

PARLIAMENT OF THE PROVINCE OF THE WESTERN CAPE

ANNOUNCEMENTS, TABLINGS AND COMMITTEE REPORTS

FRIDAY, 19 JANUARY 2024

COMMITTEE REPORTS

1. **Report of the Standing Committee on Police Oversight, Community Safety, Cultural Affairs and Sport on its oversight visit to the Western Cape Archives and Records Services on 13 June 2023**

The Standing Committee on Police Oversight, Community Safety, Cultural Affairs and Sport having conducted an oversight visit to the Western Cape Provincial Archives and Records Services on 13 June 2023, reports as follows:

The delegation

The delegation of the Standing Committee on Police Oversight, Community Safety, Cultural Affairs and Sport included the following Members:

Democratic Alliance

Bosman, G (Chairperson)
Baartman, DM
Fry, C

African National Congress

Bans, AP
Windvogel, R

Economic Freedom Fighters

Cassiem, A

The link between the oversight visits and the priority strategies

The Western Cape Provincial Parliament strives to uphold its mandated duty of conducting oversight over the provincial departments. It also aims to effect socio-economic upliftment for the citizens of the Western Cape. The oversight visit served as a mechanism to uphold the WCPP's oversight role. The visit also served the interest of the citizens as the Western Cape Archives and Records Services plays a vital role in connecting people to their history. The WCARS is a hub and source of information for researchers across levels, but also helps individuals to trace their respective genealogical backgrounds, and, inter alia, the history of cultures, religions, and democratic heritage, of the Western Cape and South Africa. The Committee, therefore, inspected the facilities and interrogated the WCARS' financial and resource capacity.

1. Introduction

The Standing Committee on Police Oversight, Community Safety, Cultural Affairs and Sport conducted an oversight visit to the Western Cape Archives and Records Services (WCARS). The Department of Cultural Affairs' Ms C Van Wyk, Chief Director: Cultural Affairs, led the delegation. Ms N Dingayo, Director: Archives, led the presentation.

Following the introductions, the Chairperson noted apologies tendered by Members M Kama (ANC), G Pretorius and PJ Marais (FFP).

2. Presentation

The presentation addressed several pertinent matters, including, the WCARS' legislative mandate, the preservation of public and non-public records, stakeholder engagement and partnerships, updates on the shift digitisation, human and infrastructural resource requirements, and challenges, as well as awareness campaigns.

- 2.1. The WCARS is bound by legislation to receive government records older than 20 years. However, WCARS reached its capacity to receive physical records from Governmental Bodies. This is largely due to inadequate investment in providing the required physical space for archival records in the Provincial Archives.
- 2.2. Although the WCARS is steadily progressing in the digitisation of records, the lack of adequate and industry approved storage space, poses a concern.
- 2.3. There are approximately 27 258 linear metres of records awaiting to be transferred to the archives. These records are spread across the province. Currently, the WCARS has 235,06 linear metres of records (equating 2,35 km). Linear metres basically refer to the measurement of archival material.
- 2.4. The WCARS has plans for renovations to its existing building to add a new wing for the additional storage space. There are existing plans to expand the current facilities by adding another wing to the WCARS building in Roeland Street. Any additional or new facility earmarked for elsewhere would require a purpose-built approach to include several important features such as fire detection and a fire suppression function. Also, the temperature control mechanisms would need to be in place to preserve the archival records.
- 2.5. The implications of not having increased capacity will limit the capacity to adhere to the legislative mandate to receive and store governmental records and place further financial strain on the government departments to use commercial storage

facilities. These commercial facilities are not necessarily purposed to optimally store records that require precise temperature settings, and fire prevention and fire suppression mechanisms that are needed to safeguard stored records.

- 2.6. The *My Content* records management system has been rolled out to Western Cape Government (WCG) departments. This system caters for the storage of electronic and digital records, as the WCG moves towards a pro paperless records system, across its departments.
- 2.7. The Western Cape Government has a memorandum of agreement with the Eastern Cape Government (ECG) regarding the storage of the ECG's records. However, there are ongoing discussions regarding the development of a digital portal wherein these records could be stored and availed. It is preferable that the ECG takes the responsibility of developing and maintaining such a digital portal. Digitising the records would minimise the risk of transporting the physical records.
- 2.8. The Western Cape Archives implemented the Access to Memory (AtoM) software in November 2019. This software allows for an electronic records management system, that also allows to easily store archival holdings online. The WCARS captured a total of 38 039 records during the 2022/23 financial year using the AtoM.
- 2.9. The three state-of-the-art digitisation machines costs R15,3 million.
- 2.10. The WCARS has 74 granted posts of which only 45 are actual/filled. It is important to state that should another facility be built, instead of renovating the existing building, then the staffing component for the other facility would have to be appropriately assembled to ensure that the same quality of service is maintained.
- 2.11. The budget capacity for the 2023/24 financial year includes R18 004 888 for Cost of Employment, R3 003 347 for goods and services, and capital is allocated R564 500. The total budget is R21 572 735.
- 2.12. Tour of some of the premises including stack room – one of 45 – viewing the second oldest volume of records, restoration room, digital equipment, and reading room.

After the presentation, the Committee conducted a guided tour of the facility. Some of the key areas visited included the restoration room, where records are repaired, the reading room, and the room housing the three state-of-the-art digitisation machines. Staff demonstrated how the innovative equipment is used to digitise records. The Committee also visited one of 45 stack rooms (storage rooms), which stores the second oldest archive record (a volume of records dating back to 1659).

2. Report of the Standing Committee on Police Oversight, Community Safety, Cultural Affairs and Sport on its oversight visit to the Law Enforcement Advancement Plan Operations Base on 22 August 2023

The Standing Committee on Police Oversight, Community Safety, Cultural Affairs and Sport having conducted an oversight visit to the Law Enforcement Advancement Plan Operations Base on 22 August 2023, reports as follows:

The delegation

The delegation of the Standing Committee on Police Oversight, Community Safety, Cultural Affairs and Sport included the following Members:

Democratic Alliance

Bosman, G (Chairperson)

Baartman, DM

Apologies

Bans, AP (ANC)

Cassiem, A (EFF)

Christians, FC (ACDP)

Kama, M (ANC)

Pretorius, G (DA)

The link between the oversight visits and the priority strategies

The Western Cape Provincial Parliament strives to uphold its mandated duty of conducting oversight over the provincial departments. It also aims to effect socio-economic upliftment for the citizens of the Western Cape. The oversight visit served as a mechanism to uphold the WCPP's oversight role. The visit also served the interest of the citizens as the Law Enforcement Advancement Plan (LEAP) plays a vital role in connecting and addressing safety and policing concerns. Through funding from the Department of Police Oversight and Community Safety, the LEAP is based in the City of Cape Town's Safety and Security Directorate. The Committee previously engaged with both the Department and the Municipality on the legal framework for LEAP, its funding mechanism, officer deployment, and many other related matters. The Committee therefore inspected the facilities or the Operations Base to view some of the practical aspects of the LEAP.

1. Introduction

The Standing Committee on Police Oversight, Community Safety, Cultural Affairs and Sport conducted an oversight visit to the LEAP Operations Base. Mr J Brand, the Deputy Chief for Law Enforcement, Safety and Security, led the walkabout of the facilities. He was joined by Assistant Chief for Safety, Mr J Hamilton.

2. Walk about, discussion and demonstration

The Bishop Lavis base is one of three bases in the City, with others located in Mfuleni and Mitchells Plain. However, this operations base is equipped to deal with the problematic load-shedding occurrences. The photovoltaic (PV) solar equipment powers the base with a 24-hour uninterrupted power supply (UPS). There are also six lithium-ion batteries to provide six hours of continuous power if the situation requires.

The Committee was also briefed on the safety procedures that all staff entering and exiting the building are subject to fulfil, with precaution to safe firearm practices. Staff stationed in the armoury are certified, with a Responsible Person Certificate. The Committee was shown how the issuing and return of firearms are carefully facilitated and recorded. These processes are not digital, neither is the access to the building. There are measures in place to explore a digitised system.

The Committee viewed the hub that hosts the service response teams. The Emergency Police Incident Control (EPIC) system, as well as the ShotSpotter system, which detects firearm shots where the system is deployed, are two of the key response systems. EPIC allows for real-time updates and deployment. Officers' movements are monitored via the detection systems in their respective vehicles, with the hub having access to a range of key information. This includes real-time vehicle speed detection, which officers are traveling in which vehicles, as well as which officers are equipped with firearms.

Without any disruption to proceedings, the Committee witnessed, via a demonstration, how calls are logged, and officers dispatched. The technology allows for real-time updates from officers responding to calls. Officers can upload photographs of suspected assailants, of body searches as well as any other environmental markers that could lead to the apprehension of suspects and/or the completion of a service call. The uploaded data is stored and may be used in prosecutorial processes that might emanate from arrests and responses to incidents. The integrity and authenticity of the uploaded photographs are distinctly watermarked.

The Committee concluded its walk-about of the facilities.