



# police

Department:  
Police  
**REPUBLIC OF SOUTH AFRICA**

## CIVILIAN SECRETARIAT FOR POLICE

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Meeting no. 01/2011

### MINUTES PROVINCIAL HEADS OF DEPARTMENT MEETING

#### DATE

11 February 2011

#### TIME

10:00 - 15:00

#### VENUE

Civilian Secretariat of Police, Secretariat Boardroom, 217 Pretorius Street, 7<sup>th</sup> Floor Van Erkom Arcade, PRETORIA

#### 1. OPENING AND WELCOME

The chairperson welcomed all present and thanked members for attended the meeting. The new Head of the Monitoring, Evaluation and Reporting Unit, Ms M Kewuti, was officially introduced and every member present introduced themselves respectively.

#### ADOPTION OF AGENDA

Three items were added to the Agenda and subsequently adopted.

- Community Policing Forum, Crime Victim Survey, Cross Border

#### 2. ATTENDANCE OF PROVINCIAL HODs / REPRESENTATIVES

Ms JA Irish-Qhobosheane(Secretary)	Civilian Secretariat for Police (Chairperson)
Ms YE Bacus (HOD)	KwaZulu Natal
Ms M. Mutemula-Mphande (HOD)	Limpopo
Mr S Jonkers (HOD)	Northern Cape
Dr G Lawrence (HOD)	Western Cape
Mrs T Hobongwana (Acting HOD)	Eastern Cape
Mr RL Goniwa (Representative)	Kwa-Zulu Natal
Ms D Mistry – (Representative)	Gauteng
Mr I Robertson ( Representative )	Gauteng
Ms N Ndonga (Representative)	Mpumalanga

  
"ALL"

<b>ATTENDANCE OF DEPT. OFFICIALS</b>	Ms M Kewuti Mr MF Menziwa	Civilian Secretariat for Police Civilian Secretariat for Police
<b>APOLOGIES</b>	Mr MI Motala – (HOD) Mr IN Khoza- (HOD) Adv. CJF Ontong (Representative) Mr B Hoosain- (HOD) Mr I Kinnes Mr A Soman Mr D Zimu	North West Mpumalanga Free State Eastern Cape Civilian Secretariat for Police Civilian Secretariat for Police Civilian Secretariat for Police
<b>3. NEW MATTERS</b>		
<b>3.1 IMPLEMENTATION OF THE CIVILIAN SECRETARIAT FOR POLICE BILL, 2010</b>	<p><b>DISCUSSIONS</b></p> <p>The Civilian Secretariat for Police Bill has been approved by the National Council of Provinces with minor changes. The Portfolio Committee on Police will be meeting on 15 February 2011 to officially adopt the changes made on the Bill and subsequently read in the National Assembly for the last time before forwarding it to the President for signature. Proclamation for enactment of the Bill will be sent to the Presidency a week after the Bill is signed by the President.</p> <p>The Civilian Secretariat for Police and Department of Public Service and Administration (DPSA) are currently finalizing the Organisational Structure for the Civilian Secretariat. National Treasury will be engaged once the DPSA Organisational Design process is finalized.</p> <p>Provinces raised a concern in respect of budget to fund the Provincial Secretariats' Structures. The Civilian Secretariat will meet with DPSA and National Treasury in respect of the Organisational Design and capacity envisaged to implement the Civilian Secretariat for Police Bill.</p> <p>National Treasury changed Civilian Oversight to Social Crime Prevention (SCP) on their Pilot Programme Structure for the Safety and Security Sector. It is unclear who will be driving the Social Crime Prevention between the Civilian Secretariat, SAPS and Provinces and it is often left to SAPS to deal with. Some of the key role players in SCP do not form part of the JCPS Cluster e.g. COGTA, Social Development, Education. There could be an overlap between Partnerships at national level and Community Mobilisation in Provinces.</p>	

**IMPLEMENTATION OF  
THE CIVILIAN  
SECRETARIAT FOR  
POLICE BILL, 2010 cont**

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**RESOLUTIONS**

- a) The Provinces will be sensitized about the Organisational Design process going forward.
- b) The Civilian Secretariat and DPSA will coordinate the process around Provincial Secretariats Structures and write a letter to DPSA to inform them that the Provincial Secretariats Structures should not be approved without consultation with the Minister of Police and the Civilian Secretariat for Police legislation.
- c) National Treasury should sensitize their provincial counterparts about the budget and programme structures for the Provincial Secretariats as agreed upon during the APP Alignment Workshop held during September 2010. The Civilian Secretariat should follow up to ascertain whether the latter has been done.
- d) The Civilian Secretariat need to develop policy directives for implementation by Provincial Secretariats.
- e) A decision at national level needs to be taken in respect of Civilian Oversight versus Social Crime Prevention in the Safety and Security Sector in liaison with National Treasury.
- f) Civilian Secretariat will circulate its organizational design to provinces for alignment purposes once it is finalised.
- g) Community Mobilisation should be included within the JCPS Cluster.
- h) There should be a policy discussion document around Social Crime Prevention which must be approved by Cabinet.
- i) There should be a Memorandum of Understanding signed between the Civilian Secretariat, SAPS and Provinces in respect of Social Crime Prevention.
- j) National Treasury should be engaged in terms of Community Mobilisation.

**3.2 M&E DATABASE  
TOOL**

**DISCUSSIONS**

The M&E Tool has been revised and made shorter with the following key focus areas:

- Station Profile and Management,
- Community Service Centres,
- Legislation,
- SAPS 13 Stores,
- Holding Cells,
- Sector Policing,
- Community Relations,
- Detective Services.

M&E DATABASE TOOL	<p><b>DISCUSSIONS</b> cont...</p> <p>An M&amp;E Forum is scheduled for 24 February 2011 and will be hosted by the Western Cape Province. Draft Guideline Document for the M&amp;E Tool and Roll-out Plan (including database deployment) are developed. The focus of the Forum will be to workshop the revised Tool, conduct station visit (as a team) and develop a synchronized schedule between the Civilian Secretariat and Provinces for future station visits</p> <p>SITA will automate the Tool once the piloting process is finalised. There will be room for future developments and changes on the automated tool.</p> <p>The following were raised:</p> <ol style="list-style-type: none"> <li>Whether the SAPS National Inspectorate forms part of the M&amp;E Tool process?</li> <li>What are the impacts of the station visits?</li> <li>What need to change at National and Provincial level in respect of policing?</li> <li>What is the relationship between the Civilian Secretariat and the SAPS National Inspectorate?</li> <li>What is the relationship between the M&amp;E Unit and Policy and Research Unit in the Secretariat?</li> <li>What was the basis for the station choice on the draft schedule circulated?</li> <li>How do we justify the spending on police station visits while nothing is witnessed in respect of changes?</li> <li>The Tool seems to be silence to people with special needs.</li> <li>The legislation should be unpacked (with focus on any empowering provision) and featured in the Tool.</li> <li>There is a need to work differently and look at the level of policing in the country.</li> <li>The un-availability of a school for M&amp;E. institution of higher learning can develop a course around civilian oversight on policing. There is a need to institutionalize civilian oversight on policing and for a learning network mechanism to ensure constant learning including career pathing on the following areas e.g. ICD, Community Safety and Civilian Oversight Training.</li> </ol>
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## RESOLUTIONS

- a) There should be synergy between the Civilian Secretariat and Provinces in respect of station visits to avoid duplications.
- b) A need to strengthen relationships with SAPS National Inspectorate and engagement with SAPS as a whole to create a win-win environment.
- c) A need to categories areas of focus and report on specific issues for specific interested groups rather than a generic report.
- d) There need to be seen an impact of the station visits.
- e) Provinces will have access to the automated Tool.
- f) Delegates for the M&E Forum must be those at a higher tier within M&E Structures.
- g) There will be dual access to the reports generated by both the Civilian Secretariat and Provincial Secretariats on station visits e.t.c.
- h) The Civilian Secretariat will extract information from the Parliamentary Police Station Monitoring Tool through its Parliamentary Liaison Officer for policing analysis purposes.
- i) Parallel engagements with DPSA and institutions of higher learning are needed to discuss the institutionalisation of civilian oversight and career pathing.
- j) The Portfolio Committee on Police Budgetary Review and Recommendation Report should be circulated to the Provinces by the M&E Unit.

## 3.3 COMMUNITY SAFETY FORUMS (CSF)

## DISCUSSIONS

Mr Menziwa from the Policy and Research Unit made a short presentation on the CSF Policy Document. The Civilian Secretariat was mandated to develop a CSF Policy Document before the end of 2010. The draft document has been developed and deliberated on within the DEVCOM Forum and DG's Cluster. There is a need for a national guiding document on the Civilian Secretariat's approach on CSFs.

The issue of the funding model for the CPFs was raised and it was suggested a *ring-fenced budget* will be appropriate thing to do by the National Treasury, however, there must be a clear indication of what the funding is for e.g. concrete plans and programmes e.t.c. Gauteng Province is currently developing Road Safety Forums/Councils – this must be incorporated as a challenge in the main discussion documents for the envisaged workshop.

	<p style="text-align: center;"><b>RESOLUTIONS</b></p> <p>a) The inputs made by the DG's Forum, PHODs and any challenges encountered must be incorporated into the draft CSF Policy document.</p> <p>b) The role of the communities should be fully articulated in the envisaged guiding document on CSFs.</p> <p>c) A two day workshop between the Civilian Secretariat (Partnerships Unit, Policy and Research Unit) and Provinces will be held on 9 -10 March 2011 to discuss the CSFs document.</p> <p>d) All documents related to the workshop should be circulated by 28 February 2011 by the Policy and Research Unit.</p> <p>e) There should be synergy between the Civilian Secretariat and SAPS on CSFs.</p>
<b>3.4 MINMEC MEETINGS</b>	<p style="text-align: center;"><b>DISCUSSIONS</b></p> <p>The schedule of MINMEC Meetings has been forwarded to the respective MECs last week. The first meeting for 2011 is scheduled to take place on 25 February 2011. The agenda and venue details will be circulated in due course.</p> <p style="text-align: center;"><b>RESOLUTIONS</b></p> <p>a) Provincial HOD must brief their respective MECs about the legislation (especially where there have been changes in executive leadership).</p> <p>b) Legislation should form part of the MINMEC Agenda and the Civilian Secretariat should prepare a presentation on its Bill.</p>
<b>4. ADDITIONAL MATTERS</b>	
<b>4.1 COMMUNITY POLICING FORUM (CPF)</b>	<p style="text-align: center;"><b>DISCUSSIONS</b></p> <p>The CPFs Constitution (not yet signed) has been developed by the National CPF Board and not SAPS. SAPS met with the Civilian Secretariat and explained the issues of concern around the CPF Constitution.</p> <p>The Civilian Secretariat has been charged with the responsibility of developing a new approach on CPFs and the Partnerships Unit is currently drafting a discussion document.</p>

	<p><b>RESOLUTIONS</b></p> <ul style="list-style-type: none"> <li>a) There need to be synergy between the Civilian Secretariat and SAPS on CPFs because there are sometimes confusion with regard to who plays which role.</li> <li>b) Provinces will be sensitized with progress around the CPFs.</li> <li>c) The CPFs discussion document should be discussed during the envisaged workshop on 9 -10 March 2011.</li> </ul>
<b>4.2 CRIME VICTIM SURVEY</b>	<p><b>DISCUSSIONS</b></p> <p>StatsSA is managing the operational responsibilities of the project and are on progress in rolling out the pilot. The overall statistics of the pilot project will be published during September 2011 but specific statistics for certain categories will be released as they become available.</p>
<b>4.3 CROSS-BORDER</b>	<p><b>DISCUSSIONS</b></p> <p>It was understood that the Minister of Police will hold a National Cross-Border Indaba but the latter has not happened. Provinces were to hold their respective Cross-Border Indaba subsequent to the Minister's indaba to avoid contradictions.</p> <p>The Eastern Cape was supposed to present a discussion document on the last MINMEC Meeting but instead they came with an operational plan. The Minister struck the agenda item on cross-border and requested them to meet with SAPS to discuss their document.</p> <p>There is overall political support for the holding of the indaba. Kwa-Zulu Natal Province is on progress to hold their Provincial Cross-Border Indaba on 4 March 2011 and the objective is to give communities an opportunity to advise government what could be the solutions to the problems regarding cross-border.</p> <p><b>RESOLUTIONS</b></p> <ul style="list-style-type: none"> <li>a) The Secretary for Police must brief the Minister about the Cross-Border Indaba which will be held in KZN Province on 14 February 2011 as a matter of urgency.</li> <li>b) There should be clarity in terms of the national approach on Cross-Border going forward.</li> <li>c) Police Demarcations will be discussed before March 2011.</li> </ul>

<b>5. GENERAL</b>	
<b>5.1 CIVILIAN SECRETARIAT FOR POLICE CURRENT PROJECTS</b>	<b>DISCUSSIONS</b>  The Civilian Secretariat's major projects for 2011 are as follows: <ul style="list-style-type: none"> <li>a) SAPS Recruitment and Training (esp. Detectives).</li> <li>b) Firearms Project (Central Firearms Registry).</li> <li>c) Criminal Justice System Review (CJSR).</li> <li>d) Review of the White Paper on Safety and Security.</li> <li>e) Small Business Project – in partnership with Business Against Crime SA.</li> </ul>
	<b>RESOLUTIONS</b>  a) The Secretariat will now onwards sensitize provinces regarding its major projects
<b>5.2 CIVILIAN SECRETARIAT FOR POLICE LEGISLATION PROGRAMME FOR 2011/2012</b>	<b>DISCUSSIONS</b>  The Legislative Programme for the Civilian Secretariat is as follows: <ul style="list-style-type: none"> <li>1. Review of the White Paper on Safety and Security.</li> <li>2. Amendment of the South African Police Service Act.</li> <li>3. Amendment of the Firearms Control Amendment Act.</li> <li>4. Private Security Industry Regulatory Authority Act.</li> <li>5. Dangerous Weapons Act.</li> </ul>
	<b>RESOLUTIONS</b>  a) Provinces will be consulted on the processes around the legislation programme. b) Consultative Workshop with provinces on the PSIRA Legislation will be held.
<b>6. DATE AND LOCATION OF NEXT MEETING</b>	The next meeting is scheduled for 13 May 2011. Venue will be confirmed two weeks in advance.
<b>7. CLOSURE</b>	15:00



APPROVAL OF MINUTES		Name	Signature	Date
	Minutes moved by:			
	Seconded:			
	Chairperson:			