

WESTERN CAPE PROVINCE
LOCAL GOVERNMENT – FIRE FIGHTING SERVICES

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PREPARED BY: MUNICIPAL DEMARCATION BOARD

1 INTRODUCTION

Section 156(1)(a) of the Constitution of the Republic of South Africa, Act 108 of 1996, deals with the powers and functions of municipalities and specifies that “a municipality has executive authority in respect of and has the right to administer the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5”. Fire fighting is listed as a local government function in Schedule 4 Part B.

However, section 156(1)(a) in the Constitution does not differentiate between district and local municipalities. The division is indicated in Section 84 of the Municipal Structures Act as amended. Specifically The fire fighting functions not mentioned in this section of the Act would then be rendered by the local municipality in its area of jurisdiction.

In terms of section 85 of the Municipal Structures Act, the MEC has the power to adjust certain powers and functions between category B and C municipalities, which includes fire fighting services. The Provincial Minister for Local Government in the Western Cape has opted not to make any adjustments for functions within the province for the 2003/2004 financial period. Consequently, the Category B and C municipalities will be responsible for the functions as per the division contained in Section 84 of the Municipal Structures Act.

According to a letter from the Provincial Minister for Local Government, and received by the MDB on 27 March 2003, the Minister would like to finalise the adjustment for the fire fighting function during September 2003 in order for implementation to occur in July 2004.

However, the Province has identified the following challenges in relation to the shared responsibilities for the fire fighting function between district and local municipalities:

- It necessitates the appointment of two fire authorities (district and local) within the same jurisdiction, while the Fire Brigade Services Act, 1987 (Act 99 of 1987) only allows for the establishment of a single fire authority within a specific jurisdiction.
- It creates operational problems as two municipalities/authorities could be responsible during the fighting of a single fire. For example, a local municipality may be fighting a structural fire on a farm, while the district is fighting a veld fire which may have subsequently started on the same farm.
- The funding for the fire fighting service remains problematic as the service does not generate an income and only local municipalities have access to property taxes.

The Minister for Local Government intends using the section 85 powers to adjust the fire fighting function between district and local municipalities in the Western Cape Province to create a more efficient, cost effective and functional service delivery dispensation. In so doing, the province anticipates that some of the difficulties indicated above would be circumvented.

Any adjustments between a Category B and C municipality, or visa versa, must be based on capacity as defined in the Municipal Structures Act:

The administrative and financial management capacity and infrastructure that enables a municipality to collect revenue and to govern on its own initiative the local government affairs of its community.

The Western Cape Province has requested that the Board undertake a fire fighting capacity assessment of the municipalities in all five districts.

2 LEGAL OVERVIEW

As indicated in the introduction to this report, Section 156(1)(a) of the Constitution of the Republic of South Africa, Act 108 of 1996, deals with the powers and functions of municipalities and specifies that “a municipality has executive authority in respect of and has the right to administer the local government matters listed in Part B of Schedule 4 and Part B of Schedule 5”. Fire fighting is listed as a local government function in Schedule 4 Part B.

However, section 156(1)(a) in the Constitution does not differentiate between district and local municipalities. The division is indicated in Section 84 of the Municipal Structures Act, as amended. Specifically Section 84(1)(j) of the Act states the following:

- (j) *Fire fighting services serving the area of the district municipality as a whole, which includes-*
 - (i) *planning, co-ordination and regulation of fire services;*
 - (ii) *specialised fire fighting services such as mountain, veld and chemical fire services;*
 - (iii) *co-ordination of the standardisation of infrastructure, vehicles, equipment and procedures;*
 - (iv) *training of fire officers.*

In some instances, provinces have chosen to interpret the above provision as meaning that the district should perform the full firefighting function for the district as a whole. The information contained in Roman numerals i - iv are then an indication of aspects that the district should ensure are provided over and above the services ordinarily rendered by a municipality performing the fire fighting function. The crux of the interpretation is the words ***“serving the area of the district as a whole”***.

Conversely, other provinces and the approach taken by the MDB to date, is rather to interpret section 84(1)(j) as meaning that the matters listed in numerals i-iv are those which should be rendered by the district for the area as a whole. The fire fighting functions not mentioned in this section of the Act would then be rendered by the local municipalities in their areas of jurisdiction.

According to an opinion obtained from Advocate P Kennedy SC, the phrase “serving the district municipality as a whole” should be interpreted against exclusivity and rather be

interpreted in favor of complementarity between the functions and powers of the district and local municipalities. Furthermore, the reference to planning and coordination and regulations suggests the likely existence of various fire fighting services in different areas which would require coordination and regulation at the level of the district. The opinion notes that a similar comment could be made for the provision for the co-ordination of standardisation of infrastructure, vehicles, equipment and procedures.

The reference to specialized fire fighting in section 84(j)(ii) suggests that each of the local municipalities may undertake the conventional form of fire fighting within their own area but where there are specialized services requiring special resources, skills, and equipment, this would be provided by the district rather than the local municipality.

The training of fire officers would be undertaken at the level of the district municipality rather than within each local municipality. Again this would suggest complementarity between the functions and powers of the district and its local municipalities. It would allow for local municipalities to provide their own fire fighting services, co-ordinated with those of other local municipalities by the district municipality which would fulfil additional roles such as specialized services, standardization of equipment and training etc.

Advocate P Kennedy's opinion further notes that it would not be in the interests of achieving the constitutional objective of cost effective and efficient provision of resources if there were to be unnecessary duplication and additional cost. It is in this context that the district municipality would fulfil the function of planning, co-ordinating and regulating fire fighting services within the area of its district. The district municipality would also be required to act in accordance with the constitutional requirement of co-operative government in all spheres and at all levels.

Based on the MDB interactions with the Western Cape Department of Local Government and municipalities, it is acknowledged that the fire fighting function is a shared responsibility between the district and local municipalities. However, what appeared to be a concern in the province was the definition for each aspect, as outlined in section 84(1)(j). For example, when does a fire become a specialist fire and what is the extent of the training to be undertaken at the district level?

It would appear that during the transition period between 1995 – 2000, the “full” firefighting function was largely performed by the transitional local councils in the urban areas and the districts took responsibility for the rural areas.

The Fire Brigade Services Act, Act 99 of 1987 was enacted to provide for the establishment, maintenance, employment, co-ordination and standardisation of fire brigade services and for matters connected therewith. Section 2 of the Fire Brigade Services Act makes provision for the establishment of a Fire Brigade Board which, at the time the Act came into effect, was to comprise of persons designated by a variety of state and related institutions. This section of the Act was subsequently amended and a

National Fire Brigade Board established which, however, still consisted largely of individuals nominated by state organisations and other institutions.

With the transformation of local government following the local government elections in December 2000, members of Council whether in a metropolitan, district or local municipality were charged with direct responsibility to ensure service delivery to affected communities. As a consequence, the membership of the Fire Brigade Board was changed to include mainly political office bearers with a consequently higher profile for the Board in overseeing the responsibilities as outlined by the Fire Brigade Services Act.

The Fire Brigade Services Act defines a service as meaning a fire brigade service intended to be employed for –

- (a) preventing the outbreak or spread of a fire;
- (b) fighting or extinguishing a fire;
- (c) the protection of life or property against a fire or other threatening danger;
- (d) the rescue of life or property from a fire or other danger;
- (e) subject to the provisions of the Health Act, the rendering of an ambulance service as an integral part of the fire brigade service; or
- (f) the performance of any other function connected with any of the matters referred to in paragraphs (a) to (e).

With the exception of the reference to ambulance services, the above would form a useful point of departure for defining the services that local municipalities should be performing when rendering a “fire fighting” function.

The Act envisages the performance of an ambulance service as an integral part of the fire fighting function. It also allocates the responsibility for the operation of the fire brigade to the local authority (municipality) in whose area the service is to be operated unless a designated service is established. A designated service is a fire fighting operation undertaken by an external entity in terms of the standards set by the local authority. This allows major industrial operations such as Engen to establish and operate their own fire fighting service in terms of a set of standards that are monitored on an ongoing basis.

3 DISTRICT CAPACITY ASSESSMENTS

3.1 Capacity Assessment Process

During September/ October 2002, the MDB undertook a capacity assessment of all 278 district and local municipalities nationally. The questionnaire used contained discrete questions for each of the functions contained in Schedule 4 Part B and Schedule 5 Part B in the Constitution.

Municipalities, assisted by consultants appointed by the MDB were required to provide all the necessary information. Municipal Managers were requested to sign off the questionnaire indicating the accuracy of the information provided. The information provided for the fire fighting function, as updated by the MDB in the district fire fighting workshops, is contained in Appendix A.

The data was captured and analysed by the Board in order to determine each municipality's capacity to perform the functions as outlined in section 84(1) of the Municipal Structures Act (if it was a district) and section 84(2) (if it was a local municipality). Based on the definition for capacity, contained in the Municipal Structures Act, the Board determined the following per municipal area:

- whether a municipality performed the function
- whether the function had an allocation in the 2002/2003 estimates
- whether a municipality had staff performing the function
- whether there was infrastructure in place.

A simple matrix was developed the MDB. Each municipality was given a score per function and based on the result, a capacity assessment derived. The preliminary findings were taken to provincial workshops at which municipalities were given the opportunity to examine the data provided to the Board and they checked the draft recommendations that were to be submitted to the MECs for the adjustment of the powers and functions.

Based on the outcome of the workshops, recommendations were made to all the provincial MECs. As indicated earlier, the Provincial Minister for Local Government elected not to make any adjustments for functions for the 2003/2004 financial period. Therefore, the district and local municipalities were required, post 1 July 2003, to perform their respective functions as contained in section 84 of the Structures Act.

In line with the request from the Provincial Minister for the MDB to assist in a more detailed study of the fire fighting function in the province, district workshops were held per area in the week of 14 July 2003. The purpose was to obtain agreement on the following aspects:

- Definition for the firefighting function for Category B and C municipalities
- Minimum Service required for each aspect of the function
- Existing capacity in the Category B and C levels based on minimum service levels:
 - Administrative

- Financial, and
- Infrastructure.
- Identification of service delivery options (if required).

All the district workshops were well attended and information was made available both during the workshop proceedings and within the week thereafter. Between May 2001 and February 2002, DC Sparks and H Munnik undertook a fire fighting investigation of each of the districts. The reports contained key information such as the legal requirements, the assessment of various fire services and funding considerations. The capacity assessment contained below is based on information as updated in the workshop process with reference to the work undertaken Sparks et al in 2002.

3.2 Area of the West Coast District Municipality (DC1)

Overview

The district municipality DC1 is situated on the West Coast of the Province of the Western Cape. The following local municipalities are found within the area:

- Matzikama Municipality (WC011)
- Cederberg Municipality (WC012)
- Bergrivier Municipality (WC013)
- Saldanha Bay Municipality (WC014)
- Swartland Municipality (WC015).

As is evident in the table below, wide variations are found between the local municipalities. For example, approximately 90% of the population in the Saldanha Bay Municipality are found within urban areas whereas the rural urban split is fairly even in Matzikama and Cederberg municipal areas. Furthermore, the population is largely concentrated in the southern portion of the district. When examining the results, it is apparent that the firefighting requirements of the local municipalities are different thus requiring different capacity levels.

Table showing the population distribution within the West Coast District Municipality – Census 1996

Munic Code	Name	Population	Urban	Rural	Households	% of District Population	% of District Households	% Urban Households in Munc	% Rural Households in Munc
WC011	Matzikama Municipality	43371	5142	4813	9955	17.0%	17.6%	51.7%	48.3%
WC012	Cederberg Municipality	34566	3529	4274	7803	13.5%	13.8%	45.2%	54.8%
WC013	Bergrivier Municipality	40365	4576	4310	8886	15.8%	15.7%	51.5%	48.5%
WC014	Saldanha Bay Municipality	61542	11730	1200	12930	24.1%	22.9%	90.7%	9.3%
WC015	Swartland Municipality	70806	9891	5887	15778	27.7%	28.0%	62.7%	37.3%
DC Totals		255752	35168	21276	56444			62.3%	37.7%

Based on the Sparks et al report completed in May 2001 for this area, the fire risk categories are contained in the table below. When examining the information, it would

appear that the local municipalities showing the greatest risk within the district are the Saldanha Bay and Swartland municipal areas.

Table showing Fire Risk Category – West Coast District Municipality (Extracted from Sparks and Munnik Report)

Nature of Risk	Berg River	Cederberg	Matzikama	Saldanha Bay	Swartland	West Coast
Industrial and Storage	Predominantly low	Predominantly low	Predominantly low	Predominantly moderate with isolated high risks	Predominantly moderate with some high risks	Predominantly low
Commercial Businesses	Predominantly low with isolated high risks e.g. service stations	Predominantly low with isolated high risks e.g. service stations	Predominantly low with isolated high risks e.g. service stations	Predominantly low with isolated high risks e.g. service stations	Predominantly low with isolated risks e.g. service stations	Predominantly low
Residential Properties	Predominantly low	Predominantly low	Predominantly low with isolated multi-storey buildings	Predominantly low with isolated three-storey residential accommodation hotels	Predominantly low with isolated multi-storey buildings	Predominantly low
Road Transportation	Numerous high-risk loads including nuclear waste	Numerous high-risk loads including nuclear waste	Numerous high-risk loads including nuclear waste	Numerous high-risk loads including nuclear waste	Numerous high-risk loads including nuclear waste	Predominantly low
Rail Transportation	Several high-risk loads	Several high-risk loads	Several high-risk loads	Several high-risk loads including LP Gas railtank cars	Several high-risk loads	Predominantly low
Other	n/a	n/a	Airfield with unscheduled aircraft movement	Airfield with unscheduled aircraft movement	n/a	n/a

Capacity Assessment

Based on the information made available to the MDB, all the local municipalities and the district partially perform the fire fighting function within the West Coast District Municipality area. It would appear that the district renders the service in the rural areas while the local municipalities perform the function within the towns. The current arrangement is not in line with the split of the function as outlined in Section 84 of the Municipal Systems Act.

All municipalities indicated that they had staff performing the function and had made an allocation for the fire fighting service in their 2003/2004 operating estimates. The per capita expenditure varied significantly between the local municipalities. For example, the Swartland and Saldanha Bay municipalities demonstrate a per capita ratio of R17 per person within their area while the remaining 3 municipalities have an estimated expenditure of less than R4 per person with Matzikama Municipality showing a result of R0.18.

While a poor result for the per capita ratio was found for the Matzikama Municipality, the ratio for the remaining 4 municipalities was fairly even. There is a heavy reliance on part time fire fighters within this district. Based on the information obtained by the MDB, there are only 4 full time staff for this function within the region. Given the fire risks and the urban characteristics of the Saldanha Bay and Swartland Municipalities, it would be expected that the full time staff complement would be higher.

Table showing the Per Capita Staffing and Expenditure Ratios for the West Coast District Municipal Area

MDB Code	Municipality Name	Per Capita Staffing Ratio	Per Capita Operating Expenditure
DC1	West Coast District Municipality	17691	6.52
WC011	Matzikama Municipality	7961	0.18
WC012	Cederberg Municipality	1982	3.75
WC013	Bergrivier Municipality	1611	1.64
WC014	Saldanha Bay Municipality	2566	17.36
WC015	Swartland Municipality	1547	17.82

All municipalities indicated that they had equipment for performing the firefighting function. When examining the information provided, it would appear that the equipment is closely linked to the fire risks within the area and the role the municipality has played in rendering the service. For example, in relation to infrastructure, the district is more geared to performing a “rural” firefighting service.

Table showing the Infrastructure Available for the Fire Fighting Function for the West Coast District Municipal Area

Infrastructure	DC1 West Coast District Municipality	WC011 Matzikama Municipality	WC012 Cederberg Municipality	WC013 Bergrivier Municipality	WC014 Saldanha Bay Municipality	WC015 Swartland Municipality
EQUIPMENT				Yes – not specified		
Major/Heavy Pumps					1	
Medium Pumps		1			3	
Floating Pump						
BA Sets						
BA Compressor						
Breathing Apparatus						
Light Pump					2	
Portable Pumps						
Control Units						
Jaws Of Life						1
Aerial Device						
Hydraulic Ladder						
Foam						1
Vehicles				3		9
Samil 50						
Samil 20	3					
Buffel						2
Unimog	1					
4*4 Bakkie	3					
4*2 Bakkie (LDV)		1				
Water Tanker					3	1
Water Tank 750l		1				
Water Tank 1000l						
Skid Units					1	
Mobile Trailers	2		3		1	
Hazmat Trailer						
Foam Trailer						
Disaster Management Trailer						
Rescue Trailer						

Fire Fighting Truck			1			
Medium Fire Fighting Truck						
Rescue Vehicles						
Hazmat Vehicle						
Service Vehicles						
Mayoral Car						
Veld Truck						
Motor Vehicles						
Delivery Vehicles						
Tractor						
Control Unit						
BUILDINGS						
Fire Station						
Lecture Hall						
Training Facilities						
Flats						
Houses						
Disaster Management Centre						
Fire House						

Adjustment Recommendations

Based on the information obtained by the MDB, it would appear that all municipalities have some capacity to perform the fire fighting function and therefore, any adjustment of the function is not recommended. However, the role of the district and the local municipalities requires urgent resolution. Section 78 investigations should be undertaken in terms of the Municipal Systems Act and where appropriate, service provider agreements should be concluded between the district and local municipalities.

3.3 Area of the Boland District Municipality (DC2)

Overview

The district municipality DC2 is situated within the central portion of the Western Cape. The following local municipalities are found within the area:

- Witzenberg Municipality (WC022)
- Drakenstein Municipality (WC023)
- Stellenbosch Municipality (WC024)
- Breede Valley Municipality (WC025)
- Breede River/Winelands Municipality (WC026)

The most urbanized local municipality is the Drakenstein Municipality which also has the largest population in the district area. On the other hand, the Witzenberg and Breede River/Winelands Municipal areas have smaller populations with the former area being more rural in nature.

Table showing the population distribution within the Boland Municipality – Census 1996

Munic Code	Name	Population	Urban	Rural	Households	% of District Population	% of District Households	% Urban Households in Munc	% Rural Households in Munc
WC022	Witzenberg Municipality	78625	7745	8231	16117	12.8%	12.3%	48.1%	51.1%
WC023	Drakenstein Municipality	202945	33161	8961	42122	33.1%	32.1%	78.7%	21.3%
WC024	Stellenbosch Municipality	113088	17949	8071	26020	18.4%	19.8%	69.0%	31.0%
WC025	Breede Valley Municipality	140546	19892	9301	29193	22.9%	22.3%	68.1%	31.9%
WC026	Breede River/Winelands Municipality	71657	9493	6638	16131	11.7%	12.3%	58.8%	41.2%
DC Totals		613989	88240	42793	131174			67.3%	32.6%

Based on the Sparks et al report completed in February 2002 for this area, the fire risk categories are contained in the table below. When examining the information, it would appear that the local municipalities showing the greatest risk within the district area are Drakenstein and Stellenbosch Municipalities.

Table showing Fire Risk Category – Boland District Municipality (Extracted from Sparks and Munnik Report)

Nature of Risk	Drakenstein	Stellenbosch	Witzenberg	Breede Valley	Breede River/Winelands	District Municipality
Industrial and Storage	Predominantly moderate with high risks	Predominantly moderate with high risks	Predominantly moderate with isolated high risks	Predominantly moderate with high risks	Predominantly moderate with some high risks	Predominantly moderate with some high risks
Commercial Businesses	Predominantly moderate with some high risks	Predominantly moderate with some high risks	Predominantly low with isolated high risks e.g. service stations	Predominantly moderate with some high risks	Predominantly low with isolated high risks e.g. service stations	Predominantly low with some high risks
Residential Properties	Predominantly moderate with some high risks	Predominantly moderate with some high risks	Predominantly low	Predominantly moderate with some high risks	Predominantly low	Predominantly low with some high risks
Road Transportation	Numerous high-risk loads	Numerous high-risk loads	Numerous high-risk loads	Numerous high-risk loads	Numerous high-risk loads	Numerous high-risk loads
Rail Transportation	Several high-risk loads including LP Gas railtank cars	Several high-risk loads including LP Gas railtank cars	Several high-risk loads including LP Gas railtank cars	Several high-risk loads including LP Gas railtank cars	Several high-risk loads including LP Gas railtank cars	Several high-risk loads including LP Gas rail-tank cars
Other	n/a	Airfield with unscheduled aircraft movement	n/a	n/a	n/a	n/a

Capacity Assessment

Based on the information provided to the MDB in November 2002 and verified in July 2003, all the municipalities within the Boland district municipal area partially perform the fire fighting function. It would appear that the district performs the function within the rural areas whilst the local municipalities serve the urban areas. There are mutual aid agreements between the municipalities to facilitate the rendering of support in crisis situations. However, it would appear that the district and local municipalities are yet to commence the rendering of the service in terms of the split for the function as outlined in

Section 84 of the Municipal Structures Act. Agreements have been reached between municipalities whereby the pre 1 July 2003 status quo service delivery pattern are maintained. Municipalities are yet to commence Section 78 investigations in terms of the Municipal Systems Act.

Significant variations are found between local municipalities for the per capita expenditure patterns for the fire fighting function. For example, the Stellenbosch Municipality has a result of R82 per person for the 2003/2004 period whereas Witzenberg and Breede River/Winelands Municipal areas have a R7 per person expenditure ratio. However, the Witzenburg Municipality shows the best per capita staffing result with the Breede Valley Municipality having the poorest per capita staffing ratio in the district.

The staffing and expenditure results generally reflect the fire risk, population size and dominate settlement type for each municipality. Certainly, the greater the population and more urban the area, the more capacity was reflected.

Table showing the Per Capita Staffing and Expenditure Ratios for the Boland District Municipal Area

MDB Code	Municipality names	Per capita operating expenditure	Per capita staffing
DC2	Boland District Municipality	8980	19
WC022	Witzenberg Municipality	1804	7
WC023	Drakenstein Municipality	2586	70
WC024	Stellenbosch Municipality	2470	82
WC025	Breede Valley Municipality	2866	41
WC026	Breede River/Winelands Municipality	2191	7

All municipalities indicated to the MDB that they had infrastructure for rendering the fire fighting function. However, the type of vehicles and equipment found at each municipality tended to reflect the fire risk for each area and the service traditionally rendered. Depending on the outcome of the Section 78 investigations within the district and the authority and service provider function being performed as anticipated in Section 84 of the Municipal Structures Act, it may be necessary to move certain infrastructure between district and local municipalities.

Table showing the Infrastructure Available for the Fire Fighting Function for the Boland District Municipal Area

Infrastructure	DC2 Boland District Municipality	WC022 Witzenberg Municipality	WC023 Drakenstein Municipality	WC024 Stellenbosch Municipality	WC025 Breede Valley Municipality	WC026 Breede River/Winelands Municipality
EQUIPMENT						
Major/Heavy Pumps	8		4		4	
Medium Pumps				1		
Floating Pump						
BA Sets						
BA Compressor						
Breathing Apparatus						
Light Pump			1			

Portable Pumps						
Control Units						
Jaws Of Life						
Aerial Device				1		
Hydraulic Ladder			1		1	
Foam						
Vehicles						
Samil 50						
Samil 20						
Buffel		3				1
Unimog		1				
4*4 Bakkie						1
4*2 Bakkie (LDV)	10	2	3		4	1
Water Tanker			2	1	1	1
Water Tank 750l						
Water Tank 1000l						
Skid Units						
Mobile Trailers	26					2
Hazmat Trailer			1			
Foam Trailer			1	1		
Disaster Management Trailer			1			
Rescue Trailer						
Fire Fighting Truck				2	6	
Medium Fire Fighting Truck						4
Rescue Vehicles	2			2		
Hazmat Vehicle	2					
Service Vehicles	3			2		
Mayoral Car			1			
Veld Truck			1	3		
Motor Vehicles			2	1		
Delivery Vehicles			2			
Tractor						
Control Unit						
BUILDINGS						
Fire Station	1		2	1	1	
Lecture Hall			1	1		
Training Facilities			1			1
Flats			6			6
Houses			3	20		4
Disaster Management Centre						
Fire House			1			1

Adjustment recommendations

Given that all municipalities within the Boland District Municipal area currently render the fire fighting function, have some infrastructure, staff and budget, the MDB recommends that ***no adjustments*** be made for this function between the category B and C municipalities.

However, it is recommended that the section 78 investigation process be fast tracked to ensure that the current service delivery patterns are legalized. Furthermore, the province

should investigate the service delivery strategies in certain areas as it would appear that municipalities have been slow to extend services to areas previously under resourced. In this regard, special attention should be given to the Drakenstein Municipal Area.

Participants in the workshop indicated a commitment to establishing a technical working group linked to the relevant political structures to implement the fire fighting services as anticipated in Section 84 of the Municipal Structures Act.

Area of the Overberg District Municipality (DC3)

Overview

The district municipality DC3 is located in the Western Cape Province. It has within its jurisdiction the most southern point of Africa. The following local municipalities are found within the area:

- Theewaterskloof Municipality (WC031)
- Overstrand Municipality (WC032)
- Cape Agulhas Municipality (WC033)
- Swellendam Municipality (WC034)

Based on the 1996 census results, the Cape Agulhas and Overstrand Local Municipalities are more urban in nature. The remaining two municipalities have a far higher percentage of their populations living within the rural areas.

Table showing the population distribution within Overberg District Municipality – Census 1996

Munic Code	Name	Population	Urban	Rural	Households	% of District Population	% of District Households	% Urban Households in Munc	% Rural Households in Munc
WC031	Theewaterskloof Municipality	81284	8509	9553	18062	46.9%	43.6%	47.1%	52.9%
WC032	Overstrand Municipality	40850	10155	1503	11658	23.6%	28.1%	87.1%	12.9%
WC033	Cape Agulhas Municipality	24099	4113	1475	5588	13.9%	13.5%	73.6%	26.4%
WC034	Swellendam Municipality	26947	3593	2509	6102	15.5%	14.7%	58.9%	41.1%
DC Totals		173322	26370	15052	41422			63.7%	36.3%

Based on the Sparks et al report completed in May 2002 for this area, the fire risk categories are contained in the table below. When examining the information, it would appear the local municipalities show similar risks.

Table showing Fire Risk Category – Overberg District Municipality (Extracted from Sparks and Munnik Report)

Nature of Risk	Agulhas	Overstrand	Swellendam	Theewaterskloof	District Municipality
Industrial and Storage	Predominantly moderate with isolated high risks	Predominantly moderate with isolated high risks	Predominantly moderate with isolated high risks	Predominantly moderate with isolated high risks	Predominantly moderate with isolated high risks
Commercial Businesses	Predominantly low with isolated high	Predominantly low with isolated high	Predominantly low with isolated high	Predominantly low with isolated high	Predominantly low with isolated high

Nature of Risk	Agulhas	Overstrand	Swellendam	Theewaterskloof	District Municipality
	risks e.g. service stations	risks e.g. service stations	risks e.g. service stations	risks e.g. service stations	risks e.g. service stations
Residential Properties	Predominantly low with some high risks	Predominantly low with some high risks	Predominantly low with some high risks	Predominantly moderate with some high risks	Predominantly low with some high risks
Road Transportation	Numerous high-risk loads	Numerous high-risk loads	Numerous high-risk loads	Numerous high-risk loads	Numerous high-risk loads
Rail Transportation	Several high-risk loads including LP Gas railtank cars	Nil	Several high-risk loads including LP Gas railtank cars	Several high-risk loads including LP Gas railtank cars	Several high-risk loads including LP Gas railtank cars
Other	n/a	Airfield with unscheduled aircraft movement	n/a	n/a	Airforce Base with unscheduled aircraft movement

Capacity Assessment

Based on the information provided to the MDB in November 2002 and verified in the district workshop in July 2003, only the district and the Overstrand Local Municipality currently perform the fire fighting function. The district renders the full service to the remaining three local municipality areas. It is however surprising that the Theewaterskloof Municipality which has an estimated population of 81284 persons does not perform the function.

It would appear that at present, agreements have been signed between these local municipalities and the district to facilitate the service delivery arrangement. However, no Section 78 investigation was undertaken and therefore the legality of such agreements is tenuous.

The per capita expenditure at the district level for the fire fighting function is one of the higher in the Western Cape Province. While the Theewaterskloof Municipality does not perform the fire fighting function, an allocation was made on the 2003/2004 operating estimates for the function.

Again, when compared within the province, the per capita staffing ratios tend to be high.

Table showing the Per Capita Staffing and Expenditure Ratios for the Overberg District Municipal Area

		Staff per capita	Per capita expenditure 2003/2004
DC3	Overberg District Municipality	1458	43.23
WC031	Theewaterskloof Municipality	0	11.13
WC032	Overstrand Municipality	543	41.06
WC033	Cape Agulhas Municipality	0	0.00
WC034	Swellendam Municipality	0	2.42

Only the Overberg District Municipality and the Overstrand Local Municipality indicated any significant level of infrastructure available for performing the fire fighting function. When compared with other districts within the province, the equipment available at the Overstrand Local Municipality appears to be standard.

Table showing the Infrastructure Available for the Fire Fighting Function for Overberg District Municipal Area

Infrastructure	DC3 Overberg District Municipality	WC031 Theewaterskloof Municipality	WC032 Overstrand Municipality	WC033 Cape Agulhas Municipality	WC034 Swellendam Municipality
EQUIPMENT			yes		
Floating Pump					
BA Sets	10				
BA Compressor	1				
Breathing Apparatus	10				
Light Pump					
Portable Pumps	7				
Control Units					
Jaws Of Life					
Aerial Device					
Hydraulic Ladder					
Foam					
Generators	3				
Vehicles			yes		
Major/Heavy Pumps					
Medium Pumps	1				
Samil 50					
Samil 20	4				
Buffel	4				
Unimog	2				
4*4 Bakkie	4				
4*2 Bakkie (LDV)	2				
Water Tanker	3		yes		
Water Tank 750l					
Water Tank 1000l					
Skid Units					
Mobile Trailers					
Hazmat Trailer	1				
Foam Trailer					
Disaster Management Trailer					
Rescue Trailer	1 and 1 Search and Rescue trailer				
Fire Fighting Truck		1			
Medium Fire Fighting Truck	2				
Rescue Vehicles					
Hazmat Vehicle	2				
Service Vehicles					
Mayoral Car					
Veld Truck					
Motor Vehicles	2				
Delivery Vehicles					
Tractor					
Control Unit	1				
Rubber Duck	1				
BUILDINGS			yes		
Fire Station					
Lecture Hall					

Training Facilities					
Flats					
Houses					
Disaster Management Centre					
Fire House					

Adjustment recommendations

Based on the capacity assessment of the district municipality and the local municipalities, the MDB highly recommends that the local fire fighting function be adjusted to the Overberg District Municipality for the following municipalities:

- Theewaterskloof Local Municipality (WC031);
- Cape Agulhas Local Municipality (WC033), and
- Swellendam Local Municipality (WC034).

Each of the above municipalities clearly lack the capacity to perform the function. Furthermore, an adjustment made with immediate affect on publication would resolve the problems associated with the existing agreements between the district and local municipalities. It would appear that the district has made a provision in their 2003/2004 operating estimates for serving these areas and therefore the adjustment should not have a negative impact.

3.5 Area of the Eden District Municipality (DC4)

Overview

The district municipality DC4 is situated in the South Cape region in the Western Cape Province. It contains the scenic Garden Route as well as the Cango Caves and is one of the premier tourist destinations in the country. The following local municipalities are found within the area:

- Kannaland Municipality (WC041)
- Langeberg Municipality (WC042)
- Mossel Bay Municipality (WC043)
- George Municipality (WC044)
- Oudtshoorn Municipality (WC045)
- Plettenberg Bay Municipality (WC047)
- Knysna Municipality (WC048)

When compared with other district municipalities within the province, the local municipalities within the Eden district generally have a high percentage of urban households. However, the Kannaland Local Municipality is the exception within the region showing 61% of households residing in the rural areas.

Table showing the population distribution within the Eden District Municipality (DC4)– Census 1996

Munic Code	Name	Population	Urban	Rural	Households	% of District Population	% of District Households	% Urban Households in Munc	% Rural Households in Munc
WC041	Kannaland Municipality	23104	1889	2981	4870	5.6%	5.4%	38.8%	61.2%
WC042	Langeberg Municipality	42030	6505	3255	9760	10.1%	10.7%	66.6%	33.4%
WC043	Mossel Bay Municipality	65191	13074	2349	15423	15.7%	17.0%	84.8%	15.2%
WC044	George Municipality	117928	23232	2488	25720	28.4%	28.3%	90.3%	9.7%
WC045	Oudtshoorn Municipality	86332	12977	2757	15734	20.8%	17.3%	82.5%	17.5%
WC047	Plettenberg Bay Municipality	20094	3905	1180	5085	4.8%	5.6%	76.8%	23.2%
WC048	Knysna Municipality	47046	10006	1506	11512	11.3%	12.7%	86.9%	13.1%
DC Totals		415259	72616	18359	90975			79.8%	20.2%

The Sparks et al report set out the fire risks within the district. The information provided indicates that the George and Mossel Bay Local Municipalities are the areas of highest risk within the district.

Table showing Fire Risk Category – Eden District Municipality (Extracted from Sparks and Munnik Report)

Nature of Risk	Langeberg	Kannaland	Oudtshoorn	Plettenberg Bay	Knysna	George	Mossel Bay	District Municipality
Industrial and Storage	Predominantly low with some moderate and high risks	Predominantly low with some moderate and high risks	Predominantly moderate with isolated high risks	Predominantly low with isolated high risks	Predominantly moderate with some high risks	Predominantly moderate with some high risks	Predominantly moderate with some high risks	Predominantly moderate with some high risks
Commercial Businesses	Predominantly low with isolated high risks e.g. service stations	Predominantly low with isolated high risks e.g. service stations	Predominantly low with isolated high risks e.g. service stations	Predominantly low with isolated high risks e.g. service stations	Predominantly low with isolated high risks e.g. service stations	Predominantly moderate with some high risks	Predominantly moderate with some high risks	Predominantly moderate with some high risks
Residential Properties	Predominantly low	Predominantly low	Predominantly low with isolated multi-storeyed buildings	Predominantly low with multi-storeyed buildings	Predominantly low with multi-storeyed buildings	Predominantly moderate with some high risks	Predominantly moderate with some high risks	Predominantly low with some high risks
Road Transportation	Numerous high-risk loads	Numerous high-risk loads	Numerous high-risk loads	Numerous high-risk loads	Numerous high-risk loads	Numerous high-risk loads	Numerous high-risk loads	Numerous high risk loads
Rail Transportation	Several high-risk loads including LP Gas railtank cars	Several high-risk loads including LP Gas railtank cars	Several high-risk loads including LP Gas railtank cars	n/a	Several high-risk loads including LP Gas railtank cars	Several high-risk loads including LP Gas railtank cars	Several high-risk loads including LP Gas railtank cars	Several high-risk loads including LP Gas railtank cars
Other	n/a	n/a	Airport with scheduled aircraft movement	Airfield with unscheduled aircraft movement	n/a	Airport with scheduled aircraft movement	Harbour	n/a

Capacity Assessment

With the exception of the Kannaland Local Municipalities, all the remaining municipalities within the district perform the fire fighting function. In most instances, the district performs the function within the rural areas whereas in WC041 and WC042, it also renders the service within some of the towns. Mutual aid agreements exist between municipalities for assistance in crisis situations. However, it would appear that municipalities are not entirely performing the function as anticipated in Section 84 of the Municipal Structures Act. Section 78 investigations need to be urgently undertaken to resolve the service provider relationships in the area.

In addition to the fire fighting services rendered by the municipalities, there are a number of private services within the area meeting specific industrial or agricultural needs. For example, PertoSA and the Airports Company both have their own facilities and equipment. Furthermore, the Department of Nature Conservation provides their own service within the nature conservation areas. This should be investigated as fire fighting is exclusively a local government function and it is possible that either, service provider agreements should be concluded with the relevant municipality or the staff, assets and budget should be transferred to local government.

The highest per capita expenditure is found in the Mossel Bay and Plettenberg Bay Municipalities. When compared within the district and local municipalities with similar characteristics elsewhere in the province, the per capita result for the George municipality is low. The same comment could be made for the staffing level for this municipality.

The Kannaland Local Municipality made no allocation in the 2003/2004 operating estimates and has no staff performing the function. It is clear that the municipality relies on the district for the services.

Table showing the Per Capita Staffing and Expenditure Ratios for the Eden District Municipal Area

MDB Code	Municipal Name	Staff per capita	Per capita
DC4	Garden Route/Klein Karoo District Municipality	16755	10.47
WC041	Kannaland Municipality	0	0.00
WC042	Langeberg Municipality	3857	3.07
WC043	Mossel Bay Municipality	2393	72.50
WC044	George Municipality	5152	25.14
WC045	Oudtshoorn Municipality	6602	4.33
WC047	Plettenberg Bay Municipality	922	71.53
WC048	Knysna Municipality	1005	59.48

With the exception of the Kannaland Local Municipality, all other municipalities indicated that they had equipment and infrastructure for rendering the fire fighting function within the area. Certainly the Plettenberg Bay municipality has made significant attempts to obtain the necessary equipment and vehicles for their area.

Table showing the Infrastructure Available for the Fire Fighting Function for the Eden District Municipal

Infrastructure	DC4 Garden Route/Klein Karoo District Municipality	WC041 Kannaland Municipality	WC042 Langeberg Municipality	WC043 Mossel Bay Municipality	WC044 George Municipality	WC045 Oudtshoorn Municipality	WC047 Plettenberg Bay Municipality	WC048 Knysna Municipality
EQUIPMENT						yes		
Major/Heavy Pumps								
Medium Pumps					4		1	
Floating Pump				3			1	
BA Sets				2			8	
BA Compressor				1			1 Still to be delivered	
Breathing						1		

Apparatus								
Light Pump								
Portable Pumps							1	
Control Units								
Jaws Of Life								
Aerial Device								
Hydraulic Ladder								
Foam Generator							1	
Power Generators							2	
Spreaders							2	
Cutter							1	
Chain Saws							3	
Ladders							12' Ladder x2 6' Ladder x2 Roof ladder x1	
Hydraulic Ram							1	
Field Command /Media Unit							1	
Vehicles								
Samil 50	1						2	
Samil 20	1							
Buffel							6	
Unimog								1
4*4 Bakkie	2						1	2
4*2 Bakkie (LDV)	4		2	2			3 but 2 with skid untis	1
Water Tanker					3			
Water Tank 750l								
Water Tank 1000l								
Skid Units	12						2	yes
Mobile Trailers								
Hazmat Trailer								
Foam Trailer								
Disaster Management Trailer								
Rescue Trailer				1				
Fire Fighting Truck	1		1	1		2		1
Medium Fire Fighting Truck				1			1	1
Rescue Vehicles				1		1	1	
Hazmat Vehicle								
Service Vehicles					2		1	
Mayoral Car								
Veld Truck								
Motor Vehicles								
Delivery Vehicles								
Tractor				1				
Chev c 10 Rescue Vehicle							1	
Ford F250							1	
BUILDINGS								
Fire Station	1			1	1		1	1

Lecture Hall									
Training Facilities									
Flats									
Houses									
Disaster Management Centre								1	
Fire House				1					2
Control Room	1			1				1- Not 24 hours	1

Adjustment recommendations

Based on the information obtained by the MDB in September to November 2002, and verified in the July 2003 workshop, the MDB recommends that the Kannaland Local Municipality fire fighting function be adjusted to the district. In all other areas, the function should be performed as anticipated in Section 84 of the Municipal Structures Act.

However, urgent Section 78 investigations should be undertaken by the remaining municipalities to legitimate the current service delivery patterns.

3.6 Area of the Central Karoo District Municipality (DC5)

Overview

The district municipality DC5 is located in the northern part of the Western Cape Province. It is extremely sparsely populated and much of the area is desert. The following local municipalities are found within the area of:

- Laingsburg Municipality (WC051)
- Prince Albert Municipality (WC052)
- Beaufort West Municipality (WC053)

Based on the 1996 Census information, the majority of the households within the Beaufort West Local Municipality live within the urban areas.

3.7 Table showing the population distribution within the Central Karoo District Municipality (DC5) – Census 1996

Munic Code	Name	Population	Urban	Rural	Households	% of District Population	% of District Households	% Urban Households in Munc	% Rural Households in Munc
WC051	Laingsburg Municipality	6456	790	672	1462	10.6%	11.7%	54.0%	46.0%
WC052	Prince Albert Municipality	10368	1139	994	2133	16.9%	17.1%	53.4%	46.6%
WC053	Beaufort West Municipality	36911	6007	1302	7309	60.3%	58.7%	82.2%	17.8%
DC Totals		61181	9030	3428	12458			72.5%	27.5%

Based on the contents of the Sparks et al report, the Beaufort West Local Municipality contains the greatest combined fire risk. However, the N1 highway appears to be a problem for all the local municipalities within the district to the extent that neighboring districts are required to provide support.

3.8 Table showing Fire Risk Category – Central Karoo District Municipality (DC5) (Extracted from Sparks and Munnik Report)

Nature of Risk	Laingsburg	Prince Albert	Murraysburg	Beaufort West	Central Karoo
Industrial and Storage	Predominantly low	Predominantly low	Predominantly low	Predominantly moderate with isolated high risks	n/a
Commercial Businesses	Predominantly low with isolated high risks e.g. service stations	Predominantly low with isolated high risks e.g. service stations	Predominantly low with isolated high risks e.g. service stations	Predominantly low with isolated high risks e.g. service stations	n/a
Residential Properties	Predominantly low	Predominantly low	Predominantly low	Predominantly low with isolated three-storeyed residential accommodation e.g. hotels	n/a
Road Transportation	Numerous high-risk loads	Numerous high-risk loads	Numerous high-risk loads	Numerous high-risk loads	n/a
Rail Transportation	Numerous high-risk loads	Numerous high-risk loads		Numerous high-risk loads	n/a
Other	n/a	n/a	n/a	Airfield with unscheduled aircraft movement	n/a

Capacity Assessment

According to the information provided to the MDB, all the municipalities within the Central Karoo District area perform the fire fighting function. However, it would appear that the service is not in line with the intentions as contained in Section 84 of the Municipal Structures Act. While agreements do exist between the municipalities, they are not in line with the requirements of Chapter 8 of the Municipal Systems Act.

The per capita staffing levels appear to be comparable with many other municipalities within the provinces. However, the per capita expenditure levels are generally low.

Table showing the Per Capita Staffing and Expenditure Ratios for Central Karoo District Municipal Area

MDB Code	Municipal Name	Per Capita Staff	Per Capita Expenditure 2003/2004
DC5	Central Karoo District Municipality	4932	2.73
WC051	Laingsburg Municipality	493	7.77
WC052	Prince Albert Municipality	1587	0.40
WC053	Beaufort West Municipality	2823	5.04

While all municipalities indicated that they had infrastructure for performing the fire function, it is limited when compared with other districts within the province. Certainly, it would appear that there is insufficient equipment and infrastructure for addressing the emergencies along the N1 highway. Furthermore, water points urgently need to be established along the route.

Table showing the Infrastructure Available for the Fire Fighting Function for the Central Karoo District Municipal Area

Infrastructure	DC5 Central Karoo District Municipality	WC051 Laingsburg Municipality	WC052 Prince Albert Municipality	WC053 Beaufort West Municipality
EQUIPMENT				Yes
Major/Heavy Pumps		1		
Medium Pumps			yes	
Floating Pump				
BA Sets				
BA Compressor				
Breathing Apparatus				
Light Pump				
Portable Pumps				
Control Units				
Jaws Of Life				
Aerial Device				
Hydraulic Ladder				
Foam				
Vehicles		yes		
Samil 50				
Samil 20				
Buffel				
Unimog				
4*4 Bakkie			1	
4*2 Bakkie (LDV)				
Water Tanker				1
Water Tank 750l		1		
Water Tank 1000l				
Skid Units			yes	
Mobile Trailers	1			2
Hazmat Trailer				
Foam Trailer				
Disaster Management Trailer				
Rescue Trailer				
Fire Fighting Truck				3
Medium Fire Fighting Truck				
Rescue Vehicles				
Hazmat Vehicle				
Service Vehicles				
Mayoral Car				
Veld Truck				
Motor Vehicles				
Delivery Vehicles				
Tractor				
Control Unit				
BUILDINGS				
Fire Station				
Lecture Hall				
Training Facilities				
Flats				
Houses				

Disaster Management Centre				
Fire House				

Adjustment recommendations

No adjustments are recommended for this area, given that all municipalities within the Central Karoo District perform the function, have some staff, budget and infrastructure. However, the current arrangements between the municipalities require formalization through the Section 78 process as outlined in the Municipal Systems Act.

4 RECOMMENDATIONS AND SUPPORT INFORMATION

4.1 Fire Fighting Definition

There was wide acceptance during the workshop process for the shared definition for the fire fighting function. However, many municipalities remain uncertain with respect to the finer detail for certain aspects of the service. For example, the concept of a specialist fire was widely debated in the workshops with no or little consensus on what type and or at what point a fire becomes a specialist one. Furthermore, the wording contained in the Section 84(1) definition referring to chemical fires was also of concern. Many suggested that a more appropriate wording would be a reference to hazardous materials.

In accordance with the definition contained in Section 84(1)(j), the district is responsible for training. Again, concern was raised in the workshops as to what falls within the ambit of the districts’ responsibilities and what belongs to local municipalities. It was assumed that the day to day drilling of fire officers remains a local function while the district would be responsible for the course training. The approach taken to the unpacking of the definition for the fire fighting function also tended to vary between the districts. It is therefore recommended that the Province request the district to finalise the operational aspects of the services within the framework provided by the legislation but reflecting the specific needs of the area. A written submission should be received by the province for confirming legal compliance and other related matters.

4.2 Capacity Levels

With the exception of a few municipalities, it could be argued that most local and district municipalities have “insufficient” capacity for performing the fire fighting function. The Sparks et al reports for each district highlights the need for additional resources. However, in the absence of accepted norms and standards and when compared to the rest of South Africa, the capacity levels appear to be generally high within the Western Cape Province.

Given the complexities and wide variations for capacity levels found within South Africa for all functions, the MDB has taken a restricted approach to assessing capacity. Hence the criteria used were as follows:

- Does the municipality currently perform the function?

- Does the municipality have staff allocated to the function?
- Has the municipality budgeted for the service?
- Does the municipality have some equipment and infrastructure?

In all cases where a “yes” result was obtained for the above criteria, no adjustments were recommended to the MECs. In line then with the national approach taken by the MDB, with the exception of four local municipalities in the Western Cape, all the remaining municipalities demonstrated some capacity. Therefore, the recommended adjustments for the fire fighting functions within the Western Cape are limited.

The following operational problems associated with factors listed below cannot be resolved through the adjustment of the function:

- More than one fire chief within a district area and other aspects relating to the Fire Brigades Act
- The service delivery nuances relating to the definition of the fire fighting function.

Such issues will urgently need to be resolved at the district level, and agreed service delivery plans will need to be prepared. It is advised that while each municipality undertakes its own section 78 investigation, there should be attempts to integrate the results into a single strategy for the District.

Based on the assessment of capacity for the fire fighting function within the Western Cape, the MDB recommends that an adjustment is made from the local to the district municipality for the following four municipalities:

- WC031
- WC033
- WC034, and
- WC041

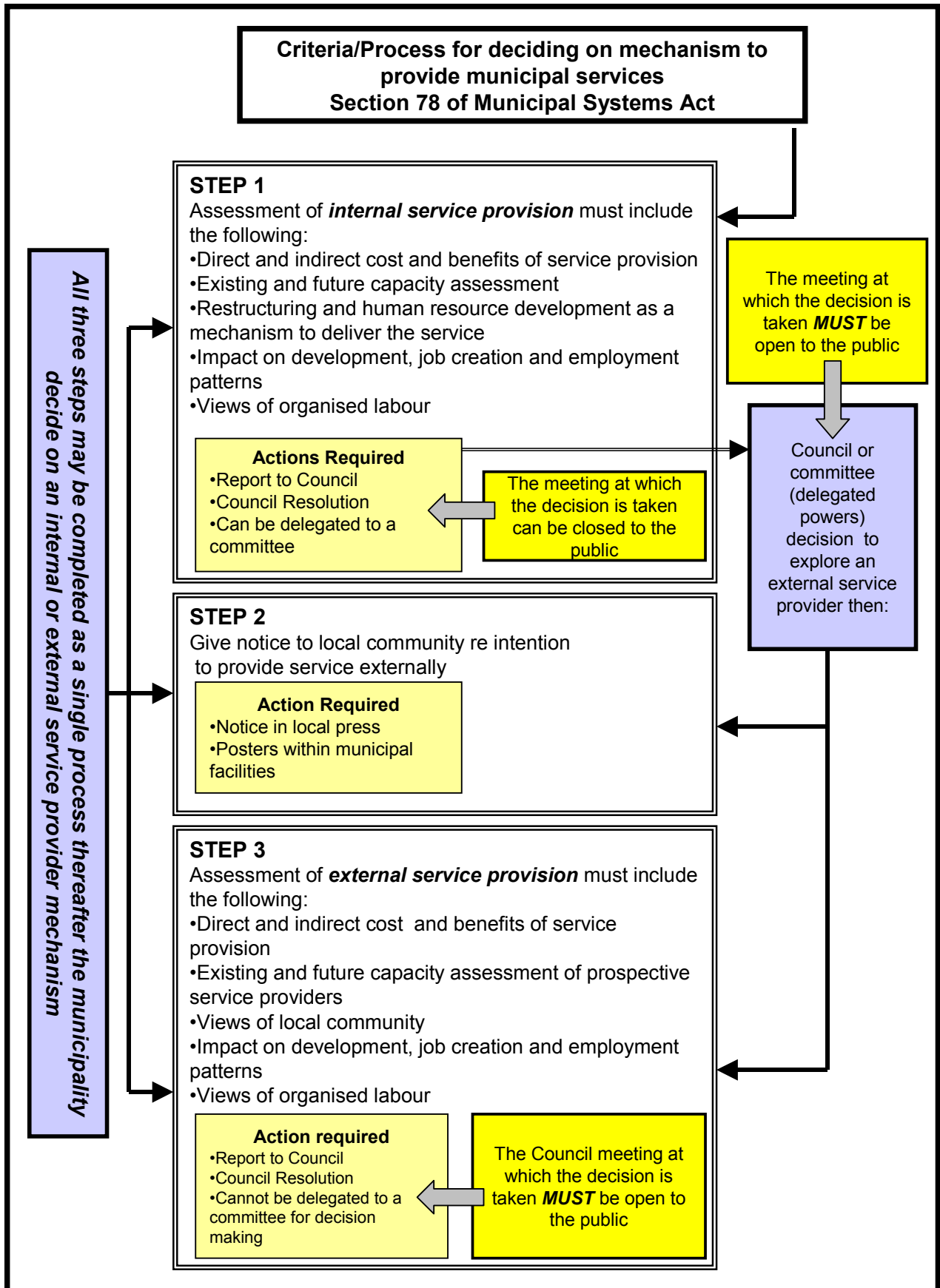
4.3 Undertaking the Section 78 Investigation for the Fire Fighting Function

Many municipalities within the Western Cape Province have entered into agreement to facilitate the continuation of the service delivery pattern prior to 1 July 2003. It is probable that such agreements are not valid and it is rather recommended that, where no adjustment has been affected, each municipality urgently undertakes a Section 78 investigation.

The section below provides information for supporting municipalities with the investigation. However, it should be noted that this is outside the mandate of the MDB and the information provided should be used for reference purposes only. Furthermore, this section is based on work undertaken by Wendy Ovens, a consultant to the MDB who was commissioned by DIFD to prepare a manual on the preparation of partnership agreements. She retains the copyright for the material.

Section 78 of the Municipal Systems Act indicates the *specific* criteria to be applied and sets out the *process* to be followed when deciding on a mechanism to provide a municipal service. The Act allows for an investigation process which first examines the provision of the service by an internal mechanism. Thereafter, should the municipality decide on an external mechanism, a second investigation will be necessary in accordance with section 78(3) of the Act. Alternatively, the municipality may decide in terms of section 78(2) to examine both the internal and external options before finally deciding on a preferred option. However, the investigation must still be completed as two separate phases with the first examining internal and thereafter external mechanisms but with a single set of recommendations for Council consideration. Should this option be selected, it is essential that the municipality notifies the local community of its intentions to explore the provision of services through external mechanisms when commencing with the second phase of the assessment.

How the process is conducted, that is either through a concurrent assessment of both internal and external mechanisms or through two separate assessments, will vary according to the specific needs of each municipality. However, should it be deemed necessary to first conduct an internal assessment followed by an external assessment, it is important to factor in a longer time frame than if the assessment takes place concurrently. A separate assessment would require a committee or council decision between the internal and external investigation. Often such administrative processes take time with items being “bumped off” agendas etc. The diagram over page indicates the key aspects of section 78 of the Act.



4.3.1 Assessing the Internal Mechanism for Service Provision

(a) Determining Direct and Indirect Costs

Financial Considerations

The municipality will need to determine both the direct and indirect financial costs for rendering the service through an internal mechanism. In relation to the direct costs this would include:

- Salaries including benefits
- Administrative staff costs
- Overhead expenses such as office rentals, electricity, water
- Vehicles including fuel, repairs and maintenance
- Supplies and equipment
- Training
- Any others
- Recurrent capital redemption costs

In relation to the indirect costs, the following aspects would need consideration:

- Shared management costs
- Shared administration and finance costs.

Thereafter the municipality will need to identify the funding source for the rendering of the service such as from own municipal revenue, grant funding, donor funding, other. The sustainability of the source should be assessed against the service need. In some instances, a small income is generated from the rendering of the fire fighting function at a municipal level. The municipality will therefore need to determine if the service under investigation will be income generating and if so, what percentage of the total cost. The investigation should at least consider whether the service being rendered internally would achieve the prudent, economic, efficient and effective use of available financial and other resources.

Infrastructure

The municipality will need to assess the existing infrastructure for the rendering of the service internally which would at least include the following aspects:

- Location of the facilities and proximity to the target population - accessibility
- Equipment availability assessed against equipment required
- Cost of any additional equipment
- Identification of any facility upgrading, facility extensions, new facilities including the associated capital and operating costs and funding source
- The suitability of the current facilities for the rendering of the service
- Any other aspect, which may be pertinent.

Environmental Aspects

The municipality would be advised to restrict the environmental investigation to those aspects which would be as a direct consequence of rendering the service.

Health and Well Being

For this section the municipality should examine at least the following key aspects:

- In what way does the service give priority to the basic needs of the community?
- How will the service promote the development of the local community?
- How will the service contribute to all the members of the local community having access to at least the minimum level of service?
- How will the service contribute to the improvement of standards over time?

(b) Municipal Human Resource Capacity – Existing and Future

Organisational Structure

The municipality would need to review and assess briefly the overall structure of the municipality in relation to the fire department. This should not be very detailed but should rather determine where the department is located within the overall organisation.

Staffing Matters

When examining the staff matters, it will be necessary for the municipality to commence with an assessment of the municipality's ability to perform its authority functions. The municipality would be required to review the number of employees performing or would be available to perform the function. This would include an overview of the current positions, and associated job descriptions, staff skill levels and expertise. An assessment of how work is assigned, current workload and the geographic spread thereof will be necessary in order to determine the current resource levels and the future requirement.

Service Contracts

The municipality would need to identify the existence of any fire related service contracts currently in place within the municipality. The duration of the contract, the effectiveness and the associated performance thereof would require examination. It may be useful to determine if there were past contracts which have subsequently been terminated and the reasons for termination.

Union Agreements

The municipality would need to examine any union agreements generally and those which specifically relate to the fire fighting function. This aspect is critically important within this sector as some of the staff members may have been seconded or transferred from province for aspects such as ambulance services and disaster management.

(c) Reorganisation and Staff Development

Organisational Development

The municipality would need to review and assess the organisational development strategy/programme and its applicability to the service under evaluation.

Training Programme

The municipality would need to determine the number of fire and related staff who had received training within the last two-year period. The type of training, cost and funding source should be included in the assessment. It may be necessary to examine the fire department's budget to identify the annual allocation for training and the actual amount spent to determine the over or under expenditure. In addition, the municipality should assess if the amount is increasing or decreasing from one financial year to another and the implications of the budgetary changes.

The appropriateness of the training received by the staff should be assessed against the skill requirements of the service under review.

Reorganisation

The municipality should assess possible modifications to the organisational structure to absorb or improve the delivery of the service under review. It would be necessary to include the views of the councillors, administrative staff and the unions on any options developed by the municipality.

In addition, current allocation and organisation of staff within the fire department should be examined and the municipality should assess the possible implications of internal staff transfers, job upgrading and modifications.

(d) Impact on Development, Job Creation, and Employment Patterns

Impact on Development

The municipality would need to assess the geographic coverage of the existing and anticipated service provision providing reasons for possible spatial variations within the boundaries of the municipality. A discussion on the target population would be essential, outlining their socio economic status and how the provision of the service would contribute towards equity, improving access and their overall quality of life. The IDP should be reviewed to ensure that the service is aligned with the anticipated development strategies. In addition, the IDP should have covered many aspects relevant for addressing the discussion on the impact on development and should thus be checked as a source document.

Job Creation

The municipality would need to assess the number of jobs which would be created or lost as a result of the decision to provide the service through an internal mechanism. Should it result in an increase, the investigators must determine if the additional staff could be accommodated on the existing approved organogram. If not, options for modifying the organisational structure should be proposed. Furthermore, it will be necessary to determine the cost of the additional staff and if sufficient funds would be available within the existing budget to accommodate the increase. If not, an attempt should be made to identify alternative funding sources.

The municipality would need to determine if there are any employment policies in place within the municipality such as a moratorium on the appointment of new staff, employment equity plans etc and what the associated implications may be.

Employment Patterns

The municipality would need to examine factors such as the sectors affected, the geographic spread of the employment opportunity, the skill levels required or developed as a result of the project, gender implications including an assessment of the impact on previously disadvantaged individuals.

(e) Views of Organised Labour and Other Stakeholders

Section 78 of the Municipal Systems Act only requires an assessment of the views of organised labour on internal mechanisms for service delivery. However, councillors and administrative staff are critical to service delivery success and therefore the report strongly recommends that their views are taken into account during the investigation.

Organised Labour

Organised labour has to date strongly supported the provision of municipal services through internal mechanisms for a number of reasons:

- General opposition to the private sector
- The role of the municipality once an agreement has been reached with an external service provider and the levels of accountability
- Possible loss of jobs and staff development opportunities
- Loss of members should the staff be released to an external organisation.

During the consultation, the municipality would need to outline the entire investigation process especially if internal and external mechanisms are being examined simultaneously. The options being explored would need to be discussed in detail and the meetings views carefully recorded. It is recommended that a summary of the discussion and concluding comments are outlined and approved by the participants before closure.

Councillors

The aim of the consultative meeting held with the councillors is to assess their views on the capacity of the municipality to deliver the service through internal mechanisms. This would include the following:

- Their satisfaction with the current service levels
- A discussion on the existing level of skill and experience within the municipality for rendering the service
- Possible organisational or inter departmental reorganisation to accommodate or improve the service deliver
- Training and development as a mechanism for retaining the service internally

Staff

Consultation with the management and departmental staff would need to include the following aspects:

- The ability of the department or the municipality to deliver the service through internal mechanisms
- Existing problems with service delivery and what the implications are for the future
- Views on organisational or inter departmental reorganisation
- Service conditions of the employees

It is possible to complete the examination of both the internal and external service provision options before the municipality makes a final decision. However before commencing with an investigation into mechanisms for external service provision, it is necessary to apply section 78(3)(a) of the Municipal Services Act. The Act requires that a municipality give notice to the local community of its intention to explore the provision of services through an external mechanism. An advert should thus be published in the local newspapers and posted on the public notice boards within the municipal offices. It is essential that the newspaper clippings be kept on file as proof of publication.

4.3.2 Investigating the use of an external service provider

(a) Direct and Indirect Costs

Direct Cost of the External Service Delivery Mechanism

The municipality would need to prepare an estimated contract value for the rendering of the service through an external service delivery mechanism. Before determining the cost, the type and duration of the contract would need to be evaluated. The valuation should include at least the following aspects:

- Number of personnel required and associated employment costs
- Administrative costs – estimated overheads
- Travel costs
- Training/Workshop (if applicable)
- Project cost including material, equipment etc
- Auditing and evaluation
- Escalation fees per annum
- VAT

The municipality must identify the funding source and sustainability thereof for the contract.

Indirect Costs

Based on the options selected, the municipality would need to determine the level of municipal support required for ensuring effective contract performance. At least the following should be considered:

Estimated time and cost on a monthly basis for the following personnel:

- Municipal Manager
- Finance Officer

- Procurement Officer
- Contracts Manager
- Legal Officer
- Officer allocated to specialist monitoring
- Others as is relevant

The municipality must include an assessment of the financial and infrastructural risks associated with the municipality having to cancel the contract and absorb the service for internal provision. This is especially important if the service to be provided is considered a basic need. In addition, the risk associated with changes in the legislation and or national and provincial policies should be assessed at this point.

A number of matters relating to these aspects could have a significant impact on the decision pertaining to the duration of the contract, successors in law, monitoring performance associated with the agreement should the authority for the service shift.

Environmental Aspects

The municipality would be advised to restrict the environmental investigation to those aspects, which directly relate to the rendering the service. It will be necessary to review and assess the national and provincial environmental legislation applicable to the rendering of the services.

Aspects noted by the municipality as having an environmental impact must be clearly indicated in the findings for later inclusion into the service provider agreement as a contract requirement.

Health and Well Being

For this section, the municipality should examine at least the following key aspects:

- Why the use of an external service provider would give priority to the basic needs of the community and allow access to the minimum level of service
- How the service, through the use of an external service provider, would promote the development of the local community
- How the service, through the use of an external service provider, would contribute to the improvement of service standards.

(b) Capacity and Potential Future Capacity of Prospective Service Providers

Determination of Prospective Service Provider.

The Act allows for municipal service provider agreements with the following organisations:

- A municipal entity
- Another municipality
- An organ of State such as a traditional authority
- A community based organisation (CBO) or a non governmental organisation (NGO)
- Any other institution – this would include the private sector

The municipality would need to briefly evaluate each of the above external services providers indicating the following:

- The applicability of the external service provider for the service/project under investigation
- The role the external service provider currently plays in the delivery of the service
- The advantages and potential risks of the applicable external service provider
- The preferred options which would require a strong motivation

(c) Assessment of the Capacity and Future Capacity of Another Municipality

This section will only focus on another municipality as a potential service provider as this report is directed toward supporting the development of service provider agreements within the district area. The municipality should assess at least the following:

- Are there any other municipalities currently providing the municipal service under investigation?
- Do any of the other municipalities demonstrate the skills required, expertise and resources necessary to effectively and efficiently provide the fire fighting function or aspects thereof?
- What elements would be required for the municipality to obtain the capacity in the future – such as human resource development, addition funding, both etc.
- What are the risks for the municipality using the other municipalities being investigated as external service providers

Views of the Local Community

In terms of section 78(3)(a) of the Municipal System Act, it is necessary for the municipality to give notice to the local community of its intention to explore the provision of the service through an external mechanism. It is essential that the municipality send a letter of acknowledgment for each submission received. Section 5(1)b of the Municipal Systems Act identifies that members of a local community have a right to a prompt responses to their written and oral communications

In terms of section 17(3), it is always necessary to make a person available at the municipal offices to receive verbal submissions from persons not able to read or write and other disadvantaged groups. Regardless of the final process for notification decided on by the municipality, it must be transparent, well-documented and accurate records kept. You are advised NOT to deal with this section flippantly as it is one of the easiest aspects for legal challenge.

The municipality should establish an electronic or manual database for capturing all submissions, which would include at least the following information:

- Name of person who made the submission
- The date the submission was received by the municipality

- The organisation represented
- Address
- Phone/fax/email if available
- A summary of the views contained in the submission etc.

Views from the local community may also be obtained via the use of ward committees where applicable. Again, it is essential that recommendations from these committees are clearly recorded and forwarded to the municipality responsible for processing the views.

The municipality will need to ensure that it reads and evaluates EVERY submission, as well as carefully document the entire process followed. Thereafter, an attempt should be made to categorise the submissions to determine any trends such as:

- A predominant number of submissions received from a certain geographic area
- Submissions from different applicants but from the same organisation
- The types of organisations such as political parties, NGOs, academic institutions, community organisations, individuals
- Percentage of submissions which support or do not support the use of external service providers.

Public participation as a legal requirement can have the opposite effect to that intended. Some municipalities may use the legislation as “tick boxes” instead of ensuring genuine, meaningful participation. While it is important that you follow the legal requirements, it is equally important that you honour the spirit of the legislation – that is to engage in sincere and genuine participation.

(d) Impact on Development and Employment Patterns

Impact on Development

In order to determine the impact of the service on development, the municipality will need to provide a situational analysis which would include the following aspects:

- A spatial analysis of the municipality indicating the areas of high risk or vulnerable communities
- Service delivery aims and objectives
- The expected outcomes for the proposed service delivery strategy
- Demonstrate how the service would contribute toward achieving equity, improve access to services and overall quality of life
- How the provision of the service through an external mechanism would facilitate the achievement of the service delivery strategic outcomes
- Indicate how the service aligns with the development strategies contained in the Municipality IDP.

Employment Patterns

The municipality would need to examine factors such as the sectors affected, the geographic spread of the employment opportunity, the skill levels required or developed as a result of the project, gender implications including an assessment of the impact on previously disadvantaged individuals.

(e) Views of Organised Labour and Other Stakeholders

Again, with the investigation into the external service provider, it is recommended that in addition to those of organised labour, the municipality consider the views of the councillors and staff as well.

Organised Labour

Besides fulfilling the legal obligation, the views of organised labour in assessing mechanisms for external service provision will be essential for concluding a service partnership agreement.

There are two main aspects. The first is the process to be followed by the municipality in obtaining the views and the second is analysing the content thereof. The latter will guide the municipality as to how to manage the process toward concluding an agreement should the decision be made to pursue an external service provider option. An article published in the Community Law Centres Local Government Law Bulletin 2001(4), indicates that a legal challenge has taken place around a municipal service agreement.

“In that case SAMWU challenged a decision by Sedibeng District Council to privatise six cemeteries on the grounds that the union had not been adequately consulted. The arbitrator who ruled on the matter, declared that the union was entitled to be consulted, and that the agreement between the council and the contractor be suspended until the process of consultation was completed.”

Not only could the suspension or termination of an agreement with an external service provider have legal and financial implications for the municipality, but may also have a negative impact on service delivery itself. This may in turn have wider political, social, economic and safety consequences.

The legal requirement is for the views of organised labour to be considered in the making of the decision on service delivery mechanisms. This means then that there is an obligation to obtain and assess the information from the unions and not to undergo a process of bargaining. Hence, it is not necessary for the matter to be discussed in the bargaining chamber but rather in a separately established forum. It should however, have wide representation, which would include at least the following members:

- The chairperson/ head of the municipality
- Councillors including the councillor responsible for human resource and labour matters
- Fire Chief and other senior representatives from the fire department
- Representative from the legal department
- Transformation / organisational development manager
- All unions represented in the municipality

During the consultation, the municipality would need to outline the entire investigation process especially if internal and external mechanisms are being examined

simultaneously. The various options being explored by the municipality would need to be presented in detail and the meetings views carefully recorded. It is recommended that a summary of the discussion and concluding comments be outlined and approved by the participants before closing any meetings. If the municipality has the facility available, it is recommended that the forum meeting be taped and the recording kept on file.

Councillors

The aim of the consultative meeting held with the councillors is to assess their views on the municipality delivering the service through external mechanisms. This would include the following:

- Their understanding of the implications of delivering the service externally
- The ability of the municipality to undertake implementation of a service agreement
- The ability of the municipality to monitor the performance of the contractor
- Any other matter which may be relevant.

Staff

Consultation with the staff would need to include the following aspects:

- What would the affect be on the department if the service was delivered externally?
- What capacity exists for implementing a service delivery agreement?
- What capacity exists for monitoring the contractor?
- Views of the head of organisational development.

4.3.3 Preparation of the Report to Council

The quality of the report prepared for Council will have a direct impact on the Council's ability to make a sound decision. Given the legal implications for deciding on mechanisms for service delivery, it is important that the report be comprehensive and yet not contain unnecessary information which could detract from the core issues for consideration. The legal department must scrutinise the document before it goes before Council and should ensure that the recommendation made on the option proposed and recommended process for implementation meet the requirements of the legislation.

APPENDIX A

MDB QUESTIONNAIRE RESULTS

WEST COAST DISTRICT MUNICIPALITY

WESTCOAST DISTRICT MUNICIPAL AREA	West Coast DC (DC1)	Matzikama Municipality WC011	Cederberg Municipality WC012	Bergrivier Municipality WC013	Saldanha Bay Municipality WC014	Swartland Municipality WC015
Does your municipality currently perform the fire fighting function <i>(Insert X for correct information)</i>	Partial	Partial	Partial	Partial	Yes but DC renders a small area outside Hopefield - However, the service still requires resolution in terms of the MSA	Yes - used DC as a backup service
If no or partial area, who renders the function for your municipality or within those areas not served? <i>(Indicate the name of the organisation)</i>	DC in rural areas and DMA; LMs in the towns - not in line with the MSA - until 1 July 2003 - now in the future will; be in terms of the MSA	WCDC	WCDC	WCDC		
Does your municipality render the function for any other municipality	Yes	No	No	No	No	No
If yes, indicate which municipality/ies	All local municipalities - in various degrees					
Indicate the total number of households who receive the service	13016	10000	7646		XXXX	XXXX
Indicate number of staff performing the function	Full 1 and 12 part time Total 13	All part time 5	Part time 16 (Perm staff)	23	Full time 1 Part time 21 (22) Partime perm municipal workers	Full time 2 and 40 part time (42) Partime perm municipal workers
Is there adequate staffing to perform the function in the entire municipal area?	No	No	No	No	No	No
What is the 2002/2003 budget allocation for the firefighting function? <i>(Indicate the amount – the amount MUST be verified in the budget)</i>	589740	47070	154117	60750	890724	935391

WESTCOAST DISTRICT MUNICIPAL AREA	West Coast DC (DC1)	Matzikama Municipality WC011	Cederberg Municipality WC012	Bergrivier Municipality WC013	Saldanha Bay Municipality WC014	Swartland Municipality WC015
What is the 2003/2004 budget allocation for the firefighting function? (<i>Indicate the amount – the amount MUST be verified in the budget</i>)	1.5mill	7000	119031 - may excluding staffing costs		979796.4	1158123 (capital - +400000)
Does your municipality generate an income for rendering this service	Yes	Yes	No	No	Yes	Yes
If yes, what is the estimated income for 2002/2003	15000	300			34880	100
If yes, what is the estimated income for 2003/2004	100000	300			60000	40000
Does your municipality have equipment available for performing the function? (<i>Insert X for correct information</i>)	Yes	Yes	Yes	No	Yes	Yes
Is the equipment sufficient for rendering the service equitably within your municipality (<i>Insert X for correct information</i>)	No	No	No	No	No	Unanswered
Provide a description of the major assets for the function	3X Samil 20 fire fighting vechiles, 1 x Unimog fire fighting vechile, 3x 4x4 bakkie fire fighting vechiles, 2 x mobile trailers,	1X Firefighting LDV including Pump and Tank (750l)	1 X Fire fighting truck, 3 x Watertanks in trailers	3 x vehicles, Equipment	1 Heavy pumper, 3 med pumpers, 1 skid unit, 3 pumps of which 1 is a trailer pump, 3 water tankers	9 fire fighting vechiles and 1 water tanker, fire fighting equipment, Materials eg foam, Jaws of life. 1 converted buffel and a second within the next two months
Indicate the major municipal asset value (if available)	3,000,000	64748	100000		1458007	1251908
What is the municipality's estimated timeframe for addressing the service backlog (<i>Indicated in years</i>)	2	5	5	5	5	5

MDB Question	DC2 Boland District Municipality	WC022 Witzenberg Municipality	WC023 Drakenstein Municipality	WC024 Stellenbosch Municipality	WC025 Breede Valley Municipality	WC026 Breede River/Winelands Municipality
Does your municipality currently perform the fire fighting function <i>(Insert X for correct information)</i>	Partial	Partial	Partial	Partial - only status quo i.e. Stellenbosch area only	Partially	Partially
If no or partial area, who renders the function for your municipality or within those areas not served? <i>(Indicate the name of the organisation)</i>		Boland DC by agreement	The DC renders services in the disestablished Winelands DC areas - i.e. rural areas	Boland DC have a status quo and mutual aid agreement	DC2 renders in the rural areas	Mutual agreement and status quo area – that is prior to 1 July 2003
Does your municipality render the function for any other municipality	Partial	Yes	No	Yes	Yes	Yes
If yes, indicate which municipality/ies	Status quo - assisting in terms of mutual agreements - BUT not in terms of the Municipal Systems Act	Boland DC by agreement - assist the DC in the DMA area - as and when required		Partially for the DC	Assist neighbouring municipalities	In DMA in terms of mutual agreement and in farms as far as vehicles are able to go
Indicate the total number of households who receive the service	129610	16124	42114	26034	29213	16125
Indicate number of staff performing the function	20 part time and 42 full time Total staff 62	1 full time and 39 part time (40) mix of municipal off and the private sector	All full time 72	Full time 42	Full time 37 and part time 8 Total (45)	All part time 30 (all municipal officials)
Is there adequate staffing to perform the function in the entire municipal area?	Western side Yes and Eastern side No	No	No	No	No	No

MDB Question	DC2 Boland District Municipality	WC022 Witzenberg Municipality	WC023 Drakenstein Municipality	WC024 Stellenbosch Municipality	WC025 Breede Valley Municipality	WC026 Breede River/Winelands Municipality
What is the 2002/2003 budget allocation for the firefighting function? <i>(Indicate the amount – the amount MUST be verified in the budget)</i>	8,568,231	486388 operating, capital -82681	11,000,000	7,535,563	5,319,476	Part of another budget
What is the 2003/2004 budget allocation for the firefighting function? <i>(Indicate the amount – the amount MUST be verified in the budget)</i>	10647115 operating, capital 1800000	486388 operating, capital none	13106056 operating and capital 333250	8,550,000 operation, no capital		735,000 = 485000 operation 250000 capital
Does your municipality generate an income for rendering this service	Yes	Yes	Yes	Yes	Yes	Yes
If yes, what is the estimated income for 2002/2003	112,000	4500	500,000	70,000	210,360	10,000
If yes, what is the estimated income for 2003/2004	108,000	4500	180,000	30,000	230,000	10,000
Does your municipality have equipment available for performing the function? <i>(Insert X for correct information)</i>	Yes	Yes	Yes	Yes	Yes	Yes
Is the equipment sufficient for rendering the service equitably within your municipality <i>(Insert X for correct information)</i>	Western side Yes and Eastern side No	No	No	No	No	No

MDB Question	DC2 Boland District Municipality	WC022 Witzenberg Municipality	WC023 Drakenstein Municipality	WC024 Stellenbosch Municipality	WC025 Breede Valley Municipality	WC026 Breede River/Winelands Municipality
Provide a description of the major assets for the function	8 Major fire pumpers, 10 LDVs with 750l, 1x Water tank and pump, 2 Rescue vehicles, 2 Hazmat vehicle, 1 Fire station, 3 service vehicles, 25 trailer unit with 1000l water tank (latter issued to farmers to assist)	1 Uni mog, 3 buffels, 2 LDVs fitted	2 Fire stations i includes accomodation facilities 3 mas and 6 flats, lecture area, 1 training centre, 1 Fire House, 4 Major pumps, 2 Water tankers, 1 Light pumper, 1 Hydraulic Turntable ladder, 3 bakkie units: grassfire tenders, 1 Hazmat trailer, 1 Foam trailer, Disaster management trailer, 1 Mercedes Benz - Mayoral car, 2 Motor vehicle, 2 light delivery vehicles	1 major fire station which includes lecture hall, 20 houses, 2 major fire trucks, 2 rescue vehicles, 1 water tanker 3 veld trucks, 1 Veld/bush medium pumper, Aerial device, 2 service vehicles, 1 sedan LDV, 1 trailer mounted foam	6 fire trucks which include 4 major pumpers, 1 Hyd platform, 1 emerg tender, 3 LDVs, 1 water tanker, 1 4x4 LDV, 3 2x4 LDVs, 1 Buffel fire truck, separate training centre, 6 flats 4 houses, 1 fire main station and 1 fire house.	4 med fire tenders (5 ton trucks converted) 1 bakkie unit, 2 1000l trailers, 1 water tanker
Indicate the major municipal asset value (if available)	7000000 actual, 27m replacement	500000, 4.5m replacement value	Est. Replacement value 5000000	30000000 actual		286831, 4.25m replacement value
What is the municipality's estimated timeframe for addressing the service backlog (Indicated in years)	5	7	5 or greater	10	8	10

MDB Questions	DC3 Overberg District Municipality	WC031 Theewaterskloof Municipality	WC032 Overstrand Municipality	WC033 Cape Agulhas Municipality	WC034 Swellendam Municipality
Does your municipality currently perform the fire fighting function (<i>Insert X for correct information</i>)	Yes - render to 3 of the 4 local municipalities/ Overstrand render per agreement	No but have an agreement with the DC	Yes and have agreement with the DC but mutual aid agreement (Cross border fire agreement)	No but have an agreement with the DC	No but have an agreement with the DC
If no or partial area, who renders the function for your municipality or within those areas not served? (<i>Indicate the name of the organisation</i>)		Overberg DC		Overberg DC	Overberg DC
Does your municipality render the function for any other municipality	Yes	No	Yes	No	No
If yes, indicate which municipality/ies	Local municipalities		DC		
Indicate the total number of households who receive the service	41409	0	11651	0	0
Indicate number of staff performing the function	29 full time and 80 part time (109) - Part time - members of the public - 30 are active	0	Full time 1 - 68 part time (69) 80% of part time are municipal officials	0	
Is there adequate staffing to perform the function in the entire municipal area?	No	-	yes	Unanswered	Unanswered
What is the 2002/2003 budget allocation for the firefighting function? (<i>Indicate the amount – the amount MUST be verified in the budget</i>)	3563420	187560	1612269		40000
What is the 2003/2004 budget allocation for the firefighting function? (<i>Indicate the amount – the amount MUST be verified in the budget</i>)	R 6,869,410 Operating R 3,695,000 Capital	830000 operating, 155000 capital	1538360 operating 50000 capital	xxxxx	60000

MDB Questions	DC3 Overberg District Municipality	WC031 Theewaterskloof Municipality	WC032 Overstrand Municipality	WC033 Cape Agulhas Municipality	WC034 Swellendam Municipality
Does your municipality generate an income for rendering this service	Yes	Yes	No	No	No
If yes, what is the estimated income for 2002/2003	33000	6000			
If yes, what is the estimated income for 2003/2004	R 1,690,000	0			
Does your municipality have equipment available for performing the function? <i>(Insert X for correct information)</i>	Yes	Yes	Yes	No	Unanswered
Is the equipment sufficient for rendering the service equitably within your municipality <i>(Insert X for correct information)</i>	Yes	No	Yes	No	Unanswered
Provide a description of the major assets for the function	Colt Clubcab Tdi Mazda 4x4 Mazda Sedan 323 160 Volkswagen Golf 1800 CAR Unimog 4 x 4 Chef Medium Pump Toyota Hi-lux combi Isuzu bakkie 2.8 Turbo Diesel 4x4 Toyota Bakkie 4 x 4 Mercedus Benz 4000 /4x4 Isuzu KB600 2.6 bakkie 4 x 4 Samil 4x4 tankers Samil 4x4 Recovery truck Rubberduck Hazmat Trailer(Complete) Rescue Trailer (c/w Jaws,lifting bags etc) Search and Rescue trailer (c/w rope and water rescue gear)	1 x fire engine	Specialist equipment, Tankers, Vehicles, buildings, Equipment		

	BA Sets Spare BA Cylinders BA Compressor Passport Gas Detector Generators Radio Communication Equipment Portable Pumps				
Indicate the major municipal asset value (if available)	R 13,033,120.00 Replacement R 7,099,120.00 Actual	190000	4.5m actual, 15m replacement		
What is the municipality's estimated timeframe for addressing the service backlog (Indicated in years)	3	0	3	0	0

MDB Questions	DC4 Eden	WC041 Kannaland Municipality	WC042 Langeberg Municipality	WC043 Mossel Bay Municipality	WC044 George Municipality	WC045 Oudtshoorn Municipality	WC047 Plettenberg Bay Municipality	WC048 Knysna Municipality
Does your municipality currently perform the fire fighting function <i>(Insert X for correct information)</i>	Yes - as was performed prior to 2000	No	Partial in the towns only - but some towns done by the DC and the DC does the rural areas - LM helps when it is possible.	Partial full time in the former TLC areas - the rural area (remaining area) is serviced by the DC - but assists if requested	Partial full time in the former TLC areas - the rural area (remaining area) is serviced by the DC - but assists if requested	Partial full time in the former TLC areas - the rural area (remaining area) is serviced by the DC - but assists if requested	Yes	Partial full time in the former TLC areas - the rural area (remaining area) is serviced by the DC - but assists if requested
If no or partial area, who renders the function for your municipality or within those areas not served? <i>(Indicate the name of the organisation)</i>		PAWC - Province	Garden Route/ Klein Karoo DC	Eden DC	Eden DC	Eden DC	Eden DC if they are requested to assist	Eden DC
Does your municipality render the function for any other municipality	Yes	No	Yes	No	No	Yes	No	No
If yes, indicate which municipality/ies	Local municipalities but in WC041 and WC042 - also renders in the urban areas - and all the rural areas. Are mutual aid agreements btw the DC and the LM for assistance as and when		Garden Route/ Klein Karoo DC see the above comment			Garden Route/ Klein Karoo DC		

MDB Questions	DC4 Eden	WC041 Kannaland Municipality	WC042 Langeberg Municipality	WC043 Mossel Bay Municipality	WC044 George Municipality	WC045 Oudtshoorn Municipality	WC047 Plettenberg Bay Municipality	WC048 Knysna Municipality
Indicate the total number of households who receive the service	XXXXX		10000	22000	30000	20000	8000	13000
Indicate number of staff performing the function	Full time 22		Part time 10 - but are all municipal officials	Full time (25) 12 Res. Rotating	7 full time 5 on contract 12 and 4 in the control room (2 are province and 2 LM)	1 full time 11 partime = 12 Part time staff are municipal officials	Full time 4 and 16 vol from the outside the municipalities also have 3 FPAs as per the Veld and forest act and 1 to still come on stream	13 full time and 30 partime = 43 - part time some are municipal and some private sector
Is there adequate staffing to perform the function in the entire municipal area?	No	Unanswered	No	No	No	No	No	No
What is the 2003/2004 budget allocation for the firefighting function? (Indicate the amount – the amount MUST be verified in the budget)	3584412		83734	3954929	2382906	241017	1320660	2228410
What is the 2002/2003 budget allocation for the firefighting function? (Indicate the amount – the amount MUST be verified in the budget)	3858796 operating, 147000 capital		118542 operating, 875000 capital	4336981 operating no capital	2720232 operating 50000 capital	342887 operating, 65000 capital	1318609 operating, 472000	44000 capital 2569100
Does your municipality generate an income for rendering this service	Yes	Unanswered	Yes	Yes	Yes	Yes	Yes	Yes
If yes, what is the estimated income for 2002/2003	388473	Unanswered	4600	35000	245000	69896	5000	912000
If yes, what is the estimated income for 2003/2004	0		10000	40000	414000	77000	5000	1296340
Does your municipality have equipment available for performing the function? (Insert X for correct information)	Yes	Unanswered	Yes	Yes	Yes	Yes	Yes	Yes

MDB Questions	DC4 Eden	WC041 Kannaland Municipality	WC042 Langeberg Municipality	WC043 Mossel Bay Municipality	WC044 George Municipality	WC045 Oudtshoorn Municipality	WC047 Plettenberg Bay Municipality	WC048 Knysna Municipality
Is the equipment sufficient for rendering the service equitably within your municipality <i>(Insert X for correct information)</i>	No		no	No	No	No	No	No
Provide a description of the major assets for the function	1 fire station (George) Man-truck, Samil 50, Samil 20, Toyota tanker, Nissan tanker, 4 fast response vehicles, control romm in Outshoorn 12 skid units in the rural areas		1 GMC Fire Engine, 2 Dual Function Vehicles which include water tankers), Equipment	1 main fire station (district asset) and 1 sub station (fire house)Major fire engine 2 water tankers medium fire engine rapid response vehicle 2 bakkies units LDV 1 resucue LDV 1 tractor, 24hour fire control room, 3 floating pumps, 2 Bas sets, BA compressor, rescue trailer	1 fire station, 4x Fire pumps, Fire hydrants (Streets), 2 Service Vehicles	2 fire engines, 1 rescue vehicle, breathing apparatus, Other equipment fro fire fighting	1 fire station, a control room not 24 hours, disaster management centre, 2 LDVs with skid units and 1 LDV service vehicle, 2 Samil 50 tanker units, 6 buffel fire fighting vehicles (4 converted and 2 still in process of conversion)1 Ford F250 (Bush fires), 1 FMC Medium pumper, 1 Chev c 10 Rescue Vehicle, 1 floating pump and 1 portable pump, (will be purchasing town pumper), 8 BAs and 8 spare cy. 1 BA compressor still to be delivered, 2 spreaders and 1 cutters	1 main station and 2 sub stations, 1986 GMC Medium Pumper Vechile 1960 Mercedes 4x4 Water tanker 3500 L Water capacity, 1972 Mercedes 2x4 4000l water capacity, 1996 Toyota 4 x4 bakkie with water tank and pump, 2000 Nissan 4x4 Bakkie with water tank and pump, 1944 Bedford Fire truck, 1 4x4 skid unit, 24 hour control room

MDB Questions	DC4 Eden	WC041 Kannaland Municipality	WC042 Langeberg Municipality	WC043 Mossel Bay Municipality	WC044 George Municipality	WC045 Oudtshoorn Municipality	WC047 Plettenberg Bay Municipality	WC048 Knysna Municipality
Indicate the major municipal asset value (if available)	2500000 replacement, actual 916558		1500000 replacement, 500000 actual	2983767 replacement	1371855 actual 2.7m replacement	1565000 replacement,		14m replacement
What is the municipality's estimated timeframe for addressing the service backlog (Indicated in years)	5	0	5	5	5	5	0	5

MDB Questions	DC5 Central Karoo District Municipality	WC051 Laingsburg Municipality	WC052 Prince Albert Municipality	WC053 Beaufort West Municipality
Does your municipality currently perform the fire fighting function <i>(Insert X for correct information)</i>	Yes but in the DMA of Murraysburg - not rendering the service in terms of the MSA for the remaining district	Yes for the full jurisdiction of the municipality	Partial - some areas not served - but should be sorted out in a few months	Yes for the full jurisdiction of the municipality
If no or partial area, who renders the function for your municipality or within those areas not served? <i>(Indicate the name of the organisation)</i>			No one	N/A
Does your municipality render the function for any other municipality	Yes	Yes	Yes	Yes
If yes, indicate which municipality/ies	B municipalities render the service in the non DMA area	Yes the district functions in terms of the MSA - No written agreement with Wos. But help with incidences - may be linked to provincial and national programmes such arrive alive	The district aspects of the function within the local area	The district aspects of the function within the local area
Indicate the total number of households who receive the service	1200	1435	1450	7791
Indicate number of staff performing the function	All parttime 10 - all municipal workers	All part time 12 all municipal workers	Part time 6 - municipal officials	Part time 12 - all municipal officials
Is there adequate staffing to perform the function in the entire municipal area?	No	Yes	no	No

MDB Questions	DC5 Central Karoo District Municipality	WC051 Laingsburg Municipality	WC052 Prince Albert Municipality	WC053 Beaufort West Municipality
What is the 2002/2003 budget allocation for the firefighting function? <i>(Indicate the amount – the amount MUST be verified in the budget)</i>	Part of another budget	50000	3820	127654
What is the 2003/2004 budget allocation for the firefighting function? <i>(Indicate the amount – the amount MUST be verified in the budget)</i>	134700	46000	3820	170716
Does your municipality generate an income for rendering this service	No	No	Yes	Yes
If yes, what is the estimated income for 2002/2003			660	20000
If yes, what is the estimated income for 2003/2004			660	20000
Does your municipality have equipment available for performing the function? <i>(Insert X for correct information)</i>	Yes	Yes	Yes	Yes
Is the equipment sufficient for rendering the service equitably within your municipality <i>(Insert X for correct information)</i>	No	No	No	No
Provide a description of the major assets for the function	Fire fighting trailer	Fire fighting Vehicles 5000L with high pressure pump, share other vehicles with other departments, 1 water tank	4x4 LDV fitted with a skid unit, Water pumps	3 Fire trucks, 1 water trucks, 2 trailers for equipment

MDB Questions	DC5 Central Karoo District Municipality	WC051 Laingsburg Municipality	WC052 Prince Albert Municipality	WC053 Beaufort West Municipality
Indicate the major municipal asset value (if available)	20000 actual, 30000 replacement	800000 replacement	311887	550000 actual but replacement 3000000
What is the municipality's estimated timeframe for addressing the service backlog <i>(Indicated in years)</i>	5	5	5	5