

FIRE SERVICE RESERVIST POLICY



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1. PURPOSE

Purpose of this document is to provide a clear guideline on the aspects of reservist in the Waterberg District Municipality thereafter known as the WDM.

2. BACKGROUND

In accordance to the Fire Brigade Services Act no 99 of 1987 the Chief Fire Officer is invested with powers to recruit reservist.

This policy directive is drafted to give direction to Officers and any other person entrusted with Fire Services in the WDM. This attempt will aim towards good utilization and managing of reservists.

3. SCOPE OF APPLICATION

This policy is applicable to all fire personnel who are part of the Waterberg District Municipality.

- 3.1 Reservists Recruitment
- 3.2 Advertisement
- 3.3 Recruitment
- 3.4 Allocation to shift
- 3.5 Allocation of uniform
- 3.6 Administration
- 3.7 Control
- 3.8 Appointment Letters
- 3.9 Remuneration
- 3.10 Uniform
- 3.11 Training
- 3.12 Policies
- 3.13 Exclusion
- 3.14 Powers and Functions
- 3.15 Call-Up of Reservists

3.1 Reservists recruitment

The Manager of Community Services Department will write to the Manager of Corporate Services to request appointment of Reservists.

3.2 Advertisement

WDM shall advertise reservist position on the council network and local newspapers.

The advertisement shall only be done after formal request has been done through the office of the Community Services Department/Directorate.

The advertisement shall clearly state requirements and the contact person in this regard.

3.3 Recruitment Criteria

The recruitment of reservists shall follow the normal common acceptable selection criteria.

The criteria are:

- i. Short listing
- ii. Fitness test/ Candidate Physical Ability Test(CPAT)
- iii. Medical test excluding HIV/AIDS
- iv. Interview

3.4 Allocation to stations

After WDM has finalized recruitment, the final list of recruits shall be handed to the Manager of the requesting department.

Allocation of reservist to stations will be the responsibility of the Chief Fire Officer.

3.5 Allocation of Uniform

The protective clothing and uniform shall be provided within the scope of practice of the reservists. Clothing shall be in accordance to the availability of the reservists.

- Those who attend per arrangement will be issued with uniform

3.6 Administration

The Reservists administration filling system shall have the following documentation.

- Curriculum Vitae
- Related qualifications
- Monthly register and report on hours worked
- Copy of total uniform received

3.7 Control

The Fire Service Division/Unit shall control Reservists through,

- 1 Meeting
- 2 Monthly report
- 3 Inspections
- 4 Instructions
- 5 Standard Operational Procedures (SOPs)
- 6 Parade

3.8 Appointment and Resignation letters

Corporate Services Department shall draft appointment letters after the recruitment process has been completed. Appointment letters shall be signed by the Municipal Manager.

Corporate Service Department shall draft a resignation forms to be completed by reservist during his or her termination of reserve force appointment.

3.9 Remuneration

WDM shall make sure that the budget is made in each financial year for the implementation of the policy.

A stipend of R90.00 shall be paid per person per day. The amount is reviewable during the policy review.

3.10 Wearing of uniform.

- A reservist shall wear the prescribed uniform and insignia.

3.11 Training/Drill

- A reservist shall undergo training, which, in the opinion of the Chief Fire Officer, is sufficient.

3.12 Policies

- Reservists shall work within the council policies which include Standard Operating Procedures, Operational Guide and departmental directives.

3.13 Exclusion

3.13.1 The Waterberg District Municipality will not be held liable for not employing any of the reservists.

3.13.2 Reservists take the posts of reserve force fully aware of the above clause.

3.13.3 WDM will not appoint any person under the age of 16 years and over the age of 60 years.

3.14 Powers and Functions

3.14.1 A member of a fire brigade reserve force shall be a temporary/paid on call member of the service and shall perform the functions entrusted to him by the Chief Fire Officer, or a member of the service acting on behalf of the Chief Fire Officer: Provided that a member of a fire brigade reserve force may, as far as possible, only be employed for the performance of those functions for which he/she, in the opinion of the Chief Fire Officer, has received adequate training.

3.14.2 The Chief Fire Officer may at any time discharge a member of a fire brigade reserve force.

3.14.3 A member of a fire brigade reserve force shall have the same powers as a member of the service and shall, in the performance of his functions, be regarded as a member of the service.

3.15 Call-Up of Reservists

3.15.1 A reservist may be called upon at any time by a Chief Fire Officer or his delegate to report at a place on the date and time as specified in the call-up instructions.

3.15.2 A call-up instruction referred to in sub clause (3.15.1) may be conveyed verbally; telephonically or in writing as the Chief Fire Officer may deem fit.

4. DELEGATION

- Corporate Services department is delegated with the authority to authorize the appointment of reservists.
- Authorization of this appointment shall be informed by the request through a letter from the Manager of the requesting department

Prior to authorization, the following must also serve before the Corporate Services for support;

- i. Letter of request for reservist and number requested which will include stations,
- ii. Advertisement
- iii. Fitness test results
- iv. Medical test to be conducted as per Occupational Health and Safety Act.
- v. Interview results

5. INSURANCE

The recruited reservists shall all be insured by Waterberg District Municipality (Liability Cover).

6. LEGISLATIVE FRAMEWORK

- 1) Fire Brigade Services Act, 99 of 1987
- 2) Fire Brigade Reserve Force Regulations, 1994
- 3) Occupational Health and Safety Act, 85 of 1993 and Regulations
- 4) Municipal Structures Act
- 5) Municipal System Act

7. REPORTS

The Leading Fire Fighter/Station Officer shall compile a duty rooster/sheet and report on hours worked, file and submit to the Chief Fire Officer for accountability.

8. CONCLUSION

WDM must make sure that the personnel have read and understood this policy.


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MUNICIPAL MANAGER
MS MABOTJA

27/03/2017
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DATE

Resolution 1049/2017