

**PS&T1/2020**

**PROGRESS REPORT ON FILLING OF CRUCIAL VACANT POSITIONS FOR FIRE AND EMERGENCY SERVICES (ED: CS)**

**PURPOSE**

To bring to the attention of the section 80 committee the need for filling of crucial vacant position that were internally advertised on the 09 December 2016.

**BACKGROUND**

The department Public Safety & Transport under section of Fire and Emergency Services bring to the attention of the section 80 Committee the need to fill the crucial positions that were left vacant when the incumbents resigned, passed away, applied for retirement and those that were never filled. Hence the advertisement of those positions were place on the notice boards and e-mails on the 09 December 2016. The process of short listing could not take place due to unknown reasons from Human Resource Management.

**DISCUSSION**

Herewith is the identified critical post that when filled will bring expected output from the Municipality to meet the community's needs.

Mmamahabane Fire station can also be fully functional and operational for extinguishment of fire, Public Information, education and relations could also be addressed during various fire awareness campaigns within the community of Ventersburg and Mmamahabane. This exercise will also avoid the challenge of vandalism at Mmamahabane fire station, in the absence of security officers in the premises.

It is also the intention of the Department that the posts of Firefighters be either advertised internally for the building of career within the institution or totally be advertised externally to cater for those community members who qualifies as part of job creation.

Position Post level Number of Posts

**BRANCH: EMERGENCY SERVICES:**

Divisional Officer 7/6 1

Section: Disaster Management

Divisional Officer 7/6 1

Section: Operations & Admin. - East

Assistant Chief Fire Officer 5/4 1

Divisional Officer 7/6 1

Subsection: Operational Services - Virginia:

Firefighter 12/9 6

Subsection: Operational Services - H/man & Ventersburg:

Station Officer 8 3

Firefighter 12/9 12

Subsection: Operational Services – Welkom & Odendaalsrus:

Station Officer 8 1

Firefighter 12/9 3

Financial Implications.

As per existing staff structure budget.

Legal Implications.

Fire Brigade Service Act

SANS 10090

Municipal Systems Act

Disaster Management Act

Policy Position.

Standard Operating Procedure

Recruitment policy

## **RECOMMENDATIONS**

1. That the section 80 committee accept the progress report.
2. That the section 80 committee accedes and endorse to the request for filling of the post as identified.

PS&T2/2020

**REPORT ON CURRENT STATUS OF VEHICLES WITHIN THE PUBLIC SAFETY AND TRANSPORT DEPARTMENT (ED: CS)**

**PURPOSE**

The purpose of this report is to report to the Section 80 on the current status of Fleet within the Traffic, Security Section and Fire and Emergency branches.

**INTRODUCTION AND BACKGROUND**

The Section is servicing 6 towns with various suburbs. It is depending on operational vehicles as a tool of trade to execute the law enforcement duties and emergency situations.

**DISCUSSION**

In 2010 during a tender process was carried out whereby 17 vehicles were procured for the branches and distributed amongst the different towns. The vehicles have exceeded life span of more than five years and current lifespan is more than nine years which resulted into high running cost due to maintenance, etc. The vehicles are also out of maintenance service plan and Fire and Rescue fleet was the least provided during the procurement. **Attached on page 1 to 6 of the Annexures.**

**CHALLENGES EXPERIENCED DUE TO SHORTAGE OF VEHICLES**

- 4 to 5 officers travelling in a vehicle. This render the other officers ineffective as they all need then to travel to one incident, and it became even more cumbersome if another incident is reported on the same time. This affects response times to accidents and incidents.

- The shortage affects service delivery as officers are not on time on their traffic points in the morning due to offload of all officers with one or two vehicles.
- The Warrants Section cannot operate during peak hours (which is the most effective time) as they are assisting Law Enforcement with transporting officers to and from the points.
- The turnaround time for repairing vehicles is beyond acceptable timeframes
- Other unplanned events, e.g. escort for the Mayor and other dignitaries, requests for transport by various departments derail the intended operation for the entire day
- The fact that fuel station is not centralised makes it problematic as officers must travel from their units to fill up at one central place. This impact negatively on productivity as well as effectiveness

Proposed solutions in order to enhance revenue collections

- The section will be able to do house tracings on warrants if equipped with more vehicles
- Warrant section will be able to operate during peak hour.
- Security officers are late on post relieving others due to shortage of vehicles
- Due to shortage of vehicles drivers have to alternate (especially in the security section) on vehicles which cause so much other accountability and responsibility issues.

- Fire and Emergency Branch operates with only one fire engine from Welkom and suppose to respond to all areas/units of Matjhabeng.

**FINANCIAL IMPLICATIONS**

As per budget allocation in Procurement Plan

**LEGAL IMPLICATIONS**

Municipal Systems Act

Traffic Management Act

**POLICY POSITION**

Municipal By-Laws

The Department submitted an item on the procurement of above and it served before Bid Specification Committee.

**RECOMMENDATIONS**

1. That section 80 committee accedes to the procurement of the vehicles
2. That section 80 committee motivates to the Mayoral Committee the importance for procurement as per vehicle need list.

PS&T3/2020

**PROCUREMENT OF K78 (R/B) TRAILER FOR TRAFFICE TRAINING ACADEMY  
FOR ROADBLOCKS PURPOSES (ED: CS)**

**PURPOSE**

The Purpose is to report to section 80 meeting about the need for the procurement of K78 Trailer at the College. It is now many years we have been doing submissions for the procurement but is still not happening.

**BACKGROUND & DISCUSSION**

Matjhabeng Traffic Training College is an accredited Traffic College with the capacity of hundred and three (103) learners per Term (one Year). The college is training learners from both internal (i.e. Matjhabeng) and external (i.e. other Municipalities and / Provinces). One of the modules we offer on Traffic Officers qualification is Traffic Control, and it includes Laying out of the Roadblock that must be done practically for five occasions during the day and five occasions during the night.

All this year we been borrowing K78 Trailer from the South African Police Station in Thabong and from Traffic Provincial Department, Lejweleputswa district. The big challenge is that we cannot do the training according to our programme without adjusting to the availability of their Trailer as per their programmes. Consequently, our training could not be finalized as planned in our programme.

**FINANCIAL IMPLICATIONS**

As per allocation of budget in the Procurement Plan.

(The provision of the trailer for roadblocks performed by learners during training session's talks to the funds accrued through **the tuition fee for each learner being R19 562.00 per year per learner**)

**LEGAL IMPLICATIONS**

National Road Traffic Act  
Road Traffic Management Corporation Act  
National Traffic Training Policy

**RECOMMENDATION**

1. That Section 80 committee accept the request as stated.
2. That Section 80 committee motivates the request for procurement of the K78 trailer for roadblocks and traffic learners training.

**PS&T4/2020**

**PROGRESS REPORT ON THE FILLING OF VACANT POSTS FOR SECURITY AND TRAFFIC SECTION (ED: CS)**

**PURPOSE**

The purpose of the report is to highlight the Section 80 Committee on the progress regarding the filling of vacant posts within the Department

**BACKGROUND AND INTRODUCTION**

The Department Human Resource circulate an email on 30 November 2016 advertising the following posts for the Department namely: Manager Traffic and Security (1), Asst. Chief Traffic (1), Superintendent Security (1), Superintendent Traffic (1) Asst. Superintendent Traffic (2), Assistant Superintendent Security (3), Asst. Superintendent Training (2), Investigation Officers (4) Security Officers (32). (Reference number (10/2016). The closing date for this posts were 23 December 2016. This mentioned posts however was not filled. The very same posts again were advertised on the 17 May 2018 with a closing date of 8 June 2018. This posts were internally as well as externally advertised with reference number 7/2017/18. Previously the total for Security Officers were 32 but in this advert 100 posts were advertised.

The staff compliment as per the approved organogram (Dated April 2009) for Security Officers is 216. Currently 59 posts are filled with a vacancy rate of 159 Officers. Approximately 122 Municipal premises were previously guarded by Private Security companies and 15 by internal security personnel. A decision was taken that all vacant security officer posts be filled (157) The appointment of Security officers will be spread across Matjhabeng in order to address the issue of demography. Welkom (53 Officers), Odendaalsrus & Allanridge (36 Officers), Virginia (32 Officers) and Ventersburg/Hennenman (36 Officers)

**DISCUSSIONS**

The process of long listing started to commence immediately after the closing date. A panel for shortlisting was constituted by Human Resource Management and shortlisting commenced in June this year.

The Local Government as an employer has an obligation to deliver services in an accountable and transparent manner and because of that people who obtain employment in the government sector are expected to possess a high level of integrity and professional ethics, hence the requirement that candidates must not have any criminal record. The Department of Public Safety as the custodian of facilitating the vetting process was tasked to start with the process.

The Department received the first lists for the shortlisted candidates on the 26 August 2019 for Security Officers in the following areas namely Hennenman, Ventersburg and Allanridge. A memorandum under the signature of the Municipal Manager were submitted to his office and received back only the ones for Hennenman and Ventersburg on the 16 September 2019. The lists with all the names were then handed over to the respective South African Police Stations for the taking of fingerprinting. The forms were then collected by the Department and processed to Criminalistics Unit in Thabong for the screening of those fingerprints. The Department received the results back on the 1<sup>st</sup> of October 2019. The results were handed over on the very same day to Human Resource Management.

The Department enquire about the rest of the lists for the other towns but was informed that the shortlisting of other towns are not yet completed.

The Department however received lists for the post of Manager: Traffic & Security, Asst. Chief of Traffic, Asst. Superintendent Traffic, Superintendent Security and Investigating Officers. The process is nearly complete for these mentioned posts and the Department only awaits the results from Criminalistics Unit for one post only. All vetting results were handed to Human Resource Section except the one for Asst. Supt Training.

The shortlisting for the posts of Traffic Wardens (12) were finalised on the 29<sup>th</sup> October 2019, however the Department is waiting for the list to conduct the vetting.

## **CONCLUSION**

A meeting was scheduled on the 19<sup>th</sup> November 2019 for finalisation of all outstanding posts, but the meeting could not proceed as all panel members were not present.

## **FINANCIAL IMPLICATIONS**

As per staff structure budget

## **LEGAL IMPLICATIONS**

National Road Traffic Act

Municipal Systems Act

## **POLICY POSITION**

Recruitment policy

Municipal By-Laws

## **RECOMMENDATION**

1. That section 80 committee accept the report as stated.
2. That section 80 committee escalates the proposal for re-advertisement of posts as the first initiative not made due to lapsed duration because of long vetting processes.