

# OVERBERG

DISTRIKSMUNISIPALITEIT  
DISTRICT MUNICIPALITY  
UMASIPALA WESITHILI



## PROMOTION POLICY

<b>Council Resolution No:</b>	.....
<b>Date:</b>	.....
<b>Municipal Manager:</b>	.....
<b>Executive Mayor</b>	.....
<b>Reference No:</b>	.....
<b>Municipal Code No:</b>	.....

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## **1. PREAMBLE**

The Promotion Policy is otherwise known as an Advancement Policy solely for employees in the Department Emergency Services.

## **2. POLICY PURPOSE AND OBJECTIVE**

The Overberg District Municipality wants to ensure succession, development and retain the services of competent staff members in the Department Emergency Services.

## **3. PROCEDURES FOR LEARNER FIREFIGHTER**

### **Step 1:**

The appointment of Learner Firefighter will be followed in terms of the approved Recruitment and Selection Policy and in terms of the Employment Equity Policy and municipal targets.

### **Step 2:**

When the incumbent is appointed in the Learner Firefighter position, he/she will undergo a Firefighter One (I) training course.

After successfully completing his/her Firefighter One (I) course and having served in the Department Emergency Services as a Learner Firefighter for uninterrupted two years, he/she will be promoted to a Firefighter position on the starting notch of a Firefighter (T-8).

### **Step 3:**

Should the incumbent not be successful in completing/passing the Firefighter One (I) course, he/she will be given another opportunity to pass the assessment. If the incumbent does not pass the assessment on the second opportunity, an incapacity process will be followed in term of the Code of Good Practice in Chapter 8 of the Labour Relations Act (LRA), 1995.

## **4. QUALIFYING CRITERIA**

### **4.1 LEARNER FIREFIGHTER**

The required criteria to qualify for a Learner Firefighter is as follows:

#### Minimum Qualification:

Matric

Code C1 driver's licence

Physically fit

### Remuneration T-Grade:

The employee will be appointed as a Learner Firefighter on the starting notch of a T-6.

After qualifying for the promotion of Firefighter One (I) the incumbent will be promoted to a Firefighter position and undergo the training of a Firefighter Two (II).

## **4.2 FIREFIGHTER**

The required criteria to qualify for a Firefighter will be as follows:

### Minimum Qualification:

Matric

Fire Fighter I or equivalent

First Aid Level III

Code C1 driver's licence

## **5. LEGISLATIVE FRAMEWORK**

The Promotion (Advancement) Policy of the Department Emergency Services shall be read in conjunction with:

- ODM Recruitment and Selection Policy
- ODM Employment Equity Policy
- ODM Education Training and Development Policy and regulation guidelines
- Municipal Staff Regulation
- Employment Equity Act, 1998
- Basic Conditions of Employment Act (BCEA), 1997 (Act 75 of 1997)
- Labour Relations Act (LRA), 1995 (Act 66 of 1995) [LRA]

## **6. GENERAL INFORMATION**

Should a shortage of qualified internal firefighter candidates occur, the vacant positions of firefighters will be advertised externally in order to maintain operational readiness as per the discretion of the Chief Fire Officer.

## **7. EFFECTIVE DATE**

This policy shall come into effect on the first date of the next month after the date Council adopt the policy and shall remain in full force and effect until it is reviewed, revoked, or amended by Council.

The policy will take effect on employees currently appointed as Learner Firefighters, two years after commencement date of this policy.