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POLICY FRAMEWORK AND GUIDELINES FOR IMPLEMENTATION OF FIRE BRIGADE SERVICES RESERVISTS PROGRAMME (RUSTENBURG)

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GLOSSARY OF TERMS, definitions and Abbreviations used in the context of this Policy document

Fire Brigade Services Reservist:

A Fire Brigade Services Reservist in the context of this policy document is understood as a citizen or member of the community who voluntarily (i.e. as a volunteer), provides service/s through performing fire and emergency assignments aimed at preventing fire without expecting or demanding payment in return.

The nature of service/s rendered by a volunteer may also impact on the conditions under which such voluntary work is offered, including incentives, (e.g. grocery vouchers, air-time vouchers, stipends etc.) if any, that may be provided.

POLICY FRAMEWORK FOR IMPLEMENTATION OF A FIRE BRIGADE SERVICES RESERVISTS PROGRAMME (RUSTENBURG)

1. PREAMBLE

Fire Brigade Services Reservists programme as a concept focuses on mobilizing of communities and assisting coordination of fire prevention and emergency activities.

The Mass Mobilization Programme is in essence in support of all existing frameworks that:

- Recognize the importance of communities as sources of information in a relationship between municipality and the community.
- Acknowledge the effectiveness of actively involved communities that share creation of a fire-free environment.
- Appreciate existing efforts by communities through mobilizing and offering volunteer services in various methods to ensure fire safety of communities and a better quality of life.
- Embrace consultations with various entities in matters of voluntary community awareness including leveraging funding of any kind as part of incentives for services where possible.

There is a need to:

- Coordinate between fire and emergency department, Municipal Ward Structures and the district structures through activities that include fire prevention, awareness, and disaster risk assessment around strategic areas prioritized by the municipality.
- Market and communicate issues of fire and emergency and maximally coordinate through information sharing on general safety tips including fire safety about causes of fire which may affect their daily life routine.
- Coordinate resources towards a common purpose.

There is also a need to align fire prevention efforts by seriously considering initiatives of all other groups of society that strive to contribute to the fire prevention and safety through various means that may involve providing information to relevant authorities for purposes of promoting safety.

The Fire Brigade Services Reservist programme is intended to observe basic principles of the National Expanded Public Works Programme (**EPWP**) that involve among others ensuring skills training and temporary job creation.

2. PURPOSE OF THIS POLICY FRAMEWORK

The purpose of this policy framework is to enable the Directorate Public Safety to implement a Fire Brigade Services Reservist Programme through utilization of a set of guidelines as a point of reference.

2.1 Objective

The Fire Brigade Services Reservist policy framework seeks to promote efforts of citizen groups, the Municipality, the Fire and Emergency Department as far as fire prevention in communities is concerned. It is therefore intended to assist the municipality to decrease fire incidents so as to ensure that communities are safer. The focus will in the main be those parts of the municipality within Municipal boundaries identified as experiencing the most prevalent fires and other disasters.

2.2 Rationale for the programme

The following have been identified as factors influencing the need for the programme (i.e. Rationale):

- 2.2.1 To encourage the general public (i.e. individuals or any other organized community structure/s) involved in fire prevention to raise their participation to a higher level so as to accommodate the demands of fire safety.
- 2.2.2 To assist the municipality to decrease fire incidents to make sure that the communities in the wards are safer.
- 2.2.3 To raise the levels of fire safety within communities with the presence of Fire Brigade Services Reservist functioning as the eyes and ears of the Fire Department.
- 2.2.4 To establish a data-base of Fire Brigade Services Reservists in various wards.

3. LEGISLATIVE AND OTHER POLICY FRAMEWORKS

The following are frameworks that guide the application of the policy:

3.1 The Constitution of the Republic of South Africa, Act 108 of 1996, Chapter 11 Section 206

A Legislative Framework that supersedes all legislations and policies with principles, values and imperatives that form the basis of legislation that have a bearing on the provision of safety and security.

3.2 The Fire Brigade Services Act, No 99 of 1987 and its amendments

A piece of legislation that directs legal and operational requirements of the fire fighting within South Africa.

3.3 The Disaster management Act, No 57 of 2002

A legal framework that guides the establishment of an integrated and co-ordinated disaster risk management focusing on prevention or reduction of the risk of disaster, mitigating the severity of disasters, emergency preparedness, rapid and effective response to disaster and post-disaster recovery.

3.4 The Fire Prevention Strategy

Strategic priorities to deal with fire fighting and disaster management; Role & responsibilities of various role-players in the advisory committee; the role of the District within the constitutional framework.

3.5 Expanded Public Works Framework

A guiding document that gives direction to operations of the EPWP programme regarding implementation.

3.6 Code of Conduct: A set of rules describing expected behavior or proper practices by a person.

4. SCOPE OF THE POLICY FRAMEWORK

This policy covers aspects in the Department's effort to mobilize communities against fire:

- 4.1 Provides guidance regarding what is expected of a Fire Brigade Services Reservist recruited directly by the Municipality or through a recognized institution/organization.
- 4.2 Outline a working relationship among Fire Brigade Services Reservist and those wards through which the voluntary service/s are being rendered.
- 4.3 Provides guidance on resources and other material support provided to Fire Brigade Services Reservists including the injury and or death policy cover.

5. PRINCIPLES GUIDING PARTICIPATION AS A FIRE BRIGADE SERVICES RESERVIST

Within the definition of Fire Brigade Services Reservist as described above, the following **principles** apply:

- 5.1 Participation in a group as a member is **voluntary**.
- 5.2 Voluntary work including fire fighting and prevention is **non- remunerative**.
- 5.3 Volunteering is always a matter of choice and participation is not to be imposed.
- 5.4 Volunteering as a Fire Brigade Services Reservist within a group that accounts to the Municipality is one legitimate way in which a community member can actively participate in fire prevention activities with acceptable and recognised competency training.
- 5.5 Volunteering as a Fire Brigade Services Reservist is not a substitute for paid work.

6. ROLES AND RESPONSIBILITIES OF FIRE BRIGADE SERVICES RESERVIST

The following are roles that each reservist is expected to play and responsibilities to be carried out:

- 6.1 Enhance safety in the area of deployment.
- 6.2 Serve as a source of information for the Law Enforcement Agencies (inclusive of Public Safety officers).
- 6.3 Participate as a fire fighter.
- 6.4 Work closely with local police and other law enforcement agencies particularly the relevant sector team (inclusive of both SAPS officers and the community).
- 6.5 Advise on fire safety; assist with fire fighting and reduction of opportunities of fires.
- 6.6 Account to a Municipality (through Directorate Public Safety).

7. DUTIES OF A FIRE BRIGADE SERVICES RESERVIST

- 7.1 Carry out fire and disaster management related activities or tasks in the identified prone communities including School safety programmes (those experiencing fires or disasters).
- 7.2 Carry out observations and report possible fire outbreak activities in the area of deployment to the relevant authorities.
- 7.3 Contribute towards visibility in the area of deployment leading to preventing anti-social behaviour and reduction of opportunities of causing fires.
- 7.4 By-law policing (e.g. fire prevention By-Laws, etc.).

- 7.5 Assist through deployment during disasters and other events co-ordinated by the municipality.
- 7.6 Participating in fire prevention activities and events of other safety structures.

8. WHAT IS EXPECTED FROM A FIRE BRIGADE RESRVIST?

The following are knowledge, understanding and behaviour expected from a Fire Brigade Services Reservist:

- 8.1 Knowing and understanding the Code of Conduct and adhering to it.
- 8.2 Knowing and understanding the job description (as outlined in the **Code of Conduct & Oath of Office document**) and being committed to it.
- 8.3 Reporting to the designated Commander.
- 8.4 Understanding channels of communication and utilizing them appropriately.
- 8.5 Abiding by set policies, processes and procedures and asking for clarity if unsure of something.
- 8.6 Keeping up to date with rosters and work schedules.
- 8.7 Punctuality and regular attendance.
- 8.8 Performing duties promptly and reliably.
- 8.9 Keeping records and writing reports on work done as required (e.g. incident reporting).
- 8.10 Protecting and utilizing allocated resources responsibly.

9. PROCEDURES FOR OPERATIONS OF FIRE BRIGADE SERVICES RESERVISTS ON A DAILY BASIS

Upon signing of contracts, induction and orientation, Fire Brigade Services Reservist will be deployed at different fire stations situated within Municipality's Wards upon discretion of the Divisional Commander.

- 9.1 Fire Brigade Services Reservist shall receive a clearly developed Job Description outlining duties and responsibilities.
- 9.2 There shall be close liaison between Fire Brigade Services Reservist Teams managed by a Fire Brigade Services Reservist Team Leader or Sector Commander (based at a specific operational centre).
- 9.3 Duty Rosters shall be developed for deployment and this should be guided by the Divisional Commander in consultation with the Unit Manager Fire and Emergency Services.
- 9.4 Fire Brigade Services Reservist shall be deployed under the supervision of Team leader or station commander at all times.
- 9.5 Fire Brigade Services Reservist has no official employee status and their legal authority is limited to that of an ordinary private individual. Fire Brigade Services Reservist shall therefore not be allowed to work on their own.

9.6 On a monthly basis, a report regarding the activities, challenges and successes of the Fire Brigade Services Reservist programme shall be submitted to the Director Public Safety.

10. RECRUITMENT AND SELECTION OF FIRE BRIGADE SERVICES RESERVIST

The Directorate Public Safety in consultation with the Director Corporate Support is responsible for the recruitment. The following are expected but not limited to as part of requirements from the Fire Brigade Services Reservist:

10.1 General Requirements

- 10.1.1 A respected youth or adult (male or female) in the society with discipline and inspiring values.
- 10.1.2 A person who understands general fire safety issues.
- 10.1.3 A person with basic writing and reading skills (Grade 12/Matric Certificate qualification).
- 10.1.4 A person who consents to be screened (security clearance regarding criminal records).
- 10.1.5 A person who will uphold and comply with a Code of Conduct (including declaration of secrecy).
- 10.1.6 A person who will be prepared to be trained in areas related to fire safety.
- 10.1.7 A person who will agree to the indemnity conditions set by structures/authorities governing Fire Brigade Services Reservists.
- 10.1.8 A person who is in possession of relevant fire services qualifications

10.2 Processes and criteria for recruitment & selection of Fire Brigade Services Reservist

The process of recruitment at ward level is to be directly carried out by the Municipality (Directorate Public Safety) in consultation with Directorate Corporate support targeting identified wards or clusters within the municipality as follows:

10.2.1 Screening and vetting of Fire Brigade Services Reservist

In instances where a volunteer is found to be having a criminal record, an individual should not be appointed as a Fire Brigade Services Reservist.

10.2.2 Opening and maintaining of Personal Files for individual reservist. A Personal File must include the following:

- i) A completed Registration Form.
- ii) A copy of a Certified Identity Document.
- iii) A consent form giving permission to be screened.
- iv) A Screening Report.
- v) A Signed copy of Code of Conduct.
- vi) A Notice not to appoint a screened individual in case of a surfaced criminal record.
- vii) Copies of Fire Fighter 1 and Hazmat Awareness certificates

10.2.3 Training and Induction

Training of Fire Brigade Services Reservist will include the following:

- a) Understanding of what fire fighting is all about.
- b) Duties and responsibilities of a Fire Brigade Services Reservist.
- c) Usage of fire fighting equipment (e.g. hosepipe, flash/search –lights; two-way radios etc.).
- d) Executing of proper response to suspected or actual fire activity.
- e) Awareness of or recognizing suspicious activities.
- f) Proper describing and reporting of persons, events, vehicles and objects.
- g) Manning of control room for two-way radio and telecommunication.
- h) Usage of Log Sheets/Pocket Books.
- i) Basic fire fighting techniques.

Induction and orientation following signing of contracts will be conducted by the Municipality. The above will equip the recruits with development towards performing various duties under the command and control of Divisional Commander. The training will also focus on skills that will empower the volunteer beyond volunteering requirements. Each member's performance and conduct will be assessed on quarterly basis. Any conduct that deserves a disciplinary action or counselling will be treated as such and given the necessary attention.

At the end of every quarter, the Fire Brigade Services Reservist will be assessed to ensure that quality service is not compromised. Appropriate action will be taken against any untoward behaviour through the municipal process and applicable disciplinary procedures.

11. ROLES AND RESPONSIBILITIES OF KEY STAKE HOLDERS

11.1 The Local/District Municipality

- 11.1.1 Recruitment of Fire Brigade Services Reservist from within Municipal Wards aged **18 to 35 with Grade 12 and without criminal records.**
- 11.1.2 Arrangement of screening and vetting of all recruited Fire Brigade Services Reservist through the SAPS.
- 11.1.3 Provide relevant skills training, induction, mentoring and coaching to the Fire Brigade Services Reservist. Training on knowledge and understanding of the Municipal systems, policies and by-laws will also be conducted to systematically prepare the Fire Brigade Services Reservist.
- 11.1.4 Provide protective clothing (e.g. reflective jackets, bunker gears, fire boots, etc.).
- 11.1.5 Provide relevant required working equipments.
- 11.1.6 Ensure effective running of the programme within the area of jurisdiction.
- 11.1.7 Provide incentives if any towards services rendered by Fire Brigade Services Reservist
- 11.1.7 (a) In a case where incentives are in the form of stipends, an amount not less than but not limited to **R150.00** per person per day as determined in the Project Proposal .The above to be in line with guidelines of the Department of Labour.
- 11.1.7 (b) In all cases, a maximum of **22 days** per month shall be served by a Fire Brigade Services Reservist.

- 11.1.8 Provide management and control over the Fire Brigade Services Reservist. Supervision of Fire Brigade Services Reservist must ensure adherence to a developed Daily Roster and any deviation must be recorded.
- 11.1.9 Submit regular monthly reports to the Director regarding project activities as per Section 38 (1) (j) Certificate submitted as an attachment to the Project Proposal.
- 11.1.10 Arrange quarterly evaluation meetings with Fire Brigade Services Reservist with Fire Brigade Services Reservist Team leaders reporting progress of the programme to the Unit Manager and the Director.

11.2 The Directorate

11.2.1 Governance and policy matters

The Directorate will ensure support towards effective running of the Fire Brigade Services Reservist programme:

- i) Assist the Unit in the facilitation of the rollout of a **fire safety awareness training programme (PIER)** based on available budget and resources; and applying basic fire fighting principles in line with the requirements of the Fire Brigade Services Act.
- ii) Link the reservists with the Disaster management and Traffic Management.
- iii) Identify employment opportunities for Fire Brigade Services Reservist within this level of governance.
- iv) The Directorate will within limited budget and all other resources where affordable, provide incentives either monetary (i.e. stipends) or of any kind to the Fire Brigade Services Reservist as a gesture of appreciation of services rendered.
- v) Co-ordinate and provide administrative support to the programme
- vi) Monitor, evaluate and provide support to the programme/project of the Unit.

11.2.2 Management and Monitoring

The Directorate shall be responsible for overseeing the effective running of the programme throughout all municipal wards. Monitoring will be carried out through the following:

- i) Receive and discuss monthly reports from the Divisional Commander.
- ii) Quarterly meetings with the Fire Brigade Services Reservists.
- iii) Conduct periodic monitoring of the activities of Fire Brigade Services Reservist (e.g. Announced and Unannounced visits to reservists activities)
- iv) Intervene on fire reservists issues and elevated to management level if the need arises;
- v) Meet with all Fire Brigade Services Reservist on quarterly basis for feedback and Programme evaluation;

11.2.3 Law Enforcement and Security Unit

- i) Provide operational support such as back-up during emergency calls as necessary.

12. COMMENCEMENT AND APPLICATION OF THE POLICY FRAMEWORK AND GUIDELINES

The Fire Brigade Services Reservist Programme is expected to commence upon approval of this policy framework document by the Accounting Officer. The framework shall be implemented through implementation of the attached ***Guidelines for Implementation of a Fire Brigade Services Reservist Programme*** (ANNEXURE “A”).

13. REVIEW OF THE POLICY

This policy framework may be reviewed on an annual basis and upon discretion of the Accounting Officer.

Ms Nqobile Sithole
Municipal Manager

DATE