

MINUTES OF THE 64TH COUNCIL MEETING OF THE DISASTER MANAGEMENT INSTITUTE OF SOUTHERN AFRICA HELD AT THE NH LORD CHARLES HOTEL, SOMERSET WEST, WESTERN CAPE ON TUESDAY, 13 SEPTEMBER 2011 AT 08:30

1. **OPENING**

A moment of silent reflection was observed.

2. **WELCOME**

The President welcomed all present and extended a special word of welcome to the Deputy-President, Immediate Past President and Chairperson of the Executive Committee.

3. **CONSTITUTING OF MEETING**

3.1 NOTICE OF MEETING

In terms of clause 13.3.2 of the Constitution, the notices of the meeting were mailed to Councillors on 1 July 2011.

3.2 QUORUM

In terms of clause 13.4.3 of the Constitution, a quorum was present and the meeting was duly constituted.

4. **ATTENDANCE**

Present

Mr S W Carstens (President)	Dr M Reddy (Deputy-President)
Mr P Adams (Immediate Past President)	Mr A J van Rensburg (Chair: Exco)
Ms P M Reid	Mr J A Minnie
Mr A R Kesten	Ms B F Swart
Mr C J H Keulder	Mr J Kgalake
Mr O H Becker	Ms A Bruwer
Mr W S E Solomons-Johannes	Ms C Powell
Mr A Myburgh	Ms S Tsebe
Mr S Brown	Mr T Memani
Mr F J Heystek	Ms N Solomons
Ms M Storie	
Ms K Muller (Administrator)	

Apologies

Mr P Shaba	Mr J Kgalake
Ms I Sebake	

5. SETTING OF PROTOCOL FOR THE MEETING

Mr Kesten requested Councillors to switch their cell phones off, to address the Chairperson and not speak across the table.

6. MOTIONS

- 6.1 Motions of condolence for the demise of Mr C F Mostert (214) on 5 May 2011, Honorary Member was received.
- 6.2 The President congratulated Dr Reddy, Deputy-President on obtaining her PhD with a thesis titled "An Integrated Disaster Risk Assessment Model for Local Government in South Africa".
- 6.3 Ms I Sebake was promoted to Deputy Director Disaster Management at the Tshwane Municipality.

7. REPORT OF THE PRESIDENT

The Deputy-President, Dr M Reddy, chaired the meeting during the presentation of the President's report:

"Deputy President, Chairperson of the Executive Committee, Executive Committee members, Councillors and the Administrator of the Institute, it is indeed an honour and a privilege to present my progress report. During 2011, we again had to witness extreme disasters occurring across the world. Two of the most disastrous I would say, is the earthquake/tsunami that occurred in Japan. The other major incident is the extreme drought that is currently affecting millions of people in the countries of North-East Africa.

We all know that Japan had to overcome an extreme natural event which resulted in certain areas experiencing total destruction and enormous losses. The resilience of Japan, which is regarded to be a first world country, is tremendous. The Japanese have provided immediate relief and shelter in a very short space of time. The search and rescue efforts also commenced immediately and they had to deal with some of the most dangerous consequences of such a disaster namely a nuclear meltdown. Six months down the line we see that the Japanese Government is coping and working rapidly towards rebuilding the disaster affected areas.

In total contrast with the above scenario, we have the drought that is now affecting millions of people in the "Horn of Africa" Sudan and Somalia. These countries are totally dependent on the assistance of foreign donors, the United Nations as well as NGO's who are currently providing the drought stricken areas with humanitarian relief.

As disaster management practitioners and members of DMISA, we have to ask ourselves the question: how one country such as Japan can bounce back so resiliently and quickly from a disaster while other countries really struggle to do likewise.

The answer to this question is, without a doubt, resilience. The more a country is prepared, the better they will be able to overcome the hardship a disaster might bring. We in the Southern African Region might be in the same position as the countries described above. Certain countries in SADC might have shown that they can look after themselves in a disaster and others might not have the capacity to do so.

In South Africa we have shown our intent in responding to disasters and we have a good track record, but after nine years post the promulgation of the Disaster Management Act (Act 57 of 2002), there is still a lot to be achieved. Some of the areas that we lack behind in and which will have to attend to are:

- The lack of disaster management capacity (trained capacitated and knowledgeable practitioners); no minimum qualification and practical experience required for the appointment for the Head of Centre.
- The lack of facilities and equipment – in a recent survey conducted by the National Disaster Management Centre (NDMC) it was highlighted that just more than 30 municipalities indicated that they have provided

for some facility which they will utilise as a Disaster Management Centre and only a few Provincial Governments have established such a facility.

- Some areas lack risk reduction initiatives in development. Each municipality should, as part of their Integrated Development Plan (IDP) have a disaster management section/chapter in the IDP. That is also an aspect that is lacking.
- How many authorities have proper disaster management plans in place that could cater for all the hazards in their respective areas? The answer here will also be – only a few!
- In light of the above shortcoming I would like to pose a question, namely “What is DMISA contribution towards corrections towards the above mentioned shortcomings?”

In reply, I would indicate ‘yes’ only to a certain extent. The DMISA Council and specifically the Executive Committee Councillors have again, unselfishly provided their own time, skills and experience providing a platform for the development of Disaster Management in South Africa. In evidence of this statement please allow me the opportunity to highlight the following achievements, as attained by our portfolio holders:

An Equity, Recruitment & Membership Upgrade & Renewal Strategy for the period 2011-2013 was developed by our Deputy President, Mal Reddy, and she presented this strategy at the first sitting of the executive committee meeting on the 10th March 2011; for consideration, adoption as well as implementation. The core goals highlighted in the strategy are; (1) To continually attract & retain a diverse membership profile for the Institute; (2) To manage & improve the system of membership subscription renewals & upgrade. The successful attainment of these goals is subject to them being effectively incorporated into action plans of the various regions. In terms of Equity, the portfolio holder has researched and prepared the National Equity Profile of South Africa. This National Profile serves as a benchmark in determining and assessing National and Regional Equity targets of the Institute.

Councillor Pat Reid, the portfolio holder for training skills development and tours has a questionnaire to councillors regarding the strategy towards attaining the status of a professional body for DMISA in terms of SAQA’s criteria. Limited input was received and as a result the portfolio holder has developed a preliminary paper on the first key steps to be taken which is to be circulated to all councillors for their consideration. Councillors are urged to participate in this important endeavour.

Pat Reid also represented DMISA at the National Education and Training Framework Drafting Team meeting held in Pretoria on 08 June 2011 and has actively participated in the development of minimum criteria for the establishment of Disaster Management Centres as well as the review of the Disaster Management Act (DMA). During the period under review the portfolio holder also prepared and submitted Draft Terms of Reference for the establishment and functioning of the NDMAF to the NDMC.

Councillor Reid received three applications for the Bursary Programme which were perused and discussed at the T&SD committee that was held on 18 April, 2011. Due to an unanticipated administrative delay, recommendation on the awarding of bursaries to applicants was only made to the meeting of the Executive Committee on 10 June 2011. As a result of this delay, it will be recommended to EXCO that the applications be carried forward to the 2012 academic year.

She is currently developing the first draft of the terms of reference for the introduction of the National Schools Poster Competition and it is anticipated that it will be finalized for launching in time for ISDR Day 2012.

Councillor Pat Adams who is responsible for Regional Matters and sponsorship continued his engagements with lead persons to re-establish the dormant DMISA regions. Discussions with key persons will continue and the matter be pursued. He has also confirmed that the following DMISA Conference 2011 sponsorships are confirmed namely; the South African Weather Service R100,000; City of Cape Town R125,000; the Provincial Government Western Cape R100,000 and R100,000 from the National Disaster Management Centre.

The Chairperson of the Executive Committee and holder of the Portfolio: Finance and Administration, Mr André Janse van Rensburg and his team, once again ensured that the financial and administration matters of the Institute are attended to. The new financial year commenced on 1 April 2011 and the 2010/2011 financial year statement was submitted to the auditors. The report of the auditors will be discussed later during this meeting.

The activities of this Portfolio, since our last Council Meeting, centered on the arrangements for the 2011 DMISA Conference. It once again looks like we will have a bumper conference 2011 with no less than twenty-four speakers in attendance. The Conference will be used to market our new logo on new caps, golf shirts and drimacs.

Councillor Johan Minnie portfolio holder for Marketing, Website, International Relations, spearheaded and successfully completed a project to develop a new informal corporate identity for the Institute, managed the transfer of the Institute's website to a new updated content management system, completed a project through which the membership database of the Institute is now hosted on the internet and can be accessed and amended by specifically mandated administrators using a web-enabled interface, and also commenced with the establishment of the international relations portfolio.

Mr Minnie is maintaining the marketing plan of the Institute for 2009-2011 and will commence with an update of the plan in October 2011. A new informal logo for the Institute was developed and approved by the Council as well as the Executive Committee of the Institute. A conference poster and marketing banners were designed by the portfolio holder. The portfolio holder is maintaining a Facebook page for the Institute on a trial basis and is investigating other social / viral marketing options such as Twitter. Information on conferences and other activities of the Institute are published on the website and the Journal of the Institute is also published on the website. Media releases are issued to raise awareness of the conference and other activities of the Institute. A recruitment desk is put in place at the annual conference.

Johan has also ensured that the website was updated to the latest version of the current ISP's content management system and mailing list, which made it possible to host the membership database of the Institute on the Internet with appropriate access control and administrative rights for mandated administrators. The portfolio holder introduced the system to EXCO and Council and provided training and support to the Administrator on using the system. A training / user manual was also compiled. By the portfolio holder and support will be provided as the number of mandated administrators expand to regional level. The management of the website is a continuous process with updates made as and when new information becomes available. The portfolio holder is doing the updates himself in order to reduce costs. One region, the Tshwane region, has submitted regional news which was published on their dedicated section on the website. There is an ongoing effort to improve the attractiveness and user experience of the website.

For my input, in my capacity as Portfolio holder for 2011 Conference, I wish to thank the Conference Coordinator, Erika Swart for organising the Conference together with Karin Muller, our Administrator, and all the members of the Conference Coordinating Committee.

Initiatives undertaken earlier this year, which I was assisted with by Erika Swart obtaining official recognition by SALGA, now seems to bear fruit as Ms Antoinette Richardson, Executive Director: Community Development, is a speaker at our Conference on the subject "A Disaster Risk Management Status Assessment at Municipalities in SA – SALGA 2010". She also promised to make an announcement regarding our recognition by SALGA during her presentation.

The other part of my portfolio is that of the facilitator of the DMISA Journal. With the assistance of Debbie Meyer of Delinds Publishers and Ronelle Pieters the Co-Editor, the Journal was again being published in time for the conference. Unfortunately, because of a lack of interest in the placement of advertisements, we were forced to provide an electronic publication. You will find an electronic copy of the Journal as part of your conference pack. Again I want to convey my sincere gratitude to Debbie and Ronelle and all the persons that provided articles for the Journal.

In conclusion, I have the following remarks:

- We have to support all Governments in establishing Disaster Management Capacity. The NDMC in South Africa has now a new team under the leadership of qualified and skilled practitioners - Councillor Anè Bruwer is one of these officials being referred to.
- The revision of the Disaster Management Act is also very important.
- Thank you for all that contributed towards this process, however we still have to work on the DMISA volunteer system as mentioned in my previous report. Please let's use the next few days over the conference period to come up with ideas in this regard.
- Lastly, a final word of appreciation for all whom have contributed in the achievement of the successes of our Institute.

Thank you"

It was resolved that the report of the President be accepted:

Proposed: A J van Rensburg;

Seconded: P Adams.

8. **CONFIRMATION OF MINUTES OF THE 63RD COUNCIL MEETING OF THE DISASTER MANAGEMENT INSTITUTE OF SOUTHERN AFRICA (DMISA) HELD ON 18 APRIL 2011 AT THE NH LORD CHARLES HOTEL, WESTERN CAPE**

The Minutes of the 63rd Council Meeting held on 18 April 2011 at the NH Lord Charles Hotel, Western Cape was approved:

Proposed: J A Minnie;

Seconded: M Reddy.

9. **MINUTES OF AN EXECUTIVE COMMITTEE MEETING HELD ON 10 JUNE 2011 AT THE BELVILLE TOWN LODGE, CAPE TOWN**

Minutes attached to the Agenda for information.

(Noted)

10.1 **MATTERS ARISING FROM THE MINUTES OF THE 63RD COUNCIL MEETING HELD ON 18 APRIL 2011 AT THE NH LORD CHARLES HOTEL, SOMERSET WEST, WESTERN CAPE**

10.1.1 Matters arising from the report of the President: Proposed support by DMISA to Disaster stricken areas

The President indicated that he had informal discussions with various people in this regard. He will provide a written report to the next Executive Committee Meeting. (President)

10.1.2 DMISA's quest to become a registered Professional Body

Ms Reid reported that DMISA doesn't comply with the criteria that SAQA has set to be a non-statutory Professional Body. However, we are the only Institution that can rightfully claim to be the organization that represents the recognized community of practitioners in South Africa.

Ms Reid compiled a document in this regard. She will circulate the document for comments. (P M Reid)

Ms Bruwer suggested that a Business Case should be submitted to the NDMC. According to Ms Bruwer, the NDMC can consider any proposal and therefore if a "proven case" is submitted it will be dealt with by the NDMC.

Ms Reid proposed that a framework for a Business Case must be developed to produce Terms of Reference in order to outsource DMISA's quest to become a registered Professional Body.

It was resolved that Ms Reid will develop the Framework for submission to the next Executive Committee Meeting. (P M Reid)

10.1.3 Information Management Programme

Mr Minnie made a presentation on the Information Management Programme. (Noted)

10.1.4 National Disaster Risk Management Technical Advisory Committee

Ms Reid reported that this Committee is still dormant.

According to Ms Bruwer, a National Technical Advisory Committee will not be established soon.

The President will submit a request to the next NDMAF to place the matter regarding the Technical Advisory Committee on their Agenda. (President)

10.1.5 Annual bursary

It was resolved that the three applications received this year will be added to the applications for the ensuing year.

It was resolved that the bursary will be awarded to the three approved students. Ms Reid will contact the students in order to obtain the proof of payment for their studies.

Proposed: A Bruwer;

Seconded: M Storie.

(P M Reid)

10.1.6 DMISA Corporate Identity

Item to be removed from the Agenda. (Administrator)

10.1.7 Establishment of North West Region

Mr Adams reported that he made contact with various members and this matter is receiving attention. (P Adams)

10.1.8 National Schools Poster competition

No report.

10.1.9 Letter: SAQA – Public Meeting

Ms Reid reported that the letter was written. However, the matter is still pending. (P M Reid)

10.1.10 Permanent seat on DMISA Council – NDMC (13)

It was resolved that a member from the NDMC (preferably the Head of the NDMC or nominee) be co-opted on the Council.

Proposed: A J vanRensburg;

Seconded: P Adams.

11.2 **MATTERS ARISING FROM THE MINUTES OF AN EXECUTIVE COMMITTEE MEETING HELD ON 10 JUNE 2011 AT THE TOWN LODGE, BELVILLE**11.2.1 Representation of Disaster Management at SALGA

The President reported that all matters are receiving attention. He also reported that Mr Sabelo Gwala will be attending the Conference. The matter regarding the Memorandum of Agreement between DMISA and SALGA as well as the matter regarding funding will be forthcoming. (President)

12. **REPORTS BY PORTFOLIO HOLDERS**12.1 Conference: 2011 (President and B F Swart)

Ms Swart reported that a Conference Co-ordinating Committee Meeting was held on 12 September 2011.

Arrangements regarding Conference 2011 were finalized.

Recognition by SALGA (President)

No further report.

Journal Production (President)

No further report.

12.2 Recruitment, Public Relations, Media Liaison and Equity (M Reddy)

No further report.

12.3 Regional Matters and Sponsorship (P Adams)

No further report.

12.4 Finance and Administration (AJ v Rensburg)

Mr A Janse van Rensburg reported that Councillor N Solomons was exempted from paying the Conference fees and was assisted with Travel and Accommodation.

Balance of cheque account: R 386 587

Balance of cheque account: R 20 863.

Applications for membership

<u>Initials and Surname</u>	<u>Membership Number</u>	<u>Category</u>	<u>Region</u>
R Tebane	1965	Corporate	S-Gauteng
W J Pretorius	1966	Associate	S-Gauteng
C S C Molefe	1967	Associate	S-Gauteng
J G Potgieter	1968	Associate	S-Gauteng
V Nthimbane	1969	Associate	S-Gauteng
M D Nqubezelo	1970	Associate	S-Gauteng
R Peterson	1971	Associate	SADEC
S Sibande	1972	Associate	S-Gauteng
C Joyce	1973	Corporate	W-Cape
S van Wyk	1974	Corporate	W-Cape
T C Chabe	1975	Associate	Free State
M D Lekanjane	1976	Associate	N-Cape
T Sibeli	1977	Associate	S-Gauteng
B G Luthuli	1978	Associate	S Gauteng
N Pretorius	1979	Corporate	Tshwane
M D Nqubezelo	1980	Associate	S-Gauteng

12.5 Training, Skills development and Tours (P M Reid)

Ms Reid requested that the NDMC don't list her in her involvement in the Act as representing DMISA. According to her she is there in her personal capacity as this is not her Portfolio in DMISA. (A Bruwer)

12.6 Protocol, Legislation and Policy Writing (A R Kesten)

No further report.

12.7 Marketing and Website Management and International Relations (J A Minnie)

No further report.

13. **NDMAF REPORT BACK**

Ms A Bruwer provided the meeting with a comprehensive report on the NDMC.

(Noted)

14. **UNDERTAKING: COUNCILLORS**

No report.

15. **FINANCIAL STATEMENTS: (2010 / 2011)**

The financial statements for the 2010/11 financial year were approved:

Proposed: P Adams;
Seconded: C J H Keulder.

Auditors MDP Incorporated was appointed as the Auditors for the 2011/2012 term:

Proposed: C J H Keulder;
Seconded: M Reddy.

16. **DATE AND VENUE OF NEXT MEETING**

To be advised.

17. **CLOSURE**

The Meeting adjourned at 13:30.

APPROVED: _____
S W CARSTENS
PRESIDENT

DATE: _____