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GOVERNMENT NOTICE

DEPARTMENT OF COOPERATIVE GOVERNANCE

No. R. 1215

17 December 2010

DISASTER MANAGEMENT ACT, 2002 : DISASTER MANAGEMENT VOLUNTEER REGULATIONS

The Minister for Cooperative Governance and Traditional Affairs designated under section 3 of the Disaster Management Act, 2002 (Act No. 57 of 2002), has under section 59, read with section 58, of that Act made the regulations in the Schedule as approved by the National Council of Provinces in terms of section 146(6) of the Constitution of the Republic of South Africa of 1996.

SCHEDULE

Definitions

1. In these regulations a word or expression to which a meaning has been assigned in the Act has that meaning and, unless the context otherwise indicates –

“**centre**” means a disaster management centre established by a municipality for its municipal area in terms of section 43(1) of the Act;

“**component**”, in relation to a unit of volunteers, means a component within such a unit as provided for in regulation 4;

“**component leader**” means a volunteer designated as component leader in terms of regulation 3(3);

“**emblem**” means the disaster management emblem referred to in regulation 8(1);

“head of the centre” means the person appointed as head of a municipal disaster management centre in terms of section 45 (1) of the Act;

“municipality” means a metropolitan municipality or a district municipality;

“service” means any service rendered or to be rendered by a volunteer in terms of the Act and these regulations;

“suitable clothing” means safety clothing, protective clothing, overall, work-wear or any other clothing issued to volunteers as may be prescribed in terms of applicable safety legislation;

“the Act” means the Disaster Management Act, 2002 (Act No. 57 of 2002);

“unit of volunteers” means a unit of volunteers established by a municipality in terms of section 58(1) of the Act to participate in disaster management in the municipality;

“volunteer” means a member of a unit of volunteers enrolled as a volunteer as contemplated in regulation 6(3)(b).

Establishment or disestablishment of unit of volunteers

2. (1) Pursuant to section 58(1) of the Act a municipality may establish a unit of volunteers to participate in disaster management in the municipality.

(2) The head of the centre must inform the National Centre of the establishment of a unit of volunteers within 21 days of the effective date of such establishment.

(3) (a) If the need for a unit of volunteers ceases to exist, the head of the centre must inform the relevant municipality accordingly and recommend to it that that unit be disestablished.

(b) On receipt of recommendations to that effect in terms of paragraph (a), the municipality may disestablish the unit of volunteers established by it.

(4) The head of the centre must inform the National Centre of the disestablishment of a unit of volunteers within 21 days of the effective date of such disestablishment.

(5) The records of a disestablished unit of volunteers must be dealt with in accordance with the archive procedures of the municipality.

Command structure of unit of volunteers

3. (1) A unit of volunteers is headed by the head of the centre of the municipality that established that unit.

(2) (a) The head of the centre of the municipality that established a unit of volunteers may designate a municipal official to manage the unit of volunteers.

(b) In addition to the responsibilities and functions imposed or assigned by section 45(2) of the Act, the head of the centre is responsible for the activation and deployment of members of the unit of volunteers established for that municipality.

(3) The head of the centre must for every component within a unit of volunteers designate a volunteer within that component as component leader.

(4) A component leader is responsible for –

- (a) ensuring that all volunteers adhere to the code of conduct set out in Annexure A(2);
- (b) keeping a register in which the full particulars of all volunteers called up to render service must be recorded, specifying the nature of such services and the duration thereof;
- (c) maintaining up to date contact details of volunteers within the component;
- (d) maintaining a register of the availability of volunteers to render a service;
- (e) maintaining skills and competency registers and identifying the need for additional training, where applicable;
- (f) maintaining a register of certificates issued;
- (g) maintaining an asset register for the component in question, and controlling the issuing of volunteer clothing and relevant equipment; and
- (h) ensuring the serviceability of equipment.

(5) The head of the centre must put appropriate communication mechanisms in place for the activation and deployment of members of the unit of volunteers.

(6) When activated, a volunteer and a component leader must be identifiable by wearing the necessary distinguishing apparel as described in Annexures D and E, respectively.

Components within unit of volunteers

4. A unit of volunteers may comprise the following components:

- (a) first aid;
- (b) general medical assistance and planning, such as doctors, specialists, nurses and pharmacists;
- (c) social welfare, including, where necessary, subcategories for emergency housing and feeding, counselling of the bereaved and assisting with stress relief and caring for the very young and elderly;
- (d) fire fighting if the municipality does not have an established fire fighting service with a reserve force;
- (e) fire safety or prevention;
- (f) drivers;
- (g) community and environmental health;
- (h) traffic control if the municipality does not have an established traffic control service with a reserve force;
- (i) technical related services, including water supply, electricity supply, roads and bridge construction, waste water and solid waste services and emergency vehicle and equipment repairs;
- (j) logistical support;
- (k) municipal disaster management support staff;
- (l) communications;
- (m) administrative support;

- (n) any other category of membership that a municipality may decide upon as being necessary.

Requirements for volunteers

5. (1) A person that meets the following requirements may apply in accordance with regulation 6(1) to enrol as a volunteer in the unit of volunteers of a relevant municipality:

- (a) He or she must be over the age of 16;
- (b) he or she must be declared medically fit for performing the functions within the component in which he or she is to serve;
- (c) he or she must be a South African citizen or must be in possession of a certificate of naturalisation as a South African citizen granted in terms of section 5(1) of the South African Citizenship Act, 1995 (Act No. 88 of 1995); and
- (d) he or she must reside within the municipal area of the municipality that established the relevant unit of volunteers.

(2) (a) Subject to paragraph (c), a serving volunteer ceases to be a volunteer in the event of non-compliance with any of the requirements of subregulation (1)(c) and (d).

(b) A volunteer who becomes medically unfit for performing the functions assigned to that volunteer within the component in which he or she is serving, ceases to be a volunteer if he or she cannot be allocated other functions for which he or she is medically fit.

(c) A volunteer who relocates to the area of another municipality ceases to be a volunteer except if his or her application in terms of regulation 16 to be transferred to the area of another municipality is approved.

Recruitment of volunteers

6. (1) A person that wishes to enrol as a volunteer in a unit of volunteers must -

- (a) apply for enrolment as such on a form similar to the form prescribed in Annexure A(1);
- (b) complete a health questionnaire similar to the health questionnaire prescribed in Annexure B;
- (c) agree to serve as volunteer and undergo the prescribed training;
- (d) submit to the head of the centre the completed application form and health questionnaire, together with –
 - (i) a certified copy of his or her identity document;
 - (ii) a declaration by his or her employer that the employer will allow and release him or her to serve as volunteer and undergo training for reasonable periods;
 - (iii) two colour passport size photos; and
 - (iv) the written consent of his or her parent or parents or guardian, if he or she is still under the age of 18; and
- (e) sign an Undertaking/Code of Conduct similar to that in Annexure A(2).

(2) (a) The head of the centre must establish a process whereby applications by potential volunteers for enrolment can be considered and decided upon.

(b) The process for considering applications by potential volunteers for enrolment must include an evaluation of the health questionnaire referred to in subregulation (1)(b) and a declaration by a medical doctor that the applicant is medically fit or not to perform the functions within the component in which he or she is to serve.

(3) (a) The head of the centre must inform an applicant within 21 days whether his or her application for enrolment as a volunteer in the unit of volunteers of the relevant municipality was successful or not.

(b) The head of the centre must immediately issue every applicant enrolled as a volunteer pursuant to section 58(2) of the Act with a disaster management volunteer identity card in the form prescribed in Annexure C.

Records to be kept and processed by municipal disaster management centre

7. (1) The head of the centre must keep a register in which the following particulars are recorded in respect of every person enrolled as a volunteer in terms of regulation 6:

- (a) Full name, surname and identity number;
- (b) gender;
- (c) age;
- (d) full residential address, postal address and telephone number;
- (e) cellular telephone number and e-mail address, if applicable;
- (f) contact details of next-of-kin;
- (g) profession;
- (h) full business address and telephone number;
- (i) the component to which the volunteer is allocated;
- (j) date of enrolment as a volunteer; and
- (k) such other particulars as the head of the centre may consider necessary.

(2) When a volunteer changes his or her address, the volunteer must within 7 days from such change inform the head of the centre thereof and at the same time furnish full details of his or her new address.

(3) The particulars recorded in terms of subregulation (1) must in accordance with section 58(3)(b) of the Act be submitted to the National Centre within 21 days of a person's enrolment as a volunteer .

National corporate identity for South African volunteers

8. (1) The national corporate identity for South African volunteers is the disaster management emblem published in Government Notice No. 701 of 11 June 2004.

(2) The national flag of the Republic as described and sketched in Schedule 1 to the Constitution of the Republic of South Africa of 1996 or the municipality's emblem, or both, may be incorporated on suitable clothing or head gear alongside the emblem.

Training of volunteers

9. (1) The head of the centre must in writing request a volunteer to undergo training in connection with the service for which the volunteer is enrolled.

(2) The training referred to in subregulation (1) -

- (a) must take place at the expense, if any, of the relevant municipality;
- (b) must be conducted by service providers that are registered with a Sector Education and Training Authority (SETA);
- (c) must be in compliance with the requirements of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995);
- (d) must further be in compliance with the guidelines as prescribed in the National Qualifications Framework as defined in section 1 of the South African Qualifications Authority Act, 1995 (Act No. 58 of 1995); and
- (e) may not exceed a total period of 160 non-continuous hours per year, unless the volunteer agrees to undergo training for a longer period.

(3) The head of the centre must maintain a record of all volunteers that have in terms of subregulation (1) been directed to undergo training and who have actually undergone training.

(4) The record maintained in terms of subregulation (3) must reflect -

- (a) the full name, surname and identity number of the volunteer;
- (b) the volunteer membership number;
- (c) the course name;
- (d) the course date;
- (e) the training institution;
- (f) the certificate issued, date and number; and

- (g) the expiry date of the certificate ,if any.

Training institutions and training provided

10. All training provided must conform to the requirements of Enabler 2 of the National Disaster Management Framework.

Rendering of service

11. (1) Where members of any component within a unit of volunteers are called upon to render assistance to an existing service, that component falls under the command of that service.

(2) A volunteer is under the command and discipline of the relevant component leader, as agreed to by the head of the centre, unless subregulation (1) applies.

(3) A volunteer must –

- (a) at the request of the head of the centre, report for service;
- (b) perform the duty for which he or she has been deployed in terms of these regulations; and
- (c) conduct himself or herself within the limits of the relevant legislation or code of conduct.

(4) When a volunteer performs the duty contemplated in subregulation (1), the volunteer must -

- (a) wear any suitable clothing issued to him or her in terms of regulation 12;
- (b) carry the disaster management volunteer identity card referred to in regulation 6(3)(b) on his or her person; and
- (c) produce, at request, the disaster management volunteer identity card to the person requesting it.

(5) A component leader to which a volunteer has been allocated must keep a register in which that leader must record the names of all volunteers called up in terms of subregulation (3) to perform duty, the nature of such duty and the duration thereof.

Suitable clothing

12. (1) Suitable clothing adapted to the type of activity undertaken or to be undertaken and complying with applicable safety legislation must be issued to a volunteer, and must be worn by the volunteer when -

- (a) reporting for duty; or
- (b) attending training sessions.

(2) Suitable clothing must be replaced free of charge to a volunteer if normal wear and tear makes issued items no longer serviceable.

(3) All suitable clothing issued remains the property of the issuing authority.

(4) The nature of suitable clothing must be determined by the relevant municipality, and must be in compliance with relevant legislation which makes the issue of such clothing compulsory for the protection and safety of volunteers.

Equipment issued to volunteers

13. (1) Equipment suitable for the type of activity undertaken or to be undertaken must be issued to volunteers when necessary, but that equipment remains the property of the issuing authority.

(2) Equipment issued to volunteers must also be such that groups or teams of volunteers established in high risk or remote rural areas, where speedy response time by professional services is not possible due to distances, accessibility or terrain to be covered, are properly equipped for disaster management.

(3) Equipment issued to volunteers must be checked for serviceability by the issuing authority at intervals determined by the relevant municipality.

Emblem to be worn by volunteers

14. (1) The emblem to be worn by volunteers is the disaster management emblem referred to in regulation 8(1).

(2) The emblem must be reflected on the disaster management volunteer identity card as illustrated in Annexure C.

(3) Any head gear issued to a volunteer must also reflect the emblem in the middle of the front and the back thereof, unless due to the nature of such head gear it would be in conflict with the manufacturer's recommendations that could result in any warranty becoming void.

Defraying of expenses incurred by volunteers

15. (1) A volunteer who is called upon to report for training, drills, exercises, rehearsals or duty is entitled to claim from the relevant municipality for actual expenditure and travelling expenses incurred by the volunteer in that regard.

(2) The subsistence and travelling allowance rates determined by the relevant municipality, not exceeding that applicable to employees of the relevant municipality, apply to volunteers.

(3) A municipality that has established a unit of volunteers in terms of section 58(1) of the Act must budget for the defrayal of any expenses referred to in subregulation (1).

Transfer of volunteers

16. (1) A volunteer may apply to the head of the centre to be transferred if the volunteer relocates to the area of another municipality.

(2) When a transfer in terms of subregulation (1) is applied for, the head of the centre of the municipality releasing the volunteer must –

- (a) notify the head of the centre of the other municipality of the application for transfer and request that head of the centre to confirm that the volunteer can be accommodated in one of the components within the unit of volunteers of that other municipality;
- (b) on confirmation of the transfer, forward the records, including a copy of the application form and medical questionnaire and training information, of the volunteer to the relevant municipality; and
- (c) notify the National Centre of the transfer of the volunteer from one municipality to another within 21 days of such transfer.

(3) A volunteer who has been designated as a component leader must be informed that, if his or her transfer to another municipality is successful, he or she will be transferred as an ordinary volunteer without his or her designation as component leader.

(4) A volunteer who is transferred to another municipality must be informed that he or she may be accommodated in a different component within a unit of volunteers of the other municipality.

Termination of volunteer's membership

17. (1) A volunteer ceases to be a volunteer -

- (a) when the volunteer terminates his or her enrolment as a volunteer by seven days' written notice to the head of the centre;

- (b) when the volunteer's enrolment is by written notice terminated by the head of the centre on account of misconduct resulting from breach of the Undertaking/ Code of Conduct signed by the volunteer in terms of regulation 6(1)(e);
- (c) in the event of the occurrence of any of the circumstances contemplated in regulation 5(2)(a) or (b) or (c);
- (d) when the volunteer, having been requested in terms of regulation 9(1) to undergo training, fails to respond within seven days to a written warning from the head of the centre for not reporting for training;
- (e) when the volunteer fails to maintain the required level of competency; or
- (f) when the volunteer, without acceptable reason, refuses, neglects or fails to report for duty after having been instructed to do so.

(2) When a volunteer ceases to be a volunteer in terms of subregulation (1) or is transferred in terms of regulation 16, the volunteer must within seven days of the occurrence of any such event, return to the head of the centre, the disaster management volunteer identity card issued to him or her in terms of regulation 6(3)(b) and any suitable clothing and equipment issued to him or her in terms of regulations 12 and 13, respectively.

General

18. Pursuant to section 58(6)(a) of the Act these regulations do not preclude a municipality from calling on persons who are not members of a unit of volunteers to assist the municipality in dealing with a disaster .

Offences

- 19.** (1) A person commits an offence if that person –
- (a) fails to return to the issuing authority the disaster management volunteer identity card issued to him or her in terms of regulation 6(3)(b) or any

suitable clothing or equipment issued to him or her in terms of regulation 12 or 13, when required to do so; or

- (b) wilfully obstructs, hinders or threatens a volunteer while performing a duty or service in terms of these regulations.

(2) A person convicted of an offence under subsection (1) is liable to a fine or to imprisonment for a period not exceeding six months or to both a fine and such imprisonment.

Short title

20. These regulations are called the Disaster Management Volunteer Regulations, 2010.

Disaster Management Regulations

Regulations under Act 57 of 2002

Annexure A(1)

**Application for enrolment as a volunteer in a disaster management volunteer unit
(Regulation 6(1)(a))**

1. Full name and surname :
2. Gender :
3. Age :
4. Identity Number :
5. Full residential address:
-
6. Postal address.....
7. Telephone Number (Home) : (Office) :
8. If applicable,
Cellular Number: E-mail address:
9. Employment details:
 - (a) Name of employer :
 - (b) Nature of employment :
10. Nature of service in respect of which the applicant is prepared to volunteer for :
-

.....
Signature of Applicant

.....
Date

(Annexure A(1) p.2)

Disaster Management Regulations

Regulations under Act 57 of 2002

Certificate by employer (if any)

Occupation of employee (Applicant):

Full business address of employee (applicant):

.....

Employer's remarks:

.....

.....
Signature of Applicant

.....
Date

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

Annexure A(2)**Undertaking/Code of Conduct**

(Regulation 6(1)(e))

I,(name of applicant), hereby **agree** that if I am enrolled as a volunteer, and as long as I remain a volunteer of the(name of municipality) Disaster Management Volunteer Unit, will adhere to, and abide by, all applicable policies and procedures and understand that failure to do so may result in the termination of my enrolment as a volunteer.

I agree to:

1. Commit myself to render to the best of my ability and without fear or contradiction the service referred to in my application to enrol as a volunteer;
2. abide by all written policies and guidelines provided to me that are relevant to my volunteer work;
3. undergo training in connection therewith in terms of the Disaster Management Act, 2002 (Act No. 57 of 2002), the national disaster management framework and the regulations promulgated thereunder in order to provide quality service;
4. report for training, duty, drills, exercises and rehearsals on time and when called upon, and provide my component leader with as much notice as possible if I am unable to do so;
5. accept supervision in the performance of my duties, and not to represent myself as an agent of the unit of volunteers, or offer comment to the media press unless approved by my supervisor;

((Annexure A(2) p.2)

- 6. perform all assigned tasks to the best of my ability, and not to report to work whilst under the influence of alcohol or drugs;
- 7. treat with courtesy each individual whom I come into contact with regardless of race, colour, religion, age, gender, sexual orientation or national ancestry;
- 8. obey all laws and regulations when reporting for and undergoing training, drills, exercises or rehearsals as well as when reporting for and rendering a service as a volunteer; and
- 9. set an example to others.

.....
Signature of Applicant

.....
Date

The applicant entered and signed this undertaking/code of conduct before me at
on after acknowledging that he / she knows and
understands the contents thereof.

.....
Head of the Disaster Management Centre

Date:

Disaster Management Regulations

Regulations under Act 57 of 2002

Annexure A(3)

Consent by Parent or Guardian

(To be completed in the case of a person under the age of 18 years)

(Regulation 6(1)(d)(iv))

I, the undersigned, being the legal parent/guardian of

hereby consent to the enrolment of the above- mentioned person as a volunteer.

.....
Signature of Parent/Guardian

Date:

(Annexure B p.2)

Disaster Management Regulations

Regulations under Act 57 of 2002

**Health questionnaire for disaster management volunteers
(Regulation 6(1)(b))**

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, severity, date and duration of the illness
Any affliction of the skeletons and / or joints?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Any affliction of the eyes, ears, nose or teeth?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Any affliction of the heart or circulatory system?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Any affliction of the chest or respiratory system?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Any affliction of the digestive system?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Any affliction of the urinary system / genital organs?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Any nervous affliction or mental abnormality?	Yes No <input type="checkbox"/> <input type="checkbox"/>	
Any other illness or allergies?	Yes No <input type="checkbox"/> <input type="checkbox"/>	

(Annexure B continues)

Disaster Management Regulations

Regulations under Act 57 of 2002

**Health questionnaire for disaster management volunteers
(Regulation 6(1)(b))**

C

	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"/>

Give details of the nature and severity of the disability

D

	Yes	No
Have you undergone any operations?	<input type="checkbox"/>	<input type="checkbox"/>


Give details of the nature and date of the operation(s)

I declare that the above information is true and correct and that I have not withheld any information regarding my health.

..... Signature Date
---------------------------	----------------------

Annexure C**Disaster Management Volunteer
Identity Card
(Regulation 6(3)(b))****Front of card**

Must reflect the following:

Logo (Municipality)		(Photo) Volunteer
Registration No.....		
..... Signature of Card holder (Volunteer) ID No. of Volunteer:..... Name of Volunteer:..... Date issued:		

Size of the Card: Length 8 cm x Width 5 cm
The card must be laminated

Reverse side of card

Must reflect for the following:

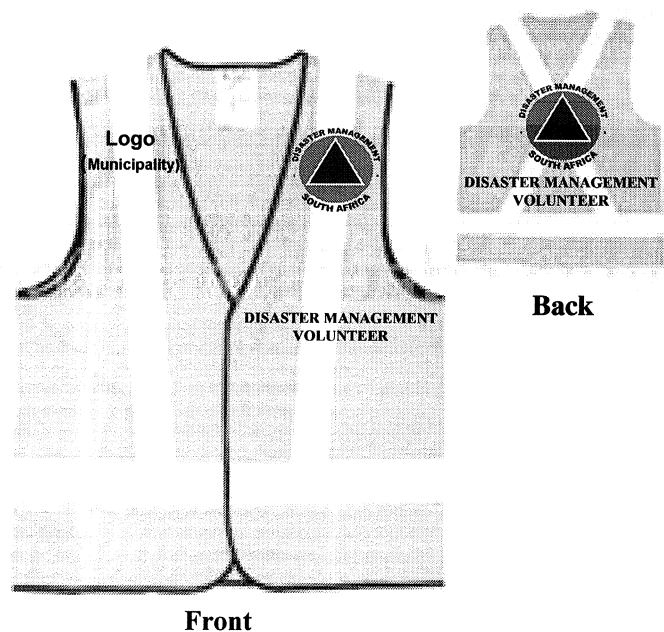
- Home address and telephone contact numbers (home / office)
- Category of volunteer membership
- Card number
- Postal address of issuing authority.
- Place for signature of the Head of the Disaster Management Centre
- Valid for three years from date of issue.

Disaster Management Regulations**Regulations under Act 57 of 2002****Annexure D****APPAREL FOR A VOLUNTEER****Reflective jacket****Minimum Requirements**

A jacket comprises of 3 sections, namely: One back section and two front sections. Garment to be adjustable by means of Velcro in five different places: Shoulders, Sides and Centre front. Fabric: The fabric to be 100% polyester with a resin finish. The garment must have a finished mass of $\pm 150-180 \text{ g/m}^2$. Fabric to be lime colour. Tear strength to exceed 250 kpa. Fabric must be treated with a UV inhibitor. Binding: A double folded black binding, which is a minimum of 90g/m^2 and is rot proof, is required. Thread: The thread shall be a continuous filament, untexturised polyester in accordance to SABS 1362 of 1995. Reflective Tape: A high visibility vinyl reflective tape is to be used. This tape must be an encapsulated prism vinyl reflective. Performance of the tape must not be affected when wet. Tape must have a minimum brightness of 600 cd (1m^2). Tape must be certified for 25 washes at 60° . Tape must be a minimum of 50 mm wide. Tape must conform to the EN 471 highest level. Proof of the reflective tape's specification in compliance to the EN 471 standard must be provided. Velcro: The jacket is to be closed and adjustable to fit all sizes.

Customise the front of the reflective jacket as follows:

- Left hand side: Disaster Management emblem with words "Disaster Management Volunteer" written in bold lettering under the emblem.
- Right hand side: Logo of municipality and / or national flag.

Example

Customise the back of the reflective jacket as follows:

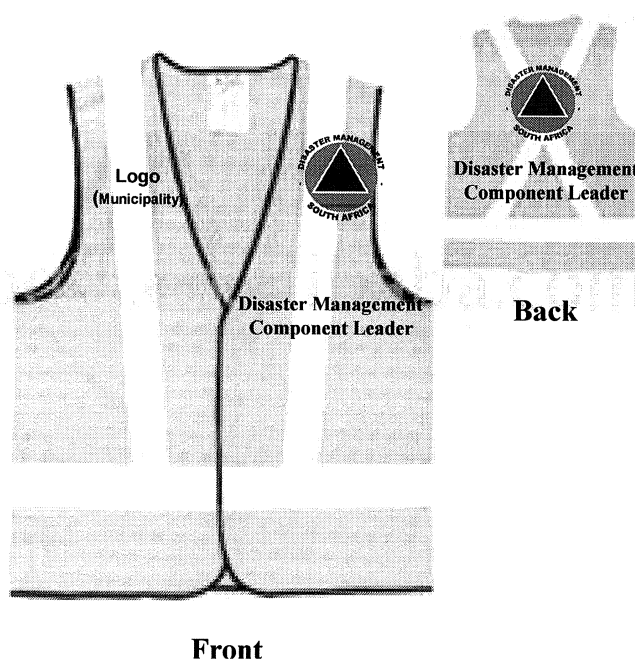
- Centre: Disaster Management emblem with words "Disaster Management Volunteer" written in bold lettering under the emblem.

Disaster Management Regulations**Regulations under Act 57 of 2002****Annexure E****APPAREL FOR A COMPONENT LEADER****Reflective jacket****Minimum Requirements**

A jacket comprises of 3 sections, namely: One back section and two front sections. Garment to be adjustable by means of Velcro in five different places: Shoulders, Sides and Centre front. Fabric: The fabric to be 100% polyester with a resin finish. The garment must have a finished mass of $\pm 150-180 \text{ g/m}^2$. Fabric to be bright orange colour. Tear strength to exceed 250 kpa. Fabric must be treated with a UV inhibitor. Binding: A double folded black binding, which is a minimum of 90g/m^2 and is rot proof, is required. Thread: The thread shall be a continuous filament, untexturised polyester in accordance to SABS 1362 of 1995. Reflective Tape: A hi visibility vinyl reflective tape is to be used. This tape must be an encapsulated prism vinyl reflective. Performance of the tape must not be affected when wet. Tape must have a minimum brightness of 600 cd (1m^2). Tape must be certified for 25 washes at 60° . Tape must be a minimum of 50 mm wide. Tape must conform to the EN 471 highest level. Proof of the reflective tape's specification in compliance to the EN 471 standard must be provided. Velcro: The jacket is to be closed and adjustable to fit all sizes.

Customise the front of the reflective jacket as follows:

- Left hand side: Disaster Management emblem with words "Disaster Management Component Leader" written in bold lettering under the emblem.
- Right hand side: Logo of municipality and / or national flag

Example**Customise the back of the reflective jacket as follows:**

- Centre: Disaster Management emblem with words "Disaster Management Component Leader" written in bold lettering under the emblem.

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