

SWELLENDAM MUNICIPALITY

VACANCY : CHIEF - TRAFFIC & LAW ENFORCEMENT SERVICES

(This is a new process; previous applicants who are still interested, should submit new applications)

(Directorate: Community Services ----- Salary level T15: R459 912 – R517 800 per annum plus normal benefits as well as a motor vehicle allowance of 30% of the gross salary p/m)

PROSPECTIVE APPLICANTS SHOULD PLEASE NOTE THE FOLLOWING:

- an **estimated** total-cost-to-company package for this position can range anywhere between **R804 574** and **R874 635** per annum and would include bonus, housing subsidy, travel allowance, cellphone allowance, group insurance and pension- and medical aid contributions;
- no negotiations beyond the maximum notch will be considered;
- no standby allowance are included in this position;
- ONLY shortlisted candidates will have to disclose what their gross salary is at present and what they would consider as a minimum offer;
- candidates from outside the municipal area or province, are expected to familiarise themselves with housing availability in Swellendam.

Minimum requirements:

- Relevant tertiary qualification or equivalent to an NQF level 7 in the fields of Traffic Management ; Road Traffic & Municipal Policing or municipal traffic services;
 - Registered as Examiner of Vehicles (Grade A);
 - Registered as Examiner of Drivers Licence (Grade A);
 - Computer Literacy (E-Natis; MS Word; MS Excel);
 - Code EB Driver's License.
- ❖ Completed Municipal Minimum Competency Course (MMC) will be advantageous.
- ❖ Short course attendance or proven in-depth knowledge of AARTO and its implementation will be advantageous.

Other requirements:

- **10 Years'** experience in traffic- and law enforcement services of which **2-3 years** at **managerial** level;
- In depth application of procedures, laws and by-laws applicable to the functionality of the post;
- Good communication and interpersonal skills; - People management skills;
- Required to work overtime / irregular hours during emergency situations in accordance with the essential service agreements, when required;
- Must be able to work in severe weather conditions in case of serious incidents;
- Proficient in at least 2 languages of the 3 Western Cape official languages.

Duties:

- ***Refer to attached document.***

Enquiries with regards to the duties of the post can be directed to Mr. KD. Stuurman, Director: Community Services at telephone (028) 514 8500/8529.

Applications, on the **prescribed application form**, obtainable from Human Resources or on the municipal website, accompanied by a CV and certified copies of ALL qualifications mentioned on the CV, ID document and at least two

references, must be addressed to the Human Resource Manager to reach him on or before **Friday, 18 June 2021** at **16:00**. The completion of the application form in your own handwriting is **compulsory**. Please take note that applications that do not contain supporting documentation, will be automatically disqualified. Applications may also be submitted to the respective administrative offices in Swellendam, Buffeljagsrivier, Suurbraak and Barrydale. **E-mail** applications up to a **maximum of 25 PAGES ONLY** can be sent to audrey@swellenmun.co.za.

Swellendam Municipality is an equal opportunity employer. The Municipality reserves the right not to make an appointment. Canvassing with councillors is an offence and will result in the disqualification of an application. If no feedback is received within eight weeks of the closing date, please consider your application as unsuccessful.

Swellendam Municipality
49 Voortrek Street (PO Box 20)
Swellendam, 6740
Tel: (028) 514 8500

A.M. GROENEWALD
MUNICIPAL MANAGER

(Notice HR 18/2021)

NO.	DUTIES/TASKS (What, How and Why)
1.	<p>MANAGEMENT FUNCTIONS</p> <p>1.1 OPERATIONAL PLANNING, STRATEGY ALIGNMENT AND REPORTING Identifies and defines the immediate, short and long term objectives, plans/objective associated with Traffic Services, by</p> <ul style="list-style-type: none"> • Developing traffic services strategies and policies. • Developing Key Performance Areas (Road Safety, Public Safety) with a view to aligning functions and service delivery objectives against the capacity and capability of the Section. • Analysing service trends and capacity against requirements and submits reports supporting specific provisions for consideration during the preparation of capital and operational expenditure estimates to support plans objectives • Evaluating and commenting on the applicability of specific operational key performance indicators and measures against outcomes detailed in the Council’s Integrated Development Plan and/or strategic plans. • Reporting internally / externally on implementation outcomes with regards to Law Enforcement interventions and work in progress and, providing reasons and recommendations to improve and/or sustain the quality and performance levels of the Section. <p>In order to ensure key service delivery priorities are identified and outcomes managed through continuous assessment, intervention and adjustment to operational plans.</p>
1.2	<p>PERSONNEL AND PERFORMANCE MANAGEMENT Directs and controls the Key Performance Indicator’s and outcomes of personnel within the Road Traffic and Law Enforcement Section, by</p> <ul style="list-style-type: none"> • Defining /adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements. • Evaluating the capability of prospective applicants and participating in the interviewing and final selection sessions. • Determining staffing levels and preparing motivations for the filing of vacancies to complement functional objectives and requirements • Conducting appraisals to measure performance against agreed objectivities, counselling and consulting with personnel on developmental goals, career path and short term targets and standards • Monitoring the adequacy of current training intervention through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department • Analysing statistic information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures • Communicating with traffic administration personnel through the verbal and written mediums statutory and procedural requirements for the adoption and compliance thereof. • Inspecting work areas / or conducting observations of work sequences and determining extent of awareness and / or the need for corrective / remedial measures. • Discussing and / or investigating workplace accidents / incidents, seeking reasons from supervisory personnel on any noncompliance / deviations and providing on course of action for execution. • Implementing Human Resources policies and procedures to control/regulate workplace conflict and/or instituting corrective measures and consultation processes to address deviations from standards. <p>In order to ensure a climate conducive to promoting and sustaining motivational and performance levels is cultivated and maintained enabling the Section to contribute positively to the Department’s service level objectives and outcome.</p>

1.3	<p>PROCEDURES, SYSTEMS AND CONTROLS</p> <p>Implements procedures, systems and controls to regulate specific work and related applications associated with the functionality, by</p> <ul style="list-style-type: none"> • Communicating to personal through the verbal and written mediums statutory and procedural requirements for adoption and compliance thereof. • Inspecting work sites and/or conducting observations of work sequences and determining extent of awareness and/ or the need for corrective/ remedial measures. • Discussing and / or investing workplace accidents / incidents, seeking reasons from supervisory personnel on any non – compliance/ deviation and providing direction on courses of action for execution. • Evaluating the operating functionality and condition of vehicles and equipment through perusal of inspection checklists, service records and registers with a view of identifying with risks and the availability of alternative courses of action. • Monitoring the safekeeping and issue of arms and ammunition, checking registers and records against serial numbers to rectify deviations. • Draft yearly leave timetable to determine optimal utilization of personnel. • Draft the Standing operational procedures (SOP,s) • Strategic planning and monitoring of operational activities <p>In order to ensure unsafe conditions and/ or hazards are identified and rectified minimizing the threat of injury to persons and/ or damage to property.</p>
2.	<p>OPERATIONAL MANAGEMENT – PROTECTION SERVICES</p> <p>LAW ENFORCEMENT</p>
2.1	<p>Manage, co-ordinates and monitors sequence associated with the implementation of statutory Laws and By-law related to Public Safety, by</p> <ul style="list-style-type: none"> • Analysing and evaluating associated with specific investigations arising out of complaints received from the Public with respect to criminal activities, nuisances, public disturbance, etc. • Participating and directing investigation sequences encompassing visiting locations and communicating with offenders, executing arrest and/or removing evidence to support prosecution. • Attending to the documentation and notification procedures, with regards to the issuing of summons and, executing warrants of arrests • Completing and submitting case files to facilitate prosecution and attending and defending specific actions in the court of law <p>In order to ensure any contravention of the law and by-laws are appropriately dealt with contributing to safer community.</p>
2.2	<p>MANAGE AND CONTROL FUNCTIONING OF LAW ENFORCEMENT SECTION</p> <p>Instructing Superintendent Law Enforcement on the following:</p> <ul style="list-style-type: none"> • Attendance of law enforcement complaints • Performing point duty where necessary • Escorting at special events • Attendance and service delivery at special events • Road closures • Vehicle inspections • Compiling of weekly time sheets • Completing of log sheets • Vehicle maintenance • Instruct removal of unlawful placards / posters • Instruct the ordering and issue of uniform and equipment • Liaise regarding the duties and functioning of traffic law enforcement officers and Law Enforcement officials <p>To ensure that the functioning of law enforcement branch complies with the traffic legislation and are in accordance with council policies and departmental procedures.</p>

2.3	<p>MANAGE CONTROL AND SUPERVISE THE PUBLIC TRANSPORT SECTION, BY</p> <ul style="list-style-type: none"> • Monitoring activities allocated to public transport • Liaise regarding attendance of public transport complaints • Assist with complaints from public transport operators • Liaise with the public regarding public transport complaints • Providing letters of motivation with regards to new and existing operating licenses • Providing input with regards to future developments at taxi ranks and interchange • Proper record keeping of all operators of routes and services <p>To ensure effective law enforcement and promote a safe public transport system for the greater Swellendam Municipal area</p>
2.4	<p>MANAGES AND CONTROLS SPEED OPERATIONS, BY</p> <ul style="list-style-type: none"> • Monitors and instruct speed law enforcement • Manages speed law enforcement complaints and enquiries • Monitors administration of speed violations • Monitors the expenditures made on the speed budget • Monitors the contract held with the Joint Venture by instructing on the number of hours required to adhere to conditions <p>To ensure the effective and efficient functioning of the speed operations and that it is in accordance with the law and departmental procedures.</p>
2.5	<p>MANAGE AND CONTROLS ADMINISTRATION OF LAW ENFORCEMENT SECTION, BY</p> <ul style="list-style-type: none"> • Verify weekly the time table and alter when necessary for operational needs • Manage, instruct and coordinate road blocks, stop and check actions, special events and special traffic projects • Instruct any special law enforcement or speed actions • Lay down administrative rules and enforce discipline • Manage and supervise the issue of uniform, patrol vehicles and law enforcement equipment • Manage and supervises the inspection of law enforcement equipment and patrol vehicles • Manage, coordinate and approve leave in conjunction with the superintendent traffic law enforcement <p>To ensure effective and efficient administration of law enforcement and ensure compliance with councils procedure.</p>
2.6	<p>LIAISE WITH THE PUBLIC, BY</p> <ul style="list-style-type: none"> • Assisting with law enforcement complaints • Assisting with public transport complaints • Liaise with public transport operators • Assisting with road conditions complaints • Assisting with representations (general law enforcement, speed, parking and public transport) • Assist with general inquiries regarding law enforcement procedures • Assisting with inquiries with regards to parking complaints • Assisting with inquiries regarding placement of advertisements signs • Assist with request for road markings / painting • Assisting with request for traffic signs • Assisting with complaints regarding personnel / staff (traffic personnel) • Assisting with complaints regarding administrative staff • Assisting with enquiries regarding functionality and the guidelines of speed enforcement and equipment (joint venture) <p>To ensure that service delivery is upheld in accordance with the Batho Pele principles for local government .</p>

2.7	<p>ADMINISTRATIVE DUTIES WITH REGARDS TO LAW ENFORCEMENT DUTIES</p> <ul style="list-style-type: none"> • Administer Firearm Inspections • Manage and supervise vehicle services, the ordering of uniform, the ordering of equipment for law enforcement • Instruct issue of requisitions • Determine operational needs • Determine the need for training within the law enforcement section, internal and external and arrange relevant training • Determine the appropriate candidate for training according departmental guidelines • Determines and instruct repositioning of officers on work schedules due to operational needs <p>In order to ensure laid down administrative procedures associated with functionality are complied with and specific deadlines are adhered to.</p>
2.8	<p>LIAISE WITH SOUTH AFRICAN POLICE SERVICES, BY</p> <ul style="list-style-type: none"> • Attending meetings • Request assistance • Planning special actions (roadblocks, stop and checks, traffic related projects & awareness campaigns) <p>In order to ensure inconvenience and / or risk to public safety is minimized through efficient and effective detailed planning.</p>
2.9	<p>LIAISE WITH DIRECTOR COMMUNITY SERVICES</p> <ul style="list-style-type: none"> • Confirming overtime for events • Editing of the time table • Discussing applications for events / marches • Discussing complaints (traffic law enforcement or internal personnel) • Report – back of actions (e.g. Roadblocks, cycling tours, etc.) • Report – back of events (personnel related) • Discussing future plans regarding the department <p>To ensure through interaction the fluent, effective and efficient management of law enforcement in the greater Swellendam Municipal area.</p>
2.10	<p>MANAGING APPLICATIONS OF WAY – LEAVES FOR INSTALLATION OF FIX – SITE CAMERAS, BY</p> <ul style="list-style-type: none"> • Attend site meetings with relevant partners for approval of way – leaves for fixed – site cameras • Monitors letters sent to ESKOM, Waterworks, Telkom and Engineering department to inquire if any services are in the vicinity of the proposed fix – site <p>To ensure that the application and installation of the fixed – sites cameras are in accordance with requirements of the law and necessary approval obtained.</p>
2.11	<p>MANAGE, CONTROL AND SUPERVISES THE PROCESSING OF APPLICATIONS FOR SPECIAL EVENTS, BY</p> <ul style="list-style-type: none"> • Liaising with the applicant • Conduct meetings with SAPS, EMS, Fire, Disaster Management officials in Overberg Region and conveners of marches • Draft permission letters and keep on files • Getting memorandums of agreements signed by the responsible conveners before marches can be authorized

	<ul style="list-style-type: none"> • Keeping records on files of signed agreements for futures references and for court proceedings if need arises • Delegate these events to superintendent law enforcement to process and execution <p>To ensure adherence to constitution and relevant laws and by laws and to ensure effective and efficient public service delivery.</p>
2.12	<p>MANAGE AND CONTROLS FIRE – ARMS AND AMMUNITION ACCORDING TO FIRE – ARMS CONTROL ACT 2000 (ACT 60 OF 2000), READ WITH THE PROVISIONS OF SECTION 14 OF THE INTERPRETATION ACT 33 OF 1957, BY</p> <ul style="list-style-type: none"> • Ensuring the storage and keeping of Fire – Arms and Ammunition in a safe or strong room that conforms to the applicable prescriptions of the SABS Standard 953 – 1 and 953 – 2 • Ensure in cases where Fire – Arms are issued to official in uniform and store such Fire – Arm at his / her place of residence in a safe or strong room that conforms to the prescriptions of SABS Standards 953 – 1 and 953 – 2 • Responsible for keeping a register as contemplated in Section 99(1) of the Act, known as a Fire – Arms stock register respect of every Fire – Arm as contemplated in Section 99(2) of the Act, as well as all Ammunition pertaining to such Fire – Arm which it has under its control. • Ensure that the Fire – Arms stock register is accessible at the place where the Fire – Arms and Ammunition are stored and controlled. • Arrange the Training and Testing of an employee for the safe use of Fire – Arms as contemplated in Section 98(8) (b) of the Act and that it complies with the provisions of the South African Qualification Authority Act, 1995(Act no 58 of 1995) read with the Skills Development Act, 1998(Act no 97 of 1998) • Issue Fire – Arms • Orders and issue Ammunition • Controlling and managing the safety function at Shooting Range • Controlling and administering the Fire – Arm Inspections <p>To ensure that the safe keeping of Fire – Arms and Ammunition are in accordance with the Fire – Arms control Act, 2000 (Act no 60 of 2000), as well as the use of such Fire – Arms are in accordance with the Act.</p>
2.13	<p>ENFORCE LAWS AND REGULATIONS AS REQUIRED BY THE</p> <ul style="list-style-type: none"> • The National Road Traffic Act 29 of 1989 and Road Traffic Act 93 of 1996. • The Municipal Systems Act 32 of 2000 • The Municipal Structure Act 117 of 1998 • The Road Traffic Management Corporation Act 20 of 1999 • The Criminal Procedures Act 51 of 1977 • Magistrates Act • Municipal Bylaws • The National Building Regulations • Scheme regulations in terms of section 8 of the land use planning ordinance,1985 • Occupational Health and Safety Act 85 of 1993 • Road Transportation Act 74 of 1977 • Labour Relations Act 66 of 1995 • Firearms Control Act 60 of 2000 • Any other applicable act relevant to this post <p>To ensure that all activities and execution of duties complies with above mentioned legislation.</p>

2.14	<p>ATTEND MEETINGS:</p> <ul style="list-style-type: none"> • Departmental Head Planning Meetings • Council Committee Meetings • Disaster Management Forum meetings • Traffic Chiefs Forum Meetings (TFC) • Road Traffic Management Committee Meetings (RTMCC) • Fire Working Group Meetings • Operational Meetings with Provincial Traffic Department and local SAPS Branch • Department of Justice Meetings • Community Police Forum Meetings • Neighbourhood Watch Meetings • Joint Planning Meetings with regards to ESKOM load shedding • Rank Interchange Meetings (Public Transport) • Joint Venture Meetings (TMT) <p>In order to interact with all role players to ensure inconvenience and / or risk to public safety is minimized, all laws are enforced and incidents or unsafe acts are attended to and dealt with in an appropriate manner.</p>
3	<p>TRAFFIC POLICING / ROAD SAFETY</p>
3.1	<p>MANAGE THE IMPLEMENTATION OF SPECIFIC PLANS ASSOCIATED WITH CONTROLLING TRAFFIC MAINTAINING ROAD SAFETY, BY</p> <ul style="list-style-type: none"> • Preparing plans to address specific interventions (traffic control, road block, traffic speed timing, major events) with due consideration given to recourses • Monitoring the execution of traffic speed timing operations and road blocks, visiting specific sites/ locations and checking on applications associated with identifying and communicating offences to motorists. • Addressing traffic control requirements due to road works and road closure, major events, peak hour traffic congestion, identified as ‘high accident zones’ for attention. • Monitoring maintenance requirements with respect to safety signage and/ or applications in the Municipal area and attending to the repair / replacement of missing/ faulty items and/ or referring specific requirements/ hazards for further attention and decision- making. <p>In order to ensure adequate traffic policing and road safety measures are instituted to protect road users and prevent serious/ fatal accidents through negligence or non-compliance.</p>
3.2	<p>SECURITY MANAGEMENT</p> <p>Co-ordinates and controls key dimensions and requirements associated with the provision of a Security Service by</p> <ul style="list-style-type: none"> • Mapping and/ or preparing safety and security programs and plans aimed at coordinating the implementation, prioritizations and allocation of responsibilities of security service provider. • Formulating operational plans and addressing the implementation of key safety and security programs with respect to special events and / or the protection of important dignitaries visiting the area. • Executing specific awareness and educational campaigns within the communities to capacitate individuals on the safety and security strategies. • Participating in the establishment, and providing support to Civil Protection Organizations (Neighbourhood Watch) with regards to roles, responsibilities and methodology. • Evaluating current levels of performance with respect to the guarding, investigations and public order and addresses deviations or adjustment to plans and/ coordinating joint efforts (South African Police Service) to eliminate/minimize security and safety risks. • Investigate complaints received against security personnel.

	<ul style="list-style-type: none"> • Visiting of sites to see whether security guards are on duty. • Assisting with security tender documents and specifications from time to time. <p>In order to ensure that a safe and secure environment is promoted and maintained, contributing to the economic and social well-being of the organization and the community.</p>
4.	GENERAL FUNCTIONS:
4.1	<p>FINANCIAL CONTROL AND RISK MANAGEMENT</p> <p>Manages the implementation of financial controls/procedures and provides information to support financial planning sequences, by</p> <ul style="list-style-type: none"> • Analysing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period and, consolidating the department's operating and capital budget. • Evaluating and presenting reports to the immediate superior detailing the Division's performance against specific measures. • Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedure. • Communicating with the Municipal's financial personnel on audit findings and recommendations and institutes the necessary investigational or corrective measures. • Initiating specific sequences (vote transfers, new accounts, tariffs) in consultation with the immediate superior; Departmental Accountant and Management team aimed at regularizing expenditure. • Analysing and reporting to the immediate superior the adequacy of coverage against loss and/ or damage arising out of accidents/incidents and negligence to departmental assets facilities, plant and equipment). • Negotiating contractual terms and conditions of maintenance contracts to support office equipment with service providers/ vendors. • Analysing records and schedules detailing stock movements at various depots, addressing inaccuracies, approving adjustments against investigational reports, correcting applications associated with stock receiving, storage and issuing sequences and, preparing and forwarding ' stock certificates'. <p>In order to ensure accurate estimates are prepared in relation to requirements enabling the Branch to contribute positively towards meeting maintenance objectives and sustaining the quality and standards of service delivery.</p>
4.2	<p>DELEGATED POWERS BY DIRECTOR COMMUNITY SERVICES</p> <ul style="list-style-type: none"> • To approve marches, processions, fun-runs, races, etc. in municipal area with regards to applicable legislation and policy directives. • To permit usage and/or temporary closing of streets and public places for fundraising or other activities. • Issuing appointment certificates to all members of the service • Administer and implement municipalities by laws and other legislation. • Responsible for implementing approved budget. • To submit comments on applications of persons for public road transport permits as requested by the Board of Public transport licenses • Consider applications for the holding of events (sports, special functions, etc.) on roads and public premises. . <p>To ensure the efficient and effective functioning of the traffic and law enforcement division through delegated powers.</p>
4.3	<p>COMPILE, CONTROL AND IMPLEMENT THE TRAFFIC AND LAW ENFORCEMENT DIVISIONS ANNUAL OPERATIONAL AND CAPITAL BUDGET, BY</p> <ul style="list-style-type: none"> • Gathering all relevant information to compile the budget.

	<ul style="list-style-type: none"> • Contain initial revenue and expenditure projections. • Base initial revenue and expenditure projections on the strategic direction and priorities set through the IDP and its annual review ; • Comparing information with previous budgets. • Submit budget information to Director Community Services. • Implement and control yearly budget. • Control all expenditure of Traffic and Law enforcement division. • Request transfer of funds, if necessary • Determine authenticity of invoices • Determine authenticity of dealings with private sector. <p>To ensure that the department’s expenditures does not exceed the approved council budget and managed in an orderly manner.</p>
5	CORRESPONDENCE, RECORDS AND DOCUMENTATION MANAGEMENT
5.1	<p>Manages the implementation of procedures and systems associated with controlling document flow and, quality systems/ statutory and audit requirements regulating recordkeeping, by</p> <ul style="list-style-type: none"> • Maintaining contractual procedures to facilitate assessment of financial/administrative implications for the Division. . • Updating and maintaining the ‘codes of delegations’, Unit’s standing orders and relevant legislation and informing/circulating to Management and support personnel. • Evaluating the adequacy of current administrative systems and redefining registry and archiving sequences with a view to correcting deviations from laid down Departmental guidelines and statutory and / or audit requirements. • Preparing departmental circulars based on directives/ decisions taken at management meetings, and analysing and formulating responses to correspondence received to facilitate clarification and understanding. <p>In order to ensure administration requirements are effectively addressed through the implementation of practices and procedures that support efficient circulation, storage and retrieval of information and documentation pertaining to the functionality.</p>
5.2	<p>LICENCING (TRAFFIC FINES AND LICENCING)</p> <p>Manage the traffic fine/ court section, motor vehicle registration and driving license section of the traffic department through authorizing and / or delegating to enforce / instruct:</p> <p>Traffic Fine/ Court Section: Liaise with the Administrator: Fines / Court Official –</p> <ul style="list-style-type: none"> • Regarding the functioning of the Traffic fine/ Court Section • To address possible shortcomings of the traffic contravention system with private contractors. • Ensure that all personnel adhere to the rules and regulations of the traffic department, treasury department and the department of justice. • Verify accounts of Court Section form service providers such as the Sheriffs of the court accounts and service providers to ensure legal compliance. • Responsible for entire back-office administration of the traffic fine processes; including but not limited to the administration and financial management of the traffic fine processes • Review and approve the various monthly reconciliations in order to ensure accuracy of the information and adequate control processes are implemented to manage the risks • Responsible to cooperate with internal & external audits and implement control improvements/ recommendations <p>In order to ensure the effective and fluent functioning of the traffic fine/ court section as well as that payment procedures are in accordance with The Municipal Finance Act.</p>

5.3	<p>CONTROL OF SUPERINTENDENT ADMINISTRATION'S AND SUPERINTENDENT LAW ENFORCEMENT TASKS BY MONITORING:</p> <ul style="list-style-type: none"> • Functioning of vehicle Testing Centre • Correctness of documentation • Functioning of Testing equipment • Functioning of Road marking division • Functioning of By Law Enforcement division • Functioning of Traffic Law Enforcement division • Authorised 3 % levy payments on roadworthy applications to SABS <p>To ensure that the Vehicle Testing Centre complies to the relevant SABS Codes and Specifications, the road marking division complies to the specifications of road sign traffic manual and that tasks are completed effective and efficiently</p>
5.4	<p>DRIVING LICENSE CENTRE</p> <p>Manage and evaluate the operations of the traffic centre by:</p> <ul style="list-style-type: none"> • Assessing and evaluating the capacity of the statistical indicators quantifying driving license and vehicle tests and examinations conducted by the respective Centres. • Monitoring driving and vehicle license testing and correcting specific deviations or providing guidelines on the interpretation of applicable acts, regulations and procedure manuals. • Ensure legal compliance of all Driving and vehicle testing centres through regular audit inspections. • Checking the conditions and status of the test centre facilities and testing material, addressing deviations through corrective measures. • Liaise with provincial helpdesk regarding enquiries of the legislation. • Interact and request helpdesk to assist with execution of certain activities which local authorities have no powers to execute. • Attend all relevant driving licence testing centre meetings. • Submit monthly and quarterly reports to Council. • Verify the number of test conducted, the number of test passed, the number of certificates of roadworthiness issued and the stock of such certificates in the possession of such testing centre and before such information is handed over to the MEC concerned. • Authorised payments and request finance department to make payment to inspectorate of driving licence testing centre. • The proper lawful functioning of the licence testing centres. • Submit monthly reports from driving license section to municipal council. • Ensure that payments to the Inspectorate of driving licenses are made timeously. <p>To ensure the functioning of the driving licence centre complies to the requirements of a registering authority as contemplated in the road traffic act and in compliance with the financial management act</p>
5.5	<p>MOTOR VEHICLE REGISTRATIONS</p> <ul style="list-style-type: none"> • Attend Provincial National Traffic Information System Forum Meetings (E – Natis Working Group Meetings) • Verify and authorize weekly payments to Western Cape Provincial Government with regards to motor vehicle licence fees collected. • Liaise with provincial helpdesk regarding enquiries of the legislation. • Interact and request helpdesk to assist with execution of certain activities which local authorities have no powers to execute. • Verify the number of transactions conducted, the number of vehicles licensed and registered, and the number of face value certificates issued before information is forwarded to the MEC concerned. <p>To ensure the effective functioning of the motor vehicle registering section and that it complies with the national traffic act and regulations and with the Municipal Financial Management Act (MFMA).</p>

6.	<p>Disaster Management</p> <p>I.t.o. the Disaster Management Act and as delegated by the Head : Disaster Management, ensure that the Municipality is compliant with the necessary provisions of the Disaster Management Act by performing the following functions:</p> <ul style="list-style-type: none"> • Coordinate and facilitate the disaster management sub-advisory forum for the municipality • Facilitate disaster management planning and preparedness meetings and workshops with other Heads of Municipal Departments, external stakeholders, elected officials and District disaster management functionaries. • Liaise with the Town Planner and provide insight into spatial development as it effects disaster management. • Ensure that disaster management activities in relation to planning, preparedness and mitigation are reviewed and risk and vulnerability assessments are conducted on a scheduled basis. • As Head: Disaster Management represent the Municipality in discussions and meetings relating to disaster management with other local, provincial and national agencies. • Ensure adequacy of contingency planning for special risks by developing risk based plans for industrial risks that could affect the municipality. • Formalize basic standards for events of mass gathering within the Municipality • Engage communities in disaster prevention and foster a culture of disaster resilience ongoing preparedness training for vulnerable communities. • Ensure the development of programs for the integration of disaster prevention, disaster reduction and disaster response strategies • Ensure that through regular liaison and communication with the District Disaster Management Authority that the spirit of co-operative governance contributes to meaningful disaster risk reduction in the area having jurisdiction. <p>To ensure compliance with the Disaster Management Act Framework.</p>
7	<p>COORDINATION OF FIRE DEPARTMENT FUNCTION</p> <ul style="list-style-type: none"> • Liaise with Senior Management of Service provider (Overberg District Municipality) in case of fire breakouts in the Municipal boundaries. • Assist victims in case of fire incidents • Assist with displaced people in case of fire incidents • Liaise with external institutes with regards to emergency housing in case of fire breakout in squatter control areas • Record keeping of all fire related incidents • Reporting of all fire related incidents to District and Provincial Fire Control centres in the western cape • Reporting to council on the total amount of fires and the degree of seriousness • Liaise with Fire Protection Associations in our Municipal boundaries and give inputs at working group meetings • Attend Fire Working Group Meetings and give input and feedback with regards to fire hazardous situations • Ensure that By laws with to fire prevention and safety are enforced <p>To ensure compliance to the Fire Management Act and By laws related to Fire management in the Municipal area.</p>