

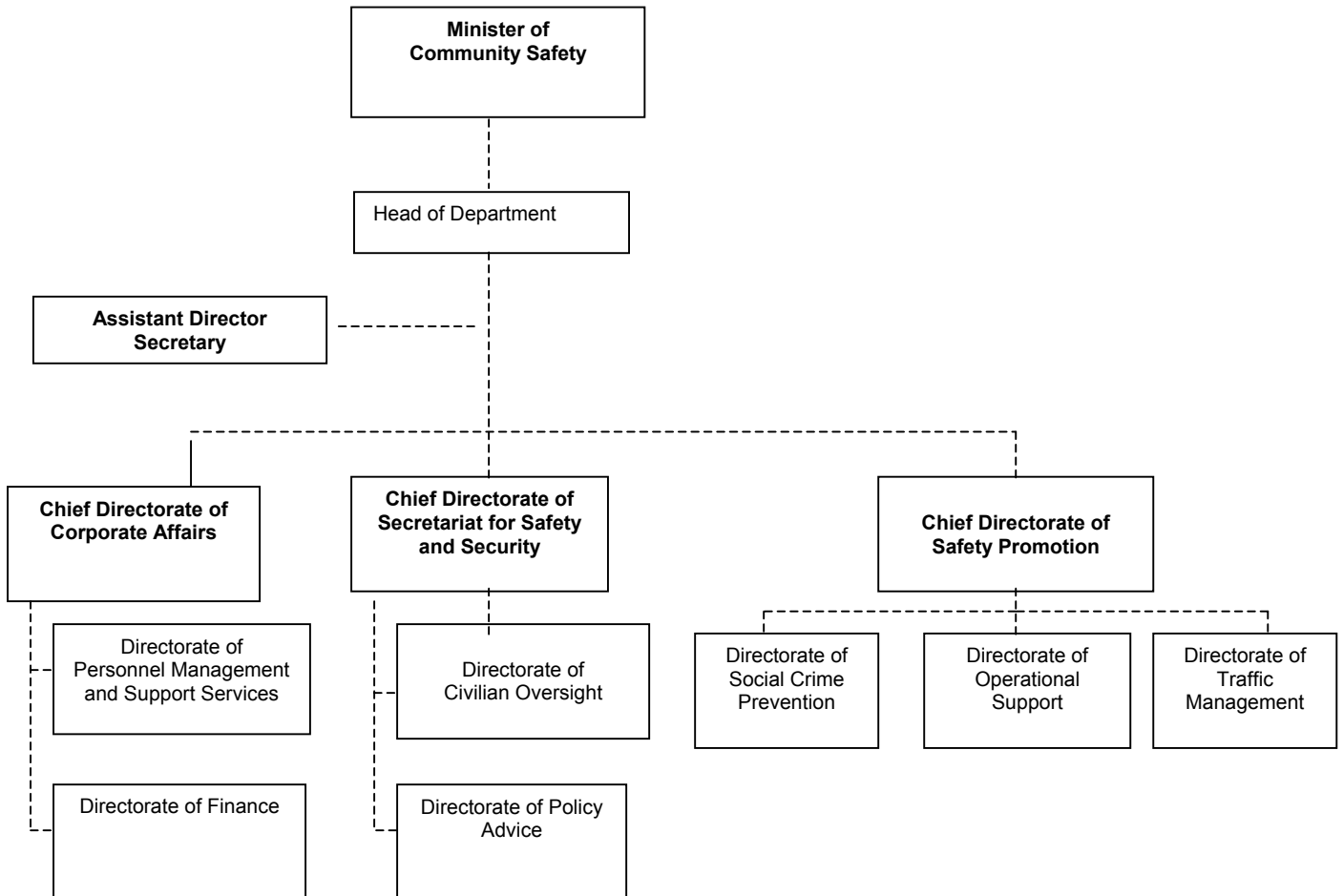
DEPARTMENT OF COMMUNITY SAFETY
WESTERN CAPE PROVINCIAL ADMINISTRATION

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1. STRUCTURE OF THE DEPARTMENT

SECTION 14(1)(a)



1 Chief Director
2 Directors
3 Deputy Directors

1 Chief Director
2 Directors
6 Deputy Directors

1 Chief Director
3 Directors
8 Deputy Directors

2. FUNCTIONS OF THE DEPARTMENT

- Researching and analysing crime dynamics and developing appropriate strategies
- Promoting civilian oversight over the South African Police Service (SAPS)
- Regulating and co-ordinating operational crime prevention initiatives
- Initiating and supporting social crime prevention projects
- Rendering traffic management services and supporting road safety education

CHIEF DIRECTORATE OF CORPORATE AFFAIRS

- Effectively managing human resources and rendering support services

DIRECTORATE OF PERSONNEL AND ADMINISTRATION

- Managing human resources
- Providing support services

DIRECTORATE OF FINANCE

- Rendering budget control
- Rendering a departmental accounting service

CHIEF DIRECTORATE OF SECRETARIAT SAFETY AND SECURITY

- Developing strategic safety plans for the Western Cape by way of scientific research
- Promoting civil perspective on policing matters

DIRECTORATE OF CIVILIAN OVERSIGHT

- Determining policing needs and priorities for the Western Cape by way of community involvement
- Monitoring policy implementation and service delivery of the SAPS
- Promoting relations between the SAPS and the communities through conflict resolution

DIRECTORATE OF POLICY ADVICE

- Researching and establishing databases regarding community safety
- Developing strategic security plans for the Western Cape
- Providing traffic safety education

CHIEF DIRECTORATE OF SAFETY PROMOTION

- Supporting operational crime prevention initiatives
- Initiating, executing and co-ordinating community-based crime prevention projects
- Providing a traffic law enforcement and traffic safety management service

DIRECTORATE OF SOCIAL CRIME PREVENTION

- Managing crime prevention projects
- Managing projects in order to build capacity within communities
- Managing special intervention projects
- Co-ordinating transversal projects

DIRECTORATE OF OPERATIONAL SUPPORT

- Supporting projects in respect of law enforcement
- Providing a municipal police training service

DIRECTORATE OF TRAFFIC MANAGEMENT

- Enforcing traffic legislation
- Providing traffic training

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

Mr M.C. Joshua
15 Wale Street/P.O. Box 5346
CAPE TOWN
Tel.: (021) 483-4233
Fax: (021) 483-3479
E-mail: Mjoshua@pawc.wcape.gov.za

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

The guide on how to use the Promotion of Access to Information Act, 2000, will be available from the South African Human Rights Commission by no later than August 2003. Queries can be made at:

South African Human Rights Commission
PAIA Unit
The Research and Documentation Department

Postal address: Private Bag 2700
HOUGHTON
2041

Tel.: (011) 484-8300
Fax: (011) 484-1360
Website: www.sahra.org.za
E-mail: PAIA@sahra.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.
- Provision is made on the afore-mentioned form for the requester to indicate whether he/she wants a copy of the record or merely wants to look at it.
- The form 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.
- A request fee is payable should the requester for instance need copies of the requested record. In certain instances, a requester may also be

requested to pay a deposit. A requester may lodge an internal appeal against the payment of these fees. 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 should no provision be made for such procedure, a court may be approached for an appropriate order.