

RUSTENBURG

LOCAL MUNICIPALITY

MINUTES OF THE (03/2017) ORDINARY (ADJOURNED) COUNCIL MEETING OF THE RUSTENBURG LOCAL MUNICIPALITY HELD ON TUESDAY 02ND MAY 2017 AT 10:10 IN THE COUNCIL CHAMBER, UPPER LEVEL, CIVIC CENTRE, RUSTENBURG.

116. REPORT: DISASTER RISK MANAGEMENT PLAN (REVIEWED 2017)
(Directorate Public Safety) BE

PURPOSE OF THIS REPORT

The purpose of this report aims to submit the outcomes of public participation in regard to the review of disaster risk management plan. It further request Council to approve the reviewed disaster risk management plan of the Rustenburg Local Municipality

RECOMMENDED:

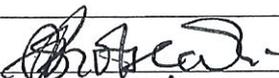
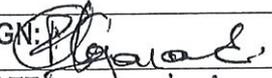
ACTION

- | | |
|--|----|
| 1. That the report be noted; | CC |
| 2. That the reviewed Disaster Risk Management Plan of Rustenburg Local Municipality be approved. | CC |

**SUBJECT OF ITEM: REPORT DISASTER RISK MANAGEMENT PLAN
(REVIEWED 2017)**

DATE TYPED: 17/03/2017	TYPYST: MFOLWE (bem)	ITEM NR:
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SAVED IN SHARE:

ITEM FOR PORTFOLIO:			
ATTENTION	INSTRUCTIONS	INSTRUCTION	FINALIZED
1.			
2.			
3.			
4.			
OFFICIALS		DIRECTOR: MR S S KOTSEDI	MMC : CLLR L KGALADI
Mr Goitsewang Phiri	076 028 2747	SIGN: 	SIGN: 
		DATE: 2017/3/17	DATE: 2017/3/17
ITEM NO.:	DELEGATION	MEETING DATE:	
TYPYST:		DATE:	
ITEM NR:	DELEGATION	MEETING DATE:	
TYPYST:		DATE:	

ITEM FOR MAYORAL COMMITTEE:			
ATTENTION	INSTRUCTIONS	INSTRUCTION	FINALIZED
1.			
2.			
3.			
4.			
UNIT ADMIN SUPPORT		APPROVED	APPROVAL MUNICIPAL MANAGER
ITEM NO.:	DELEGATION	MEETING DATE:	
TYPYST:		DATE:	

mfw



RUSTENBURG
LOCAL MUNICIPALITY

MINUTES OF THE (03/2017) ORDINARY (ADJOURNED) COUNCIL MEETING OF THE RUSTENBURG LOCAL MUNICIPALITY HELD ON TUESDAY 02ND MAY 2017 AT 10:10 IN THE COUNCIL CHAMBER, UPPER LEVEL, CIVIC CENTRE, RUSTENBURG.

PRESENT

Cllr Mabale-Huma S S K	-	Speaker
Cllr Khunou M E	-	Executive Mayor
Cllr Ackermann L		
Cllr Babe N B		
Cllr Bothomane P		
Cllr Chauke O R		
Cllr Damoyi M		
Cllr du Plessis G J		
Cllr Edwards I		
Cllr Fetmani E M		
Cllr Gegula D		
Cllr Habi A S		
Cllr Jongela A S		
Cllr Kgaladi P		
Cllr Kombe O J		
Cllr Kwanaite A M		
Cllr Ledwaba-Kabelo B D		
Cllr Legopelo J B		
Cllr Lekoro B F		
Cllr Letlape S M		
Cllr Mafoko S D		
Cllr Magadla E B		

(3)

- | | | |
|----|---|-----|
| 2. | That the IWMP be subjected to public participation before approval; | DCD |
| 3. | That all the challenges highlighted in the report be dealt with by the Accounting Officer; | MM |
| 4. | That a report on all previous resolutions be presented to Council at the end of June 2017; | CC |
| 5. | That a report on the status of the new landfill site be submitted to Council at the end of June 2017. | CC |

116. REPORT: DISASTER RISK MANAGEMENT PLAN (REVIEWED 2017)
(Directorate Public Safety) BE

PURPOSE OF THIS REPORT

The purpose of this report aims to submit the outcomes of public participation in regard to the review of disaster risk management plan. It further request Council to approve the reviewed disaster risk management plan of the Rustenburg Local Municipality

RECOMMENDED:

ACTION

- | | | |
|----|---|----|
| 1. | That the report be noted; | CC |
| 2. | That the reviewed Disaster Risk Management Plan of Rustenburg Local Municipality be approved. | CC |

117. CASHAN 28 - UNREGISTERED SERVITUDE.
(Directorate: Infrastructure Development & Management) (serame)

PURPOSE OF THE REPORT

The purpose of this report is to inform Council on the progress made regarding the servitudes that needs to be registered over existing stands in Cashan 28.

RECOMMENDED:

ACTION

- | | | |
|----|--|------|
| 1. | That the report back on Unregistered Servitudes in Cashan Extension 28 be noted. | CC |
| 2. | That Directorate Planning and Human Settlement complete the process of registration of the servitude by June 2017; | DPHS |
| 3. | That progress reports be submitted to Council. | DPHS |

SSK

Goitsewang Phiri

From: Disaster
Sent: Thursday, June 09, 2016 11:31 AM
To: Goitsewang Phiri
Subject: FW: PUBLIC PARTICIPATION:MUNICIPAL POLICIES

From: Solomon Setshedi
Sent: 09 June 2016 08:45 AM
To: Disaster
Cc: Ephraim Mfolwe
Subject: FW: PUBLIC PARTICIPATION:MUNICIPAL POLICIES

From: Solly Bele
Sent: 09 June 2016 08:39 AM
To: Moses Kotane; Solomon Setshedi; Goitsewang Phiri
Cc: Naledi Sehlabo; sostybp@icloud.com
Subject: PUBLIC PARTICIPATION:MUNICIPAL POLICIES

Morning colleagues

Kindly take note of the continuation of the Public Participation to present Municipal Policies. This is a continuation of the programme since we could not go to all wards due to the commitments of Councillors during May. It is our wish that we attend to the remainder of the wards so as to prepare a report for council at the end of this month.

The programme confirmed with ward councillors is as follows:

Ward	Date	Venue	Time
30	13 June 2016	Bethanie tribal hall	10h00
04	13 June 2016	Lekgotla la Windsor/Phokeng	16h00
29	14 June 2016	Ikageng RCC	10h00
12	14 June 2016	Meriting hall	16h00
28	20 June 2016	RCC Lethabong	11h00

Hope this gives us time to prepare.

Regards

Solly Bele
Office of the Speaker
X 3739

ANNEXURE B

Summation of the Disaster Risk Management Plan

Disaster Risk Management Plan	
Goals/Objectives	Implementation Strategies
KPA1: Establishing institutional capacity for disaster risk management in RLM	
Institutional arrangements for integrated policy making, direction and execution of policy and legislation	
<ol style="list-style-type: none"> 1. To establish procedures for the development, approval and implementation of integrated disaster risk management policy, including the making of Policies, issuing directions and authorizations for the issuing of directives; 2. To establish mechanisms which will provide clear direction and allocate responsibilities for the implementation of the Disaster Management Act 57 of 2002 (hereinafter referred to as "the Act"); 3. To develop a strategic plan for phasing in and maintaining the requirements of the Act and the national disaster management framework; and 4. To establish and maintain effective institutional arrangements to ensure adequate operational capacity for the implementation of the requirements of the Act and to enable stakeholder participation which will promote an integrated and co-ordinated approach to disaster risk management in Council's area 	<ol style="list-style-type: none"> a) The RLM and the Bojanala Platinum District Municipality must consult and determine primary responsibility as per sections 54 and 55 of the Disaster Management Act for the RLM b) The RLM and in particular the DMC must develop clear guidelines for municipal entities in respect to the above. Such guidelines must be in line with district, provincial and national guidelines c) The RLM and the Bojanala Platinum District Municipality must agree on a consultative mechanism for disaster risk management between the two municipalities (e.g. the District DMAF). d) The RLM must identify a focal point for disaster risk management in its municipality, allow this incumbent to serve on the IDP structures, and if appropriate formally establish a DMC within its administration. e) The placement of the function and the qualifications and experience of the incumbent(s) must be commensurate with the requirements above f) The RLM should assess the current capacity and staffing arrangements of the DMC, and where necessary make the needed adjustments g) The RLM to decide on the formal establishment of the RLM DMC in terms of its, hierarchical and physical location as well as its mandate (assess the current departmental structure) h) The RLM should address training and

	<p>information needs in accordance with the risk profile of the RLM (e.g. Flood Plain settlement – Sunrise View)</p> <ul style="list-style-type: none"> i) The RLM DMC to be furnished with the appropriate infrastructure. j) The RLM must provide clear guidelines as to the roles and responsibilities of municipal entities in disaster risk management and sign appropriate mutual assistance agreements for this purpose. k) The Municipal Manager in consultation with the directors of all departments and other municipal entities must identify all other statutory functionaries in each of the relevant departments or entities who have disaster risk management responsibilities and the responsibilities in this regard must be recorded in the job descriptions of such functionaries together with key performance indicators (KPI) of the concerned Directorate. l) The functionaries so identified will serve as indicated on the RLM Interdepartmental Disaster Management Committee (IDRMC) and Disaster Forums
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Disaster Risk Management Plan	
Goals/Objectives	Implementation Strategies
<p>2 Arrangement for stakeholder participation and technical advice</p> <ul style="list-style-type: none"> a) To establish inclusive mechanisms, which will provide for the active participation of all role players and stakeholders, including technical experts, the community and the private sector in disaster risk management planning and operations in the district 	
<p>3 Arrangements for local, provincial, national and international co-operation</p> <ul style="list-style-type: none"> a) To establish mechanisms to give effect to the principles of co-operative governance and b) To ensure the alignment of council's approach to disaster management with that of the other spheres and with that of neighbouring authorities; and c) to establish international links for the purposes of joint standards of practice and keeping pace with global initiatives. 	<ul style="list-style-type: none"> ➤ Guidelines for the preparation of performance reports for submission to the Public Safety Portfolio Committee. ➤ Terms of reference for the RLM IDRMC and DRMAF. ➤ Infrastructural requirements for RLM DMC and forward structures. ➤ Operational guidelines for the establishment of a volunteer unit.

KPA 2: Risk identification and assessment	
Disaster risk assessment	
<p>a) To conduct disaster risk assessments that are consistent with the national guidelines and the national standard for assessing priority risks and that risk assessments are progressively integrated into developmental planning.</p>	<ul style="list-style-type: none"> ➤ Establish clear mechanisms for accessing, consolidating and updating relevant hazard, vulnerability and disaster occurrence information from specialist government and non-governmental partners responsible for monitoring specific risks, including fire, coastal threats, drought and epidemics;
Monitoring, updating and disseminating risk information	
<p>i. To establish an effective risk monitoring system for priority risks</p>	<ul style="list-style-type: none"> ➤ Establish clear mechanisms for accessing, consolidating and updating relevant hazard, vulnerability and disaster occurrence information from specialist government and non-governmental partners responsible for monitoring specific risks, including fire, coastal threats, drought and epidemics; ➤ Develop and implement clear mechanisms for disseminating risk assessment and monitoring information for ongoing planning, as well as for managing conditions of heightened risk; ➤ Establish clear procedures for accessing, interpreting and disseminating timely weather information, particularly when this is associated with potentially endangering rapid onset storm or cyclone processes, hot dry temperatures, strong winds, heavy rainfalls or snow, ice or fog conditions; and ➤ Ensure that the disaster risk information systems are managed by skilled individuals with both information technology capabilities and disaster risk analytic skills.
Ensuring quality control	
<p>a. To ensure that disaster risk assessments undertaken for priority risks are robust and can reliably inform risk reduction planning.</p>	<ul style="list-style-type: none"> ➤ Ensure the accuracy of the disaster risk assessment undertaken to inform area planning

Disaster Risk Management Plan	
Goals/Objectives	Implementation Strategies
KPA 3: Risk Reduction	<ul style="list-style-type: none"> ➤ Hazard specific contingency plans for all priority risks should be developed as a matter of urgency through a participatory process. ➤ Generic response and recovery plans should be identified and development

<p>KPA 4: Knowledge management</p> <p>1) Information management and communication</p> <p>➤ To develop a comprehensive disaster risk management information system</p>	<p>➤ The RLM to consider implementing a basic database of information relating to all matters of disaster risk management and its' role players as per chapters 16 and 17 of the Disaster Management Act</p>
<p>2) Education and training</p> <p>➤ To promote and facilitate non-accredited and accredited education and training opportunities for all disaster risk management stakeholders in the RLM.</p> <p>➤ To identify and implement appropriate disaster risk management training programmes for schools in the area to increase knowledge and capacity.</p> <p>➤ To identify and implement appropriate disaster risk management training programmes for the communities to increase knowledge and capacity.</p> <p>➤ To ensure that traditional knowledge and coping strategies are included in the training programmes where appropriate</p>	<p>➤ The RLM DMO to approach the local Department of Education and relevant Schools Governing Bodies in order to jointly implement school's awareness programmes focussing on the most prevalent hazards in the particular areas.</p> <p>➤ All traditional leaders in the RLM area of responsibility to be made aware of disaster risk management issues, co-opted to the DRMAF (where applicable) and traditional knowledge must be incorporated into the RLM disaster risk management planning and awareness programmes.</p> <p>➤ The RLM to utilise the envisaged ward disaster risk management structures to serve as a mechanism for community training</p> <p>➤ The RLM should develop a policy with regards to education and training in the field of disaster risk management, and that the necessary funding is made available</p>
<p>3) Public Awareness</p> <p>➤ To develop and implement a public awareness programme which insures an alert, informed and self-reliant public in the RLM</p>	<p>➤ RLM develop a policy with regards to a public awareness programme, and ensure that the necessary funding is available.</p>
<p>4) Research</p> <p>➤ Promotion and facilitation of disaster risk management research</p>	<p>➤ RLM develop networks with institutions of higher learning and other role-players involved with research in the area, in order to pool information and to include relevant information in training, education and awareness programmes</p>
<p>KPA 5: Disaster response, recovery, rehabilitation and reconstruction</p>	
<p>1 Preparedness and early warning</p> <p>➤ To establish effective early warning systems in the RLM that will ensure: rapid and effective actions by essential and emergency services; that households, communities and areas at risk</p>	<p>➤ The RLM DMO to develop standard checklists and guidelines for disaster assessment in line with national, provincial and district guidelines.</p> <p>➤ The RLM DMO to Information Flow Chart on</p>

<p>are able to respond timeously and appropriately; and</p> <ul style="list-style-type: none"> ➤ In order to avert or reduce the potential impacts on people in terms of health, personal injury, loss of life, damage to property, infrastructure or environments 	<p>weather focust is available and electronic system availed and daily monitored without fail to enable early warning to all stakeholders.</p> <ul style="list-style-type: none"> ➤ Consistent liaison with South African Weather Bureau on early warning matters shall be crucial maintained and sustainable
<p>2 Disaster Assessment</p> <ul style="list-style-type: none"> ➤ To establish clear procedures to be followed to ensure immediate and appropriate response and relief operations when significant events and disasters occur or are threatening to occur in the RLM ➤ 	<ul style="list-style-type: none"> ➤ RLM DMO to ensure development of assessment procedure(s) ➤ Guidance for response and relief operations
<p>3 Integrated Response and recovery plans</p> <ul style="list-style-type: none"> ➤ To ensure integrated response and recovery operations when significant events and/or disasters occur or are threatening to occur in the area of RLM 	<ul style="list-style-type: none"> ➤ The RLM in cooperation with the Bojanala Platinum District DMC through the respective IDRMCS and DMAFs should determine lead agencies for the prioritised hazards in the RLM. ➤ The RLM must ensure that clear guidelines in line with national requirements are provided to all organs of state, which must compile operational disaster response, and recovery plans. ➤ The RLM DMO must ensure that primary and secondary responsibilities are allocated for the performance of on site <i>operational</i> activities associated with disaster response. In this regard lead agents must be identified and tasked with the primary responsibility for the overall control of specific on site operations such as evacuation, shelter, search and rescue, emergency medical services, fire fighting, and other response activities. ➤ The RLM DMO must introduce an incident management system, which ensures that all response and recovery planning and operations comply with the regulations and is consistent with the National Standard Incident Management System (IMS). ➤ The RLM DMO must identify clear trigger events and thresholds in order to provide response activation. ➤ Mechanisms for the activation and mobilisation of resources should be clearly indicated in the respective contingency plans of the RLM. ➤ The RLM DMO should ensure that alternative arrangements for the continuous operation of the RLM DMO is made with neighbouring municipalities through the Bojanala Platinum District DMC. ➤ The RLM DMO in partnership with the Bojanala Platinum District DMC must develop an

	<p>effective and robust emergency communication system.</p> <ul style="list-style-type: none"> ➤ The RLM DMO in cooperation with the Department: Corporate Services must develop clear guidelines for media and press liaison
<p>4 Relief measures</p> <ul style="list-style-type: none"> ➤ To ensure that relief operations following significant events and/or disasters, which occur in the area of the RLM, are co-ordinated and equitably 	<ul style="list-style-type: none"> ➤ The RLM DMO to develop a FOG for the management of disaster relief
<p>5 Rehabilitation and reconstruction</p> <ul style="list-style-type: none"> ➤ To ensure that all rehabilitation and reconstruction strategies conducted following a disaster in the RLM are implemented in an integrated and developmental context 	<ul style="list-style-type: none"> ➤ In order to ensure a holistic approach to rehabilitation and reconstruction following a significant event or a disaster in the RLM, the Bojanala Platinum District DMC, and the organ of state tasked with primary responsibility for a known hazard must facilitate the establishment of project teams for specifically for this purpose.
<p>6 Monitoring of incidents and significant events, disaster reviews and report</p> <ul style="list-style-type: none"> ➤ To establish mechanisms for monitoring and reviewing incidents and significant events to facilitate early warnings and to review disasters to evaluate effectiveness and for the purposes of improved planning and operations 	<ul style="list-style-type: none"> ➤ The RLM DMO should establish a mechanism for the continuous monitoring of different events

ANNEXURE C

(DISASTER RISK MANAGEMENT PLAN)

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REPORT :DISASTER RISK MANAGEMENT PLAN(REVIEWED2017)
(Directorate Public Safety) BE

1. STRATEGIC THRUST

- a) Accelerate delivery and maintenance of quality basic and essential services to all communities.
- b) To implement integrated community safety and security strategy and measures (promote safe and secure environment)
- c) To ensure provision of adequate disaster management and emergency services
- d) To empower all levels of municipal structures, stakeholders, functionaries and community at large on matters relating to Disaster Risk Management and promote public participation

2. PURPOSE OF THIS REPORT

The purpose of this report aims to submit the outcomes of public participation in regard to the review of disaster risk management plan. It further request Council to approve the reviewed disaster risk management plan of the Rustenburg Local Municipality

3. EXECUTIVE SUMMARY

3.1 Background

The Disaster Risk Management Plan has been subjected to public participation as per Council Resolution “189 of 26 May 2015. Public Notice through Office of the Speaker was made and communities were informed accordingly to enable participation in matters of Local Government in regard to different policies of council.

*Attached is the public notice as **Annexure A***

3.2 The Disaster Risk Management Plan received an attention by communities where necessary comments were made for amendment and review thereof.

- a) The Disaster Risk Management Plan subjected to public participation received NO objections during and after presentations and document perusal from the communities
- b) The Plan was re-aligned with the Disaster Management Act, 57 of 2002 and National Disaster Management Framework of 2005
- c) Cognisance on Disaster Management Amendment Act, 16 of 2015 (Government Gazette No. 39520 of 15 December 2015) has been taken in review of the Plan

4. The Disaster Management Act and Framework

The plan focused mainly on Disaster Management Act, 57 of 2002, Section 53 and Framework of 2005 whereby a progressive step on Level 1 Disaster Risk Management Plan in which primary role is on establishment of institutional and foundational arrangement.

The Plan as a foundation, will enable the capability to generate a Level 2 Disaster Risk Management Plan as well as baseline towards Level 3 being the last stage as contemplated in the above stated legislation.

The plan has been summed up to ease execution and operationalisation thereof. There are numerous activities singled out for being actioned as key performance area and such for key performance indicator in light of clear performance

Summation of the Disaster Risk Management Plan is attached as **Annexure B**

Attached hereto is the reviewed Disaster Risk Management Plan as Annexure C

RECOMMENDATION

1. That the report be noted
2. That the reviewed Disaster Risk Management Plan of Rustenburg Local Municipality be approved

ACTION

CC

CC

ANNEXURE A

(PUBLIC NOTICE)

ATT: Mr. MFOUWE

**RUSTENBURG
LOCAL MUNICIPALITY**



OFFICE OF THE SPEAKER

P O Box 16, Rustenburg, 0300, North West Province, South Africa
Tel: (014) 590 3417 Fax: (014) 590 3009 Email: speaker@rustenburg.gov.za

TO: PROJECT MANAGEMENT UNIT: Mr. OBED KGOSIEMANG
DIRECTORATE CORPORATE SUPPORT SERVICES: Mr. ANDREW PHOLOSE
DISASTER MANAGEMENT UNIT: Mr. FRANS HEYSTEK

DATE: 15 APRIL 2016

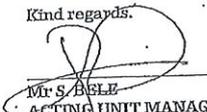
INVITATION: PUBLIC PARTICIPATION PREPARATORY MEETING

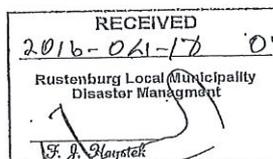
We kindly request your attendance at the abovementioned meeting scheduled as follows:

Date: 18 April 2016 (Monday)
Time: 10H00
Venue: 8th Floor Kitchen Area

Your attendance will be appreciated.

Kind regards.


Mr. S. BEKE
ACTING UNIT MANAGER: PUBLIC PARTICIPATION



**RUSTENBURG
LOCAL MUNICIPALITY
DIRECTORATE PUBLIC SAFETY**



Emergency & Disaster Management

P O BOX 16, Rustenburg, 0300, North West Province, South Africa
Tel: 014 – 590 3813 Fax: 014 – 597 3924 Email: lmekgwe@rustenburg.gov.za

Ref : items 22 April 2016
Enq : lmekgwe
To : Mr Bele
CC : Unit Manager
[Mr Mfolwe B E]

ITEMS FOR PUBLIC PARTICIPATION (April 2016)

ITEM	ITEM NUMBER	DATE OF COUNCIL RESOLUTION
Fire Brigade Services Bylaw(Review)	186	26 May 2015
Fire Works and Explosives Bylaw (New)	45	23 February 2016
Policy on Fire Brigade Services Reservist Force and Framework (New)	84	29 March 2016
Disaster Risk Management Plan (Review)	189	26 May 2015
Disaster Management Emergency Plan/	185	26 May 2015
Disaster Management Relief Policy (Review)	264	25 June 2013

Mfolwe BE (Ephraim)

Unit Manager: Emergency and Disaster Management Services
Rustenburg Local Municipality
Tel: (+27)14 590 3232 / 3810 / 1 - 9
Cell: (+27)83 274 3745
(+27)78 815 6725
E-mail: emfolwe@rustenburg.gov.za

RUSTENBURG LOCAL MUNICIPALITY



OFFICE OF THE SPEAKER

P O Box 18, Rustenburg, 0300, North West Province, South Africa
Tel: (014) 590 3417 Fax: (014) 590 3006 Email: speaker@rustenburg.gov.za

PUBLIC PARTICIPATION MEETING: PRESENTATION OF MUNICIPAL POLICIES WEDNESDAY 15 JUNE 2016 AT 10H00, OLD TOWN HALL

1. OPENING AND WELCOME
2. INTRODUCTION
3. PURPOSE OF THE MEETING
4. EPWP POLICY : Mr. Moses Kotane
5. POLICY FRAMEWORK FOR IMPLEMENTATION
OF FIRE RESERVISTS: Mr. Solomon Setshedi
6. FIRE BRIGADE BY-LAW
7. FIREWORKS AND EXPLOSIVES BY-LAW

8. DISASTER MANAGEMENT PLAN LEVEL 1: Mr. Goitsewang Phiri
9. EMERGENCY PLAN
10. RELIEF POLICY
11. ANNOUNCEMENTS
12. CLOSURE

RUSTENBURG

LOCALMUNICIPALITY



DISASTER RISK MANAGEMENT PLAN

RUSTENBURG LOCAL MUNICIPALITY DISASTER RISK MANAGEMENT PLAN

- 1. Executive summary**
- 2. Introduction TO THE PLAN**
 - 2.1 The custodian of the plan
 - 2.2 The purpose of the plan
 - 2.3 The Rustenburg Local Municipality disaster risk management context
 - 2.4 Background study for the Rustenburg Local Municipality
 - 2.4.1 Geographical location
 - 2.4.2 Demographic profile
 - 2.4.2.1 Population
- 3. Key Performance Area 1: Establishing institutional capacity for disaster risk management in the Rustenburg Local Municipality**
 - 3.1 Institutional arrangements for integrated policy making, direction and the execution of policy and legislation
 - 3.1.1 Objectives
 - 3.1.2 Arrangements for integrated policy
 - 3.1.2.1 The Council
 - 3.1.2.2 The policy making process
 - 3.1.3 Arrangements for direction and execution of policy
 - 3.1.3.1 The Rustenburg Local Municipality Disaster Management Centre (RLM DMC)
 - 3.1.3.1.1 Establishment and physical location of the office
 - 3.1.3.1.2 Location of the disaster management function within Council's administration
 - 3.1.4 Key responsibilities of the RLM DMC
 - 3.1.5 Direction of the Rustenburg Local Municipality Disaster Management Centre (RLM DMC)
 - 3.1.5.1 RLM DM focal point
 - 3.1.5.1.1 Appointment
 - 3.1.5.1.2 Staffing
 - 3.1.5.1.3 Disaster Management Centre
 - 3.1.5.1.4 The Central Communications Centre (CCC)
 - 3.1.5.1.5 The Training, Media and Public Information Service
 - 3.1.5.1.6 Administrative offices
 - 3.1.6 The Internal departments (municipal organs of state) and other municipal entities within the administration of the RLM
 - 3.1.6.1 Assignment of responsibilities
 - 3.1.6.1.1 The Municipal Manager
 - 3.1.6.1.2 The Director: Protection Services
 - 3.1.6.1.3 The Director: Health and Community Services
 - 3.1.6.1.4 The Director: Technical Services
 - 3.1.6.1.5 The Director: Local Economic Development & Planning
 - 3.1.6.1.6 The Director: Corporate Support Services
 - 3.1.6.1.7 The Director: Finance
 - 3.1.6.1.8 The Director: Housing & Estates
 - 3.1.6.1.9 The Director: Human Resources

- 3.1.7 The Rustenburg Local Municipality Interdepartmental Disaster Management Committee (RLM IDRMC)
 - 3.1.7.1 Purpose of the IDRMC
 - 3.1.7.2 Composition of the IDRMC
 - 3.1.7.3 Responsibilities of the IDRMC
 - 3.1.7.4 Project Teams and Planning Clusters
- 3.1.8 Integration with the IDP Process
- 2.1.9 Decentralised Institutional Arrangements for disaster management for the area of Rustenburg Local Municipality
 - 3.1.9.1 Ward Disaster Management Structures
- 3.1.10 Key performance indicators
- 3.1.11 Monitoring and evaluation
- 3.2 Arrangements for stakeholder participation and technical advice
 - 3.2.1 Objectives
 - 3.2.2 The Rustenburg Local Municipality Disaster Management Advisory Forum (RLM DMAF)
 - 3.2.2.1 Purpose of the RLM DMAF
 - 3.2.2.2 The responsibilities of the RLM DMAF
 - 3.2.2.3 Composition of the RLM DMAF
 - 3.2.3 Community participation
 - 3.2.3.1 Ward Disaster Management Structures
 - 3.2.4 Disaster Management Volunteers
 - 3.2.5 Key Performance Indicators
 - 3.2.6 Monitoring and evaluation
- 3.3 Arrangements for local, provincial, national and international co-Operation
 - 54
 - 3.3.1 Objective
 - 3.3.2 Co-operation with the district municipality
 - 3.3.3 Co-operation with the National Disaster Management Centre and the Disaster Management Centre of the Northwest Province and the Southern District Disaster Management Centre
 - 3.3.4 Joint co-operation with neighbouring authorities
 - 3.3.5 Mutual Assistance Agreements
 - 3.3.6 International co-operation
 - 3.3.7 Key performance indicators
 - 3.3.8 Monitoring and evaluation
- 4. Key Performance Area 2: Risk identification and assessment**
 - 4.1 Disaster risk assessment
 - 4.1.1 Objective
 - 4.1.2 Disaster risk
 - 4.1.3 Disaster risk assessment
 - 2.1.4 Situations requiring risk assessments
 - 2.1.5 Maximising vulnerability reduction outcomes
 - 4.1.6 Undertaking assessments for specific known risks or disasters
 - 2.1.7 The methodology for conducting a disaster risk assessment for the PLM
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1. EXECUTIVE SUMMARY

The Constitution of the Republic of South Africa (Act 108 of 1996) places a legal obligation on the Government of South Africa to ensure the health (personal and environment) and safety of its citizens. In terms of section 41(1)(b) of the Constitution, all spheres of Government are required to “*secure the well-being of the people of the Republic*”. Section 152(1)(d) also requires that local government “*ensure a safe and healthy environment*”. In the light of the above, and the established understanding of disaster management, the primary responsibility for disaster risk management in South Africa rests with Government.

Section 26(g) of the Municipal Systems Act 32 of 2000 as well as sections 52 and 53 of the Disaster Management Act 57 of 2002 compels each municipal entity to develop a Disaster Risk Management Plan as part of and an integrated part of their Integrated Development Plans. This plan establishes the arrangements for disaster management within the Rustenburg Local Municipality (PLM) and has been prepared in accordance with the requirements of the Disaster Management Act, 57 of 2002 (the Act) and section 26(g) of the Municipal Systems Act, 2000.

The purpose of the Rustenburg Local Municipality Disaster Risk Management Plan (DRMP) is to document the institutional arrangements for disaster risk management planning which includes the assignment of primary and secondary responsibilities for priority disaster risks posing a threat in the Rustenburg Local Municipality. It further provides the broad framework within which the disaster risk management planning requirements of the Act will be implemented by the departments and other entities included in the organizational structure of the RLM. It establishes the operational procedures for disaster risk reduction planning as well as the emergency procedures to be implemented in the event of a disaster occurring or threatening to occur in council’s area. It aims to facilitate an integrated and coordinated approach to disaster risk management in the municipality which will ensure that the Rustenburg Local Municipality achieves its vision for disaster risk management which is to build a resilient people in the RLM who are alert, informed and self-reliant by establishing risk reduction and resilience building as core principles, and developing adequate capabilities for readiness; and effective and rapid, response and recovery.

This Disaster Risk Management Plan is in line with the National Disaster Management Framework and addresses disaster risk through five key performance areas (KPA’s):

- KPA 1: Disaster management institutional capacity
- KPA 2: Risk identification and assessment
- KPA 3: Risk reduction
- KPA 4: Knowledge management
- KPA 5: Response, recovery, rehabilitation and reconstruction

This plan aims to familiarize key role-players in the RLM with the mainstream concepts of disaster risk reduction. It provides a brief background study of the RLM in line with its current Integrated Development Plan (IDP). The RLM disaster risk management plan contains a macro disaster risk assessment based on field research, observation, primary- and secondary data sources. The RLM DRMP has as far as possible been imbedded in the current reality of the municipality. The macro disaster risk assessment provides the foundation towards risk reduction planning based on the identified and prioritized disaster risks and vulnerabilities of the RLM. This DRMP for the RLM furthermore provides the municipality with a guiding framework for future Disaster Risk Management Planning by the municipality as a whole as required by the Disaster Management Act 57 of 2002 and the Municipal Systems Act 32 of 2000. The relationship between, and different roles and responsibilities of, the (future) Bojanala District Disaster Management Centre (DMC) and the DMC of the RLM are alluded to. This plan also gives guidance in relation to the declaration of a local state of disaster, disaster classification and the institutional arrangement necessary for the successful implementation of the Act. Each section of this plan contains a number of recommendations which need to be considered and implemented in order for the RLM to obtain the outcomes envisaged by this plan.

2. INTRODUCTION TO THE PLAN

This first Disaster RISK Management Plan for the RLM has as much as possible been embedded in the current local reality of the municipality. Therefore, this brief description of the most salient features of the municipality is added to sketch this current local reality. More extensive information can be obtained from the RLM Integrated Development Plan.

2.1 The custodian of the plan

The Head of the RLM Disaster Management Centre (DMC) is the custodian of the Disaster Risk Management Plan for the RLM Municipality and is responsible to ensure the regular review and updating of the plan.

The Head of the Centre will ensure that copies of the completed plan as well as any amendments to the plan are submitted to:

- the Disaster Management Centre of the NorthwestProvince;
- the National Disaster Management Centre (NDMC);
- the RLM ward disaster management structures; and
- each of the neighboring municipalities of the RLM.

In terms of section 52 of the Act each municipal organ of state and any other municipal entity operating within council's organisational structure is responsible for the development and maintenance of the Disaster Risk Management Plan for its functional area. Departmental plans and plans of other entities are an integral part of council's comprehensive Disaster Risk Management Plan and therefore the head of each department

and of each entity must ensure that copies of the plan and any amendments to the plan are submitted to the RLM DMC.

2.2. The purpose of the plan

The purpose of the RLM Disaster Risk Management Plan (DRMP) is to document the institutional arrangements for disaster risk management planning which includes the assignment of primary and secondary responsibilities for priority disaster risks posing a threat in the RLM. It further provides the broad framework within which the disaster risk management planning requirements of the Act will be implemented by the departments and other entities included in the organizational structure of the RLM. It establishes the operational procedures for disaster risk reduction planning as well as the emergency procedures to be implemented in the event of a disaster occurring or threatening to occur in council's area. It aims to facilitate an integrated and coordinated approach to disaster risk management in its area of jurisdiction, which will ensure that the RLM achieves its vision for disaster risk management which is to build a resilient people in the Rustenburg Local Municipal area who are alert, informed and self-reliant by establishing risk reduction and resilience building as our core principles, and developing adequate capabilities for readiness; and effective and rapid, response and recovery

2.3 The Rustenburg Local Municipality disaster risk management context

The Rustenburg Local Municipality is exposed to a diversity of hazards of natural origin including sinkholes, deforestation, veld fires, severe weather events, drought, floods, fires and the outbreak of biological diseases such as, tuberculosis, meningitis and cholera. The RLM is also exposed to a variety of technological hazards such as the interruption of services, and various forms of pollution.

The N4 or Platinum Corridor, which links Rustenburg to Tshwane to the east and Zeerust to the west. The R24 links Rustenburg to the n14 and Johannesburg to the south and the Pilanesberg to the north. Transportation accidents and the heavy load of hazardous material therefore remains an area of great concern.

The vulnerability in the RLM which could be exploited by potential hazards is still rooted in profound poverty, lack of diversity in primary (e.g. agriculture) and secondary (e.g. industrial) products, and the lack of education and resources. Despite the number of developmental projects underway in the RLM, these are still numerous urban as well as rural communities which are constantly exposed to conditions of vulnerability. As a result their capacity to withstand, cope with and/or recover from the impact of such natural and

anthropogenic risks is severely compromised. This plan will highlight some of the priority areas which need an urgent developmental initiative to address this disaster risk.

2.4 Background study for the Rustenburg Local Municipality

The following section aims to provide a more detailed description of the area and the situation in the municipal area relevant for the purposes of this plan.

2.4.1 Geographical location

The Rustenburg Local Municipality is located within the Bojanala Platinum District Municipality in the North West Province. Rustenburg itself is situated along the N4 tourism route, between Trans Kalahari Corridor at the Botswana border, which in turn link the Platinum Corridor to Walvisbay and covers an area of 3 500 km². It is one of five local municipalities that make up the district.

The N4 tourism corridor between Trans Kalahari Corridor and Botswana crosses the area. Rustenburg is further linked with the Gauteng, Northern Province and the rest of the North West Province. The current state of the roads differs from good to fair to poor, due to the high frequency of traffic.

A railway line links between Northern Province and Gauteng serves the study area.

2.4.2 Demographic profile

2.4.2.1 Population (estimated)

The Rustenburg Local Municipality has a (estimated) total population of 726022, with (estimated) 192 320 of the population living in urban households and (estimated) 32 160 in rural households within the municipality.

Age Groups (estimated)

Age band	0 – 4	5 --19	20 -- 34	35 --54	55 -- 74	75+
Total	36249	94380	128060	114250	24960	5451

Gender (estimated)

Male	Female	Total
302663	252321	554984

Socio-economic indicators (estimated)

Housing (estimated)

House or brick Structure on a Separate stand or yard	Traditional Dwelling/ hut/ structure made of traditional materials	Flat in block of flats	Town/ cluster/ semi-detached house (simplex, duplex, triplex)	House/flat/ room in back Yard
56042	2512	1884	1128	4567
Informal dwelling/ shack in back yard	Informal dwelling/shack not in back yard	Room /flat let not in back yard but on shared property	Caravan or tent	TOTAL
16240	31576	1120	456	115525

EMPLOYMENT (estimated)

Type	Employed	Unemployed	Not economically active	Total
Total	130635	614260	83839	828734

Employed (estimated)

Black African	Coloured	Indian or Asian	White	Total
117142	861	783	19714	33100

Unemployed (estimated)

Black African	Coloured	Indian or Asian	White	Total
60979	370	180	11947	73476

Not economically active (estimated)

Black African	Coloured	Indian or Asian	White	Total
75117	712	678	12334	89519

Land use patterns and employment

Urban areas include Phokeng, Phatsima, Chaneng, Robega Village, Mafenya, Luka, JHB Road, Buanja, Bobuanja, Lefaragatha, Geelhout Park, Rustenburg, Thabane, Zinniaville, Fox Lake, Ananda, Kroondal, Waterval, Meriting, Ramotshana, Kanana, Sunrise Park, Paardekraal, Boitekong, Bleskop, Tantanana, MaileDuipkuil, Monnakato, Tlaseng Village, Tsitsing, Lethabong, Rankelenyane, Makolokne, Modikoe, Bethanie, Modikwe- Barseba, Rooikoppies, Wagkraal, Suurplaat, Marikana, Photshaneng, Thekwane, Mfidikwe, Mathopestad, Commissiedrif, Bakubung Village, Manaharrand. Almost 40% of households live below the minimum living level and unemployment almost doubled from 1990 to 1999.

3. KEY PERFORMANCE AREA 1: ESTABLISHING INSTITUTIONAL CAPACITY FOR DISASTER RISK MANAGEMENT IN THE RUSTENBURG LOCAL MUNICIPALITY

3.1 Institutional arrangements for integrated policy making, direction and the execution of policy and legislation

3.1.1 Objectives

- To establish procedures for the development, approval and implementation of integrated disaster risk management policy, including the making of by-laws, issuing directions and authorisations for the issuing of directives;
- To establish mechanisms which will provide clear direction and allocate responsibilities for the implementation of the Disaster Management Act 57 of 2002 (hereinafter referred to as "the Act");
- To develop a strategic plan for phasing in and maintaining the requirements of the Act and the national disaster management framework; and
- To establish and maintain effective institutional arrangements to ensure adequate operational capacity for the implementation of the requirements of the Act and to enable stakeholder participation which will promote an integrated and coordinated approach to disaster risk management in Council's area.

3.1.2 Arrangements for integrated policy

3.1.2.1 The Council

Council is responsible to ensure the implementation of the Disaster Management Act, 2002 for the area of the Rustenburg Local Municipality as a whole and makes all policy decisions in relation to disaster risk management.

Having consulted with the district municipality in the area (Sections 55(1)(b) and 55(2) of the Disaster Management Act, 2002), the Bojanala District Municipality has primary responsibility for the co-ordination and management of local disasters threatening to occur or occurring within the area of the district municipality (section 54(1)).

1. Recommendation:

The RLM and the Bojanala Platinum District Municipality must consult and determine primary responsibility as per sections 54 and 55 of the Disaster Management Act for the RLM.

All municipal entities are, however, in terms of section 52 of the Act compelled to prepare a Disaster Risk Management Plan setting out:

- The way in which the concept and principles of disaster risk management are to be applied in its functional area;
- Its role and responsibilities in terms of the national, provincial or municipal disaster management frameworks;
- Its role and responsibilities regarding emergency response and post disaster recovery and rehabilitation;
- Its capacity to fulfill its role and responsibilities;
- Particulars of its disaster risk management strategies; and
- Contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies.

2. Recommendation:

The RLM and in particular the DMC must develop clear guidelines for municipal entities in respect to the above. Such guidelines must be in line with district, provincial and national guidelines.

The Disaster Management Act further states that each municipality must, within the applicable district municipal disaster management framework

- Prepare a Disaster Risk Management Plan for its area according to the circumstances prevailing in the area;
- Co-ordinate and align the implementation of its plan with those of other organs of state and institutional role-players;
- Regularly review and update its plan; and
- Through appropriate mechanisms, processes and procedures established in terms of Chapter 4 of the Local government: Municipal Systems Act, 2000 (Act No. 32 of 2000), consult the local community on the preparation or amendment of its plan.

A Disaster Risk Management Plans for a municipal area must:

- Form an integral part of the municipality's integrated development plan;
- Anticipate the types of risks, hazards and disaster that are likely to occur in the municipal area and their possible effects;
- Place emphasis on measures that reduce the vulnerability of disaster-prone areas, communities and households;
- seek to develop a system of incentives that will promote disaster risk management in the municipality;
- identify the areas, communities or households at risk;
- take into account indigenous knowledge relating to disaster risk management;
- promote disaster risk management research;
- identify and address weaknesses in capacity to deal with possible disasters;
- provide for appropriate prevention and mitigation strategies;
- facilitate maximum emergency preparedness; and
- contain contingency plans and emergency procedures in the event of a disaster, providing for:
 - the allocation of responsibilities to the various role-players and co-ordination in the carrying out of those responsibilities;
 - prompt disaster response and relief;
 - the procurement of essential goods and services;
 - the establishment of strategic communication links;
 - the dissemination of information; and
 - other matters that may be prescribed.

These plans need to be drawn up after consultation between the district and local municipalities.

3. Recommendation:

The RLM and the BojanalaPlatinumDistrictMunicipality must agree on a consultative mechanism for disaster risk management between the two municipalities (e.g. the District DMAF).

Although the Act does not require a disaster management centre (DMC) to be established within a local municipality, it is recommended in the national framework that all local municipalities identify appropriately qualified staff in their employ to serve as their disaster risk management focal point. The framework further suggests that this person serve on the relevant IDP structures due to the inextricable relationship between disasters and development.

In order to ensure continuous monitoring of progress with regard to the execution of the provisions of the Act, the Centre responsible for disaster risk management (Disaster Management Centre) within the municipality must also submit reports in an agreed format on its performance for consideration to every meeting of the Public Safety Portfolio Committee and the Bojanala Platinum District DMC.

4. Recommendation:

The RLM must identify a focal point for disaster risk management in its municipality, allow this incumbent to serve on the IDP structures, and if appropriate formally establish a DMC within its administration.

3.1.2.2 The policy making process

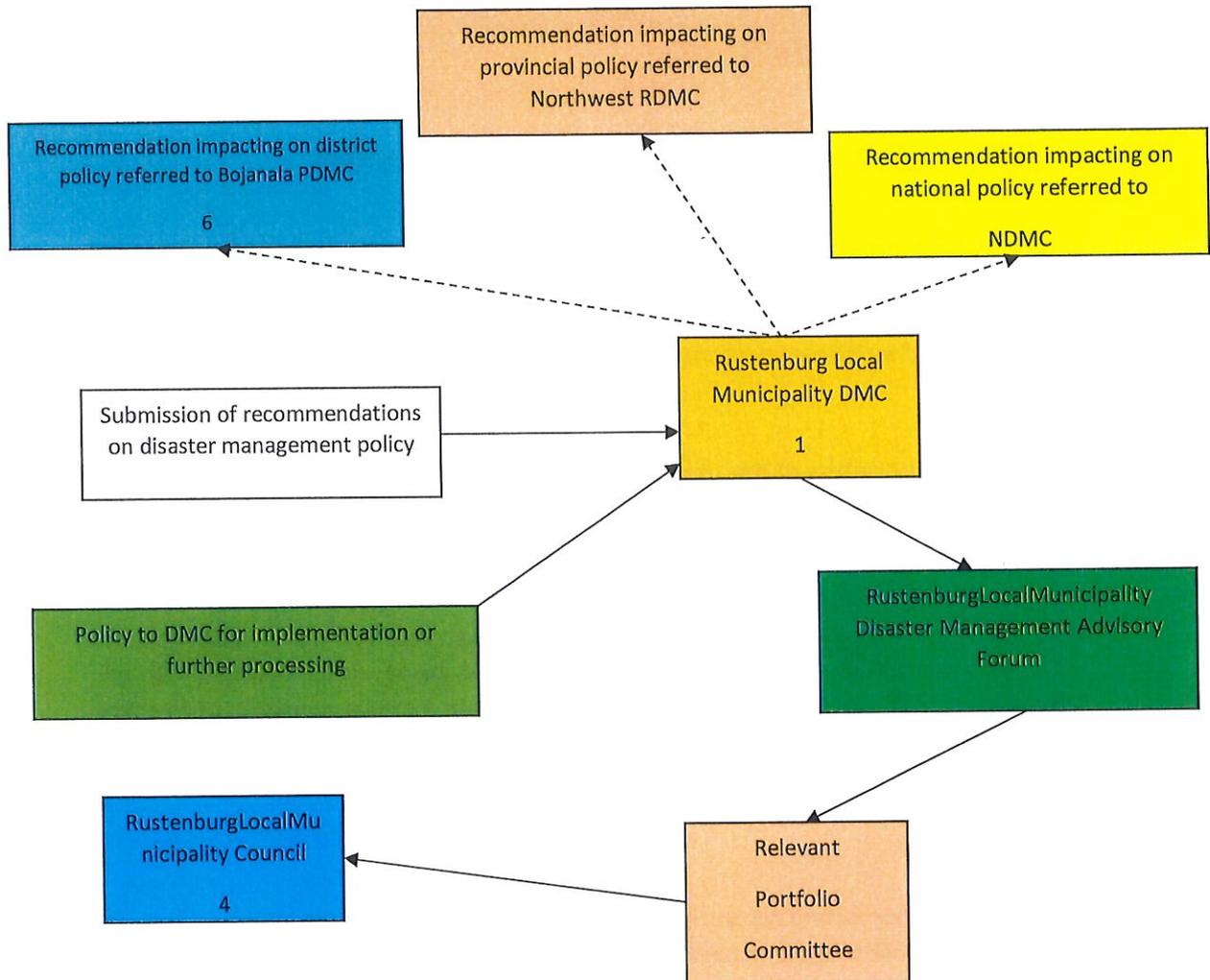
Recommendations on matters relating to disasters and disaster risk management policy must be submitted to the RLM DMC for consideration. The DMC will refer the recommendations to the RLM Disaster Management Advisory Forum (DMAF) for consideration and recommendation before submitting them to the relevant portfolio committee prior to submitting them to the Council.

Policy adopted by Council will then be referred back to the DMC for implementation.

The RLM DMC must ensure that recommendations on policy include details of any financial, constitutional, human resource or interdepartmental implications before they are submitted to the RLM DMAF, the relevant portfolio committee and the Council.

The following flow chart provides a diagrammatic view of the process for the submission of recommendations relating to policy.

Figure 1: The RLM disaster risk management policy making framework



5. Recommendation:

The RLM Council should agree on the above policy making framework and pass a Council resolution in this regard.

3.1.3 Arrangements for direction and execution of policy

3.1.3.1 The Rustenburg Local Municipality Disaster Management Centre (RLM DMC)

3.1.3.1.1 Establishment and physical location of the office

In terms of the Act there is no requirement for local municipality to establish a disaster management centre or office. It is however recommended within the National Disaster Management Framework that disaster risk management focal points be appointed or identified to deal with issues pertaining to disaster risk management.

3.1.3.1.2 Location of the disaster management function within Council's administration

In terms of section 45(1)(b) of the Act the district disaster management centre exercises its powers and performs its duties in accordance with the *directions* of the municipal council and in accordance with the *administrative* instructions of the Municipal Manager. On this basis, it is recommended that the RLM DMC is handles in a similar manner. For the time being the function of disaster management will remain under the Public Safety line function until a review of the placement of disaster management can be done and budget allocations made accordingly.

The current location of the centre within Council's administration and reporting lines for direction and administrative purposes are illustrated in the chart below

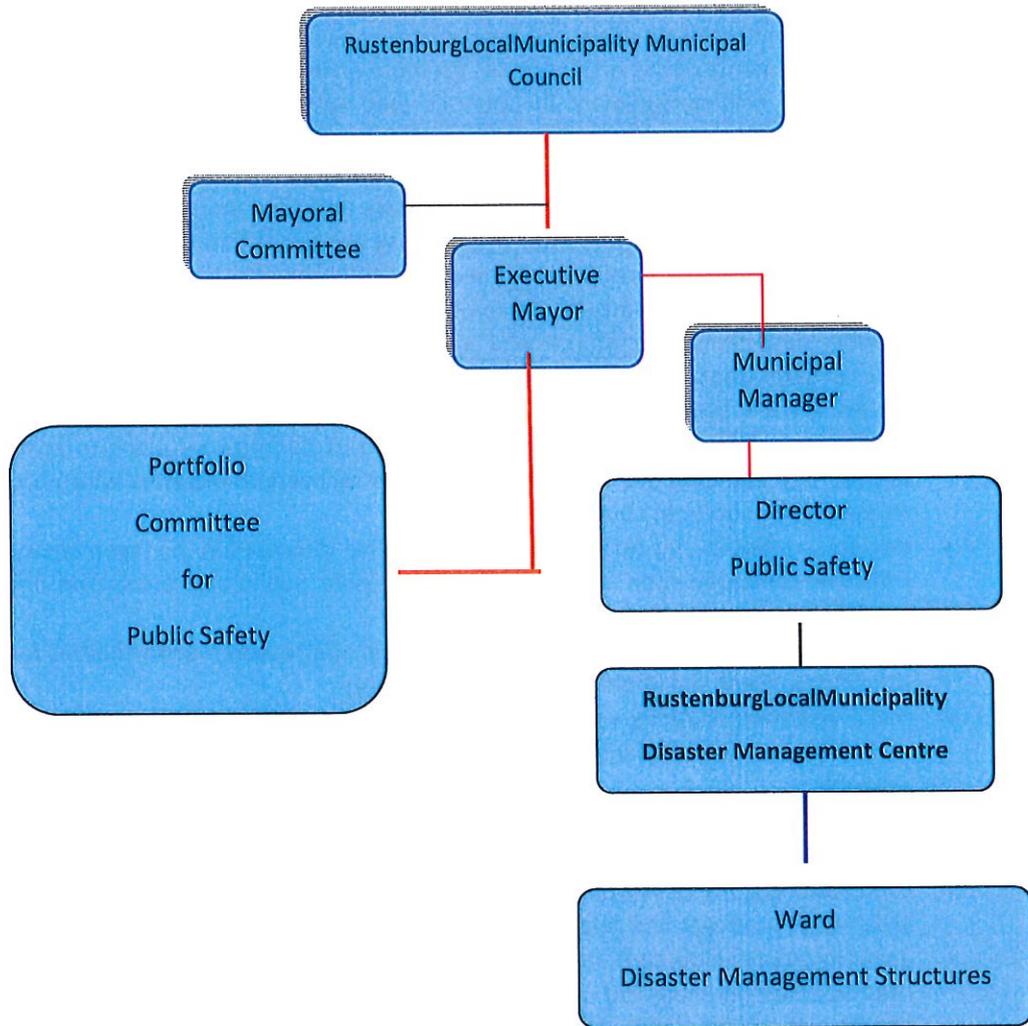


Figure 2: Current (2005 - 2017) placement of the disaster management function within the structure of the RLM

3.1.4 Key responsibilities of the RLM DMC

The key responsibilities of the RLM DMC will be as follows:

- establish and maintain adequate institutional capacity to enable the implementation of the requirements of the Act which will promote an integrated and coordinated approach to disaster risk management in Council's area subject to the agreement on primary responsibility with the Bojanala Platinum District DMC (see section 54 of the Disaster Management Act);
- implement measures to conduct comprehensive and progressive assessments which will contribute to the development of disaster risk profiles which are current and relevant, and which will inform planning and the implementation of risk reduction strategies;
- facilitate the development, implementation and maintenance of disaster risk management plans, programmes and practices for strategic disaster risk reduction which will ensure that individuals, households, communities, infrastructure and the environment in council's area are resilient to disaster risk;
- facilitate the development and implementation of contingency plans to ensure rapid, appropriate and effective disaster response and recovery to disasters which occur or are threatening to occur in council's area;
- develop, establish and maintain a comprehensive information management system, an effective communication system and an accessible public awareness and information service;
- make provision for accessible training, education and research opportunities for disaster risk management stakeholders in the municipality;
- make recommendations regarding the funding for disaster risk management in the council's area of jurisdiction and initiate and facilitate efforts to make such funding available;
- develop, implement and maintain dynamic mechanisms for monitoring, evaluating and continuously improving disaster risk management practice, projects and programmes;
- commissioning the development and maintenance of a disaster risk profile for council's area which is current and relevant;
- ensuring the development, implementation and maintenance of comprehensive disaster risk reduction planning and implementation for council's area by the relevant municipal organs of state and other municipal entities/departments within council's administration, and other municipal entities operating within council's jurisdiction;
- identifying cross boundary disaster risks which pose a threat to council's area or to neighboring jurisdictions and facilitating the development, implementation and maintenance of plans to manage such risks;
- establishing and maintaining an information management system which includes the development and maintenance of a database linked to a Geographical Information System (GIS); hazard maps and risk maps informed by the disaster risk profile; a register of volunteers; a communication directory and a record of available resources;
- serving as a conduit and repository for information concerning disasters, impending disasters and disaster risk management in general;
- acting in an advisory and consultative capacity on issues concerning disasters and disaster risk management in the area by the establishment of the RLM Disaster Management Advisory Forum;

- establishing and maintaining ward disaster management structures to deliver services in terms of all of the activities associated with disaster risk management to communities in the areas of the thirty-seven wards; and to integrate them into the disaster management arrangements for the municipality;
- establishing and maintaining co-operative partnerships with multi-sectoral role players including the private sector in accordance with Chapter 3 of the Constitution and the Integrated Development Plan objectives;
- the establishment, management and maintenance of a unit of volunteers;
- ensuring adequate capacity to deal with rapid, coordinated and effective disaster response and recovery by:
 - facilitating the development, implementation and maintenance of contingency plans for disasters which have been identified in the risk profile as priority risks for council's area;
 - facilitating the development and implementation of standard operating protocols and field operations guides for the various activities associated with disaster response and recovery based on joint standards of practice amongst all relevant role players to ensure rapid and effective responses;
 - developing and maintaining a disaster response and recovery plan incorporating the contingency plans, response and recovery protocols and field operations guides;
 - developing guidelines and the capacity to assess the magnitude and severity or the potential magnitude and severity when a disaster occurs or threatens to occur and determining whether the event should be classified as a local disaster;
 - developing guidelines and the capacity (including in communities known to be at risk to disasters) for conducting initial assessments of damage and adverse effects and the immediate humanitarian needs of those affected;
 - mobilizing the necessary resources to provide immediate humanitarian assistance and to restore or make temporary arrangements to maintain critical lifeline services, mission critical systems and business continuity during and immediately after a disaster occurs or when a disaster is threatening to occur; and
 - providing and coordinating physical support to communities and the mission critical systems on which they depend, in the event of those disasters which are classified as local disasters.
 - maintaining comprehensive records, documentation and reports of disaster response and recovery operations.

3.1.5 Direction of the Rustenburg Local Municipality Disaster Management Centre (RLM DMC)

In order to ensure that the DMC operates optimally and is able to achieve its objectives in the implementation of the disaster risk management policy and legislation the capacity of the centre for the purposes of direction and operation will be established in accordance with the following minimum criteria.

3.1.5.1 RLM DM focal point

The DM focal point performs the functions of office:

- within the national disaster management framework;
- within the disaster management framework of the Northwest Province;
- within the disaster management framework of the Bojanala Platinum District Municipality; and
- subject to Council's Integrated Development Plan and other directions of Council, and in accordance with the administrative instructions of the municipal manager.

3.1.5.1.1 Appointment

In terms of the national framework, all local municipalities are recommended to identify appropriately qualified staff to serve as the disaster risk management focal point. As discussed earlier in this section the current arrangements within the RLM require the DM focal point to report to the Directorate: Public Safety.

The chart below depicts the current reporting lines for the Head of the DMC

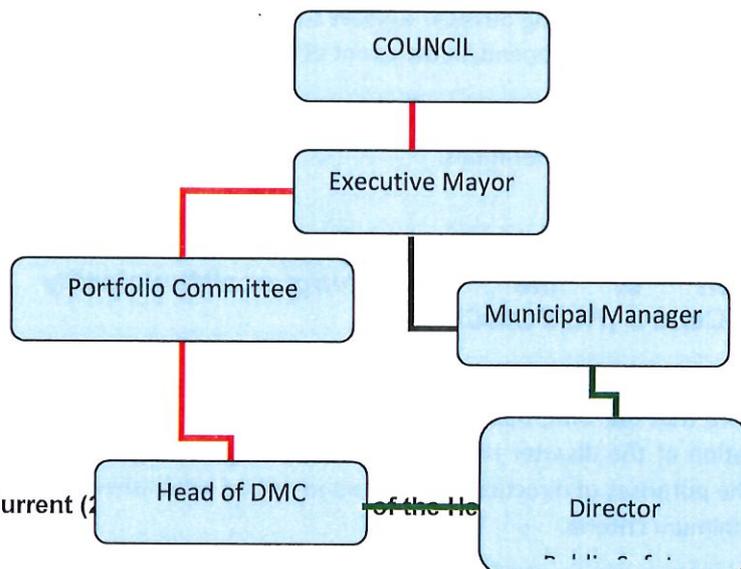


Figure 3: Current (2) of the Ho

The duties of the disaster risk management focal point require the appointment/identification of an individual with sound financial, organisational and managerial skills.

The nature of the position requires shrewd judgement, self-assurance and the ability to make critical decisions which could have far reaching implications in terms of lives, critical lifeline infrastructure, mission critical systems, business continuity, the economy and the environment. When a disaster occurs or is threatening to occur, split second decisions will have to be made independently under circumstances, which inevitably will be chaotic and extremely stressful.

Due the fact that disaster risk management involves consultation and liaison with a diverse range of stakeholders and role players which include politicians and functionaries from within and between the various spheres of government; neighboring authorities; the private sector; national and international organisations; communities; volunteers; and the media, excellent communication skills and quiet diplomacy are a prerequisite.

6. Recommendation:

The placement of the function and the qualifications and experience of the incumbent must be commensurate with the requirements above.

3.1.5.1.2 Staffing

In order that the RLM DMC is able to achieve the objectives in the implementation of the Act and the National Policy Framework, suitably qualified personnel must be appointed. The staff of the DMC will not be confined to disaster managers but must include staff with the necessary technical skills for planning, risk reduction, response and recovery, information management, communication and training as well as other administrative staff necessary to perform the duties that will enable the DMC to achieve its objectives.

7. Recommendation:

The RLM should assess the current capacity and staffing arrangements of the DMC, and where necessary make the needed adjustments.

3.1.5.1.3 Disaster Management Centre

The DMC must be established as a legal entity within the RLM. The exact placement and functioning of the DMC must be decided upon.

8. Recommendation:

The RLM to decide on the formal establishment of the RLM DMC in terms of its, hierarchical and physical location as well as its mandate.

3.1.5.1.4 The Central Communications Centre / Crisis Communication Centre (CCC)

The responsibilities of this component will include:

- initially providing a fully operational central communications service during office hours and progressively developing the capacity to become operational on a 24 hour basis
- establishing and maintaining a strategic telecommunication network and links to both internal and external role players *including communities*, which provide coverage for the entire municipal area
- developing and implementing specialised early warning and monitoring services for potential hazards
- monitoring and tracking of significant events which could serve as indicators and early warnings
- rapidly and effectively disseminating early warnings to relevant stakeholders *including communities at risk*
- incident monitoring and procedure implementation
- real time information management
- activating key personnel in the event of a disaster

The CCC serves as the information 'hub' of the disaster management centre and as such must have access to the appropriate and necessary resources and infrastructure to enable it to execute its task.

The CCC must be fully equipped with all the necessary radio communication technology and equipment to allow efficient two way strategic communication coverage for the whole of the council's area including in communities at risk.

Facilities must include a switchboard with sufficient capacity to enable the DMC to operate efficiently when in full mode.

In view of the fact that the CCC serves as the central reporting and call taking facility for all significant events and disasters as well as for monitoring and disseminating early warnings and provides a public information service, a toll free number must be made available to allow the public easy and free access.

For record and legal purposes a voice logging system must be installed to record all incoming and outgoing telephonic and radio communications.

The centre must be equipped with the necessary furniture, equipment and additional technology such as computers and printers; internet, e mail, GIS and SMS access to enable it to function optimally.

3.1.5.1.5 The Training, Media and Public Information Service

The responsibilities of the training, media and public information component include:

- developing, implementing and maintaining public awareness programmes which will ensure an alert, informed and self reliant people;
- promoting the recruitment, training and capacity building of volunteers and other role players;
- conducting comprehensive training needs analyses;
- identifying key target groups;
- providing accredited training for key target groups;
- making non accredited training and capacity building accessible for role players and stakeholders; and
- establishing mechanisms to ensure effective media relations in order to provide the public with information.

9. Recommendation:

The RLM should address training and information needs in accordance with the risk profile of the RLM.

3.1.5.1.6 Administrative offices

There must be adequate office accommodation, furnishing and equipment and access to the necessary technology for the Head of the Office and all disaster management centre personnel to execute their duties including where relevant internet, email and GIS access; mobile telephones with SMS facilities; mobile radios for emergency communication; GPS instrumentation etc.

Ancillary facilities must include:

- a photocopy/plotter machine, fax room/facilities which includes capacity for reproducing large charts and map
- the necessary storeroom/storage space

10. Recommendation:

The RLM DMC to be furnished with the appropriate infrastructure.

3.1.6 The Internal departments (municipal organs of state) and other municipal entities within the administration of the RLM

Each department and other municipal entity within Council's administration must, in terms of section 2 of the Act, assess any national legislation applicable to its function and must advise the RLM DMC on the state of such legislation.

Disaster risk management activities must be incorporated into the routine activities of each municipal department and of any other municipal entities and their substructures.

3.1.6.1 Assignment of responsibilities

The head of each department in council's organisational structure will serve as the assigned disaster risk management nodal/focal point for the department and as such will represent the department on the RLM Inter-departmental Disaster Management Committee (RLM IDRMC) and DMAF and will be responsible for all aspects of planning and operations relevant to the functional area in that department or entity.

The responsibilities of heads of department in this regard include:

- facilitating and co-ordinating the relevant department or entity's disaster risk management planning and operational activities for risk reduction and for response and recovery;
- ensuring that the planning and operations are consistent with the requirements of the Act and Bojanala District disaster management framework;
- ensuring the integration and alignment of the entity's planning and operations with that of the district, provincial and national organs of state and other institutional role players;
- ensuring the integration of the risk reduction and response and recovery planning and operations with councils Integrated Development Planning process, the Spatial Development Framework and Environmental Management Framework;
- ensuring the regular review of plans and that planning remains dynamic and relevant in accordance with developmental changes taking place within, or which may impact on council's area; and
- submitting a copy of the entity's Disaster Risk Management Plan and any amendments thereof to the disaster management centre for forwarding to the disaster management centre of the Bojanala Platinum District, Northwest Province and to the National Disaster Management Centre.

In terms of Sections 47 and 52 of the Act each municipal entity must establish its role and responsibilities in terms of the Act and must assess its capacity to fulfil those requirements. Where capacity is lacking it must be augmented by the sharing of resources between departments, organs of state in the other spheres of government and by entering into partnerships with the private sector, non-governmental organisations and community based organisations. In this regard mutual assistance agreements and memoranda of understanding must be concluded in which the detail, extent and ramifications of such support are recorded.

11. Recommendation:

The RLM must provide clear guidelines as to the roles and responsibilities of municipal entities in disaster risk management and sign appropriate mutual assistance agreements for this purpose.

Operational plans for each municipal entity indicated in the organisational structure of the RustenburgLocalMunicipality must set out the arrangements for disaster risk management for its functional area in terms of Section 52 of the Act.

Entities must ensure that their disaster risk management plans are co-ordinated and aligned with those of other organs of state and institutional role players.

In order to give further effect to the requirements of Sections 47 and 52 of the Act, primary responsibility for the co-ordination and management of Disaster Risk Management Planning and operations for the following functional areas in the RLM is assigned as follows:

3.1.6.1.1 The Municipal Manager

The Municipal Manager is responsible to ensure the effective implementation of the requirements of the Disaster Management Act, 2002 within the departments and other municipal entities within the RLM and for the integration of disaster risk management plans with the IDP Process.

3.1.6.1.2 The Director: Public Safety

The Director: Public Safety:

- is the disaster risk management focal point for the department;
- will serve on the RLM IDRMC and DMAF; and
- is responsible for the co-ordination of all relevant aspects of disaster risk management planning and operations in respect of matters related to fire, ems & disaster management, traffic, licensing, testing, policing and security related matters.

3.1.6.1.3 The Director: Community Development

The Director: Community Development:

- is the disaster risk management focal point for the department;
- serves on the RLM IDRMC and DMAF.
- is responsible for the co-ordination of all relevant aspects of disaster risk management planning and operations in respect of health, environmental, community facilities, library & information, medical, clinics and social related matters.

3.1.6.1.4 The Director: Infrastructure

The Director: Infrastructure

- is the disaster risk management focal point for the department;
- will serve on the RLM IDRMC and DMAF; and
- is responsible for the co-ordination of all relevant aspects of disaster risk management planning and operations in respect of matters related to civil facilities development & maintenance, electrical eng, mechanical eng, roads & storm water, water & sanitation, waste management services and infrastructure.

3.1.6.1.5 The Director: Planning and Human Settlement

The Director: Planning and Development

- is the disaster risk management focal point for the department;
- will serve on the RLM IDRMC and DMAF; and
- is responsible for the co-ordination of all relevant aspects of disaster risk management planning and operations in respect of matters related to LED, development planning, housing provision, building control & regulations and integrated environmental management.

3.1.6.1.6 The Director: Corporate Support Services

The Director: Corporate Support Services:

- is the disaster risk management focal point for the department;
- will serve on the RLM IDRMC and DMAF; and
- is responsible for the co-ordination of all relevant aspects of disaster risk management planning and operations in respect of matters related to administrative support services, human resource management, legal, valuation services and information technology.

3.1.6.1.7 The Director: Rustenburg Rapid Transport (RRT)

The Director: Rustenburg Rapid Transport (RRT)

- is the disaster risk management focal point for the department;
- will serve on the RLM IDRMC and DMAF; and
- is responsible for the co-ordination of all relevant aspects of disaster risk management planning and operations in respect of matters related to roads & transport infrastructure.

3.1.6.1.8 The Director: Finance

The Director: Finance:

- is the disaster risk management focal point for the department
- will serve on the RLM IDRMC and DMAF.
- is responsible for the co-ordination of all relevant aspects of disaster risk management planning and operations in respect of financial management and procurement

12. Recommendation:

The Municipal Manager in consultation with the directors of all departments and other municipal entities must identify all other statutory functionaries in each of the relevant departments or entities who have disaster risk management responsibilities and the responsibilities in this regard must be recorded in the job descriptions of such functionaries together with key performance indicators. The functionaries so identified will serve as indicated on the RLM Interdepartmental Disaster Management Centre (IDRMC) and Disaster Management Advisory Forum (DMAF).

3.1.7 The Rustenburg Local Municipality Interdepartmental Disaster Risk Management Committee (RLM IDRMC)¹

3.1.7.1 Purpose of the IDRMC

In order to promote interdepartmental relations and to achieve a co-ordinated, integrated and common approach to disaster risk management by the departments and other internal units in the administration of the municipality (Section 44(1)(b)(i) of the Act) in the development and implementation of appropriate disaster risk reduction methodologies, emergency preparedness and rapid and effective disaster response and recovery capabilities, the Head of the Centre is responsible to establish and sustain an Interdepartmental Disaster Risk Management Committee (IDRMC).

In order to ensure that the DMC implements disaster risk management in a manner consistent with the Act, as well as practical to involve all the necessary role players, the head of the DMC will establish an Interdepartmental Disaster Management Committee with the functionaries as identified.

The committee comprises heads of departments and key personnel with specific technical expertise who have disaster risk management responsibilities. It facilitates integrated and coordinated planning by providing the forum for collaboration on joint cross departmental plans and programmes aimed at disaster risk reduction and other relevant activities associated with disaster risk management as required by section 52 of the Act. It acts in support of the RLM DMC and assists with supervising the preparation, co-ordination, monitoring and review of disaster plans and their integration with the IDP processes.

The committee is chaired by the Head of the DMC and shall meet at least quarterly, but is not precluded from meeting more frequently according to current circumstances.

¹See Annexure A: Terms of Reference for the IDRMC

3.1.7.2 Composition of the IDRMC

The IDRMC comprises key personnel and relevant role players of the various departments and other internal units in the administration of council who have disaster risk management responsibilities in their functional area. The permanent members of the IDRMC are as follows:

Office of the Municipal Manager:

Municipal Manager

Chief Auditing Executive

Personal Assistant

PMS Specialist

Communication Specialist

IDP Specialist

Directorate: Public Safety:

Director: Public Safety

Municipal Police and Security (Law Enforcement)

Emergency & Disaster Management Services

Traffic Services

Licensing and Testing

Directorate: Community Development:

Director: Community Development

Health Services

- *Environmental services*
- *Primary Health Services*

Community Facilities

Library & Information Management

Directorate: Technical Infrastructure: (DTI)

Director: Technical Infrastructure Development & Management

Civil Facilities Development and Maintenance

Electrical Engineering Services

Mechanical Engineer Services

Roads and Storm water

Water and Sanitation

Waste Management Services

Directorate: Finance:

Director: Finance

Accounting

Financial Planning

Financial Administration

Directorate: Corporate Services:

Director: Corporate Support Services

Administrative Support Services

Human Resources Management

Legal and Valuation Services

Information Technology (IT)

The composition of the committee does not preclude the co-option of additional key council personnel with disaster risk management responsibilities to the IDRMC, if prevailing circumstances demand it. Nor does it preclude the ad hoc co-option of specialised expertise for specific purposes.

Each departmental head will serve as the Focal/Nodal Point for Disaster Management for their department's functional area and accordingly is expected to attend meetings of the IDRMC (see section 2.1.6 above).

The job descriptions of the permanent members serving on the IDRMC must include a description of their disaster risk management responsibilities.

3.1.7.3 Responsibilities of the IDRMC

For the purposes of implementing the requirements of the Act and in particular, Sections 47 and 48 the responsibilities of the IDRMC include:

For disaster risk reduction planning and operations:

- monitoring, assessing, and co-ordinating council's disaster risk management planning and implementation, placing particular focus on risk reduction policies, practices and strategies;
- collaborating, co-ordinating and monitoring progress on joint projects and programmes and their integration into the IDP process;
- annually reviewing the council's disaster management framework, departmental Disaster Risk Management Plans, the plans of other internal units within council's administration and the plans of other municipal entities in council's area to ensure that the plans are integrated, current, and consistent with the disaster management framework;
- promoting joint standards of practice within and between the departments and other entities within council;
- monitoring progress on the implementation of priority projects aimed at risk reduction;
- participating in desk top exercises bi-annually to remain current on roles and responsibilities in the activation and operation of the Disaster Operations Centre to ensure rapid and efficient response and recovery in the event of a disaster occurring or threatening to occur in council's area; and
- making recommendations to council regarding disaster risk management policy and related disaster risk management matters.

For contingency planning and disaster response and recovery:

- when a disastrous event occurs or is threatening to occur in the area of a municipality, on receipt of an activation alert from the Head of the DMC (or designate), reporting immediately to the District Disaster Management Centre Disaster Operations Centre (DOC);
- conducting initial and specialist post disaster assessments for the department's or entities' functional area;
- ensuring that departments respond rapidly to disasters;
- ensuring efficient and co-ordinated disaster response and recovery operations;
- monitoring progress with, and ensuring that, post disaster reconstruction and rehabilitation projects include measures to reduce risk to similar events in the future;
- ensuring that regular reports on progress with disaster recovery are continuously submitted to council as well as to the DMC of the Northwest Province and NDMC via the Bojanala Platinum DMC; and
- ensuring that all documentation and records relating to the disaster are retained and placed in safe-keeping for the purposes of post disaster investigation, inquiry or review.

3.1.7.4 Project Teams and Planning Clusters

The IDRMC may convene project teams to address specific joint risk reduction priorities including post disaster projects. Teams so convened will act as sub-committees of the IDRMC for the duration of their task and will determine their terms of reference and outcomes in consultation with the Head of the Centre and the IDRMC; will plan and manage such multi-disciplinary projects; and will report back to the IDRMC.

In the context of emergency preparedness, planning clusters will also be convened to address contingency plans for specific priority risks posed by hazards such as storms, floods, drought, fires, epidemics, transportation accidents, oil spills, hazardous material spills and crowd related events. These contingency plans will include strategies and procedures to ensure the implementation of an incident management system, which will establish joint standards of practice and inter-disciplinary co-operation for rapid and effective disaster response capabilities. Such plans will also be subject to consultation within the RLM Disaster Management Advisory Forum.

3.1.8 Integration with the IDP Process

In order to facilitate the integration of disaster risk management into the IDP process, the Head of the DMC must serve on both the IDP Steering Committee and IDP Representative Forum. All development projects must be referred to the RLM DMC for comment and input before their submission to council for approval.

Diagram depicting decentralised structures and outlining mechanisms for direction, co-operation and stakeholder participation

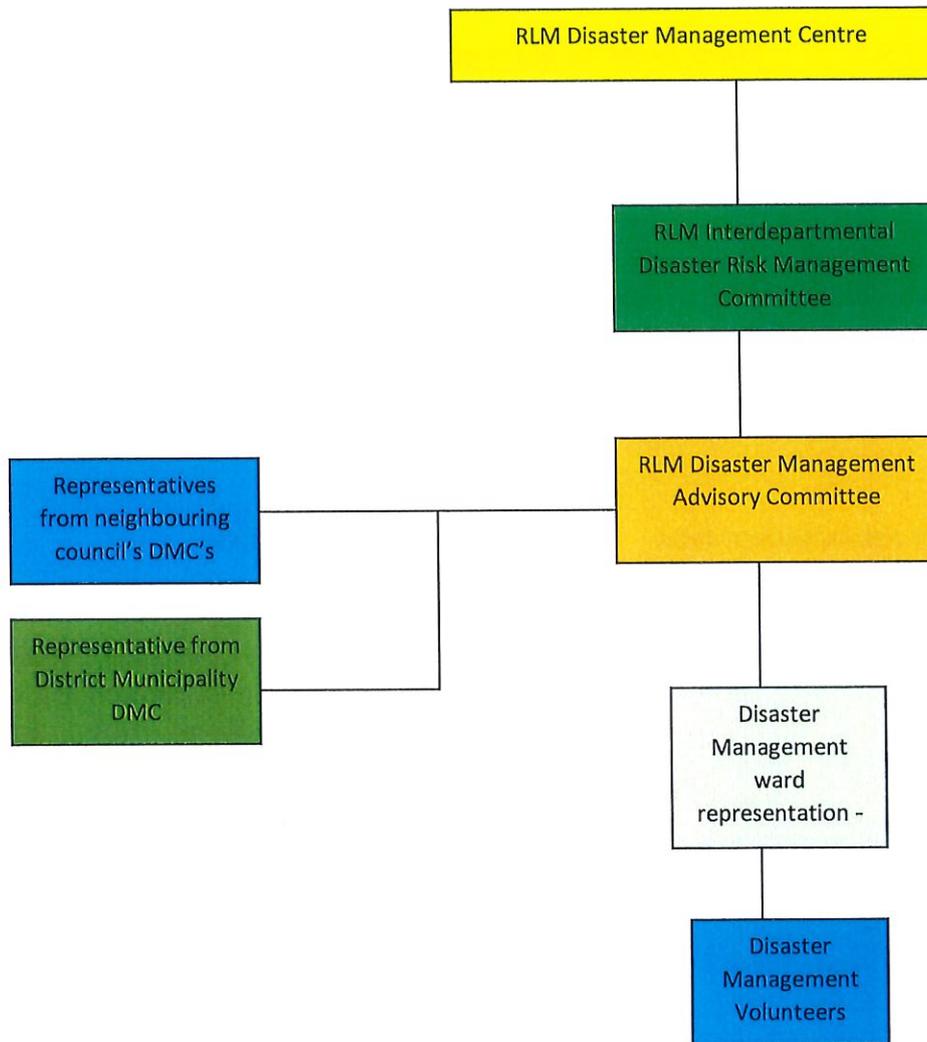


Figure 4: Decentralised disaster management arrangements

3.1.9 Decentralised Institutional Arrangements for disaster management for the area of Rustenburg LocalMunicipality

3.1.9.1 Ward Disaster Management Structures

For the purposes of direction and effective management, each of the **Forty Five (45) wards** within the councils' area will be represented on the DRMAF. Population statistics, distances and levels of disaster risk must guide the assessment of minimum representative requirements to implement all of the activities associated with disaster management in communities. Particular emphasis must be focused on risk reduction strategies in communities who are most at risk (CARs) to specific known disaster risks.

The responsibilities of the ward committees/representatives are incorporated into seven key performance areas as follows:

KEY PERFORMANCE AREA	SUMMARY OF RESPONSIBILITIES
1. Institutional Capacity	Facilitate the establishment and maintenance of institutional arrangements in each ward in consultation and co-operation with the local political and traditional leaders. Ensure the active participation of communities in such arrangements including the recruitment of volunteers
2. Data Collection	<p>Establish, implement and maintain mechanisms to gather and record information in accordance with the guidelines to be developed as part of the consultative process, for relaying to the RLM DRMC to provide for real time information; planning; disaster risk reduction; emergency preparedness; co-ordination and management of disaster response and recovery, within the wards of municipalities.</p> <p>Consult and involve traditional leaders and take into account indigenous knowledge..</p>
3. Disaster Risk Reduction	Facilitate and guide the development and implementation of planning and risk reduction plans of the departments and other implementation municipal entities within the administration of the local municipality. The plans must include policies, practices, strategies and specific integrated risk management projects, and emergency preparedness, which contribute to vulnerability

reduction by building resilient communities in accordance with the Integrated Development Plan objectives.

- | | |
|-----------------------------------|--|
| 4. Public Awareness | Implement and maintain community awareness programmes developed by the RLM DMC which will inculcate risk avoidance behavioural patterns and ensure an alert, informed and self – reliant public |
| 5. Disaster Management Training | Facilitate access to dynamic training and capacity building opportunities for relevant local role players and stakeholders including community leaders and volunteers to enable them to participate in disaster management |
| 6. Communication | Sustain an effective essential and emergency radio communication service within the area of the satellite centre with special emphasis on accessible emergency communication in communities |
| 7. Disaster Response and Recovery | Facilitate and co-ordinate operational capacity, planning, practices and procedures to ensure the application of joint standards of practice and co-operative partnerships for the application of physical and technical resources at local level when disasters occur or are threatening to occur. Such plans must be in accordance with the RLM DRMC disaster response and recovery manual |

3.1.10 Key performance indicators

- The IDRMC is established and is operating effectively.
- A job description and key performance indicators for the Head of the Office have been developed.
- The Head of the Disaster Management Centre is appointed in terms of a written contract, which includes key performance indicators.
- The RLM District Disaster Management Centre is fully established and staffed and is operating optimally.
- The DMAF is established and operating effectively.
- The structures and institutional arrangements for disaster management in the wards have been established and are functioning effectively.

- Provision has been made for the necessary funding to give effect to the arrangements.
- Accurate records of correspondence, proceedings, meetings and plans are maintained.

3.1.11 Monitoring and evaluation

The RLM DMC is responsible ensure that the Office; the departments and other entities within the administration of council; the DMAF; IDRMC, and the ward disaster risk management committees conduct self-assessments and peer reviews at least twice a year. Assessment and review reports must be prepared in accordance with the reporting guideline to be developed by the RLM DMC. Copies of the reports must be submitted to the Bojanala Platinum DMC. Copies of the reports must be submitted to the DMC of the NorthwestProvince as well as the NDMC.

3.2 Arrangements for stakeholder participation and technical advice

3.2.1 Objectives

To establish inclusive mechanisms, which will provide for the active participation of all role players and stakeholders, including technical experts, the community and the private sector in disaster risk management planning and operations in the district.

3.2.2 The Rustenburg Local Municipality Disaster Risk Management Advisory Forum (RLM DRMAF)²

3.2.2.1 Purpose of the RLM DRMAF

In terms of the Act, and according to the National Framework, there is no obligation on a municipality to establish specific internal structures for disaster management. There is also no obligation on a municipality to constitute formal structures for the purposes of external stakeholder participation. It is, however difficult to perceive how the principles of cooperative governance, integrated and coordinated disaster management and stakeholder participation could be applied at the local level in the absence of appropriate structures and without the participation of personnel from various departments. Thorough disaster risk management planning and effective coordination are key to saving lives and limiting damage to property, infrastructure and the environment. They are also necessary for the optimal utilisation of resources (National Disaster Management Framework, Notice 974 of 2004).

²See Annexure B: Terms of Reference of the DRMAF

The Forum comprises the IDRMC as the central core, all the relevant stakeholders and role players including NGOs and CBOs; individuals or groups with special technical expertise; as well as representatives of neighbouring local and district municipalities. Representatives of the ward disaster management committees will also be represented.

The Rustenburg Local Municipality Disaster Management Advisory Forum will meet at least at least **four (4) times** a year but is not precluded from meeting more frequently in accordance with prevailing circumstances.

3.2.2.2 The responsibilities of the RLM DMAF

The Forum:

- must make recommendations to Council concerning the municipal disaster risk management policy for the municipality including:
 - actions to ensure interagency co-ordination and joint standards of practice;
 - the identification of hazards;
 - disaster risk assessments;
 - actions to reduce risk;
 - actions to ensure effective emergency preparedness;
 - contingency planning for specific risks;
 - the development and maintenance of the municipal disaster response and recovery plan including response capabilities;
 - training and capacity building needs and initiatives;
 - must contribute to ensuring resilient individuals, households and communities who are alert and self-reliant;
 - must contribute to ensuring community awareness of disaster risk management arrangements and the importance of heeding early warnings;
 - must support and contribute to the development and implementation of an information management system for the municipality;
 - may advise any organ of state, statutory functionary, non-governmental organisation, community or the private sector on any matter relating to disaster management; and
 - may make recommendations regarding disaster management policy.

3.2.2.3 Composition of the RLM DRMAF

The forum is convened and chaired by the Head of the Disaster Management Centre and comprises the following members as their involvement pertains to local municipal level:

- All the members of the IDRMC (key personnel on the structure/institutional plan of the Rustenburg Local Municipality who have disaster management responsibilities)
- Disaster Management functionaries of the Rustenburg Local Municipality Disaster Management Centre (RLM DMC)
- The District Representative of the Disaster Management Centre of the Bojanala Platinum District Disaster Management Centre
- Experts in disaster management designated by the Executive Mayor
- Representatives of Disaster Management Volunteers
- Representatives of each of the ward disaster management committees within council's area:
- Representatives of local emergency and essential services,;
- Health and Medical
 - Emergency Medical Services – State and Private
 - Hospitals - State and Private
 - Clinics
 - Safety and security
 - SA Police Services
 - Regional Tourism Board
 - Representatives of organised business
 - NGOs, CBOs and other relevant role players such as:
 - Council of Traditional Leaders
 - The South African Red Cross
 - Practical Ministries
 - South African Council of Churches
 - Agricultural and Farm Workers Associations
 - The Media:
 - SABC (Radio and Television)
 - Print Media – Representatives of relevant Main Daily Newspapers and Community Newspapers, especially local media, such as the Herald.

In addition to the representatives listed herein the RLM DRMAF may at any time co-opt additional members; co-opt individuals for a specific task or for a specific time; appoint ad hoc task teams with appropriate expertise to perform specific tasks on prescribed matters. Such task teams will meet as required for the purpose of executing the task/s allocated.

3.2.3 Community participation

3.2.3.1 Ward Disaster Risk Management Structures

In terms of risk reduction, the local sphere is the first line of defence and in the event of a disaster occurring (or threatening to occur) the community is in reality the first responder.

The Disaster Management Centre is responsible to facilitate and co-ordinate the establishment of a disaster management structure such as a committee or forum in each municipal ward to serve as the leadership and co-ordinating element for the purposes of disaster management in the ward. This process is to be initiated and managed in consultation and co-operation with the Disaster Management Co-ordinating structure of the RustenburgLocalMunicipality. Ward Disaster Management structures will adopt a Ward Disaster Risk Management Constitution which will include terms of reference, the allocation of portfolios; operating protocols in terms of disaster risk reduction planning; early warnings; emergency preparedness; emergency communication; data collection; disaster response and recovery; and the recruitment and management of ward volunteers.

Ward DRM structures will actively participate in and promote:

- awareness programmes amongst communities in the ward;
- to develop a culture of risk avoidance behaviour to commonly encountered hazards;
- the development of a disaster risk profile, a strategic risk reduction strategy, contingency plans for priority disaster risks and a response and recovery operational guide for their ward; and
- training and capacity building programmes for residents in the ward.

Ward disaster risk management structures must also be capacitated to conduct initial assessments in accordance with the assessment guidelines when disasters occur or are threatening to occur in their ward and to transmit such information to the Municipal Disaster Risk Management Centre.

3.2.4 Disaster Risk Management Volunteers

In accordance with Sections 44(1)(g) and 58 of the Act, council has resolved to establish a unit of volunteers.

The unit will be established in accordance with the regulations and the policy and procedures as set out in an operational guide pertaining to the recruitment, training and participation of volunteers.

3.2.5 Key Performance Indicators

- The RLM Disaster Management Advisory Forum has been established and is operating effectively.
- Minutes, records and reports of the RLM DMAF's activities are prepared and maintained.
- Ward structures have been established in the wards and are operating effectively.
- Minutes, records and reports of Ward structures' activities are prepared, maintained and submitted to the RLM DMC.
- The Unit of Volunteers has been established and is operating effectively.
- Provision has been made for the necessary funding to give effect to the arrangements.
- Minutes, records and reports of the activities of the volunteer reserve are prepared maintained and submitted to the RLM DMC.

3.2.6 Monitoring and evaluation

The RLM DRMC is responsible to ensure that the RLM DRMAF, Ward Forums, and the volunteer unit conduct self-assessments and peer reviews at least twice a year. Assessment and review reports must be prepared in accordance with the reporting guideline to be developed by the RLM DRMC. Copies of the reports must be submitted to the RLM DMC. Copies of the reports of the RLM DRMC must be submitted to the RDMC of the Province of Northwest as well as the NDMC through the Bojanala Platinum District DMC.

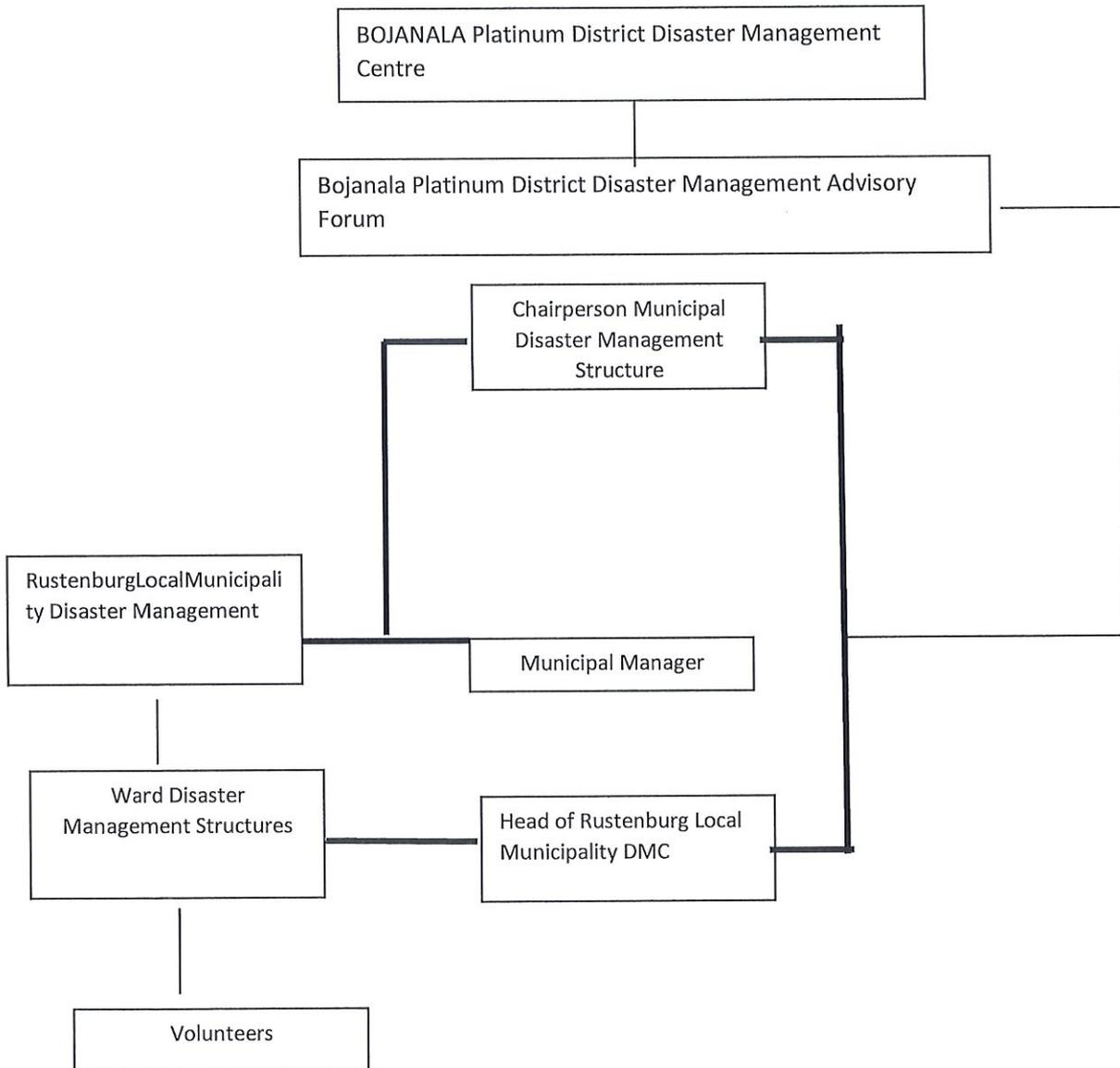
3.3 Arrangements for local, provincial, national and international co-Operation

3.3.1 Objective

To establish mechanisms to give effect to the principles of co-operative governance and to ensure the alignment of council's approach to disaster management with that of the other spheres and with that of neighboring authorities; and to establish international links for the purposes of joint standards of practice and keeping pace with global initiatives.

3.3.2 Co-operation with the district municipality

The following diagrammatic representation indicates the mechanisms established to ensure that the provisions of the Act in terms of consultation and co-operation with the District Municipality are complied with.



3.3.3 Co-operation with the National Disaster Management Centre and the Disaster Management Centre of the Northwest Province and the Bojanala Platinum District Disaster Management Centre

The following diagram provides a schematic representation of the relationship between the Local Disaster Management Centre, the NDMC and the DMC of the Northwest Province, the Bojanala Platinum District DMC, its external partners and the communities it serves.

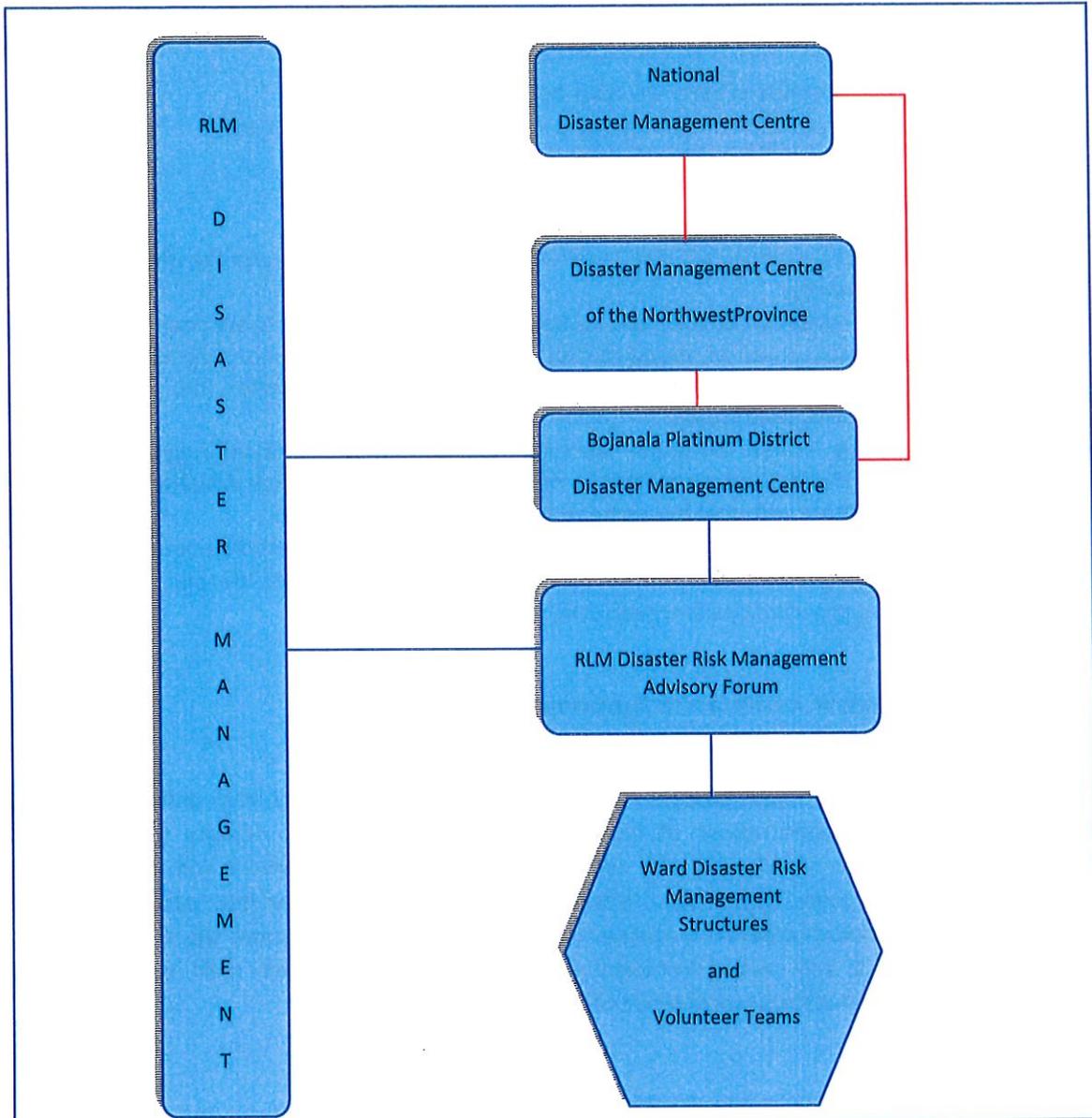
In terms of the legislation, communication must be maintained at all times between council's disaster management centre, the National Centre, the disaster management centre of the Northwest Province and the Bojanala Platinum District DM Centre.

Council's responsibilities in this regard will be to assist the District, National and Provincial centre to:

- identify and establish communication links with disaster management role players in the municipal area;
- develop and maintain an electronic database; and
- develop guidelines for the preparation of and regular review of Disaster Risk Management Plans and strategies including contingency plans and emergency procedures and the integration of the concepts and principles of disaster risk reduction with development plans and programmes

Submit to the Bojanala Platinum District DMC:

- a report at least annually containing the information as prescribed in Section 50 of the Act; and
- a copy of council's disaster plan and any amendment thereto.
- Immediately inform the Bojanala Platinum District DMC of any disaster which occurs or threatens to occur in council's area; provide information regarding the assessment of the disaster and make recommendations regarding the classification of the disaster as may be appropriate.



3.3.4 Joint co-operation with neighbouring authorities

In order to facilitate joint co-operation between council and the neighbouring authorities of:

- Madibeng Local Municipality
- Tlokwe Local Municipality (Ventersdorp)
- Moses Kotane Local Municipality (Mogwase)

- **Kgetleng Local Municipality (Koster)**
- **Mogale City Local Municipality**

Provision must be made for reciprocal representation on the Disaster Management Advisory Forum of the Bojanala Platinum District DMAF for the purposes of:

- the identification of potential cross boundary threats;
- sharing information on disasters and important risk reduction issues;
- participative disaster risk planning;
- joint contingency planning;
- developing and establishing joint standards of practice;
- information sharing including Disaster Risk Management Plans and the dissemination of early warnings;
- clear identification of roles and responsibilities in the event of cross boundary disasters which occur as well as responsibilities for the issue of advisories or early warnings of the potential spread or progress of a significant event or disaster into one or more neighbouring jurisdictions;
- concluding mutual assistance agreements, bilateral and multilateral agreements with clearly defined protocols for the purposes of shared risk reduction initiatives, emergency preparedness and cross boundary response and recovery efforts;
- sharing expertise and the development of disaster assistance response teams;
- establishing strategic communication links, procedures and protocols; and
- creating opportunities for conducting research.

3.3.5 Mutual Assistance Agreements

The RLM, district municipalities, municipal organs of state, and any other entities operating within the administrations of municipalities must assess their capacity to meet their responsibilities for disaster risk reduction, emergency preparedness and response and recovery in terms of the Act. Where required they must enter into partnerships and conclude mutual assistance agreements with other organs of state, the private sector, communities and non governmental organisations to augment their capacity. Such agreements must be in accordance with the national guidelines.

3.3.6 International co-operation

In order to stay abreast of international developments and for the purposes of sharing information on disasters and disaster risk management the RLM DMC, in conjunction with the Bojanala Platinum District DMC, must seek membership of relevant international bodies and professional institutes with similar interests and must establish networks and links with disaster management centres and professionals performing similar tasks in other countries.

3.3.7 Key performance indicators

- Arrangements for giving effect to the principles of co-operative governance are established and functioning effectively.
- Provision has been made for the necessary funding to give effect to the arrangements.
- Correct procedures and protocols are followed in establishing the arrangements.
- Mutual assistance agreements and memoranda of understanding, which conform to the national guideline, have been concluded.
- Maintaining accurate records of correspondence, proceedings, meetings and plans.

3.3.8 Monitoring and evaluation

The RLM DMC must conduct self-assessments and peer reviews at least twice a year to establish whether the key performance indicators in respect of the arrangements for local, provincial, national and international co-operation are being met. Assessment and review reports must be prepared in accordance with the reporting guideline to be developed by the RLM DMC. Copies of the reports must be submitted to the Bojanala Platinum District DMC.

3.4. Guidelines to be developed

- Guidelines for the preparation of performance reports for submission to the **Public Safety Portfolio Committee**.
- Terms of reference for the RLM IDRMC and DMAF.
- Infrastructural requirements for RLM DMC and for ward structures.
- Operational guidelines for the establishment of a volunteer unit.

4. KEY PERFORMANCE AREA 2: RISK IDENTIFICATION AND ASSESSMENT

4.1 Disaster risk assessment

4.1.1 Objective

To conduct disaster risk assessments that are consistent with the national guidelines and the national standard for assessing priority risks and that risk assessments are progressively integrated into developmental planning.

4.1.2 Disaster risk

Disaster risk refers to the probability that there will be a harmful impact of some kind due to the interaction between natural or other *hazards* and conditions of *vulnerability*. This implies that both hazards and vulnerabilities have to be thoroughly assessed in order to compile a risk profile.

4.1.3 Disaster risk assessment

Risk assessment is the first step in planning an effective risk reduction program. It examines the likelihood and outcomes of expected hazard events, including the vulnerability conditions that increase the chances of loss.

All municipal departments in the RLM must carry out disaster risk assessments for priority risks relevant to their functional area and where possible, these assessments should be undertaken interdepartmentally to avoid duplication of efforts and to ensure uniformity of findings.

Disaster risk assessment planning requires identification of key stakeholders, as well as consultation with them about the design and/or implementation of the assessment and the interpretation of the findings.

Departments and other municipal entities in the RLM must execute systematic risk assessments in the following instances:

- Prior to the implementation of any municipal disaster risk reduction, preparedness or recovery program;
- As an integral component of the planning phase for large-scale housing, infrastructure or commercial/industrial developments of significance in the municipality;
- As an integral component of the planning phase for significant initiatives that affect the natural environment in the municipality;
- When social, economic, infrastructural, environmental, climatic or other indicators suggest changing patterns of risk that increase the likelihood of significant disaster impacts in the municipality; and

- All proposed risk assessments and related studies must be reviewed and approved by the RLM DMO prior to implementation to ensure consistency in approach.

2.1.4 Situations requiring risk assessments

Risk assessments must be undertaken to:

- ensure that development initiatives maximize their vulnerability reduction outcomes; and
- anticipate and plan for known risks or disasters to prevent losses and limit endangering impacts.

2.1.5 Maximising vulnerability reduction outcomes

With respect to the implementation of the Act, a risk assessment must be undertaken when one or more of the vulnerability reduction criteria (reflected in the table below) are considered priorities in any project or programme initiated by the RLM.

KEY VULNERABILITY CRITERIA	EXAMPLES OF WHERE RISK ASSESSMENTS MUST BE DONE
Increased sustainability of a development project or programme to support vulnerable households and communities.	As part of the planning for an infrastructural development, for example, assessing the likelihood of extreme weather, flooding, subsidence and other threats damaging the structure, so that these can be factored into the construction specifications.
Reduction of potential harmful consequences associated with industrial, commercial or other developments	As part of environmental impact assessments for large-scale developments, including industrial, commercial and other enterprises that may increase disaster risk.
Increased understanding of a rapidly changing risk for improved risk management planning	In a flood-prone area that experiences considerable population growth and is facing increased land erosion.
Increased robustness of development initiatives in poor communities and areas	In an informal settlement characterised by recurrent 'small' and 'medium-size' disaster losses that undermine assets and livelihoods.
Management of high-risk periods and conditions to ensure service and/or business continuity	Electricity transmission lines and rail infrastructure, as well as health and emergency services, to ensure these essential services do not 'fail' under expected high-risk conditions.

<p>Provision of appropriate support for at-risk activities, services, areas, communities and households following an 'alert'.</p>	<p>Following a drought warning or cholera alert in rural areas, to identify communities and households most at risk and to focus or target preparedness and response actions.</p>
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Table 1: Criteria for risk assessment

4.1.6 Undertaking assessments for specific known risks or disasters

A disaster risk assessment is required at local level to guide risk reduction efforts for specific known risks or disaster events and processes that:

- are of recurrent high and medium magnitude and may require the support and/or intervention of the RLM DMO;
- occur infrequently or seasonally (for example, veld fires and flooding), have the potential to cause severe loss, and require levels of specialist support not available at local municipality level; and/or
- affect neighbouring districts and have consequences for the RLM (for example, unplanned cross-border movements and events that require humanitarian or other relief assistance).

2.1.7 The methodology for conducting a disaster risk assessment for the PLM

The design and methodology adopted for conducting a disaster risk assessment for the RLM must be consistent with the national guidelines and standard.

The disaster risk assessment must determine the level of risk in the RLM by:

- identifying potential hazards and/or threats;
- assessing the conditions of vulnerability that increase the chance of loss for particular elements-at-risk (that is, environmental, human, infrastructural, agricultural, economic and other elements that are exposed to a hazard, and are at risk of loss);
- assessing impact and coping capacity;
- determining the level of risk for different situations and conditions;
- setting priorities for action after prioritising the hazards according to their risk factor; and
- continuously monitoring capabilities, risk maps and risk scenarios.

There are many different methods for carrying out risk assessments. In essence the disaster risk assessment for the RLM was based on the following methodology, in future assessments it may however be necessary to deviate, amend or adapt the methodology depending on:

- the type of hazard being assessed;

- the characteristics of the area, infrastructure, service or business concerned;
- the urgency of the assessment; and
- the availability of relevant hazard and vulnerability information.

4.1.7.1 Key research questions

The research aim to establish:

- which hazards are the most prevalent in the RLM area;
- the frequency with which a significant event or disaster is likely to occur;
- which areas, communities or households are most at risk;
- which hazards (of certain intensities) are likely to have the most profound impact on the RLM;
- what is the probability of the identified hazards impacting on the RLM within a given time frame;
- what are the existing conditions of vulnerability and capacity (physical, social, economical and environmental) in the RLM area;
- which vulnerabilities could be exploited by the identified hazards (of different intensity);
- what capabilities or resources exist to manage the risk;
- what are the risk priorities of the RLM;
- how are vulnerabilities being addressed through the Integrated Development Plan projects and other developmental initiatives;
- what other developmental initiatives are necessary to reduce vulnerability and therefore risk in the RLM;
- is the risk becoming progressively greater;
- is the risk undermining development progress in the areas, communities and households it affects and if so, is the management of the risk a development priority; and
- in the areas, communities and households at risk are there any other significant risks.

4.1.7.2 Method of investigation

The research design included qualitative as well as quantitative methods. A variety of qualitative methods were used in the collection of data including interviews, observations, literature reviews and community consultations. Technical consultations must also take place through the RLM Interdepartmental Disaster Management Committee and the RLM Disaster Management Advisory Forum. Methods for the collection and analysis of quantitative data and information included various methods such as the use of current existing databases, the defining of variables and parameters and the determining of certain formulae to interpret the quantitative data.

In future assessments, a systematic approach must be adopted for the gathering of data which must involve a high level of community participation taking into account local and indigenous knowledge and historical records.

The primary elements of the process comprised of:

- Identification and description of the risk;
- Analysis of the risk; and
- Evaluation of the risk.

4.1.8 Community-based disaster risk assessment

In accordance with the intention of the Act to increase local capacity to minimise the risk and impact of disasters, disaster risk assessment efforts must actively include the participation of vulnerable communities and households, including physically isolated communities and female-headed and child-led households. The information collected using more technically sophisticated methods employed by risk scientists can be significantly enhanced by local and indigenous knowledge relating to disaster management. In addition, the active engagement of special needs groups, such as women, children and the elderly, improves the quality of the assessment findings and increases the likelihood of community ownership in any risk reduction interventions that may follow.

4.1.9 Consolidation and classification of disaster risk information

Hazard and vulnerability assessment findings must be consolidated according to uniform classifications. This facilitates integrated multi-sectoral planning across government departments and with other partners. It also supports risk management co-operation between administrative areas (for example, two or more municipalities) affected by the same risk. In this regard RLM DMO must ensure that the following internationally recognised classification of hazards provided by the UN's International Strategy for Disaster Reduction (ISDR) is used.

ORIGIN	PHENOMENA/EXAMPLES
Geological hazards	<ul style="list-style-type: none"> • Tsunamis (also called tidal waves) • Mass earth movements e.g. landslides, rockslides, rock-falls, liquefaction, submarine slides • Subsidence, surface collapse, geological fault activity
Hydro meteorological hazards	<ul style="list-style-type: none"> • Floods, debris and mudflows • Tropical cyclones, storm surges, thunder / hailstorms, rain and windstorms, and other severe storms

	<ul style="list-style-type: none"> • Drought • Desertification • Veldt fires • Heat waves • Sand or dust storms
Biological hazards	<ul style="list-style-type: none"> • Outbreaks of epidemic diseases • Plant or animal contagion • Extensive infestations
Environnementaldégradation	<ul style="list-style-type: none"> • Land degradation; • Deforestation; • Desertification; • Veldt fires; • Loss of biodiversity; • Land, water and air pollution; • Climate change; • Sea level rise; and • Ozone depletion.

Vulnerability must be assessed as social, economic, political, environmental or physical (infrastructural). As vulnerability factors are often the major drivers of disaster risk, rather than external hazard processes, it is critical to identify these during a risk assessment. This provides important insights for developing vulnerability reduction interventions that lower the levels of disaster risk.

4.1.10 Key performance indicators

- All municipal organs of state, other municipal entities and other disaster management role players within the RLM are aware of the need and obligation to conduct disaster risk assessments;
- The RLM DMO receives a copy of all relevant assessments;
- All IDP projects which relate to disaster risk are submitted to the RLM DMO for approval; and
- There is documented evidence of progressive integration of risk assessment into development planning of the departments, organs of state and other role players in IDPs and annual reports submitted to the RLM DMO.

4.2 Monitoring, updating and disseminating risk information

4.2.1 Objectives

To establish an effective risk monitoring system for priority risks.

4.2.2 Monitoring disaster risks

Just like other risks, disaster risks are not static. They change seasonally and over time. To recognise such changes, and to strategically adjust programmes accordingly, all departments must have monitoring systems in place that are relevant to their specific functional responsibilities. These systems form the basis for sounding timely warnings of, or alerts for, impending threats. They are also essential for monitoring the effectiveness of ongoing risk reduction efforts.

Risk monitoring systems for the RLM must involve:

- hazard tracking;
- vulnerability monitoring; and
- disaster event tracking.

4.2.2.1 Hazard tracking

Hazard tracking systems monitor the physical phenomena that can trigger disaster events. They include systems that provide seasonal and early warning information on approaching adverse weather conditions.

4.2.2.2 Vulnerability monitoring

Vulnerability monitoring systems are systems that track the ability of communities, households, critical services and natural environments to resist and withstand external threats. Censuses, regular poverty surveys, nutritional surveys and information collected from health clinics provide important insights into changing social vulnerability patterns in at-risk communities (for example, an increase in the number of child-headed households or elderly adults with dependants). As this information is often routinely collected by government services, special surveys or parallel monitoring initiatives are not usually required to gather it.

These quantitative data must be supported by qualitative information that tracks local capabilities to absorb recurrent shocks and stresses, as well as local capacities to resist and recover from external threats.

4.2.2.3 Disaster event tracking

Disaster event tracking systems monitor changing patterns in disaster risk. Increasing or decreasing frequencies of unclassified disaster incidents are sensitive indicators of changing risk patterns in at-risk areas. For instance, a rising incidence pattern of small and medium-

size informal settlement fires may represent an early warning of accumulating risks, which may result in a more serious and destructive fire event. It also signals a call for urgent measures to avert the impending disaster.

Information on small and medium 'undeclared' events can be found in many different sources, including local newspapers, fire and disaster management reports, and records of Social Services and local NGO's such as the South African Red Cross Society.

4.2.3 Updating the comprehensive disaster risk assessment for the RLM

Disaster risk is dynamic. It is driven by a combination of hazard and vulnerability processes, including changing patterns of land-use, infrastructure development /maintenance, urban growth and settlement densification. Similarly, household size and composition, health status and level of livelihood security affect household potential for loss.

Some risks, particularly those triggered by climate processes, must be reviewed seasonally prior to the rainy season or hot summer months. Other risks, such as riverine flood risk, require extensive flood hydrology investigations, and may be undertaken once during a 20-year period. Municipal organs of state and other municipal entities within the RLM must seek technical advice from recognised risk specialists to determine the need for updating a comprehensive assessment for a specific risk.

4.2.4 Responsibility for monitoring and updating risk information

The RLM DMO must ensure that all municipal organs of state, other municipal entities within the RLM and other specialist role players with responsibilities for reducing and managing disaster risks have clear mechanisms in place for:

- accessing and updating relevant hazard and vulnerability information on risks specific to their functional areas; and
- making this information available to the RLM DMO.

In addition the RLM DMO must:

- establish clear mechanisms for accessing, consolidating and updating relevant hazard, vulnerability and disaster occurrence information from specialist government and non-governmental partners responsible for monitoring specific risks, including fire, coastal threats, drought and epidemics;
- develop and implement clear mechanisms for disseminating risk assessment and monitoring information for ongoing planning, as well as for managing conditions of heightened risk;
- establish clear procedures for accessing, interpreting and disseminating timely weather information, particularly when this is associated with potentially endangering rapid-onset storm or cyclone processes, hot dry temperatures, strong winds, heavy rainfalls or snow, ice or fog conditions; and
- ensure that the disaster risk information systems are managed by skilled individuals with both information technology capabilities and disaster risk analytic skills.

4.2.5 Key performance indicators

- The RLM DMO has established and documented clear mechanisms for accessing, consolidating and updating relevant hazard, vulnerability and disaster occurrence information from partners responsible for monitoring specific risks, including fire, drought and epidemics;
- The RLM DMO has established and documented clear mechanisms for disseminating Hazard Risk and Vulnerability (HRV) assessment and monitoring information for ongoing planning, as well as for managing conditions of heightened risk; and
- The RLM DMO has established and documented clear procedures for accessing, interpreting and disseminating timely weather information, particularly when this is associated with potentially endangering rapid-onset storm or cyclone processes, hot dry temperatures, strong winds, heavy rainfalls or snow, ice, hail or fog conditions.

4.3 Ensuring quality control

4.3.1 Objective

To ensure that disaster risk assessments undertaken for priority risks are robust and can reliably inform risk reduction planning.

4.3.2 Capabilities for conducting disaster risk assessments

Disaster risk assessments almost always require specialist input. This applies to both the process of characterising the hazard conditions that can trigger loss, as well as understanding the vulnerability factors that increase the severity of the impact.

However, when working with technical specialists, the commissioning organ of state must define terms of reference that specify *feedback, consultation and capacity-building requirements* by the specialists commissioned. This is particularly important given the complex character of hazard and risk science for non-specialists, and the serious legal and other implications of disseminating incorrect or unverified disaster risk assessment findings, which then inform planning decisions. In South Africa, disaster risks are more significantly shaped by social, economic and environmental conditions than by external threats. It is therefore critical that *HRV assessments should be reality-based* (that is, based on the actual situation 'on the ground'), with field consultations in areas and communities most at risk.

Field consultation increases the accuracy of the HRV assessment findings, provides insight into the vulnerability conditions that can potentially be reduced, and builds a greater sense of responsibility for 'sharing the risk' among the communities affected. In this context, it is critical that the assessment process includes respectful pre-assessment consultation with the affected communities prior to the arrival of external assessment teams, to build a co-operative partnership.

4.3.3 Measures to establish the accuracy of future HRV assessments

Two mechanisms can be used to ensure the accuracy of the disaster risk assessment undertaken to inform area planning:

- establishment of a technical advisory committee external validation; or
- external peer review of methods and findings.

4.3.4 Technical advisory committee

A technical advisory committee, comprising recognised specialists in the hazards, vulnerabilities and risks being assessed, is particularly necessary when complex risk assessments are being carried out. Such a committee can assist with the development of terms of reference, the monitoring of progress, and the validation and/or interpretation of the findings.

4.3.5 Key performance indicators

Disaster risk assessments undertaken show documented evidence of:

- capacity building with respect to the commissioning authority;
- reality-based (that is, based on the actual situation 'on the ground' or verified by those being assessed), through field consultations in the areas and with communities most at risk from the threat(s) being assessed; and
- consultation with appropriate governmental and other stakeholders about the design and/or implementation of the assessment, as well as the interpretation of the findings.

There is documented evidence in disaster risk assessments undertaken of external validation prior to:

- the publication or dissemination of hazard, vulnerability or risk maps and/or reports for planning purposes; and
- the implementation of risk reduction or other initiatives based on the assessment results.

Disaster risk assessments undertaken show documented evidence of technical consultation with the RLM DMO prior to implementation.

4.4 The Disaster Risk of the Rustenburg Local Municipality

4.4.1 Introduction

Most of the information used for this analysis has its origin from either research conducted (questionnaires, interviews and historical data) by the ACDS in the RLM or from the RLM IDP. The information gathered covers a historical period of **15 years**. Although there was good participation from the members of the DRMAF, there was no input from the communities.

Within the parameters of these dynamics, the following hazard, risk, and vulnerability assessment was conducted.

Generally, Risk (R) is described as a function of Hazard (H), Vulnerability (V) and Capacity (C), according to the following formula:

$$R = \text{function of } \left(\frac{H \times V}{C} \right)$$

The following sections give an overview of the components of this function.

4.4.1.1 Hazard Assessment

The following table gives an overview of the main risks in the Municipality. "Hazard" is a function of the "Frequency", "Area Impact" and "Potential Damage" and was calculated according to the following formula:

$$\text{Total Risk Score} = (\text{Frequency} + \text{Area of Impact}) \times \text{Potential Damage.}$$

The scales for frequency, area impact and potential damage - as used in the total risk values above - are the following:

Frequency	Scale rating
No data	0
Less than once every 25 years	1
At least once between every 25 years and 10 years	2
At least once between every 10 years and 5 years	3
At least once between every 5 years and 1 year	4
At least once a year	5

Table 2: Hazard frequency scale

Area Impact	Scale rating
Household/ dwelling level	1
Settlement level	2
Municipality level	3
District level	4
Provincial level	5

Table 3: Area of impact scale

Potential Damage Scale	Scale rating
Damage is insignificant	1
Damage is significant; affected people can cope	2
Damage is significant; affected people struggling to cope	3
Damage is extreme; affected people struggling to cope	4
Damage is extreme; affected people cannot cope	5

Table 4: Potential damage scale

Type of Hazard	Frequency	Area Impact	Potential Damage	Total Risk	Priority
Fire	5	1	2	12	4
Floods	4	2	2	12	4
Storms (severe weather conditions)	5	2	3	21	2
Crowd related incidents	4	1	1	5	6
Tuberculosis	4	3	2	14	3
Traffic Accidents	5	1	1	6	5
Drought	4	3	4	28	1

Table 5: Main hazards in the RLM

The hazard priorities for RLM are thus:

1. Drought
2. Storms (severe weather conditions)
3. Tuberculosis
4. Fire and
5. Floods

2.4.1.2 Vulnerability Assessment

The following table gives an overview of the factors contributing to vulnerability for the 5 main risks in the municipality. Traditionally, those vulnerability factors are subdivided into four categories: economic, environmental, social and physical.

General factors contributing to vulnerability in the municipality					
Hazard (in order of priority)	Elements at Risk	Physical	Social	Ecological	Economic
1. Droughts <ul style="list-style-type: none"> • Meteorological • Hydrological • Agricultural 	People and animals	<ul style="list-style-type: none"> - No water supply infrastructure in rural areas. - Reliance on rivers, farms dams and boreholes. 	<ul style="list-style-type: none"> - Lack of education in rainwater harvesting and water conservation. - Remoteness of communities in rural areas. - Uncontrolled usage of water in urban areas. - Lack of agricultural diversity. - Traditions. 	<ul style="list-style-type: none"> - Limited understanding of agricultural management. 	<ul style="list-style-type: none"> - Poverty - Unemployment - Cost of water - Lack of insurance.

General factors contributing to vulnerability in the municipality					
Hazard (in order of priority)	Elements at Risk	Physical	Social	Ecological	Economic
2. Storms (severe weather conditions)	Environment	- Environmental degradation.	- Over utilisation of land (farming and grazing) - Loss of elasticity. - Lack of early warning systems	- Changes in climate. - Lack of rainfall.	- Lack of local markets
	Infrastructure	---	- Prioritisation in development planning. - Land use and spatial development planning.	---	- Lack of funds for infrastructure.
	People and animals	- Physical settlements/locations. - Building techniques.	- Lack of education. - Lack of information and early warning. - Traditional beliefs.	- Weather patterns.	- Poverty. - Unemployment. - Lack of insurance.
	Environment	- Land cover. - Land degradation.	- Land use and agricultural techniques.	- Weather patterns.	---

General factors contributing to vulnerability in the municipality					
Hazard (in order of priority)	Elements at Risk	Physical	Social	Ecological	Economic
	Infrastructure	<ul style="list-style-type: none"> - Maintenance of infrastructure. 	<ul style="list-style-type: none"> - Lack of education. - Land use and planning. - Spatial development planning. - Development planning. 	<ul style="list-style-type: none"> - Weather patterns. 	<ul style="list-style-type: none"> - Poverty. - Unemployment. - Lack of insurance.
3. Tuberculosises	People	<ul style="list-style-type: none"> - People living in close proximity to one another - Location of infrastructure. 	<ul style="list-style-type: none"> - People do not get treatment early enough - People use traditional methods of "healing" - HIV/ Aids 		<ul style="list-style-type: none"> - People do not have enough money to go for treatment; - No proper domestic caring facilities due budget constraints.

General factors contributing to vulnerability in the municipality					
Hazard (in order of priority)	Elements at Risk	Physical	Social	Ecological	Economic
4. Floods	People and animals	<ul style="list-style-type: none"> - People within the flood lines. - Lack of infrastructure. - Building standards - Poor storm water PLMRAInage. - Non-adherence to safe building codes. - Maintenance of infrastructure. 	<ul style="list-style-type: none"> - Remoteness. - Lack of education. - Lack of life skills. - Land use and agricultural - techniques. - Catchment management. 	<ul style="list-style-type: none"> - Mountainous terrain. - Weather patterns. - El Nino/La Nina. - Climate change. - Global warming. - Land degradation. 	<ul style="list-style-type: none"> - Poverty. - Unemployment. - Lack of insurance.
	Environment	<ul style="list-style-type: none"> - Land cover. - Land degradation. 	<ul style="list-style-type: none"> - Land use and agricultural techniques. - Catchment management. 	<ul style="list-style-type: none"> - Soil erosion/ degradation. - Weather patterns. - El Nino/La Nina. - Climate change. - Global warming. 	<ul style="list-style-type: none"> - Poverty. - Lack of funds for infrastructure.

General factors contributing to vulnerability in the municipality					
Hazard (in order of priority)	Elements at Risk	Physical	Social	Ecological	Economic
	Infrastructure	<ul style="list-style-type: none"> - Property within flood lines. - Poor housing standards. 	<ul style="list-style-type: none"> - Lack of education. - Land use and planning. - Spatial development planning. - Development planning. 	<ul style="list-style-type: none"> - Natural weather systems in the area. - Mountainous terrain. - Weather patterns. - El Nino/La Nina. - Climate change. - Global warming. 	<ul style="list-style-type: none"> - Poverty. - Lack of funds.

General factors contributing to vulnerability in the municipality					
Hazard (in order of priority)	Elements at Risk	Physical	Social	Ecological	Economic
4. Fire <ul style="list-style-type: none"> Domestic Veld 	People and animals	<ul style="list-style-type: none"> - Use of flammable building material. - Poor settlement planning. - Inadequate fire prevention infrastructure. - Lack of fire prevention “house keeping and maintenance”. - Lack of electrical installation 	<ul style="list-style-type: none"> - Lack of adherence to legislation (e.g. National Veld and Forest Fires Act) - Lack of fire prevention education. - Poverty. - Neglect and vandalism. - Lack of knowledge. - Poor provision of information. 	<ul style="list-style-type: none"> - Land cover (types of fire fuel). - Environmental degradation. - Lightning. - Wind factor. 	<ul style="list-style-type: none"> - Poverty - Unemployment - Lack of funds to create fire prevention infrastructure. - Lack of insurance.
	Environment	<ul style="list-style-type: none"> - Remoteness - Lack of fire fighting equipment - Poor farming practices - Land use planning 	<ul style="list-style-type: none"> - Type of farming and urban activity. - Lack of control on safety. - Lack of firebreaks and FPAs. 	<ul style="list-style-type: none"> - Lightning. - Wind factor. 	<ul style="list-style-type: none"> - Lack of funds to create fire prevention infrastructure.

General factors contributing to vulnerability in the municipality					
Hazard (in order of priority)	Elements at Risk	Physical	Social	Ecological	Economic
	Infrastructure	<ul style="list-style-type: none"> - Use of flammable building material. - Poor settlement planning. - Inadequate fire prevention infrastructure. - Lack of fire prevention "house keeping and maintenance". - Lack of electrical installation - Urbanization. 	<ul style="list-style-type: none"> - Lack of adherence to legislation (e.g. National Veld and Forest Fires Act) - Lack of fire prevention education. - Poverty. - Neglect and vandalism. - Lack of knowledge. - Poor provision of information. 	<ul style="list-style-type: none"> - Land cover. - Precipitation level. - Urbanisation. 	<ul style="list-style-type: none"> - Lack of funds to create fire prevention infrastructure.

Table 6: Factors contributing to vulnerability for the main hazards in the RLM

Poverty, as mentioned in this matrix, is of course a very broad issue, and can be divided into the following items:

- Job opportunities in 'quantity' as well as in 'quality'; e.g. in tourism and agricultural;
- Global economic pressures; and
- Lack of funds for Integrated Development Planning.

These economical problems will continue to negatively influence the IDP-process in the municipality (as is the case in many other local municipalities). An ongoing effort should be made to RLMRA the attention of all levels of government to the problem. At the same time, an integral financial plan, including safe investments with a relatively high return should be made to allow the municipality to enlarge its funding possibilities.

5. KEY PERFORMANCE AREA 3: RISK REDUCTION

5.1 A guiding framework for disaster risk management

Although the Rustenburg Local Municipality Disaster Risk Assessment (RLMRA) has identified a wide range of risks posing a potential threat to its area, it is not practical nor is it financially achievable to address all the risks simultaneously. Effective and focused disaster risk management planning by all municipal organs of state and other municipal entities can only be achieved through the identification of priority disaster risks and by the identification of the areas, communities and households most at risk to disasters in council's area. It is therefore necessary to adopt a carefully considered process, which will enable this prioritisation.

Part of the prioritisation process will also be to adopt a three-phased approach to disaster risk management planning over a period of two years from the date of implementation of the Act. This does not however imply that once the third phase is completed that the planning process is over. It must be clearly understood that disaster risk management planning is not a stop/start activity or project but a continuous process which of necessity must produce dynamic, real time plans, which remain current in a continuously changing environment. This is of particular relevance in respect of disaster risk reduction plans.

The process of prioritisation for disaster risk planning is also critically informed by the disaster risk assessment findings for the BojanalaPlatinumDistrictMunicipality.

The Disaster Risk Management Plan of the RustenburgLocalMunicipality must focus on the development of plans and the implementation of explicit programmes, projects and practices which give priority to building resilience and reducing the impact of a wide range of different disaster risks in areas, communities and households known to be prone to risk in its area of jurisdiction.

5.1.1 The Disaster Risk Management Planning Framework

This section aims to establish a structure for effective management of disasters in the RustenburgLocalMunicipality. All aspects of disaster risk management can be covered by the Disaster Risk Management Planning Framework (DRMPF), as in **Figure 5: The Disaster Risk Management Planning Framework: Future assessments and planning** below. The DRMPF includes Disaster Risk Reduction (DRR) planning as well as Contingency planning.

5.1.1.1 Disaster risk reduction planning

On the left-hand side of the framework, 'Disaster Risk Reduction Planning', consist of Vulnerability Reduction Planning and Specific Risk Reduction Projects. Vulnerability Reduction Planning focuses on the general vulnerabilities that are present in the municipality as a whole. The Specific Risk Reduction Projects include on one hand future developments (planned for though the IDP) that should be assessed and on the other hand any area where a combination of vulnerabilities, hazards and/or a lack of capacities pose a specific (or combination of) high risk(s) to the population, infrastructure and environment.

5.1.1.2 Contingency planning

The right-hand side of the framework focuses on contingency planning. This type of planning has two components: for the most prevalent hazards, the municipality should have contingency plans in place that can be activated before or during the impact of a specific hazard ('Hazard Specific Contingency Plans').

As it is impossible to plan for every hazard, the contingency planning should also include generic plans. For the purpose of drawing up such plans, the most important issues have been listed in the framework (public health, command and control, shelter etc.)

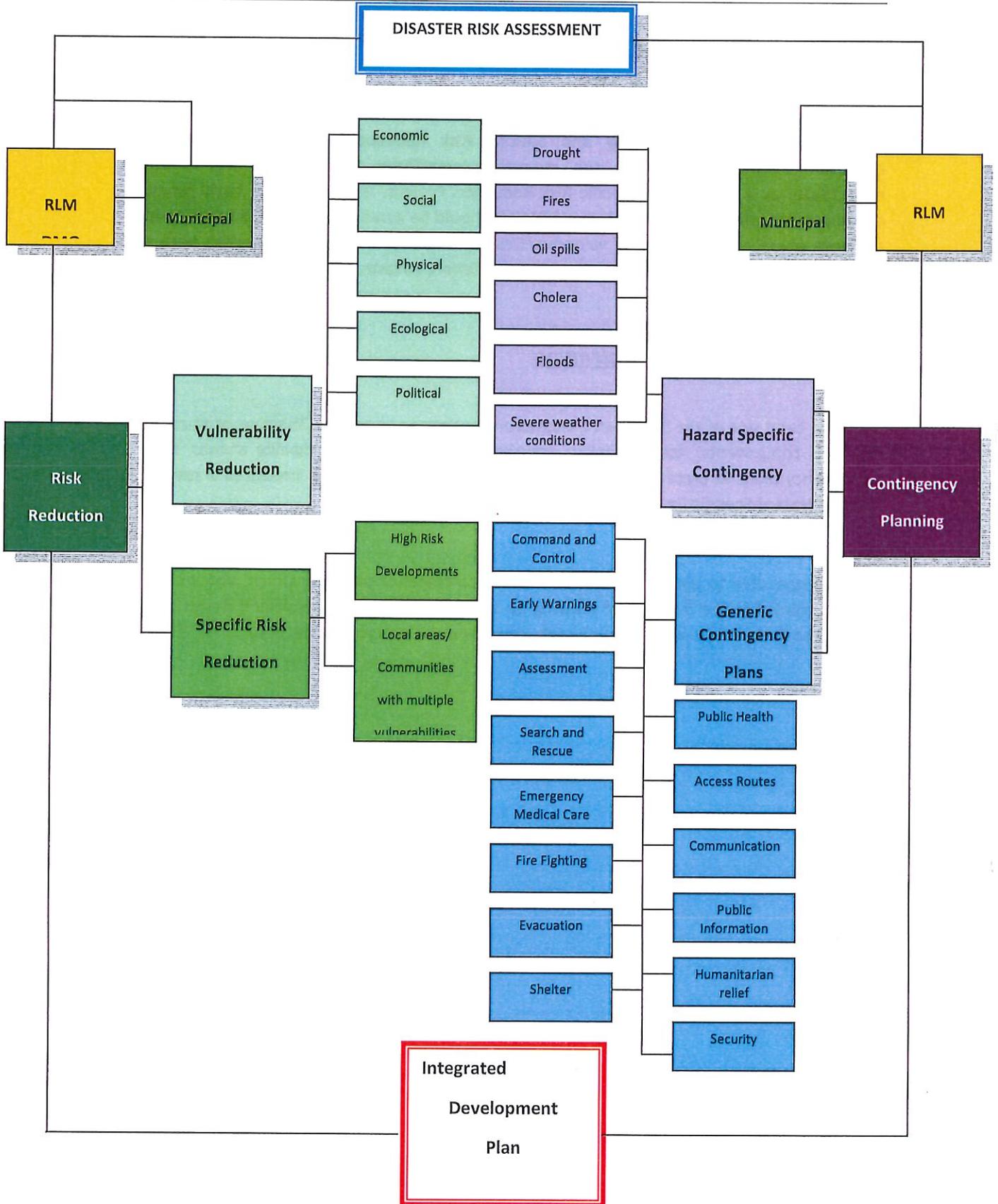


Figure 5: The Disaster Risk Management Planning Framework: Future assessments and planning

Risk of a certain hazard can change over time. It is therefore necessary that all aspects of the framework are adapted accordingly. Continuous assessment is necessary for a sound and ground-truthed disaster risk management planning.

The six most prevalent threats are listed in the contingency planning section (see Figure 3 above). When contingency plans are written, tested and updated for these plans, the RLM should strive to also cover 'less prevalent risks' in the 'Hazard Specific Contingency Plans'. Contingency plans should also be tested and evaluated regularly, and updated accordingly.

14. Recommendation:

- a. Hazard specific contingency plans for all priority risks should be developed as a matter of urgency through a participatory process.
- b. Generic response and recovery plans should be identified and development.

5.1.2 Integration with IDP

In accordance with the National Disaster Management Framework, the Disaster Management Act as well as the Municipal Systems Act, disaster risk management plans developed by municipalities must be incorporated into the IDP, funding and implementation processes.

At the same time, the IDP should take into account the findings of the municipal disaster management structures. All current and future IDP and development plans should be evaluated by the RLM DMO for the following purposes:

- To assess their consistency with the RLM Disaster Risk Management Plan;
- To determine the disaster risk inherent to the project;
- To determine the possible risk and vulnerability reduction inherent to the project; and
- To assess their relevance as to the priorities of the disaster risk assessment.

No IDP project should be allowed to continue without the assessment and approval of the disaster risk management officer. Council should take into account the comments made by the disaster risk management officer, and has full accountability for any decisions not in line with the recommendations of the disaster risk management officer.

15. Recommendation:

The RLM Council should establish a mechanism for the assessment of all current and future development projects in terms of their disaster risk.

5.2 Inputs to the planning process

From the DRMPF above, it becomes clear that a prerequisite to all planning is the Disaster Risk Assessment. Not mentioned in the DRMPF – but equally important - are the other inputs to the planning process, such as:

- the Bojanala Platinum District Disaster Management Framework and Disaster Risk Management Plan,
- the Northwest Provincial Disaster Management Framework and Disaster Risk Management Plan,
- the National Disaster Management Framework and Disaster Risk Management Plan;
- the Disaster Management Act, 57 of 2002; and
- The IDP of the RLM.

Memoranda of Agreement and Memoranda of Understanding with role-players;

- cooperation with other disaster management structures (such as the DMCs of neighbouring municipalities, the district and the province); and
- any other relevant data and information pertaining to developmental initiatives.

Furthermore, disaster risk management should take into account people's needs and priority issues (in line with section 53.1 (b) of the Act): the perception of what people experience as 'disasters', 'hazards', 'vulnerabilities' or a 'lack of capacity' should be one of the major inputs to the planning process.

5.3 Phased approach in DM Planning

As mentioned above, it is impossible to cover all aspects of disaster risk management at once, therefore a three-phased (levels) approach is proposed.

5.3.3.1 Levels of planning

The National Disaster Management Framework proposes three levels of Disaster Risk Management Plans. The three phases/levels in the process are the following:

5.3.1.1 Level 1 Disaster Risk Management Plan

A Level 1 Disaster Risk Management Plan applies to national or provincial organs of state and municipal entities that have not previously developed a coherent Disaster Risk Management Plan. It focuses primarily on establishing foundation institutional arrangements for disaster risk management, putting in place contingency plans for responding to known priority threats, identifying key governmental and other stakeholders and developing the capability to generate a Level 2 Disaster Risk Management Plan.

5.3.1.2 Level 2 Disaster Risk Management Plan

A Level 2 Disaster Risk Management Plan applies to national, provincial and municipal organs of state that have established the foundation institutional arrangements, and are building the essential supportive capabilities needed to carry out comprehensive disaster risk management activities. It includes establishing processes for a comprehensive disaster risk assessment, identifying and establishing formal consultative mechanisms for development of disaster risk reduction projects and introducing a supportive information system and emergency communications capabilities.

5.3.1.3 Level 3 Disaster Risk Management Plan

A Level 3 Disaster Risk Management Plan applies to national, provincial and municipal organs of state that have established both the foundation institutional arrangements for disaster risk management and essential supportive capabilities. The plan must specify clear institutional arrangements for coordinating and aligning the plan with other governmental initiatives and plans of institutional role players. It must also show evidence of informed risk assessment and ongoing risk monitoring capabilities as well as relevant developmental measures that reduce the vulnerability of disaster-prone areas, communities and households.

The visits in the Municipality by the ACDS have established the necessary capacity in the municipality; it is the responsibility of the RLM Council and the DMO to sustain and expand this capacity, and to put it to use for the implementation of the next levels.

The Level 2, mainly focusing on the DRA, is discussed below in Key Performance Area 2. It should again be stressed that the DRA is a continuous process to be taken further by the DMO and the relevant stakeholders. The Level 2 also comprehends the formalisation of the consultation of and cooperation with stakeholders and DMAF and IDRMC.

The third level of the Disaster Risk Management Planning includes all other processes and planning as mentioned in the framework.

5.3.2 Implementation of the levels of Disaster Risk Management Plans

The National Disaster Management Framework foresees that within one year of the commencement of the Act (on 1 July 2004), all municipal organs of state will have submitted to the NDMC at a minimum, Level 1 Disaster Risk Management Plans (by 1 July 2005). Within two years of the commencement of the Act (1 July 2006), all municipal organs of state will have submitted at a minimum, Level 2 Disaster Risk Management Plans. Within four years of the commencement of the Act (1 July 2008), all municipal organs of state will have submitted Level 3 Disaster Risk Management Plans.

The municipal organs of state must specify which one of the three specified Disaster Risk Management Planning Levels is most appropriate for their respective capabilities, experience and functional responsibilities. They must also indicate proposed steps that will allow progress to more advanced planning levels.

6. KEY PERFORMANCE AREA 4: KNOWLEDGE MANAGEMENT

Knowledge management, although a very broad term, relates to all the information needs and applications in order for the RLM to effectively reduce disaster risk. This KPA will be addressed by focussing on information management and communication, education and training, public awareness and research.

6.1 Information management and communication

6.1.1 Objective

- To develop a comprehensive disaster risk management information system.

6.1.1.1 The Rustenburg Local Disaster Risk Management Information System (DRMIS)

Disaster management is a collaborative process that involves all spheres of government, as well as NGOs, the private sector, a wide range of capacity-building partners and communities. It also requires capabilities to manage risks on an ongoing basis, and to effectively anticipate, prepare for, and respond to a diverse range of natural and other threats.

Effective, co-ordinated and integrated disaster risk management is dependent on an adequate and reliable information system. It is a critical instrument to ensuring that the RLM has the capabilities to manage risk on a continuous basis; to effectively monitor disaster and risk trends and patterns for the municipality for the purposes of planning and preparedness. It is also key to ensuring rapid and effective decision making and response to disasters and major incidents.

The RLM must ensure that the DMO has the necessary capacity and appropriately skilled human resources to manage and maintain such a system and that the RLM DRMIS is consistent with the national guideline for a disaster management information system.

16. Recommendation:

The RLM to consider implementing a basic database of information relating to all matters of disaster risk management and its' role players as per chapters 16 and 17 of the Disaster Management Act.

6.1.2 Strategic Communication

In order to implement effective disaster risk management, the RLM DMO must establish and maintain an integrated communication system for the municipality, which will enable effective communication links amongst disaster risk management role players and stakeholders.

The communication system must include a directory of role players, which is in accordance with section 16 of the Act as well as telecommunication capabilities. The system must be compatible with that of the district and provincial DMC's systems and must comply with the national guidelines. For the purposes of effective incident management and joint operations it must have the capacity to enable interagency communication amongst essential and emergency services.

The communication system must also make provision for the ongoing identification and engagement of innovative and meaningful locally-based communication and early warning methods, especially in remote, technologically isolated areas. These modes of communication must include the use of volunteers from local communities, the employment of indigenous knowledge and practices as well as co-operation with NGOs and CBOs.

The RLM DMO must establish mechanisms for the receipt, evaluation and dissemination of early warnings on a 24 hour basis. These mechanisms must include capabilities to enable two way emergency communications with communities at risk and must take into account the difficulties associated with communication with remote and technologically isolated areas.

The RLM must ensure that the DMO has the necessary capacity and appropriately skilled human resources to manage and maintain such a system.

The RLM and the Southern District DMC, operating a central communication centre in partnership, should jointly evaluate their capacities and needs, and design and implement a strategic communication system.

6.1.3 Key Performance Indicators

- The disaster risk management information system has been established in accordance with the national framework and is functional.
- Mechanisms have been established to ensure that the disaster management information system including the electronic database is updated, maintained and tested at regular intervals.
- Functional communication links between all necessary role players and systems to support the activities of the DMO have been established and are maintained.

6.1.5 Monitoring and Evaluation

In order to ensure that an effective communication system is maintained the RLM DMO must develop and implement mechanisms for ongoing testing of the communication system and the preparation and submission of reports in this regard. The mechanisms must include regular communication exercises and test calls.

A continuous system of updating the information in the database must also be implemented to ensure the data is up to date and relevant.

6.2 Education and Training

6.2.1 Objectives

- To promote and facilitate non-accredited and accredited education and training opportunities for all disaster risk management stakeholders in the RLM.
- To identify and implement appropriate disaster risk management training programmes for schools in the area to increase knowledge and capacity.
- To identify and implement appropriate disaster risk management training programmes for the communities to increase knowledge and capacity.
- To ensure that traditional knowledge and coping strategies are included in the training programmes where appropriate.

6.2.2 Schools Programmes

Efforts should be made to implement disaster risk management training programmes in schools, for the purposes of disseminating information on disaster risk management and risk avoidance. The creation of programmes in schools, focusing on relevant and appropriate aspects of disaster risk management, must be encouraged.

17. Recommendation

The RLM DMO to approach the local Department of Education and relevant Schools Governing Bodies in order to jointly implement schools awareness programmes focussing on the most prevalent hazards in the particular areas.

6.2.3 Dissemination and use of traditional knowledge

All training and awareness programmes undertaken within the RLM must take into account indigenous knowledge relating to disaster risk management, as per section 7(2)(j).

18. Recommendation

All traditional leaders in the RLM area of responsibility to be made aware of disaster risk management issues, co-opted to the DMAF (where applicable) and traditional knowledge must be incorporated into the RLM disaster risk management planning and awareness programmes.

6.2.4 Community training programmes

Education and training programmes for communities must focus on risk awareness, risk reduction and preparedness. Where appropriate, communities must be given the opportunity to modify and enhance training programmes through the inclusion of indigenous knowledge, practices and values, and the incorporation of local experience of disaster and disaster risk management. Cognisance of the risk assessment for the area must be taken when such programmes are developed.

19. Recommendation

The RLM to utilise the envisaged ward disaster risk management structures to serve as a mechanism for community training.

6.2.5 Government Officials and relevant role players

Training programmes for government officials and policy makers must include modules on planning, hazards, prevention, risk reduction and preparedness.

6.2.6 Key Performance Indicators

- An assessment of disaster risk management education and training needs is conducted annually.
- Appropriate courses have been identified for the relevant interest groups.
- A disaster risk management education and training programme is developed for each financial year and is implemented.
- Comprehensive reports on education and training conducted in the municipality are submitted annually to the District and Provincial DMCs.

4.2.7 Monitoring and Evaluation

The RLM DMO must establish mechanisms for reporting progress with the disaster risk management education training programmes in the municipality and must submit reports annually to the District and Provincial DMCs.

20. Recommendation

The RLM should develop a policy with regards to education and training in the field of disaster risk management, and that the necessary funding is made available.

6.3 Public Awareness

6.3.1 Objective

- To develop and implement a public awareness programme which insures an alert, informed and self reliant public in the RLM.

6.3.2 Public Awareness Policy

An integrated public awareness strategy to promote a culture of risk avoidance among all role players and across all departments must be developed and implemented. Such a strategy is necessary for the promotion of an informed, alert and self-reliant society capable of playing its part in supporting and co-operating with the municipality in all aspects of risk and vulnerability reduction.

The ability of the public to understand the nature of commonly encountered hazards in their communities to manage and reduce risks; to develop risk avoidance behaviour patterns; and to respond appropriately and timeously when disasters occur or are threatening to occur, is dependent on knowledge and access to reliable information.

In order to inculcate risk-avoidance behaviour by all stakeholders, public awareness campaigns aimed at raising consciousness about disaster risks must provide information on how to reduce vulnerability and exposure to hazards.

Public information should be disseminated through the media, schools, and public gatherings and through any other suitable network.

6.3.3 Media involvement

The local print and radio media should be involved in efforts to increase community awareness and therefore should be included in the public awareness campaigns as far as possible.

6.3.4 Key Performance Indicators

- A public awareness policy with specific focus on risk reduction has been developed and implemented.
- Risk reduction is the focus of all disaster risk management awareness programmes.
- Awareness of disaster risk management is widespread and risk avoidance behaviour is an integral part of the daily lives and activities of the public of the RLM.

6.3.5 Monitoring and Evaluation

The RLM must conduct regular surveys and introduce other innovative mechanisms to evaluate the effectiveness of the public awareness programmes and must compile reports on the findings. The outcome of such initiatives must be used to inform future planning.

21. Recommendation

That the RLM develop a policy with regards to a public awareness programme, and ensure that the necessary funding is available.

6.4 Research

In order to stay abreast with a dynamic changing environment, the RLM must ensure a continued research agenda is developed in order to better disaster risk management practices and information.

6.4.1 Objective

- Promotion and facilitation of disaster risk management research.

6.4.2 Research Programmes

The RLM DMO must establish mechanisms to promote and support disaster risk management research in the municipality. In this regard the RLM DMO must enter into discussions with institutions of higher learning and other technical experts to identify appropriate research mechanisms.

All research programmes should firstly be focussed on the risk profile of the RLM and to address critical issues of vulnerability. In the light of the fact that scientific research is a specialised field, the RLM should engage institutions of research as partners to address identified issues.

6.4.3 Evaluations and feedback

The RLM DMO must ensure that relevant information identified through the research process is incorporated into the necessary planning and awareness processes of the RLM, with a view of reducing disaster risk.

6.4.4 Key Performance Indicators

- Mechanisms are established for promoting and facilitating disaster risk management research in the municipal area.

6.4.5 Monitoring and Evaluation

The RLM DMO must establish mechanisms for reporting progress with the disaster risk management research programmes in the municipality and must submit reports annually to the district and provincial disaster management centres.

22. Recommendation

That the RLM develop networks with institutions of higher learning and other role-players involved with research in the area, in order to pool information and to include relevant information in training, education and awareness programmes.

7. KEY PERFORMANCE AREA 5: DISASTER RESPONSE, RECOVERY, REHABILITATION AND RECONSTRUCTION

In order to achieve the requirements of the Act calling for an integrated and coordinated policy that will provide for rapid and effective response to disasters and to post disaster recovery, it is imperative that mechanisms are put in place which leaves no room for confusion when a significant event or disaster occurs or is threatening to occur in council's area. This requires clear allocation of roles and responsibilities and concisely defined procedures and protocols for all operational personnel, other relevant role players, communities at risk, and the public in general. This key performance area seeks to ensure that disaster response and recovery planning for the RLM achieves these objectives.

7.1 Preparedness and early warning

7.1.1 Objectives

To establish effective early warning systems in the RLM that will ensure:

- rapid and effective actions by essential and emergency services;
- that households, communities and areas at risk are able to respond timeously and appropriately; and
- in order to avert or reduce the potential impacts on people in terms of health, personal injury, loss of life, damage to property, infrastructure or environments

The RLM DMO is primarily responsible to ensure that it has the technical capacity to identify and monitor hazards and must ensure that mechanisms are in place for the receipt, dissemination and appropriate responses to standard early warnings issued by organs of state tasked with primary responsibility for a specific hazard.

The RLM DMO is responsible to prepare and issue hazard warnings of significance for the municipal area in a timely and effective manner and to ensure that the warnings are disseminated to those communities known to be most at risk to the hazard including those in isolated and/or remote areas. Warnings must include information and guidance that will enable those at risk to increase their safety and take risk avoidance measures to reduce losses.

The RLM DMO must identify and establish strategic inter-sect oral, multidisciplinary, and multi-agency communication mechanisms for the purpose of disseminating warnings including emergency communication systems accessible to communities at risk (CARs). Communication mechanisms must include protocols to ensure appropriate institutional

reactions to early warnings as well as protocols for reporting by essential and emergency services of significant events, which occur or are threatening to occur in council's area to the RLM DMO. This will enable the RLM DMO to track developments so that timely and effective actions can be taken in the event of a situation deteriorating. The RLM DMO must in turn further disseminate the information to the Bojanala Platinum District DMC for further dissemination to any neighboring DMCs and/or authorities, which may be affected as well as to the DMC of the Northwest Province and to the NDMC.

The RLM DMO must provide support to vulnerable communities within their area of jurisdiction and facilitate the implementation of programmes in CARs to make them aware of the hazards to which they are exposed and the specific actions they should take to reduce the impact. Programmes of this nature must take into account and add value to indigenous knowledge.

7.1.2 Key Performance Indicators

- Technical capacity has been developed to implement early warning systems that will enable an alert, informed and self-reliant public in the RLM.
- Mechanisms have been implemented to enable strategic intersectoral, multidisciplinary, and multi-agency communication mechanisms for Council's area including emergency communication systems accessible to communities at risk (CARs).

23. Recommendation:

- a. The RLM must assess its current capacity to deliver multi-hazard early warnings to communities most at risk in line with its risk profile and priorities.
- b. The RLM to develop and implement appropriate early warning systems in conjunction with the Bojanala Platinum District DMC.
- c. The RLM DMO must establish unambiguous early warning triggers and thresholds for the timely activation of warnings.

7.2 Disaster Assessment

7.2.1 Objective

To establish clear procedures to be followed to ensure immediate and appropriate response and relief operations when significant events and disasters occur or are threatening to occur in the RLM.

7.2.2 Disaster Assessment

Uniform methods and guidelines for conducting initial on site assessments of both damage and needs when significant events or disasters occur or are threatening to occur are critical tools for informed decision making to:

- establish what resources are necessary to ensure the delivery of immediate, effective and appropriate response and relief to affected areas and communities; and
- ensure business continuity.

Municipal organs of state tasked with primary responsibility for dealing with disasters³ as a result of a particular hazard must therefore ensure that mechanisms are developed and implemented which will enable rapid and meaningful initial assessments to be conducted when a significant event or disaster occurs in the PLM in order to determine the extent of the area affected, population, damage to critical infrastructure, lifeline facilities, property, and the environment; and that such assessments are conducted in accordance with national operational guidelines

Those agencies in the RLM tasked with primary responsibility for coordinating specific activities associated with disaster response and relief such as emergency medical care, search and rescue, evacuation, shelter, and humanitarian relief must prepare operational guidelines which will ensure that immediate and meaningful initial assessments are conducted in respect of immediate needs of those affected.

The RLM DMO must ensure that the information contained in the guidelines is also disseminated to the relevant role players in communities and/or areas at risk. The RLM DMO must ensure that the dissemination of the guidelines must be complimented by training and capacity building to ensure their correct application.

Protocols must be developed and implemented to ensure that the results of initial assessments are included in the situation reports of significant events and disasters, which are transmitted to the Bojanala Platinum District DMC, and the NDMC.

24. Recommendation:

The RLM DMO to develop standard checklists and guidelines for disaster assessment in line with national, provincial and district guidelines.

7.2.3 Key Performance Indicators

The RLM DMO has developed and implemented mechanisms for disaster assessment in accordance with national guidelines.

³As per section 55 of the Disaster Management Act.

7.3 Integrated Response and Recovery Plans

7.3.1 Objective

To ensure integrated response and recovery operations when significant events and/or disasters occur or are threatening to occur in the area of RLM.

7.3.2 Contingency plans

The RLM DMO is responsible to ensure the development of contingency plans for specific known hazards of rapid onset, which have been identified in the findings of the disaster risk assessment as priority risks in the area of the RLM. The purpose of such plans is to integrate and co-ordinate multidisciplinary efforts to minimise or limit the potential impact of such events on communities and areas at risk; damage to infrastructure; and the interruption of essential services and business continuity.

Specific responsibility for the development of such plans must be allocated to the specific organ of state or municipal entity, which has been identified as the lead agency and is assigned primary responsibility for that particular risk. For example flood response and recovery would involve the combined efforts of many stakeholders but the primary responsibility must be allocated to a specific organ of state with the other stakeholders assuming secondary responsibilities. In the case of river line floods for example the Department of Water Affairs and Forestry would be the lead agency assigned primary responsibility; whereas in the case of other types of flooding and extreme weather events the RLM DMO would be the lead agency.

In the event of slow onset events the responsibility rests with the organ of state allocated primary responsibility to establish and co-ordinate multidisciplinary efforts to minimise potential loss. For example in the case of drought the Department of Agriculture would be the lead agency.

25. Recommendation:

The RLM in cooperation with the Bojanala Platinum District DMC through the respective IDRMCs and DMAFs should determine lead agencies for the prioritised hazards in the RLM.

7.3.3 Operational plans for disaster response and recovery

The RLM DMO is responsible to ensure the development of operational plans for disaster response and recovery when a disaster occurs or threatens to occur in the RLM area of jurisdiction and the facilitation of rehabilitation and reconstruction programmes and projects. Such plans must be prepared consistent with the national guidelines.

The RLM DMO must ensure effective *strategic* co-ordination and management of response and recovery operations for its area.

The RLM DMO has primary responsibility to facilitate:

- the development of a standard operational guide for the establishment of Joint Operations Centre's (JOCs) to ensure the effective **tactical** co-ordination and management of response and recovery operations for major incidents and significant events which occur or threaten to occur in the area of the RLM.
- and to ensure that each response agency identified in the RLM which can contribute to the response and recovery efforts – whether it be an essential service; an emergency service; community volunteer; a non-governmental organization; a community based organization; or a private sector agent – prepares and submits an operational plan applicable to their particular functional area which is in accordance with the national field operation guidelines (FOGs).

Operational plans must include SOPs, which must be formulated within the relevant legislation, regulations and standards.

26. Recommendation:

- a. The RLM must ensure that clear guidelines in line with national requirements are provided to all organs of state, which must compile operational disaster response, and recovery plans.
- b. The RLM DMO must ensure that primary and secondary responsibilities are allocated for the performance of on site **operational** activities associated with disaster response. In this regard lead agents must be identified and tasked with the primary responsibility for the overall control of specific on site operations such as evacuation, shelter, search and rescue, emergency medical services, firefighting, and other response activities.

7.3.4 Incident Management System (IMS)

Incidents and emergencies handled on a daily basis by emergency and essential services personnel are routinely managed by an Incident Commander of a particular agency. On the other hand however, in the case of significant events and disasters, which occur or are threatening to occur, an incident management system must be implemented to ensure a systematic approach to the effective application of facilities, personnel, equipment, resources, procedures and communication. An incident management system provides for a participative approach to the management of the event; the clear allocation of responsibilities; and includes mechanisms for strategic, tactical as well as operational direction.

Accordingly, the RLM DMO must introduce an incident management system in its area of jurisdiction, which ensures that all response and recovery planning and operations comply with the regulations and is consistent with the National Standard Incident Management System (IMS) introduced by NDMC in terms of the National Disaster Management Framework. Apart from the identification and assignment of specific roles and responsibilities for each activity associated with response and recovery, the system must provide mechanisms to determine the level of implementation according to the magnitude and the capacity of the agency to deal with it. Provision must be made for the development of partnerships between agencies, which facilitate the involvement of the private sector, NGOs, traditional leaders, technical experts, communities and volunteers.

The system must take into account the conditions in South Africa where frequent significant events occurring on a daily basis require extraordinary measures but which do not necessarily justify the declaration of a local state of disaster.

In order to track escalation of incidents 'trigger' indicators must be clearly identified for reporting of incidents to the RLM DMO. For example, routine reporting to RLM DMO of all veld and forest fire incidents when fire danger rating indices are at certain levels or reporting of all incidents which require a predetermined level of response.

Terminology included in the IMS for the identification of stakeholders responsible for direction, control and co-ordination of an event at the operational, tactical and strategic levels as well as for the title used for each level must be in accordance with the national IMS.

27. Recommendation:

- a. The RLM DMO must introduce an incident management system, which ensures that all response and recovery planning and operations comply with the regulations and is consistent with the National Standard Incident Management System (IMS).
- b. The RLM DMO must identify clear trigger events and thresholds in order to provide response activation.

7.3.5 Activation and mobilisation

The RLM DMO must ensure that mechanisms for the activation and mobilisation of all resources including the deployment and application of volunteers must be clearly set out in the operational plans.

28. Recommendation:

Mechanisms for the activation and mobilisation of resources should be clearly indicated in the respective contingency plans of the RLM.

7.3.6 Delegation of responsibility

Response and recovery plans must make provision for the delegation of responsibilities of the Head of the RLM DMO and the assignment of alternate arrangements for RLM DMO as a contingency in the event that the RLM DMO itself is affected and unable to continue to operate.

29. Recommendation:

The RLM DMO should ensure that alternative arrangements for the continuous operation of the RLM DMO is made with neighbouring municipalities through the Bojanala Platinum District DMC.

7.3.7 Emergency communication

In view of the critical role of *inter-agency* communication in the management of incidents, significant events and disasters, the RLM DMO must give priority attention to the development of an emergency communication system for this purpose.

30. Recommendation:

The RLM DMO in partnership with the Bojanala Platinum District DMC must develop an effective and robust emergency communication system.

7.3.8 Media relations

Responsibilities and protocols for the issue of media liaison press releases, media interviews in the event of a disaster occurring or threatening to occur must be predetermined by the RLM DMO.

31. Recommendation:

The RLM DMO in cooperation with the Department: Corporate Services must develop clear guidelines for media and press liaison.

7.3.9 Key Performance Indicators

- Primary responsibility for contingency planning and co-ordination of known priority risks has been assigned and those agencies in supporting roles have been identified and responsibilities have been assigned.
- Contingency plans for known priority risks have been developed by municipalities, municipal organs of state and other municipal entities in the RLM and are current.
- Mechanisms for the annual review and updating of contingency plans have been established.
- Field Operation Guides (FOG) for the various activities associated with disaster response and recovery for the RLM have been developed and implemented.
- Mechanisms for the annual review and updating of FOGs have been established.
- An Incident Management System has been introduced and is operating effectively.
- Mechanisms for monitoring and reviewing the effective application of the IMS in the RLM and for making consequential adjustments are established and implemented.

7.4 Relief measures

7.4.1 Objective

To ensure that relief operations following significant events and/or disasters, which occur in the area of the RLM, are coordinated and equitably distributed.

The RLM DMO must ensure that all relief operations are managed in accordance with the national guidelines in term of standards, practices and regulating mechanisms.

7.6 Monitoring of incidents and significant events, disaster reviews and reports

7.6.1 Objective

To establish mechanisms for monitoring and reviewing incidents and significant events to facilitate early warnings and to review disasters to evaluate effectiveness and for the purposes of improved planning and operations.

7.6.2 Monitoring incidents and significant events

The RLM DMO must establish mechanisms and harness the necessary expertise to enable the monitoring of trends and tracking patterns of major incidents and significant events as well as minor incidents, which could serve as early warnings. For example by monitoring a series of smaller incidents the identification of an increase of the scale and frequency of the incidents could serve as an early warning of more significant events of the same nature.

33. Recommendation:

The RLM DMO should establish a mechanism for the continuous monitoring of different events. Also see section 3.1 above.

7.6.3 Disaster reviews and reports

In order to learn lessons from previous experience and to improve performance the RLM DMO must ensure that reviews are conducted routinely following all significant events and disasters occurring in its area. Such reviews are in addition to the reports required in terms Section 50 of the Disaster Management Act, 2002 and must be fully documented as they will also serve as valuable training aids.

Reviews must be conducted in accordance with the review programme developed by the NDMC.

The RLM DMO must ensure that resources are made available and that organs of state tasked with primary responsibility for specific known hazards make provision in budgets for conducting reviews.

7.6.4 Key Performance Indicators

- Mechanisms for progressive monitoring and research of incidents and significant events for the purposes of identifying trends and patterns which could serve as early warnings have been developed and provision has been made for funding.
- Review and research reports on significant events and trends are prepared in accordance with the national review programme and are routinely submitted to the Bojanala Platinum District DMC, DMC of the Northwest and the NDMC.
- Review and reports on actual disasters are routinely submitted to the Bojanala Platinum District DMC, the DMC of the Northwest Province and the NDMC.

8. IMPLEMENTATION AND UPDATING OF DRMP

8.1 Plan implementation

In order to ensure the successful implementation of this DRMP it is necessary to first address the recommendations contained in each KPA. To facilitate such implementation Annexure C provides all recommendations in chronological order. In other words, some recommendations are dependent on the other and cannot be implemented before their dependent recommendations have been completed successfully. Annexure C provides the RLM with a broad planning framework in order to prioritise and plan the implementation of the requirements of this plan and the Disaster Management Act 57 of 2002.

In order to ensure that the municipality adhere to the requirements of the National Disaster Management Centre, this plan must be implemented by 30 June 2006. All planning should be done with the above deadline in mind.

Annexure D further provides templates for detailed planning on each recommendation. It is recommended that the IDRMC as well as the DMAF use these respective templates. This will ensure a uniform planning method and will facilitate the implementation of the plan.

8.2 Updating of DRMP

It is recommended that this plan is treated as a working document and that is updated **at least annually** in line with the envisaged regulations to be published by the NDMC according to the NDMF.

ANNEXURE A: DRAFT TERMS OF REFERENCE FOR THE IDRMC

1. INTRODUCTION

In order to promote interdepartmental relations and to achieve a co-ordinate, integrated and uniform approach to disaster management by all departments and internal units in the administration of the municipality (see section 44(1)(b)(i) of the Disaster Management Act 57 of 2002) an Interdepartmental Disaster Risk Management Committee (IDRMC) must be established.

The aim of the IDRMC is to provide a forum where different municipal departments can coordinate and integrate their actions and activities relating to disaster risk management. This committee allows technocrats to compile Disaster Risk Management Plans and strategies, implement appropriate disaster risk reduction methodologies, engage in emergency preparedness and ensure rapid and effective disaster response and recovery capabilities. The IDRMC also provides an accountability mechanism between departments in terms of disaster risk management activities. The IDRMC should further ensure the integration of disaster risk reduction into developmental initiatives in the municipality. The IDRMC forms the foundation of the Disaster Risk Management Advisory Forum (see section 51(1)(b) of the above mentioned Act). With the above-mentioned in mind the IDRMC of the Rustenburg Local Municipality will function under the following guidelines.

2. ESTABLISHMENT OF THE IDRMC

The Head of the Disaster Management Satellite Centre is responsible to establish an Interdepartmental Disaster Risk Management Committee (IDRMC) and ensure its sustainability. The IDRMC functions under the direct authority of the Municipal Manager.

3. AIM OF THE IDRMC

The aim of the IDRMC is to facilitate coordinated planning by providing a forum for collaboration on joint cross-departmental plans and programmes aimed at disaster risk reduction and the integration thereof into developmental planning. It acts in support of the Local Municipality Disaster Management Satellite Centre as well as the District Disaster Management Centre, and assists with supervising the preparation, co-ordination, monitoring and review of Disaster Risk Management Plans and their integration with the IDP processes. The IDRMC must further ensure the development and implementation of prevention and mitigation strategies, emergency preparedness and a rapid and effective response to disasters that occur or threatens to occur. Lastly the IDRMC should ensure disaster risk reduction disaster recovery.

4. COMPOSITION OF THE IDRMC

The Committee is chaired by the Head of the Disaster Management Satellite Centre and comprises the following representatives:

- ***Chairperson Safety and Security Portfolio Committee Municipal Manager***
- ***Disaster Management Centre Personnel***
- ***Disaster Management Centre Personal Assistant/Senior Typist***
- ***Communications Officer***
- ***Legal Officer***
- ***Technical expertise: Water, Sanitation, Electricity, Roads***
- ***Technical expertise: Health (personal and environmental health), Welfare, Environmental affairs, Fire(EMS) and rescue services, Emergency medical rescue services, Law enforcement, traffic***
- ***Technical expertise: GIS/IT, Planning, Land use, Housing, Social development, Economic development, Agriculture***
- ***IDP and LED Co-ordinator***
- ***PIMS***
- ***Corporate Support***
- ***Technical expertise: Budgeting, Procurement, Support services***

The composition listed above does not preclude the co-option of additional personnel to the IDRMC or that of specialized expertise for specific purposes.

4.1 Project teams for disaster risk reduction

The IDRMC may convene project teams to address specific joint risk reduction priorities including post disaster projects. Teams so convened will determine their terms of reference and outcomes in consultation with the Head of the Satellite Centre and the IDRMC. These project teams will plan and manage such multi-disciplinary projects and will report back to the IDRMC.

In the context of emergency preparedness project teams will be convened to address contingency plans for specific risks posed by hazards such as tornadoes, floods, drought, fires, epidemics, transportation accidents, oil spills, hazardous material spills and crowd related events. These contingency plans will include strategies and procedures to ensure the implementation of an incident management system, which will establish joint standards of practice and inter-disciplinary co-operation for rapid and effective disaster response capabilities. Such plans will also be subject to consultation within the Local Municipality Disaster Management Advisory Forum.

4.2 Regularity of meetings

The IDRMC will meet on a ***monthly basis*** until such time that all the requirements of the Disaster Management Act 57 of 2002 is implemented. After such time the Committee must meet at least ***quarterly*** or more frequently as the need arise.

5. RESPONSIBILITIES OF THE IDRMC

The IDRMC has responsibilities in terms of:

- Disaster risk reduction;
- Prevention and mitigation;
- Emergency preparedness; and
- Disaster response and recovery.

5.1 Disaster risk reduction

In order to ensure disaster risk reduction in the Rustenburg Local Municipality the IDRMC must:

- monitor, assess, and co-ordinate Council's disaster risk management arrangements, placing particular focus on risk reduction strategies;
- collaborate, coordinate and monitor progress on joint projects and programmes and their integration into the IDP process;
- support the municipal Disaster Management Satellite Centre in its activities;
- review the Disaster Risk Management Plan of the municipality;
- review departmental Disaster Risk Management Plans and the plans of other municipal entities in Council's area annually to ensure that the plans are integrated, current, and consistent with Council's Disaster Management Framework;
- promote joint standards of practice across all municipality entities and line functions;
- monitor progress on the implementation of priority projects aimed at risk reduction; and
- promote and support disaster risk awareness campaigns within the municipality as well as within communities.

5.2 Prevention and mitigation

In order to ensure disaster prevention and mitigation in the Rustenburg Local Municipality the IDRMC must:

- provide the Disaster Management Satellite Centre with timely information and advice on disaster management related issues;
- ensure the application and enforcement of laws and by-laws by municipality entities relating to disaster management within their jurisdiction;
- promote structural and non-structural mitigation measures;
- develop appropriate prevention and mitigation strategies for the known hazard threat of the Rustenburg Local Municipality; and
- assist in the development of appropriate early warning systems for the municipal area.

5.3 Emergency preparedness

In order to ensure emergency preparedness in the Rustenburg Local Municipality the IDRMC must:

- ensure that all departments engage in contingency planning for all priority risks;
- plan for all residual risk after the disaster risk reduction initiatives had been taken into consideration;

- ensure and participate in desk top exercises on a bi-annual basis in order to keep up to date on roles and responsibilities in the activation and operation of the Disaster Operations Centre;
- ensure a rapid and efficient response and recovery in the event a disaster threatens to occur or occurs in Rustenburg Local Municipality area;
- make recommendations to Council regarding disaster management matters; and
- make recommendations to Council on the declaration of a local state of disaster (see section 54 and 55 of the Disaster Management Act 57 of 2002).

5.4 Disaster response and recovery

In order to ensure rapid and effective disaster response and recovery in the Rustenburg Local Municipality the IDRMC must:

- ensure the timely activation of departmental specific contingency plans once agreed thresholds have been breached;
- report to the Disaster Operations Centre (DOC) on receipt of an activation alert from the Head of the Satellite Centre (or designate) when a disastrous event occurs or is threatening to occur in the area of a municipality;
- assist where necessary with post disaster assessments for the department's functional area;
- ensure the department's rapid response to disasters;
- ensure efficient and co-ordinated response and recovery operations;
- monitor progress with disaster rehabilitation and reconstruction projects;
- ensure the integration of disaster risk reduction measures into rehabilitation and reconstruction projects;
- ensure that regular reports on progress with disaster recovery are continuously submitted to Council as well as to the District Disaster Management Centre; and
- ensure that all documentation and records relating to the disaster are retained and placed in safe-keeping for the purposes of post disaster investigation, inquiry or review.

6. RELATION TO OTHER MUNICIPAL AND DISTRICT FORUMS

The IDRMC forms the foundation of the Disaster Management Advisory Forum (DMAF). For this purpose, the IDRMC must ensure a continuous information flow to the DMAF for external stakeholder liaison and consultation. The Terms of Reference of the DMAF therefore also applies to the IDRMC insofar its impact on the activities of the IDRMC. The IDRMC as part of the DMAF will provide input to the District Disaster Management Centre through the District Disaster Management Advisory Forum.

6.1 Lines of communication

The IDRMC is directly accountable to Council and in particular the *Public Safety Portfolio Committee*. The IDRMC must report to the *Public Safety Portfolio Committee* on a quarterly basis on its activities and progress in the implementation of the Disaster Management Act 57 of 2002 and the steps taken to ensure disaster risk reduction and development planning integration.

The Head of the Disaster Management Satellite Centre as chairperson of the IDRMC has a direct line of communication to the Municipal Manager and Council.

ANNEXURE B: DRAFT TERMS OF REFERENCE: DISASTER RISK MANAGEMENT ADVISORY FORUM (DRMAF)

1. INTRODUCTION

In the spirit of co-operative governance (Chapter 3 of the Constitution of the Republic of South Africa Act 108 of 1996) and in order for all relevant role players in disaster management in the municipal area to co-ordinate their actions on matters relating to disaster management as prescribed in Section 44 of the Disaster Management Act 57 of 2002, a Local Municipality Disaster Risk Management Advisory Forum (LDRMAF) is established as provided for in Section 51 of the above-mentioned Act.

The aim of the LDRMAF is to provide a consultative medium through which all relevant disaster management role-players in the municipality can consult one another and co-ordinate their actions. The LDRMAF must make recommendations to the Local Municipality Council on matters concerning disaster management.

Within this Forum the different role-players consult and co-ordinate their actions. Through these actions, the LDRMAF can make recommendations to the IDRMC on matters concerning the Local Municipality Disaster Risk Management Framework. The Forum must also advise difference organs of state, statutory functionaries, the private sector, non-governmental organisations or communities on any matter relating to disaster management. With the above-mentioned in mind the LDRMAF of the Rustenburg Local Municipality will function under the following guidelines.

2. ESTABLISHMENT OF THE LDRMAF

The Head of the Local Municipality Disaster Management Satellite Centre is responsible to establish the Local Municipality Disaster Risk Management Advisory Forum (LDRMAF) and ensure its sustainability in terms of section 51 of the Disaster Management Act 57 of 2002.

3. AIM OF THE LDMAF

The aim of the LDRMAF is to provide a consultative medium through which the local municipality and all relevant disaster management role-players in the municipality can consult one another and co-ordinate their actions on matters relating to disaster risk reduction, disaster prevention and mitigation, emergency preparedness and disaster response and recovery in die geographical area of the municipality.

4. COMPOSITION OF THE LDRMAF

The LDRMAF is chaired by the Head of the Local Municipality Disaster Risk Management Satellite Centre and comprises the following representatives:

- *All the members of the Local Municipality Interdepartmental Disaster Management Committee (key personnel on the structure/institutional plan of the Local Municipality who have disaster management responsibilities – see the Terms of Reference for the Local Municipality Interdepartmental Disaster Management Committee);*
- *Disaster management functionaries of the Rustenburg Local Municipality Disaster Management Satellite Centre;*
- *Experts in disaster management designated by the [Executive Mayor];*
- *Representatives of the Disaster Management Volunteer Unit;*
- *Organised business in the district;*
- *Representatives of emergency and essential services, government departments that functions within the area of the local municipality (examples listed below – PLEASE NOTE: The role-layers listed below might be better suited to provide their input on the District DMAF. Clarity on the level of operation of each of these role-players should be obtained.);*
- *Medical:*
 - *Emergency Medical Services – State and Private*
 - *Hospitals - State and Private*
- *SA Police Services:*
 - *Emergency Services component*
 - *Air wing*
 - *Dog Unit*
 - *Mortuaries Unit*
 - *Psychological Services*
- *SA National Defence Force:*
 - *Commandos*
- *SA Weather Service*
- *Department of Water Affairs and Forestry*
- *Regional Representatives of relevant departments of*
 - *Health*
 - *Social Development*
 - *Economic Affairs, Environment and Tourism*
 - *Education*
 - *Agriculture*
 - *Public Works*
 - *Housing, Local Government and Traditional Affairs*
 - *Transport*
 - *Home Affairs*
- *Regional Tourism Board*
- *Relevant Parastatals:*
 - *ESKOM*
 - *TELKOM*
 - *SAFCOL*

- *SPOORNET*
- *ACSA*
- *NGOs, CBOs and other relevant role players such as:*
 - *Council of Traditional Leaders*
 - *Lifesaving*
 - *NSRI*
 - *South African Council of Churches*
 - *Agricultural and Farm Workers Associations*
- *The Media:*
 - *SABC (Radio and Television)*
 - *Local Community Radio Stations East Coast Radio; Radio Sunny South*
 - *Print Media – Main Dailies and Community Newspapers South Coast Herald; South Coast Fever.*

In addition to the representatives listed herein the LDRMAF may at any time co-opt additional members or individuals for a specific task or for a specific time and appoint ad hoc task teams with appropriate expertise to perform specific tasks on prescribed matters.

4.1 Task teams of the LDRMAF

The LDRMAF may convene task teams to address specific joint risk reduction priorities including post disaster issues. Task teams so convened will determine their terms of reference and outcomes in consultation with the Head of the Satellite Centre and the LDRMAF. These task teams will plan and manage specific issues and will report back to the LDRMAF. Specific task teams can also be convened to assist the IDPMC Project Teams in compiling contingency plans and other related matters.

The LDRMAF will consist of the following task teams:

- Risk identification and assessment task team (i.e. as part of disaster risk reduction but also disaster assessment);
- Emergency preparedness task team (i.e. fire, search and rescue; incident management system);
- Relief task team (i.e. all NGOs and CBOs);
- Communication and information task team (i.e. early warning);
- Health and medical services (i.e. biological hazards and medical care);
- Hazard specific task team (i.e. fire, floods, drought, chemical spills etc.);
- Financial and administration task team (i.e. management of disaster management funds; business continuity); and
- Engineering and development task team (resources and capacities).

4.2 Regularity of meetings

The LDRMAF will meet every second month until such time that all the requirements of the Disaster Management Act 57 of 2002 is implemented. After such time the Forum must meet at least **quarterly** or more frequently as the need arise.

5. RESPONSIBILITIES OF THE DRMAF

The Local Municipality Disaster Risk Management Advisory Forum:

- must make recommendations to Council concerning the municipal disaster management framework for the local municipality including:
 - actions to ensure interagency co-ordination and joint standards of practice;
 - the Council's Risk Reduction Strategy which includes:
 - the identification of hazards;
 - risk and vulnerability assessments;
 - actions to reduce risk; and
 - actions to ensure effective emergency preparedness.
 - the development and maintenance of the local municipality disaster response and recovery manual including response capabilities and contingency planning for specific risks;
 - training and capacity building needs and research initiatives;
- must contribute to ensuring resilient individuals, households and communities who are alert and self reliant;
- must contribute to ensuring community awareness of disaster management arrangements and the importance of heeding early warnings;
- must support and contribute to the development and implementation of an information management system for the local municipality; and
- may advise any organ of state, statutory functionary, non-governmental organisation, community or the private sector on any matter relating to disaster management.

6. RELATION TO MUNICIPAL AND DISTRICT FORUMS

The LDRMAF is the principal consultative and advisory forum for all disaster management related matters in the local municipality. The LDRMAF provides guidance to the IDRMC and the Local Municipality Disaster Risk Management Satellite Centre towards the effective implementation of the Disaster Management Act 57 of 2002 and all other related matters. The LDRMAF, through the Local Municipality Disaster Management Satellite Centre informs Council on matters relating to Disaster Management and aspects related to the declaration of a local state of disaster as per sections 54 and 55 of the Disaster Management Act 57 of 2002. The LDRMAF provided input to the District Disaster Risk Management Advisory Forum through the Head of the Local Municipality Disaster Management Satellite Centre.

6.1 Lines of communication

The LDRMAF communicates with Council and in particular the Safety and Security **Portfolio** Committee through the IDRMC mechanism.

ANNEXURE C: LIST OF RECOMMENDATIONS

The purpose of this section is to provide a list of all the recommendations contained in the PLM's DRMP. This section provides a template for further planning in order for the PLM to successfully implement their DRMP. It should be noted that the recommendations below are according to a chronological order of activities which have interdependency. Some of the recommendations can therefore not be implemented before other recommendations have not been completed. In each instance the original recommendation number as it appears in the DRMP has been retained.

No.	Recom. No.	Recommendation	12 month objective	Start date	End date	Budget allocation	Responsible entity
01	6	The placement of the function and the qualifications and experience of the incumbent must be commensurate with the requirements in section 3.1.5.1.1.	To ensure an appropriately qualified incumbent is appointed as the disaster management focal point in the RLM.				
02	4	The RLM must identify a focal point for disaster risk management in its municipality, allow this incumbent to serve on the IDP structures,	To identify a focal point for disaster risk management for the RLM and allow the incumbent to serve on the appropriate planning structures.				
03	7	The RLM should assess the current capacity and staffing arrangements of the DMC, and where necessary make the needed adjustments.	To adequately staff the DMO with suitably qualified personnel.				
05	10	The RLM DMO to be furnished with the appropriate infrastructure.	To ensure the DMO is adequately furnished with the appropriate infrastructure.				

No. Recom. No.	Recommendation	12 month objective	Start date	End date	Budget allocation	Responsible entity
06	<p>The RLM and the Bojanala Platinum District Municipality must consult and determine primary responsibility as per sections 54 and 55 of the Disaster Management Act for the RLM.</p>	<p>To consult with the Bojanala Platinum District DMC in order to determine the primary responsibility of the RLM in terms of disaster management.</p>				
07	<p>The RLM and the Bojanala Platinum District Municipality must agree on a consultative mechanism for disaster risk management between the two municipalities (e.g. the District DMAF).</p>	<p>To reach an agreement on a consultative mechanism for disaster risk management between the RLM and the Bojanala Platinum District Municipality.</p>				
08	<p>The RLM and in particular the DMC must develop clear guidelines for municipal entities in respect to the development of Disaster Risk Management Plans. Such guidelines must be in line with district, provincial and national guidelines.</p>	<p>To development guidelines for municipal entities for the compilation of their respective DRMPs.</p>				
08	<p>The RLM Council should agree on the policy making framework contained in the DRMP (see section 1.1.2.2) and pass a</p>	<p>To obtain a council resolution on the disaster management policy making framework for the RLM.</p>				

No. Recom. No.	Recommendation	12 month objective	Start date	End date	Budget allocation	Responsible entity
09	<p>Council resolution in this regard.</p> <p>The RLM to decide on the formal establishment of the RLM DMC in terms of its, hierarchical and physical location as well as its mandate.</p>	<p>To formally establish the DMC within the RLM in terms of its hierarchy, physical location, staffing and physical location as well as its mandate</p>				
10	<p>The RLM should address training and information needs in accordance with the risk profile of the RLM.</p>	<p>To utilise the risk profile of the RLM and determine information and training needs.</p>				
11	<p>Municipal Manager in consultation with the directors of all departments and other municipal entities must identify all other statutory functionaries in each of the relevant departments or entities who have disaster risk management responsibilities and the responsibilities in this regard must be recorded in the job descriptions of such functionaries together with key performance</p>	<p>To establish and ensure the effective functioning of the IDRMC.</p> <p>To identify a disaster risk management focal point from each municipal entity to serve on the IDRMC.</p>				
12	<p>Municipal Manager in consultation with the directors of all departments and other municipal entities must identify all other statutory functionaries in each of the relevant departments or entities who have disaster risk management responsibilities and the responsibilities in this regard must be recorded in the job descriptions of such functionaries together with key performance</p>	<p>To establish and ensure the effective functioning of the IDRMC.</p> <p>To identify a disaster risk management focal point from each municipal entity to serve on the IDRMC.</p>				

No. Recom. No.	Recommendation	12 month objective	Start date	End date	Budget allocation	Responsible entity
	<p>indicators. The functionalities so identified will serve as indicated on the RLM Interdepartmental Disaster Management Centre (IDRMC) and Disaster Management Advisory Forum (DMAF).</p>					
12	<p>The RLM must provide clear guidelines as to the roles and responsibilities of municipal entities in disaster risk management and sign appropriate mutual assistance agreements for this purpose.</p>	<p>To provide clear guidelines to all municipal entities spelling out their roles and responsibilities in disaster risk management, and to sign mutual assistance agreements where necessary.</p>				
13	<p>The RLM in cooperation with the Bojanala Platinum District DMC through the respective IDRMCs and DMAFs should determine lead agencies for the prioritised hazards in the RLM.</p>	<p>To determine lead agencies for prioritised risks.</p>				
14	<p>14a. Hazard specific contingency plans for all priority risks should be developed as a matter of urgency through a participatory</p>	<p>To develop hazard specific contingency plans for all priority risks through the IDRMC.</p>				

No. Recom. No.	Recommendation	12 month objective	Start date	End date	Budget allocation	Responsible entity
	<p>process.</p> <p>14b. Generic response and recovery plans should be identified and development.</p>	<p>To develop generic response and recovery plans as per the Disaster Risk Management Planning Framework (see Figure 5).</p>				
15	<p>The RLM Council should establish a mechanism for the assessment of all current and future development projects in terms of their disaster risk.</p>	<p>To ensure a mechanism in the municipality to assess all development projects in terms of the disaster risk (possibly through the IDRMC or IDP forum).</p>				
16	<p>The RLM to consider implementing a basic database of information relating to all matters of disaster risk management and its' role players as per chapters 16 and 17 of the Disaster Management Act.</p>	<p>To implement a database for information relating to disaster risk management.</p>				
17	<p>The RLM DMO to approach the local Department of Education and relevant Schools Governing Bodies in order to jointly implement schools awareness programmes focussing on the most prevalent hazards in the</p>	<p>To approach the DoE and jointly develop appropriate schools awareness programmes.</p>				

No. Recom. No.	Recommendation	12 month objective	Start date	End date	Budget allocation	Responsible entity
18	particular areas.					
18	18a. All traditional leaders in the RLM area of responsibility must be made aware of disaster risk management issues and co-opted to the DMAF (where applicable).	To ensure the risk awareness of traditional leads in the geographical area of the RLM and to co-opt these leaders to the DMAF where appropriate.				
18b.	Traditional knowledge must be incorporated into the RLM disaster risk management planning and awareness programmes.	To incorporate traditional knowledge into disaster risk management practices.				
19	The RLM to utilise the envisaged ward disaster risk management structures to serve as a mechanism for community training.	To establish and utilise ward disaster management structures for disaster risk management purposes.				
20	The RLM should develop a policy with regards to education and training in the field of disaster risk management, and that the necessary funding is made available.	To develop and implement a training and education policy for disaster risk management for all role-players in the RLM.				
21	That the RLM develop a policy with regards to a public	To develop and implement a public				

No. Recom. No.	Recommendation	12 month objective	Start date	End date	Budget allocation	Responsible entity
	awareness programme, and ensure that the necessary funding is available.	awareness programme for the RLM.				
22	That the RLM develop networks with institutions of higher learning and other role-players involved with research in the area, in order to pool information and to include relevant information in training, education and awareness programmes.	To establish networks and relationships with institutions of higher learning an research for the purposes of disaster risk management.				
23	<p>23a. The RLM must assess its current capacity to deliver multi-hazard early warnings to communities most at risk in line with its risk profile and priorities.</p> <p>23b. The RLM to develop and implement appropriate early warning systems in conjunction with the Bojanala Platinum District DMC.</p>	To assess the capacity of the RLM to deliver multi-hazard early warnings to communities at risk.				
	<p>23c. The RLM DMO must establish unambiguous early warning triggers and thresholds for the timely activation of warnings.</p>	To develop and implement an early warning system.				

No. Recom. No.	Recommendation	12 month objective	Start date	End date	Budget allocation	Responsible entity
24	The RLM DMO to develop standard checklists and guidelines for disaster assessment in line with national, provincial and district guidelines.	To develop checklists and guidelines for disaster assessment.				
25	26a. The RLM must ensure that clear guidelines in line with national requirements are provided to all organs of state, which must compile operational disaster response, and recovery plans.	To provide clear guidelines to all municipal entities for the development of operational disaster response, and recovery plans.				
	26b. The RLM DMO must ensure that primary and secondary responsibilities are allocated for the performance of on site <i>operational</i> activities associated with disaster response. In this regard lead agents must be identified and tasked with the primary responsibility for the overall control of specific on site operations such as evacuation, shelter, search and rescue, emergency medical services, fire fighting, and other response	To ensure that primary and secondary responsibilities are allocated for on site operational activities.				

No. Recom. No.	Recommendation	12 month objective	Start date	End date	Budget allocation	Responsible entity
26	<p>activities.</p> <p>27a. The RLM DMO must introduce an incident management system, which ensures that all response and recovery planning and operations comply with the regulations and is consistent with the National Standard Incident Management System (IMS).</p>	<p>To introduce an incident management system for the RLM in line with national standards.</p>				
27	<p>27b. The RLM DMO must identify clear trigger events and thresholds in order to provide response activation.</p>	<p>To identify clear trigger events for response activation.</p>				
28	<p>Mechanisms for the activation and mobilisation of resources should be clearly indicated in the respective contingency plans of the RLM.</p>	<p>To ensure that mechanisms are in place for the activation and mobilisation of resources in terms of RLM contingency plans.</p>				
28	<p>The RLM DMO should ensure that alternative arrangements for the continuous operation of the RLM DMO is made with neighbouring municipalities</p>	<p>To ensure alternative arrangements for the continuous operation of the DMO is in place.</p>				

No. Recom. No.	Recommendation	12 month objective	Start date	End date	Budget allocation	Responsible entity
	through the Bojanala Platinum District DMC.					
29	The RLM DMO in partnership with the Bojanala Platinum District DMC must develop an effective and robust emergency communication system.	To develop a robust and effective communication system.				
30	The RLM DMO in cooperation with the Department: Corporate Services must develop clear guidelines for media and press liaison.	To develop guidelines for media and press liaison.				
31	The RLM DMO to develop a FOG for the management of disaster relief.	To develop a Field Operations Guide for the management of disaster relief.				
32	The RLM DMO should establish a mechanism for the continuous monitoring of different events. Also see section 3.1.	To establish a monitoring mechanism for different events as per the risk profile of the RLM.				

ANNEXURE E: GLOSSARY

KEY TERMS AND CORE CONCEPTS

Hazard

A hazard can be defined as a potentially damaging physical event, phenomenon or human activity, which may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation.

Hazards can include latent conditions that may represent future threats and can have different origins:

- natural (geological, hydro-meteorological and biological)
- and/or
- human induced processes (environmental degradation and technological hazards)

Hazards can be single, sequential or combined in their origin and effects.

Each hazard is characterised by its location, intensity and probability (ISDR 2002:24).

Vulnerability

Vulnerability implies the degree to which an individual, a household, a community or an area may be adversely affected by the impact of a particular hazard (South Africa, 2002). It is a set of prevailing or consequential conditions resulting from political, physical, social, economical and/or environmental factors which increases the susceptibility of an individual, household or community to the impact of hazards. (ISDR 2002:46).

Coping capacity

Coping capacity is refers to the manner in which people and organisations use existing resources to achieve various beneficial ends during unusual, abnormal and adverse conditions of a disaster event or process. The strengthening of coping capacities usually builds resilience to withstand the effects of natural and other hazards (ISDR 2002:24).

Risk

Risk is defined as the probability of harmful consequences or expected loss (of lives, people injured, property, livelihoods, economic activity disrupted and/or environment damaged) resulting from the interaction between natural or human induced hazards and vulnerable/capable conditions. Conventionally risk is expressed by the equation:

Risk = Hazards x Vulnerability/Capacity

(ISDR 2002:24).

Risk Assessment

A process whereby the nature and extent of risk is determined by analysing potential hazards and evaluating existing conditions of vulnerability/capacity that could pose a potential threat or harm to people, property, livelihoods and the environment on which they depend.

The process of conducting a risk assessment is based on a review of both technical features of hazards such as their location, intensity and probability as well as the analysis of political, physical, social, economical, and environmental factors contributing to their vulnerability, particularly in relation to their coping capacity (ISDR 2002:24).

Disaster

A disaster is a progressive or sudden, widespread or localised, natural or human caused occurrence which causes or threatens to cause

- death, injury or disease
- damage to property, infrastructure or the environment; or
- disruption of the life of a community; and
- is of a magnitude that exceeds those affected by the disaster to cope with its effects using only their own resources (South Africa 2002).

Emergency

According to the White Paper on Disaster Management, 2000 an emergency is described as “a sudden and usually unforeseen event that calls for immediate measures to minimise its adverse consequences.”

It is usually a localised event requiring extraordinary measures but not to the extent that the community and/or existing response agencies are unable to cope.

Disaster Risk Reduction

Disaster risk reduction is the systematic development of policies, strategies and practices to minimise vulnerabilities and disaster risks throughout a society, to avoid (prevention) or to limit (mitigation and preparedness) the adverse impact of hazards, within the broad context of sustainable development (ISDR 2002:25).

Disaster Prevention

Disaster prevention involves the implementation of measures - particularly developmental initiatives - aimed at eliminating risk thus stopping a disaster from occurring, or preventing an occurrence from becoming a disaster (South Africa 2002). It can also be described as activities to provide outright avoidance of the adverse impact of hazards and related environmental, technological and biological disasters (ISDR 2002:25).

Disaster Mitigation

Disaster mitigation involves the implementation of measures aimed at reducing or limiting the impact or effects of a disaster that cannot be prevented. Disaster mitigation includes developmental programmes (South Africa, 2002). Mitigation includes risk reduction initiatives both prior to, during and after a disaster. It involves the implementation of structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards (ISDR 2002:25).

Emergency Preparedness

Emergency preparedness involves establishing a state of readiness prior to the occurrence of a disaster or impending disaster, to enable organs of state and other institutions involved in disaster management, the private sector, communities and individuals to mobilise, organise and provide relief measures to deal with an impending or current disaster, or the effects of a disaster

(South Africa 2002). It includes activities and measures taken to ensure effective response to the impact of disasters, including the issuance of timely and effective early warnings and temporary removal of people and property from a threatened location (ISDR 2002:25).

Early Warning

Early warning consists of three elements:

- forecasting and prediction of impending events
- processing and dissemination of warnings to political authorities and the population
- undertaking appropriate reaction to warnings

It is the provision of timely and effective information, through identified institutions, that allow individuals at risk of a disaster, to take action to avoid or reduce their risk and prepare for effective response (ISDR 2002:25).

Disaster Response

Disaster response encompasses measures taken during or immediately after a disaster in order to bring relief to people and communities affected by the disaster (South Africa 2002). It also involves the implementation of strategies and procedures to limit the adverse effects of the impact to prevent further loss of life, loss and damage to property, infrastructure and the environment.

Disaster Recovery and Rehabilitation

Post disaster recovery and rehabilitation incorporates efforts including developmental initiatives, aimed at creating a situation whereby:

- normality in conditions caused by a disaster is restored
- the effects of a disaster are mitigated or,
- circumstances are created that will reduce the risk of a similar disaster occurring again in the future (South Africa 2002).

Rehabilitation refers to the actions taken in the aftermath of a disaster to enable basic services to resume functioning, assist the affected population's self help efforts to repair physical damage and community facilities, revive economic activities and provide support for the psychological and social well-being of the survivors (UN 1993:7).

Reconstruction

Reconstruction is the actions taken to re-establish a community after a period of rehabilitation subsequent to a disaster." (UN:1992:13). It refers to the full restoration of services and local infrastructure; the replacement of damaged physical structures; revitalisation of the economy and the restoration of social and cultural life. Actions taken in the process of reconstruction following a disaster aim to create circumstances whereby essential structures and infrastructure

is upgraded or replaced to standards which are resilient and which will reduce vulnerability to the recurrence of similar events in the future.

Risk Management

Risk management is the systematic management of administrative decisions, organisation, operational skills and responsibilities to apply policies, strategies and practices for disaster risk reduction (ISDR 2002:25).

Disaster Management

Disaster Management encompasses a continuous, integrated, multi-sectoral and multi-disciplinary process of planning and implementation of measures incorporating the strategies for disaster risk management (described above) aimed at:

- preventing or reducing the risk of disasters
- mitigating the severity or consequences of disaster
- emergency preparedness
- rapid and effective response to disasters
- post disaster recovery and rehabilitation (South Africa 2002).

It is important to note that these measures or elements of the process should not be regarded as a sequence of separate activities, phases or stages but rather as a systematic and continuous process which allows the emphasis to shift according to the relationship between hazards and vulnerabilities; and with the central focus being that of an integrated approach to the building of resilient individuals, households and communities within the context of sustainable development.

Sustainable Development

Sustainable development is the delicate balance that a nation must strike between the exploitation of natural resources to meet the current basic needs of a population while at the same time preserving these resources for our future generations (Karimanzira 1999:17).

Sustainable Livelihoods

A livelihood which can cope with and recover from shocks and stresses and maintain and enhance its capabilities and assets now and in the future, whilst not undermining the natural resource base (Carney 1999:4).

ANNEXURE F: BIBLIOGRAPHY

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Disaster Management Plan

For the

Rustenburg Local Municipality

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1) EXECUTIVE SUMMARY

THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA(ACT 108 OF 1996) PLACES A LEGAL OBLIGATION ON THE GOVERNMENT OF SOUTH AFRICA TO ENSURE THE HEALTH (PERSONAL AND ENVIROMENT)AND SAFETY OF ITD CITIZEN.IN TERMS OF SECTION 41(1)(B) OF THE CONSTITUTION ,ALL SPHERE OF GOVERNMENT are required to “secure the well-being of the people of the republic “,IN the light of the above ,and the established understanding of disaster management, the primary responsibility for disaster risk management in south Africa rest with government.

Section 26(g) of the Municipal system act 32 of 2000 as well as section 52 and 53 of the Disaster Management act 57 of 2002 compels each Municipal entity to develop a disaster management plan as part of and an integrated part of their integrated development plans. This plan establishes the arrangements for disaster management within the Rustenburg local Municipality (PLM) and has been prepared in accordance with the Disaster Management act,57 of 2002 (the act)and section 26(g) of the Municipal systems act,2000.

The purpose of the Rustenburg local municipality disaster management plan (DMP) is to document the institutional arrangements for disaster risk managements for disaster risk management planning which includes the assignment of primary and secondary Responsibilities for priority disaster risk posing a threat in the Rustenburg local municipality. It further provides the board framework within which the disaster risk management planning requirements of the act will be implemented by the departments and other entities included in the organization structure of the RLM. It establishes the operational procedure for disaster risk reduction planning as well as the emergency procedures to be implemented in the event of a disaster occurring or threatening to occur in council’s area. it aims to facilitate an integrated and coordinated approach to disaster risk management in the municipality which will ensure that the RUSTENBURG LOCAL MUNICIPALITY achieves its vision for disaster risk management which is to build a resilient people in the RLM who are alert, Informed and self-reliant by establishing risk reduction and resilience building as core principles, and developing adequate capabilities for readiness; and effective and rapid, response and recovery.

This disaster management plan is in line with the NATIONAL DISASTER MANAGEMENT framework and addresses disaster risk though five key performance areas (KPA):

- KPA 1: Disaster management institutional capacity
- KPA 2 : Risk identification and assessment
- KPA 3 : Risk reduction
- KPA 4: Response, recovery, rehabilitation and reconstruction.

This plan aims to familiarize key role-players in the RLM with the mainstream concepts of disaster risk reduction. It provides a brief background study of the RLM in line with its current integrated development plan (IDP).THE RLM disaster management plan contains a macro disaster risk assessment based on field research, observation, primary –and secondary data sources. The RLM DMP has as far as possible been imbedded in the current reality of the municipality. The macro disaster risk assessment provides the foundation towards risk reduction planning based on the identified and prioritized disaster risk and vulnerabilities of the RLM.THIS DMP for RLM furthermore provides the municipality with a guiding framework for future disaster management planning by the municipality as a whole.

As required by the disaster management act 57 of 2002 and the municipal systems act 32 of 2000.the relationship between, and different roles and responsibilities of the (future) Bojanala district disaster management Centre (DMC) and the DMC of the RLM are alluded to. This plan also

gives guidance in relation to the declaration of a local state of disaster, disaster classification of the and the institution arrangement necessary for the successful implementation of the act. Each section of this plan contains a number of recommendations which need to be considered and implemented in order for the RLM to obtain the outcomes envisaged by this plan.

2 INTRODUCTION TO THE PLAN

This first disaster management plan for the RLM has as much as possible embedded in the current local reality of the municipality. Therefore .this brief description of the most salient features of the municipality is added to sketch this current local reality. More extensive information can be obtained from the RLM integrated development plan

2.1 THE CUSTODIAN OF THE PLAN

The head of the RLM disaster management center (DMC) is the custodian of the disaster Management plan for the RLM municipality and is responsible to ensure the regular review and update of the plan.

The head of the Centre will ensure that copies of the complete plan as well as any amendment the plan are submitted to:

- The DISASTER MANAGEMENT CENTRE of the northwest province
- The NATIONAL DISASTER MANAGEMENT CENTRE(NDMC);
- The RLM ward disaster management structure ;and
- Each of the neighboring municipalities of the RLM.

In terms of section 52 of Act each municipal organ of state and any other municipal entity operating within council's organizational structure is responsible for the development and maintenance of the disaster management plan for its functional area. Departmental plans and plans of other entities are an integral part of council's comprehensive disaster management plan and therefore the head of each department and of each entity must ensure that copies of plan and any amendments to the plan are submitted to the RLM DMC.

2.2 THE PURPOSE OF THE PLAN

The purpose of the RLM Disaster Management Plan (DMP) is to document the institutional arrangements for disaster risk management planning which includes the assignment of primary and secondary responsibilities for priority disaster risks posing a threat in the RLM. It further provides the broad framework within which the disaster risk management planning requirements of the Act will be implemented by the departments and other entities included in the organizational structure of the RLM. It establishes the operational procedures for disaster risk reduction planning as well as the emergency procedures to be implemented in the event of a disaster occurring or threatening to occur in council's area. It aims to facilitate an integrated and coordinated approach to disaster risk management in its area of jurisdiction, which will ensure that the RLM achieves its vision for disaster risk management which is to build a resilient people in the Rustenburg Local Municipal area who are alert, informed and self-reliant by establishing risk reduction and resilience building as our core principles, and development adequate capabilities for readiness; and effective and rapid, response and recovery.

2.3 THE RUSTENBURG LOCAL MUNICIPALITY DISASTER RISK MANAGEMENT CONTEXT

The Rustenburg Local Municipality is exposed to a diversity of hazards on natural origin including sinkholes, deforestation, veld fires, severe weather events, drought, floods, fires and the outbreak of biological diseases such as, tuberculosis, meningitis and cholera. The RLM is also exposed to a variety of technological hazards such as the interruption of services, and various forms of pollution.

The N4 or Platinum Corridor, which links Rustenburg to Tshwane to the east and Zeerust to the west. The R24 links Rustenburg to the N14 and Johannesburg to the south and the Pilanesberg to the north. Transportation accidents and the heavy load of hazardous material therefore remains an area of great concern.

The vulnerability in the RLM which could be exploited by potential hazards is still rooted in profound poverty, lack of diversity in primary (e.g.: agriculture) and secondary (e.g.: industrial) products, and the lack of education and resources. Despite the number of developmental projects, underway in the RLM, these are still numerous urban as well as rural communities which are constantly exposed to conditions of vulnerability. As a result their capacity to withstand, cope with and/or recover from the impact of such a natural and anthropogenic risk is severely composed. This plan will highlight some of the priority areas which need an urgent developmental initiative to address this disaster risk.

2.4 BACKGROUND STUDY FOR THE RUSTENBURG LOCAL MUNICIPALITY

The following section aims to provide a more detailed description of the area and the situation in the municipal area relevant for the purpose of this plan.

2.4.1 GEOGRAPHICAL LOCATION

The Rustenburg Local Municipality is located within the Bojanala Platinum District Municipality in the North West Province. Rustenburg itself is situated along the N4 tourism route, between Trans Kalahari Corridor at the Botswana border, which in turn link the Platinum Corridor to Walvisbay and covers an area of a 3 500 km². It is one of five local municipalities that make up the district.

The N4 tourism corridor between Trans Kalahari Corridor and Botswana crosses the area. Rustenburg is further linked with the Gauteng, Northern Province and the rest of the North West Province. The current state of the roads differs from good to fair to poor, due to the high frequency of traffic.

A railway line links between Northern Province and Gauteng serves the study area.

2.4.2 DEMOGRAPHIC PROFILE

2.4.2.1 POPULATION (ESTIMATED)

The Rustenburg Local Municipality has a (estimated) total population of 726022, with (estimated) 192 320 of the population living in urban households and (estimated) 32 160 in rural households within the municipality.

Age Groups (estimation)

Age band	0 - 4	5 - 9	20 - 34	35 -54	55 - 74	75+
Total	36249	94380	128060	114250	24960	5451

Gender (estimated)

Male	Female	Total
302663	252321	554984

Socio-economic indicators (estimated)

Housing (estimated)

House or brick Structure on a Separate stand or yard	Traditional Dwelling/ hut made of traditional materials	Flats in block of flats	Town/ cluster/ semi-detached house (simplex, duplex, triplex)	House/flat/*room in back yard
56042	2512	1884	1128	4567

Informal dwelling/ shack in back yard	Informal dwelling/ shack not in back yard	Rooms/ flat let not in back yard but on shared property	Caravan or tent	Total
16240	31576	1120	456	115525

EMPLOYMENT (estimated)

Type	Employed	Unemployed	Not economically active	Total
Total	130635	614260	83839	828734

Employed (estimated)

Black African	Colored	Indian or Asian	White	Total
117142	861	783	19714	33100

Unemployed (estimated)

Black African	Colored	Indian or Asian	White	Total
60979	370	180	11947	73476

Not economically active (estimated)

Black African	Colored	Indian or Asian	White	Total
75117	712	678	12334	89519

Land use patterns and employment

Urban areas includes Phokeng, Phatsima, Chaneng, Robega Village, Mafenya, Luka, JHB Road, Buanja, Bobuanja, Lefaragattha, Geelhout Park, Rustenburg, Tlhabane, Zinniaville, Fox Lake, Ananda, Kroondal, Waterval, Meriting, Ramochana, Kanana, Sunrise Park, Paardekraal, Boitekong, Bleskop, Tantanana, Maile Duipkuil, Monakato, Tlaseng Village, Tsitsing, Lethabong, Rankelenyane, Makolokwe, Modikoe, Bethanie, Modikwe-Barseba, Rooikoppies, Wagkraal, Suurplaat, Marikana, Photsaneng, Thekwane, Mfidikwe, Mathopestad, Commissiedrift, Bukubung Village, Manaharrand.

HIV/Aids prevalence rates (Rustenburg IDP, for 2012 till 2014)

Total tested	Males	Females	Positive Male	Positive Female
404	224	180	15	18

The prevalence rate for HIV reflection within the North West Province and nationally was estimated as follows:

1996	1997	1998	1999	2000
25,3%	18,1%	21,3%	32,01%	22,9%
14,17%	7,04%	22,8%	22,4%	24,5%

The HIV point prevalence infection rate by age groups within South Africa was estimated as follows:

	1998	1999	2000
<20	21,0	16,5	16,1
20 - 24	26,1	25,6	29,1
25 – 29	26,9	26,4	30,6
30 – 34	19,1	21,7	23,3
35 – 39	13,4	16,2	15,8
40 – 44	10,5	12,0	10,2
45 - 49	10,2	7,5	13,1

The highest rate is thus among women in their late twenties. The high impact scenario of HIV/Aids on the growth rate indicates that the North West population will start to grow negatively by 2016 and this will result in depopulation. Deaths will outnumber births.

3. KEY PERFORMANCE AREA 1: ESTABLISHING INSTITUTIONAL CAPACITY FOR DISASTER RISK MANAGEMENT IN THE RUSTENBURG LOCAL MUNICIPALITY

3.1. INSTITUTIONAL ARRANGEMENTS FOR INTEGRATED POLICY MAKING, DIRECTION AND THE EXECUTION OF POLICY AND LEGISLATION

3.1.1 Objective

- To establish procedures for the development, approval and implementation of integrated disaster risk management policy, including the making of by-laws, issuing directions and authorization for the issuing of directives;
- To establish mechanisms which will provide clear direction and allocate responsibilities for the implementation of the Disaster Management Act 57 of 2002 (hereinafter referred to as “the act”);
- To develop a strategic plan for phasing in and maintaining the requirements of the Act and the national disaster management framework and
- To establish and maintain effective institutional arrangements to ensure adequate operational capacity for the implementation of the requirements of the Act to enable stakeholders participation which will promote an integrated and co-ordinate approach to disaster risk management in Council’s are

3.1.2 ARRANGEMENT FOR INTEGRATED POLICY

3.1.2.1 THE COUNCIL

Council is responsible to ensure the implementation of the Disaster Management Act, 2002 for The area of the Rustenburg Local Municipality as a whole and makes all policy decisions in relation to disaster risk management.

Having consulted with the district municipality in the area (Section 55(1)(b) and 55(2) of the Disaster Management Act, 2002), the Bojanala District Municipality has primary responsibility for

the co-ordination and management of local disasters threatening to occur within the area of the district municipality (Section 54(1)).

The RLM and the Bojanala platinum district municipality must consult and determine primary responsibility as per sections 54 and 55 of the disaster management act for;

All municipal entities are, however, in terms of section 52 of the Act compelled to prepare a disaster management plan setting out:

- The way which the concept and principles of disaster risk management are to be applied in functional area;
- Its role and responsibilities in terms of the national, provincial or municipal disaster management framework are;
- Its role and responsibilities regarding emergency response and post disaster recovery and rehabilitation;
- Its capacity to fulfill its role and responsibilities;
- Particulars of its disaster risk management strategies; and
- Contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies.

2. RECOMMENDATION: TO DEVELOP GUIDELINES

The RLM and in particular the DMC must develop clear guidelines for municipal entities in respect to the above. Such guidelines must be in line with district, provincial and national guidelines.

The disaster management act further states that each municipality must, within the applicable district municipal disaster management framework

- Prepare a disaster management plan for its area according to the circumstances monitoring in the area;
- Co- ordinate and align the implementation of its plan with those of other organs of state and institution role- payers;
- Regularly review and update its plan; and
- Through appropriate mechanisms, processes and procedures established in terms of chapter 4 of the local government: municipal system ATC, 2000 (act no. 32 of 2000), consult the local community on the preparation or amendment of its plan.

A disaster management plans for a municipal area must;

- Form an integral part of the municipality's integrated development plan;
- Anticipate the type of risk, hazards and disaster that are likely to occur in the municipal area and their possible effects;
- Place emphasis on measures that reduce the vulnerability of disaster- prone areas, communities and households;
- Seek to develop a system of incentives that will promote disaster risk management in the municipality;
- Identify the areas, communities or households at risk;
- Take into account indigenous knowledge relating to disaster risk management;
- Promote disaster risk management research;
- Identify and address weaknesses in capacity to deal with possible disasters;
- Provide for appropriate prevention and mitigation strategies;
- Facilitate maximum emergency preparedness; and
- Contain contingency plans and emergency procedure in the event of a disaster, providing for:

The allocation of responsibilities to the various role- players and co- ordination in the carrying out of these responsibilities;
Prompt disaster response and relief;
The procurement of essential goods and services;
The establishment of strategies communication links;
The dissemination of information; and
Other matters that may be prescribed.

These plans need to be drawn up after consultation between the district and local municipalities.

Although the act does not require a disaster management center (DMC) to be established within a local municipality, it is recommended in the national framework that all local municipalities identify appropriately qualified staff in their employ to serve as their disaster risk management focal point. The framework further suggests that this person serve on the relevant IDP structures due to the inextricable relationship between disasters and development.

In order to ensure continuous monitoring of progress with regard to the execution of the provision of the act the Centre responsible for the disaster risk management (DISASTER MANAGEMENT CENTRE) with the municipality must also submit reports in an agreed format on its performance for consideration to every meeting of the public safety portfolio committee and Bojanala district DMC.

3.1.2.2 THE POLICY MAKING PROCESS

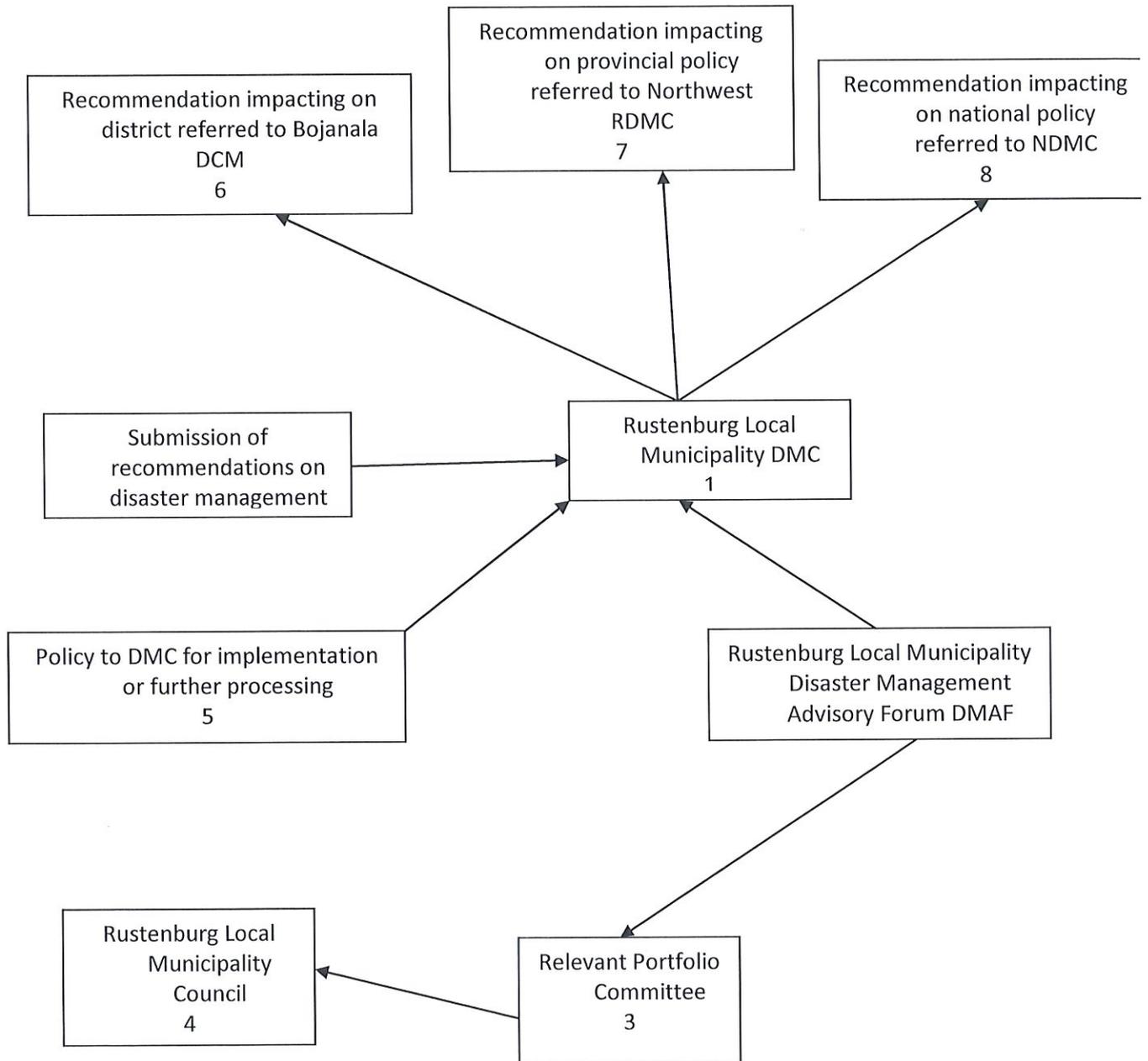
Recommendations on matters relating to disaster and disaster risk management policy must be submitted to the RLM DMC for consideration. The DMC refer the recommendations to the RLM disaster management advisory forum (DMAF) for consideration and recommendation before submitting them to the relevant portfolio committee prior to submitting to the council.

Policy adopted by council will then be referred back to the DMC for implementation.

The RLM DMC must ensure that recommendations on policy include details of any financial, constitutional, human resource or interdepartmental implications before they are submitted to the RLM DMAF, the relevant portfolio committee and the council.

The following flow chart provides a diagrammatic view of the process of the submission of recommendations relating to policy

1: The RLM disaster risk management policy making framework



3.1.3 A arrangements for direction and execution of policy

3.1.3.1 The Rustenburg Local Municipality Disaster Management Center (RLM DCM)

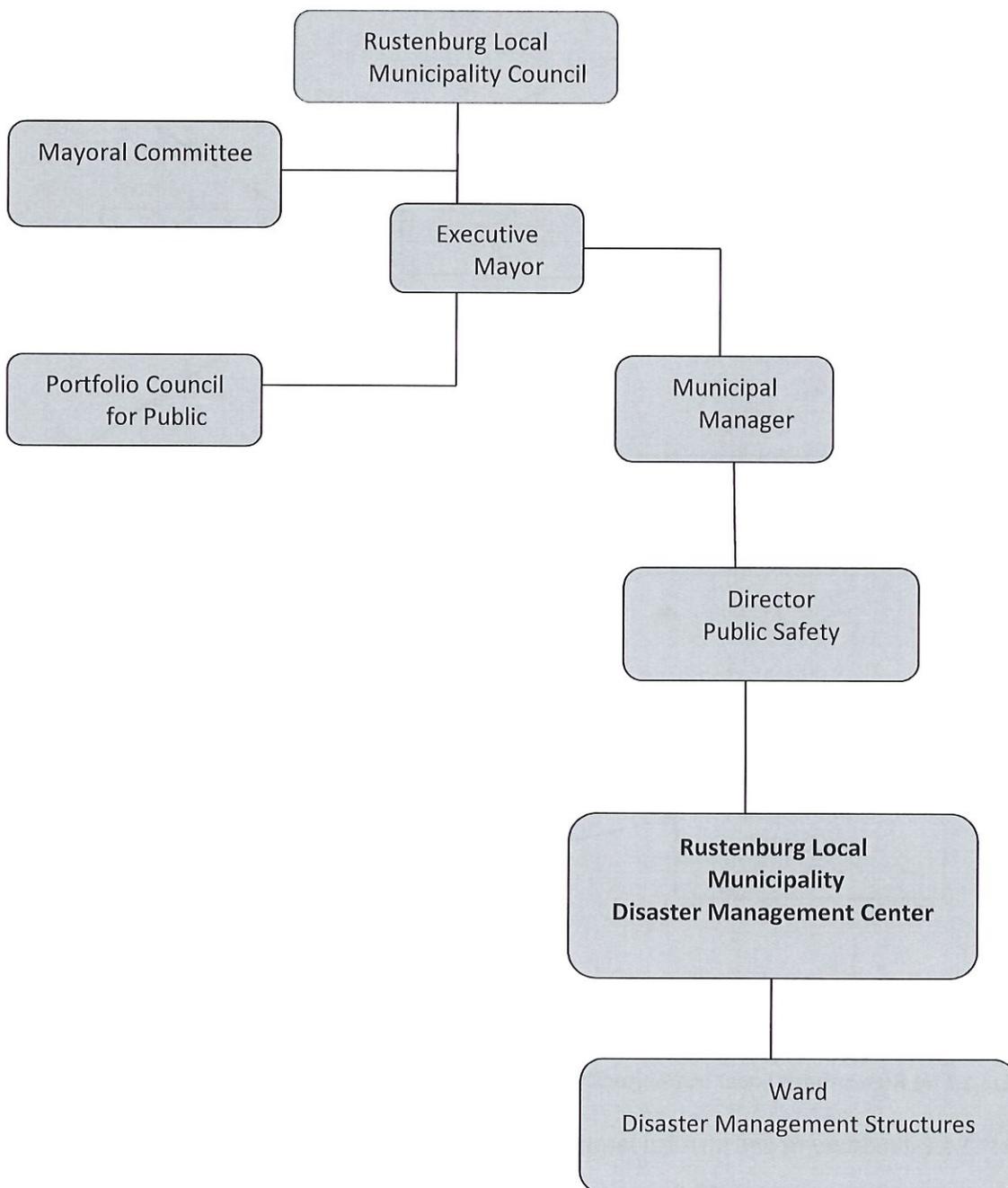
3.1.3.1.1 Establishment and physical location of the office

In terms of the Act there is no requirement for local municipality to establish a disaster management center or office. It is however recommended within the National Disaster Management Framework that disaster risk management focal points be appointed or identified to deal with issues pertaining to disaster risk management.

3.1.3.1.2 Location of the disaster management function within Council’s administration

In terms of section 45(1) b of the Act the district disaster management center exercises its powers and performs its duties in accordance with the *administrative* instructions of the Municipal Manager. On this basis, it is recommended that the RLM DMC is handles in a similar manner. For the time being the function of disaster management will remain under the Public Safety line function until a review of the placement of disaster management can be done and budget allocations made accordingly.

The current location of the center within Council’s administration and reporting lines for direction and administrative purposes are illustrated in the chart below.



3.1.4 KEY RESPONSIBILITIES OF THE RLM DMC

The key responsibilities of the RLM DM will be as follows:

- Establish and maintain adequate instructional capacity to enable the implementation of the requirements of Act which will promote an integrated and co-ordinated approach to disaster risk management in Council's area subject to the agreement on primary responsibility with the Bojanala Platinum District DMC (see section 54 of the Disaster Management Act);
- Implement measures to conduct comprehensive and progressive assessment which will contribute to the development of disaster risk profiles which are current and relevant, and which will inform planning and the implementation of risk reduction strategies;
- Facilitate the development, implementation and maintenance of disaster risk management plans, programmes and practices for strategic disaster risk reduction which will ensure that individuals, households, communities, infrastructure and the environment in council's area are resilient to disaster risk;
- Facilitate the development, implementation and maintenance of contingency plans to ensure rapid, appropriate and effective disaster response and recovery to disasters which occur or are threatening to occur in council's area;
- Develop, establish and maintain a comprehensive information management system, an effective communication system and an accessible public awareness and information services;
- Make provision for accessible training, education and research opportunities for disaster risk management stakeholders in the municipality;
- Make recommendations regarding the funding for disaster risk management in the council's area of jurisdiction and initiate and facilitate efforts to make such funding available;
- Develop, implement and maintain dynamic mechanisms for monitoring, evaluating and continuously improving disaster risk management practice, projects and programmes;
- Commissioning the development and maintenance of disaster risk profile for council's area which is current and relevant;
- Ensuring the development, implementation and maintenance of comprehensive disaster risk reduction planning and implementation for council's area by the relevant municipal organs of state and municipal entities/developments within council's administration, and other municipal entities operating within council's jurisdiction;
- Identifying cross boundary disaster risk which pose a threat to council's area or to neighboring jurisdictions and facilitating the development, implementation and maintenance of plans to manage such risks;
- Establishing and maintaining an information management system which includes the development and maintenance of database linked to a Geographical Information System (GIS), hazard maps informed by the disaster risk profile; a register of volunteers; a communication directory and a record of available resources;
- Serving as a conduit and repository for information concerning disasters, impending disasters and disaster risk management in general;
- Acting in an advisory and consultative capacity on issues concerning disasters and disaster risk management in the area by the establishment of the RLM Disaster Management Advisory Forum;
- Establishing and maintaining ward disaster management structures to deliver services in terms of all of the activities associated with disaster risk management to communities in the areas of the thirty-seven wards; and to integrated them into the disaster management arrangements for the municipality;

- Establishing and maintaining co-operative partnership with multi-sectoral role players including the private sector in accordance with Chapter 3 of the Constitution and the integrated Development Plan objectives;
- The establishment, management and maintenance of a unit of volunteers;
- Ensuring adequate capacity to deal with rapid, co-ordinated and effective disaster response and recovery by :
 - Facilitating the development implementation and maintenance of contingency plans for disasters which have identified in the risk profile as priority risks for council's area;
 - Facilitating the development and implementation of standard opening protocols and field operations guides for the various activities associated with disaster response and recovery based on joint standards of practice amongst all relevant role players to ensure rapid and effective responses;
 - Developing and maintaining a disaster response and recovery plan incorporating the contingency plans response and recovery protocols and field operations guides;
 - Developing guidelines and the capacity to assess the magnitude and severity or the potential magnitude and severity when a disaster occurs or threatens to occur and determining whether the event should be classified as a local disaster;
 - Developing guidelines and the capacity (including in communities known to be at risk to disasters) for conducting initial assessments of damage and adverse effects and the immediate humanitarian needs of those affected;
 - Mobilizing the necessary resources to provide immediate humanitarian assistance and to restore or make temporary arrangements to maintain critical lifeline services, mission critical systems and business continuity during and immediately after a disaster occurs or when a disaster is threatening to occur; and
 - Providing and co-ordination physical support to communities and the mission critical systems on which they depend, in the event of those disasters which are classified as local disasters.
 - Maintaining comprehensive records, documentation and reports of disaster response and recovery operations.

3.1.5 DIRECTION OF THE RUSTENBURG LOCAL MUNICIPALITY DISASTER MANAGEMENT CENTER (RLM DMC)

In order to ensure that the DMC operates optimally and is to achieve its objectives in the implementation of disaster risk management policy and legislation the capacity of the center for the purpose of direction and operation will be established in accordance with the following minimum criteria.

3.1.3.5.1 RLM DM FOCAL POINT

The DMC point performs the functions of office:

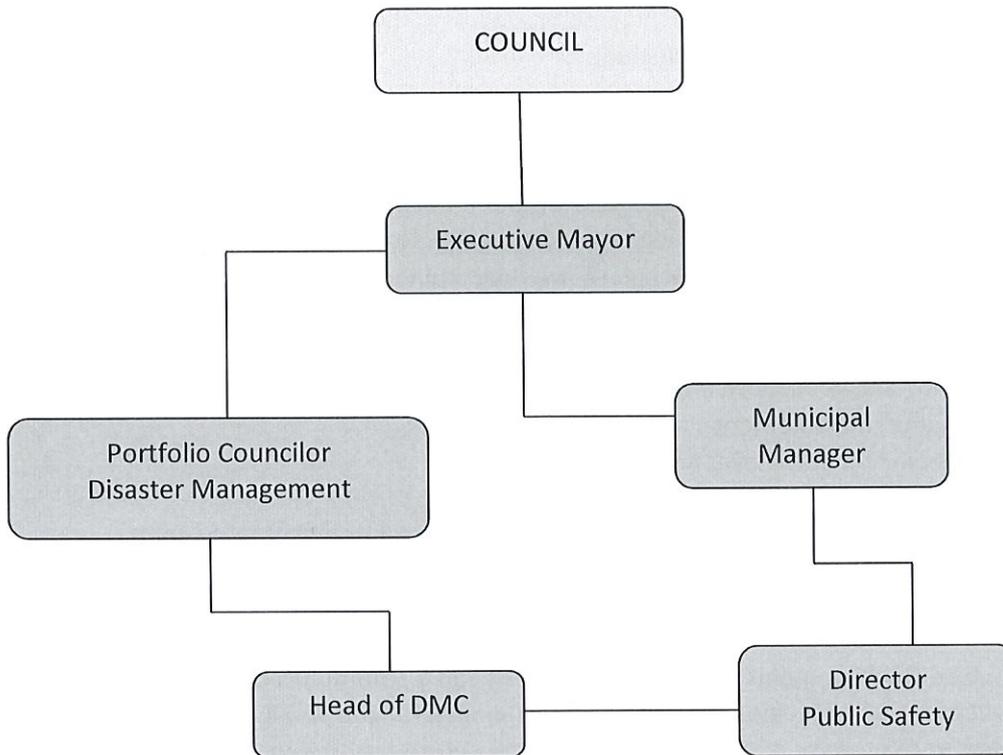
- Within the national disaster management framework;
- Within the disaster management frameworks of the Northwest Province;
- Within the disaster management frameworks of the Bojanala Platinum District Municipality; and
- Subject to Council's integrated Development Plan and other directions of Council, and in accordance with the administrative instructions of municipal manager.

3.1.5.1.1 APPOINTMENT

In terms of the national framework, all local municipalities are recommended to identify appropriately qualified staff to serve as the disaster risk management focal point. As discussed earlier in this section

the current arrangements within the RLM require the DM focal point to report to the Directorate: Public Safety.

The chart below depicts the current reporting lines for the head of the DMC.



The duties of the disaster risk management focal point require the appointment/identification of an individuals with sound financial, organizational and management skills.

The nature of the position requires shrewd judgment, self-assurance and the ability to make critical decisions which could have far reaching implications in terms of lives, critical lifeline infrastructure, mission critical systems, and business country, the economy and the environment. When a disaster occur or is threatening to occur, split second decisions will have to be independently under circumstances, which inevitable will be chaotic and extremely stressful.

Due the fact that disaster risk management involves consultation and liaison with a diverse range of stakeholders and role players which include politicians and functionaries from within and between the various spheres of government; neighboring authorities , the private sector, national and international organizations; communities; volunteers, and the media, excellent communication skills and quiet diplomacy are a prerequisite.

3.1.5.1.2 Staffing

In order that the RLM DMC is able to achieve the objectives in implementation of the Act and the National Policy Frameworks, suitably qualified personnel must be appointed. The staff of the DMC will not be confined to disaster managers but must include staff with the necessary technical skills for

planning, risk reduction, response and recovery, information management, communication and training as well as other administrative staff necessary to perform the duties that will enable the DCM to achieve its objectives.

3.1.5.1.3 Disaster Management Center

The DMC must be established as a legal entity within the RLM. The exact placement and functioning of the DMC must be decided upon.

3.1.5.1.4 Emergency Services Control Center

The responsibilities of this component will include:

- Initially providing a fully operational central communications service during office hours and progressive developing to become operational on a 24 hour basis
- Establish and maintaining a strategic telecommunication network and links to both internal and external role players *including communities*, which provide coverage for the entire municipal area
- Developing and implementing specialised early warning and monitoring services for potential hazards
- Monitoring and tracking of significant event which could serve as indicators and early warnings
- Rapid and effectively disseminating early warning to relevant stakeholders *including communities at risk*
- Incident monitoring and procedure implementation
- Real time information management
- Activating key personnel in the event of a disaster

The ESCC serves as the information “hub” of the district disaster management center and as such must have access to the appropriate and resources and infrastructure to enable it to execute its task.

The ESCC must be fully equipped with all the necessary radio communication technology and equipment to allow effect two way strategies communication coverage for the whole of the council’s area including in communities at risk.

Facilities must include a switchboard with sufficient capacity to enable the DMC to operate efficiently when in full mode.

In view of the fact that the ESCC serves as the central reporting and call taking facility for all significant events and disaster as well for monitoring and disseminating early warnings and provides a public information service, a toll free number must be made available to allow the public and free access.

3.1.5.1.5 The Training, Media and Public Information Service

The responsibilities of the training, media and public information component include:

- Developing implementing and maintaining public awareness programmers which will ensure an alert, informed and self-reliant people;
- Promoting the recruitment and capacity building of volunteers and other role players;
- Conducting comprehensive training needs analyses;
- Identifying key target groups;
- Providing accredited training for key target groups;
- Making non accredited training and capacity building accessible for role players and stakeholders; and establishing mechanisms to ensure effective media relations In order to provide the public with information.

3.1.5.1.6 Administrative offices

There must be adequate office accommodation, furnishing and equipment and access to the necessary technology for the Head of the Office and all disaster management center personnel to execute their duties including where relevant internet, email and GIS access; mobile telephones with SMS facilities; mobile radios for emergency communication; GPS instrument etc.

Ancillary facilities must include:

- A photocopy/fax room/facilities which includes capacity for reproducing large charts and map
- The necessary storeroom/storage space

3.1.6 The internal departments (municipal organs of state) and other municipal entities within the administration of the RLM

Each department and other municipal entity within Council's administration must, in terms of section 2 of the Act, assess any national legislation applicable to its function and must advise the RLM DMC on the state of such legislation.

Disaster risk management activities must be incorporated into the routine activities of each municipal department and any other municipal entities and their substructures.

3.1.6.1 Assignment of responsibilities

The head of each department in council's organizational structure will serve as the assigned disaster risk management nodal/focal point for the departmental and as such will represent the department on the RLM Inter-departmental Disaster Management Committee (RLM IDMC) and DMAF and will be responsible for all aspects of planning and operations relevant to the functional areas in that departmental or entity.

The responsibilities of heads of department in this regard include:

- Facilitating and co-coordinating the relevant department or entity's disaster risk management planning and operational activities for risk reduction and for response and recovery;
- Ensuring that the planning and operations are consistent with the requirements of the Act and Bojanala District disaster management framework;
- Ensuring the integration and alignment of the entity's planning and operations with that of the district, provincial and national organs of state and other instructional role players;
- Ensuring the integration of the risk reduction and response and recovery planning and operations with councils integrated Development Planning process, the Spatial Development Framework and Environmental Management Framework;
- Ensuring the regular review of plans and that planning remains dynamic and relevant in accordance with developmental changes taking place within, or which may impact on council's area; and
- Submitting a copy of the entity's disaster management plan any amendments thereof to the disaster management centre for forwarding to the disaster management centre of the Bojanala Platinum District, Northwest province and to the National Disaster Management Centre.

In terms of Sections 47 and 52 of the Act each entity must establish its role and responsibilities in terms of Act and must assess its capacity to fulfill those requirements. Where capacity is lacking it must be augmented by the sharing of resources between departments, organs of states in the other sphere of government and by entering into partnerships with the private sector, non-governmental organisation

and community based organizations. In this regard mutual assistance agreements and memoranda of understanding must be concluded in which the details, extent and ramifications of such support are recorded.

Operational plans for each municipal entity indicated in the organizational structure of the Rustenburg Local Municipality must set out the arrangements for disaster risk management for its functional area in terms of Section 52 of the Act.

Entities must ensure that their disaster risk management plans are co-ordinates and aligned with those of other organs of state and institutional players.

In order to give further effect to the requirements of Section 47 and 52 of the act, primary responsibility for the co-ordination and management of disaster management planning and operations for the following functional areas in RLM assigned as follows:

3.1.6.1.1 The Municipal Manager

The Municipal Manager is responsible to ensure the effective implementation of the requirements of the Disaster Management Act, 2002 within the departments and other municipal entities within the RLM and for the integration of disaster risk management plans with the IDP Process.

3.1.6.2 The Director: Public Safety

The Director: Public Safety

- Is the disaster risk management focal point for the department;
- Will serve on the RLM IDMC and DMAF; and
- Is responsible for the co-ordination of all relevant aspects of disaster risk management planning and operations in respect of matters related to fire, ems & disaster management, traffic, licensing testing and security related matters.

3.1.6.1.3. The Director: Community Development

The Director: Community Development:

- Is the disaster risk management focal point for the department;
- Serves on the RLM IDMC and DMAF.
- Is responsible for the co-ordination of all relevant aspect of disaster risk management planning and operations in respect of health, environmental, community facilities, library & information, medical, clinics and social related matters.

3.1.6.1.4 The Director: Infrastructure

The Director: infrastructure

- Is the disaster risk management focal point for the department;
- Will serve on the RLM IDMC and DMAF; and
- Is responsible for the co-ordination of all relevant aspect of disaster risk management planning and operations in respect of matters related to civil facilities development & maintenance, electrical, mechanical, roads & storm water, water & sanitation, waste management services and infrastructure.

3.1.6.1.5. The Director: planning and Development

The Director Planning and Development

- Is the disaster risk management focal point for the department;

- Will serve on the RLM IDMC and DMAF; and
- Is responsible for the co-ordination of all relevant aspect of disaster risk management planning and operations in respect of matters related to LED, development planning, housing provision, building control & regulations and integrated environmental management.

3.1.6.1.6 The Director: Corporate Support Services

The Director: Corporate Support Services:

- Is the disaster risk management focal point for the department;
- Will serve on the RLM IDMC and DMAF; and
- Is responsible for the co-ordination of all relevant aspect of disaster risk management planning and operations in respect of matters related to administrative support services, human resource management, legal, valuation services and information technology.

3.1.6.1.7 The Director: Finance

The Director: Finance:

- Is the disaster risk management focal point for the department;
- Will serve on the RLM IDMC and DMAF; and
- Is responsible for the co-ordination of all relevant aspect of disaster risk management planning and operations in respect of financial management and procurement

The Municipal Manager in consultation with the directors of all departments and other municipal entities must identify all other statutory functionaries in each of the relevant departments or entities who have disaster risk management responsibilities and the responsibilities in this regard must be recorded in the job descriptions of such functionaries together with key performance indicators. The functionaries so identified will serve as indicated on the RLM Interdepartmental Disaster Management Center (IDMC) and Disaster Management Advisory Forum (DMAF).

3.1.7. The Rustenburg Local Municipality interdepartmental Disaster Management Committee (RLM IDMC)

In order to promote interdepartmental relation to achieve a co-ordinate, integrated and common approach to disaster risk management by the departments and other internal units in the administration of the municipality (Section 44(1)(b)(i) of the Act) in the development and implementation of appropriate disaster risk reduction methodologies, emergency preparedness and rapid and affective disaster response and recovery capabilities, the Head of the Centre is responsible to establish and sustain an interdepartmental Disaster management Committee (IDMC).

In order to ensure that the DMC implements disaster risk management in a manner consistent with the Act, as well as practical to involve all the necessary role players, the head of the DCM will establish an interdepartmental Disaster Management Committee with the functionaries as identified.

The committee comprises heads of departments and key personnel with specific technical expertise who have disaster risk management responsibilities. It facilitates integrated and co-ordinate planning by the forum for collaboration on join cross departmental plans and programmers aimed at disaster risk reduction and other relevant activities associated with disaster risk management as required by section 52 of the act. Its act in support of the RLM DMC and assists with supervising the preparation, co-ordination, monitoring and review of disaster plans and their integration with the IDP processes.

The committee is chaired by the head of the DMC and shall meet at least quarterly, but is not precluded from meeting more frequently according to current circumstances.

3.1.7.2 Composition of the IDMC

The IDMC comprises key personnel and relevant role players of the various departments and other inter units in the administration of council who have disaster risk management responsibilities in their functional area. The permanent members of the IDMC are as follows:

- **OFFICE OF THE MUNICIPAL MANAGER**
 - **Manager :Office of the Municipal Manager**
 - **Unit Manager : Strategy & Planning (IDP)**
 - **Unit Manager : Project Management**
 - **Unit Manager : Legal Services**
 - **Chief Risk Officer**
 - **Chief Executive Auditor**
 - **Chief Operating Officer**
 - **Manager : COO Office**
 - **Unit Manager : RCC**
 - **Customer Care**

- **DIRECTORATE PULIC SAFETY**
 - **Unit Manager traffic services**
 - **Unit Manager licensing and testing**
 - **Unit Manager law enforcement and security services**
 - **Unit Manager emergency and disaster management**

- **DIRECTORATE COMMUNITY DEVELOPMENT**
 - **Unit Manager Libries and Information Services**
 - **Unit Manager Community Facilities**
 - **Unit Manager Waste Management**
 - **Unit Manager Civil Facilities**
 - **Unit Manager Integrated and Environmental Management**
 - **Social Services Coordinator**
 - **Snr Administrative Officer**

- **BUDGET AND TRUESARY OFFICE**
 - **CFO**
 - **Deputy CFO**
 - **Unit Manager Revenue**
 - **Unit Manager Billing**
 - **Unit Manager Financial Management**
 - **Unit Manager Financial Control**
 - **Unit Manager Supply Chain Management**

➤ **DIRECTORATE INFRASTRUCTURE AND TECHNICAL SERVICES (ELECTRICAL AND WATER)**

- **UNIT MANAGER ELECTRICAL ENGINEERING**
- **Electrical**
- **Engineering Technical Distribution**
- **Engineering Technical Control**
- **Engineering Technical Test and Instrumentation**
- **UNIT MANAGER WATER**
- **Section Manager Water**
- **Planner Water Services**
- **Designer Water Services**
- **Compliance Officer**
- **Section Manager Constructions**

- **UNIT MANAGER SANITATION**
- **Section Manager Sewer**

- **UNIT MANAGER MECHANICAL ENGINEERING**
- **Superintend Vehicle Workshop**
- **Superintend Mechanical Workshop**
- **Fleet Manager**

- **UNIT MANAGER ROADS AND STORMS**
- **Section Manager maintenance works**
- **Section Manager technical services**
- **Section Manager planning**

Position of the committee does not preclude the co-option of the additional key council personnel with disaster risk management responsibilities to the IDMC, if prevailing circumstances demand it. Nor does it preclude the ad hoc co-option of specialized expertise for purpose.

Each departmental head will serve as the focal/Nodal Point for Disaster Management for the department's functional area and accordingly is expected to attend meetings of the IDMC (see section 2.1.6 above)

The job descriptions of the permanent members serving on the IDMC must include a description of their disaster risk management responsibilities.

3.1.7.3. Responsibilities of the IDMC

For the purpose of implementing the requirements of the Act and particular, Section 47 and 48 the responsibilities of IDMC include:

For disaster risk reduction planning and operations:

- Monitoring , assessing, and co-ordination council's disaster risk management planning and implementation, placing particular focus on risk reduction policy, practices and strategies,

- Collaborating, co-coordinating and monitoring progress on joint projects and programmes and their integration into the IDP process;
- Annually reviewing the council's disaster management framework, departmental disaster management plans, the plans of the other internal units within council's administration and the plans of other municipal entities in council's area to ensure that the plans are integrated, current, and consistent with the disaster management framework;
- Promoting joint standards of practice within and between the departments and other entities within council;
- Monitoring progress on the implementation of priority projects aimed at risk reduction;
- Participating in desk top exercises bi-annually to remain current on roles and responsibilities in the activation and operation of the Disaster Operations Centre to ensure rapid and efficient response and recovery in the event of a disaster occurring or threatening to occur in council's area, and
- Making recommendations to council regarding disaster risk management policy and related disaster risk management matters.

For contingency planning and disaster response and recovery:

- When a disastrous event occurs or is threatening to occur in the area of a municipality, on receipt of an activation alert from the Head of DMC (or designate), reporting immediately to the District Disaster Management Centre Disaster Operations Centre (DOC);
- Conducting initial and specialist post disaster assessments for the department's or entities' functional area,
- Ensuring that departments respond rapidly to disasters;
- Ensuring efficient and co-ordinated disaster response and recovery operations;
- Monitoring progress with and ensuring that, post disaster reduction and rehabilitation projects include measures to reduce risk to similar events in the future;
- Ensuring that regular reports on progress with disaster recovery are continuously submitted to council as well as to the DMC of the north-west Province and NDMC via the Bojanala Platinum DMC; and
- Ensuring that all documentation and records to the disaster are retained and placed in safe-keeping for the purpose of the disaster investigation, inquiry or review.

3.1.7.4. Project Teams and Planning Clusters

The IDMC may convene projects to address specific joint risk reduction priorities including post disaster projects. Teams so convened will act as sub-committees of the IDMC for the duration of their task and will determine their terms of reference and outcomes in consultation with the Head of Centre and IDMC; will plan and manage such multi-disciplinary projects; and will report to the IDMC.

In the context of emergency preparedness, planning clusters will also be convened to address contingency plans for specific priority risks posed by hazards such as storms, floods, and drought, epidemic, transportation accidents, oil spills, hazardous, material and crowd related events. These contingency plans will include strategies and procedures to ensure the implementation of an incident management system, which will establish joint standards of practice and inter-disciplinary co-operation for rapid and effective disaster response capabilities. Such plans will also be subject to consultation within the RLM Disaster Management Advisory Forum.

3.1.8. Integration with the IDP Process

In order to facilitate the integration of disaster risk management into the IDP process, the Head of the DCM must serve on both IDP Steering Committee and IDP Representative Forum. All development projects must be referred to the RLM DMC for comment and input before their submission to council for approval.

3.1.10 KEY PERFORMANCE INDICATORS

- The IDMC is established and is operating effectively.
- A job description and key performance indicators for the Head of the Office have been developed.
- The Head of the Disaster Management Centre is appointed in terms of a written contract, which includes key performance indicators
- The RLM District Disaster Management Centre is fully established and staffed and is operating optimally.
- The DMAF is established and operating effectively.
- The structures and institutional arrangements for disaster management in the wards have been established and are functioning effectively
- Provision has been made for the necessary funding to give effect to the arrangements
- Accurate records of correspondence, proceeding, meeting and plans are maintained.

3.1.10.1. MONITORING AND EVALUATION

The RLM DCM is responsible ensure that the Office, the departments and other entities within the administration o council, the DMAF; IDMC; and the ward disaster risk management committees conduct self assessment and peer reviews at least twice a year. Assessment and review reports must be prepared in accordance with the reporting guideline to be developed by the RLM DMC. Copies of the reports must be submitted to the Bojanala Platinum DMC. Copies of the reports must be submitted to the DMC of the northwest Province as well as the NDMC.

3.2ARRANGEMENTS FOR STAKEHOLDER’S PARTICIPATION AND TECHNICAL ADVICE

3.2.1 OBJECTIVES

To establish inclusive mechanisms, this will provide for the active participation of all role players and a stakeholder, including technical experts the community and the private sector in disaster risk management planning and operations in the district.

3.2.2 THE RUSTENBURG LOCAL MUNICIPALITY DISASTER MANAGEMENT ADVISORY FORUM (RLM DMAF)

3.2.2.1PURPOSE OF THE RLM DMAF

In terms of Act, and according to the National Framework, there is no obligation on a municipality to establish specific internal structures for disaster management. There is also no obligation on a municipality to constitute formal structure for the purpose of external stakeholders’ participation. It is, however difficult to perceive how the principles of cooperative governance, integrated and coordinated disaster management and stakeholder participation could be applied at the local level in the absence of appropriate structures and without the participation of personnel from various departments. Through disaster risk management planning and effective coordination are key to saving lives and limiting damage to property, infrastructure and the environment. They also necessary for the optimal utilization of resources (National Disaster Management Framework, Notice 974 of 2004)(FRAMEWORK of 2005).

The Forum comprises the IDMC as the central core, all the relevant stakeholders and role players including NGOs and CBOs; individuals or groups with special technical expertise, as well as representatives of neighboring local and district municipalities. Representatives of the ward disaster management committees will also be represented.

The Rustenburg Local Municipality Disaster Advisory Forum will meet at least four times a year but is not precluded from meeting more frequently in accordance with prevailing circumstances.

3.2.2.2 THE RESPONSIBILITIES OF THE RLM DMAF

The Forum:

- Must make recommendation to council concerning municipal disaster risk management policy for the municipality including:
 - Actions to ensure interagency co-ordination and join standards of practice;
 - The identification of hazards;
 - Disaster risk management
 - Actions to reduce risk;
 - Actions to ensure effective emergency preparedness;
 - Contingency planning for specific risks;
 - The development and maintenance of the municipal disaster response and recovery plan including response capabilities;
 - Training and capacity building needs and initiatives;
 - Must contribute ensuring resilient individuals, households and communities who are alert and self reliant;
 - Must contribute to ensuring community awareness of disaster risk management arrangements and the importance of heeding early warnings;
 - Must support and contribute to the development and implementation of an information management system for the municipality;
 - May advise any organ of state statutory functionary, non-governmental organization, community or the private sector on any matter relating to disaster management;
 - And may make recommendations regarding disaster management policy.

3.2.2.3 COMPOSITION OF THE RLM DMAF

The forum is convened and chaired by the Head of the Disaster Management Centre and comprises the following members as their involvement pertains to local municipal level:

- All the members of the IDMC (key personnel on the structure/institutional plan of the Rustenburg Local Municipality who have disaster management responsibilities)
- Disaster Management functionaries of the Rustenburg Local Municipality Disaster Management Centre (RLM DMC)
- The District Representative of the Disaster Management Centre of the Bojanala Platinum District Disaster Management Centre
- Experts in disaster management designated by the executive Mayor
- Representatives of Disaster Management Volunteers
- Representatives of each of the ward disaster management committees within council's area:
- Representatives of each as the ward disaster management committees within council's area:
- Representatives of local emergency and essential services,:
- Health and Medical
 - Emergency medical services-State and Private

- Hospitals- State and Private
- Clinics

• Safety and Security
SA Policy Services

- Regional Tourism Board
- Representatives of organized business
- NGOs, CBO, and other relevant role player such as:
 - Council of Traditional Leader
 - The South Africa Red Cross
 - Practical Ministries
 - South African Council of Churches
 - Agricultural and Farm Workers Associations
- The Media:
 - SABC (Radio and Television)
 - Print Media – Representatives of relevant Main Daily Newspapers and community Newspapers, especially local; media, such as the Herald.

In addition to the representatives listed herein the RLM DMAF may at any time co-opt additional members; co-opt individuals for a specific task or a specific time; appoint ad hoc task team with appropriate expertise to perform specific tasks on prescribed matters. Such task teams will meet as required for the purpose of executing the task/s allocated.

3.2.3 Community participation

3.1.3.1 Ward Disaster Management Structures

In terms of risk reduction, the local sphere is the first line of defiance and in the event of a disaster occurring (or threatening to occur) the community is in reality the first responder.

The Disaster Management Centre is responsible to facilitate and co-ordinate the establishment of a disaster management structure such as committee or forum in each municipal ward to serve as leadership and co-ordination element for the purpose of disaster management in the ward. This prospect is to be initiated and managed in consultation and co-operation with the Disaster Management Co-operating Structure of the Rustenburg Local Municipality Ward Disaster Management structure will adopt a Ward Disaster Risk Management Constitution which will include terms of reference, the allocation of portfolios; operating protocols in terms of disaster risk reduction planning; early warnings; emergency preparedness; emergency communication; data collection; disaster response and recovery; and the recruitment and management of ward volunteers.

Ward DM structures will actively participate in and promote:

- Awareness programmes amongst communities in the ward;
- To develop a culture of risk avoidance behavior to commonly uncounted hazards;
- The development of a disaster risk profile, a strategic risk reduction strategy; contingency plans for priority disaster risks and a response and recovery operational guide for their ward, and
- Training capacity building programmes for residents in the ward.

Ward disaster management structure must also be capacitated to conduct initial assessments in accordance with the assessment guidelines when disaster occurs or are threatening to occur in their ward and to transmit such information to the Municipal Disaster Management Centre

3.2.4 Disaster Management Volunteers

In accordance with Section 44(g) and 58 of the Act, council has resolved to establish a unit of volunteers.

The unit will be established in accordance with the regulation and the policy and produces as set out in an operational guide pertaining to the recruitment, training and participation of volunteers.

3.2.5 Key performance Indicators

- The RLM Disaster Management Advisory Forum has been established and is operating effectively
- Minutes, records and reports of the RLM DMAF's activities are prepared and maintained.
- Ward structures have been established in the wards and operating effectively.
- Minutes, records and reports of ward structures' activities are prepared, maintained and submitted to the RLM DMC.
- The unit of volunteers has been established and operating effectively.
- Provision has been made for the necessary funding to give ton the arrangements.

3.2.3 Monitoring and Evaluation

The RLM DCM is responsible to ensure that the RLM DMAF, Ward Forums, and the volunteer unit conduct self –assessments and peer reviews at least twice a year. Assessment and review reports must be prepared in accordance with the reporting guideline to be developed by the RLM DMC. Copies of the reports must be submitted to the RDMC of the Province of Northwest as well as NDMC through the Bojanala Platinum District DMC.

3.3 ARRANGEMENTS FOR LOCAL, PROVINCIAL, NATIONAL AND INTERNATIONAL CO-OPERATION

3.3.1 Objective

To establish mechanisms to give effect to the principles of co-operative governance and to ensure the alignment of council's approach to disaster management with that of the other spheres and with that of neighboring authorities, and to establish international links for the purpose of joint standards of practice and keeping pace with global initiatives

3.3.2 CO-OPERATION WITH THE DISTRICT MUNICIPALITY.

The following diagrammatic representation indicates the mechanisms established to ensure that the provisions of the Act in terms of consultation and co-operation with the District Municipality are complied with.

3.3.3 CO-OPERATION WITH THE NATIONAL DISASTER MANAGEMENT CENTRE AND THE BOJANALA PLATINUM DISTRICT DISASTER MANAGEMENT CENTRE

The following diagram provides a schematic representation of the relationship between the Local Disaster Management Centre, the NDMC and the DMC of the Northwest Province, the Bojanala Platinum District DMC, its external partners and the communities it serves.

In terms of the legislation, communication must be maintained at all time between council's disaster management Centre, the disaster management center of the Northwest Province and Bojanala Platinum District DM Centre.

Council's responsibilities in this regard will be assisting the District, National and Provincial Centre to:

- Identify and establish communication links with disaster management role players in the municipal area;
- Develop and maintain an electronic data base; and
- Develop guidelines for the preparation and regular review of disaster management plans and strategies including contingency plan and emergency procedures and the integration of the concepts and principle of disaster risk reduction with development plans and programmers

Submit to the Bojanala Platinum District DMC:

- A report at least annually containing the information as prescribed in Section 50 of the Act, and
- A copy of council's disaster plan and any amendment thereto
- Immediately inform the Bojanala Platinum District DMC of any disaster which occurs or threatens to occur in council's area; provide information regarding the assessment of the disaster and make recommendations regarding the classification of the disaster as may be appropriate

3.3.4 JOINT CO-OPERATION WITH NEIGHBORING AUTHORITIES

In order to facilitate joint co-operation between council and the neighboring authorities of:

- Cities surrounding Rustenburg in the Bojanala District Municipality, Kenneth Kaunda District Municipality
- Cities around Rustenburg area (Limpopo , Gauteng)
- Provision must be made for reciprocal representation on the Disaster Management Advisory of the Bojanala Platinum District DMAF for the purposes of:
- The identification of the potential cross boundary threats;
- Sharing information on disaster and important risk reduction issues;
- Participative disaster risk planning;
- Joint contingency planning;
- Developing and establishing joint standards of practice;
- Information sharing including disaster management plans and the dissemination of early warnings;
- Clear identification of roles and responsibilities in the event of cross boundary disasters which occur as well as responsibilities for the issue of advisories or early warnings of the potential spread or progress of a significant event or disaster into one or more neighboring jurisdiction;
- Concluding mutual assessment agreements, bilateral and multilateral agreements with clearly defined protocols for the purpose of shared risk reduction initiatives, emergency preparedness and cross boundary response and recovery efforts;
- Sharing expertise and the development of disaster assistance response terms;
- Establishing strategic communication links, procedures and protocols; and
- Creating opportunities for conducting research.

3.3.5 MUTUAL ASSISTANCE AGREEMENTS

The RLM, district municipalities, municipal organs of state, and any other entities operating within the administrations of municipalities must assess their capacity to meet their responsibilities for disaster risk reduction, emergency preparedness and response and recovery in terms of the Act. Where required they must enter into partnership and include mutual assistance agreements with other organs of state, the private sector, communities and non-governmental organizations to augment their capacity. Such agreements must be in accordance with the national guidelines.

3.3.6 INTERNATIONAL CO-OPERATION

In order to stay abreast of international developments and for the purpose of sharing information on disaster and disaster risk management the RLM DMC, in conjunction with the Bojanala Platinum District DMC, must seek membership of relevant international bodies and professional institutes with similar interests and must establish networks and links with disaster management centers and professionals performing similar tasks in other countries.

3.3.7 KEY PERFORMANCE INDICATORS

- Arrangements for giving effect to the principles of co-operative governance are established and functioning effectively
- Provision has been made for the necessary funding to give effect to the arrangements
- Correct procedures and protocols are followed in establishing the arrangements.
- Mutual assistance agreements and memoranda of understanding, which conform to the national guidelines, have been concluded.
- Maintaining accurate records of correspondence, proceedings, meetings and plans.

3.3.8 MONITORING AND EVALUATION

The RLM DMC must conduct self-assessment and peer reviews at least twice a year to establish whether the key performance indicators in respect of the arrangements for local, provincial, national and international co-operation are being met. Assessment and review reports must be prepared in accordance with the reporting guidelines to be developed by the RLM DMC; copies of the reports must be submitted to the Bojanala Platinum District DMC.

3.4 GUIDELINES TO BE DEVELOPED

- Guidelines for the preparation of performance reports for submission to the Public Safety Portfolio Committee
- Terms of reference for the RLM IDMC and DMAF
- Infrastructure requirements for the RLM DMC and forward structures.
- Operational guidelines for the establishment of a volunteer unit.

3. KEY PERFORMANCE AREA 2: RISK IDENTIFICATION AND ASSESSMENT

3.1 DISASTER RISK ASSESSMENT

4.1.1 OBJECTIVE

To conduct disaster risk assessments that are consistent with national guidelines and the national standard for assessing priority and risks and that risk assessments are progressively integrated into developmental planning.

4.1.2 DISASTER RISK ASSESSMENT

Disaster risk refers to the probability that there will be a harmful impact of some kind due to the interaction of natural or other hazards and conditions of *vulnerability*; this implies that both hazard and vulnerabilities have to be thoroughly assessed in order to compile a risk profile.

4.2.3 DISASTER RISK ASSESSMENT

Risk assessment is the first step in planning an effective risk reduction program. It examines the likelihood and outcomes of expected hazard events, including the vulnerability conditions that increase the chances of loss.

All municipal departments in RLM must carry out disaster assessments for priority risks relevant to their functional area and where possible, these assessments should be undertaken interdepartmentally to avoid duplication of efforts and to ensure uniformity of findings. Disaster risk assessment planning requires identification of key stakeholders, as well as consultation with them about the design and/or implementation of the assessment and the interpretation of the findings.

Departments and other municipal entities in the RLM must execute systematic risk assessments in the following instances:

- Prior to the implementation of any municipal disaster risk reduction, preparedness or recovery program;
- As an integral component of the planning phases for large-scale housing, infrastructure or commercial/industrial developments of significance in the municipality;
- As an integral component of the planning phase for significant initiatives that affect the natural environment in the municipality;
- When, social economic, infrastructural, climatic or other indicators suggest changing patterns of risk that increase the likelihood of significant disaster impacts in the municipality; and
- All proposed risk assessments and related studies must be reviewed and approved by the RLM DMD prior to implementation to ensure consistency in approach.

2.1.4 SITUATIONS REQUIRING RISK ASSESSMENTS

Risk assessments must be undertaken to:

- Ensure that development initiatives maximize their vulnerability reduction outcomes; and
- Anticipate and plan for known risks or disasters to prevent losses and limit endangering impact

2.1.5 MAXIMIZING VULNERABILITY REDUCTION OUTCOMES

With respect to the implementation of Act, a risk assessment must be undertaken when one or more of the vulnerability reduction criteria (reflected in the table below) are considered priorities in any project or initiated by the RLM.

KEY VULNERABILITY CRITERIA	EXAMPLE OF WHERE RISK ASSESSMENTS MUST BE DONE
Increased sustainability of a development project or programme to support vulnerable households and communities	As part of the planning for an infrastructural development, for example assessing the likelihood of threats damaging the structure, so that these can be factored into the construction specifications.
Reduction of potential harmful consequences associated with industrial, commercial or other developments	As part of environmental impact assessment for large-scale developments, including industrial; commercial and other enterprises that may increase disaster risk
Increased understanding of a rapidly	In a flood-prone area that experiences considerable

changing risk for improved risk management planning	population growth and is facing increased disaster risk
Increased robustness of development initiatives in poor communities and areas	In a formal settlement characterized by recurrent small and medium-size disaster losses that undermine assets and livelihoods.
Management of high risk periods and conditions to ensure service and/or business continuity	Electricity transmission lines and infrastructure, as well as health and emergency services, to ensure these essential services do not “under expected high-risk conditions.
Provision of appropriate support for at risk activities, areas, communities and households following an alert;	Following a drought warning or cholera alert in rural areas, to identify communities and households most risk to focus or target preparedness and response action.

Table 1: Criteria for assessment

4.1.6 UNDERTAKING ASSESSMENT FOR SPECIFIC KNOWN RISKS OR DISASTERS

A disaster risk assessment is required at local level to guide risk reduction efforts for specific known risks or disaster events and processes that

- Are of recurrent high and magnitude and may require the support and/or intervention of the RLM DMO
- Occur infrequently or seasonally *for example, veld fire and flooding), have the potential to cause severe loss, and require levels of specialist support not available at local municipality level; and/or
- Affect neighboring districts and have consequences for the RLM (for example, unplanned cross-border movements and events that require humanitarian or other refer assistance)

2.1.7 THE METHODOLOGY FOR CONDITIONING A DISASTER RISK ASSESSMENT FOR THE RLM

The design and methodology adopted for conducting risk assessment for the RLM must be consistent with the guidelines and standard.

The disaster risk assessment must determine the level of risk in the RLM by:

- Identifying potential hazards and/or threats;
- Assessing the conditions of vulnerability that increase the chance of loss for particular elements-at-risk (that is environmental, human, infrastructural, agricultural, economic and other elements, that are exposed to a hazard, and are at risk of loss)
- Assessing impact and coping capacity;
- Determining the level of risk for different situations and conditions
- Setting priorities for after prioritizing the hazard according to their risk factor; and
- Continuously monitoring capacities, risk maps and risk scenarios

There are many different methods for carrying out risk assessments. In essence the disaster risk assessment for the RLM was based on the following methodology, in future assessments it may however be necessary to deviate, amend or adapt the methodology depending on:

- The type of hazard being assessed
- The characteristics of the area; infrastructure, serve of business concerned;
- The urgency of the assessment, and
- The availability of event hazard and vulnerability information

4.1.7.1 KEY RESEARCH QUESTIONS

The research aim to establish:

- Which hazards are the most prevalent in the RLM area;
- The frequency with which a significant event or disaster is likely to occur;
- Which areas, communities or households are most at risk;
- Which hazards (of certain intensities) are likely to have the most profound impact on the RLM;
- What is the probability of the identified hazards impacting on the RLM within a given time frame;
- What are the existing conditions of vulnerability and capacity (physical, social, economic and environmental) in the RLM areas;
- Which vulnerabilities could be exploited by the hazards (of different intensity)
- What capacities or resources exist to manage the risk;
- What are the risk priorities of the RLM;
- How are vulnerabilities being addressed through the Integrated Development Plan projects and other developmental initiatives
- What are other developmental initiatives necessary to reduce vulnerability and therefore risk in the RLM;
- Is the risk becoming progressively greater;
- Is the risk undermining development progress in the areas, communities and households it affects and if so, is the management of the risk a development priority; and
- In the areas, communities and households at risk are there any other significant risks;

4.1.7.2 Method of investigation

The research design included qualitative as well as quantitative methods. A variety of qualitative methods were used in the collection of data including interviews; observations, literature reviews and community consultations. Technical consultations must also take place through the RLM Interdepartmental Disaster Management Committee and the RLM Disaster Management Advisory Forum. Methods for the collection and analysis of quantitative data and information included various such as the use of current existing databases, the defining of variables and parameters and determining of certain formulae to interpret the quantitative data.

In future assessments, a systematic approach must be adopted for the gathering of data which must involve a high level of community participation taking into account local and indigenous knowledge and historical records

The primary elements of the process comprised of:

- Identification and description of the risk;
- Analysis of the risk; and
- Evolution of the risk

4.1.8 COMMUNITY-BASED DISASTER RISK ASSESSMENT

In accordance with the intention of the act to increase local capacity to minimize the risk and impact of disasters, disaster risk assessment efforts must actively include the participation of vulnerable communities and households, including physically isolated communities and female-headed and child-headed households. The information collected using more technically sophisticated methods employed by risk scientists can be significantly enhanced by local and indigenous knowledge relating to disaster management. In addition, the active engagement of special needs groups, such as women, children, and

the elderly, improves the quality of the assessment findings and increases the likelihood of community ownership in any risk reduction interventions that may follow.

4.1.9 CONSOLIDATION AND CLASSIFICATION OF DISASTER RISK INFORMATION

Hazard and vulnerability assessment findings must be consolidated according to uniform classifications. This facilitates integrated multi- sectorial planning across government departments and with other partners, it also supports risk management co-operation between administrative areas (for example, two or more municipalities)affected by the same risk. In this regard RLM DMO must ensure that the following internationally recognized classification of hazards provided by the un's international strategy for disaster reduction (ISDR) is used

origin	Phenomena\examples
Geological hazard	<ul style="list-style-type: none"> • Tsunami (also called tidal waves) • Mass earth movement e.g. liquefaction, submarine slide • Subsidence, surface collapse, geological fault activity
Hydro meteorological hazards	<ul style="list-style-type: none"> • Floods, debris and mudflows • Tropical cyclones, storm surges, thunder/ hailstorms, rain and windstorms, and other severe storms • Drought • Desertification • Veldt fires • Heat waves • Sand or dust storms
Biological hazard	<ul style="list-style-type: none"> • Outbreaks of epidemic diseases • Plant or animal contagion • Extensive infestations
Environmental degradation	<ul style="list-style-type: none"> • Land degradation; • Deforestation; • Desertification; • Veldt fires; • Loss of biodiversity; • Land, water and air pollution; • Climate change • Sea level rise; and • Ozone depletion

- Vulnerable must be assessed as social, economic, political, environmental or physical (Infrastructural). As vulnerability factors are often the major drives of disaster risk, rather than external hazard processed, it critical to identify these during a risk assessment. This provides important insights for developing vulnerability reduction interventions that lower the levels of disaster risk

4.1.10 Key Performance Indicators

- All municipal organ is of state, other municipal entities and other disaster management role player within the RLM are aware of the need and obligation to conduct disaster risk assessment;

- The RLM DMO receives a copy of all relevant assessment s;
- All IDP projects which relate to disaster risk are submitted to the RLM DMO for approval; and
- There is documented evidence of progressive integration of risk assessment into development planning of the departments, organs of state and role players in IDPs and annual reports submitted to the RLM DMO

4.2 Monitoring, Updating and Disseminating Risk Information

4.2.1 Objectives

To establish an effective risk monitoring system for priority risks,

4.2.2 Monitoring Disaster Risks

- Just like other risks, disaster risks are not static. They changes seasonally and over time. To recognize such as changes, and to strategically adjust programmers accordingly, all departments must monitoring systems in place that are relevant to their specific functional responsibilities. These systems form the basis for sounding timely warnings of, or alerts for, impending threats. They are also essential for monitoring the effectiveness of ongoing risk reduction efforts.

Risk monitoring systems for the RLM must involve:

- Hazards tracking;
- Vulnerability monitoring; and
- Disaster event tracking

4.2.2.1 Hazards Tracking

- Hazard tracking systems monitor the physical phenomena that can trigger disaster events. They include systems that provide seasonal and early warning information on approaching adverse weather conditions.

4.2.2.2 Vulnerability monitoring

- Vulnerability monitoring systems are systems that track ability of communities, households, critical services and naturel environments to resist and withstand external threats. Censuses, regular poverty surveys, nutritional surveys and information collected from health clinics provide important insights into changing social vulnerability patterns in at-risk communities (for example, an increase in the number of child-headed households or elderly adults with dependents). As this information is often routinely collected by government services, special surveys or parallel monitoring initiatives are not usually required to gather it.
- These quantitative data must be supported by qualitative information that tracks local capabilities to absorb recurrent shocks and stress, as well as local capacities to resist and recover from external threats.

4.2.2.3 Disaster Event Tracking

- Disaster tracking system monitors changing patterns in disaster risk. Increasing or decreasing frequencies of unclassified disaster incident are sensitive indicators of changing risk patterns in at-risk areas. For instance, rising incidence patterns of small and medium-size informal settlement fires

may represent an early warning of accumulating risk, which may result in a more serious and destructive fire event. It also signals a call for urgent measures to avert the impending disaster.

- Information on small and medium undeclared event can be found in many different sources, including local newspapers, fire and disaster management reports and records of Social Services and local NGO's such as the South African Red Cross Society.

4.2.3 Updating the Comprehensive Disaster Risk Assessment for the RLM

- Disaster risk dynamic. It is driven by a combination of hazard and vulnerability processes, including changing patterns of patterns of land-use, infrastructure development/maintenance, urban growth and settlement densification. Similarly household's size and composition, health status and level of livelihood security affect household potential for loss.
- Some risk, particularly those triggered by climate processes, must be reviewed seasonally prior to the rainy season or hot summer months. Other risks, such as riverine floods risk, require extensive hydrology investigations, and may be undertaken once during a 20-year period. Municipal organs of state and other municipal entities within the RLM must seek technical advice from recognized risk specialists to determine the need for updating a comprehensive assessment for a specific risk

4.2.4 Responsibility for Monitoring and Updating Risk Information

- The RLM DMC must ensure that all municipal organs of state, other municipal entities within the RLM and other specialist role players with responsibilities for reducing and managing disaster risk have clear mechanism in place for:
- Accessing and updating relevant hazard and vulnerability information on risks specific to their fictional areas, and
- Making this information available to the RLM DMC.

In addition the RLM DMC must

- Establish clear mechanism for accessing, consolidating and updating relevant hazard, vulnerability and disaster occurrence information from specialist government and non-governmental partners responsible for monitoring specific risk, including fire, coastal threats, drought and epidemics;
- Develop and implement clear mechanisms for disseminating risk assessment and monitoring information for ongoing planning, as well as for managing conditions of heightened risk
- Establish clear procedure for accessing, interpreting and disseminating timely weather information, particularly when this is association with potentially endangering rapid-onset storm or cyclone processes, hot dry temperatures, strong winds, heavy rainfalls or snow, ice or fog conditions, and
- Ensure that the disaster risk information system is managed by skilled individuals with both information technology capabilities and disaster risk analytic skills.

4.2.5 Key Performance Indicators

- The RLM DMC has established and documented clear mechanisms for accessing, consolidating and updating relevant hazard, vulnerability and disaster occurrence information from partners responsible for monitoring specific risk, including fire, drought and epidemics;
- The RLM DMC has established and documented clear mechanism for disseminating Hazard Risk and Vulnerability (HRV) assessment and monitoring information for ongoing planning as well as managing conditions of heightened risk, and

- The RLM DMC has established and documented clear procedures for accessing interpreting and disseminating timely weather information, particularly when this is associated with potentially endangering rapid-onset storm or cyclone processes, hot dry temperatures, strong winds, heavy rainfalls or snow, ice hail or fog conditions

4.3 Ensuring Quality Control

4.3.1 Objective

- To ensure that disaster risk assessments undertakes for priority risks are robust and can inform risk reduction planning

4.3.2 Capabilities for conducting disaster risk assessment

- Disaster risk assessments almost always require specialist input. This applies to both the process of characterizing the hazard conditions that can trigger loss, as well as understanding the vulnerability factors that increase the severity of the impact.
- However when working with technical specialists, the commissioning organ of state must define terms of deference that specific feedback, consultation and capacity building requirements by the specialists commissioned. This particularly important given the complex character of hazards and risk science for non-specialists, and the serious legal and other implications of disseminating incorrect or unverified disaster risk assessment findings, which then inform planning decisions. In South Africa, disaster risks are more significantly shape by social, economic and environmental conditions that by external threats. It is therefore critical that HRV assessments should be really-based (that is, based on the actual situation on the ground), with field consultations in areas and communities most at risk.
- Field consolation increases the accuracy of the HRV assessment finds, Provides insight into the vulnerability conditions that can potentially be reduce and builds a greater sense of responsibilities for sharing the risk among the communities affected. In this context, it is critical that the assessment process includes respectful pre-assessment consultation with the affected communities prior to the arrival of extern assessment term, to build a co-operative partnership.

4.3.3 Measures to establish the accuracy of future HRV assessment

Two mechanisms can be used to ensure the accuracy of the disaster risk assessment undertaken to inform areas planning:

- Establishment of a technical advisory committee external validation; or
- External peer review of methods and findings

4.3.4 Technical advisory committee

- A technical advisory committee, recognized specialists in the hazards, vulnerabilities and risk being assessed, is particularly necessary when complex risk assessments are being carried out. Such a committee can assist with the development of terms of reference, the monitoring of progress and the validation and /or interpretation of the findings.

4.3.5 Key performance indicators

Disaster risk assessment undertaken shows documented evidence of

- Capacity building with respect to the commissioning authority;
- Reality-based (that is, based on the actual situation on the ground or verified by those being assessed) though field consultations in the areas and with communities most at risk from the threat(s) being assessed; and
- Consultation with appropriate governmental and other stakeholders about the design and/or implementation of the assessment, as well as the interpretation of the findings.

There is documented evidence in disaster risk assessments undertaken of external validation prior to:

- The publication or dissemination of hazards, vulnerability or risk maps and/or reports for planning purposes; and
- The implantation of risk reduction or other initiatives based on the assessment result.

Disaster risk assessment undertaken show documented evidence of technical consultation with the RLM DMC prior to implementation

4.4 The Disaster Risk of the Rustenburg Local Municipality

4.4.1 Introduction

- Most of the information used for this analysis has its origin from either research conducted (questionnaire, interviews and historical data) by the ACDS in the RLN or from the RLM IDP. The information gathered covers a historical period of x years. Although there was good participation from the members of the DMAF, there was no input from the communities. Within the permanents of these dynamics, the following hazard risk and vulnerability assessment was conducted

Generally, Risk (R) is described as a function of Hazard (H), Vulnerability (V) and Capacity (C), according to the following formula:

$$R = \text{function of } \left(\frac{H \times V}{C} \right)$$

The following sections give an overview of the components of this function.

4.4.1.1 Hazard Assessment

- The following table gives an overview of the main in the in the Municipality “Hazards” is a function of the “Frequency”, “Area Impact” and “Potential Damage” and was calculate according to the following formula:

Total Risk Score = (Frequency +Area of Impact) X Potential Damage.

- The scales for frequency, area impact and potential damage – as used in the total risk values above – are the following:

Frequency	Scale rating
No data	0
Less than once every 25 years	1
At least once between every 25 years and 10 years	02
At least once between every 10 years and 25 years	3
At least once between every 5 years and 1 years	4
At least once a year	5

Table 2: Hazard frequently scale

Area Impact	Scale rating
Household/dwelling level	1
Settlement level	2
Municipal level	3
District level	4
Provincial level	5

Table 3: Area of impact scale

Potential Damage Scale	Scale rating
Damage is in significant	1
Damage is in significant; affected people can cope	2
Damage is in significant; affected people struggling to cope	3
Damage is in significant; affected people to cope	4
Damage is extreme; affected people cannot cope	5

Table 4: Potential damage scale

Type of Hazard	Frequency	Area impact	Potential Damage	Total Risk	Priority
Fire	5	1	2	12	4
Floods	4	2	2	12	4
Storm (Severe Weather Conditions)	5	2	3	21	2
Crowd related incidents	4	1	1	5	6
Tuberculosis	4	3	2	14	3
Traffic Accidents	5	1	1	6	5
Drought	4	3	4	28	1

Table 5: Main hazards in the RLM

The Hazards priorities for PLM are thus:

1. Drought
2. Storms (severe weather conditions)
3. Tuberculosis
4. Fire and Floods
5. Aids



2.4.1.2 Vulnerability Assessment

The following table gives an overview of the factors contributing to vulnerability for the 5 main risks in the municipality. Traditionally, those vulnerability factors are subdivided into four categories economic, environmental, social and physical.

		General factors contributing to vulnerability in the municipality			
Hazard (in order of priority)	Element at Risk	Physical	Social	Ecological	Economic
1. Droughts <ul style="list-style-type: none"> • Meteorological • Hydrological • Agricultural 	People and animals	<ul style="list-style-type: none"> • No water supply infrastructure in rural areas. • Reliance on river, farms dams and boreholes. 	<ul style="list-style-type: none"> • Lack of education in rainwater harvesting and water conservation. • Remoteness of communities in rural areas • Uncontrolled usage of water in urban areas • Lack of agricultural diversity • Traditions. 	<ul style="list-style-type: none"> • Limited understanding of agricultural management 	<ul style="list-style-type: none"> • Poverty • Unemployment • Cost of water • Lack of insurance
	Environment	<ul style="list-style-type: none"> • Environmental degradation 	<ul style="list-style-type: none"> • Over utilization of land • Loss of elasticity. • Lack of early warning systems 	<ul style="list-style-type: none"> • Changes in climate • Lack of rainfall 	<ul style="list-style-type: none"> • Lack of local markets
	Infrastructure	-	<ul style="list-style-type: none"> • Prioritization in development • Land use and spatial development planning 	-	<ul style="list-style-type: none"> • Lack of funds for infrastructure

General factors contributing to vulnerability in the municipality

Hazard (in order of priority)	Element at risk	Physical	Social	Ecological	Economic
2. Storms (severe weather conditions)	People and animals	<ul style="list-style-type: none"> Physical settlements/locations Building techniques. 	<ul style="list-style-type: none"> Lack of education Lack of information and early warning Traditional beliefs 	<ul style="list-style-type: none"> Weather patterns 	<ul style="list-style-type: none"> Poverty Unemployment Lack of insurance
	<ul style="list-style-type: none"> Environment 	<ul style="list-style-type: none"> Lack cover Land degradation. 	<ul style="list-style-type: none"> Land use and agricultural techniques 	<ul style="list-style-type: none"> Weather patterns 	<ul style="list-style-type: none">
	<ul style="list-style-type: none"> Infrastructure 	<ul style="list-style-type: none"> Maintenance of Infrastructure 	<ul style="list-style-type: none"> Lack of education Land use and planning Spatial development planning Development 	<ul style="list-style-type: none"> Weather patterns 	<ul style="list-style-type: none"> Poverty Unemployed Lack of insurance
3. Tuberculosis	People	<ul style="list-style-type: none"> People living close proximity to one another Location of infrastructure 	<ul style="list-style-type: none"> People do not get treatment early enough People use traditional methods of "healing " HIV/Aids 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> People do not have enough money to go for treatment No proper domestic caring facilities due budget constraints
4. Floods	People and animals	<ul style="list-style-type: none"> People within the flood lines. Lack of infrastructure Building standards Poor storm water PLMRA in age Non-adherence to safe building codes Maintenance of infrastructure 	<ul style="list-style-type: none"> Remoteness Lack of education Lack of life skills Land use and agricultural Techniques Catchment management 	<ul style="list-style-type: none"> Mountainous terrain Weather patterns EL Noni/La Nina Climate change Global warning Land degradation 	<ul style="list-style-type: none"> Poverty Unemployed Lack of insurance

General factors contributing to vulnerability in the municipality

Hazard (in order of priority)	Element at risk	Physical	Social	Ecological	Economic
	Environment	<ul style="list-style-type: none"> • Lack cover • Land degradation 	<ul style="list-style-type: none"> • Land use and agricultural techniques. • Catchment management 	<ul style="list-style-type: none"> • Soil erosion/deration • Weather patterns • El Nino/La Nina. • Climate change • Global warning 	<ul style="list-style-type: none"> • Poverty • Lack of funds for insurance
	Infrastructure	<ul style="list-style-type: none"> • Property within floods lines • Poor housing standards 	<ul style="list-style-type: none"> • People do not get treatment early enough • People use traditional methods of "healing " • HIV/Aids 	<ul style="list-style-type: none"> • Natural weather systems in the areas • Mountainous terrain • Weather patterns • EL Noni/La Nina • Climate change • Global warning 	<ul style="list-style-type: none"> • Poverty • Lack of funds
4 Floods • Domestic Veld	People and animals	<ul style="list-style-type: none"> • Use of flammable building material • Poor settlement planning • Inadequate fire prevention infrastructure • Lack of fire prevention "housekeeping and maintenance" • Lack of electrical installation 	<ul style="list-style-type: none"> • Lack of adherence to legislation (e.g. National Veld and Forest Fire Act) prevention education. • Poverty • Neglect and vandalism • Poor provision of information 	<ul style="list-style-type: none"> • Land cover (types of fire of fuel) • Environmental degradation • Lighting • Wind factor 	<ul style="list-style-type: none"> • Poverty • Unemployed • Lack of funds to create fire prevention insurance • Lack of insurance

General factors contributing to vulnerability in the municipality

Hazard (in order of priority)	Element at risk	Physical	Social	Ecological	Economic
	Environment	<ul style="list-style-type: none"> • Remoteness • Lack of fire equipment • Poor farming practices • Land use planning 	<ul style="list-style-type: none"> • Type of farming and urban activity • Lack of control on safety • Lack of firebreaks and FPAs 	<ul style="list-style-type: none"> • Lightning • Wind factor 	<ul style="list-style-type: none"> • Lack of funds for create fire infrastructure.
	Infrastructure	<ul style="list-style-type: none"> • Use of flammable building material • Poor settlement planning • Inadequate fire prevention infrastructure • Lack of fire prevention “housekeeping and maintenance” • Lack of electrical installation • Urbanization 	<ul style="list-style-type: none"> • Lack of adherence to legislation (e.g. National Veld and Forest Fires Act) • Lack of fire prevention education. • Poverty • Neglect and vandalism • Lack of knowledge • Poor provision of information 	<ul style="list-style-type: none"> • Natural weather systems in the areas • Mountainous terrain • Weather patterns • EL Noni/La Nina • Climate change • Global warning 	<ul style="list-style-type: none"> • Lack of funds to create fire prevention infrastructure

Table 6: Factors contributing to vulnerability for the main hazards in the RLM.

Poverty, as mentioned in this matrix, is of course a very broad issue, and can be divided into the following items:

- Job opportunities in 'quality' e.g. in tourism and agricultural;
- Global economic pressure; and
- Lack of funds for Integrated Development Planning.

This economical problem will continue to negatively influence the IDP-Process in the municipality (as is the case in many other local municipalities) an ongoing effort should be made to RLMRA the attention of all levels of government to the problem. At the same time, an integral financial plan, including save investments with a relatively high return should be made to allow the municipality to enlarge its funding possibilities.

5 KEY PERFORMANCE AREA 3: RISK REDUCTION

5.1a guiding framework for Disaster risk management

Although the Rustenburg Local Municipality Disaster Risk Assessment (RLMRA) has identified a wide range of risks posing a potential threat to its area, it is not practical nor is it financially achievable to address all the risks simultaneously. Effective and focused disaster risks management planning by all municipal organs of state and other municipal entities can be achieved through the identification of priority disaster risks and by the identification of the areas, communities and households most at risk to disaster in council's areas. It is therefore necessary to adopt a carefully considered process, which will enable this prioritization.

Part of prioritization process will also be adopt a three-phased approach to disaster risk management planning over a period of two years from the date of implementation of the Act. This does not however imply that once third phase is completed that planning process is over. It must be clearly understood that disaster management planning is not a stop/star activity or project but a continues process which is necessity must produce dynamic real time plans which remain current in a continuously changing environment. This is of particular relevance in respect of disaster risk reduction plans.

The process of prioritization for disaster risk planning is also critically informed by the disaster risk assessment findings for Bojanala Platinum District Municipality.

The disaster management plan of Rustenburg Local Municipality must focus on the development of plans and the implement of plans and the implementation of explicit programmers, projects and practices which give priority to building resilience and reducing the impact of a wide range of different disaster risks in areas, communities and households know to be prone to risk its area of jurisdiction.

5.1.1 THE DISASTER RISK MANAGEMENT PLANNING FRAMEWORK

This section aims to establish a structure for effective management of disaster management of disaster in the Rustenburg Local Municipality. All aspect of disaster risk management can be covered by the Disaster Management Planning Framework (DMPF), as in figure 5: The Disaster Management Planning Framework: Future assessments and planning below. The DMPF includes Disaster Risk Reduction (DRR) planning as well as Contingency planning.

5.1.1.1 DISASTER RISK REDUCTION

On the left-hand side of the framework, 'Disaster Risk Reduction Planning' consists of Vulnerability Reduction Planning and Specific Risk Reduction Projects. Vulnerability Reduction Planning focuses on the general Vulnerabilities that are present in the municipality as a whole. The Specific Risk Reduction Project includes on one hand future developments (planned for through the IDP) that should be assessed and on the other hand any area where a combination of vulnerabilities, hazards and/or a lack of capacities pose a specific (or combination of) high risk(s) to the population, infrastructure and environment.

5.1.1.2 CONTINGENCY PLANNING

The left-hand side of the framework focuses on contingency planning. This type of planning has two components; for the most prevalent hazards, the municipality should have contingency plan in that can be activated before or during the impact of a specific hazard ('Hazard specific Contingency Plan').

As it is impossible to plan for every hazard, the contingency planning should also include generic plans. For the purpose of drawing up such plans, the most important issues have been listed in the framework (Public health, command and control, shelter ECT.)

Risk of certain hazard can be change over time. It is therefore necessary that all aspect of the framework and adapted accordingly. Continuous assessment is necessary for a sound and ground-trotted risk management planning.

The six most prevalent threats are listed in the contingency planning section (see Figure 3 above). When contingency plans are written, tested and updated for this plan, the RLM should strive to also cover less prevalent risks in the Hazards Specific Contingency Plans. Contingency plans should be tested and evaluated regularly, and updates accordingly.

Hazard specific contingency plans for all priority risks should be developed as a matter of urgently through a participation process and genetic response and recovery plans should be identified and development.

5.1.2 INTEGRATION WITH IDP

In accordance with the National Disaster Management Framework, the Disaster Management Framework the Disaster Management Act as well as the Municipal System Act, disaster risk management plans developed by municipalities must be incorporating into the IDP, funding and implementation processes.

At the same time, the IDP should take into s account the findings of the municipal disaster management structures. All current and future IDP and development plans should be evaluated by the RLM DMO for the following purposes:

- To assess their consistency with the RLM Disaster Management Plan;
- To determine disaster risk inherent to the project;
- To determine the possible risk and vulnerability reduction inherent to the project; and

- To assess their relevance as to the priorities of the disaster risk assessment.

No IDP project should be allowed to continue without the assessment and approval of the disaster risk management office. Council should take into account the comment made by the disaster risk management office, and has full accountability for any decisions not in line with the recommendations of the disaster risk management officer.

5.2 INPUTS TO THE PLANNING PROCESS

From the DMPF above, it becomes clear that a prerequisite to all planning Disaster Risk Assessment. Not mentioned in the DMPF – but equally important – are the other inputs to the planning process, such as:

- the Bojanala Platinum District Disaster Management Framework and Disaster Management Plan,
- the Northwest Provincial Management Framework and Disaster management Plan,
- the National Disaster Management Framework and Disaster management Plan,
- the Disaster Management Act, 57 of 2002; and
- The IDP of the RLM

Memorandum of Agreement and Memorandum of Understanding with role-players;

- Cooperation with other disaster management structures (such as the DMCs of neighboring municipalities, the disaster and province); and
- Any other relevant data and information pertaining to developmental initiatives

Furthermore, disaster risk management should take into account people's need and priority issues (in line with section 53. 1 (b) of the Act): the perception of what people experience as disaster, hazard vulnerabilities or a lack of capacity should be one of the major inputs to the planning process

5.3 Phased approach in DM Planning

As mentioned above it is impossible to cover all aspects of disaster risk management at once, therefore a three-phased (levels) approach is proposed

3.3.1 Levels of planning

The National Disaster Framework proposes three levels of Disaster Management Plans. The three phases /levels in the process are the following

5.3.1.1 Level 1 Disaster Management Plan

A Level 1 Disaster Management Plan applies to national or provincial organs of state and municipal entities that above not have previous developed a coherent disaster management plan. It focuses primarily on establish foundation institutional arrangements for disaster risk management, putting in place contingency plans for responding to know priority threats, identifying key governmental and other stakeholders and developing the capacity to generate a level 2 Disaster Management Plan.

5.3.1.2 Level 2 Disaster Management Plan

A level 2 Disaster Management Plan applies to national, provincial and municipal organs of state that established foundation institutional arrangements and are building the essential supportive capacities needed to carry out comprehensive disaster risk management activities. It includes establishing processes for a comprehensive disaster risk assessment, identifying and establishing formal consultative mechanism for development of disaster risk reduction project and instructing a supportive information system and emergency communications capabilities.

5.3.1.3 Level 3 Disaster Management Plan

A level Disaster Management Plan applied to national, provincial and municipal organs of state that have establish both the foundation institution institutional arrangements for disaster risk management and essential supportive capabilities. The plan must specify clear institutional arrangement for coordinating and aligning the plan with other governmental initiatives and plans of institution role players. It must also show evidence of informed risk assessment and ongoing risk monitoring capacities as well as relevant developmental measures that reduce the vulnerability of disaster prone areas, communities and households.

The visit in the Municipality by the ACDS have established the necessary capacity in the municipality, it is the responsibilities of the RLM Council and the DMO to sustain and expand this capacity and to put it to use for the implementation of the next levels.

The level 2, mainly focusing on the DRA, is discussed below in key Performance Area 2 it should again be stressed that the DRA is a continuous process to take further by the DOM and the relevant stakeholders. The level 2 also comprehends the formalization of the consultation and cooperation with stakeholders and DMAF and IDMC.

The third level of the Disaster Management Planning includes all other process and planning as mentioned in the framework.

5.3.2 IMPLEMENTATION OF THE LEVELS OF DISASTER MANAGEMENT PLANS

The National Disaster Management Framework foresees that within one year of the commencement of the Act (on 1 July 2004) all municipal organs state of will have submitted to the NDMC at a minimum Level 1 Disaster Management Plans (by 1 July 2005). Within two years of the commence organs of I state will have submitted at a minimum, level 2 Disaster Management Plan. Within four years of the commencement of the Act (1 July 2008) all municipal organs of state will have submitted level 3 Disaster Management Plan

The municipal organs of state must specify which of the three respective Disaster Management Planning level is most appreciate for their respective capacities, experience and functional responsibilities. They must also indicate proposed steps that will allow progress to more advanced planning level

6. Key performance area 4: knowledge management

Knowledge management, although a very broad term, relate to all the information needs and applications in order for the RLM to effectively reduce disaster risk. This KPA will be addressed by focusing on information management and communication, education and training, public awareness and research.

6.1 information management and communication

6.1.1 Objective

- To develop a comprehensive disaster risk management information system.

6.1.1.1 THE RUSTENBURG LOCAL MUNICIPALITY DISASTER MANAGEMENT INFORMATION SYSTEM (DRMIS)

Disaster management is a collaborative process that involves all spheres of government, as well as GONs, the private sector, a wide range of capacity-building partners and communities. It also requires capacities to manage risk on an ongoing basis, and to effectively anticipate, prepare for, and respond to a diverse range of natural and other threats.

Effective, co-ordinate and integrated disaster risk management is dependent on an adequate and reliable information system. It is a critical instrument to ensuring that the RLM has the capabilities to manage risk on a continuous basis; to effectively monitor disaster and risk trends and patterns for the municipality for the purposes of planning and preparedness. It is also key to ensuring rapid and effective decision making and response to disaster and major incident.

The RLM must ensure that the DMO has the necessary capacity and appropriately skilled human resources to manage and maintain such a system and that the RLM DRMIS is consistent with the national guideline for a disaster management information system.

16.recommendation: including what the act says (summary)

the RLM to consider implementing a basic database of information relating to all matter of disaster risk management and it's role players as per chapter 16 and 17 of the disaster management act.

6.2 STRATEGIC COMMUNICATION

In order to implement effective disaster risk management, the RLM DMC must establish and maintain an integrated communication links amongst disaster risk management role players and stakeholders.

The communication system must include a directory of role players, which is in accordance with section 16 act as well as telecommunication capacities. The system must be compatible with that of the district provincial DMC's systems and must comply with the national guidelines. For the purpose if effective incident management and joint operations it must have the capacity to ensure interagency communication amongst essential and emergency services.

The communication system must also make provision for the ongoing identification and engagement of innovative and meaningful locally-based communication and early warning methods, especially in remote, technologically isolated areas. These modes of communication must include the use of volunteers from local communities, the

employment of indigenous knowledge and practice as well as co-operation with NGO's and CBOs.

The RLM DMC must establish mechanisms for the receipt, evaluation and dissemination of early warnings on a 24 hour basis. These mechanisms must include capabilities to enable two emergency communications with the communities at risk must take into account the difficulties associated with communication with remote and technologically isolated areas.

The RLM must ensure that the DMC has necessary capacity and appropriately skilled human resources to manage and maintain such a system.

The RLM and the southern district DMC, operating a central communication centre in partnership, should jointly evaluate their capacities and needs, and design and implement a strategic communication system.

6.1.3 KEY PERFORMANCE INDICATORS

- The disaster risk management information system has been established in accordance with the national framework and is functional.
- Mechanisms have been established to ensure that the disaster management information system including the electronic is updated, maintained and tested at regular intervals.
- Functional communication links between all necessary role players and systems to support the activities of the DMO have been established and are maintained

6.1.5 MONITORING AND EVALUATION

In order to ensure that an effective communication system is maintained the RLM DMO must develop and implement mechanisms for ongoing testing of the communication system and the preparation and submission of reports in this regard. The mechanisms must include regular communication exercises and test calls.

A continuous system of updating the information in the database must also be implemented to ensure the data and are relevant

6.2 EDUCATION AND TRAINING

6.2.1 OBJECTIVES

- To promote and facilitate non-accredited and accredited education and training opportunities for all disaster risk management stakeholders in the RLM.
- To identify and implement appropriate disaster risk management training programmers for schools in the area it increases knowledge and capacity.
- To identify and implement appropriate disaster risk management training programmes for the communities to increase knowledge and capacity.
- To ensure that traditional knowledge and coping strategies are in the training programmes where appropriate.

6.2.2 SCHOOLS PROGRAMMES

Effort should be made to implement disaster risk management training programmes in schools, for the purpose of disseminating information on disaster risk management and risk avoidance. The creation of programmes in schools, focusing on relevant and appropriate aspects of disaster risk management, must be encouraged.

17. RECOMMENDATION

The schools forums have been established in all the schools that are within the jurisdictions to run. In order to jointly implement schools awareness programmes focusing on the most prevent hazards in the particular areas

6.2.3 DISSEMINATION AND USE OF TRADITIONAL KNOWLEDGE

All training and awareness programmes undertaken within the RLM must take into account indigenous knowledge relating to disaster to disaster risk management, as per section 7(2)(j).

All traditional leaders in the RLM area of responsibility to be aware of disaster risk management issues, co-opted to the DMAF (where applicable) and traditional knowledge must be incorporated into the RLM disaster risk management planning and awareness programmes

6.2.4 COMMUNITY TRAINING PROGRAMMES

Education and training programmes for communities must focus on risk awareness, risk reduction and preparedness. Where appropriate, communities must be given the opportunity to modify and enhance training programmes through the inclusion of indigenous knowledge, practice and values, and the incorporation of local experience of disaster and disaster risk management .cognizance of risk assessment for the area must be taken when such programmes are developed.

6.2.5 GOVERNMENT OFFICIALS AND RELEVANT ROLE PLAYERS

Training programmes for government officials and policy makers must include modules on planning, hazard, prevention, risk reduction and preparedness.

6.2.6 KEY PERFORMANCE INDICATORS

- An assessment of disaster risk management education and training needs is conducted annually.
- Appropriate course have been identified for the relevant interest groups.
- A disaster risk management education and training programmes is developed for each financial year and is implemented.
- Comprehensive report on education and training conducted in the municipality are submitted annually to the district and provincial DMCs

6.2.7 MONITORING AND EVALUATION

The RLM DMC must establish mechanisms for reporting progress with the disaster risk management education training programmes in the municipality and must submit report annually to the district and provincial DMCs

6.3 PUBLIC AWARENESS

6.3.1 OBJECTIVE

- To develop and implement a public awareness programme which insures an alert, informed and self reliant in the RLM.

6.3.2 PUBLIC AWARENESS

An integrated public awareness strategy to promote a culture of risk avoidance among all role players and across all departments must be development and implanted. Such a strategy is necessary for the promotion of an informed, alert and self-reliant society capable of playing its supporting and co-operating the municipality in all aspects of risk and vulnerability reduction.

The ability of the public to understand the nature commonly encountered hazards in their communities to manage and reduce risk; to develop risk avoidance behavior patterns, and to respond appropriately and timorously when disaster occur or are threatening to occur, is dependent on knowledge and access to reliable information.

In order to inculcate risk-avoidance behavior by all stakeholders, public awareness campaign aimed at raising consciousness about disaster risk must provide information on how reduce vulnerability and exposure to hazards.

Public information should be disseminated through the media, schools, and public gatherings and through any other suitable network.

6.3.3 MEDIA INVOLVEMENT

The local print and radio media should be involved in efforts to increase community awareness and therefore should be included in the public awareness campaigns as far as possible.

6.3.4 KEY PERFORMANCE INDICATORS

- A public awareness policy with specific focus on risk reduction has been developed and implemented.
- Risk reduction is the focus of all disaster risk management awareness programmes.

- Awareness of disaster risk management is widespread and risk avoidance behavior is an integral part of the daily lives and activities of the public of the RLM

6.3.5 MONITORING AND EVALUATION

The RLM must conduct regular surveys and introduce other innovative mechanisms to evaluate the effectiveness of the public awareness programmes and must compile reports on the findings. The outcome of such initiatives must be used to inform future planning.

That the RLM develop a policy with regard to a public awareness programme, and ensure that the necessary funding is available.

6.4 RESEARCH

In order to stay abreast with a dynamic changing environment, the RLM must ensure a continued research agenda is developed in order to better disaster risk management practices and information.

6.4.1 OBJECTIVE

- Promotion and facilitation risk management research.

6.4.2 RESEARCH PROGRAMMES

The RLM DMC must establish mechanisms to promote and support disaster risk management research in the municipality. In this regard the RLM DMC must enter into discussion with institutions of higher learning and other technical experts to identify appropriate research mechanisms.

All research programmes should firstly be focused on risk profile of the RLM and to address critical issues of vulnerability. In the light of the fact that scientific research is a specialized field, the RLM should engage institutions of research as partners to address identified issues.

6.4.3 EVALUATIONS AND FEEDBACK

The RLM DMC must ensure that relevant information identified through the research process is incorporated into the necessary planning and awareness processes of the RLM, with a view of reducing disaster risk.

6.4.4 KEY PERFORMANCE INDICATION

- Mechanisms are established for promotion and facilitating disaster risk management research in the municipal area.

6.4.5 MONITORING AND EVALUATION

The RLM DMO must establish mechanisms for reporting process with the disaster risk management research programmes in the municipality and must submit reports annually to the district and provincial disaster management centers.

6. KEY PERFORMANCE AREAS: DISASTER RESPONSE, RECOVERY, REHABILITATION AND RECONSTRUCTION

In order to achieve the requirements of the act calling for an integrated and co-ordinate policy that will provide for rapid and effective response to disasters and to post disaster recovery, it is imperative that mechanisms are put in place leaves no room for confusion when a significant event or disaster occurs or is threatening to occur in council's area. This requires clear allocation of roles and responsibilities and concisely defined procedures and protocols for all operational personnel, other relevant role players, communities at risk, and the public in general. This key performance area seek to ensure that disaster response and recovery planning for the RLM achieves these objectives

7.1 PREPEREDNESS AND EARLY WARNING

7.1.1. OBJECTIVES

To establish effective early warning system in the RLM that will ensure.

- Rapid effective actions by essential and emergency services;
- That households, communities and area at risk are able to respond timorously and appropriately; and
- In order to avert or reduce the potential impacts on the people in terms of health, personal injury, loss of life, damage to property, infrastructure or environments.

The RLM DMC is primarily responsible to ensure that it has the technical capacity to identify and monitor hazards and must ensure that mechanisms are in place for the receipt, dissemination and appropriate responses to standard early warnings issued by organs of state tasked with primary responsibility for a specific hazard.

The RLM DMC is responsible prepare and issue hazard warning of significance for the municipal area in a timely and effective manner and to ensure that the warnings are disseminated to those communities known to be most at risk to the hazard including those in isolated and/or remote areas. Warnings must include information and guidance that will enable those at risk to increase their safety and take risk avoidance measures to reduce losses.

The RLM DMC must identify and establish strategic inter-sect oral, multidisciplinary, and multi-agency communication mechanisms for the purpose if disseminating warnings including emergency communication system accessible to communities at risk (CARs). Communication mechanisms must include protocols to ensure appropriate institution reactions to early warnings as well as protocols for occur in council's area to the RLM DMC. This will enable the RLM DMC to track developments so that timely and effective actions can be taken in the event of a situation deteriorating, the RLM DMO must in turn disseminate the information to the Bojanala platinum district DMC for further dissemination to any neighboring DMCS and /or authorities, which may be affected as well as to the DMC of northwest province and to the NDMC.

The RLM DMC must provide support to vulnerable communities within their area of jurisdictions and facilitate the implantation o programmes in CARs to make them aware of the hazards to which they are exposed and the specific actions they should take to reduce the impact. Programmes of this nature must take into account and add value to indigenou knowledge.

7.1.2 KEY PERFORMANCE INDICATORS

- Technical capacity has been developed to implement early warnings system that will enable an alert, informed and self-reliant public in the RLM.
- Mechanisms have been implemented to enable strategic intersectoral, multidisciplinary, and multi agency communication system accessible to communities at risk (CARs).

23 RECOMMENDATION:(WAIT FOR ITEM TO BE APPROVED AND DISCUSSED)

- a. The RLM must assess its current capacity to deliver multi-hazard early warnings to communities most at risk in line with its profile and priorities.
- b. The RLM to develop and implement appropriate early warning system in conjunction with the Bojanala platinum district DMC.
- c. The RLM DMC must establish unambiguous early warning trigger thresholds for the timely activation of warnings.

7.2 DISASTER ASSESSMENT

7.2.1 OBJECTIVES

To establish clear procedures to be followed to ensure immediate and appropriate response and relief operations when significant events and disaster occur or are threatening to occur in the RLM.

7.2.2 DISASTER ASSESSMENT

Uniform methods and guidelines for conducting initial on site assessments of both damage and needs when significant events or disaster occur or are threatening to occur are critical tools for informed decision making to:

- Establish what resources are necessary to ensure the delivery of immediate, effective and appropriate response and relief to affected areas and communities; and
- Ensure business continuity.

Municipal organs of state tasked with primary responsibility for dealing with disaster³ as a result of a particular hazard must therefore ensure that mechanisms are developed and implemented which will enable rapid and meaningful initial assessments to be conducted when a significant event or disaster occurs in the PLM in order to determine the extent of the area affected, population, damage to critical infrastructure, lifeline, facilities, property, and the environment; and the such assessments are conducted in accordance with national operational guidelines.

Those agencies in the RLM tasked with primary responsibility for co-ordination of specific activities associated with disaster response and relief such as emergency medical care, search and rescue, evacuation, shelter, and humanitarian relief must prepare operational guidelines which will ensure that immediate and meaningful initial assessments are conducted in respect of immediate needs of those affected.

The RLM DMC must ensure that the information contained in the guidelines is also disseminated to the relevant role players in communities and/or areas at risk. The RLM DMC

must ensure that the dissemination of the guideline must be complimented by training and capacity building to ensure their correct application.

Protocol must be developed and implemented to ensure that the results of initial assessments are included in the situation reports of significant events and disasters, which are transmitted to the Bojanala district DMC, and the NDMC.

7.2.3 KEY PERFORMANCE INDICATORS

The RLM DMC has developed and implemented mechanisms for disaster assessment in accordance with national guidelines.

7.3 INTERGRATED RESPONSE AND RECOVERY PLANS

7.3.1 OBJECTIVE

To ensure integrated response and recovery operations when significant events and/or disaster occur or area of RLM.

7.3.2 Contingency plans

The RLM DMC is responsible to ensure the development of contingency plans for specific known hazards of rapid onset, which have been identified in the findings of the disaster risk assessment as priority risk in the area of the RLM. The purpose of such plans is to integrate and co-ordinate multidisciplinary effects to minimize or limit the potential impact of such events on communities and area at risk; damage to infrastructure; and the interruption of essential services and business continuity.

Specific responsibility for the development of such plans must be allocated to the specific organs of state or municipal entity, which has been identified as the lead agency and is assigned primary responsibility for that particular risk. For example floods response and recovery would involve the combined efforts of many stakeholders but the primary responsibility must be allocated to a specific organ of state with the other stakeholders assuming secondary responsibilities. In the case river line floods for example the department of water affairs and forestry would be the lead agency assigned primary responsibility, whereas in the case of the types of flooding and extreme weather events the RLM DMC would be the lead agency.

In the event slow onset events the responsibility rests with the organ of state allocated primary responsibility and co-ordinate multidisciplinary efforts to minimize potential loss. For example in the case of drought the department of agriculture would be lead agency.

7.3.3 OPERATIONAL PLANS FOR DISASTER RESPONSE AND RECOVERY

The RLM DMO is responsible to ensure the development of operational plans for disaster response and recovery when a disaster occurs or threatens to occur in the RLM area of jurisdiction and the facilitation of rehabilitation and reconstruction programmers and projects. Such plans must be prepared consistent with the national guidelines.

The RLM DMC must ensure effective strategic co-ordination and management of response and recovery operations for its area.

The RLM DMC has primary responsibility to facilitate:

- The development of a standard operation guide for the establishment of joint operations center's (JOC's) to ensure the effective tactical co-ordination and management of response and recovery operations for major incidents and significant events which occur or threaten to occur in the area of the RLM.
- And to ensure that each response agency identified in the RLM which can contribute to the response and recovery efforts- whether it be an essential service; an emergency service; community volunteer; a non-governmental organization; a community based organization; or a private sector agent-prepares and submits an operational plan applicable to their particular functional area which is in accordance with the national **field operation guidelines** (FOGs).

Operational plans must include sop's, which must be formulated within the relevant legislation, relations and standards.

RECOMMENDATION: REPHRASE

- a. The RLM must ensure that clear guidelines in line with national requirements are provided to all organs of state, which must comply operation disaster response, and recovery plans.
- b. The RLM DMC must ensure that primary and secondary responsibilities are allocated for the performance of onsite operational activities associated with disaster response in this regard lead agents must be identified and tasked with the primary responsibility for the overall control of specific on site operations such as evacuation, shelter, search and rescue, emergency medical service, fire fighting, and other response activities.

Incidents and emergencies handled on a daily basis by emergency and essential service personnel are routinely managed by an incident commander of a particular agency. On the other hand however, in the case of significant event and disaster , which occur or threatening to occur, an incident management system must be implemented to ensure a systematic approach to the effective application of facilities, personnel, equipment, resources, procedures, and communication. An incident management system provides for a participative approach to the management of the vent; the clear allocation of responsibilities; and includes mechanisms for strategic, tactical as well as operational direction.

According the RLM DMC must introduce an accident management system in its area of jurisdiction, which ensure that all response and recovery planning and operation comply with the regulations and is consistent with the national standard incident management system(IMS) introduced by NDMC in terms of national disaster management framework. Apart from the identification and assignment of specific roles and responsibilities for each activity associated with response and recovery, the system must provide mechanisms to determine the level of implantation according to the magnitude and the capacity of the agency to deal with it. Provision must be made for the development of partnership between agencies, which facilitate the involvement of the private sector, NGOs, traditional leaders, technical experts, communities and volunteers.

The system must take into account the condition in south Africa where frequent significant events occurring on a basis require extraordinary measures but which do not necessary justify the declaration of a local state if disaster.

In order to track escalation of incidents 'trigger' indication must be clearly identified for reporting of incidents to the RLM DMC. For example routine reporting to RLM DMC of all veld and forest fire danger rating indices rating certain levels or reporting of all incidents which requires a predetermined level of response.

Terminology include in the IMS for the identification stakeholders responsible for direction, control and co-ordination of an event at the operational, tactical and strategic levels as well as for the title used for each level must be in accordance with the national IMS.

7.3.5 ACTIVATION AND MOBILISATION

The RLM DMC must ensure that mechanisms for the activation and mobilization of all resource including the deployment and application of volunteers must be clearly set out in the operation plans.

7.3.6 DELEGATION OF RESPONSIBILITY

Response and recovery plans must make provision for the delegation of responsibilities of the head of the RLM DMC and the assignment of alternate arrangements for RLM DMC as a contingency in the event that the RLM DMC itself is affected and unable to continue to operate.

. RECOMMENDATION: REPHRASE TO MOU TO BE ESTABLISHED

RLM DMC should ensure that alternative arrangements for the continuous operation of the RLM DMC Its made with neighboring municipalities through the Bojanala platinum district DMC.

7.3.7 EMERGENCY COMMUNICATION

In view of the critical role of inter-agency communication in the management of incidents, significant events and disaster, the RLM DMC must give priority attention to the development of an emergency communication system for this purpose.

7.3.8 MEDIA RELATION

Responsibilities and protocols for the issue of media liaison press releases, media interviews in the event of a disaster occurring or threatening to occur must be predetermined by the RLM DMC.

7.3.9 KEY PERFORMANCE INDICATOR

- Primary responsibility for contingency planning and co-ordination of known priority risk has been assigned and those agencies in supporting roles have been identified and responsibilities have been assigned.
- Contingency plans for known priority risk have been developed by municipalities, municipal organs of state and other municipal entities in the RLM and are current.
- Mechanisms for the annual review and updating of contingency plans have been established.
- Field operations guides (fog) (**field operation guidelines**) for the various activities associate with disaster response and recovery for the RLM have been developed and implemented.
- Mechanisms for the annual review and updating of FOGs(**field operation guidelines**) have been established.
- An incident management system has been introduced and is operating effectively.
- Mechanisms for monitoring and reviewing the effective application of the IMS in the RLM and for making consequential adjustments are established and implemented.

7.4 RELIEF MEASURES

7.4.1 OBJECTIVE

To ensure that relief operations following significant events and/or disaster, which occur in the area of the RLM, are co-ordinate and equitably distributed.

The RLM DMC must ensure that all relief operations are managed in accordance with the national guidelines in terms of standards, practices and regulating mechanisms.

The RLM DMC must develop a FOG,(Field operations guides) which clearly allocates responsibilities and sets out the procedure for:

- The release of appeals for donations;
- Standards of relief;
- The duration of relief efforts; and
- The acceptance of external assistance.

7.4.2 KEY PERFORMANCE INDICATORS

- A fog for the management of relief operations in the RLM DMC, which conforms to national guidelines, has been developed and implemented.
- Progressive monitoring and review of the guidelines is undertaken annually, based on lessons learnt;

7.5 REHABILITATION AND RECONSTRUCTION PROCESS

7.5.1 OBJECTIVE

To ensure that all rehabilitation and reconstruction strategies' conduct following a disaster in the RLM are implemented in an integrated and developmental context.

7.5.2 ESTABLISHING PROJECT TEAMS FOR INTEGRATED REHABILITATION AND RECONSTRUCTION.

In order to ensure a holistic approach to rehabilitation and reconstruction following a significant event or a disaster in the RLM, the Bojanala platinum district DMC, and the organ of state tasked with primary responsibility for known hazards must facilitate the establishment of project teams for specifically for this purpose. Checks and balances must be affected to ensure that projects and programmes maintain a developmental focus.

Project teams established for this purpose will determine their own terms of references and performance indicators and will report an progress to the Bojanala platinum district DMC and/or the RLM DMO.

7.5.3 KEY PERFORMANCE INDICATORS

- Mechanisms for the establishment of post disaster project teams for rehabilitation and reconstruction are in place and implemented.
- Mechanisms for monitoring rehabilitation and reconstruction project are established.

- Progress report on rehabilitation and reconstruction, projects are prepared and submitted to the BOJANALA PLATINUM DISTRICT DMC, the DMC of the northwest province and the NDMC.

7.6 Monitoring of incidents and significant events, disaster reviews and reports.

7.6.1 OBJECTIVE

To establish mechanisms for monitoring and reviewing incidents and significant events to facilitate early warnings and review disaster to evaluate effectiveness and for the purpose of improved planning and operations.

7.6.2 MONITORING INCIDENTS AND SIGNIFICANT EVENTS

The RLM DMC must establish mechanisms and harness the necessary expertise to enable the monitoring of trends tracking patterns of major incidents and significant events as well as minor incidents, which could serve as early warnings. For example by monitoring a series of smaller incidents the identification of an increase of the scale and frequency of the incidents could serve as an early warning of more significant events of the same nature.

7.6.3 DISASTER REVIEWS AND REPORTS

In order to learn lessons from previous experience and to improve performance the RLM DMO must ensure that reviews are conducted routinely following all significant events and disaster occurring in its areas. such reviews are in addition to the reports required in terms section 50 of the disaster management act,2002 and must be fully documented as they will also serve as valuable training aids.

Reviews must be conducted in accordance with the review programme developed by the NDMC. The RLM DMC must ensure that resources are made available and that organs of state tasked with primary responsibility for specific known hazards make provision in budgets for conduction reviews.

7.6.4 KEY PERFORMANCE INDICATOR

- Mechanisms for progressive monitoring and research of incidents and significant events for the purpose of identifying trends and patterns which could serve as early warning have been developed and provision has been made for funding.
- Review and research reports on significant events and trends are prepared in accordance with the national review programmes and are routinely submitted to the BOJANALA PLATINUM DISTRICT DMC, DMC of the northwest and the NDMC.
- Review and reports on actual disasters are routinely submitted to the BOJANALA PLATINUM DISTRICT DMC, the DMC of the NORTHWEST PROVINCE and the NDMC

8. IMPLEMENTATION AND UPDATING OF DMP

8.1 PLANNING IMPLEMENTATION

In order to ensure the successful implementation of this DMP it is necessary to first address the recommendations contained in each KPA. To facilitate such implementation annexure c provides all recommendations in chronological order. In other words, some recommendations are dependent on

the other and cannot be implemented before their dependent recommendations have been completed successfully. Annexure c provides the RLM with a board planning framework in order to priorities and plans the implementation of the requirements of this plan and the disaster management ACT 57 of 2002.

In order to ensure that the municipality adheres to the requirements of the national disaster management centre, this plan must be implemented by 30 June 2006. All planning should be done with the above deadline in mind.

Further provides templates for detailed planning on each recommendation. It is recommended the IDMC as well as the DMFA use these respective templates. This will ensure a uniform planning method and will facilitate the implementation of the plan.

8.2 UPDATING OF DMP

It is recommended that this plan is treated as a working document and that is updated **at least annually** in line with the envisaged regulations to be published by the NDMC according to the NDMF.

DRAFT TERMS OF REFERENCE FOR THE IDMC

1. INTRODUCTION

In order to promote interdepartmental relations and to achieve a co-ordinate, integrated and uniform approach to disaster management by all departments and internal units in the administration of the municipality (see section 44(1)(b)(i) of the disaster management act 57 of 2002) an INTERDEPARTMENTAL DISASTER MANAGEMENT COMMITTEE (IDMC) must be established.

The aim of the IDMC is to provide a forum where different municipal departments can coordinate and integrate their actions and activities relating to disaster risk management. this committee allows technocrat to complies disaster management plans and strategies, implement appropriate disaster risk reduction methodologies, engage in emergency preparedness and ensure rapid and effective disaster response and recovery capabilities. The IDMC also provides an accountability mechanism between departments in terms of disaster management activities. The IDMC should further ensure the integration of disaster risk reduction into developmental initiative in the municipality. The IDMC forms the foundation of the disaster management advisory forum (see section 51(1)(b) of the above mentioned ACT). With the above-mentioned in mind the IDMC of the Rustenburg local municipality will function under the following guidelines.

2. ESTABLISHMENT OF THE IDMC

The head of the Disaster Management Centre is responsible to establish an interdepartmental disaster management committee (IDMC) and ensure its sustainability. The IDMC functions under the direct authority of the municipal manager.

3. AIM OF THE IDMC

The aim of the IDMC is to facilitate coordinated planning by providing a forum for collaboration on joint cross-departmental plans and programmes aimed at disaster risk reduction and the integration thereof into developmental planning. It acts in support of the local municipality disaster management satellite centre as well as the district disaster management centre, and assists with supervising the preparation, co-ordination, monitoring and review of the disaster management plans and their integration with the IDP progresses. The IDMC must further ensure the development and implementation of prevention and mitigation strategies, emergency

preparedness and rapid effective response to disaster that occur or threatens to occur. Lastly the IDMC should ensure disaster risk reduction disaster recovery.

COMPOSITION OF THE IDMC

The committee is chaired by the head of the disaster management centre and comprises the following representation:

- **Office of the municipal manager**
- **Disaster management centre personnel**
- **Typist.**
- **Communications officer**
- **Legal officer**
- **Technical expertise: water, sanitation, electricity, roads**
- **Technical expertise: health (personal and environmental health), welfare, environmental affairs, fire (EMS) and rescuer services, law enforcement, traffic.**
- **Technical expertise: GIS/IT, planning, land use, housing, social development, economic development, agriculture.**
- **PIMS**
- **Corporate support**
- **Technical expertise: budgeting, procurement, support services.**

The composition listed above does not preclude the co-option of additional personnel to the IDMC or that of specialized expertise for specific purposes.

3.1 PROJECT TEAMS FOR DISASTER RISK REDUCTION

The IDMC may convince project teams to address specific joint risk reduction priorities including post disaster projects. Teams so convened will determine their terms of reference and outcomes in consultation with the head of the satellite centre and the IDMC. These project teams will plan and manage such multi-disciplinary project as and will report back to THE IDMC. In the context of emergency preparedness project teams will be convened to address contingency plans for specific risk posed by hazards such as tornados, floods, drought, fires, epidemics, transportation accidents, oil spills, hazardous material spills and crowd related events. These contingency plans will include strategies and procedures to ensure the implementation of an accident management system, which will establish joint standards of practice and inter-disciplinary co-operation for rapid and effective disaster response capabilities. Such plans will also be subject to and effectively disaster response capabilities. Such plans will also be subject to consultation within the local municipality disaster management advisory forum.

3.2 REGULARITY OF MEETINGS

The IDMC will meet on a **monthly basis** until such time that all the requirements of the disaster management act 57 of 2002 is implemented. After such time the committee must meet at least **quarterly** or more frequently as the need arise.

4. RESPONSIBILITIES OF THE IDMC

THE IDMC has responsibilities in terms of:

- Disaster risk reduction;
- Prevention and mitigation;
- Emergency preparedness; and
- Disaster response and recovery.

4.1 DISASTER RISK REDUCTION

In order to ensure disaster risk reduction in the Rustenburg local municipality the IDMC must:

- Monitor, assess, and co-ordinate council's disaster risk management arrangements, placing particular focus on risk reduction strategies;
- Collaborate, coordinate and monitor progress on joint projects and programmes and their integration into the IDP process;
- Support the municipal disaster management satellite centre in its activities
- Review the disaster management plan of the municipality;
- Review departmental disaster management plans and the plans of other municipal entities in council's area annually to ensure that the plans are integrated, current, and consistent with council's disaster management framework;
- Promote joint standards of practice across all municipality entities and line functions;
- Monitor progress on the implementation of priority project aimed at risk reduction; and
- Promote and support disaster risk awareness campaign within the municipality as well as within communities.

4.2 PREVENTION AND MITIGATION

In order to ensure disaster prevention and mitigation in the Rustenburg local municipality the IDMC must:

- Provide the disaster management satellite centre with timely information and advice on disaster management related issues;
- Ensure the application and enforcement of law and by-laws by municipality entities relating to disaster management within their jurisdiction;
- Promote structural and non-structural mitigation strategies for the known hazard threat of the RUSTENBURG LOCAL MUNICIPALITY; and
- Assist in the development to appropriate early warning systems for the municipal area.

4.3 EMERGENCY PREPAREDNESS

In order to ensure emergency preparedness in the Rustenburg local municipality the IDMC must:

- Ensure that all departments engage in the Rustenburg local municipality the risk;

- Plan for all residual risk after the disaster risk reduction initiatives had been taken into consideration;
- Ensure and participate in desk top exercise on a bi-annual basis in order to keep up to date on roles and responsibilities in the activation and operation of the disaster operations centre;
- Ensure a rapid and efficient response and recovery in the event a disaster threatens to occur or occur in Rustenburg local municipality area;
- Make recommendation to council regarding disaster management matters; and
- Make recommendations to council on the declaration of a local state disaster(see section 54 and 55 of the DISASTER MANAGEMENT ACT 57 of 2002)

4.4 DISASTER RESPONSE AND RECOVER

In order to ensure rapid and effective disaster response and recovery in the RUSTEBURG LOCAL MUNICIPALITY THE IDMC must:

- Ensure the timely activation of departmental specific contingency plans once agreed thresholds have been breached;
- Report to the disaster operations centre (DOC) on receipt of an activation alert from the head of the satellite centre (or designate) when a disastrous event occurs or is threatening to occur in the area of a municipality;
- Assist where necessary with post disaster assessments for the department's functional area;
- Ensure the department's rapid response to disaster;
- Ensure efficient and co- ordinate response and recovery operations;
- Monitor progress with disaster rehabilitation and reconstruction projects;
- Ensure the integrated of disaster risk reduction measure into rehabilitation and reconstruction projects;
- Ensure that regular reports and progress with disaster recovery are continuously submitted to council as well as to the district disaster management centre; and
- Ensure that all documentation and records relating to the disaster are retained and place in safe-keeping for the purpose of post disaster investigation, inquiry or review.

5.

RELATION TO OTHER MUNICIPAL AND DISTRICT FORUMS

The IDMC forms the foundation of the disaster management advisory forum (DMAF). For this purpose, the IDMC must ensure a continuous information flow to the DMAF for external stakeholder liaison and consultation. The terms reference of the DMAF therefore also applies to the IDMC insofar its impact on the activities of the IDMC. The IDMC as part of the DMAF will insofar its impact on the district disaster management centre through THE DISTRICT DISASTER MANAGEMENT ADVISORY FORUM.

5.1 LINE OF COMMUNICATION

The IDMC is directly accountable to council and in particular *the public safety portfolio committee*. The IDMC must report to the *public safety portfolio committee* on a quarterly basis on its activities and progress in the implementation of the disaster management act 57 of 2002 and the steps taken to ensure disaster risk reduction and development planning integration.

The head of the disaster management satellite centre as chairperson of the IDMC has a direction line of communication to the municipal manager and council.

1. INTRODUCTION

In the spirit of co-operative governance (CHAPTER 3 OF THE CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA ACT 108 OF 1996) and in order for all relevant role player in disaster management in the municipal area to co-ordinate their actions on matters relating to disaster management as prescribed in section 44 of the disaster management act 57 of 2002, a local municipality disaster advisory forum (LDMAF) is established as provided for in section 51 of the above- mentioned act.

The aim of the LDMAF is to provide a consultative medium through which all relevant disaster management role-players in the municipality can consult one another and co-ordinate their actions. The LDMAF must make recommendations to the local municipality council on matters concerning disaster management.

Within this forum the different role-players consult and co-ordinate their actions.

Through these actions, the LDMAF can make recommendations to the IDMC on matters concerning the local municipality disaster management framework. The forum must also advise difference organs of state, statutory functionaries, the private sectors, non-governmental organizations or committee son any matter relating to disaster management. With the above-mentioned in mind the LDMAF of the Rustenburg local municipality will function under the following guidelines.

2. ESTABLISHMENT OF THE LDMAF

The head of the local municipality disaster management satellite centre is responsible to establish the local municipality disaster management advisory forum (LDMAF) and ensure its sustainability in terms of section 51 of the disaster management act 57 of 2002.

3. AIM OF THE LDMAF

The aim of the LDMAF is to provide a consultative medium through which the local municipality and all relevant disaster management role-players in the municipality can consult one another and co-ordinate their actions on matters relating to disaster risk reduction, disaster prevention and mitigation, emergency preparedness and disaster response and recovery in die geographical area of the municipality.

4. COMPOSITION OF THE LDMAF

The LDMAF is chaired by the head of the local municipality disaster management satellite center and comprises the following representatives:

- All the member of the local municipality interdepartmental disaster management committee (key personnel on the structure/institutional responsibilities- see the terms of reference for the local municipality interdepartmental disaster management committee);
- Disaster management functionaries of the Rustenburg local municipality disaster management satellite centre;
- Experts in disaster management designated by the(EXECUTIVE MAYOR);
- Representatives of the disaster management volunteer unit;
- Organized business in the district;
- Representatives of emergency and essential services, government departments that functions within the area of the local municipality (examples listed below – please note: the role-layers listed below might be better suited to provide their input on the district DMAF.
- Clarify on the level of operation of each of these role-players should be obtained.);
- Medical
 - Emergency medical services – state and private
 - Hospitals – state and private
- SA POLICE SERVICES:
 - Air wing
 - Dog unit
 - Mortuaries unit
 - Psychological services
- SA National defenses force:
- SA Weather service
- Development of water affairs and forestry
- Regional representatives of relevant department and tourism
- Regional representative of relevant departments of
 - Heath
 - Social development
 - Economic affairs, environment and tourism
 - Education
 - Agriculture
 - Public works
 - Housing, local government and traditional affairs
 - Transport
 - Home affairs
- REGIONAL TOURISM BOARD
- RELEVANT PARASTATALS:
 - ESKOM
 - TELKOM
 - SAFCOL
 - SPOORNET

- ACSA
- **NGOS, CBOS and other relevant role players such as:**
 - Council of traditional leaders
 - Lifesaving
 - NSRI
 - South African council of churches
 - Agricultural and farm workers associations

The media:

- SABC (radio and television)
- Local community radio stations east coast radio, radio sunny south
- Print media – main dailies and community newspapers south coast herald, south coast fever.

IN addition to the representative listed here in the LDMAF may at any time co-opt additional members or individuals for a specific time and appoint ad hoc teams appropriate expertise to perform specific tasks on prescribed matters

TASK TEAMS OF THE LDMAF

The LDMAF may convene task teams to address specific joint risk reduction priorities including post disaster issues. Task teams so convened will determine their terms of reference and outcomes in consultation with the head of the satellite center and the LDMAF. Specific task teams can be convened to assist the IDMC project teams in compiling contingency plans and relate matters.

The LDMAF will consist of the following task teams:

- Risk identification and assessment task team (i.e as part of disaster risk reduction but also disaster assessment);
- Emergency preparedness task teams (i.e. fire, search and rescue; incident management system);
- Relief task team (i.e. all NGOS and CBOS);
- Communication and information task team (i.e. early warning);
- Health and medical services (i.e. biological hazards and medical care.);
- Hazard specific task team (i.e. fire, floods, drought, chemical spills ect.);
- Financial and administration task team (i.e management of disaster management funds; business continuity); and
- Engineering and development task team (resources and capabilities)

4.1 REGULARITY OF MEETINGS

The LDMAF will meet every second month until such time that all requirements of the Disaster Management Act 57 of 2002 is implemented. After such time the forum must meet at least quarterly or more frequently as the need arise.

RESPONSIBILITIES OF THE DMAF

The local municipality disaster management advisory forum:

- Must make recommendations to council concerning the municipal disaster management framework for the local municipality including:
 - Actions to ensure interagency co- ordination and joint standards of practice;
 - The council's risk reduction strategy which includes:
 - the identification of hazards;
 - risk and vulnerability assessments;
 - actions to reduce risk; and
 - actions to ensure effective emergency preparedness.
 - The development and maintenance of the local municipality disaster response and recovery m annual including response capabilities and contingency planning for specific risk;
 - Training and capacity building needs and research initiatives;
- Must contribute to ensuring resilient individuals, households and communities who are alert and self reliant;
- Must contribute to ensuring community awareness of disaster management arrangements and the importance of heeling early warnings;
- Must support and contribute to the development and implement of an information management system for the local municipality; and
- May advise any organ of state, statutory functionary, non-governmental organization, community or the private sector on any matter relating to disaster management.

5. RELATION TO MUNICIPAL AND DISTRICT FORUMS

The LDMAF is the principal consultative and advisory forum for all disaster management related matters in the local municipality. The LDMAF provides guidance to the IDMC and the local municipality disaster management disaster management satellite centre towards the effective implementation of the Disaster Management Act 57 of 2002 and all other related matters. The LDMAF, though the local municipality disaster management satellite centre informs council on matter relating to disaster management and aspects related to the declaration of a local state of disaster as per section 54 and 55 of the Disaster Management Act 57 of 2002. The LDMAF provided input to the district disaster management advisory forum through the head of the local municipality disaster management satellite centre.

6.1 LINES OF COMMUNICATION

The LDMAF communicates with council and in particular the safety and security portfolio committee through the IDMC mechanism.

LIST OF RECOMMEDANTIONS

The purpose of this section is to provide a list of all recommendations contained in the PLM'S DMP. This section provides a template for further planning in order for the PLM to successfully

implement their DMP. It should be noted that the recommendations below are according to a chronological order of activities which have interdependency. Some of the recommendations can therefore not be implemented before other recommendations have not been completed. In each instance the original recommendation number as it appears in the DMP has been retained.

No.	Recom No.	recommendation	12 month objective	Start date	End date	Budget allocation	Responsible entity
01.	6	The placement of the function and the qualifications and experience of the incumbent must be commensurate with the requirements in section 3.1.5.1.1	To ensure an appropriately qualified incumbent is appointed as the disaster management focal point in the RLM.				
02	4	4. the RLM must identify a focal point for disaster risk management in its municipality, allow this incumbent to serve on the IDP structures,	To identify a focal point for disaster risk management for the RLM and allow the incumbent to serve on the appropriate planning structures				
03	7	The RLM should assess the current capacity and staffing arrangements of the DMC, and where necessary make the needed adjustments.	To adequately staff the DMO with suitably qualified personnel				
05	10	The RLM DMO to be furnished with the appropriate infrastructure.	To ensure the DMO is adequately furnished with the appropriate infrastructure.				
06	1	The RLM and the Bojanala platinum district municipality must consult and determine primary responsibility as per section 54 and 55 of the disaster management act for the RLM	To consult with the Bojanala platinum DMC in order to determine the primary responsibility of the RLM in terms of disaster management				
07	3	The RLM and the Bojanala platinum district municipality must agree on a consultative mechanism for disaster risk management between the two municipalities (e..g district DMAF)	To reach an agreement on a consultative mechanism for disaster risk management between the RLM and the Bojanala platinum district municipality.				

08	2	The RLM and in particular the DMC must develop clear guidelines for municipal entities in respect to the development of disaster management plans. Such guidelines must be in line	To development guideline for municipal entities for the compilation of their respective DMPs.				
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No	Recom No.	recommendation	12 month objective	Start date	End date	Budget allocation	Responsibility entity
08	5	With district provincial and national guideline	To obtain a council resolution on the disaster management policy making framework for the RLM.				
09	8	The RLM council should agree on the policy making framework contained in the DMP (see section 1.1.2.2) and pass a council resolution in this regard	To formally establish the DMC within the RLM in terms of this hierarchy, physical location, staffing and mandate				
10	09	The RLM should address training and information needs in accordance with the risk profile of the RLM	To utilize the risk profile of the RLM and determine information and training needs.				
11	12	Municipal manager in consultation with the directors of all departments and other municipal entities must identify all other statutory functionaries in each of the relevant departments or entities who have disaster risk management responsibilities and the responsibilities in this regard must be recorded in the job description of such functionaries together with key performance indicators. The functionaries so identified will serve as indicated on the RLM interdepartmental disaster management centre (IDMC) and disaster management advisory forum	To establish and ensure the effective functioning of the IDMC. To identify a disaster risk management focal point from each municipal entity to serve on the IDMC.				

		(DMAF)					
12	11	The RLM must provide clear guidelines as to the roles and responsibilities of municipal entities in disaster risk management and sign appropriate	To provide clear guideline to all municipal entities spelling out their roles and responsibilities in disaster risk management , and to sign mutual				

		Mutual assistance agreement for this purpose	Assistance agreements where necessary				
13	25	The RLM in cooperation with the Bojanala platinum district DMC through the respective IDMCs and DMAFs should determine lead agencies for the priorities process.	To determine lead agencies for prioritized risk.				
14	14	14a hazard specific contingency plans for all priority risk should be developed as a matter of urgency through a participatory process.	To develop hazard specific contingency plans for all priority risk through the IDMC.				
		14b. genetic response and recovery plans should be identified and development.	To develop genetic response and recovery plans as per the disaster risk management planning framework (see figure 5).				
15	15	The RLM council should establish a mechanism for the assessment of all current and future development projects in terms of their disaster risk.	To ensure a mechanism in the municipality to assess all development projects in terms of the disaster risk (possibly through the IDMC or IDP forum).				
16	16	The RLM to consider implementing a basic database of information relating to all matters of disaster risk management and its role player as per chapter 16 and 17 of the disaster management	To implement a database for information relating to disaster risk management				
17	17	The RLM DMO to approach the local department of education and relevant school governing bodies in order to jointly	To approach the doe and jointly development appropriate schools awareness programmes.				

		implement school s awareness programmes focusing on the most prevalent hazards in the particular areas.					
18	18	18a.all traditional leaders in the RLM area of responsibility must be made aware of disaster risk management issues and copted to the DMF(where applicable)	To ensure the risk awareness of traditional leads in the geographical area of the RLM and to co-opt these leaders to the DMAF where appropriate.				
19	19	18b.all traditional leaders in the RLM disaster risk management planning and awareness programmes.	to incorporate traditional knowledge into disaster risk management practices.				
19	19	The RLM utilize the envisaged ward	To establish and utilize ward disaster				

No.	Recom. No.	recommendation	12 month objective	Start date	End date	Budget allocation	Responsible entity+
		Disaster management structures to serve as a mechanism for community training	Management structures for disaster risk management purposes.				
20	20	The RLM should develop a policy with regards to a public awareness programme, and ensure that the necessary funding is available.	To develop and implement a public awareness programme for the RLM.				
21	21	That the RLM develop a policy with regards to a public awareness programme, and ensure that the necessary funding is available	To develop and implement a public awareness program for the RLM.				
22	22	That the RLM develop networks with institutions of higher learning and other role-players involved with research in the area, in order to pool information and to include relevant information in training, education and awareness programmes.	To establish networks and relationships with institutions of higher learning an research for the purpose of disaster management				

23	23	23a. the RLM must assess its current capacity to deliver multi-hazard early warnings to communities most at risk in line with its risk profile and priorities.	To assess the capacity of the RLM to deliver multi-hazard early warnings to communities at risk.				
		23b. the RLM to develop and implement appropriate early warning systems in conjunction with the Bojanala platinum district DMC.	To develop and implement an early warning system.				
		23c. THE RLM DMO must establish unambiguous early warning triggers and thresholds for the timely activation of warnings.	To establish early warning triggers in line with the hazard profile of the RLM.				
24	24	The RLM DMO to develop standard checklists and guidelines for disaster assessment in line with national, provincial and district guidelines.	To develop checklists and guidelines for disaster assessment.				
25	25	26a. the RLM must ensure that clear guidelines in line with national requirements are provided to all organs of the state, which response, and recovery plans.	To provide clear guidelines to all municipal entities for the development of operational disaster response, and recovery plans.				
		THE RLM DMO must ensure that	To ensure that primary and secondary				

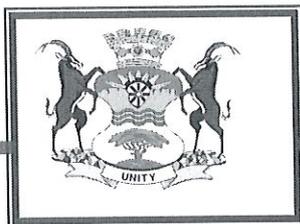
No.	Recom. No.	recommendation	21 moth objective	Start date	end date	
		Primary and secondary responsibilities are allocated for the performance of on site operational activities associated with disaster response. In this regard lead agents must be identified and tasked with the primary responsibility for the overall control of specific on site operations such as evacuation, shelter search, rescue, emergency medical	Responsibilities are allocated for on site operational activities.			

		services, fire fighting, and other response activities.				
26	27	27a. the RLM DMO must introduce an incident management system, which ensures that all response and recovery planning and operations comply with the regulations and is consistent with the national standard incident management system(IMS)>	to introduce an incident management system for the RLM in line with national standard.			
		the RLM DMO must identify clear trigger events and thresholds in order to provide response activation	to identify clear trigger events for response activation.			
27	28	Mechanism for the activation and mobilization of resources should be clearly indicated in the respective contingency plans of the RLM.	To ensure that mechanisms are in place for the activation and mobilization of resources in terms of RLM contingency plans.			
28	29	The RLM DMO should ensure that alternative arrangements for the continuous operation of the RLM DMO is made with neighboring municipalities through the Bojanala platinum district DMC.	To ensure alternative arrangements for the continuous operation of the DMO is in place.			
29	30	The RLM DMO in partnership with the Bojanala platinum district DMC must develop an effective and robust emergency communication system.	To develop a robust and effective communication system.			
30	31	The RLM DMO in cooperation with the department: corporate services must develop clear guidelines for media and press liaison.	To develop guidelines for media and press liaison.			
31	32	The RLM DMO to develop a fog for the management of disaster relief.	To develop a field operation guide for the management of disaster relief.			
32	33	The RLM DMO should establish mechanism for the continuous monitoring of different events. Also see section 3.1	To establish a monitoring mechanism for different event as per the risk profile of the RLM.			



RUSTENBURG

**PLAASLIKE
MUNISIPALITEIT**



**LOCAL
MUNICIPALITY**

DIRECTORATE: PUBLIC SAFETY
Posbus / P O Box 16
0300 RUSTENBURG,
NORTH WEST PROVINCE

**EMERGENCY & DISASTER Management
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REF: Delegation
ENQ: Mfolwe B E

08 / 04 / 2013

TO: THE SECTION MANAGER: DISASTER MANAGEMENT SERVICES
[MR HEYSTEK F J]

**Re: CORRECTIONS ON "BID: RLM/DPS/0146/2012/13: DEVELOP A
LEVEL 2 DISASTER MANAGEMENT PLAN FOR
RUSTENBURG LOCAL MUNICIPALITY"**

- 1 This serves as an instruction to attend the above document with recommendations attached from the Bid Specification Committee
- 2 It is expected of the document to have been corrected before end of business today, **Monday, 08/04/2013** and submitted to the Office of the Unit Manager: Emergency & Disaster Management Services for finalisation.
- 3 Such Bid Documents must be submitted for Bid Specification not later than Wednesday, **10 April 2013** to form part of an Agenda thereof.
- 4 It is further expected to develop a project plan on basis of processes (dates of activities, milestone and cash flow) as an when the process from Bid specification, Bid Adjudication, appointment of service provider and completion thereof. Ensure submission of this and reporting goals achieved on weekly basis with reference to the Office of the Executive Mayor requirement/compliance on weekly Capital & Operating project reporting
- 5 Please do not hesitate to consult with the Unit Manager for any clarity relating the above.

Thank you for your cooperation

UNIT MANAGER:
EMERGENCY and DISASTER MANAGEMENT SERVICES
RUSTENBURG LOCAL MUNICIPALITY
[Mfolwe B E]
(Bem)

Rustenburg



7.3 RLM/DPS/0146/2012/2013 –APPOINTMENT OF CONSULTANT(S) FOR THE DEVELOPMENT OF A LEVEL 2 DISASTER RISK MANAGEMENT PLAN FOR RUSTENBURG LOCAL MUNICIPALITY

NO	RECOMMENDED	ACTION
1	That the bid : RLM/DPS/0146/2012/2013 -APPOINTMENT OF CONSULTANT(S) FOR THE DEVELOPMENT OF A LEVEL 2 DISASTER RISK MANAGEMENT PLAN FOR RUSTENBURG LOCAL MUNICIPALITY be noted	DPS
2.	That the following paragraph be included as point number 11 on the notice to bidders: "That RLM is not obliged to award this tender to a tenderer scoring the highest points or the lowest price, in this regards, preference will be given to Rustenburg based companies or companies that form JV's or subcontract at least 25% of their work to Rustenburg based companies, as an objective criteria contemplated in section 2 (1) (f) of the PPPFA".	DPS
3.	<p>That the functionality table be corrected</p> <p>Local municipality : weight -15 value- be 5</p> <p>District : weight 10 value be 3</p> <p>Province: weight -5 value 1</p> <p>Under qualification :</p> <p>Relevant to disaster management be - 5</p> <p>Other qualification be - 2</p> <p><u>Under skill transfer :</u></p> <p>Accreditation - 3</p> <p>Methodology - 2</p>	DPS
4	That the terms of reference and the scope of work be combined	DPS
5	That the functionality be aligned to the scope of work	DPS
6.	That the bid be referred and serve at the next Bid Specification Committee	BTO

RUSTENBURG DISASTER MANAGEMENT RISK REGISTER

No	Ward	Location	Hazard / Risk	Rating	Mitigation	Expected Outcome	Progress
1	All	All areas	Civil unrest	H	Regular consultation and dialogue	Peace and stability	<ul style="list-style-type: none"> • Conflict Resolution Committee established • Law Enforcement
2	All	All areas	Drought	M	Government Programmes	Alleviation of draught and hunger	Grants / Programs are available for draught after declaration
3	All	All areas	Environmental degradation	L	Education awareness campaigns	<ul style="list-style-type: none"> • Environmental preservation • Concertized community 	<ul style="list-style-type: none"> • Education in schools • Community structure and enforcement
4	All	All areas	Epidemics	L	Health programmes	Concertized community	Health institution and conducting education tom communities
5	All	All areas	Industrial	M	Inspections and law enforcement	Compliance	Compliance officers appointed.
6	All	All areas	Fire Settlements	H	Education and awareness	Concertized community	Appointment of Fire Safety Officers
7	All	All areas	Floods	M	Infrastructural development education and awareness	<ul style="list-style-type: none"> • Well-designed storm-water drainage systems • Concertized 	Trained Volunteers

8	All	All areas	Disruption of key services	H	<ul style="list-style-type: none"> • Security awareness • Community involvement • Strengthening security measures 	<ul style="list-style-type: none"> • Adequate protection of key service points • Ownership 	<ul style="list-style-type: none"> • Security appointed CCTV cameras installed • Established Community Safety Forum
9	All	All areas	Surface water pollution	M	Inspection and enforcement	• Compliance	<ul style="list-style-type: none"> • Appointed Community Safety Patrolers
10	All	All areas	Transport	L	Inspection and enforcement	• Compliance	<ul style="list-style-type: none"> • Appointed compliance officers

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 MR E.B. MFOLWE
 UNIT MANAGER EMERGENCY
 AND DISASTER MANAGEMENT SERVICES

RUSTENBURG DISASTER MANAGEMENT RISK REGISTER

No	Ward	Location	Hazard / Risk	Rating	Mitigation	Expected Outcome	Progress
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5	All	All areas	Industrial	M	Inspections and law enforcement	Compliance	Compliance officers appointed.
6	All	All areas	Fire Settlements	H	Education and awareness	Concertized community	Appointment of Fire Safety Officers
7	All	All areas	Floods	M	Infrastructural development education and awareness	<ul style="list-style-type: none"> • Well-designed storm-water drainage systems • Concertized 	Trained Volunteers

8	All	All areas	Disruption of key services	H	<ul style="list-style-type: none"> • Security awareness • Community involvement • Strengthening security measures 	<ul style="list-style-type: none"> • Adequate protection of key service points • Ownership 	<ul style="list-style-type: none"> • Security appointed CCTV cameras installed • Established Community Safety Forum
9	All	All areas	Surface water pollution	M	Inspection and enforcement	<ul style="list-style-type: none"> • Compliance 	<ul style="list-style-type: none"> • Appointed Community Safety Patrollers
10	All	All areas	Transport	L	Inspection and enforcement	<ul style="list-style-type: none"> • Compliance 	<ul style="list-style-type: none"> • Appointed compliance officers

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 MR E.B. MFOLWE
 UNIT MANAGER EMERGENCY
 AND DISASTER MANAGEMENT SERVICES

COUNCIL RESOLUTIONS PUBLIC SAFETY: 26 MAY 2015

185. REVIEW OF THE DISASTER MANAGEMENT EMERGENCY PLAN - CC
(Directorate: Public Safety) 21/3/1 EBM/mn

	<u>ACTION</u>	<u>PROGRESS ON IMPLEMENTATION</u>	<u>CHALLENGES</u>
1.	CC	Noted	
2.	OSP DPS	In progress and will be tabled after receipt of comments	

186. REVIEW OF FIRE BRIGADE SERVICE BY-LAWS NO 1 OF 2007 - CC
(Directorate: Public Safety) BEM/nm

	<u>ACTION</u>	<u>PROGRESS ON IMPLEMENTATION</u>	<u>CHALLENGES</u>
1.	CC	Noted	
2.	OSP DPS	In progress and will be tabled after receipt of comments	

187. A PROGRAMME OF ACTION FOR PEACE AND STABILITY -CC

	<u>ACTION</u>	<u>PROGRESS ON IMPLEMENTATION</u>	<u>CHALLENGES</u>
1.	CC		
2.	CC	In progress. Community meeting already been held in Marikana and SunrisePark. Meeting with various stakeholders such as church leaders.	

188. APPOINTMENT OF FIRE BRIGADE RESERVISTS IN TERMS OF FIRE BRIGADE SERVICES ACT, 99 OF 1987 TO INITIATE OPERATIONALISING MARIKANA AND PHATSIMA FIRE HOUSES - CC

	<u>ACTION</u>	<u>PROGRESS ON IMPLEMENTATION</u>	<u>CHALLENGES</u>
(Directorate: Public Safety) (4/4/2/6)(BEM)			
1. That the report be noted;	CC	Noted	
2. That the programme be suspended pending:		Suspended on 29 th May 2015	\
2.1 Full audit on the recruitment process;	CAE	In progress	
2.2 Full financial report;	BTO	Pending	
3. That a full report on utilisation of the allocated EPWP grant for 2015/2016 financial year.	COO	Pending	

189. REVIEW OF THE DISASTER RISK MANAGEMENT PLAN - CC

	<u>ACTION</u>	<u>PROGRESS ON IMPLEMENTATION</u>	<u>CHALLENGES</u>
(Directorate: Public Safety) 21/3/1 (fjh/BEM)			
1. That the report be noted;	CC	Noted	
2. That the report be subjected to public participation.	OSP DPS	In progress and will be tabled after receipt of comments	

190. PROGRESS REPORT: STABILISATION OF TAXI INDUSTRY IN RUSTENBURG - CC

	<u>ACTION</u>	<u>PROGRESS ON IMPLEMENTATION</u>	<u>CHALLENGES</u>
(Directorate: Public Safety) 19/2/5/1 (SG/mn)			
1. That the report be noted.	CC	Continuing. Borolelo Trans Free State (BOTRANSA) AND Marikana Lesotho Long Distance Taxi Association (MALLDTA) are engaged to address route dispute.	

191. **PROGRESS REPORT ON IMPLEMENTATION OF THE COMMUNITY SAFETY PATROLLERS PROGRAMME - CC**
 (Directorate Public Safety) (OJK/nm)

	<u>ACTION</u>	<u>PROGRESS ON IMPLEMENTATION</u>	<u>CHALLENGES</u>
1.	That the report be noted.	The project is coming to an end in June 2015.	No funding.

MINUTES: COUNCIL: 26 MAY 2015

189. REVIEW OF THE DISASTER RISK MANAGEMENT PLAN - CC
(Directorate: Public Safety) 21/3/1 (fjh/BEM)

413

ACTION

1. That the report be noted;
2. That the report be subjected to public participation.

CC

OSP
DPS



MINUTES: COUNCIL: 26 JUNE 2007

195. **REPORT: ADOPTION AND APPROVAL OF FINAL DRAFT ON RUSTENBURG LOCAL MUNICIPALITY DISASTER MANAGEMENT PLAN - CC**

(Directorate: Public Safety)

(16/5/B)(22067)(EM/jmv)

ACTION

- | | | |
|----|--|-----|
| 1. | That the report on adoption and approval of Disaster Management Plan be noted; | DPS |
| 2. | That Council adopt and approve the final draft on Rustenburg Local Municipality Disaster Management Plan as official Disaster Management Plan of Council; | DPS |
| 3. | That the plan be taken as a living document which has to be updated regularly to ensure that the information contained in it remains intact with the existing environment; | DPS |
| 4. | That the plan be reviewed annually as stipulated in the Disaster Management (Act 57 of 2002); | DPS |
| 5. | That Municipal departments (Directorate, Section etc.) and different committees of the communities be encouraged to own the plan and further to make use of it for developments and strengthening of Disaster Management action plans. | DPS |

MINUTES: PFC: PUBLIC SAFETY: 2007.06.06

26. **REPORT: ADOPTION AND APPROVAL OF FINAL DRAFT ON
RUSTENBURG LOCAL MUNICIPALITY DISASTER MANAGEMENT
PLAN - CC**

(Directorate: Public Safety) (16/5/B)(22067)(EM/kl)

ACTION

- | | |
|---|-----|
| 1. That the report on adoption and approval of Disaster Management Plan be noted; | DPS |
| 2. That Council adopt and approve the final draft on Rustenburg Local Municipality Disaster Management Plan as official Disaster Management Plan of Council; | DPS |
| 3. That the plan be taken as a living document which has to be updated regularly to ensure that the information contained in it remains intact with the existing environment. | DPS |
| 4. That the plan be reviewed annually as stipulated in the Disaster Management (Act 57 of 2002)L; | DPS |
| 5. That Municipal departments (Directorate, Section etc.) and different committees of the communities be encouraged to own the plan and further to make use of it for developments and strengthening of Disaster Management action plans. | DPS |

AGENDA: PFC: PUBLIC SAFETY: 6 JUNE 2007

26. REPORT: ADOPTION AND APPROVAL OF FINAL DRAFT ON RUSTENBURG LOCAL MUNICIPALITY DISASTER MANAGEMENT PLAN

(Directorate: Public Safety)

(16/5/B)(22067)(EM/kl)

1. STRATEGIC THRUST

The Rustenburg Local Municipality has adopted key priority areas:

- To ensure provision of adequate disaster management and emergency services.
- To promote relations with other spheres of government (Inter Government relations)
- To empower all level of Municipal structures, stakeholders, functionaries and community at large on matter relating to Disaster/Risk Management and promote public participation.

2. PURPOSE OF THE REPORT

The purpose of the report is to request the Council to adopt and approve the final draft document as the official Disaster Management Plan of Rustenburg Local Municipality.

The approval and adoption of the plan would be done on the understanding that a plan is a living document which needs to be updated on regular basis to ensure that the information contained in it stays current.

3. EXECUTIVE SUMMARY

3.1 Background

During the financial year 2006/7, a service provider (SRK consultants) was appointed to finalise the plan in terms of data collection risk and vulnerability profiling, mapping and completion of the plan.

The task was executed with involvement of stakeholders, Councillors, Senior Municipal Officials, Unit Mangers and Section Managers. Presentation of final draft was also made to Portfolio Public Safety during March 2007.

3.2 Structure of the plan

3.2.1 Disaster Management Plan

The plan which establishes the arrangement for disaster management within the Rustenburg Local Municipality and has been prepared in accordance with the requirements of Section 42 of the Disaster Management Act no. 57 of 2002, as well as in accordance with the requirements of Section 26(g) of the Local Government Municipal Systems Act, 2000.

3.2.2 Disaster Management Risk Assessment Profile for Rustenburg Local Municipal (RLM)

The risk profile includes the following:

AGENDA: PFC: PUBLIC SAFETY: 6 JUNE 2007

- Environmental aspects
- Demographics and socio economic profile
- Hazard identification
- Data investigation with gap analysis
- Risk assessment
- Mapping of risks and hazards and vulnerability.

Maps indicating risks, vulnerability and hazards are already acquired in had copy format and made available in the Rustenburg Local Municipality Disaster Management Centre.

4. DISSEMINATION OF THE PLAN

The success of implementing risk reduction through this plan depends on ensuring that everybody knows and understand their roles and responsibilities throughout the various stages of prevention, mitigation, preparedness and response.

It is, therefore, a given fact that the plan must be made available to all role players, while at the same time ensuring their commitment to its provisions.

Most importantly, Municipal departments (Directorates, section etc.) and different committees of the communities be encouraged to own the plan and to use it to develop and/or strengthen their different action plans.

Copies of this plan will also be made available to the Provincial Disaster Management Centre, Bojanala Platinum District Municipality – Disaster Management Centre as well as Municipal Advisory Forum on Disaster Management.

--- Attached please find the final draft copy of Disaster Management Plan with risk profile as “Annexure A”.(Pages 31 – 179)

RECOMMENDED:

ACTIONS

- | | |
|---|-----|
| 1. That the report on adoption and approval of Disaster Management Plan be noted; | DPS |
| 2. That Council adopt and approve the final draft on Rustenburg Local Municipality Disaster Management Plan as official Disaster Management Plan of Council; | DPS |
| 3. That the plan be taken as a living document which has to be updated regularly to ensure that the information contained in it remains intact with the existing environment. | DPS |
| 4. That the plan be reviewed annually as stipulated in the Disaster Management (Act 57 of 2002)L; | DPS |

AGENDA: PFC: PUBLIC SAFETY: 6 JUNE 2007

5. That Municipal departments (Directorate, Section etc.) and different committees of the communities be encouraged to own the plan and further to make use of it for developments and strengthening of Disaster Management action plans.
-

DPS

RUSTENBURG

LOCAL MUNICIPALITY

DIRECTORATE PUBLIC SAFETY

Emergency & Disaster Management

P O BOX 16, Rustenburg, 0300, North West Province, South Africa

Tel No: 014-5903851 Fax No: 014-597 3924 Email: gphiri@rustenburg.gov.za



ESTABLISHMENT OF INTERDEPARTMENTAL DISASTER MANAGEMENT ADVISORY COMMITTEE

Venue : Disaster Management Centre

Date : 02 July 2013

Time : 10h00

Chair Person: Director Public Safety

Scriber :

1.	Opening and Welcome	MMC: Public Safety Clr. Mpengu
2.	Introduction	All
3.	Apologies	All
4.	Purpose of the meeting	Director: Public Safety Mr. Kotsedi
5.	Presentation: What is Disaster management	PDMC: Director Mr. Rikhotso
6.	Presentation on IDMAC	Unit Manager: Fire & Disaster Management Mr. Mfolwe
7.	Address by chairperson	Director: Public Safety Mr. Kotsedi
8.	Vote of thanks	MMC: Public Safety Clr. Mpengu
9.	Date of first IDMAC meeting	1 st August 2013
10	Closure	

TJ 4:

THE ESTABLISHMENT AND FUNCTIONING OF THE INTERDEPARTMENTAL DISASTER RISK MANAGEMENT COMMITTEE (..... IDRMC)

Purpose

The Disaster Management Act requires the DRMC to promote a coordinated, integrated and uniform approach to disaster risk management and the development and implementation of appropriate disaster risk reduction methodologies, emergency preparedness and rapid and effective disaster response and recovery in the province/municipality.

In order for these objectives to be achieved and to promote interdepartmental liaison, arrangements must be put in place for a forum in which all the key *internal* role players in provincial/municipal departments and other entities are able to participate and coordinate their disaster risk management responsibilities. In order to achieve this objective an interdepartmental committee for disaster risk management must be established.

Management and Administration

The IDRMC must be established by the Head of the Centre.

The Head of the Centre who is tasked by the MEC/Council to strategically direct the execution of the requirements of the Act must chair the DRMC.

The DRMC must provide the Secretariat for the IDRMC and must ensure that accurate records of the IDRMC activities are maintained



Composition of the IDRMC

The IDRMC must consist of the heads of departments and key personnel from all provincial/municipal departments and any other entities involved in the management of disaster risk or in the administration of any other national legislation aimed at dealing with an occurrence defined as a disaster in terms of section 1 of the Act.

The IDRMC must include key personnel holding the following portfolios:

Office of the Director General/Municipal Manager:

- list relevant posts here

Directorate

- list relevant posts here

Directorate

- list relevant posts here

Directorate

- list relevant posts here

Need some help in identifying the type of expertise needed? Tap into the 'Candy Jar'!¹

Key technical personnel from disciplines within the various provincial/municipal departments or entities who have specific technical expertise relevant to DRM must be specifically designated by the Head of the relevant department to serve on the committee.

¹ Candy Jar : CJ 1:- Key institutional role players in DRM

The composition of this committee does not preclude the co-option of additional personnel according to prevailing circumstances nor does it preclude the ad hoc co-option of specialised expertise for specific purposes.

Scope of Responsibilities

The IDRMC must facilitate integrated and coordinated planning by providing a forum for the development and implementation of programmes and projects aimed at disaster risk reduction and other relevant activities associated with disaster risk management in the province/municipality as required by sections 33, 34, 38 and 39/47, 48, 52 and 53 of the Disaster Management Act. It must support the DRMC and assist with supervising the preparation, coordination, monitoring and review of disaster risk management plans and their integration into other developmental processes.

For the purposes of implementing sections 33 and 34/47 and 48 and any other relevant imperatives of the Disaster Management Act, the committee's responsibilities must include:

In respect of disaster risk reduction:

- monitoring, assessing, and coordinating departmental disaster risk management planning and implementation, placing particular focus on risk reduction policies, practices and strategies
- coordinating, monitoring progress and collaborating on joint projects and programmes and their integration into other developmental programmes
- annually reviewing the DRMPF; departmental disaster risk management plans; and the plans of provincial departments/municipal entities; and those of local municipalities to ensure that they are integrated, current and consistent with the PDRMPF and the NDMF
- promoting joint standards of practice within and between departments and other entities within municipalities
- monitoring progress on the implementation of priority projects aimed at risk reduction

- participating in desk-top exercises bi-annually to remain current with regard to roles and responsibilities in the activation and operation of the Disaster Operations Centre and to ensure rapid and efficient response and recovery in the event of a local disaster occurring or threatening to occur
 - making recommendations to the PDRMC/MDRMC regarding disaster risk management policy and related disaster risk management matters.
-

In respect of response and recovery operations:

- on receipt of an activation alert from the HoC (or designate), immediately reporting to the Disaster Operations Centre when a disaster classified by the HoC as a provincial/local disaster occurs or is threatening to occur
- conducting initial and specialist post-disaster assessments for the department's or entity's functional area
- ensuring rapid departmental response to disasters
- ensuring efficient and coordinated disaster response and recovery operations
- monitoring progress of technical teams tasked with post-disaster reconstruction and rehabilitation projects
- ensuring that regular reports on progress with disaster recovery are continuously submitted to the DRMC
- ensuring that all documentation and records relating to the disaster are retained and placed in safe keeping for the purposes of post-disaster investigation, inquiry or review

Frequency of meetings

The committee must meet at least quarterly, but is not precluded from meeting more frequently according to prevailing circumstances.

**RUSTENBURG LOCAL MUNICIPALITY DISASTER MANAGEMENT INTER-
DIRECTORATE ADVISORY COMMITTEE (DMIDAC)**

TERMS OF REFERENCE

2013-07-02

1. PURPOSE

- An Advisory Forum is a body in which stakeholders and relevant disaster management role-players in the area consult one another and coordinate their actions on matters relating to disaster management.
- The aim of the DMIDAC is to provide a forum where different municipal departments can coordinate and integrate their actions and activities relating to disaster risk management. This committee allows technocrats to compile disaster management plans and strategies, implement appropriate disaster risk reduction methodologies, engage in emergency preparedness and ensure rapid effective disaster response and recovery capability.

2. DMIDAC ROLE

According to the Framework the Advisory Forum should:

- Give advice and make recommendations on disaster-related issues and disaster risk management;
- Contribute to disaster risk management planning and coordination;
- Establish joint standards of practice;
- Implement response management systems;
- Gather critical information about the entity's capacity to assist in disasters and to access resources;
- Assist with public awareness, training and capacity building; and
- Monitor and evaluate disaster management activities.

3. RESPONSIBILITY OF DMIDAC

The DMIDAC has responsibilities in term of:

- Disaster Risk Reduction;
- Prevention and mitigation;
- Emergency preparedness; and
- Disaster response and recovery

William Shakespeare!

*Wise man learn's new thing everyday -
Mata Ramagaya - you said a mouthful and noted in sharp
ears.*

3.1 DISASTER RISK REDUCTION

In order to ensure disaster risk reduction in the Rustenburg Local Municipality the DMIDAC must:

- Monitor, assess, and coordinate Council's disaster risk management arrangements, placing particular focus on risk reduction strategies;
- Promote joint standards of practice across all municipality directorate and line functions;
- Monitor progress on the implementation of priority projects aimed at risk reduction ';
- Promote and support disaster risk awareness.

3.2 PREVENTION AND MITIGATION

In order to ensure Prevention and mitigation in the Rustenburg Local Municipality the DMIDAC must:

- Provide the Disaster Management Satellite Centre with timely information and advice on disaster management related issues;
- Ensure the application and enforcement of laws and by-laws by municipality entities relating to disaster management with their jurisdiction;
- Develop appropriate prevention and mitigation strategies for the known hazard threat of the Rustenburg threat of the Rustenburg Local Municipality; and
- Assist in the development of appropriate early warning systems for the municipal area.

33. EMERGENCY PREPAREDNESS

In order to ensure Emergency preparedness in the Rustenburg Local Municipality the DMIDAC must:

- Ensure that all departments engage in contingency planning for all priority risks;
- Plan for all residual risk after the disaster risk reduction initiatives had been taken into consideration;
- Ensure and participate in desk top exercises on a bi-annual basis in order to keep up to date on roles and responsibilities in the activation and operation of the Disaster Operation Centre
- Ensure a rapid and efficient response and recovery in the event a disaster threatens to occur or occurs in Rustenburg Local Municipality area;
- Make recommendation to Council on the declaration of a local state of disaster (see Section 54 and 55 of the Disaster Management Act 57 of 2002)

3.4 DISASTER RESPONSE AND RECOVERY

In order to ensure rapid and effective disaster response and recovery in the Rustenburg Local Municipality the DMIDAC must:

- Ensure the timely activity activation of department specify contingency plans once agreed threshold have been breached;
- Ensure that the Departments rapid response to disasters;
- Monitor progress with disaster rehabilitation and reconstruction projects;
- Assist where necessary with post disaster assessment for the department's functional area
- Ensure efficient and co-ordinated response and recovery operations;
- Report to Disaster Operation Centre (DOC) on receipt of an activation alert from the Head of the Satellite Centre (or designated) when a disastrous events occurs or is threatening to occur in the area of a municipality.

4. COMPOSITION OF THE IDMAC AND DIRECTORATE DUTIES

The committee will be chaired by **Public Safety – Public Gathering Manager according to the Public Gatherings Act** and comprises the following representatives (Directorate):

Disaster Management Centre coordinating all the Directorates according to the Disaster Management Act of 2002 and No.2 of 2010: Safety at Sports and Recreational Events Management Act, 2010.

All Rustenburg Local Municipality Directorates have responsibilities when disasters strikes (page No: 98 (2.8.1) to 102 (2.8.3) IDP 2012-2017,

1. COMMUNITY DEVELOPMENT

- Activate key personnel of Directorate
- Coordinate all functions of Directorate during the disasters
- Organise and control professional and technical recourses to ensure the provision of adequate health and social services.

Organise and control all activities and requirement associated with the provision of:

- Food
- Clothing
- Blankets

2. PUBLIC SAFETY

- Coordinates all functions of the directorate during a disaster
- Organise and control professional and technical resources of the directorate to ensure the provision of fire services, disaster management, traffic and security services.
- Identify sources and additional equipment and supplies for the provision of protection services and place of safety in consultation with other Directorate; eg. Community Development and Planning and Human Settlement
- Activate security services to ensure access control to the Disaster Management Centre
- Ensure the Joint Operation Centre is established
- Enlist the assistance of trained disaster management teams and volunteers as required
- Enlist the assistance of other Directorate, neighbouring fire services
- Ensure that Traffic Officers on site report to JOC, traffic services is represented at JOC

3. PLANNING AND HUMAN SETTLEMENT

- Activate key personnel
 - Organise and control all professional and supportive personnel
 - Deploy personnel to the disaster site
- Identify sources of additional equipment and supplies for the provision of emergency accommodation:**
- Shelter
 - Surveys and assess availability

4. CORPORATE SUPPORT SERVICES

- Activate key personnel and proceed directly to the Disaster Management Centre
- Coordinate all functions of the Directorate during a disaster
- Ensure the safekeeping of all Council records
- Provide secretarial and administrative services
- Ensure that accurate records of dead, injured and missing personnel are kept

5. TECHNICAL AND INFRASTRUCTURE

- Activate key personnel and proceed directly to the Disaster Management Centre
- Coordinate all functions of the Directorate during a disaster
- Deploy personnel to the disaster site
- Enlist additional equipment and supplies for the provision of services
- Enlist the assistance of training volunteers if necessary, in consultation with the Head of the Disaster Management

- Organise and control professional and technical recourses and personnel of the Directorate:
- To repair and maintain critical infrastructure and essential services including roads, bridges, water, waste, electrical services supplies during the disasters
- To make provision for delivery of emergency supplies necessary to conduct any repairs (vehicles and mechanical workshop)
- To arrange for emergency water and electrical supplies as required
- Assist with the provision and delivery of emergency shelter/ accommodation

6. BUDGET AND TREASURY

- Coordinate all functions of the Directorate during disaster
- Identify sources of additional equipment and supplies for provision of financial services
- Arrange for all emergency funding requirements
- Ensure the safety of all financial records and archives.
- The procurement of all goods and services required throughout the duration of the disaster
- The maintenance of a complete record of all cost incurred through the duration of the disaster (wages, hire of plants and transport)

7. MUNICIPAL MANAGER

Executive Mayor
Municipality Manager inform the Office of the Executive Mayor and Office of the Chief operating Officer

Municipality Manager will activate all the personnel of the Directorates and proceed direct to the Disaster Management Centre to activate JOC

Convene emergency council meeting and other committee meetings as may be required

Issue instructions to ensure continuation of municipality services

1. FREQUENCY OF MEETINGS

DMIDAC will meet once on a monthly basis until such time that all the requirements of the Disaster Management Act 57 of 2002 is implemented. After such time the committee must meet at least quarterly or more frequently as the need arise.

2. LINES OF COMMUNICATION

The DMIDAC is directly accountable to Council and particular the Public Safety Portfolio Committee. The DMIDAC must report to Public Safety Portfolio Committee on a quarterly basis on its activities and progress in the implementation of the Disaster Management Act 57 of 2002 and the steps taken to ensure disaster risk reduction and development planning integration.

3. REQUIRED COLLABORATION

On receipt of the alert from Director Public Safety or Head of Emergency and Disaster Management, Municipal Manager must activate key personnel of the Directorates and proceed directly to Disaster Management Centre.

NB. Establish Joint Operation Centre

Municipality Manager will continue informing the Executive Mayor, the Chief Operation Officer and Directors relevant to the incidents.

Ensure that responding agencies are informed timorously:

- Fire and Rescue
- Traffic Services
- Law Enforcement
- Technical and Infrastructure
- Disaster Management
- Community Development

URGENT

AGENDA: MAYORAL COMMITTEE: 18 JUNE 2007

195. REPORT: ADOPTION AND APPROVAL OF FINAL DRAFT ON RUSTENBURG LOCAL MUNICIPALITY DISASTER MANAGEMENT PLAN

(Directorate: Public Safety)

(16/5/B)(22067)(EM/kl)

1. STRATEGIC THRUST

The Rustenburg Local Municipality has adopted key priority areas:

- To ensure provision of adequate disaster management and emergency services.
- To promote relations with other spheres of government (Inter Government relations)
- To empower all level of Municipal structures, stakeholders, functionaries and community at large on matter relating to Disaster/Risk Management and promote public participation.

2. PURPOSE OF THE REPORT

The purpose of the report is to request the Council to adopt and approve the final draft document as the official Disaster Management Plan of Rustenburg Local Municipality.

The approval and adoption of the plan would be done on the understanding that a plan is a living document which needs to be updated on regular basis to ensure that the information contained in it stays current.

3. EXECUTIVE SUMMARY

3.1 Background

During the financial year 2006/7, a service provider (SRK consultants) was appointed to finalise the plan in terms of data collection risk and vulnerability profiling, mapping and completion of the plan.

The task was executed with involvement of stakeholders, Councillors, Senior Municipal Officials, Unit Mangers and Section Managers. Presentation of final draft was also made to Portfolio Public Safety during March 2007.

3.2 Structure of the plan

3.2.1 Disaster Management Plan

The plan which establishes the arrangement for disaster management within the Rustenburg Local Municipality and has been prepared in accordance with the requirements of Section 42 of the Disaster Management Act no. 57 of 2002, as well as in accordance with the requirements of Section 26(g) of the Local Government Municipal Systems Act, 2000.

3.2.2 Disaster Management Risk Assessment Profile for Rustenburg Local Municipal (RLM).

AGENDA: MAYORAL COMMITTEE: 18 JUNE 2007

The risk profile includes the following:

- Environmental aspects
- Demographics and socio economic profile
- Hazard identification
- Data investigation with gap analysis
- Risk assessment
- Mapping of risks and hazards and vulnerability:

Maps indicating risks, vulnerability and hazards are already acquired in had copy format and made available in the Rustenburg Local Municipality Disaster Management Centre.

4. DISSEMINATION OF THE PLAN

The success of implementing risk reduction through this plan depends on ensuring that everybody knows and understand their roles and responsibilities throughout the various stages of prevention, mitigation, preparedness and response.

It is, therefore, a given fact that the plan must be made available to all role players, while at the same time ensuring their commitment to its provisions.

Most importantly, Municipal departments (Directorates, section etc.) and different committees of the communities be encouraged to own the plan and to use it to develop and/or strengthen their different action plans.

Copies of this plan will also be made available to the Provincial Disaster Management Centre, Bojanala Platinum District Municipality – Disaster Management Centre as well as Municipal Advisory Forum on Disaster Management.

--- Attached please find the final draft copy of Disaster Management Plan with risk profile as “Annexure A”.(Pages 179 - 327)

This item served before the Portfolio Committee: Public Safety on the 06 June 2007 and the following recommendations were made:

RECOMMENDED:

ACTION

- | | |
|---|-----|
| 1. That the report on adoption and approval of Disaster Management Plan be noted; | DPS |
| 2. That Council adopt and approve the final draft on Rustenburg Local Municipality Disaster Management Plan as official Disaster Management Plan of Council; | DPS |
| 3. That the plan be taken as a living document which has to be updated regularly to ensure that the information contained in it remains intact with the existing environment. | DPS |

AGENDA: MAYORAL COMMITTEE: 18 JUNE 2007

4. That the plan be reviewed annually as stipulated in the Disaster Management (Act 57 of 2002); DPS
5. That Municipal departments (Directorate, Section etc.) and different committees of the communities be encouraged to own the plan and further to make use of it for developments and strengthening of Disaster Management action plans. DPS

