



**REFERENCE: 19/3/1/7**

**LOCAL GOVERNMENT CIRCULAR: 27 OF 2014**

THE MUNICIPAL MANAGER, CITY OF CAPE TOWN: MR A EBRAHIM  
THE MUNICIPAL MANAGER, WEST COAST DISTRICT MUNICIPALITY: MR H PRINS  
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THE MUNICIPAL MANAGER, GEORGE MUNICIPALITY: MR T BOTHA  
THE MUNICIPAL MANAGER, OUDTSHOORN MUNICIPALITY: MR R LOTTERING (ACTING)  
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THE MUNICIPAL MANAGER, PRINCE ALBERT MUNICIPALITY: MR H METTLER  
THE MUNICIPAL MANAGER, BEAUFORT WEST MUNICIPALITY: MR J BOOYSEN

**LOCAL GOVERNMENT STANDARD JOB DESCRIPTIONS FOR THE FIRE AND RESCUE SERVICE**

1. BACKGROUND

Over the past few years municipalities undertook and completed their respective TASK processes, firstly through the SALGBC Collective Agreement process and when this agreement expired in 2010, with the assistance of Deloitte or the different district TASK committees. As a direct result of this, TASK, or "T" levels were assigned to different job positions in municipalities.

## 2. CURRENT SITUATION

Most municipalities across the province are now in a position where their TASK processes have been concluded and implemented. Different 'T' levels are now being reported for similar positions in different municipalities, in this instance the Chief Fire Officers in the Western Cape.

An unintended consequence is that municipalities with lower 'T' levels experience difficulties to attract and retain specialised skills.

## 3. FIRE FUNCTION: CASE STUDY

The dedicated committee where all the Chief Fire Officers in the province are represented approached the Department with a request to audit their different "T" levels for the fire and rescue function across municipalities.

The Department agreed to this request and established a sub-committee consisting of ourselves, SALGA and the chairperson of the provincial TASK appeals body. The committee looked into this discrepancy reported by the fire chiefs and discovered that different content, completeness and quality of job descriptions were the main reasons for these differences.

## 4. THE PROPOSED SOLUTION

The committee and the Chief Fire Officers then worked together to develop a set of standard job descriptions for the entire fire and rescue function. These are now complete and will be circulated to all municipalities for their further consideration and action.

It is however important to keep in mind that the responsibility associated to these structures of a municipality and the job descriptions are the exclusive responsibility of the Municipal Manager of each municipality and therefore these standard job descriptions are provided only as a recommendation for future consideration.

Further to this, it should also be kept in mind that if any changes to the existing job descriptions are made these have to be evaluated through the TASK process again.


5. NEXT STEPS

We therefore attached hereto the completed set of job descriptions for the Fire and Rescue functions for your consideration, as described above.

Additionally, if you are aware of any other disciplines or functions which require this combined approach, please let us know.

For any information, please contact Ms Eda Barnard at 021 483 4647 or at [Eda.barnard@westerncape.gov.za](mailto:Eda.barnard@westerncape.gov.za)

Kind regards



**Hildegard Fast**

**DATE:** 29/10/2014

**HEAD OF DEPARTMENT**