



**STELLENBOSCH**  
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref: 3/4/3/5/3/4

2022-06-09

**NOTICE OF A  
PROTECTION SERVICES  
COMMITTEE MEETING**

**THURSDAY: 2022-06-09 AT 11:00**

**TO** Cllr R Badenhorst [Chairperson]

**COUNCILLORS** A Hanekom  
C Manuel  
N Mkhontwana (Ms)  
M Nkopane (Ms)

**Ex officio** Executive Mayor, Ald G Van Deventer (Ms)

Notice is hereby given that a Protection Services Committee meeting will be held via MS Teams on **Thursday, 2022-06-09 at 11:00** to consider the attached Agenda.

**CLLR R BADENHORST  
CHAIRPERSON**

**A G E N D A**  
**PROTECTION SERVICES**  
**COMMITTEE MEETING**  
**2022-06-09**  
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## AGENDA

## PROTECTION SERVICES COMMITTEE MEETING

2022-06-09

1.	OPENING AND WELCOME
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2.	COMMUNICATION BY THE CHAIRPERSON	(3/4/3/6)
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3.	DISCLOSURE OF INTERESTS	(3/6/2/2)
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4.	APPLICATION FOR LEAVE OF ABSENCE
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5.	CONFIRMATION OF MINUTES
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NONE

6	REPORT/S BY THE DIRECTOR: COMMUNITY AND PROTECTIONS SERVICES RE OUTSTANDING RESOLUTIONS TAKEN AT PREVIOUS MEETINGS	(3/4/3/5/2/2)
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NONE

7.	<b>REPORTS FROM PROTECTION SERVICES</b>
7.1	<b>NON-DELEGATED MATTERS</b>
7.1.1	<b>APPROVAL OF THE TERMS OF REFERENCE FOR PROTECTION SERVICES SECTION 80 COMMITTEE</b>

Collaborator No: 730892  
 IDP KPA Ref No: Good Governance and Compliance  
 Meeting Date: 9 June 2022

**1. SUBJECT: APPROVAL OF THE TERMS OF REFERENCE FOR PROTECTION SERVICES SECTION 80 COMMITTEE**

**2. PURPOSE**

For Council to approve the draft Terms of Reference for the Protection Services Section 80 Committee, in terms of the Municipal Structures Act No 117 of 1998.

**3. DELEGATED AUTHORITY**

Council establishes the Committees and appoints the members, while the Executive Mayor appoints the Chairpersons. The Section 80 Committees have no decision-making authority and make recommendations to the Executive Mayor on items that were referred to the Committee by the Executive Mayor.

**4. EXECUTIVE SUMMARY**

The Protection Services Committee must assist the Executive Mayor in accordance with the directions of the Executive Mayor and in line with the provisions as indicated in Section 80 of the Municipal Structures Act No 117.

The members are appointed by Council in accordance with the principle of representation amongst the number of members allocated to each committee.

The Terms of reference for Protection Services is attached as **Annexure 1**.

The following members of the Committee was appointed at the Special Council meeting on 16 February 2022, item 8.11.1 to assist the Executive Mayor in accordance with the directions of the Executive Mayor.

R Badenhorst (DA) – (Chairperson)  
 C Manuel (DA)  
 A Hanekom (DA)  
 M Nkopane (ANC)  
 N Mkhontwana (EFF)

**5. RECOMMENDATION**

that the Committee notes and supports the Terms of Reference for the Protection Services Section 80 Committee attached as **APPENDIX 1**.

**6. DISCUSSION / CONTENTS****6.1 Background**

Council approved the establishment of the new Section 80 Committees during the 1<sup>st</sup> Council Meeting held on 23 November 2021, Item 6.7.

The committee was established to consist of 5 members:

DA – 3

Opposition – 2

The purpose of the Committee is to assist the Executive Mayor in accordance with the directions of the Executive Mayor as indicated in the Section 80 of the Municipal Structures Act No 117.

**6.2 Discussion****Composition of Committee**

In terms of Section 160(8) of the Constitution of the Republic of South Africa, members of a Municipal Council are entitled to participate in its proceedings and those of its Committees in a manner that, *inter alia*:-

- (a) allows parties and interests reflected within the Council to be fairly represented; and
- (b) is consistent with democracy.

The chairpersons of the section 80 Committees are appointed by the Executive Mayor and constitutes the Mayoral Committee.

**6.3. Financial Implications**

As per the approved budget.

**6.4 Legal Implications**

The recommendations in this report comply with Council's policies and all applicable legislation.

**6.5 Staff Implications**

This report has no additional staff implications to the Municipality.

**6.6 Previous / Relevant Council Resolutions**

**SPECIAL COUNCIL: 2022-02-16: ITEM 8.11.1**

**RESOLVED** (nem con)

- (a) that it be noted that Council approved the following Section 80 portfolio committees on 23 November 2021:

- Corporate Services
- Planning
- Financial Services
- Human Settlements
- Infrastructure Services
- Protection Services
- Local Economic Development and Tourism
- Rural Management
- Youth, Sport and Culture
- Parks, Open Spaces and Environment

(b) that the following members be appointed to the section 80 Committees

**Corporate Services**, total 4 members:

DA – 3

Opposition – 1

L Nkamisa (DA) - Chairperson

J C Anthony (DA)

J Serdyn (DA)

M Rataza (ANC)

**Planning** total 5 members:

DA – 3

Opposition – 2

C van Wyk (DA) – Chairperson

A Hanekom (DA)

J C Anthony (DA)

M Danana (ANC)

R Hendrickse (GOOD)

**Financial Services**, total 5 members:

DA – 3

Opposition – 2

P Johnson (DA) – Chairperson

W Petersen (DA)

E Groenewald (DA)

A Tomose (ANC)

R Hendrickse (GOOD)

**Human Settlements**, total 5 members:

DA – 3

Opposition – 2

J Fasser (DA) – Deputy Executive Mayor – Chairperson

E Vermeulen (DA)

J Serdyn (DA)

N Ntsunguzi (ANC)

M van Stade (GOOD)

**Infrastructure Services**, total 5 members:

DA – 3  
Opposition – 2

Z Dalling (DA) – Chairperson  
R van Rooyen (DA)  
N Mcombring (DA)  
R Nalumangu (ANC)  
Z Ndalasi (EFF)

**Protection Services**, total 5 members:

DA – 3  
Opposition – 2

R Badenhorst (DA) – chairperson  
C Manuel (DA)  
A Hanekom (DA)  
M Nkopane (ANC)  
N Mkhontwana (EFF)

**Local Economic Development and Tourism**, total 4 members:

DA - 3  
Opposition - 1

R Du Toit (DA) – Chairperson  
N Mcombring (DA)  
R Pheiffer (DA)  
I De Taillerfer (VF)

**Rural Management**, total 4 members:

DA - 3  
Opposition - 1

J Williams (DA) – Chairperson  
X Mdemka (DA)  
C Manuel (DA)  
E Masimini (ANC)

**Youth, Sport and Culture**, total 5 members:

DA – 3  
Opposition – 2

R Adams (DA) – Chairperson  
R Pheiffer (DA)  
R van Rooyen (DA)  
C Noble (Good)  
J Andrews (PA)

**Parks, Open Spaces and Environment**, total 4 members:

DA – 3  
Opposition – 1

J Joon (DA) – Chairperson  
 E Vermeulen (DA)  
 A Hanekom (DA)  
 M Nkopane (ANC)

- (c) that it be noted that the Executive Mayor has appointed the chairpersons to the committees on 23 November 2021;
- (d) that the current terms of reference for all section 80 committees be adopted; and
- (e) that the various terms of references be referred to the relevant section 80 committees for revision after which said items must be re-submitted to Mayco and subsequent to Council for final adoption.

#### **6.7 Risk Implications**

This report has no risk implications for the Municipality.

#### **6.8 Comments from Senior Management**

##### **6.8.1 Director: Infrastructure Services**

Not applicable.

##### **6.8.2 Director: Planning and Economic Development**

Not applicable.

##### **6.8.3 Director: Community and Protection Services**

Writer of this report.

##### **6.8.4 Director: Corporate Services**

Supports the recommendations.

##### **6.8.5 Chief Financial Officer**

Not applicable.

##### **6.8.6 Municipal Manager**

Supports the recommendations.

## **ANNEXURE**

**Annexure 1:** Terms of Reference for Protection Services S80 Committee

#### **FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Gary Boshoff
<b>POSITION</b>	<b>Director</b>
<b>DIRECTORATE</b>	<b>Community and Protection Services</b>
<b>CONTACT NUMBERS</b>	<b>021 808 8410</b>
<b>E-MAIL ADDRESS</b>	<b>Gary.Boshoff@stellenbosch.gov.za</b>
<b>REPORT DATE</b>	<b>1 June 2022</b>



# **APPENDIX 1**

## TERMS OF REFERENCE SECTION 80 COMMITTEES

### 10 PROTECTION SERVICES

*The terms of reference and functions of this committee is to advise the Executive Mayor on the formulation, implementation and monitoring of policies when requested to by the Executive Mayor, in the following functional areas:*

- Emergency Services Function which includes -
  - Disaster management
  - Firefighting services
  - Veld fires
- Law Enforcement which includes –
  - The policing of municipal by-laws and regulations
  - Security Services
  - Land Invasions
  - Facilitation of neighbourhood watches
  - Community police forums
  - Regulation of gatherings
  - Control of undertakings that sell liquor to the public
  - Control of Nuisances
  - Pounds
- Traffic and Parking which include –
  - Traffic management
  - Traffic policing
  - Traffic licensing
  - Testing of vehicles
  - Parking Management (off street)

<b>7.2</b>	<b>DELEGATED MATTERS</b>
<b>7.2.1</b>	<b>MONTHLY REPORT FOR APRIL 2022 – TRAFFIC SERVICES</b>

Collaborator No: 730893

IDP KPA Ref No: Safest Valley

Meeting Date: 9 June 2022

**1. SUBJECT: MONTHLY REPORT FOR APRIL 2022 – TRAFFIC SERVICES**

**2. PURPOSE**

To submit a monthly report to the Standing Committee on traffic related enforcement and administrative performance of the department for period 01 – 30 April 2022.

**3. DELEGATED AUTHORITY**

For the Portfolio Committee to note.

**4. EXECUTIVE SUMMARY**

The report provides an overview of traffic law enforcement activities such as vehicle check points conducted, general enforcement in terms of the National Road Traffic Act, National Land Transport Act & parking/street bylaw, awareness campaigns, training (pre-primary-secondary and tertiary education), accident response, registration & licensing of vehicles, vehicle testing, driver & learner testing and prosecution of traffic offences and income and expenditure report on income generated by the department.

**5. RECOMMENDATION**

that the monthly report for April 2022 by Traffic Services, be noted.

**6. DISCUSSION / CONTENTS**

**6.1 Background**

The core function of the Department Traffic Services is to improve road safety by changing driver behavior. The Department participates in the respective national and provincial road safety and crime prevention campaigns and co-ordinate actions with other law enforcement agencies such as the South African Police Services, Western Cape Provincial Traffic Services within Department of Transport.

The Department Traffic Service Stellenbosch strives within its capacity to achieve the objectives as set out in section 152 of the Constitution. "To promote a safe & healthy environment" for all citizens within the Greater Stellenbosch Municipal Area.

**6.2 Discussion**

Stellenbosch Traffic Services performs 3 functions on behalf of Provincial Department of Transport, namely, Registration and licensing of vehicles, Vehicle Roadworthy tests and Driver/learner testing.

The monthly report entails an activity report which includes statistics on total accidents and its categories of injuries, number of learner and driver licences issued/converted and other related driver authorisation, roadworthy tests conducted and certificates issued, motor vehicle registrations, issue of duplicate registration certificates, annual licence renewals, issue of temporary/special permits and allocation of registration numbers, total notices issued for parking, moving offences and speeding violations. Stellenbosch is well-known for hosting events and ideal location for film shooting. On a monthly basis the Stellenbosch Traffic Services provides assistance at these events which are listed in the report.

Staff members are deployed to increase road safety awareness by conducting campaigns and visiting crèches, primary and high schools colleges and the university. The same unit is all responsible for responding to accidents. Due to SAPS limited staffing, these officers response time is faster to ensure safe-guarding/accurate recording of data/clearing of the accident scene.

The financial management report provides an overview of income generated by divisions as stated above, parking revenue, rental of parking bays, services provided by officers, film shoots, impoundment fees, issue of parking discs and request for data such as copies of accident reports. Further data is provided on Automatic Number-plate recognition operations, locations and income generated. During this period the revenue collected is low due to non-operational of parking management system, licences sections and traffic fines management, all affected by level 5 lockdown regulations of Covid-19 epidemics.

The traffic operational plan is only made available and reported on after activities took place due to confidential nature thereof.

**6.5 Financial Implications**

As per the approved budget.

**6.4 Legal Implications**

All actions and functions performed in line with applicable legislation.

**6.5 Staff Implications**

This report has no additional staff implications to the Municipality.

**6.6 Previous / Relevant Council Resolutions****6.7 Risk Implications**

The risks are addressed through the content of the report.

**6.8     Comments from Senior Management**

No comment requested.

**6.9     Municipal Manager**

Contents noted.

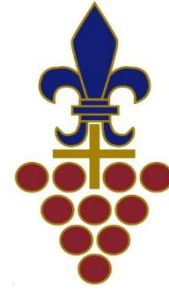
**ANNEXURE A:**

Annexure A: Traffic Services Monthly Report – April 2022

**FOR FURTHER DETAILS CONTACT:**

<b><i>NAME</i></b>	<b>GARY BSHOFF</b>
<b><i>POSITION</i></b>	<b><i>DIRECTOR</i></b>
<b><i>DIRECTORATE</i></b>	<b><i>COMMUNITY &amp; PROTECTION SERVICES</i></b>
<b><i>CONTACT NUMBERS</i></b>	<b><i>021 – 8088410</i></b>
<b><i>E-MAIL ADDRESS</i></b>	<b><i><a href="mailto:gary.bshoff@stellenbosch.gov.za">gary.bshoff@stellenbosch.gov.za</a></i></b>
<b><i>REPORT DATE</i></b>	<b><i>May 2022</i></b>

# **APPENDIX 1**



**MONTHLY REPORT  
APRIL 2022**

TRAFFIC SERVICES

**COMMUNITY AND  
PROTECTION  
SERVICES**

## INDEX

### 1. ACTIVITIES REPORT:

- Accidents
- Driving Licences
- Roadworthy Certificates
- Motor Vehicle Registrations
- Traffic Offences
- Law Enforcement Functions

### 2. TRAINING, EDUCATION ACCIDENTS & ANPR

### 3. FINANCIAL MANAGEMENT REPORT

### 4. TOTAL JOBS CREATED

### 5. E-NATIS BLOCK



## 1. ACTIVITIES REPORT:

		01 – 31 APRIL2022
<b>A) ACCIDENTS WCO24</b>		
<b>ACCIDENTS</b>	30	147
	<b>TRAFFIC</b>	<b>SAPD</b>
Fatal Injuries	1	4
Serious injuries	0	4
Slight injuries	16	8
No injuries	49	270
<b>PEDESTRIANS</b>		
Accidents Total	1	4
Pedestrians Fatal	0	1
Pedestrians Serious injuries	0	1
Pedestrians Slight injuries	1	2
No injuries	0	4
	<b>FRANSCHHOEK SAPS</b>	<b>CLOETESVILLE SAPS</b>
<b>ACCIDENTS</b>	41	25
Fatal Injuries	0	0
Serious injuries	1	2
Slight injuries	7	3
No injuries	68	41
<b>PEDESTRIANS</b>		
Accidents Total	0	1
Pedestrians Fatal	0	0
Pedestrians Serious injuries	0	1
Pedestrians Slight injuries	0	0
No injuries	0	0
	<b>KLAPMUTS SAPS</b>	
<b>ACCIDENTS</b>	0	
Fatal Injuries	0	
Serious injuries	2	
Slight injuries	0	
No injuries	29	
<b>PEDESTRIANS</b>		
Accidents Total	0	
Pedestrians Fatal	0	
Pedestrians Serious injuries	0	
Pedestrians Slight injuries	0	
No injuries	0	
Vehicle impounded released		0
Vehicle impounded		1
<b>TOTAL</b>		<b>1</b>

<b>B) LICENSE SECTION</b>	
<b>a) Stellenbosch DLTC</b>	
Application for Learner's Licence	238
Application for PrDP	97
Application for light motor-vehicle driving licence	148
Application for motor-cycle driving licence	3
Learners Applicants absent	40
Duplicate learner's licence	4
Issued Drivers Licence (Pass)	64
Issued Learners Licence (Pass)	203
Drivers Licence Test conducted Fail	77
Learner's licence Test conducted Fail	141
Drivers Licence Test conducted (Pass & Fail)	271
Learner's licence Test conducted (Pass & Fail)	68
Drivers Licence Applicants absent	15
Renewal of Drivers licence (Conversion)	667
<b>b) Franschhoek DLTC</b>	
Application for learner's licence	30
Applicants absent	2
Learner's licence Test conducted Fail	17
Issued Learners Licence (Pass)	28
Learner's licence Test conducted (Pass & Fail)	45
<b>C) TESTING CENTRE</b>	
<b>Roadworthy certificates :-</b>	
Motor vehicles	0
Light delivery vehicles	0
Heavy delivery vehicles (trucks)	0
Trailers	0
Taxi's	0
Busses	0
Motor bikes	0
<b>TOTAL TRANSACTIONS</b>	<b>0</b>
<b>D) MOTOR VEHICLE REGISTRATION</b>	
Duplicate registrations certificate	85
Registration only	893
Licensing and renewals	4 624
Temporary permits	20
Special permits	11
Allocation of registration numbers	62
RTMC	2 355
<b>TOTAL TRANSACTIONS</b>	<b>8 050</b>
<b>E) TRAFFIC OFFENCES</b>	
Speed cameras – Mobile, radar, digicam, robot – TMT SERVICES	34 340
Section 56	3 422
Section 341	1 219
<b>TOTAL NOTICES ISSUED</b>	<b>38 981</b>

## **2. STATS OF SPECIAL OPERATIONS UNIT & TRAFFIC LAW ENFORCEMENT**

### **2.1 OPERATIONS TO FOCUS ON SPECIFIC PROBLEMS**

#### **PUBLIC TRANSPORT VCP's**

TOTAL = 22

#### **TRAFFIC LAW ENFORCEMENT VCP's**

TOTAL = 62

#### **DUI – 28**

#### **DRAG RACING 5**

TOTAL = 33

#### **AWARENESS CAMPAIGNS**

TOTAL = 4

#### **ANPR**

TOTAL = 8

#### **WARRANT OPERATIONS**

TOTAL = 4

#### **WARRENTS ISSUED**

TOTAL = 125

#### **WRITTEN 56 CASES**

TOTAL = 3 422

#### **WRITTEN 341 CASES**

TOTAL = 1 219

#### **SPEED CASES**

TOTAL = 34 340

DUI Arrest = 18

Reckless and negligent driving = 0

False documentation = 1

TOTAL = 19

### **2.2 DRIVER COMPETENCY TEST – COUNCIL VEHICLES**

TOTAL = 0

### **2.3 ACCIDENT RESPONSE UNIT (POLICE DOCKETS, NO ONE ARRESTED)**

TOTAL = 0

## a) FINANCIAL MANAGEMENT REPORT

<b>a. INCOME</b>	
<b>1) TRAFFIC FINES INCOME</b>	
Fines Income & Speed camera digital, Fixed camera and RLV	863 378-38
<b>TOTAL</b>	<b>863 378-38</b>
<b>2) MOTOR VEHICLE REGISTRATION</b>	
Registration fees	197 232
Licensing's and renewals	2 095 949.75
Duplicate Registrations	10 065
Temporary permits	13 200
Special permits	528
Roadworthy Application & certificate	0
RTMC	169 560
ALLOCATION FEES	3 050
<b>TOTAL</b>	<b>2 489 584.75</b>
<b>3) DRIVERS LICENCE SECTION</b>	
L/Licence (app. & iss.)	25 847
D/Licence (App & iss)	29 210
Professional Drivers Permit	7 760
Temporary Driving Licence	20 745
Duplicate Certificates	132
Instructors Certificate (app. & iss.)	0
Renewal of card licences	93 380
<b>TOTAL</b>	<b>177 074</b>
<b>4) PARKING (MUNICIPAL OWN PROJECT)</b>	<b>522 417.22</b>
<b>5) BLOEMHOF PARKING INCOME</b>	<b>4 770</b>
<b>6) STELKOR PARKING INCOME</b>	<b>8 000</b>
<b>7) GENERAL INCOME</b>	
Hiring of parking bays	800
Impoundment fees	1 494
Info – Accident Bureau	2 970
Disabled Parking Discs	160
Escort Fees	3 492
Taxi Permits	0
<b>TOTAL</b>	<b>8 916</b>

INCOME PARKING PROJECT

R522 417.22

<b>PAYMENTS/EXPENDITURES</b>	
a) Sheriff Account	16 787-42
b) Driving Licence Card Account Cost	52 693
c) WCP Government	1 844 435
d) RTMC	169 560
e) TMT Services & Supplies	624 501.62
<b>TOTAL</b>	<b>2 707 977-04</b>

#### **4. TOTAL JOBS CREATED**

EPWP X 10 (Temporary point-duty)  
 EPWP X 3 (Gardener)  
 EPWP X 4 (EPWP Assistance)  
 EPWP X 107 (Parking Marshals)  
 EPWP X 2 (Supervisors – Parking Marchals)  
 2 X (Temporary Administration Clerks)

#### **5. NATIS BLOCK – WARRANTS APRIL 2022**

Total paid	R1 250
Total block	24
Total withdrawn	2
Total warrants paid	2

7.2.2	MONTHLY REPORT FOR APRIL 2022: FIRE & DISASTER
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Collaborator No: 730894

IDP KPA Ref No: Safest Valley

Meeting Date: 9 June 2022

**1. SUBJECT: MONTHLY REPORT FOR APRIL 2022: FIRE & DISASTER**

**2. PURPOSE**

To notify the Committee of the monthly activities (**ANNEXURE A**) that was conducted by the Fire and Disaster services for April 2022.

**3. DELEGATED AUTHORITY**

For notification by the Portfolio Committee.

**4. EXECUTIVE SUMMARY**

To present the monthly activity report of the Fire and Disaster services for the month of July 2021 to the Committee for notification.

**5. RECOMMENDATION**

that the monthly report of Fire and Disaster Monthly for April 2022, be noted.

**6. DISCUSSION / CONTENTS**

**6.1 Background**

Fire and disaster related activities and duties are executed in line with statutory requirements in terms of the Fire Services Act 99 of 1987 and the Disaster Management Act 57 of 2002 as well as all Council Policies.

**6.2 Discussion**

The Fire and Disaster Section reports to the Director: Community and Protection Services. The section strives to keep the directorate and also the Portfolio Committee informed of all activities and incidents through its monthly reports.

**6.3 Financial Implications**

As per the approved budget.

**6.4 Legal Implications**

All actions and functions performed in line with applicable legislation.

**6.5 Staff Implications**

This report has no additional staff implications to the Municipality.

**6.6 Previous / Relevant Council Resolutions**

None

**6.7 Risk Implications**

The risks are addressed through the content of the report.

**6.8 Comments from Senior Management**

No comment requested.

**6.9 Municipal Manager**

Contents noted.

**ANNEXURES****Annexure A:** Fire and Disaster Monthly report for April 2022.**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Wayne Smith
<b>POSITION</b>	<b>Manager: Fire Services and Disaster management</b>
<b>DIRECTORATE</b>	<b>Community and Protection Services</b>
<b>CONTACT NUMBERS</b>	<b>Ext 8771</b>
<b>E-MAIL ADDRESS</b>	<b>wayne.smith@stellenbosch.gov.za</b>
<b>REPORT DATE</b>	<b>May 2022</b>

# **APPENDIX 1**





**MONTHLY  
REPORT:  
APRIL 2022**

**FIRE AND RESCUE  
SERVICES**

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**Drills**

04/04/2022	MP3- Hose, hydrant & monitor
05/04/2022	TL1
08/04/2022	SCBA Don & Doff
12/04/2022	Patient mobilization
13/04/2022	SCBA Basics
14/04/2022	High angle drill
15/04/2022	Rescue equipment, Hydraulic power tools
18/04/2022	MP10 Pump
19/04/2022	Scenario drill
20/04/2022	TL1, Mp6, ladder drill
22/04/2022	Theory: classes of fires. Practical: Extinguishers
29/04/2022	MP3

**Tests**

01/04/2022	Rescue gear
04/04/2022	Batteries & Tyres
05/04/2022	Hoses
07/04/2022	Pumps
08/04/2022	Rescue Gear
11/04/2022	Batteries & Tires
13/04/2022	SCBA`s
15/04/2022	Rescue equipment
18/04/2022	Batteries & Tyres
19/04/2022	Small gear
22/04/2022	Rescue gear
25/04/2022	Batteries & Tyres
27/04/2022	Ladders
28/04/2022	High Angle Gear
29/04/2022	Rescue gear

**Training and development**

There were no external training courses available for the month of December. Fire fighters' skills were sharpening with in-house drills, lectures and activities.

**Familiarization tours/ Evacuations**

1. Dennegeur Farm Franschoek 12/04/2022
2. Little Miracle Foundation, Da Nova 28/04/2022

### Fatalities

1. **Two adult male (DOA):** Motor vehicle accident on the Polkadraai road on 29/04/2022
2. **One adult male (DOA):** Electrocution on 29/04/2022 - Klapmuts

### Display/ School visits/ Standby / Engagements with Communities regarding fire safety matters

1. Varsity cup, Coetzezenburg 04/04/2022
2. Barnyard school, Annandale 12/04/2022
3. Rugby, Coetzezenburg 23/04/2022 – 25/04/2022
4. Dennegeur Farm School, Franschoek – 28/04/2022

### Fire readiness and preparedness test

Daily vehicle and appliance checks

Daily drills and lectures

Regular awareness programs and visits to premises.

Periodical test of equipment

Maintenance of vehicles and appliances

Daily station work

Daily cleaning of stores

Longlands settlement – Water supply daily x 2

Hydrant inspections

Smoke detector installations



**Colour coding equipment**

**Fire Prevention activities**

<b>NAME</b>	<b>TOTAL</b>
Rezoning	0
Building line encroachments	0
Departures	0
Inspections	114
Evacuation drills	2
Fire Certificates	25
Lectures	3
After Hours inspections	0
Population certificates	13
Smoke detectors installed	166
Hydrant inspections	69
Building plans	213

**Hydrant Inspections**

	DESCRIPTION OF LOCATION
01/04/2019	<b>Uniepark</b>
	Thibault Street no 13
	Thibault Street no 1
	Tuin Street no 1
	Keet Street no 8
	Cnr Jonkershoek & Du Plessis Street
	Thierry Street no 7
	Van der Stel Street no 67
02/04/2019	Jonkershoek Weg no 95
	Jonkershoek Weg no 103
	Jonkershoek Weg no 115
	Adriaan Morrees Street no 5
	Rheezicht Street no5
	<b>Mostertdrift</b>
03/04/2019	Rowan Street no 3
	Rowan Street no 7
	Cnr Rowan & Jannasch Street
	Van der stel Street no 1
	Van der Stel Street no 15
	Rowan Street no 36
	Van der Stel Street no 25
	Van der stel no 43
05/04/2019	<b>Uniepark</b>
	Morkel Street in front of Kwikspar
	Jonkershoekweg no 73
	Cnr Jannasch & Jonkershoekweg
	Jonkershoekweg no14
	Jonkershoekweg no 28
	Jonkershoekweg no 2
08/04/2019	<b>Simonsrust</b>
	Merriman Laan in front of Jonkerzicht
	Merriman Laan no 134
	Martinson Street near Junior academy
	Martinson Street no 02
	Martinson Street no 7
	Cnr Martinson Street & Andries Moorrees Street
	Cnr Martinson & Morkel Street
	Cnr Endler & Martinson Street
10/04/2019	<b>Uniepark</b>
	Cnr Omega & Rozendal Street
	Rozendal Street no 18
	Rozendal Street no 20
	Rozendal Street Street no 6
	Uitsig Street no 11
	Waterweg Street no 25
	Waterweg Street no 19
	Waterweg Street no 3
	Waterweg Street no 7
11/04/2019	Paul Sauer Street no 10

	Paul Sauer Street no 2
	Van Coopenhagen Street no 18
	Van Coopenhagen Street no 10
	Van Coopenhagen Street no 9
	Cnr Martinson & Hendrik bergh Street
	Hendrik Bergh Street no 17
	Hendrik Bergh Street no 5
23/04/2019	Provinsie Street no 16
	Provinsie Street no 14
	Unie Laan no 57
	Unie Laan no 47
	Unie Laan no 37
	Markotter Street no 10
	Cnr Markotter Street & Provinsie Street
25/04/2019	AP Venter Street no17
	AP Venter Street no12
	AP Venter street no 2
	Oranje Street no19
	Oranje Street no8
	Oranje Street no 2
26/04/2019	Unielaan no 33
	Unielaan no 18
	Unielaan no 5
	Hof Street no 15
	Hof Street no 7

### Inter-governmental relations

All municipalities within the Cape Winelands District municipality have entered into an agreement with each other and with the Cape Winelands whereby assistance is reciprocally rendered in case of major fire incidents.

### Budget

<b>Progress on Capital projects for 2021/22 financial year</b>				
<b>Total Funds committed: Fire = 97%</b>				
<b>Disaster = 99 %</b>				
<b>Actual Spending: 91%</b>				
<b>Projects</b>	<b>Value</b>	<b>Process</b>	<b>Funds Committed</b>	<b>Progress budget spent</b>
Upgrading of fire station	R7 923 552	Tender	99%	Completed
Rescue equipment	R300 000	Existing tender	99%	Awaiting delivery of goods
Furniture	R200 000	Existing tender	63%	Balance of funds ringfenced in light of an impending expenses and loss claim
Vehicle fleet	R600 000	TR transversal tender	100%	Completed, truck received



**Incidents**

<b><u>1- 30 April 2022</u></b>					
<b>STRUCTURE FIRES</b>	<b>MVA/PVA</b>	<b>Grass</b>	<b>MEDICALS</b>	<b>WATER SUPPLY</b>	<b>NON EMERGENCY</b>
TOTAL: 21	TOTAL: 25	TOTAL: 57	TOTAL: 16	TOTAL: 113	TOTAL: 16

**Work opportunities created:**

- 16 EPWP opportunities created within our disaster management and fire safety section from 1 July 2021 to 30 June 2022.
- 4 Employed on contract to do sanitization from 1 July – 30 June 2022

The Fire & Rescue services and Disaster management functioned well within its legislative mandate to provide an equitable service to all.



Fire fighters @ work





**MONTHLY  
REPORT:**

**APRIL 2022**

DISASTER  
MANAGEMENT

Department:  
Protection Services

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## DISASTER MANAGEMENT UNIT/DIVISION

### 1. GENERAL

The Disaster Management unit is to effectively coordinate the required collective input of the municipality, external stakeholders, and citizens.

#### 1.1. KEY PERFORMANCE AREAS

Build institutional capacity by co-ordinates activities related to Disaster Management, and attending to administrative reporting priorities and communication requirements.

Execute risk assessment to enable accurate determination of the vulnerability and/ or preparedness of local areas to disasters.

Respond to and Recovery process by participating in the provision of relief, to ensure the local area is positioned and capacitated to attend to reduce its risk and vulnerability to disasters.

### 2. OPERATIONS & CO-ORDINATION:

#### 2.1 CONTROLLING PROCEDURES APPLICATIONS AND ADMINISTRATIVE REQUIREMENTS

**Attends to specific priorities, administrative tasks, and activities;**

**Processing of Fire Incident Reports:** – All Fire Incidents Reports have been processed and sent to the relevant line functions department for their respective roles.

**Administrative Tasks/Activities:** - Receipt delivery of 46 x Emergency Housing Kit from suppliers at our stores, receipt date is 05-04-2022.

- Attend EPWP timesheets and submit them to Finance (Magrietta)
- Update leave timesheets of Disaster Management EPWP Staff
- Accept the receipt of stationery items from Western Cape Stationery and Ottery Suppliers.
- A shared drive will be designed by IT for scanning purposes to keep our filing system electronically.
- Martin Kok assisted in ordering uniform
- Meeting was scheduled for the 20<sup>th</sup> of April 2022; at @11:00 am with the aim to assign a person to be a nodal point for disaster management activities. Another meeting has been scheduled for 24 May 2022 in Housing Administration Boardroom.

**Inspection Log books completion:** – All logbook inspection sheets are up to date;

- Vehicle CL 47713 had its cracked windscreen fixed at PG Glass.
- CL 53375 has been submitted at Mette's Electrical for faulty locking mechanism.

**Communications:** - (Interactions with Internal Officials/personnel) –

The coordination role has been performed effectively with;

- Fire & Rescue Services in providing Fire Incident Reports of all fire-related incidents.
- Fire Prevention assists with evacuation simulation exercises and identifying fire hydrant databases.
- Community Development in response to Relief Assistance such as food provision to affected incident victims.
- Planning & Economic Development for declaration of structural defects reports and submission of the approved plans with regards to backyards dwellings.
- Informal Settlement Department in the submission of Household Occupant Verification Reports.
- Housing Administration with regards to Transfer/Sale of properties to their respective owners as well as information that relates to Temporary Relocation Areas (TRA's)/Alternation Building Technology (ABT).
- Waste Management (Area cleaning) with regards to fire rubble removal.
- The finance department (SCM) in terms of processing my requisition/order papers.

(Interaction with External partners/public): -

Communication with external partners/public serves to strengthen disaster risk reduction purposes and effective implementation of local disaster-related incidents.

- Engagement with local NGOs such as Franschoek Sports Community Centre and the Kusasa Project has been made.
- A non-governmental organization such as De Zalze and Calling Academy has been engaged.
- Nkanini community meeting was held on the 21<sup>st</sup> of April 2022 to discuss the root cause of the constant shack fires in the area.
- Langrug Imbizo will be held on the 10-12 May 2022 also to discuss the root cause of devastating fires that recently destroy shacks in that area.
- After these engagements of Langrug and Nkanini a solution will be crafted as the way forward to curb such disastrous incidents.

### **3. DISASTER MANAGEMENT FUNCTION:**

#### **3.1 RISK ASSESSMENT**

Coordinating the application of specific procedures associated with identifying and assessing the severity of potential risk factors; by conducting inspections on structures and facilities. Determine the impact of an application on communities identified as high-risk/vulnerable. Monitoring, updating, and disseminating risk information.

The Stellenbosch Local Municipality is forming part of the Cape Winelands District, with a disaster risk profile that is outlined in the recently conducted Ward Based Risk Assessment.

The following disaster risk was identified as a priority risk to be addressed by disaster risk reduction as well as preparedness plans:

- Fire
- Floods
- Transport – Road Accidents
- Communicable disease
- Hazmat Incidents
- No/ dysfunctional Infrastructure/service delivery (sewerage, toilets, greywater, electricity)
- Environmental Pollution – Water, air,
- Severe weather

The above lists illustrate the types of disasters that pose the highest risk in the area of Stellenbosch Municipality and their possible effects. The communities at risk derived from a recently issued Ward Based Risk Assessment Report.

Of the above disaster-related types, shack fires predominately engulf our informal areas as well as structural backyard dwellings.

Disaster Management strives to ensure that all departments execute systematic disaster-related risk assessments and formulate counter measures in relation to the risks.

For the identified area affected by individual shack fires, the coping ability of people requires continuing awareness resources and good management.

The frequency of informal settlement fires have a huge fiancila implication for the Stellenbosch Local Municipality.

Disaster management aims to provide accurate risk assessments, effective planning in relation to prevent, mitigate, and respond to fires and other risks.

For both areas of Nkanini and Langrug, the following were identified as the root causes of recurring fires:

- Arson
- Negligence
- Open unattended paraffin stove fires
- Illegal connection of electrical wires

## 3.2 DISASTER CONTROL

### 3.2.1 Fires

Daily, the Stellenbosch Fire Services activates the Disaster Management to respond to all types of emergencies. Disaster Management responds to major fires in its jurisdiction to conduct an incident assessments and activate all relevant departments and role players to assist

#### 3.2.1.1 Summary of occurrences

A summary of fire incidents that Disaster Management responded to during the month of April 2022:



12 x incidents  
Number of Fire number



38 x Structures  
Structures Damaged



1 x Injuries  
Fire burn injuries



0 x Fatality  
Lost life reported

Category		Total
1.	Number of Fires	12
2.	Structures Damaged or destroyed	38
3.	The number of people affected	108
4.	Fire burn injuries	1
5.	Fatalities	0

During April month, no disasters were declared in Stellenbosch municipal area. However, several incidents were recorded such as grass fires, shack fires, house fires and motor vehicle accidents

The Disaster Management Division responded to all 9 x localized incidents and conducted incident assessment while Community Social Services offered relief assistance in the form of mattresses, blankets, baby packs and food parcels.

#### 3.2.1.2 Incidents were then referred to custodian departments concerned

No	Incident Number	Type of fire	Main location	Frequent causes
1.	SFSBF22040101	Formal structural fire	101 Savemore Old Paarl Rd	Unknown
2.	SFSBF22040703	Informal structural fire	Section G 151, Nkanini	Arson
3.	SFSBF22040802	Informal structural fire	Section A 159, Nkanini	Arson
4.	SFSBF22040803	informal structural fire	Plakkerscamp Riverside, Pniel	Negligence



5.	SFSBF22041002	Formal structural fire	No 2713-2715 Blossom Str, Klapmuts	Arson
6.	SFSBF22041403	Informal structural fire	No 5 Gabriel Str, Cloetesville	Electrical socket
7.	SFSBF22041602	Informal structural fire	Section B 112, Nkanini	Unknown
8.	SFSBF22041604	Formal structural fire	Middlevlei House No 9, Ondepapegaiberg	Unknown
9.	SFSBF22042402	Informal structural fire	1864 Snake Valley, Kayamandi	Unknown
10.	SFSBF22042604	Formal structural fire	Elsenberg Farm House No 4	Unknown
11.	SFSBF22042701	Informal structural fire	Section B Nkanini	Paraffin stove
12.	SFSBF22042801	Formal structural fire	Koopmanskloof Farm, Koelenhof	Unknown

### 3.2.1.3 Types of Fires affect Formal (House-alight) & Informal Shack fires

Types of Incidents	Total Number	Wards affected
# No of Formal dwellings (House-alight) =	8	12,18,19,
# No of Informal Dwellings	27	12, 4,
# No of Reported Injuries	1	19
# No of Fatalities	0	0
# No of Unknown Suppose Cause	3	4, 12, 19,
# No of suspect of Negligence	2	12,18
# No of Suspect of Arson	2	12,
# No of Suspect of electrical socket	1	17,
# No of paraffin flames stove	1	12

### 3.2.2 STRONG WINDS

None reported.

### 3.2.3 FLOODS/ROOF LEAK

None reported.

### 3.2.4 UNREST/PROTEST

On the 6 March 2022, a peaceful march of Economic Freedom Fighters (EFF) led by its President Julius Malema took the streets of Stellenbosch leading to the offices of Remgro Limited in observing the day that Dutch explorer Jan van Riebeeck arrived on the shores of Cape Town on the 06 April 1652. A heavy presence of Law-Enforcement

agencies such as SAPS, Stellenbosch Municipal Law enforcement, Traffic, and all Emergency services observed the situation. Stellenbosch Municipality has granted permission for the march from Mount Simon, opposite the Kayamandi informal settlement, from 11 am for supporters to make their way to Remgro Limited in Stellantia Way and 1,500 people participated with 150 marshals managing the crowd. Economic Freedom Fighters (EFF) supporters handed over a memorandum to business tycoon Johann Rupert. No major issues were reported.

#### **4. RISK REDUCTION**

**THE OBJECTIVE of Disaster Risk Reduction** is to ensure that all disaster risk management stakeholders develop and implement integrated disaster risk management plans and risk reduction programs following approved frameworks. Risk management planning such as mitigation projects/programs that lessen the impact/or severity of risk in areas/or communities and households known to be prone to risk.

Disaster Management Plan for the Stellenbosch Local Municipal 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 Cape Winelands District Disaster Management Centre (CWDDMC) and the Disaster Management (DM) of the Stellenbosch Local Municipality are alluded to.

##### **4.1 Risk identification**

Stellenbosch Local Municipality is exposed to a diversity of hazards of natural origin including structural fires, severe weather events, motor vehicle accidents, and the outbreak of biological diseases such as the Covid-19 epidemic.

It is also exposed to a variety of technological hazards such as the interruption of services – electrical load shading, and various forms of pollution at Eesterivier, Kromrivier, and Plankenbergrivier. The vulnerability in the Stellenbosch Municipality is exploited by potential hazards which still rooted in profound poverty. There 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 risks is severely compromised.

Formal backyard dwellings and informal settlements are prone to a variety of risks that directly affect their everyday lives and well-being and have consequences for the long-term development of the whole community.

The Disaster Management Plan reflects the current practical arrangements in Stellenbosch for dealing with any disaster that may impact the ability of the municipal area to provide services and ensure the safety of infrastructure, property, lives, and livelihoods. This plan is currently under review and has contingency plans as annexures.

## 4.2 RISK REDUCTION PROJECT PLANS AND INITIATIVES

Risk Reduction Project	Plans	Department/ Stakeholder
Relief aid	Social Relief of Distress	WC Prov. Government/Municipal Social Development Services

**4.3 Current projects** are encapsulated in the monthly report.

Project Identified		
a)	Urban Trees	Pruning and Removal of Dead Trees
b)	Infrastructure	Infrastructure decay
c)	Fire Prevention/Safety	The Department of Fire Prevention facilitates community-based sessions i.e., fire safety.
d)	Events Management	Compliance

**Risk Reduction:** refers to all policies, actions, and initiatives that minimize vulnerabilities and disaster risk including those that incorporate prevention, mitigation, and preparedness. Environmental and urban planning should be at the forefront of risk reduction- particularly those that protect essential environmental services associated with rivers and wetlands.

Urban planning and Engineering works can ease the exposure to risk for residents of high-risk settlements, and social development actions that strengthen community involvement can reduce risks.

In recent past weeks, fires in the form of house-alight, informal dwellings, and formal backyard dwellings hit many settlements and households.

There is a great need for the establishment of Stellenbosch Local Municipality Interdepartmental Disaster Management (IDM) and the establishment of project teams to address specific joint risk reduction priorities including post-disaster projects.

*For example, fire response and recovery involve the combined efforts of many stakeholders but the primary responsibility is allocated to a Fire & Rescue Services with the other stakeholders assuming secondary responsibilities. In the case of riverine floods for example the Water Service Department would assume primary responsibility; whereas in the case of other types of flooding and extreme weather events, the Stellenbosch Disaster Management would be the lead agency. In the event of slow-onset events, the responsibility rests with Cape Winelands District Disaster Management assuming primary responsibility to establish and co-ordinate multidisciplinary efforts to minimize potential loss. For example, in the case of drought, the Department of Agriculture would be the lead agency. To facilitate the planning process, and in keeping with the already developed contingency plans.*

Project Teams will consult with the Senior Coordinator of the Disaster Management Department to plan and manage multi-disciplinary projects; and report back to the Interdepartmental Disaster Management (IDM). 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, and hazardous material spills, Xenophobic attacks 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 interdisciplinary cooperation for rapid and effective disaster response capabilities.

## **5. DISASTER RESPONSE AND RECOVERY**

Response and Recovery calls to achieve the requirements of the Act for an integrated and coordinated policy that will provide for rapid and effective response to disasters and post-disaster recovery, therefore, mechanisms must be put in place for an effective and coordinated response to disastrous incidents. This requires a 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 Stellenbosch Local Municipality achieves these objectives.

## 5.1 PREPAREDNESS AND EARLY WARNINGS

Program	Action taken	Further action to be taken	Delivery Timeframe
<p>The Stellenbosch Local Municipality 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>	<ul style="list-style-type: none"> <li>• The Community Risk Profile for most at-risk communities has been drafted.</li> <li>• Installation of smoke-alarm detectors/device system to affected shack fire households</li> </ul>	<ul style="list-style-type: none"> <li>• Community Risk Profile for most risk communities is need to be reviewed and updated.</li> <li>• Community risk profiles need to be workshopped with community stakeholders and the community at large.</li> <li>• Testing of these smoke detectors/smoke alarm devices monthly</li> </ul>	<p>Annually</p>
<p>The Stellenbosch Local Municipality to develop and implement appropriate early warning systems in conjunction with</p>	<ul style="list-style-type: none"> <li>• Implementation of backup generators to critical facilities like Hospital, Fire &amp; Rescue Services, Electrical Department and</li> </ul>	<ul style="list-style-type: none"> <li>• Testing and servicing of such generators are conducted regularly.</li> <li>• Each of these plans contains several generic</li> </ul>	<p>Quarterly</p>

Cape Winelands District Disaster Management.	Information Technology Mainframe, and Eikestad Shopping Mall to counter electrical interruption and disruption during Eskom load-shading.	actions, which will remain the same for any response to any given hazard. It remains imperative that these plans are tested through desktop exercises to refine and align these plans with the development of hazard-specific contingency plans.	
The Stellenbosch Municipality Disaster Management must establish early warning triggers and thresholds for the timely activation of warnings.	<ul style="list-style-type: none"> <li>Regular evacuation simulations are conducted in various community facilities and the business sector</li> </ul>	<ul style="list-style-type: none"> <li>As per requirement and compliance issue</li> </ul>	Quarterly

## **5.2 DISASTER ASSESSMENT**

Stellenbosch Local Municipality Disaster Management continuously conducts initial on-site assessments of both damage and needs when significant events or disasters occur or are threatening to occur as a critical tool 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.

The Stellenbosch Local Municipality Disaster Management develops standard checklists and guidelines for disaster assessment in line with national, provincial, and district guidelines.

## **5.3 INTEGRATED RESPONSE RECOVERY PLANS**

Stellenbosch Local Municipality must ensure integrated response and recovery operations when significant events and/or disasters occur or are threatening to occur in the area.

Contingency plans that contain generic contingency plans as developed by a multi-stakeholder workshop within the Stellenbosch Local Municipality.

These plans include integrated responses to:

- Search and Rescue;
- Evacuation and Sheltering;
- Relief and Logistics;
- Industrial Accidents; and
- Access Control and Security

## **5.4 RELIEF MEASURES**

Stellenbosch Local Municipality Disaster Management ensures that relief operations following significant events and/or disasters, which occur in the area of the Stellenbosch Municipality, are coordinated and equitably distributed.

It also ensures that all relief operations are managed by Community Development Services following the national guidelines in terms of standards, practices, and regulating mechanisms.

Community Development Services also develop a Field Operation Guidelines (FOG), which allocate responsibilities and sets out the procedures for:

- the release of appeals for donations;
- standards of relief; and
- the duration of relief efforts;

## 5.5 MONITORING OF DISASTER MANAGEMENT DIVISION RESPONSE

Stellenbosch Local Municipality Disaster Management established mechanisms for monitoring and reviewing incidents and significant events to facilitate and evaluate the effectiveness and for improved operations.

Call Time	DM Activated	Description	Address	DM Assessment Time
05:55	Not activated	<b>SFSBF22040101</b>	101 Savemore Old Paarl Rd	Not recorded
13:08	13:23	<b>SFSBF22040703</b>	Section G 151, Nkanini	13:47
06:22	08:07	<b>SFSBF22040802</b>	Section A 159, Nkanini	08:39
07:09	08: 12	<b>SFSBF22040803</b>	Plakkerscamp Riverside, Pniel	11:47
03:33	08:49	<b>SFSBF22041002</b>	No 2713-2715 Blossom Str, Klappmuts	11:29
17:09	18:39	<b>SFSBF22041403</b>	No 5 Gabriel Str, Cloetesville	19:49
12:20	13:00	<b>SFSBF22041602</b>	Section B 112, Nkanini	13:15
23:32	Not activated	<b>SFSBF22041604</b>	Middlevlei House No 9, Ondepapegaiberg	Not recorded
20:26	20:54	<b>SFSBF22042402</b>	1864 Snake Valley, Kayamandi	09:17
09:28	Not activated	<b>SFSBF22042604</b>	Elsenberg Farm House No 4	Not recorded
02:56	04:14	<b>SFSBF22042701</b>	Section B Nkanini	07:42
01:25	02:59	<b>SFSBF22042801</b>	Koopmanskloof Farm, Koelenhof	07:16



## **6. ENABLER 1: INFORMATION MANAGEMENT AND COMMUNICATION**

Knowledge management, although a very broad term, relates to all the information needs and applications for the Stellenbosch Municipality Disaster Management to effectively reduce disaster risk. This focuses on information management and communication, education and training, public awareness, and research.

Stellenbosch Local Municipality needs to establish a Disaster Management Information System (DMIS) with 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, coordinated, and integrated disaster risk management is dependent on an adequate and reliable information system.

It is a critical instrument that ensures that Stellenbosch Municipality has the capabilities to manage risk continuously; to effectively monitor disaster and risk trends and patterns for the municipality for planning and preparedness.

Stellenbosch Disaster Management must 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 HAVE DATABASES BEEN CREATED OR UPDATED IN THE LAST QUARTER?**

- Created

### **6.2 EARLY WARNING SYSTEMS (e.g., Police intelligence regarding threats in the area, instability on farms, potential unrest)**

- None

a) **SAPS**

b) **SA WEATHER SERVICES**

South African Weather Services through Cape Winelands District Disaster Management office effectively issued hazards warnings of significance for the municipal areas timely.

## **7. EVENTS MANAGEMENT**

Emergency services, i.e., municipal law enforcement, traffic, disaster management, fire safety, health, and waste management form part of the event's committee. The respective roles and responsibilities are clearly defined in the Safety at Sports and Recreational Events Act, 2010. This committee plays a critical role in overseeing events and the safeguarding of premises as well as participants.

Several events hosted in Stellenbosch Local Municipality has been approved in compliance with safety standard and regulations. Weekly scheduled meetings between emergency services and stakeholders continued for upcoming activities/events.

Departments: South Africa Police Service (SAPS), Municipal Events department, Municipal Law-enforcement department, Fire Prevention, and Disaster Management, conducted events safety inspections to ensure compliance with safety standards and regulations.

#### **8. ENABLER 2: EDUCATION, TRAINING, PUBLIC AWARENESS, AND RESEARCH**

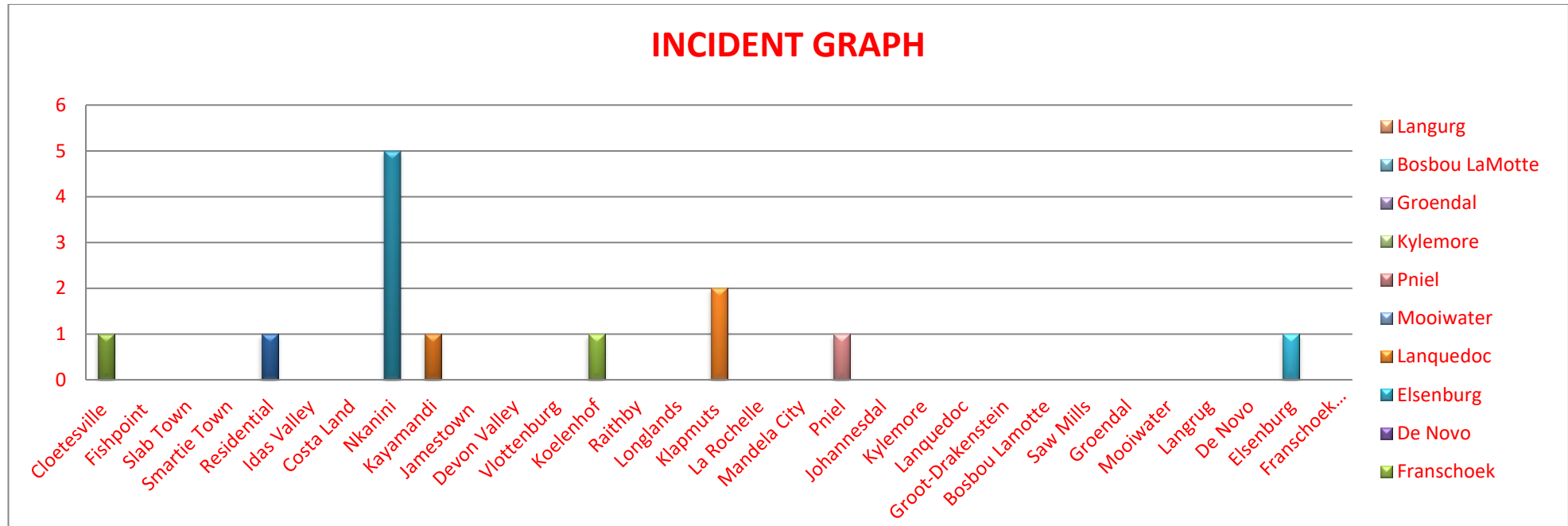
<b>Date</b>	<b>Activity</b>	<b>Venue</b>	<b>Number of participants</b>
11-04-22	Attend Venue Operation Center (VOC)	Danie Craven Stadium	1200
20-04-22	Nodal Point/Operations Team Interdepartmental Meeting	Virtual/Zoom Meeting	10
21-04-22	Simulation Evacuation Drill Exercise	De Zalze	7
21-04-22	Simulation Fire Drill Exercise	Spescare Jonkerview	33

Stellenbosch Local Municipality Disaster Management continues with efforts that included implementing disaster risk management training programs in schools, to disseminate information on disaster risk management and risk avoidance. The creation of programs in schools, focused on relevant and appropriate aspects of disaster risk management.

Stellenbosch Local Municipality Disaster Management endeavours to approach the Department of Education and relevant Schools Governing Bodies to jointly implement school awareness programs focussing on the most prevalent hazards in the particular areas.

### 9. OCCURRENCES GRAPH – APRIL 2022

#### INCIDENT GRAPH



The above graph is a clear indication of occurrences.

<b>F</b>	<b>Fires</b>	<b>A</b>	<b>Accidents</b>
<b>Fs</b>	<b>Floods</b>	<b>S</b>	<b>Social Conflict /Protest</b>
<b>Hw</b>	<b>High winds</b>	<b>H</b>	<b>Health</b>

## OCCURRENCES / INCIDENTS DURING THE MONTH OF APRIL 2022

	DATE	AREA	ADDRESS	STRUCTURE			AMOUNT OF VICTIMS	RELIEF AID		EMERGENCY FIRE RELIEF ASSISTANCE			OCCURRENCES	
				Informal	Formal	Total		Blankets	Food parcels	Flood kit	FIRE KIT		Household	Per area
											Fully affected	Partially affected		
1.	14-04-2022	Cloetesville	No 5 Gabriel Str,	0	1	1	4		√		*	*	1	1
2.	07-04-2022	Kayamandi	Section G Nkanini	4	0	4	13	√	√		3	1	4	5
3.	08-04-2022		Section A Nkanini	7	0	7	22	√	√		4	3	7	
4.	16-04-2022		Section B Nkanini	10	0	10	22	√	√		3	7	10	
5.	27-04-2022		Section B Nkanini	4	0	4	12	√	√		2	2	4	
6.	24-04-2022		1864 Snake Valley	1	0	1	1				*	*	1	
7.	10-04-2022		Klapmuts	No 2715 Bloosom Str,	0	3	3	12				*	*	
8.	01-04-2022	Savemore Shop		0	1	1	-						1	
9.	26-04-2022	Elsenburg		0	1	1	3				*	*	1	1
10.	28-04-2022	Koelenhof	Koopmanskloof Farm	0	4	4	16				*	*	4	1
11.	16-04-2022	Onderpapegaaiberg		0	1	1					*	*	1	1

12.	08-04-2022	<b>Pniel</b>	Plaakkerscamp River	1	0	1	3	-	-	-	*	*	1	1
		<b>Totals</b>		<b>27</b>	<b>11</b>	<b>38</b>	<b>108</b>				<b>12</b>	<b>13</b>	<b>38</b>	<b>12</b>

**STOCK TAKING (Temporary emergency housing material)**

**WEEK 1: 04– 08 APRIL 2022**

<b>Delivery received on – Week: 1</b>	46 x fire kit	Fire Stores
	Corrugated sheet	690
	Poles (thin) 76/50	550
	Poles (thick) 76/76	368
	DPC Plastic cover	46
	Nails (boxes)	5 x (2x 3 inch, 2x 4 inch, 1x clout)
<b>Total sheets at stores: - 05-04-2022</b>	Sheets	137 plus 690 = 827
<b>Total DPC Flood kit at stores: -</b>	Flood kit plastic	495
<b>Breakdown of stock issued: 08-02-2022</b>	4 x fire kit	Nkanini Kayamandi
<b>Delivery date: 08-04-2022</b>	3 x full kit 1x partial kit	52 x sheets 42 x poles (76x50) 28 x poles (76x76) 3 x DPC plastic 11 x Nails pkt
<b>Balance at Stores: Week 1: - 04-08 April 2022</b>		
<b>Items:</b>	<b>Store</b>	<b>Totals:</b>

	Cage	Garages	
Corrugated iron sheet	775	-	
Poles (thin)	754	-	754
Poles (thick poles)	470	-	470
DPC fire kit Plastic	20	-	20
FLOODKIT PLASTIC	495	-	495
Sets of nails	732	-	732

**STOCK TAKING (Temporary emergency housing material)**

**WEEK 2: 11– 14 APRIL 2022**

<b>Delivery received on – Week: 2</b>		
<b>Total sheets at stores: - 08-04-2022</b>	Sheets	775
<b>Total DPC Flood kit at stores: -</b>	Flood kit plastic	495
<b>Breakdown of stock issued:</b>	7x fire kit	Nkanini
<b>Delivery date: 08-04-2022</b>	4 x full kit 3 x partial kit	81 x sheets 66 x poles (76x50)

			44 x poles (76x76) 4 x DPC plastic 18 x Nails pkt
<b>Balance at Stores: Week 2: - 11-14 April 2022</b>			
Items:	Store		Totals:
	Cage	Garages	
Corrugated iron sheet	694	-	694
Poles (thin)	690	-	690
Poles (thick poles)	436	-	436
DPC fire kit Plastic	16	-	16
FLOODKIT PLASTIC	495	-	495
Sets of nails	724	-	724



**STOCK TAKING (Temporary emergency housing material)**

**WEEK 3: 19– 22 APRIL 2022**

<b>Delivery received on – Week: 3</b>			
<b>Total sheets at stores: - 14-04-2022</b>	Sheets	694	
<b>Total DPC Flood kit at stores: -</b>	Flood kit plastic	495	
<b>Breakdown of stock issued:</b>	10 x fire kit	Nkanini	
<b>Delivery date: 20-04-2022</b>	3 x full kit 7 x partial kit	94 x sheets 78 x poles (76x50) 52 x poles (76x76) 3 x DPC plastic 23 x Nails pkt	
<b>Balance at Stores: Week 3: - 19-22 April 2022</b>			
Items:	Store		Totals:
	Cage	Garages	
<b>Corrugated iron sheet</b>	600	-	600
<b>Poles (thin)</b>	612	-	612
<b>Poles (thick poles)</b>	384	-	384

<b>DPC fire kit Plastic</b>	13	-	13
<b>FLOODKIT PLASTIC</b>	495	-	495
<b>Sets of nails</b>	724	-	724

**STOCK TAKING (Temporary emergency housing material)**

**WEEK 4: 25– 29 APRIL 2022**

<b>Delivery received on – Week: 4</b>			
<b>Total sheets at stores: - 22-04-2022</b>	Sheets	600	
<b>Total DPC Flood kit at stores: -</b>	Flood kit plastic	495	
<b>Breakdown of stock issued:</b>	4 x fire kit	Nkanini	
<b>Delivery date: 29-04-2022</b>	2 x full kit 2 x partial kit	44 x sheets 36 x poles (76x50) 24 x poles (76x76) 2 x DPC plastic 10 x Nails pkt	
<b>Balance at Stores: Week 4: - 25-29 April 2022</b>			
Items:	Store		Totals:
	Cage	Garages	
<b>Corrugated iron sheet</b>	556	-	556
<b>Poles (thin)</b>	576	-	576
<b>Poles (thick poles)</b>	360	-	360

<b>DPC fire kit Plastic</b>	11	-	11
<b>FLOODKIT PLASTIC</b>	495	-	495
<b>Sets of nails</b>	714	-	714

<b>7.2.3</b>	<b>REVIEW OF THE DISASTER MANAGEMENT PLAN</b>
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Collaborator No: 730304

IDP KPA Ref No: Safest Valley

Meeting Date: 9 June 2022

**1. SUBJECT: REVIEW OF THE DISASTER MANAGEMENT PLAN**

**2. PURPOSE**

To notify the Committee of the recently reviewed Disaster Management Plan.

**3. DELEGATED AUTHORITY**

Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons. The Section 80 committees has no decision making authority and make recommendations to the Executive Mayor on items that advices was required by the Executive Mayor.

**4. EXECUTIVE SUMMARY**

Stellenbosch municipality, as prescribed by the disaster management act, do have a disaster plan. Due to the dynamic nature of disaster management, an annual review of the plan is necessary. The disaster section therefore embarked on a consultative process and engaged widely with various stakeholders and institutions to collect and verify information and data needed to amend the current plan, where required.

**5. RECOMMENDATION**

that the Committee takes note of the Reviewed Plan.

**6. DISCUSSION / CONTENTS**

**6.1 Background**

The Stellenbosch Municipality is legally obliged to prepare a Disaster Management Plan for its area according to the circumstances prevailing in the area; to co-ordinate and align the implementation of its plan with those of other organs of state and institutional role players; and to regularly review and update its plan. The municipality did also consult local communities within its area regarding the preparation and amendment of its plan

**6.2 Discussion**

The Disaster Management Amendment Act, 2015 (Act 16 of 2015) commenced on 1 May 2016. The Proclamation that was published in the Government Gazette No 399430 on 22 April 2016 (hereafter referred to as "the Act") requires: 1. Each municipality must

- (a) conduct a disaster risk assessment for its municipal area;
- (b) identify and map risks, areas, ecosystems, communities and households that are exposed or vulnerable to physical and human induced threats;
- (c) prepare a Disaster Management Plan setting out:
  - i) the way in which the concept and principles of disaster management must be applied in its municipal area, including expected climate change impacts and risks for the municipality;

- 
- ii) its role and responsibilities in terms of the national, provincial or municipal Disaster Management Framework;
  - iii) its role and responsibilities regarding emergency response and post- disaster recovery and rehabilitation;
  - iv) its capacity to fulfil its role and responsibilities;
  - v) particulars of its disaster management strategies;
  - vi) contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies; and
  - vii) specific measures taken to address the needs of women, children, the elderly and persons with disabilities during the disaster management process;
- d) co-ordinate and align the implementation of its plan with those of other organs of state and institutional role-players;
  - e) provide measures and indicate how it will invest in disaster risk reduction and climate change adaptation, including ecosystem and community-based adaptation approaches;
  - f) develop early warning mechanisms and procedures for risks identified in the municipal area;
  - g) regularly review and update its plan; and
  - h) 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. "...prepare a Disaster Management Plan for its area according to the circumstances prevailing in the area and within the ambit of its municipal Disaster Management Framework." Section 53(2) (a) of the Act specifies that the Disaster Management Plan for a municipality must form an integral part of the municipality's integrated development plan (IDP). Section 26(g) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) lists "applicable Disaster Management Plans" as core components of an IDP.

### **6.3 Financial Implications**

As per the approved budget.

### **6.4 Legal Implications**

All actions and functions performed in line with applicable legislation.

### **6.5 Staff Implications**

This report has no additional staff implications to the municipality.

### **6.6 Previous / Relevant Council Resolutions**

None.

**6.7 Risk Implications**

The risks are addressed through the contents of the report.

**6.8 Comments from Senior Management:**

No comments requested.

**6.8.1 Director: Infrastructure Services**

No comments requested.

**6.8.2 Director: Planning and Economic Development**

No comments requested.

**6.8.3 Director: Protection and Community Services:**

No comments requested.

**6.8.4 Director: Corporate Services**

No comments requested.

**6.8.5 Chief Financial Officer**

No comments requested.

**6.8.6 Municipal Manager**

No comments requested.

**ANNEXURES**

**Annexure A:** Reviewed Disaster Management Plan

**FOR FURTHER DETAILS CONTACT:**

<b>NAME</b>	Wayne Smith
<b>POSITION</b>	<b>Manager: Fire Services and Disaster Management</b>
<b>DIRECTORATE</b>	<b>Community and Protection Services</b>
<b>CONTACT NUMBERS</b>	<b>Ext 8771</b>
<b>E-MAIL ADDRESS</b>	<b>wayne.smith@ Stellenbosch.gov.za</b>
<b>REPORT DATE</b>	<b>19 May 2022</b>

**DIRECTOR: COMMUNITY & PROTECTION SERVICES**

The contents of this report have been discussed with the Portfolio Committee Chairperson and the Councillor agrees with the recommendations.

# **APPENDIX 1**





# **Municipal Disaster Management Plan**

## **Stellenbosch Municipality**

*Core Plan for inclusion within the IDP  
of the Stellenbosch Municipality*

**MARCH 2022**

*In case of an emergency, the user of this document should immediately turn to the attached preparedness plan for guidelines on managing response.*

*(Reviewed 10/03/2022)*

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DRAFT

## 1. Introduction

This plan confirms the arrangements for managing disaster risk and for preparing for and responding to disasters within the Stellenbosch Municipality as required by the Disaster Management Act, 2002 (Act 57 of 2002). In case of an emergency, the user of this document should immediately turn to the attached preparedness plan for guidelines on managing response.

### 1.1 Legal requirements

The Stellenbosch Municipality is legally obliged to prepare a disaster management plan for its area according to the circumstances prevailing in the area; to co-ordinate and align the implementation of its plan with those of other organs of state and institutional role players; and to regularly review and update its plan. The municipality must also consult the local municipalities within its area and local communities on the preparation or amendment of its plan.

The Disaster Management Amendment Act, 2015 (Act no 16 of 2015) commenced on 1 May 2016. The Proclamation that was published in the Government Gazette No. 399430 on 22 April 2016. Hereafter referred to as “the Act”) requires:

“(1) Each municipality must—

- (a) conduct a disaster risk assessment for its municipal area;
- (b) identify and map risks, areas, ecosystems, communities and households that are exposed or vulnerable to physical and human-induced threats;
- (c) prepare a disaster management plan setting out—
  - (i) the way in which the concept and principles of disaster management are to be applied in its municipal area, including expected climate change impacts and risks for the municipality;
  - (ii) its role and responsibilities in terms of the national, provincial or municipal disaster management framework;
  - (iii) its role and responsibilities regarding emergency response and post disaster recovery and rehabilitation;
  - (iv) its capacity to fulfil its role and responsibilities;
  - (v) particulars of its disaster management strategies;
  - (vi) contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies; and
  - (vii) specific measures taken to address the needs of women, children, the elderly and persons with disabilities during the disaster management process;

- (d) co-ordinate and align the implementation of its plan with those of other organs of state and institutional role-players;
- (e) provide measures and indicate how it will invest in disaster risk reduction and climate change adaptation, including ecosystem and community-based adaptation approaches;
- (f) develop early warning mechanisms and procedures for risks identified in the municipal area;
- (g) regularly review and update its plan; and
- (h) 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.”.....prepare a disaster management plan for its area according to the circumstances prevailing in the area and within the ambit of its municipal disaster management framework.

Section 53(2) (a) of the Act specifies that the disaster management plan for a municipality must form an integral part of the municipality’s integrated development plan (IDP). Section 26(g) of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) lists “applicable disaster management plans” as core components of an IDP.

The Municipality must submit a copy of its Disaster Management (DM) Plan, and of any amendment to the plan, to the Disaster Management Centre of the Western Cape Province and the National Disaster Management Centre.

## **1.2 Key outcomes**

This plan seeks to achieve the following key outcomes:

- Integration of Disaster Risk Management into the strategic and operational planning and project implementation of all line functions and role players within the municipality.
- Resilient communities
- An integrated, fast and efficient response to emergencies and disasters by all role-players.

## **1.3 Linkage with the Integrated Development Plan of the Stellenbosch Municipality**

Both the Municipal Systems Act and the Disaster Management Act requires the inclusion of this plan into the Integrated Development Plan (IDP) of the Stellenbosch Municipality. It would however not be practical to include the complete Disaster

Management Plan with all its annexures within the Integrated Development Plan of the Stellenbosch Municipality.

Therefore, the complete plan can be considered as an annexure to the IDP, while this core document without annexures will be submitted for inclusion within the IDP document.

A separate disaster management plan included into the IDP but standing on its own and isolated from the rest of the IDP does not necessarily give evidence of the integration of disaster management into the IDP. All departments and role players submitting input to the content of the current and future IDP of the municipality are therefore urged to consider the inclusion and integration of disaster risk management into their strategies, operational planning and project implementation.

**It is strongly recommended that the municipality institutes the compulsory consideration of disaster risk management in the planning and execution stages of all IDP projects.**

This will ensure the integration of disaster management into the IDP, and will ensure that all plans and projects are focused on contributing to disaster risk reduction and disaster preparedness – thus reducing the impact of disasters on lives, property, community activities, the economy and the environment in the Stellenbosch Municipality. Annexure E illustrates the linkage between the IDP and the Disaster Management plan.

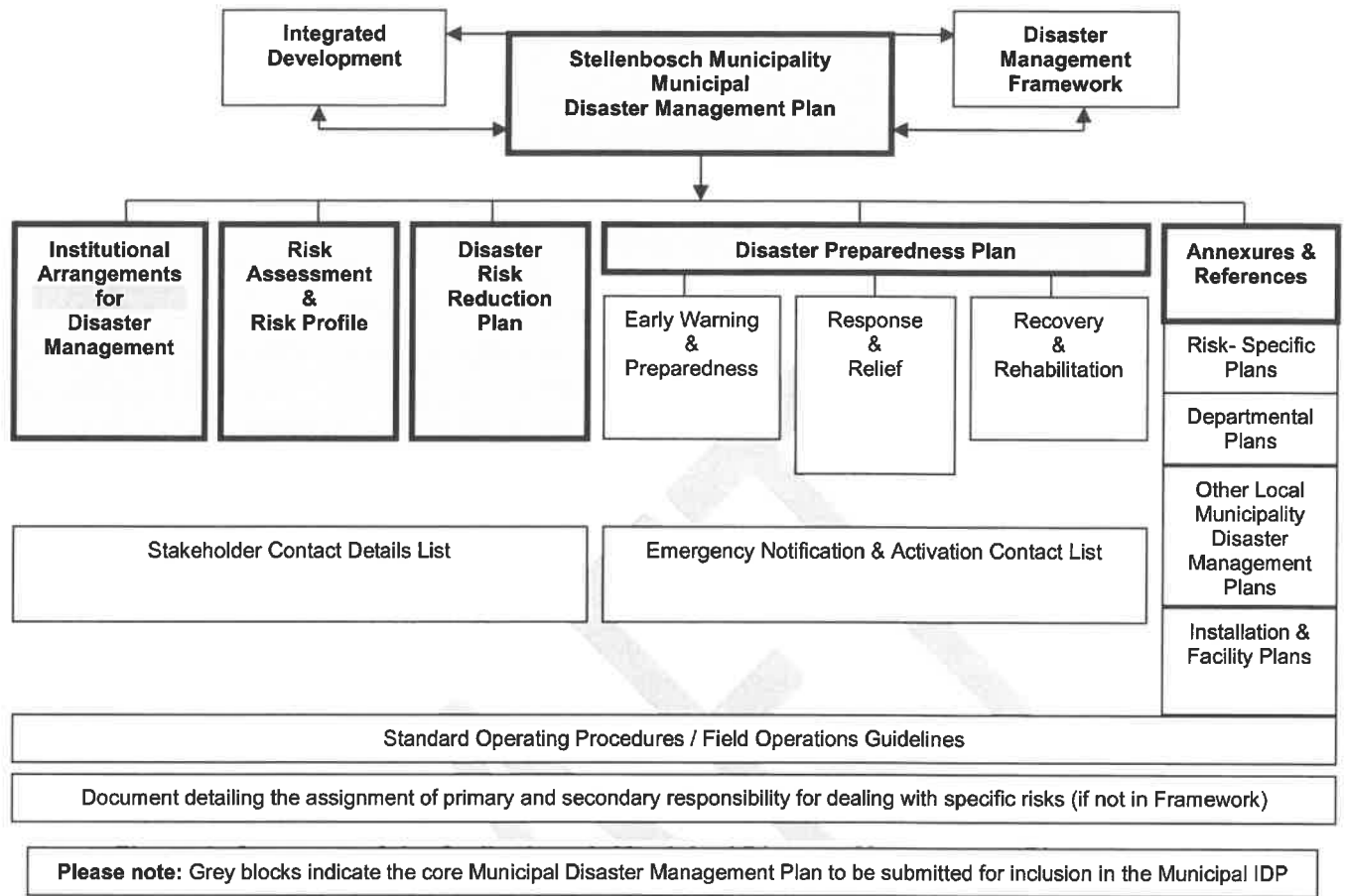
#### **1.4 Linkage with the Disaster Management Framework of the Cape Winelands District Municipality**

The Stellenbosch Municipality must prepare and execute its disaster management plan within the disaster management framework of the Cape Winelands District Municipality. The National, Western Cape Provincial and Cape Winelands frameworks will guide the development of this plan and future versions of this plan.

#### **1.5 Structure of the plan**

The Municipal Disaster Management Plan of the Stellenbosch Municipality consists of the components as indicated in the figure below.





- ASAP            As Soon As Possible
- DMC            Disaster Management Centre
- LA              Local Authority
- JOC             Joint Operations Centre
- SAWS          South African Weather Service
- DOC            Disaster Operational Centre

## 2. Institutional Arrangements

### 2.1 Shared responsibility for disaster management

The responsibility for reducing disaster risk, preparing for disasters, and responding to disasters is shared among all departments and employees of the Cape Winelands District Municipality, local municipalities within the Cape Winelands District Municipality, all departments and employees of the Stellenbosch Municipality, all provincial and national organs of state operating within the municipality, all sectors of society within the municipality and, perhaps most importantly, all the residents of the municipality.

### **2.1.1 Nodal points for disaster management**

Although the municipal department within the Stellenbosch Municipality assigned with the Disaster Management function should direct and facilitate the disaster risk management process, it cannot perform the whole spectrum of disaster risk management activities on its own.

“Disaster risk management is everybody’s business.”

It is required that each municipal department within the Municipality assign a person or section within the department/local municipality to be the nodal point for disaster management activities in that department/local municipality. The same applies to national and provincial departments operating within the municipality.

The disaster management activities to be performed within departments and local municipalities include participation in disaster risk reduction as well as preparedness and response.

*Status: The Disaster Management Centre of the Stellenbosch Municipality continuously reviews the nodal points in its area of jurisdiction.*

### **2.1.2 Departments with primary responsibility for specific hazards and disaster risks**

Where a department has primary responsibility for a specific hazard, the department’s role in disaster risk management for that specific hazard will be more than mere participation: it will have to lead risk reduction as well as preparedness activities due to its expertise in the field. Stellenbosch Disaster Management can support such a department with advice, information, facilitation and coordination.

*Status: The Disaster Management Centre of the Stellenbosch Municipality maintains a list of hazards that may affect the municipality with associated primary role-players indicated for risk reduction as well as preparedness for each specific hazard. (See next section for the process of assigning such responsibility.)*

The plans for disaster risk reduction and preparedness compiled by these primary role players should be attached to this plan or should be referenced as supporting documentation as indicated in Figure 1: Structure of the Stellenbosch Municipal Disaster Management Plan, on page 9. These documents must be easily accessible to all relevant role players.

### **2.1.3 Assignment of responsibility to deal with specific disaster risks (pg. 13, No. 3.2)**

Departments that are responsible for specific services in normal conditions will remain responsible for such services during disasters.

The declaration of a state of disaster and the tighter coordination instituted during disasters does not absolve any agency of its assigned responsibilities. Legislation assigns responsibility for most disaster risks to specific departments or functions.

There is however grey areas related to some disaster risks.

In order to ensure clear roles and responsibilities and enhance integrated disaster risk management efforts, such grey areas must be addressed and clearly assigned responsibilities must be confirmed.

***Status:** The risk profile of the Stellenbosch Municipality is considered on continues basis and primary and supporting role players will be identified for each identified risk. Such allocation of primary and supporting roles is done in consultation with all relevant role players, is informed by existing legal frameworks, and assignments done on a consensus basis.*

The above assignment of responsibilities will be revisited and confirmed on an annual basis, and will be recorded and distributed in the format indicated in Table 1 below.

**Table 1: Assignment of primary and supporting role-players for disaster risks**

Description of disaster risks identified in the risk profile of the municipality (Complete one table per risk)	Primary role player in <b>risk reduction</b> to be indicated here	Supporting role-players
	Primary role player in <b>preparedness</b> to be indicated here.	Supporting role-players
	Primary role player in <b>response and relief</b> to be indicated here.	Supporting role-players
	Primary role player in <b>recovery &amp; rehabilitation</b> to be indicated here.	Supporting role-players

The document assigning responsibilities becomes an annexure of the Municipal Disaster Management Plan of the municipality.

## **2.2 Corporate Disaster Management Structure for the Stellenbosch Municipality**

The Corporate Disaster Management structure for the Stellenbosch Municipality must deal with both pro-active and reactive disaster management issues and encompasses more than the department which is responsible for the function. The structure can include the following elements which may be collapsed into a smaller number of elements if less complexity is required:

### **2.2.1 Stellenbosch Disaster Management**

The Directorate: Community and Protection Services within the municipality assigned with the Disaster Management function. A local municipality is not legally obliged to establish a Disaster Management Centre, but it is recommended.

The Disaster Management Centre of the Stellenbosch Municipality aims to prevent or reduce the risk of disasters, mitigate the severity or consequences of disasters, prepare for emergencies, respond rapidly and effectively to disasters and to implement post-disaster recovery and rehabilitation within the municipality by monitoring, integrating, co-ordinating and directing the disaster risk management activities of all role players.

A fully established and functioning Municipal Disaster Management Centre is a key element of this plan.

*Status: Stellenbosch Municipality has established and maintains a partially staffed and resourced Disaster Management Centre.*

### **2.2.2 Municipal Disaster Management Advisory Forum**

Metropolitan or district municipalities may establish municipal disaster management advisory forums as described in Section 51 of the Disaster Management Act, 2002. Local municipalities are not required to establish advisory forums.

It is however advantageous for a municipality to establish such a forum to coordinate strategic issues related to disaster management such as risk assessments and to approve and/or review the disaster management plan for the municipality before it is submitted to Council. The frequency of meetings of such a body is 2-4 times per year or as required.

*Status: Stellenbosch Municipality is represented at the well-established Disaster Management Advisory Forum: Cape Winelands District Municipality of which compulsory by-monthly meetings are held.*

### **2.2.3 Interdepartmental Disaster Management co-ordination**

Internal coordination will occur at manager level where instructions and identified projects from the Advisory Forum can be implemented and tracked. Municipal top-management meetings can serve as a coordination forum for disaster management issues within the municipality.

Although a dedicated structure can be created for this purpose, this role will be performed by the top management team of the municipality to reduce the complexity of the disaster management structure. Ad-hoc external representation may form part of the deliberations upon invitation.

*Status: Council wide Disaster Management coordination is in place to ensure effective and efficient services throughout Greater Stellenbosch.*

### **2.2.4 Nodal points for disaster management within municipal departments**

Refer to section 2.1.1 & 2.1.3 above.

### **2.2.5 Departmental planning groups**

This element relates to planning groups that can be established within departments within the Municipality to deal with internal disaster management issues such as the compilation of

departmental or local municipal disaster management plans and contingency plans for facilities and services of the department or local municipality.

The disaster management nodal points of such departments or local municipalities will be involved in these planning groups.

*Status: Nodal points is established, empowered and supported by their departments / organisations to manage and participate in departmental and/or local municipal planning groups.*

#### **2.2.6 Risk reduction project teams**

A multi-disciplinary project team convened to address and reduce a specific disaster risk. Convened by the primary role-player for the risk and supported by Disaster Management.

*Status: The primary role-players for specific hazards or disaster risks, in collaboration with the Disaster Management Centre of the Stellenbosch Municipality, are established to manage risk-reduction project teams as and when required. (Existing structures should be used as far as possible to prevent duplication and reduce the meeting burden on role-players.)*

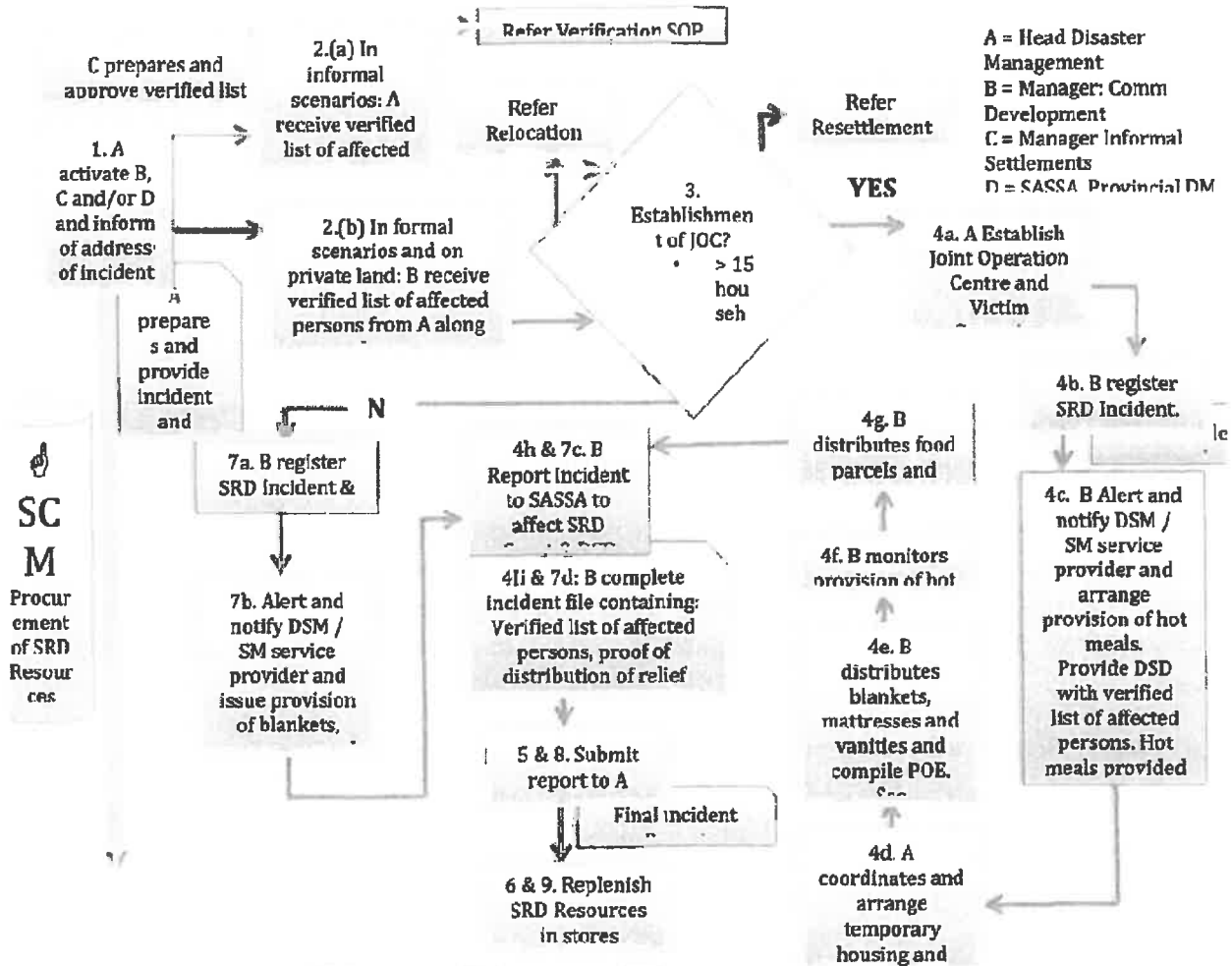
#### **2.2.7 Preparedness planning groups**

A multi-disciplinary planning group convened to ensure a high level of preparedness for a specific disaster risk. Convened by the primary role-player for the risk and supported by Disaster Management.

*Status: The primary role-players for specific hazards or disaster risks, in collaboration with Stellenbosch Disaster Management, aims to establish and manage preparedness planning groups as required or when requested by the Disaster Management Advisory Forum: Cape Winelands District Municipality. (Existing structures is used as far as possible to prevent duplication and reduce the meeting burden on role-players.)*

#### **2.2.8 Joint response & relief management teams**

Mostly flowing from a preparedness planning group, a team that is mobilised to deal with the immediate response & relief required during or immediately after major incidents and disasters. Will normally convene in the Disaster Operations Centre (see diagram below) and must utilise the Standard operating procedure (SOP) for Primary relief assistance.



*Status:* The preparedness planning group for each hazard will detail how the activation of a joint response and relief management team for that specific hazard will be managed, and who will form part of the team. The procedure outline can be seen in Annexure 12 (SOP: Primary relief Assistance)

### 2.2.9 Recovery & rehabilitation project teams

These are project teams managing recovery and rehabilitation after disasters, mostly on a project-management basis. Disaster recovery and rehabilitation must focus on risk elimination or mitigation. Departments who are responsible for the maintenance of specific infrastructure are also responsible for the repair or replacement of such infrastructure after disasters.

*Status:* The preparedness planning group for each hazard will detail how the activation of recovery and rehabilitation project teams for that specific hazard will be managed, and who will form part of the teams.

### **2.2.10 Stellenbosch Disaster Management Communications Centre**

This is the centre providing 24-hour emergency and essential services contact points to the public within the municipal area. The Centre is responsible for day-to-day emergency response by municipal departments and for the establishment of strategic communication links. Stellenbosch Fire and Rescue Services Control Centre will liaise closely with the Emergency Control Centres / Groups of the local municipalities and other stakeholders within the Stellenbosch Municipality on an on-going basis.

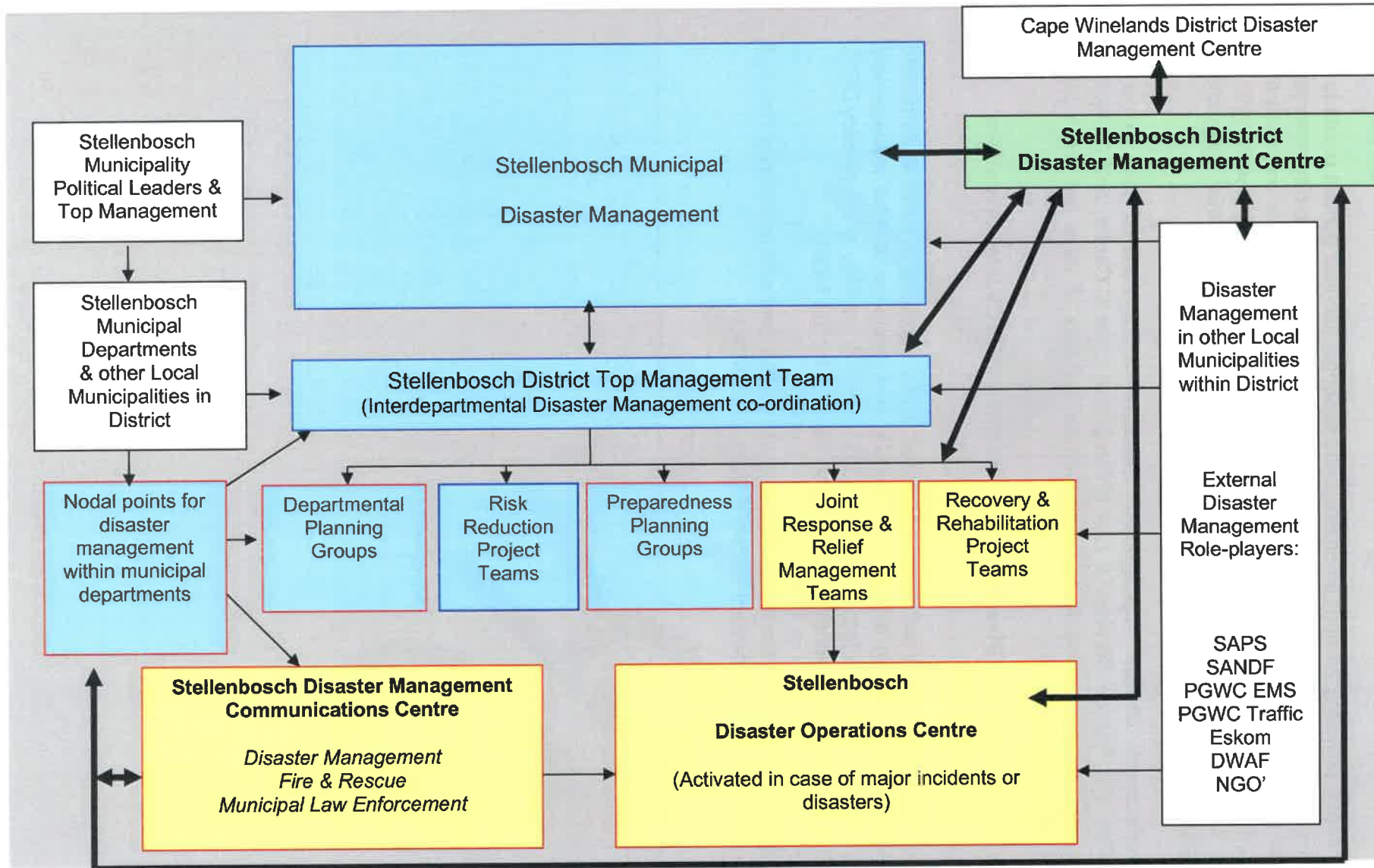
*Status: Stellenbosch Disaster Management maintains a fully staffed and resourced municipal Fire and Rescue Services & Law Enforcement Control Centre, and if required, collaborate with other agencies to maintain 24-hour per day, 7 days per week public emergency call-taking capacity.*

### **2.2.11 Stellenbosch Disaster Operations Centre (DOC)/Joint Operations Centre (JOC)**

Stellenbosch Municipality does not have a dedicated facility equipped to serve as command and coordination centre during disasters, where the joint response & relief management team will convene. Alternative facilities should be identified as back-up to the primary DOC. The term JOC for Joint Operations Centre can also be used for this facility.

*Status: Stellenbosch Disaster Management has a well-established and maintained Fire and Rescue Services & Law Enforcement Control Centre for activation.*

Figure 2: Municipal Disaster Management Structure (Can be collapsed into fewer elements if less complexity is required)



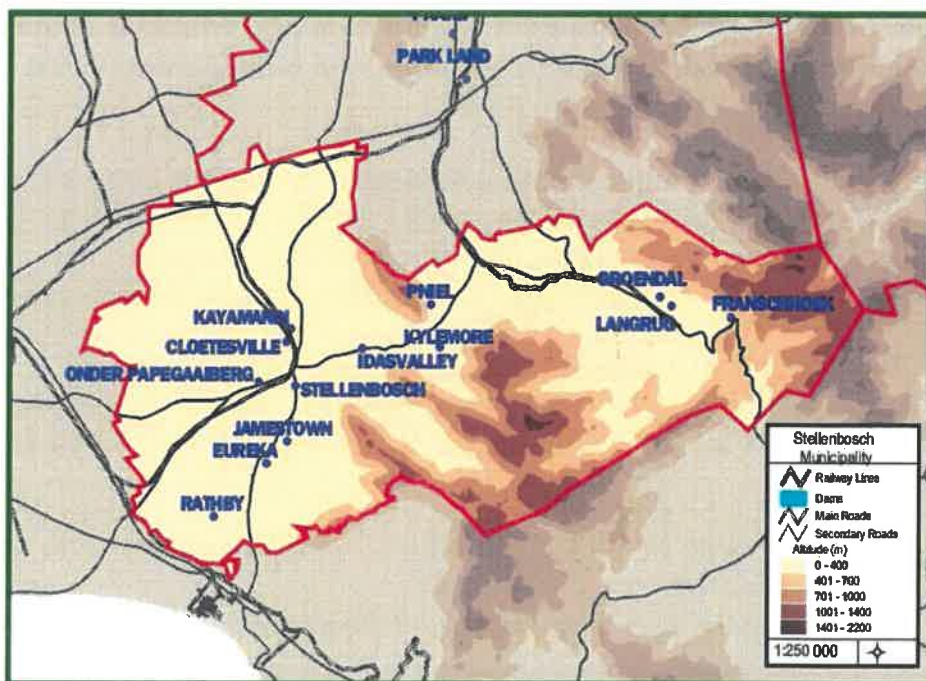


### 3. Risk Assessment

#### 3.1 Background

Disaster Risk Assessments is a tool used to determine the risks affecting a community. A risk assessment is a methodology to identify and determine the nature and the extent of a risk by analysing potential hazards and evaluating existing conditions of vulnerability. These conditions could have a negative impact or potentially harm; exposed people, property, services, livelihoods and the environment on which they depend.

Risk assessments will be used to inform the Stellenbosch Municipality's Disaster Management and Integrated Development Plans.



#### 3.2 Legal Requirements

Section 53(1) of the Disaster Management Act, 57 of 2002 as amended in 2015 (Act no 16 of 2015), states that:

*'Each municipality must –*

- (a) *conduct a risk assessment for its municipal area;*
- (b) *identify and map risks, areas, ecosystems, communities and households that are exposed or vulnerable to physical and human-induced threats.'*

Key Performance Area 2 of the National Disaster Management Framework of 2005 explains that disaster risk assessments are essential for:

- Effective disaster risk management and risk reduction planning;
- Sustainable development planning;
- Shaping and focused disaster risk reduction programmes for specific threats;
- Identifying high risk periods and conditions.
- Activating preparedness and response plans

### **3.3. Aim**

Stellenbosch municipality in collaboration with Cape Winelands District municipality conducted an all ward-based risk assessment for the WC024 area. The aim of conducting a risk assessment in this way is to enable ward councillors to take ownership of the identified risks in their respective wards and to ensure that these risks are addressed during their term of office.

As the environment is dynamic and constantly changing, so are the risks that affect our communities. In the period since the risk assessments took place, some of these risks would have been addressed by projects implemented by municipalities, however, new risks might have also emerged. Therefore, it is necessary to regularly review the risk assessments.

### **3.4 Data collection methods**

During the risk assessment, all relevant role players and the community were consulted in order to gather information concerning the risks that they are facing. This was done in the following way:

- 1) Meetings were held with officials from relevant departments operating within the Stellenbosch Municipal area.
- 2) Focus group consultations took place with Ward Councillors and the Ward Committee members of each Ward.
- 3) Community workshops were held in each ward. These group meetings provided an opportunity for the community members residing in that ward to provide information regarding the hazards affecting their communities.
- 4) A community sample survey was also conducted per ward with the purpose of reaching a broader community input.

Several risks were identified during the consultation sessions with the local municipal officials and community members.

### **3.5 Priority risk identification**

Several risks were identified during the consultation sessions with the local municipal officials and community members. However, six risks were identified by the Director of Community Services of Stellenbosch Municipality to be high priority risks.

These priority risks include:

A. Inability to control urbanisation

“Urbanisation – the increase in the number of people living in towns and cities, resulting in the growth of urban populations.”

Several disadvantages occur with rapid and unplanned urban growth. These disadvantages include but are not limited to; poor infrastructures/inadequate housing, water and sanitation, waste disposal and pollution, transport and health care services.

B. Increased poverty and unemployment

According to the 2020-2021 Stellenbosch IDP and the latest annual report, Stellenbosch Local Municipality has a total population of 192 879, of whom 11.3% are unemployed. Youth unemployment rate is said to be 21.5% (Statssa). Poverty and unemployment directly correlate with the quality of life of the members of the community.

The rising unemployment is again highlighted as a socio-economic risk in the 2020-2021 Stellenbosch municipal IDP. Furthermore, the risk is exacerbated by the expansion of the informal sector and a low skills base population.

C. Access to basic services

Basic services include water, sanitation, refuse removal and electricity.

Total percentage of Stellenbosch population with access to basic services:

Flush toilet connected to sewage:	87.1%
Weekly refuse removal:	87%
Piped water inside dwelling:	72.4%
Electricity for lighting:	92,9%

The lack of basic services results in major personal and environmental health concerns. Lack of formal electrical infrastructure also results in structural fire risks within the informal settlements.

D. Safety and security

Human-induced hazards such as crime (which includes theft, robbery, rape, and murder), gangsterism, alcohol and drug abuse remain one of the top hazards in most wards within the Stellenbosch municipal area.

### E. Poor/no electricity

Inadequate electricity supply is a result of cable theft, but also the continuing population growth – specifically within the informal settlements. Increased population growth leads to the increased erection of informal structures which requires electricity. In most cases, the electricity is obtained illegally through illegal electrical connections.

Cable theft is becoming more common in larger parts of South Africa and Stellenbosch municipal area is not excluded from this phenomenon. This hinders the operations of businesses, households and transportation systems.

### F. Illegal dumping

Illegal dumping poses great environmental health risks. Not only are these locations from where infectious diseases spread, but it also attracts unwanted pests such as cockroaches, mice and rats. In most cases, illegal dumping occurs in highly populated informal settlements and due to a lack of proper and frequent waste disposal.

### **3.6 Synopsis of all identified risks per ward**

<b>Ward</b>	<b>Priority Risks</b>	<b>Ward specific risks</b>
<b>1</b>	<b>A, B,C,D,E, F</b>	Crime, illegal electricity cables, localised flooding due to blocked storm water, traffic accidents, human diseases, water pollution, flooding and veld fires
<b>2</b>	<b>A, B,C,D,E, F</b>	Drug abuse, illegal electrical cables, domestic waste water pollution, localized flooding, structural fires, traffic accidents, veld fires
<b>3</b>	<b>A, B,C,D,E, F</b>	Crime, drug abuse, illegal electrical connections, localized flooding, traffic accidents, drug abuse, solid waste pollution, alcohol abuse and FAS, structural fires, traffic accidents, animals, pests, water pollution, veld fires.
<b>4</b>	<b>A, B,C,D,E, F</b>	Drug abuse, crime, domestic solid waste and domestic water pollution, alcohol abuse and FAS ,structural fires, traffic accidents, human disease, animals, water pollution, veld fires,
<b>5</b>	<b>A, B,C,D,E, F</b>	Drugs, gangsterism, crime, domestic solid waste and domestic water pollution, open water source, alcohol abuse, traffic accidents, animals, human disease, pests, water pollution, drought,, veld fires
<b>6</b>	<b>A, B,C,D,E, F</b>	Drug abuse, crime, illegal electricity, domestic solid waste and domestic water pollution, alcohol abuse and FAS, road accidents, animals, water pollution, drought, veld fires
<b>7</b>	<b>A, B,C,D,E, F</b>	Crime, domestic waste water, traffic accidents, high risk

		installations, animals, water pollution, riverine flooding, drought, veld fires.
8	A, B,C,D,E, F	Drug abuse, gansterism, protests, crime, domestic waste pollution, alcohol abuse and FAS, localized flooding due to blocked drains, traffic accidents, human disease, riverine flooding, drought, windstorms, veld fires.
9	A, B,C,D,E, F	Drug abuse, gansterism, public unrest, crime, localized flooding due to blocked storm water drains, traffic accidents, human disease, pests, water pollution, drought, wind storms Domestic solid waste pollution, alcohol abuse and FAS,
10	A, B,C,D,E, F	Crime, gangsterism, localized flooding due to blocked storm water drains, traffic accidents, human disease, water pollution, pests, windstorms,
11	A, B,C,D,E, F	Drug abuse, public unrest, crime, domestic solid waste pollution, domestic water pollution, Alcohol abuse and FAS, structural fires, animals, pests, water pollution, drought, wind storms, veld fires,
12	A, B,C,D,E, F	Drug abuse, crime, illegal electricity connections, domestic solid waste pollution, domestic waste water pollution, open water sources, alcohol abuse and FAS, localized flooding due to blocked storm water systems, informal settlement fires, high risk installations, human disease, animals, pests, water pollution,
13	A, B,C,D,E, F	Drug abuse, gansterism, crime, illegal electricity cables, domestic waste water pollution, domestic solid waste pollution, open water source, alcohol abuse, localized flooding due to blocked water drains, structural fires, traffic incidents, train accidents, human disease, pests, water pollution, drought
14	A, B,C,D,E, F	Crime, illegal electricity cables, domestic waste water pollution, alcohol abuse and FAS, localized flooding due to blocked drains, structural fires, human disease, pests, water pollution
15	A, B,C,D,E, F	Drug abuse, crime, domestic solid waste pollution, domestic waste water pollution, alcohol abuse and FAS, fires due to lack of electricity ,human disease, animals, pests,
16	A, B,C,D,E, F	Gangsterism, crime, illegal electricity connection, domestic solid waste pollution, domestic waste water pollution, informal settlement fires, train accidents, human disease
17	A, B,C,D,E, F	Crime, gangsterism, drug abuse, illegal dumping, localized flooding due to blocked drains, animals, human disease,
18	A, B,C,D,E, F	Drug abuse, gansterism, xenophobia, crime, illegal electricity cables, domestic waste water pollution, domestic solid waste pollution, alcohol abuse and FAS, localized flooding due to blocked drains, structural fires, traffic incidents, train accidents, human disease, animals, pests, veld fires,
19	A, B,C,D,E, F	Drug abuse, gansterism, crime, domestic solid waste pollution, domestic wastewater pollution, structural fires

		due to lack of electricity, traffic and train incidents, animals, water pollution, drought
20	A, B,C,D,E, F	Drug abuse, public unrest, crime, illegal electrical cables, domestic solid waste pollution, domestic wastewater pollution, alcohol abuse and FAS, traffic accidents, dam failure, human diseases, drought, veld fires.
21	A, B,C,D,E, F	Crime, illegal electricity cables, domestic solid waste pollution, structural fires, traffic accidents, transportation of hazardous materials, human disease, pests, water pollution, drought, veld fires
22	A, B,C,D,E, F	Crime, traffic accidents, veld fires

### 3.6 Stellenbosch Municipality comment on the 2020/2021 WBRA report:

The WBRA report serves as a handguide to all government levels for the purpose of risk reduction, elimination and preparedness. It provides an indication of the degree of vulnerability of communities within each ward of the Stellenbosch municipal areas.

All wards experience different risks and hazards according to their demographics, locations and proximity. However, one can not disregard the most vulnerable communities to disaster-causing hazards, i.e. informal settlements.

Each ward thus requires the capacity to reduce their respective risks and this can be done through lesser actions such as the implementation of community projects/awareness, to more significant efforts such as the cooperation of local/provincial municipal efforts.

### 3.7 COVID-19

COVID-19 was first reported in China, but it has now spread throughout the world. The disease spreads from person to person through infected air droplets that are projected during sneezing or coughing. It can also be transmitted when humans have contact with hands or surfaces that contain the virus and touch their eyes, nose, or mouth with the contaminated hands. As the virus spread globally South Africa and Stellenbosch were not spared. The numbers are ever increasing as we still find ourselves in the midst of the pandemic.

A national state of disaster was declared by the President on 15 March 2020 and the entire country was subsequently put in various stages of "lockdown" - from alert level 5 to the current level one, each level with supporting regulations.

The Provincial Disaster centre was activated which in return propelled local municipalities, via the District forums, into action. All the local municipalities and other external role-players

meets regularly under the umbrella coordinating body of the CWDM and a district wide strategy against the Covid-19 spread was formulated. (Also see Appendix 1.3)

### 3.7.1 Risk Adjusted strategy

As the government gradually started with the easing of the lockdown restrictions from level 5 to level 1 to allow for more activity, the municipality also followed suit by means of its risk adjusted strategy (appendix 1.4). During each level of lockdown Council's operational and service delivery responses were adjusted to allow for more activity. A risk adjusted strategy was formulated and approved which provided clear guidelines in terms of Council delegations, the rendering of essential services and work place readiness. It also resulted in the revision of our risk register and the inclusion of Covid-19 as a strategic risk for Council. A Covid-19 risk register was subsequently developed which reflects the pending risks and also the mitigating strategies against these risks.

## 3.8 Risk Profile of the Stellenbosch Municipality

Risks represent significant uncertainties about outcomes. Any uncertainty may be measured in two dimensions - the likelihood of the risk event occurring and the extent of the consequences if it were to occur.

Risk analysis generally involves the assignment of an overall risk rating to each of the risk events identified by following these steps:

- **Analyse inherent risk** - What is the likelihood and consequence of a risk event if it were to occur in an uncontrolled environment?
- **Identify and evaluate controls** - What existing controls are in place to address the identified risk and how effective are these controls in design and operation?
- **Analyse residual risk** - What is the likelihood and consequence of a risk event if it were to occur in the current control environment?

The following risks were identified within the geographical area of Stellenbosch:

Risk	
1.	Aircraft incidents
2.	Chemical spills: Hazmat incidents
3.	Chlorine stations
4.	Climate change (High/Strong winds, Heat-waves, Cold fronts)
5.	Communicable disease: COVID-19 Pandemic, (H1N1 Influenza, Ebola)

6.	Dam Wall Failure
7.	Drought
8.	Environmental pollution: (Air, Water, Ground contamination, Pest infestation)
9.	Erosion
10.	Explosive storage: (Fuel, Gas)
11.	Fire – Veld & Runaway Fires
12.	Floods
13.	Infrastructure Decay
14.	Insufficient hydrants
15.	IT – Failure of system: Access to info
16.	Poverty
17.	Power failure
18.	Rock Falls
19.	Seismic hazards
20.	Service disruption ( Electricity, Sewerage an drainage, Solid waste management, Water supply)
21.	Strikes / Social conflict
22.	Transport incidents (road, railway accidents)
23.	Tree fell

The above lists illustrate the types of disasters that pose the highest risks within the area of the Stellenbosch Municipality and their possible effects.

The communities at risk can be derived from the risk lists, and are also shown in the risk assessment that was conducted for the area. More detailed risk descriptions, inclusive of hazards, vulnerability and capacity descriptions, are available in the original risk assessment document.

### 3.8.1 Rating a risk

Risk rating in the process by assessing the risks involved in the daily activities of the organization whereby they are classified accordingly (Table 1 below).

Risk rating	Description
<b>Severe</b>	<ul style="list-style-type: none"> <li>- Intolerably high risk and is a disaster in the making.</li> <li>- Urgent risk reduction interventions required; preparedness, response plans.</li> </ul>
<b>Major</b>	<ul style="list-style-type: none"> <li>- High risk.</li> <li>- Combination of risk reduction interventions and preparedness plans.</li> <li>- These plans must be implemented.</li> </ul>



<b>Moderate</b>	- Medium risk which needs to be monitored and considered for development. - Implementation of risk reduction and preparedness plans.
<b>Minor</b>	- Tolerable risk but should be monitored.

These identified hazards will then be rated accordingly. These will enable the organization to effect or adopt control measures to reduce or eliminate the risk further.

Where frequency of exposure is an important consideration. The following may be appropriate.

<b>Risk Rating</b>			<b>Assessed Band</b>
<b>Likelihood</b>	<b>Severity of Injury</b>	<b>Frequency</b>	
1. Unlikely	1. Minor Injuries	1. Irregular	1-3. Minimal Risk – Maintain Existing Measures
2. Feasible	2. Serious Injuries	2. Occasional	4-10. Low Risk – Review Measures
3. Probable	3. Major Injuries	3. Frequent	11-20. Medium Risk – Improve Measures
4. Inevitable	4. Death	4. Continuous	21 + High Risk – Improve Measures Consider Stopping Work
<b>To establish Risk Rating multiply “Likelihood” by the “Severity” by the “Frequency”</b>			

#### 4. Disaster Risk Reduction Plans

Disaster risk reduction plans providing for prevention and mitigation strategies have been compiled through a participative process and have not been vetted or submitted to feasibility studies.

These plans outlined in this document and its annexures which are implementable must be considered for inclusion within the IDP projects of the municipality and if included must be budgeted for in terms of the operating and capital budgets of the municipality. Each project should be evaluated to determine which municipal department can lead its implementation. When a lead department is assigned through consensus in the DMAF, such a lead department must manage all planning and budgeting processes for said project. The Disaster Management department of the Stellenbosch Municipality must assist in this regard.

Where the proposed project falls outside the mandate of the municipality, the municipality should establish a lobbying and monitoring mechanism to motivate the need for the project in the correct governmental or societal sector and to track progress on the project. It is anticipated that many projects will need to be executed on a partnership level, and in such cases the department of the municipality responsible for service delivery partnerships should take the lead with support from the Stellenbosch Disaster Management Centre.

#### **4.1 Risk reduction plans for the Stellenbosch Municipality**

Risk reduction project proposals for priority risks are listed in the attached risk reduction plan document.

#### **4.2 Risk reduction capacity for the Stellenbosch Municipality**

The organisational structure for risk reduction within the municipality includes Stellenbosch Disaster Management, the Disaster Management Advisory Forum, the top management team of Stellenbosch Municipality, the nodal points for disaster management within municipal departments within the municipality, departmental planning groups, risk reduction project teams and preparedness planning groups. See **Figure 2: Municipal Disaster Management Structure** on page 16. The total structure of the municipality, with every member of personnel and every resource should also be committed to disaster risk reduction. On-going capacity building programmes will be required to ensure the availability of adequate capacity for risk reduction.

### **5. PRE-DISASTER RISK REDUCTION AND PREPAREDNESS**

Pre-disaster risk reduction and preparedness should fall part of the primary objectives of this Municipal Disaster Risk Management Plan. All Departments/Services, must pursue disaster-risk reduction and mitigation in all their activities.

In order for a comprehensive and holistic approach to disaster risk reduction and preparedness, all departments within the local municipality have been requested to provide inputs/risk reduction plans as per their departments respectively. These plans have been integrated into the Disaster Risk Management Plan and will assist in eliminating any uncertainties during an emergency situation.

It would however not be practical to include all the plans within the Disaster Management Plan and as such, the respective disaster guideline inputs have been included as brief summaries/flow charts as annexures.

Please refer to Annexure A for disaster preparedness guidelines as received by the respective departments.

### **5.1 Prevention and risk reduction / mitigation strategies**

Integrated strategies must be developed and implemented covering disaster prevention and disaster risk reduction through the following:

1. Policies and legislation;
2. Economic development programmes and the Stellenbosch Municipal IDP;
3. Continuing disaster-risk, vulnerability and manageability assessments;
4. Risk reduction studies and projects;
5. Training and community awareness;
6. Environmental Impact Assessments;
7. Hazard management;
8. Community education and capacity building;
9. Insurance; and
10. Early warning systems.

It is the responsibility of the Stellenbosch Municipality to compile pro-active Disaster Risk Management programmes to support disaster risk reduction and preparedness. Integrated strategies must therefore be developed and implemented across all municipal departments which covers disaster preparedness through the following:

1. Emergency Response and recovery planning;
2. Contingency planning;
3. Drills, rehearsals and exercises;
4. Training and exercises;
5. Management and institutional arrangements;
6. Mutual Aid agreements;
7. Early warning systems.

## 5.2 Standard Operating Procedures (SOPs)

The Disaster Risk Management Department should formulate SOPs outlining the details of their own systems of operating and actions under especially emergency conditions and to create this awareness amongst its staff members. These will be linked to the DRM Plans to expand on the specific operations required during a particular hazard occurrence situation.

These SOPs will also form the basis for a more comprehensive disaster response.

## 6. Preparedness Plans

Preparedness plans are compiled in order to enable fast and efficient response to predicted and unpredicted emergencies. In case of an emergency, the user of this document should immediately turn to the attached preparedness plan for guidelines on managing response.

### 6.1 Preparedness plans of the Stellenbosch Municipality

Risk-specific preparedness plan proposals for priority risks are listed in the attached preparedness plan document, along with a standard response procedure for Disaster Management. The risk-specific preparedness plans have been compiled through a participative process.

### 6.2 Preparedness capacity for the Stellenbosch Municipality

The organisational structure for preparedness within the municipality includes Stellenbosch Disaster Management, the Disaster Management Advisory Forum: Cape Winelands District Municipality, the top management team of the Stellenbosch Municipality, the nodal points for disaster management within municipal departments within the municipality, departmental planning groups, preparedness planning groups, Joint Response & Relief Management Teams, Recovery & Rehabilitation Project Teams, and the Stellenbosch municipal Fire and Rescue Services Control Centre. See **Figure 2: Municipal Disaster Management Structure** on page 16.

The total structure of the municipality, with every member of personnel and every resource can potentially form part of preparedness capacity. On-going capacity

building programmes will be required to ensure the availability of adequate capacity for disaster preparedness.

The Stellenbosch Fire and Rescue Services Control Centre are responsible for the operational procedures associated with day-to-day operational response to emergencies by municipal departments.

The Stellenbosch top management team are jointly responsible for the emergency management policy framework and organisation that will be utilized to mitigate any significant emergency or disaster affecting the municipality.

## 7. Response & Recovery

During response and recovery operations the relevant disaster preparedness plans of the municipality will be executed by the disaster management structures.

### 7.1 Response Procedure

During Disaster Response the Unified Command approach will be implemented and the Western Cape Disaster Preparedness Response and Relief Plan (DPRRP) will be utilised. The duplication of the DPRRP inside this plan would constitute unnecessary duplication and therefore the DPRRP is seen as a reference document, while the response and relief procedure from the DPRRP will be summarised here for quick reference. The basic steps and actions of the response and relief management procedure are summarised below.

**Table 2: Steps in the response and relief procedure**

Number	Steps	Components
7.1.1	Notification and Activation	Detection Mobilisation
7.1.2	Rapid Assessment	
7.1.3	Response management structure	Structures to coordinate response Flexible organisation Standardised terminology Tactical incident structures On-site incident coordination point Joint incident management team Determining primary role players for

		incidents Communications
7.1.4	Re-Assess	Resources Hazard Situation
7.1.5	Objectives	
7.1.6	Plan of action	Planning
7.1.7	Implementation	Monitor / evaluate / review
7.1.8	Strategic response management structure	JOC
7.1.9	Monitor/evaluate	Observing of principles
7.1.10	Close incident	
7.1.11	De-mobilise	Returning to normality
7.1.12	Complete review	Post mortem
7.1.13	Corrective actions	Lessons learned and recommendations

This procedure is compatible with KPA 4 of the SA National Disaster Management Framework

#### 7.1.1 Notification/activation

During the notification phase, it must be ensured that management and operational staff are informed and mobilised as speedily and effectively as possible. To facilitate the foregoing, it is imperative that 24-hour duty and standby rosters are kept current and available at the 24-hour communication facilities for the PDMC and all service communications centres that have an emergency and/or Disaster response role in the Province.

Such call-out lists must indicate the first response mobilisation and 2<sup>nd</sup> line responders clearly.

It is therefore necessary to design Standardised response procedures and protocols for specific incidents and also consider variables such as season, time of day etc.

#### 7.1.2 Rapid Initial Assessment

The basis for any effective response is the initial rapid, but accurate on-scene assessment of the situation i.e. nature of the hazard, resource requirements,

immediate threats to people, property and the environment, magnitude and boundaries of current and possible future impacts, and to be able to communicate this information in a predetermined standardised format.

Rapid and effective response can also be facilitated if a standardised initial report-back includes response suggestions and needs. The rapid initial assessment must be as accurate as possible with accurate predictions of what may still occur.

### **7.1.3 Establish response management structure**

Once the initial response has been affected and services arrive on the scene the process for the implementing of the secondary response must be initiated as soon as possible. This response must be based on the needs received from the scene as a result of the rapid assessment.

This response must build on existing response levels and strengthen the deployments and actions on scene.

- **Structures to coordinate response**

The establishment of a structure to manage, co-ordinate and integrate response actions at the scene of an incident is imperative and a priority for all services involved at an incident. Such a basic structure should be contained in a “Standardised incident management plan” agreed to beforehand by all role-players.

There are a number of essential elements to the structure and principles, which should be observed at all times;

- **Flexible organisation**

The composition of the organisation must be adapted to the size, magnitude and nature of the incident. The organisation must be adapted (increased or decreased) as circumstances dictate.

- **Standardised Terminology**

All services must be informed and be familiar with the organisation and terms used by services, which may be involved in an incident.

- **Tactical Incident Management facilities / structures**

As part of the management structure, there are a number of essential facilities / structures, which may need to be established at the scene of an incident, these can include:

- Outer perimeter / cordon / public exclusion zone.
- Inner perimeter.
- Establishing a landing zone.
- Staging area.
- Incident command post.
- Casualty clearing post.
- Information point / media liaison.
- Communications network.
- Access control to incident site and emergency infrastructure.

The above elements are described in further detail in the disaster response activities and their action steps.

- **On-Site Incident Coordination Point**

This is an on-scene facility where tactical decision-making and control of interdisciplinary co-ordination takes place. Also known as Incident Command Post (ICP), On-site JOC / Forward Control or Command Post (FCP).

This is the single point of command for all on-site operations during the response phase of an emergency and will be located at an appropriate location at or near the scene of the emergency, normally within the outer perimeter.

The incident Commanders / Managers from key response agencies will operate under Unified Command to co-ordinate incident operations.

- **Joint Incident Management Team / Unified Command**

One of the main objectives to ensure effective on-scene management of services is to establish a "Unified Incident Management" system. This system allows for a structure whereby overall incident objectives and strategies can be formulated.

In incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement, unified



command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

In this regard it is important that the representatives be suitably mandated and takes full responsibility and charge of its service at that level. It will ensure that the agreed upon operational plan and integrated tactical strategies are implemented by making optimum use of available resources. It is normally structured to facilitate activities in five major functional areas:

- command,
- operations,
- planning,
- logistics, and
- finance and administration.

This organisation should also include the following elements depending on the situation;

- Safety.
- Media / public liaison – information.
- Liaison – supporting agency / jurisdiction liaison (DisMan well-placed for this).

Depending on the situation the estimated duration of the incident must be established in order to plan the need for the rotation of staff and to plan meals, etc.

- **Determining the primary role-player for an incident or activity**

If a situation occurs where there is no immediate agreement between parties regarding who should be the primary role-player in a specific emergency situation, the DPRRP contains a procedure that should be followed.

- **Communications**

For Provincial communication networks and structures see the main document to which this document is an annexure.

#### 7.1.4 Re-assess

The first very important step after the Joint Incident Management Team has been established is for them to re-assess the situation. During this process, there are three aspects which must be addressed.

- **Re-assess Resources**

The team need to establish:

- present deployment and how effective it is;
- possible further immediate, medium and long-term resource needs.

An analysis of special equipment and services and needs must be done at this stage.

When evaluating the mobilising of additional resources the following needs must be taken into account;

- The type of human resources required i.e. skills and type of tasks to be performed.
- What equipment and supplies is required and which must come first (Priorities).
- Who will be responsible for the control of essential supplies?
- Which essential services are required and/or should be restored first (Priorities).
- Observe and ensure that supply chain management / logistics are complied with (Accountability).
- Possible invoking of mutual aid arrangements and/or other formalised agreements.




- **Re-assess Hazard**

A thorough analysis of the potential impact of the hazard must be made. In this regard the following should be assessed;

- Present impact.
- Potential hazard impact (worst case scenario).
- Also think beyond present situation.
- Obtain specialist input.
- Consider implementation of risk specific plans.

- **Re-assess Situation**

In this regard the following aspects must be carefully analysed and assessed;

<p><b>Look up</b> - Establish present weather and get prediction for next 24 hours. It is important to look at the impact of the weather may have on the situation and what short and long term – changes may are predicted.</p>	
<p><b>Look around</b> - Look at the topography and natural environment and establish what effect it would have on the hazard behaviour and impact</p>	
<p><b>Look down</b> - Look at the built environment, the natural environment and the economic activities and establish how the hazard can possibly affect these activities. It is also important to consider/establish land owner and type of facility – e.g. key points being affected.</p>	

**Do a complete evaluation to establish the severity and implications of the problem (direct and indirect implications)**

#### 7.1.5 Establish incident management objectives

Once the re-assessment has been completed the team should decide on the incident management objectives, and the following should receive attention;

- Broad statement of intent
- Think strategically
- Determine priorities
- Ensure public protection and secure affected area

**It is important that emergency worker and public protection be observed throughout the process of setting objectives.**

### 7.1.6 Plan of action

Once the incident management objectives are complete a well framed and well prepared plan of action is essential for the effective execution of the operation.

To plan effectively the following should be considered;

- Situational analysis (Clearly mapped)
- Resource status and response levels (Accurate recording)
- Think of worst case scenario (Think ahead)
- Plan for all phases (response, relief, recovery, rehabilitation and reconstruction)
- Decide on key objectives and responsibilities
- Consult with external organisations
- Protective actions (Response activities)
- Protective action strategies (Response management strategies)
- Incident Communication planning (Radios, IT, Public and Media)
- Develop alternatives (think beyond the normal)
- Review alternatives
- Decide on plan of action

### 7.1.7 Implementation

Once a decision has been made on the plan of action the plan must be communicated clearly too all role-players. In this regard, the following should receive particular attention;

- Communicate objectives, responsibilities, and timeframes clearly.
- Action tasks clearly and to specific services and/or sections
- Motivate staff and support implementation throughout.

### 7.1.8 Strategic Response Management Structure

- **Disaster Operations Centre/Joint Operations Centre**

The Disaster Operations Centre is an off-site, centralised facility, which is provided by the Provincial or Municipal Disaster Management Centre, where multi-disciplinary co-ordination and strategic decision-making takes place. It is a fully equipped dedicated facility within the Western Cape Provincial Disaster Management Centre.

For the purpose of multidisciplinary strategic management of response and recovery operations, this facility must be capable of accommodating any combination of emergency and essential services representatives, including all relevant role players and stakeholders identified in response and recovery plans.

This facility must be activated when a local, provincial or national disaster occurs or is threatening to occur.

The Disaster Operations Centre may be activated immediately upon receipt of information of a specific type of incident, or may be activated upon request or advice of the joint incident management team(s) at the scene of the incident(s).

- **Initial Strategic Situation Analysis**

Once the initial activation has taken place the following should take place;

- Convene meeting in the JOC
- Review situation on available information
- All possible role-players must be identified and mobilised if not yet present.
- Identify and appoint incident co-ordinator
- Ensure all services required have been activated and are responding to their areas of responsibility
- Compile initial situation report for distribution to all stakeholders, internal and external.
- Establish public notification needs.
- Establish public safety advisory needs
- Generate media release for public communication
- Monitor, assess and support services on-scene
- Establish possible resource needs
- Evaluate resources available vs. resources possibly required
- Establish availability of resources, consult database
- Establish possible need for invoking mutual aid agreements and do initial notifications of possible support required
- Monitor, re-assess and adapt strategy

- **Structures to provide relief**

Additional off-site structures may need to be established to provide relief, these could include

- Mass Care centres
- Victim information centres
- Reconciliation areas (where victims and their friends / family can be reunited)
- Data processing centres
- Media briefing facilities
- Counselling facilities
- Animal holding areas

#### **7.1.9 Monitor/Evaluate**

The successful implementation and execution of any plan is very dependent on sustained and effective monitoring and evaluation of its effectiveness. This must be ensured by observing the following principles;

- To constantly receive and evaluate feedback reports from line departments.
- To regularly direct requests and ask questions.
- To take note of and observe status changes on an on-going basis.
- To analyse actions and anticipate problems/changes (be flexible).
- To regularly re-assess the situation and the effectiveness of actions and adapt strategies as circumstances dictate. Repeat process - Schedule meetings at specific agreed regular times.

#### **7.1.10 Close incident & document**

Once an incident has been effectively managed and services can return to normal operations, the following actions must be taken.

#### **7.1.11 De- mobilise**

Once the response to an incident is completed and there is consensus amongst all role-players that the point has been reached for services to stand-down from the incident and to return to their normal activities, the demobilisation phase is reached.

Ensure that all services have received de-mobilising orders and are reporting to their work stations.

#### **7.1.12 Complete Review (Post Mortem)**

After each incident, copies of all messages, reports and incident logs of all services must be submitted to the PDMC for joint analysis and review.

There must be a formal and structured critical review of all actions and all findings and/or areas of concern must be recorded and included in a report with the necessary recommendations and/or corrective actions to improve response in future.

#### **7.1.13 Corrective actions**

Corrective action plans must be drawn up and are designed to implement changes that are based on lessons learned and recommendations made from reports and reviews after actual incidents or from training and exercises.

Such actions and recommendations must include time frames and deadlines for implementation.

### **7.2 Declaration of a state of disaster and disaster classification**

It is advisable that the Stellenbosch Municipal Council adopts a formal policy for the declaration of a local state of disaster. Such a policy will replace this section of the plan which provides a general description of issues surrounding the declaration of a state of disaster.

When a disastrous event occurs or is threatening to occur in the area of the municipality, the DMC / Section will determine whether the event is a disaster in terms of the Act, and, if so, the Head of the Centre will immediately

- initiate efforts to assess the magnitude and severity or potential magnitude and severity of the disaster;
- alert Disaster Management role players in the municipal area that may be of assistance in the circumstances;
- initiate the implementation of the disaster response plan or any contingency plans and emergency procedures that may be applicable in the circumstances; and
- inform the National Disaster Management Centre and the Western Cape Provincial Disaster Management Centre via the Cape Winelands District Disaster

Management Centre of the disaster and its initial assessment of the magnitude and severity or potential magnitude and severity of the disaster.

When informing the National Centre and the Western Cape Provincial Disaster Management Centre via the Cape Winelands DMC the Stellenbosch Disaster Management Centre may make recommendations regarding the classification of the disaster as may be appropriate.

Irrespective of whether a local state of disaster has been declared or not, the municipality is primarily responsible for the co-ordination and management of local disasters that occur in its area.

Whether or not an emergency situation is determined to exist, municipal and other agencies may take such actions under this plan as may be necessary to protect the lives and property of the inhabitants of the municipality.

Declaration of a local state of disaster: In the event of a local disaster the municipal council may by notice in the provincial gazette declare a local state of disaster if existing legislation and contingency arrangements do not adequately provide for the municipality to deal effectively with the disaster; or other special circumstances warrant the declaration of a local state of disaster.

If a local state of disaster has been declared, the Council may make by-laws or issue directions, or authorise the issue of directions to:

- Assist and protect the public;
- Provide relief to the public;
- Prevent or combat disruption; or
- Deal with the destructive and other effects of the disaster.

## **8. Testing and review of the plan**

The municipality will regularly review and update its plan, as required by Section 48 of the Disaster Management Act, 2002. The Disaster Management Advisory Forum shall be responsible for the review of the municipal disaster management plan on an annual basis.

Status: Stellenbosch Municipality Disaster Management Plan is reviewed on an annual basis.



## 9. Reference documents

Cape Winelands District Municipality Draft Disaster Management Framework.

Cape Winelands District Municipality Community Based Risk Assessment, 2008.

Towards Disaster Management Plans for the Cape Winelands District Municipality (Hazard Identification, Vulnerability Assessment, and Risk Prioritisation), 2005

Sensitising document: Transport of Hazardous Materials in Bulk: SpoorNet, Undated.

Agricultural Disaster Risk Management: Agricultural Drought Management Plan, Department of Agriculture, Aug 2007.

Emergency Preparedness and Response Plan, Drakenstein Local Municipality, March 2009.

Contingency Plan, Metrorail Western Cape, October 2008.

Hospital Emergency Plans, Medi-Clinic – Worcester, Paarl

Hospital Emergency Plans, Western Cape Department of Health

Outbreak response team

Education: Principal each school is responsible. Plan per school. Unannounced visits and testing of emergency plans. Schools must have plans for when things go wrong with transport. Organized into circuits.

- a) Constitution of the Republic of South Africa, 1999.
- b) Disaster Management Act, 2002 (Act 57 of 2002)
- c) National Disaster Management Framework, 2005 (Government Notice 654 of April 2005: A Policy Framework for Disaster Risk Management in South Africa)
- d) Fire Brigade Services Act (Act 99 of 1997) as amended.
- e) Fund Raising Act (Act No 107 of 1978) (FRA)
- f) Local Government: Municipal Systems Act, 2000 (Act 32 of 2000).
- g) Major Hazardous Installations Regulations of the Occupational Health and Safety Act
- h) Road Traffic Act
- i) Social Assistance Act, 1992 (Act no 59 of 1992)

## 10. Annexure A: Disaster Preparedness Guidelines

**NB: New risks and the resulting plans can be completed after the conclusion of the Risk Assessment and added as the plan is reviewed and updated.**

### 10.1 Disaster Preparedness Plan: Fire

No	What must be done	Who must do it	Where it must be done	When it must be done	Why it must be done
1.	Inform Fire Services	First person to notice incident	Local authority fire call centre	Immediately	To respond resources
2.	Respond resources	Fire Services Control Centre	Local authority fire call centre	Immediately	To limit impact
3.	For facilities: Activate facility fire teams	Facility manager or as per plan	Facility manager's office	Immediately when the incident is reported	To contain situation
4.	For facilities: Fire team to extinguish small fires	Trained fire team	At the point of incident	ASAP	To prevent / minimize the chance of the fire spreading
5.	For facilities: Evacuate facility	Evacuation teams / SAPS / Fire	At facility	ASAP	To prevent injury/deaths
6.	For facilities: Check the name list of all evacuated people	Trained control team	At specific control points (assembly areas) outside the building / facility	ASAP after evacuation	To ensure everyone is out of the building / facility
7.	Assess Situation	First Responders on scene	At scene	On arrival	To determine needs
8.	Request additional resources	First Responders on scene	From scene through local authority fire call centre	After assessment	To manage situation
9.	Implement appropriate emergency intervention	First responders on scene	At scene	On arrival	To protect life and property and neutralize any impacting hazard

No	What must be done	Who must do it	Where it must be done	When it must be done	Why it must be done
10.	Setup command post	Senior officer on site	Safe area on site	Immediately	To plan and implement correct immediate responses
11.	Establish incident management plan per service	Services on scene	On scene	ASAP	To effect appropriate immediate response and relief actions
12.	Assess impact	Services on scene	On scene	Immediately	To determine future relief and recovery actions
13.	Notify Disaster Management team of major incident	Services on scene / Senior officer on scene	From command post	As soon as required	To facilitate multi-disciplinary co-ordination and major incident management support
14.	Crowd and traffic control	SAPS, Traffic, Law Enforcement, Private security if appropriate	Around scene	Immediately	To control people and traffic at the incident
15.	Assemble joint incident management team	Senior representatives of all services on scene	At appropriate single command post, in case of fire incident preferably at fire command post	Immediately once more than one service working on scene	To ensure multi-disciplinary coordination that enables effective response and relief
16.	Design joint incident action plan	Joint incident management team	Command post / FCP	ASAP	To manage situation
17.	Implement joint plan of action	Joint incident management team	On scene	ASAP	To normalize situation
18.	Seek missing people	Search team/ Fire/ EMS/ SAPS	Through the whole building / facility / affected area	ASAP once missing people have been reported	To rescue missing persons
19.	Treat injured people	Trained first aid team/ EMS / Fire	At the first aid post / triage area	Immediately when injury is reported	To treat injuries
20.	Inform next of kin of injured people	Facility manager / SAPS / EMS	At the facility manager / director's office / from scene	Immediately when injury is reported	To inform family members of the conditions of the injured relative and how to reach them
21.	Monitor actions	Joint incident	On scene	Ongoing during	To ensure effective

No	What must be done	Who must do it	Where it must be done	When it must be done	Why it must be done
		management team		incident management	planning and execution
22.	Area /Facility clean-up	All services	On site	On completion of rescue/ immediate emergency actions	To prevent further incidents/ environmental impacts
23.	On-site inspection	EMS/ Traffic/ Fire / SAPS forensics	On scene	On completion of emergency actions	To ensure site is safe for use again
24.	Provide social relief	Relevant Stakeholders (to be specified)	At affected area / relief center	After assessment	To minimize impact to those affected by the hazard
25.	Stand down	All services	On scene	Once site is declared safe	To normalize services operations
26.	De- brief	All role-players	Pre-determined venue	Within one week	To evaluate actions and improve future response
27.	Update plans and procedures	All role-players	At service HQ	ASAP	Effective service delivery

## 10.2 Disaster Preparedness Plan: Flooding

No.	What must be done	Who must do it	Where it must be done	When it must be done	Why it must be done
1.	Notify response teams (Municipal engineering, SAPS, Fire, EMS, Dept. Water Affairs, SAWS)	Local Authority	24 Hour Call centre	Immediately	To activate response teams
2.	Activate response teams	Fire services, Disaster Management and Services Standby Teams	From locations/ standby positions	Immediately	To assess impact and actions required
3.	Identify affected and damaged area	Fire Services, Disaster Management and Services Standby Teams	In affected area	Immediately	To determine the extent of the damage in order to assess the affected area
4.	Determine impact	Disaster Management and Services Standby Teams	At affected area	Immediately	To determine the actions and level of response required
5.	Implement appropriate emergency intervention	First responders on scene	At scene	On arrival	To protect life and property and neutralize any impacting hazard
6.	Activate JOC	Disaster and senior management of all services / jurisdictions involved.	Fire services or alternative	Immediately if major flooding incident	To plan strategically and coordinate multi-disciplinary response, relief and rehabilitation
7.	Assess information	All services	JOC	Immediately	To plan actions
8.	Design plan of action	DM Co-ordination Team / JOC Team	JOC	After assessment	To facilitate response and relief
9.	Implement response actions	Disaster Management Team, Fire services, SAPS, EMS	Affected area	ASAP	To prevent injury / mortality and to provide basic needs / services
10.	Provide social relief	Relevant Stakeholders (to be specified)	At affected area / relief center	After assessment	To minimize impact to those affected by the

No.	What must be done	Who must do it	Where it must be done	When it must be done	Why it must be done
					hazard
11.	Mopping up	Relevant Stakeholders	Affected area	ASAP	To normalize community
1.	Assess possibility of further flooding	Disaster Management Team, SAWS	Entire area	Immediately	To minimize and/or prevent further disruption / damage
2.	Issue early warning to areas vulnerable to further flooding	Disaster Management Team, SAWS	Vulnerable areas	Immediately	To minimize and/or prevent further disruption / damage
3.	Institute recovery measures	CWDM DM, PDMC, Treasury, Relevant Departments	JOC	Once situation is under control	To restore normal activities in area
4.	Road closures	Municipality / Prov Traffic	On Site	ASAP	To prevent loss of life and property
5.	Communication with population of affected areas	Municipality / Media / Disaster Management / SAPS	On-site media liaison point / Media Centre close to JOC	ASAP	To prevent loss of life and property though public communication
6.	Arrange temporary accommodation	Municipality / Social services/ NGO's	Available venues	When needed	To provide temporary accommodation – emergency shelter
7.	Organize medical search parties	EMS / Fire & Rescue	On site	ASAP if people reported missing / unaccounted for	To treat medical cases
8.	Flood management	Department of Water Affairs	On site and downstream	ASAP	To manage the effects of the flood
9.	Rapid initial impact assessment	Municipal engineer and Provincial roads engineer	In affected area	Once flooding has subsided, if infrastructure damage suspected	To establish impact and immediate required repair to infrastructure as well as assistance required from province / national
10.	Priorities, plan and implement emergency repairs to infrastructure	Infrastructure owner	Areas with damaged infrastructure	ASAP – depending on prioritization and available resources	To restore critical and essential services

No.	What must be done	Who must do it	Where it must be done	When it must be done	Why it must be done
11.	Verification of impact assessment	CWDM DM, Province / NDMC / Contracted impact assessment team	Areas with damaged infrastructure	ASAP after rapid initial impact assessment	To quantify and verify infrastructure damage and repair / replacement cost in monetary terms

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### 10.3 Disaster Preparedness Plan: Earthquake

No.	What must be done	Who must do it	Where it must be done	When it must be done	Why it must be done
1.	Notification and activation	Any person observing impact	Fire 24 hour control center	ASAP	To activate response teams
2.	Activate response teams	Fire 24 hour control center	LA 24 hour control center	ASAP	To assess and determine needs
3.	Activate JOC	DMC	DMC or appropriate alternative	ASAP	To co-ordinate actions
4.	Assess and establish the extent of the earthquake	Survivors and emergency services	In area	ASAP	To determine needs and strategies
5.	Collate info	JOC Team	JOC	ASAP	To determine priorities
6.	Determine evacuation needs	JOC Team	At affected areas	ASAP	To provide relief to affected people
7.	Establish plan of action	JOC Team	JOC	After initial assessment	To provide relief to affected people
8.	Arrange accommodation for evacuees	JOC Team	Identified halls and mass care centers	ASAP	To provide relief to affected people
9.	Treat injured people	EMS, Hospital and clinic staff	First Aid posts, hospital and clinics	ASAP	To treat injuries and prevent fatalities
10.	Arrange search and rescue	JOC Team	In identified areas	ASAP	To rescue trapped people and animals
11.	Arrange trauma counselling	JOC Team	Affected areas	ASAP	To assist all traumatized people
12.	Monitor and re-assess	JOC Team	Affected areas	After initial assessment and planning	To evaluate actions
13.	Adapt planning	JOC Team	JOC	ASAP	To facilitate normalization
14.	Arrange an infrastructure impact / damage assessment	JOC Team	Affected areas	ASAP	To create a report of damaged infrastructure and determine needs
15.	Establish a central call	Local authority	Affected area	As needed	To address shelter /



No.	What must be done	Who must do it	Where it must be done	When it must be done	Why it must be done
	center				housing needs
1.	Set up satellite operation centers	Appointed site commanders	On site / in areas as required	As needed	To coordinate response
2.	Determine short, medium and long term needs	JOC Team	JOC	ASAP	To plan service restoration
3.	Develop reconstruction and redevelopment plans and strategies	JOC Team	JOC	ASAP	To normalize and resettle area
4.	Provide social relief	Relevant Stakeholders (to be specified)	At affected area / relief center	After assessment	To minimize impact to those affected by the hazard
5.	Implement reconstruction program	JOC Team	Affected areas	After initial emergency response	To normalize and resettle area
6.	Monitor actions	JOC Team	JOC	Ongoing	To ensure effective planning
7.	Area cleanup	All services	Affected areas	On completion of rescue/ immediate emergency actions	To prevent further incidents/ environmental impacts
8.	On-site inspection	All services	Affected areas	On completion of emergency actions	To ensure area is safe for use again
9.	Stand down	All services	Deployment points	Once area is declared safe	To normalize services operations
10.	De- brief	All role-players	Pre-determined venue	Within one week	To evaluate actions and improve future response
11.	Update plans and procedures	All role-players	DMC	ASAP	Effective service delivery

#### 10.4 Disaster Preparedness Plan: Infrastructure Failure

No.	What must be done	Who must do it	Where it must be done	When it must be done	Why it must be done
1.	Notify service	Any person observing failure	Fire 24 hour control center	ASAP	To activate response teams
2.	Activate response teams	Service control centers	Service control centers	ASAP	To restore service
3.	Assess situation	Response teams	At site of failure	On arrival	To determine needs
4.	Request additional resources	Response teams	Service control center	ASAP	To facilitate rapid restoration of service
5.	Determine plan of action	Service management with other involved parties	At site	ASAP	To co-ordinate response
6.	Secure area	SAPS, local and provincial traffic	At site	ASAP	To protect workers and public
7.	Implement plan	Services responsible	At site	ASAP	To restore services
8.	Monitor actions	Service management, Service control centers	On scene, Service Control Centre	On going	Ensure effective planning
9.	Area / Road cleanup	All services	On site	On completion of rescue/ immediate emergency actions	To prevent further incidents/ environmental impacts
10.	On-site inspection	EMS/ Traffic/ Fire/ SAPS forensics	On scene	On completion of emergency actions	To ensure site is safe for use again
11.	Stand down	All services	On scene	Once site is declared safe	To normalize services operations
12.	De- brief	All role-players	Pre-determined venue	Within one week	To evaluate actions and improve future response
13.	Update plans and procedures	All role-players	At services' HQ	ASAP	Effective service delivery
14.	No water: Make use of reserve tanks	Technicians	Hospitals	ASAP	Water is vital in the effective functioning of hospitals

No.	What must be done	Who must do it	Where it must be done	When it must be done	Why it must be done
15.	No electricity: make use of generators	Technicians	In the area of the incident	ASAP	To rectify the situation
16.	Identify sewage system failure	Technicians	Hospitals	ASAP	To prevent pollution
17.	No refuse removal: contact the municipality	Hospital manager	Hospitals	ASAP	Refuse needs to be removed - can pose as health risks
18.	Roads and RDP houses must be repaired and maintained	Individuals	In the area of the incident	ASAP	Fix the problem area
19.	Dam overflow: Contact department of water affairs	Individuals	In the area of the incident	ASAP	Prevent the loss of water

### 10.5 Disaster Preparedness Plan: Transport Incidents

No.	What must be done	Who must do it	Where it must be done	When it must be done	Why it must be done
1.	Notify Control Centre	Public / Official witnessing incident	At Fire 24-hour Control Centre	ASAP	To trigger Response
2.	Contact Fire, Traffic Services, SAPS, EMS	Fire Control Centre	Fire Control Centre	ASAP	To limit effects of incident
3.	Notify response teams	Service Control Centers	Service Control Centers	ASAP	To control / normalize traffic See to people involved
4.	Assess and set up command post	Incident Management Team	On scene	On Arrival	To plan response and relief
5.	Activate additional response	Services	On scene	After initial assessment	To ensure effective response actions and resources
6.	Determine action plan	Incident Management Team	On scene	ASAP	To implement integrated response actions
7.	Execute action plan	Response teams	On scene	ASAP	To prevent or limit loss of life and property
8.	Monitor actions	Incident Management Team	On scene	On going	Ensure effective planning
9.	Area cleanup	All services	On site	On completion of rescue/ immediate emergency actions	To prevent further incidents To prevent environmental impacts
10.	On-site inspection	EMS/ Traffic/ Fire/ SAPS forensics	On scene	On completion of emergency actions	To ensure site is safe for use again
11.	Stand down	All services	On scene	Once site is declared safe	To normalize services operations

No.	What must be done	Who must do it	Where it must be done	When it must be done	Why it must be done
12.	De- brief	All role-players	Pre-determined venue	Within one week	To evaluate actions and improve future response
13.	Update plans and procedures	All role-players	At service HQ	ASAP	Effective service delivery

### 10.6 Disaster Preparedness Plan: Hazardous Materials Incidents

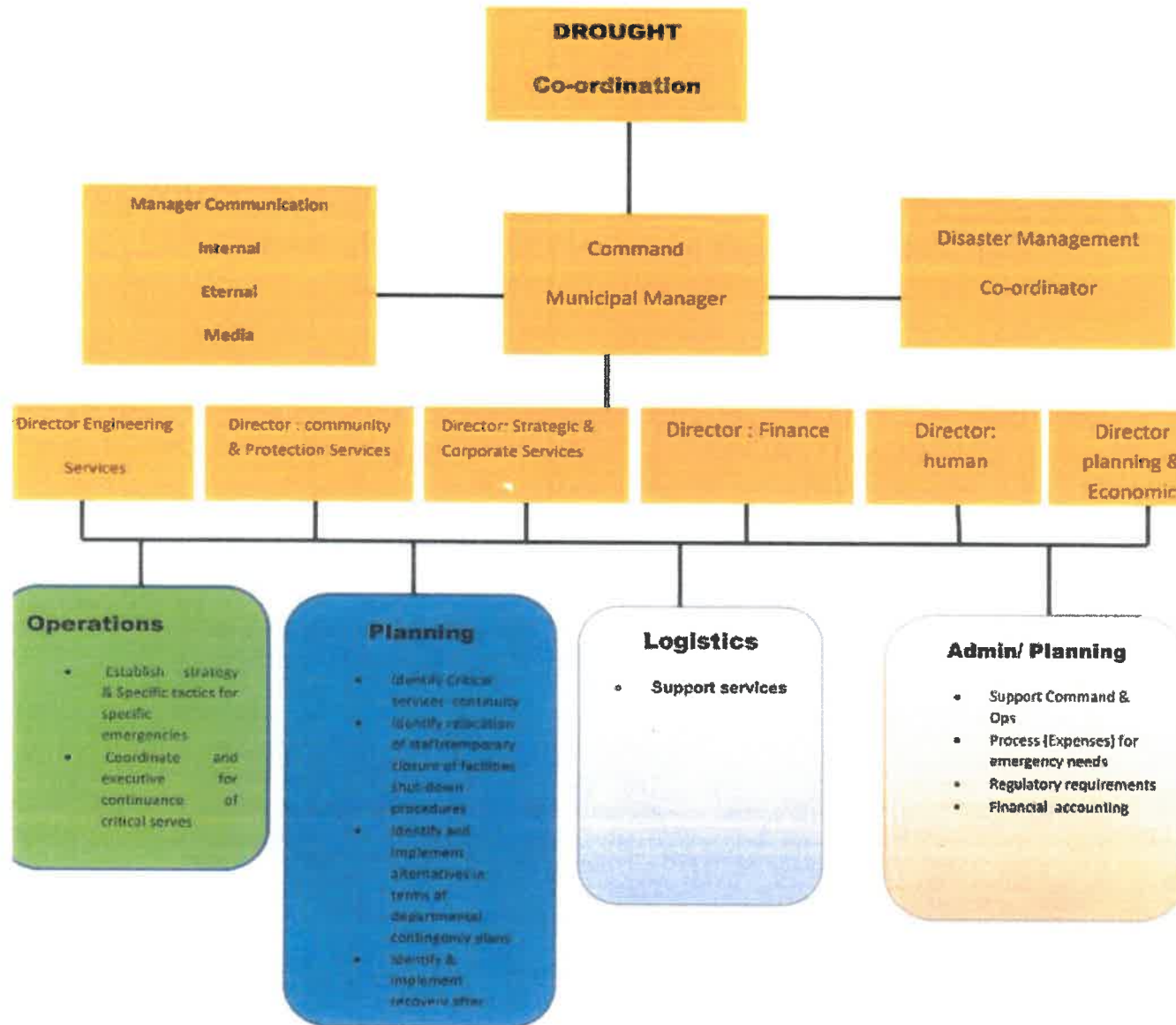
No.	What must be done	Who must do it	Where it must be done	When it must be done	Why it must be done
1.	Notify Fire Dept. / SAPS	Member of public or official observing incident  1st person on scene (10111/112/10177/ 021 887 4446)	On site - safe distance from incident	ASAP	To action response
2.	Notify Hazmat team and Fire/ Local, Prove Traffic/ EMS / SAPS / Transnet	Emergency call center / Fire dispatcher	Call center	ASAP	To activate response
3.	Identify type of hazmat	Responding agencies / Hazmat technician	On site	ASAP	To determine appropriate response
4.	Identification of affected area	Responding agencies / Hazmat technician	On site	ASAP	To determine appropriate response
5.	Assess and set up on-site command center	Hazmat team	On site	Immediately	Co-ordination
6.	Removal of hazardous material	Hazmat team e.g. within fire department or contractor	On site	ASAP	To increase the safety of the area
7.	In case of rail, notify Transnet	Fire dispatcher	Call center	ASAP	To activate response
8.	Assess the situation	Hazmat crew	On site (at a safe distance)	Once on scene	To facilitate plan of action, and assess situation
9.	Saving of lives	Hazmat crew /primary respondent	On site	ASAP	To save lives
10.	Secure the area	Traffic/ SAPS / Spoornet	On site	Once on scene	Personnel and public and environmental safety
11.	Evacuation	SAPS / Fire / Traffic	On site	Immediately once	To protect life

No.	What must be done	Who must do it	Where it must be done	When it must be done	Why it must be done
				determined necessary	
11.	Command vehicle / Establish incident management team	Fire dept. dispatcher / Fire Dept. / senior fire officer on duty	On site	Once area layout is established	To facilitate coordination / draw up a plan of action
12.	Deploy contaminant specialist	Spoornet or transport company	On site	After area is secured	To ensure correct measures are taken
13.	Stopping leakage, if any	Hazmat crew	On site	ASAP	To stop further leakage
14.	Containment of spill	Hazmat crew	On site	ASAP	To contain spill
15.	Activate cleanup specialist	Command vehicle / incident management team	On site	If extent of incident requires it	To clean up properly
16.	Notify DWAF	Command vehicle / incident management team	Command vehicle / incident management team	ASAP	To analyses water quality
17.	Notify and caution downstream Water users association / Agricultural unions/ Local / District and Neighbouring Municipalities	Command vehicle / incident management team	From site (via control centers)	Once nature of spill confirmed	To prevent usage of affected water
18.	Notify DEA	Command vehicle / incident management team	From site (via control centers)	Once nature of spill confirmed	Analyze water quality
19.	Notify Cape Nature	Command vehicle / incident management team	From site (via control centers)	Once nature of spill confirmed	Analyze water quality
20.	Re-assessment	Command vehicle / incident management team	On site	Regularly during incident management	To determine effectiveness and appropriateness of current response

No.	What must be done	Who must do it	Where it must be done	When it must be done	Why it must be done
21.	Mobilize cleanup specialist. If rail – Transnet recovery unit	Command vehicle / incident management team	On site	If extent of incident requires it	Final cleanup
22.	Incident stand down	Command vehicle / incident management team	On site	Once situation normalized and under control	To close incident and restore normal operations
23.	On site Debriefing	Command vehicle / incident management team	On site	After stand-down	Compilation of detailed incident report.
24.	Final De-briefing	Incident Management Team	Appropriate meeting venue	Within 1 week of incident	To learn from mistakes, update plans
25.	Follow up testing of soil and water	DEA	In situ, follow ups after the incident	As required	Follow up studies



10.7 Disaster Preparedness Plan: Drought 90 day action plan



### 10.8 Disaster Preparedness plans: Prolonged electricity interruptions

Nr	Incident	Action	To be put in place	Resp
1	Power goes off	Determine if this is a normal load shedding by checking the websites and other news. If it has been found that it is country wide, or province wide, then chances are that it is more than a load shedding and may be a blackout. The actual frequency of electricity just prior to  outage could also give an indication that a blackout has occurred.	Electricity to put in place a power frequency logger, which will give an advance warning if the frequency goes below 49.3Hz	Frequency Meters/Loggers to be arranged by Deon Louw
2	Call in Emergency Blackout JOC	Chances are that cell phones will still operate for another four hours. All JOC members must automatically proceed to Stellenbosch JOC room when it has been determined that this  blackout is wider than normal load shedding	All JOC members and support staff must be fully aware of their responsibilities	Municipal Manager as main member. Deon Louw if Municipal Manager has not reacted
3	Report to JOC Room	Try to get as much information as possible from Government, Eskom and other sources	Key personnel from National, Provincial Government, District Municipality, SAPS, Hospitals, University needs to be available	

Nr	Incident	Action	To be put in place	Resp
4	Obtain full set of support to JOC	<p>Call out:</p> <p>Fire Chief if not already arrived as part of JOC. Fire Chief to automatically respond on finding out that the power outage is most likely a large region blackout.</p> <p>Call out all standby staff. Staff to automatically proceed to JOC room when determining that it is likely a large region blackout</p> <p>Managers: Electricity Stellenbosch Operations and Dwars River operations to be called out or to automatically respond and</p> <p>report to JOC when it is determined that a large regional blackout has most likely occurred</p>		
5	JOC and support members arrive at JOC room	<p>All JOC and supporting members to report to the JOC room where the JOC Committee will</p> <p>start operating</p>	<p>JOC room to be established, equipped with all equipment to be needed.</p> <p>. Must have all forms of communication from cell phones to two way radios and communications through loud hailing and written messaging</p> <p>. MM Staff to ensure needs in and around JOC chamber</p>	

Nr	Incident	Action	To be put in place	Resp
6	Conduction of JOC Meeting	<p>Most senior member of JOC committee takes up chairman of the committee, until the MM arrives after which she will chair and guide the process. She will indicate who would be chair upon her leaving the room. The JOC will jointly sit and conduct all operations on an ongoing basis. JOC members must be relieved by backup members when the need arises.</p>	<p>Convenient Meeting Room with Telephones, Radios, Television, Cooking Utensil need to be available</p>	
7	Communication	<p>All forms of communication will be used:</p> <p>During First part of Blackout normal communication via cell phone would normally be available as well as normal telephone communication.</p> <p>At some stage cellular telephone and normal telephones will fail after which two way radio communication must be used.</p> <p>If all of the above fails then communication will done by messenger by travelling to the person that needs to receive the message or byloud hailing any messages to the public</p>	<p>All possible communication methods to be available and stocked. Communication team to be in charge of message creation and controlling the sending out of messages.</p>	

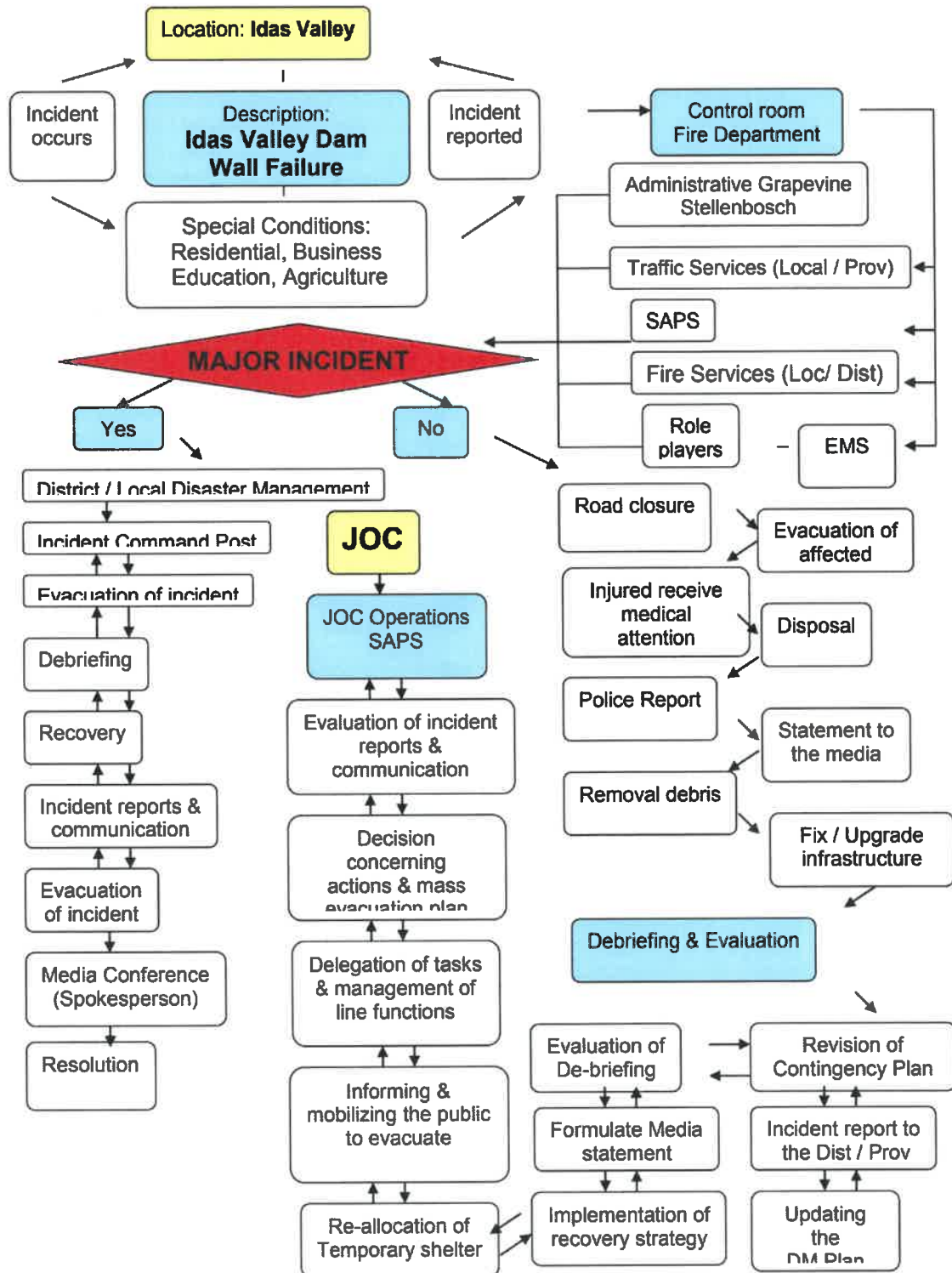
<p>8</p>	<p>Preperation for a long blackout</p>	<p>Once it has been determined that the blackout will last for a long time (longer than two days). Preparations must be made to start with emergency services to the public. It needs to be determined whether the District Emergency JOC has been activated and a member from Stellenbosch JOC to meet with the District JOC. District JOC to liaise with Provincial JOC. Various methods of communication to be established between JOCs. Various us external members need to join the various JOCs such as:</p> <ol style="list-style-type: none"> <li>1. Senior Member of SAPS</li> <li>2. Senior Member from University</li> <li>3. Senior Members from each hospital</li> </ol>	<p>SOPs to be drawn up for any possible actions to be needed during Power Outage:</p> <ol style="list-style-type: none"> <li>1. Making maximum use of fridge and freezer.</li> <li>2. Cooking/preparing food for long term storage.</li> <li>3. Obtaining and rationing of long term unperishable foods</li> </ol>
<p>9</p>	<p>Actions to be taken to prepare for a long blackout. Note there will be no electricity and therefor no streetlights or floodlights. Few restaurants working. University will not be able to supply cooked food. No alarms will work, no SCADA will work.</p>	<p>All electricity networks to be switched such that any emergency electricity can reach key points on the network.</p> <p>Members of the public needs to be told how to conserve and/or prepare food.</p> <p>Communal ward food preparing sights may be arranged</p> <p>All deep freeze food from houses, supermarkets, shops need to be brought to these centres to be prepared and sealed in order to last for at least 14 days.</p> <p>Long lasting food such as tinned food must be obtained from supermarkets in order to distribute evenly to public.</p> <p>Various methods of lighting units need to be obtained.</p>	<p>Various scenarios need to be assessed and SOPs written:</p> <p>Diesel stocking during long term outage.</p> <p>Fighting fires with no vehicles and pumps</p> <p>Obtain assistants from SANDF to assist with Field Kitchens and rations.</p> <p>Obtain material to build PV installations such as: PV Panels, Inverters.</p> <p>S. Key buildings need to be equipped with PV Solar Installations such as:</p> <ol style="list-style-type: none"> <li>a. Fire Station</li> <li>b. Main Building JOC quarters.</li> <li>c. Town Hall Kitchen</li> </ol> <p>Mobile units for pump stations</p>

Nr	Incident	Action	To be put in place	Resp
10	Pre-arranged tasks to staff, and Coordinators of each of the functions	<p>Staff members to be allocated pre-arranged tasks:</p> <ol style="list-style-type: none"> <li>1. Electricians to maintain and operate all Generators and Solar Power installations, including fuelling and batteries.</li> <li>2. Water Staff to maintain all water networks that are operational as normal.</li> <li>3. Sewage staff to maintain all sanitation plant and network that are operational as normal.</li> <li>4. Roads staff to assist with directing of traffic at all major crossings until moving vehicles have diminished considerably.</li> <li>5. All Infrastructure Services planning staff and Customer Care staff to assist administration and communication matters</li> <li>6. All Waste Staff to operate all possible waste removal functions</li> <li>7. All Protection Services staff go into protection mode, including all traffic police and law enforcement. Patrol streets on a three shift basis.</li> <li>8. Fire &amp; Rescue responsible for all emergency incidents.</li> <li>9. Community Service, Corporate Services Staff and Planning Staff to be used to communicate and inspect public facilities.</li> <li>10. All SCM staff to actively procure any material, food, services needed for emergency services.</li> <li>11. HR to be in charge of recruiting volunteers for all sorts of associated services.</li> <li>12. EPWP/LED/Housing responsible for obtaining enough labour, food and energy to operate food corners.</li> </ol>	Staff to operate in three shifts.	

		<p>13. All other Staff to procure food, wood, gas</p> <p>14. Special care for informal settlements with no backup of food or energy.</p>		
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10.9 Disaster Preparedness plans: Idas Valley Dam wall failure





## 11. Annexure B: Disaster Risk Reduction Guideline

### 11.1 Disaster Risk Project Proposals: Fire

Risk Reduction Category	Risk Reduction Project Proposals
<b>Physical Planning Measures</b>	1 Build fire stations
	2 Plan and provide for buffer zone between residential and vegetation areas
	3 Plan and provide access roads for fire trucks in informal settlements
	4 Plan to prevent Illegal electricity connections in informal settlements
	5 Plan fire services in line with new development needs
	6 Ensure that development of dwellings does not take place before adequate bulk services are provided
	7 Encourage and facilitate Integrated catchment management planning
<b>Engineering &amp; Construction Measures</b>	8 Ensure compliance with fire regulations and by-laws
	9 Install fire alarms in buildings
	10 Plan and provide fire escape routes and doors
	11 Plan and provide fire breaks in high risk vegetation areas
	12 Provide suitable roads as evacuation routes in informal settlements
	13 Provide informal areas with fire-resistant materials
	14 Plan and develop fire early warning systems
	15 Provide additional fire hydrants
	16 Research and upgrading / improvement of firefighting equipment/ trucks/ hydrants
	17 Provide fire hydrants in informal settlements
	18 Install watch towers, fire breaks, fire extinguishers in forestry areas
	19 Improve the quality and provide appropriate of firefighting equipment at all levels
	20 Ensure that fire hydrant water supply is sufficient in higher lying areas

Risk Reduction Category	Risk Reduction Project Proposals
<b>Economic Measures</b>	21 Provide for capital projects in municipal budget
	22 Provide funds for upgrading of fire equipment
	23 Fines for illegal electrical connections
	24 Implement program to decrease high risk housing
	25 Authorities to develop a project to make fire extinguishers more affordable for every household, as well as a means of making the maintenance thereof less expensive
	26 Rural areas property rebates for areas under conservation
	27 Action plans in place
	28 Reaction plan in place
<b>Management &amp; Institutional Measures</b>	29 Train fire marshals for commercial/industrial complexes
	30 Appoint / train appropriate staff
	31 Conduct fire and evacuation drills
	32 Ensure evacuation doors are unlocked
	33 Running of programs for prevention of arson
	34 Maintenance program for fire extinguishing equipment
	35 Identify and procure appropriate equipment
	36 Structured and sustained fire-prevention inspections
	37 Cleaning of undergrowth around buildings
	38 Train and deploy firefighting volunteers at fire stations and road works
	39 Identifying high risk fire areas (hotspots)
	40 Identify safer alternatives for cooking and lighting i.e. stoves, lamps etc.
	41 Ensure correct storage of combustible materials
	42 Develop and implement maintenance programs for of access routes in high risk fire areas

Risk Reduction Category	Risk Reduction Project Proposals
	43 Train and develop fire response teams
	44 Training at all levels to improve the implementation of incident command system as a standard operating procedure
	45 Develop a management policy for the sale of paraffin
	46 Establish and support Fire Protection Association
	47 Develop area fire management plans
	48 Refrain from using recycling cardboard containers for recycling of paper
	49 Revisit policy for evicting shack dweller
	50 Maintenance program
<b>Societal Measures</b>	51 Develop fire evacuation procedures for commercial/industrial complexes
	52 Declare non-smoking areas
	53 Prohibit fires in high risk areas
	54 Conduct fire hazard awareness programs
	55 Conduct community awareness programs in communities
	56 Implement community based programs for the proper care/maintenance of electrical equipment
	57 Include fire prevention education in school curriculum
	58 Include disaster risk management in school curriculum
	59 Implement fire education, fire risk awareness, recruitment of volunteer fire fighters, social responsibility, ownership system e.g. hydrants

## 11.2 Disaster Risk Project Proposals: HazMat Incidents

Risk Reduction Category	Risk Reduction Project Proposals
<b>Physical Planning Measures</b>	1 Zoning for HMI's (Building codes)
	2 Proactive hazmat classification of installations
	3 Proper planning into the placement of factories and plants
	4 Manage development around HMI's
	5 Limit population figures around HMI's
	6 Enforcement and evaluation of risk assessment for major hazardous installations
	7 Enforcement and evaluation of EIA's for HMI's
	8 Enforcement of proper labeling of chemicals and poisons (labels)
	9 Monitoring and restricting and managing routes for hazmat materials in transit (railways/roads)
	10 Safe packaging and storage to prevention of leakage and seepage of hazmat and poisons
	11 Specific parking areas for hazmat vehicles along the roadside
	12 Increased hazmat capabilities allocated to areas on main routes where hazmat freight vehicle parking areas are to be found
<b>Engineering &amp; Construction Measures</b>	13 Enforcement of Construction needs to be determined by type of particulates being used and stored
	14 Identification of Containment sites and measures
<b>Economic Measures</b>	15 Fines for non-compliance
	16 Awards to compliant companies
	17 Fines for not having correct signage when transporting hazmat
	18 Fines for not having correct paperwork when transporting hazmat
	19 Spiller pays fine structure for hazmat spillage, and enforcement thereof
	20 Polluter pays
21 Local economic development, assistance to non-compliant small businesses to comply	

Risk Reduction Category	Risk Reduction Project Proposals
<b>Management &amp; Institutional Measures</b>	22 Compliance with storage and handling specifications
	23 Annual compliance certificate for hazmat/lpg coupled with an inspection, using of approved/certified service providers
	24 Declaration of what is being transported, and enforcing escorts for high risk cargo
	25 Informing of LM's what cargo is passing through its boundaries, especially if alternate routes are used
	26 Regulation of overnight stops for trucks transporting hazmat
	27 Introduction of measures which regulate the times at which hazmat can be transported
	28 Spiller to use accredited/competent mop up teams
	29 Create capacity for regular site inspections
	30 Create capacity for regular Vehicle inspections
	31 Enforcing Registers of hazmat on the premises
	32 Increased monitoring by law enforcement (road/railway)
	33 Regular Training of rescue personnel and transport personnel (Drivers )in contact and handling of with hazmat
	34 Education campaign for local cellars and farmers who transport spirits as mixed loads.
	35 Identify and manage Nodal points of inspection ~ yard/ weighbridges/ destination
	36 Regulation of bulk sale of fuel
	37 Enforce Occupational Health and safety adherence
	38 Registration/compliance of all hazmat and hazardous material installations (databases)
	39 Identification and register of all MHI's / inspection and liaising per area.
	40 Enforcement of storage regulations
	41 Enforcement of AVCASA regulations for pesticides
42 Shift from reactive to proactive measures	
43 Annual compliance certificate for hazmat/lpg coupled with an inspection, using of approved/certified service providers	
44 Effective communication of Hazmat / poisons requirements	

Risk Reduction Category	Risk Reduction Project Proposals
	45 Operational plans/ and response teams that are trained and practiced at hazmat installation
	46 Training exercise to improve response management skills
	47 Address lack of capacity at times of detours when passing small poor towns ( Resource skills distribution)
	48 Monitoring and accreditation and registration of cleanup teams and disposal sites, and a contact database
	49 Enforcement of NEMA Section 30
	50 Enforcement of spiller pays regulation of using approved service providers
	51 Simplified coding system for Hazmat
	52 Promoting Cooperative governance between organs of state responsible for control of hazardous materials
	53 Simplifying recognition system of cargos to effect quicker and correct response in case of incident
<b>Societal Measures</b>	54 Community/individual training
	55 Regular Awareness published in news papers
	56 Education of farm workers how to handle/store hazmat/ poisons/ protective clothing
	57 Information sessions on pesticide poisonings on farms / misuse / misapplication
	58 Notification of times of "in-line" dosage of pesticides and poisonings
	59 Early warning system for spills/exposures.
	60 Community based training/awareness

### 11.3 Disaster Risk Project Proposals: Flooding

Risk Reduction Category	Risk Reduction Project Proposals
<b>Physical Planning Measures</b>	1 The enforcement of Environmental Impact Assessment with all development projects (EIA)
	2 Plan for the Upgrading of existing infrastructure to cope with new developments.
	3 Identification and plotting of vacant high risk flood areas for future reference and avoid human settlements in such areas
	4 Avoid development and settling of communities along rivers and within the flood line
	5 Apply and update Zoning regulations regularly
	6 Identify alternate suitable venues/facilities for emergency services
	7 Apply Low intensity land use in 1:100 flood line areas
	8 Study and understand the impact of climate change on development
	9 Signage
	10 Asset management
	11 Maintenance
<b>Engineering &amp; Construction Measures</b>	12 Study EIA to inform construction and building measures
	13 Identifiable flood measuring and early warning systems
	14 Plan and Build retention dams to reduce risk of flooding
	15 Restore and maintain water catchment areas
	16 Build retaining walls to protect buildings
	17 Improve and upgrade storm water reticulation systems regularly
	18 Develop and maintain Early warning systems
	19 Develop and maintain sustained cleaning programs for rivers and dams
	20 Plan bigger capacity dams to regulate flow of water
	21 Implement programs and measures to prevent erosion

Risk Reduction Category	Risk Reduction Project Proposals
	22 Plan and erect Visible warning signs in low lying areas
<b>Economic Measures</b>	23 Provide for disaster relief funds
	24 Adequate provision for the for maintenance of storm water systems
	25 Farmers developing areas for agricultural use in flood prone areas should pay increases insurance on crops in those areas
<b>Management &amp; Institutional Measures</b>	26 Plan for the support for affected communities
	27 Develop and maintain flood Emergency response teams
	28 Develop and supervise Maintenance programs
	29 Ensure that SOP for disasters are developed and maintained
	30 Facilitate Strategic planning of resources to cover all areas during emergencies
	31 Plan and ensure Strategic distribution of disaster management resources across area
	32 Ensure the provision of Emergency flood kits
	33 Mutual aid agreements to be established for relief and response
	34 More command center vehicles
	35 Quality assessments
<b>Societal Measures</b>	37 Develop Awareness training and workshops in high risk areas
	38 Develop and inform communities of response actions to early warning systems
	39 Ensure Coordination and cooperation with NGO's
	40 Community awareness
	41 Early warning systems



#### 11.4 Disaster Risk Project Proposals: Earthquake

Risk Reduction Category	Risk Reduction Project Proposals
<b>Physical Planning Measures</b>	1 Identify earthquake prone areas/geological faults are
	2 Development of suitable Building codes (enforcement thereof)
	3 Develop Zoning codes for high risk areas
	4 Limit development in high risk areas
<b>Engineering &amp; Construction Measures</b>	5 Approval of Single storey buildings in prone areas only
	6 Enforcement Area specific building methods/codes
	7 Design strong/earthquake resistant infrastructure/services
<b>Economic Measures</b>	8 Disaster relief funds from National Government
	9 Household insurance (act of god)
	10 MOU's with suppliers of emergency materials / supplies
	11 Incentives for compliance with building codes.
<b>Management &amp; Institutional Measures</b>	12 Develop institutional capacity for management of incidents
	13 Good response support services (police, fire department etc.)
	14 Development of Good evacuation plans
	15 Plan for relocation of people in prone areas
	16 Development and training for Mass casualty response team
	17 Development and communication of Recovery plans and strategies
	18 Identify Effective communication systems other than cell phones or radios
19 Investigate and plan for Air evacuation system	

Risk Reduction Category	Risk Reduction Project Proposals
	20 Development and training of Search and rescue teams and strategies
	21 Identify mass care facilities outside possible affected areas
	22 Develop mass care strategy
	23 Develop strategy and process for public notification and to inform communities about the risk
	24 Develop Mutual aid agreements and MOU's for identified tasks
	25 Plan and develop strategies and procedures for Trauma counselling
	26 Plan for emergency responders management and care
	27 Strict enforcement of building codes in identified earthquake prone areas
<b>Societal Measures</b>	28 Education on warning systems
	29 Awareness raising (how to act /react)
	30 Develop self-reliant communities/emergency preparedness
	31 Inclusion of programs in schools in earthquake prone areas

### 11.5 Disaster Risk Project Proposals: Infrastructure Failure

Risk Reduction Category	Risk Reduction Project Proposals
<b>Physical Planning Measures</b>	1 Perform composite risk assessments prior to developing services.
	2 Research and development of alternative energy sources other than electricity e.g. generators
	3 Research of effective and correct waste removal and storage
	4 Development of standards and quality assurance of RDP houses
	5 Development and enforcement of min standards for service delivery
	6 Standardizing on a planning horizon at least 50 years
	7 Monitoring and responding to farmers altering river courses
	8 Planning of user -friendly public transport services
<b>Engineering &amp; Construction Measures</b>	9 Applying min standards for all services
	10 Structured maintenance programs for service infrastructure
	11 Safe-guarding of essential service infrastructure
	12 Maintain the integrity of dams, dam walls etc.
	13 Proper assessment of building material and architectural plans
	14 Preventative maintenance and upgrading of equipment/facilities
<b>Economic Measures</b>	15 Fines for exceeding limits
	16 Improve ineffective systems lead to loss of revenue
	17 Fines for transgressions i.e. littering/dumping

Risk Reduction Category	Risk Reduction Project Proposals
	18 More effective road restrictions and toll fees should be implemented
	19 Corrupt service providers to be blacklisted
	20 More structured bulk service infrastructure contributions to be implemented
	21 Budgetary provision for sustained infrastructure maintenance to be made
	22 More effective basic service rates contribution by all users to be implemented
<b>Management &amp; Institutional Measures</b>	23 Buildings should have ISO 14001 accreditation in terms of water usage
	24 Mitigation/emergency measures/strategies should be in place in the event of sewage system failure
	25 Structured and sustained maintenance programs for service infrastructure
	26 Design and development of emergency measures in the event of service failure( Departmental emergency plans )
	27 Safe public transport systems to be implemented
	28 Design/upgrade bulk services before development
	29 Structured asset management with regards to infrastructure development and maintenance
	30 Emergency procedure development for all service disruptions
	31 Enforcement of Energy saving laws at all levels
	32 Defining and development of early warning system linked to management plan
	33 Monitoring of community responsibility w.r.t. feedback on structure service and quality
34 Enforcing water conservation measures and/or by-laws	
35 Dedicated government supervision and quality assurance on all contracts	

Risk Reduction Category	Risk Reduction Project Proposals
	36 Appointment of competent individuals to manage and monitor
	37 Ensure aid agreements and supplier agreements in case of specific infrastructure failure
<b>Societal Measures</b>	38 Community awareness in terms of water usage and economic use of services
	39 Transport management i.e. "lift clubs" to reduce road traffic
	40 Advocacy campaign i.e. saving measures (electricity)
	41 Structured and sustained training and education (correct use of infrastructure)

### 11.6 Disaster Risk Project Proposals: Transport Incidents

Risk Reduction Category	Risk Reduction Project Proposals
<b>Physical Planning Measures</b>	1 Plan alternative routes/road capacity required for increase in traffic
	2 Research and planning of safe sites for airports
	3 Research and planning of public transport safety measures
	4 Incorporate pedestrian safety into new developments
	5 Plan for increased, improved and effective infrastructure with regard to public transport
	6 Plan and ensure correct placement of railway crossings and pedestrian crossings
<b>Engineering &amp; Construction Measures</b>	7 Planning and design of safe railway crossings
	8 Determining need and planning of pedestrian crossings
	9 Effective management of time delay in traffic lights change
	10 Make use of traffic circles to slow down traffic
	11 Construction of speed bumps in residential areas
	12 Setting standards and updating aviation standards
	13 Design and implement bicycle lane for cyclists
	14 More effective traffic light programming for peak and off peak times
	15 Enforce exhaust emissions standards
	16 Plan for effective bus lanes as well as heavy vehicle lanes on major routes

Risk Reduction Category	Risk Reduction Project Proposals
	17 Ensure constant maintenance of all transport infrastructure
<b>Economic Measures</b>	18 Decrease in public transport travelling cost to promote public transport and decrease road traffic
	19 More effective management and processing of fines for all traffic offenders
	20 Introduce cost effective and time effective rail transport for commuters and freight to reduce road transport
<b>Management &amp; Institutional Measures</b>	21 Design and implement Points demerit system for transgressors
	22 Identification and enforcement of alternate route for heavy duty vehicles
	23 Develop good institutional capacity and programs to promote transport safety
	24 Develop good infrastructure and capacity to facilitate effective law enforcement
	25 Capacity and structured audits for licensing
	26 Train and implement more scholar patrols
	27 Promote use of reflective bands for children
	28 Implement capacity to manage register for traffic offenders
	29 More advanced and affordable skills development programs for professional drivers
	30 More structured and vigilant testing/monitoring of licensed drivers and vehicles
	31 Use accredited contractors and building materials for road construction
	32 Enforcement of clear road signs/warnings and markings during construction periods
33 Implement and manage structured general road maintenance programs	

Risk Reduction Category	Risk Reduction Project Proposals
	34 Implement restriction measures to control heavy vehicles' times and routes
	35 Design and implement traffic management plans
	36 Learner license and driver training programs in schools for development of young responsible drivers
	37 Develop a system whereby intoxicated pedestrians are effectively removed from busy roadways and prosecuted
	38 Permit system
<b>Societal Measures</b>	39 Discourage aggression/ road-rage
	40 Promote alternative transport
	41 Structured education on road safety
	42 Structured program to increase awareness of pedestrians



## 12. Annexure C: Key Stakeholders Contact List

12.1 EMERGENCY NUMBERS LIST  
STELLENBOSCH MUNICIPALITY

NAME	DEPARTMENT	DESIGNATION	TEL	FAX	CELL	Email
<b>MAYOR'S OFFICE</b>						
Cllr. Gesie Van Deventer (Mrs)	Office of the Executive Mayor	<b>Executive Mayor</b>	021-808 8002		082 570 5681	mayor@stellenbosch.gov.za
Jeremy Fasser	Office of the Executive Mayor	Deputy Mayor & Humans settlements Mayco member	021-808-8002			
Quintin Smit	Office of the Executive Mayor	Speaker				
Carmen Saville	Office of the Executive Mayor	Personal Assistant	021-808 8002			Mayor.Pa@stellenbosch.gov.za
<b>MUNICIPAL MANAGER</b>						
Geraldine Mettler (Ms)	Office of the Municipal Manager function; Internal Audit; Risk Management; Strategic Management; Responsible for overall leadership management of functions listed per directorate.	<b>Municipal Manager</b>	021-808 8025	021-808 8026		municipal.manager@stellenbosch.gov.za
<b>DIRECTORATE: COMMUNITY &amp; PROTECTION SERVICES</b>						
Cllr. Rikus Badenhorst	Councillors	Portfolio Councillor: Community and Protection Services			076 123 5959	rikus.badenhorst@stellenbosch.gov.za
Gary Boshoff	Libraries; Cemeteries & Amenities; Sport, Parks & Recreation;	<b>Director: Community &amp;</b>	021-808 8437		082 805 2926	gary.boshoff@stellenbosch.gov.za

NAME	DEPARTMENT	DESIGNATION	TEL	FAX	CELL	Email
Charl Kitching	<b>Area Cleaning; Disaster Management; Social Conflict Management; Fire Services; Traffic Services; Law Enforcement; Security Services; Land invasion; VIP Protection; By-Law Enforcement; Control Room; Events, Logistics &amp; Fleet Management</b>	<b>Protection Services</b>				
Wayne Smith		Senior Manager: Community & Protection Services			084 887 4310	Charl.Kitching@stellenbosch.gov.za
Shezayd Seigels (Ms)		Manager Fire & Disaster	021-808 8888	021-883 3200	071 443 7337	wayne.smith@stellenbosch.gov.za
Gavin Solomons		Senior Disaster Coordinator	021-808 8888	086 574 6470	082 050 4834	shezayd.seigels@stellenbosch.gov.za
Gawie Botha		Chief: Traffic Services	021-808-8800	021-808 8832	0731842169	<a href="mailto:gavin.solomon@stellenbosch.gov.za">gavin.solomon@stellenbosch.gov.za</a>
Joan Felix		Deputy Chief: Traffic Law Enforcement	021-808 8800	021-808 8809	082 415 2178	<a href="mailto:gawie.botha@stellenbosch.gov.za">gawie.botha@stellenbosch.gov.za</a>
Cedric Thorpe		Chief: Law Enforcement, Events	021-808 8447		084 506 5060	<a href="mailto:joan.felix@stellenbosch.gov.za">joan.felix@stellenbosch.gov.za</a>
		Deputy Chief: Law Enforcement	021-808 8937	021-808 8182	082 381 5555	cedric.thorpe@stellenbosch.gov.za
<b>DIRECTORATE: ENGINEERING SERVICES</b>						
Deon Louw	<b>Transport, Roads and Storm water; Water Services; Mechanical Workshop; Solid Waste Management; Development &amp; Project Management; Drawing office; Electricity Services</b>	<b>Director: Engineering Services</b>	021-808 8023		078 8019 628	deon.louw@stellenbosch.gov.za
Sylvia Pretorius (Ms)		Manager: Administration & Client Services	021-808 8023			Sylvia.pretorius@stellenbosch.gov.za
Vacant		Senior Manager: Water/sewage	021-808 8218		082 903 3123	
Nombulelo Zwane		Senior Manager: Electricity	021-808 8770	021-883 9874	082 826 5587	Nombulelo.zwane@stellenbosch.gov.za
Clayton Hendricks		Senior Manager: Solid Waste	021-808 8241	021-883 9874	073 134 4912	Clayton.Hendricks@Stellenbosch.gov.za
Johan Fullard		Senior Manager: Roads and Storm water	021-808 8023	021-883 9874	072 829 2779	johan.fullard@stellenbosch.gov.za
Nigel Winter		Manager: Transport Engineering	021-808 8223			Nigel.winter@stilenbosch.gov.za
<b>DIRECTORATE: CORPORATE SERVICES</b>						
Annalene De Beer (Ms)	<b>Integrated Development Planning; Corporate Strategy; Performance Management; Communication; Inter-governmental Relations; International Relations; Policy Management; Human Resources, Community Participation, Information Technology, Legal Services</b>	<b>Director: Strategic &amp; Corporate Services</b>	021-808 8018			Annaleen.debeer@stellenbosch.gov.za
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Anthony Barnes	Develop and implement high-level strategic objectives for Integrated Human Settlements projects, Public and Staff Rental Housing and Housing Demand Data-base/Waiting list;	<b>Director: Property and Planning Development &amp; Human Settlement</b>	021-808 8757			Anthony.Barnes@ Stellenbosch.gov.za
		<b>Contract</b>			072 389 5650	
Piet Smit	Implement the strategic objectives of Council pertaining to Informal Settlements; Management of Council-owned fixed properties.	Manager: Property Management	021-808 8757		084 506 5065	Piet.smit@ Stellenbosch.gov.za
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Leslie Van Gensen		Manager: Local Economic Development and Tourism				
<b>DIRECTORATE: FINANCIAL SERVICES</b>						

Kevin Carolus	Financial Services Revenue; Expenditure; Budget Office; Financial Statements; Supply Chain Management; Asset Management	<b>Director: Financial Services</b>	021-808 8528	021-808 8574	083 388 5549	Kevin.Carolus@stellenbosch.gov.za
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## 12.2 COMMUNITY &amp; SOCIAL SERVICES: DSD and SASSA

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## 12.3 Ward Councillor contact information

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## 13 Annexure D: SOP: Primary relief assistance

Action ref	Procedure Description	Timeframe	Person(s) Responsible	Resources Required	Deliverables	Dependencies	Links to SOP
	Procure blankets, mattresses, food parcels and vanity packs through approved tender in line with the temporary accommodation of affected persons. (In cases where support from DSD and SASSA is not forthcoming.) to ensure suitable stock levels in preparation for disaster incidences.	3 year approved tenders. Specification to be submitted 3 months prior to the end of the previous tender.	Community Development Official	Blankets Mattresses Vanity Packs Food Parcels	Approved tender through SCM process	SCM processes	Procurement SOP
1	Head Disaster Management informs applicable departments of incident and location with estimated affected number of households and persons via whatsapp (Includes DSD and SASSA.) followed by incident and activation report.	2 hours	Head Disaster Management	Data Standby resources	Whatsapp Incident report Activation report confirming the type of assistance required.		Activation SOP
2 (a)	Community Development receive verified list of affected persons from Disaster Management as prepared and signed off by Informal Settlements Department	Upon receipt	Head Disaster Management	email	Verified list containing: Address, ID/birth date, name, surname and gender of all inhabitants		Verification SOP

Action ref	Procedure Description	Timeframe	Person(s) Responsible	Resources Required	Deliverables	Dependencies	Links to SOP
2 (b)	Formal and private property: Community Development receive verified list from Disaster Management as prepared by and signed off by Informal Settlements Department. DM assess the impact of the incident and recommend to the Director Community and Protection Services the extent of humanitarian relief required. DM issue directors written instruction to CD to implement SRD along with verified list and assessment of scenario.	Upon receipt	Head Disaster Management	Email and whatsapp	Verified list containing: Address, ID/birth date, name, surname and gender of all inhabitants. Written confirmation (whatsapp/ SMS print screen of phone)		Verification SOP
	Decisions to be made upon receipt of assessments: <ul style="list-style-type: none"> <li>• Need to establish a JOC</li> <li>• Size of affected area (more than 15</li> <li>• Temporary Housing required?</li> <li>• Relocation vsre-settlement</li> </ul>	24 hours	Head Disaster Management				
<b>IF YES</b>	<b>(and/or temporary accommodation must be arranged)</b>						
4a	Establish <b>JOC</b> and <b>VOC</b>	24 hours	<b>Head Disaster Management</b>				
4b	Register SRD Incident on internal incident board and open incident file	24 hours	Community Development Official	Stationery	SRD Register		




Action ref	Procedure Description	Timeframe	Person(s) Responsible	Resources Required	Deliverables	Dependencies	Links to SOP
4c	Alert and notify DSD / SM Service provider of incident. CD arrange provision of hot meals and relief items. Provide DSD with verified list of affected persons. . Hot meals provided for a maximum of 7 days. Each affected household is informed of this on day 1.	24 hours	Community Development Official	Transport Data Standby resources	Notifications and proof of receipt thereof	Verified Report	
4d	Coordinate and arrange temporary housing of affected persons ito council delegations. Community Development official is introduced to affected community.	12 hours	Disaster Management in collaboration with: <ul style="list-style-type: none"> <li>• Human Settlements</li> <li>• Community and Protection Services</li> </ul> <b>CBO's</b>	Data Standby resources		Availability of community facilities	Re- settlement and relocation SOP's
4e	Distribute blankets, mattresses and vanity packs and compile POE as proof of receipt per person/household. Temporary accommodation and adverse conditions: Blankets, mattresses and vanities may be distributed prior to receipt of verification report.	As soon as <b>SASSA</b> respond or not / SM within 5 working days of receipt of verified list	SASSA/Community Development Official	Blankets Mattresses Vanity Packs	Signed receipts of support materials provided	Availability of affected persons. Verified list	
	Partially affected households: DM provide written assessment of the extent of the damage and the resulting SRD requirements: Blankets, mattresses, food parcels and vanities.	Within 5 working days of the receipt of the DM assessment	DM Community Development Official	Blankets Mattresses Vanity Packs Food Parcels	Signed receipts of support materials provided	Availability of affected persons. Verified list	

Actio ref	Procedure Description	Timeframe	Person(s) Responsible	Resources Required	Deliverables	Depende ncies	Links to SOP
4f	Monitor provision of hot meals to affected persons: If provided by SASSA for a max of 3 days If provided by SM, up to a maximum of 7 days or resettlement whichever comes first.	For duration of temporary housing provided.	Commu nity Development Officials	Transport	Two meals delivered to beneficiaries daily as per SASSA and tender standards	Approved tenders.	
4g	Distribute food parcels and compile POE as proof of receipt per household after receipt of verification report	Upon resettlement of persons	Community Development Official	Transport Data Standby resources	Copies of receipts	Availability of affected persons	
4h	Report incident to SASSA for grants and to DSD for trauma	Upon resettlement	Community	Verified list of affected	Verified list and referral		
	counseling if required (note fatalities)	amount of persons	Development Official	persons	to SASSA Referral to DSD		
4i	Conclude incident file containing verified list of affected persons, proof of distribution of relief items and proof of referral to SASSA and/or DSD	24 hours after resettlement	Community Development Official	Verified list 'f affected persons	Completed file		
5	Submit report to Disaster Management	Monthly	Community Development Official		Monthly Report		
6	Replenish food parcel stock in stores if min levels have been reached	48 hours after completion	Community Development Official	Budget	Stock in stores up to 50	Availability of funding	

Action ref	Procedure Description	Timeframe	Person(s) Responsible	Resources Required	Deliverables	Dependencies	Links to SOP
IF NO	(and/or temporary accommodation)	not required					
7a	Register SRD Incident on internal incident board and open incident file	24 hours	Community Development Official	Stationery	SRD Register		
7b	Issue blankets, mattresses, vanity packs and food parcels from stores upon receipt of verified report. Ensure proof of receipt is obtained.	Upon resettlement and within 3 working days of receipt of verified list	Community Development Official	Data Standby Transport SRD Resources	Signed receipts of support materials provided 1 food parcel per household. <4 persons = small food parcel, >4 persons = large food parcel	Notification of fire kit issuing process	
7c	Report incident to SASSA for grants and/or DSD for trauma counseling (note fatalities)	Upon resettlement of persons	Community Development Official	Verified list of affected persons	Referral to SASSA / DSD		
7d	Conclude incident file containing verified list of affected persons, proof of distribution of relief items and proof of referral to SASSA/ DSD	24 hours after resettlement	Community Development Official	Verified list of affected persons	Completed file		
8	Submit report to Disaster Management	Monthly	Community Development Official				
9	Replenish food parcel stock in stores if min levels have been reached	48 hours after completion	Community Development Official	Budget	Stock in stores up to 30	Availability of funding	

## 14. Annexure E IDP and Disaster Management Plan integration

IDP	Disaster management integration
<b>Phase 1 – Analysis</b>	<b>Phase 1: Analysis</b>
<p>Compilation and reconciliation of the following:</p> <p>Existing information in terms of what available in terms of development</p> <p>Community and stakeholder analysis – who should be consulted</p> <p>Municipal wide analysis in terms of spatial development, gender, environment, economic and institutional analysis</p> <p>The municipality must also demine what the current prevailing trends are in relation to the aforementioned. The outcome of the analysis should result in the formulation of priorities and it should also conduct an in depth analyst of these priority issues.</p>	<p>Compile disaster management information by means of:</p> <ol style="list-style-type: none"> <li>1. Doing a hazard assessment (ward based)</li> <li>2. Communities at risk – who is at risk of a particular hazard</li> </ol> <p><b>Done</b> ✓</p>
<b>Phase 2: Strategy</b>	<b>Phase 2: Strategy:</b>
<p>This involves the following:</p> <ol style="list-style-type: none"> <li>1. The vision and mission of the municipality</li> <li>2. Strategic objectives as set in phase 1</li> <li>3. Localised strategic guidelines such as: <ul style="list-style-type: none"> <li>Spatial planning</li> <li>Poverty and gender</li> <li>Environmental</li> <li>Economic</li> <li>Institutional</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. This involves the formulation of disaster strategies such as: <ul style="list-style-type: none"> <li>Prevention and mitigation strategies</li> <li>Vulnerability reduction strategies</li> <li>Capacity building</li> <li>Contingency building</li> <li>Emergency preparedness</li> </ul> </li> <li>2. Operationalise disaster management in the municipality by means of identifying projects such as Setting up the relevant</li> </ol>

<p>Development of strategy for each priority issue</p>	<p>structures</p> <p>Creating community awareness</p> <p>Establishing volunteer structures</p> <p>(DM act, no 57 of 2002, section 53.1 (a-d), section 53.2 (a))</p> <p>Completed by 30 October 2021</p> <p>Responsible official: Manager Fire &amp; Disaster</p>
<p><b>Phase 3: Projects</b></p>	<p><b>Phase 3: Projects</b></p> 
<p>This phase deals with processes involving project design</p> <p>The identified projects is a result of a consultative process followed and must be in terms of specifications required.</p>	<p>This phase deals with the design of disaster management projects:</p> <p>Whatever projects identified by disaster management must be listed here</p> <p>(DM act, no 57 of 2002, section 53.1 (a-d), section 53.2 (a))</p> <p>Complete by 30 December 2022</p> <p>Responsible official: Manager Fire &amp; Disaster</p>

Phase 4: Integration	Phase 4: Integration
<p>This phase deals with the compilation of integrated plans and programmes developed such as:</p> <ul style="list-style-type: none"> <li>All sector programmes/plans</li> <li>The five-year financial plan</li> <li>Five-year capital investment programmes</li> <li>Five-year action programmes</li> <li>Integrated spatial development programs</li> <li>Integrated local economic development programme</li> <li>Integrated environmental programme</li> <li>Integrated poverty alleviation programme</li> <li>Institutional plan</li> <li>Integrated HIV plan</li> <li>Development and performance management indicators</li> <li>Disaster management plan</li> </ul>	<p>Compilation of disaster management plan including the following:</p> <ul style="list-style-type: none"> <li>The risk profile of the municipality</li> <li>The risk reduction strategy</li> <li>Disaster response strategy</li> <li>Field operation guides</li> <li>SOP's</li> <li>Emergency preparedness</li> <li>Electronic database</li> <li>Communicators</li> </ul> <p>(DM act, no 57 of 2002, section 53.1 (a-d), section 53.2 (a))</p> <p>Complete by 28 February 2022</p> <p>Responsible official: Manager Fire &amp; Disaster</p>

<b>8.</b>	<b>REPORTS SUBMITTED BY THE MUNICIPAL MANAGER</b>
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NONE

<b>9.</b>	<b>NOTICES OF MOTIONS AND NOTICES OF QUESTIONS RECEIVED BY THE MUNICIPAL MANAGER</b>
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NONE

<b>10.</b>	<b>URGENT MATTERS</b>
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<b>11.</b>	<b>MATTERS TO BE CONSIDERED IN-COMMITTEE</b>
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NONE