



Community Patrols of New Zealand Charitable Trust

APPENDICES

2017

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CPNZ Initial Patrol Set up



The following is a guideline to the establishment of a CPNZ Community Patrol. Community Patrols of New Zealand will provide advice and assistance along with local CPNZ District Support Team.

Early confirmation that CPNZ would support a patrol proposal to be established should be obtained through the CPNZ National office.

INITIAL DISCUSSION

The local CPNZ District Support team will meet and discuss how Community Patrols are established and how CPNZ can assist. They will also supply and advise that the following guidelines have proven successful.

PUBLIC MEETING

With the support and assistance of Police and the local CPNZ District Support team, those wishing to set up a new Patrol should call a public meeting to gauge interest. Those invited should include:

- Interested Members of the Public.
- CPNZ Trustees.
- CPNZ District Support team.
- Local Police Staff.
- Local Parliamentarians.
- Local Council and Community Board members.
- Business people.
- Service groups.
- School principals.
- Media.
- Representatives from other nearby Community Patrols.
- Other representatives from Community Patrols of New Zealand.

The meeting should be advertised in the local media. The media should be encouraged to write articles leading up to and following the meeting. Advertising material may be available from the local CPNZ District Support team and CPNZ Office.

It is preferable to have someone experienced to Chair the meeting and who is knowledgeable about and fully supports CPNZ generally. This could be a local MP or Councillor, a key

businessman or other well-known person, or a District Support team leader.

Someone should be appointed to type up the Minutes of the meeting.

The meeting should be advised that Community Patrols of New Zealand is fully supported and endorsed by New Zealand Police and that this support is confirmed in a Memorandum of Understanding between the two parties.

The format of the meeting should be to discuss:

- What the issues and concerns of the community are.
- What the local crime trends or patterns are.
- What community resources are available and how they can be utilised.
- The need for a patrol, what community patrols do and what they do not do.

A draft agenda is attached.

If the meeting considers that a Community Patrol should be established and there are at least three people who are willing to be involved in running it, an initial committee should be appointed to set up the patrol and a future meeting date set. People who would be prepared to patrol should be;

- supplied with an Application Form to join the potential patrol,
- asked to fill out a Security Clearance Form (POL 1125) for vetting purposes, and
- have their contact details taken and kept for future reference.

Application forms should be on all seats before the meeting starts along with a CPNZ info flyer.

POLICE LIAISON OFFICER

A Community Patrol must work alongside and be supported by local Police. It is important therefore to contact the Officer in Charge of your local Police Station to both gain support and approval and ask if there can be a Police Liaison Officer appointed to work with the proposed patrol. CPNZ can assist to make these contacts.

The Police Liaison Officer can be any member of the Police who is delegated to be responsible for working with the patrol. This could be:

- The Local Community Constable.
- The Officer in Charge of the Station.
- The local Police Community Liaison Officer.
- A local Intelligence Officer.
- The local Tactical Coordination Manager.
- This officer should be responsible for:
 - Assisting in the training of Patrollers in aspects of patrolling,
 - Giving the Patrol the up-to-date information on the crime patterns in the area, and
 - Any other information that is relevant to the Patrollers in planning their patrol.

STEERING COMMITTEE MEETING

Initially there may be a group of interested persons who set up as a 'Steering Committee' until

the Patrol is formed and operating. To work under the CPNZ/Police MOU a patrol must be affiliated to CPNZ. An understanding of the rules and MOU at this point is essential.

Each person on this Steering Committee should take a role or responsibility for an area of the Patrol that is important to the efficient running or operating of that patrol.

When the patrol is established, it would then be appropriate to have a Patrol 'Inaugural General Meeting' to adopt the patrol name and formally establish office holders. The patrol name must include 'Community Patrol'. It can be preceded or followed by the name of the area.

The Inaugural General Meeting will need to fill the following positions by election:

- Chairman or Patrol Leader
- Secretary and/or Treasurer (These positions may be combined).
- Training Officer and/or Health and Safety Officer (These positions may be combined).
- Note that the patrol name needs to be approved by the CPNZ Trust Board on affiliation. You should therefore obtain the approval of CPNZ through the National Office to the proposed name as early as possible to avoid having to change it later. (Section 1.6 of the CPNZ Procedures and Rules states: 'All new patrols affiliating with CPNZ must use the words 'Community Patrol' as part of their name. All patrol names must include an identifiable location name.')

SELECTION OF MEMBERS FOR PATROL

All prospective members must complete a Patrol Application Form and a Security Clearance Form (Consent of Disclosure) for vetting purposes.

It is advisable to read:

- Appendix 2 – Patrol Paper Trail, and
- Appendix 3 – The Vetting Process.

In accordance with the Memorandum of Understanding between New Zealand Police and CPNZ, all applicants must be vetted through the Office of the Commissioner for the NZ Police. The process for that is outlined in Appendix 3.

Once a member has passed the vetting process, they must then be asked to sign the following documents:

- Appendix 4 - CPNZ Confidentiality Agreement.
- Appendix 5 – CPNZ Patroller Code of Conduct.

The processes outlined in the Patrol Paper Trail (Appendix 2) will assist. Additional forms can be located at <https://training.cpnz.org.nz/course/view.php?id=3> under the heading, 'Forms to be Kept on File with Patrol'.

AFFILIATION

Once the patrol has two or more vetted Patrollers who have signed the code of conduct confidentiality forms, it will apply for affiliated with CPNZ. Once affiliated, trained and holds all

safety equipment it may be formed and start patrolling.

Appendix 6 – CPNZ Affiliation Form is available for that purpose.

Appendix 7 – the Memorandum of Affiliation is then completed between your patrol and Community Patrols New Zealand.

Affiliation expires 30th June each year and has to be renewed annually. Should a new patrol complete their initial affiliation procedures two (2) months prior to 30 June, the Affiliation Fee will cover and include the following year's affiliation.

The affiliation fee is set each year at the CPNZ National Annual General Meeting.

On affiliation, CPNZ will assist a new patrol with the supply of:

- 2 CPNZ Magnetic (or Transfer) light reflective doors signs if Patrol does not have a dedicated patrol vehicle
- 100 Promotional Flyers
- 20 CPNZ Window Stickers
- 10 CPNZ 'Be Aware' street signs when requested and ready to place on pole around area
- Training modules (online also)

Where funding is available, CPNZ will assist with the supply of:

- 4 x Yellow light hi viz jackets with logos
- 2 x Torches
- Uniform shirts up to ten as requested
- 2 x Red Traffic Wands
- First Aid Kit
- ABE Fire Extinguisher

MANAGEMENT COMMITTEE MEETING

A management committee meeting should be called soon after the Inaugural General Meeting. When the committee is established a 'Quick Reference Form' is to be completed and forwarded to the CPNZ National Office. The form is located on the CPNZ website at <https://training.cpnz.org.nz/course/view.php?id=3> under the heading 'Forms to be Sent into CPNZ for Processing'.

The Police Liaison Officer and District Support team are to be invited to attend the meeting to assist you in getting underway. Trustees will also attend if available.

The management committee will decide:

- The relevant times of the day that patrolling will occur in consultation with Police
- Where the equipment is to be stored and collected
- How the information is to be passed to and from the Police
- How the Patrol will find funding to be self-sustainable
- Who will provide and understand the statistic procedures

TRAINING OF MEMBERS

When the patrol becomes affiliated, they will receive the CPNZ Training Manual which is also live online.

This Manual gives guidelines that can be used to train new members in patrolling methods.

Initial Training shall include the CPNZ Governing Documents and any relevant policy including Health and Safety requirements.

It is important that training of the members is on-going, and the Police Liaison Officer can be used to help with this.

Additional Training Information contact the National Office.

DRAFT AGENDA

Name...Community public meeting to set up a CPNZ Community Patrol
to be held at *[address]*
on *[date]* at *[time]*

1. Welcome.
2. Introductions.
3. Introduce (pre-arranged) Chairperson for the meeting.
(The Local MP/Council is a possible candidate for this role – but ask him/her first)
4. General discussion on issues and concerns in the community and local crime trends.
(Chair should invite Input from Police and local politicians, a Trustee and the District Support Team)
5. General discussion on current community resources and their availability.
(Chair should invite Input from Police and local politicians, in particular)
6. Discussion on the nature of and need for a local Community Patrol.
(Chair should invite District Support team leader to begin by describing what a Community Patrol is and does and its affiliation with CPNZ)
7. Motion (if the meeting is ready for it):
THAT this meeting authorises a Steering Committee to take the steps necessary to form a CPNZ Affiliated Community Patrol for the [Location] area.

[Mover / Seconder]

Prior to starting the meeting place the application form on seats. Discussion on the motion should be invited and, once all points of view have been heard, the motion should then be put to the meeting and, if supported, passed.

8. General Discussion on who would be available to form the Steering Committee (pre-arrange if possible) (If the motion is passed) followed by a motion:
That [named people] form a Steering Committee for the purpose of carrying out the last motion

[Mover / Seconder]

Discussion on the motion should be invited and, once all points of view have been heard, the motion should then be put to the meeting and, if supported, passed.

The Steering Committee should ideally comprise between three and six people plus the intended Police Liaison Officer (if possible).

9. Date and venue for the first meeting of the Steering Committee.

Close of meeting

Community Patrols of New Zealand

The Paper Trail for New Patrollers

BACKGROUND

This guideline assists new or potential patrollers who wish to join your Community Patrol.

The forms in current use (and found on the CPNZ website) are:

- Disclosure of Information (Vetting Form)
- Application to join Patrol
- Confidentiality Agreement
- Code of Conduct
- New Member Entry Form

Patrols are required to create individual personal files for each patroller. This enables any papers relating to the Patroller (including course certificates) to be kept in one place.

Each Patrol is reminded of the requirements of the Privacy Act in relation to the Security, Accessibility and Storage of those papers.

Security Clearance Form (Vetting Form)

This is also known as 'POL 1125 – Community Patrol Security Clearance'.

This is the form that must be completed, signed and dated by the applicant and forwarded for the appropriate level of clearance.

This check ensures that it is appropriate for 'Police Information' to be supplied or viewed by that person.

See the document entitled 'Security Clearance Vetting Process' that outlines how that process works and who the completed check is returned to.

At the same time the applicant is to complete and sign the 'Application Form' to join your Patrol.

Application Form (to join your patrol)

This form allows the applicant to apply to join your patrol. A draft form is available on the CPNZ Website site under the heading 'Membership/Application for Membership'.

The form also provides for the entry of details of referees who the applicant believes will support the application.

As the form is filled in and signed by the applicant, your patrol is authorised to make enquiries with the nominated referees to confirm that the applicant is suitable for your patrol and should do so as a matter of good process.

Your patrol may also want to carry out a formal interview process.

This form is NOT required to be sent with the Vetting Papers. This form should remain with the patrol in the individual patroller's file. It should be noted awaiting vetting clearance. Then outcome of vetting noted. Followed by decline or acceptance, when 3 months training completed.

Confidentiality Agreement as in Appendix 4

This form must be read, understood and signed by the applicant prior to the person going on any patrol, including any 'ride-a-long' prior to the applicant formally joining your patrol.

It provides the applicant with the understanding that Police Information used during the course of the Patrol is to remain confidential.

During this initial trial period it is also appropriate to discuss the 'Code of Conduct' outlining what is expected of patrollers. There is no set time limit for the Trial Period, but it should be a minimum of three (3) patrols for each applicant over a three-month period.

If the applicant decides that the Patrol does not suit them, or if the patrol decides that the applicant does not suit them, there is no need to take the process any further.

In that case any papers collected for, or signed by, the Applicant should be returned to them. Duly noted cancelled.

If the Applicant and the Patrol both agree to continue, then the next step should be undertaken.

Code of Conduct as in Appendix 5

This is the time that this form must be read, understood and signed by the applicant.

It requires the signature to be witnessed. This could be your Patrol Coordinator, your Police Liaison Officer or another person (preferably an office holder) from your patrol.

This is also the time to complete the next step.

New Member Entry Form

The form is self-explanatory and is freely available as a Word or PDF Document from the CPNZ Website under 'Membership/New member entry form'.

Please read the guide that is attached to that form as some sections are mandatory.

For a quick turn-around, the form can be e-mailed with an attached digital photo of the applicant. The e-mail address is on the form.

It is preferable that the digital photo is taken against a neutral grey background. Most Police Stations have a suitable wall in their Prisoner Processing Area.

Completed Forms with an accompanying photograph can also be posted to:

CPNZ
Post Box 3017
WELLINGTON 6140

It is a requirement under the rules that the Patrol keeps a copy of the New Member Entry Form in the Patrollers personal file. This is to be a secured file.

Conclusion

This simple process will allow for an orderly and systematic approach to processing the paperwork associated with any potential patroller.

This should also eliminate the problem of all forms being completed at one time and ID Cards being produced and forwarded prior to the Vetting Process or Patrol Enquiry being completed.

Any enquiry relating to this can be directed to the CPNZ National Office.

Community Patrols of New Zealand Security Clearance Vetting Process

BACKGROUND

'Vetting checks' are required by Police and are referred to in the Memorandum of Understanding signed between New Zealand Police and Community Patrols of New Zealand under the section 'Standards'.

The section states:

"The Police and Community Patrols agree that all intending affiliated community Patrollers will be vetted on the 'Community Patrol Security Clearance' form (POL 1125) prior to acceptance as a member of an affiliated local community patrol."

Therefore, **NO** local checks will be completed, particularly in light of the Criminal Records (Clean Slate) Act 2004 legislation and the potential for inaccurate checks that may result in litigation against Police or Community Patrols of New Zealand for breaches of that Act.

As required by the processes currently in place for the recruitment of new community patrollers, a 'vetting check' is completed on each new applicant to ensure that it is appropriate for 'Police Information' to be supplied to them.

That 'Police Information' could relate to operational requests (Directed Patrolling Reports) for community patrols to complete, through to having the individual community patroller being present at an operational briefing.

VETTING SYSTEM

The New Zealand Police Vetting & Validation Service provides Vetting Checks (Security Clearances) for a large number of agencies throughout New Zealand.

Community Patrols of New Zealand is only one of those agencies and the level of security clearance required is different to that required by the others.

Vetting Checks are processed on a Pol1125 Form (Community Patrol Security Clearance). The Pol1125 Form and is available on our CPNZ Website.

The POL1125 form is a 'locked' document and is NOT to be modified.

Please note that the Security Clearance form is only valid for three (3) months from the date of the applicant's signature. Therefore, forms that are unsigned and undated will need to be returned without being actioned.

The process is:

- Potential Patrollers complete and sign the ‘Community Patrol Security Clearance’ Form POL1125, available on the CPNZ website <https://training.cpnz.org.nz/course/view.php?id=3> under the heading ‘Forms to be Send into CPNZ for Processing’.
- The same form is available to Police Liaison Officers on the Police System and is located via:
- MS Word/Police Forms/Community Policing/ POL 1125 – Community Patrol Security Clearance.
- The form contains the request that a copy of Proof of Identification must be attached (e.g. Photo Drivers Licence, Birth Certificate, Passport) and endorsed by a Police officer or an office holder of the member patrol to verify that the original has been sighted.
- The form should be forwarded to: National Administration Officer
Community Patrols of New Zealand
Post Box 3017, Wellington 6140
DX Mail SX11149
- The physical form is held securely by the National Administration Officer and the data electronically entered for the appropriate level of security clearance to be completed.
- The National Office records some limited statistical information from the signed form. The recorded information consists of:

<input type="checkbox"/> Surname	<input type="checkbox"/> First Name
<input type="checkbox"/> Date of Birth	<input type="checkbox"/> Gender
<input type="checkbox"/> Driver Licence	<input type="checkbox"/> Patrol contact details
<input type="checkbox"/> Date that the vetting check was undertaken	

- When the vetting has been completed and the result is received electronically (with any additional papers) The original ‘Vetting Form’ is endorsed with one of the following options:

<input type="checkbox"/> Acceptable	<input type="checkbox"/> Not Acceptable
<input type="checkbox"/> Further Local inquiry is recommended	

- The physical form is then endorsed as completed and returned to the Police Liaison Officer for the appropriate forms to be passed to the Patrol Coordinator or Secretary.
- Forms endorsed as other than ‘Acceptable’ will NOT be returned to the Patrol Coordinator or Secretary as they could contain information that should remain within the Police.
- In those circumstances the Police Liaison Officer should discuss the issue with the Coordinator or Secretary without disclosing what that information contained.
- If local inquires by the Police Liaison Officer establish that the person would not be suitable, that information will be provided verbally to the Patrol, again without disclosing the reasons why.

- It is now a requirement that the Patrol Leader or Secretary retain the completed Community Patrol Security Clearance Form (that is endorsed as 'Acceptable') securely in a 'personal file' dedicated to that individual Patroller. Consideration must be given to the provisions of the Privacy Act 1993 in relation to the storage of those files.

Any enquiry relating to this can be directed to the CPNZ National Office.

CPNZ Confidentiality Declaration

(as required under Sec 9 of the MOU between NZ Police & CPNZ)



_____ Community Patrol

I, _____, being a 'ride along' prospective patroller or a patroller of the

_____ Community Patrol, do sincerely and solemnly declare that I will treat any information supplied by New Zealand Police, CPNZ and Patrol in the strictest confidence.

Signed: _____ Witnessed: _____

Date: _____ Date: _____

Conditions of acceptance as a Patroller of the _____ Community Patrol.

As a condition of acceptance as a Patroller to the _____ Community Patrol, I agree to the following:

1. That I will be on trial with the Community Patrol for a period of not less than 3 months
2. from the date of joining ('the Trial Period').
3. That after the recruitment training period my position with the _____ Community Patrol will be as an active patroller unless I am advised in writing that my membership of the patrol has not been accepted.
4. That I will conduct myself in a professional manner and abide by the 'CPNZ Governing rules and policy Documents' and the codes of operation of the Community Patrol.
5. That breaches of confidentiality, unacceptable behaviour, or failure to adhere to the 'CPNZ Governing Documents' and any guidelines, rules or codes of operation of CPNZ and my patrol may lead to the termination of my membership.

Signed: _____

Witnessed: _____

Date: _____

Date: _____

CPNZ Patroller Code of Conduct

(as required under Sec 9 of the MOU between NZ Police & CPNZ)




As a condition of acceptance as a Patroller of the _____ Community Patrol (the 'Community Patrol') I agree to the following Code of Conduct conditions:

1. That I will be vetted by the Police on receipt of the completed Application Form.
2. That if I supply false information at the time of joining the Community Patrol, I will be liable to instant dismissal from the patrol.
3. That I am required to sign a Confidentiality Form and conditions of acceptance to the Community Patrol.
4. That I will undertake regular training as required by CPNZ and the Patrol.
5. That I will not consume alcohol or take drugs (unless required by prescription) within eight hours prior to commencing a patrol, or whilst on patrol.
6. That I will maintain the confidentiality of all information received as part of the Community Patrol.
7. That I will act professionally to maintain the good name of the Community Patrol and CPNZ.
8. That I will maintain an appropriate standard of language, behaviour and presentation. Wearing the uniform on duty. At all times on Patrol I will wear the supplied CPNZ Hi Viz jacket.
9. That, if I may be driving a vehicle during a patrol, I will:
 - Ensure that the vehicle used on patrol by me is roadworthy and has a current Warrant of Fitness and Registration.
 - Not drive a vehicle unless I have a current Driver's Licence for the class of vehicle concerned and will, at all times during the patrol, be able to drive it in accordance with any conditions of my licence.
 - Obey all traffic laws and regulations.
10. That if any vehicle to be used in patrolling is owned by me, or the patrol that it has, at least, current third-party insurance cover on it.
11. I will ensure that each patrol that I am part of has a minimum of two (2) patrollers, one of whom is an 'experienced' patroller (as determined by the Community Patrol). I will not carry out a patrol on my own.

12. That I will complete at least one patrol related activity per roster cycle, unless given leave by the Community Patrol.
13. That I will uplift all equipment and any associated information at the start of my patrol and 'Log on' with the Police Communications Centre. As a safety measure I will not patrol unless we have logged on.
14. That at the end of my rostered patrol I will return all equipment to the place designated by the Community patrol and 'Log off' with the Police Communications Centre.
15. That at the end of my rostered patrol I will complete a Patrol Report with date, crew details, mileage, and start and finish times. During the patrol, I will make a record of all incidents, times and locations as required by the Community Patrol.
16. That I will not put myself, or other patrollers personal property, or the Community Patrol's property at risk and will carry out observing and reporting unless otherwise requested by Police or part of a patrol project. At no time will I put the safety of myself or others at risk.
17. That I acknowledge that all media releases and interviews are only to be done by or the direction of the designated person for the Community Patrol.
18. That, if I do not participate in a patrol related activity for 3 months and have not sought leave from the Community Patrol, my membership will be reviewed.
19. That I have read and understand the CPNZ Governing Documents/rules and policies.
20. That I have received, read and understand the CPNZ Health and Safety Policy and will complete the required CPNZ training modules by the end of my 'trial period' and complete any further training as required.
21. That if I fail to meet the terms of this Code of Conduct, I will be subject to the CPNZ and Community Patrol's Disciplinary Rules.

Signed: _____ Witnessed: _____

Date: _____ Date: _____

	COMMUNITY PATROLS OF NEW ZEALAND APPLICATION FOR AFFILIATION
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Date of Application	
Proposed Patrol Name	
No of initial Patrollers	
Police District	
Police Station	
CPNZ District Representative	

Contact Person

Name			
Address:			
Town/City:		Post Code	
Home		Work	
Cell		Email	

Police Liaison Officer

Name			
Address:			
Town/City:		Post Code	
Rank:		QID	
Work		Fax	
Cell		DDI	
Extn:		Email	

Post to CPNZ, Post box 3017, Wellington 6140 or email to office@cpnz.org.nz

CPNZ Check List

No	Action	By Whom	Date
1	Approval by Trustees. Complies with Section 1.6 P&R's		
2	Affiliation Invoice sent - Number:		
3	National Treasurer advised		
4	Memorandum of Affiliation Sent – 2 copies		
5	Introductory Information letter sent		
6	Memorandum of Affiliation signed & received		
7	Certificate of Affiliation printed		
8	Memorandum of Affiliation sent for Trustee signature		
9	Certificate of Affiliation sent for signature		
10	CPNZ CD containing appropriate organisational material prepared & sent		
11	CPNZ Start-up material prepared & sent		
12	Database Patrol Entry created		
13	Hard copy index file created		
14	National Patrol Database entry created		
15	Memorandum of Affiliation presented to Patrol		
16	Certificate of Affiliation presented to Patrol		
17	Initial Quick Reference Form requested		
18	Initial Quick Reference Form received		
19	National & District QRF modified		
20	Patrol & PLO Email list modified		

MEMORANDUM of AFFILIATION

made on _____ (date)

Between **Community Patrols of New Zealand Charitable Trust**
 (‘CPNZ’)

And _____ **(‘the Community Patrol’)**

Introduction

This is a new Memorandum of Affiliation for the purpose of recording affiliation of the _____ Community Patrol with the Community Patrols of New Zealand Charitable Trust.

- 1 CPNZ is a registered charity under the Charitable Trusts Act 1957. It aims to raise the profile and encourage the development of local community patrols throughout New Zealand to assist in the creation of safer, more caring communities

- 2 The Community Patrol is an autonomous community patrol based at _____ within the _____ Police District. Both the Community Patrol and CPNZ wish to formalise this relationship and specify the terms and conditions under which this will occur.

Aims and Objectives

- 3 The desired aims and objectives of this Memorandum of Affiliation are to enhance:
 - a) Community safety and community capability to prevent crime through the promotion and development of affiliated local community patrols; and

 - b) Opportunities to work towards uniform service delivery in terms of support for affiliated local community patrols throughout New Zealand by Community Patrols of New Zealand Charitable Trust and the individual Community Patrols.

COMMUNITY PATROL'S COMMITMENT

- 4 The Community Patrol will:
 1. Ensure that its membership fees are paid and up to date.
 2. Submit a current 'Quick Reference Form' (QRF) with every annual subscription and whenever there is a change of Patrol Coordinator, Patrol Secretary, Patrol Training Officer or Police Liaison Officer.
 3. Submit required Patrol Statistics via the recognised CPNZ Web portal.
 4. Have the Patrol's current members recorded in the National Database and updated as membership changes occur.
 5. Have a working relationship and regular information exchange with their District Representative and supply updates of its activities to CPNZ (via its District Representative) for inclusion in the District Representative's reports to National Council meetings.
 6. Undertake on-going training as required in the Memorandum of Understanding between CPNZ and New Zealand Police.
 7. Maintain an individual Personnel File for each Patroller who has joined the patrol containing:
 - The Patroller's Security Clearance (Vetting) Form,
 - The Patroller's application to join the patrol,
 - The Patroller's signed Code of Conduct,
 - The Patroller's signed Confidentiality Agreement,
 - A copy of the Entry Form for the National Database, a copy of any document or completed training record of any course of training undertaken as a patroller, and
 - Details of any disciplinary action taken by the Member Patrol against the Patroller within the previous 7 years.
 8. Maintain each Personnel File during the relevant Patrollers membership of that patrol and for a period of 7 years thereafter and, upon request make that file available to any other Member Patrol to whom the patroller applies for membership.
 9. Maintain written records of all Committee decisions.

10. Hold an Annual General Meeting and election of officers in accordance with Clauses 5.7 and 5.8.
11. Comply with:
 - the provisions of the Memorandum of Understanding between CPNZ and New Zealand Police in relation to Police Liaison Officers and Health and Safety.
 - The CPNZ Governing Documents
12. To assist the District Representative to carry out his or her role and responsibilities effectively.
13. To supply, upon request, current financial records to enable an audit of its finances to be undertaken by CPNZ in any case where a written complaint has been received by CPNZ in relation to the management of any Member Patrol's finances
14. To participate in its District Committee and recognise and work with the other Member Patrols in its district.

5 CPNZ'S COMMITMENT

CPNZ will provide the following services for all affiliated Member Patrols:

1. Initial guidance in the setting up and operation of the patrol using a standardised format and authorised forms.
2. Vetting to a national standard in accordance with the Memorandum of Understanding between CPNZ and New Zealand Police using a standardised format and the authorised Police form.
3. A National point of contact and support.
4. Operational guidelines.
5. Representation at a national level to Government Departments, Non-Governmental Organisations (NGO's) and groups or organisations who have similar objectives to those of CPNZ.

6. Support of a District Representative from the same Police District who will be a local point of contact to the National Council and the Police District management.
7. Training packages.
8. The authorised nationally approved CPNZ Identity Card.
9. Maintenance of the CPNZ National Database governed by appropriate protocols.
10. Approved promotional material, including the CPNZ Patrol Manual.
11. Dispute resolution and disciplinary processes.
12. Eligibility to nationally acquired funding when available.
13. Support of other Community Patrols in the Member Patrol's District.

6 HEALTH AND SAFETY

CPNZ is committed to the continual building of its relationship with individual Member Patrols and wishes to promote safe practices for adoption by Patrollers. Patrollers are not required or expected to put themselves at risk as a consequence of their role as Patrollers.

To that end, CPNZ and the Community Patrol will ensure that the following Health and Safety Procedures are in place to ensure the safety and wellbeing of Patrollers:

- Induction Programme
- Supervision
- Training for Community Patrollers in:
 - Tasks performed
 - Hazard identification
 - Hazard management
 - Accident management
 - Emergency procedures

CPNZ will provide support and guidance in health and safety practices. It is the responsibility of the individual Community Patrol and their members to implement such practices.

7 Dispute Resolution

All issues, disputes and differences between the Parties in relation to the interpretation or performance of this Memorandum of Affiliation shall, in the first instance, attempt to be resolved informally.

If agreement cannot be reached within a reasonable time by the process above, then either party may elect to have the matter resolved by Arbitration by giving written notice to the other part. The arbitration shall be initiated and carried out in accordance with the CPNZ Procedures and Rules

8 Costs

Unless CPNZ and the Community Patrol agree otherwise, each of them shall pay their own costs of meeting the commitments of this agreement.

9 Intention

CPNZ and the Community Patrol agree that it is their intention that the spirit and intent of this Memorandum of Affiliation (and not just its specific wording) is followed by both parties.

10 Termination

Either party to this memorandum may terminate this Memorandum of Affiliation without cause by providing 2 months' notice in writing to the other party.

11 Variation

This Memorandum of Affiliation can only be modified by a written agreement signed by each of the parties to it.

12. Conditions

Nothing in this Memorandum of Affiliation shall make either party liable for the acts or omission of the other or constitute any legal relationship between the parties other than that of an autonomous affiliate to a registered charitable trust.

Parties' Representatives

Until otherwise notified to the other party, the parties' specified addresses, facsimile numbers and representatives are:

The Chairman - Community Patrols of New Zealand Charitable Trust
Address: P.O. Box 3017, Wellington 6140
Telephone: 04 817 0228
Facsimile: 04 460 2967
Email: chris@cpnz.org.nz

_____ Community Patrol
Patrol representative name:
Address:
Telephone:
Facsimile:

Signed by Community Patrols of New Zealand Charitable Trust by the affixing of its seal

Signature:
Designation: Trust Board Chairperson
Name: Christopher Lawton
Date:

Signed for and on behalf of the _____ Community Patrol

Patrol Coordinator Signature:
Name:
Date:

in the presence of:
District Representative Signature:
Name:
Date:

APPENDIX 8



Certificate of Affiliation

Awarded to

Date _____ *Trust Chairperson* _____

9 DISCIPLINARY PROCEDURES

1 DISCIPLINARY COMMITTEE

- 1.1 Any disciplinary committee called a 'Complaints Committee' established by the Trust Board in accordance with Rule 3.1 of the Procedures and Rules shall comprise:
- A Trust Board Member
 - A patrol Officer who has a good understanding of the CPNZ Governing documents. Any other person or persons with appropriate knowledge and experience that the Trust Board considers would be desirable to have on the Complaints Committee either as a regular member or for the purposes of one or more matters being addressed by the Complaints Committee.
- 1.2 The Trust Board will appoint one of the Complaints Committee members as the Complaints Committee Convenor.
- 1.3 If a complaint is received in respect of a Community Patrol that is located within the District of the District Support team member of the Complaints Committee, a District Support team member from a District that is not the subject of the complaint shall act as the member of the complaints Committee in place of the primary District Support team member. If called upon by the convenor to do so.
- 1.4 If, during the course of an investigation, a member of the Complaints Committee is unable to continue in that role for any reason, or if the Trust Board otherwise considers that the member should be replaced, the Trust Board may replace that member with an alternative member.
- 1.5 The Trust Board shall delegate to the Complaints Committee:
- (1) The authority to enquire into any complaint received by CPNZ against any:
 - Community Patrol.
 - Member of the Trust Board.
 - Other member of CPNZ (as defined in the Trust Deed).
 - District Support team or other committee of the Trust Board or a subcommittee of any CPNZ committee and
 - (2) Such of its powers as are reasonably necessary for the Complaints Committee to carry out its functions.
- 1.6 Meetings of the Complaints Committee may, with the exception of a personal hearing conducted under Section 4.2 below, be conducted either in person or electronically.
- 1.7 The manner of conducting meetings of the Complaints Committee will be at the discretion of the Complaints Committee Convenor, who will take into consideration the seriousness of the alleged complaint in deciding the method of conducting the meetings.

- 1.8 A written or electronic record of all Complaints Committee meetings will be maintained by the Complaints Committee Convenor as a Confidential File.

2 INITIAL ACTION ON RECEIPT OF AN ALLEGATION OR COMPLAINT OF MISCONDUCT

- 2.1 All complaints made under this process must be factual, made in writing and contain sufficient evidence to warrant an investigation.
- 2.2 Upon receipt of a complaint about a CPNZ member, the National Office will immediately forward this to the Trust Board Chairman.
- 2.3 The Trust Board Chairman will determine whether or not;
- the matter is or may be the subject to a Police Investigation, and
 - if the complaint contains sufficient evidence of sufficient seriousness to warrant an investigation.
- 2.4 If the Trust Board Chairman determines, in consultation with the Convenor, that the evidence is not sufficient, the Trust Board Chairman will advise the complainant accordingly and the matter will not proceed unless further evidence is received.
- 2.5 If the Trust Board Chairman determines, in consultation with the Convenor, that the matter, should be investigated, is or may be the subject of a Police Investigation, the Complaints Committee shall initially consider the complaint but may defer substantive consideration of the complaint until any Police investigation has been completed. If the Committee decides to defer consideration of the complaint, it may, at any time, reverse that decision and proceed with the consideration of the complaint, even though it is or may be the subject of a Police investigation.

COMPLAINTS AGAINST PATROLLERS

- 2.6 Should the complaint relate to a Patroller, the Complaints Committee shall:
- Refer the matter to the relevant Community Patrol for investigation.
 - Advise the Community Patrol whether or not the matter is the subject of a Police Investigation or not.
 - Provide such assistance to the Community Patrol as the Community Patrol may request in the Community Patrol's investigation and resolution of the complaint.
- 2.7 The Community Patrol shall investigate the complaint in accordance with clauses 3.6 and 3.8 of the CPNZ Procedures and Rules.
- 2.8 The Trust Board may at any time act in accordance with clauses 3.7 and 3.9 of the CPNZ Procedures and Rules. The Trust Board must be satisfied that complaint has been resolved in accordance with the governing rules.

COMPLAINTS AGAINST A COMMUNITY PATROL OR ASSOCIATE MEMBER

2.9 The Convenor of the Complaints Committee shall:

- Advise any Community Patrol or Associate member complained of that the matter has been referred to the Complaints Committee and provide them with the names of the persons comprising that committee,
- Provide them with a copy of the complaint and any supporting documentation, and
- Invite them to provide a written response to the complaint within a specified time.

2.10 The Complaints Committee may also advise the District Support team leader of the District in which the Community Patrol or Associate Member is located of the complaint, if it considers it appropriate to do so, it may also advise the Patrol's Police Liaison Officer of the complaint and of the status of the Patrol or Associate Member while the matter is investigated, if it considers it appropriate to do so.

COMPLAINTS AGAINST OTHER PERSON OR AGAINST COMMITTEES

2.11 The Complaints Committee Convenor shall:

- Advise the subject of a complaint against any other person or against a CPNZ committee or subcommittee that the matter has been referred to the Complaints Committee and provide them with the names of the persons comprising that committee.
- Provide them with a copy of the complaint and any supporting documentation, and
- Invite them to provide a written response to the complaint within a specified time

STAND DOWN or SUSPENSION

2.12 Pending the resolution of a complaint,

- (1) The Trust Board may, on the recommendation of the Complaints Committee, or without such recommendation where a complaint relates to a matter that is the subject of a Police Investigation or urgency so requires, Stand Down or Suspend:
 - A Trust Board Member.
 - A Member Patrol.
 - An Associate Member.
 - A Life Member.
 - An Honorary Member.
- (2) A CPNZ committee or subcommittee may, on the recommendation of the Complaints Committee, or without such recommendation where a complaint relates to a matter that is the subject of a Police Investigation or urgency so requires, Stand Down or

Suspend a member of their committee or subcommittee.

- (3) The Complaints Committee may Stand Down or Suspend a member of any Committee, subcommittee or call for a patrol member to be stood down
- 2.13 Immediately following any Stand Down or Suspension the Chairperson of the Trust Board or relevant committee or subcommittee shall immediately advise the Complaints Committee Convenor of the fact of the Stand Down or Suspension and the reason for it, and shall advise such other persons as reasonably need to be advised of the Stand Down or Suspension of that fact, but shall not be required to provide any details for the reasons for such Stand Down or Suspension.
- 2.14 If the Trust Board Stands Down or Suspends a Community Patrol, it will advise the Community Patrol's District Support team and the Patrol's Police Liaison Officer of that status.
- 2.15 The Complaints Committee may consider the lifting of any Stand Down or Suspension of a Community Patrol on a case-by-case basis.
- 2.16 If a person is Suspended, the Complaints Committee may request the temporary surrender of the person's CPNZ National Identity Card and may require that any or all CPNZ property in that member's possession be provided to the Patrol District Support team or the National Office.
- 2.17 Any Stand Down or Suspension will remain in place until the Complaints Committee resolves or otherwise recommends termination.

3 INVESTIGATION PHASE

- 3.1 The Complaints Committee shall meet within 14 days after receipt of the requested explanation (referred to above) or the passing of the deadline for providing that explanation). After considering any explanation offered by the subject of the complaint the Complaints Committee shall, as soon as it can reasonably do so, either:
- Accept the explanation and conciliate the complaint, or
 - Endeavour to obtain further information and/or clarification from any party in order for the Complaints Committee to reach a fair and equitable decision, and/or
 - Determine the complaint.
- 3.2 In the event that the investigation and any conciliation does not resolve the complaint, the Complaints Committee shall, prior to determining the complaint, advise the subject of the complaint of the right to request a personal hearing before the Complaints Committee and the date by which any such request must be received.
- 3.3 If a request for a personal hearing is received, the Complaints Committee Convenor will determine the venue for the hearing or, if the parties agree, the hearing may be held electronically in such manner as agreed to.
- 3.4 Costs associated with the travel and accommodation of the Complaints Committee

will be borne by CPNZ.

- 3.5 Any costs associated with the subject's personal attendance or legal representation before the Complaints Committee are the responsibility of the subject, unless the Complaints Committee recommends to the CPNZ Trust Board otherwise and the Trust Board so decides.

4 DETERMINATION PHASE

- 4.1 If the subject has not requested a personal hearing, the Complaints Committee will meet as soon as convenient and make a determination on the complaint.
- 4.2 If the subject has requested a personal hearing, the Complaints Committee will arrange to conduct the personal hearing as soon as conveniently possible. At the hearing the subject or the complaint (or their advocate) will be provided with a reasonable opportunity to be heard in relation to the complaint.
- 4.3 The Complaints Committee may, at its discretion, also invite the complainant, any person nominated by the subject of the complaint, or any other person who they consider might usefully contribute to the hearing to attend or otherwise participate in the hearing and may, at its discretion (but shall not be obliged to), recommend to the Trust Board that CPNZ meets or contributes towards the costs of any such attendance.
- 4.4 Following the Disciplinary Hearing, the Complaints Committee will meet and, after any further investigation it may wish to undertake, determine the complaint by way of recommendation to the Trust Board. The Trust Board in consultation with the complaints committee convenor, will determine the outcome of recommendation.
- 4.5 The determination of the Complaints Committee meeting (including the reasons for the determination) will, be conveyed in writing to:
- The Trust Board.
 - The subject of the complaint or their legal representative.
 - The complainant.
 - Any other person that the Complaints Committee considers has a need to know the outcome of the complaint
- 4.6 Subject to the right of appeal provided below, the determination of the Complaint shall be final.

5 DISCIPLINARY INVESTIGATIONS RELATING TO CRIMINAL MATTER COMPLAINTS.

Where the complaint relates to a criminal matter that Police are or may be investigating and where the Complaints Committee decides to await the outcome of the Police investigation, the Complaints Committee, following the conclusion of the Police investigation, may take the following action:

- In the event the Police enquiry results in no charges being laid, the matter will be dealt with in the same manner as for a non-criminal matter.

- In the event the member is prosecuted for an offence related to the complaint and is convicted of a minor offence not punishable by imprisonment, the matter will be dealt with as for a non-criminal matter.
- In the event the member is prosecuted for an offence related to the complaint and is convicted of an offence punishable by imprisonment, the member will automatically be deemed to have committed Serious Misconduct and the Committee may, if it so decides, proceed to determine the outcome of such a finding without embarking on a substantive inquiry.

6 APPEALS

- 6.1 Any decision of the Complaints Committee may be appealed to the Trust Board within 28 days of the determination.
- 6.2 Such appeal may only be on the grounds of:
- That the process used by the Complaints Committee was flawed, or
 - The result of the determination of the Complaints Committee was so manifestly wrong that it should not be allowed to stand.
- 6.3 The appeal shall be determined by all members of the Trust Board other than any Trust Board member who participated in the determination of the complaint by the Complaints Committee.
- 6.4 Unless otherwise determined by the Trust Board, the appeal will be determined solely on the information provided to the Complaints Committee, together with any written submission provided by the appellant at the time of lodging the appeal.
- 6.5 After considering the matter, the Trust Board may:
- Confirm the determination of the Complaints Committee,
 - Amend the determination of the Complaints Committee,
 - Declare the findings of the Complaints Committee to be flawed and refer the matter back to the Complaints Committee for reconsideration, or
 - Declare the findings of the Complaints Committee to be flawed and substitute the determination with its own determination.
- 6.6 The determination of the Trust Board following the appeal shall be final.


10 POLICE LIAISON OFFICERS

- 1 The Community Patrol management committee and the Police Liaison Officer should be aware of Police Instruction – ‘Guidelines for working with Community Patrols’
- 2 A Police Liaison Officer shall NOT have control of Community Patrol finances or be involved in funding applications on behalf of the Community Patrol. (Refer to 1 above.)
- 3 A Police Liaison Officer is NOT permitted to participate in the operational management of a Community Patrol beyond providing Police related advice for Directed Patrolling and training.
- 4 A Police Liaison Officer can be an advisor to any Community Patrol committee but will NOT have the ability to make management decisions or to vote on any matter.
- 5 Police Liaison Officers should be aware of the provision of the Memorandum of Understanding between NZ Police and CPNZ relating to appropriate roles for Police Employees.
- 6 Police Liaison Officers should be aware of the knowledge, training and capability of the Patrollers, and of the resources and equipment to which the Community Patrol has access.
- 7 From time to time the Police Liaison Officer can assist the Patrol with training.
- 8 When it comes to Police operational matters the Police Liaison Officer has the final say.
- 9 Community patrols work with, not for, the Police Liaison Officer. The Police Liaison Officer does not work for the Community Patrol. Community Patrols need to appreciate that ‘Operational Policing Requirements’ take precedence and that Police Liaison Officers may be directed to other duties periodically.

11 Member Patrol Voting Authorisation Form.

- 1 Every Member Patrol may exercise their right to vote on every matter that calls for a vote at a CPNZ National Special or Annual General Meeting.
- 2 Every Member Patrol that sends a Patroller to a CPNZ National Special or Annual General Meeting on its behalf may participate in the voting process by providing that Patroller with a Voting Authorisation Form.
- 3 The Voting Authorisation Form allows a Patroller to vote on behalf of the Member Patrol named on it.
- 4 A Voting Authorisation Form shall be completed by the Member Patrol and must:
 - Identify the Member Patrol.
 - Identify the person who is authorised to vote on its behalf.
 - Have had the authorisation of the person who is voting on its behalf recorded in formal minutes of that Member Patrol.
 - Have the relevant section of those minutes attached to the Voting Authorisation Form.
 - Be signed by an officer of the Community Patrol who is NOT the person who is being authorised to vote.
- 5 Upon arrival at the General Meeting concerned, the person authorised to vote must hand the Voting Authorisation Form and attached signed minutes to the person who is distributing the CPNZ Voting Cards. In exchange the person will receive the Voting Card for their Member Patrol.
- 6 A Voting Authorisation Form will be invalid unless accompanied by a signed copy of the Member Patrol minutes of the meeting where the person was authorised to vote for the Member Patrol concerned.
- 7 A Voting Authorisation Form can only be used once and becomes void once surrendered to person who is distributing the CPNZ Voting Cards.
- 8 Only the Patroller who submits the Voting Authorisation Form may vote on any matter requiring a vote on behalf of the Member Patrol.
- 9 In the event that the Patroller named on the Voting Authorisation Form is unable to attend the CPNZ National Special or Annual General Meeting, a replacement Patrol representative may be appointed by the Patrol.
- 10 The detail of the replacement patrol representative shall be advised to the National Office as soon as possible and the admission of that person will be assessed on a 'case by case' basis.

Sample Member Patrol Voting Authorisation Form

<h2 style="margin: 0;">Voting Authorisation Form</h2> <h2 style="margin: 0;">National Annual General Meeting</h2>	
---	---

This Voting Authorisation Form has been given to:

Named Person:	
----------------------	--

on the understanding that they will represent the Community Patrol named below for the purpose of voting at the National Annual General Meeting of Community Patrols of New Zealand on:

_____ (date).

This authorisation was discussed within our patrol and the authorisation is recorded in our formal minutes dated:

The person named above has been instructed to supply both this Voting Authorisation Form and the attached copy of the minutes to the persons controlling the Voting Cards upon arrival at the CPNZ Annual National General Meeting

Community Patrol name:	
-------------------------------	--

In signing this Voting Authorisation Form, I acknowledge that it is made on behalf of the Community Patrol named above and is recorded in the Community Patrol minutes of the meeting where the appointment was made.

I acknowledge that the person named in this Voting Authorisation Form is the sole voting representative of our Community Patrol.

I also acknowledge that all other Patrollers of this Community Patrol will be ineligible to exercise the Community Patrol vote.

Authorised Signature	
Designation	

12 POSTAL PROXY VOTING

- 1 A Member Patrol who does not attend a CPNZ National Special or Annual General Meeting may participate in any voting process by the submission of a Postal Proxy Vote.
- 2 A Postal Proxy Vote is a vote on behalf of the Member Patrol.
- 3 Every Member Patrol may exercise their right to vote on every matter called for a vote at a CPNZ National Special or Annual General Meeting.
- 4 A Vote will be recorded as:
 - For. If it supports the motion.
 - Against. If it opposes the motion
 - Abstaining If it neither supports nor opposes the motion and the voter indicates that the Member Patrol concerned wishes their abstention to be recorded.

NB Abstention votes are not included in the count for or against a motion.


- 5 Not less than 30 days prior to the holding of a CPNZ National Special or Annual General Meeting, the National Office of CPNZ will forward to every Member Patrol a Postal Proxy Voting Form together with sufficient written information to enable that Member Patrol to make an informed decision as to their voting preferences.
- 6 A Postal Proxy Vote must be placed into a sealed envelope with the name of the Member Patrol and the words 'Postal Proxy Vote' clearly marked on the outside. The sealed Postal Proxy Votes must then be placed into a second envelope addressed to the CPNZ National Office. The envelope should also be marked as a 'Postal Proxy Vote'.
- 7 The Postal Proxy Vote must be physically received by the National Office of CPNZ not less than seven (7) days prior to the date of the CPNZ National Special or Annual General Meeting.
- 8 The receipt of any Postal Proxy Vote will be formally acknowledged by the National Office.
- 9 The appointed scrutineers shall be responsible for recording the Postal Proxy Votes at the appropriate time during the CPNZ National Annual or Special General Meeting.
- 10 The Postal Proxy Voting form will be invalid unless accompanied by a copy of the Member Patrol minutes of the meeting where the matters to be voted on were discussed and approved signed by an officeholder of the Member Patrol.
- 11 Once a Postal Proxy Vote has been received and acknowledged by the CPNZ National Office, the Member Patrol concerned will be included in the quorum for the meeting and

considered as having participated in the voting process.

12 The provision of a Postal Proxy Vote prevents any representative for the Member Patrol concerned speaking or otherwise voting on its behalf at that meeting (unless the Postal Proxy Vote has been rescinded by the patrol in accordance with section 6.19 or 7.13 of the CPNZ Procedures and Rules).

14 If there is an amendment to a Remit for which one or more Postal Proxy Votes has been received and, prior to the voting process the Chairman of the meeting declares the amendment to be 'an amendment of substance', the Remit at the discretion of the Chairperson be deferred to be dealt with as Postal National Special General Meeting under section 7.6 of the CPNZ Procedures and Rules.

15 **Sample Postal Proxy Voting Form**

POSTAL PROXY VOTE National Annual General Meeting	
Patrol Name	Authorised Signature and Position
In signing this Postal Proxy Vote, I acknowledge that it is made on behalf of the Community Patrol listed above, and is recorded in the Member Patrol minutes of the meeting where the matters to be voted on were discussed and approved.	

VOTING INSTRUCTIONS –

Voting at a CPNZ National Annual General Meeting will be on the basis of 'One vote per Member Patrol' for each individual agenda item requiring a vote.
 All agenda items requiring a vote require a minimum of 60% of all votes cast in favour of the resolution in order for the resolution to be passed.

Remit		For	Against	Abstention
1	Brief description of the Remit			
2	Brief description of the Remit			
3	Brief description of the Remit			
4	Brief description of the Remit			
5	Brief description of the Remit			

14 ELECTRONIC ELECTION

- 1 From time to time it may be appropriate for a District Election to be held electronically.
 - An Electronic Election for a District Support team can be arranged and conducted by the District or by the National Office either at the direction of the Trust Board or on the receipt of a request from the District.
 - In the event that a District arranges and conducts an Electronic Election, that District shall appoint a District Returning Officer who should be someone who is perceived as being completely impartial. Obviously, the current District Support team member cannot be the District Returning Officer unless the current District Support team member is not standing in the election.
 - The National Office may assist a District to arrange and conduct the Electronic Election for a District Support team member.

- 2 For the Electronic Election of a District Support team member the District Returning Officer (or the National Office) will:
 - Advise the relevant District of the intention to run an Electronic Election.
 - Remind the District of the requirements and provisions specified in Appendix 21.
 - Seek Nominations for the position of District Support team using the process outlined in Appendix 21 and on the approved form in Appendix 22.
 - Advise that nominations will be received until the closing date and time specified.
 - Request that all nominees supply a short biographical and positional statement (limited to 150 words) to assist in preparing a Voting Form.
 - Prepare a Voting Form with the nominees listed in alphabetical order of surname.
 - Issue the Voting Form and Statements to each Member Patrol with the reminder that:
 - o Voting is on the basis of 'one vote per Member Patrol'
 - o Any vote received is a Patrol Vote
 - o The person being voted for must be recorded in the Patrol's minutes.
 - Advise that the individual Member Patrol votes will be received up until the closing date and time specified.
 - Complete a vote count.
 - Advise the successful nominee, unsuccessful nominee/s, Member Patrols of the District, and National Office (in that order) of the result.
 - Advise the Trust Board of the result of the election.

3. Refer to the District Support team Nomination Process listed as Appendix 1

15 NATIONAL DATABASE

- 1 CPNZ will maintain a secure National Database of all CPNZ Member Patrols and Patrollers. This Database will be maintained in accordance with the Principles of the Privacy Act 1993 (as referred to in the CPNZ Database Access Protocols - held in the forms section of the National website) and to fulfil the requirement of New Zealand Police for operational purposes.
- 2 This database will be compiled from information supplied to the National Office by a Member Patrol upon receipt of a current Security Clearance Form (POL1125), a New [or Existing] Member Entry Sheet and an up to date Quick Reference Form.
- 3 Information from the Security Clearance Form is recorded on the National Vetting list. This records the basic details of the person together with the Driver Licence Number and the date that the vetting was completed.
- 4 The process involved with the Security Clearance Form is outlined in the document 'The Vetting Process' (Refer to Appendix 3).
- 5 The information from the New Member Entry Form will be used to issue the individual Patroller with the CPNZ National Identification Number and ID Card. The same information is also used to populate the National Database.
- 6 A CPNZ National Identification Number and ID Card will NOT be issued unless the Patroller has been approved as a result of a Security Clearance Check (POL1125).
- 7 The information required from a new Patroller for entry into the National Database is specified on the 'New Member Entry Form'. This form also identifies 'mandatory' and 'optional' information areas.
- 8 From time to time Member Patrols may receive requests to update their Member Patrol information held on the National Database. Any request will be generated from the National Office.
- 9 The National Database is also used to:
 - Provide Member Patrol Coordinators with a current Patrol Membership list.
 - Create the Quick Reference Form Database for the contact details for all Member Patrol office holders.
 - Provide Police Communications Centres with the contact details for all Member Patrol office holders.
 - Provide each District Support team with the contact details for all Member Patrol office holders of the same district.

2 CPNZ RULES OF MEETING PROCEDURE

2.1 Introduction

Most groups use some form of parliamentary procedure for their meetings. This Appendix not only briefly explains proper parliamentary procedure for more formal meetings, but also describes acceptable alternatives for decision-making in smaller groups.

2.2 Rules for Meetings

Just as the object of a game gives direction to its players, traditional principles of a democratic meeting guide group members when they gather. These include:

- 1 Every member has rights equal to every other member.
- 2 The will of the requisite majority must be carried out.
- 3 The minority must be heard, and their rights protected.
- 4 Only one topic will be considered at a time.

In order to play a particular game, certain rules for that game must be followed. "Parliamentary procedure" is a set of rules for meetings which ensures that the traditional principles of equality, harmony and efficiency are kept. Robert's Rules of Order, the best-known description of standard parliamentary procedure, is used by many different organizations as their rule book for conducting effective meetings.

2.3 Parliamentary Procedure at a Glance

1. What is the proper sequence of steps in having a motion voted on?

A motion has nine possible steps:

- **Moved** - a proposal from the floor.
- **Seconded** - another member feels the proposal is worth discussing.
- **Stated** - by the chair or secretary. Wording is recorded properly and everyone understands the intent of the proposal.
- **Discussed** - every speaker addresses the chair and must speak only to the motion. Usually, each member may speak only once to a motion except the mover who has the first and last chance to speak.
- **Amended** - changing the wording of the motion by:
 - adding or deleting words
 - replacing with different words. - each amendment has the same 9 steps as a motion.
- **Called** - after sufficient discussion, either a motion to end debate or a vote is called at the discretion of the chair.
- **Restated** - ensures everyone understands what is being voted on.
- **Voted** - chair calls each option: "All in favour?", "Opposed?" or "Abstaining?"
- **Declared** - results of the vote are announced by the chair.

2 Can the intent of the main motion be changed by an amendment?

Yes; the main motion may be changed, contrary to the intent of its movers. Only two criteria govern the use of an amendment:

- An amendment may not convert a motion to its direct negative; and
- An amendment must be pertinent to the topic in the main motion. E.g., a motion "to purchase a new typewriter for the secretary" may not have "and to pay the expenses of delegates to the annual meeting" added to it. This amendment clearly has no relationship with the secretary's need for new equipment.

3 How many amendments can be made to a motion?

There are only two kinds of amendments: those pertaining to the proposed motion called "first rank"; and those pertaining to a proposed amendment called "second rank" (amendment to the amendment). Only one amendment of each rank may be on the floor at one time. Any number of amendments may be made to most motions, but no "second rank" amendments may be amended (i.e., an amendment to the amendment to the amendment is not allowed!).

4 How can a meeting start without a quorum?

A quorum is the minimum number of eligible voters that must be present at a meeting to conduct business. If no quorum is present when the advertised hour of the meeting has been reached, then:

- the presiding officer may dismiss the group (after setting a time for future meeting); or
- the group may agree to proceed informally with the agenda, awaiting ratification of any decisions once a quorum is attained or, if it is not attained during the meeting, at a future meeting; or
- the group may discuss any items of interest but make no decisions.

5 Who is the Presiding Officer at meetings?

The Chairperson of the National Council is designated in the CPNZ Procedures and Rules to chair all CPNZ National Council Meetings. The Chairperson of the Trust Board is designated in the Trust Deed to chair all National Annual and National Special General Meetings.

In order for the Chairperson to take a lead in debates on policy rather than maintain a position of "supposed" neutrality which is directly contrary to his or her usual role as spokesperson for the group, the Chairperson may choose to step aside from the Chair for a particular item of business and appoint another person to chair that item, or use a Meeting Facilitator for that meeting or for the issue at hand.

6 After considerable debate, we still are not ready to vote on the motion. What can we do?

- A motion to postpone the matter until the next meeting may be in order, so that more information can be gathered.
- A motion to postpone temporarily (to table) allows a motion to be set aside until later in the meeting, allowing more urgent business to be dealt with, permitting amendments

to be drafted, or allowing time for implications of the motion to be checked. A motion to take from the table brings it back before the meeting.

- The motion may be withdrawn at the request of its mover, but only if no member present objects.

7 What happens when someone yells "Question!" from the floor?

Someone yelling "Question!" from the floor indicates that he or she wants the motion put to a vote. Only if the chair feels that the motion has had reasonable debate and most members are ready to vote, can he or she call the question (i.e., "All those in favour?", etc.).

Another way to close discussion on a motion is for someone to make a motion to call for a vote. This motion must be seconded and requires a 60% majority vote in order to proceed with a vote on the motion on the floor.

8 How should a committee report be accepted by an organisation?

A motion to "receive" the report means that the organisation is not committed to any of the conclusions or recommendations contained in it. (An example of such a report would be the monthly, unaudited treasurer's report.)

A motion to "adopt" the report in whole or in part commits the organisation to some or all of the recommendations of the report, and often implies some action to be taken.

9 Sometimes while one motion is being considered, an alternative motion might be the better one. How can it be presented?

1. The mover requests permission from the presiding officer to read out the alternative motion.
2. The mover and seconder of the original motion are asked if they will withdraw their motion, with the unanimous consent of the meeting.
3. If the original motion is withdrawn, then the alternative motion is moved.
4. If the original motion is not withdrawn, then the movers of the alternative motion inform the meeting that their motion will be moved if the original is defeated. They thus urge the members to vote against the original motion.

3 Consensus: Another Method of Decision-Making

Step 1. Describe the issue or problem confronting the group.

- State the problem clearly and concisely. If it is complex, then write it out.

Step 2. Gather all information relevant to the problem.

- All pertinent facts and ideas about the problem need to be heard in order to make a wise decision.
- Distinguish between facts and opinions.

A decision can often be made right away. However, action may need to be deferred so that additional information can be gathered.

Step 3. List all possible solutions or actions.

- Explore alternatives.
- Be creative. Use brainstorming techniques to generate new ideas, from every member.

Step 4. Choose the best possible solution.

- Use a process of elimination; refine and combine parts of your list in step 3.

Step 5. Make a decision.

- Formulate a statement of general agreement or consensus; or - Develop a motion and vote on it.
- Then, record the results in the minutes.

A group using formal Parliamentary procedure can easily use the consensus method of decision-making. A motion is made from the floor to move to an "informal session". The meeting then carries on a free discussion until the matter has been thoroughly discussed, with few formalities, using the consensus steps 1-5. A motion to "rise" from this informal session returns the meeting to its formal proceedings.

Reaching consensus is not always easy. Some individuals become frustrated with the time taken for group decision-making. Also, this method relies on the discretion of the chair who eventually decides when a general agreement or common "feeling" has been reached.

In some situations, if only extremely vocal and confident individuals dare to challenge the majority view, then the minority opinion is in danger of being suppressed.

Using consensus, however, can result in higher quality decisions. The complicated rules of parliamentary procedure are reduced while maximum member participation is encouraged. In the end, meeting decisions leads to action!

4 Conclusion

Whichever method the meeting chooses to make its decisions or conduct its meetings, the four principles of a democratic meeting must be followed.

5 References

To do this:	You say this:	May the speaker be interrupted?	Do you need a second?	Discussion?	Can it be amended?	What vote is required?
Set time for next meetings	I move that we meet again at... (time, place)	No	Yes	No	Yes	Majority
Adjourn the meeting	I move that we adjourn.	No	Yes	No	No	Majority
Call an intermission	I move that we recess for...	No	Yes	No	Yes	Majority
Complain about heat, noise, etc.	I rise to a question of privilege.	Yes	No	No	No	None
Temporarily postpone discussion of a motion	I move to table the motion.	No	Yes	No	No	Majority
End debate (and amendments)	I move that we close debate and vote on the motion.	No	Yes	No	No	60%
Set a time limit for debate	I move that debate be limited to...	No	Yes	No	Yes	60%
Postpone discussion for a certain time	I move to postpone the discussion until...	No	Yes	Yes	Yes	Majority
Study an issue more closely	I move to refer the matter to committee	No	Yes	Yes	Yes	Majority
Change the wording of a motion (or amendment)	I move to amend the motion by...	No	Yes	Yes	Yes	60%
Postpone discussion indefinitely	I move that we postpone this matter indefinitely.	No	Yes	Yes	No	60%
Introduce new business (main motion)	I move that...	No	Yes	Yes	Yes	60%

The motions listed above are in order of precedence such that the first one has to be dealt with before the last one. Below, there is no order among the motions, but each is dealt with as it arises.

To do this:	You say this:	May the speaker be interrupted?	Do you need a second?	Discussion?	Can it be amended?	What vote is required?
Protest breach of rules or conduct	I rise to a point of order	Yes	No	No	No	None
Protest a ruling of the chair	I appeal from the chair's decision	Yes	Yes	Yes	No	60%
Request information	I rise to ask for information	Yes	No	No	No	None
Suspend the rules temporarily	I move to suspend the rules so that...	No	Yes	No	No	60%
Discuss a matter previously tabled	I move to take from the table	No	Yes	No	No	Majority
Mover of motion wishes to withdraw it	I'd like to withdraw my motion	No	No	No	No	Majority
Reconsider a hasty action	I move that we reconsider the vote on...	Yes	Yes	only if original motion allowed it	No	60%
Eliminate a previous meeting's motion	I move that we rescind...	No	Yes	Yes	Yes	60%
Close nominations	I move nominations be closed	No	Yes	No	Yes	60%
Re-open nominations	I move nominations be re-opened	No	Yes	No	Yes	60%
Avoid considering an improper matter	I object to consideration of this matter	Yes	No	No	No	60%

17 DISTRICT SUPPORT TEAMS

- 1 District Support Teams shall operate in accordance with Section 14 of the CPNZ Procedures and Rules.
- 2 Should any District receive any money for management by the District Support team that District Support team shall have a Treasurer who shall keep accurate and audited accounts.
- 3 Any rules adopted by a District Support team shall not conflict with the CPNZ Governing Documents, rules and procedures.
- 4 Where a District is unsure how to address any issue or procedure, the applicable CPNZ Rules will apply subject to any necessary adaptations.
- 5 The agenda for the District Annual General Meeting shall include:
 - a) the elections of:
 - i. Chairperson / Convenor
 - ii. Secretary
 - iii. Treasurer (if required by this Appendix)
 - iv. Any other person/s that the Member Patrols consider appropriate.
 - b) Consideration of any remits intended for a National Annual General Meeting moved by any Member Patrol in that district.
 - c) Such other business as the District Support team may decide.
- 6 In the event that, after polling all District Patrols, the voting is tied, a second vote will occur. Should the vote remain tied, the incumbent shall retain the position until a District Special Meeting is held to ratify or challenge the position.
- 7 Where any issue relating to the performance of the District Support team member arises in a district and cannot be resolved at District level, the CPNZ Trust Chairperson shall be advised in order to assist in reaching a resolution.

Nomination Form for District Support Team Member

Nomination & Seconding

I _____
surname first name signature confirm, as recorded in our Patrol minutes dated _____, that the
_____ PATROL nominates
the Candidate:

_____ (Candidate Name Here) _____ AND

I _____
_____ surname first name signature confirm, as recorded in our Patrol minutes dated _____, that the
_____ PATROL seconds the
Nomination of that candidate

Acceptance of nomination:

I,

_____ surname first name Address being an active member of the _____ PATROL
accept the above nomination for the position of **District Support Team Member**.

Signed _____ Date _____

Phone _____ Cell _____

This form must be physically received by

[Name of Nominated Receiving Officer]

[Postal address]

Email: *[Town or City]* Phone:

By 5-00pm on FRIDAY *DATE HERE*