

# POLICY: EMERGENCY SERVICES RESERVE FORCE FOR EKURHULENI METROPOLITAN MUNICIPALITY

Item B-PS (30a-2005) MC 23/06/2005	EKURHULENI METROPOLITAN MUNICIPALITY: EMERGENCY SERVICES RESERVE FORCE POLICY
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## RESOLVED:

1. **That** the contents of the report regarding the Fire Brigade Reserve Force **BE NOTED**.
2. **That** the Ekurhuleni Metropolitan Municipality Emergency Services Reserve Force Policy attached as **Annexure "C"** to the report, including all annexures, appendixes and schedules/ tables thereto, **BE APPROVED**.
3. **That** Emergency Services reservists **BE INCLUDED** in the Council's Stated Benefit Insurance, with the proviso that the costs hereof **BE FUNDED** from within the existing approved budget.

## ANNEXURE C

## EKURHULENI METROPOLITAN MUNICIPALITY EMERGENCY SERVICES

## RESERVE FORCE POLICY

## CHAPTER 1

## INTERPRETATION

**DEFINITIONS**

In this Policy, unless the context otherwise indicates, -

(a) "**Chief Fire Officer**" means the Director: Emergency Services;

(b) "**commander**" means in the case of -

- (i) a region, the regional commander;
- (ii) a district, the district commander;
- (ii) a station, the station commander,
- (iii) a unit, the unit commander;

who is in command of the region, district, station or unit in or at which a reservist performs his or her duties;

(c) "**co-ordinator**" means a permanent member designated by the commander concerned to manage the reservists in the region, district, station or unit in co-operation with the head reservist concerned;

(d) "**Corporate Co-ordinator**" means the Corporate Co-ordinator designated in terms of paragraph 5(1);

(e) "**head reservist**" means a reservist designated by the commander concerned to manage the reservists in the region district, station or unit in co-operation with the co-ordinator concerned;

(f) "**reservist**" means a member of the Ekurhuleni Metropolitan Municipality Emergency Services Reserve Force;

(g) "**station**" means any place from which emergency services are rendered within any region, district, branch or unit of the Service;

(h) "**the Regulations**" means the Fire Brigade Reserve Force Regulations 1994, and

(i) "**unit**" means any unit or branch of the Service that does not fall under the command of an operational commander.

## CHAPTER 2

### CATEGORIES OF RESERVISTS AND ESTABLISHMENT

#### 2. DETERMINATION OF CATEGORIES OF RESERVISTS

- (1) It is hereby determined that there shall be the following categories of reservists:
  - (a) Category A Reservists: Operational Services;
  - (b) Category B Reservists: Support Services;
  - (c) Category C Reservists: Specialized Functions; and
  - (d) Category D Reservists: Scholars & Students
  
- (2) The following is determined in respect of each of the categories determined in terms of subparagraph (1):
  - (a) Category A Reservists: Operational Services  
A reservist appointed to this category -
    - (i) shall perform functions in all operational facets of emergency services either at station, district or regional level;
    - (ii) must wear a uniform;
    - (iii) must be trained in relevant aspects of emergency operations applicable to his or her duties; and
    - (iv) may, in accordance with regulation 2 of the Regulations, be called-up by the Chief Fire Officer to report for duty at a place, date and time determined by the Chief Fire Officer and to perform such functions at such places and for such periods as may be determined by the Chief Fire Officer.
  
  - (b) Category B Reservists: Support Services  
A reservist appointed to this category -
    - (i) shall perform specific support functions at corporate, regional, district or station level and may not be utilized to perform operational functions;
    - (ii) may wear a uniform, but may not be issued with personal protective equipment (PPE);
    - (iii) may only perform such support functions as may be determined by the Chief Fire Officer;
    - (iv) may, where necessary, be trained in relevant aspects, policy and instructions applicable to his or her specific functions; and
    - (v) may, in accordance with regulation 2 of the Regulations, be called-up by the Chief Fire Officer to report for duty at a place, date and time determined by the Chief Fire Officer and to perform such functions at such places and for such periods as may be determined by the Chief Fire Officer.

(c) Category C Reservists: Specialized Functions

A reservist appointed to this category-

- (i) must be a person who has particular skills or expertise which can be utilized operationally by the Service;
- (ii) shall perform specific functions in his or her field of expertise;
- (iii) may wear a uniform;
- (iv) may be trained in relevant aspects, policy and instructions applicable to his or her specific function;
- (v) may, in accordance with regulation 2 of the Regulations, be called-up by the Chief Fire Officer to report for duty at a place, date and time determined by the Chief Fire Officer and to perform functions relevant to his or her specific skills at such places and for such periods as may be determined by the Chief Fire Officer.

(d) Category D Reservists: Scholars and Students

A reservist appointed to this category -

- (i) shall perform functions in operational facets of emergency services at station level, excluding specialized functional duties;
- (ii) may wear a uniform;
- (iii) may be trained in relevant aspects of emergency services relating to his or her duties;
- (iv) may, in accordance with regulation 2 of the Regulations, be called-up by the Chief Fire Officer to report for duty at a place, date and time determined by the Chief Fire Officer and to perform functions related to emergency services at such places and for such periods as may be determined by the Chief Fire Officer;
- (v) Is exempted from the normal selection requirements relating to academic qualifications and psychometric tests;
- (vi) may only perform his or her duties in areas as specified by the Chief Fire Officer;
- (vii) shall, notwithstanding the provisions of paragraph 20, report for duty in a manner determined by the commander.

### 3. UTILISATION OF RESERVE FORCE

Every commander must determine the utilisation of Reservists at his or her station or other office, in accordance with the needs and priorities at his or her station. Utilisation of Reservists is further subjected to Appendix A of this policy, the requirements of section 6A of the Fire Brigade Services Amendment Act, 83 of 1990, as well as provisions contained in the Regulations, in particular regulations 2, 5, 7 and 8 of the Regulations.

## CHAPTER 3

### MANAGEMENT OF THE RESERVE FORCE

#### 4. COMMAND AND CONTROL OF RESERVISTS

(1) All reservists serve under the command and control of the Chief Fire Officer, as determined in terms of section 6A of the Fire Brigade Amendment Act, 83 of 1990.

(2) A reservist serves under the specific command of the commander, co-ordinator and head reservist of the region, district, station or unit concerned, as determined by this policy

#### 5. DESIGNATION OF CO-ORDINATORS

(1) The Chief Fire Officer must designate a senior officer within Emergency Services as Corporate Co-ordinator to co-ordinate and control at corporate level the functions of reservists in order to maintain an effective Reserve Force.

(2) Every commander must designate a permanent member as co-ordinator who is, in co-operation with the head reservist concerned, responsible to manage the reservists in the region, district, station or unit in order to ensure the effective utilization of the reservists.

#### 6. DESIGNATION OF HEAD RESERVISTS

(1) Every commander must designate a head reservist who is, in co-operation with the co-ordinator concerned, responsible to manage the reservists in the region, district, station or unit.

(2) The rank of a head reservist at a region, district, station or unit may not be higher than the rank held by the commander of the region, district station or unit concerned and may, in any event, not be higher than that of District Commander.

#### 7. PRECEDENCE AND SHOWING OF RESPECT

(1) No reservist has authority over a permanent member.

(2) A permanent member must show the necessary respect to a reservist who holds a higher rank than he or she does.

(3) The precedence of reservists holding the same rank shall depend on the respective dates of their appointment in that rank.

- (4) If two or more reservists of the same rank are appointed on the same date in such rank, their precedence shall be determined according to the date of their appointment in the lower ranks or ranks that they held before their appointment in their existing ranks.

## CHAPTER 4

### ENROLMENT

#### 8. RECRUITMENT CAMPAIGNS

Recruitment campaigns may be launched to enlist new reservists based on operational needs and priorities and to acquire specialised skills and competencies where these are needed.

#### 9. REQUIREMENTS APPLICABLE TO PERSONS FROM SPECIFIC GROUPS

- (1) The following persons may not be appointed as reservists:
  - (a) a person who has been discharged as medically unfit from a previous employer: provided that such a person may be appointed as a Category B reservist;
  - (b) a former member of the Service, whose application for re-appointment was rejected due to any negative consideration;
  - (c) a member of the South African National Defence Force referred to in section 9 of the Defence Act, 1957 (Act No. 44 of 1957);
  - (d) a person who serves in the commandos referred to in Chapter V of the Defence Act, 1957;
  - (e) a person who holds any post or office in a political party, organisation, movement or body;
  - (f) a person who is actively in politics or who is an outspoken supporter of a political party and who may violate the non-partisan nature of the Service;
  - (g) a full-time journalist or media representative;
  - (h) a person who does not have a fixed residential address;
  - (i) a member of the South African Police- and Reserve Police Service;
  - (j) a disaster management volunteer;
  - (k) a member of a municipal police service (including a local law enforcement officer).
- (2) It must be brought to the attention of reservists and prospective reservists that their voluntary services as reservists does not ensure that they will be appointed if they should apply for a permanent position in the Service.

#### 10. SELECTION AND APPOINTMENT

- (1) The selection and appointment of reservists are dealt with in the same manner as the selection and appointment of applicants for permanent appointment. Appointment of reservists is further subject to the provisions of section 6A of the Fire Brigade Amendment Act, 83 of 1990, and regulation 3 of

the Regulations. In addition, Appendix B to E as well as any requirements contained elsewhere in this policy must be complied with. Should the requirements for selection and/or appointment of permanent applicants not be finalised and/or any discrepancy be identified, the provisions of this policy shall apply.

## **11. RE-APPOINTMENT OF FORMER RESERVISTS**

- (1) A person who previously served in the Reserve Force, may be re-appointed, provided that he or she meets the requirement. Such an applicant must undergo a refresher course if necessary. During the selection process enquiries must be made about the previous service record of the applicant to determine his or her acceptability and suitability to join the Reserve Force. A report from the previous commander of the applicant must be included with the application.
- (2) A former reservist whose application for re-appointment has been approved, may be appointed in the rank he or she held at the time he or she left the Reserve Force. The final decision about the rank to which he or she will be re-appointed remains with the Chief Fire Officer.

## **12 APPLICATIONS AND RELATED DOCUMENTS**

- (1) The co-ordinator must ensure that the following are submitted if a person applies to be appointed as a reservist:
  - (a) Application form;
  - (b) Certificate by employer (if applicable);
  - (c) Undertaking;
  - (d) Permission from the parent or guardian if the applicant is a minor.
  - (e) Health questionnaire;
  - (f) Medical certificate (fitness);
  - (g) Physical ability test report;
  - (h) Psychometric test report;
  - (i) Candidate profile report.
- (2) The following must be done when an application for appointment as reservist is received:
  - (a) The applicant must with the assistance of the co-ordinator, complete the applicable forms. The necessary arrangements must be made for the applicant to undergo psychometric and physical testing.
  - (b) The co-ordinator must make telephonic enquiries regarding the suitability of the applicant to be appointed as a reservist if applicable.
  - (c) A selection committee, to be convened by the co-ordinator and consisting of the commander, head reservist, co-ordinator and such other members as the commander may deem fit, must determine whether the applicant is suitable.
  - (d) If an applicant is found to be suitable, the application, with a recommendation from the selection committee, must be submitted to the Chief Fire Officer for approval. After the appointment of the applicant, his or her training may commence.

(e)The co-ordinator must make the necessary arrangements for a force number to be allocated.

- (3) The commander must, three months after the appointment of a reservist, submit a report to the Chief Fire Officer indicating whether the reservist has shown the required commitment and whether his or her training is progressing satisfactorily.

### **13. APPOINTMENT CERTIFICATES**

(1)As soon as a reservist has been appointed, a letter of appointment must be issued to him or her with the designation "probationer reservist" on it.

(2)As soon as a reservist has completed training, but not before a period of three months has elapsed after his or her appointment, an appointment certificate must be issued to him or her, after which the letter of appointment must be withdrawn and filed on his or her personal file.

(3)A reservist must, while on duty, at all times be in possession of his or her appointment certificate.

(4)If a reservist misuses his or her appointment certificate, the certificate must immediately be withdrawn and the incident investigated with a view to take disciplinary action if appropriate.

(5)The contents of subparagraphs (3) and (4), as well as the detrimental consequences which could result should an appointment certificate fall into the wrong hands, must pertinently be brought to the attention of reservists during their training and also when appointment certificates are issued to them.

(6)If a reservist loses an appointment certificate, the circumstances must be investigated and reported in detail to the regional, district, station or unit commander concerned, who must decide whether the reservist must be held responsible for the cost of its replacement.

### **14. UNIFORM AND EQUIPMENT**

(1)As soon as a reservist has successfully completed his or her training, the prescribed uniform and equipment must, if applicable, be issued to him or her, in terms of regulation 6 of the Regulations

(2)Every reservist who is issued with a uniform must be dressed in full uniform when reporting for duty, unless, it is required for a specific task that he or she wears civilian clothes.

(3)A reservist who has not yet received a uniform must, when performing reservist duties, dress in neat civilian clothes, unless the type of duties performed requires alternative dress.

(4)As the public cannot distinguish between a permanent member and a reservist, the same requirements set for tidiness, hair-style and

a beard applicable to permanent members, are applicable to a reservist who wears uniform.

(5)Particulars of uniforms and PPE items which are issued to a reservist, must be noted on a personal inventory.

(6)All items of uniform and other equipment of a reservist who has retired, resigned been dismissed or discharged, must be handed in at the station where the discharge was effected.

(7)Uniforms and equipment may only be worn by a reservist while on duty or on his or her way to report on duty or after he or she has reported off duty and while he or she is on his or her way back home. If a reservist makes unauthorized use of his or her uniform or equipment, it must, if appropriate, immediately be withdrawn and the incident investigated with a view to take appropriate disciplinary steps.

(8)The distinctive badges, buttons of rank, gorget patches and cap peaks of the Reserve Force are the same as for permanent members of the Service.

(9)The Chief Fire Officer must, subject to the conditions which he or she determines, authorize the free issue from standard stock of any article of uniform or equipment to a reservist who performs duty or is undergoing training.

(10)The Chief Fire Officer may, in circumstances where an article of uniform or equipment became unserviceable or has been lost due to the misuse or negligence of the reservist, order that such a reservist pay for the replacement of such article of uniform or equipment.

(11)The commander under whose command a reservist resorts, may order a reservist to produce for inspection all articles of uniform and equipment issued to him or her.

## **15. PROMOTING SOUND RELATIONSHIP**

Sound relationships between permanent members and reservists must at all times be maintained. To this end -

- (a) permanent members must realize that reservists are rendering a community service by voluntarily helping to render emergency services and to protect the community;
- (b) permanent members must be patient with, advise and give guidance to reservists to ensure that they function effectively and supervise their work until such time as they are able to function effectively without supervision;
- (c) a reservist should not hesitate to ask for advice or to request guidance form permanent members, even though they may hold ranks lower than his or her own; and
- (d) a commander can make a particularly meaningful contribution by encouraging his or her subordinates to adopt a positive attitude towards

reservists and the service they render, and by setting an example in this regard.

## **16. MEMBERSHIP, SPORTS AND RECREATION CLUBS**

If a reservist becomes a member of an Emergency Services recreation club -

- (a) he or she may only be included in a team representing the Service with the approval of the management of the relevant sports body;
- (b) his or her participation in a team representing the Service takes place at this or her own risk and he or she will not be deemed to be on duty for the duration of his or her participation and, accordingly, an injury sustained by him or her during such participation will not be regarded as an injury on duty; and
- (c) he or she will be responsible to pay for his or her own medical, travelling and subsistence and other expenses relating to his or her participation in the activities of the club: Provided, however, that this paragraph does not prohibit the club concerned to compensate a reservist for any such expenses incurred.

## CHAPTER 5

### TRAINING

#### 17. GENERAL

(1) A reservist must undergo such training as the Chief Fire Officer may determine in terms of regulation 5 of the Regulations and may not be required or allowed to perform any official function or duty for which he or she is not adequately trained, as determined by section 6A of the Fire Brigade Amendment Act, 83 of 1990.

(2) The standard training curriculum and programme for permanent members is also applicable to reservists.

(3) Training of reservists must take place under the direction of the relevant Training Manager.

(4) The Training Manager must budget and make funds available from the training budget for the training of reservists.

(5) Training sessions must, as far as possible, be organized in each region or at a district or station level for all reservists.

(6) Record of all relevant courses and modules that were successfully completed by a reservist, must be filled in the personal file of the reservist at the station.

#### 18. ANNUAL EXERCISES

(1) Every reservist must, where applicable, participate in annual joint exercises.

(2) A reservist who participates in an exercise is considered to be on duty for the duration of the exercise.

## CHAPTER 6

### PERFORMANCE OF FUNCTIONS

#### 19. DUTY HOURS, DUTY LIST AND DUTY REGISTER

(1) Although a reservist performs voluntary duty, it is required from reservists to render a minimum of 160 hours duty per year, as determined by the relevant commander, in terms of regulation 7 of the Regulations. In exceptional cases and with good reason, a reservist may, as a temporary measure, be exempted from this obligation. In such a case, written permission must be obtained from the relevant commander. If the reservist fails to adhere to these provisions, steps may be taken against him or her.

(2) A duty list for reservists, which covers the same period as one for permanent members at the station and in which the duties of reservists are set out, must be compiled at every station, and -

(a) It is the responsibility of the head reservist at the station to compile the duty list in collaboration with the commander after he or she had carefully considered the circumstances of every reservist and after prior consultation with every reservist serving under him or her.

(b) A copy of the duty list together with the duty list of permanent members must be available and approved in advance.

(c) Duty lists must be filled together with the duty lists of permanent members after completion of the cycle.

(3) A duty register must be kept at each station in order to ensure proper recording of the duties rendered by reservists.

(a) A separate form must be used for each reservist. At the end of each month the number of hours which each reservist has worked must be closed off and totalled.

(b) In order to keep a summarised record of the duties of a reservist over a long period, the total number of hours that a reservist worked in every month, must be entered on a list which has been divided into columns for the months and years. Such list must be kept in the personal file of the reservist.

(c) The duty register must be kept in a loose- page system for every reservist. As soon as a page is full, and after the hours worked for the previous month has been totalled (as well as in the case of a reservist who has been transferred) that page must be attached to the personal file of the reservist at station level.

(d) The duty register must at all times be available for inspection by a commander or the Chief Fire Officer.

(e) The commander or a senior member designated by him or her, must regularly verify the duty register in order to ensure that particulars are correctly recorded.

#### 20. REPORTING ON AND FROM DUTY

(1) Before a reservist may perform any duties in his or her capacity as a reservist, he or she must be officially placed on duty. A reservist may under no circumstances be placed on duty before his or her application has been approved and a force number has been allocated.

(2) When a reservist reports for duty, he or she must be placed on duty in the Occurrence Book.

(a) Commanders may authorize that reservists be inspected at predetermined points and be placed on duty by a senior permanent member or reservist.

(b) Such senior permanent member or reservist must be on duty and is then authorized to inspect the reservists and to place them on duty. A suitable entry of the inspection must then be made in the Occurrence Book, which may be issued to him or her for this purpose. The Occurrence Book entry number of the call centre must also be included in his or her entry.

(3) If a reservist is on his or her way to report on duty or on his or her way back home after having reported off duty and, while in uniform, finds himself or herself in a position in which he or she has to act in his or her capacity as a reservist, he or she shall during that action, be considered to be on duty.

(4) A reservist who performs duty in a unit must be placed on duty by the relevant commander.

(5) The procedure outlined in subparagraphs (2) and (4) is also applicable when a reservist reports off duty.

(6) Particulars of the duties referred to in subparagraph (4) must regularly be entered in the service register.

## **21. DRIVING OF OFFICIAL VEHICLES**

(1) Before a reservist may drive an official vehicle, he or she must-

- (a) have successfully completed the basic training for reservists;
- (b) comply with all the requirements for driving the specific type of vehicle;
- (c) be in possession of a valid driving licence and PrDP; and
- (d) be authorized, in terms of council policy to drive the vehicle.

- (2) The authorization to drive an official vehicle must be attached to the appointment form of the reservist and a copy must be filled in his or her personal file.

## **22. ASSESSMENT OF DUTIES PERFORMED**

- (1) A commander must, at the end of each month, assess and keep record of the duties performed during that month by the reservists at his or her station. The record must contain the -
  - (a) number of reservists in each category;
  - (b) number of hours of duty performed by each category;and
  - (c) number of hours of duty performed by each reservist, perforce number.
- (2) The commander must satisfy himself or herself that optimal use was made of the services of reservists.

## **CHAPTER 7**

### **PERSONNEL MATTERS**

## **23. REGISTER OF PERSONAL PARTICULARS**

- (1) Every commander must, in addition to personal files, keep a complete list of all the reservists at his or her station.
- (2) A register, with the following particulars of reservists, must be kept at every station or office:
  - (a) force number and rank;
  - (b) full name;
  - (c) full home and work addresses;
  - (d) home and work telephone numbers;
  - (e) occupation;
  - (f) marital status;
  - (g) name, address and telephone number of next of kin;
  - (h) date of appointment; and
  - (i) date of latest promotion.
- (3) A reservist must inform his or her commander of any changes to the above information.

## **24. RANKS AND PROMOTION**

- (1) The ranks and rank insignia as set out in regulation 6 of the Regulations apply to the Reserve Force. A reservist may, however, not hold a rank above that of the commander under whose command he or she is serving.
- (2) Promotion to a higher rank is subject to the provisions of this Policy and any other conditions or exceptions that the Chief Fire Officer may from time to time determine.

(3) **A commander must make every effort to ensure that the reservists, including the reservists at the various rank levels, are representative of the community they serve.**

(4) A reservist must qualify and be suitable for promotion in all respects and must comply with the same requirements set for permanent members.

(5) The evaluation of reservists for promotion must be conducted in the same manner as that of permanent members.

(6) The documentation for the promotion of a reservist must be prepared in the same manner as for a permanent member.

(7) The requirements in subparagraph (4) may be deviated from in cases of previous permanent members of the Service who had held similar or higher ranks or who have sufficient applicable experience in the Service, as well as in the case of a reservist who formerly held a similar rank in the Reserve Force and who has had to forfeit it as a result of transfers and an absence of need for reservists in that rank at the new station.

(8) The Chief Fire Officer may, if he or she deems it expedient or in the interest of the Service, at any time promote any reservist to any rank and has the authority to condone any requirements set in this regard.

## **25. DECORATIONS, MEDALS AND CERTIFICATES**

(1) The requirements for a permanent member to qualify for the above-mentioned in terms of section 6B of the Fire Brigade Services Act, 83 of 1990, apply, with the necessary changes and where relevant, to a reservist.

(2) Internal certificates for meritorious services may be issued by the Chief Fire Officer to reservists in recognition of exceptional services rendered.

## **26. DISCIPLINE AND LABOUR MATTERS**

The provisions relating to discipline and labour relations applicable to a permanent member of the Service apply, with the necessary changes, to a reservist.

## **27. REDRESS OF GRIEVANCES**

(1) Grievances of reservists must be dealt with in accordance with the applicable agreement relating to grievances.

(2) Any failure by a reservist to handle a grievance in accordance with the procedure referred to in subparagraph (1), constitutes misconduct.

(3) The contents of the agreement referred to in subparagraph (1) must be brought to the attention of every reservist.

## **28. MEDICAL TREATMENT RESULTING FROM INJURY ON DUTY OR ILLNESS RESULTING FROM DUTY**

(1)The requirements, policies and procedures applicable to permanent members, are also applicable to reservists.

(2)If a reservist is injured or killed while performing duty or as a result of duty in his or her capacity as a reservist, an enquiry must be instituted in terms of existing Council policy applicable to permanent members.

(3)The following documents must be submitted at an enquiry referred to in subparagraph (2):

- (a) An affidavit by the employer, or the reservist himself or herself if self-employed, which indicates
  - (i) the actual salary of the reservist;
  - (ii) whether the reservist received any salary or other compensation during his or her absence;
  - (iii) the exact total of the loss of salary of the reservist;
  - (iv) the number of days of sick leave the reservist is annually entitled to in his or her permanent job; and
  - (v) the number of days and the dates on which the reservist was actually off duty as a result of the injury.

- (b) Certified copies of a marriage certificate of the reservist, the birth certificates of all his or her dependants, as well as the completed, prescribed WCL forms, if a married reservist dies as a result of an injury sustained while on duty or as a result of an illness contracted while on duty, must accompany the documents referred to in subparagraph (a).

(4) Medical accounts relating to injuries or illness of a reservist must be certified by the commander and be submitted to Head Office for payment.

## **29. TRANSFERS**

(1)A reservist may be transferred from one station to another.

(2)The commander must send the particulars of the transfer together with the personal file of the reservist to the commander where the reservist will serve.

(3)If a reservist, who has been transferred, does not report to his or her new station within two months, the commander must take steps to contact the reservist in order to ascertain the position.

## **30. RETIREMENT**

A reservist retires from the Reserve Force on attaining the age of 60 years, in terms of regulation 4 of the Regulations.

## **31. RESIGNATION**

(1) A reservist may, subject to regulation 4 of the Regulations, resign at any time, and -

- (a) If a reservist resigns, he or she must submit the resignation in writing.
- (b) The letter of resignation must be sent with a covering letter to Head Office (Termination of Service). The force number of the reservist must be mentioned in the covering letter.

### **32. DISCHARGE**

- (1) The Chief Fire Officer may, in terms of section 6A of the Fire Brigade Services Amendment Act, 83 of 1990, discharge a reservist at any time. Typically, a reservist may be discharged -
  - (a) if he or she is unable to complete the required training successfully within a reasonable time;
  - (b) on account of ill-health;
  - (c) on account of his or her unfitness to carry out his or her duties or his or her incapacity to do so efficiently;
  - (d) if he or she, without written permission of the commander, failed to perform the minimum required duty of 160 hours per year; or
  - (e) if he or she receives remuneration for his or her duties as a reservist in circumstances other than those provided for in this Policy.

(2) If it is considered to discharge a reservist, the reservist concerned must in writing be informed thereof and of the reason why this is considered. The reservist must then be allowed the opportunity to make written representations within 21 days and to submit reasons why he or she should not be discharged.

(3) The decision to discharge a reservist may only be taken after consideration of the written representations, if any, contemplated in subparagraph (2).

(4) The following steps must be taken when a reservist is discharged:

- (a) a letter of discharge signed by the Chief Fire Officer must be issued to the reservist concerned;
- (b) The letter of discharge must, after the discharge has been approved, be sent with a covering letter to Head Office (Termination of Service.) The force number of the reservist must be mentioned in the covering letter.

### **33. SERVICE CERTIFICATES**

The Chief Fire Officer may issue a service certificate to a reservist on the termination of his or her services, provided that -

- (a) he or she executed his or her task faithfully and efficiently during his or her period of service;
- (b) he or she had, throughout his or her period of service, with the exception of periods when his or her absence was due to valid circumstances, worked the required number of hours per year; and
- (c) the termination of his or her service is not as a result of misconduct.

### **34. REMUNERATION AND ALLOWANCES**

(1) A reservist performs voluntary duty and is not entitled to any remuneration unless called-up for full-time training or duty, as provided for in terms of regulation 2 read with regulation 8 of the Regulations.

(2) If a reservist is compelled to attend a court sitting as a result of his or her duties as a reservist, he or she shall be regarded as called up in terms of regulation 2, and may therefore be remunerated.

(3) If a reservist is called up for full-time training or duty, he or she will be remunerated at the prescribed tariffs.

(4) A reservist who is called-up for duty or is instructed to attend a training course at a centre away from his or her usual place of residence, may be transported at Council expense to and from the place where his or her services are required or where he or she has to undergo training and a subsistence allowance, calculated on the same basis and subject to the same conditions as for permanent members, may be paid to him or her for the journey thereto and back, as well as for the periods during which he or she performed duty there.

(5) In respect of conditions of service for which no provision are made in this policy, the Chief Fire Officer must be approached for a determination.

### **35. COMPENSATION FOR THE LOSS OF INCOME OWING TO DISABILITY RESULTING FROM DUTY**

(1) If a reservist is injured on duty or is medically unfit for duty owing an illness resulting from duty and in consequence this leads to a loss of income, he or she may be compensated in terms of Council's stated benefits insurance.

(2) Compensation for total or partial disablement is determined by the Compensation Commissioner and is calculated according to a formula based on the actual income of the reservist and the percentage of disablement as determined by the Compensation Commissioner.

(3) Reasonable costs for a funeral, including an official funeral, may be paid out of Council funds if a reservist dies while performing his or her duty or as a result of an incident or illness resulting from duty.

### **36. APPENDIX**

(1) [Appendix A](#): Reservists Structure and Utilisation Table.

(2) [Appendix B](#): Health Questionnaire.

(3) [Appendix C](#): Physical Ability Test Battery.

(4) [Appendix D](#): Psychometric Test Battery.

(5) [Appendix E](#): Candidate Profile.