other version that predates it. All signatories below are to initial every page in this Constitution.

| | |
|---------------------------------|--------------|
| SVNHW Coordinator: _____ | _____ |
| (Signature) | (Print Name) |
| Witness 1: _____ | _____ |
| (Signature) | (Print Name) |
| Witness 2: _____ | _____ |
| (Signature) | (Print Name) |

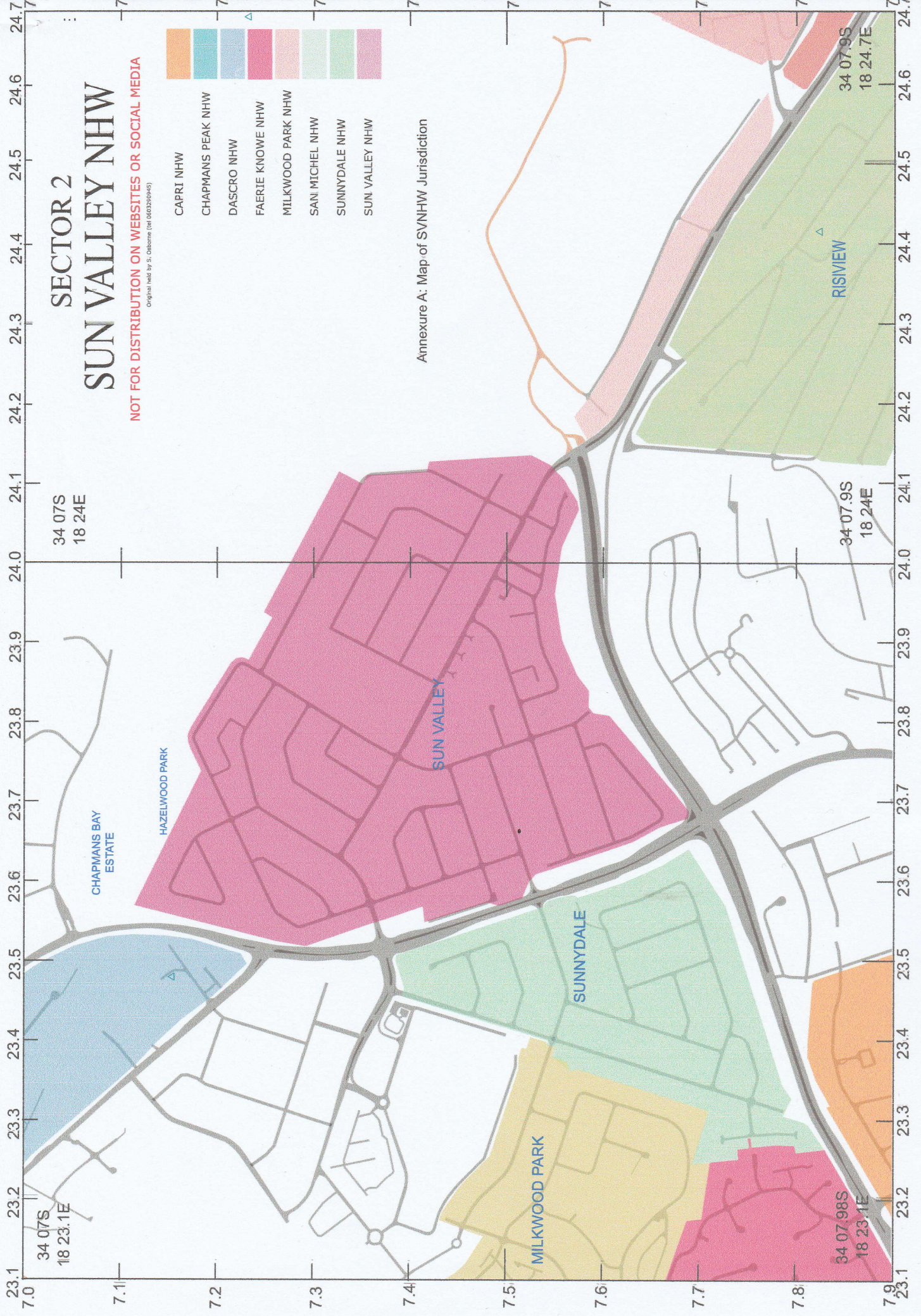
ANNEXURE A

SECTOR 2 SUN VALLEY NHW

NOT FOR DISTRIBUTION ON WEBSITES OR SOCIAL MEDIA
Original held by S. Osborne (tel 0603290545)

- CAPRI NHW
- CHAPMANS PEAK NHW
- DASCRO NHW
- FAERIE KNOWE NHW
- MILKWOOD PARK NHW
- SAN MICHEL NHW
- SUNNYDALE NHW
- SUN VALLEY NHW

Annexure A: Map of SVNHW Jurisdiction



ANNEXURE B



SUN VALLEY NEIGHBOURHOOD WATCH

CODE OF CONDUCT

1. DUTIES OF ALL NHW MEMBERS

- 1.1 This Code of Conduct shall be binding on all members and patrollers of Sun Valley Neighbourhood Watch (SVNHW) who must pledge their adherence to this Code, failing which the member's membership may, at the discretion of the SVNHW EXCO, (hereafter referred to as the EXCO), be terminated.
- 1.2 The purpose of this Code is to ensure the safety of all SVNHW patrollers and members of the public at all times. This document aims to promote the objectives outlined in the Constitution of SVNHW.
- 1.3 SVNHW should assist SAPS and other safety and security services providers (SSP's) and partners to safeguard the local community and their property, to manage and control crime prevention initiatives and to discourage crime in the area (refer to map in section 7). SVNHW patrollers take on this responsibility voluntarily and are fully aware of the risk it involves. However, due to the nature of the task, patrollers must refrain from placing themselves and/or other members of the community or the police at risk.
- 1.4 By signing a SVNHW application form, a member acknowledges that he or she is fully aware of the obligations and risks involved as explained in *Section 6 of the SVNHW Constitution*.
- 1.5 FH SAPS is to recognise the SVNHW Code of Conduct and should not in any way place SVNHW patrollers or members at risk by encouraging them to depart from it.
- 1.6 Members shall not accept any form of payment or gifts in connection with their membership of SVNHW, unless it is approved by the SVNHW EXCO.
- 1.7 If any member of SVNHW is approached by anyone who wishes to make a voluntary donation (financial or material) to SVNHW the member must direct such offers to the Chief Coordinator who will obtain the approval of the EXCO before accepting such donations.
- 1.8 Members will not engage in any form of vigilantism – it is not allowed and will not be tolerated.
- 1.9 **A member may not–**
 - i. 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;
 - ii. conduct himself or herself in a manner that will bring the NHW into disrepute;
 - iii. 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.
 - iv. exploit his or her membership of the NHW for his or her own personal advantage or benefit;

2. DUTIES OF PATROLLING MEMBERS

- 2.1 When patrolling as a member of the SVNHW, the member must –
 - a. Strive to work in partnership, whenever possible, with the members of SAPS, municipal police service, law enforcement agencies and Security Service Providers (SSP's) regarding crime prevention in the area.
 - b. Obey all lawful instructions issued by members of the services mentioned above.
 - c. Carry their member identification cards (when issued) in accordance with the SVNHW Constitution Section 13.b).
 - d. Act in the best interests of ALL residents, tenants, owners of immovable property and people with other relevant legitimate interests in the area, including the SVNHW Structure, except in circumstances beyond their ability, or determined by personal safety.

[Handwritten signatures and initials]

- 2.2 When a patroller is using their private vehicle during the assistance, neither SAPS nor the EXCO can be held responsible for any damage to private vehicles caused during the rendering of such assistance.
- a. No intimidation in whatever form may be used against any individuals in any neighbourhood where such patrols take place.
 - b. Patrollers will normally only patrol within the demarcated area of the "Sun Valley Precinct" as per the SVNHW Area of Jurisdiction. However, members will be allowed to assist in other areas should the need arise:
 - i. Seek permission from a senior SVNHW watch patroller, whenever possible.
 - ii. Patrollers will inform the SVNHW Coordinator who will inform the respective NHW.
 - c. Patrollers will be clearly identifiable by the correct attire.
 - i. A Sun Valley Neighbourhood Watch Reflective Vest and/or
 - ii. A tactical vest with Sun Valley Neighbourhood Watch identifying features.
 - d. Patrollers will make their vehicles clearly identifiable (when possible) by the correct use of vehicle decals and the legal use of white roof/dashboard lights, when it is required and appropriate to do so.
 - i. Patrollers may only patrol 'dark' with the permission of SAPS as per the Community Safety Act.
 - e. Patrollers will undertake to call in to SAPS or an SSP any suspicious individuals, vehicles or situations, to ask SAPS to investigate / intervene / assist when the need arises:
 - i. A first call (describing the suspicious behavior) should be made to SAPS and then to local SSPs and other law enforcement agencies.
 - ii. Should reasonable circumstances warrant an immediate inquiry with regard to any individual or vehicle behaving in a suspicious manner, and with 'Safety First' in mind, the inquiry has to be conducted in a professional manner without threatening or violating the dignity and rights (including the right of free movement) of the questioned person.
 - iii. Searching of individuals or vehicles by SVNHW patrollers is not allowed and will lead to disciplinary action.
 - f. Patrollers will at all times conduct themselves in accordance with the laws of South Africa and will not take the law into their own hands, irrespective of the circumstances.
 - g. Patrollers will at all times operate a vehicle within the framework of the National Road Traffic Act 93 of 1996 (NRTA) when representing Sun Valley Neighbourhood Watch.
 - h. No Patroller, whilst on patrol, may be under the influence of an intoxicating liquor or drugs, or any substance causing an altered state of mind.
 - i. Patrollers will at all times act in a non-violent manner.
 - j. Patrollers will not make public statements, nor public announcements to any media in matters pertaining to the SVNHW. The SVNHW Structure and its EXCO executive committee shall mandate a member to address the media, and should no specific person be appointed, then this duty will fall upon the Chief Coordinator or the Deputy Coordinator.
 - k. Patrollers will not make use of any dangerous weapon under circumstances which would make him or her guilty of a contravention of Section 3(1) of the Dangerous Weapon Act 15 of 2013; as referenced below:

DANGEROUS WEAPONS ACT 15 of 2013 (Extract)

Prohibition of dangerous weapons

3.(1) Any person who is in possession of any dangerous weapon under circumstances which may raise a reasonable suspicion that the person intends to use the dangerous weapon for an unlawful purpose is guilty of an offence and liable on conviction to a fine or to imprisonment for a period not exceeding three years.

Note: "dangerous weapon" means any object, other than a firearm, capable of causing death or inflicting serious bodily harm, if it were used for an unlawful purpose.

- l. Patrollers will note that SVNHW requires all patrolling members with firearms to declare such to the FISH HOEK SAPS Station Commander, and if the Station Commander is not present, the Shift Commander.
- m. Patrollers will note that the open carrying and display of items listed below, whilst on patrol, could be viewed as intimidatory and provocative and potentially raise a reasonable suspicion that the bearer or carrier intends to use such items for unlawful purposes, and thus a breach of the Dangerous Weapons Act. Such conduct would also be

contradictory to the SVNHW Constitution, which empowers patrollers to serve as the eyes and ears for SAPS. It is recognised that such items could, under different circumstances, be used for the purpose of protecting private property and/or private defense, and therefore, in no way are the rights of a person wishing to protect themselves removed.

- i. Pepper spray, teargas, taser, baseball bat, bush-knives, pangas, bb gun, paintball gun, handcuffs, baton, firearm, or any other dangerous weapon or device.
- n. Patrollers will note they must refrain from exposing themselves to dangerous situations, which may result in the use of private defense measures and must instead remove themselves from those situations immediately.
- o. The patroller must refrain from provoking or escalating a situation and becoming a danger to themselves or others. If SAPS is not available to attend to a call-out immediately, the member is requested to monitor the situation from a safe position.
- p. Patrollers are not compelled to detain or arrest anyone. (Note: Although a citizen's arrest is allowed in certain situations, the police are still the only designated persons with legal power to perform law enforcement actions.)
 - i. Patrollers are very strongly urged to rather report suspected criminal behavior to the police before they personally attempt to perform an arrest.
 - ii. A patroller must consider the danger and risk involved and familiarise themselves with regard to the law pertaining to the rights of private persons to arrest or perform searches, including the minimum use of force, and must at all times comply with the law. (Ref: Criminal Procedure Act 51 of 1977 – chapter 5 section 42).
- q. Male/Female patrollers are obliged to assist in arrest/search when called upon by SAPS to do so as required by law. (Ref: Criminal Procedures Act 51 of 1977 – Chapter 5 section 47)
- r. Patrollers must not place themselves at risk by being alone in potentially dangerous areas, e.g., on solitary foot patrol, on a bicycle alone, etc.
- s. Patrollers who arrive first at the scene of accidents or fires (home or veld), as well as at every crime scene should:
 - i. take charge, secure and cordon off the scene while awaiting the arrival of SAPS, Metro Police or Paramedics.
 - ii. send a brief report back to the SVNHW EXCO by email or WhatsApp with pertinent details of the incident.

3. COMMUNICATIONS (WhatsApp/ Instagram/ Facebook)

WHATSAPP AND OTHER SOCIAL MEDIA

- 3.1 It is IMPORTANT to remember that any post on the SVNHW WhatsApp groups must be treated as confidential due to the sensitivity of ongoing investigations and current incidents, where any leak of information to outside groups or the wider community can be extremely prejudicial to the process.
- 3.2 Patrollers are required to notify the "Patrollers" WhatsApp group to book on when they commence their patrol and to book off at the termination of the patrol.
- 3.3 The sharing of SVNHW posts to other groups or social media must be avoided – unless expressly mandated to do so.
- 3.4 It may be necessary to institute disciplinary proceedings when it is found that points 3.2 and 3.3 have been violated.

4. DISCIPLINARY MEASURES

- 4.1 A patroller or member who is in breach of this Code of Conduct may face disciplinary measures and potentially lose their membership in terms of the disciplinary procedures instituted by the SVNHW EXCO.
- 4.2 Should a patroller be found guilty of a criminal offence, the SVNHW Structure must respect the decision of the courts and immediately institute disciplinary measures.
- 4.3 The EXCO shall maintain a minuted record of processes and actions taken.
- 4.4 Notice of a disciplinary inquiry instituted against a patroller(s) must be made in writing.
- 4.5 The EXCO will routinely investigate the nature of the complaint through an investigatory interview before any decision is made to hold a disciplinary hearing.
- 4.6 A time limit of thirty (30) days is placed on the investigation period.
- 4.7 The purpose and procedure of an investigatory interview:

- a. The purpose of an investigatory interview is to elicit facts from the member(s) in question to support disciplinary action that is being considered.
 - b. An investigatory interview is where the EXCO have the opportunity to ask the patroller(s) under investigation questions to obtain information that could be used as a basis for the disciplinary hearing. They may also ask a patroller(s) to defend their conduct at an investigatory interview.
 - c. The patroller(s) under investigation may be suspended pending the result of the investigation. This is known as precautionary suspension.
 - d. The EXCO do not need to supply the patroller(s) under investigation with any documentation or evidence that they hold during this stage.
 - e. The patroller(s) who are under investigation are not entitled to representation during this stage.
 - f. Upon conclusion of the investigatory interview, the EXCO must decide whether or not to proceed with a disciplinary hearing.
- 4.8 If the EXCO decide not to proceed with a disciplinary hearing, they need to inform the patroller(s) in writing that the disciplinary inquiry has been dismissed.
- 4.9 If the EXCO have decided to move forward with a disciplinary hearing, the patroller(s) must be informed in writing and notice of at least fourteen (14) court days shall be given to the patroller. The written notice will include:
- a. The specific nature of the issue.
 - b. The date, time and place of the disciplinary hearing.
 - c. That the patroller(s) may be accompanied by a SVNHW representative.
 - d. The names of any witnesses and those in attendance at the hearing.
 - e. A copy of the disciplinary procedures and any written statements, reports and other evidence to be considered.
 - f. That the patroller(s) may provide evidence and/or call witnesses to the hearing, and the need to ensure that any witnesses are aware of the need for confidentiality.
 - g. All documentation relating to the disciplinary hearing must be reasonable and submitted to the Chairperson of the Disciplinary Committee at least 36 hours prior to the hearing.
 - h. If a new matter is raised at the hearing that the patroller(s) are unaware of, the patroller(s) will have 48 hours after the hearing to submit any additional documentation to the chair for consideration as part of the decision-making process.
- 4.10 The person who will lead the disciplinary hearing will be an independent and impartial party.
- 4.11 The job of the Disciplinary Committee is to listen and evaluate all the evidence and come to a conclusion as to the patroller(s) guilt based on a balance of probabilities.
- 4.12 Before the disciplinary hearing commences, the patroller(s) will be provided, if available, with written copies of evidence and relevant witness statements.
- 4.13 The patroller(s) may choose to be accompanied by a SVNHW representative or any other member of SVNHW throughout the disciplinary hearing.
- 4.14 No legal representation is allowed unless a complex legal issue is to be discussed, and then both parties, upon agreement, are allowed to have legal representatives present.
- 4.15 The patroller(s) may appeal against the decision reached at the disciplinary hearing. The higher authority referred to in the Constitution will then investigate and hold a disciplinary hearing. The decision highest appear structure of the is final and binding.
- 4.16 All information will be retained on a confidential basis.
- 4.17 If the patroller(s) fail to attend the disciplinary hearing without good cause, a decision may be taken in their absence based on the information available
- 4.18 **Procedure**
The procedure to follow at a disciplinary hearing:
- a. The charge(s) will be read to the patroller(s).
 - b. The patroller(s) will be given the opportunity to plead on the charges.



- a. Severe breach of this Code of Conduct or any provision set out in the SVNHW Constitution.
- b. Theft or other criminal behaviour, which includes revealing confidential information.
- c. Physical Violence or threats against other members.
- d. The outcome of a disciplinary hearing (v) Grossly negligent behaviour.
- e. Immediate termination occurs when someone is instantly dismissed without notice in lieu of notice. This type of termination happens due to gross misconduct of the patroller(s). Gross misconduct, being, but not limited to –
 - i. Serious negligence which causes unacceptable loss, damage or injury;
 - ii. Serious violation of health and safety rules;
 - iii. Physical violence or intimidation;
 - iv. Deliberate and serious damage to property;
 - v. Theft, fraud, corruption and deliberate falsification of records;
 - vi. Serious incapability whilst on duty brought on by the consumption of alcohol or illegal drugs.

5. AMENDMENTS

- 5.1 Changes to this Code of Conduct shall be made by the EXCO (or a nominated sub-committee), as and when –
 - a. the need arises, or
 - b. If the Western Cape Community Safety Act and its guidance documents are amended.
- 5.2 Changes may be implemented without prior consultation; however, notice shall be given advising members of any changes.

6. REFERENCES to ACTS

- 6.1 *Criminal Procedures Act 51 of 1977 – Chapter 5, section 42 reads:*

“Arrest by Private Person without Warrant

1. Any private person may, without a warrant, arrest any person-
 - a. who commits or attempts to commit in his presence or whom he reasonably suspects of having committed an offence referred to in Schedule 1;
 - b. whom he reasonably believes to have committed any offence and to be escaping from and to be freshly pursued by a person whom such private person reasonably believes to have authority to arrest that person for that offence.
 - c. whom he is by any law authorised to arrest without warrant in respect of any offence specified in that law;(d) whom he sees engaged in an affray.
2. Any private person who may, without a warrant, arrest any person under subsection (1) (a) may forthwith pursue that person, and any other private person to whom the purpose of the pursuit has been made known may join and assist therein.
3. The owner, lawful occupier or person in charge of property on or in respect of which any person is found committing any offence, and any person authorised thereto by such owner, occupier or person in charge, may, without a warrant, arrest the person so found. [Sub-s. (3) substituted by s. 13 of Act 59 of 1983.]”

- 6.2 *Criminal Procedures Act No. 51 of 1977 – Chapter 5, section 47 reads:*

Private persons to assist in the arrest when called upon

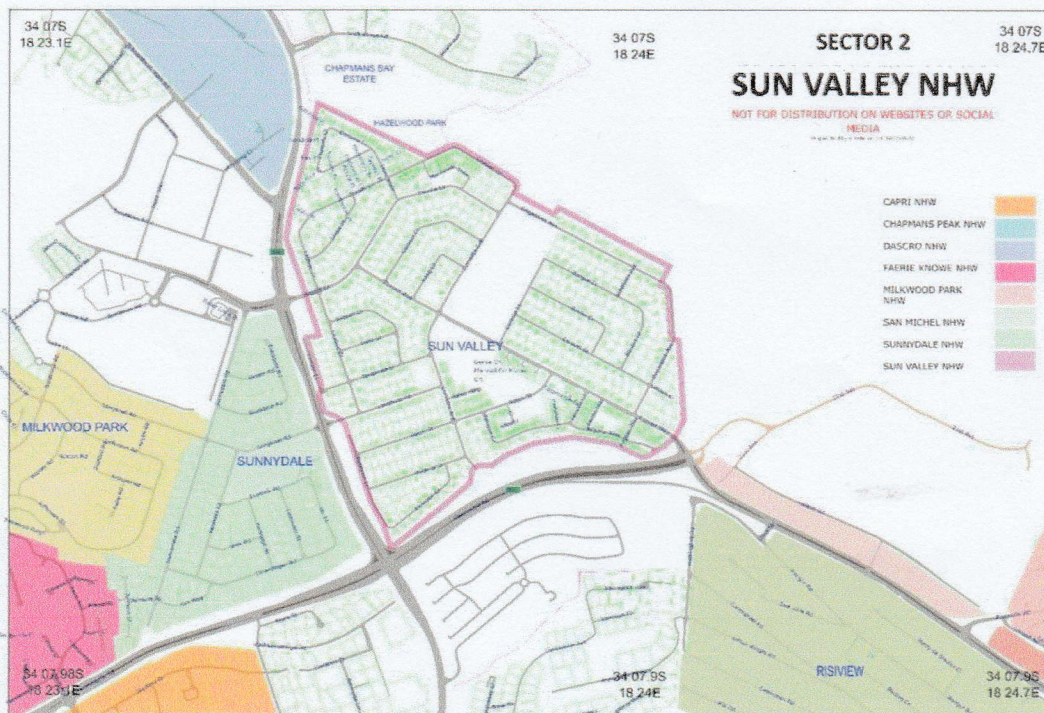
1. Every male inhabitant of the Republic of an age not below sixteen and not exceeding sixty years shall, when called upon by any police official to do so, assist such police official-
 - a. in arresting any person.
 - b. in detaining any person so arrested.
2. Any person who, without sufficient cause, fails to assist a police official as provided in subsection (1), shall be guilty of an offence and liable on conviction to a fine not exceeding R300 or to imprisonment for a period not exceeding three months. [Sub-s. (2) substituted by s. 4 of Act 33 of 1986.]

- 6.3 Protection of Personal Information Act 4 of 2013 – Chapter 1

“personal information” means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to –

- a. information relating to the race, gender, sex, pregnancy, marital status, nationality, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person.
- b. information relating to the education or the medical, financial, criminal or employment history of the person.
- c. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier or other particular assignment to the person.
- d. the biometric information of the person.
- e. the personal opinions, views or preferences of the person;
- f. correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence.
- g. the views or opinions of another individual about the person; and
- h. the name of the person if it appears with other personal information relating to the person or if the disclosure of the name itself would reveal information about the person.

7. MAP OF SUN VALLEY NEIGHBOURHOOD WATCH BOUNDARIES



[Handwritten signatures]

8. ACKNOWLEDGEMENT AND ACCEPTANCE

This Code of Conduct is to be read by every SVNHW member and patroller and will be

- (a) acknowledged-upon registration,
- (b) complied with at all times during membership, and
- (c) re-acknowledged if amended at any time.

By Order: SVNHW EXECUTIVE COMMITTEE

ACCEPTANCE OF THE SVNHW CODE OF CONDUCT

This Code of Conduct was adopted on this _____ day of _____ 20____ by the SVNHW EXECUTIVE COMMITTEE and replaces any other version that predates it. All signatories above are to initial every page in this Code of Conduct.

SVNHW Coordinator _____
(signature) (Print Name)

Witness 1: _____
(signature) (Print Name)

Witness 2: _____
(signature) (Print Name)



SUN VALLEY NEIGHBOURHOOD WATCH

"Working together for a safer community."

SVNHW COMMITTEE RESOLUTION




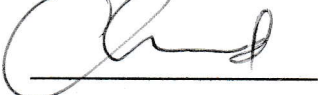
Adoption of SVNHW Constitution and Code of Conduct

Date: 18 May 2026

We, the undersigned Executive Committee members of SVNHW, hereby formally resolve and confirm the adoption of the SVNHW Constitution and Code of Conduct on this 18th day of May 2026.

The Constitution and Code of Conduct were reviewed and accepted as the governing documents and guiding principles of SVNHW, and shall take effect immediately upon adoption at our next AGM.

Signed on behalf of the Executive Committee:

| <u>Name</u> | <u>Position</u> | <u>Signature</u> | <u>Date</u> |
|-------------------|--------------------|--|-------------|
| Raven Flack | Coordinator |  | 18.05.2026 |
| Judy Bean | Treasurer |  | 18.05.2026 |
| Keeghan Gumbrill | CCTV Lead Operator |  | 18.05.2026 |
| Charisse Copeland | Secretary |  | 18.05.2026 |