

PROVINCIAL
COMMUNITY POLICE BOARD
WESTERN CAPE



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South African Police Service: 25 Alfred Street, Greenpoint, Cape Town - 8005

To:

Western Cape Provincial Community Police Board
SAPS Provincial Commissioner and Deputy Provincial Commissioner
Provincial SAPS Heads, Management & Commanders

s/District Board Chairpersons & Executives
s/District SAPS Management & Commanders

All Station Forum Chairpersons & Executives
All SAPS Station Commanders & Management

POCS – Directors & Regional Managers

25th, May 2025

RE: s/DISTRICT MONTHLY STATION REPORTING

The Western Cape Provincial Community Police Board Executive has approved (*as minuted: 2025/5/22*) the accompanying document as a standard monthly station report to be submitted to the respective next level s/District Chairpersons and SAPS s/District Commissioners, via email, on a monthly basis by the **9th calendar day of each month.**

1. Please do **NOT** modify or format the template in any way.
2. Complete only the **unshaded** areas.
3. For Yes / No responses, state only **“Yes” or “No”**.
4. Keep summaries **short** and **to-the-point**.
5. Update the s/District Name in the appropriate block.
6. Update the Station Name in the appropriate block.
7. Update the Reporting **Month & Year** in the appropriate block.
8. Save .DOC report as a **.PDF** file, then send via email.

Yours Sincerely,



Fransina Lukas

: Chairperson

Ms. Fransina Lukas

Executive Board

Western Cape Provincial Community Police Board



A - FUNCTIONALITY

1. **Elected Executive Board** – Ensures that all key CPF leadership roles are duly elected.
2. **Elected on (date)** – Confirms the legitimacy and term duration of elected officials.
3. **Last AGM Meeting Date** – Verifies compliance with accountability and reporting process.
4. **Last Station Imbizo Date** – Ensures community engagement with SAPS & CPF leadership.
5. **Last General Meeting Date** – Tracks CPF engagement with community and organisations.
6. **Prior General Meeting Date** – Provides historical context for CPF engagement.
7. **Last Exco Meeting Date** – Ensures CPF executive leadership meets regularly.
8. **Prior Exco Meeting Date** – Provides historical context for consistent executive meetings.
9. **Did the Treasurer Present a Financial Report at the Last Exco Meeting?** – Ensures financial accountability and transparency.
10. **Was the Financial Report Accepted as Correct?** – Confirms accuracy on financial matters.
11. **Are Minutes of the Last Exco Meeting Available?** – Ensures administrative compliance and proper documentation of CPF decisions.
12. **Youth Desk Established?** – Verify key functional structure.
13. **Spiritual Crime Prevention Sub-Forum Established?** – Verify key functional structure.

B - PARTNERSHIP

14. **Attended Last Exco Meeting?** – Confirms active partnership of CPF Exco & a/Station Cmdr.
15. **Attended Prior Exco Meeting?** – Checks consistency of partnership & leadership.
16. **Did the Station Managers attend the Last General Meeting?** – Ensures SAPS senior management partnership & engagement.
17. **Did the CIB or NHWs attend the Last General Meeting?** – Confirms active involvement of crime prevention partners.
18. **Names of the Ward Councilors who attended the Last General Meeting?** – Checks local government representation, partnership and involvement.
19. **Total Number of Attendees at the Last General Meeting?** – Acknowledges the extent of community and stakeholder partnerships.
20. **Was the Station Area Crime Discussed & Analysed with the Station Commander at the Last Exco Meeting?** – Informs a data-driven response to crime and ensures engagement between a/Station Commander and CPF Executive.
21. **Was the Community Safety Plan reviewed with the Station Commander at the Last Exco Meeting?** – Ensures ongoing evaluation and improvement of CSP by CPF and SAPS.

C - ENGAGEMENT

22. **# of Media responses & speaking events attended in terms of CPF Mandate** – Confirms CPF awareness efforts and attempts to engage the public / community.
23. **# of Imbizos, Indabas & Street Meetings Held with the Community** – Measures direct community engagement.
24. **# of Visits to Local Schools, Business, Library, Clinic, Youth & Elder Care, etc.** – Ensures CPF presence and engagement across key community safety stakeholders.
25. **# of Visits to On-Duty CIB, NHW & other Safety Structures** – Evaluates CPF support for active safety groups.
26. **# of Active CIB Members** – Monitors crime prevention volunteer strength and engagement.
27. **# of Organisations Active & Registered in the Database** – Ensures community stakeholders' mandate, partnership and engagement.

28. **Comments** – Captures additional insights or concerns.

D - PROJECTS & ACTIVITIES

Project & Activity Summaries – Outlines CPF/SAPS projects and significant activities aimed at crime prevention and community development. **Keep summaries short and to-the-point.**

E - CHALLENGES

Summary of Challenges – Highlights unresolved critical issues faced by CPF/SAPS where several redress attempts have been made at local levels. **Keep summaries short and to-the-point.**

s/DISTRICT-MONTHLY-STATION-REPORT v3

s/District Name		Station Name		Period – Month / Year			
A - FUNCTIONALITY							
1. Elected Executive Board	CHAIRPERSON	DEPUTY CHAIRPERSON	SECRETARY	TREASURER	PRO	PROJECTS	
	Name / Surname	Name / Surname	Name / Surname	Name / Surname	Name / Surname	Name / Surname	
2. Elected on	YYYY / MM / DD	YYYY / MM / DD	YYYY / MM / DD	YYYY / MM / DD	YYYY / MM / DD	YYYY / MM / DD	
3. Last AGM Meeting Date	4. Last Station Imbizo Date	5. Last General Meeting Date	6. Prior General Meeting Date	7. Last Exco Meeting Date	8. Prior Exco Meeting Date		
YYYY / MM / DD	YYYY / MM / DD	YYYY / MM / DD	YYYY / MM / DD	YYYY / MM / DD	YYYY / MM / DD		
9. Did the Treasurer Present a Financial Report at the Last Exco Meeting?			Yes		10. Was the Financial Report Accepted by Exco as Correct?		
			No				
11. Are Minutes of the Last Exco Meeting Available?		Yes		12. Youth Desk Established?		Yes	
		No				No	
				13. Spiritual Crime Prevention Sub-Forum Established?		Yes	
						No	
B - PARTNERSHIP							
14. Attended Last Exco Meeting?	CHAIRPERSON	DEPUTY CHAIRPERSON	SECRETARY	TREASURER	PRO	PROJECTS	STATION or ACTING CMDR
	Yes		Yes		Yes		Yes
	No		No		No		No
15. Attended Prior Exco Meeting?	Yes		Yes		Yes		Yes
	No		No		No		No
16. Did the Station Managers attend the Last General Meeting?		17. Did the CIB or NHW's attend the Last General Meeting?		18. Names of the Ward Councillors who attended the Last General Meeting?		19. Total Number of Attendees at the Last General Meeting?	
Yes		No		Yes		No	
				Names:		Total Number:	
20. Was the Station Area Crime Discussed & Analysed with the a/Station Commander at the Last Exco Meeting?			Yes		21. Was the Community Safety Plan reviewed with the a/Station Commander at the Last Exco Meeting?		Yes
			No				No
C - ENGAGEMENT							
22. # of Media responses & speaking events attended in terms of CPF Mandate	23. # of Imbizos, Indabas & Street meetings held with the community	24. # of Visits to Local Schools, Business, Library, Clinic, Youth & Elder Care, etc	25. # of Visits to On-Duty CIB, NHW & Other Safety Structures	26. # of Active CIB Members		27. # of Organisations Active & Registered in the Database	
Total Number:		Total Number:		Total Number:		Total Number:	
28. Comments:							
D - PROJECTS & ACTIVITIES							
E - CHALLENGES							
Submitted by & Position		Date		Signature			