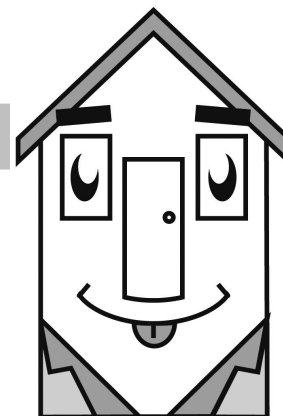


C.THE STREET MEETING

1. THE FACILITATOR'S GUIDE:



"ALONE WE CAN DO SO LITTLE
TOGETHER WE CAN DO SO MUCH."

1. Introduction and Welcome

It is important that you start on time as there is a lot to get through in this meeting. Allow the late comers to catch up later.

- Introduce yourself and warmly welcome all the residents to the Street Meeting.
- Thank them for giving up their valuable time to attend this important meeting.
- If you are having the meeting in someone's home, then thank them for their hospitality.
- Start off by saying that we are here because we are concerned about the high levels of crime in our community. The residents may have seen the quotation in our brochure "Alone we can do so little, together we can do so much". Explain that those words are from a lady called Helen Keller who was deaf, blind and dumb. She had to rely on other people to do her hearing, talking and seeing. In the same way, if we all work together as the eyes, ears and voice of our streets, to protect our communities from crime we will be much more efficient than individual groups working alone.

2. Register

Please explain that as keeping accurate records is important to us, we would like to keep a register of everyone who is attending this first Street Meeting. During the course of the meeting an Attendance Form will be passed around for each person to fill in, sign and pass on.

3. Ice Breaker

To start your presentation on the Street Committees, say something like:

"To get us started, we are going to quickly go around the room and say the following:

- My name is ...
- I live at house no ...
- I want to see crime reduced in our community because..."

You will need to keep reminding people to keep their introductions to only these 3 sentences so that this activity does not take too long.

The aim of the ice breaker is two-fold:

1. It gives everyone a chance to meet / recognise who is at the meeting. This is important for nominating and voting for street committee members later on in the meeting.
2. It emphasizes the need to establish a Crime Prevention Plan and so helps to ensure that the residents "buy-in" to the concepts which you will be presenting today about Street Committees.

4. Doc 3. Introduction to Crime Prevention

- Refer back to the Ice Breaker where everyone indicated a personal interest / experience in the need to stop the rising levels of crime in SA.
- This is where you need to 'sell' the idea that we need a crime prevention strategy for our specific community and explain what a crime prevention strategy is. The way we propose to do this is through the crime prevention at community levels.
- Discuss the contents of this module and refer to teaching aid.
- Then say something like: "In order to understand how we can change our future, we need to look for a moment at our past ..."

5. Doc 4. The History of Street Committees

- Go through points 1-3 and move on as quickly as possible. The next module is the most important one in terms of getting everyone's support.
- You need to highlight that the main difference between street committees past and present is that current street committees will be apolitical in nature.

6. Doc 5. How do Street Committees Work

- It is vital that everyone in the meeting understands exactly how the process works. Use the flow diagram on the poster to help you explain the concepts.
- As you are using a lot of new terms and concepts, go slowly; repeat each point before moving to the next one; and allow residents an opportunity to ask questions.
- At the end of this module ask different people at the meeting to summarise each point e.g. Mrs. Mkhize, please can you quickly summarise for us what a Street Committee is?
Mr. Khumalo, will you tell us what the function of the Central Office is?
- Clear up any misunderstandings anyone may have before moving on.
- By now everyone should be getting quite enthusiastic so this would be a good time to circulate the:
 - Phone tree
 - Sms data application forms,
for completion by everyone there.
 - Explain that by doing this that they are registering to belong to the whole crime prevention plan.
 - Hand out pens to anyone who may need one.
 - You should hand out the forms, one at a time, and go through each one with the residents whilst they fill in their details. Remember to tell them that the details on the sms form will be treated with confidentiality.
 - Collect the forms in and place in the relevant marked envelopes for return to the Central Office.
 - Collect your pens in.
- Tell the group that we are now going to move on to a very important part of the meeting and that is the election of the Street Committee Members.

7. Doc 6. Voting for the Street Committees

Explain that all that is left is for us to vote for the Street Committee. Before we do that though it is really important that we understand:

- how the committee works
- what type of person should be on the committee, and
- what is going to be required of the committee members.

Please go through all the information in this module carefully with your group. Use the teaching aid to assist you. It is important to cover all the groundwork properly first before the voting process even begins.

On page 1 of this module (refer to the flow diagram) you will see that committee members will have to be people who are prepared to learn and grow. They will undergo training in the form of Induction Training as well as training in different areas like the management of different incidents such as murder and attempted murder; rape; indecent assault; assault; robbery; vehicle jacking and vehicle theft.

The **Voting Process** must be fair and legitimate.

- It is suggested that you begin by voting for the chairperson. Remind everyone of the duties of the chairperson and then ask for nominations for office.

- When someone is nominated ask that person if they accept the nomination – they may prefer to be an ordinary member rather than the chair, for example.
- If they accept the nomination write their name down on the form entitled ‘Votes for Chairperson’.
- Once all the nominations are in and you have written down everyone’s name, you need to take a vote.
- Before you begin the voting process count the number of people in the room and fill in the number in the space called ‘Total No. Present: ‘
- Then tell each person they are only allowed to vote once for the chair. Read through the list of names quickly to remind everyone who has been nominated.
- Start the vote with the name of the first person on your form.
- Ask for a show of hands of people voting for that person. Count the hands and fill the number in next to the person’s name. Repeat for everyone on your list.
- The total number of people who have voted should not exceed the total number of people in the room. If that happens you will have to declare the vote spoilt as it means someone has voted more than once and start the voting process all over again.
- Repeat this process until all the offices have been filled.
- As soon as someone has been elected, ask them to fill their details in and sign the Committee Details Form. They can do this whilst the rest of the voting continues.

8. Thank You & Close

- You might like to ask the new chairperson for a brief closing comment.
- Thank every one for their participation as you would not have been able to have achieved anything without the contributions of the people present in today’s meeting.
- Remind them of the huge progress made today in terms of our overall plan of crime prevention in our community.
- Tell the residents that each house will be given a copy of the phone tree as soon as copies have been made. They will be advised of the next street meeting date once the committee has completed their induction training. This will be within the next few weeks.

2. STREET MEETING TIMETABLE / AGENDA:

Activity	Time Boundary	Time Planner	What you need from Toolkit	What else you will need
1. Welcome & Introduction	5 minutes		-	-
2. Register	5 minutes		Street Meeting Attendance Form	Pen and clipboard
3. Ice Breaker	10 minutes		-	-
4. Introduction to Crime Prevention	5 minutes		Refer to Doc 3	Poster – diagram
5. The History of Street Committees	5 minutes		Refer to Doc 4	Poster – diagram
6. How do Street Committees Work a. explanations b. completion of forms	20 minutes		Refer to Doc 5 Phone Tree SMS Data Input Form	Poster – diagram Extra pens for completion of forms
7. Voting for the Street Committees	25 minutes		Refer to Doc 6 5 Street Committee List Voting Forms	Someone to help you with counting votes
8. Thank you & Close	5 minutes		-	-

3. INTRODUCTION TO CRIME PREVENTION:

Anyone anywhere may be the victim of a burglary, rape or any other crime at any time. No matter how careful we are to keep ourselves safe, there are times when we all feel alone and vulnerable to attack from criminals.



Crime affects the quality of life of every South African. Reducing crime and building safer communities must be a priority for all of us. The only way this is going to work is if we start with crime prevention at community level. The South African government has encouraged local government to take the lead in starting crime prevention strategies.

What is a Crime Prevention Strategy?

- something we do to prevent crime and violence and reduce the public fear of crime
- something which brings different parties together who are involved in crime prevention
- a way to manage and co-ordinate crime prevention
- a way to recognise the most urgent problems so they can be dealt with

“Coming together is a beginning, keeping together is progress, and working together is success.”

(Henry Ford)

In these modules, we are going to look at how we

1. ‘come together’,
2. ‘keep together and progress’ and
3. ‘work together’ to achieve success in the fight against crime in our communities

But first let us look at where we have come from so we can understand where we are going...

4. HISTORY OF STREET COMMITTEES:

Looking Back...

1. What were Street Committees?

- originally formed in 1980's to help solve community problems
- helped to manage crime and critical services e.g. water, sanitation, health care and provide infrastructure
- small committees formed by residents of a street
- committee members have to let street residents know important information about issues that effect them (especially anything that can prevent crime)

2. Why the need for Street Committees now?

To stop crime from happening in any community, the community needs:

- to understand where criminal activities start and what is the cause of the problem
- to give the police correct information so that arrests leading to successful prosecution can be mad
- to show criminals that there is a strong of people, in the community and in law enforcement, who stand together to work for a safe and not just individuals alone

3. What does the government say?

- 1996 government launched the National Crime Prevention Strategy(NCPS)
- NCPS encouraged communities to work to prevent crime rather than just rely on criminal justice system to arrest and convict offenders
- the police alone cannot reduce crime
- we need to get together as a community as part of a Community Based Crime Prevention strategy

5. HOW DO STREET COMMITTEES WORK TODAY?

Looking Forward...

As a Crime Prevention Strategy?

This project is designed to increase the safety in a community as residents learn to:

1. communicate regularly with the other people in their street through the programme
2. recognize and report suspicious and criminal activity
3. make citizen's arrest where necessary
4. increase home and personal safety
5. make the community less attractive to criminals

What is the aim of the Street Committee Crime Prevention Strategy?

1. reduce crime and the fear of crime in our communities
2. ensure an effective response to crime including co-operation with the SAPS for the collection of evidence and the conviction and prosecution of criminals
3. promote positive and effective communication and relationships within a community

What else can a Street Committee help with?

1. prevent and help solve problems of domestic violence
2. help with social welfare problems (orphans, the elderly, the disabled etc)
3. development and empowerment of women and the youth
4. education issues

'Coming together...'

1. STREET COMMITTEES

The residents in a street meet to join the Crime Prevention Plan and form the Street Committee.

1. The committee is made up of members who agree to share the work and the running of the group.
 - i. This is a serious commitment and members need to be aware that they will have to give up free time to fulfil their duties.
 - ii. Members need to be men and women of integrity who will serve the residents with wisdom and honesty.
 - iii. Members need to realise that this is at least a two-year commitment and will involve ongoing training.
2. The committee should have the support of most of the local residents.
 - i. Sizes of street committees vary. Some are just a few homes, others have hundreds.
 - ii. Each committee should have a leader, called the chairperson, a treasurer who can be trusted to run the financial side of things and a secretary to take notes at the meetings and keep all the paper work in order.
3. The committee may include up to 10 people.
4. The members of the street should report anything relating to criminal or social issues to the Street Committees
5. All residents in the street must also take steps to prevent crime, improve safety and reduce the fear of crime within their own homes.
6. The Street Committee is responsible to:

- i. pass on relevant police information on crime in the area to individual households;
- ii. encourages residents to inform the police quickly of suspicious and criminal incidents;
- iii. keep in touch with other committees in the area through the Area Committee;
- iv. keeps a check on vulnerable households;
- v. welcome newcomers to the street;
- vi. identify local environmental problems and report them to the local authority; and
- vii. quickly informs the police of suspicious and criminal incidents
- viii. assist victims of crime and work with the Safe House.

2. STREET MEETINGS

These should take place on a monthly basis. They are attended by the residents of the street and the committee and deal with issues that have a direct effect on the people in the street.

3. AREA MEETINGS

A group of streets is divided into an area. Area meetings may be held on a less regular basis than Street Meetings, preferably not less than every quarter. These meetings are open to residents in a demarcated area and:

- deals with broader issues - things like community facilities, the community's infrastructure e.g. water, sanitation, electricity; and
- reviews residents' concerns including anything from the 'Anonymous Suggestions and Concerns Box'.

It is important to note that neither these meetings nor the Street Meetings are concerned with or involved in political issues.

4. AREA COMMITTEES

An Area Committee is made up of members who:

- document the concerns of the residents and makes sure they are followed up on, and
- may include representatives of churches, businesses, schools and members from the Street Committees in the area.

5. CENTRAL OFFICE

The Central Office co-ordinates the Street Committees and is responsible for:

- managing administration
- co-ordination
- financial management
- communication of important issues
- facilitating meetings with key decision makers e.g. Community Policing, Social Welfare, Sport & Recreation

6. THE STREET COMMITTEE ELECTION:

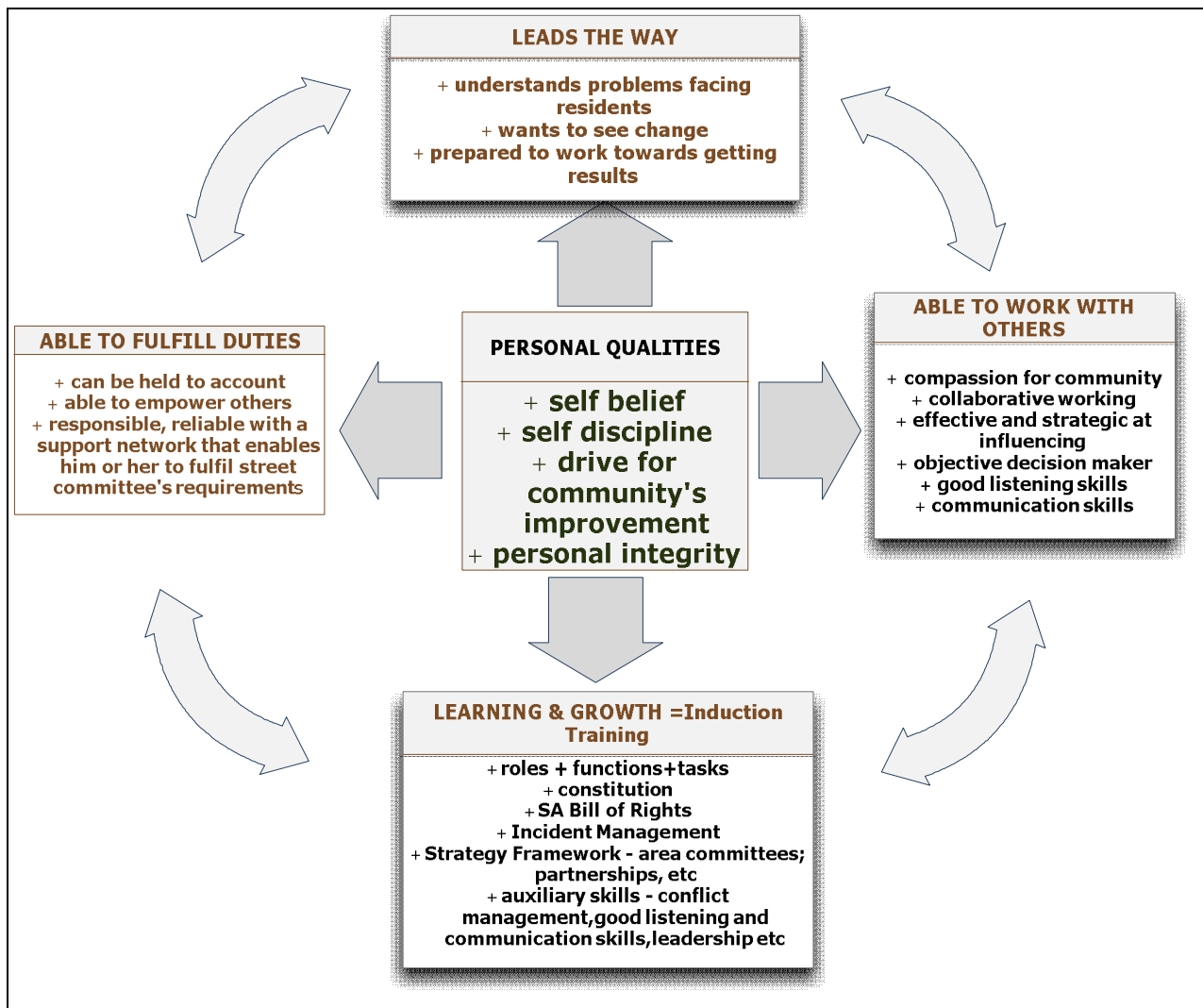
How does the voting process work?

1. Voting for the Street Committee:

1. Individuals are nominated (see point 2 which follows) to sit on the committee.
2. The people who have been nominated say whether they are available to sit on the committee.
3. A list of people who have been nominated and are available to sit on the committee is written down so that everyone is aware of all the names.
4. Voting takes place. Please note that we will be using a system which differs from a written or secret vote (ballot) in that the residents indicate who they want to be on the Committee publicly by the physical gesture of raising their hand in the air.

2. Who should be on the Committee?

- People who have the time and willingness to serve the residents.
- people who have certain leadership qualities like:



3. What are the different functions of the Committee members?

1. The sizes of the different street committees may vary but they may not be bigger than a maximum of ten (10) people.
2. They are ordinary members as well as a Chairperson, Secretary, and a Treasurer.
3. Their functions are:

Chair: make sure committee is run properly, meetings are run efficiently and people focus on priorities

- makes sure that the meetings are run efficiently
- keeps the committee working together as a team
- maintains order in future meetings
- ends meetings when business is completed
- is able to cast the deciding vote if a decision cannot be made without it
- represents the Street Committee at the Area Committee

Treasurer: is responsible for any finances of the committee

- makes and keeps financial records
- reports on the state of the finances at the meetings
- finds out the costs of funding any project the street wants to undertake

Secretary: helps organise everything

- organises the agenda (with the chair) for the meetings
- takes notes of meetings to keep a record of any decisions made
- sends draft notes of meeting to chair for approval
- sends copies of notes of meetings to members before next meeting
- keeps copies of meetings in a safe place

Other Committee Members:

- help with any of the roles mentioned above – all the work should not fall on the same people all the time
- work on projects
- contribute and help with tasks
- be allocated one-off jobs

Note: By prior arrangement, either the Treasurer or the Secretary may also have to act as Vice Chair in the absence of the Chairperson.

REMEMBER:

We need to keep the committees small, simple and working!

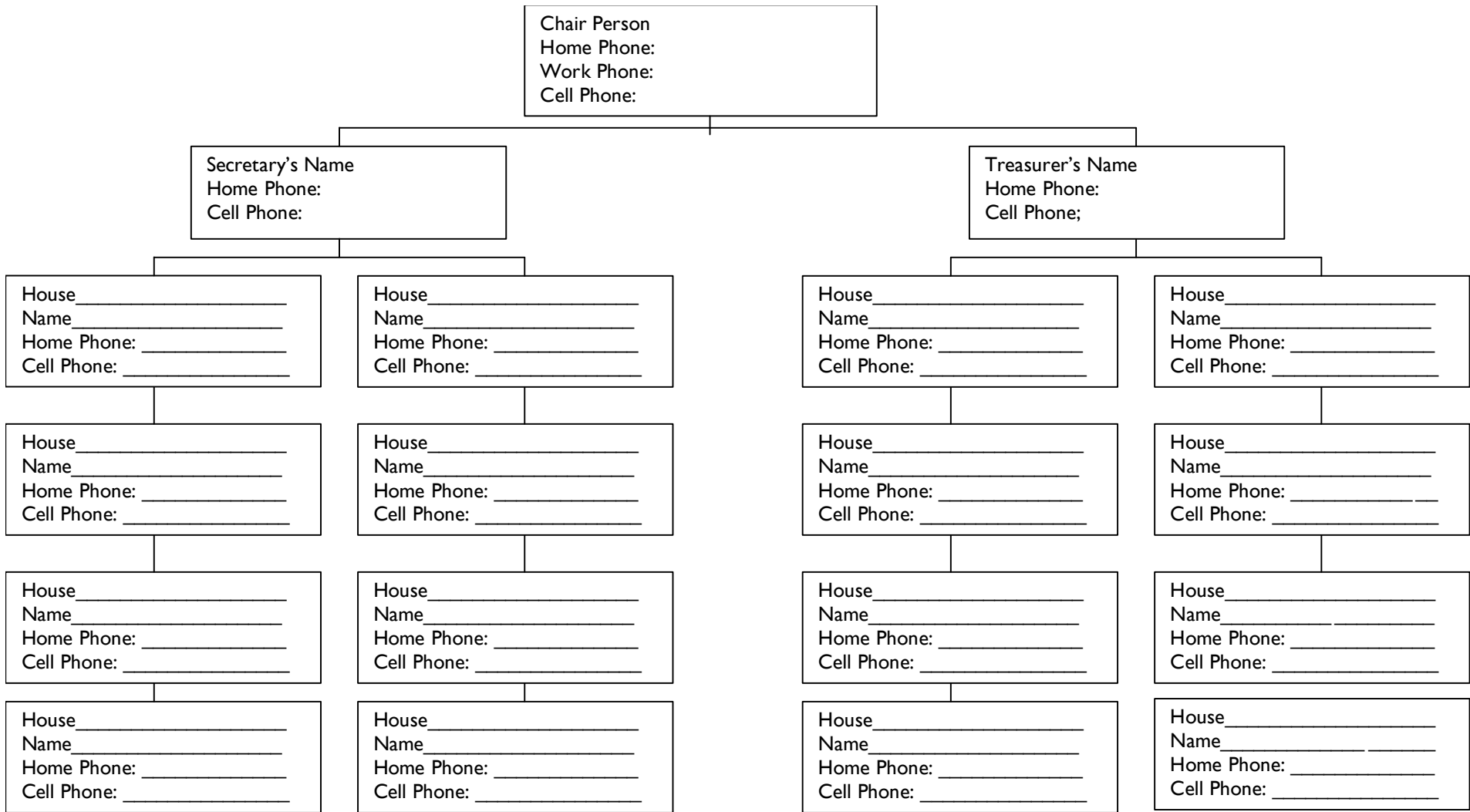
7. APPENDIX TO TOOLKIT

'Keeping together is progress...'

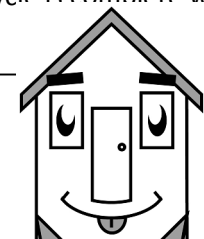
1. Attendance Register
2. Telephone Tree Sheet 1
3. Telephone Tree Sheet 2
4. SMS Application Data Input Form
5. Street Committee List
6. Forms for Voting for Street Committee (x10)
7. Stationery Form
8. Blank page for Facilitator Notes

TELEPHONE TREE

Name of Street _____



NOTE: The telephone tree is intended for use in special circumstances. As you relay the relevant phone message and you get an answering machine or no response at the phone number you're calling, please skip to the next name down on the list to keep the message going. The call cycle is complete when the last family on each of the four branches returns a call to the Chair.



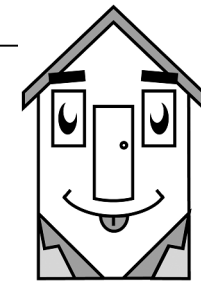
TELEPHONE TREE

Name of Street _____

SHEET 2

House _____ Name _____ Home Phone: _____ Cell Phone: _____	House _____ Name _____ Home Phone: _____ Cell Phone: _____	House _____ Name _____ Home Phone: _____ Cell Phone: _____	House _____ Name _____ Home Phone: _____ Cell Phone: _____
House _____ Name _____ Home Phone: _____ Cell Phone: _____	House _____ Name _____ Home Phone: _____ Cell Phone: _____	House _____ Name _____ Home Phone: _____ Cell Phone: _____	House _____ Name _____ Home Phone: _____ Cell Phone: _____
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NOTE: The telephone tree is intended for use in special circumstances. As you relay the relevant phone message and you get an answering machine or no response at the phone number you're calling, please skip to the next name down on the list to keep the message going. The call cycle is complete when the last family on each of the four branches returns a call to the Chair.



"ALONE WE CAN DO SO LITTLE
TOGETHER WE CAN DO SO MUCH!"

COMMUNITY STREET COMMITTEE SMS APPLICATION FORM**Location Information**

Community	<input type="text"/>	Ward Number	<input type="text"/>
Street Committee Code	<input type="text"/>	Closest SAPS	<input type="text"/>
Street Name	<input type="text"/>	Street Number	<input type="text"/>

Applicant Details

Surname	<input type="text"/>	ID Number	<input type="text"/>
Name	<input type="text"/>	Gender	<input type="text"/>
Cellphone Number	<input type="text"/>		
Home Telephone Number	<input type="text"/>		

Work Telephone Number

Place of Work

Family Members

Name	Surname	Gender M / F	ID Number	Age	Relationship	Cellphone Number

Persons to be Contacted in Case of Emergency

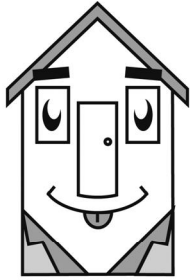
Name	Surname	Gender M / F	ID Number	Age	Relationship	Cellphone Number

I _____ hereby consent to the above information being captured on the Community SMS system.

Signature _____

Date _____

Street Meeting Toolkit – Annexure 4 / Facilitators' Training Pack /Vukukhanye NPO

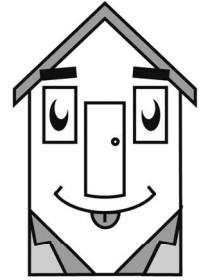


"ALONE WE CAN DO SO LITTLE
TOGETHER WE CAN DO SO MUCH."

The Street Committee

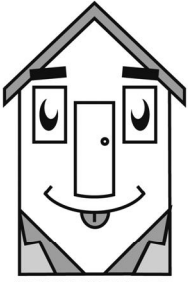
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Street: _____



"ALONE WE CAN DO SO LITTLE
TOGETHER WE CAN DO SO MUCH."

Committee Role	Name	House No.	Cell Number	Signature
CHAIRPERSON				
TREASURER				
SECRETARY				
ORDINARY MEMBER				
ORDINARY MEMBER				
ORDINARY MEMBER				
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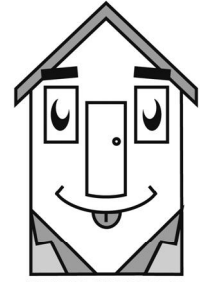
"ALONE WE CAN DO SO LITTLE
TOGETHER WE CAN DO SO MUCH"

Street Committee Elections - Chairperson

Date: _____

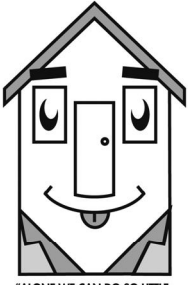
Street: _____

Number of people present: _____



"ALONE WE CAN DO SO LITTLE
TOGETHER WE CAN DO SO MUCH"

Person Nominated	No of Votes
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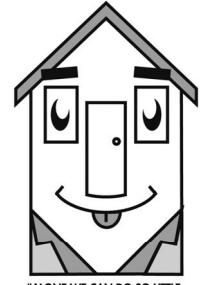
"ALONE WE CAN DO SO LITTLE
TOGETHER WE CAN DO SO MUCH"

Street Committee Elections - Treasurer

Date: _____

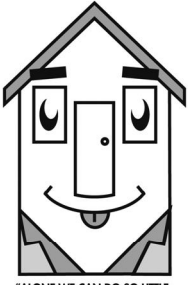
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Number of people present: _____



"ALONE WE CAN DO SO LITTLE
TOGETHER WE CAN DO SO MUCH"

Person Nominated	No of Votes
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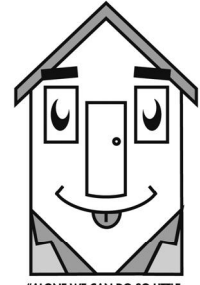
"ALONE WE CAN DO SO LITTLE
TOGETHER WE CAN DO SO MUCH"

Street Committee Elections – Secretary

Date: _____

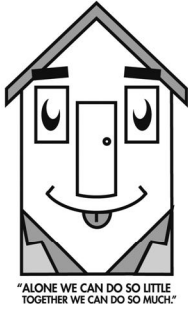
Street: _____

Number of people present: _____



"ALONE WE CAN DO SO LITTLE
TOGETHER WE CAN DO SO MUCH"

Person Nominated	No of Votes
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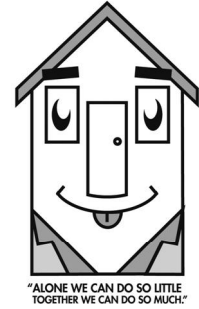


Street Committee Elections – Committee Member

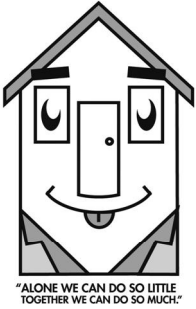
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Person Nominated	No of Votes
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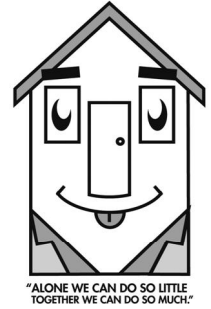


Street Committee Elections – Committee Member

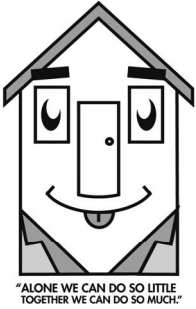
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Street: _____

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Person Nominated	No of Votes
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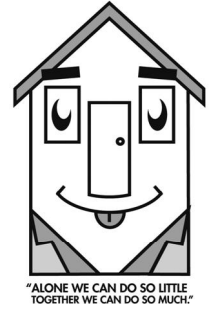


Street Committee Elections – Committee Member

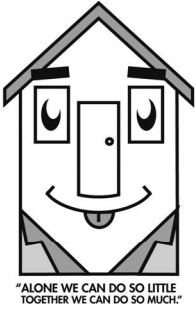
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Street: _____

Number of people present: _____



Person Nominated	No of Votes
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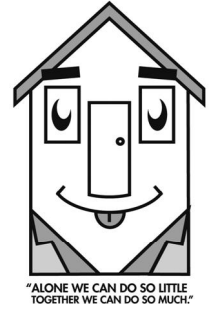


Street Committee Elections – Committee Member

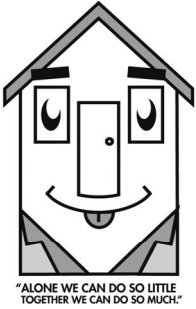
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Street: _____

Number of people present: _____



Person Nominated	No of Votes
1.	
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20.	
TOTAL NO OF VOTES CAST	

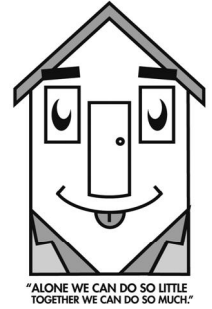


Street Committee Elections – Committee Member

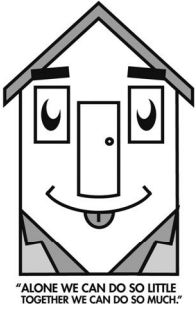
Date: _____

Street: _____

Number of people present: _____



Person Nominated	No of Votes
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TOTAL NO OF VOTES CAST	

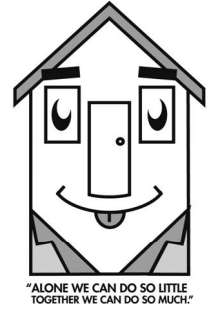


Street Committee Elections – Committee Member

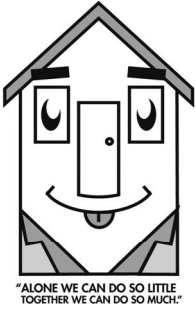
Date: _____

Street: _____

Number of people present: _____



Person Nominated	No of Votes
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TOTAL NO OF VOTES CAST	

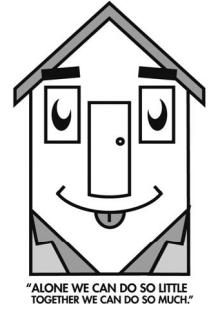


Street Committee Elections – Committee Member

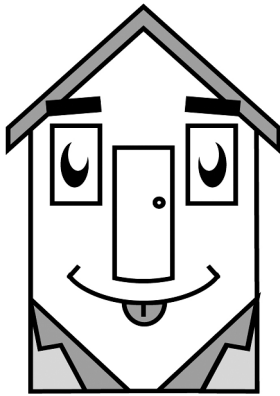
Date: _____

Street: _____

Number of people present: _____

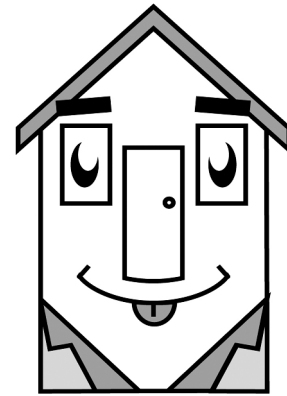


Person Nominated	No of Votes
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TOTAL NO OF VOTES CAST	



"ALONE WE CAN DO SO LITTLE
TOGETHER WE CAN DO SO MUCH."

STREET MEETING STATIONERY PACK



"ALONE WE CAN DO SO LITTLE
TOGETHER WE CAN DO SO MUCH."

Facilitator's name: _____

Meeting date: _____

Venue: _____

Time: _____

Date issued: _____

Issued by: _____

Date returned: _____

Accepted by: _____

ITEM	ISSUED (Facilitator: Plse check, tick & initial against each item)	RETURNED (Central Office: Plse check, tick & initial for each item)	FACILITATOR SIGNATURE
1. Facilitator Timetable Plan		Not Necessary	
2. Attendance Form			
3. Phone Tree Sheet 1			
4. Phone Tree Sheet 2			
5. SMS Data Input Form			
6. Street Committee List			
7. Street Committee Voting Form x 10			
8. Poster – Facilitation Aid			
9. Pens x 10			
10. Clipboard x 1			
11. Name Sticker			
12.			
13.			
14.			

