
NOTICE 1689 OF 2005
DEPARTMENT OF PROVINCIAL AND LOCAL GOVERNMENT

THE DISASTER MANAGEMENT REGULATIONS: DISASTER MANAGEMENT ACT, 2002 (ACT NO. 57 OF 2002)

The Minister of Provincial and Local Government intends publishing the Disaster Management Regulations: Disaster Management Act No. 57 of 2002. The draft Regulations is hereby published in terms of section 59 of the Disaster Management Act, 2002 (Act No. 57 of 2002).

Interested persons and institutions may submit written representations or comments on the draft Regulations by no later than 30 September 2005.

- (a) by posting it to the following address:

Mr G Kilian
The Department of Provincial and Local Government
Private Bag X **804**
PRETORIA
0001

OR

- (b) by delivering it at the following address

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The Minister of Provincial and Local Government has in terms of section 59 of the Disaster Management Act, 2002 (Act No. 57 of 2002) made the regulations in the schedule.

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CHAPTER 1
INTERPRETATION

1. Definitions In these regulations the definitions have the same meaning as in the Disaster Management Act, 2002 (Act No. 57 of 2002), unless the context indicates otherwise-

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

“**district municipality**” means a municipality that has municipal executive and legislative authority in an area that includes more than one municipality and which is described in section 155(1) of the Constitution as a category C municipality;

“**emblem**” means a distinctive badge that depicts the corporate identity of disaster management;

“**essential goods and services**” means those products; items; expertise or manufacturers; that are considered of importance or are indispensable when responding to a disaster;

“**hazard**” means threats to life, well being, material goods or the environment;

“**head of the centre**” means the person appointed in terms of either section 10(national level) section 31 (provincial level); or section 45 (municipal level) of the Act;

“**metropolitan municipality**” means a municipality that has exclusive executive and legislative authority in its area and which is described in section 155(1) of the Constitution as a category A municipality;

“**misconduct**” means behaviour that is not conforming to prevailing standards;

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

“municipal disaster management centre” means a facility created at district municipal level to ensure that the requirements of the Act can be implemented and monitored;

“ownership” means an agreement by a role player to identified primary roles in the event of a disaster occurring;

“primary role” means that function for which a specific identified role player is best equipped and qualified to perform;

“role player” means an individual or group in society that can contribute meaningfully to the implementation of disaster management;

“secondary role” means an additional function that is performed by an identified role player in support of a primary role player;

“service” or “service provider” means a municipal cluster, department or division within a municipality that has agreed to accommodate volunteers;

“specialist personal equipment” means any privately owned equipment that is used to prevent or limit a disaster and includes two way radios, rescue equipment and off road vehicles;

“volunteer” means 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” means a unit established for volunteers in terms of chapter 7 of the Act;

“vulnerability assessment” means determining the degree to which an individual, family, community or region is at risk of experiencing misfortune following extreme events.

CHAPTER 2
ESTABLISHMENT OF A VOLUNTEER UNIT

2 Establishment of a disaster management volunteer unit (1) A metropolitan or district municipality that has decided on establishing a disaster management volunteer unit must ensure that the following has been considered:

- (a) That a needs analysis has been undertaken, involving identified role players, namely municipal departments, relevant non governmental organisations and relevant ward and community structures; in order to determine the size, categories and purpose of the unit, subject to regulation 4 of these regulations.
- (b) That the needs analysis referred to in sub-regulation (a) be annually re-assessed. Should the re-assessment indicate a need to reduce the number of volunteers, such reductions will only take place when a volunteer requests a transfer in terms of regulation 17, or membership is terminated in terms of regulation 18 of these regulations.

(2) The members of the unit shall be persons who have been appointed by the head of the centre of the metropolitan or district municipality after agreement has been reached with the relevant role players, referred to in sub-regulation 2 (1) (a), and who have complied with the requirements of regulation 3 of these regulations.

3. Membership (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 16 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.

4. Nature of volunteer service that a person may apply for (1) Any person that complies with regulation 3 can apply to be appointed as a volunteer in the following categories if the category has been created by the relevant municipality-

- (a) fire fighting;
- (b) fire safety or prevention;
- (c) first aid;
- (d) social welfare including, where necessary sub-categories for emergency housing and feeding; counselling of the bereaved and assisting with stress relief, caring for the very young and elderly;
- (e) assisting with community and environmental health;
- (f) specialist groups such as four wheel drive clubs; mountain rescue; sea rescue and radio amateurs;
- (g) assisting in the staffing of the disaster management centre;
- (h) hospital assistance, including casualty, pharmaceutical, intensive care, medical / labour / recovery wards;
- (i) general medical assistance and planning, such as doctors, specialists and nursing;
- (j) technical related services including: water supply, electricity supply, roads and bridge construction, waste water and solid waste services and emergency vehicle and equipment repairs;
- (k) transport;
- (l) traffic control;
- (m) membership of special rural volunteer teams that have to be established due to extensive time delays that may occur as a result of distances that may have to be covered by other services; and
- (n) any other category of membership that a metropolitan or district municipality may decide upon as being necessary as a result of a needs analysis referred to in regulation 2 (1).

5. Records to be kept and processed by the relevant disaster management centre (1) The head of the centre shall keep a register, in which the following particulars in respect of any person appointed a member in terms of regulation 3, shall be recorded:

- (a) full name, surname and identity number;
- (b) gender;
- (c) age;
- (d) full residential address and telephone number;
- (e) cellular telephone number and e-mail address, if applicable,;
- (f) profession;
- (g) full business address and telephone number;
- (h) nature of service to which the volunteer has been committed in terms of regulation 3;
- (i) date of appointment; and
- (j) such other particulars as the head of the centre may deem expedient.

(2) When a volunteer is appointed, the head of the centre shall issue the following to the volunteer-

- (a) an identity card in the form prescribed in annexure C; and
- (b) any applicable protective clothing as detailed in annexure D.

(3) Whenever a volunteer changes address the volunteer shall without delay inform the head of the centre thereof and at the same time furnish full details of the new address.

(4) When a volunteer ceases, in terms of regulation 17, to be a volunteer, the volunteer shall without delay return to the head of the centre the identity card and any protective clothing issued in terms of sub-regulation (2).

(5) The records reflected in regulation 5 (1) (a) to (i) must be forwarded to the National Centre within 21 days of the member's acceptance as a volunteer, in terms of section 58 (3)(b) of the Act.

(6) The records reflected in regulation 5 (1) (a) to (i) must also be forwarded to the relevant service or group that the volunteer has been allocated in terms of sub-regulation 2 (1) (a).

6. National corporate identity for South Africa and volunteers (1) The main emblem will comprise of a blue triangle within a red circle, in accordance with the registration of heraldic representations, published in Government Gazette number 26663, dated 20 August 2004-

- (a) the triangle sides must be of equal dimensions and may not touch the edges of the circle;
- (b) the triangle has as its outer borders a white edge to separate it from the red circle;
- (c) the blue and red colours to be used must be the same colour shade as reflected in the South African National Flag; and

- (d) the main emblem will have lettering around the circle, with the top half reflecting “disaster management” and the bottom half that shall be utilised to reflect “South Africa” or a province in South Africa or a municipality within a province, as reflected in annexure E of these regulations.
- (2) The National Flag may be incorporated on a suitable protective head gear or as a shoulder flash or on an armband, next to the corporate emblem as reflected in annexure F.
- (3) The National Flag may be replaced by the emblem of a specific jurisdiction.
- (4) The emblem on its own or incorporating the South African National Flag or jurisdiction logo can be displayed at entrances to disaster management centres and offices.
- (5) The emblem on its own or incorporating the South African National Flag or jurisdiction logo may also be affixed to vehicles and equipment utilised for disaster management purposes.
- (6) The maximum dimensions of the emblem for use on suitable protective headgear, as shoulder flash, or reflected on an armband are as shown in schedules E and F of these regulations.
- (7) When the emblem is used to reflect the location of disaster management centres or offices, or is affixed to a vehicle or equipment used for disaster management purposes, the maximum dimensions as reflected in sub-regulation (6) will not apply.
- (8) Any dimension changes for the purpose of sub-regulation (7) must be in the same proportion as reflected in annexure E and F of these regulations.

7. Training of volunteers

- (1) The head of the centre may as it deems fit, in writing direct a volunteer to undergo training in connection with the service for which the volunteer has been accepted.
- (2) Such training-
- (a) shall take place at the expense, if any, of the municipality;
 - (b) shall be given by the person or at an establishment and at the time and place determined by the head of the centre, providing that the service provider has been registered through a Sector Education and Training Authority,
 - (c) shall be in compliance with the requirements of the South African Qualifications Authority Act, No. 58 of 1995;
 - (d) shall further be in compliance with the guidelines as prescribed in the National Qualifications Framework; and
 - (e) shall be for a total period not exceeding 120 hours per year, unless the volunteer agrees to undergo training for a longer period.
- (3) If a municipality (hereafter named the first municipality) maintains or controls an institution which has been approved in terms of regulation 8 (1) of the regulations as an institution for training the first municipality may undertake the training of volunteers of another municipality (hereafter named the second municipality) on such conditions as may be mutually agreed by the first and second

municipalities, and the second municipality shall pay any reasonable travel and subsistence allowances of members and such other costs as may directly arise from such training.

(4) The head of the centre shall keep a record of all volunteers that have in terms of sub regulation (1), been directed to undergo training and who have actually undergone training. These records must reflect-

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

(5) A volunteer who, without adequate reason the burden of proof for which shall rest on the volunteer refuses, neglects or fails to report for training after having been directed to do so, in terms of sub regulation (1), may summarily forfeit volunteer membership, as prescribed in regulation 10 (4) and 18.

8. Training institutions and training provided (1) No training institution shall be used unless that institution is registered through an appropriate SETA.

- (2) No course materials shall be used that is not accredited.
- (3) All training provided must be conducted by qualified and accredited instructors.

9. Duty of employer of a volunteer undergoing training or rendering a service (1) If a volunteer contemplated in regulation 3 is called upon to undergo training in terms of regulation 7, or to render a service in terms of regulation 10, the employer shall grant such leave as may be necessary to undergo such training or to render such service.

- (2) Any employer shall be guilty of an offence and liable on conviction to imprisonment of a maximum period of six months or a fine not exceeding R3000-00, or both, if such employer-
 - (a) fails to comply with the provisions of sub-regulation (1);
 - (b) dismisses any employee that is a disaster management volunteer from its service;
 - (c) reduces the salary or other remuneration of such a volunteer;
 - (d) alters the position of employment to the volunteer's disadvantage;
 - (e) penalises the volunteer in any other way on account of undergoing training or rendering of service contemplated in sub-regulation (1); or

- (f) attempts to persuade an employee to evade training or service or not to undergo or render such training or service, as the case may be, unless the employer can submit proof that the employee cannot be released due to business commitments at the time.

10. Rendering of service (1) A volunteer is under the authority and discipline of the allocated service or organisation as agreed to by the head of the centre.

(2) A volunteer shall be obliged to report for service, perform the service to which the volunteer has been bound in terms of these regulations and to carry out all lawful commands which may be given in connection with such service when called upon to render service during a locally declared state of disaster or local disaster.

(3) When a volunteer performs the service contemplated in sub-regulation (1) the volunteer shall:

- (a) wear any protective clothing issued in terms of regulation 12;
- (b) carry the identity card referred to in regulation 5 (2) on its person; and
- (c) produce such identity card to any person requesting this.

(4) The relevant service to which a volunteer has been allocated as delegated by the head of the centre shall keep a register, in the form deemed expedient, in which shall be recorded the names of all members called up in terms of sub-regulation (1) to perform service, the nature of such service and the duration thereof.

(5) A volunteer who, without adequate reason refuses, neglects or fails to report for service after having been instructed to do so, in terms of sub-regulation (1), shall cease to be a volunteer.

11. Head of the centre may allow certain other persons to voluntarily render service (1) In the event of a declared local disaster or local disaster within the area of jurisdiction of a municipality the head of the centre may, notwithstanding anything to the contrary contained in these regulations, allow any person who:

- (a) is temporarily in the area of jurisdiction of the municipality; and
- (b) is a member of another disaster management volunteer unit, to voluntarily render a service, and during that period, shall be deemed to be a member of the unit of the municipality concerned.

12. Protective clothing (1) Suitable protective clothing must be readily available for use by volunteers when-

- (a) attending training sessions; or
- (b) when called **upon** to render a service.

(2) Protective clothing may be permanently issued to individual volunteers, at the discretion of the municipality..

(3) Protective clothing must be replaced free of charge to the volunteer, if normal wear and tear makes issued items no longer serviceable.

(4) Recommended protective clothing is listed in annexure D.

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

13. Equipment issued to volunteers (1) Basic equipment may have to be issued to some volunteers when this is deemed necessary and such issues will remain the property of the issuing authority.

(2) Issue **of** basic equipment may include the following-

- (a) fire extinguishers;
- (b) fire beaters;
- (c) basic first aid equipment; or
- (d) two way radio equipment.

(3) **Any** equipment issued to volunteers should also be able to cater for **groups or** teams of volunteers who have been 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, or any combination of the three examples given.

(4) Equipment issued must be checked by the issuing authority at least 6 monthly, for serviceability and possible replenishment.

14. Emblem to be worn by volunteers (1) The emblem to be worn **by** volunteers must be in compliance with regulation 6 on national corporate identity for disaster management in South Africa and volunteers.

(2) The emblem must be reflected on the identity document referred to **in** annexure C of these regulations.

(3) Any head gear or hard hat issued to a volunteer must also reflect the emblem **in** the middle of the front **thereof**.

(4) An armband or hanging shoulder flash reflecting the emblem as described in the regulation 6 must be issued to each volunteer and must be worn when reporting for training or duty.

15. Command structure of volunteers and responsibilities (1) When a volunteer unit is established a command structure must be instituted to help with the implementation of control measures.

(2) When a command structure for an established volunteer unit is implemented the following shall apply-

- (a) For every component of volunteers established a leader must be appointed; and
- (b) Should a component's size be such that effective management becomes difficult, teams must be established within that component and team leaders must be appointed in each case.

(3) Various leader responsibilities must include the following minimum aspects, but may be extended upon, depending on circumstances and by mutual agreement between the volunteer leader and the relevant municipality-

- (a) maintaining up to date contact details of volunteers;
- (b) knowing when volunteers are not available due to illness, leave or for other extended periods in excess of 3 working days;
- (c) follow up on queries raised by volunteers;
- (d) monitoring of training levels and the need for additional training, where applicable;
- (e) periodically checking on any protective clothing issued to volunteers, to determine serviceability;
- (f) periodically checking on any equipment issued to volunteers, to determine serviceability and availability;
- (g) monitoring of discipline and levels of participation by volunteers;
- (h) acting as liaison officer between volunteers and the relevant service providers on matters needing attention, including measures on possible disciplinary actions;
- (i) call out of volunteers during disaster situations, in conjunction with the relevant service provider; and
- (j) any other matter as agreed upon or requested.

16. Defraying of expenses incurred (1) Any volunteer shall be entitled to claim for expenditure incurred to report for training and duty.

(2) The subsistence and travelling rate applicable to post level 12 in the public service or equivalent, as amended by the National Treasury, shall apply for such claims.

(3) Provision for refunding expenses must be provided for in the municipal budget of the municipality that has recruited volunteers, in compliance with section **44** (1) (g) of the Act, which places a compulsion on municipal disaster management centres to promote recruitment, training and participation of volunteers.

17. Transfer of volunteers (1) Any volunteer may request to be transferred if

- (a) The volunteer becomes a resident of another municipality.
- (b) The volunteer wishes to become active in another field of activity provided for within the relevant municipalities' disaster management organisation.

(2) When a transfer in terms of **sub** regulation (1) (a) occurs, the following must be undertaken by the head of the disaster management centre of the municipality releasing the volunteer:

- (a) Forwarding **of** the volunteers records, including application form, medical questionnaire and training information to the new municipality;
- (b) Notification of the national disaster management centre via the relevant provincial disaster management centre of the release of the volunteer and the new municipality to whom the volunteer has indicated he / **she** wishes to be transferred to, within **21** days of this occurring; and
- (c) Notification of the relevant service providers or non-governmental organisation of such an outgoing transfer.

(3) When **a** transfer in terms of **sub** regulation (1) (b) occurs, the following must be undertaken by the head of the disaster management centre:

- (a) Notifying the leaving services or non governmental organisation of such a transfer;
- (b) Verifying the acceptance of **the** volunteer by the new service or non governmental organisation; and
- (c) Notifying the national disaster management centre via the provincial disaster management centre **of** the new details of the volunteer within **21** days of this occurring.

18. Termination of membership (1) **A** volunteer shall cease to be a volunteer:

- (a) when the appointment is summarily terminated by the head of the centre on account of
 - i) inability to render a service satisfactorily; or

- ii) conduct which, in terms of conditions of service applicable to **employees**, would be construed as misconduct and as such could not be **ignored** in the case of a volunteer;
- (b) **seven** days from the date on which either the head of the centre or the volunteer gave written notice of the termination of such appointment to the volunteer or the head of the centre, as the case may be; or
- (c) from the date on which the volunteer ceased to reside in the area of jurisdiction of **the** municipality.

19. Insurance cover for volunteers and volunteer specialist equipment (1) Each municipality must make provision for a basic personal insurance cover for volunteers recruited by that municipality.

(2) In the case of a local municipality, the district will have to provide the **insurance cover** referred to in sub-regulation (1) in consultation with the local municipalities within its area of jurisdiction.

(3) The basic personal insurance cover to be provided for, may not exceed the existing provisions as reflected in the Compensation for Occupational Injuries and Diseases Act, **1993** (Act No. **130 of 1993**) as amended and should provide for injuries, disablement and death, as reflected in that Act.

(4) Municipalities **who** wish to provide additional insurance cover for their enlisted volunteers, should this be deemed necessary in the event of injury, disablement or death; must in the first instance obtain permission from the National Disaster Management Centre, before providing such additional cover.

(5) **Any** claims must be lodged with the municipality where the volunteer was **accepted**, within **the** time frames specified in terms of the personal insurance cover taken out; after the injury, disablement, or death of the volunteer.

(6) **A** volunteer claiming for injuries could be required to go for a medical examination at a time and place mentioned in a notice to the volunteer and the examination will be at the expense of the municipality issuing that notice.

(7) Objections and appeals against decisions must be submitted to the municipality where the volunteer is registered, within time frames set by the municipality, after such a decision has **been taken**.

(8) In the event that the accident is attributed to serious and wilful misconduct **by** the volunteer, the municipality need not proceed to process claims for compensation, unless:

- (a) **the accident resulted in serious** disablement; or

- (b) the volunteer dies in consequence thereof leaving a dependant wholly financially dependant on the volunteer.

(9) Any insurance cover taken out by a municipality must clearly specify the procedures to be followed in the event of a claim being submitted, in particular with regard to sub-regulations (5); (6); (7) and (8).

(10) Each municipality that has an enlisted volunteers for the purpose of being able to call upon such volunteers' specialist personal equipment in the event of a disaster or authorised training exercise, must provide insurance cover for such equipment used in the event of damage or destruction, that is not attributed to negligence or negligent usage of such equipment.

(11) Every insurance policy, must provide cover for volunteers and the use of volunteer authorised or requested specialist equipment, during planned exercises, training and when called upon to render a service in the event of a disaster.

CHAPTER 3

DISASTER MANAGEMENT PLAN

20. Essential records to be kept on prevention and mitigation initiatives (1) Every disaster management centre established in terms of sections 29 and 43 of the Act must maintain records on hazards and vulnerability assessments undertaken for its area of jurisdiction.

(2) The minimum information that must be kept on record in compliance with sub-regulation (1) for each identified hazard, is the following -

- (a) description of hazard;
- (b) area and communities that could be affected by hazard;
- (c) date hazard assessment was undertaken;
- (d) who undertook the hazard assessment; and
- (e) priority that should be given to addressing the hazard and reasons for the priority.

(3) For each identified hazard and vulnerability assessment undertaken, projects and plans must be identified that if implemented could prevent the disaster from occurring, or mitigate the consequences, should a disaster occur.

(4) Identified role players at provincial, municipal and community levels and where applicable, non governmental organisations and commerce and industry must be part of the process to formulate possible projects and plans that could be implemented.

(5) Every disaster management centre established in terms of sections 29 and 43 of the Act must further have ready access to the following information relevant to identified prevention and mitigation projects and plans -

- (a) type of prevention or mitigation or plan;
 - (b) what hazard and vulnerable area would be addressed;
 - (c) what should be achieved if implemented;
 - (d) what the estimated cost implication would be;
 - (e) which communities would benefit;
 - (f) who were the role-players that participated in determining the project or plan;
 - (g) which service would co-ordinate the implementation, should the project or plan be proceeded with;
 - (h) estimated time frame to complete project or plan; and
 - (i) proposed checks and balances at various phases of the project or plan, to enable effective monitoring during its implementation.
- (6) Once a prevention or mitigation plan identified in sub-regulation (5) has been initiated, the following data must be available -
- (a) project or plan name;
 - (b) date commenced;
 - (c) date completed;
 - (d) which service co-ordinated the process;
 - (e) costs incurred to complete project or plan; and
 - (f) any problems encountered during its implementation.

21. Essential records to be kept on development projects (1) Before a development project is implemented by the relevant developer, a copy of a hazard and risk assessment that was undertaken for the development project envisaged, must be forwarded to the disaster management centre at national level if this project will impact nationally, or to the relevant provincial or municipal disaster management centre, if it is to only impact on a provincial or municipal level.

(2) When a development project has been commenced with, details on the project must be forwarded to the relevant disaster management centre referred to in sub-regulation (1). These details must contain the following information:

- (a) development project name;
- (b) organisation and person in charge of the project, with contact details;
- (c) date project commenced;
- (d) estimated date of completion;
- (e) any changes to the project during its implementation;
- (f) reasons why changes in the project had to be undertaken;
- (g) date project was completed;

22. Procurement of essential goods and services (1) In order to ensure a standardised approach that will allow for ready access to information on essential goods and services referred to in sub-sections 39 (2) (k) (iii) and 53 (2) (k) (iii) of the Act, the following information must be recorded and be updated from time to time -

- (a) name of essential supplier; manufacturer or service provider;
- (b) street address;
- (c) telephone and fax numbers;
- (d) postal and electronic addresses;
- (e) details of main contact person, reflecting name, position, telephone numbers of home and work, cellular phone number, fax number and electronic address;
- (f) details of an alternative contact person, reflecting the same information as in sub-regulation 22 (1) (f);
- (g) type of manufactured goods, supplies, service;
- (h) any special conditions that may apply to procure manufactured goods, essential goods and services; and
- (i) when last updated.

23. Response planning for identified hazards (1) Each disaster management centre must submit response plans to the national disaster management centre in the event of a disaster occurring as a result of an identified hazard within an area of jurisdiction, in accordance with sections 38 and 39 of the Act for provinces and sections 52 and 53 of the Act for municipalities.

(2) Response plans referred to in sub-regulation (1) must reflect that the following has been attended to for each scenario—

- (a) the identification of all possible tasks that may have to be performed;
- (b) the identification of all role players that may have to perform tasks;
- (c) determining of who are the primary role players and who could be in supporting roles;
- (d) the determination of what each primary role player would require to be able to fulfil its primary role, if called upon;
- (e) that role players have accepted ownership of their identified primary and possible secondary roles; and
- (j) checklists are drawn up as reminders of identified tasks that may have to be performed.

CHAPTER 4 SHORT TITLE

24. Short title These regulations are called the Disaster Management Regulations, 2005

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

Annexure A

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

1. Full name and surname :
2. Gender :
3. Age :
4. Identify Number :
5. Full residential address :
.....
6. Telephone Number (Home) : (Office) :
7. If applicable,
Cellular Number : E-mail address :
8. Employment details
 - (a) Name of employer :
 - (b) 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 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) 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 there under.

.....
Signature of Applicant

The applicant entered and signed this undertaking before me at on after acknowledge 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 Regulations under Act 57 of 2002 (Annexure B)

Annexure B

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

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

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

Annexure B

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

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)		

E

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

.....

Signature **Date**

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

Annexure C

Disaster Management Volunteer
Identity Card

The following should appear :

Front of card

<div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p>Logo</p> <p>(Refer to Regulation 14)</p> </div>	<p>Card number</p>	<div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p>Photo of member</p> </div>
<p>Name of volunteer</p>		
<p>Municipality</p>	<p>Date of appointment</p>	
<p>..... Signature of head of the Disaster Management Centre</p>		
<p>Date issued :</p>	<p>Expiry Date :</p>	
<p>Note : This card is valid for a period of 36 months from date of issue.</p>		

Reverse side of card

Must be utilized for the following :

- Home address and telephone contact numbers (home / office)
- **Category of volunteer membership**
- I.D number of volunteer
- Postal address of issuing authority.
- Place for signature of card holder (Volunteer).

Recommended size of card :	Length	100mm
	Width	75mm

Card should be laminated.

Disaster Management Regulations Regulations under Act 57 of 2004 (Annexure D)

Annexure D**Recommended protective clothing**

The following recommended protective clothing should be considered by each municipality for volunteer use, as indicated.

(a) **Fire Fighting**

- Hard hat suitable for fire fighting purposes and able to provide acceptable levels of protection against fire and heat.
- Fire fighting tunic or overall (depending on where the volunteer is to be utilized).
- Gum boots or fire resistant shoes.

(b) **All other volunteer categories**

- Suitable overall or matching two piece (Jacket and trousers).

(c) **Specialist groups recruited**

- Specialist groups such as mountain rescue and sea rescue that have been recruited should, by nature of the groups they belong to, be in possession of relevant protective clothing.

(d) **All volunteers**

- Must be issued with insignia referred to in regulation **14**. This can be in the form of an armband or suitable shoulder flash. If a hard hat is issued, the same insignia should appear in the front thereof.
-

Disaster Management Regulations**Regulations under Act 57 of 2002****Annexure E****Main Corporate Disaster Management Emblem**

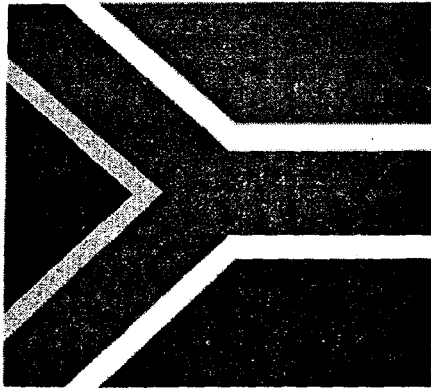
The following diagram reflects the actual maximum size and colours for the main corporate disaster management emblem for use on an armband, shoulder flash or to be affixed to suitable protective head gear.



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

Incorporating the National Flag or jurisdiction emblem

The following diagram reflects the actual maximum size and colours from the incorporation of the National Flag or jurisdiction emblem for use on an armband, shoulder flash or to be affixed to suitable protective head gear.

**NOTICE 1673 OF 2005****NATIONAL TREASURY**

**13,00% 2005 INTERNAL REGISTERED BONDS (R124): CERTIFICATE No. 8531A FOR R19 000,
ISSUED IN FAVOUR OF MRS PAMELA J COLYER**

Application having been made to the National Treasury for a duplicate of the above-mentioned certificate, the original having been lost or mislaid, notice is hereby given that unless the original certificate is produced at the National Treasury, Private Bag X115, Pretoria within four weeks from the date of publication of this notice, the duplicate as applied for, will be issued.

KENNISGEWING 1673 VAN 2005**NASIONALE TESOURIE**

**13,00% 2005 BINNELANDSE GEREGISTREERDE EFFEKTE (R124): SERTIFIKAAT No. 8531A VIR R19 000,
UITGEREIK TEN GUNSTE VAN MEV PAMELA J COLYER**

Aangesien daar by die Nasionale Tesourie aansoek gedoen is om 'n duplikaat van bovermelde sertifikaat wat verloor of verlé is, word hierby bekendgemaak dat tensy die oorspronklike sertifikaat binne vier weke na die datum van publikasie van hierdie kennisgewing by die Nasionale Tesourie, Privaatsak X115, Pretoria, ingelewer word, die verlangde duplikaat sertifikaat uitgereik sal word.