


FRANCES BAARD DISTRICT MUNICIPALITY



DISASTER RISK MANAGEMENT VOLUNTEER POLICY

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## 1. DEFINITIONS

“**Municipality**” refers to a local municipality within a district municipality; or a metropolitan municipality, as applicable to the relevant municipality;

“**Membership**” refers to a person who intends to become a member of the volunteer unit.

“**Primary role**” refers to that function for which a specific identified role player is best equipped and qualified to perform;

“**Volunteer**” refers to a person who performs or gives his services of his or her free will; or a person who renders aid, performs a service or assumes an obligation voluntary, without any guarantee of (financial) reward;

“**Volunteer unit**” refers to a unit established for volunteers in terms of chapter 7 of the Act.

## 2. PURPOSE

The Purpose of this policy is to standardize and formalize the recruitment, deployment and utilization of disaster risk management volunteers managed by the Frances Baard District Municipality.

## 3. BACKGROUND

Disaster management volunteers have been active in the Frances Baard District Municipality and the local municipalities for many years, and have played an important role in many major incidents and disasters.

Existing disaster management volunteer structures include:

- Dikgatlong Local Municipality
- Magareng Local Municipality
- Phokwane local Municipality

#### 4. LEGAL MANDATE

##### 4.1. DISASTER MANAGEMENT ACT

Section 44.(1) Of the **disaster management act**, 2002 (Act 57 of 2002) addresses the powers and duties of the district disaster management centres, and in section 44(1)(g) prescribes that a municipal disaster management centre “must promote the recruitment, training and participation of volunteers in disaster management in the municipal area”.

##### 4.2. NATIONAL DISASTER MANAGEMENT FRAMEWORK OF 2005

Section 1.5 of the national disaster management framework (NDMF) stipulates that national guidelines outlining the criteria for the registration of volunteers must be provided by the national disaster management centre.

Section 1.3.3 of the **national disaster management framework** concerns the participation of volunteers in disaster risk management. In this section it is stated that in order to maintain an inclusive approach to the participation of volunteers in disaster risk management, volunteers are classified into three categories. These categories are:

- Units of volunteers
- General volunteers
- Spontaneous volunteers

##### 4.2.1. Units of volunteers (section 1.3.3.1 of the NDMF)

*“In addition to the general provisions in the Act for the recruitment, training and participation of volunteers in disaster risk management in all three spheres of government, Chapter 7 of the Act provides a district municipality with the option of establishing a unit of volunteers to participate in disaster risk management in the municipality. This category provides for the participation and registration of individuals (or groups) who wish to become more actively involved in an organized structure for disaster risk management volunteers in the municipality. It includes individuals, groups or organizations that already have specialized skills, as well as those who undertake to be trained in specific skills in order to participate in this category.”*

#### 4.2.2. General volunteers (Section 1.3.3.2 of the NDMF)

In addition to the provisions relating to the option in Chapter 7 of the Act for municipalities to establish a unit of volunteers, sections 15(1)(g), 30(1)(g) and 44(1)(g) require disaster management centres to promote the recruitment, training and participation of volunteers in disaster risk management.

This allows municipalities, especially those that choose not to establish a unit of volunteers, to recruit individuals (or groups of individuals) who are prepared to assist in the event of a disaster but do not want to participate in an organized structure such as a unit described in subsection 1.3.3.1 above or serve as active volunteers on an ongoing basis. This category provides a general pool of volunteers who can be drawn on by the municipality to perform a variety of functions that may or may not require specialized skills. Volunteers in this category must be registered and must meet minimum criteria set down in accordance with the national standard guideline.

#### 4.2.3. Spontaneous volunteers (Section 1.3.3.3 of the NDMF)

*“The Act recognizes that people will always respond spontaneously in emergencies. Such humanitarian response should not be discouraged. However, municipalities must take cognizance of the problems and complications, including the possibility of injury and damage to property that may result from the spontaneous, uncontrolled and uncoordinated actions of volunteers. Municipalities must take this matter into Consideration and must make provision for it in their planning.”*

The table below outlines the categories of volunteers and what is required to be in place for each category.

<b>“Units of volunteers”</b> <i>Active Volunteers</i>	<b>“General volunteers”</b> <i>General Volunteers</i>	<b>“Spontaneous volunteers”</b> <i>Temporary Volunteers</i>
Minimum requirements	Minimum requirements	Minimum requirements
Application form to be accepted as an active volunteer unit member	Application form to be accepted as an active volunteer unit member	Application form to be accepted as an active volunteer unit member

<b>“Units of volunteers”</b> <i>Active Volunteers</i>	<b>“General volunteers”</b> <i>General Volunteers</i>	<b>“Spontaneous volunteers”</b> <i>Temporary Volunteers</i>
Health questionnaire to be filled in	Health questionnaire to be filled in	Health questionnaire to be filled in

Accepted /Rejected	Accepted /Rejected	Accepted /Rejected
ID Card (Candidate Active Volunteer)	ID Card (Candidate Active Volunteer)	ID Card (Candidate Active Volunteer)
Provision of Protective clothing	Provision of Protective clothing	Provision of Protective clothing
Induction training	Induction training	Induction training
Contact details in case of major incident or disaster	Contact details in case of major incident or disaster	Contact details in case of major incident or disaster
Compilation of Training record	Compilation of Training record	Compilation of Training record
Specialist skills as per identified risk/hazard	Specialist skills as per identified risk/hazard	Specialist skills as per identified risk/hazard
Standby duties	Standby duties	Standby duties
Regular duties	Regular duties	Regular duties

Insurance (as covered per FBDM approved insurance portfolio)	Insurance (as covered per FBDM approved insurance portfolio)	Insurance (as covered per FBDM approved insurance portfolio)
Duty record	Duty record	Duty record
Maximum period of work	Maximum period of work	Maximum period of work
Training (must be current in case of training that needs refreshing / can lapse)	Training (must be current in case of training that needs refreshing / can lapse)	Training (must be current in case of training that needs refreshing / can lapse)
Command and control mechanism	Command and control mechanism	Command and control mechanism
Records, personal details and services offered, and possibly skills and resources offered.	Records, personal details and services offered, and possibly skills and resources offered.	Records, personal details and services offered, and possibly skills and resources offered.
Stipend as prescribed by Council	Stipend as prescribed by Council	Indemnity statement

## 5. MEMBERSHIP

With reference to the regulations:

(1) A person shall be appointed as a member:

a) if that person

- i) applies on the form prescribed in annexure A;
- ii) resides within the area of jurisdiction of the relevant municipality;
- iii) is of good character and is physically and mentally capable of rendering service;
- iv) has reached the age of 18 years;

- v) has agreed on the said form to render a service and to undergo training in connection with the service;
  - vi) has submitted a health questionnaire in accordance with annexure B in respect of the general state of his or her health to the head of the centre; and
  - vii) has been accepted by the relevant service or group to which the volunteer wishes to be allocated.
- b) A person shall not be appointed as a member if such person is found not suitable during any probation period.
- (2) (a) An employee of a municipality who, by reason of the conditions of service and in the course of the exercise of normal duties, performs any work in connection with any matter contemplated in the Act or any specific task related to regulations promulgated in terms of the Act, shall be deemed to have been appointed as a member in terms of these regulations;
- (b) The provisions of these regulations shall mutatis mutandis apply to the employee referred to in sub regulation (2) (a), provided that such an employee will not be placed under the control of a volunteer.

## 6. INSTITUTIONAL AND MANAGEMENT ARRANGEMENTS

The following institutional and management arrangements must be in place for the recruitment and utilization of disaster risk management volunteers:

1. Recruitment process and documentation
2. Enrolment process
3. A current register of disaster risk management volunteers
4. Code of conduct
5. Training requirements list, course material and records
6. Personal file per volunteer
7. Training record
8. Service record
9. Mobilization and duties procedures
11. Equipment
12. Transport to and from volunteer mobilization centres, and during operations
13. Insurance cover
14. Standardized uniforms and protective clothing must be issued to volunteers.
15. Reimbursement for expenses incurred, including telephone expenses where possible.

18. Provision of meals, resting areas
19. A Volunteer management committee to be constituted.
20. A quarterly reporting process to be instituted.
21. Possible volunteer activities and roles can include:
  - Disaster risk monitors
  - Early warning
  - Public education and awareness
  - Training
  - Communications
  - Information management
  - Mapping
  - Impact assessment
  - First aid
  - Traffic control
  - Fire suppression and fire fighting
22. A reward and recognition system must be put in place.
23. Legislation such as the fire brigade services act, 1987 and the health act, 1977, etc. places primary statutory obligations on the fire services and ambulance services respectively to provide such services.
24. Disasters risk management volunteers will only assist with such statutory obligations and perform such services on the request of, and with the acknowledgement and endorsement of the professional services that have primary responsibility.

## **7. INTERFACE BETWEEN VOLUNTEERS AND AGENCIES WITH PRIMARY RESPONSIBILITY**

1. In cases where volunteer formations assist with the duties of a discipline with primary responsibility for a risk or incident type, the volunteers will fall under direct control of the discipline or agency with primary responsibility (e.g. fire & rescue services for fires, emergency medical services for mass casualty incidents) and indirect control of the disaster manager from the district;
2. In cases where volunteers perform a function for which no other discipline has primary responsibility, volunteer formations fall under direct control of the disaster manager from the district or a delegated person involved in the project or incident;
3. In cases where volunteers perform a function for which there is a discipline with primary responsibility, but the said discipline is not able to be present or does not have resources present to perform its function, volunteer formations will act within the operating guidelines of the primary discipline and fall under direct

control of the disaster manager from the district or a delegated person /official involved, who will be in constant liaison with the management of the discipline with primary responsibility who has jurisdiction over the area where the volunteer formations are working.

4. Where volunteers assist during major incidents, a representative will report to the incident commander and report what volunteer formations with what training and resources are available, and from then on be the liaison between the incident commander and volunteer formations to deploy volunteer formations according to the instructions of the incident commander. This representative could be a volunteer or a disaster management official designated for this sole purpose. The representative must at all times remain with the incident commander or at the incident command post from where the incident commander operates.
5. Where volunteers assist during major incidents, volunteer resources can be attached to existing primary discipline formations and act under control of the senior officer of that specific formation (e.g. a sector commander), or can be utilized as independent formations under control of the incident commander.
6. A disaster management official must at all times be aware of all volunteer deployments, even when volunteers are attached to the formations of primary disciplines.
7. The command structure of the primary discipline which is being supported by the volunteer formation must be informed about the training and equipment levels of the volunteer formation to enable realistic decisions on deployment and duties assigned to volunteer formations

**Annexure A**

Application for appointment as a volunteer of the disaster management volunteer unit (Regulation 3 (1) (a))

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Full name and surname:  
.....

Gender: .....

Age: .....

Identify number: .....

Full residential address:  
.....  
.....

Telephone number (home): ..... (office): .....

If applicable,  
Cellular number: .....  
E-mail address: .....

**Employment details**

Name of employer:  
.....

Nature of employment:  
.....

9. Nature of service in respect of which the applicant is prepared to volunteer for:  
.....  
.....

.....  
Signature of Applicant

.....  
Date

**Disaster Management Regulations under Act 57 of 2002 (Annexure A)**  
**Certificate by employer (if any)**

Occupation of employee  
(Applicant):.....

Full business address of employee (applicant):  
.....  
.....  
.....

Employer's remarks:  
.....  
.....  
.....

.....  
**Signature of Employer**

**Office Stamp:**

Disaster management regulations (regulations under act 57 of 2002) (annexure A)

Undertaking.  
(Regulation 3 (1))

I, (3) ..... The undersigned, hereby solemnly and sincerely and as long as I remain a volunteer of the (1)

FRANCES BAARD DISTRICT MUNICIPALITY Disaster Management Volunteer organization / unit commit myself to render to the best of my ability and without fear or contradiction the service referred to in my application above, and to undergo training in connection therewith in terms of the Act and the regulations promulgated thereunder.

.....  
Signature of Applicant

The applicant entered and signed this undertaking before me at .....

on ..... after acknowledgement that the prospective volunteer knows and understands the contents thereof.

.....  
Head of the Disaster Management Centre

Consent by parent or guardian (2).

I, the undersigned, being the legal guardian of ..... hereby consent to the above mentioned undertaking.

.....  
**Signature of Guardian**

Date : ..... Capacity: .....

- (1) Name of municipality or province.
- (2) To be completed in the case of a minor.
- (3) Name of Applicant

Disaster Management Regulations under Act 57 of 2002 (Annexure B)

**Annexure B**

Health questionnaire for disaster management volunteers Regulation 3 (1) (a) (vi)

For office use only			
Accepted	Rejected	..... Representative of service/ organisation to Who volunteer would be allocated.	
Remarks			
		Date	Signature
		..... Head of the Disaster Management Centre	
		Date	Signature
<b>A</b>			
Surname:		First Names:	
Date of Birth:	Height	Body Mass:	
Identity Number:			
<b>B</b>			
Have you successfully been vaccinated against small		Yes	No
Are you suffering or have you ever suffered from:	Mark with a cross in the appropriate column.	If any answer is yes, give details of the nature of the severity, date and duration of illness.	
Any skin disease?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**Annexure B**

Health questionnaire for disaster management volunteers Regulation 3 (1) (a) (vi)

	Yes	No
Do you suffer from any defect of hearing, speech or sight?	<input type="checkbox"/>	<input type="checkbox"/>
Are you physically disabled and do you use artificial limbs?	<input type="checkbox"/>	<input type="checkbox"/>
<b>B</b>		
Give details of the nature and severity of the disability.		
<b>D</b>		
Have you undergone any operations?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Give details of the nature and date of the operations.		
<b>E</b>		
I declare that the above information is true and correct and that I have not withheld any information regarding my health.		
Signature		Date

Annexure B

naire for disaster management volunteers  
 Regulation 3 (1) (a) (vi)

Are you suffering or have you suffered from:	Mark with a cross in the appropriate column		If any answer is yes, give details of the nature, severity, date and duration of illness.
	Yes	No	
Any affliction of the skeleton and/ or joints?			
Any affliction of the eyes, nose or teeth?			
Any affliction of the heart / or the circulatory system?			
Any affliction of the Chest or respiratory system?			
Any affliction of the digestive system?			
Any affliction of the urinary system/ genital organs?			

Are you suffering or have you suffered from:	Mark with a cross in the appropriate column		If any answer is yes, give details of the nature, severity, date and duration of illness.
Any nervous affliction or mental abnormality?			
Any other illness?			

**Disaster Management Regulations under Act 57 of 2002**

APPROVED