DEPARTMENT OF COMMUNITY SAFETY

TABLE OF CONTENTS

1. Structure of the Department
2. Functions of the Department
3. Contact details of the deputy information officer
4. Guide by South African Human Rights Commission on how to use the Act
5. Records
   5.1 Description of subjects on which the Department holds records
   5.2 Records automatically available
   5.3 Request procedure
6. Services available to the public
7. Arrangement allowing involvement in the formulation of policy and performance of functions
8. Remedies available in respect of acts or failure to act
1. STRUCTURE OF THE DEPARTMENT

- Provincial Minister of Community Safety
  - Head of Department
    - Programme 1: Management Support
      - Sub-programme: Financial Management
      - Sub-programme: Strategic Services and Communication
    - Programme 2 & 3: Secretariat Safety and Security
      - Sub-programme: Crime Prevention Centre
      - Sub-programme: Policy and Research
      - Sub-programme: Community Police Relations
      - Sub-programme: Monitoring and Evaluation
    - Programme 4: Security Risk Management
      - Sub-programme: Provincial Security Operations
      - Sub-programme: Security Advisory Services
2. **FUNCTIONS OF THE DEPARTMENT**

- Implement the constitutional and legislative mandate of civilian oversight of law enforcement agencies and implement both national and provincial policies on safety and security.
- Manage the security functions on behalf of all Heads of Departments in the Western Cape Government (WCG).
- Render an efficient corporate service within the department.
- Render strategic management support to the HOD.

**PROGRAMME 1**

**ADMINISTRATION**

The purpose of Programme 1 is to provide strategic management and administrative support services to the line functions of the Department. It also supports the Ministry and the Office of the Head of Department. The Programme’s objective is to efficiently contribute to the Offices of the MEC and HoD in order for these to provide strategic leadership. The Programme manages and renders corporate functions to the Department, which include Financial Management, and Strategic Services and Communication. It aims to improve control measures and provide support for strategic direction. In its quest to improve its financial management capability level, the Programme will institutionalise processes for dealing with non-financial performance information, attempt to move beyond compliance and focus on achieving the knock-on effect of directing inputs and outputs closer towards outcomes and impact. The review of the 2015 – 2020 Strategic Plan of the Department, including unqualified audit reports (financial and performance) is indicative of the achievement of the strategic goal of ensuring process excellence.
• To provide strategic leadership
  - To provide strategic leadership to effectively discharge
    the mandate of the Department over the 5 year period
• To ensure effective financial management
  - To ensure Departmental financial compliance through the
    provision of financial management and advisory services
    over the 5 year period
• To enhance Departmental performance management process
  - To enhance Departmental effectiveness through
    facilitating strategic planning, management of programme
    performance over the 5 year period
PROGRAMME 2 and 3

CHIEF DIRECTORATE:
SECRETARIAT SAFETY AND SECURITY

Functions
- Initiate, execute, co-ordinate 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 community policing and establishing uniformed partnership with the communities to decrease the levels of crime and levels of perception of crime.

SUB-PROGRAMME: POLICY AND RESEARCH

Purpose:
- To provide an integrated information and research management framework/system towards safer communities in the Western Cape.

Functions:
- Provide relevant management information on safety environment and conducts project evaluations.
  - To develop systems aimed at the independent gathering of safety information and establish the ability to analyse such information with the objective of determining the policing needs and priorities for the Province. To enable the Department to accurately determine the policing needs and priorities based on safety information gathered through its oversight function and research conducted over the 5 year period
SUB-PROGRAMME: CRIME PREVENTION CENTRE

Purpose:

- To initiate, execute, co-ordinate and support social crime prevention projects in the Western Cape.

Functions:

- Render an Institutional support and project coordination service.
- Coordinate crime prevention programmes.
- Render a project support service for the coordination of the Western Cape Provincial Social Gang Prevention and Intervention Strategic Framework
- Manage the process of safety training and development to community structures.
- To provide integrated safety planning and implementation
  - To develop and sustain safety strategies, design safety models and institutions to accommodate making safety everyone’s responsibility based on the whole-society approach and to co-ordinate frameworks for safety within the Western Cape over the 5 year period

SUB-PROGRAMME: COMMUNITY POLICE RELATIONS

Purpose:

- To build capacity within communities against crime through increasing levels of consciousness, institutionalising structures for community participation, empowering community policing and establishing uniformed partnerships with communities to decrease the levels of crime and levels of perception of crime.

Functions:

- Develop stakeholder engagement capacity.
  - Provide stakeholder engagement programme/ project implementation support.
- To enhance police accountability and community police relations
  - To promote good community police relations over the 5 year period
SUB-PROGRAMME: MONITORING AND EVALUATION

Purpose:

- To provide oversight over law enforcement agencies

Functions:

- Monitor and evaluate effective service delivery over SAPS and other law enforcement agencies.
- Monitor the implementation of policies with regard to policing agencies and regulate the functioning of MPS and Provincial Traffic Services.
- Render a support service to the Western Cape Provincial Police Ombudsman

PROGRAMME 4

CHIEF DIRECTORATE:
SECURITY RISK MANAGEMENT

- The provision of comprehensive security risk management service to the Western Cape on property, assets, equipment, reputation, employees, visitors and guests.
- The provision of advice and assistance to the Heads of provincial institution to comply with relevant security and safety regulations and policies.
- The provision of security support services.
SECURITY RISK MANAGEMENT

This Programme is additional to the National Budget and Programme Structure, and is referred to as Programme 4. The Programme aims to consolidate the management of systems and processes impacting on the security risk profile of the WCG. The Transversal Safety and Security Risk Management Strategy provides a strategic road map, directing a shift in how security is perceived and how it contributes to the overall performance and reputation of the WCG. In addition, it is believed that implementation of the Strategy will enable the WCG as a whole to be better positioned to facilitate improvement of wider social conditions by reflecting the kind of spaces we want to see within our communities.

The Strategy recognises short term opportunities and possibilities but more importantly will outline a pathway for strategic governance of security related risks. In attending to the relevant governance issues, systems, processes and structures that are required, our institutions are likely to transform into organisations which are much more resilient and with greater impact. The critical outcome for the Strategy therefore is institutional readiness and resilience in the face of threats which are inherently uncertain, undefined and ever evolving.

The Programme consists of two sub-programmes, namely Provincial Security Operations and Security Advisory Services. In order to maximise the provision of security services and operations, two focus areas have been prioritised. In the first instance security guarding service contractors will be managed more proactively. In the second instance systems and processes relating to assets and the movement thereof will be enhanced.
SUB-PROGRAMME: PROVINCIAL SECURITY OPERATIONS

Purpose:
- To provide a comprehensive protection service to the provincial government of the Western Cape in respect of property, assets, equipment, reputation, employees, visitors and guests.

Functions:
- Manage the monitoring and control of access control surveillance system and assist departments with the procurement of such system.
- The safeguarding of provincial property and people within provincial institutions.
- To enhance safety and security implementation
  - Elevate security measures to minimise security breaches in respect of theft and unauthorised access to WCG facilities

SUB-PROGRAMME: SECURITY ADVISORY SERVICES

Purpose:
- To advise and assist heads of provincial institutions to comply with relevant security and safety regulations and policies.

Functions:
- Develop, research and review security policies.
- Preliminary screening and vetting of personnel.
- Investigate security breaches and ensure the implementation of countermeasures.
- Promote occupational health and safety in the provincial government
- To enhance safety and security processes
  - Increase the level of compliance by all Departments in respect of personnel, information, document, communication and physical security through the establishment, maintenance and support of security committees within WCG departments.
3. CONTACT DETAILS OF THE DEPUTY INFORMATION OFFICER
SECTION 14(1)(b)

Mr G Morris
35 Wale Street
P.O. Box 5346
Cape Town
8000
Tel: 021 483 3929
Fax: 021 483 6412
E-mail: Hod.Comsafe@westerncape.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:

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<thead>
<tr>
<th>The South African Human Rights Commission</th>
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<td><strong>Telephone</strong></td>
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<td><strong>Street Address</strong></td>
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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 the Province
- Liaison with Foreign Institutions
- Execution of Projects
- Liaison with Official Institutions
- Parliament/Cabinet/Political Role-players
### 5.2 RECORDS AUTOMATICALLY AVAILABLE

<table>
<thead>
<tr>
<th>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE IN TERMS OF SECTION 15(1) OF THE PROMOTION OF ACCESS TO INFORMATION ACT, 2000</th>
<th>MANNER OF ACCESS TO RECORDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESCRIPTION OF CATEGORIES OF RECORDS AUTOMATICALLY AVAILABLE FOR COPYING OR PURCHASING IN TERMS OF SECTION 15(1)(a)(iii)</td>
<td></td>
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<tr>
<td>(a) Annual Report</td>
<td>Hard copies of these records are available free of charge from the Department of Community Safety, PO Box 5346, 4th Floor, Open Plan, 35 Wale Street, Cape Town. Electronic copies of these records are available on the Department of Community Safety’s website: <a href="http://www.westerncape.gov.za/dept/community-safety">www.westerncape.gov.za/dept/community-safety</a></td>
</tr>
<tr>
<td>(b) Strategic Plans</td>
<td>Same as above</td>
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<td>(c) Annual Performance Plan</td>
<td>Same as above</td>
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<td>(d) Community Safety Barometer: April 2011</td>
<td>Same as above</td>
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<tr>
<td>(e) Policing Needs and Priorities (PNPs)</td>
<td>Same as above</td>
</tr>
</tbody>
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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 view 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. The access fee is calculated based on the number of copies, postage payable, etc.
- 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. 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 service delivery complaints against the South Africa Police Service
- Funding projects
- Training neighbourhood watches and community police forums
- Monitoring trauma rooms
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 needs and priorities. The public is extensively involved in this process and is thus given an opportunity to influence policy formulation.

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.