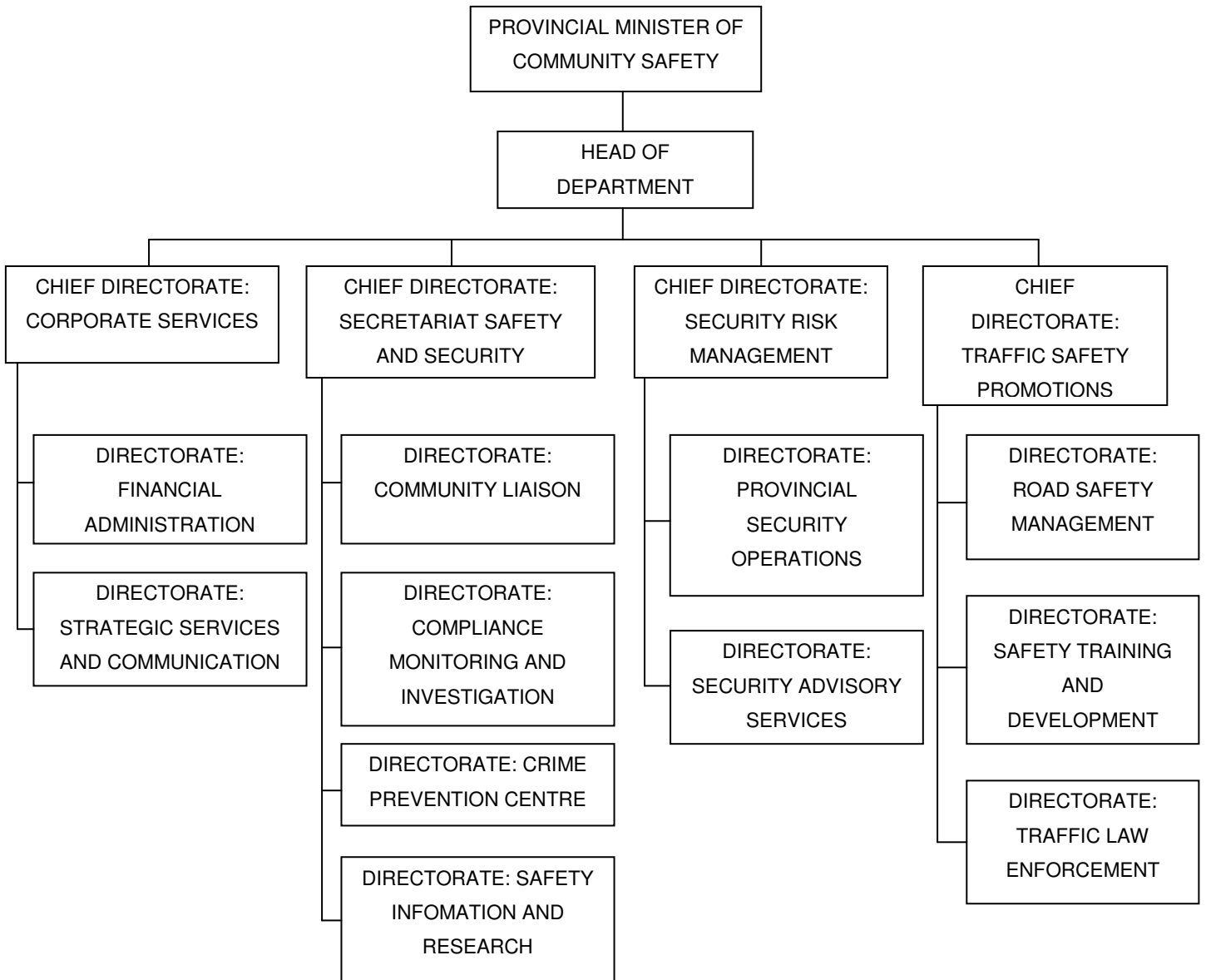


DEPARTMENT OF COMMUNITY SAFETY

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1. STRUCTURE OF THE DEPARTMENT



2. FUNCTIONS OF THE DEPARTMENT

- Research and analyse crime dynamics and developing appropriate strategies
- Promote civilian oversight over the South African Police Service (SAPS)
- Regulate and co-ordinating operational crime prevention initiatives
- Initiate and support social crime prevention projects
- Render traffic management services and supporting road safety education

CHIEF DIRECTORATE: CORPORATE SERVICES

- Render strategic and communication services
- Ensure an efficient financial management service
- Render specialised auxiliary services

DIRECTORATE: FINANCIAL ADMINISTRATION

- Ensure an effective management accounting service
- Ensure an effective financial accounting service
- Ensure an effective supply chain management service
- Ensure an effective asset management and logistical service
- Ensure an effective enterprise risk management and internal control service

DIRECTORATE: STRATEGIC SERVICES AND COMMUNICATION

- Render communication services
- Manage strategic services

CHIEF DIRECTORATE: SECRETARIAT SAFETY AND SECURITY

- Initiate, coordinate, execute and support social crime prevention projects in the Western Cape
- Provide an integrated information and research management framework / system towards safer communities in the Western Cape
- Provide civilian oversight over law enforcement agencies
- Build capacity within communities against crime through increasing levels of consciousness, institutionalising, structures for community participation, empowering community policing and establish uniformed partnerships with communities to decrease the levels of crime and levels of perception of crime

DIRECTORATE: CRIME PREVENTION

- Manage crime prevention projects
- Capacitate communities to execute projects
- Manage special intervention projects
- Coordinate transversal projects
- Manage the training of NHW and Community Police Forum members

DIRECTORATE: CIVILIAN OVERSIGHT

- Monitor and evaluate effective service delivery over SAPS and other law enforcement agencies
- Monitor the implementation of policies with regard to policing agencies
- Regulate the functioning of the MP's and Provincial Traffic Services

DIRECTORATE: SAFETY INFORMATION AND RESEARCH

- Provide relevant management information on safety environments and conducts project evaluations
- Provide relevant information and analysis of crime and policing

DIRECTORATE: COMMUNITY LIAISON

- Facilitate conflict resolution between the communities and the SAPS
- Manage programmes to improve relationships between the SAPS and communities
- Develop stakeholder engagement capacity

CHIEF DIRECTORATE: SECURITY RISK MANAGEMENT

- The provision of a comprehensive protection service to the Provincial Government of the Western Cape in respect of property, assets, equipment, reputation, employees, visitors and guests
- Provide advice and assistance to the heads of provincial institutions to comply with relevant security and safety regulations and policies
- Provide security support services

DIRECTORATE: PROVINCIAL SECURITY OPERATIONS

- Manage the monitoring and control of access control surveillance systems and assists departments with procurement of such systems
- Safeguard provincial property and people within provincial institutions

DIRECTORATE: SECURITY ADVISORY SERVICES

- Develop, research and review security policies
- Preliminary screening and vetting of personnel
- Investigate security breaches and ensure the implementation of counter measures
- Promote occupational health and safety in the Provincial Government
- Manage an administrative support service for the Chief Directorate

CHIEF DIRECTORATE: TRAFFIC SAFETY PROMOTIONS

- Co-ordinate and evaluate road safety strategies and programmes
- Manage effected law enforcement services
- Provide quality outcomes-based learning programmes to public safety and security agencies and community structures to improve professionalism, service delivery and participation

DIRECTORATE: TRAFFIC LAW ENFORMCEMENT

- Manage traffic law enforcement in the metro region
- Manage traffic law enforcement in the west coast region
- Manage traffic law enforcement in the southern cape region
- Render an administrative support service

DIRECTORATE: SAFETY TRAINING AND DEVELOPMENT

- Manage the process of safety training and development to public safety and security agencies
- Manage the process of quality assurance and evaluation for training provided

- Manage the administration, finance human resources and logistics

DIRECTORATE: ROAD SAFETY MANAGEMENT

- Effective promotion of orderly traffic and traffic safety education
- Develop appropriate educational literature and programmes
- Render administrative support

3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER SECTION 14(1)(b)

Dr G A Lawrence
15 Wale Street/
P.O. Box 5346
Cape Town
Tel: 021 483 4233
Fax: 021 483 3479
E-mail: hodcomsafe@pgwc.gov.za

4. GUIDE BY SOUTH AFRICAN HUMAN RIGHTS COMMISSION ON HOW TO USE THE ACT SECTION 14(1)(c)

It is the responsibility of the SAHRC to compile a guide in terms of section 10 of the PAIA, in an easily comprehensible form and manner, as may be required by a person who wishes to exercise any right contemplated in the Act.

This guide is also available in all the official languages from the SAHRC and any enquiries in this regard should be directed to:

The South African Human Rights Commission	
Telephone	+27 11 484 8300
Fax	+27 11 484 1360
E-Mail Address	PAIA@sahrc.org.za
Postal Address	PAIA Unit: The Research and Documentation Department Private Bag 2700 Houghton 2041
Street Address	PAIA Unit: The Research and Documentation Department Boundary Road, Isle of Houghton, Wilds View, Entrance 1 Houghton JOHANNESBURG
Website	www.sahrc.org.za

5. RECORDS

SECTION 14(1)(d)

5.1 DESCRIPTION OF SUBJECTS ON WHICH THE DEPARTMENT HOLDS RECORDS

- Legislation
- Organisation and Control
- Financial Administration
- Personnel Administration
- Accommodation, Supplies, Services
- Transport and Official Visits
- Communication and Media Affairs
- South African Police Service
- Liaison with Civil Community in South Africa
- Liaison with Foreign Institutions
- Execution of Projects

- Liaison with Official Institutions
- Parliament/Cabinet/Political Role-players
- Municipal Police

5.2 RECORDS AUTOMATICALLY AVAILABLE

DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000	MANNER OF ACCESS TO RECORDS
DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(iii)	
(a) Annual Report	Copies of these records are available free of charge from the Department of Community Safety, PO Box 5346, Room M-60, 15 Wale Street, Cape Town
(b) Strategic Plans	Same as above

5.3 REQUEST PROCEDURE

- A requester must use Form A as prescribed in the regulations published in terms of the Promotion of Access to Information Act (Government Notice R223 of 9 March 2001).
- A request fee in the amount of R35,00 is payable before the request will be processed.
- The payment of the request fee does not apply to a record requested by a maintenance officer or maintenance investigator for purposes of a maintenance investigation or inquiry in terms of the provisions of the Maintenance Act, 1998 or the regulations

made under section 44 of the said Act (as per Government Notice R991 of 14 October 2005).

- Provision is made on Form A for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- Form A also provides for a requester to indicate in which language the record is required, although there is no obligation on the department to translate it.
- A requester may also indicate in what form (i.e. paper copy, electronic copy, etc) access to the record must be provided. This will be adhered to unless doing so will unreasonably interfere with the running of the Department or for practical reasons access cannot be given in the required form or medium.
- An access fee is payable should the requester for instance need copies of the requested record.
- A single person whose annual income does not exceed R14 712,00 per annum and married persons, or a person and his or her life partner whose annual income does not exceed R27 192,00 are exempted from paying access fees (as per Government Notice R991 of 14 October 2005).
- Payment of the access fee does not apply to the personal record of a requester (as per Government Notice R991 of 14 October 2005).
- In certain instances, a requester may also be requested to pay a deposit.
- A requester may lodge an internal appeal against the payment of the deposit and / or access fee. The fee payable with regard to an internal appeal is R50,00. Should a requester want to lodge an internal appeal, Form C (as prescribed in Government Notice R223 of 9 March 2001) must be completed.
- In the event that the internal appeal procedure be exhausted and the requester is still not satisfied with the outcome, a court may be approached for an appropriate order.

- Access to a record will be withheld until all applicable fees have been paid.
- Information may be requested on behalf of another person, but the capacity in which the request is made must be indicated.
- If a requester is unable to read or write, or cannot complete the form because of a disability, the request can be made orally. The information officer, or a person so delegated, must then fill in the form on behalf of such requester and give him/her a copy of the completed form.

6. SERVICES AVAILABLE TO THE PUBLIC
SECTION 14(1)(f)

- Investigating complaints against the SAPS
- Funding projects
- Training neighbourhood watches
- Providing trauma rooms
- Training municipal police
- Training traffic officers
- Regulating traffic at special events
- Escorting duties relating to the movement of abnormal loads

7. ARRANGEMENT ALLOWING INVOLVEMENT IN THE FORMULATION OF POLICY AND PERFORMANCE OF FUNCTIONS
SECTION 14(1)(g)

Public hearings are held on an annual basis to determine policing priorities and objectives. The public is extensively involved in this process and is thus given an opportunity to influence policy formulation.

During June 2002, the Department also hosted a police indaba in which the public was involved. This indaba resulted in the adoption of

a people-orientated, problem-solving policing and community safety strategy.

8. REMEDIES AVAILABLE IN RESPECT OF ACTS OR FAILURE TO ACT
SECTION 14(1)(h)

Legislation applicable to the Department may provide for an internal review or appeal procedure. Should this procedure be exhausted, or no provision be made for such procedure, a court may be approached for an appropriate order.