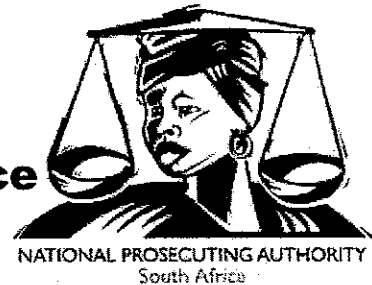


# National Prosecution Service



## Programme 4: NPA

### Annexure B:

#### NPA Court Preparation Services – Section B page 10 of the report.

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#### 2.1 Ke Bona Lesedi Court Preparation Programme

NPA's Court Preparation programme (Ke Bona Lesedi – I see the light) within the Business Unit of National Prosecution Services is the response to address the fears and concerns of child witnesses going to court as well as contribute towards the effective implementation of SORMAA and to assist prosecutors to have effective, non traumatised and credible witnesses in said matters. The programme contributes towards successful convictions and a reduction in the withdrawal of cases.

The Court Preparation Programme is a realistic and practical programme aimed at preparing witnesses to effectively testify in court. In order to attain this aim, Court Preparation Officers have to be equipped to identify and address the individual needs of the witnesses. Witnesses are informed of the court environment, legal processes and legal terms. The fears and concerns of witnesses about testifying are addressed and the programme aims to reduce secondary victimisation. The witness is provided with skills and information to cope with the stress of giving evidence through the use of a specific model. Furthermore, the merits of the case are not discussed during the court preparation process.

The active participation of victims and witnesses in criminal proceedings is vital for successful investigations, prosecution and adjudication of offenders. In order to obtain a conviction for a crime that has been committed and to ensure that justice is delivered, evidence whether in the form of a witness testifying, or other evidence, is needed.

Court Preparation for witnesses / victims in sexual offence matters are provided by specially trained permanently appointed Court Preparation Officials, hereafter referred to as CPO's.

140 CPO posts have been created since 2001 (10 posts currently vacant) and initially prepared witnesses at 68 dedicated Sexual Offences Courts which has now been expanded to 149 Regional / District/ Periodical and High Court Matters. Domestic Violence , Witness Protection and Mutual Legal Assistance matters have benefited from the programme. In addition thereto CPO has assisted in other serious and violent crimes such as Trafficking in Persons.

Governance and supervision structures are in place from Senior Public Prosecutor; Court Preparation Manager / Coordinator to Chief Prosecutor to Director Public Prosecutor and finally to the National Court Preparation Coordinator / Manager and National Director Public Prosecutions at Head Office.

## 2.2 Statistics

Indicator	2009 / 2010	2010/2011	2011/2012	Total	Notes
Number of court preparation sessions conducted	65'315	6'8926	52'816	187'093	The average of court preparation sessions have increased from 65.8 to 75 per CPO.
Number of witnesses under the age of 18 years	18'877	18'605	13'642	51'124	26.5%
Number of Sexual Offence Matters dealt with	35'880	34'325	23'703	93'908	42.56%
Number of Regional Court sessions conducted	55'486	58'934	45'694	160'114	Most of the Court Preparation sessions are conducted in Regional Court Matters.( Sexual Offences and Domestic Violence matters)
Number of District Court sessions conducted	9161	9120	6758	25039	Prosecutors identify witnesses in need of assistance however the primary focus is RC matters.
Number of High Court sessions conducted	556	473	333	1'372	The number of H/C matters is on the increase. Adv utilising the CPO's in these matters have indicated an increase in credible

Indicator	2009 / 2010	2010/2011	2011/2012	Total	Notes	
					and empowered witnesses contributing to sentences which previously from 10yr to 15yrs.	
Number of CPO posts	140	140	140		Vacant 10	
Number of vacant posts			10		WC	1
					FSD	0
					NGD	3
					NWD	0
					KZN	1
					NC	1
					SGD	3
					ECD	0
					Mthatha	1
Number of courts where CPO services are provided	76	89	149		Due to the high demand for the service of the CPO's and a lack of creation of posts (austerity measures) the CPO component then commenced to offer services in other courts which increased access to justice and the number of population reached.	
Number of Victim Impact Statements (VIS) submitted	88	89	475	652	The introduction and training of prosecutors on the implementation and purpose of the VIS has been a slow process, however it now seems to be understood especially in regards as to how it assists prosecution at sentencing stage,	



## National Prosecution Service

### Dedicated Sexual offences and Domestic Violence Court Preparation officers:

REGION	NAME OF CPO	DEDICATED OFFICE	ADDITIONAL COURTS SERVED	COMPUTER OWN/SHARING/ NONE	OFFICE SPACE OWN/SHARING/ NONE	TOTAL NO. OF CPOS
1. EASTERN CAPE	Eric Blou	PORT ELIZABETH		Sharing	Sharing	
	Neliswa Ding	PORT ELIZABETH		Sharing	Sharing	
	Phakamile Ngoma	PORT ELIZABETH		Sharing	Sharing	
	Sondezwa Vazi	PORT ELIZABETH		Sharing	Sharing	
	Adri Montgomery	UITENHAGE		Own	Own	
	Maki Meque	EAST LONDON		Sharing	Own	

**Office**

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Justice in our society, so that people can live in freedom and security

	Vuyelwa Beyaphi	MDANTSANE	King William's Town	None	Own	
	Phelisa Matinise	ZWELITSHA	Alice, Middeldrift, Peddie and Whittlesea	Own	Sharing	8
2. FREE STATE	Vuyani Tshabalala	BETHLEHEM	Sasolburg, Harrismith, Senekal and Ficksburg	Own	Own	
	Nthabiseng Moletsane	BETHLEHEM	Sasolburg, Harrismith, Senekal and Ficksburg	Own	Own	
	Nteboheng Tsasanyane	PHUTHADITJHA BA	Makwane, Tseseng and Tseki	None	Own	
	Maggie Faas	BLOEMFONTEIN		Sharing	Sharing	
	Charidon Molt	BLOEMFONTEIN		Sharing	Sharing	
	Martha Motshabeng	BLOEMFONTEIN	Koffiefontein	Sharing	Sharing	
	Tshepang Moeti	BLOEMFONTEIN		Sharing	Sharing	
	Khantshe Skhosana	WELKOM	Wesselsbron, Hoopstad, Bothaville	Sharing	Sharing	
	Rosy Dube	WELKOM	Kroonstad, Koppies, Parys, Theunissen, Viljoenskroon	Sharing	Sharing	

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	Rosy Sebege	WELKOM	Virginia, Ventersburg	Sharing	Sharing	
	Shenay Smith	WELKOM	Odendalrus, Hennenman, Bulfontein	Sharing	Sharing	
						11
3. KZN						
	Prudence Geraud	DURBAN		Own	Own	
	Nondumiso Nyembe	DURBAN		Own	Own	
	Nomveliso Mabovu	UMLAZI		Own	Own	
	Xolile Mzobe	ESHOWE	Melmothe	None	Own	
	Ntombi Chonco	EMPANGENI	Mtubatuba	Own	Own	
	Seneliso Sibanda	EMPANGENI	Mtubatuba	Own	Own	
	Mandisa Sikakane	RICHARDSBAY	Ngwezelana	None	Sharing	
	Sibusiso Ntombela	ULUNDI		None	Sharing	

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	Nolubabalo Zulu	ULUNDI		None	Sharing	
	Parimintha Sookdev	PINETOWN		Sharing	Sharing	
	Bonisile Mngoma	PINETOWN		Sharing	Sharing	
	Bongiwe Qwabe	VERULAM		None	Sharing	
	Princess Mlangeni	STANGER		None	Sharing	
	Mzwenhlamba Shinga	PORT SHEPSTONE		Own	Own	
	Nthuthuko Ngobese	SCOTTBURGH		None	Own	
	Louann Shuttleworth	PIETERMARITZBURG		None	Sharing	
	Babongile Dlamini	PIETERMARITZBURG		None	Sharing	
	Princess Khumalo	PIETERMARITZ		None	Sharing	

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			BURG						
		Nonhle Mchunu	PIETERMARITZ BURG			None	Sharing		
		Sthembile Cebekhulu	MADADENI		New Castle, Estcourt and Ladysmith on request	Own	Own		
					All KZN CPOs assist High Court on the referrals			20	
4. NGD		Priscilla Jabane	KLERKSDORP		Potchefstroom/Fochville	None	None		
		Brenda Mothobi	KLERKSDORP		Swarzreineke/Christiana	None	None		
		G Mampye	MIDDELBURG		None	Sharing	Sharing		
		Joseph Motlokwa	MIDDELBURG			Own	Own		
		Gezela Hartman	MIDDELBURG			Sharing	Sharing		
		Busi Manthata	THABAMOPO		Praktiseur	Sharing	Sharing		
		Anna Seshoka	THABAMOPO		Sekhukhune	Sharing	Sharing		

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	Sharon Mulele	THABAMOPO		Sharing	Sharing	
	Tebogo Mogale	THABAMOPO		Sharing	Sharing	
	Amelia Mothiba	MOKERONG	Mahwereleng	Sharing	Own	
	Margaret Pila	MOKERONG		Sharing	Own	
	Tebogo Mabilo	MOKOPANE	None	Own	Own	
	Zodwa Lekhuleni	NELSPRUIT	None	Own	Own	
	Dikeledi Leseka	MANKWENG	None	Sharing	Sharing	
	Elizabeth Moloto	POLOKWANE CLUSTER	None	None	Sharing	
	Xolile (Baloyi) Gape	ATTERIDGEVILLE	None	Sharing	Sharing	
	Elizabeth Mosotho	BRITS	None	None	None	

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		Tsetsa Fhatutshedzo	THOHOYANDOU/ SIBASA			None	None	
		Phumudzo Sadiki	THOHOYANDOU/ SIBASA			None	None	
		T Mudau	WATERVAL			Sharing	Sharing	
		Popo Moloi	SECUNDA		None	Own	Own	
		Prudence Mnguni	EVANDER		None	Own	Own	
								32
5. NORTHERN CAPE		Charlene Jafta	KIMBERLEY		Galeshewe	Own	Own	
		Anna Isaacs	UPINGTON			None	Sharing	
		Monica Malo	UPINGTON		Pella, Pofadder, Kuruman, Kathu Postmasburg, Griekwastad	None	Sharing	
								3
6. NORTH					Atamelang, Itsoeseng,			

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WEST	Audrey Kobedi	MOLOPO	Lichtenburg, Zeerust	Own	Sharing	
	Dorah Lekau	MOLOPO	Atamelang, Itsoseng, Lichtenburg, Zeerust	Own	Sharing	
	Carol Matjila	RUSTENBURG	Swartruggens and Koster	None	Own	
	Elizabeth Setlodi	RUSTENBURG	Swartruggens and Koster	None	Own	
	Kenosi Pako	BAFOKENG/THLABANE	Madikwe and Mokgwase	Own	Sharing	
	Ephraim Maupe	BAFOKENG/THLABANE	Madikwe and Mokgwase	Own	Sharing	
	Dinah Boikanyo	MORETELE/TEMBA		Own	Sharing	
	Ephenia Moselakgomo	MORETELE/TEMBA		Own	Sharing	
	Cynthia Moatshe	ODI		Own	Sharing	
	Onicca Muridili	ODI		Own	Sharing	
						10

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7. SGD	Mittah Tau	JHB HIGH COURT			Own	Own	
	Ernest Beesteboer	IKHAYA LETHEMBA			Own	Own	
	Muriel Mudau	VOSLOORUS			None	Own	
	Jennifer Sebisi	ALEXANDRA			Sharing	Sharing	
	Thembekile Nkosi	ALEXANDRA			Sharing	Sharing	
	Matshidiso Maubane	TEMBISA			Own	Sharing	
	Mumsey Qalinge	TEMBISA			None	Sharing	
	Maureen Manyeli	PALMRIDGE			None	Own	
	Jacqueline Matlala	GERMISTON			Own	Own	
	Judin Mbalathi	RANDBURG/ WYNBERG			Own	Own	

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[illegible]

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		Angelique Johnson	CAPE TOWN			Own	Sharing	
		Mahlathini Mbodlana	CAPE TOWN			Own	Sharing	
		Babalwa Hlatana	CAPE TOWN			Own	Own	
		Jade Andrews	GOODWOOD		Parrow	None	Own	
		Cynthia Ndamane	GOODWOOD		Parrow	None	Own	
		Sandra Christians	GEORGE		Thembaletu	None	Own	
		N Mcetywa	GEORGE		Thembaletu	Own	Own	
		Helene Lucas	OUDSTHOORN		LADISMITH	Sharing	Sharing	
		Pauline Solomons	OUDSTHOORN		LADISMITH	Sharing	Sharing	
		Nompumelelo Ntunwana	MOSSELBAY			None	Sharing	
		Prudence Coetzee	MOSSELBAY			None	Sharing	

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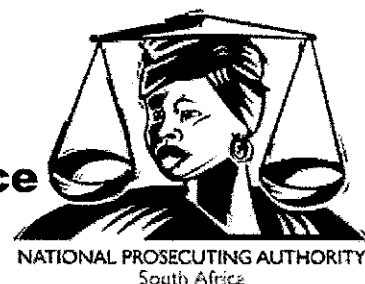
	Eunice Pandle	BEAUFORT WEST	Maritzburg	None	Sharing	
	Queenette Shumi	KNYSNA	Knysna and Plettenberg District Courts	None	Sharing	
	Liezel Crotz	KNYSNA	Knysna and Plettenberg District courts	None	Sharing	
	Ntombizine Bandla	MITCHELLSPLAIN		None	Sharing	
	Carmenita Van Rooy	MITCHELLSPLAIN		None	Sharing	
	Nonceba Dingswayo	KHAYELITSHA		None	Sharing	
	Andiswa Soji	KHAYELITSHA		None	Sharing	
	Nobesuthu Plaatjie	WYNBERG	Wynberg	no	Own	
	Michele Van Wyk	PAARL	Ceres, Stellenbosch, Tulbagh, Wolseley.	None	Own	27
9. MTHATHA	Zanele Qunta	MTHATHA	Port St John's, Mqanduli, Qumbu, Elliotdale, Tsolo	None	Sharing	

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	Fundi Vellem	MTHATHA	Port St John's, Mqanduli, Qumbu, Elliotdale, Tsolo	None	Sharing	
	Nombuyiselo Panda	MTHATHA	Port St John's, Mqanduli, Qumbu, Elliotdale, Tsolo	None	Sharing	
	Mziwandile Magazi	MTHATHA	Port St John's, Mqanduli, Qumbu, Elliotdale, Tsolo	None	Sharing	
	Cassandra Ratsoma	BUTTERWORTH/ CENTANI	The whole cluster	Own	Own	
	Buthelezi Sindisiwe	DPP MTHATHA	Mthatha High Court	Own	Own	
						6
		78	71		Total CPO	130
					Posts 1 40	

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# National Prosecution Service



## Head Office

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## 2.3 Training:

The accreditation process of the Court Preparation Training Manual commenced in 2012 and the contents of the training were aligned with applicable unit standards. Four training sessions for court preparation officers were presented in the reporting period and attended by 313 delegates, including court preparation officers, prosecutors and court preparation managers.

The training topics covered the implementation of victim impact statements, dealing with persons with mental disabilities, the court preparation model, court processes and procedures, understanding the various developmental stages of witnesses, competency test introduction to trauma and abuse in SO matters, stress reduction and empowerment techniques as well as how to effectively communicate with child witnesses; a practical guide for Child Witness Preparation; a practical guide for Adolescent Witness Preparation and a separate one for Adult Witness Preparation. Training includes legislation and policy such as SORMAA, Domestic Violence Act; Victims Charter; Norms and Standards for Court Preparation Services; Directives to Prosecutors in respect of implementing Court Preparation and Victim Impact Statements.

## Training Schedule

Province	Date	Station	Number of delegates attended
National (delegates from all provinces)	4-8 June	Pretoria VGM	24 learners including Prosecutors, Court Preparation Officers and Court Preparation Managers.
All Provinces	Month of February and March	All Provinces	200 delegates including DPP's, prosecutor and CPO. Training on role of CPO in contributing towards

			successful prosecutions and the implementation of VIS and its impact. Annual Planning Sessions
<b>All Provinces</b>	<b>14-18 May 2013</b>	<b>Pretoria VGM</b>	11 attendees including CPO and Court Preparation Mangers on working with child witnesses on SO and implementing the Court Preparation Model.
<b>All Provinces</b>	<b>23 May 2013</b>	<b>Pretoria VGM</b>	7 attendees trained on the implementation of VIS in SO matters and the impact thereof.
<b>North West</b>	<b>28-30 August</b>	<b>Mabatho</b>	25 attendees including CPO and Court Preparation Mangers on working with child witnesses on SO and implementing the Court Preparation Model.
<b>Bloemfontein Provincial</b>	<b>3-5 September</b>	<b>Bloemfontein</b>	40 – VIS to DPP; Chiefs; SPP's and CPO.
<b>KZN</b>	<b>7-8 Aug</b>	<b>Durban</b>	6 attendees on Statistics and administration and VIS
	<b>Total</b>	<b>7 (interventions)</b>	<b>313 (learners)</b>
<b>Community Education and Awareness Programmes</b>	<b>Weekly / monthly</b>	<b>Approximately 32 conducted Nationally</b>	Primary and High Schools; Community centres; Shows such as Rand Easter Show / Pretoria Show / Pietermaritzburg Show and radio campaigns. Subject matter covered such as Understanding the Court Process and procedures, the role of the CPO; what are

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			your rights when entering the CJS, protection skills who to report to if someone suspects abuse or a victim of SO offence, Victims Charter amongst others
--	--	--	-----------------------------------------------------------------------------------------------------------------------------------------------------------

#### 2.4 Victim Impact Statements:

- The impact of submitting VIS's as evidence at sentencing stage (Child Justice Act no 75 of 2008 s 70) which commenced on 1<sup>st</sup> April 2010, has provided the presiding officer with a complete picture of the traumatic event on the child and the family / caregivers. It has also contributed to the "PRIMARY VICTIM" and "SECONDARY VICTIM" having their voice heard in court irrespective of the outcome of the matter. It directly contributes towards "Therapeutic Jurisprudence"; increased sentencing imposed by the presiding officer; increased compensation orders and facilitates access by the victim / survivor to attend parole board hearings.
- The impact of the Court Preparation Programme and the training programme has proved invaluable to prosecutors, presiding officers, investigation officers alike but most importantly the victim/witness themselves. Often child and /or teenager witnesses – after court preparation – indicate they would like to testify in the main court room as they wish to see the accused and tell him/her exactly what they did to them and the impact thereof. More often than not this has satisfied the needs of the witness and they are no longer obsessed about the outcome of the case. It has increased public confidence in the CJS.
- Children and other older witnesses are encouraged to tell their friends and family what they have learnt in court and how to protect themselves against possible re –victimisation, thus combating the cycle of violence. Accordingly the witnesses are referred for continuum of care to appropriate service providers such as nongovernmental organisations who offer therapy and places of safety; Department of Education and Department of Social Development.

## 2 GOVERNANCE: DEVELOPMENT OF POLICY AND LEGISLATION

- Currently there is a Norms and Standards Documents for Court Preparation Services.
- There are 10 Court Preparation provincial Managers / Coordinators and one National Manager / Coordinator.

### A. Resourcing:

- Considerable increase of requests for additional posts by prosecutors especially in the rural areas has been received since 2006. Currently the CPO's are on level 6. The entry level for CPO post is R129780.00 P.A.
- Provincial Managers at R587358.00

ITEM	UNFUNDED DEPARTMENT'S BUDGET ALLOCATION: 2013/2014	CARA BUDGET ALLOCATION: 2013-2015 (3yrs)
Establishment of Sexual Offences Court Preparation officers x 20	2595600	-
Court Preparation managers x 4	2349432	-
Court Preparation Kits	100'000	
<b>Total</b>	<b>2475388</b>	

1. The following is a breakdown of the requirements for the Kits:

Requirements for Kits	
Items:	Requirements:
Soft toy: Elephant 20 units <b>+/- 20x R90 = R1800.00</b>	<b>See photo A</b> At least 30 cm tall Colour: grey

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	Non-toxic Child safe Plush Must be durable
Hand puppet of a bee 20 units <b>+/- 20xR200.00 = R4'000.00</b>	<b>See photo B</b> The bee's body should be sewn onto a black glove, which the hand fits into. This forms the legs of the bee. Body approximately 30cm long and body approximately 11 cm thick. Antennas are black good quality pipe cleaners. Wings made from white voile Button eyes
Glasses 40 units <b>+/- 40x R 30.00= R1'200.00</b>	<b>See photo C</b> Clear glasses Approximately 12 cm in height Approximately 2 mm thick
Trolley suitcases 20 units <b>+/- 20xR500.00 = R10'000.00</b>	<b>See photo D</b> Approximately 60 cm in height Lockable Logo sewn onto suitcase (see photo) Good quality, washable and durable
Jenga Blocks: The original wood block game. 20 units <b>+/- 20x R100.00 = R2'000.00</b>	<b>See photo E</b> If possible the Jenga Blocks should consist of coloured wooden blocks
Puzzles 20 units <b>+/- 20 x R 140.00 = R2'800.00</b>	<b>See photo F</b> It does not have to be exactly the same, but we require a set of four puzzles, consisting of 6, 9, 12 and 15 pieces respectively. The puzzle pieces should be at least 2 mm thick to ensure durability If these puzzles can be obtained in

	wood it would be preferable
<p>Wooden blocks</p> <p>20 sets of approximately 30 blocks each</p> <p><b>+/- 20x R200.00 = R4'000.00</b></p>	<p><b>See photo G</b></p> <p>Blocks should be in the five primary colours</p> <p>Different shapes- squares, rectangles, triangles and parallelograms</p> <p>Approximately 30cm in thickness</p> <p>Size varying between 12 and 15 mm</p> <p>Paint should be non toxic</p> <p>Edges of blocks should be slightly rounded for safety purposes</p>
<p>Mops and Brooms puppets</p> <p>20 sets of 7 characters plus</p> <p>20 zip bags for storage / transport purposes</p> <p><b>+/- 20x 3000.00 = R60'000.00</b></p>	<p><b>See Photo H</b></p> <p>Puppets consist of:</p> <ul style="list-style-type: none"> <li>• Magistrate (black gown with red and a white bib)</li> <li>• Prosecutor with black gown and NPA badge</li> <li>• Defence attorney (Plain black gown)</li> <li>• Girl child witness</li> <li>• Boy child witness</li> <li>• Policeman(Court Orderly/Investigation Officer)</li> <li>• Accused</li> </ul> <p>All puppets to be made of mops and brooms. The "MOP" represents the hair for females; brooms represent hair for males "brush cut". The puppets must have durable strong arms and faces attached. Coloured feather dusters to depict the children's hair.</p> <p>Children to have happy faces and the accused to be austere.</p> <p>Must:</p> <ul style="list-style-type: none"> <li>• Closely resemble an actual</li> </ul>

	<p>magistrate, prosecutor, defence lawyer, police officer etc with the appropriate clothing.</p> <ul style="list-style-type: none"> <li>• Must be able to stand freely.</li> <li>• Must be in a black calico / denim zip bag which all 7 puppets can be stored.</li> </ul>
<p>Change Can with technique items.</p> <p><b>+/- 15 x 80.00 = R1'200.00</b></p>	
<p>Containers for Chemicals</p> <p>40 x 5 cm plastic round "pill" type containers with screw on lid.</p> <p><b>+/- 40 x R5 = R200.00</b></p>	<p>The plastic containers are used to decant the chemicals for distribution to the regions. Each kit includes 2 plastic containers. Can be obtained at any plastic outlet store.</p> <ul style="list-style-type: none"> <li>• Strong plastic</li> <li>• Durable</li> <li>• Lid must be secure</li> <li>• leak proof</li> </ul>
<p>Electric hot water bottle</p> <p>20 units</p> <p><b>+/- 20 x R60.00 = R1'200.00</b></p>	<p>Can be obtained from Dischem or Clicks</p> <p>Should be covered in soft fleece</p>
<p>Coloured laminated pictures</p> <p><b>+/- 60 x R213.00 = R11'600.00</b></p>	<p>20 X A4 set of 12 pictures each of court role players – colour printed and laminated</p> <p>20 X A4 set of 15 adult programme pictures – colour printed and laminated</p> <p>20 X A3 set of 5 court pictures – colour printed and laminated</p> <p>Possible service providers: Postnet/Advertising House</p>

**Total KITS: R100'000.0**

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