



# WESTERN CAPE PROVINCIAL COMMUNITY POLICE BOARD

## Developing a “Community Safety Plan” for Community Police Forums

Handbook - v032025



**civilian secretariat  
for police**

Department:  
Civilian Secretariat for Police  
REPUBLIC OF SOUTH AFRICA



**Western Cape  
Government**  
**FOR YOU**

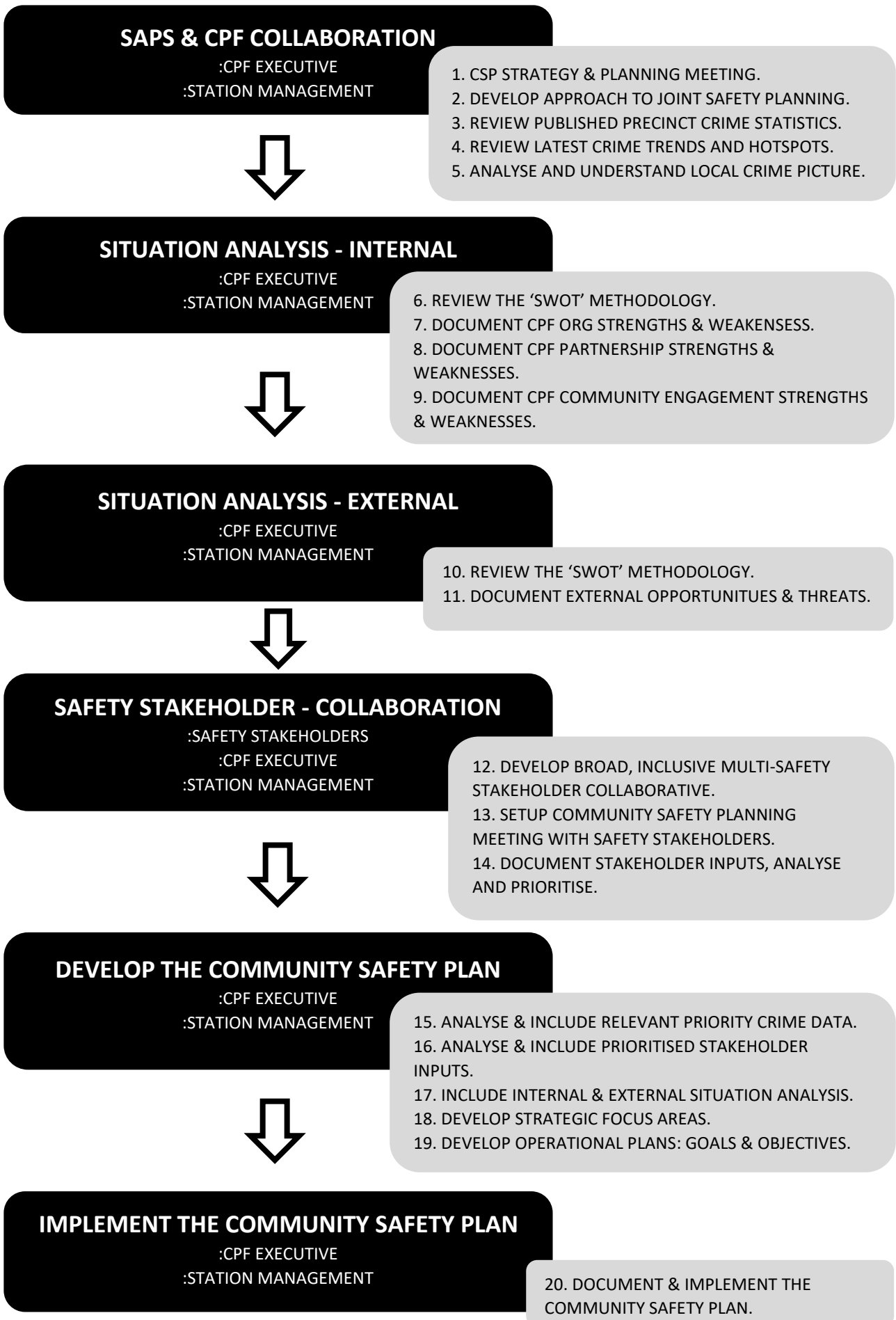
Police Oversight and  
Community Safety



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# COMMUNITY SAFETY PLAN DEVELOPMENT - PROCESS MAP



## **1. Introduction**

The Community Safety Plan (CSP) serves as a strategic blueprint for Community Police Forums (CPF's) to enhance safety and security within their communities. It provides a clear framework for setting goals, defining objectives, and implementing targeted actions to address key concerns. By fostering collaboration among stakeholders, securing necessary resources, and establishing measurable outcomes, the CSP ensures a coordinated and proactive approach to crime prevention. Effective strategic planning not only helps in identifying and addressing current safety challenges but also enables communities to anticipate and mitigate future risks, creating a sustainable and resilient safety network.

## **2. Legislative Framework**

The CPF operates within the framework of established legislative provisions. The South African Police Service Act serves as the foundation for Community Police Forums, while the Uniform Constitution further defines their governance, establishment, operations, roles, and responsibilities. It also outlines key aspects such as accountability, transparency, the code of conduct, as well as processes for dispute resolution, disciplinary actions, and dissolution.

## Legal & Legislative References

**2.1** Constitution of the Republic of South Africa, 1996: Section 206(3)(c) provides that each province is entitled to promote good relations between SAPS and the community.

**2.2** South African Police Service Act 68 of 1995: Section 10(1) states that a Provincial Commissioner, subject to the direction of the Member of the Executive Council, is responsible for establishing Community Police Forums at police stations within the province.

**2.3** South African Police Service Act 68 of 1995: Section 18(1) stipulates that the Service shall, in order to achieve the objectives outlined in Section 215 of the Constitution, liaise with the community through Community Police Forums.

**2.4** South African Police Service Act 68 of 1995: Section 64C(2)(f) provides that the Executive Head of the Municipal Police shall, either personally or through designated members of the Municipal Police Service, represent the Municipal Police Service on every Community Police Forum or Sub-Forum established in terms of Section 19 within the municipality's jurisdiction.

**2.5** South African Police Service Interim Regulations for Community Police Forums and Boards (GN R384 in GG 22273 of 11 May 2001): Regulation 5(1) mandates the establishment of a Provincial Community Police Board as soon as more than one District Community Police Board exists in a province. Furthermore, the Provincial Commissioner must invite the Executive Committees of all District Community Police Boards within the province to a meeting aimed at establishing a Provincial Community Police Board.

**2.6** South African Police Service Interim Regulations for Community Police Forums and Boards (GN R384 in GG 22273 of 11 May 2001): Regulation 5(5) requires the Provincial Commissioner, within 30 days of establishing a Provincial Community Police Board, to submit a copy of its Constitution to the National Commissioner.

**2.7** Western Cape Community Safety Act 3 of 2013 provides, inter alia, that:

- The Minister may issue directives regarding the establishment of CPFs.
- The Head of Department must evaluate the functionality of CPFs and Boards, attend CPF and Board meetings, and report findings to the Minister.
- The Head of Department may assist CPFs and Boards by providing funding, training, or resources.

### 3. SAPS and CPF Collaboration

The South African Police Service (SAPS) and the Community Police Forum (CPF) share a collaborative mandate aimed at enhancing community safety. SAPS is responsible for law enforcement, crime prevention, investigation, and public safety, while CPFs serve as the bridge between the police and the community. CPFs facilitate community involvement in crime prevention, mobilization of resources, and fostering trust between law enforcement and residents. This partnership ensures a more responsive and accountable policing approach.

### 4. Crime Statistics

A data-driven approach is crucial for effective crime prevention. The latest crime statistics provide insights into prevalent offenses, emerging trends, and high-risk areas. By analysing these statistics, CPFs can identify priority concerns and allocate resources accordingly. Commonly reported crimes include property crimes, violent offenses, and drug-related incidents. The statistical analysis informs strategic interventions and resource deployment to mitigate crime effectively.

January to March 2020\_21

WESTERN\_CAPE

HARARE WESTERN\_CAPE

HARARE

Please click the province and the station for station data

CRIME CATEGORY	January to March 2016_17	January to March 2017_18	January to March 2018_19	January to March 2019_20	January to March 2020_21	Count Diff	% Change
CONTACT CRIMES ( CRIMES AGAINST THE PERSON)							
Murder	43	38	31	34	39	5	14.7%
Sexual Offences	44	45	51	47	68	21	44.7%
Attempted murder	21	18	10	11	18	7	63.6%
Assault with the intent to inflict grievous bodily harm	112	107	135	141	96	-45	-31.9%
Common assault	187	199	218	190	196	6	3.2%
Common robbery	34	26	17	22	21	-1	-4.5%
Robbery with aggravating circumstances	163	159	131	166	176	10	6.0%
Total Contact Crimes ( Crimes Against The Person)	604	592	593	611	614	3	0.5%
Total Sexual Offences							
Rape	40	35	40	44	53	9	20.5%
Sexual Assault	1	8	6	1	9	8	800.0%
Attempted sexual offences	2	2	1	2	5	3	150.0%
Contact sexual offences	1	0	4	0	1	1	1 Case Higher
Total Sexual Offences	44	45	51	47	68	21	44.7%
SOME SUBCATEGORIES OF AGGRAVATED ROBBERY							
Carjacking	32	38	27	30	55	25	83.3%
Robbery at residential premises	28	24	33	35	55	20	57.1%
Robbery at non-residential premises	29	20	7	8	9	1	12.5%
Bank Robbery	0	0	0	0	0	0	0 Cases
Robbery of cash in transit	1	0	0	0	0	0	0 Cases
Truck hijacking	1	2	0	1	1	0	0.0%
CONTACT-RELATED CRIMES							
Arson	8	6	5	9	5	-4	-44.4%
Vandalism damage to property	117	102	124	95	100	5	5.3%
Total Contact-Related Crimes	125	108	129	104	105	1	1.0%
PROPERTY-RELATED CRIMES							
Burglary at non-residential premises	30	24	30	14	14	0	0.0%
Burglary at residential premises	128	119	176	102	65	-37	-36.3%
Theft of motor vehicle and motorcycle	25	31	49	47	34	-13	-27.7%
Theft out of or from motor vehicle	47	42	23	15	13	-2	-13.3%
Stock theft	0	0	0	0	0	0	0 Cases
Total Property-Related Crimes	230	216	278	178	126	-52	-29.2%
OTHER SERIOUS CRIMES							
All theft not mentioned elsewhere	141	76	80	102	111	9	8.8%
Commercial crime	15	26	18	20	31	11	55.0%
Shoplifting	5	1	6	3	4	1	33.3%
Total Other Serious Crimes	161	103	104	125	146	21	16.8%
Total 17 Community Reported Serious Crimes	1,120	1,019	1,104	1,018	991	-27	-2.7%
CRIME DETECTED AS A RESULT OF POLICE ACTION							
Illegal possession of firearms and ammunition	44	21	6	26	13	-13	-50.0%
Drug-related crime	342	275	199	233	128	-105	-45.1%
Driving under the influence of alcohol or drugs	53	54	51	42	10	-32	-76.2%
Sexual offences detected as a result of police action	0	0	0	0	0	0	0.0%
Total Crime Detected As A Result Of Police Action	439	350	256	301	151	-150	-49.8%

## 5. Situational Analysis: Internal and External

The situational analysis provides a comprehensive assessment of factors that influence community safety and the effectiveness of CPF initiatives. This evaluation examines both internal and external environments that impact crime prevention efforts, partnerships, and resource deployment.

### 5.1 SWOT (Strengths, Weaknesses, Opportunities, and Threats)

The SWOT approach is employed as a structured method for conducting the analysis. This framework enables a comprehensive evaluation by identifying internal strengths and weaknesses, as well as external opportunities and threats. By systematically assessing these factors, the analysis provides valuable insights that inform strategic decision-making and enhance the effectiveness of community safety initiatives.

Internal Factors	STRENGTHS	WEAKNESSES
External Factors	OPPORTUNITIES	THREATS

### 5.2 Internal Analysis

The internal analysis focuses on elements within the CPF structure and operations that contribute to its strengths and challenges in executing its mandate.

#### Strengths:

- Established CPF Structures: The CPF has a formalized presence with defined roles and responsibilities, ensuring organized community engagement.



- **Active Community Involvement:** There is a strong commitment from community members, organizations, and local leaders to participate in crime prevention initiatives.
- **SAPS Collaboration:** A positive working relationship between SAPS and the CPF enhances law enforcement responsiveness and community trust.
- **Ongoing Community Safety Projects:** Various crime prevention and social development programs are implemented to address local safety concerns.

### **Weaknesses:**

- **Resource Constraints:** Limited funding, personnel, and logistical support hinder the CPF's ability to expand its initiatives.
- **Training Gaps:** CPF members require continuous training on crime prevention strategies, conflict resolution, and legal/legislative frameworks.
- **Inconsistent Public Engagement:** While community participation is generally strong, there are fluctuations in involvement, particularly in high-risk areas.
- **Operational Challenges:** Issues such as inconsistent reporting, lack of data integration, and coordination gaps between SAPS and CPF structures affect efficiency.



## 5.3 External Analysis

The external analysis considers socio-economic, political, and environmental factors that impact crime and the CPF's ability to function effectively.

### **Opportunities:**

- **Multi-Stakeholder Collaboration:** Partnerships with local government, private security, NGOs, and businesses provide additional resources and support.
- **Technology Integration:** The adoption of surveillance systems, crime-reporting applications, and social media platforms enhances crime prevention efforts.
- **Policy Support:** National and local crime prevention frameworks encourage the strengthening of CPF structures and community involvement.
- **Community Empowerment Initiatives:** Programs aimed at youth development, employment, and education contribute to long-term crime reduction.

### **Threats:**

- **Rising Crime Trends:** Increased incidents of violent crime, drug-related offenses, and property crimes pose ongoing safety challenges.
- **Socio-Economic Factors:** High unemployment, poverty, and substance abuse contribute to criminal activities and community vulnerabilities.

- Resource Limitations in SAPS: Shortages of personnel, vehicles, and equipment in the police service impact response times and service delivery.
- Community Distrust in Law Enforcement: Perceptions of police inefficiency, corruption, or lack of action may hinder collaboration between SAPS and the CPF.

By assessing these internal and external factors, the CPF can develop targeted interventions that address community safety priorities while leveraging available opportunities to enhance crime prevention strategies.

## **6. Safety Stakeholder Collaboration**

Safety Stakeholder Collaboration refers to the process of actively involving and uniting diverse community members, organizations, and stakeholders in the development and implementation of a Community Safety Plan (CSP). It ensures that safety initiatives are collaborative, inclusive, and reflective of the community's unique needs and dynamics.

### **6.1 Role Players and Stakeholders**

A multi-sectoral approach is critical for successful crime prevention. The following stakeholders play key roles in developing and implementing the CSP:

#### **The South African Police Service (SAPS)**

- Lead agency responsible for law enforcement, crime investigation, and community policing.
- Provides crime statistics, operational plans, and law enforcement support.

## **Community Police Forum (CPF)**

- Acts as a bridge between the police and the community.
- Identifies priority crimes, organizes safety initiatives, and mobilizes community involvement.
- Facilitates communication between SAPS and residents to address concerns effectively.

## **Local Government and Municipal Services**

- Supports crime prevention through urban planning, street lighting, and bylaw enforcement.
- Provides funding and logistical support for CPF-led initiatives.
- Collaborates with SAPS to improve policing infrastructure and service delivery.

## **Business Sector and Private Security**

- Assists with funding, surveillance technology, and private security patrols.
- Collaborates with law enforcement on business-related crime prevention initiatives.
- Encourages Corporate Social Responsibility programs aimed at crime reduction.

## **Community-Based Organizations (CBOs) and Non-Governmental Organizations (NGOs)**

- Focus on social development, victim support, and rehabilitation programs.
- Conduct educational campaigns on crime awareness, substance abuse, and gender-based violence.
- Provide platforms for community engagement and crime prevention education.

## **Educational Institutions / Safer Schools / Youth Crime Prevention**

- Play a preventive role by addressing issues such as school safety, bullying, and youth involvement in crime.
- Work alongside SAPS and CPFs to implement crime awareness programs.
- Encourage youth participation in positive community-building activities.

## **Faith-Based Organizations / Spiritual Crime Prevention**

- Provide moral and ethical guidance to communities.
- Offer counselling and support programs for victims and vulnerable groups.
- Assist in reintegrating former offenders into society.

## **Traditional Leaders and Ward Councillors**

- Mediate disputes and facilitate crime prevention programs within communities.
- Provide leadership and advocate for policy implementation at the local level.
- Assist in mobilizing community resources for crime prevention projects.

## **6.2 Collaboration for Safer Communities**

To ensure the effectiveness of the Community Safety Plan, stakeholders must:

- Engage in regular joint meetings to assess crime trends and strategize interventions.
- Develop coordinated action plans that address specific crime concerns.
- Share resources and expertise to maximize crime prevention efforts.
- Strengthen community trust in law enforcement through transparency and accountability.

This structured and collaborative approach should lead to safer neighbourhoods, a more engaged community, and a stronger partnership between the Community, CPF, SAPS, and various stakeholders. By fostering a multi-stakeholder approach, CPFs can ensure a holistic and sustainable crime prevention framework.

## 7. Developing the Community Safety Plan

The successful development and implementation of the Community Safety Plan (CSP) requires a structured and collaborative approach to crime prevention. CPFs may focus on specific crime-prone sectors or the entire precinct, addressing priority issues through targeted interventions.

The key components include:

- **Priority Crimes:** Identification of high-impact crimes such as burglary, drug-related offenses, gender-based violence, and violent crimes.
- **Problem Analysis:** Understanding root causes, crime patterns, and socio-economic factors contributing to crime.
- **Strategic Focus Area:** Developing tailored strategies for crime prevention, community engagement, and social crime intervention.
- **Stakeholder Analysis:** Identifying roles and responsibilities of various partners to ensure coordinated efforts.
- **Operational Planning:** Establishing actionable steps, including patrol schedules, awareness campaigns, and law enforcement initiatives.
- **Projects, Tasks & Assignments:** Implementing specific social crime prevention projects such as neighbourhood watch programs, CIB patrols, safety awareness workshops, safety talks, GBV awareness campaigns, school and youth safety interventions, rehabilitation initiatives, etc

This section outlines the key components necessary to develop and execute the plan effectively, ensuring a safer and more secure environment for all community members.

## **7.1 Priority Crimes**

Identifying and prioritizing prevalent crimes allows for targeted interventions. The following examples of crime have been identified as key concerns:

- **Violent Crimes:** Murder, assault, and gender-based violence.
- **Property Crimes:** Burglaries, vehicle theft, and vandalism.
- **Drug-Related Offenses:** Drug trafficking and substance abuse.
- **Gang-Related Activities:** Organized criminal networks and illegal firearm possession.
- **Economic Crimes:** Fraud, corruption, and business-related crimes.

These priority crimes are selected based on crime statistics, community reports, and crime intelligence. Addressing them requires a multi-faceted strategy involving law enforcement, community participation, and support services.

## **7.2 Problem Analysis**

A comprehensive problem analysis is essential to understand the root causes and trends behind criminal activities. Key factors contributing to crime include:

- **Socio-Economic Challenges:** High unemployment, poverty, and lack of educational opportunities.



- **Environmental Factors:** Poor lighting, unregulated liquor outlets, and abandoned buildings used for criminal activities.
- **Community Dynamics:** Distrust in law enforcement, reluctance to report crime, and lack of social cohesion.
- **Criminal Networks:** The influence of gangs, organized crime, and the illegal drug trade.

By addressing these underlying causes, the CSP can develop sustainable interventions that prevent crime in the long term.

### **7.3 Strategic Focus Areas**

To combat priority crimes effectively, the CSP focuses on the following strategic areas:

1. **Increased Visible Policing:** Enhanced patrols, VCP/roadblocks, and stop-and-search operations.
2. **Crime Intelligence & Investigations:** Strengthening intelligence networks to disrupt criminal activities.
3. **Community Mobilization & Awareness:** Conducting safety campaigns, school outreach programs, and crime reporting initiatives.
4. **Social Interventions:** Supporting rehabilitation programs, job creation initiatives, and youth development projects.
5. **Urban Safety Improvements:** Installing streetlights, securing public spaces, and regulating high-risk areas.
6. Each of these strategic areas aligns with the overarching goal of reducing crime and fostering community safety.

## **7.4 Stakeholder Analysis**

A successful safety plan requires active participation from key stakeholders, each playing a vital role in implementation.

### **Stakeholder Roles**

- SAPS: Law enforcement, crime prevention, and investigation.
- CPF: Community engagement, mobilization, and crime awareness.
- Local Government: Infrastructure improvements, bylaw enforcement, and social programs.
- Business Sector: Security support, funding, and employment initiatives.
- Community Organizations: Victim support, rehabilitation, and social interventions.

## **7.5 Operational Planning**

- Short-Term Measures: Immediate crime prevention actions such as police visibility and targeted operations.
- Medium-Term Actions: Strengthening partnerships, capacity-building, and intelligence sharing.
- Long-Term Strategies: Sustainable interventions such as youth programs, economic development, and policy reforms.

## 7.6 Projects, Tasks & Assignments

The CSP may generate structured initiatives in the form of projects, tasks and assignments to address specific community concerns, such as:

- Deploying Community in Blue Teams for outreach and operations.
- Neighbourhood Watch Programs: Increasing surveillance and reporting structures.
- Drug Awareness & Rehabilitation Programs: Targeting substance abuse prevention and treatment.
- Crime Prevention Through Environmental Design: Improving lighting, securing abandoned buildings, and reducing high-risk zones.

COMMUNITY POLICE FORUM – COMMUNITY SAFETY PLAN						
STATION:	ATHLONE		V/DISTRICT:	MITCHELLS PLAN		
5 YEAR PLANNING PERIOD	2024 / 2029	CURRENT YEAR UNDER REVIEW	2025 / 2026	LAST PUBLIC REVIEW DATE	21 Feb 2025	
CSP NUMBER	Year Created	Number	STRATEGIC FOCUS AREA	Community Engagement		AREA SECTOR
	2025	01				A
<b>COMMUNITY POLICING CONCERNS:</b>						
The lack of understanding of the various by-laws with the result that community members call the SAPS for issues that fall into the mandate of the other law enforcement agencies.						
<b>GOAL:</b>						
To empower communities to understand the various by-laws and how to seek help from appropriate law enforcement authorities.						
OBJECTIVES			TIMELINE	OWNERSHIP & STAKEHOLDERS	CLOSING & REVIEW	
1. Lobby for additional Law Enforcement Agencies (LEAs) resources from the City of Cape Town.			<b>#1 Objective:</b> <b>Start:</b> [dd/mm/yyyy] <b>End:</b> [dd/mm/yyyy]	<b>Owner:</b> Chairperson  <b>Stakeholders:</b> CPF Exco, Station CMDR to Support, City of Cape Town, Ward Cllrs	Comments on closing, review, analysis and audits here.	
2. CPF should drive community WhatsApp channels to educate and share information (bi-directional).			<b>#2 Objective:</b> <b>Start:</b> [dd/mm/yyyy] <b>End:</b> [dd/mm/yyyy]			
3. CPF should lobby for the appointment of Neighbourhood Safety Officers (NSOs) in each municipal ward.			<b>#3 Objective:</b> <b>Start:</b> [dd/mm/yyyy] <b>End:</b> [dd/mm/yyyy]			
4. The CPF and SAPS must use the local newspapers and social media to empower communities and communicate the roles of the other LEAs.			<b>#4 Objective:</b> <b>Start:</b> [dd/mm/yyyy] <b>End:</b> [dd/mm/yyyy]			
<b>COMMENTS:</b>						
General comment here_____						

PROJECT PLAN / ACTION PLAN						INITIATION DATE	
MITCHELL'S PLAIN CPF				LINK TO COMMUNITY SAFETY PLAN GOALS			
PROJECT NAME / FOCUS AREA			PROJECT MANAGER / CONTACT				
<b>COMMUNITY INITIATING CONCEPT</b>							
Currents Event...							
<b>PROJ</b>							
Goal Form...							
TIMELINE		PLAN	APPROVE	BUDGETS	CLOSE	REVIEW	
YYYY/MM/DD							
FINANCIAL	PLAN / BUDGET	FINANCIAL SOURCES	AMT RECEIVED	ACTUAL SPEND	VARIANCE	NOTES	
	R	FDCS					
		SPONSORS					
		BANK ACCOUNT					
	TOTAL	\$	R	R	R		
EDE / TEAM							
MEETING DATES							
OBJECTIVES			TIMELINE		OWNERSHIP & STAKEHOLDERS		CLOSED
1.	Summary of objective below...		Start: (dd/mm/yyyy) End: (dd/mm/yyyy)		Owner: Name (role/contact) Stakeholders: Names/role		Y / N
2.							
3.							

[illegible]

## 8. Implementing the Community Safety Plan

A successful implementation requires collaboration, accountability, and continuous evaluation to ensure the Community Safety Plan achieves its intended outcomes.

### 8.1 The Community Safety Plan Template

#### 1. Station & District Details

- **Station:** Enter the name of the CPF/police station responsible for implementing the plan.
- **District:** Specify the relevant policing district.

#### 2. Planning & Review Periods

- **5-Year Planning Period:** Indicate the overall timeframe for the plan (e.g., 2024–2029). Aligned to SAPS/POCS planning periods.
- **Current Year Under Review:** Specify the year being evaluated (e.g., 2025/2026).
- **Last Public Review Date:** Record the most recent date of public engagement or review.

#### 3. CSP Number & Strategic Focus Area

- **CSP Number:** Assign a unique identifier for tracking purposes. Indicate the year the plan was developed in addition to assigning a sequential number for internal record-keeping.
- **Strategic Focus Area:** Identify the key area of focus, such as "Community Engagement", "Partnerships", "Public Spaces", etc.
- **Sector Area:** Identify the sector(s) in the Precinct for this plan.

COMMUNITY POLICE FORUM – COMMUNITY SAFETY PLAN						
STATION	ATHLONE		MITCHELLS PLAIN			
5 YEAR PLANNING PERIOD	2024 / 2029	CURRENT YEAR UNDER REVIEW	2025 / 2026	LAST PUBLIC REVIEW DATE	21 Feb 2025	
CSP NUMBER	2025	01	STRATEGIC FOCUS AREA	Community Engagement	AREA SECTOR	A3
<p><b>COMPREHENSIVE POLICING CONTEXT</b></p> <p>The lack of understanding of the various by laws with the result that community members call the SAPS for issues that fall into the mandate of the other law enforcement agencies.</p> <p><b>GOAL</b></p> <p>To empower communities to understand the various by laws and how to seek help from appropriate law enforcement authorities.</p>						
<b>OBJECTIVES</b>		<b>TIMELINE</b>	<b>OWNERSHIP &amp; STAKEHOLDERS</b>	<b>OUTCOMES &amp; REVIEW</b>		
<p>1. Lobby for additional Law Enforcement Agencies (LEAs) resources from the City of Cape Town.</p> <p>2. CPF should drive community WhatsApp channels to educate and share information (in direction).</p> <p>3. CPF should lobby for the appointment of neighbourhood Safety Officers (NSOs) in each municipal ward.</p> <p>4. The CPF and SAPS must use the local newspapers and social media to empower communities and communicate the roles of the other LEAs.</p>		<p>#1 Objective: Start: (dd/mm/yyyy) End: (dd/mm/yyyy)</p> <p>#2 Objective: Start: (dd/mm/yyyy) End: (dd/mm/yyyy)</p> <p>#3 Objective: Start: (dd/mm/yyyy) End: (dd/mm/yyyy)</p> <p>#4 Objective: Start: (dd/mm/yyyy) End: (dd/mm/yyyy)</p>	<p><b>Owner:</b> Chairperson</p> <p><b>Stakeholders:</b> CPF Area, Station C409 to support, City of Cape Town, Ward C6's</p>	<p>Comments on closing, review, analysis and audit here.</p>		
<p><b>COMMENTS</b></p> <p>General comment here: _____</p>						

#### **4. Community Policing Concern**

- Clearly define the primary issue affecting community safety and policing. This should highlight key challenges, such as misunderstandings about by-laws or gaps in law enforcement coordination.

#### **5. Goal**

- Outline the main goal of the plan, which should directly address the identified policing concern. For example, empowering communities to understand by-laws and the appropriate law enforcement authorities to contact.

#### **6. Objectives**

- List specific, actionable objectives that contribute to achieving the plan's overall mission. Examples include:
  - Lobbying for additional law enforcement resources.
  - Establishing community WhatsApp groups for information sharing.
  - Advocating for the appointment of Neighbourhood Safety Officers.
  - Using media platforms to enhance community awareness.

#### **7. Timeline**

- Assign start and end dates for each objective to track progress.

## 8. Ownership & Stakeholders

- **Owner:** Identify the person responsible for leading the implementation (e.g., CPF Chairperson).
- **Stakeholders:** List key partners involved, such as the CPF Executive, SAPS, municipal authorities, and ward councillors.

## 9. Closing & Review

- Use this section to document the outcomes of the plan, including evaluations, closing remarks, and any necessary revisions.

## 10. Resource Requirements:

- Identify resources / equipment needed.

## 11. Comments

- Provide general remarks or additional notes regarding the implementation and assessment of the plan.

8.1 COMMUNITY POLICE FORUM – COMMUNITY SAFETY PLAN							
STATION:		ATHLONE		s/DISTRICT:		MITCHELLS PLAIN	
5-YEAR PLANNING PERIOD		2024 / 2029		CURRENT YEAR UNDER REVIEW		2025 / 2026	
				LAST PUBLIC REVIEW DATE		21 Feb 2025	
CSP NUMBER	Year Created	Number	STRATEGIC FOCUS AREA	Community Engagement		AREA SECTOR	All
	2025	01					
<b>COMMUNITY POLICING CONCERN:</b> The lack of understanding of the various by-laws with the result that community members call the SAPS for issues that fall into the mandate of the other law enforcement agencies.							
<b>GOAL:</b> To empower communities to understand the various by-laws and how to seek help from appropriate law enforcement authorities.							
OBJECTIVES				TIMELINE		OWNERSHIP & STAKEHOLDERS	
1. Lobby for additional Law Enforcement Agencies (LEAs) resources from the City of Cape Town.  2. CPF should drive community WhatsApp channels to educate and share information (bi-directional).  3. CPF should lobby for the appointment of Neighbourhood Safety Officers (NSOs) in each municipal ward.  4. The CPF and SAPS must use the local newspapers and social media to empower communities and communicate the roles of the other LEAs.				#1 Objective: <b>Start:</b> [dd/mm/yyyy] <b>End:</b> [dd/mm/yyyy]  #2 Objective: <b>Start:</b> [dd/mm/yyyy] <b>End:</b> [dd/mm/yyyy]  #3 Objective: <b>Start:</b> [dd/mm/yyyy] <b>End:</b> [dd/mm/yyyy]  #4 Objective: <b>Start:</b> [dd/mm/yyyy] <b>End:</b> [dd/mm/yyyy]		<b>Owner:</b> Chairperson  <b>Stakeholders:</b> CPF Exco, Station CMDR to Support, City of Cape Town, Ward Cllrs	
CLOSING & REVIEW				Comments on closing, review, analysis and audits here.			
<b>RESOURCE REQUIREMENTS:</b> Resources needed here.....				<b>COMMENTS:</b> Comments here.....			



## 8.2 The Project Plan Template

- **Station:** Enter the name of the CPF/police station responsible for implementing the plan.
- **Create date:** Enter the date this project plan was created
- **Link to community safety plan goal #:** Enter the CSP# where available to link documents.
- **Project Name / Focus Area:** Name of project and identify the key area of focus, such as "Community Engagement", "Partnerships", "Public Spaces", etc.
- **Project Manager:** Identify the project manager by name and contact phone number.
- **Community Policing Concern:** Clearly define the primary issue affecting community safety and policing. This should highlight key challenges, such as misunderstandings about by-laws or gaps in law enforcement coordination.
- **Goal:** Outline the main goal of the plan, which should directly address the identified policing concern. For example, empowering communities to understand by-laws and the appropriate law enforcement authorities to contact.
- **Timeline:** The timeline section outlines the key stages of the plan, including planning, approval, execution, closure and review. It includes specific dates (in YYYY/MM/DD format) to ensure that the plan stays on track and that progress can be monitored over time.

PROJECT PLAN / ACTION PLAN		STATION/CP																															
PROJECT NAME / FOCUS AREA		LINK TO COMMUNITY SAFETY PLAN GOAL #																															
PROJECT MANAGER / CONTACT		PROJECT MANAGER / CONTACT																															
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- **Financials:** This section provides some detail of the plan's budget, including the sources of the funding and the amounts received. It ensures that financial resources are accounted for and helps in identifying any budgetary gaps. Included here are sections for: Plan / Budget, Financial Sources, Amount Received, Actual Spent, Variance between Amount Received and Actual Spent, and Notes.
- **LOC / Team Meeting Dates:** Record the dates of key project meetings or LOC meetings.
- **Objectives:** List specific, actionable objectives that contribute to achieving the plan's overall mission. Examples include:
  - Lobbying for additional law enforcement resources
  - Establishing community WhatsApp groups for info sharing.
- **Timeline:** Assign start and end dates for each objective to track progress.
- **Ownership & Stakeholders: Owner;** Identify the person responsible for leading the implementation (e.g., CPF Chairperson). And **Stakeholders;** List key partners involved, such as the CPF Executive, SAPS, municipal authorities, and ward councillors.
- **Closed:** Use this section to confirm the objectives as open or closed.
- **Resource Requirements:** Identify resources / equipment needed.
- **Comments:** Provide general remarks or additional notes regarding the implementation and assessment of the plan.

<b>8.2 PROJECT PLAN / ACTION PLAN</b>		<b>CREATE DATE</b>				
<b>MITCHELL'S PLAIN CPF</b>			<b>LINK TO COMMUNITY SAFETY PLAN GOAL #</b>			
<b>PROJECT NAME / FOCUS AREA</b>				<b>PROJECT MANAGER / CONTACT</b>		
<b>COMMUNITY POLICING CONCERN:</b> Concern here.....						
<b>GOAL:</b> Goal here....						
<b>TIMELINE YYYY/MM/DD</b>		<b>PLAN</b>	<b>APPROVE</b>	<b>EXECUTE</b>	<b>CLOSE</b>	<b>REVIEW</b>
<b>FINANCIALS</b>	<b>PLAN / BUDGET</b>	<b>FINANCIAL SOURCES</b>	<b>AMT RECEIVED</b>	<b>ACTUAL SPEND</b>	<b>VARIANCE</b>	<b>NOTES</b>
	R	POCS				
		SPONSORS				
		BANK ACCOUNT				
	TOTAL	R	R	R	R	
<b>LOC / TEAM MEETING DATES</b>						
<b>OBJECTIVES</b>			<b>TIMELINE</b>	<b>OWNERSHIP &amp; STAKEHOLDERS</b>	<b>CLOSED</b>	
1	Summary of objective here...		<b>Start:</b> [dd/mm/yyyy] <b>End:</b> [dd/mm/yyyy]	<b>Owner:</b> Name Here (Contact) <b>Stakeholders:</b> Names here	Y / N	
2						
3						
4						
5						
<b>RESOURCE REQUIREMENTS:</b> Resources needed here.....				<b>COMMENTS:</b> Comments here.....		

### 8.3 The Tasks & Assignment List Template

Tasks and assignments that extend beyond the Project Plan and those not suitable for capture in the Project Plan may be recorded on the Tasks & Assignments List:

TASKS & ASSIGNMENTS LIST		INITIATION DATE	
MITCHELL'S PLAIN CPF		LINK TO COMMUNITY SAFETY PLAN GOAL #	
PROJECT NAME / FOCUS AREA		PROJECT MANAGER / CONTACT	
TASKS & ASSIGNMENTS	TIMELINE	OWNERSHIP	CLOSED
1. Summary of tasks here...	Start (dd/mm/yyyy) End (dd/mm/yyyy)	Owner Name Here (Contact)	Y / N

- **Station:** Enter the name of the CPF/police station responsible for implementing the plan.
- **Create date:** Enter the date this project plan was created
- **Link to community safety plan goal #:** Enter the CSP# where available to link documents.
- **Project Name / Focus Area:** Name of project and identify the key area of focus, such as "Community Engagement", "Partnerships", "Public Spaces", etc.
- **Project Manager:** Identify the project manager by name and contact phone number.
- **Tasks & Assignments:** List specific tasks and assignments that contribute to achieving the plan's overall mission.
- **Timeline:** Assign start and end dates for each objective to track progress.
- **Ownership:** Identify the person responsible for the task/assignment.
- **Closed:** Use this section to confirm the objectives as open or closed.
- **Comments:** Provide general remarks or additional notes regarding the implementation and assessment of the plan.

## TASKS & ASSIGNMENTS LIST

--

**LINK TO COMMUNITY SAFETY PLAN GOAL #**

### PROJECT MANAGER / CONTACT

[illegible]

Notes here.....