



REFERENCE: DCS 8/1/3/2

## **DRAFT MINUTES OF LEAP OPERATIONAL STEERCOM 02/2020**

DATE : **Tuesday, 6 October 2020**  
 TIME : **14H00**  
**via SKYPE**

<b><u>Present:</u></b>	<b><u>Initials</u></b>	<b><u>Designation</u></b>	<b><u>Responsibility</u></b>
Mr. T Wingrove	(TW)	Director	DoCS
Ms. Amanda Dissel	(AD)	Director	DoCS
Mr. R Lagkar	(RL)	Deputy Director	DoCS
Mr. Petrus Roberts	(PR)	Director	CoCT
Mr. Bhekithemba Simelane	(BS)	Deputy Director	DoCS
Mr. Shaun Smith	(SS)	Assistant Chief: Law Enforcement	CoCT
Ms. Sivuyisiwe Nqini	(SN)	Law Enforcement: Finance	CoCT
Ms. Joan Bailey	(JB)	Assistant Director	DoCS
Ms. Prudence Prins	(PP)	Admin Officer	DoCS
Mr. Mark O'Connor	(MO)	Acting: Support Service Manager	CoCT
<b><u>Apologies</u></b>			
Mr. S. George	(SG)	Chief Director	DoCS
Mr. Bradley Lackay	(BL)	Director	CoCT
Jason Hamilton	(JH)	Regional Inspector: Law Enforcement	CoCT
Marius Schoeman	(MS)	Project Manager: Corporate Services	CoCT
Angeline Brooks	(AB)	Clerk	CoCT
<b>1. Welcome</b>			
TW welcomed everyone to the meeting.			TW
<b>Previous Minutes</b>			
The minutes of the previous meeting dated 17 September 2020 have been accepted and signed off.			TW
<b>4. Leap Business Plan 20/21 Progress Update</b>			
Final input from CoCT LEAP Operations Docs received various internal comments and inputs and is currently busy with collating the information received. Once done, it will be forwarded to MS and hopefully the process is driven towards finalisation of the LEAP Business Plan and the TPA.			TW, MS, and RL

<p>RL indicated that most of the input is consolidated into the TPA and the annexure. This has been communicated with MS.</p>	
<p>Follow up will be done with MS w.r.t. and update i.t.o. the internal process at CoCT.</p>	TW
<p><b>5. Governance Model and adoption of Terms of Reference</b></p>	
<p>5.1. Input from CoCT</p>	RL, JH and SS
<p>RL reported that DoCS had a discussion with JH and SS on the Terms of Reference and inputs were received. The element of the priority focussed areas were added as well as the reporting of data knowing that the information required informs deployment and is built into the Terms of Reference.</p>	
<p>Operational deployment will be determined from proper geographic and demographic analysis but based on statistic baselines that is made available.</p>	
<p>AM mentioned that there are a few issues to be added in terms of the evidence-based data collection and they are still in a process to outline what the data needs would be. the data collection needs to be linked to the LEAP officials activities and objectives.</p>	AM
<p>The Terms of Reference will be the guiding document for the Operational Steercom in terms of a governance structure. Once all input is received and updated it will be submitted formally for signature to DoCS and CoCT.</p>	TW
<p>5.2. Appointment of Chairperson and Secretariat for the meeting</p>	
<p>Chairmanship for the meeting will be alternated between TW(DoCS) and Dir Roberts or SS(CoCT) on a bi-weekly basis.</p>	
<p>The Secretariat for the meeting will be DOCS while CoCT will continue to assist with the SKYPE meeting appointments as per agreement.</p>	
<p>The TOR to be signed off by the next meeting.</p>	TW
<p><b>6.Operatlional Deployment: Refocus on priority areas from 1 October</b></p>	
<p>6.1. Operational deployment Plan per areas – 5 areas</p>	RL
<p>RL reported at the last engagements with the CoCT it was indicated that they have been devolved into the district areas e.g. area south, area north and they have not been deployed into the priority areas. Currently their functions are to deal with land eviction and protesting. A decision has been made to return them back to the priority areas. It was agreed</p>	

<p>that in the new TPA the focus will only be the priority areas with a response team. After a discussion based on a demographic needs analysis, we might have to look at reducing areas and have a higher number of staff depending on a shift system.</p>	
<p>SS responded that they have to redeploy back in the five priority areas, Khayelitsha, Phillipi, Delft, Bishop Lavis and Nyanga. Deployment to be 100 per area and if a two shift apply it will 50/50 based on the decision that are going to be made i.t.o. the areas. A mini launch "Knock and Drop" will be held on 16 October 2020 which is basically information that will be share in these areas.</p>	RL and SS
<p>AD did a presentation of the homicides over the Covid19 lockdown period. Khayelitsha showing the most homicides following by Phillipi East, Nyanga and Delft. Bishop Lavis has only a few homicides. Also discussing the amount of murders in areas.</p>	AD
<p><b>7.Operatlional Deployment</b></p>	
<p><b>7.1 Leap Reporting &amp; Data Team/ Improving TPA Reporting Frameworks - Annexure B TPA</b></p>	RL and JH
<p>RL briefed the meeting on the Reporting Framework and mentioned that there are ongoing engagements between CoCT and DoCS to ensure that information is available and can be reported in the required manner that meets the expectations from the Western Cape Government. The TPA is cross reference with the Sections in the Business Plan.</p>	RL and Dir Lackay
<p>Section 1: Financial Environment - Deals with financial indicators monthly or quarterly and ongoing liaison continue with SN on progress on procurement and expenditures, particularly on close monitoring to expedite the issues in establishing the basis as a high priority in the business plan.</p>	RL, SS and JH
<p>Section 2: Human Resource Environment - Deals with the human resources elements which includes the number of people in an overall perspective. This includes human resources i.t.o. the command and control teams, human resource and administrative teams and human resource and financial teams that is all budgeted for.</p>	
<p>Section 3: Deployment of LLEOs in priority areas (565) – These monitoring indicators deals with all law enforcement officers deployed in priority areas. This includes the LLEOs, Inspectors, Principal Inspectors, Senior</p>	

Inspectors and Regional Inspectors that is involve in the operational support plan for the LEAP deployment.

Section 4: Recruitment Training & Competency of LEAP operational staff: Indicators to be monitored includes the training plan, training teams, competency, accreditation of courses completed and issuing of equipment i.e. firearms and pepper spray. Since Covid-19 we have to rethink about the implementation of the pepper spray. Those considerations will also be monitored.

Section 5: Incidents of crime in priority areas

Weekly operational incidences are reported and then collated into a monthly report i.t.o. the totals received from CoCT. Some of those indicators are secondary indicators that will indicate to us if there is a reduction of crime in the communities. Docs research team also to engage and provide input in this regard.

A Crime Pattern Analysis (CPA) will be the basis for implementation and that will be done with SAPS in Clause 5.

PR requested Docs to engage at a Provincial level with SAPS to attend the Steercom Operational Meetings in order to measure operational impact in the five priority areas as this is a Safety Plan from the Province. CoCT cannot be evaluated alone on these issues. The matter will be escalated to DoCS Acting HOD.

Section 6: Community and SAPS engagements per area – These indicators deals with the establishment of the stations. To what extend are we prioritising the expenditure budget around the establishment of the station basis for the areas, and to ensure that they have the necessary workspaces, technology, equipment and administrative support at their basis.

Section 7: Deals with the governance model. MS to include the final governance model as an annexure to the Business Plan. Docs will also include it as a annexure to the TPA.

Section 8: Partners Roles and responsibilities – This section is directly linked and clearly stipulated in the Government Gazette.

Section 9: The summery of the overall Monitoring Tool. Data sources to be used that exist in the CoCT or that is clearly outlined within the Business Plan. Docs will monitor strictly with what is in accordance with the Business Plan and the TPA.

7.2. Weekly Stats reporting received

TW requested if possible that information be captured for LEAP deployment as per priority area. PR responded that LEAP deployment is currently operational to land invasion. The Mayor indicated to intervene and engage with MEC Fritz and the Premier w.r.t the LEAP deployment. The proposal is that there should still be a LEAP deployment figure for land invasions as well as a figure for priority areas. If agreed, then the CoCT can report as requested. Feedback will be given w.r.t to the decision.

**8. General**

No general points for discussion

**9. Closing**

The meeting closed at 15h20