

**OUTSHOORN
MUNICIPALITY**

**INTEGRATED
DEVELOPMENT PLAN**

2002 / 2003

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THE PLANNING PROCESS

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1. THE PLANNING PROCESS

1.1 INTRODUCTION

In terms of the Local Government: Municipal Systems Act, 2000 local authorities are required to formulate Integrated Development Plans. The Act stipulates that each municipality must plan, direct and manage its capacity and resources to support the successful implementation of the Integrated Development Planning process.

This IDP document describes how the Municipality of Oudtshoorn will implement this new planning and development system. It will serve as a framework in terms of which the Municipality will carry out its mandate with regard to the IDP. It will also ensure that the proposed IDP process is legitimate, realistic and in accordance with legislative requirements.

This IDP is a three-year (as two-years has past from the last elections) strategic planning process which includes the Vision of the Municipality supported by the overarching Development Objectives as well as the main challenges facing the planning and development processes in Oudtshoorn.

1.2 LEGAL FRAMEWORK

The legal requirements in respect of the IDP are stipulated in the relevant Acts and Regulations. When preparing the IDP cognizance needs to be taken of the pertinent legislation to ensure that the process is legal and in line with National and Provincial policies.

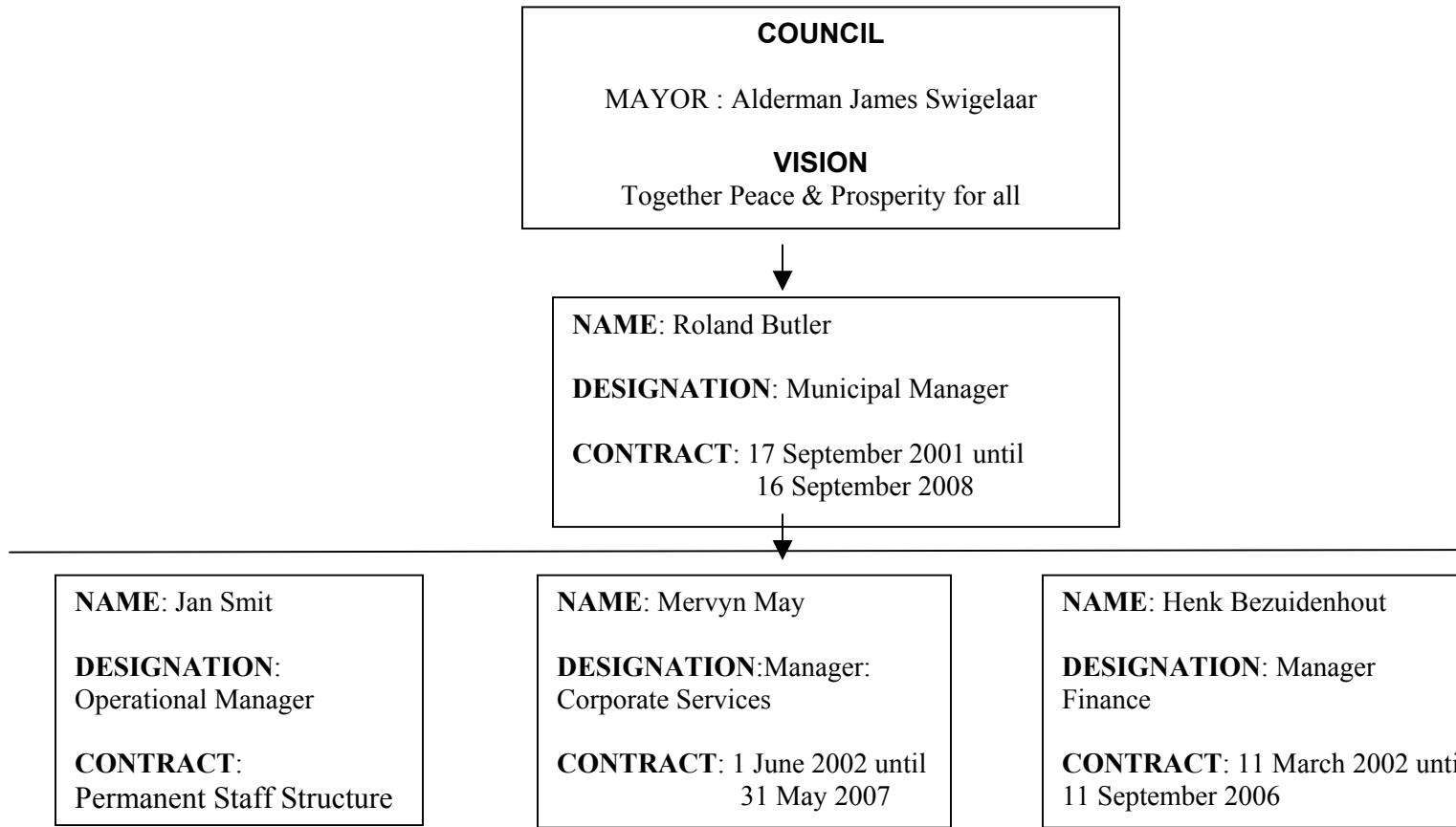
CONCLUSION

The main limitation facing this project has been time constraints. Work was only able to commence in January 2002 leaving four months to produce the IDP. The approach has been to compile a Intrim IDP for the 2002/03 financial year, to identify the most important issues. A full IDP will be produced for the 2003 / 04 financial year.

This draft is in English. A summary of the draft will also be available in Afrikaans and Xhosa. It is intended that the final report will be available in English, Afrikaans and Xhosa.

1.3

INSTITUTIONAL ARRANGEMENTS / ROLES AND RESPONSIBILITIES



ROLES AND RESPONSIBILITIES

MUNICIPAL MANAGER

As head of administration the municipal manager of a municipality is, subject to the policy directions of the municipal council, responsible and accountable for :

- The formation and development of an economical, effective, efficient and accountable administration.
- The implementation of the municipality's integrated development plan, and monitoring of progress with implementation of the plan.

- Operating in accordance with the municipality's performance management system
- Responsive to the needs of the local community to participate in the affairs of the municipality.

OPERATIONAL MANAGER

- Overall management of engineering (electro-technical and civil) and community services components in compliance with applicable policies and legislation
- Integration of service delivery with Council's Integrated Development Plan.
- Implementation and management of an outcomes based performance management system in the above mentioned components.
- Identification of applicable development needs in the community.

FINANCIAL MANAGER

- Overall Management of municipal finances in compliance with applicable policies and legislation
- Maintenance of financial by-laws
- Application of credit control
- Drafting of budget
- Monitoring spending patterns
- Integration of Integrated Development Plan with the financial plan.
- Implementation and managing an outcomes based performance management system
- Overall management of Congo Caves and council resorts.

DIRECTOR : CORPORATE SERVICES

- Overall management of the department : Corporate Services in compliance with applicable policies and legislation
- Development and managing of an Employment Equity Plan
- Promotion of training and development of municipal personnel
- Managing the provision and maintenance of municipal personnel in view of the Council's Integrated Development Plan.
- Implementation and managing of an outcomes based Performance Management System
- Maintenance of by-laws, legal services, contracts.

On 28th of March 2001, a workshop was held with councillors at Cango Mountain Resort, to discuss the start of the IDP process. At this workshop, a planning framework for the IDP process was accepted. The framework was resolved at a council meeting on the 2 August 2001.

Between the 1-8th of October 2001, the newly appointed Municipal Manager, Mayor and councilors embarked on a road show, to explain the IDP process to the Greater Oudtshoorn Municipal District. The consultation process was undertaken in two parallel thrusts namely, consultative representative from organized institutions and consultative sessions at a ward level. The consultative sessions with representatives from institutions were hosted in the Council Chambers and ward consultations at community hall's close to each ward.

A public launch of the budget process for 2002/2003 financial year, started in December 2001 and ended in January 2002. An advertisement was placed in the local newspapers, inviting the public to submit proposals for capital projects. Invitations were also extended to organizations and individuals to submit nominations to represent the community and organized groups on the IDP Representative Forum. The following sectors has been identified, by the IDP Steering Committee, as the target groups in order to ensure wide representation on the forum:

- Sport
- Business
- Health and Welfare
- Safety and Security
- Community Organizations
- Agriculture
- Culture and Education

A decision was made that the ideal number of members for the forum will be 21 members (3 per sector). The criteria in terms of which the representatives were evaluated, has been the following:

- Area
- Gender
- Race
- Disability

On the 19th of February 2002, the following members was elected by the IDP Steering Committee to represent the different sectors. The representatives will be responsible to structure the different sectors.

NAME	ORGANISATION	POSITION IN ORGANISATION
SPORT		
Reggie Dyssel	Collegins Rugby	Chairperson
Mose Jackson	Union Stars Cricket	Chairperson
Loretta Hatting	Aqestriun Swimming	Chairperson
BUSINESS		
Nic Barrow	ODN Economic Inisiatif	Chairperson
Alie Killian	Afrikaanse Sakekamer	Business
Leon Coetzee	Tourism	Chairperson
Henry Booysen	Business	Owner
WELFARE & HEALTH		
Pastor Dyanti	Department of Welfare	Pastor
Caroline Wagenaar	FAMSA	Social Worker
SAFETY & SECURITY		
Dirk Mentoor	SAPD	Director
WJ De Bruin	SANDF	Lt Colonel
COMMUNITY ORG.		
Morne Pietersen	Klub Koffie Bar	Chairperson
Abraham Damons	Bridgton Civic	Chairperson
W.N Nkasayi	Bongolethu Ministers	Coordinator
AGRICULTURE		
Edmund September	Dysselsdorp Licquorice	Manager
James Damons	De Rust Opkomende boere	Chairperson
Johan De Preez	Waaikraal Boerdery	Project Manager
CULTURE & EDUCATION		
David Piedt	KKNK	Director
Elsie Harmse	ODN Academia	Director Marketing
Duncan Saayman	Street Law	Coordinator

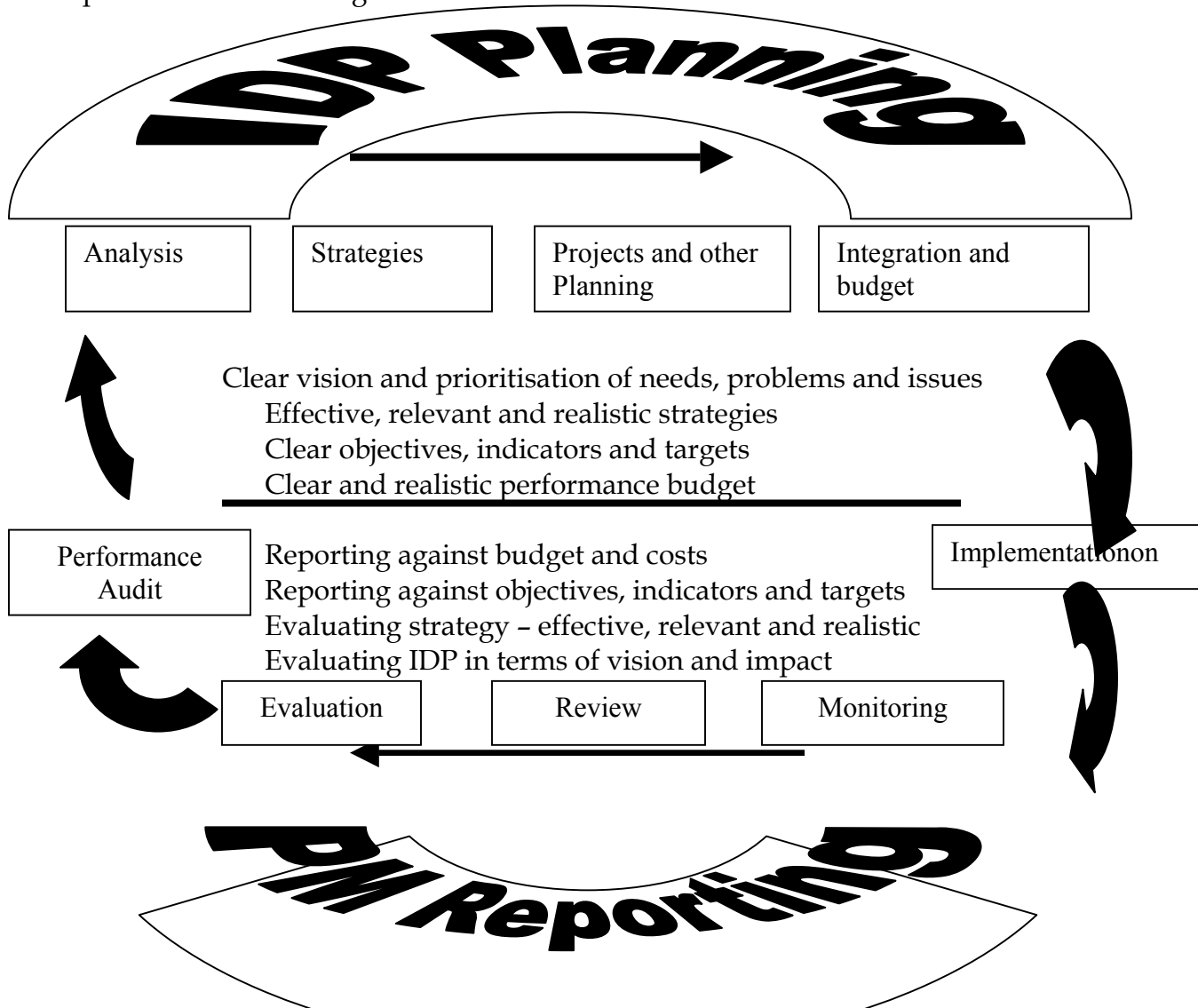
At a workshop on the 16th of March 2002, the IDP Representative Forum and Steering Committee made a recommendation, that the closing date for submission of needs and projects be extended to the 9th of April 2002.

During a workshop held on the 13th of April 2002, the IDP Representative Forum, IDP Steering Committee, Heads of Departments – State Departments, analysed these projects received and also prioritized these projects. On the 16th of May 2002 the draft IDP was submitted to the IDP Steering Committee for approval and recommendation to council.

On the 21th of May 2002, Council will accepted the draft IDP, and it will be advertised for comments from the public. Council and the IDP Representative Forum will embark on a road show to make the public aware of the draft IDP and projects for the 2002/2003 financial year. On the 11th of June 2002, the final IDP will be submitted to Council.

1.5 SELF-ASSESSMENT OF THE PLANNING PROCESS

The IDP planning process of the Municipality of Oudtshoorn will be depicted in the following manner:



1.6 IMPLEMENTATION OF THE PLAN

The IDP is compiled, executed and monitored by various levels of the Municipal Council organization. The overall planning responsibility rests with the Council. The preparation of the IDP is the responsibility of the IDP Steering Committee of the Council. The Municipal Manager, in conjunction with the IDP Representative Forum and the Heads of Departments, prepare a plan, which is submitted to the IDP Steering Committee, which in turn, makes recommendations to Council.

The approved plan has then to be linked to the budget. This implies that no plan item can happen if not funded, and conversely, the budget should contain no expenditure not provided for in the plan. This linkage is performed by the Manager: Finance in consultation with the other Managers.

On approval, the implementation of the provisions of the plan become the responsibility of the Standing Committees and the individual departmental Managers, in their capacity as heads of their departments. Heads of departments will be required to prepare a Business Plan, which will be informed by the content of the IDP.

1.7 LINKING THE BUDGET TO THE IDP

A new strategy for regular budgeting and allocation of resources needs to be developed so that the integrated development strategies as identified in the planning process can be achieved. This needs to be done through a five-year Financial Plan to be linked to the five-year Implementation Plan, which, in turn, needs to be informed by strategic priorities. The five-year Financial Plan and Implementation Plan form the basis on which annual budgets can be drawn up.

1.8 BUDGET PRINCIPLES

The budget process is guided by the following principles:

- An affordable budget
- Application of the Development Principles
- Ensure that all needs are served
- Review of Standards and Operations

1.9 PUBLIC PARTICIPATION

Public participation is a critically important issue in the work of local government, particularly in the IDP process. It needs to become part of the daily work within the municipality. The Public Participation Process should take due cognizance of the following principles:

- It should be all-inclusive and accessible.
- It should be uncomplicated and understandable to all residents.
- It should be transparent.
- It should be a bottom-up approach.
- It should be linked to an effective communication plan.
- It should be a continuous and on-going process.
- It should, as far as possible, be based on consensus decision-making.
- It should consider gender, disabled and poverty issues.

An IDP Representative Forum consisting of representatives of the various stakeholder groups in Oudtshoorn has already been established. The Forum will meet regularly to create a forum for continuous participation of the community in the operations of the Municipality.

The members of the Forum has been appointed by Council in conjunction with the IDP Steering Committee, after invites were lodged in the local newspapers and through the local radio station (Suid-Kaap Stereo). The appointment of the members from the various stakeholder groups is to ensure that an even spread of stakeholder groupings is represented on the Forum. Members will serve on the Forum on a three-year voluntary basis.

The following categories of stakeholders need to be involved:

- Government
- Business
- Labour
- Youth
- CBO's
- NGO's
- Public Interest Groups (sport, women organisations, disabled organisations, etc.)

No more than 21 members have been appointed to the Forum.

The IDP Project Team, the Municipal Manager and the Mayor as Chairperson will represent the Municipality. Other officials and external experts will be co-opted as and when necessary.

The main function of the Forum will be to act as a participatory body which will represent the broader community of Oudtshoorn to set development priorities for the Municipality in order to create transparency and legitimacy to the IDP process as envisaged in the Municipal Systems Act.

1.10 COMMUNICATION

An effective Communication Policy and Strategy is required to augment the Public Participation process to ensure that the person in the street is kept up to date on planning and developmental issues, and to provide the general public with the opportunity to respond and contribute to the planning and development processes of the Municipality.

The Communication Policy will serve as the framework for the entire Public Participation process. It will be the communication framework for five years while the Communication Strategy will be the short-term (annual) implementation of the Policy, which will include the budget. The Strategy will therefore be adapted regularly along the changes within the planning and development processes and within the community and municipal structures.

1.11 EMPOWERMENT STRATEGY

The IDP process introduces a new system of working in local government. It is, therefore, important that sufficient capacity is developed in order to undertake the process of integrated development effectively and efficiently. The process requires new skills from Councilors and employees alike and demands a shift in both attitude and approach.

The purpose of the Empowerment Strategy is to ensure the short-term success and the long-term sustainability of the new process.

The objectives of the Strategy are:

- To establish a thorough understanding of the IDP concept and principles.

- To establish a new culture of the way people plan in the municipality.
- To establish a shift in attitude and approach.
- To establish responsibility and commitment to integrated development.
- To establish a culture of involvement and co-operation in the community.

The IDP Empowerment Strategy is the responsibility of the IDP Manager. He will have to determine needs regarding the Empowerment Strategy, i.e. the training needs regarding the IDP process and/or any other related field. The Personnel Section will assist the IDP Manager in determining training needs.

THE SITUATION

- ◆ Current Reality

2

THE SITUATION

2.1 CURRENT REALITY : BASIC FACTS AND FIGURES

LOCAL GOVERNMENT PROFILE

The Municipality of Oudtshoorn consists of 23 elected councilors headed by the Mayor. The Council is divided into four committees, namely:

- (a) The Executive Committee;
- (b) The Services Committee;
- (c) The Finance and Economic Affairs Committee; and
- (d) The Administration and Tourism Committee

COMPILATION OF ADMINISTRATIVE FUNCTION

OUTSHOORN MUNICIPALITY

TARGET OBJECTIVES: EMPLOYMENT EQUITY PLAN

Post Level	No of Posts	Present			Vacancies	Goal		
		C	W	A		C	W	A
0	1	1	0	0	0	1 first choice	1 second choice	1 third choice
0+	3	1	2	0	0	2	1	0
1	3	0	3	0	0	2	1	0
2	3	0	3	0	0	2	1	0
3	11	1	7	0	3	7	3	1
4	5	0	4	1	0	3	1	1
5	11	3	8	0	0	7	3	1
6	14	4	7	1	2	8	4	2
7	15	5	8	0	2	9	4	2
8	27	9	15	1	2	16	8	3
9	36	11	18	2	5	22	11	3
10	31	14	10	3	4	19	9	3
11	27	11	7	3	6	16	8	3
12	30	19	6	3	2	18	9	3
13	18	9	3	3	3	11	5	2
14	4	4	0	0	0	2	1	1
15	10	9	1	0	0	6	3	1
16	43	35	2	0	6	26	13	4
17	69	65	0	1	3	41	21	7
18	262	200	0	7	55	157	79	26
	623	400	104	25	94	375	185	63
		64.20%	16.70%	4%	15.10%	60.20%	29.70%	10.10%

* C = Coloured

* W = White

* A = African

* V = Vacant

Ratio 6:3:1

DATE 27 MARCH 2002 – BASED ON CENSUS 96
POPULATION DENSITY

RACE GROUP					AGE CATEGORIES				
AFRICAN	COLOURED	ASIAN	WHITE	OTHER	0-19	20-34	35-64	65 (OVER)	UNSPECIFIED
4 912	58 936	59	13 888	1 430	34246	19855	19889	4419	816

NB: ALSO SEE FURTHER BREAKDOWN BELOW

Population Demographics

Race (%) *Age (%)*
Employment (%)

Ward	Popu- Lation	African	Coloured	Indian	White	Other	Children	Youth	Middle Age	Elderly	Employed
1	8093	8.9	51.4	0.0	37.0	2.5	35.4	32.7	26.3	5.1	28.3
2	7116	0.5	95.1	0.0	3.1	1.1	50.1	23.5	21.2	4.0	22.0
3	7019	0.1	92.0	0.0	7.2	0.5	47.3	22.8	23.6	5.6	22.7
4	6556	1.8	88.8	0.0	8.8	0.4	48.6	24.7	21.5	4.0	27.0
5	7744	0.6	46.1	0.2	52.6	0.3	39.4	21.0	27.3	6.9	31.1
6	6169	1.7	17.1	0.2	80.0	0.8	24.0	25.9	32.8	15.0	32.8
7	6097	0.2	90.1	0.1	8.9	0.5	44.0	23.1	25.7	6.9	24.9
8	6430	0.5	98.2	0.0	0.0	1.0	44.6	24.4	26.0	4.4	23.4
9	6693	4.4	95.0	0.0	0.0	0.3	45.5	26.4	23.2	4.4	24.0
10	4507	41.5	40.7	0.0	0.0	17.6	46.1	25.9	24.0	3.4	22.6
11	6800	23.7	76.0	0.0	0.0	0.1	47.0	25.0	23.9	3.6	23.3
12	6001	0.5	98.3	0.0	0.0	1.0	47.8	23.9	25.5	2.6	29.6

Main categories of employment

➤ Agriculture

Mainly mixed farming

- Approximately 90% of South Africa's lucern seeds.
- More than 90% of finer vegetable seeds and onion seeds largely exported to the USA
- Marketing and purchasing are mainly done by the Klein Karoo Landbou Ko-op.
-

➤ South African National Defence Force

- Especially the Infantry School

➤ South African Police Service

- Training School for police
- Area Head Office of the SAPS

➤ **Tourist attractions**

- Ostrich farms
- Cango Caves
- Cango Wildlife Ranch
- Angora Rabbit Show Farm
- Meiringspoort
- Klein Karoo National Arts Festival

➤ **Industries**

- Klein Karoo Landbou Koöperasie
- Other small and medium enterprises
- PSP
- Brick making factory
- Shoe factory
- Various service and maintenance industries
- Liquorice factory

Education levels

Highest level	Persons
None	9 420
Primary	28 095
Secondary	19 732
Matric	7 580
Tertiary	3 250
Under 5 years	8 398 (less than 5 year school education)
Other	308
Unspecified	2 442

Education facilities

- Primary and Secondary Schools
- South Cape College – 3 year National Diploma’s and Degree courses

Percentage of Illiteracy Rate:

Under 15 years 15,6%

Over 15 years 11,2%

Access to housing (Type of housing)

Formal housing	=	15 323
Informal	=	2 085
Traditional	=	236
Other	=	<u>175</u>
		17 819

Access to services

Ward	Households	Formal Dwellings (%)	Telephone at home (%)	Electricity (%)	Sanitation (%)	Piped Water to Dwelling (%)
1	1699	93.7	60.3	86.6	86.0	85.8
2	1160	94.3	27.5	86.5	81.0	70.6
3	1303	93.3	26.0	78.5	72.0	42.2
4	1227	86.7	18.3	43.7	35.0	32.1
5	1876	96.0	59.2	75.5	68.0	74.4
6	1861	96.1	75.7	98.9	99.0	97.2
7	1184	88.9	44.8	93.8	98.0	73.9
8	1144	87.5	37.7	91.5	86.0	49.0
9	1061	87.2	30.5	93.0	50.0	53.6
10	882	60.2	19.9	60.6	47.0	43.9
11	1222	61.4	24.7	67.2	62.0	53.7
12	1108	77.6	44.5	80.5	82.0	78.4

All formal erven have full in-house waterborne sewerage, except for the informal settlement in Bongolethu called Matjoks, which has bucket system and communal stand pipes.

660 application forms for housing subsidies have been submitted to the Provincial Housing Board.

313 are for the households in Matjoks and the remaining 347 are identified from the waiting list. The 660 are the total approved from the original application for 3159 houses.

Only 230 households will remain in Matjoks when plots get properly subdivided and the rest will be relocated. The Council is very strict about land invasions.

There are 6 500 people on the waiting list. 313 are from households in Matjoks and the rest (6187) from backyard shacks in both Bridgton and Bongolethu.

The number of informal settlements and backyard shacks reflects the actual housing backlog.

All the 926 housing subsidies applied for, the previously completed project, were awarded.

Only 13 of the subsidies were lost because some households ended up taking two erven.

Data from the Treasury Department

In order to take the Municipal services nearer to the people, pay-points were erected in Bongolethu, Bridgton, Dysselsdorp and De Rust. The average walking distance ranges between 10 to 15 minutes to a particular pay-point within a geographical area as previously mentioned. To enhance the quality of service delivery easy pay-points were also established at banking institutions, supermarkets and via the Internet banking system.

Annual average bills per area per service type (i.e. rates, sanitation and refuse removal). For each of the income categories, a typical household was selected and used to work out the average bills for all households in that income group.

AREA	INCOME LEVEL	SANITATION	REFUSE	RATES	TOTAL
Bongolethu	Low	312.00	300.00	804.00	1,416.00
Bongolethu	Middle	312.00	300.00	998.00	1,610.00
Bongolethu	High	624.00	300.00	1,511.00	2,435.00
Bridgton	Low	312.00	300.00	869.00	1,481.00
Bridgton	Middle	624.00	300.00	1,447.00	2,371.00
Bridgton	High	936.00	300.00	2,465.00	3,701.00
Oudtshoorn	Low	312.00	300.00	1,382.00	1,994.00
Oudtshoorn	Middle	624.00	300.00	2,521.00	3,445.00
Oudtshoorn	High	936.00	300.00	5,235.00	6,471.00
Dysselsdorp	Low	312.00	300.00	901.00	1,513.00
Dysselsdorp	Middle	624.00	300.00	946.00	1,870.00
Dysselsdorp	High	936.00	300.00	2,346.00	3,582.00
De Rust	Low	312.00	300.00	612.00	1,224.00

De Rust	Middle	624.00	300.00	748.00	1,672.00
De Rust	High	936.00	300.00	1,599.00	2,835.00

Data from Electricity Department

In the 2000/2001 financial year, there were 10900 electricity consumers, 437 were business and 10461 were domestic, of which 6065 are prepaid meters.

(Bongolethu, Bridgton, Oudtshoorn)

The total of credit meters is 4396, ranging from 30, 45 and 60 Amps. 75% are 30 Amps and 25% are 45 and 60 Amps.

Matjoks does not have connections currently.

Total electricity purchased from Eskom in 2000/01 is 121509 MWh.

Construction of 620 low cost houses is in tender stage for electrification during 2002/03.

Average consumption:

On prepaid meters is 278 units per month on 30 Amps

On credit meters it was 626 units per month

The purchase cost from Eskom is 13,75c per unit (excl. VAT)

The total annual consumption in MWh/year in 00/01 was 110510, 53239, which is residential, and 57271, which is non-residential.

Also included in the supply are the farmers outside of their jurisdiction who make up only 1%.

There are regular checks for people tampering with meters. Presently in the order of 5%.

In the last year there has been an increase of 2,4% in electricity bought from Eskom and a growth of 1% in consumption.

Consumers can choose whether they want a prepayment meter or a credit meter.

If no connection fee is paid, then they get a prepayment meter. If they pay a connection fee of R2700, then they can choose which meter they want.

Data from the Engineering Department

Water

Oudtshoorn

Matjoks has been planned for.

All formal households have in-house water and meters –service levels are the same throughout the whole town.

Bongolethu has 100 houses which have been built with the housing subsidy, and which are still without in-house water.

Consultants have been appointed to look at deep-water borehole and exploration work has started as alternative water source. There is no bulk supplier – Council has its own dam from which it purifies and sells water. The estimated annual average consumption provided is 14 – 21 MI/day. The estimated annual average consumption is 5129,1 MI/year. A % split of 60% for residential and 40% non-residential has been assumed. Water loss is estimated to be 14,6%, which is considered not bad, unless it reaches 20%.

Sanitation

Only the 313 units in Matjoks still use the bucket system, as well as the 100 households in Bongolethu who have reticulation but still not connected.

The other formal areas have full water borne sewerage.

The purification works needs to have been upgraded by 2003-2005, as it is nearing its limit.

The Council policy on sanitation is the provision of a full in-house service. Maintenance is considered a problem for both water and sanitation.

The CMIP grant was used in the recent project for the water and sewerage networks.

For each stand R3000 was received. There is no prescriptive policy on how the subsidy should be split for infrastructure and the top structure. Usually R8000 – R10000 of the subsidy is used for infrastructure and the remainder for the top structure. The minimum Council requirement is that the structure should have a bathroom.

A loan of R2, 9m has been taken from the DBSA for a sewer outfall, although the preferred approach is not to take many loans from outside but rather use the internal CLF. However, a bigger loan will have to be taken for the Sewage Treatment Works and the dam.

The belief is that the subsidy will remain the same and not increase in nominal terms.

Roads and Stormwater

Oudtshoorn

There are 200 km's of roads – 40 are gravel and 160 are tarred. 35 km's are not kerbed on both sides.

50% of roads in Bongolethu and Bridgton are tarred.

The roads need to be surfaced once every seven years, but because the Council is not spending nearly the amount that it should, the roads are deteriorating.

Old Oudtshoorn has a low level of stormwater, which is integrated into the irrigation systems. It will cost 2,5 to 5 million to upgrade the system.

Bridgton and Bongolethu have a very poor and limited stormwater and drainage system. However, a master plan has been developed. Two years ago it was estimated that it will cost R7, 5m to implement the stormwater system for both areas, and only between R1m and R2m are budgeted annually.

Dysselsdorp

The access roads to Dysselsdorp are tarred roads and some of the residential roads are paved (brick-paving). The road network of Dysselsdorp is in general a poor condition with excessive stormwater drainage problems. An amount of R2 310 000.00 has recently been allocated from the National Poverty Relief Programme for road and stormwater improvements. Arrangements to commence with the relevant projects are in operation.

De Rust

In the old part of De Rust the conditions of streets and stormwater are reasonable. Streets are mostly of a permanent nature and limited stormwater drainage problems are experienced. In the township of Blomnek approximately 1km tarred roads exist and the remaining about 4 km of roads are graveled or dirt roads. Stormwater drainage in general is poor. An amount of R1 570 300 from the National Poverty Relief Programme has now been allocated for road and stormwater improvements in Blomnek. Arrangements to commence with the relevant projects are in operation.

Refuse Removal

Refuse removal – All households in Oudtshoorn, Dysselsdorp and De Rust (greater Oudtshoorn Municipal Area) receive kerb-side service once a week. All business premises in Oudtshoorn town receive a maximum of 5 removals per week if so required.

The towns of Dysselsdorp and De Rust are being serviced from Oudtshoorn i.e a refuse truck operating from Oudtshoorn, collects all of De Rust and Dysselsdorp refuse on the same day, which are then disposed of at the Oudtshoorn Municipal Waste Dump.

Street Cleaning

The Oudtshoorn and De Rust Central Business Area as well as the residential areas of both towns are swept once a week by municipal cleansing staff. The previously disadvantaged residential areas of Bridgton, Bongoletu, Dysselsdorp and Blomnek (De Rust) are serviced by contractors who are responsible for the cleaning of his/her "wards" on a daily basis. All accumulated street litter, garden refuse etc. are disposed of in strategically placed skips which are emptied on a twice-a-week basis.

Equipment - The Council utilizes 4 compactor refuse trucks for household/business refuse and three tractors, four purpose made trailers and 65 skips for the service in the previously disadvantaged residential areas.

Although the street cleaning service performed by municipal staff is currently hampered by a shortage of personnel, all other cleaning and refuse removal systems within the Municipality of Oudtshoorn are rendering an excellent service.

The cleansing service whereby individual contractors, supported by the municipal infrastructure, clean the residential areas is an extremely effective, though an expensive service. The future continuance of the service will be entirely dependant on the availability of funds.

Data from Parks and Recreation Department

Oudtshoorn is fairly well off in terms of facilities, although it is not of national and international standards. Council is addressing the problem.

See annexure (1), for facilities in the Greater Oudtshoorn.

General

The population growth has been constant in the last 5 years

The town is losing industry's rapidly and this affect the economy and job creation negatively.

Economy is dependent on ostrich farming

The tourism industry is also growing very slowly. While it brings income, it does not create jobs, therefore there is a need to stimulate industrial activities.

The town has been disadvantaged in terms of investments. There is a need for industries, e.g. ostrich processing industries need to be investigated.

In the last 10 years or so there were incentives to attract industrial investment, which are non-existent now.

There are also some fluctuations in the commercial and retail sector.

Wesgro has identified Oudtshoorn in 1998 as one of the 40 towns selected for the economic growth edge programme, with its potential for tourism, and processing of ostrich products.

The annual Arts Festival does also contribute to increased income generation.

Overall the economy is not growing - unemployment rate is high and average growth rate is less than the national average, which is about 3%.

Because the economy depends primarily on the ostrich and tourism industry, it is unlikely that it will reduce the income disparities.

DEVELOPMENT STRATEGIES

- ◆ The Municipal Vision
- ◆ Mission
- ◆ Development Principles
- ◆ Development Objectives

DEVELOPMENT STRATEGIES

3.1 VISION

The municipal Vision is a broad statement of how Council sees the development of the municipal area. It provides a long-term goal, towards which all actions of the strategic plan should be directed. The current Vision is as follows:

“Together Peace and Prosperity for all”

3.2 MISSION

The Mission statement describes the role of the Municipality in the municipal area. The role is the very concise description of the work, which Council should be doing.

The Mission is:

To serve everyone in the Oudtshoorn Municipal Area by:

- **Fulfilling the common Vision in accordance with the Councils’ Development Principles and the IDP Framework in partnership with other role-players.**
- **Guiding, co-ordinating, monitoring and facilitating planning and service provision.**
- **Providing affordable municipal services.**

3.3 DEVELOPMENT PRINCIPLES

The municipal development principles are a set of values which should be adhered to once the process has started. They form a code of conduct for the municipality. In developing the plan, planners are guided by these principles and must ask themselves if each action is going to comply with the development principles.

The statement of development principles is as follows:

- All development actions shall be:

- supportive of economic development
- supportive of human development
- supportive of community development
- supportive of community participation
- supportive of affirmative action
- democratic and transparent
- co-operative and co-ordinated
- equitable
- fair to all
- goal-orientated
- accountable
- effective and efficient
- environmentally sustainable
- financially sustainable
- affordable to the consumer
- address historical imbalances

The principles try to make sure that municipal actions are in accordance with democracy and sound management, and are directed at removing the impact of apartheid policies on the municipal area.

3.4 DEVELOPMENT OBJECTIVES

3.4.1 PROMOTE SPATIAL RESTRUCTURING & ENVIRONMENTAL MANAGEMENT

- Formulate policy on spatial restructuring
- Prepare spatial integrated development framework
- Develop performance criteria for the framework
- Monitor and review performance of the framework
- Review operational changes that impact on the plan
- Review spatial development plan
- Restructure and re-orientate existing departments and current operations

3.4.2 PROMOTE ECONOMIC OPPORTUNITIES

The responsibility rests with the Manager: Finance, who shall consult with other Managers, Provincial and National government and parastatals, business and organized labour.

Political responsibility lies with the Finance and Economic Affairs Committee.

3.4.2.1 PROMOTE AND MAINTAIN ECONOMIC & RURAL DEVELOPMENT

- Formulate and implement an Economic Development Policy.
- Develop performance criteria and monitor and review performance of Development Policy.
- Undertake the promotion of Local Economic Development through targeting projects of greatest need and greatest impact.
- Promote understanding and educate public about the importance of economic development to the municipal area in general and communities in particular.
- Promote intersectoral co-ordination, co-operation and consultation between Council and private, public and community sectors regarding proposed policy, planning, processes and projects.
- Develop municipal area as an investor friendly destination.

3.4.2.2 PROMOTE AND DEVELOP OUDTSHOORN AS AN ATTRACTIVE TOURIST DESTINATION

- Formulate policy for municipal actions to promote tourism in Oudtshoorn.
- Develop performance criteria and monitor and review Tourism Policy.
- Promote and develop tourist facilities and infrastructure, cultural tourism, sporting and recreation facilities as well as national assets such as the Cango Caves.

- Publicise the tourism policy, tourism plan and development projects.
- Promote intersectoral co-ordination between Council and various stakeholders regarding proposed Tourism Development Policy, planning, processes and projects.

3.4.2.3 EXTEND ECONOMIC OPPORTUNITIES TO DISADVANTAGED COMMUNITIES

- Formulate and implement policy to ensure that disadvantaged communities receive direct benefits from economic development, and to maximize job creation in the municipal area
- Develop performance criteria for this objective and monitor and review the performance of the policy.
- Undertake research and disseminate information on opportunities and techniques for job creation.
- Ensure that development projects promote access to economic opportunities through labour intensive job creation and SMME involvement.
- Promote appropriate Council tender procedure with an affirmative action component and skills training during development project work.
- Promote affirmative action and labour-intensive policies in Council procurement Policies.
- Publicise policy on extending economic opportunities to disadvantaged communities and development projects.

3.4.2.4 DEVELOP FINANCIALLY AND ENVIRONMENTALLY SUSTAINABLE PROGRAMMES

- Ensure that economic development projects promote sustainable development and occur within a framework of sound environmental management.

- Ensure that economic development initiatives are feasible in financial, administrative and institutional terms.
- Monitor and review fiscal performance of economic development programmes.

3.5 PROVIDE APPROPRIATE PHYSICAL INFRASTRUCTURAL

The responsibility rests with the Operational Manager. Political responsibility lies with the Services Committee.

3.5.1 PROVIDE CLEAN WATER TO ALL COMMUNITIES

- Formulate and implement policy for affordable and efficient water supply and distribution.
- Develop technical water supply strategies and plans to meet future needs.
- Develop performance criteria and monitor and review performance.
- Repair, maintain and expand water reticulation system to provide the necessary operational controls.
- Publicise policy, plan and projects
- Provide intersectoral co-ordination and co-operation between Council and stakeholders.

3.5.2 PROVIDE ELECTRICITY TO ALL COMMUNITIES

- Formulate and implement policy on affordable, efficient and reliable electricity distribution.

- Develop performance criteria and monitor and review performance.
- Provide and maintain an electricity infrastructure and ensure reliability.
- Publicise the electricity supply policy and plan
- Ensure appropriate and effective management

3.5.3 PROVIDE AN EFFICIENT SOLID WASTE MANAGEMENT SYSTEM

- Develop a strategic plan that will give direction to providing a competitive and sustainable solid waste Management system.
- Develop performance criteria and monitor and review performance.
- Analyze current situation and identify priority areas of need and opportunity.
- Reduce disparities by providing, upgrading and extending services to disadvantage communities.
- Ensure that solid waste management occurs within a framework of integrated spatial development and environmental management.
- Promote inter-sectoral co-ordination and co-operation between Council and other role-players.

3.5.4 PLAN AND CO-ORDINATE PUBLIC TRANSPORT SYSTEM

- Develop and implement an effective transport plan in accordance with spatial development framework plan.
- Maintain and improve current relationship with role-players within the public transport sphere.
- With the initiative of the relevant departments, ensure that vehicles and other forms of public transport are within acceptable standards to meet all legal and safety requirements.

- Develop performance criteria and monitor and review performance.

3.5.5 PROVIDE AN EFFICIENT SEWERAGE SYSTEM TO ALL HOUSEHOLDS

- Maintain, develop and manage an effective sewerage system in the areas where needed.
- Analyse current situation and improve / plan where inefficient.
- Develop performance criteria and monitor and review performance.

3.5.6 PROVIDE AND MAINTAIN AN EFFECTIVE STREETS AND STORMWATER SYSTEM

- Analyse current situation and identify priority areas of need with specific focus on disadvantaged communities.
- Upgrade and extend services to disadvantaged communities.
- Ensure that an effective street and stormwater system is maintained and developed within the framework of integrated spatial development and environmental management.
- Develop performance criteria and monitor and review performance.

3.5.7 UPGRADE AND MAINTAIN MUNICIPAL BUILDINGS

- Ensure that an effective maintenance plan for municipal buildings is in place.
- Ensure that small contractors from the disadvantaged communities are being given the opportunity, within the legal tender

requirements, to play an integrated part within this maintenance plan.

- Develop performance criteria and monitor and review performance.

3.5.8 UPGRADE AIRPORT

- Ensure that an appropriate and effective management plan of local airport is in place to meet Civil Aviation requirements.
- With the relevant role-players, analyse the current upgrading needs for purposes of budgeting.
- Develop performance criteria and monitor and review performance.

3.6 PROVIDE APPROPRIATE COMMUNITY INFRASTRUCTURE

The responsibility rests with the Operational Manager.
Political responsibility lies with the Services Committee.

3.6.1 PROMOTE AND DEVELOP PUBLIC LIBRARY SERVICES TO ENCOURAGE LIFE-LONG LEARNING

- Formulate and implement policy for the development of library facilities.
- Develop guidelines for infrastructure maintenance and human resource development.
- Develop performance criteria and monitor and review performance.
- Provide library services in a manner that promotes development goals.
- Publicise policy and programmes

3.6.2 PROMOTE AND DEVELOP RECREATIONAL FACILITIES AND CO-ORDINATE SPORTS DEVELOPMENT ACTIVITIES

- Formulate and implement policy for the development of recreational and sport facilities.
- Develop performance criteria and monitor and review performance
- Establish, maintain, develop and manage recreation and sport facilities in a manner that promote development goals.
- Ensure that selected facilities are developed to international standards
- Promote Oudtshoorn as a venue for recreation and sporting facilities and activities to tourist and local community
- Promote and support sporting competitions
- Publicise policy and programmes

3.6.3 HIGHER EDUCATION FACILITIES – FET

- With relevant role-players, investigate the establishment and upgrading of facilities for higher education purposes.
- Promote Oudtshoorn’s education and training facilities as a vehicle for further educational studies.
- Develop performance criteria and monitor and review performance.

3.6.4 ESTABLISH REHABILITATION FACILITIES

- Investigate the establishment of a centre where all forms of rehabilitation can take place within a safe environment.
- Develop performance criteria and monitor and review performance.

3.7 PROMOTE A HEALTHY ENVIRONMENT

The responsibility rests with the Operational Manager.
Political responsibility lies with the Services Committee.

3.7.1 IMPROVE LIFE EXPECTANCY AND HEALTH OF THE RESIDENTS

- Formulate and implement policy
- Develop performance criteria and monitor and review performance.
- Provide health services in a manner that improves the life expectancy and health of the residents.
- Publicise policy and programmes.

3.7.2 PROMOTE AND DEVELOP AIDS TRAINING AND COUNSELLING CENTRES

- Formulate intersectoral policy on HIV/ AIDS
- Identify role of local government
- Develop performance criteria and monitoring and review performance

INITIATIVES

- Increase understanding of HIV/ AIDS
- Ensure high level of HIV/ AIDS awareness
- Focus targeted safe sex messages to high-risk groups and the general population.
- Establish community support groups for persons with HIV or Aids
- Strengthen liaison with health forum(s) and other civic organizations

- Collaborate with other agencies involved with HIV/AIDS policy, programmes and prevention.

3.8 PROVIDE ADEQUATE HOUSING

The responsibility rests with the Manager Corporate Service.
The political responsibility lies with the Administration Committee.

3.8.1 FACILITATE THE EFFICIENT DELIVERY OF APPROPRIATE HOUSING OPPORTUNITIES

- Monitor and analyse national and provincial policy and legislative framework and its implications on local government and housing delivery.
- Lobby and influence national and provincial policy to meet local needs.
- Formulate and implement housing strategy for Oudtshoorn.
- Review and revise appropriate standards for construction of services and buildings.
- Formulate policy on involvement of communities in the housing process.
- Analyse the current housing situation and identify the housing challenges and quantify the housing needs and affordability levels.
- Identify the income and employment status of households.
- Facilitate delivery of housing by other housing stakeholders, i.e. private sector, development agencies and NGO's.
- Identify and address blockages to delivery.
- Identify linkages to economic development and promote economic growth and job creation through delivery of housing opportunities.
- Simplify planning and procedures for residential development

- Map the current and future land use
- Formulate and implement appropriate policies to control land
- Identify under-utilized land and develop appropriate strategies to optimize land usage.
- Identify and secure capital subsidies from national/provincial government
- Publicize policy and programmes.
- Forge horizontal linkages across municipal departments on a programme and project basis to ensure integrated delivery of services.

3.9 MANAGE TRANSFORMATION

The responsibility rests with the Municipal Manager who shall work with the other Managers. Political responsibility lies with the Executive Committee.

3.9.1 DEVELOP A MUNICIPAL COUNCIL ORGANISATIONAL STRUCTURE TO ENSURE THE IMPLEMENTATION OF THE IDP

- Create appropriate organizational structure that is designed to meet the development and maintenance objectives of the IDP.
- Ensure appropriate and effective management of the organizational structure.
- Training and capacity building of officials.
- Allocate human resources according to the new priorities and retain, re-deploy, relocate or appoint staff as necessary.
- Develop and implement an Equity Plan and specify time frame.
- Review and monitor performance of the organizational structure and make such changes as are necessary.

3.9.2 PROMOTE CO-OPERATIVE GOVERNANCE

- Develop co-operation between Council and personnel, in mutual trust and good faith by:
 - * assisting and supporting each other and consulting on matters of common interest;
 - * co-ordinating actions and legislation with each other; and
 - * respecting mutually agreed structures and processes.
- Facilitate partnerships with other spheres of government directed at mutual co-operation, joint planning, financial support, where appropriate, and resource sharing.
- Monitor and evaluate levels of co-operation and undertake corrective action to deal with problems.

3.9.3 ENSURE WIDESPREAD COMMUNICATION AND MARKETING OF THE MUNICIPAL COUNCIL AND IDP

The responsibility rests with the Manager Corporate Services, who shall consult with the Municipal Manager and Top Management

- Develop a policy for the efficient and effective communication of the best possible positive image of Council to a carefully targeted audience.
- Develop policy for communication of service announcements and operational matters to residents and ratepayers.
- Develop policy for communication of information to personnel within the municipal organisation.
- Develop performance criteria and monitor and review performance.
- Promote effective communication channels to widely convey to residents, business, tourists and investors the on-going and significant achievements of Council and the high quality of services and facilities offered by Council.

- Promote effective communication to convey to residents, ratepayers and business information on municipal services and other operational matters
- Promote effective communication channels to convey service information to municipal staff.
- Develop user-friendly systems of communication in Afrikaans, Xhosa and English.

3.9.4 MANAGE COUNCIL FINANCES

The responsibility rests with the Manager: Finance in consultation with Top Management. Political responsibility lies with the Finance and Economic Affairs Committee.

- Link budgets to Council's Integrated Development Plans.
- Enforce strict budget / fiscal control.
- Monitor and review financial performance.

3.9.5 EFFECTIVE DISASTER MANAGEMENT PLAN

- Link Disaster Management Plan to Integrated Development Plans
- Develop a Disaster Management Co-ordinating Committee
- Identify and implement preventative means for high risk.

3.9.6 HELP TO DEVELOP HUMAN RIGHTS AND DEMOCRACY

- Initiate, with the assistance of relevant role-players, programmes and workshops to educate communities around human rights and democracy.
- Promote a culture of tolerance, understanding and respect for other cultures.
- Develop performance criteria and monitor and review performance.

3.9.7 PROMOTE COMMUNITY SAFETY

- Colaborate with other state departments, private sector and community based organisations to foster community involvement in public safety awareness programmes.
- Empower communities to be safety concious and to be able to respond to safety and security threats effectively.
- Develop with other stakeholders a comprehensive community safety policy plan.
- Develop performance criteria and monitor and review performance.

4. CONCLUSION

The IDP process should seek to mediate and promote a healthy balance between the effective and efficient delivery of services and the medium to long-term implications for future generations. The proposed IDP approach is an attempt to acknowledge the need for a new planning system, methodologies and products. It aims to fundamentally transform the way in which the Municipality operates.

The whole planning process has to become a routine function within every department, which means that widespread capacity to undertake the process must be developed. The development of the necessary skills has to be undertaken as a priority action.

The monitoring process, which must be undertaken once the plan is in operation, is very important to the successful implementation of the plan. It ensures that the plan is implemented, and not ignored. Formal monitoring of the progress of strategic plans has never been part of local government culture. The skills and means to gather the necessary information and to process it, must therefore be built into the organization.

PROJECTS



OPERATIONAL STRATEGIES

- ◆ 3 Year Financial Plan
- ◆ Capital Investment Programme
- ◆ Disaster Management Plan
- ◆ To be completed 2002 / 2003
 - ◆ Integrated Spatial Development Framework
 - ◆ Integrated Monitoring and Performance Management
 - ◆ Poverty Reduction / Equity Programme
 - ◆ Integrated Environmental Programme
 - ◆ Integrated LED Programme / Economic Policy and Structure
 - ◆ Integrated HIV/AIDS Programme
 - ◆ Institutional Structure / Capacity building programmes

OUDTSHOORN MUNICIPALITY

**CORPORATE
DISASTER MANAGEMENT
PLAN**

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CORPORATE DISASTER MANAGEMENT PLAN

1. INTRODUCTION:

1.1 BACKGROUND

This plan serves to confirm the arrangements within Oudtshoorn Municipality to effectively prevent disasters from occurring and to lessen the impact of those hazards that cannot be avoided.

A Disaster is 'n progressive or sudden, widespread of localized, natural or human-caused occurrence which:

- (a) causes or threatens to cause;
 - (i) death, injury or disease,
 - (ii) damage to property, infrastructure or the environment; or
 - (iii) disruption of the life of a community, and
- (b) is of a magnitude that exceeds the ability of those effected by the disaster to cope with its effects using only their own resources.

Disaster Management is a continuous and integrated multi-disciplinary process of planning and implementation of measures aimed at disaster prevention, -mitigation, -preparedness, recovery and -rehabilitation.

The preventative elements of this plan must be implemented and maintained on a continuous basis. The emergency or reactive elements of this plan will be implemented in Oudtshoorn, Dysseldorp and De Rust whenever a major incident or disaster occurs or is threatening in its area.

The responsibility for the implementation of the plan is that of the person designated by the Council.

Section 53 of the Disaster Management Bill 2002 require that Oudtshoorn Municipality take the following actions:

- prepare a disaster management plan for its area according to the circumstances prevailing in the area;
- co-ordinate and align the implementation of its plan with those of other organs of state and institutional role-players;
- regularly review and update its plan

A copy of this plan must be submitted and of any amendment of this plan to the National Disaster Management Centre and the Disaster Management Centre of the Western Cape (PAWC).

The Plan should:

- Form an integral part of the IDP.
- Anticipate the likely types of disasters that might occur in its area and their possible effects.
- Identify the communities at risk.
- Provide for appropriate prevention and mitigation strategies.
- Identify and address weakness in capacity to deal with possible disasters.
- Facilitate maximum emergency preparedness.
- Take into account indigenous knowledge relating to disaster management.
- Promote disaster management research.
- Contain contingency plans and emergency procedures in the event of a disaster.

1.2 PURPOSE

This plan is designed to establish a framework for the implementation of the provisions of the new Disaster Management Bill, 2002 as well as the relevant provisions of the Municipal Systems Act (Act 32 of 2000).

The purpose of the plan is to outline policy and procedures for both the pro-active disaster prevention and the reactive disaster response and mitigation phases of Disaster Management.

2. OUTDSHOORN MUNICIPALITY'S APPROACH TO DISASTER MANAGEMENT

2.1 Disaster Management Framework (Section 42 of Bill 2002)

Oudtshoorn Municipality shall establish and implement a policy framework for disaster management in its area.

The Disaster Management Policy Framework will be:

- Consistent with the provisions of the Disaster Management Bill (2002);
- Consistent with the National Disaster Management Framework; and
- Consistent with the Disaster Management Policy Framework of the Western Cape Province.

Each department within the Municipality will be responsible for the compilation and maintenance of their own departmental disaster management plans. Departmental plans will be considered as integral parts of this corporate disaster management plan.

It is very important that each Department contributes towards disaster management and it is therefore important that pro-active measures has to be taken.

3. RISK PROFILE

Risk and vulnerabilities will determine the priorities for Disaster Management programmes and projects. The amount of possible benefit to be derived from a project in terms of lives protected, livelihoods secured and property or natural resources defended, will be the criteria that determines priorities.

The following physical hazards were found to pose the highest risks:

- Fire risk: informal settlements and petrol/ diesel filling stations,
- Floods,
- Transportation of dangerous goods,
- Aircraft crashes.

Communities in informal settlement are the most vulnerable to fires, but other hazards also exposes other communities at risk.

In terms of capacity to address and therefore reduce risk, emphasis must be put on preparedness and response planning. This means that capacity and planning in terms of mitigation and prevention should be strengthened.

The following have been identified as critical Disaster Management issues and should receive priority attention in the IDP:

- At least two (2) hazmed suits for the Fire Department to deal with spillage of dangerous substances that are transported threwh the Municipal Area.
- At least two (2) aircraft fire suits for the Fire Department to deal with aircraft crashes.
- To establish disaster prevention programmes that focus on the most vulnerable communities.
- Training of volunteers for fire fighting and first aid.
- Purchase of a proper fire engin to enable the firemen to combat aircraft fires and petrol filling station fires.

- To contribute to preventive and reactive management strategies for the HIV/AIDS pandemic.
- Appointment of a disaster management functionary to deal with disaster management.
- The purchase of tents to enable the Municipality to help homeless people in the event of a disaster.

4. MANAGEMENT STRUCTURE

In terms of a management structure for disaster management the principle of functioning within the established structure of Oudtshoorn Municipality as far as possible will be adhered to.

The management structure will plan to maintain existing services and to adopt to deal with changed circumstances during major incidents or disasters.

4.1 Disaster Management Co-Ordinating Committee

Oudtshoorn Municipality's Disaster Management Co-ordinating Committee will consist of the following;

4.1.1 Internal to Oudtshoorn Municipality:

- Municipal Manager
- Operational Manager
- Assistant Electrotechnical Engineer
- Acting Town Engineer
- Acting Director: Community Services
- Head: Comprehensive Health Services
- Head; Environmental Health Services
- Chief: Protection Services
- Fire Chief

4.1.2 External Bodies:

- PAWC Ambulance Services
- SA Police Services; Oudtshoorn; Dysseisdorp & De Rust
- SA National Defence Force: Oudtshoorn
- Provincial Hospital
- PAWC Welfare
- Redcross
- Farmers Organisation

Representatives may be added in accordance with the risks identified.

4.2 LINES OF COMMUNICATION AND INTERGORNMENTAL RELATIONS

Communication will be done through the Disaster Management Centre.

4.2 DISASTER MANAGEMENT CENTRE

The Disaster Management Centre will be under the control of the Klein Karoo Garden Route District Municipality. In terms of Section 43 of the Disaster Management Bill, 2002 it is the function of the District Municipality to establish a disaster management centre.

5. RESPONSIBILITIES

The main stakeholders of Oudshoorn Disaster Management Plan have specific responsibilities in both the pre disaster risk reduction and post disaster recovery context.

5.1 The Disaster Management Co-Ordinating Committee

It is the responsibility of the Disaster Management Co-Ordinating Committee to ensure the compilation and maintenance of a corporate disaster management plan by the Disaster Management Centre, as well as the relevant supportive risk-specific plans.

The Disaster Management Co-Ordinating Committee shall be responsible for the review of the corporate plan on an annual basis. It is also responsible to make recommendations for changes that are considered appropriate and verification of the required support documents, resources, training and facilities to ensure that the plan is maintained.

In order for the Committee to perform its task effectively, it must ensure that the following actions take place:

Risk-reduction phase:

- Risk assessment in Oudshoorn Municipality,
- Assessing capacity of Oudtshoorn Municipality to implement emergency response actions,
- Formulate plans and projects to reduce risk.

During emergencies or disasters:

- Assessing risks in the emergency area(s),
- Assessing risks to the rest of the area.

Recovering and rehabilitation phase:

- Ensuring a return to normal functioning of affected communities as soon as possible,
- Disaster prevention or mitigation through risk elimination or reduction.

Disaster management and risk reduction principles must be applied throughout these phases.

5.2 Emergency Control Centre Management Team

The Emergency Control Centre is managed by the district municipality.

Certain internal members of the Co-ordinating Committee may form part of the Emergency Control Centre Management Team in the event of a disaster.

The team will be responsible to assess, evaluate and co-ordinate all actions in all the phases of the incident. Each line function will be responsible for the implementation of its own departmental disaster plan but the emergency control centre team will ensure co-ordination and support between departments and external bodies.

5.3 Emergency Control Centre (ECC)

The Emergency Control Centre will also be the Joint Operation Centre (JOC). The ECC must, when activated in the event of a disaster, perform the following functions:

- Maintain records of communications, decisions and actions,
- Designate emergency area(s) and sites,
- Decide on emergency measures and priorities,
- Assess impact
- Request emergency partner assistance
- Issue public warnings, orders and instructions,
- List fatalities, casualties and missing persons,
- List destroyed or damaged properties,
- Co-ordinate response with the Provincial Disaster Management Centre,
- Co-ordinate response with non-governmental disaster relief organizations,
- Identify persons or organizations to contribute to emergency response,
- Provide information to the media for dissemination to the affected population(s) and the general public,

- Respond to enquiries form the media/public.

5.4 **Risk Mitigation Project Teams**

Project teams can be established on an ad hoc basis to address specific pre or post disaster risk elimination on risk reduction projects.

Such project teams will determine their own terms of reference and project implementation plans in consultation with the Interdepartmental Disaster Management Committee.

- 5.5 The responsibilities of the various functionaries of the different departments are as per attached Annexure which is the Contingency plan of Oudtshoorn Municipality.

6. **DEPARTMENTAL PLANS**

Each individual service of Oudtshoorn Municipality is responsible for submitting its Departmental Disaster Management plan to the Disaster Management Centre.

Typical aspects to be addressed in these plans are the following:

- **Planning Framework:**

The way in which the concept and principles of disaster management are to be applied in its functional area.

- Risk and Vulnerability Assessment leading to a needs analysis.
- Evaluation and description of infrastructure.
- Prevention through risk elimination
- Mitigation through risk reduction.
- Preparedness planning for risks that can not be eliminated.
- Lines of communication
- Awareness and Education
- Evaluation and maintenance

7. **DISASTERS OCCURRING OR THREATENING** (Section 49)

When a disastrous event occurs or is threatening in the area of Oudtshoorn Municipality, the Disaster Management Centre will determine whether the event should be regarded as a disaster in terms of this Bill, and if so, the Centre must 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 contingency plans and emergency procedures that may be applicable in the circumstances, and
- Inform the Western Cape Provincial disaster management centre of the disaster and its initial assessment of the magnitude and severity or potential magnitude and of the disaster.

When informing the Western Cape Provincial and National Centres, the 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.

(Section 50(i))

8. **DECLARATIONS:**

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 Oudtshoorn area.

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.

(Section 55(i))

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

(Section 55(2))

9. DISASTER RESPONSE PROCEDURE

This procedure is set out in the Municipality's contingency plans.

10. REQUEST FOR PROVINCIAL ASSISTANCE

Under certain circumstances, assistance, including SANDF assistance, may be requested via the Department of Local Government and Housing of the Provincial Administration: Western Cape. The requesting of such services shall not be deemed to be a request that the Provincial Administration assume authority and control of the emergency.

Such a request shall be made by the Mayor to the Premier of the Western Cape Province.

11. RECOVERY AND REHABILITATION OPERATIONS

Post-disaster recovery and rehabilitation operations normally take on the nature of programmes and projects.

The function or department with the most direct involvement in the operation will take responsibility for project management and delivery. Project teams convened for these purposes must report to the Disaster Management Co-Ordinating Committee on a regular basis.

In this regard the casual factors of disasters must be addressed and disaster prevention through risk elimination should be pursued.

ANNEXURE

- ◆ Sports facilities
- ◆ Planning activity

PLANNING ACTIVITY – IDP PROCESS

<i>TASK</i>	<i>ACTION</i>	<i>TARGET DATE</i>	<i>PROGRESS MADE</i>
Explanation to committees	Municipal Manager	1 – 8 October 2001	Completed
Explanation to Community Organisations	Municipal Manager	10 October 2001	Completed
Explanation to Public Community Meetings	Municipal Manager	1 – 8 October 2001	Completed
Invitation to the public for submission of proposals/ capital budget	IDP Manager	1 –30 December 2001	Completed
Obtain nominations for IDP forum	Municipal Manager	16 January 2002	Completed
Approval of Framework	Steering committee	7 February 2002	Completed
Approval of members of IDP forum	Steering committee	19 February 2002	Completed
Explanation of IDP process to IDP forum	Municipal Manager	25 February 2002	Completed
Submission of needs and projects from IDP forum	IDP Project team	16 March 2002	Completed
Extension of closing date for needs and projects - public	IDP Manager	9 April 2002	Completed
Obtain submissions from State departments, Provincial and District municipality	IDP Project team	9 April 2002	Completed
Technical analysis of the projects/prioritizing IDP Rep. Forum	IDP Project Team	13 April 2002	Completed
Submission of draft IDP to Rep Forum	Municipal Manager IDP Project Team	16 May 2002	Completed
Submission to Steering Committee	Municipal Manager	16 May 2002	Completed
Submission of draft IDP to Council	Municipal Manager	21 May 2002	
Advertise for comments on IDP document. Public Meetings	IDP Manager IDP Forum & Council	20 May 2002 27 May – 6 June 2002	
Submission of final IDP document to Council	Municipal Manager	10 June 2002	
Submission of approved IDP document to Provincial and National Departments	IDP Manager	11 June 2002	

