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INKCAZO

Inguqulelo yesiNgesi yale Ngxelo yoNyaka ittathwa njengeyona isebeanza ngokusesikweni. Isebe alinakubekwa tyala, ngazo nazihpi na iziphoso ezengathi zibe khona ngxesha lenguqulelo yezinye iilwimi.

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PR 145/2011

SUBMISSION OF THE ANNUAL REPORT TO THE MINISTER

DEPARTMENT OF COMMUNITY SAFETY ANNUAL REPORT 2010/11

Minister Dan Plato
Minister of Community Safety

Submission to Executing Authority

As prescribed by the Public Finance Management Act (PFMA) (Act 1 of 1990), the Public Service Act (PSA), (Act 103 of 1994), and the National Treasury Regulations, I hereby submit the Department of Community Safety Annual Report 2010/11.

I use this opportunity to record my sincere appreciation for your continued guidance and support.

A handwritten signature in black ink, appearing to be 'G. Lawrence', with a long horizontal stroke extending to the right.

DR. GILBERT LAWRENCE
HEAD OF DEPARTMENT
DATE: 30 August 2011

DEPARTMENT OF COMMUNITY SAFETY
VOTE 04
2010/11 ANNUAL REPORT

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PART ONE: GENERAL INFORMATION

DEPARTMENT OF COMMUNITY SAFETY
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1.1 VISION, MISSION AND VALUES

1.1.1 VISION

A safer open opportunity society for all... free of the fear of crime.

1.1.2 MISSION

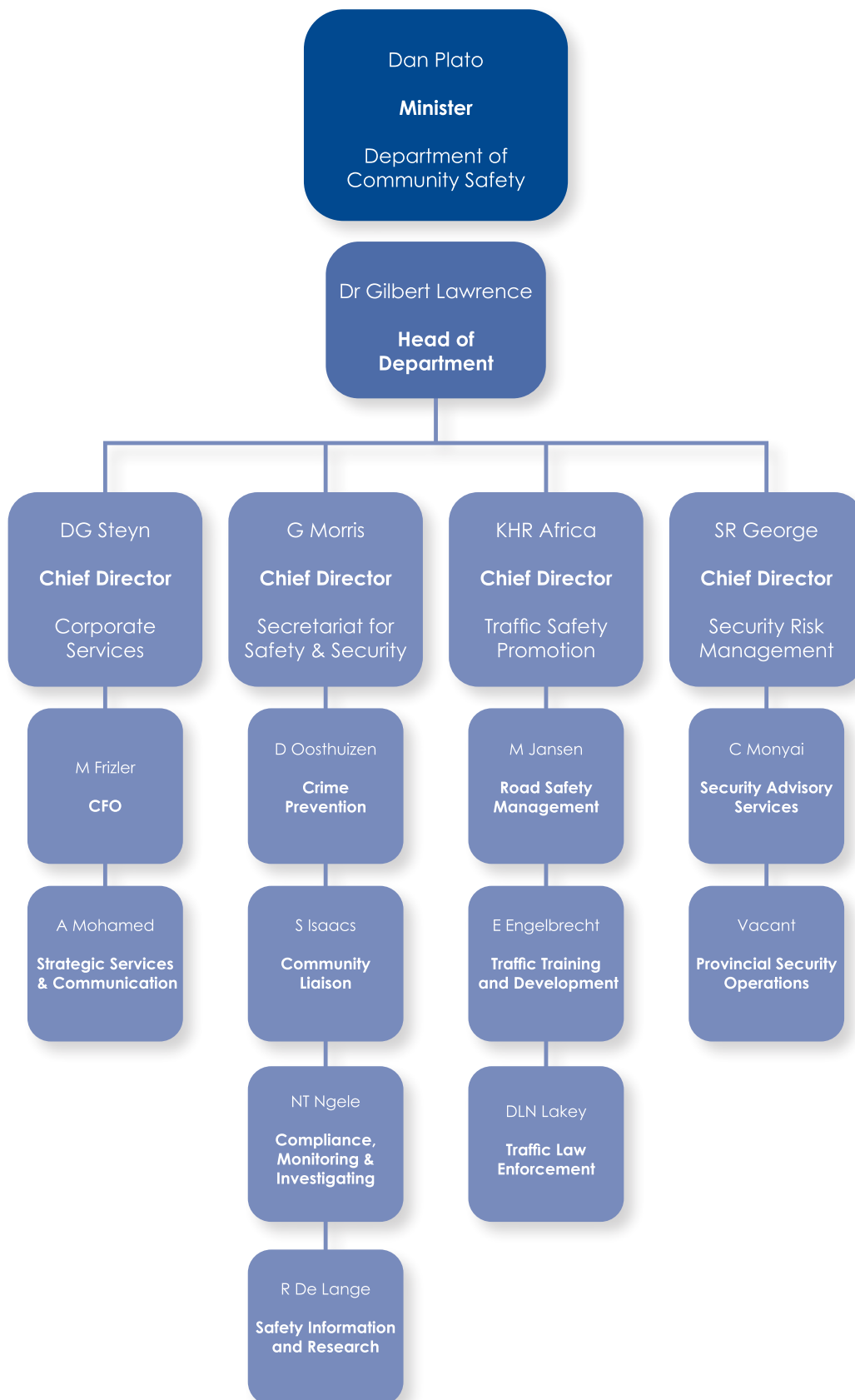
The Department of Community Safety will promote freedom and opportunity for all the people of the province by improving efficiency and effectiveness in the field of safety and security through a process of civilian oversight, integrated community safety strategies and designs, traffic safety promotion and security risk management.

1.1.3 CORE BUSINESS VALUES

- Truth
- Accountability
- Personal responsibility
- Excellence
- Choice
- Fit for purpose

1.1.4 ORGANOGRAM

The organogram indicates the management structure as at 30 June 2011.



1.1.5 LEGISLATIVE AND OTHER MANDATES

1.1.5.1 Constitutional mandates

Constitution of South Africa Act 108 of 1996, Section 206

Provincial Government determines policing needs and priorities of the Province.

Each Province is entitled-

- (a) to monitor police conduct;*
- (b) to oversee the effectiveness and efficiency of police service, including receiving reports on the police service;*
- (c) to promote good relations between police and the community;*
- (d) to assess the effectiveness of visible policing; and*
- (e) to liaise with the Cabinet member responsible for policing with respect to crime and policing in the province.*

Province may investigate any complaint of police inefficiency or a breakdown in relations between police and any community (may even appoint a commission of inquiry) and must make recommendations to cabinet.

Schedule 5 of the Constitution gives the provincial sphere of government exclusive legislative competence over "provincial roads and traffic". Section 104 provides for the legislative authority of provinces which is vested in its provincial legislatures, and confers on the provincial legislature the power to pass legislation for its province with regards to any matter within a functional area listed in Schedule 5.

Constitution of the Western Cape Act 1 of 1998, Section 66

Policing functions of Western Cape Government

66. (1) The Western Cape government is entitled —

- To monitor police conduct;
- To assess the effectiveness of visible policing;
- To oversee the effectiveness and efficiency of the police service, including receiving reports on the police service;
- To promote good relations between the police and the community; and
- To liaise with the national Cabinet member responsible for policing with respect to crime and policing in the Western Cape.

66. (2) In order to perform the functions set out in subsection (1), the Western Cape government

- May investigate, or appoint a commission of inquiry into, any complaints of police inefficiency or a breakdown in relations between the police and any community; and
- Must make recommendations to the national Cabinet member responsible for policing.

1.1.5.2 Legislative mandates

The Department is not the custodian of any of the legislation as mentioned below, despite being closely involved in the application thereof on a daily basis or being guided thereby. This does not prohibit the Department from however giving input into legislative amendments.

LEGISLATION	ACT
Constitution of the Republic of South Africa, 1996	(Act 108 of 1996)
Constitution of the Western Cape, 1998	(Act 1 of 1998)
Control of Access to Public Premises and Vehicle Act, 1985	(Act 53 of 1985)
Criminal Procedure Act, 1977	(Act 51 of 1977)
Electronic Communication and Transaction Act, 2002	(Act 25 of 2002)
Firearm Control Act, 2000	(Act 60 of 2000)
Municipal Financial Management Act, 2003	(Act 56 of 2003)
Local Government Municipal Systems Act, 2000	(No. 32 of 2000)
Local Government Municipal Systems Amendment Act, 2003	(Act 44 of 2003)
National Archives of South Africa Act, 1996	(Act 43 of 1996)
National Land Transport Transition Amendment Act, 2001	(Act 31 of 2001)
National Land Transportation Transition Act, 2000	(Act 22 of 2000)
National Land Transport Act, 2009	(Act 5 of 2009)
National Road Traffic Act, 1996	(Act 93 of 1996)
National Strategic Intelligence Act, 1994	(Act 39 of 1994)
Occupational Health and Safety Act, 1996	(Act 85 of 1993)
Preferential Procurement Policy Framework Act, 2000	(Act 5 of 2000)
Private Security Industry Regulations Act, 2001	(Act 56 of 2001)
Promotion of Access to Information Act, 2000	(Act 2 of 2000)
Promotion of Administrative Justice Act, 2000	(Act 3 of 2000)
Protected Disclosures Act, 2000	(Act 26 of 2000)
Protection of Information Act, 1982	(Act 84 of 1982)
Public Finance Management Act, 1999	(Act 1 of 1999)
Public Service Act, 1994	(Act 103 of 1994)
Radio Amendment Act, 1991	(Act 99 of 1991)
Road Traffic Act, 1989	(Act 29 of 1989)
Road Traffic Management Corporation Act, 1999	(Act 20 of 1999)
Road Transportation Act, 1977	(Act 74 of 1977)
South African Police Service Act, 1995	(Act 68 of 1995)
South African Police Service Amendment Act, 1998	(Act 83 of 1998)
Telecommunications Act, 1996	(Act 103 of 1996)
The Administrative Adjudication of Road Traffic Offences Act, 1998	(Act 46 of 1998)
The Annual Division of Revenue Act, 2009	(Act 12 of 2009)
Western Cape Road Traffic Act, 1988	(Act 12 of 1998)

1.1.6 Entities Reporting to the Minister

The following entities report to the Minister of Community Safety:

Name of entity	Legislation	Nature of Business
Chrysalis Academy	Chrysalis Academy has been established as per Cabinet initiative of June 2000, governed by a Trust Deed.	Youth Development

1.1.7 Minister's Statement

The Annual Report 2010/11 gives the Department of Community Safety (DoCS) an opportunity to showcase its achievements in respect of its vision of "A safer open opportunity society for all...free of the fear of crime". The Provincial Government shifted its focus during the year, through the driving of Provincial Strategic Objective 5, from "Reducing crime" to "Increasing safety". The introduction of this paradigm shift radically broadens the way in which safety is perceived and managed, going beyond a reactive approach to crime and makes safety everyone's responsibility. The Department has consequently not only continued, but in fact bolstered and extended its partnerships with communities, other government departments, the private sector and civil society to ultimately synergise and strengthen positive impacts on communities. The Department has delivered through its projects and its activities to respond to community needs and to incorporate these as part of the Annual Performance Plan 2011/12.

The Department has worked hard on gang intervention strategies. The Department has conducted numerous visits and engagements with communities and is in the process of implementing the Ceasefire initiative as a pilot project in Hanover Park, in conjunction with the City of Cape Town and the Violence Prevention through Urban Upgrade (VPUU) Project. This is due to begin during the course of 2011/12. Gang violence affects too many people in the Western Cape and robs many citizens of the right to live free from the fear of crime, and particularly violent crime.

The Department also focussed on youth development as a means of increasing safety, by empowering young South Africans with skills to increase personal safety, environmental safety as well as community safety to ultimately become strong, positive community leaders. The inaugural Youth Safety Ambassador Camp at De Hoop Nature Reserve in Bredasdorp, was facilitated by DoCS as well as Cape Nature and the Naturalist Society, and about 50 Grade 10 learners from across the province took part, many of them from gang-riddled neighbourhoods. Follow up camps have taken place with the assistance of the Chrysalis Academy.

Following the increase in attacks on hikers, cyclists and visitors in general on Table Mountain and what is known as the mountain chain, a steering committee was formed, with representatives from DoCS, Law Enforcement Agencies (LEAs), SANPARKS and a number of civil society formations. The steering committee took a holistic approach to maximizing available resources to ultimately increase safety on the mountain. This committee drives the process aggressively, to strengthen the hand of LEAs.

As part of its mandate to monitor police conduct DoCS identified the Policing Needs and Priorities of communities (PNPs). The objective of the Project (PNPs) was to improve police accountability and transparency. The results of the PNPs were submitted to the SAPS Provincial Commissioner for incorporation into the SAPS annual performance plan for the following financial year. The PNPs survey was conducted in all of the 149 police precincts with the participation of all Community Police Forums in the province and included input from Business Against Crime. This consultative project also aids CPFs in exercising their civilian oversight role over local police stations by monitoring whether community police priorities are included in the police plans of these stations.

The Department, through its Complaints Hotline and through reports from the public, dealt with almost 600 investigations into complaints against the police, received via various communication media such as email, fax, personal in office visits and the Complaints Line. With regard to complaints against police, a further 2299 were lodged directly at police stations, via radio control, the Independent Complaints Directorate (ICD), Municipal Police Service (MPS) and the Swartland Municipal Services (SMPS). In addition, the Department has monitored service delivery at all of the 149 police stations and has monitored compliance with the Domestic Violence Act, sector policing, answering of telephone calls at police stations, detectives, and in-loco inspections.

The Department has partnered extensively with regard to gang interventions and has coordinated short-term community directed interventions, which aim to strengthen and mobilise communities through their Community Police Forums (CPFs), Neighbourhood Watch Volunteers (NHW) and SAPS. The role of the Secretariat for Safety and Security was to ensure that all other Government Departments and Community Based Organisations (CBOs) implement programmes in accordance with their mandates.

In terms of road safety, DoCS has implemented several action mechanisms to curtail speed offences, including road blocks, speed timing and vehicle and driver fitness checks with the aim to make our roads safer. The 24-hour traffic service in the Western Cape was also successfully implemented. The Western Cape has taken the lead, and other provinces are following the Province's example. The successful implementation of the 24-hour service saw a significant decrease in the fatality rate between the hours of 22h00 and 06h00 and has also resulted in a decrease in overtime payments.

Partnerships were forged with the City of Cape Town Metro and municipalities in the West Coast, Cape Winelands, Overberg, Central Karoo and Eden Districts through the Integrated Development Planning (IDP) Indaba process and CPFs, to pursue a road safety agenda. The Safely Home Campaign, as linked to Provincial Strategic Objective 3, was also actively engaged, resulting in new proposals being made to the Provincial Road Traffic Management Co-ordinating Committee (PRTMCC) in terms of institutionalising the Safely Home Campaign.

I am very excited about what has been achieved, but there is much work still to be done. This department is committed to working with municipalities across the province, the South African Police Services (SAPS), Metro and Municipal Police and other stakeholders to collectively increase safety, one neighbourhood at a time. I would like to thank my staff members for the job well done during the year under review.

1.1.8 Accounting Officer's Overview

This report is tabled to give an account of the activities of the Department, for the year under review.

The DoCS is compelled by its constitutional and legislative mandate to exercise civilian oversight over LEAs. This mandate is informed by the Constitution of South Africa Act 108 of 1996, Section 206; the SAPS Act 68 of 1995; and the Constitution of the Western Cape Act 1 of 1998, Section 66.

The Western Cape has grappled with a high incidence of violent crime, gangsterism, substance abuse and road fatalities. My Department has attempted to address these issues which deeply affect our communities by pooling our resources, knowledge, creativity and concern of all role-players.

Various mechanisms and tools were utilised to implement these initiatives. An essential tool which our Department has used for monitoring, evaluating and reporting on police performance has been the 24/7 Complaints Line. We have investigated 593 complaints received against police. In our commitment to improve access to service delivery, we have made available a number of options to the public which they can use to lodge complaints, namely the walk-in centre, public meetings which the Department held with communities, by telephone, in writing, as well as fax and email.

In furthering its efforts to ensure solid public service delivery, we have polled communities in the 149 police precincts to determine the needs and priorities from the perspective of these communities, with the aim of influencing the SAPS annual operational plan. This culminated in the Report on the Identification of Policing Needs and Priorities 2010/2011 (PNPs).

Another research project which we undertook was the Community Safety Barometer, in order to measure the perceived level of safety and the fear of crime in 12 selected geographical areas in the province. We have capacitated CPFs to understand their role and responsibility in order to effectively exercise their duties with regard to civilian oversight.

We have partnered extensively in regard to gang interventions and have co-ordinated short-term community directed interventions, which aims to strengthen and mobilise communities through their CPFs, NHW Volunteers and SAPS. The role of the Secretariat for Safety and Security was to ensure that all other government departments and Community Based Organisations (CBOs) implement programmes in accordance with their mandates.

The Department has made strategic strides in security risk management. The paradigm shift as compelled by the new Provincial Strategic Objective 5 of increasing safety, has informed our work in the security risk management domain as well. To accommodate this new paradigm shift, it has become necessary to revisit the implementation of the Compliance and Accountability Framework to accommodate the concept of safety and demonstrate how safety and security can be enhanced and impacted upon by influencing the planning and developing phases. It also promotes the importance of budgeting for the security function and the importance of security committees to

champion the implementation of systems, processes and procedures within Provincial Government departments to mitigate security related risk. This will be expanded in the next financial year to incorporate safety as expressed in the provincial strategic objective.

The Department, in exercising one of its strategic outcomes, focused on drivers under the influence of alcohol and initiated the weekend alcohol blitzes under the Safely Home Campaign. This Campaign was successful and, over every weekend, screened drivers and those who exceeded the legal blood alcohol limit were removed from the roads. As a result of this project, the Department screened 15 020 drivers and 1 522 drivers were arrested for driving under the influence of intoxicating liquor or substances.

During the period under review, the Department stopped five hundred and five (505) school buses, seventy seven (77) privately owned buses, discontinued twelve (12) school buses and issued one hundred and sixty-five (165) fines to the value of R151, 200. The Department, in conjunction with the Department of Transport and Public Works, conducted routine checks for overloading for all types of transport at nine weighbridges situated on the Province's routes on a daily basis. A total of 579 683 vehicles were weighed and a total of 15 419 drivers were charged for overloading.

In the Safely Home Campaign, we have exercised joint operations between ourselves as Provincial Traffic, the Department of Transport and Public Works, and the City of Cape Town Traffic, with the aim to rid our roads of unsafe vehicles and unlawful taxi operators.

PART TWO: INFORMATION ON PREDETERMINED OBJECTIVES

DEPARTMENT OF COMMUNITY SAFETY
ANNUAL REPORT 2010/11

2.1 Overall Performance

2.1.1 Voted Funds

MAIN APPROPRIATION	ADJUSTED APPROPRIATION	ACTUAL AMOUNT SPENT	OVER/UNDER EXPENDITURE
287 808 000	288 911 000	288 542 000	369 000
Responsible Minister	Minister of Community Safety		
Administering Department	Department of Community Safety		
Accounting Officer	Head of Department		

2.1.2 Aim of Vote

The main aim of Vote 4: Department of Community Safety remained the execution of its legislative and other mandates of civilian oversight, traffic safety promotion, integrated community safety strategies and designs and security risk management, with the view of promoting the vision, “a safer open opportunity society for all... free of the fear of crime”.

The planning for the achievement of this is articulated in the 5 Year Strategic Plan 2010/11-2014/15 which provides for ensuring internal process excellence, reducing crime through effective civilian oversight, maximising the safeguarding and protection of employees, stakeholders, information and assets of the Provincial Government of the Western Cape (PGWC), intensified traffic law enforcement operations and road safety education and awareness initiatives.

2.1.3 Summary of Programmes

In the period under review, the DoCS has formed part of the development of the Provincial Strategic Objective 5: Reducing Crime. The objective was subsequently changed in July/August 2010, to a focus on “Increasing Safety”, with a greater emphasis on towards preventing rather than reacting to crime.

The Department comprised of four programmes, as detailed below:

Programme 1: Corporate Services

The strategic goal of this programme was to ensure internal process excellence to support the Department in effectively delivering on its mandate. The Programme purpose was to contribute towards the attainment of all the Departmental goals, which were aimed at contributing towards the achievement of provincial and national strategic goals. The objectives in this regard were to efficiently support the Ministry and Head of Department, to promote Departmental financial and reporting compliances.

Programme 2: Secretariat for Safety and Security

The strategic goal of this Programme was to reduce crime through effective civilian oversight in the Western Cape and implement the constitutional and legislative mandate of civilian oversight over LEAs, as well as implement both national and provincial policies on safety and security. The Programme purpose was to hold LEAs in the Western Cape accountable with regard to policing activities through the management of a civilian oversight accountability framework. The objectives in this regard were to provide research, policy advice, safety information and analysis, to monitor, evaluate and report on police performance in relation to crime reduction targets, to develop safety strategies and design safety models, and to promote partnerships and community police relations.

Programme 3: Security Risk Management

The strategic goal of this Programme was to maximise the safeguarding and protection of employees, stakeholders, information and assets of the PGWC and render a comprehensive, integrity based security risk management service and system to all Provincial Departments. The Programme purpose was to contribute to the achievement of secure working environments in the Province in the goal of minimising security risks as prescribed in terms of the Minimum Physical Security Standards (MPSS), Occupational Health and Safety Act (OHS Act) and the Minimum Information Security Standards (MISS), as well as with the strategic objectives of the PGWC. The objectives in this regard were to reduce security breaches in the PGWC, and to ensure compliance and accountability to security risk regulatory and policy prescripts in the PGWC.

Programme 4: Traffic Safety Promotion

The strategic goal of this Programme was to promote and enhance road safety in the Western Cape by leading the development and implementation of provincial road safety strategies, policies, and training for the Western Cape. The Programme purpose was to ensure integration and uniformity and the pooling of resources of the various agencies, both primary and secondary, which are responsible for road safety in the Province. The objectives in this regard were to establish a Provincial Traffic Safety Regulatory Framework, to provide a safe road environment, to professionalise Traffic and Municipal Policing agencies and to facilitate road safety education and awareness.

2.1.4 Key strategic objectives achievements

The strategic objectives and the achievements of the Department is developed through the framework of its legislative mandate, viz. to perform civilian oversight over the police in terms of Section 206 (3) of the Constitution of the Republic of South Africa.

Provincial Government determines policing needs and priorities of the Province. Each Province is entitled to:

- Monitor police conduct
- Oversee the effectiveness and efficiency of police

- Promote good relations between police & communities
- Assess the effectiveness of visible policing
- Liaise with Cabinet members responsible for policing with respect to crime and policing in the Province

The Provincial Government of the Western Cape developed 12 strategic objectives in pursuit of driving its electoral mandate. Provincial Strategic Objective 5 in 2010/11 “Reducing Crime”, now “Increasing Safety” is central in directing the Department’s policy options and developing the strategic goals and objectives. The key strategic goals are: reducing crime through effective civilian oversight, and promoting and enhancing Traffic Safety in the Province.

In fulfilling its mandated obligation, the Department is committed to provide research, policy advice, safety information and analysis, monitor, evaluate and report on police performance in relation to crime reduction targets, and to promote partnerships and community police relations. The policing needs and priorities continued to be integral in assisting the Department in exercising its constitutional mandate to monitor police conduct. The objective of the project was to promote police accountability and transparency. The purpose of the PNPs project was three-fold:

1. assist SAPS to redirect policing in the province to respond to the needs of communities;
2. assist the Department to strengthen its civilian oversight role over the police by measuring efficiency and effectiveness of policing; and
3. enable the CPFs to exercise their civilian oversight role by ensuring that the policing operational priorities are in line with the identified PNPs.

The implementation of the findings of the PNPs would promote partnerships and community police relations by the means of the CPF civilian oversight role, discussed in more detail below. Thus the PNPs facilitated that CPFs and SAPS work in partnership, in consequence increasing safety and reducing crime.

The Department can proudly say that the PNPs survey was conducted in all of the 149 police precincts with all CPFs participating. In support of the Department's strategic directive of having a broader and more inclusive approach to safety, interviews were also conducted with Business Against Crime. As mentioned earlier, the PNP report aids CPFs in exercising their civilian oversight role over local police stations by monitoring whether community police priorities are included in the police plans of these stations. The PNPs were also instrumental in the development of the civilian oversight system designed and maintained for CPFs to keep police stations accountable to communities, in that this PNP report provided the basis of information for CPFs to use in their interactions with the police. The report also provides the MEC of Community Safety, with an opportunity to request the SAPS Provincial Commissioner to prioritise the PNPs in the SAPS annual police plan.

Another project which informs the Department in respect of safety, is the Community Safety Barometer project based on the need to understand trends in the level of safety and fear of crime over a period of time in vulnerable communities in the Western Cape. The project is located within the context where community consultation and engagement plays a key role in addressing developmental challenges

facing communities in the Province. Consequently, the Department has conducted community surveys to ascertain safety perceptions and the level of fear of crime in prioritised areas. This Community Safety Barometer is indeed a tool which can identify gaps in the current safety spectrum in vulnerable communities and make recommendations to fill these gaps for effective and efficient crime prevention initiatives, which will in turn contribute to increasing safety and thereby drive the Provincial Strategic Objective 5. It therefore enables the Provincial Government to provide relevant service delivery to people on the ground by increasing safety.

In its plans to improve service delivery and community police relations, the Department developed a research project to evaluate aspects of police efficiency and effectiveness through the assessment of the distribution and utilization of LEAs' resources in relation to the Police Plan. The efficiency and effectiveness of these resources has a direct correlation with crime reduction and an increase in positive community perceptions and confidence in the police. Holding the police accountable for greater efficiency and effectiveness, as purported by the Department's legislative mandate, therefore contributes substantially to the attainment of crime reduction targets by SAPS and ultimately to safer communities.

Additional to supporting CPFs to facilitate the PNPs, the Department also trained CPFs on their roles and responsibilities related to civilian oversight over police. The Department designed and implemented a civilian oversight system for CPFs. This was piloted in the 2010/11 financial year and forms the basis for assessing CPF functionality in the 2011/12 financial year. The training provided by the Department has strengthened CPFs and enabled them to become more robust to better exercise their civilian oversight function. Consequently, the Department has supported CPFs to assume their civilian oversight strength and responsibility in line with building an open opportunity society based on constitutionalism and the rule of law, where individuals are guaranteed rights and where independent institutions protect these rights.

Furthermore, in its commitment to service delivery to the public, the Department has investigated complaints and conducted monitoring and evaluation of police conduct and policy implementation in respect of delivering equitable policing services to all communities in the Western Cape, including the poorest of the poor. A key tool to increase access to services, is the Complaints Line which operates on a 24/7 basis. In support of public service delivery, we have monitored the level of compliance of the SAPS against accepted standards and investigated complaint reports from members of the public.

The Department is also obliged to fulfil its provincial traffic mandate: Schedule 5 of the Constitution gives the provincial sphere of government exclusive legislative competence over provincial roads and traffic. Provincial Traffic aimed to increase road safety in the Western Cape. The Department focused on facilitating road safety education and awareness by conducting educational programmes with learners and educators of selected areas, and assessing CPFs and Integrated Development Plans (IDPs) for the inclusion of road safety. In so doing, the Department has furthered the provincial strategic objective of increasing safety and its strategic goal of promoting and enhancing road safety in the Western Cape. In the enhancement of service delivery, a safe road environment has been facilitated by strict law enforcement, and as a result of this, the Department has successfully held 3,504 road blocks and checked, 352,366 vehicles for vehicle and driver fitness, as a proactive measure to prevent road fatalities.

Furthermore, 1,200 weekend alcohol blitzes were held where over 15,000 drivers were screened and as a result 1,522 drivers were arrested and taken off the road. That translates to at least 1,522 fewer chances of road accidents over weekends, reducing the chances of road fatalities and easing the burden of disease.

As mentioned earlier, road safety education and awareness have been prioritised in all high risk areas. It also addressed crimes committed using road transportation, by applying a Zero Tolerance Law Enforcement Approach. The Department imparted road safety knowledge and skills to 53,507 learners in order to influence behavioural change and increase learners' knowledge on road safety. There were a total of 172 educational programmes conducted and 214 awareness interventions implemented. CPFs are important stake holders in the implementation of increased road safety; and IDPs have the potential to highlight and positively influence road safety matters. Hence, the engagement of these institutions by the Road Safety Management component. Thirty six (36) CPFs and thirty (30) IDPs were assessed in this regard, to ensure that road safety matters are addressed in an integrated manner.

The DoCS has executed its legislative mandate to ensure safer roads for all road users in the Province.

2.1.5 Overview of the service delivery environment for 2010/11

The DoCS is driven by its legislative mandate of civilian oversight and legislative competence over provincial roads. The policy priority of the Provincial Government of the Western Cape for the financial year 2010/11 was to ensure a safe and secure environment by reducing crime, which was subsequently changed to "increasing safety". In order to achieve this, three main imperatives were identified i.e. optimising civilian oversight; maximising the safeguarding and protection of employees; stake holders, information and assets of the PGWC and intensified Traffic Law Enforcement operations and road safety education and awareness.

The Department identified the following challenges in the achievement of these imperatives i.e.:

- Inadequate exercise of civilian oversight over LEAs;
- Inadequate systems for accountability of LEAs;
- Community Police Forums (CPF) not exercising an oversight support function as an extension of the Secretariat for Safety and Security;
- Inadequate safety strategies and models, as well as a lack of alignment;
- Unco-ordinated security risk services and systems required to safeguard assets, personnel and visitors of the PGWC;
- Lack of compliance with the security regulatory framework for the PGWC;
- Lack of a provincial security agency;
- Lack of a regulatory framework for integrated and co-ordinated traffic management systems and processes;
- Inadequate public information, road safety education and communication to promote effective safety in communities; and
- Inadequate law enforcement operations to reduce road fatalities and crimes committed using road transportation as a means to commit crime.

The Department was able to address these challenges by monitoring and evaluating LEAs; capacitating CPFs; developing new safety strategies; developing a compliance and accountability framework; the provision of traffic law enforcement services and facilitating road safety education and awareness initiatives.

As a result of the above focus, the services which were directly rendered to the public included the registering, investigating and making recommendations in respect of 593 service delivery complaints against the police. These complaints were reported by way of the Policing Complaints Centre, which operates on a 24/7 basis and is available to all members of the public.

During previous financial years the Department funded the registration of CPFs, but has elected to employ these funds to capacitate CPFs. The capacitation of CPFs is imperative to the understanding of and eventual role of CPFs in supporting the civilian oversight mandate of the Department. The services directly delivered to CPFs resulted in the capacitation of these institutions in 78 police precinct areas of jurisdiction. The Department continues in the 2011/12 financial year to develop a web-based oversight tool for use by CPFs.

Neighbourhood Watches (NHWs) are integral to involving communities in ensuring a safe and secure environment. With this in mind the Department provided training and resourced NHWs in Hermanus, Piketberg, Citrusdal, Eendekuil, Da Gamaskop, Riversdale, Dysseidorp, Caledon, De Rust, Van Rhysdorp, Klawer, Elands Bay and Clanwilliam. The Department trained 1311 NHW volunteers.

As part of the department's obligations to facilitate public participation, it was able to engage the members of the communities of Atlantis, Stellenbosch, Swellendam, Hanover Park, Beaufort-West, Khayelitsha, Mitchell's Plain, Lavender Hill, Plettenberg Bay and Sedgefield during Public Accountability meetings. Valuable insight could be gained in respect of the oversight support role of CPFs and also to provide a platform for communities to air their service delivery concerns.

In ensuring a safer road environment, the Department provides for the enforcement of traffic legislation through its operations. 3 504 Roadblocks were held at which 352 366 vehicles were checked in pursuit of the enforcement of legislation, but with the ultimate goal of changing driver behaviour. In addressing the need for road safety education and awareness, the Department conducted 172 educational programmes and 214 awareness interventions were implemented. These services delivered to the public proved to be instrumental in the reduction of road fatalities from a projected figure of 497 deaths to 392 over the financial year under review.

In view of the institutional reform and the re-organising of the National Civilian Secretariat for Police, the Department has stressed the need for a strong provincial secretariat for police that will be able to perform its roles as envisaged in the Constitution. Since the introduction of the Civilian Secretariat for Police Bill, the performance delivery- and organisational delivery- environments have changed, this requires the Department to undergo institutional reform and re-organisation to enable it to perform its role to the required standard. A process has been facilitated by National Treasury with the National Civilian Secretariat for Police together with the provincial secretariats, whereby a core set of sector indicators (sector for Safety and Security) for all service delivery programmes as per the Annual

Performance Plans (APPs), were developed. During 2010, the Department participated in a national process (National Treasury, National Civilian Secretariat for Police and Provinces) where consensus was reached on the core performance indicators for the National Civilian Secretariat for Police and Provinces for the MTEC period 2010/ 2011 to 2014/ 2015.

The Department has already customized the national safety and security sector performance indicators into its 5 year Strategic Plan (2010/ 2011 – 2014/ 2015) – and Annual Performance Plan (2011/2012). The implementation of the national sector indicators is over and above the Department's provincial indicators. These changes mainly affects Programme 2: Civilian Oversight and Programme 3: Crime Prevention and Community Police Relations (previously known as Programme 2: Secretariat for Safety and Security), and it requires the Department to review the organisational environment of Programme 2 and 3 in terms of capacity, establishment and functions.

The service delivery environment also had to respond to the arrival of the Soccer World Cup 2010. Cape Town was honoured with the privilege of being one of the host cities of the Soccer World Cup 2010. The advent of this great sporting event required many preparations which impacted on the normal delivery of services. By way of insightful planning and the effective and efficient allocation of resources, the Department contributed to ensuring integrated and co-ordinated law enforcement operations, which provided for the safety and security of all in the Western Cape. The Department was able to contribute to the successful hosting of this event as has been heralded worldwide.

2.1.6 Overview of the organisational environment for 2010/11

During the 2010/11 financial year the strategic leadership of the Department was changed with the appointment of a new MEC for Community Safety, Mr. Albert Fritz in September 2010.

The Chief Director: Secretariat for Safety and Security resigned but was replaced by the appointment of the Chief Director: Secretariat for Safety and Security in December 2010. The Chief Director: Traffic Safety Promotion was appointed in April 2010 as a result of the transfer of the previous Chief Director to the Security Risk Management Programme. In addition to this, the Department also appointed a Director for Traffic Law Enforcement and the retirement of the Director: Provincial Security Operations, whose post is currently still vacant.

The Modernisation process proposed the shift of the Human Resources (HR) (excluding the Departments of Health and Education), Internal Audit and Enterprise Risk Management functions to a shared Corporate Services Centre within the Department of the Premier. The function shifts were finalised during the 2010/11 Adjusted Estimates process when all of the HR and other related issues were finalised. The "matching and placing" exercise was completed in November 2010 excluding communication posts, which witnessed the lifting of the moratorium placed on the filling of posts. The moratorium placed on the filling of Communication posts was stayed in March 2011, in order for the Department to advertise and appoint communication staff, in line with the modernisation communication blue print.

The Provincial Government adopted the Programme and Project Management Methodology and this reinforced the need for organisational performance monitoring and evaluation in line with the

Provincial Wide Monitoring and Evaluation System. The Department had initiated an organisational restructuring investigation in order to provide for capacity to perform the responsibilities of the Departmental Project Office and Performance Monitoring and Evaluation. In this regard, the Department had drafted Standard Operating Procedures (SOPs) for collecting, collating, verifying and storing of programme performance information. These SOPs were drafted, in compliance with National Treasury Regulations on managing performance information and in support of the Policy for Managing Programme Performance Information and the Conceptual M&E Framework. The institutionalisation of these management systems would make for the effective management of performance information. These management systems and processes were introduced to provide support and give effect to the obligations of the Accounting Officer as purported in Section 38 of the Public Finance Management Act, " ... to maintain effective, efficient and transparent systems of financial and risk management and internal control". The strengthening of these systems continues into the 2011/12 financial year."

The Department was affected by a two month long public servants strike, the impact of which the Department could manage. A total of 79 person working days were lost during this period. The related cost of R 34 000, 00 in working days lost was recovered by the Department as a result of the "no work no pay" principle.

The budget structure of the Department for the 2011/12 financial year has seen the division of the Secretariat for Safety and Security into Programme 2: Civilian Oversight and Programme 3: Crime Prevention and Community Police Relations in order to facilitate its related outputs.

2.1.7 Key policy developments and legislative changes

The Department was and will be effected by the following key legislative and policy changes:

As the Department will play a commanding role in implementation of Provincial Strategic Objective 5, it is important to note that the objective has changed from "Reducing Crime" to "Increasing Safety". The Province introduced a paradigm shift by radically broadening the way safety is conceived and managed. Historically, the major focus of the Provincial Department security policy has been reactive to crime, or the potential for crime, by enforcing the law through state institutions. Policy-makers in all spheres of government have recognised the limitations of this "law enforcement model" and have taken important steps to broaden security policy to focus on preventing crime. The Department has already applied the policy shift in its Annual Performance Plan 2011/12.

The new Civilian Secretariat for Police Bill will have the effect of separating the secretariat from the SAPS Act of 1995 and reinforces Section 208 of the Constitution. The new legislation defines the objectives and strengthens the functions and powers of the Civilian Secretariat. It also aligns the operations of the Civilian Secretariat in the national and the provincial spheres of government and reorganises it into an effective and efficient organ of state. The new legislation also provides for co-operation between the Civilian Secretariat and the Independent Police Investigative Directorate – and between the South African Police Service.

With respect to traffic safety promotion, the Road Traffic Act 29 of 1989 has been repealed in its

entirety and all the Sections of the National Road Traffic Act 93 of 1996 are now in operation. The Department is also preparing for the implementation of the Administrative Adjudication Road Traffic Offences Act, 1998.

The National Road Traffic Act 93 of 1996 – Regulation 138(c) – has been amended and roadworthy certificates are now valid for 21 days and no longer for 6 months. This is only applicable in respect of vehicles that were registered after 25 November 2010.

Offences have been added to Section 35 of the National Road Traffic Act, Act 93 of 1996 – Automatic suspension of drivers' licences when:

- in an urban area – when driving more than 30 km/h above the speed limit; and
- in a rural area – when driving more than 40 km/h above the speed limit.

The National Minister of Transport has directed that Road Safety Councils be established on national, provincial, district and local level. This has resulted in the creation of a Steering Committee to implement this directive. Proposals for a structure are close to finalisation with the University of Stellenbosch. Councils will in all probability be instituted in the 2011/2012 financial year.

2.1.8 Departmental revenue, expenditure, and other specific topics

Collection of departmental revenue

The Department's main revenue source consisted of the following:

- Course Fees;
- Rental Income;
- Commission on Insurance;
- Escort Fees;
- Replacement of Security Cards;
- Interest and
- Financial transactions

For the year under review, the Department collected revenue to the amount of R 3 645 000. This represents an over collection of R969 000 on the Adjusted Budget of R 2 676 000. The over- collection of revenue was primarily achieved in the area relating to course fees and rental income.

The following table should be used to provide a breakdown of the sources of revenue:

	2007/08 Actual 000	2008/09 Actual 000	2009/10 Actual 000	2010/11 Target 000	% deviation from target
Tax revenue					
None					
Non-tax revenue	1 561	2 382	2 729	2 220	39.0%
- Course Fees	750	1 142	1 610	1 231	31.9%
- Rental Income	93	136	117	112	23.2%
- Commission on Insurance	88	99	110	121	3.3%
- Escort Fees	611	877	749	568	3.7%
- Replacement of Security Cards	18	22	31	23	30.4%
- Fines			83	100	120%
- Interest	1	99	20	50	564%
- Other		7	9		700%
Sales of capital assets					
None					
Financial transactions (Recovery of loans and advances)	743	711	677	471	23.1%
TOTAL DEPARTMENTAL RECEIPTS	2 304	3 093	3 406	2 676	36.2%

2.1.9 Departmental expenditure

For the year under review, the department's original budget amounted to R287 808 000 and during the adjustment budget it increased to R288 911 000. The Department spent R288 542 000 or 99, 87% of its budget and this translates into an under-spending of R369 000. Virements were also applied during the year.

2.1.10 Transfer payments

The bulk of transfer payments were effected to the Chrysalis Academy for the purpose of conducting youth programmes. Other transfers included those made to Community Police Forums and to NGOs for gangs and substance abuse projects. The total value of transfer payments for the financial year amounts to R11 404 633. The transfer payments process is regulated by Treasury rules and audited by the Auditor-General SA.

2.1.11 Conditional grants and earmarked funds

None

2.1.12 Capital investment, maintenance and asset management plan

Capital investment

The Department does not have any Capital Investments to report.

Asset Management

The Department has an approved Asset Management Plan. During the year under review, asset purchases were largely concentrated in the programme Traffic Safety Promotion on items including uniforms, bulletproof vests, firearms and vehicles. Also, in the programme Security Risk Management, there were upgrades to the access control system of various PGWC facilities.

To ensure that the asset register remains updated, a 100% asset stocktake is undertaken on an annual basis. Assets are verified through compliance audit exercises and asset controllers are appointed to manage assets within the line functions. It is through these processes that assets identified as being unfit for operations is recognised and disposed. Furthermore, the asset register is maintained and updated constantly with the acquisition of new assets and those being disposed. Also, a monthly BAS/LOGIS reconciliation for assets is submitted to Treasury.

Maintenance

A 'day to day' maintenance budget provides for miscellaneous non-capital repairs to Chrysallis Academy, state houses occupied by traffic officials and traffic centres. The Department does not own any immovable property whereon all maintenance is the responsibility of the Department of Transport and Public Works.

2.2 PROGRAMME PERFORMANCE

The activities of the DoCS are organised in the following programmes:

Programme 1: Administration

Programme 2: Secretariat for Safety and Security

Programme 3: Security Risk Management

Programme 4: Traffic Safety Promotion

PROGRAMME 1: ADMINISTRATION

PURPOSE:

The purpose of Programme 1 was to provide support to the Ministry and the Office of the Head of Department. The objective of the Programme has been to efficiently contribute to the Offices of the MEC and HoD in order for these to provide strategic leadership. The Programme managed and rendered corporate functions to the Department, which included Financial Management and Strategic Services and Communication. It aimed to improve control measures and provide support for strategic direction. In its quest to improve its financial management capability level, the Department has institutionalised processes for dealing with non-financial performance information and in so doing moving the environment from being compliance driven to focussing on the alignment between inputs, outputs, outcomes and eventually impact. The performance assessment of the Chief Directorate: Corporate Services, an unqualified audit report and the managing of programme performance information are indicative of the achievement of the strategic goal of ensuring process excellence.

STRATEGIC OBJECTIVE:

- To efficiently support the Ministry and Office of the Head of Department;
- To promote Departmental financial compliance; and
- To effectively manage Departmental Compliance: Planning, Reporting & performance information.

SERVICE DELIVERY OBJECTIVES AND INDICATORS

The Programme consisted of the Programme 1 Office (Office of the Chief Director: Corporate Services), as well as the following sub-programmes: Financial Management, Human Resource Management and Administration and Strategic Services and Communication.

Due to the Modernisation Programme, a transversal restructuring of the Human Resources (excluding the Departments of Health and Education), Internal Audit and Enterprise Risk Management functions to a shared Corporate Services within the Department of the Premier from 1 April 2010, was effected. The Human Resource component moved to the Corporate Service Centre, Department of the Premier (DotP), on 15 November 2010. Therefore, the strategic objectives and performance indicators relating

to these functions are only reflected in the Strategic and Annual Performance Plans of the Department of the Premier. Additionally, the strategic communication component is managed from DotP while the DoCS is responsible for corporate communications.

With the Modernisation Programme, a moratorium was placed on the filling of posts. This impacted negatively on the vacancy rate. Much effort was placed on effective implementation of the Workplace Skills Plan to ensure the delivery of quality, practical training, relevant to the Department and government's purpose. The Programme exceeded the target for training and development interventions planned on the Workplace Skills Plan by 25%.

The Department is represented on the Provincial Compliance to Risk Management Forum that is responsible for reducing fraud and corruption. In order to improve corporate (Government) governance and service delivery, and ensure an effective, efficient and transparent system of risk management, the Department has completed the Risk Management Implementation Plan as well as assisting to establish a risk management oversight committee.

The pursuit of excellence in financial management and governance yielded the achievement of an unqualified (and 'clean') audit report from the Auditor-General SA in the financial year. In the Finance Directorate, this was facilitated largely through focused training of financial staff and by maintaining or surpassing compliance requirements of the Provincial Treasury. The further tightening of controls is evidenced by the 34 finance instructions issued complemented by 27 internal control reports ensuring adherence to controls. The centralisation of the risk and internal audit functions to the Department of the Premier resulted in a late start of the Risk Programme in the Department, this challenge was overcome through dedication and commitment in ensuring that by year end the Department was on target in respect of progress in the annual plan.

The Programme continued to support the compliance requirements in relation to Planning, Reporting and Monitoring. In so doing, the Programme facilitated all planning documentation and submitted the Strategic Plan; Annual Performance Plan and Quarterly Performance Reports timeously. The Directorate also submitted non-financial performance assessments as required by Provincial Treasury. In addition, the Programme had drafted SOPs for collecting, collating, verifying and storing of programme performance information. These SOPs were drafted in support of the Policy for Managing Programme Performance Information and the Conceptual M&E Framework. The institutionalisation of these management systems would make for the effective management of performance information. In an attempt to achieve this, the Programme presented the SOPs to all Programmes in the Department as well as to all Traffic Centres. These management systems and processes were introduced to provide support and give effect to the obligations of the Accounting Officer as purported in Section 38 of the Public Finance Management Act, " ... to maintain effective, efficient and transparent systems of financial and risk management and internal control".

As part of the organisational performance requirements, the Department participated in the Provincial-wide Monitoring and Evaluation network. This network supported the Department to align outcome indicators of the Provincial Strategic Plan to the Departmental Strategic Plan and Annual Performance Plan. This process led to the development of an Indicator Framework premised on

the results-based monitoring and evaluation approach. As part of the Monitoring and Evaluation process, the Department compiled and submitted the Gender, Youth, Disability and Children's budget 2010/11.

As part of the Department's service delivery obligations as contained in the White Paper on Transformation, 1998, the Department participated in the Batho Pele Learning Network. This process entailed the compilation and submission of the Service Delivery Improvement Plan (SDIP) and started the development of a service charter.

SERVICE DELIVERY ACHIEVEMENTS

Strategic Objective	Programme Performance Indicator	Actual Performance Against Target		Reasons for Variance
		Target	Actual	
Sub-programme 1.1: Corporate Services				
To efficiently support the Ministry and Office of the Head of Department	Number of Performance assessments of Chief Directorate: Corporate Services	1	1	
Sub-programme 1.2: Financial Management				
To promote Departmental financial compliance	Developed/implemented/maintained capacitation framework for finance staff	1	1	
	Number of courses attended and passed	16	19	The Directorate was conservative in its estimates on the targets for 2010/11. However as the year progressed, more officials attended courses as were originally anticipated
	Number of unqualified audit reports	1	1	
	Development of a properly costed budget aligned with APP / SP	1	1	
	Provide In-Year monitoring reports	24	24	
	Provide Budget control reports	2	2	
	Drafting of annual financial statements	2	2	

Strategic Objective	Programme Performance Indicator	Actual Performance Against Target		Reasons for Variance
		Target	Actual	
Sub-programme 1.2: Financial Management (continued)				
To promote Departmental financial compliance (continued)	Updated and complete AO SCM system	1	2	
	Updated and complete financial delegations	1	1	
	Provide management commitments report	12	15	The over achievement is due to the fact that more reports were generated for the internal financial statements
	Perform asset stocktake	1	1	
	Perform assets reconciliation	24	24	
	Internal control evaluations	19	27	Was exceeded as a result of the Sub-programme needing to conduct more follow-up evaluations on audit findings and ad hoc investigations.
	Monitor and check proper implementation of corrective action w.r.t. Audit findings and SCOPA/SC resolutions	2	2	
Sub-programme 1.3: Strategic Services and Communication				
To effectively manage Departmental compliance: planning, reporting & performance information	Number of Strategic Plans reviewed	1	2	
	Number of Annual Performance Plans developed	1	1	
	Number of Annual Reports developed (non-financial information)	1	1	
	Number of performance information management tools reviewed	2	3	This target was planned for Q2, however, due to certain commitments i.r.o managing performance information as prescribed by the Auditor- General SA, the earlier development of the SOPs was required.

Strategic Objective	Programme Performance Indicator	Actual Performance Against Target		Reasons for Variance
		Target	Actual	
Sub-programme 1.3: Strategic Services and Communication (continued)				
To effectively manage Departmental compliance: planning, reporting & performance information (continued)	Number of Quarterly Performance Reports	4	4	
	Number of internal performance assessment reports (non-financial)	4	4	
	Number of SDIPs compiled and submitted to DotP	3	4	The Department developed four SDIPs to reflect the commitment of the Department to improved service delivery and to encapsulate the services that the public can expect from the Department.

REASONS FOR MAJOR VARIANCES

Explain variances here:

The over-achievement of targets can be directly attributed to the fact that conservative estimates were used when targets were compiled for the APP. The target for “internal control evaluations” is also variable in nature, hence the over achievement.

The target for “Number of performance information management tools reviewed” was planned for Q2, however, due to certain commitments in respect of managing performance information as prescribed by the Auditor-General SA, the earlier development of the SOPs was required. With regard to the target for” Number of SDIPs compiled and submitted to DotP “, the Department developed four SDIPs, instead of three, to reflect its commitment to improved service delivery and to encapsulate the services that the public can expect from the Department

PROGRAMME 2: SECRETARIAT FOR SAFETY AND SECURITY

PURPOSE

The purpose of the Programme was to implement the constitutional and legislative mandate of civilian oversight of LEAs and implement both National and Provincial policies on safety and security. This includes provision of research, policy advice, safety information and analysis, monitoring and evaluation of police conduct and policy implementation, development of safety strategies and design of safety models and promotion of partnerships and community police relations.

STRATEGIC OBJECTIVES:

- To provide research, policy advice, safety information and analysis.
- To monitor, evaluate and report on police performance in relation to crime reduction targets.
- To develop safety strategies and design safety models.
- To promote partnerships and community police relations.

SERVICE DELIVERY OBJECTIVES AND INDICATORS:

The Programme consists of the Programme 2 Office (Office of the Chief Director), as well as four (4) Sub-programmes namely Safety Information and Research, Compliance Monitoring and Investigation, Crime Prevention Centre and Community Liaison.

The Department is obliged to fulfil its constitutional mandate, i.e. Act 108 of 1996, Section 206, which states:

Provincial Government determines policing needs and priorities of the Province.
Each Province is entitled to:

- Monitor police conduct
- Oversee the effectiveness and efficiency of police
- Promote good relations between police & communities
- Assess the effectiveness of visible policing
- Liaise with Cabinet members responsible for policing with respect to crime and policing in the Province

In so doing, the Programme implemented specific projects that contribute to informing safety strategies, models and oversight policies, including the equitable distribution of police resources in line with policing needs and priorities. The Department also developed strategic objectives that are aligned to the provincial strategic objective.

The first strategic objective was to provide research, policy advice, safety information and analysis. Key to this objective, were the implementation of projects, which included the Policing Needs and Priorities project, the Community Safety Barometer project, the Police Efficiency and Effectiveness

Evaluation of LEAs' Resources project, and the Community Safety Integrated Information System (CSIIMS) Project.

As part of its obligatory mandate of monitoring police conduct, the DoCS identified the Policing Needs and Priorities of communities (PNPs). The objective of the project (PNPs) was to improve police accountability and transparency. The results of the PNPs were submitted to the SAPS Provincial Commissioner for incorporation into the SAPS annual performance plan for the following financial year. The Department would use the identified PNPs as a tool to measure the efficiency and effectiveness of policing in the Western Cape. The PNPs would allow the CPFs to exercise their civilian oversight role by monitoring the implementation of identified PNPs within their respective areas. The anticipated outcome of the project was to promote democratic accountability, service delivery and civilian oversight over police in the province. The identified PNPs would be incorporated into the Police Performance Plan to ensure that police priorities are responsive to the needs and priorities as perceived by communities.

The PNPs survey was conducted in all of the 149 police precincts with all CPFs participating. Interviews were also conducted with Business Against Crime. The consultative project aids CPFs in exercising their civilian oversight role over local police stations by monitoring whether community police priorities are included in the police plans of these stations. The report also provides the Minister of Community Safety with an opportunity to request the SAPS Provincial Commissioner to prioritise the PNPs in the SAPS annual police plan. A feedback of the results of the PNPs was given to all CPFs in the Province.

Another project in fulfilment of the strategic objective indicated above is the Community Safety Barometer, which used community surveys as its methodology. The key purpose of the 2010/ 2011 Community Safety Barometer project was to measure the perceived level of safety and fear of crime in the 12 selected geographical areas in the Province. A total of 2020 randomly selected respondents were interviewed in this survey. The analysis of these community perceptions on the level of safety and fear of crime increased the understanding of the impact of crime on the identified communities. The study managed to identify what people fear the most and what they think should be done to allay their fears. The community perception survey was successfully completed in the identified geographical areas mainly because it focused on community members in general. The Community Safety Barometer project presents itself as tool to assist meeting the Strategic directive: Provincial Strategic Objective Five (5) i.e. increasing safety, in that it generates a body of evidence of empirical strategic information.

To further exercise the Departmental mandate of civilian oversight, the Programme initiated the project Police Efficiency and Effectiveness Evaluation of LEAs' Resources. The project aimed to evaluate the tools used by each of the three LEAs in the Western Cape to allocate, distribute and utilise its human and vehicle resources and the application thereof.

The three LEAs identified were the Cape Town Metropolitan Police Department (CTMPD): North, East and West Divisions, as well as the Swartland Municipal Police Department (SMPD): Malmesbury Division and five (5) South African Police Service (SAPS) police precincts namely Bothasig, Malmesbury, Central Cape Town, Delft and Diep River. These were chosen based on the urban/rural spread, the

demographics of the areas and the nature of crime that predominantly occurred in these areas. The study was implemented in two-fold: Firstly, an internal evaluation at these identified LEA sites was conducted which focused on the identification and assessment of the tools/system used by these institutions to allocate and utilise both vehicle and human resources.

The internal assessment at both the municipal police services, i.e. the City of Cape Town Municipalities as well as Municipal Police Department, was completed as planned. However, the internal evaluation at the five police stations could not be conducted due to a lack of co-operation from the Western Cape, SAPS.

To fully exercise the provision of research, policy advice, safety information and analysis, and in its endeavours to provide full and accurate information, and in keeping with the strides in modern technology and advanced information management, DoCS has identified the need to integrate the existing applications within the Department to create an accessible single repository i.e. CSIIMS. The need for CSIIMS was further identified in the Department Information & Communication Technology (ICT) plan.

The CSIIMS project is a long term project. It is envisaged that the development of this system would take at least three years and would be implemented in a staggered approach. The first phase is the analysis and design phase, followed by the development of the architectural design and then linkage with other external data sources and systems from outside stakeholders. The first phase i.e. analysis phase was completed during the year under review. The architectural design phase will take place during 2011/12. The system development which is based on the design phase will then follow. The final phase includes the integrated reporting phase. DoCS needs to acquire a software application (Business Intelligent (BI) solution) which extracts, transforms and loads data into a report i.e. integrated reporting. Since the CSIIMS will become a datamart in the Provincial Integrated Information Management System, the BI solution that the Department needs to acquire, must be aligned with the provincial BI solution.

The Centre of e-Innovation (Cel) Directorate: Planning and Development in the Department of the Premier is responsible for determining a provincial BI solution which all other provincial departments must be linked to. The Cel, Directorate: Planning and Development is yet to finalize the process of selecting a suitable Provincial BI solution.

The second strategic objective was to monitor, evaluate and report on police performance in relation to crime reduction targets. To reach this objective, the Programme monitored and evaluated the integrity management of LEAs, as well as evaluated LEAs' discipline in terms of set standards.

The Programme exercised its civilian oversight role by effectively monitoring, evaluating and reporting on the implementation of policing policy by LEAs, and hence contributed towards holding LEA's accountable in terms of their annual police plans. The purpose of this project was to ascertain the extent of implementation of policing policies and practices by LEA's in the Western Cape. The findings and recommendations in terms of police accountability and compliance were reported to the executive of the respective LEA's to ensure that they account to the Minister of Community Safety

in the Western Cape Province. In this regard, eight (8) reports had been compiled and submitted which focussed on the following:

1. SAPS Police Response Time – All SAPS stations and 10111;
2. Sector Policing (30 Stations);
3. Domestic Violence Act (20 stations);
4. Swartland Municipal Police Service (SMPS);
5. Cape Town Metropolitan Police Department (CTMPD);
6. In Loco SAPS Station Audits (8 SAPS Stations);
7. Belhar SAPS Station Oversight Audit; and
8. Detective 10 Point Plan Audit (Nyanga SAPS Station).

Several recommendations were generated by these studies on the LEA's mentioned above. Some of the key recommendations centred around improvements in replicating best practices in those stations which face challenges, SAPS to update their contact details frequently and regularly, to improve access to information and services, remedial steps/interventions for non-complying stations, equitable allocation of resources between urban and rural areas, victim support rooms to be made more conducive for counselling, regular and frequent consultation between police and communities, as well as with CPFs, joint operations for crime statistics to avoid duplication, recording and management of genuine and hoax calls, quarterly reports to the Department on the implementation of the annual operational police plan, and training improvements, such as relevant compulsory training and domestic violence training.

Four (4) reports on LEAs' discipline and criminal conduct, evaluated in terms of set standards, were also compiled and submitted. These reports highlighted problematic areas and made recommendations for improvement by LEAs. The Department achieved its target set in this regard.

In advancing service delivery, the Department has created an avenue where issues of poor service delivery could be reported and followed up. In this regard, public access and recourse in relation to poor service delivery by LEA's are provided through a 24-hour policing complaints/compliments Departmental line. Policing complaints are dealt with immediately to ensure adherence to Batho Pele "People first principles". In ensuring police accountability, the origin or cause of the complaint is further investigated to ensure police management accounts for its members' conduct.

However because of a lack of capacity, the department is only investigating certain priority case, for the rest, the investigations and outcomes are being monitored. A serious challenge in this regard is the difficulty to access information. All information provided to the Department is controlled by the Provincial Commissioner. Station Commanders at police stations have been instructed not to provide any information unless instructed by the Provincial Head Office of SAPS. This resulted in severe curtailing of access to police stations, and thus an inability of the Programme to investigate complaints/cases referred. The Station Commanders have also been instructed not to provide any information or allow access to police information unless instructed by the Provincial Head Office of SAPS. There is no official correspondence on this change of position from SAPS. On the whole, most of the Station Commanders have co-operated with Departmental officials.

The Provincial Commissioner has also directed that all correspondence on complaints should be submitted to his office for investigation. The net effect of these directives by SAPS is that correspondence and finalisation of complaints takes too long before the actual investigation can start. The consequence of these directives is that service delivery suffers and this may render the Department irrelevant as an effective oversight structure in the eyes of the public. The Department is currently involved in a process of taking a policy decision on the way forward in line with the Provincial Strategic Objective 5.

As mentioned earlier, the Department has received most of the direct complaints through the 24 hour policing complaints/compliments line. A lesser number is received via Cape Gateway and the Presidential Hotline. The current challenge is that no new direct marketing campaign was possible due to a moratorium on printing of marketing materials and general marketing. The Directorate is also investigating the implementation of a toll free number for the complaints line. This decision will inform whether marketing of the new number will be allowed and will depend on the policy decision with regard to the relationship between the SAPS in complaints investigation and implications of the Civilian Secretariat for Police Service Bill.

On a positive note, the Department, through its Complaints Hotline and through reports from the public, has dealt with 593 investigations into complaints against the police. These complaints have been received via the following communication media: email (92), fax (61), personal visits to the office (73), other personal (31), Complaints line of the Department (137), written (76), standby: after hours (121) and media (2). With regard to complaints against police, a further 2299 were lodged directly at police stations, radio control, the Independent Complaints Directorate (ICD), Municipal Police Service (MPS) and the Swartland Municipal Police Services (SMPS). Although these complaints are non-investigative, the Department still engages SAPS to request information. In addition, the Programme has monitored service delivery at all of the 149 police stations and has monitored compliance with the Domestic Violence Act, sector policing, answering of telephone calls at police stations, detectives, and in-loco inspections, as previously discussed.

The Department received full co-operation from SAPS during the Programme of 16 Days of Activism against Violence on Women and Children. Thirty-two (32) stations within 4 clusters were visited and assessed. The Municipal Police Service was also monitored and evaluated for compliance with the relevant legislation.

The lack of co-operation from SAPS had additional implications for the Department as a whole. The projects relating to police efficiency and effectiveness and resource assessment and the development of the integrated information system continued to be characterised by delays, which were beyond the control of the Department. These delays relate to non-cooperation of the SAPS in respect of the Police Resource Utilisation Project, and the Provincial Business Intelligence (BI) Framework process of the Department of the Premier which greatly influenced the successful implementation of the integrated information centre by the target date. Another potential challenge is access to external data from stakeholders like SAPS and other LEA's.

In terms of policing and oversight, early indications exist that the National Government is increasingly

becoming mindful of the value of effective oversight in the field of Law Enforcement. This is supported by the far reaching changes made, or which are being made, to the legal mandates of the Independent Complaints Directorate and the Civilian Secretariat for Police. The two bills are the Independent Police Investigative Directorate Bill and the Civilian Secretariat for Police Service Bill. The Independent Police Investigative Directorate Bill prescribed what matters the Independent Complaints Directorate (ICD) should be investigating. These matters are serious cases of criminality by members of LEAs. The Civilian Secretariat for Police Bill on the other hand, empowers the Secretariat to monitor and evaluate the SAPS compliance with recommendations made by the ICD. Certain reporting requirements in terms of the Domestic Violence Act have been transferred and assigned to the Secretariat. These bills have been finalised and are awaiting assent by the President. This is an indication that the time for the provinces to actively take up their mandates to monitor police conduct is ideal and real.

The third strategic objective was to develop safety strategies and design safety models. Key to this objective was the development of safety models for sustainable safety management and the support of youth diversion programmes. Two safety models were developed for sustainable safety management, namely the municipal safety strategies and the school safety model.

The design of safety models and strategies aims to set standards in consultation with partner agencies and Departments to improve safety in the Western Cape. DoCS therefore consulted various stakeholders and initiated the development of two safety models in respect of Eden Safety Strategy and School Safety Models.

The Department has completed the Eden District-wide Safety Strategy which serves as a strategic framework towards standardizing municipal safety partnerships and safety interventions linked to the IDP of the Eden District Municipality. The design and development process extensively involved consultation and engagement with stakeholders from municipalities, social sector departments, SAPS, CPF's and CBO's through various consultative collective stakeholder engagements over a period of six (6) months.

The Department also completed the School Safety Model that serves as a strategic framework towards mitigating the risk to high risk schools in the Western Cape. The design and development process extensively involved consultation and engagement with stakeholders from the Western Cape Education Department; the SAPS and Security Risk management Services through various consultative collective stakeholder engagements. The National Department of Education & SAPS furthermore entered into a protocol agreement to advance the school safety standards and measures in the Western Cape to improve safety of learners.

Certain projects were historically initiated and implemented prior to the development of the safety models. These projects, the School Safety Project and the Commuter Safety Project, were continued in the year under review. In these projects, volunteers were deployed in the School Safety Project as well as the Commuter Safety project, discussed below. The School Safety Project was initially implemented to counter learner violence, gangster infiltration of schools, substance abuse by learners and conflict in general. The DoCS acted as lead department within the Western Cape. It historically deployed 850

volunteers in 174 schools but the number declined gradually due to volunteers exiting for better job prospects. The contracts were extended in line with the school calendar year, i.e. April to December 2010. In the period April to June 2010, 775 volunteers were deployed; in July to September 2010, the number of volunteers was 802 and in October to December 2010, 797 volunteers were deployed. In the period January to March 2011, the number of volunteers increased to 900 due to the fact that both the School Safety and the Commuter Safety Projects were amalgamated into one. To date, the School Safety Project has been extended to June 2011 and the number of schools has increased from 174 to 182.

As afore-mentioned, the Programme conducted the Commuter Safety Project. Historically, this project was launched in response to crimes such as rape, robberies, and assaults against commuters. The historic APP number was 350 volunteers however, from April to June 2010, 301 were deployed and from July to September, 272 volunteers were deployed. In the period October to December 2010, 265 volunteers were initially deployed at 27 parking areas, however, this figure later declined to 24 volunteers, due to a reduction of vehicles at parking areas. In mid-December, during the Safer Festive Season, 150 volunteers were deployed at parking areas closer to beaches to prevent car theft and theft out of motor vehicles. For the period January to March 2011, 142 volunteers were deployed however, from February 2011, the amalgamation process was started where volunteers from parking areas were transferred to 90 Schools within the Metro. Sixteen (16) of the volunteers resigned and 8 absconded. To date, the Commuter Safety Project has been handed over to Metrorail.

The Programme also had the indicator "Number of youth diversion programmes supported". In carrying out this indicator, the Programme conducted the Gang Intervention Programme, and supported the Chrysalis Academy.

The Gang Intervention Programme was implemented to eradicate and prevent prevalence of gangsterism in the Western Cape. This programme's objective was to co-ordinate short-term community directed interventions, which aims to strengthen and mobilise communities through their CPF, NHW Volunteers and SAPS. The role of the Social Crime Prevention Directorate was to ensure that all other Government Departments and CBOs implement programmes in accordance with their mandates.

The results of it was achieved as eight (8) Local Gang Intervention Stakeholder Fora were established in Atlantis, Delft, Hanover Park, Kewtown/Bokmakierie, Manenberg, Nyanga, Worcester and Dysseldorp. Government departments and stakeholders represented in this forum are the following: SAPS, City of Capte Town(COCT), Department of Social Development (DSD), Department of Cultural Affairs and Sport (DCAS), National Prosecuting Authority (NPA), CPFs, NHWs and CBOs.

The Gang Intervention Stakeholder Forum collectively identified gang violence within the high-priority areas and came up with interventions which addressed the identified gang violence, and also contributed towards the implementation of the intervention projects.

The Department implemented gang intervention projects as identified by the Local Gang Intervention Forum as follows:

- Facilitated and co-ordinated six (6) Lifeskills Training Camps, 256 youth at risk participated from the following high-priority areas; Hanover Park, Delft, Nyanga, Atlantis, Dysselsdorp and Worcester.
- Co-ordinated Learner Drivers Licence Preparation Course in five (5) areas, namely Atlantis, Nyanga, Delft, Hanover Park and Manenberg. This was done in partnership with the Road Safety Directorate. Two hundred and thirty (230) youth benefitted.

As mentioned earlier, the Department supported youth diversion programmes via the Chrysalis Academy. The mission of the Academy was to contribute to youth development by developing social consciousness, values and attitudes, in young people, enabling them to grow personally and acquire knowledge and skills through training, empowering them economically, morally and spiritually. The key projected outcome of the 3-month course presented to youth was to have less young people interested or involved in crime. For the year The Academy ran two courses. The total intake was 317 youths (154 females and 163 males), and a total of 296 graduated. The urban/rural spread was 259 urban and 58 rural. The youth were recruited from the following areas:

Ashton, Athlone, Atlantis, Belhar, Bellville, Bishop Lavis, Blue Downs, Bonteheuvel Calitzdorp, Cravenby Estate, Delft, Eerste River, Elsie's River, Fish Hoek, Genadendal, Goodwood, Grabouw, Grassy Park, Gugulethu, Hanover Park, Heideveld, Hout Bay, Khayelitsha, Knysna, Kraaifontein, Kuils River, Langa, Lansdowne, Lotus River Macassar, Mandalay, Manenberg, Mfuleni, Milnerton, Mitchells Plain, Monte Video, Napier, Nyanga, Ocean View, Paarl, Paarl East, Philippi, Philippi East, Pinelands, Retreat Somerset West, Steenberg, Strand, Strandfontein, Suurbraak, Tableview, Touws River, Tokai, Villiersdorp, West Lake and Worcester.

The Academy reports directly to the Minister of Community Safety.

The fourth strategic objective was to promote partnerships and community police relations. Key areas were the strengthening and expanding of NHW structures in prioritised police precincts, a civilian oversight system designed and maintained for CPFs to keep police stations accountable to communities and police precincts with trained CPFs.

In terms of NHW volunteer training, the Department has trained a total of 1311 NHW volunteers. The target for 2010/11 was 1300 but was exceeded as there was an increased demand for training by the CPF's and Municipalities and the Department was responsive to this demand. Training of volunteers was conducted in the following areas: Hermanus, Piketberg, Citrusdal, Eendekuil, Da Gamaskop, Riversdale, Dysselsdorp, Caledon, De Rust, Van Rhynsdorp, Klawer, Elands Bay, and Clanwilliam.

The objective of the training was to provide skills and information needed to enable the volunteers to perform their functions effectively. The training enables volunteers to perform safety awareness activities, demonstrate the use of verbal and non-verbal communication, explain the role and contribution of NHW members, as well as describe the relationship between NHW organisations and other role players. The curriculum focuses on the community and crime, structures and legal framework, the role of the NHW, life skills in the NHW programme and practical skills such as accident and crime scene management, and incident reporting.

NHWs are independent structures in the community that assist police where needed. This includes assistance with visible policing, searches and citizens' arrests. The purpose of NHWs is to create public awareness with regard to community safety; crime prevention and protection of residents and their property; to encourage the community to work in close co-operation with the LEAs, the CPF, Victim Empowerment Structures and local authorities in the area and to encourage the community in the area to act within the framework of the law in their effort to assist the LEAs. The benefits of NHWs are to increase safety in localised communities; foster better community police relationships and serve as force multipliers to LEAs.

In the Department's effort to support CPFs, the Programme designed and maintained a civilian oversight system. A tool was developed to assist CPF's to keep the police accountable. The tool is a questionnaire, which addresses service delivery at Community Safety Centres (CSC's) and assesses the complaint registration system, and the management and processes of the victim support programme. The system was piloted in the Gansbaai CPF. This led to the extension of the tool being implemented in the Hermanus Cluster. Based on the tool, the CPF structures within the Hermanus Cluster submits a monthly report on their civilian oversight functions. This includes the priority crimes, police resources, service delivery at the CSC, detective services, police accountability, police resources, sub fora, NHWs, victim support and cell visits. This information is shared with the police management at the CPF Executive meetings. For the 2011/12 financial year a CPF Functionality Evaluation will be conducted at all 149 CPFs before the identification of further CPF's to pilot the civilian oversight project.

As part of the capacity-building of CPFs to fulfil their civilian oversight function, the Programme has trained CPFs in terms of their roles and responsibilities. This is derived from the CPF Training Toolkit Manual, previously developed by the Department. Key areas addressed in the curriculum of this training programme includes the legal framework of community policing (guided by Section 18 in the SAPS Act 68 of 1995), civilian oversight in respect of policing, oversight of policing needs and priorities and the planning and implementation of projects.

In addition, the Department dealt with the facilitation of CPF Annual General Meetings (AGMs). Ten (10) Public Accountability Meetings (public meetings) took place in Atlantis, Stellenbosch, Swellendam, Hanover Park, Beaufort-West, Khayelitsha, Mitchell's Plain, Lavender Hill, Plettenberg Bay and Sedgefield where the Department was informed about concerns of the community members who attended these meetings.

Furthermore, the Department also facilitated a workshop with the Provincial CPF Board to inform the members about the programmes and projects of the Department and to improve relations with the Board. The position taken by the previous Provincial Commissioner has now been reversed by the newly appointed Provincial Commissioner.

SERVICE DELIVERY ACHIEVEMENTS:

Strategic Objective	Programme Performance Indicator	Actual Performance Against Target		Reasons for Variance
		Target	Actual	
Sub-programme 2.1: Safety Information and Research				
To provide research, policy advice, safety information and analysis	Policing needs and priorities of the Province determined through community consultation to ensure incorporation into the Police Plan	1	1	
	Safety perceptions and fear of crime of communities measured in prioritised areas based on the Safety Barometer indicators	12	12	
	Police efficiency and effectiveness evaluated through the assessment of the distribution and utilisation of LEAs' resources in relation to the Police Plan	1	1	
	A safety information centre established and maintained with integrated systems connected to internal and external information systems to enhance civilian oversight	1	0	Dependence on Cel processes - See reason further discussed in "Reasons for Variance" – section below the table. *
Sub-programme 2.2: Compliance Monitoring and Investigation				
To monitor, evaluate and report on police performance in relation to crime reduction targets	Integrity management of LEAs monitored and evaluated	8	8	
	LEAs' discipline and criminal conduct evaluated in terms of set standards	4	4	
Sub-programme 2.3: Crime Prevention Centre				
To develop safety strategies and design safety models	Safety models developed for sustainable safety management	2	2	
	Number of youth diversion programmes supported	1	1	

Strategic Objective	Programme Performance Indicator	Actual Performance Against Target		Reasons for Variance
		Target	Actual	
Sub-programme 2.4: Community Liaison				
To promote partnerships and community police relations	Number of prioritised police precincts with strengthened and expanded neighbourhood watch structures	23	23	
	A civilian oversight system designed and maintained for Community Police Fora (CPFs) to keep police stations accountable to communities	1	1	
	Number of police precincts with trained Community Police Fora (CPFs)	78	78	

REASONS FOR MAJOR VARIANCES

The identified target for the 4th quarter "A safety information centre established and maintained with integrated systems connected to internal and external information systems to enhance civilian oversight" was not fully achieved due to the Department of the Premier's Provincial Business Intelligence (BI) framework process which prevented the integration of internal and external systems.

The Provincial BI process is a set framework guide for all Departments into which the different data-warehouses will have to integrate. The Department's initiative started before setting-up of the Provincial BI framework process and therefore the Sub-programme could not predict a Provincial BI process, which at this stage created a bottleneck in achieving this target.

Additionally, a completed Business Analysis has been done and the programme appointed the technical designer for the CSIIIMS which will run a maximum of 12 months into the next financial year.

However, only the centre itself was established as a physical structure, as well as various sub-programmes' systems identified.

The information from SAPS (as the identified external information system) has not been forthcoming and the integration of the systems have not been achieved due to dependence on Cel.

In the new financial year, as discussed earlier, the architectural design phase will take place. The system development which is based on the design phase will then follow. The final phase includes the integrated reporting phase.

PROGRAMME 3: SECURITY RISK MANAGEMENT

PURPOSE

The purpose of the Programme is to manage the security risk function for the Provincial Government of the Western Cape. The Programme provides security in the PGWC in respect of employees, visitors and property, as well as rendering advisory services to all PGWC Departments regarding security matters.

STRATEGIC OBJECTIVE:

- Reduction of security breaches in the PGWC
- Ensure compliance and accountability to security risk regulatory and policy prescripts in the PGWC

SERVICE DELIVERY OBJECTIVES AND INDICATORS:

The Programme consists of three (3) Sub-programmes namely Programme Support (Office of the Chief Director), Provincial Security Operations and Security Advisory Services. Their goal is “to maximise the safe guarding and protection of employees, stakeholders, information and assets of the PGWC, in order to expand an effective and efficient security risk management service and system based on an integrated and co-ordinated service delivery model.

The programme has enforced stringent access control measures at access points by intensifying random searches which resulted in more security breaches detected, reported and investigated than was anticipated. With the maximizing of the security services, access to PGWC premises has been enhanced in order to minimize theft. Proper investigation of reported breaches has been conducted and counter measures were provided in order to create a secure environment. Measures implemented included raising the levels of security awareness and the installation of CCTV cameras as well as the provisioning of additional guarding services, inter alia the Medical Depot that was identified as a high risk area.

The number of security bid processes supported to ensure compliance to Transversal Procurement Directives was over achieved due to the outsourcing of contracts to the service providers. The Departmental Site Specification Committees supported PGWC Departments by providing a template consisting of the number of guards, profile of guards, relevant legislation, code of conduct, etc. After pre-evaluation and successful bid processes, regular monitoring and evaluation takes place to ensure compliance to bid documents, Service Level Agreements (SLAs), Private Security Industry Regulatory Authority (PSIRA) registration and Security Aid, in particular the guarding services contracts and the access control service provider. The introduction and management of systems and processes has enabled more effective monitoring and evaluation of these contracts. The programme ensured compliance with regard to the Minimum Information Security Standard (MISS). It also assisted and supported Heads of Department in executing their managerial duties and responsibilities in ensuring compliance to security risk regulatory prescripts.

A performance audit on systems and procedures to account for performance information culminated in major business improvement procedures that addressed the lack of administrative systems/databases, which hampered the strategic functioning of the Department's security component/programme. A number of databases and a helpdesk have been established to address security and occupational health and safety risks in an integrated manner. The programme has assessed a number of outsourced security service providers and effectively manage the downtime of the Electronic Access Control System by putting other counter measures in place. The Electronic access control system was down 12 times during the year under review due to power failures, system shut down due to upgrades, testing of diginet lines and the Visitors Monitoring System (VMS) being upgraded,

The Programme continued to conduct security awareness programmes in order to heighten security consciousness and to make security everyone's concern. The target for the number of security awareness programmes was exceeded as a result of the prioritization of high risk facilities as they were identified and in response to specific requests where serious breaches occurred. As a consequence the number of attendees also exceeded the planned target.

The Programme also facilitated and co-ordinated security assessments for PGWC departments. The assessments determine the levels of physical security required and recommend the implementation of counter measures. The planned target for the number of security appraisals conducted was exceeded as a result of additional requests from client departments.

The Programme has started to facilitate the implementation of security recommendations at PGWC Departments. These are identified as short, medium and long-term recommendations. This is in line with the more facilitative role that the Department has adopted as opposed to a purely advisory role.

The planned target for the number of employees/contractors facilitated for security competency assessment was exceeded due to the reprioritization thereof in consultation with the State Security Agency (SSA) as well as the increased number of appointments made by departments. The planned number of security appraisals conducted was exceeded as a result of the prioritisation of additional requests received from client departments. All Provincial departments have received satisfactory staff vetting status reports containing the personal records of vetted members.

The Programme has developed a draft provincial Compliance and Accounting framework to facilitate the more effective management of security risk management solutions. The framework seeks to highlight the importance of budgeting for the security function in order to address capacity constraints. It also demonstrates the importance of security committees to champion the implementation of systems, processes and procedures within departments to mitigate security related risks. The final framework will again be consulted on in order to accommodate and incorporate "Safety" as articulated in the Provincial Strategic Objective 5. The Programme has developed assessments and recommendations based on the findings of the assessments to HOD's in terms of the Compliance and Accountability Framework.

The Programme also embarked on contingency planning and emergency evacuation procedures for PGWC buildings in the CBD as the programme has been tasked with ensuring compliance with regard to health and safety prescripts.

The Programme has fasttracked the filling of posts by way of internal deployments and acting appointments were made in key vacant posts to address capacity constraints. Excess staff within the Department was taken up in vacant posts strengthening security administration and security component, two important elements of security risk management.

The roll out of Phases IV and V of the upgrading of security equipment resulted in the acquisition of 92 biometrics fingerprint readers and 35 CCTV cameras to improve access control measures at PGWC buildings. The filling of key posts has enabled the programme to extract greater value from existing contractual relationships with service providers.

SERVICE DELIVERY ACHIEVEMENTS:

Strategic Objective	Programme Performance Indicator	Actual Performance Against Target		Reasons for Variance
		Target	Actual	
Sub-programme 3.1 Provincial Security Operations				
Reduction of security breaches in the PGWC	Number of access points subjected to random searches to ensure compliance	52	52	
	Number of security breaches detected, reported and investigated	12	16	The component is not able to determine or pre-empt the number of breaches. All security breaches reported were investigated. Most existing contracts have expired but extended on a monthly basis.
	Number of security bid processes supported to ensure compliance to Transversal Procurement Directives	100	113	This impacted on the annual target, hence the focus shifted to include monitoring and inspection in terms of compliance to contracts/Service Level Agreements (SLAs). A scheduled evaluation of all service providers will be rolled out to other departments to improve performance of outsourced security services.

Strategic Objective	Programme Performance Indicator	Actual Performance Against Target		Reasons for Variance
		Target	Actual	
Sub-programme 3.1 Provincial Security Operations (continued)				
Reduction of security breaches in the PGWC (continued)	Number of updates of the Security Service Provider Database	4	4	
	Number of assessments of outsourced security service providers	9	9	
	Number of downtime incidents of the Electronic Access Control System	12	12	
Sub-programme 3.2 Security Advisory Services				
Ensure compliance and accountability to security risk regulatory and policy prescripts in the PGWC	Number of Security Awareness Programmes conducted	24	24	The Programme was tasked with co-ordinating health and safety matters in the CBD which resulted in more awareness programmes conducted.
	Number of attendees to Security Awareness Programmes	200	947	Due to the increased number of awareness programmes and the emphasis on OHS a greater number of officials attended sessions.
	Number of client satisfactory reports in respect of awareness programmes conducted	12	12	
	Number of employees/contractors facilitated for security competency assessment	60	581	The planned target was exceeded due to the reprioritization thereof in consultation with SSA as well as the increased number of appointments made by departments
	Number of provincial departments receiving satisfactory staff vetting status reports	12	12	
	Number of security appraisals conducted	40	62	The planned target was exceeded as a result of the prioritization of additional requests received from client departments

Strategic Objective	Programme Performance Indicator	Actual Performance Against Target		Reasons for Variance
		Target	Actual	
Sub-programme 3.2 Security Advisory Services (continued)				
Ensure compliance and accountability to security risk regulatory and policy prescripts in the PGWC (continued)	Develop a compliance and accountability framework	1	1	A Draft Security Risk Management Framework has been developed. The Framework will be expanded to incorporate "Safety" as articulated in PSO5.
	Number of assessments on findings and recommendations to HoDs in terms of the Compliance and Accountability Framework	1	1	

REASONS FOR MAJOR VARIANCES

All formal bids at the Department of Health were put on hold and current outsourced services were extended, hence the focus shifted to include monitoring and inspection in terms of compliance to contracts/ SLAs. The programme launched a pilot project for the monitoring of DoCS's outsourced security service provider which will be rolled out to other departments to improve performance of outsourced security services. A Draft Security Risk Management Framework has been developed. The Framework will be expanded to incorporate "Safety" as articulated in Provincial Strategic Objective 5.

PROGRAMME 4: TRAFFIC SAFETY PROMOTION

PURPOSE

The purpose of the Programme is to promote road safety by providing traffic law enforcement services; facilitating road safety education and awareness and providing training and development opportunities to all traffic policing officials including the Metropolitan Police and other law enforcement officials.

STRATEGIC OBJECTIVES

- To establish a provincial traffic safety regulatory framework;
- To provide a safe road environment;
- Professionalisation of Traffic and Municipal Policing agencies; and
- To facilitate road safety education and awareness.

SERVICE DELIVERY OBJECTIVES AND INDICATORS

The Programme consists of four (4) Sub-programmes namely Programme Support (Office of the Chief Director), Traffic Law Enforcement, Traffic Training and Development and Road Safety Management.

The Programme explored the development of a Provincial Traffic Regulatory Framework to ensure a single authority that is accountable and solely responsible for specific geographical areas. The consultative process to develop this Framework revealed the dormancy of institutions which were specifically established with the responsibility of ensuring the objectives of the Framework. The development of the Framework led to the convening of and participation in the technical committees of the Provincial Road Traffic Co-ordinating Committee (PRTMCC) structures, such as the Legislation and Pedestrian Technical Committees. This also ensured active involvement in the planning and operation of the entire Provincial Transport Committee (PROVCOM) or Provincial Transport Technical Committee (PROVTECH) structures in that the implementation of the Provincial Road Safety Strategy is enhanced.

It also developed the operational plans to enhance service delivery; ensure the effective utilisation of resources; ensure the elimination of duplications and ensure a seamless service created to contribute towards the reduction of road trauma. It also developed Monitoring and Evaluation operational reports to determine whether the operational plans have been implemented effectively and efficiently.

More operational hours were allocated for speed timing which resulted in more vehicles caught exceeding the speed limit. The number of vehicles exceeding the speed limit was 120 925. Non-compliance by road users and public transport operators remains an issue of concern and intensified action was initiated against all public transport in the Province.

The programme, in exercising one of its strategic outcomes, focused on drivers under the influence of alcohol and initiated the weekend alcohol blitzes under the Safely Home Campaign. This campaign was successful and, over every weekend, drivers who exceeded the legal limit were removed from the roads. As a result of this project the Department screened 15 020 drivers and 1 522 drivers were arrested for driving under the influence of intoxicating liquor or substances.

The Programme embarked on a project on request from the Department of the Premier on the 16 Days of Activism against Women and Children. A total of one hundred and seventy-six (176) roadblocks were held over the 16-day period across the Province in conjunction with all the different role players. A total of 40 488 vehicles were stopped. Apart from the normal duties of traffic officers, they also took part in these integrated operations and defaulters were arrested on several outstanding warrants. This led to extra high visibility of Traffic Law Enforcement Officers on our roads during the 16 Days of Activism.

In terms of traffic safety promotion, the programme held a total of three thousand five hundred and four (3 504) roadblocks during 2010/11 (includes the weekend alcohol blitzes), where 352 366 vehicles were stopped. Weekend alcohol blitzes were organized throughout the Western Cape with 12 major roadblocks every Friday and Saturday (24 fully organized roadblocks over every weekend). The main focus was on drivers driving under the influence of alcohol as well as the conveying of illegal substances (drugs). A total of 421 traffic officers were deployed with at least 229 vehicles to manage more traffic volumes on the National and Provincial roads.

The Programme further followed a Consolidated Training Approach, which focused on establishing partnerships with local authorities and specifically the City of Cape Town in aspects related to training. This led to the roll-out of various training interventions, focusing on service delivery during and after the 2010 Soccer World Cup. A total of 1 575 law enforcement officers were reached through 10 formal courses namely the Basic Traffic Officer, Examiner of Vehicles (EOV) and Examiner of Driving Licenses (EDL) courses and various informal training interventions such as Administrative Adjudication of Road Traffic Offences (AARTO), Diplomatic Immunity, Narcotic Identification, Firearm and EDL refresher, Speed, Dräger, Field Training Officer (FTO), Narcotic and Roadside Assistance.

The Programme also focused on the development of fundamental unit standards in respect of learning material for the new basic training officer course as well as planned training for the AARTO implementation.

In addition, the Programme is responsible for providing education and public awareness interventions to all categories of road users with special focus on identified pedestrian hazardous locations in human settlements adjacent to public roads in the Province. This indicator was implemented in partnership with the Department of Education and its Education Management and Development Centres across the Province, aiming at institutionalising road safety within the education system. Through this road safety initiative, the programme reached 1 411 educators and 53 507 school learners. This was achieved through more interventions that were implemented during the year under review, which resulted in greater attendance. A total of 386 road safety education and awareness programmes were conducted in order to educate school goers and educators about road safety. This is further done by interacting and enlisting the support of various community structures, civil

society structures, as well as engagement with strategic partners such as the local and provincial traffic agencies, SAPS and CPFs.

Co-ordination of the law enforcement role-players was facilitated through the Safely Home Campaign. For the period 13 January 2011 to 25 March 2011, Provincial Traffic officers were also involved in Drug Law Enforcement on the various main and secondary routes within the Western Cape. Illegal substances such as Cannabis (Dagga), Cocaine, Heroine, Mandrax, Methcathinone (Cat), as well as illegal cigarettes and abalone with a total street value of R33 million (thirty three million rand), were confiscated. Twenty nine (29) arrests were made in these cases. The Learner Transport Project resulted in one thousand three hundred and eighty five (1 385) school buses and 142 private buses being stopped. Five hundred and one (501) summonses were issued to the value of R466, 500.

SERVICES DELIVERY ACHIEVEMENTS

Strategic Objective	Programme Performance Indicator	Actual Performance Against Target		Reasons for Variance
		Target	Actual	
Sub-programme 4.1: Traffic Safety Promotion				
To establish a provincial traffic safety regulatory framework	Number of Provincial Traffic Safety Regulatory framework progress reports	1	1	
Sub-programme 4.2: Traffic Law Enforcement				
To provide a safe road environment	Number of operational plans	1	1	
	Number of operational monitoring and evaluation reports	4	4	
	Number of hours of speed timing	9182	11 404	More operational hours were allocated for speed timing.
	Number of vehicles exceeding the speed limit	97048	120 925	More operational hours were allocated for speed timing.
	Number of vehicles checked in roadblocks	109110	352 366	Compulsory weekend operations i.r.o. drinking and driving.
	Number of roadblocks held	2220	3 504	Compulsory weekend operations i.r.o. drinking and driving.
	Number of traffic officers	380	421	The reason for over achievement was because of new recruitment and more vehicle volumes on our roads

Strategic Objective	Programme Performance Indicator	Actual Performance Against Target		Reasons for Variance
		Target	Actual	
Sub-programme 4.2: Traffic Law Enforcement (continued)				
To provide a safe road environment (continued)	Number of patrol vehicles	215	229	More traffic officers were appointed, thus increase in the number of patrol vehicles
	Number of traffic officers per KM of surfaced road in Province	1: 16 km	1:16km	More traffic officers were appointed, thus decrease in number of traffic officers per KM of surface road in Province.
	Number of traffic officers per patrol vehicle	1.8	1.8	More traffic officers were appointed thus influenced the number of officers per vehicles.
	Number of registered vehicles per traffic officer	1: 4152	1: 3824	More traffic officers were appointed, thus decrease in number of registered vehicles per traffic officer.
Sub-programme 4.3: Traffic Training and Development				
Professionalisation of Traffic and Municipal Policing agencies	Number of Formal training courses conducted	11	10	One course had to be cancelled due to activities during the FIFA World Cup Soccer Tournament, but the learners were accommodated during later courses and no one was disadvantaged.
	Number of quality management and training assessments	6	6	
	Number of law enforcement officers trained	850	1575	There was a greater need for short informal training courses during the FIFA World Cup Soccer Tournament, and with the anticipated implementation of AARTO.
	Number of needs analysis conducted w.r.t. traffic police training i.r.o. local authorities	8	8	
	Number of assessments on efficacy of training by local authorities	8	8	
	Number of protocols developed between province and the City of Cape Town	1	1	

Strategic Objective	Programme Performance Indicator	Actual Performance Against Target		Reasons for Variance
		Target	Actual	
Sub-programme 4.4: Road Safety Management				
To facilitate road safety education and awareness	Number of educational programmes conducted	132	172	Increased interest for learner license courses by community based organisations.
	Number of awareness interventions implemented	120	214	Major events such as the 2010 FIFA Soccer World Cup and increase in the number of roadblocks.
	Number of educators attending workshops	2640	1411	Reluctance of educators to attend workshops after school.
	Number of learners reached	39 600	53 507	Scholar patrol programmes have involved more learners instead of the teams only.
	Number of institutionalised structures and processes participated in	4	4	
	Number of CPF's assessed, which have road safety on their agendas	30	36	CPF clustering provided more opportunity for engagement.
	Number of IDPs assessed	30	30	

REASONS FOR MAJOR VARIANCES

The number of vehicles checked in roadblocks were exceeded due to the compulsory roadblocks over weekends focusing on drivers driving under the influence of alcohol, as well as Province's commitment to the National Rolling Enforcement Plan to stop and check 160,000 vehicles per month.

The number of law enforcement officials trained was exceeded because of training needs which was identified prior to the FIFA World Cup as well as in anticipation for the implementation of AARTO. The courses presented were short courses where a larger numbers of learners could be accommodated. The Programme was involved in some major events such as the 2010 FIFA Soccer World Cup, Argus Cycle Tour, National Road Safety Debate Competition and 16 Days of Activism against Women and Child Abuse.

5.1 ACRONYMS

AARTO	- Administrative Adjudication of Road Traffic Offences
CBOs	- Community Based Organisations
CCID	- Central City Improvement District
COCT	- City of Cape Town
CPFs	- Community Police Fora
CTMPD	- Cape Town Metropolitan Police Department
CSC's	- Community Safety Centres
CSIIMS	- Community Safety Integrated Information System
DCAS	- Department of Cultural Affairs and Sport
DoCS	- Department of Community Safety
DotP	- Department of the Premier
DSD	- Department of Social Department
ICD	- Independent Complaints Directorate
IDP	- Integrated Development Planning
IDPs	- Integrated Development Plans
LEAs	- Law Enforcement Agencies MPSS - Minimum Physical Security Standards
MISS	- Minimum Information Security Standards
NHW	- Neighbourhood Watch
NPA	- National Prosecution Authority
OHS	- Occupational Health and Safety Act
PNPs	- Policing Needs and Priorities
PRTMCC	- Provincial Road Traffic Management Co-ordinating Committee
PGWC	- Provincial Government of the Western Cape
PROVCOM	- Provincial Transport Committee
PROVTECH	- Provincial Transport Technical Committee
RTMC	- Road Traffic Management Corporation
SAPS	- South African Police Service
SC	- Standing Committee on Community Safety, Cultural Affairs and Sport
SCOPA	- Standing Committee on Public Accounts
SLAs	- Service Level Agreements -
SOPs	- Standard Operating Procedures
SSA	- State Security Agency
SMPD	- Swartland Municipal Police Department
VMS	- Visitors Monitoring System

5.2 LIST OF CONTRACT DETAILS

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5.3 ADDITIONAL INFORMATION

PART THREE: ANNUAL FINANCIAL STATEMENTS

DEPARTMENT OF COMMUNITY SAFETY
ANNUAL REPORT 2010/11



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

SPECIMEN ANNUAL FINANCIAL STATEMENTS FOR DEPARTMENT OF COMMUNITY SAFETY

**For the year ended
31 March 2011**

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**PROVINCIAL GOVERNMENT WESTERN CAPE
DEPARTMENT OF COMMUNITY SAFETY (VOTE 4)**

Report of the Audit Committee

We are pleased to present our report for the financial year ended 31 March 2011.

Audit Committee Members and Attendance

In terms of Cabinet Resolution 55/2007, the Department of Community Safety is served by the Social Cluster Audit Committee. The Audit Committee consists of the members listed below and should meet at least 4 times per annum as per its approved terms of reference. During the current year six meetings were held.

Name of Member	Number of Meetings Attended
Mr. R Kingwill (Chairperson)	6
Mr. Z Hoosain	6
Ms A Jones	6
Adv M Mdludlu	6
Mr. L van der Merwe	6

Apologies were tendered and accepted for meetings not attended. A quorum of members was present at all meetings.

Audit Committee Responsibility

The Audit Committee reports that it has complied with its responsibilities arising from **section 38(1) (a) of the PFMA and Treasury Regulation 3.1.**

The Audit Committee also reports that it has adopted appropriate formal terms of reference as its Audit Committee Charter, approved by Cabinet on 9th February 2011, and has regulated its affairs in compliance with this charter and has discharged all its responsibilities as contained therein.

The Effectiveness of Internal Control

In line with the PFMA and the King III Report on Corporate Governance requirements, Internal Audit provides the Audit Committee and Management with assurance that the internal controls are adequate and effective. This is achieved by a risk-based Internal Audit Plan, Internal Audit assessing the adequacy of controls mitigating the risks and the Audit Committee monitoring implementation of management's corrective action.

We have reviewed the reports of the Internal Auditors, the Audit Report on the Annual Financial Statements and the Management Report of the Auditor-General of South Africa. Other than the matters reflected in the Auditor-General's Audit and Management Reports and the matters highlighted below, no material deficiencies in the system of internal control were noted.

- **Partnership Development (Volunteers Programme)**

Control deficiencies were identified by Internal Audit. Corrective actions have been agreed by management and are being monitored by the Audit Committee.

- **Information Technology**

The Audit Committee previously reported on the limited progress that had been made towards implementation of the turn-around strategy to address the IT-related risks facing the Province. We are encouraged by the progress in this regard and continue to monitor progress against agreed actions.

- **The quality of In-Year Management and Quarterly Reports submitted in terms of the PFMA and the Division of Revenue Act**

The Audit Committee is satisfied with the content and quality of quarterly reports prepared and issued by the Accounting Officer of the Department during the year under review.

- **Enterprise Risk Management**

Further progress has been made with the implementation of the Enterprise Wide Risk Management (ERM) methodology and the identification of the key risks and mitigating controls implemented by the Department. The Audit Committee continued to review progress on a quarterly basis.

Evaluation of Financial Statements

The Audit Committee has:

- reviewed and discussed the audited Annual Financial Statements to be included in the Annual Report, with the Auditor-General and the Accounting Officer;
- reviewed the Auditor-General's Management Report and management's response thereto;
- reviewed changes to accounting policies and practices as reported in the Annual Financial Statements;
- reviewed the Department's processes for compliance with legal and regulatory provisions;
- reviewed the information on predetermined objectives as reported in the annual report; and
- reviewed significant adjustments resulting from the audit.

The Audit Committee concurs and accepts the Auditor-General's opinion regarding the Annual Financial Statements, and proposes that the audited Annual Financial Statements be accepted and read together with the report of the Auditor-General.

Internal Audit

In the previous year, the Audit Committee reported that the Shared Internal Audit Unit experienced challenges relating to capacity and change management which impacted on its ability to achieve its plan. In the current period, the Audit Committee agreed to a revised coverage plan in the context of limited resources, which was monitored on a quarterly basis.

The Audit Committee is still concerned that further audit coverage is required and that there is a need for additional capacity to support the increased coverage of risk.

Auditor-General South Africa

The Audit Committee has met with the Auditor-General South Africa to ensure that there are no unresolved issues that emanated from the regulatory audit. Corrective actions on the detailed findings emanating from the current regulatory audit will be monitored by the Audit Committee on a quarterly basis.

Appreciation

The Audit Committee wishes to express its appreciation to the Officials of the Department, the Auditor-General South Africa and the Internal Audit Unit for the co-operation and information they have provided to enable us to compile this report.



Mr R Kingwill
Chairperson of the Social Cluster Audit Committee
Date: 12 August 2011

Report by the Accounting Officer to the Executive Authority and Provincial Legislature of the Republic of South Africa.

1. General review of the state of financial affair

- 1.1 A list of services rendered, unless discussed elsewhere in the annual report, in which case a reference to the relevant section should be made.

The original budget allocation of the Department amounted to R287 808 000 for the 2010/2011 financial year. This was subsequently increased by R1 103 000 during the Adjustment Budget process, therefore increasing the total budget to R288 911 000. Programme 4: Traffic Safety Promotion was awarded the bulk of the increase.

The sound financial management of the Department is reflected in the under-expenditure of R369 000 or 0.13% of the budget.

The Department has surpassed its adjusted revenue budget of R2 676 000, by collecting income of R3 645 000. This marks an increase in the budget by R969 999 or 36%.

■ Virement:

- During the virement process, shifted funds for the main divisions included:
 - Compensation of Employees – (R4 189 000)
 - Goods and Services – (R399 999)
 - Transfer and subsidies – R28 888
 - Capital Assets – R2 777 000
 - Theft and Losses – R1 785 000
 - Interest paid – (R2 000)

- Reason for the shift of funds from Compensation of Employees and Goods & Services to other line items is due to the underspend realised from posts not filled. The modernisation initiative and the redefining process of the Department in respect of Strategic Objective 5 (to reduce crime in the Province) contributed to the non-filling of posts.

- The shifting of funds to capital assets, relates to the purchase of computer and biometric equipment to enhance the security system at PGWC buildings. Operational equipment such as motor vehicles, trailers, weapons, speed and radio equipment was purchased to enhance the effectiveness of traffic law enforcement officials.

- All virements were approved by the Accounting Officer.

2. Service rendered by the department

A list of services rendered, unless discussed elsewhere in the annual report, in which case a reference to the relevant section should be made.

The main services provided by the Department are all discussed in the Annual Report, Part 4: Service Delivery.

2.1 Tariff policy

The Department has a Revenue Tariff Register where all tariffs are recorded. This policy has been issued as a Departmental Finance Instruction and is monitored by the Internal Control Unit. Tariffs are reviewed annually.

2.2 Free Services

The Department renders traffic services across the province where the fines accrued is payable to Municipalities.

3. Capacity constraints

The Department shows a vacancy rate of 17.1% for the year. This elevated rate is attributed to the modernisation process which involved the human resources and enterprise risk management components being centralised to the Department of the Premier, Corporate Services Centre. During this time a moratorium was placed on the filling of posts as staff was moved to the centralised function.

Planned programmes were not affected as remaining staff temporarily filled the void and ensured service delivery was maintained.

4. Utilisation of donor funds

The Department has not received any donor funds.

5. Trading entities and public entities

The Department has no trading or public entities.

6. Organisations to whom transfer payments have been made

Communities are developed and capacitated to identify, introduce and manage social crime prevention projects. Communities can apply to the Department for funds to launch projects in their specific areas. Once an application is received, it is evaluated against set criteria and if deemed feasible, approved. The transfer of funds only takes place once a formal agreement and a compliance certificate is awarded. The scrutiny of project expenditure is done on a regular basis. The Department makes transfer payments to Community Police Forum's, the Western Cape Chrysalis Trust and other Non-Government Organisations. (Refer to Annexure 1C to the Annual Financial Statements)

7. Public private partnerships (PPP)

The Department did not engage in any public private partnerships.

8. Corporate governance arrangements

The centralisation of the Risk Management function to the Department of the Premier saw an Enterprise Risk Management Implementation Plan agreed with the new unit in October 2010. In terms of this plan, the Risk Management policy was reviewed, the strategy updated, the Risk Management Oversight Committee reconvened, the Departmental Risk Profile including mitigation strategies completed and a Risk Champion appointed in the Department.

The reports from Internal Audit component (Department of the Premier) in terms of the annual plan were received. The Cluster Audit Committee, in the presence of the Department, reviewed and discussed the reports. Findings are captured on a departmental internal database and monitored for implementation of corrective action.

Management processes to minimise conflict of interest includes an annual review of SMS declaration of interests, that supply chain officials disclose personal interest and that members of the bid/tender committees sign a declaration of interest document before the start of meetings.

Furthermore, the Department is fully compliant with the requirements listed in section 38 and 40 of the Public Finance Management Act (PFMA).

9. Discontinued activities/activities to be discontinued

None

10. New/proposed activities

None

11. Asset management

The Department complies with the minimum requirements in terms of the Asset Register as required by the Office of the Accountant-General and National Treasury. All assets are accounted for in the asset register upon receipt thereof. To ensure that the asset register remains updated, a complete stock take is undertaken on an annual basis. Assets are verified through compliance audit exercises and asset controllers are appointed to manage assets within the line function. It is through these processes that assets identified as being unfit for operations is recognised and disposed.

Furthermore, the asset register is maintained and updated constantly with the acquisition of new assets and those being disposed. Also, a monthly BAS/LOGIS reconciliation for assets is submitted to Provincial Treasury. The Department has an approved Asset Management Plan in place. Shortages and absolute/redundant assets that were identified, were dealt with and removed from the asset register after authorisation was granted to do so. The disposal process will be followed for absolute and redundant assets identified.

Staff shortages within the Asset Management component are currently the major factor that hampers service delivery.

12. Inventories

All inventory opening and closing balances, together with movements for the year will be reflected in the Annexure 5 on Inventory.

13. Events after the reporting date

None.

14. Information on predetermined objectives

The Department employs the process of in-year monitoring through quarterly performance reports (QPR's). The QPR's form the basis for the reporting of all performance information, which is guided by National Treasury Regulations and augmented by the National Framework for Managing Programme Performance Information. The reported performance information is collated into the Provincial Treasury QPR template. The QPR template contains a section which reflects the reasons for any deviation from planned targets, as well as any challenges experienced. The compiled performance information is assessed internally as well as externally by the Provincial Treasury. This performance information is verified by the Programme Managers after it is recorded and reported to the Accounting Officer.

The Department will review the already implemented Departmental M&E Conceptual Framework, the Departmental Policy for Managing Programme Performance Information, and the Standard Operating Procedure for collecting, collating, verifying and storing of performance information in support of the QPR process.

15. SCOPA resolutions

Background / Reference to audit report	Resolution
<p>The Committee learned that an investigation is in the process of being conducted by the Department to probe the reasons for asset shortages identified during the asset verification process. The Department will institute appropriate corrective action upon completion of this process.</p>	<p>The Department must implement adequate controls, such as regular checking and bar coding, to ensure that the asset register reflects the assets owned and to prevent a repeat of the current situation where asset shortages of a quarter of the value of the whole register are experienced.</p>
<p>The Committee expressed concern regarding filling of vacant posts, as any capacity constraints has a serious impact on service delivery.</p>	<p>The Department must evaluate the issue of capacity constraints in order to deal with this issue as a matter of urgency.</p>
<p>The following matters regarding the IT environment was reported by the Auditor-General:</p>	
<p>1. IT governance An IT risk assessment was conducted and the risk register was compiled.</p>	
<p>2. Security management The physical security, environmental controls and back-up procedures are inadequate for the institution.</p>	<p>Access to the server room should be restricted, for example by the installation of a swipe card facility. Magnetic card locks should also be installed in data centre doors to limit access, as well as cameras to monitor personnel entering the server room.</p> <p>All data should be backed up on a daily, weekly and monthly basis. Backups should be tested periodically to determine whether the backup data is functional.</p>
<p>3. User access control Appropriate key controls (policies and procedures) with relevance in the information systems environment have not been implemented by management. As a result there is no formal change management policy and processes for changes on the systems are inadequate. User accounts are also not reviewed.</p>	<p>A formal change control policy and procedure should be documented to govern and standardise the way changes (including emergency changes) are to be performed. This must be supported by the introduction and enforcement for all changes of a compulsory change control form which lists all the elements of good change standards.</p> <p>All changes should be tested appropriately before implementation.</p>
<p>4. IT Service continuity Backup management is not adequate at the department. A backup log should be maintained for all backups performed for the database servers that are housed at SITA Western Cape. - The log should include the backup restoration and testing that is periodically performed. The log should be reviewed independently and evidence thereof should be maintained.</p>	<p>A formal Information Security Policy should be signed by the HOD and stored in a safe place for recordkeeping. This policy must be communicated to all relevant stakeholders.</p> <p>User forms for adding users should specify the required and approved user rights.</p> <p>Redundant accounts should be deactivated or removed from the network or application timeously.</p> <p>All new employees should sign the computer usage legal agreement which should be retained on file.</p>

Background / Reference to audit report	Resolution
	<p>The administrator account should be renamed and the password stored in a safe place.</p> <p>Standardised logical security settings should be implemented on the network and other relevant applications.</p> <p>User passwords should be masked to prevent unauthorised access to CRS accounts.</p> <p>All user access on the network and application levels should be subjected to a formal and periodic review. Any inappropriate rights identified should be investigated and amended.</p> <p>A backup log should be maintained for all backups performed for the database servers that are housed at SITA Western Cape. The log should include the backup restoration and testing that is periodically performed and should be reviewed independently and evidence thereof should be maintained.</p>
<p>The Committee raised a concern around the efficiency of tracking whether the NGO's and Community Police Forums are utilizing the funds properly as allocated by the Department. Whether all Community Police Forums submit their evaluation reports.</p>	<p>The Committee suggested that the Department provide the Committee with a list of Community Police Forums who complied in submitting their evaluation reports.</p>
<p>Due to the issues raised and discussed during the sitting, it became clear that the Audit Committee should also prepare a separate briefing document that will show additional points (similar to the AG's briefing report), separate from the Audit Report.</p>	<p>The Committee resolved that the Audit Committee prepare a briefing document as discussed and present it all future briefing sessions.</p>
<p>The Committee raised a concern around the capacity issues especially in the Internal Audit department.</p>	<p>The Committee requested that the Internal Audit department be fully capacitated by 2011/12 financial year.</p>

19. Approval

The Annual Financial Statements set out on pages 72 to 134 have been approved by the Accounting Officer(s).



Dr G A Lawrence
ACCOUNTING OFFICER
31 May 2011

REPORT OF THE AUDITOR-GENERAL TO THE WESTERN CAPE PROVINCIAL PARLIAMENT ON VOTE NO. 4: WESTERN CAPE DEPARTMENT OF COMMUNITY SAFETY

REPORT ON THE FINANCIAL STATEMENTS

Introduction

1. I have audited the accompanying financial statements of the Western Cape Department of Community Safety (department), which comprise the appropriation statement, the statement of financial position as at 31 March 2011, and the statement of financial performance, statement of changes in net assets and cash flow statement for the year then ended, and a summary of significant accounting policies and other explanatory information, as set out on pages 72 to 124.

Accounting officer's responsibility for the financial statements

2. The accounting officer is responsible for the preparation of these financial statements in accordance with the Departmental Financial Reporting Framework prescribed by the National Treasury, and the requirements of the Public Finance Management Act of South Africa, 1999 (Act No. 1 of 1999) (PFMA) and for such internal control as management determines necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor-General's responsibility

3. As required by section 188 of the Constitution of the Republic of South Africa, 1996 (Act No. 108 of 1996) and section 4 of the Public Audit Act of South Africa, 2004 (Act No. 25 of 2004) (PAA) and section 40(2) of the PFMA, my responsibility is to express an opinion on these financial statements based on my audit.
4. I conducted my audit in accordance with International Standards on Auditing and *General Notice 1111 of 2010* issued in *Government Gazette 33872 of 15 December 2010*. Those standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.
5. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

6. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

7. In my opinion, the financial statements present fairly, in all material respects, the financial position of the department as at 31 March 2011, and its financial performance and cash flows for the year then ended in accordance with the Departmental Financial Reporting Framework prescribed by the National Treasury and the requirements of the PFMA.

Additional matters

8. I draw attention to the matters below. My opinion is not modified in respect of these matters:

Unaudited supplementary schedules

9. The supplementary information set out on pages 125 to 134 do not form part of the financial statements and is presented as additional information. I have not audited these schedules and, accordingly, I do not express an opinion thereon.

Financial reporting framework

10. The financial reporting framework prescribed by the National Treasury and applied by the department is a compliance framework. Thus my opinion would have reflected that the financial statements had been properly prepared instead of fairly presented as required by section 20(2)(a) of the PAA, which requires me to express an opinion on the fair presentation of the financial statements of the department.

REPORT ON OTHER LEGAL AND REGULATORY REQUIREMENTS

11. In accordance with the PAA and in terms of *General notice 1111 of 2010*, issued in *Government Gazette 33872 of 15 December 2010*, I include below my findings on the annual performance report as set out on pages 27 to 52 and material non-compliance with laws and regulations applicable to the department.

Predetermined objectives

12. There are no material findings on the annual performance report.

Compliance with laws and regulations

13. There are no findings concerning material non-compliance with laws and regulations applicable to the department.

Auditor-General

Cape Town

31 July 2011



AUDITOR - GENERAL
SOUTH AFRICA

Auditing to build public confidence

Appropriation per programme									
2010/11									
APPROPRIATION STATEMENT	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual Expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
1. Administration									
Current payment	32,844	0	1,296	34,140	34,140	0	100%	39,372	38,742
Transfers and subsidies	1	0	446	447	447	0	100%	113	113
Payment for capital assets	167	0	216	383	383	0	100%	471	471
Payment for financial assets	74	0	826	900	900	0	100%	0	0
	33,086	0	2,784	35,870	35,870	0		39,956	39,326
2. Provincial Secretariat for Safety and Security									
Current payment	48,247	0	(2,677)	45,570	45,544	26	99.9%	46,748	45,938
Transfers and subsidies	9,684	0	(446)	9,238	9,228	10	99.9%	11,139	10,629
Payment for capital assets	3,079	0	(2,143)	936	603	333	64.4%	525	509
Payment for financial assets	13	0	424	437	437	0	100%	0	0
	61,023	0	(4,842)	56,181	55,812	369		58,412	57,076
3. Safety Risk Management									
Current payment	39,927	0	(190)	39,737	39,737	0	100%	37,987	37,987
Transfers and subsidies	1,306	0	1	1,307	1,307	0	100%	17	17
Payment for capital assets	1,742	0	981	2,723	2,723	0	100%	2,693	2,693
Payment for financial assets	1	0	88	89	89	0	100%	0	0
	42,976	0	880	43,856	43,856	0		40,697	40,697

4. Traffic Safety Promotion												
Current payment	147,304	0	(3,019)	144,285	144,285	0	100%	131,225	131,225			
Transfers and subsidies	489	0	27	516	516	0	100%	1,110	1,110			
Payment for capital assets	3,945	0	3,723	7,668	7,668	0	100%	3,189	3,189			
Payment for financial assets	88	0	447	535	535	0	100%	0	0			
	151,826	0	1,178	153,004	153,004	0		135,524	135,524			
TOTAL	288,911	0	0	288,911	288,542	369	99.9%	274,589	272,623			

	2010/11			2009/10	
	Final Appropriation	Actual Expenditure		Final Appropriation	Actual Expenditure
TOTAL (brought forward)	288,911	288,542		274,589	272,623
Reconciliation with statement of financial performance					
ADD					
Departmental receipts	969	0		1,176	0
Actual amounts per statement of financial performance (total revenue)	289,880			275,765	
Actual amounts per statement of financial performance (total expenditure)		288,542			272,623

Appropriation per economic classification										
	2010/11						2009/10		Expenditure as % of final appropriation	Variance
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure		Final Appropriation	Actual expenditure		
	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000
Current payments										
Compensation of employees	183,427	0	(4,189)	179,238	179,212	26	175,075	173,835	100%	173,835
Goods and services	84,890	0	(408)	84,482	84,482	0	79,025	78,825	100%	78,825
Interest and rent on land	5	0	(2)	3	3	0	9	9	100%	9
Transfers and subsidies										
Provinces and municipalities	6	0	4	10	10	0	15	15	100%	15
Public corporations and private enterprises	0	0	0	0	0	0	20	20	0	20
Households	11,395	0	9	11,404	11,394	10	12,344	11,834	99.9%	11,834
Gifts and donations	79	0	15	94	94	0	0	0	100%	0
Payments for capital assets										
Buildings and other fixed structures	0	0	0	0	0	0	8	8	0	8
Machinery and equipment	8,933	0	2,786	11,719	11,386	333	6,864	6,848	97.2%	6,848
Software and other intangible assets	0	0	0	0	0	0	6	6	0	6
Payments for financial assets										
	176	0	1,785	1,961	1,961	0	1,223	1,223	100%	1,223
Total	288,911	0	0	288,911	288,542	369	274,589	272,623	99.9%	272,623

2010/11										2009/10	
Programme 1: Administration	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure		
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000		R'000
Sub-Programme											
1.1 Office of the Provincial Minister											
Current payment	4,912	0	(152)	4,760	4,760	0	100%	4,859	4,659		
Transfers and subsidies	0	0	446	446	446	0	100%	0	0		
Payment for capital assets	11	0	102	113	113	0	100%	86	86		
Payment for financial assets	5	0	4	9	9	0	100%	0	0		
1.2 Management and Support Services											
Current payment	27,932	0	1,448	29,380	29,380	0	100%	34,513	34,083		
Transfers and subsidies	1	0	0	1	1	0	100%	113	113		
Payment for capital assets	156	0	114	270	270	0	100%	385	385		
Payment for financial assets	69	0	822	891	891	0	100%	0	0		
Total	33,086	0	2,784	35,870	35,870	0	100%	39,956	39,326		

Economic classification	2010/11							2009/10	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Program 1: Administration									
Current payments									
Compensation of employees	23,752	0	(445)	23,307	23,307	0	100%	27,511	27,081
Goods and services	9,087	0	1,745	10,832	10,832	0	100%	11,772	11,572
Interest and rent on land	5	0	(4)	1	1	0	100%	3	3
Transfers and subsidies to:									
Households	0	0	446	446	446	0	100%	113	113
Gifts and donations	1	0	0	1	1	0	100%	0	0
Payment for capital assets									
Machinery and equipment	167	0	216	383	383	0	100%	471	471
Payments for financial assets									
	74	0	826	900	900	0	100%	86	86
Total	33,086	0	2,784	35,870	35,870	0	100%	39,956	39,326

2010/11										2009/10	
Programme 2: Provincial Secretariat for Safety and Security	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure		
Sub-Programme	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000		
2.1 Programme Leadership											
Current payment	1,377	0	61	1,438	1,438	0	100%	1,518	1,518		
Payment for capital assets	28	0	(3)	25	25	0	100%	37	37		
Payment for financial assets	0	0	5	5	5	0	100%	0	0		
2.2 Crime Prevention Centre Services											
Current payment	24,163	0	(440)	23,723	23,723	0	100%	27,278	27,008		
Transfers and subsidies	9,520	0	(417)	9,103	9,103	0	100%	10,164	9,941		
Payment for capital assets	39	0	35	74	74	0	100%	142	142		
Payment for financial assets	0	0	69	69	69	0	100%	0	0		
2.3 Community Liaison											
Current payment	9,131	0	(1,004)	8,127	8,101	26	99.7%	8,343	8,079		
Transfers and subsidies	164	0	(29)	135	125	10	92.6%	918	631		
Payment for capital assets	139	0	145	284	284	0	100%	151	151		
Payment for financial assets	3	0	245	248	248	0	100%	0	0		
2.4 Compliance Monitoring & Investigation											
Current payment	5,696	0	(1,440)	4,256	4,256	0	100%	4,576	4,300		
Transfers and subsidies	0	0	0	0	0	0	0	57	57		
Payment for capital assets	97	0	13	110	110	0	100%	159	143		
Payment for financial assets	3	0	86	89	89	0	100%	0	0		
2.5 Safety Information & Research											
Current payment	7,880	0	146	8,026	8,026	0	100%	5,033	5,033		
Payment for capital assets	2,776	0	(2,333)	443	110	333	24.8%	36	36		
Payment for financial assets	7	0	19	26	26	0	100%	0	0		
Total	61,023	0	(4,842)	56,181	55,812	369	99.3%	58,412	57,076		

Economic classification	2010/11							2009/10	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Programme 2: Provincial Secretariat for Safety and Security									
Current payments									
Compensation of employees	24,443	0	(1,379)	23,064	23,038	26	99.9%	24,171	23,361
Goods and services	23,804	0	(1,298)	22,506	22,506	0	100%	22,456	22,456
Transfers and subsidies to:									
Households	9,656	0	(460)	9,196	9,186	10	99.9%	11,139	10,629
Gifts and donations	28	0	14	42	42	0	100%	0	0
Payment for capital assets									
Machinery and equipment	3,079	0	(2,143)	936	603	333	64.4%	525	509
Payments for financial assets									
	13	0	424	437	437	0	100%	121	121
Total	61,023	0	(4,842)	56,181	55,812	369	99.3%	58,412	57,076

2010/11										2009/10	
Programme 3: Security Risk Management	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure		
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000		R'000
3.1 Programme Leadership											
Current payment	2,806	0	250	3,056	3,056	0	100%	1,645	1,645		1,645
Transfers and subsidies	0	0	1	1	1	0	100%	0	0		0
Payment for capital assets	66	0	(36)	30	30	0	100%	16	16		16
Payment for financial assets	0	0	12	12	12	0	100%	0	0		0
3.2 Provincial Security Operations											
Current payment	29,972	0	98	30,070	30,070	0	100%	30,068	30,068		30,068
Transfers and subsidies	1,306	0	0	1,306	1,306	0	100%	17	17		17
Payment for capital assets	1,500	0	1,099	2,599	2,599	0	100%	2,610	2,610		2,610
Payment for financial assets	1	0	76	77	77	0	100%	0	0		0
3.3 Security Advisory Services											
Current payment	7,149	0	(538)	6,611	6,611	0	100%	6,274	6,274		6,274
Payment for capital assets	176	0	(82)	94	94	0	100%	67	67		67
Total	42,976	0	880	43,856	43,856	0	100%	40,697	40,697		40,697

Economic classification	2010/11							2009/10	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Programme 3: Security Risk Management									
Current payments									
Compensation of employees	26,437	0	(677)	25,760	25,760	0	100%	31,893	31,893
Goods and services	13,490	0	478	13,968	13,968	0	100%	6,072	6,072
Transfers and subsidies to:									
Households	1,306	0	0	1,306	1,306	0	100%	17	17
Gifts and donations	0	0	1	1	1	0	100%	0	0
Payment for capital assets									
Machinery and equipment	1,742	0	990	2,732	2,732	0	100%	2,693	2,693
Payments for financial assets									
	1	0	88	89	89	0	100%	22	22
Total	42,976	0	880	43,856	43,856	0	100%	40,697	40,697

2010/11										2009/10	
Programme 4: Traffic Safety Promotion	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure		
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000		
Sub-Programme 4.1 Programme Leadership											
Current payment	1,728	0	41	1,769	1,769	0	100%	1,458	1,458		
Payment for capital assets	30	0	2	32	32	0	100%	0	0		
4.2 Traffic Law Enforcement											
Current payment	126,319	0	(2,141)	124,178	124,178	0	100%	111,873	111,873		
Transfers and subsidies	436	0	28	464	464	0	100%	1,012	1,012		
Payment for capital assets	3,666	0	3,360	7,026	7,026	0	100%	3,106	3,106		
Payment for financial assets	78	0	130	208	208	0	100%	0	0		
4.3 Road Safety Education											
Current payment	6,619	0	(655)	5,964	5,964	0	100%	5,958	5,958		
Transfers and subsidies	51	0	0	51	51	0	100%	96	96		
Payment for capital assets	69	0	290	359	359	0	100%	8	8		
Payment for financial assets	0	0	139	139	139	0	100%	0	0		
4.4 Safety Training and Development											
Current payment	12,638	0	(264)	12,374	12,374	0	100%	11,936	11,936		
Transfers and subsidies	2	0	(1)	1	1	0	100%	2	2		
Payment for capital assets	180	0	71	251	251	0	100%	75	75		
Payment for financial assets	10	0	178	188	188	0	100%	0	0		
Total	151,826	0	1,178	153,004	153,004	0	100%	135,524	135,524		

Economic classification	2010/11							2009/10	
	Adjusted Appropriation	Shifting of Funds	Virement	Final Appropriation	Actual Expenditure	Variance	Expenditure as % of final appropriation	Final Appropriation	Actual expenditure
	R'000	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000
Programme 4: Traffic Safety Promotion									
Current payments									
Compensation of employees	108,795	0	(1,688)	107,107	107,107	0	100%	91,500	91,500
Goods and services	38,509	0	(1,333)	37,176	37,176	0	100%	38,725	38,725
Interest and rent on land	0	0	2	2	2	0	100%	6	6
Transfers and subsidies to:									
Provinces and municipalities	6	0	4	10	10	0	100%	15	15
Public corporations and private enterprises	0	0	0	0	0	0	0	20	20
Households	433	0	23	456	456	0	100%	1,075	1,075
Gifts and donations	50	0	0	50	50	0	100%	0	0
Payment for capital assets									
Buildings and other fixed structures	0	0	0	0	0	0	0	8	8
Machinery and equipment	3,945	0	3,723	7,668	7,668	0	100%	3,175	3,175
Software and other intangible assets	0	0	0	0	0	0	0	6	6
Payments for financial assets	88	0	447	535	535	0	100%	994	994
Total	151,826	0	1,178	153,004	153,004	0	100%	135,524	135,524

1. Detail of transfers and subsidies as per Appropriation Act (after Virement):

Detail of these transactions can be viewed in the note 7 on Transfers and subsidies, disclosure notes and Annexure 1 (A-C) to the Annual Financial Statements.

2. Detail of specifically and exclusively appropriated amounts voted (after Virement):

Detail of these transactions can be viewed in note 1 (Annual Appropriation) to the Annual Financial Statements.

3. Detail on payments for financial assets

Detail of these transactions per programme can be viewed in the note 6 on Payments for financial assets to the Annual Financial Statements.

4. Explanations of material variances from Amounts Voted (after Virement):

4.1 Per Programme	Final Appropriation	Actual Expenditure	Variance R'000	Variance as a % of Final Appropriation
Administration	35,870	35,870	0	0%
Provincial Secretariat for Safety and Security	56,181	55,812	369	0.7%
Explanation of variance: Savings forthcoming from Compensation of Employees, Transfers and Capital Expenditure				
Security Risk Management	43,856	43,856	0	0%
Traffic Safety Promotion.	153,004	153,004	0	0%

4.2 Per Economic classification	Final Appropriation	Actual Expenditure	Variance	Variance as a % of Final Appropriation
	R'000	R'000	R'000	R'000
Current payments				
Compensation of employees	179,238	179,212	26	0.01%
Goods and services	84,482	84,482	0	0
Interest and rent on land	3	3	0	0
Transfers and subsidies				
Provinces and municipalities	10	10	0	0
Households	11,404	11,394	10	0.09%
Gifts and donations	94	94	0	0
Payments for capital assets				
Machinery and equipment	11,719	11,386	333	2.84%
Payments for financial assets	1,961	1,961	0	0

PERFORMANCE	<i>Note</i>	2010/11 R'000	2009/10 R'000
REVENUE			
Annual appropriation	1	288,911	274,589
Departmental revenue	2	969	1,176
TOTAL REVENUE		289,880	275,765
EXPENDITURE			
Current expenditure			
Compensation of employees	3	179,212	173,835
Goods and services	4	84,482	78,825
Interest and rent on land	5	3	9
Total current expenditure		263,697	252,669
Transfers and subsidies			
Transfers and subsidies	7	11,498	11,869
Total transfers and subsidies		11,498	11,869
Expenditure for capital assets			
Tangible capital assets	8	11,386	6,856
Software and other intangible assets	8	0	6
Total expenditure for capital assets		11,386	6,862
Payments for financial assets	6	1,961	1,223
TOTAL EXPENDITURE		288,542	272,623
SURPLUS/(DEFICIT) FOR THE YEAR		1,338	3,142
Reconciliation of Net Surplus/(Deficit) for the year			
Voted funds		369	1,966
Departmental revenue and NRF Receipts	13	969	1,176
SURPLUS/(DEFICIT) FOR THE YEAR		1,338	3,142

POSITION	Note	2010/11 R'000	2009/10 R'000
ASSETS			
Current assets		1,640	3,857
Cash and cash equivalents	9	96	533
Prepayments and advances	10	20	40
Receivables	11	1,524	3,284
TOTAL ASSETS		1,640	3,857
LIABILITIES			
Current liabilities		803	2,584
Voted funds to be surrendered to the Revenue Fund	12	369	1,966
Departmental revenue and NRF Receipts to be surrendered to the Revenue Fund	13	418	573
Bank overdraft	14	2	0
Payables	15	14	45
TOTAL LIABILITIES		803	2,584
NET ASSETS		837	1,273
Represented by:			
Recoverable revenue		837	1,273
TOTAL		837	1,273

DEPARTMENT OF COMMUNITY SAFETY - VOTE 4
STATEMENT OF CHANGES IN NET ASSETS for the year ended 31 March 2011

NET ASSETS	Note	2010/11 R'000	2009/10 R'000
Recoverable revenue			
Opening balance		1,273	819
Transfers:		(436)	454
Debts revised		(436)	0
Debts raised		0	454
Closing balance		<u>837</u>	<u>1,273</u>
TOTAL		<u><u>837</u></u>	<u><u>1,273</u></u>

CASH FLOW	<i>Note</i>	2010/11 R'000	2009/10 R'000
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts		292,556	277,995
Annual appropriated funds received	<u>1.1</u>	288,911	274,589
Departmental revenue received	<u>2</u>	3,645	3,406
Net (increase)/decrease in working capital		1,749	24
Surrendered to Revenue Fund		(5,766)	(3,907)
Current payments		(265,988)	(253,903)
Interest received		333	20
Interest paid		(3)	(9)
Payments for financial assets		0	0
Transfers and subsidies paid		(11,498)	(11,869)
Net cash flow available from operating activities	<u>16</u>	11,383	8,351
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for capital assets	<u>8</u>	(11,369)	(6,826)
Net cash flows from investing activities		(11,369)	(6,826)
CASH FLOWS FROM FINANCING ACTIVITIES			
Increase/(decrease) in net assets		(436)	454
Decrease in outstanding liabilities		(17)	(36)
Net cash flows from financing activities		(453)	418
Net increase/(decrease) in cash and cash equivalents		(439)	1,943
Cash and cash equivalents at beginning of period		533	(1,410)
Cash and cash equivalents at end of period	<u>17</u>	94	533

The Financial Statements have been prepared in accordance with the following policies, which have been applied consistently in all material aspects, unless otherwise indicated. However, where appropriate and meaningful, additional information has been disclosed to enhance the usefulness of the Financial Statements and to comply with the statutory requirements of the Public Finance Management Act, Act 1 of 1999 (as amended by Act 29 of 1999), and the Treasury Regulations issued in terms of the Act and the Division of Revenue Act, Act 1 of 2010.

1. Presentation of the Financial Statements

1.1 Basis of preparation

The Financial Statements have been prepared on a modified cash basis of accounting, except where stated otherwise. The modified cash basis constitutes the cash basis of accounting supplemented with additional disclosure items. Under the cash basis of accounting transactions and other events are recognised when cash is received or paid.

1.2 Presentation currency

All amounts have been presented in the currency of the South African Rand (R) which is also the functional currency of the department.

1.3 Rounding

Unless otherwise stated all financial figures have been rounded to the nearest one thousand Rand (R'000).

1.4 Comparative figures

Prior period comparative information has been presented in the current year's financial statements. Where necessary figures included in the prior period financial statements have been reclassified to ensure that the format in which the information is presented is consistent with the format of the current year's financial statements.

1.5 Comparative figures - Appropriation Statement

A comparison between actual amounts and final appropriation per major classification of expenditure is included in the Appropriation Statement.

2. Revenue

2.1 Appropriated funds

Appropriated funds comprises of departmental allocations as well as direct charges against revenue fund (i.e. statutory appropriation).

Appropriated funds are recognised in the financial records on the date the appropriation becomes effective. Adjustments made in terms of the adjustments budget process are recognised in the financial records on the date the adjustments become effective.

Unexpended appropriated funds are surrendered to the National/Provincial Revenue Fund. Any amounts owing to the National/Provincial Revenue Fund at the end of the financial year are recognised as payable in the statement of financial position.

Any amount due from the National/Provincial Revenue Fund at the end of the financial year is recognised as a receivable in the statement of financial position.

2.2 Departmental revenue

All departmental revenue is recognised in the statement of financial performance when received and is subsequently paid into the Provincial Revenue Fund, unless stated otherwise.

Any amount owing to the Provincial Revenue Fund is recognised as a payable in the statement of financial position.

No accrual is made for amounts receivable from the last receipt date to the end of the reporting period. These amounts are however disclosed in the disclosure note to the annual financial statements.

2.3 Direct Exchequer receipts

All direct exchequer receipts are recognised in the statement of financial performance when the cash is received and is subsequently paid into the Provincial Revenue Fund, unless stated otherwise.

Any amount owing to the Provincial Revenue Funds at the end of the financial year is recognised as a payable in the statement of financial position.

2.4 Direct Exchequer payments

All direct exchequer payments are recognised in the statement of financial performance when final authorisation for payment is effected on the system (by no later than 31 March of each year).

2.5 Aid assistance

Aids assistance is recognised as revenue when received

All in-kind aid assistance is disclosed at fair value on the date of receipt in the annexures to the Annual Financial Statements

The cash payments made during the year relating to aid assistance projects are recognised as expenditure in the statement of financial performance when final authorisation for payments is effected on the system (by no later than 31 March of each year)

The value of the assistance expensed prior to the receipt of funds is recognised as a receivable in the statement of financial position.

Inappropriately expensed amounts using aid assistance and any unutilised amounts are recognised as payables in the statement of financial position.

All CARA funds received must be recorded as revenue when funds are received. The cash payments made during the year relating to CARA earmarked projects are recognised as expenditure in the statement of financial performance when final authorisation for payments effected on the system (by no later than 31 March of each year)

Inappropriately expensed amounts using CARA funds are recognised as payables in the statement of financial position. Any unutilised amounts are transferred to retained funds as they are not surrendered to the revenue fund.

3. Expenditure

3.1 Compensation of employees

3.1.1 Salaries and wages

Salaries and wages are expensed in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year).

Other employee benefits that give rise to a present legal or constructive obligation are disclosed in the disclosure notes to the financial statements at its face value and are not recognised in the statement of financial performance or position.

Employee costs are capitalised to the cost of a capital project when an employee spends more than 50% of his/her time on the project. These payments form part of expenditure for capital assets in the statement of financial performance.

3.1.2 Social contributions

Employer contributions to post employment benefit plans in respect of current employees are expensed in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year).

No provision is made for retirement benefits in the financial statements of the department. Any potential liabilities are disclosed in the financial statements of the National Revenue Fund and not in the financial statements of the employer department.

Employer contributions made by the department for certain of its ex-employees (such as medical benefits) are classified as transfers to households in the statement of financial performance.

3.2 Goods and services

Payments made during the year for goods and/or services are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year).

The expense is classified as capital if the goods and/or services were acquired for a capital project or if the total purchase price exceeds the capitalisation threshold (currently R5,000). All other expenditures are classified as current.

Rental paid for the use of buildings or other fixed structures is classified as *goods and services* and not as *rent on land*.

3.3 Interest and rent on land

Interest and rental payments are recognised as an expense in the statement of financial performance when the final authorisation for payment is effected on the system (by no later than 31 March of each year). This item excludes rental for the use of buildings or other fixed structures. If it is not possible to distinguish between payment for the use of land and the fixed structures on it, the whole amount should be recorded under goods and services.

3.4 Payments for financial assets

Debts are written off when identified as irrecoverable. Debts written-off are limited to the amount of savings and/or underspending of appropriated funds. The write off occurs at year-end or when funds are available. No provision is made for irrecoverable amounts but an estimate is included in the disclosure notes to the financial statements amounts.

All other losses are recognised when authorisation has been granted for the recognition thereof.

3.5 Transfers and subsidies

Transfers and subsidies are recognised as an expense when the final authorisation for payment is effected on the system (by no later than 31 March of each year).

3.6 Unauthorised expenditure

When confirmed unauthorised expenditure is recognised as an asset in the statement of financial position until such time as the expenditure is either approved by the relevant authority, recovered from the responsible person or written off as irrecoverable in the statement of financial performance.

Unauthorised expenditure approved with funding is derecognised from the statement of financial position when the unauthorised expenditure is approved and the related funds are received.

Where the amount is approved without funding it is recognised as expenditure in the statement of financial performance on the date of approval.

3.7 Fruitless and wasteful expenditure

Fruitless and wasteful expenditure is recognised as expenditure in the statement of financial performance according to the nature of the payment and not as a separate line item on the face of the statement. If the expenditure is recoverable it is treated as an asset until it is recovered from the responsible person or written off as irrecoverable in the statement of financial performance.

3.8 Irregular expenditure

Irregular expenditure is recognised as expenditure in the statement of financial performance. If the expenditure is not condoned by the relevant authority it is treated as an asset until it is recovered or written off as irrecoverable.

4. Assets

4.1 Cash and cash equivalents

Cash and cash equivalents are carried in the statement of financial position at cost.

Bank overdrafts are shown separately on the face of the statement of financial position.

For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, deposits held, other short-term highly liquid investments and bank overdrafts.

4.2 Other financial assets

Other financial assets are carried in the statement of financial position at cost.

4.3 Prepayments and advances

Amounts prepaid or advanced are recognised in the statement of financial position when the payments are made and are derecognised as and when the goods/services are received or the funds are utilised.

Prepayments and advances outstanding at the end of the year are carried in the statement of financial position at cost.

4.4 Receivables

Receivables included in the statement of financial position arise from cash payments made that are recoverable from another party (including departmental employees) and are derecognised upon recovery or write-off.

Receivables outstanding at year-end are carried in the statement of financial position at cost plus any accrued interest. Amounts that are potentially irrecoverable are included in the disclosure notes.

4.5 Investments

Capitalised investments are shown at cost in the statement of financial position.

Investments are tested for an impairment loss whenever events or changes in circumstances indicate that the investment may be impaired. Any impairment loss is included in the disclosure notes.

4.6 Loans

Loans are recognised in the statement of financial position when the cash is paid to the beneficiary. Loans that are outstanding at year-end are carried in the statement of financial position at cost plus accrued interest.

Amounts that are potentially irrecoverable are included in the disclosure notes.

4.7 Inventory

Inventories that qualify for recognition must be initially reflected at cost. Where inventories are acquired at no cost, or for nominal consideration, their cost shall be their fair value at the date of acquisition.

All inventory items at year-end are reflected using the weighted average cost or FIFO cost formula.

4.8 Capital assets

4.8.1 Movable assets

Initial recognition

A capital asset is recorded in the asset register on receipt of the item at cost. Cost of an asset is defined as the total cost of acquisition. Where the cost cannot be determined accurately, the movable capital asset is stated at fair value. Where fair value cannot be determined, the capital asset is included in the asset register at R1.

All assets acquired prior to 1 April 2002 are included in the register at R1.

Subsequent recognition

Subsequent expenditure of a capital nature is recorded in the statement of financial performance as "expenditure for capital assets" and is capitalised in the asset register of the department on completion of the project.

Repairs and maintenance is expensed as current "goods and services" in the statement of financial performance.

4.8.2 Immovable assets

Initial recognition

A capital asset is recorded on receipt of the item at cost. Cost of an asset is defined as the total cost of acquisition. Where the cost cannot be determined accurately, the immovable capital asset is stated at R1 unless the fair value for the asset has been reliably estimated.

Subsequent recognition

Work-in-progress of a capital nature is recorded in the statement of financial performance as "expenditure for capital assets". On completion, the total cost of the project is included in the asset register of the department that is accountable for the asset.

Repairs and maintenance is expensed as current "goods and services" in the statement of financial performance.

5. Liabilities

5.1 Payables

Recognised payables mainly comprise of amounts owing to other governmental entities. These payables are carried at cost in the statement of financial position.

5.2 Contingent liabilities

Contingent liabilities are included in the disclosure notes to the financial statements when it is possible that economic benefits will flow from the department, or when an outflow of economic benefits or service potential is probable but cannot be measured reliably.

5.3 Contingent assets

Contingent assets are included in the disclosure notes to the financial statements when it is probable that an inflow of economic benefits will flow to the entity.

5.4 Commitments

Commitments are not recognised in the statement of financial position as a liability or as expenditure in the statement of financial performance but are included in the disclosure notes.

5.5 Accruals

Accruals are not recognised in the statement of financial position as a liability or as expenditure in the statement of financial performance but are included in the disclosure notes.

5.6 Employee benefits

Short-term employee benefits that give rise to a present legal or constructive obligation are disclosed in the disclosure notes to the financial statements. These amounts are not recognised in the statement of financial performance or the statement of financial position.

5.7 Lease commitments

Finance lease

Finance leases are not recognised as assets and liabilities in the statement of financial position. Finance lease payments are recognised as an expense in the statement of financial performance and are apportioned between the capital and interest portions. The finance lease liability is disclosed in the disclosure notes to the financial statements.

Operating lease

Operating lease payments are recognised as an expense in the statement of financial performance. The operating lease commitments are disclosed in the disclosure notes to the financial statement.

5.8 Impairment and other provisions

The department tests for impairment where there is an indication that a receivable, loan or investment may be impaired. An assessment of whether there is an indication of possible impairment is done at each reporting date. An estimate is made for doubtful loans and receivables based on a review of all outstanding amounts at year-end. Impairments on investments are calculated as being the difference between the carrying amount and the present value of the expected future cash flows / service potential flowing from the instrument.

Provisions are disclosed when there is a present legal or constructive obligation to forfeit economic benefits as a result of events in the past and it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation and a reliable estimate of the obligation can be made.

6. Receivables for departmental revenue

Receivables for departmental revenue are disclosed in the disclosure notes to the annual financial statements.

7. Net Assets

7.1 Capitalisation reserve

The capitalisation reserve comprises of financial assets and/or liabilities originating in a prior reporting period but which are recognised in the statement of financial position for the first time in the current reporting period. Amounts are recognised in the capitalisation reserves when identified in the current period and are transferred to the Provincial Revenue Fund when the underlining asset is disposed and the related funds are received.

7.2 Recoverable revenue

Amounts are recognised as recoverable revenue when a payment made in a previous financial year becomes recoverable from a debtor in the current financial year. Amounts are either transferred to the Provincial Revenue Fund when recovered or are transferred to the statement of financial performance when written-off.

8. Related party transactions

Specific information with regards to related party transactions is included in the disclosure notes.

9. Key management personnel

Compensation paid to key management personnel including their family members where relevant, is included in the disclosure notes.

10. Public private partnerships

A description of the PPP arrangement, the contract fees and current and capital expenditure relating to the PPP arrangement is included in the disclosure notes.

1. Annual Appropriation

1.1 Annual Appropriation

Included are funds appropriated in terms of the Appropriation Act (and the Adjustments Appropriation Act) for National Departments (Voted funds) and Provincial Departments:

	Final Appropriation	2010/11 Actual Funds Received	Funds not requested/ not received	2009/10 Appropriation received
	R'000	R'000	R'000	R'000
Administration	35,870	35,870	0	39,956
Provincial	56,181	56,181	0	58,412
Secretariat for Safety and Security				
Security Risk Management	43,856	43,856	0	40,697
Traffic Safety Promotion	153,004	153,004	0	135,524
Total	288,911	288,911	0	274,589

2. Departmental revenue

	Note	2010/11 R'000	2009/10 R'000
Sales of goods and services other than capital assets	2.1	2,513	2,626
Fines, penalties and forfeits	2.2	220	83
Interest, dividends and rent on land	2.3	333	20
Transactions in financial assets and liabilities	2.4	579	677
Total revenue collected		3,645	3,406
Less: Own revenue included in appropriation	13	(2,676)	(2,230)
Departmental revenue collected		969	1,176

2.1 Sales of goods and services other than capital assets

	Note 2	2010/11 R'000	2009/10 R'000
Sales of goods and services produced by the department		2,513	2,626
Administrative fees		30	31
Other sales		2,483	2,595
Sales of scrap, waste and other used current goods			
Total		2,513	2,626

2.2 Fines, penalties and forfeits

	Note 2	2010/11 R'000	2009/10 R'000
Penalties		220	83
Total		220	83

2.3 Interest, dividends and rent on land

	Note 2	2010/11 R'000	2009/10 R'000
Interest		333	20
Total		333	20

2.4 Transactions in financial assets and liabilities

	Note 2	2010/11 R'000	2009/10 R'000
Receivables		*500	0
Other Receipts including Recoverable Revenue		**79	677
Total		579	677

* Receivables comprises of the following amounts:
 Rev: Financial Assets: Receivables: Priv Sector: Contractual Dept Debt – R265,454
 Rev: Financial Assets: Receivables: Priv Sector: Transport between residence and work – R235,343 (Traffic)
 **Other Receipts including Recoverable Revenue comprises of the following amounts:
 Rev: Financial Assets: Receipts of Previous Year's Expenditure – R79,070

3. Compensation of employees

3.1 Salaries and Wages

	Note	2010/11 R'000	2009/10 R'000
Basic salary		122,007	120,055
Performance award		1,818	1,241
Service Based		390	352
Compensative/circumstantial		4,606	4,226
Periodic payments		20	5
Other non-pensionable allowances		23,638	23,408
Total		<u>152,479</u>	<u>149,287</u>

3.2 Social contributions

	Note	2010/11 R'000	2009/10 R'000
Employer contributions			
Pension		15,717	14,700
Medical		10,970	9,818
Bargaining council		46	30
Total		<u>26,733</u>	<u>24,548</u>
Total compensation of employees		<u>179,212</u>	<u>173,835</u>
Average number of employees		<u>827</u>	<u>990</u>

4. Goods and services

	Note	2010/11 R'000	2009/10 R'000
Administrative fees		203	91
Advertising		1,181	1,242
Assets less than R5,000	4.1	1,893	796
Bursaries (employees)		404	448
Catering		1,265	1,075
Communication		2,845	3,409
Computer services	4.2	1,988	1,264
Consultants, contractors and agency/outsourced services	4.3	10,932	7,915
Entertainment		80	70
Audit cost – external	4.4	3,419	3,344
Inventory	4.5	5,685	6,306
Operating leases		11,136	11,034
Owned and leasehold property expenditure	4.6	8,072	2,741
Travel and subsistence	4.7	22,241	24,860
Venues and facilities		645	871
Training and staff development		949	1,331
Other operating expenditure	4.8	11,544	12,028
Total		84,482	78,825

4.1 Assets less than R5,000

	Note	2010/11 R'000	2009/10 R'000
Tangible assets	4	1,893	796
Buildings and other fixed structures		0	4
Machinery and equipment		1,893	792
Total		1,893	796

4.2 Computer services

	Note 4	2010/11 R'000	2009/10 R'000
SITA computer services		435	177
External computer service providers		1,553	1,087
Total		<u>1,988</u>	<u>1,264</u>

4.3 Consultants, contractors and agency/outsourced services

	Note 4	2010/11 R'000	2009/10 R'000
Business and advisory services		3,935	2,267
Legal costs		252	38
Contractors		5,440	4,522
Agency and support/outsourced services		1,305	1,088
Total		<u>10,932</u>	<u>7,915</u>

4.4 Audit cost – External

	Note 4	2010/11 R'000	2009/10 R'000
Regularity audits		3,419	3,344
Total		<u>3,419</u>	<u>3,344</u>

4.5 Inventory

	Note 4	2010/11 R'000	2009/10 R'000
Learning and teaching support material		0	26
Fuel, oil and gas		28	6
Other consumable materials		2,163	3,142
Maintenance material		306	135
Stationery and printing		2,092	2,102
Medical supplies		1,096	895
Total		<u>5,685</u>	<u>6,306</u>

4.6 Property payments

	Note	2010/11	2009/10
	4	R'000	R'000
Municipal services		483	827
Property management fees		0	1
Property maintenance and repairs		291	539
Other		*7,298	1,374
Total		8,072	2,741

* Other consist of the following amounts:

Property Payments: Gardening Services – R70,841
 Property Payments: Safeguard & Security – R7,206,827
 Property Payments: Upgrade & Additions Property – R19,800

4.7 Travel and subsistence

	Note	2010/11	2009/10
	4		
Local		22,234	24,860
Foreign		7	0
Total		22,241	24,860

4.8 Other operating expenditure

	Note	2010/11	2009/10
	4	R'000	R'000
Professional bodies, membership and subscription fees		1	2
Resettlement costs		67	223
Other		11,476	11,803
Total		11,544	12,028

5. Interest and rent on land

	Note	2010/11	2009/10
		R'000	R'000
Interest paid		3	9
Total		3	9

6. Payments for financial assets

	<i>Note</i>	2010/11 R'000	2009/10 R'000
Material losses through criminal conduct			
Other material losses written off	6.1	333	1210
Debts written off	6.2	1,628	13
Total		<u>1,961</u>	<u>1,223</u>

6.1 Other material losses written off

	<i>Note</i>	2010/11 R'000	2009/10 R'000
Nature of losses	6		
Vis major or unavoidable causes		333	1,120
Total		<u>333</u>	<u>1,210</u>

6.2 Debt written off

	<i>Note</i>	2010/11 R'000	2009/10 R'000
Nature of theft	6		
Salary overpayment		1	0
Bursary debt		4	2
Personnel debt		*1,623	11
Total		<u>1,628</u>	<u>13</u>

<p>*Amount constitutes the following: 1st FIU report – R919,849.55 2nd FIU report – R437,707.04 Bursary debt – R4,020 Interest accrued – R265,990.61</p>

7. Transfers and subsidies

		2010/11 R'000	2009/10 R'000
	<i>Note</i>		
Provinces and municipalities	<i>Annex 1A</i>	10	15
Public corporations and private enterprises	<i>Annex 1B</i>	0	20
Households	<i>Annex 1C</i>	11,394	11,722
Gifts, donations and sponsorships made	<i>Annex 1E</i>	94	112
Total		<u>11,498</u>	<u>11,869</u>

8. Expenditure for capital assets

	<i>Note</i>	2010/11 R'000	2009/10 R'000
Tangible assets		11,386	6,856
Machinery and equipment	26.1	11,386	6,848
Buildings and other fixed structures		0	8
Software and other intangible assets		0	6
Computer software	26	0	6
Total		<u>11,386</u>	<u>6,862</u>

8.1 Analysis of funds utilised to acquire capital assets – 2010/11

	Voted funds R'000	Aid assistance R'000	Total R'000
Tangible assets	11,386	0	11,386
Machinery and equipment	9,999	0	9,999
Specialised military assets	1,387	0	1,387
Total	<u>11,386</u>	<u>0</u>	<u>11,386</u>

8.2 Analysis of funds utilised to acquire capital assets – 2009/10

	Voted funds R'000	Aid assistance R'000	Total R'000
Tangible assets	6,856	0	6,856
Buildings and other fixed structures	8	0	8
Machinery and equipment	6,848	0	6,848
Software and other intangible assets	6	0	6
Computer software	6	0	6
Total	6,862	0	6,862

9. Cash and cash equivalents

	Note 2010/11 R'000	2009/10 R'000
Consolidated Paymaster General Account	0	527
Cash on hand	8	6
Cash with commercial banks (Local)	88	0
Total	96	533

10. Prepayments and advances

	Note 2010/11 R'000	2009/10 R'000
Travel and subsistence	20	40
Total	20	40

11. Receivables

	Note	2010/11			R'000 Total	2009/10 R'000 Total
		R'000 Less than one year	R'000 One to three years	R'000 Older than three years		
Claims recoverable	11.1 Annex 3	29	10	0	39	56
Staff debt	11.2	816	388	125	1,329	3,131
Other debtors	11.3	98	58	0	156	97
Total		943	456	125	*1,524	3,284

*Main decrease due to staff debt write-off as explained in note 6.2

11.1 Claims recoverable

	Note	2010/11 R'000	2009/10 R'000
Provincial departments	11	39	56
Total		39	56

11.2 Staff debt

	Note	2010/11 R'000	2009/10 R'000
Debt Account	11	*1,304	3,076
Damage to vehicles		22	55
Sal Income: Tax cl other		3	0
Total		1,329	3,131

*Debt account includes the following:

Leave without pay – R217,442.66

Bursaries – R67,040.36

Salary overpayments – R791,026.45

Miscellaneous – R228,392.52

11.3 Other debtors

	Note 11	2010/11 R'000	2009/10 R'000
Disallowance Miscellaneous		87	58
Disallowance Damages and losses Ca		4	8
Sal: Pension Fund: CI		22	31
Disallowance Account		43	0
Total		156	97

12. Voted funds to be surrendered to the Revenue Fund

	Note	2010/11 R'000	2009/10 R'000
Opening balance		1,966	374
Transfer from Statement of Financial Performance		369	1,966
Paid during the year		(1,966)	(374)
Closing balance		369	1,966

13. Departmental revenue and PRF Receipts to be surrendered to the Revenue Fund

	Note	2010/11 R'000	2009/10 R'000
Opening balance		573	700
Transfer from Statement of Financial Performance		969	1,176
Own revenue included in appropriation		2,676	2,230
Paid during the year		(3,800)	(3,533)
Closing balance		418	573

14. Bank Overdraft

	Note	2010/11 R'000	2009/10 R'000
Consolidated Paymaster General Account		2	0
Total		2	0

15. Payables – current

	Note	2010/11 Total	2009/10 Total
Other payables	15.1	14	45
Total		14	45

15.1 Other payables

	Note	2010/11 R'000	2009/10 R'000
Sal: reversal Control	15	6	18
Sal: Income Tax: CI		7	27
Sal: Insurance deductions		1	0
Total		14	45

16. Net cash flow available from operating activities

	Note	2010/11 R'000	2009/10 R'000
Net surplus/(deficit) as per Statement of Financial Performance		1,338	3,142
Add back non cash/cash movements not deemed operating activities		10,036	5,209
(Increase)/decrease in receivables – current		1,760	82
(Increase)/decrease in prepayments and advances		20	76
Increase/(decrease) in payables – current		(31)	(134)
Expenditure on capital assets		11,377	6,862
Surrenders to Revenue Fund		(5,766)	(3,907)
Own revenue included in appropriation		2,676	2,230
Net cash flow generated by operating activities		11,374	8,351

17. Reconciliation of cash and cash equivalents for cash flow purposes

	<i>Note</i>	2010/11 R'000	2009/10 R'000
Consolidated Paymaster General account		(2)	527
Cash on hand		8	6
Cash with commercial banks (Local)		88	0
Total		94	533

These amounts in the notes 18 to 28 are not recognised in the Annual Financial Statements and are disclosed to enhance the usefulness of the Annual Financial Statements.

18. Contingent liabilities and contingent assets

18.1 Contingent liabilities

		Note	2010/11 R'000	2009/10 R'000
Liable to	Nature			
Housing loan guarantees	Employees	Annex 2A	58	71
Claims against the department		Annex 2B	*1,290	4,960
Other departments unconfirmed balances)	(interdepartmental	Annex 4	529	0
Total			1,877	5,031

*Advised by Legal Services on death of ex-employee claim not continuing, amounting to R3,000,000

19. Commitments

	Note	2010/11 R'000	2009/10 R'000
Current expenditure			
Approved and contracted		7,000	6,759
Approved but not yet contracted		5	2
		7,005	6,761
Total Commitments		7,005	6,761

20. Accruals

Listed by economic classification	2010/11 R'000			2009/10 R'000
	30 Days	30+ Days	Total	Total
Goods and services	1,300	203	1,503	1,128
Capital assets	22	0	22	46
Total	1,322	203	1,525	1,174

Listed by programme level	Note	2010/11 R'000		2009/10 R'000
Programme 1		407		681
Programme 2		84		30
Programme 3		49		122
Programme 4		985		341
Total		1,525		1,174

Confirmed balances with other departments	Note	2010/11 R'000		2009/10 R'000
Confirmed balances with other departments	Annex 4	0		17
Total		0		17

21. Employee benefits

	Note	2010/11 R'000		2009/10 R'000
Leave entitlement		*5,108		3,190
Service bonus (Thirteenth cheque)		5,233		4,898
Performance awards		1,719		2,732
Capped leave commitments		10,178		10,044
Total		22,238		20,864

* Included in the amount above for leave entitlement is an negative amount of R316,000

22. Lease commitments

22.1 Operating leases expenditure

	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
2010/11					
Not later than 1 year	0	0	0	12,518	12,518
Later than 1 year and not later than 5 years	0	0	0	37,927	37,927
Later than five years	0	0	0	8,004	8,004
Total lease commitments	0	0	0	58,449	58,449

	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
2009/10					
Not later than 1 year	0	0	0	10,696	*10,696
Later than 1 year and not later than 5 years	0	0	0	23,605	*23,605
Later than 5 years	0	0	0	3,457	*3,457
Total lease commitments	0	0	0	37,758	*37,758

*prior year figures were changed to give accurate comparative figure

22.2 Finance leases expenditure

	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
2010/11					
Not later than 1 year	0	0	0	15	15
Later than 1 year and not later than 5 years	0	0	0	8	8
Total lease commitments	0	0	0	23	23
LESS: finance costs	0	0	0	(8)	(8)
Total present value of lease liabilities	0	0	0	15	15

	Specialised military equipment	Land	Buildings and other fixed structures	Machinery and equipment	Total
2009/10					
Not later than 1 year	0	0	0	14	14
Total lease commitments	0	0	0	14	14
LESS: finance costs	0	0	0	(4)	(4)
Total present value of lease liabilities	0	0	0	10	10

23. Receivables for departmental revenue

	Note	2010/11 R'000	2009/10 R'000
Sales of goods and services other than capital assets		190	0
Total		190	0

24. Related party transactions

	Note	2010/11 R'000	2009/10 R'000
Payments made			
Goods and services		18,520	21,058
Total		18,520	21,058

Employee of the Department rendered a service to the value of R2,000 with permission.

The Department of Community Safety makes use of 362 GG vehicles of Government motor transport based on daily and kilometre tariffs for 09/10 and 355 vehicles for the 10/11 financial years as approved by the Provincial Treasury. The expenditure incurred by the department in this respect is reflected in Goods and Services above.

During the year the department received services from the following related parties that are related to the Department as indicated:

1. The Department of Community Safety received corporate services from the Corporate Service Centre of the Department of the Premier in the Western Cape Province with effect from 1 November 2010 in respect of the following service areas:

(List service areas as per the SLA) i.e

- Information and Communication Technology
- Organisation Development
- Provincial Training (transversal)
- Human Resource Management
- Enterprise Risk Management
- Internal Audit
- Forensic investigations
- Legal Services
- Corporate Communication

2. The Department used accommodation, provided by the Department of Transport and Public Works free of charge.

The Department renders traffic services across the province, but fines issued are accrue to municipalities. This could be regarded as a free service that the Department render.

25. Key management personnel

	No. of Individuals	2010/11 R'000	2009/10 R'000
Political office bearers (provide detail below)	2	1,419	1,390
Officials:			
Level 15 to 16	1	1,717	1,443
Level 14 (incl. CFO if at a lower level)	7	4,049	3,445
Total		7,185	6,278

26. Movable Tangible Capital Assets

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2011

	Opening balance R'000	Curr Year Adjust-ments to prior year balances R'000	Additi ons R'000	Disposals R'000	Closing Balance R'000
HERITAGE ASSETS	50	(30)	0	0	20
Heritage assets	50	(30)	0	0	20
MACHINERY AND EQUIPMENT	13,902	987	12,899	(7,385)	20,403
Transport assets	968	0	4,295	(4,000)	1,263
Computer equipment	9,432	685	4,518	(2,864)	11,771
Furniture and office equipment	1,099	293	473	(179)	1,686
Other machinery and equipment	2,403	9	3,613	(342)	5,683
SPECIALISED MILITARY ASSETS	0	0	1,387	0	1,387
Specialised military assets	0	0	1,387	0	1,387
TOTAL MOVABLE TANGIBLE CAPITAL ASSETS	13,952	957	14,286	(7,385)	*21,810

*Inclusive of the closing balance for major assets in an amount of R333,272.00 classified as short. This shortage is still under investigation. The amount of R471,114.00 form part of the disposal of assets and is currently in process.

26.1 Additions

ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2011

	Cash	Non-cash	(Capital Work in Progress current costs and finance lease payments)	Received current, not paid (Paid current year, received prior year)	Total
	R'000	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT	9,982	2,900	17	0	12,899
Transport assets	4,295	0	0	0	4,295
Computer equipment	1,964	2,554	0	0	4,518
Furniture and office equipment	433	40	0	0	473
Other machinery and equipment	3,290	306	17	0	3,613
SPECIALISED MILITARY ASSETS	1,387	0	0	0	1,387
Specialised military assets	1,387	0	0	0	1,387
TOTAL ADDITIONS TO MOVABLE TANGIBLE CAPITAL ASSETS	11,369	2,900	17	0	14,286

26.2 Disposals

DISPOSALS OF MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2011

	Sold for cash	Transfer out or destroyed or scrapped	Total disposals	Cash Received Actual
	R'000	R'000	R'000	R'000
MACHINERY AND EQUIPMENT	307	7,078	(7,385)	4
Transport assets	0	4,000	(4,000)	0
Computer equipment	301	2,563	(2,864)	4
Furniture and office equipment	6	173	(179)	0
Other machinery and equipment	0	342	(342)	0
TOTAL DISPOSAL OF MOVABLE TANGIBLE CAPITAL ASSETS	307	7,078	(7,385)	4

26.3 Movement for 2009/10

MOVEMENT IN MOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2010

	Opening balance	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000
HERITAGE ASSETS	55	0	(5)	50
Heritage assets	55	0	(5)	50
MACHINERY AND EQUIPMENT	11,926	6,640	(4,664)	13,902
Transport assets	0	1,129	(161)	968
Computer equipment	9,726	3,456	(3,750)	9,432
Furniture and office equipment	1,213	278	(392)	1,099
Other machinery and equipment	987	1,777	(361)	2,403
TOTAL MOVABLE TANGIBLE ASSETS	11,981	6,640	(4,669)	13,952

26.4 Minor assets

MINOR ASSETS OF THE DEPARTMENT AS AT 31 MARCH 2011

	Specialised military assets R'000	Intangible assets R'000	Heritage assets R'000	Machinery and equipment R'000	Biological assets R'000	Total R'000
Opening balance	1	1	113	7,103	0	7,218
Additions	90	1	0	1,802	0	1,893
TOTAL	91	2	113	8,905	0	*9,111

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Number of R1 minor assets	0	0	0	1,029	0	1,029
Number of minor assets at cost	542	2	14	10,115	0	10,673
TOTAL	542	2	14	11,144	0	11,702
NUMBER OF MINOR ASSETS						

* Inclusive of the closing balance for minor assets is a total of R54,606.00 classified as short. These shortages are still under investigation.

MINOR ASSETS OF THE DEPARTMENT AS AT 31 MARCH 2010

	Specialised military assets R'000	Intangible assets R'000	Heritage assets R'000	Machinery and equipment R'000	Biological assets R'000	Total R'000
Minor assets	1	1	113	7,103	0	7,218
TOTAL	1	1	113	7,103	0	7,218

	Specialised military assets	Intangible assets	Heritage assets	Machinery and equipment	Biological assets	Total
Number of R1 minor assets	0	0	0	1,126	0	1,126
Number of minor assets at cost	0	1	65	8,850	0	8,916
TOTAL	0	1	65	9,976	0	10,042
NUMBER OF MINOR ASSETS						

27. Intangible Capital Assets

MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2011

	Opening balance	Current Year Adjust- ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
Computer Software	853	0	0	0	853
TOTAL INTANGIBLE CAPITAL ASSETS	853	0	0	0	853

27.1 Movement for 2009/10

MOVEMENT IN INTANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2010

	Opening balance	Additions	Disposals	Closing balance
	R'000	R'000	R'000	R'000
Computer Software	847	6	0	853
TOTAL INTANGIBLE CAPITAL ASSETS	847	6	0	853

28. Immovable Tangible Capital Assets

MOVEMENT IN IMMOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2011

	Opening balance	Curr Year Adjust- ments to prior year balances	Additions	Disposals	Closing Balance
	R'000	R'000	R'000	R'000	R'000
BUILDINGS AND OTHER FIXED STRUCTURES	8	0	0	0	8
Other fixed structures	8	0	0	0	8
TOTAL IMMOVABLE TANGIBLE CAPITAL ASSETS	8	0	0	0	8

28.1 Movement for 2009/10

MOVEMENT IN IMMOVABLE TANGIBLE CAPITAL ASSETS PER ASSET REGISTER FOR THE YEAR ENDED 31 MARCH 2010

	Opening balance R'000	Additions R'000	Disposals R'000	Closing balance R'000
BUILDINGS AND OTHER FIXED STRUCTURES	0	8	0	8
Other fixed structures	0	8	0	8
TOTAL IMMOVABLE TANGIBLE ASSETS	0	8	0	8

**ANNEXURE 1A
STATEMENT OF UNCONDITIONAL GRANTS AND TRANSFERS TO MUNICIPALITIES**

NAME OF MUNICIPALITY	GRANT ALLOCATION				TRANSFER			SPENT			2009/10
	Amount	Roll Overs	Adjustments	Total Available	Actual Transfer	Available funds Transferred	Amount received by municipality	Amount spent by municipality	% of available funds spent by municipality	Total Available	
	R'000	R'000	R'000	R'000	R'000	%	R'000	R'000	%	R'000	
Vehicle Licences:	10	0	0	10	10	100%	0	0	0	9	
Mun B/Acc: Mun rates and taxes	0	0	0	0	0	0	0	0	0	4	
Mun B/Acc: Vehicle Licences Mun	0	0	0	0	0	0	0	0	0	2	
Total	10	0	0	10	10	0	0	0	0	15	

**ANNEXURE 1B
STATEMENT OF TRANSFERS/SUBSIDIES TO PUBLIC CORPORATIONS AND PRIVATE ENTERPRISES**

NAME OF PUBLIC CORPORATION/PRIVATE ENTERPRISE	TRANSFER ALLOCATION				EXPENDITURE			2009/10	
	Adjusted Appropriation Act R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds Transferred	Capital R'000	Current R'000	Appropriation Act R'000
Private Enterprises									
Transfers									
Claims against the State	0	0	0	0	0	0	0	0	20
Conradie Davids and Partners									
Total	0	0	0	0	0	0	0	0	20

**ANNEXURE 1C
STATEMENT OF TRANSFERS TO HOUSEHOLDS**

HOUSEHOLDS	TRANSFER ALLOCATION				EXPENDITURE			2009/10
	Adjusted Appropriation Act R'000	Roll Overs R'000	Adjustments R'000	Total Available R'000	Actual Transfer R'000	% of Available funds Transferred %	Appropriation Act R'000	
Transfers								
1. Community Police Forums (CPF) and others	171	0	0	171	171	100%	949	
2. Gang and Substance Abuse (Programme)	311	0	0	311	311	100%	41	
3. Youth Programme	8,704	0	0	8,704	8,704	100%	9,404	
4. Woman and Children	0	0	0	0	0	0	125	
5. Employee Benefits	2,208	0	0	2,208	2,208	100%	1,203	
Total	11,394	0	0	11,394	11,394	0	11,722	

**ANNEXURE 1D
STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS RECEIVED**

NAME OF ORGANISATION	NATURE OF GIFT, DONATION OR SPONSORSHIP	2010/11	2009/10
		R'000	R'000
Received in cash			
Somerset West Traffic centre	Monetary	1	0
Knysna Traffic centre	Monetary	4	0
Subtotal		5	0
Received in kind			
Directorate Finance	Kind	2	0
Subtotal		2	0
TOTAL		7	0

**ANNEXURE 1E
STATEMENT OF GIFTS, DONATIONS AND SPONSORSHIPS MADE AND REMISSIONS, REFUNDS AND PAYMENTS MADE AS AN ACT OF GRACE**

NATURE OF GIFT, DONATION OR SPONSORSHIP (Group major categories but list material items including name of organisation)	2010/11	2009/10
	R'000	R'000
Paid in cash		
Donation – Tag Rugby Association	0	30
Gifts – corporate gifts for trip to Canada	0	1
Gifts – farewell to previous MEC	1	1
Donation – deceased volunteer	0	5
Donation – deceased volunteer	0	9
Donation – deceased volunteer	0	5
Donation – deceased volunteer	0	5
Donation – general election – Electoral code of conduct observer commission	0	56
Donation – volunteer's funeral	21	0
Donation – volunteer's funeral	14	0
Donation – volunteer's funeral	8	0
National Department of Transport: Driver of the year	50	0
TOTAL	94	112

**ANNEXURE 2A
STATEMENT OF FINANCIAL GUARANTEES ISSUED AS AT 31 MARCH 2011 – LOCAL**

Guarantor institution	Guarantee in respect of	Original guaranteed capital amount	Opening balance 1 April 2010	Guarantees draw downs during the year	Guarantees repayments/cancelled/reduced/released during the year	Revaluations	Closing balance 31 March 2011	Guaranteed interest for year ended 31 March 2011	Realised losses not recoverable i.e. claims paid out
		R'000	R'000	R'000	R'000	R'000	R'000	R'000	R'000
	Housing								
Standard Bank		0	29	0	0	0	29	0	0
Firstrand Bank (FNB)		0	0	29	0	0	29	0	0
Peoples Bank (NBS)		0	14	0	14	0	0	0	0
National Housing Corp		0	28	0	28	0	0	0	0
TOTAL		0	71	29	42	0	58	0	0

**ANNEXURE 2B
STATEMENT OF CONTINGENT LIABILITIES AS AT 31 MARCH 2011**

Nature of Liability	Opening Balance	Liabilities incurred during the year	Liabilities paid/cancelled/reduced during the year	Liabilities recoverable (Provide details hereunder)	Closing Balance
	R'000	R'000	R'000	R'000	R'000
Claims against the department	4,960	76	3,746	0	1,290
TOTAL	4,960	76	*3,746	0	1,290

* Refer to Note 18.1

**ANNEXURE 3
CLAIMES RECOVERABLE**

Government Entity	Confirmed balance outstanding		Unconfirmed balance outstanding		Total	
	31/03/2011	31/03/2010	31/03/2011	31/03/2010	31/03/2011	31/03/2010
	R'000	R'000	R'000	R'000	R'000	R'000
Department						
Dept of Health	0	0	10	10	10	10
Dept of Public Works: Eastern Cape	0	0	0	32	0	32
Dept of Correctional Services	0	0	0	14	0	14
Dept of Education	29	0	0	0	29	0
TOTAL	29	0	10	56	39	56

**ANNEXURE 4
INTER-GOVERNMENT PAYABLES**

GOVERNMENT ENTITY	Confirmed balance outstanding		Unconfirmed balance outstanding		TOTAL	
	31/03/2011	31/03/2010	31/03/2011	31/03/2010	31/03/2011	31/03/2010
	R'000	R'000	R'000	R'000	R'000	R'000
DEPARTMENTS						
Current						
Dept of Cultural Affairs and Sports	0	17	0	0	0	17
Dept of Transport and Public Works	0	0	529	0	529	0
Total	0	17	529	0	529	17

**ANNEXURE 5
INVENTORY**

	Note	Quantity	2010/11 R'000	Quantity	2009/10 R'000
Inventory					
Opening balance		4,184	135	5,157	157
Add/(Less): Adjustments to prior year balance		0	0	15	17
Add: Additions/Purchases - Cash		221,994	8,446	256,474	7,141
Add: Additions - Non-cash		49	7	72	8
(Less): Disposals		(19)	(6)	0	0
(Less): Issues		(214,709)	(8,388)	(257,533)	(7,176)
Add/(Less): Adjustments		0	0	(1)	(1)
Closing balance		11,499	194	4,184	146

PART FOUR: HUMAN RESOURCE MANAGEMENT

DEPARTMENT OF COMMUNITY SAFETY
ANNUAL REPORT 2010/11

PART 4 : HUMAN RESOURCE MANAGEMENT (OVERSIGHT REPORT)

4.1. SERVICE DELIVERY

All departments are required to develop a Service Delivery Improvement (SDI) Plan. The following tables reflect the components of the SDI plan as well as progress made in the implementation of the plans or plan.

Table 4.1.1: Main services and service standards provided in terms of the Service Delivery Plan, 1 April 2010 to 31 March 2011

Main services	Actual customers	Potential customers	STANDARD OF SERVICE	Actual achievement against standards
Handling of complaints against law enforcement agencies.	Members of the public	Members of the public	100% complainants will be acknowledged within 48 hours and complainants will be informed of the progress within 13 days (Quality improvement in terms of turnaround time)	100% complainants were acknowledged within 48 hours except those received on Friday or before public holiday and complaints were informed of the progress within 13 days
The conducting of Security Awareness Programmes	PGWC employees	PGWC employees	24 Security Awareness Programmes conducted.	46 Security Awareness Programmes on various activities (contingency, vetting, security, etc.) were conducted with PGWC employees
To facilitate road safety education and awareness programmes	Edu-care Centres, School Children and communities	Edu-care Centres, School Children and communities	252 Road Safety education and awareness programmes	386 Road Safety education and awareness programmes were conducted
To make our Road users safer on Provincial and National Roads	All Road users	All Road users	Reduction of road fatalities on Provincial and National roads by 5% (497)	392 Fatalities were reported and reflect a reduction of 25% in road fatalities

Table 4.1.2: Consultation arrangements with customers, 1 April 2010 to 31 March 2011

Type of arrangement	Actual Customers	Potential Customers	Actual achievements
<p><u>Handling of complaints against law enforcement agencies</u></p> <p>a) Helpdesk at all provincial imbizo/public participation meetings</p> <p>b) Customer satisfaction survey/poll (monthly)</p> <p>c) One-on-ones on 40% of finalised complaints (improvement in quantity of finalised complaints)</p>	Members of the public	Members of the public	<p>a) Helpdesk available at all provincial izimbizo/public participation meetings</p> <p>b) 12 Customer satisfaction survey/poll were conducted.</p> <p>c) One-on-ones were conducted with reachable complainants</p>
<p><u>The conducting of Security Awareness Programmes</u></p> <p>a) Increase the frequency of meetings with PGWC departments to obtain inputs as well as to deliver on it.</p> <p>b) Security Committees</p>	PGWC employees	PGWC employees	<p>a) 947 PGWC employees attended awareness programmes</p> <p>b) Meetings with various role players and departmental security committees were used as vehicles for these programmes</p>
<p><u>To facilitate road safety education and awareness programmes</u></p> <p>a) Regular meetings and consultations are to be held to plan for workshops and interventions</p>	Edu-care Centres, School Children and communities	Edu-care Centres, School Children and communities	<p>a) Meetings and regular interactions held with schools, Edu-care centres and community organisations.</p>
<p><u>To make our Road users safer on Provincial and National Roads</u></p> <p>a) Izimbizo</p> <p>b) Consult with long distance taxi and bus forums</p> <p>c) Integrated Development Planning</p> <p>d) Community Police Forums & Community Safety Forums</p>	All road users	All road users	<p>a) Izimbizo were conducted.</p> <p>b) Consultation with the Public – and Freight Industry took place on a continuous basis</p> <p>c) Engagement with the IDP and processes – re meetings.</p> <p>d) Consultation with Community Police Forums & Community Safety Forums took place.</p>

Table 4.1.3: Service delivery access strategy, 1 April 2010 to 31 March 2011

Access Strategy	Actual achievements
<p><u>Handling of complaints against law enforcement agencies</u></p> <p>a) 35 Wale Street, Cape Town, 8001 b) Complaints Helpdesk at all Provincial izimbizo/public participation meetings c) Cape Gateway</p>	<p>The services were provided at:</p> <p>a) 35 Wale Street, Cape Town, 8001 b) Complaints Helpdesk at all Provincial izimbizo/public participation meetings c) Cape Gateway</p>
<p><u>The conducting of Security Awareness Programmes</u></p> <p>a) 35 Wale Street, Cape Town, 8001 b) All PGWC departments</p>	<p>The services were provided at:</p> <p>a) 35 Wale Street, Cape Town, 8001 b) The sessions were conducted within all PGWC departments</p>
<p><u>To facilitate road safety education and awareness programmes</u></p> <p>a) 35 Wale Street, Cape Town, 8001</p>	<p>The services were provided at:</p> <p>a) 35 Wale Street, Cape Town, 8001 Additional access mechanisms: b) Central Karoo Regional Office at the Beaufort West Traffic Centre c) Eden Regional Office at the Mossel Bay Traffic Centre</p>
<p><u>To make our Road users safer on Provincial and National Roads</u></p> <p>12 Traffic Centres around the Province</p> <ul style="list-style-type: none"> - Brackenfell - Somerset West - Beaufort West - Laingsburg - Worcester - Vredendal - Vredenburg - Knysna - Mossel bay - Oudtshoorn - Swellendam - Caledon <p>1 additional satellite traffic centre at George</p>	<p>The services were provided at:</p> <p>12 Traffic Centres around the Province and one Radio Control room situated in Tygerberg Disaster Management Centre</p> <ul style="list-style-type: none"> - Brackenfell - Somerset West - Beaufort West - Laingsburg - Worcester - Vredendal - Vredenburg - Knysna - Mossel Bay - Oudtshoorn - Swellendam - Caledon - George Operational Traffic Centre - SHADOW

Table 4.1.4: Service information tool, 1 April 2010 to 31 March 2011

Types of information tool	Actual achievements
<p><u>Handling of complaints against law enforcement agencies</u></p> <ul style="list-style-type: none"> a) Izimbizo/public participation meetings b) Pamphlets c) Posters d) Access to internet (Cape Gateway) e) Advertising campaign – link up with Dept communication in advertising (magazines, newspapers) f) Letters g) Publicise service standards 	<p>The following mechanisms were utilised:</p> <ul style="list-style-type: none"> a) Izimbizo/public participation meetings b, c) Pamphlets and posters marketing plan was submitted but a moratorium was placed on procurement of marketing material d) Access to internet (Cape Gateway). e) Pamphlets and posters marketing plan was submitted but a moratorium was placed on procurement of marketing material f) Letters g) Publicise service standards
<p><u>The conducting of Security Awareness Programmes</u></p> <ul style="list-style-type: none"> a) Stakeholder forums b) Bi-lateral meetings with Client Departments c) Providing information through electronic media 	<p>Consultation took place through:</p> <ul style="list-style-type: none"> a) Regular engagements with the State Security Agency (SSA) and Joint Planning Committee (National Key Point) b) Departmental Management Meetings/forums and c) Providing information through electronic media
<p><u>To facilitate road safety education and awareness programmes</u></p> <ul style="list-style-type: none"> a) Providing information in Annual Report in 3 official languages and understandable language b) Pamphlets c) Reports in printed media (magazines, newspaper) d) Posters e) Meetings f) Workshops 	<p>The following mechanisms were utilised:</p> <ul style="list-style-type: none"> a) Provided information in Annual Report in 3 official languages and understandable language b) Pamphlets were distributed c) Reports published in printed media (magazines, newspaper) d) Posters were distributed e) Meetings were held f) Workshops were conducted

Types of information tool	Actual achievements
<p><u>To make our Road users safer on Provincial and National Roads</u></p> <ul style="list-style-type: none"> a) Providing information in Annual Report in 3 official languages and understandable language b) Pamphlets c) Reports in printed media (magazines, newspaper) d) Posters e) Media exposure (Radio interviews, adverts in television) f) During roadblocks g) Izimbizo h) Taxi and bus forums i) Integrated Development Planning j) Community Police Forums & Community Safety Forums 	<p>The following mechanisms were utilised:</p> <ul style="list-style-type: none"> a) The Annual report in 3 official languages which include English b) Pamphlets c) Reports in printed media like publicising the names of drunk drivers d) Posters e) The Directorate Traffic Law Enforcement over the period 1st of April 2010 till March 2011, made fifty two (52) Media Statements on mostly the success of the alcohol blitzes as well as other operational successes of Provincial Traffic. Several radio interviews were held by this office and this was mainly to give road users safety tips and made them aware of their responsibility as a road user as well voluntary compliance f) During roadblocks disposable alcohol breathalysers were distributed g) Consultation with the Public – and Freight Industry took place on a continuous basis h) Meetings with taxi and bus forums were held i) Engagement with the IDP and processes – re meetings. j) Community Police Forums & Community Safety Forums were consulted

Table 4.1.5: Complaints mechanism, 1 April 2010 to 31 March 2011

Complaints Mechanism	Actual achievements
<p><u>Handling of complaints against law enforcement agencies</u></p> <ul style="list-style-type: none"> a) Address complaints/compliments to senior management (as received through complaints line) b) Complaints line c) Customer satisfaction survey/poll (quarterly) d) One-on-one on 40% of finalised complaints (improvement in quantity of finalised complaints) e) Helpdesk at all provincial imbizo/public participation meetings 	<ul style="list-style-type: none"> a) Address complaints/compliments to senior management (as received through complaints line) b) Complaints line was utilised as mechanism c) Customer satisfaction survey/poll were conducted (quarterly) d) One-on-ones on 40% of finalised complaints (improvement in quantity of finalised complaints) e) Helpdesk at all provincial izimbizo/public Participation meetings when invited
<p><u>The conducting of Security Awareness Programmes</u></p> <ul style="list-style-type: none"> a) Monitoring and evaluation b) Security committees 	<ul style="list-style-type: none"> a) 592 Questionnaires were issued and on receipt was analysed; and "Gaps" / security related matters were discussed at departmental security committees to ensure quality and impact of security awareness as well as to address specific security needs b) Security committees
<p><u>To facilitate road safety education and awareness programmes</u></p> <ul style="list-style-type: none"> a) Reporting forms b) Complaints line c) Correspondence 	<ul style="list-style-type: none"> a) Utilisation of reporting forms / evidence forms b) Complaints line c) Correspondence
<p><u>To make our Road users safer on Provincial and National Roads</u></p> <ul style="list-style-type: none"> a) Structured complaints facility for purposes of creating database b) Minimum Norms and Standards c) Training interventions to address Batho Pele 	<ul style="list-style-type: none"> a) Complaints against Provincial Traffic Officials were recorded and finalised and also kept on a database b) The Performance of Provincial Traffic Officers are measured against actual performances and the Operational Management Tools (OMT) are used as a barometer c) The eight Principles of the Batho Pele are dealt with at Provincial Traffic Centres within their management and Staff meetings

4.2. EXPENDITURE

Departments budget in terms of clearly defined programmes. The following tables summarise final audited expenditure by programme (Table 4.2.1) and by salary bands (Table 4.2.2). In particular, it provides an indication of the amount spent on personnel costs in terms of each of the programmes or salary bands within the department.

Table 4.2.1: Personnel costs by programme, 2010/11

Programme	Total Expenditure (R'000)	Personnel Expenditure (R'000)	Training Expenditure (R'000)	Goods & Services (R'000)	Personnel cost as a percent of total expenditure	Average personnel cost per employee (R'000)	Total Number of Employees
Administration	35 871	23 307	210	10 832	65	222	105
Provincial Secretariat for Safety and Security	55 812	23 038	338	22 506	41.3	213	108
Security Risk Management	43 856	25 760	95	13 968	58.74	203	127
Traffic Safety Promotion	153 003	107 107	710	37 176	70	178	601
Total	288 542	179 212	1 353	84 482	62.1	190	941

Table 4.2.2: Personnel costs by salary bands, 2010/11

Salary bands	Personnel Expenditure (R'000)	% of total personnel cost	Average personnel cost per employee (R'000)	Total Number of Employees
Lower skilled (Levels 1-2)	1 056	0.6	70	15
Skilled (Levels 3-5)	22 378	12.5	107	209
Highly skilled production (Levels 6-8)	106 590	59.4	181	589
Highly skilled supervision (Levels 9-12)	34 610	19.3	320	108
Senior management (Levels 13-16)	14 824	8.3	741	20
Total	* 179 458	100	191	** 941

* The cost reflected here, includes expenditure with regard to Permanent Personnel, Contract Officials, Students and Interns, as per PERSAL. The figures in table 4.2.1 are per the Basic Accounting System and the figures in table 4.2.2 are per the PERSAL system. The difference in the figures between tables 4.2.1 and 4.2.2 above in respect of total personnel expenditure is due to the fact that table 4.2.2 does not include personnel expenditure (salaries) claimed and received from other departments. Furthermore, the two systems are not synchronised in respect of staff appointments and resignations and/or transfers to other Departments. Ultimately, the difference in the said personnel costs results in a difference between the figures for average personnel cost per employee.

** The total number of employees includes all employees remunerated during the reporting period, excluding the Minister.

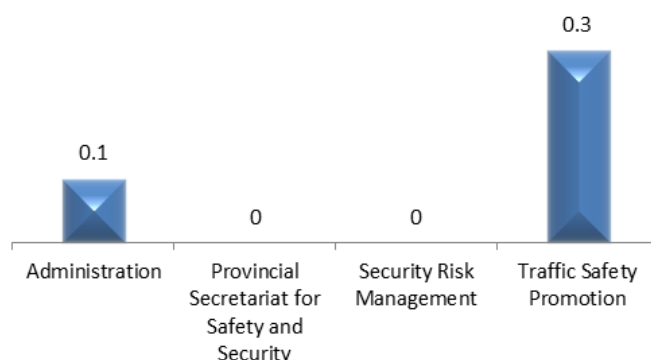
Table 4.2.3: Salaries, Overtime, Home Owners Allowance and Medical Assistance by programme, 2010/11

Programme	Salaries		Overtime		Home Owners Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of personnel cost	Amount (R'000)	Overtime as a % of personnel cost	Amount (R'000)	HOA as a % of personnel cost	Amount (R'000)	Medical Assistance as a % of personnel cost
Administration	13 560	7.6	192	0.1	406	0.2	871	0.5
Provincial Secretariat for Safety and Security	16 103	9	25	-	482	0.3	1 222	0.7
Security Risk Management	18 333	10.2	4	-	920	0.5	1 668	0.9
Traffic Safety Promotion	73 215	40.8	619	0.3	4 198	2.3	7 168	4
Total	121 211	67.5	840	0.5	6 006	3.3	10 929	6.1

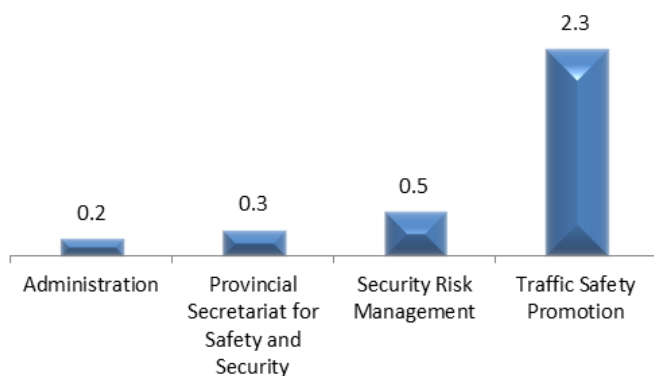
Salaries per programme as a % of personnel expenditure



Overtime per programme as a % of personnel cost



Housing Allowance per programme as a % of personnell cost



Medical Aid Assistance as a % of personnel cost

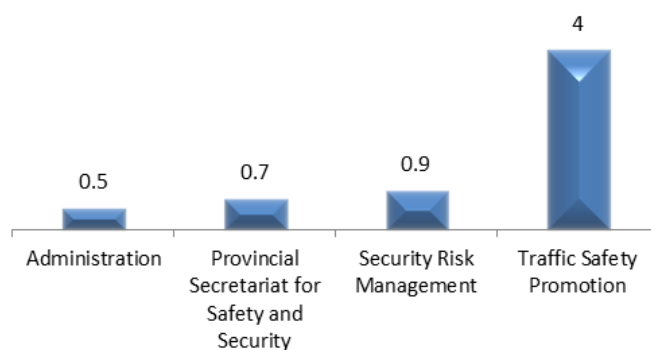
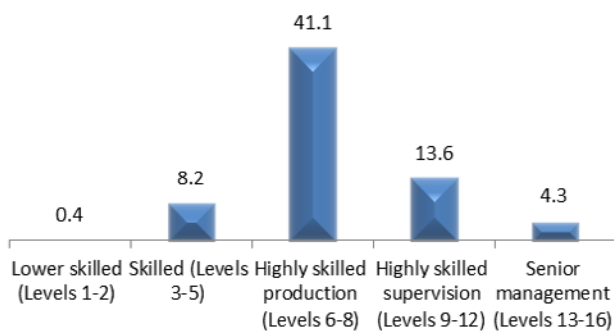


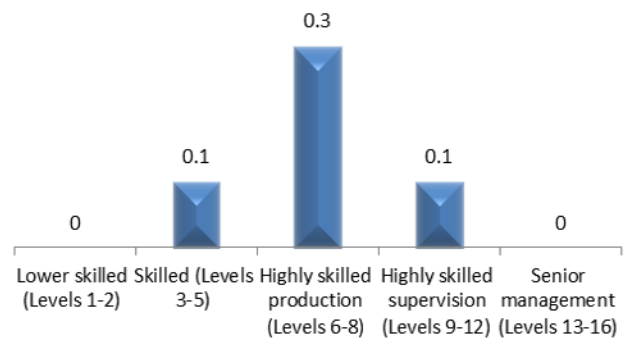
Table 4.2.4: Salaries, Overtime, Home Owners Allowance and Medical Assistance by salary bands, 2010/11

Salary Bands	Salaries		Overtime		Home Owners Allowance		Medical Assistance	
	Amount (R'000)	Salaries as a % of personnel cost	Amount (R'000)	Overtime as a % of personnel cost	Amount (R'000)	HOA as a % of personnel cost	Amount (R'000)	Medical Assistance as a % of personnel cost
Lower skilled (Levels 1-2)	688	0.4	5	-	78	-	110	0.1
Skilled (Levels 3-5)	14 719	8.2	113	0.1	1 064	0.6	1 952	1.1
Highly skilled production (Levels 6-8)	73 717	41.1	623	0.3	4 374	2.4	7 259	4
Highly skilled supervision (Levels 9-12)	24 359	13.6	99	0.1	445	0.2	1 391	0.8
Senior management (Levels 13-16)	7 728	4.3	-	-	41	0.02	217	0.1
Total	121 211	67.5	840	0.5	6 006	3.3	10 929	6.1

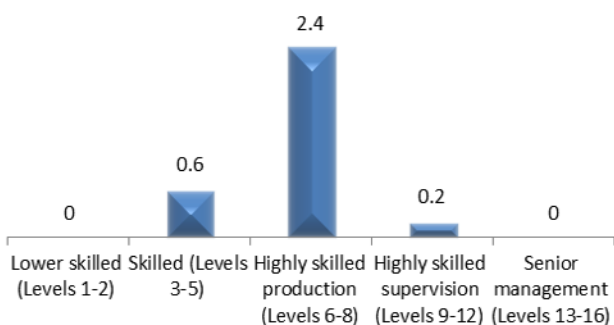
Salaries per salary band as a % of personnel cost



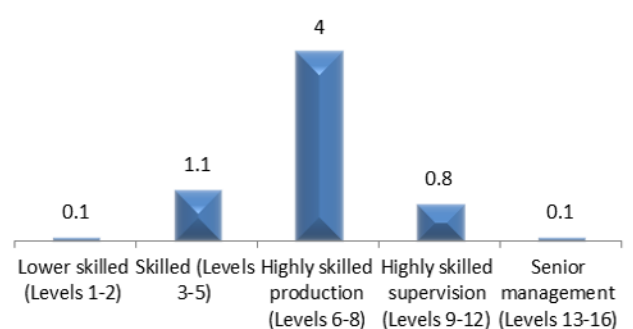
Overtime per salary band as a % of personnel cost



Housing Allowance as a % of personnel costs



Medical Aid assistance per salary band as a % of personnel cost



4.3. EMPLOYMENT AND VACANCIES

The following tables summarise the number of posts on the establishment, the number of employees, the vacancy rate, and whether there are any staff that are additional to the establishment. This information is presented in terms of three key variables: - programme (Table 4.3.1), salary band (Table 4.3.2) and critical occupations (Table 4.3.3). Departments have identified critical occupations that need to be monitored. Table 4.3.3 provides establishment and vacancy information for the key critical occupations of the department.

The vacancy rate reflects the percentage of posts that are not filled as per the approved post establishment.

Table 4.3.1: Employment and vacancies by programme, as on 31 March 2011

Programme	Number of posts		Number of posts filled	Vacancy Rate	Number of posts filled additional to the establishment
	Funded	Unfunded			
Administration	70	-	56	20	1
Provincial Secretariat for Safety and Security	100	-	82	18	-
Security Risk Management	168	-	118	29.8	-
Traffic Safety Promotion	661	--	572	13.5	-
Total	999	-	828	17.1	1

Vacancy rate per programme

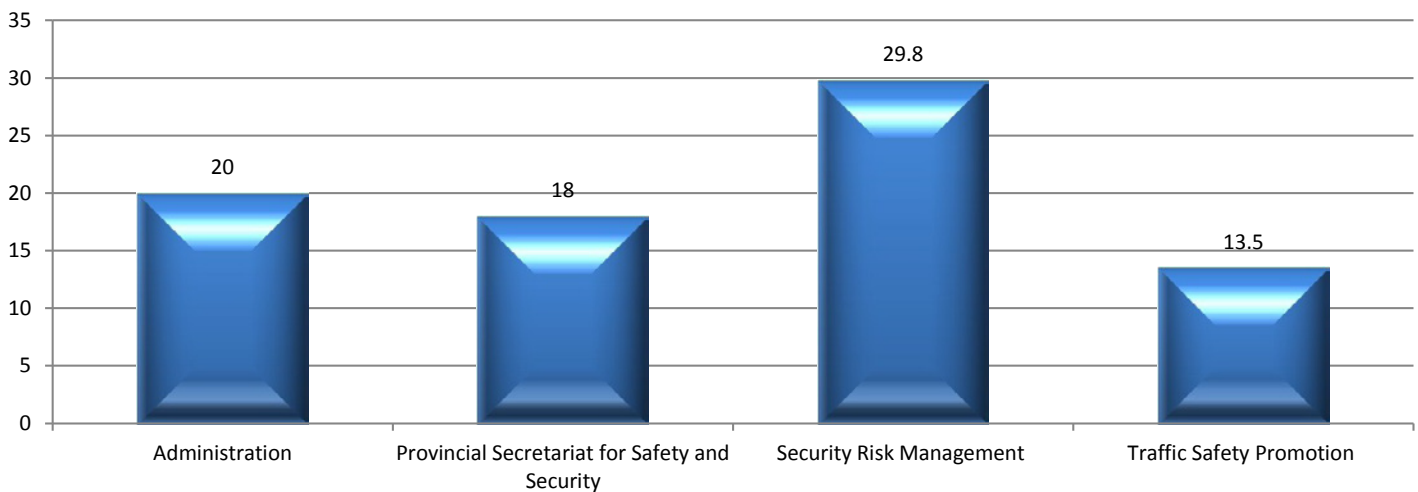


Table 4.3.2: Employment and vacancies by salary bands, as on 31 March 2011

Salary band	Number of posts		Number of posts filled	Vacancy Rate	Number of posts filled additional to the establishment
	Funded	Unfunded			
Lower skilled (Levels 1-2)	19	-	13	31.6	-
Skilled (Levels 3-5)	184	-	136	26.1	-
Highly skilled production (Levels 6-8)	653	-	572	12.4	-
Highly skilled supervision (Levels 9-12)	126	-	91	27.8	1
Senior management (Levels 13-16)	17	-	16	5.9	-
Total	999	-	828	17.1	1

Vacancy rate per salary band

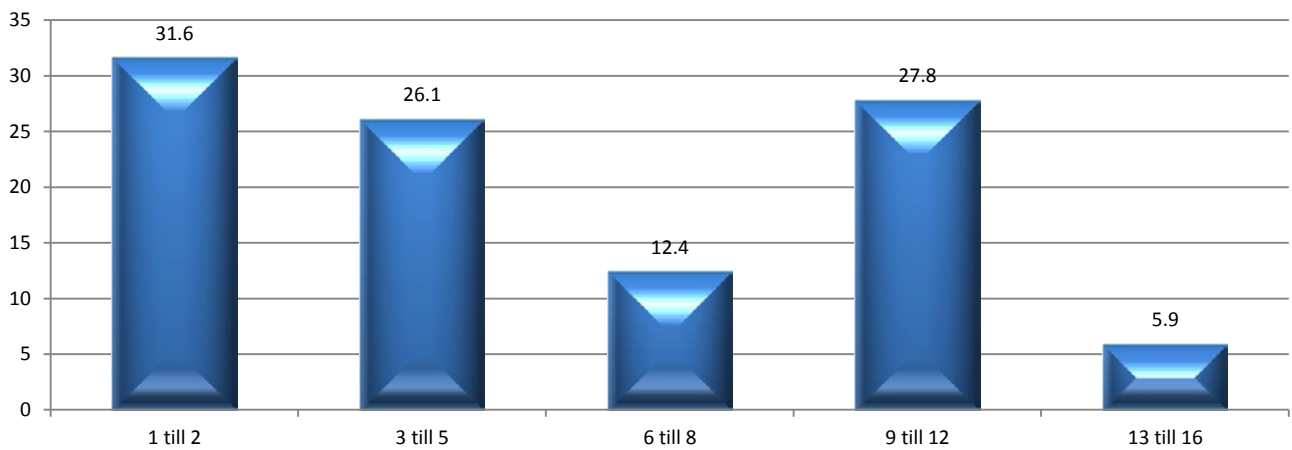
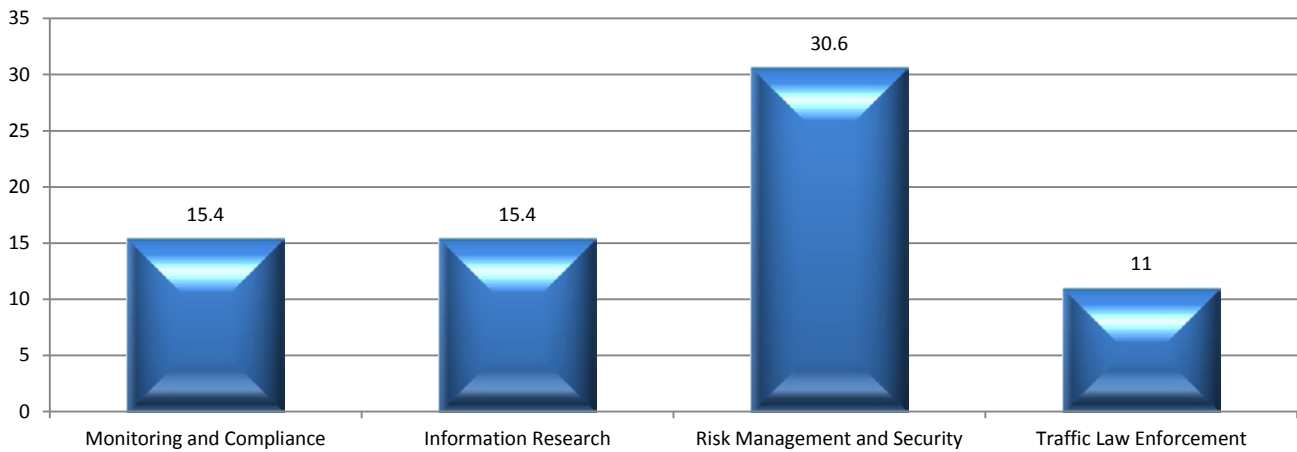


Table 4.3.3: Employment and vacancies by critical occupation, as on 31 March 2011

Critical occupations	Number of posts		Number of posts filled	Vacancy Rate	Number of posts filled additional to the establishment
	Funded	Unfunded			
Monitoring and Compliance	13	-	11	15.4	-
Information Research	13	-	11	15.4	-
Risk Management and Security	157	-	109	30.6	-
Traffic Law Enforcement	556	-	495	11	-
Total	739	-	626	15.3	-

Vacancy rate per critical occupation



4.4. JOB EVALUATION

The Public Service Regulations, 1999 introduced job evaluation as a way of ensuring that work of equal value is remunerated equally. Within a nationally determined framework, executing authorities may evaluate or re-evaluate any job in his or her organisation. In terms of the Regulations all vacancies on salary levels 9 and higher must be evaluated before they are filled. This was complemented by a decision by the Minister for the Public Service and Administration that all SMS jobs must be evaluated before 31 December 2002.

The following table (Table 4.4.1) summarises the number of jobs that were evaluated during the year under review. The table also provides statistics on the number of posts that were upgraded or downgraded.

Table 4.4.1: Job Evaluation, 1 April 2010 to 31 March 2011

Salary Band	Number of Posts	Number of Jobs Evaluated	% of posts evaluated by Salary Bands	Posts Upgraded		Posts Downgraded	
				Number	% of posts evaluated	Number	% of posts evaluated
Lower skilled (Levels 1-2)	19	-	-	-	-	-	-
Skilled (Levels 3-5)	184	7	3.8	1	14.3	-	-
Highly skilled production (Levels 6-8)	653	399	61.1	392	98.2	-	-
Highly skilled supervision (Levels 9-12)	126	5	4	-	-	-	-
Senior Management Service Band A	12	-	-	-	-	-	-
Senior Management Service Band B	4	-	-	-	-	-	-
Senior Management Service Band C	-	-	-	-	-	-	-
Senior Management Service Band D	1	-	-	-	-	-	-
Total	999	411	41.1	393	95.6	-	-

Note: The majority of posts evaluated were in the law enforcement cadre.

The following table provides the profile of employees whose salary positions were upgraded due to their posts being upgraded. The number of employees might differ from the number of posts upgraded since not all employees are automatically absorbed into the new posts and some of the posts upgraded could also be vacant.

Table 4.4.2: Profile of employees whose salary positions were upgraded due to their posts being upgraded, 1 April 2010 to 31 March 2011

Beneficiaries	African	Asian	Coloured	White	Total
Female	8	-	10	-	18
Male	8	-	9	-	17
Total	16	-	19	-	35
Employees with a disability					None

Note: The majority of employees whose salary positions were upgraded were in the law enforcement cadre.

The following table summarises the profile of employees whose remuneration levels exceeded the grade determined by job evaluation.

Table 4.4.3: Profile of employees whose salary level exceed the grade determined by job evaluation, 1 April 2010 to 31 March 2011 (in terms of PSR 1.V.C.3)

Total profile of employees whose salaries exceeded the grades determined by job evaluation in 2010/ 2011	None
-----------------------------------------------------------------------------------------------------------------	-------------

4.5. EMPLOYMENT CHANGES

Turnover rates provide an indication of trends in the employment profile of the department. The following tables provide a summary of turnover rates by salary band (Table 4.5.1) and by critical occupations (Table 4.5.2). (These "critical occupations" should be the same as those listed in Table 4.3.3).

Table 4.5.1: Annual turnover rates by salary band, 1 April 2010 to 31 March 2011

Salary Band	Number of employees per band as on 1 April 2010	Appointments into the department	Transfers into the department	Terminations out of the department	Transfers out of the department	Turnover rate
Lower skilled (Levels 1-2)	13	1	-	2	-	15.4
Skilled (Levels 3-5)	187	44	-	30	8	20.3
Highly skilled production (Levels 6-8)	550	2	1	19	11	5.5
Highly skilled supervision (Levels 9-12)	104	3	-	6	12	17.3
Senior Management (Service Band A)	12	1	-	2	1	25
Senior Management (Service Band B)	3	2	1	1	-	33.3
Senior Management (Service Band C)	1	-	-	-	-	-
Senior Management (Service Band D)	-	-	-	-	-	-
Total	870	53	2	60	32	10.6

Turnover rate by salary band

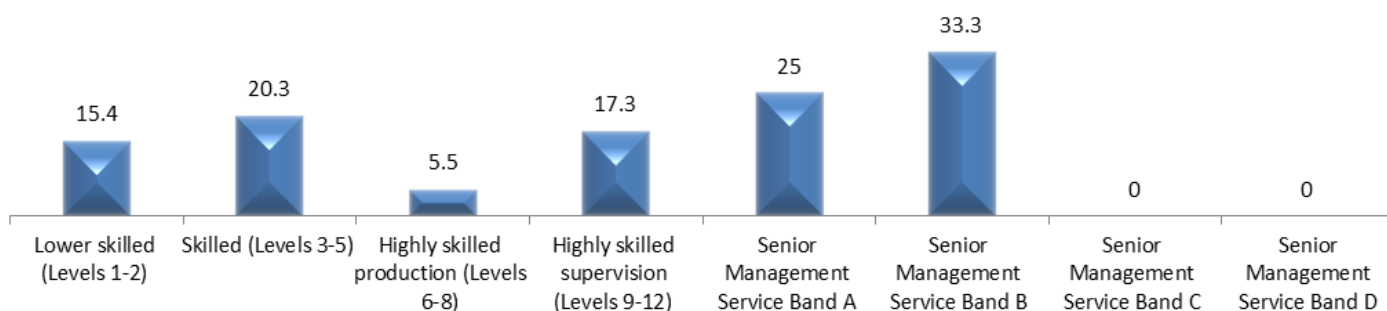


Table 4.5.2: Annual turnover rates by critical occupation, 1 April 2010 to 31 March 2011

Critical Occupation	Number of employees per band as on 1 April 2010	Appointments into the department	Transfers into the department	Terminations out of the department	Transfers out of the department	Turnover rate
Monitoring and Compliance	13	1	-	-	-	-
Information Research	11	-	-	-	-	-
Risk Management and Security	112	1	-	1	1	1.8
Traffic Law Enforcement	476	-	-	8	-	1.7
Total	612	2	-	9	1	1.6

Table 4.5.3: Reasons why staff is leaving the employ of the department, 1 April 2010 to 31 March 2011

Termination Type	Number	% of total terminations
Death	1	1.1
Resignation	11	12
Expiry of contract	38	41.3
Dismissal – misconduct	5	5.4
Dismissal – inefficiency	-	-
Discharged due to ill-health	2	2.2
Retirement	3	3.3
Transfers to other Public Service Departments	33	34.8
Total	92	100
Total number of employees who left as a % of the total employment		10.6

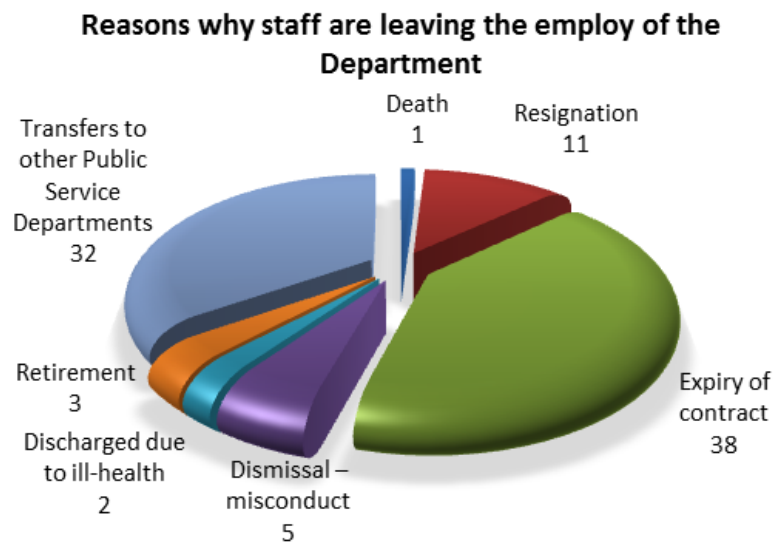


Table 4.5.4: Granting of employee initiated severance packages by salary band, 1 April 2010 to 31 March 2011

Salary Band	Number of applications received	Number of applications referred to the MPSA	Number of applications supported by MPSA	Number of packages approved by department
Lower skilled (Levels 1-2)	-	-	-	-
Skilled (Levels 3-5)	-	-	-	-
Highly skilled production (Levels 6-8)	-	-	-	-
Highly skilled supervision (Levels 9-12)	-	-	-	-
Senior Management (Service Band A)	1	1	1	1
Senior Management (Service Band B)	-	-	-	-
Senior Management (Service Band C)	-	-	-	-
Senior Management (Service Band D)	-	-	-	-
Total	1	1	1	1

Table 4.5.5: Reasons why staff is resigning from the Public Service, 1 April 2010 to 31 March 2011

Resignation Reasons	Number	% of total resignations
Different Career Opportunities	11	100
Total	11	100

Table 4.5.6: Different age groups of staff who resigned from the Public Service, 1 April 2010 to 31 March 2011

Age group	Number	% of total resignations
Ages 20 to 24	-	-
Ages 25 to 29	-	-
Ages 30 to 34	3	27.3
Ages 35 to 39	3	27.3
Ages 40 to 44	1	9.1
Ages 45 to 49	3	27.3
Ages 50 to 54	1	9.1
Ages 55 to 59	-	-
Ages 60 to 64	-	-
Ages 65 >	-	-
Total	11	100

Different age groups of staff who resigned from the Public Service

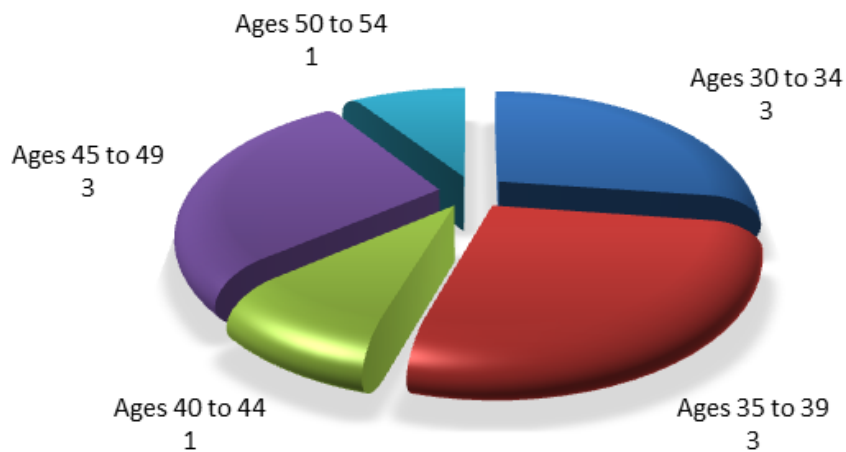


Table 4.5.7: Promotions by salary band, 1 April 2010 to 31 March 2011

Salary Band	Employees as at 1 April 2010	Promotions to another salary level	Salary bands promotions as a % of employees by salary level	Progressions to another notch within a salary level	Notch progressions as a % of employees by salary band	OSDs	OSDs as a % of Employee Salary Band
Lower skilled (Levels 1-2)	13	-	-	9	69.2	-	-
Skilled (Levels 3-5)	187	-	-	68	36.4	-	-
Highly skilled production (Levels 6-8)	550	6	1.1	245	44.5	-	-
Highly skilled supervision (Levels 9-12)	104	4	3.8	78	75	-	-
Senior management (Levels 13-16)	16	1	6.3	12	75	-	-
Total	870	11	1.3	412	47.4	-	-

Table 4.5.8: Promotions by critical occupation, 1 April 2010 to 31 March 2011

Critical Occupation	Employees as at 1 April 2010	Promotions to another salary level	Salary level promotions as a % of employees by occupation	Progressions to another notch within a salary level	Notch progressions as a % of employees by occupation
Monitoring and Compliance	13	-	-	9	69.2
Information Research	11	-	-	8	72.7
Risk Management and Security	112	-	-	106	94.6
Traffic Law Enforcement	476	5	1.1	104	21.8
Total	612	5	0.8	227	37.1

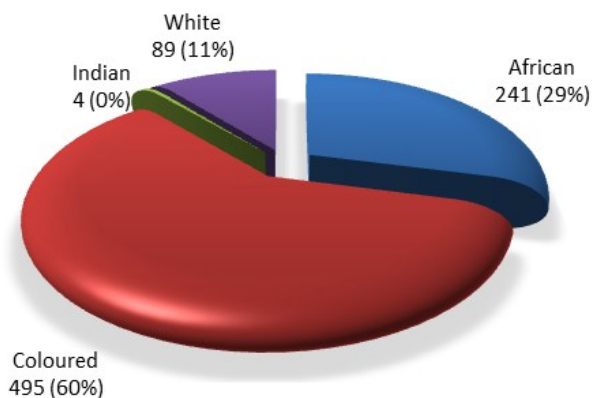
4.6. EMPLOYMENT EQUITY

The following table provides a summary of the total workforce profile per occupational levels. Temporary employees provide the total of workers employed for three consecutive months or less. The tables in this section are based on the formats prescribed by the Employment Equity Act, 55 of 1998.

Table 4.6.1: Total number of employees (including employees with disabilities) in each of the following occupational bands, as on 31 March 2011

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	-	1	-	-	-	-	-	-	-	-	1
Senior management (Level 13-14)	3	6	-	3	-	1	-	2	-	-	15
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	18	29	1	14	9	12	1	5	-	-	89
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	77	229	1	35	67	124	1	23	-	-	557
Semi-skilled and discretionary decision making (Levels 3-5)	24	27	-	5	38	60	-	2	-	-	156
Unskilled and defined decision making (Levels 1-2)	4	4	-	-	1	2	-	-	-	-	11
Total	126	296	2	57	115	199	2	32	-	-	829
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand Total	126	296	2	57	115	199	2	32	-	-	829

Employees by race



Employees by gender

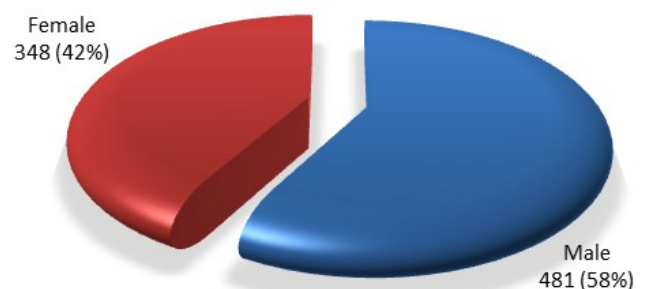


Table 4.6.2: Total number of employees (with disabilities only) in each of the following occupational bands, as on 31 March 2011

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	-	-	-	-	-	-	-	-	-	-	-
Senior management (Level 13-14)	-	-	-	-	-	-	-	-	-	-	-
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	-	1	-	-	-	-	-	-	-	-	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	-	1	-	-	-	1	-	1	-	-	3
Semi-skilled and discretionary decision making (Levels 3-5)	-	1	-	-	-	2	-	-	-	-	3
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	-	-	-	-	-	-	-
Total	-	3	-	-	-	3	-	1	-	-	7
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand Total	-	3	-	-	-	3	-	1	-	-	7

Table 4.6.3: Recruitment, 1 April 2010 to 31 March 2011

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	-	-	-	-	-	-	-	-	-	-	-
Senior management (Level 13-14)	-	1	-	1	-	-	-	1	-	-	3
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	-	-	-	-	-	1	1	1	-	-	3
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	-	1	-	-	-	1	-	-	-	-	2
Semi-skilled and discretionary decision making (Levels 3-5)	11	13	-	-	7	12	-	1	-	-	44
Unskilled and defined decision making (Levels 1-2)	1	-	-	-	-	-	-	-	-	-	1
Total	12	15	-	1	7	14	1	3	-	-	53
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand Total	12	15	-	1	7	14	1	3	-	-	53

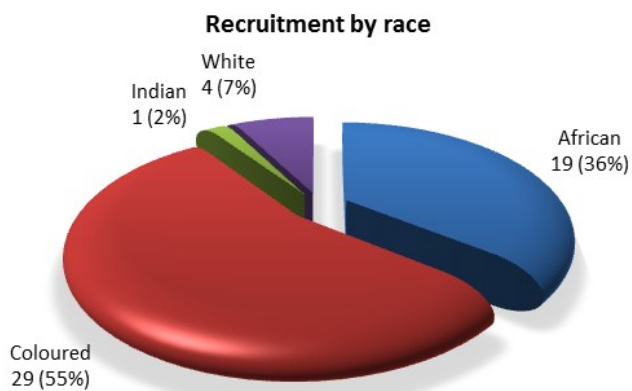
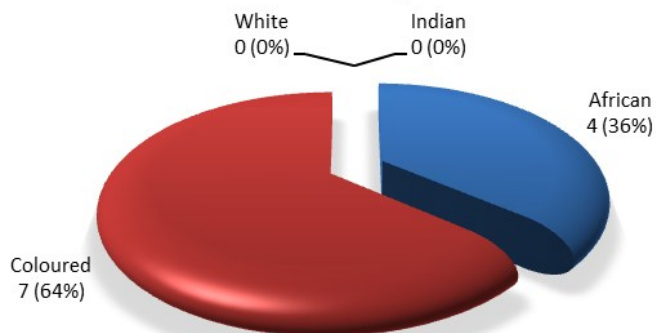


Table 4.6.4: Promotions, 1 April 2010 to 31 March 2011

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	-	-	-	-	-	-	-	-	-	-	-
Senior management (Level 13-14)	-	1	-	-	-	-	-	-	-	-	1
Professionally qualified and experienced specialists and mid- management (Levels 9-12)	1	-	-	-	-	3	-	-	-	-	4
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	2	-	-	-	1	3	-	-	-	-	6
Semi-skilled and discretionary decision making (Levels 3-5)	-	-	-	-	-	-	-	-	-	-	-
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	-	-	-	-	-	-	-
Total	3	1	-	-	1	6	-	-	-	-	11
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand Total	3	1	-	-	1	6	-	-	-	-	11

Promotions by race



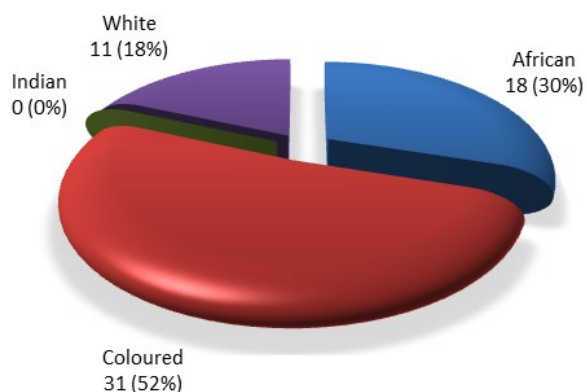
Promotions by gender



Table 4.6.5: Terminations, 1 April 2010 to 31 March 2011

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management (Levels 15-16)	-	-	-	-	-	-	-	-	-	-	-
Senior management (Level 13-14)	-	1	-	-	-	1	-	1	-	-	3
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	1	1	-	1	-	1	-	2	-	-	6
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	3	7	-	6	-	3	-	-	-	-	19
Semi-skilled and discretionary decision making (Levels 3-5)	8	9	-	-	5	7	-	1	-	-	30
Unskilled and defined decision making (Levels 1-2)	1	-	-	-	-	1	-	-	-	-	2
Total	13	18	-	7	5	13	-	4	-	-	60
Temporary employees	-	-	-	-	-	-	-	-	-	-	-
Grand Total	13	18	-	7	5	13	-	4	-	-	60

Terminations by race



Terminations by gender

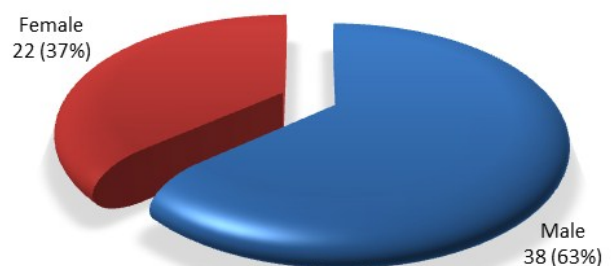


Table 4.6.6: Disciplinary actions, 1 April 2010 to 31 March 2011

Disciplinary Actions Total	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
	6	9	-	1	3	5	-	-	-	-	24

Table 4.6.7: Skills development, 1 April 2010 to 31 March 2011

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top management (Levels 15-16)	-	-	-	-	-	-	-	-	-
Senior management (Level 13-14)	3	-	-	-	-	-	-	-	3
Professionally qualified and experienced specialists and mid-management (Levels 9-12)	1	-	-	-	-	-	-	-	1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents (Levels 6-8)	40	116	-	18	32	77	-	9	292
Semi-skilled and discretionary decision making (Levels 3-5)	3	-	-	-	3	3	-	-	9
Unskilled and defined decision making (Levels 1-2)	-	-	-	-	-	-	-	-	-
Total	47	116	-	18	35	80	-	9	305
Temporary employees	-	-	-	-	-	-	-	-	-
Grand Total	47	116	-	18	35	80	-	9	305

4.7. SIGNING OF PERFORMANCE AGREEMENTS BY SMS MEMBERS

Table 4.7.1: Signing of Performance Agreements by SMS Members, as on 30 September 2010

SMS Level	Number of funded SMS posts per level	Number of SMS members per level	Number of signed Performance Agreements per level	Signed Performance Agreements as % of SMS members per level	Number of SMS who received Performance Bonuses
Director-General/ Head of Department	1	1	1	100	1
Salary level 16, but not HOD	-	-	-	-	-
Salary Level 15	-	-	-	-	-
Salary Level 14	4	3	3	100	-
Salary Level 13	12	11	11	100	1
Total	17	15	15	100	2

Table 4.7.2: Disciplinary steps taken against SMS Members for not having concluded Performance Agreements on 30 September 2010

Reason for not concluding Performance Agreements
No disciplinary steps required, as all SMS Performance Agreements were signed before 30 September 2010.

Table 4.7.3: Reasons for not having concluded Performance Agreements with all SMS on 30 September 2010

Disciplinary steps taken against SMS Members for not having concluded Performance Agreements
No disciplinary steps required, as all SMS Performance Agreements were signed before 30 September 2010.

4.8. FILLING OF SMS POSTS

Table 4.8.1: SMS posts information, as on 31 March 2011

SMS Level	Number of funded SMS posts per level	Number of SMS posts filled per level	% of SMS posts filled per level	Number of SMS posts vacant per level	% of SMS posts vacant per level
Director-General/ Head of Department	1	1	100	-	-
Salary level 16, but not HOD	-	-	-	-	-
Salary Level 15	-	-	-	-	-
Salary Level 14	4	4	100	-	-
Salary Level 13	12	11	91.7	1	8.3
Total	17	16	94.1	1	5.9

Table 4.8.2: SMS posts information, as on 30 September 2010

SMS Level	Number of funded SMS posts per level	Number of SMS posts filled per level	% of SMS posts filled per level	Number of SMS posts vacant per level	% of SMS posts vacant per level
Director-General/ Head of Department	1	1	100	-	-
Salary level 16, but not HOD	-	-	-	-	-
Salary Level 15	-	-	-	-	-
Salary Level 14	4	3	75	1	25
Salary Level 13	12	11	91.7	1	8.3
Total	17	15	88.2	2	11.8

Table 4.8.3: Advertising and Filling of SMS posts, as on 31 March 2011

SMS Level	Advertising	Filling of Posts	
	Number of Vacancies per Level Advertised in 6 Months of becoming Vacant	Number of Vacancies per Level Filled in 6 Months after becoming Vacant	Number of Vacancies per Level not Filled in 6 Months but Filled in 12 Months
Director-General/ Head of Department	-	-	-
Salary level 16, but not HOD	-	-	-
Salary Level 15	-	-	-
Salary Level 14	2	2	-
Salary Level 13	1	-	1
Total	3	2	1

Table 4.8.4: Reasons for not having complied with the filling of funded vacant SMS – Advertised within 6 months and filled within 12 months after becoming vacant

SMS Level	Reasons for non-compliance
Director-General/ Head of Department	Not applicable
Salary level 16, but not HOD	
Salary Level 15	
Salary Level 14	
Salary Level 13	<u>Director: Provincial Security Operations</u> The department is in compliance as the post only became vacant in January 2011 and envisages filling the post within the next reporting period.

Table 4.8.5: Disciplinary steps taken for not complying with the prescribed timeframes for filling SMS posts within 12 months

Disciplinary steps taken
No disciplinary steps required.

4.9. PERFORMANCE REWARDS

To encourage good performance, the department has granted the following performance rewards allocated to personnel for the performance period 2009/10, but paid in the financial year 2010/11. The information is presented in terms of race, gender, and disability (Table 4.9.1), salary bands (table 4.9.2) and critical occupations (Table 4.9.3).

Table 4.9.1: Performance Rewards by race, gender, and disability, 1 April 2010 to 31 March 2011

Race and Gender	Beneficiary Profile			Cost	
	Number of beneficiaries	Total number of employees in group	% of total within group	Cost (R'000)	Average cost per employee
African	21	253	8.3	257	R 12 248.40
Male	8	130	6.2	97	R 12 091.56
Female	13	123	10.6	160	R 12 344.91
Coloured	76	502	15.1	1 108	R 14 571.08
Male	48	297	16.2	782	R 16 288.28
Female	28	205	13.7	326	R 11 627.31
Indian	-	3	-	-	-
Male	-	2	-	-	-
Female	-	1	-	-	-
White	21	102	20.6	347	R 16 527.15
Male	14	65	21.5	230	R 16 429.40
Female	7	37	18.9	117	R 16 722.66
Employees with a disability	2	10	20	19	R 9 448.80
Total	120	870	13.8	1 731	R 14 421.55

Performance rewards as a distribution of total staff per group



Table 4.9.2: Performance Rewards by salary bands for personnel below Senior Management Service, 1 April 2010 to 31 March 2011

Salary Bands	Beneficiary Profile			Cost		
	Number of beneficiaries	Number of employees	% of total within salary bands	Total Cost (R'000)	Average cost per employee	Total cost as a % of the total personnel expenditure
Lower skilled (Levels 1-2)	4	13	30.8	30	2	0.01
Skilled (Levels 3-5)	16	187	8.6	112	1	0.1
Highly skilled production (Levels 6-8)	65	550	11.8	815	1	0.5
Highly skilled supervision (Levels 9-12)	33	104	31.7	614	6	0.3
Total	118	854	13.8	1 571	2	0.9

Table 4.9.3: Performance Rewards by critical occupations, 1 April 2010 to 31 March 2011

Critical Occupations	Beneficiary Profile			Cost	
	Number of beneficiaries	Number of employees	% of total within occupation	Total Cost (R'000)	Average cost per employee
Monitoring and Compliance	-	-	-	-	-
Information Research	-	-	-	-	-
Risk Management and Security	1	4	25	14	-
Traffic Law Enforcement	28	342	8.2	392	0.2
Total	29	346	8.4	406	0.2

Table 4.9.4: Performance related rewards (cash bonus), by salary band, for Senior Management Service, 01 April 2010 to 31 March 2011

Salary Band	Beneficiary Profile			Total Cost (R'000)	Average cost per employee	Total cost as a % of the total personnel expenditure
	Number of beneficiaries	Number of employees	% of total within band			
Band A	1	12	8.3	26	R 26 494.32	0.01
Band B	-	3	-	-	-	-
Band C	-	-	-	-	-	-
Band D	1	1	100	133	R 132 585.60	0.1
Total	2	16	12.5	159	R 13 247.16	0.1

4.10. FOREIGN WORKERS

The tables below summarise the employment of foreign nationals in the department in terms of salary bands and by major occupation. The tables also summarise changes in the total number of foreign workers in each salary band and by each major occupation.

Table 4.10.1: Foreign Workers by salary band, 1 April 2010 to 31 March 2011

Salary Band	1 April 2010		31 March 2011		Change	
	Number	% of total	Number	% of total	Number	% change
No Foreign workers employed						

Table 4.10.2: Foreign Workers by major occupation, 1 April 2010 to 31 March 2011

Major Occupation	1 April 2010		31 March 2011		Change	
	Number	% of total	Number	% of total	Number	% change
No Foreign workers employed						

4.11. LEAVE UTILISATION FOR THE PERIOD 1 JANUARY 2010 TO 31 DECEMBER 2010

The Public Service Commission identified the need for careful monitoring of sick leave within the public service. The following tables provide an indication of the use of sick leave (Table 4.11.1) and disability leave (Table 4.11.2). In both cases, the estimated cost of the leave is also provided.

Table 4.11.1: Sick leave, 1 January 2010 to 31 December 2010

Salary Band	Total days	% days with medical certification	Number of Employees using sick leave	% of total employees using sick leave	Average days per employee	Estimated Cost (R'000)
Lower skilled (Levels 1-2)	139	82.7	12	100	12	33
Skilled (Levels 3-5)	1656	79.8	211	100	8	586
Highly skilled production (Levels 6-8)	5844	79.4	554	98.9	11	2 941
Highly skilled supervision (Levels 9-12)	700	78.7	89	97.8	8	685
Senior management (Levels 13-16)	64	65.6	14	82.4	5	110
Total	8403	79.4	880	100.0	10	4 355

Sick leave as a % per salary level

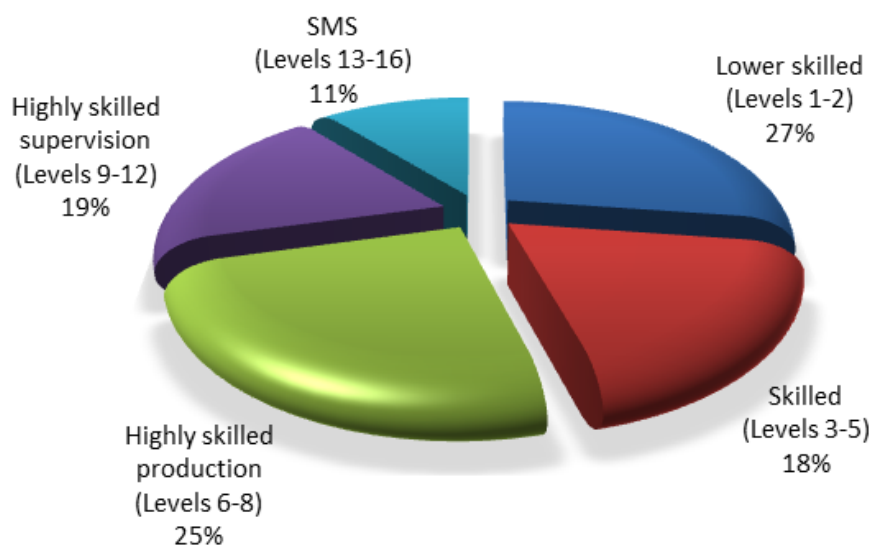


Table 4.11.2: Incapacity leave (temporary and permanent), 1 January 2010 to 31 December 2010

Salary Band	Total days taken	% days with medical certification	Number of Employees using disability leave	% of total employees using disability leave	Average days per employee	Estimated Cost (R'000)
Lower skilled (Levels 1-2)	-	-	-	-	-	-
Skilled (Levels 3-5)	13	100	2	1.3	7	3
Highly skilled production (Levels 6-8)	226	100	5	0.9	45	119
Highly skilled supervision (Levels 9-12)	-	-	-	-	-	-
Senior management (Levels 13-16)	-	-	-	-	-	-
Total	239	100	7	0.8	34	122

Table 4.11.3 summarises the utilisation of annual leave. The wage agreement concluded with trade unions in the PSCBC in 2000 requires management of annual leave to prevent high levels of accrued leave being paid at the time of termination of service.

Table 4.11.3: Annual Leave, 1 January 2010 to 31 December 2010

Salary Bands	Total days taken	Average per employee
Lower skilled (Levels 1-2)	254	21
Skilled (Levels 3-5)	3 651	13
Highly skilled production (Levels 6-8)	13 062	23
Highly skilled supervision (Levels 9-12)	2 358	22
Senior management (Levels 13-16)	297	15
Total	19 622	20

Table 4.11.4: Capped leave, 1 January 2010 to 31 December 2010

Salary Bands	Total days of capped leave taken	Average number of days taken per employee	Average capped leave per employee as at 31 December 2010	No of employees as at 31 December 2010	Total capped leave available as at 31 December 2010
Lower skilled (Levels 1-2)	-	-	3	11	17
Skilled (Levels 3-5)	13	1	41	160	704
Highly skilled production (Levels 6-8)	571	3	50	560	8 199
Highly skilled supervision (Levels 9-12)	78	1	62	91	3670
Senior management (Levels 13-16)	224	28	82	17	658
Total	886	3	52	839	13 248

The following table summarises payments made to employees as a result of leave that was not taken.

Table 4.11.5: Leave pay-outs, 1 April 2010 to 31 March 2011

REASON	Total Amount (R'000)	Number of Employees	Average payment per employee
Leave pay outs for 2010/11 due to non-utilisation of leave for the previous cycle	11	3	R 3 506.68
Capped leave pay outs on termination of service for 2010/11	185	4	R 46 313.60
Current leave pay outs on termination of service for 2010/11	149	19	R 7 865.82
Total	345	26	R 13 277.88

4.12. HIV AND AIDS & HEALTH PROMOTION PROGRAMMES

Table 4.12.1: Steps taken to reduce the risk of occupational exposure, 1 April 2010 to 31 March 2011

Units/categories of employees identified to be at high risk of contracting HIV & related diseases (if any)	Key steps taken to reduce the risk
<p>The Corporate Services Centre within the Department of the Premier provides a transversal employee Health and Wellness Programme for 11 Departments within the PGWC. The programme is aimed at all employees, since all staff members are deemed to be at risk. The nature of the work within the department does not place employees at risk of contracting HIV.</p>	<ul style="list-style-type: none"> • The department maintained an in-house Employee Assistance Programme prior to modernisation • After modernisation a transversal Health & Wellness Programme was implemented • General HIV Counselling and Testing (HCT) and Awareness Campaigns were delivered • The outsourced Health and Wellness contract (EAP) was implemented. This provided access to counselling for all staff

Table 4.12.2: Details of Health Promotion and HIV and AIDS Programmes (tick the applicable boxes and provide the required information), 1 April 2010 to 31 March 2011

Question	Yes	No	Details, if yes
<p>1. Has the department designated a member of the SMS to implement the provisions contained in Part VI E of Chapter 1 of the Public Service Regulations, 2001? If so, provide her/his name and position.</p>	✓		<p>Prior to modernisation the designated SMS Member for this department was Ms B Caga.</p> <p>Post modernisation (August 2010) – Due to the corporatisation of the Employee Health and Wellness function, the role of the above individual has shifted to the Corporate Services Centre (CSC).</p> <p>Mr Pieter Kemp, Director: Organisational Behaviour within the CSC is now the responsible SMS member.</p>
<p>2. Does the department have a dedicated unit or has it designated specific staff members to promote the health and well-being of your employees? If so, indicate the number of employees who are involved in this task and the annual budget that is available for this purpose.</p>	✓		<p>The Department is a member of the 11 departments who are serviced transversally by the Corporate Service Centre. As such, it contains a designated Employee Health and Wellness unit as a sub-directorate within the Directorate Organisational Behaviour and the Chief Directorate Organisation Development that serves as a transversal and dedicated unit to promote the health and well-being of employees of the 11 participating departments.</p> <p>The unit consists of a Deputy Director, 3 Assistant Directors and 4 team members and reports to the Director Organisation Behaviour.</p> <p>Budget : R2 426 000</p>
<p>3. Has the department introduced an Employee Assistance or Health Promotion Programme for your employees? If so, indicate the key elements/services of this Programme.</p>	✓		<p>Prior to modernisation the Department maintained an in-house Employee Well-being Programme (EWP).</p> <p>Key services included face-to-face counselling and management referrals.</p>

Question	Yes	No	Details, if yes
<p>4. Has the department established (a) committee(s) as contemplated in Part VI E.5 (e) of Chapter 1 of the Public Service Regulations, 2001? If so, please provide the names of the members of the committee and the stakeholder(s) that they represent.</p>	✓		<p>Prior to modernisation, the Departmental HIV/AIDS committee was established in terms of the Public Service Regulations VI E. The committee consisted of representatives across all occupational categories inclusive of gender, persons living with disabilities, designated and non-designated groupings. The role of the committee is to implement the provisions contained in the aforementioned regulations, which is the implementation and monitoring of the HIV/AIDS policy and workplace programmes that focuses on promoting non-discrimination and equality. The committee met on a quarterly basis but was re-established as the Employee Health and Wellness Committee, which had the same structure as mentioned above. Post modernisation the PEAP committee consists of HIV and AIDS Workplace Coordinators from the Departments of Health and Education and the Department of the Premier representing all the other provincial departments. NGOs appointed to provide the HCT service also form part of the committee.</p> <p>Funding for NGOs to provide the HCT service is provided by the Department of Health's Directorate: HIV/AIDS/STI/TB (HAST). District HAST Coordinators therefore also form part of the PEAP Committee.</p> <p>For 2010/11 the HCT service providers were LifeLine (Metropole), Right to Care (Overberg and Central Karoo), At Heart (Cape Winelands), Diakonale Dienste (West Coast) and That's It (Eden). Please note that service providers may change on an annual basis dependent on the funding application outcomes.</p> <p>In addition, after modernisation, a new Health and Wellness Steering Committee has been established.</p> <p>The Department's Committee members are: Mr A Brink; S Sekwadi and Ms C Coetzee.</p>
<p>5. Has the department reviewed its employment policies and practices to ensure that these do not unfairly discriminate against employees on the basis of their HIV status? If so, list the employment policies/practices so reviewed.</p>		✓	<p>The review of employment policies and practices were not required during the reporting period. The department implements national policies and prescripts pertaining to the employment of all personnel. These policies make provision for fair employment practices; and do not discriminate against employees who are HIV positive.</p> <p>Further to this, the Transversal HIV and AIDS Policy and Programme were adopted by the Co-ordinating Chamber of the PSCBC for the Western Cape Province on 13 April 2005. This provincial policy provides a blueprint for non-discriminatory practices and attitudes in the workplace.</p> <p>At the same time, DPSA presented workshops requesting that provinces align to the four functional pillars contained in the DPSA Employee Health and Wellness Strategic Framework. In view of this, Readiness Assessments were conducted.</p> <p>After modernisation a new transversal Employee Health and Wellness policy has been drafted, that is in the process of being consulted and ratified.</p> <p>In addition the Transversal Management Framework for Employee Assistance Programmes in the Western Cape Provincial Government is in effect and was adopted by the Co-ordinating Chamber of the PSCBC for the Western Cape Province on 10 August 2005.</p>

Question	Yes	No	Details, if yes
<p>6. Has the department introduced measures to protect HIV-positive employees or those perceived to be HIV-positive from discrimination? If so, list the key elements of these measures.</p>	✓		<p>The Department utilised their own Internal Employee Well-being Programme (EWP) to manage the programme. The following EH&WP services are offered to employee and their family members:</p> <ul style="list-style-type: none"> • A comprehensive needs analysis and behavioural risk management audit • 24hr multilingual, toll free Psychological counselling • Face to face counselling sessions. • An HIV/AIDS consultancy service • Toll-free Life Management service offering information and assistance on legal problems, financial concerns, healthcare and family matters. • Comprehensive trauma response service. • Access to comprehensive online health care programme. • Training, knowledge transfer and skills development on EWP referral systems and protocols and Employee Well-being related issues for in-house Well-being functionaries, employee representatives and managers • Managerial consultancy and referral options supporting managers in their existing relations with employees and providing them with professional help in effectively handling new or difficult people management issues. • Quarterly and annual reports on all key utilisation aspects of the EWP • A dedicated Account Manager to co-ordinate the programme and ensure that the ICAS group programme is appropriately managed at all times • A comprehensive online EWP service: • The above approach was perpetuated post-modernisation. • The Department undertook to promote a spirit of understanding and compassion in order to combat discrimination. • Involve PLWA's in awareness campaigns. • PLWA to serve as member of committee. • Ongoing reviews of current HR practices / policies. • Hold workshops /awareness sessions to promote openness, encourage staff to reveal fears / prejudices. • Launched Transversal Framework Workplace Policy & Program booklet.

Question	Yes	No	Details, if yes
			<ul style="list-style-type: none"> • PLWA is required to give written consent for disclosure and include the names of the person(s) to whom his/her status may be disclosed to and for what purpose • 2 Appointed EAP Officers & HIV & AIDS Co-ordinator. • Key Elements: • Consultation with managers and employee reps. • Assistance, Education and Outreach. • Confidential and timely assessment of employee's personal concerns. • Motivation and Short-term intervention with employee re problem resolution. • Structured, fair and equitable referral of employee, case monitoring, follow-up. • Launched Transversal Framework Workplace Policy & Program booklet. • PLWA is required to give written consent for disclosure and include the names of the person(s) to whom his/her status may be disclosed to and for what purpose • Referral to appropriate resources in the community. • 2 Appointed EAP Officers & HIV & AIDS Co-ordinator. • Key Elements: • Consultation with managers and employee reps. • Assistance, Education and Outreach • Confidential and timely assessment of employee's personal concerns. • Motivation and Short-term intervention with employee re problem resolution. • Structured, fair and equitable referral of employee, case monitoring, follow-up. • Consultation with employees to facilitate the appropriate use of health and other benefits for EAP related concerns. • Policy awareness campaign. • Outsourced higher level Workplace Policy and Programme in place. • Provide a wellness programme for HIV & AIDS support. • Referral to appropriate resources in the community. • Offered employees the opportunity to test for high blood pressure, glucose and fitness levels.

Question	Yes	No	Details, if yes
<p>7. Does the department encourage its employees to undergo Voluntary Counselling and Testing? If so, list the results that you have you achieved.</p>	✓		<p>HIV Testing and Screening Staff members attended pre-counselling and testing sessions. Four employees tested positive for HIV. Confidential counselling sessions were arranged for each individual case.</p> <p>TB SCREENING Staff attended testing sessions for tuberculosis. No staff tested positive for TB.</p> <p>General Wellness interventions also included diabetes, hypertension and STI screening.</p>
<p>8. Has the department developed measures/ indicators to monitor & evaluate the impact of its health promotion programme? If so, list these measures/indicators.</p>	✓		<p>The impact of health promotion programmes is indicated through information provided via the Employee Health and Wellness Contract (external EAP service provider).</p> <p>The EHWP is monitored via Quarterly and Annual reporting. This reporting is provided by the External Service Provider. The most recent Annual review period is 1 April 2010 – 31 March 2011.</p> <p>The quarterly and annual review provides:</p> <ul style="list-style-type: none"> • A breakdown of the EHWP Human Capital Demographic i.e. age, gender, length of service, dependent utilisation, language utilisation, employee vs. manager utilisation, no of cases etc. • Service utilisation • Problem profiling and trending • Assessment of employee and organisational risk and the impact there of on the individual functioning in the work place • Assessment of Formal referrals and the underlying reasons impacting on employee performance and productivity • Assessment of Organisational Issues presented by Employees using the EWHP • Assessment of High risk cases • The Department relies on its service providers (Lifeline, At Heart) to provide it with Statistics on the number of employees who get tested as well as the stats on HIV Positive and Negative employees. • Conducted KABP Study in terms of HIV & AIDS in whole department <p>Programme evaluation via the External Service Provider include the following:</p> <ul style="list-style-type: none"> • Formal referral evaluation process impact (Outcomes assessment) (The results of this process will only be available towards the first week of June 2011). Formal referral cases are selected for this process and employees called as well as referring managers to assess the impact of the intervention. <p>The external service provider provides a Return on Investment (ROI) indicator</p>

4.13. LABOUR RELATIONS

Table 4.13.1: Collective agreements, 1 April 2010 to 31 March 2011

Total collective agreements	None
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The following table summarises the outcome of disciplinary hearings conducted within the department for the year under review.

Table 4.13.2: Misconduct and disciplinary hearings finalised, 1 April 2010 to 31 March 2011

Outcomes of disciplinary hearings	Number	% of total
Correctional counselling	2	8.3
Verbal warning	1	4.2
Written warning	7	29.2
Final written warning	2	8.3
Suspension without pay	7	29.2
Fine	-	-
Demotion	-	-
Dismissal/ desertion	5	20.8
Not guilty	-	-
Case withdrawn	-	-
Total	24	100

Table 4.13.3: Types of misconduct addressed at disciplinary hearings, 1 April 2010 to 31 March 2011

Type of misconduct	Number	% of total
Damages to State property	9	37.5
Absent from work without permission	11	45.8
Conduct self in improper manner	2	8.3
Fails to carry out instruction	1	4.2
Fraud	1	4.2
Total	24	100

Table 4.13.4: Grievances lodged, 1 April 2010 to 31 March 2011

Grievances lodged	Number	% of Total
Number of grievances resolved	15	100
Number of grievances not resolved	-	-
Total number of grievances lodged	15	100

Table 4.13.5: Disputes lodged with Councils, 1 April 2010 to 31 March 2011

Disputes lodged with Councils	Number	% of Total
Number of disputes upheld	1	33.3
Number of disputes dismissed	2	66.7
Total number of disputes lodged	3	100

Table 4.13.6: Strike actions, 1 April 2010 to 31 March 2011

Strike actions	Number
Total number of person working days lost	79
Total cost (R'000) of working days lost	35
Amount (R'000) recovered as a result of no work no pay	35

Table 4.13.7: Precautionary suspensions, 1 April 2010 to 31 March 2011

Precautionary suspensions	Number
Number of people suspended	1
Number of people whose suspension exceeded 30 days	1
Average number of days suspended	365
Cost (R'000) of suspensions	377

4.14. SKILLS DEVELOPMENT

This section highlights the efforts of the department with regard to skills development. The tables reflect the training needs as at the beginning of the period under review, and the actual training provided.

Table 4.14.1: Training needs identified, 1 April 2010 to 31 March 2011

Occupational Categories	Gender	Number of employees as at 1 April 2010	Training needs identified at start of reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	5	-	2	-	2
	Male	9	-	2	-	2
Professionals	Female	21	-	18	-	18
	Male	19	-	14	-	14
Technicians and associate professionals	Female	72	-	69	-	69
	Male	87	-	64	-	64
Clerks	Female	72	-	64	-	64
	Male	16	-	11	-	11
Service and sales workers	Female	192	-	151	-	151
	Male	355	-	264	-	264
Skilled agriculture and fishery workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Craft and related trades workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Plant and machine operators and assemblers	Female	-	-	-	-	-
	Male	1	-	-	-	-
Elementary occupations	Female	9	-	2	-	2
	Male	12	-	3	-	3
Sub Total	Female	371	-	306	-	306
	Male	499	-	358	-	358
Total		870	-	664	-	664
Employees with disabilities	Female	5	-	-	-	-
	Male	5	-	-	-	-

Note: The above table identifies training interventions identified at the beginning of the reporting period under review.

Table 4.14.2: Training provided, 1 April 2010 to 31 March 2011

Occupational Categories	Gender	Number of employees as at 31 March 2011	Training provided within the reporting period			
			Learnerships	Skills Programmes & other short courses	Other forms of training	Total
Legislators, senior officials and managers	Female	3	-	-	-	-
	Male	11	-	3	-	3
Professionals	Female	8	-	-	-	-
	Male	14	-	1	-	1
Technicians and associate professionals	Female	62	-	7	-	7
	Male	73	-	7	-	7
Clerks	Female	66	-	6	-	6
	Male	12	-	3	-	3
Service and sales workers	Female	201	-	111	-	111
	Male	358	-	167	-	167
Skilled agriculture and fishery workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Craft and related trades workers	Female	-	-	-	-	-
	Male	-	-	-	-	-
Plant and machine operators and assemblers	Female	-	-	-	-	-
	Male	1	-	-	-	-
Elementary occupations	Female	8	-	-	-	-
	Male	12	-	-	-	-
Sub Total	Female	348	-	124	-	124
	Male	481	-	181	-	181
Total		829	-	305	-	305
Employees with disabilities	Female	4	-	-	-	-
	Male	3	-	-	-	-

Note: The above table identifies training interventions provided during the reporting period under review.

4.15. INJURY ON DUTY

The following tables provide basic information on injury on duty.

Table 4.15.1: Injury on duty, 1 April 2010 to 31 March 2011

Nature of injury on duty	Number	% of total
Required basic medical attention only	34	100
Temporary Total Disablement	-	-
Permanent Disablement	-	-
Fatal	-	-
Total	34	100

4.16. UTILISATION OF CONSULTANTS

Table 4.16.1: Report on consultant appointments using appropriated funds, 1 April 2010 to 31 March 2011

Project Title	Total number of consultants that worked on the project	Duration: Work days	Contract value in Rand
Increasing safety in the Western Cape: Putting SO5 into practice	Tertiary Institution	6 months (work days varies per month)	R 1 113 044.00
Total number of projects	Total individual consultants	Total duration: Work days	Total contract value in Rand
1	Tertiary Institution	6 months (work days varies per month)	R 1 113 044.00

Table 4.16.2: Analysis of consultant appointments using appropriated funds, in terms of Historically Disadvantaged Individuals (HDIs), 1 April 2010 to 31 March 2011

Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of Consultants from HDI groups that work on the project
N/A Tertiary Institutions do not claim HDI preference			

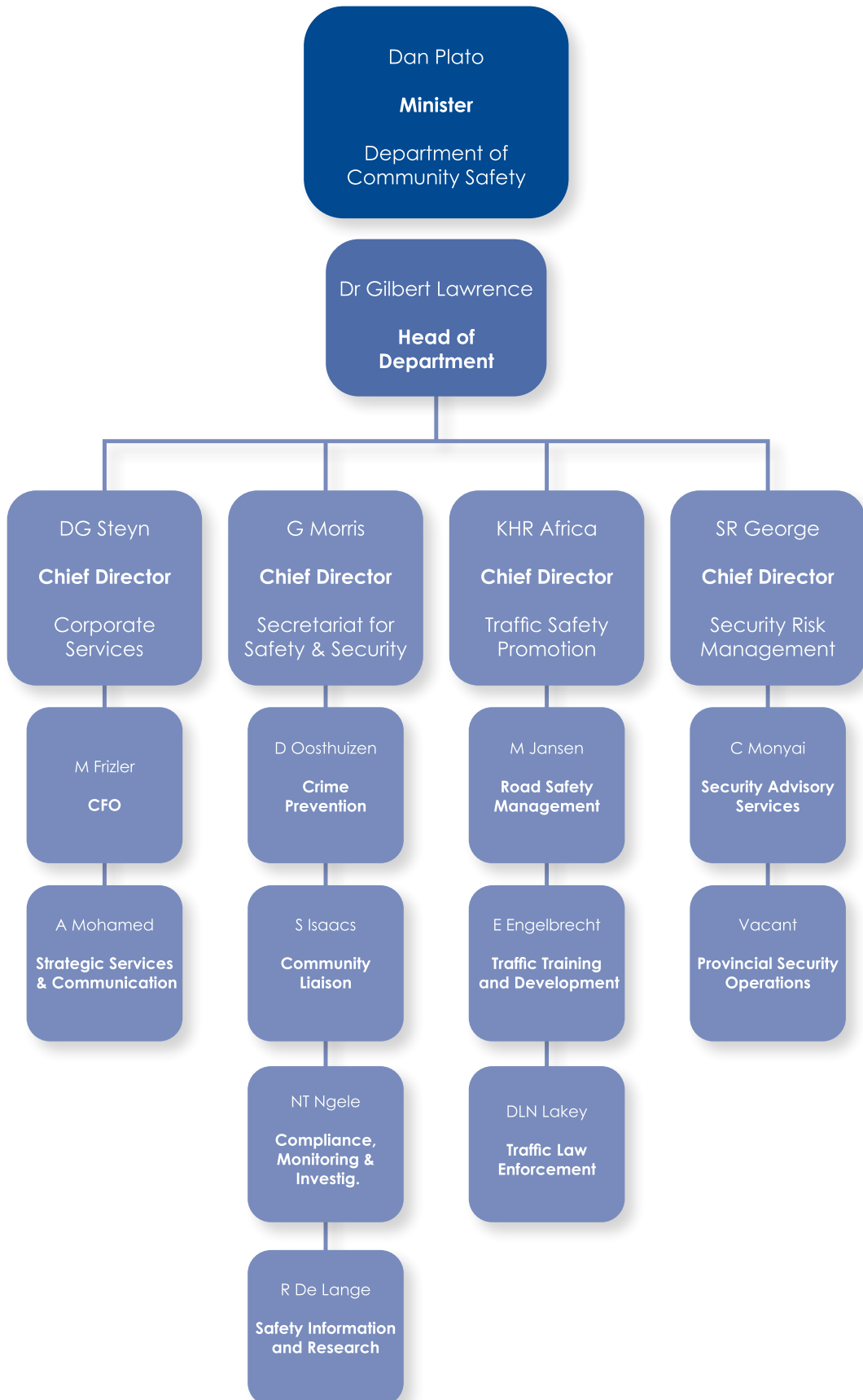
Table 4.16.3: Report on consultant appointments using Donor funds, 1 April 2010 to 31 March 2011

Project Title	Total Number of consultants that worked on the project	Duration: Work days	Donor and Contract value in Rand
Not applicable			
Total number of projects	Total individual consultants	Total duration: Work days	Total contract value in Rand
Not applicable			

Table 4.16.4: Analysis of consultant appointments using Donor funds, in terms of Historically Disadvantaged Individuals (HDIs), 1 April 2010 to 31 March 2011

Project Title	Percentage ownership by HDI groups	Percentage management by HDI groups	Number of Consultants from HDI groups that work on the project
Not applicable			

ORGANOGRAM



PART FIVE: OTHER INFORMATION

DEPARTMENT OF COMMUNITY SAFETY
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Acronyms

AARTO	–	Administrative Adjudication of Road Traffic Offences
BI	–	Business Intelligence
C-el	–	Centre for E-innovation
CPF	–	Community Police Forum
CPFs	–	Community Police Forums
CSC	–	Community Service Centre
CSF	–	Community Safety Forum
CSFs	–	Community Safety Forums
DoCS	–	Department of Community Safety
DotP	–	Department of the Premier
DOT&PW	–	Department of Transport and Public Works
DPSA	–	Department of Public Service Administration
EMDC	–	Education Management and Development Centre
HOD	–	Head of Department
HODs	–	Head of Departments
ICD	–	Independent Complaints Directorate
IDP	–	Integrated Development Planning
ITP	–	Integrated Transport Plans
LEA	–	Law Enforcement Agency
LEAs	–	Law Enforcement Agencies
MEC	–	Member of Executive Committee
MISS	–	Minimum Information Security Standards
MTEF	–	Medium Term Expenditure Framework
MPD	–	Metro Police Department
MPS	–	Municipal Police Service
MPSS	–	Minimum Physical Security Standards
NIA	–	National Intelligence Authority
NHW	–	Neighbourhood Watch
NHWs	–	Neighbourhood Watches
PGWC	–	Provincial Government of the Western Cape
PNPs	–	Policing Needs and Priorities
PT	–	Provincial Treasury
PTI	–	Public Transport Inspectorate
RTMC	–	Road Traffic Management Centre
SAPS	–	South African Police Service
TLE	–	Traffic Law Enforcement

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5.3 Additional information

