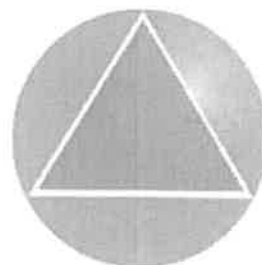


Matatiele Local Municipality

Disaster Management Plan



"Build Back Better in Communities at Risk"

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CR 412/27/07/2023

DEFINITION OF TERMS

Climate change – It is any significant change in the measures of climate lasting for an extended period of time.

Contingency planning – The forward planning process for an event that may or may not occur, in which scenarios and objectives are agreed, managerial and technical actions defined, and potential response systems put in place to prevent, or respond effectively to, an emergency situation.

Disaster – A natural or human-caused event, occurring with or without warning, widespread or local, causing or threatening death, injury or disease, and damage to property, infrastructure or the environment, which exceeds the ability of those affected by the disaster to cope with its effects using only their own resources.

Disaster management – a collective term encompassing all aspects of planning for and responding to significant events and events classified as disasters, including risk reduction (prevention and mitigation), preparedness, response, recovery and rehabilitation. It requires an integrated multi-disciplinary and multi-sectoral approach.

Disaster risk – The probability that an individual, a household, a community, an area, a province or a country is unable to anticipate, resist or recover from the losses sustained from a hazard or other threat without external assistance.

Early warning – The timely provision and dissemination of this information allows individuals, areas, communities and households exposed to a hazard to act to avoid or reduce their risk and prepare for effective response.

Mitigation – Measures undertaken to limit the impacts of an event or a disaster e.g. not building houses on fire plains.

Preparedness – Activities and measures, including timely and effective early warnings, taken in advance, which contribute to the ability of organs of state and other institutions involved in disaster management, the private sector, communities and individuals to mobilize, organize, and provide relief measures to deal with an impending or current disaster or the effects of a disaster.

Prevention -- in relation to a disaster, means measures aimed at stopping a disaster from becoming a disaster.

Recovery and rehabilitation – Decisions and actions taken after a disaster with a view to restoring or improving the pre-disaster living conditions of the stricken community, while encouraging and facilitating necessary adjustments to reduce disaster risk.

Relief - The provision of assistance or intervention during or immediately after a disaster to meet the life preservation and basic subsistence needs of those people affected. It can include the provision of shelter, food, medicine, clothing, water, etc.

Response – Measures taken during or immediately after a disaster in order to bring relief to people and communities affected by the disaster.

Risk – the probability of harmful consequences, or expected losses (deaths, injuries, property, livelihoods, disrupted economic activity or environmental damage) resulting from interactions between natural or human induced hazards and vulnerable conditions.

Risk reduction – Measures taken to reduce long-term risks associated with human activity or natural events.

Vulnerability – The characteristics that limit an individual, a household, a community, an area, a province or a country's capacity to anticipate, manage, resist or recover from the impact of a hazard or other threat.

These definitions have been compiled from the Disaster Management Act No 57, 2002, as amended as Disaster Management Act, Act 16 of 2015 and the National Disaster Management Framework.

EXECUTIVE SUMMARY

In terms of section 41(1) (b) of the Constitution, all spheres of Government are required to “secure the well-being of the people of the Republic”. Section 152(1)(d) also requires that local government “promote a safe and healthy environment”. In the light of the above, and the established understanding of disaster management, the primary responsibility for disaster management in South Africa is the responsibility of Government. Section 26(g) of the Municipal Systems Act, No. 32 of 2000 stipulates that a disaster management plan must be reflected in the Municipality’s Integrated Development Plan (IDP). Sections 52 and 53 of the Disaster Management Act, No. 57 of 2002 also requires of each municipality and municipal entity to prepare a Disaster Management Plan (DMP).

The Disaster Management Plan establishes the arrangements for disaster management within the Matatiele Local Municipality and has been prepared in accordance with the requirements of the Disaster Management Act, No. 57 of 2002 (the Act) and section 26(g) of the Municipal Systems Act, 2000. The purpose of the Matatiele Local Municipality (MLM) Disaster Management Plan (DMP) is to document the institutional arrangements for disaster management planning which includes the assignment of primary and secondary responsibilities for priority disasters posing a threat in the municipality. It further provides the broad framework within which the Departments within the municipality will implement the disaster management planning requirements.

It establishes the operational procedures for disaster reduction planning as well as the emergency procedures to be implemented in the event of a disaster occurring or threatening to occur in the MLM area of jurisdiction. It also aims to facilitate an integrated and coordinated approach to disaster management in the municipality which will ensure that the municipality achieves its vision. The Disaster Management Plan is in line with the National Disaster Management Framework of 2005.

There are four Key Performance Areas (KPA’s) and three Enablers:

- KPA 1: Integrated Institutional capacity for Disaster Risk Management.
- KPA 2: Disaster Risk Assessment.
- KPA 3: Disaster Risk reduction.
- KPA 4: Response and recovery
- Enabler 1: Information Management and Communication.
- Enabler 2: Education, Training, Public Awareness and Research.
- Enabler 3: Funding arrangements for Disaster Risk Management for MLM Disaster Management Plan.

The plan provides a background of the MLM in line with its current Integrated Development Plan (IDP). The Matatiele Local Municipality DMP contains risk assessment based on field study, observation, primary and secondary data sources. The municipal DMP has as far as possible been imbedded in the current reality of the municipality. The risk assessment provides the foundation towards risk reduction planning based on the identified and prioritised disaster risks and vulnerabilities of the communities of Matatiele. This DMP also provides the Municipality with a guiding framework for future disaster management planning by the municipality as a whole as required by the Act and the Municipal Systems Act No. 32 of 2000. The relationship between, and different roles and responsibilities of the Departments in the Municipal are highlighted. The plan also gives guidance in relation to the declaration of a local state of disaster, disaster classification and the institutional arrangement necessary for the successful implementation of the Act. Each section of this plan contains a number of recommendations, which need to be considered and implemented in order for the MLM to obtain the results envisaged by the DRMP.

Section 44 (d)(i), (ii) and (iii) of the Disaster Management Act stipulates that Disaster Management Centre may be an advisory and consultative body on matters relating to disasters and disaster management in the municipality for:

- I. Organs of state and statutory functionalities.
- II. The private sector and non-government organisations
- III. Communities and individuals

1. INTRODUCTION AND BACKGROUND

The purpose of the Matatiele Local Municipality Disaster Risk Management Plan (DRMRP) (Level 1) is to document all of the aspects of disaster risk management as they relate to the Matatiele Local Municipality (WMMLM), and is contained in the National Disaster Management Policy Framework (NDMF) and the Disaster Management Act no. 57 of 2002 (DMA). It aims to facilitate an integrated and coordinated approach to disaster risk management in the municipality which will ensure that the MLM achieves its vision for disaster risk management which is to "Build Back Better" in the MLM and alert, informed and self-reliant communities by establishing risk reduction and resilience building as core principles, and developing adequate capabilities for readiness; and effective and rapid, response and recovery.

Section (1) of the Disaster Management Act, No. 57 of 2002, as amended Disaster Management Act 16 of 2015 defines "disaster management" as "a continuous and integrated multi-sectoral, multi-disciplinary process of planning and implementation of measures aimed at –

- a) Prevention or reducing the risks of disasters;
- b) Mitigation the severity or consequences of disasters;
- c) Emergency preparedness;
- d) a rapid and effective response to disasters; and
- e) post-disaster recovery, and rehabilitation.

The Municipal Disaster Management Plan serves to confirm the organisational and institutional arrangements within the MLM to effectively prevent disasters from occurring and to minimize the impact of those hazards that cannot be circumvented. Fundamentally the DMP serve as the strategic coordination and co-operation mechanism between all the relevant Departments in the municipality. The riskspecific Plans and the Municipal Departments and related emergency procedures are to be designed for tactical and operational levels and must be considered as being subsidiary to the Municipal Disaster Management Plan.

1.1. Scope of a Disaster Management Plan

According to the National Disaster Management Framework, Disaster Management Planning applies to national, provincial and municipal organs of the state that have established foundational institutional arrangements, and are building the capabilities needed to carry out comprehensive disaster management activities. It includes establishing processes for a comprehensive disaster assessment, identifying formal consultative mechanisms for the development of disaster reduction projects, and introducing a supportive disaster management information system and emergency communication capabilities.

Section 52(1) (c) of the DM Act stipulates that The Disaster Management Plan must set out the following:

- I. The way in which disaster management is to be applied in the municipality, taking into consideration expected climate change effects and.
- II. The roles and responsibilities as per the disaster management frameworks of all three spheres of government.
- III. It's role regarding emergency response and post disaster recovery and rehabilitation Municipal of Matatiele Municipal Disaster Management Plan.
- IV. Its capacity to implement its role and responsibilities.
- V. Details of its disaster management strategies.
- VI. Contingency strategies and emergency procedure when there are disaster, and measures to finance strategies thereof.
- VII. Specific measures to deal with vulnerable groups; women, children, the elderly and persons with disabilities.

1.2 Stakeholder Participation

Chapter 4 of the Local Government Municipal Systems Act, No. 32 of 2000 requires that through appropriate mechanisms, processes and procedures, the municipality should consult the local community on the preparation or amendment of its plan. The plan will be circulated to departments and entities for comments through various platforms. The comments will subsequently be incorporated for finalization and approval.

1.3 Background

Matatiele Local Municipality (MLM) with an area of 4 352km², is situated in the Alfred Nzo District Municipality in the northern part of the Eastern Cape Province. Matatiele Local Municipality, with 26 wards, is bounded by Elundini Municipality to the South West, Greater Matatiele Municipality (KZN) to the East, Umzimvubu Municipality to the South, and Lesotho to the North. Traversing the local municipality in an east-west direction is the R56 road, linking Matatiele with Matatiele to the east and Mount Fletcher to the west. This roadway links the Municipality with KwaZulu-Natal Province and parts of the Eastern Cape Province located south of Matatiele Municipality.

Matatiele Local Municipality is located in the Alfred Nzo District municipality in the Northern part of the Eastern Cape Province. Alfred Nzo District comprises of four local municipalities namely; Matatiele, Umzimvubu, Winnie Madikizela-Mandela and Ntabankulu Local Municipalities. The municipality borders local municipalities of: Elundini Municipality to the South West, Greater Matatiele Municipality (KZN) to the East, and Umzimvubu Municipality to the South. The municipality also has cross border linkages with Lesotho to the North. (MLM IDP, 2022).

a) Topography

Topography and slope within Matatiele Municipality varies from very steep gradients of 1:1.5 to a relatively gentle slope of less than 1:7 at the foothills of the mountain and river plans. Matatiele Municipality consists of two topographical regions, that is:

- A central plateau with relatively good soils and intermediate rainfall supporting a mixed agriculture with a lower population density; and
- A high plateau leading up to the Drakensberg Mountains with relatively good soils, a high rainfall supporting a mixed agriculture with a lower population density.

Very steep terrain occurs mainly along the western boundary as an extension of the Drakensberg Range and also along the south-eastern boundary. The farming areas that surround Cedarville and Matatiele tend to have a much gentle gradient. This is considered beneficial for possible future expansion of these urban areas and consolidation of commercial agriculture. Some of the rural settlements are located in the hilltop areas which renders access and delivery of services a

[illegible]

1.3.1. Disaster Management

MLM Disaster Management Plan (2023)

provincial and municipal disaster management centres; disaster management volunteers and matters relating to these issues as per the Disaster Management Act; Act 57 of 2002. The effective implementation of the disaster management legislation requires MLM Disaster Management Centre (Public Safety Division under Community Services Department) to develop and implement a strategy which must put into action all the relevant disaster management strategies and policies and develop implementation procedures, programs and a budget. It must be done in line with the Integrated Development Plan (IDP) of the Municipality.

1.3.2. Climate Change Adaptation and Disaster Risk Reduction

Climate change, although a natural phenomenon is exacerbated by human activities. Changes in climate affect both average and extreme temperatures, consequently increasing the likelihood of weather-related natural disasters such as flooding, droughts and increased intensity of storms. Reducing vulnerability is a key aspect of reducing climate change risk which requires a new approach to climate change risk and a change in institutional structures and relationships. Disaster policy response to climate change is dependent on a number of factors, entailing readiness to accept the reality of climate change, institutions and capacity, as well as willingness to embed continuous climate change risk assessment and management in development strategies.

Climate change adaptation and Disaster Risk Reduction (DRR) have very similar aims in terms of seeking to build resilience in the face of hazards. They both focus on reducing people's vulnerability to hazards by improving methods to anticipate, resist, cope with and recover from their impact by putting structural and non-structural plans in place. Building resilience is key in efforts towards both the reduction of disaster risks and climate change adaptation. The emphasis should be on determining existing capacity so as to anticipate, resist, cope with and recover from the impact of disaster related incidents. The MLM Disaster Management programmes must lead to an improved understanding of climate variability, document good practices and implement pilot initiatives in vulnerable communities. It needs to promote community-based adaptation principles and develop, adapt and test tools and techniques for adaptation such as; for example, tools to measure physical (in terms of physical measures of risk reduction); social (institution building, gender, inclusion, networking, etc.), educational (school and higher education, non-

formal education, education for field practitioners, teachers, etc.) and economic (livelihood resilience and options, micro-finance, etc.). It should also promote policy advocacy, education, and awareness around insurance for a work programme on loss and damage associated with climate change.

2. LEGISLATIVE MANDATE

Disaster Management Act requires the Municipality to take the following actions:

- a) to prepare a Municipal Disaster Risk Management Plan for its area according to the circumstances prevailing in the area and incorporating all municipal entities;
- b) to co-ordinate and align the implementation of its Municipal DRM Plan with those of other organs of state, institutional and any other relevant role-players; and
- c) to regularly review and update its Municipal DRM Plan. (Disaster Management Act 57 of 2002- Section 48).

The Municipality must submit a copy of its Municipal Disaster Risk Management Plan and any amendment to the said Plan to the District, Provincial & National Disaster Management Centre.

2.1 The Municipal Disaster Risk Management Plan should: -

- a) form an integral part of the Municipality's IDP so that disaster risk reduction activities can be incorporated into its developmental initiatives,
- b) anticipate the likely types of disaster that might occur in the Municipality's area and their possible effects,
- c) identify the communities at risk,
- d) provide for appropriate prevention, risk reduction and mitigation strategies,
- e) identify and address weaknesses in capacity to deal with possible disasters,
- f) facilitate maximum emergency preparedness,
- g) establish the disaster risk management policy framework and organisation that will be utilized to mitigate any significant emergency or disaster affecting the Matatiele Local Municipality,
- h) establish the operational concepts and procedures associated with day-to-day operational

response to emergencies by Municipality Departments and other entities. The SOPs will also form the basis.

- i) for a more comprehensive disaster response, incorporate all special Hazard / Risk-specific and Departmental DRM Plans and related emergency procedures that are to be used in the event of a disaster.

These will provide for –

- 1) the allocation of responsibilities to the various role players and co-ordination in the carrying out of those responsibilities;
- 2) prompt disaster response and relief;
- 3) disaster recovery and rehabilitation focused on risk elimination or mitigation;
- 4) the procurement of essential goods and services;
- 5) the establishment of strategic communication links;
- 6) the dissemination of information.

This disaster risk management review plan for the MLM has as much as possible been embedded in the current local reality of the municipality. Therefore, this brief description of the most salient features of the municipality is added to sketch this current local reality. More extensive information can be obtained from the MLM Integrated Development Plan.

2.2 Requirements of a Level 1 Disaster Risk Management Plan

In order to understand the various components of a Level 1 plan it is important to reflect on the various requirements of these plans as per the NDMF.

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

3.1 INTEGRATED INSTITUTIONAL CAPACITY FOR DISASTER RISK MANAGEMENT (KPA1)

The objective of KPA1 is:

- To establish procedures for the development, approval and implementation of integrated disaster risk management policy,
- To establish integrated institutional capacity within MLM to enable the effective implementation of the disaster risk management policy within.
- To establish mechanisms this will provide clear direction and allocate responsibilities for the implementation of the Disaster Management Act; Act 57 of 2002 and thus National Disaster Management Policy Framework of 2005.

Section 43 of the Disaster Management Act 57 of 2002 requires the establishment of a municipal disaster management centre (MDMC) responsible for promoting an integrated and coordinated disaster risk management policy. The Act explicitly emphasises the significance of cooperative governance through the involvement of relevant stakeholders in order to minimise the probability and severity of hazardous impacts on conditions of vulnerability and leading to disasters. The KPA further indicates the interaction between the Matatiele Local Municipality and other spheres of government towards disaster risk reduction.

3.1. Arrangements for the development and adoption of integrated disaster risk management policies and regulations

The relevant stakeholders and role-players will submit recommendations on matters relating to disaster management policies and regulations to the MLM Disaster Management Centre for consideration. Thereafter, submitted to the Municipal Disaster Management Advisory Forum (MDMAF) as well as the Management Committee and Political structures within the municipality. The MDMC must ensure that the financial, constitutional, human resource and interdepartmental implications of the recommendations are submitted and presented to the MDMAF and the relevant committees. In view of the multi-sectoral nature of disaster risk management matters, the MDMC must submit all memoranda containing policy proposals related to disaster risk management legislation and implementation to the relevant portfolio

committee for assessment and further recommendations before sending them to the Management Committee and thereafter the Executive Council.

3.2. Arrangement for the direction and implementation of disaster management policy

Section 43(1) of the DM Act stipulates that each municipal disaster management centre must establish a disaster management centre to achieve the objective of promoting an integrated and co-ordinated system of disaster management.

3.3. The Disaster Management Advisory Forum

The MLM Centre must establish a Municipal Disaster Management Advisory Forum (MDRMAF). The DM Act stipulates that the MDRMAF is a consultative forum on matters relating to disaster management in the municipality. It is to ensure integration of stakeholder participation and harness technical advice on matters relating to disaster Management in the Municipality. Moreover, is to adopt the holistic and organised approach to the implementation of relevant policies and regulations. The forum comprises of the internal departments, municipal entities, relevant stakeholders and role-players including NGOs and CBOs; individuals or groups with special technical expertise, traditional leaders (inkosi), traditional healers, and volunteers. The relevant role-players and stakeholders in disaster management in the municipal area to coordinate their actions on matters relating to disaster management as prescribed in Section 44 of the DM Act.

The MLM Disaster Management Advisory Forum meets on a quarterly basis but is not precluded from meeting when there are prevailing circumstances.

The forum:

- ✓ Must make recommendations to Council concerning the municipal disaster management framework for the MLM including:
 - Give advice and make recommendations on disaster-related issues and disaster management;
 - Contribute to disaster management planning and co-ordination;
 - Establish joint standards of practice;

- Implement response management systems;
 - Gather critical information about the municipality's capacity to assist in disasters and to access resources; and o Assist with public awareness, training and capacity building.
- ✓ Must contribute to ensuring community awareness of disaster risk management arrangements and the importance of taking into cognisance issued early warnings;
 - ✓ Must support and contribute to the development and implementation of an information management system for the MLM;
 - ✓ May advise any organ of state, statutory functionary, non-governmental organisation, community or the private sector on any matter relating to disaster management; and
 - ✓ May make recommendations regarding disaster management policy to the MDMC.

The MDRMAF must consist of the following members:

- ✓ The head of the MLMMDMC (Manager: Public Safety) who is also the chairperson;
- ✓ A senior representative of each function within the municipality.
- ✓ Representatives of other disaster management role-players in the MLM may include:
 - Organised business in the municipality;
 - Organized labour in the municipality;
 - Relevant community-based organisations;
 - The insurance industry in the municipality;
 - Representatives of the agricultural sector in the municipality;
 - Religious and welfare organisations in the municipality;
 - Medical, paramedical and hospital organisations in the municipality;
 - Institutions of higher learning; o Institutions that can provide scientific and technological advice or support to disaster risk management;
- ✓ Other relevant non-governmental organisations and relief agencies in the MLM;
- ✓ Experts in disaster management designated by the executive mayor; and
- ✓ Persons co-opted by the forum in question for a specific period or specific discussion.

The Head of the MDMC may convene ad hoc meetings for planning groups, task teams and key personnel from line departments for the purpose of establishing disaster management sub-advisory forums for integrated and co-ordinated planning, as well as operations.

3.3.1. Disaster Management Advisory Forum Sub-Committees

In order to facilitate disaster management activities necessary for the implementation of the policy, the MDRMAF can establish sub-committees (e.g. the NGO, sub-committee). Such committees should develop clear terms of reference and timeframes. Planning for disasters and disaster management is a participative process involving a multitude of role-players and stakeholders from across government sectors, disciplines and spheres, the private sector, NGOs, CBOs and communities. It would therefore be necessary to cluster stakeholders into planning groups relevant to the various activities associated with disasters and disaster risk management, for example, development of disaster risk reduction strategies, hazard-specific contingency plans and operational plans, and guidelines for disaster response and recovery activities.

3.4. The MLM Disaster Management Centre

The MDMC is the primary functional unit for disaster risk management is under Public Safety Department as a division within the Community Services Department; as Disaster Management Directorate. It must provide direction for the implementation of disaster risk management policy and legislation and the integration and coordination of municipal disaster risk management activities and priorities in order to ensure that national and provincial objectives are achieved. In addition, a key function of the MDMC is to provide support to the ANDM; Eastern Cape Provincial Disaster Management (PDMC) and the National Disaster Management Centre (NDMC). In the event of a disaster occurring or threatening to occur, the MDMC must provide support and guidance to the relevant divisions and sub-structures. Furthermore, it must mobilise municipal infrastructure and all other available resources to support local disaster risk management resources. Effective coordination demands that the MDMC be granted the necessary authority to give effect to the disaster risk management framework of the MLM and to ensure that all disaster risk management-related activities are aligned with government policy.

3.4.1. Powers and duties of the Disaster Management Centre

The infrastructural arrangements of MDMC must be conducted in accordance with national guidelines for the minimum infrastructural requirements for disaster management centres developed by the NDMC. The responsibilities of the MDMC are stipulated in Section 44(1)(a)-(l).

3.5. Operation capacity of the MLM Disaster Management Centre

Arrangements must be made for establishing the operational capacity of the Municipal disaster management centre to enable the implementation of the Act in the municipality. These arrangements must be consistent with those of the NDMC and the EC PDMC. Section 45(1) of the DM Act prescribes that the Municipal Council must, subject to the applicable provision of the Local Government: Municipal Systems Act, appoint a head of centre. Section 45(2)(a)(b) DM Act further indicates that the head of centre must exercise powers and perform its duties and takes all decisions in accordance with the directions of the council. The Head must perform the functions of the office subject to Section 44(3) of the DM Act. All municipal departments within MLM must identify appropriately qualified staff in their employ to serve as their disaster risk management focal or nodal points. Disaster management responsibilities must be included in the job descriptions/score cards of all key personnel identified in this framework.

3.5.1 Disaster management fire & rescue services organogram

Disaster Management, Fire and Rescue unit currently does not provide 24hour coverage as employees work normal 08:00 to 16:30 with standby system to cover after hours, weekends and public holidays. It be noted that the municipality does not comply with SANS 10090 (community protection against fire standards).

Disaster Management, Fire and Rescue function is still performed at Traffic Management premises/ Licensing and Registration Station. but the municipality has intention of establishing a fully-fledged Disaster Management Centre in line with spirit of Disaster Management Act amendments of 2015.

- The average Capacity Rating achieved for the entire municipality were calculated to be 1.5. This value relates to a classification of between insufficient and sufficient resources.
- The resources rated as being in greatest need were Facilities/buildings, followed by Funding/Budget and Prevention/Risk Reduction Plans.
- The highest rated available resources included the level of expertise/experience as well as human resource. Even though these resources were rated the highest, they were still classified below the 'sufficient' level.

3.6. Community participation

The community is at the coalface of disaster risk management. It is from the conditions of risk that exist in communities that all other disaster risk management activities evolve. It is in the community where all the operational activities related to disaster risk management take place. All disaster risk reduction planning, the development of projects and programmes and the allocation of responsibilities must be founded on the needs and priorities of communities. Disaster risk reduction is a community-driven process.

The MLMMDMC must involve local communities in the development of disaster risk profiles, facilitate understanding of the concepts and values of disaster risk reduction in communities; prioritise projects aimed at risk reduction in their IDPs; and facilitate community participation in training, preparedness planning and awareness programmes. In the case of specific disaster risk reduction projects, project teams must include community representation. Indigenous knowledge and input from community leaders must be included in all of the activities associated with ensuring informed, alert and self-reliant communities. Capacity building, education, training and research are therefore fundamental to this end. When disasters occur or are threatening to occur, the initial response to the event comes from those directly affected by it. It is only thereafter that their actions are supported by the various response and resource agencies responsible for dealing with the disaster. In this regard, broad community participation in disaster risk management, as well as the enrolment of individuals as volunteers, must be actively

promoted and encouraged, particularly in communities at risk. The establishment of ward disaster risk management committees (volunteers) or forums are thus critical.

3.7. Disaster Management Volunteers

The MDMC should strive towards the establishment of disaster risk management volunteers, in consultation with local councillors, ward committee members and community leaders. In order to maintain an inclusive approach to the participation of volunteers in disaster risk management, volunteers should be classified into three categories: unit of volunteers, general and spontaneous.

3.7.1. Classification of volunteers

In order to maintain an inclusive approach to the participation of volunteers in disaster risk management, volunteers are classified into three categories.

These categories are:

- Units of volunteers
- General volunteers
- Spontaneous volunteers

Unit of volunteers:

This category provides for the participation and registration of individuals (or groups) who wish to become more actively involved in an organised structure for disaster risk management volunteers in the municipality. It includes individuals, groups or organisations that already have specialised skills, as well as those who undertake to be trained in specific skills in order to participate in this category.

General volunteers:

This category provides a general pool of volunteers who can be drawn on by the municipality to perform a variety of functions that may or may not require specialised skills. Volunteers in this category must be registered and must meet minimum criteria set down in accordance with the national standard guidelines.

Spontaneous volunteers:

The Act recognises that people will always respond spontaneously in emergencies and disasters. Such humanitarian responses should not be discouraged. However, the MLM must take cognisance of the problems and complications, including the possibility of injury and damage to property that may result from the spontaneous, uncontrolled and uncoordinated actions of volunteers. The MLM MDMC must take this matter into consideration and must make provision for it in its planning.

3.8 Assignment of responsibilities

The following table summarises the main responsibilities of the different structures at Municipal level, with regard to disaster risk management efforts:

DISASTER MANAGEMENT SUMMARY ROLES AND RESPONSIBILITIES-POWERS & FUNCTIONS						
Populate: Input / Implement / Obtain / Disseminate						
Component:	Mayor and Municipal Manager	Council	Disaster Management Officials & Volunteers	Departments and Organs of State	Advisory Forum	Other external role players
Disaster Risk Management Policy	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate	Input Obtain Disseminate Implement
Disaster Risk Assessment & Planning	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate	Input Obtain Disseminate RA:- Plans: Implement
Declaring a State of Disaster	Input Obtain	Declare (Implement)	Input Obtain	Input Obtain	Input Obtain	Obtain Disseminate

	Disseminate Implement		Disseminate Implement	Disseminate Implement	Disseminate	
Disaster Response and Recovery activities	Obtain Disseminate Implement	Input Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate	Input Obtain Disseminate Implement
Designating members of the Advisory Forum & Volunteers	Input Disseminate Implement	Disseminate	Input	Obtain	Obtain Disseminate	Obtain Disseminate
Communication of information, training & research	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate
Reporting, Monitoring and Evaluation	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement	Input Obtain Disseminate Implement

Specific roles and responsibilities for municipal departments and organs of state

The following general responsibilities pertain to each and every municipal department of the Matatiele Local Municipality and each of its local Municipalities¹. These general responsibilities are the minimum requirements in order to give effect to the DMA. It should however be noted that these lists are not exhausted and serve as a guide for departments to take their own initiatives.

¹ It should be noted that the exact names of the departments may vary/change. Generic description of typical sector departments is therefore used.

Although each stakeholder should identify its own role in disaster risk management in its own plans and provide such information to the DMC, the table below provides an indication of the municipality's main stakeholders in disaster management and their primary responsibilities.

STAKEHOLDER	PRIMARY ROLES AND RESPONSIBILITIES
The Municipal Council	The Municipal Council declares a state of disaster and receives and considers reports with regard to disaster risk management.
The Municipality's Municipal Manager	The Municipal Manager is overall responsible for governance in the Municipality, including effective disaster risk management.
The Municipality's Disaster Management Function	The Disaster Management Functions are overall disaster risk management: Integration and Co-ordination.
The Disaster Management Volunteers	The formal, trained volunteer unit assist Disaster Management in their functions.
Fire Services	<p>Assist with disaster risk reduction, implementation and co-operation.</p> <ul style="list-style-type: none"> • Fire extinguishing • Inspection of fire related hazards • Fire Safety • Compliance of temporary structures in accordance to building codes and standards as well as conformance to rational design criteria • Command and Control of its responsibilities i.e. Firefighting & Rescue services, Fire Safety (all aspects), Hazmat and Specialist rescue

STAKEHOLDER	PRIMARY ROLES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> Contain and extinguish any fire, release/ free any entrapped persons and respond to any incident threatening the safety & lives of people Manage contingencies established for infrequent emergencies and other situations requiring specialist interventions.
Municipal Departments	<p>Assisting with prevention/mitigation, response and recovery actions. Assisting the disaster management function with communication and awareness and disaster provide disaster relief in terms of food parcels.</p> <p>Assisting with prevention/mitigation, response and recovery actions.</p> <p>Assisting with administration, legal advice and funding.</p>
The residents and communities affected	Assist with disaster risk reduction and co-operation.
The Ward Councillors	The Ward Councillors assist with community liaison.
The Community Leaders (including Traditional Leaders)	The Community Leaders assist with community liaison.
Non-Governmental Organisations (NGOs) and Community Based Organisations (CBOs)	Assisting with prevention/mitigation, response and recovery actions.
Private sector and industry: Fire Protection Associations, Farmers Associations, Organised Business	Assist with disaster risk reduction and co-operation. It should be noted that the Farmers Association also have existing contingency plans, including plans pertaining to fire hazards. These will be assessed and where incorporated into the municipal contingency plans.
Provincial Health Care	Assisting with prevention/mitigation, response and recovery actions. Treating and transporting of patients, establishment of medical triage, etc.

STAKEHOLDER	PRIMARY ROLES AND RESPONSIBILITIES
The SAPS	Assisting with prevention/mitigation, response and recovery actions. Public safety and order and crime prevention.
Housing	Assisting with prevention/mitigation, response and recovery actions. Provision of emergency shelter.
DWA	Water Provisioning, Safety & Security
Department of Transport	Transport command and call centres will be in operation in every city during the world cup to serve as central hub of coordination for transport operations, information management and risk assessment.
Department of Justice	A key area for the Department of Justice and Constitutional Development will be to deal with all criminal cases in a fast and efficient way, especially where foreigners are involved.
Home Affairs and Foreign Affairs	Immigration Response. Diplomacy issues.
Correctional Services	Assist with disaster risk reduction and co-operation. Extra holding space for arrested persons.

Note: Specific roles / responsibilities may differ for each hazard/risk type and this will be addressed in hazard-specific disaster contingency planning. Each Municipal Department and Entity will complete its own disaster management plans, to be incorporated into the Municipality's DMP.

3.9. Cooperation with national and provincial spheres

Issues that are fundamental to interdependence and intergovernmental relations between the three spheres of government include:

- Information sharing;
 - Establishment of standards to ensure that the technology required for an integrated information management and communication system is compatible across the spheres;
 - Compilation and sharing of directories of institutional role-players across the spheres;
- and

- Submission of disaster risk management plans and annual reports to other spheres and neighbouring centres.

3.10. Inter-municipal cooperation

Inter-municipal cooperation is crucial considering the risk profile of the MLM. For this means the MLMMDMC must strive towards interaction and engaging the following municipalities within the Alfred Nzo District Municipality family of municipalities in relation to disaster risk management:

- Alfred Nzo District Municipality;
- Winnie Madikizela-Mandela Municipality;
- Umzimvubu local Municipality; and
- Ntabankulu Municipality.

It is recommended that representatives for the DMCs from the above listed municipalities be invited to the MLMMDRMAF should circumstances so dictate.

3.10.1. Mutual assistance agreements

In accordance with the Act, municipalities must establish their level of capacity to deal with disaster risk reduction, response and recovery. Where necessary, and to strengthen this capacity, they must enter into mutual assistance agreements with their neighbours, the private sector, other organs of state and communities.

A mutual aid agreement or shared services agreement with Alfred Nzo District Municipality need to be put in place with clear roles and responsibilities as the both parties (ANDM & MLM) are performing fire services and disaster management services within the Matatiele Municipality area of jurisdiction.

3.11 Status of Municipal Disaster Management Policy Framework

Disaster management legislative compliance:

Disaster Management Framework (Section 42)		Disaster Management Plan (Section 53)		Advisory Forum (Section 51)		Disaster Management Centre (Section 43)		Head of Disaster Management Centre (Section 45)	
Priority	Status	Priority	Status	Priority	Status	Priority	Status	Priority	Status
May	No	May	Yes	May	Yes	May	No	May	No

3.12 Disaster Management & Fire Services Swot Analysis

Strengths <ul style="list-style-type: none"> • Responsive organisational structure to implement Disaster Management, Fire & Rescue mandate. • Budget to perform Disaster Management, Fire & Rescue mandate. • Fire Engines and Firefighting equipment procured • Integrated awareness campaigns 	Weaknesses <ul style="list-style-type: none"> • High vacancy rate (critical post) • No proper fire engine • Limited budget • No formal disaster management centre • Slow implementation of risk reduction programs • No Ecosystem-based Disaster Risk Reduction (EcoDRR) program in place, to minimize climate-related disasters.
Opportunities <ul style="list-style-type: none"> • Informed community – due to intergraded awareness campaigns • Development of town and housing projects in way reduce vulnerability. 	Threats <ul style="list-style-type: none"> • Climate change adaptation challenges i.e. late fire season which delay fire breaks program • Socio-economic challenges which lead to houses which does not comply with building code and exposed to hazards • Mushrooming of informal settlement which are exposed to fires and limited access by fire engines • Drug abuse

4. DISASTER RISK ASSESSMENT (KPA 2)

The objective of Disaster Risk Assessment KPA is to establish a uniform approach to assessing and monitoring disaster risks that will inform disaster risk management planning and disaster risk reduction undertaken by MLMDMC in collaboration with relevant organs of state and role-players within the Municipality.

The Disaster Management Act requirements for priority setting with respect to disasters likely to affect municipality are set out in section 47. The section emphasises the importance of disaster risk assessment to guide municipal disaster risk reduction efforts, including disaster risk management planning and monitoring. Furthermore, the outcomes of disaster risk assessment directly inform the development of disaster risk management plans.

4.1. Disaster risk assessment and risk reduction planning

Disaster risk assessment is the first step in planning an effective disaster risk reduction programme. It examines the likelihood and outcomes of expected disaster events. This would include examining related hazards and conditions of vulnerability that intensify the impact of disaster incidents. The disaster risk equation using four components; risk, hazard, vulnerability and capacity:

$$\text{Risk} = \text{Hazard} \times \text{Vulnerability Capacity/ Manageability}$$

Disaster risk assessment planning entails identification and consultation with key stakeholders, about the design, implementation and the interpretation of the findings. Disaster risk assessments, supported with good monitoring systems, are essential for:

- Effective disaster risk management and risk reduction planning;
- Sustainable development planning;
- Identifying potential threats that can undermine a development's success and sustainability, making it possible for appropriate disaster risk reduction measures to be incorporated into the project design prior to implementation;
- Shaping focused disaster risk reduction programmes for specific threats;
- Identifying high-risk periods and conditions; and
- Activating preparedness and response actions.

Relevant municipal departments and entities must execute systematic disaster risk assessments in the following instances:

- Prior to the implementation of any municipal disaster risk reduction, preparedness or recovery programme;

- As an integral component of the planning phase for large-scale housing, infrastructure or commercial/industrial developments;
- As an integral component of the planning phase for significant initiatives that affect the natural environment; and
- When social, economic, infrastructural, environmental, climatic or other indicators suggest changing patterns of risk that increase the likelihood of significant disaster impacts.

All municipal departments and entities must carry out disaster risk assessments to identify priority disaster risks relevant to their functional areas. Where possible, these should be undertaken interdepartmentally to avoid duplication of efforts and to ensure uniformity of findings.

All proposed disaster risk assessments and related studies planned by municipal departments and entities must be reviewed by the MDMC prior to implementation to ensure consistency in approach.

4.2 Maximising vulnerability reduction outcomes

With respect to the implementation of the Act, a disaster risk assessment must be undertaken when one or more of the vulnerability reduction criteria listed in Table 1 below are considered priorities in any nationally initiated project or programme.

Table 1: Situations requiring disaster risk assessments:

Key vulnerability criteria	Examples of where disaster risk assessments must be done:
To achieve:	
Increased sustainability of a development project or programme to support vulnerable households.	As part of the planning for an infrastructural development, for example, assessing the likelihood of weather, flooding, subsidence and other threats damaging the structure, so that these can be factored into the construction specifications
Reduction of potential harmful consequences associated with industrial, commercial or other developments	As part of environmental impact assessments for large scale developments, including industrial, commercial and other enterprises that may increase disaster risk.

Increased understanding of a rapidly changing risk for improved disaster risk management planning

In a sinkhole prone area that has recently experienced considerable population growth and is facing increased instability

Increased robustness of development initiatives in poor communities and areas.

In an informal settlement characterised by recurrent small and medium-size disaster losses that undermine assets and livelihoods

Management of high-risk periods and conditions to ensure service and/or business continuity.

Electricity transmission lines and rail infrastructure, as well as health and emergency services, to ensure these essential services do not 'fail' under expected high-risk conditions.

Provision of appropriate support for at-risk activities, services, areas, communities and households following an 'alert'.

Following a drought warning or cholera alert in rural areas, to identify communities and households most at risk and to focus or target preparedness and response actions.

4.3. The disaster risk assessment model

Disaster risk assessment is a process that determines the level of risk by:

- ✓ Identifying and analysing potential hazards and/or threats;
- ✓ Assessing the conditions of vulnerability causing: death and injuries to human, damage to infrastructural, agricultural, environmental, disruption to communities due to economic loss.
- ✓ Determining the level of risk for different situations and conditions; and
- ✓ Assisting to set priorities for action.

4.3.1. Undertaking a disaster risk assessment

There are different methods for conducting disaster risk assessments. They differ depending on the type of risk being assessed, the characteristics of the population- at-risk, as well as the area, infrastructure, services and businesses. Methods used are also determined by the urgency for the assessment and the availability of information on hazard and vulnerability, experts on the field and other resources to undertake it.

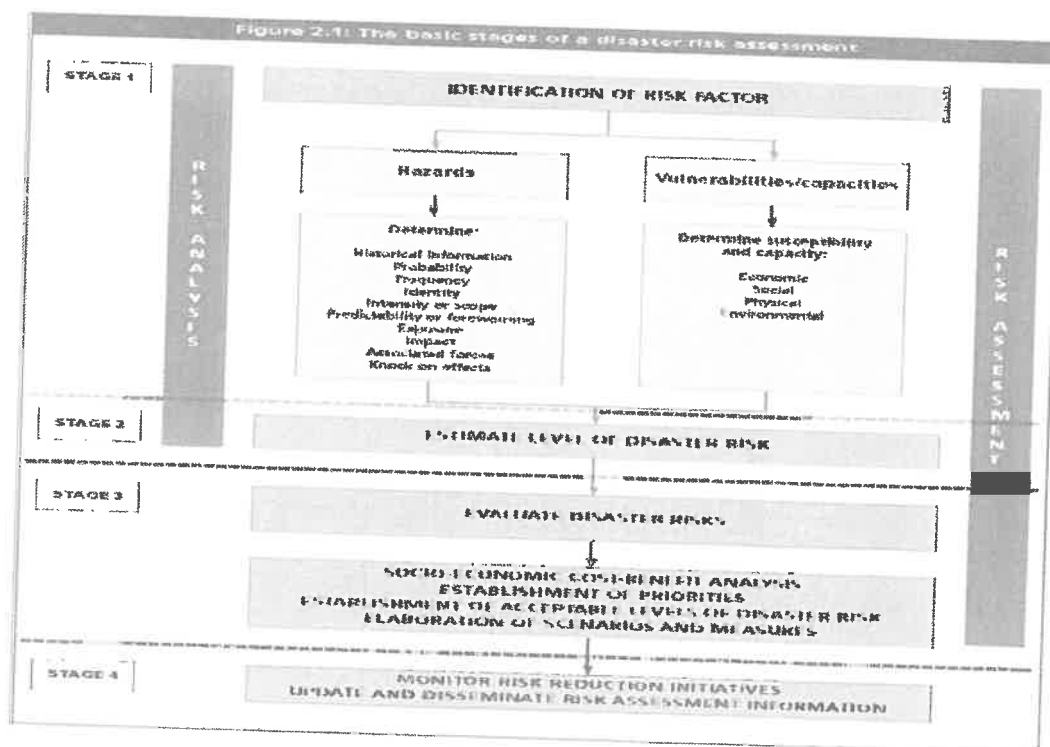
The MDMC must through consultation develop a municipal standard for conducting comprehensive disaster risk assessments, including guidelines for the application of a uniform

disaster risk assessment methodology and the standardisation of reporting formats for disaster risk assessments.

The general process for disaster risk assessment entails the following stages:


- **Stage 1:** The first stage involves identifying the specific disaster risk to be assessed.
- **Stage 2:** The second stage involves analysing the identified disaster risks.
- **Stage 3:** The third stage requires an evaluation and prioritization of the disaster risks being assessed. It involves undertaking much more comprehensive assessments of specific threats and establishes priorities for action.
- **Stage 4:** The fourth stage is required to inform on-going disaster risk assessment and planning. It involves monitoring disaster risks and the effectiveness of risk reduction initiatives. It also involves updating disaster risk assessment information and disseminating the information to relevant role-players and stakeholders.

Disaster risk assessments in the Municipality will be executed as prescribed by the NDMF, summarised in the diagram below:



4.4 Risk Prioritisation Table for the Matatiele Local Municipality (April/May 2023)

The table below outlines the list of priority hazards that are affecting the municipal area:

Matatiele Local Municipality				
No.	Prevalent Hazards and Threats	Risk	Likelihood	Impact
		High Priority	Annual Recurrence Interval (ARI)	
1	Structural Fires		ARI 10 (100%)	Major Risk
2	Veld Fires		ARI 10 (100%)	Major Risk
3	Motor Vehicle Accidents (MVA's)		ARI 10 (100%)	Major Risk
4	Severe weather patens		ARI 10 (100%)	Major Risk
5	snow		ARI 10 (100%)	Moderate Risk
6	Floods (River, urban, dam failure)		ARI 10 (50%)	Moderate Risk
7	strong winds		ARI 5 (50%)	Moderate Risk
8	Lightning		ARI 5 (50%)	Moderate Risk
9	Drought		ARI 5 (50%)	Moderate Risk
10	Animal disease		ARI 5 (50%)	Moderate Risk

4.5.1 Stakeholder Perception Hazard Identification and Prioritization Results

During a stakeholder consultation session, stakeholders were required to identify hazards perceived to be a concern in the Matatiele local Municipality. This was part of obtaining indigenous and specialist knowledge from stakeholders and verifying/updating current identified disaster risk assessment results. The results of this assessment are indicated below:

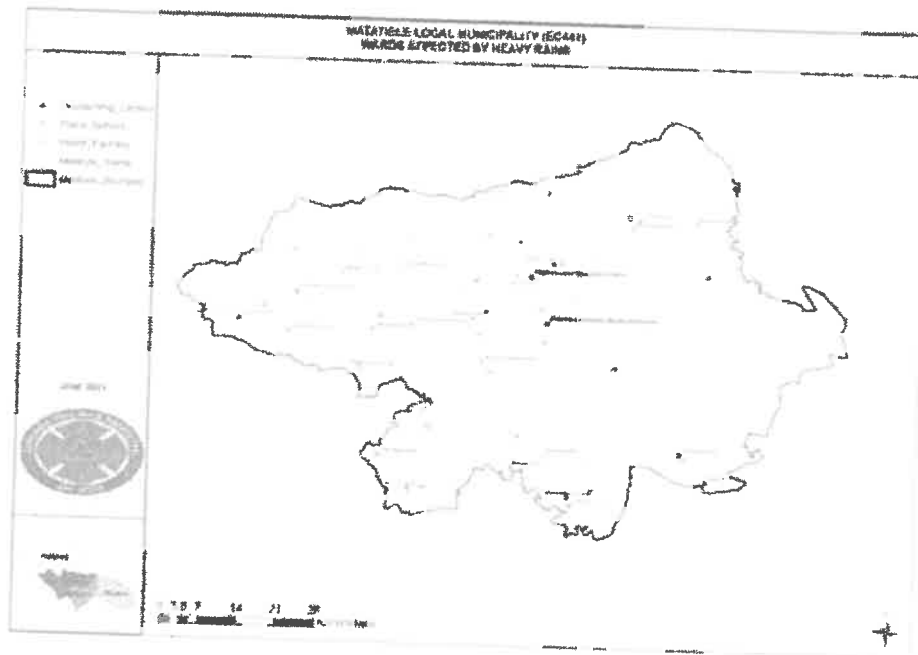
Hazard Category	Rating
Fire Hazards - Veld/Forest Fires	High
Infrastructure Failure / Service Delivery Failure - Electrical	
Infrastructure Failure / Service Delivery Failure - Sanitation	
Infrastructure Failure / Service Delivery Failure - Water	
Pollution - Water Pollution	
Transport Hazards - Road Transportation	Medium - High
Civil Unrest – Crime (Stock theft specifically a challenge!)	
Hydro-meteorological – Drought	
Disease / Health - Disease: Animal	
Fire Hazards - Formal & Informal Settlements / Urban Area	
Hydro-meteorological Hazards - Floods (Urban)	
Hydro-meteorological Hazards - Severe Storms (Wind, Hail, Lightning)	
Hydro-meteorological Hazards - Severe Storms (Snow)	
Hazardous Material - Hazmat: Spill/Release (Storage & Transportation)	Medium
Civil Unrest - Xenophobic Violence	
Hydro-meteorological Hazards - Floods (River)	
Geological Hazards – Earthquake	
Infrastructure Failure / Service Delivery Failure - Communication	
Infrastructure Failure / Service Delivery Failure - Information Technology	Medium-Low
Disease / Health - Disease: Human-Being addressed	
Hydro-meteorological Hazards - Floods (Dam Failure)	Low
Infestations - Plant Infestations (Intruder Plants)	
Transport Hazards - Air Transportation	
Transport Hazards - Rail Transportation	
Civil Unrest - Demonstrations / Riots	
Civil Unrest - Refugees / Displaced People	
Civil Unrest – Terrorism	
Civil Unrest - Armed Conflict (Civil/Political War)	
Environmental Degradation – Deforestation	
Environmental Degradation – Erosion	
Environmental Degradation - Land Degradation	
Environmental Degradation - Loss of Biodiversity	
Disease / Health - Disease: Plants	

Hazard Category	Rating
Geological Hazards - Landslides/Mud flows	
Geological Hazards - Rock-fall	
Geological Hazards – Subsidence	
Hydro-meteorological Hazards - Severe Storms (Fog)	
Hydro-meteorological Hazards – Desertification	
Hydro-meteorological Hazards - Extreme Temperatures	
Hazardous Material - Hazmat: Fire/Explosion (Storage & Transportation)	
Infestations - Animal Infestation / Over Population	
Infestations - Insect Infestation	
Infrastructure Failure / Service Delivery Failure - Transport-Roads	
Infrastructure Failure / Service Delivery Failure - Gas	
Major Event Hazards (Cultural, Religious, Political, Recreational, Commercial, Sport)	
Pollution - Air Pollution	
Pollution - Land Pollution	
Structural Failure - Bridge Failure	
Structural Failure - Building Failure	
Structural Failure - Dam failure	

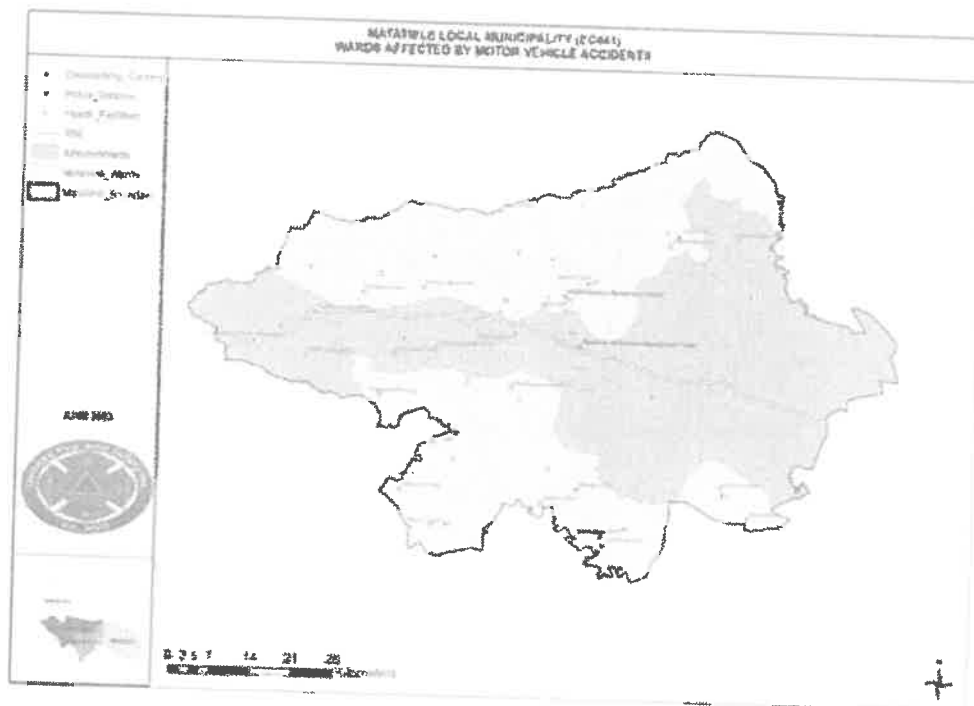
The Risk Prioritization results reported during 2023 indicated the following hazards as being rated as top five priority risks based on the previous incidents as per ANDM 2020/21 Disaster Management Annual Report and recent incidents reports :

Hazard	Exposure	Severity	Probability	Total risk	Risk action
Structural fires	Continuous 3/3	Extreme 3/3	Likely 3/3	Destructive (27/27)	Risk reduction interventions and preparedness
Veldt fires	Continuous 3/3	Extreme 3/3	Likely 3/3	Destructive (27/27)	Risk reduction interventions and preparedness
Motor vehicle accidents	Continuous 3/3	Extreme 3/3	Likely 3/3	Destructive (27/27)	Risk reduction interventions and preparedness
Severe weather patens/Heavy rains	Continuous 3/3	Extreme 3/3	Likely 3/3	Destructive (27/27)	Risk reduction interventions and preparedness
Snow	Occasional 2/3	Moderate 2/3	Likely 3/3	Tolerable 12/27	Preparedness planning

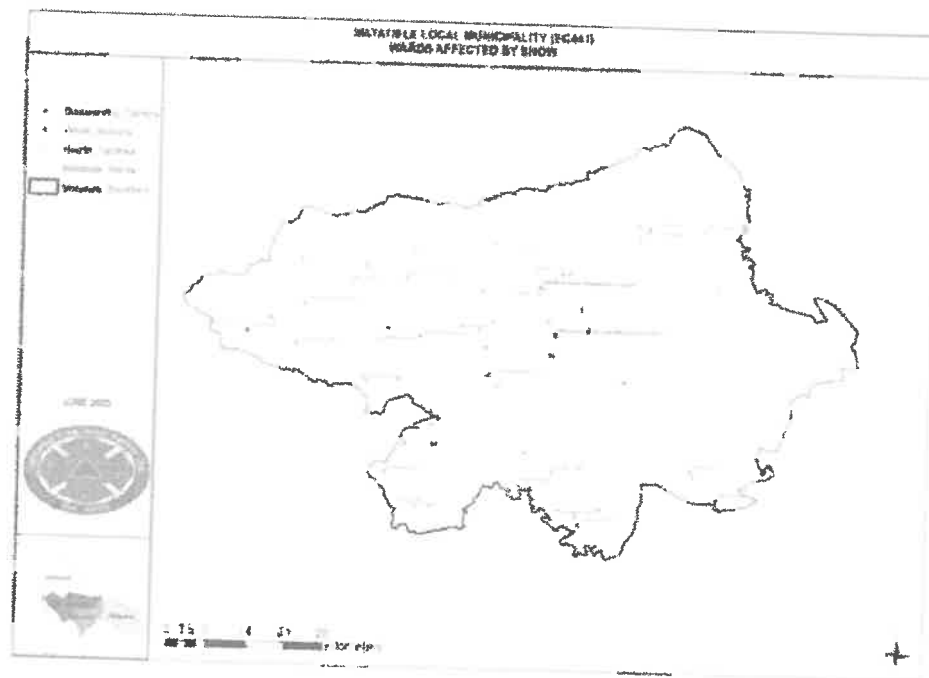
Risk Mapping for top five priority risks:



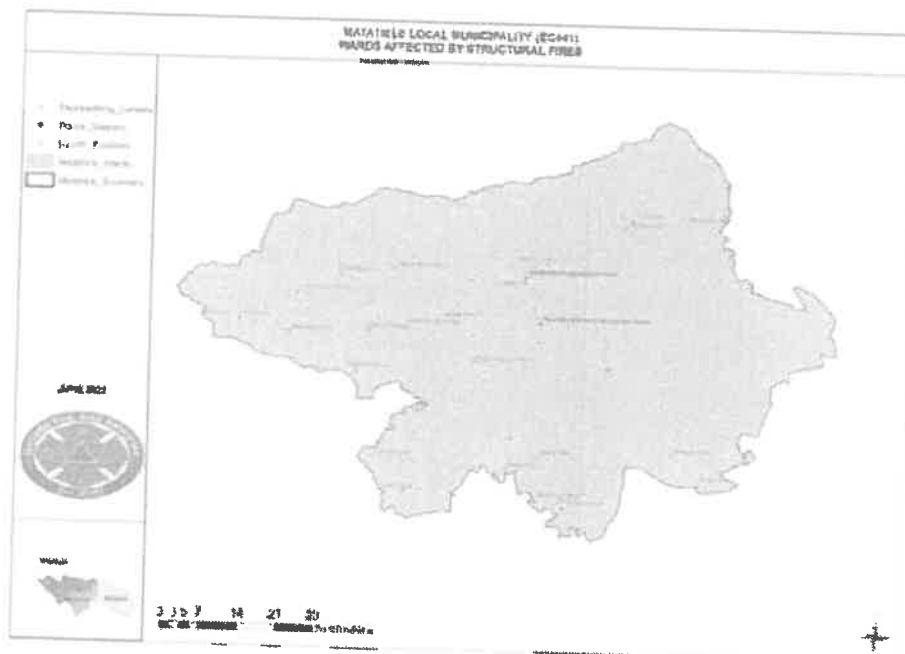
Heavy rains



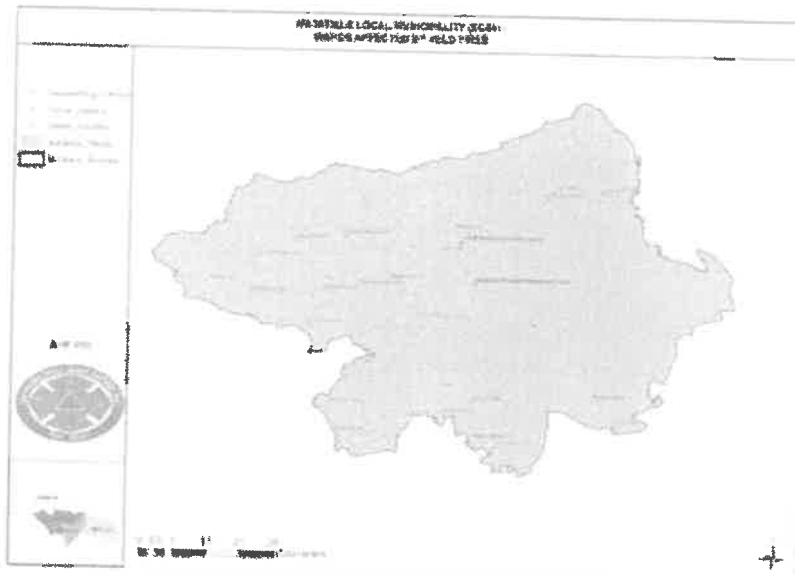
Motor vehicle accidents (MVA's)



Snow



Structural fires



Veldt fires

4.5. Community-based disaster risk assessment

In order to increase local capacity to minimise the risk and impact of disasters; disaster risk assessment efforts must actively involve the participation of vulnerable households and communities including physically challenged and child-headed households. The information collected using more relevant technological methods by experts in the field enhanced with local and indigenous knowledge relating to disaster risk management. In addition, the active engagement of special needs groups, such as women, children and the elderly information improves the quality of the disaster risk assessment findings and increases the likelihood of community ownership in any disaster risk reduction interventions that may follow. When appointing service provider to conduct the following terms of reference should apply.

4.6. Selecting disaster risk assessment methods and approaches

There is a wide range of disaster risk assessment methods. These differ according to the hazards being considered, the size and character of the area being assessed, the time frame under consideration and the resources available (including financial resources, risk-related data/information and access to appropriate expertise).

4.7. Monitoring, updating and disseminating disaster risk information

Disaster risk information has to be monitored, updated and disseminated:

4.7.1. Monitoring disaster risk

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

Risk monitoring systems involve:

- Hazard tracking.
- Vulnerability monitoring.
- Disaster event tracking

Hazard tracking Hazard tracking:

systems monitor the occurrences that can trigger disaster events. They include systems that provide early warning information on adverse weather conditions.

Vulnerability monitoring:

The qualitative and quantitative vulnerability monitoring systems track the ability of households, communities, areas, critical facilities and natural environments to withstand external threats. Censuses, regular poverty surveys, nutritional surveys and information collected from health clinics, World Health Organisation (WHO), Research and Government Institutions provide insights into changing social vulnerability patterns in at-risk communities.

Disaster event tracking:

Disaster event tracking systems monitor changing patterns in disaster risks. It is also signals a call for urgent measures to avert the impending disaster. Information on small and medium

'undeclared' events can be found in many different sources, including local newspapers, fire and disaster risk management reports, and records of the relevant Department of Social Development and the South African Red Cross Society. Such information must be sourced and included into the disaster risk management information system of the MLM.

4.7.2. Updating a comprehensive disaster risk assessment

Disaster risk is driven by a combination of hazard and vulnerability processes, including changing patterns of land use, infrastructure development/maintenance, urban growth and settlement densification. Similarly, household size and composition, health status and level of livelihood security affect household potential for loss. Some risks, particularly those triggered by climate processes, must be reviewed seasonally.

Municipal departments and entities with responsibilities for reducing and managing specific risks must review the Municipal Indicative Disaster Risk Profile for their functional areas annually, to determine if risk conditions have changed detrimentally. If physical, atmospheric, environmental, health or socio-economic conditions have worsened considerably, or if there are increasing disaster losses reported from small and medium-size events, the assessment and profile must be updated.

Responsibility for updating and monitoring disaster risk information:

Municipal departments and entities and other specialist role-players with responsibilities for reducing and managing disaster risks in the MLM must have clear mechanisms for:

- Accessing and updating relevant hazard and vulnerability information on disaster risks specific to their functional areas;
- Making this information available to the MDMC.

In addition, the MDMC must:

- Establish clear mechanisms for accessing, consolidating and updating relevant information on hazards, vulnerability and disaster occurrence from specialist government and non-governmental partners responsible for monitoring specific disaster risks, including fire, drought and epidemics;

- Develop and implement clear mechanisms for disseminating disaster risk assessment and monitoring information for on-going planning, as well as for managing conditions of heightened risk;
- Establish clear procedures for accessing, interpreting and disseminating timely weather information, particularly when this is associated with potentially endangering rapid-onset storm, hot, dry temperatures, strong winds, heavy rainfalls or hail, ice or fog conditions;
- Ensure that the disaster risk information management systems implemented by the MDMC are managed by skilled individuals with both information technology capabilities and disaster risk analytic skills.

4.8. Conducting quality control

Disaster risk assessments must be comprehensive and reliable in order to inform disaster risk reduction planning.

4.8.1. Measures to establish the accuracy of disaster risk assessments:

The following two mechanisms must be used to ensure the accuracy of the disaster risk assessment undertaken to inform municipal area planning:

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

4.8.2. Technical advisory committee:

The relevant municipal departments and entities that commission the disaster risk assessment must appoint a technical advisory committee comprising nationally recognised specialists in the hazards, vulnerabilities and disaster risks being assessed. A technical advisory committee is particularly necessary when complex disaster risk assessments are being carried out. The role of the committee is the development of terms of reference, the monitoring of progress, and the validation and/or interpretation of the findings.

4.8.3. External validation process for methods and findings:

External validation of the findings should be undertaken with the input of recognised specialists who may be drawn from specialist departments or ministries, research institutions, NGOs or the private sector.

The external validation process should be undertaken before any programmes are implemented or before any maps and reports for planning purposes are published or disseminated. At a minimum, all assessments carried out in the MLM should be externally validated in relation to the methodology used and findings generated.

5. DISASTER RISK REDUCTION (KPA 3)

KPA3 aims to ensure all disaster management stakeholders develop and implement integrated disaster risk management plans and risk reduction programmes in accordance with approved disaster risk management frameworks. The successful implementation of the Disaster Management Act critically depends on the preparation and alignment of disaster management frameworks and plans for all spheres of government; as stipulated in section 52 of the DM Act. The KPA addresses requirement for disaster management planning and integration of the core disaster risk reduction principles of prevention, mitigation and preparedness into on-going programmes and initiatives within the MLM.

5.1. Disaster management planning

The MDMC must ensure that coherent and relevant disaster risk management planning is undertaken by relevant institutional role-players, municipal departments and entities.

5.1.1. Disaster Management Plans

All municipal departments and entities, municipal entities and other institutional partners identified as key role-players in disaster management are each required to prepare and complete disaster risk management plans. Although the Act specifies clear requirements for completed disaster risk management plans, it is also recognised that:

- There can be gaps in disaster management planning capacity and experience; and

- Municipal departments and entities engaging seriously with disaster risk management for the first time will need to consult with MLMDMC before developing a comprehensive disaster risk management plan.

5.1.2. Levels of Disaster Risk Management Plan

There are three progressive levels of Disaster Management Plan. The completion of each level will indicate information about common vulnerabilities in households, communities and areas. The information should be incorporated into Integrated Development Planning (IDP) processes and projects.

Level 1 Disaster Management Plan:

Level 1 Disaster Risk Management Plan primarily focuses on establishing foundation institutional arrangements for disaster risk management, putting in place contingency plans for responding to known priority threats as identified in the initial stages of the disaster risk assessment, identifying key role-players and stakeholders, as well developing the capability to generate a Level 2 Disaster Risk Management Plan.

Level 2 Disaster Management Plan:

A Level 2 Disaster Management Plan applies to building the essential supportive capabilities needed to carry out comprehensive disaster management activities. It includes establishing processes for a comprehensive disaster risk assessment, identifying and establishing formal consultative mechanisms for development of disaster reduction projects and introducing a supportive information management and communication system capabilities.

Level 3 Disaster Management:

Plan A Level 3 Disaster Risk Management Plan must specify clear institutional arrangements for coordinating and aligning with other governmental initiatives and strategies of institutional roleplayers. It must also show evidence of informed disaster risk assessment and on-going disaster risk monitoring capabilities, as well as relevant developmental measures that reduce the

vulnerability of disaster-prone households, communities and areas. The disaster risk management plans developed by municipal departments and entities must thus be incorporated into the MLM IDP for funding and implementation processes.

5.2. Strategic Integration Role

The MLMMDMC plays an important strategic role in integrating disaster risk management plans and actions across sectors and other role-players within the municipality.

The MDMC must:

- Consult the MDRMAF with regard to the development of disaster risk management plans as well as guidelines.
- Ensure that the municipal disaster management plan is consistent with the national and the provincial disaster management plans, as well as the priorities, strategies and objectives specified in the MLM's IDP.

5.3. Identifying most critical infrastructure

The MLMMDMC must strive towards the protection of the most critical infrastructure. The MDMC must have a database of critical infrastructure; indicating the disaster risks, possible prevention, mitigation and contingency measures.

5.4. Priorities for focusing disaster risk protection efforts

For disaster risk management planning purposes; the DMC must provide guidance to institutions; municipal departments and entities to prioritise risks that might result in devastating impact; focusing on the following:

- Critical economic, communication, infrastructure, commercial, agricultural and industrial zones or sites whose damage or disruption would have serious and widespread consequences;
- Fragile natural ecosystems and environmental assets that offer protective environmental services and which, if damaged in a disaster event, would result in serious natural and economic losses;

- Communities in areas exposed to extreme weather and/or other natural and technological hazards and which are therefore likely to sustain serious human and property losses in the event of a disaster;
- Poor and underserved rural and urban communities, including informal settlements, especially those located in fragile ecological areas, that sustain repeated losses from recurrent small, medium, and large disaster incidents, and that do not afford insurance to facilitate recovery; and
- Highly vulnerable households in at-risk areas with limited capacity to resist or recovering from external shocks, particularly child-headed households or those headed by elderly or households affected by chronic illness.

5.5. Strategic planning for disaster risk reduction

Act emphasises on disaster risk reduction activities and the benchmarking of international best practices. In this regard, strategic planning must focus efforts on the identification of strategies and measures that lessen the probability of harmful losses by reducing vulnerability to ensure community resilience.

5.5.1. Core disaster risk reduction principles of disaster prevention and mitigation

Disaster risk management plans must give explicit priority to the core principles of disaster prevention, mitigation and preparedness. In this way, prevention, mitigation and preparedness are central to achieving the goal of disaster risk reduction, in which vulnerabilities and disaster risks are reduced and sustainable development opportunities strengthened.

It is often difficult to decide whether an intervention can be prevented or mitigated. For this reason, it is more practical to refer to them jointly as disaster risk reduction measures, because both minimise the risk of disasters.

Disaster prevention:

Disaster prevention refers to actions that provide 'outright avoidance' of the adverse impact of hazards and related environmental, technological and biological disasters. Many disasters can be prevented through effective land-use planning, basic public works and effective municipal

services that factor in the frequency and severity of natural or other hazards as well as human actions. Examples include: Replanting indigenous grasses or trees, cutting of dry grass and construction of fire breaks in the dry season and careful positioning of storm-water drainage and its on-going maintenance. Unfortunately, many small, medium and large disaster events cannot completely be prevented. Their severity can be reduced, however, through on-going disaster mitigation efforts.

Disaster mitigation:

Disaster mitigation can be structural and non-structural measures that are undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards on vulnerable areas, communities and households. Structural mitigation requires infrastructure or engineering measures to keep the hazard away from those at risk. Disaster mitigation efforts can also target people who are at risk, by reducing their vulnerability to a specific threat (for instance, promoting community responsibility for controlling fire risk in an informal settlement). Non-structural mitigation promotes risk-avoidance behaviours and attitudes.

These actions are key components of the contingency plans that should be developed for specific threats as part of the municipal disaster risk management plan.

5.6. Inclusion of disaster risk reduction efforts in other structures and processes

5.6.1. Integration of disaster risk reduction with spatial development planning

Disaster risk is driven by both hazard and vulnerability factors reflected in spatial development frameworks. In addition, disaster risk assessment findings, along with on-going monitoring information on disaster occurrence, are directly applicable to spatial development planning.

For this reason, the MLMDMC must establish mechanisms in association with spatial planners to ensure that relevant spatial information informs disaster risk reduction planning. They must also ensure that verified risk information is incorporated into spatial development plans and maps.

5.6.2. Incorporation of disaster risk reduction planning into IDP

As disaster risk reduction efforts are medium-to long-term multi-sectoral efforts focused on vulnerability reduction and intensify community resilience. They must be incorporated into ongoing IDP projects, processes, programmes and structures. Effective and adaptive disaster risk reduction interventions in the municipal sphere are best-planned and implemented as development initiatives through IDP mechanisms and phases. In addition, municipal departments and entities must also test and evaluate specific disaster risk reduction initiatives before these are undertaken and implemented.

5.7 Disaster risk reduction activities

A number of risk reduction measures can be identified related to the highest rated identified risks. These measures should be decided upon in consultation with the relevant responsible departments. Some of the possible measures are listed below:

Hazard Category	Strategy	Responsible Department
Disease / Health - Disease: Animal	Implement monitoring program	Department of Agriculture Agriculture Organization
	Implement Training / Awareness Raising Program	Disaster Management Department of Agriculture
	Implement Program to Increase Capacity to deal with Disease	Disaster Management Department of Agriculture
Disease / Health - Disease: Human (HIV, TB, Cholera)	Implement monitoring program	Department of Health
	Implement Training / Awareness Raising Program	Department of Health Disaster Management
	Implement Program to Increase Capacity to deal with Disease	Department of Health Disaster Management
Environmental Degradation	Implement monitoring program	Environmental Department
	Implement Training / Awareness Raising Program	Environmental Department
Fire Hazards - Formal & Informal Settlements / Urban Area	Increase Capacity to Respond to Fires	Fire Services
	Implement program to upgrade sub-standard housing / buildings	Department of Housing
	Implement Awareness Program	Fire Services Disaster Management

Hazard Category	Strategy	Responsible Department
Fire Hazards - Veld/Forest Fires / Urban Fires	Increase Capacity to Respond to Fires	Fire Services Agriculture
	Implement Awareness Program	Fire Services Disaster Management
Hazardous Material: Spill/Release (Storage & Transportation)	Assess and Monitor Movement and Storage of HazMat through Municipality	Fire Services
	Increase Capacity to Response to HazMat Incidents	Fire Services
Hydro-meteorological - Drought	Implement Early-Warning System	Agriculture Department of Water Affairs
	Training / Awareness Raising related to Drought resistant agriculture	Agriculture
Hydro-meteorological Hazards - Floods (Urban, River)	Implement Early-Warning System	Department of Water Affairs
	Develop Flood lines & Conduct Flood Hazard Assessment	Roads and Storm water Disaster Management
	Implement storm water Management Planning and Construct suitable storm water Management Infrastructure	Roads and storm water
Hydro-meteorological Hazards - Severe Storms (Snow)	Implement Early-Warning System	Department of Water Affairs
	Implement Training / Awareness Raising Program	Disaster Management
Hydro-meteorological Hazards - Severe Storms (Wind, Hail, Lightning)	Implement Early-Warning System	Department of Water Affairs Disaster Management
	Implement Training / Awareness Raising Program	Disaster Management
	Implement program to upgrade sub-standard housing / buildings	Department of Housing
Infestations - Plant Infestations (Alien Vegetation, Intruder Plants)	Implement monitoring program	Environmental Department
	Increase capacity to respond to eradicate alien vegetation	Environmental Department Agriculture
	Implement Training / Awareness Raising Program	Environmental Department Agriculture
Infrastructure Failure / Service Delivery Failure - Electrical	Implement program for development of alternative energy sources	Environmental Department Engineering Department
	Implement program focused on development and maintenance of electrical infrastructure	Engineering Department

Hazard Category	Strategy	Responsible Department
Infrastructure Failure / Service Delivery Failure - Sanitation	Implement program focused on development and maintenance of sanitation infrastructure	Engineering Department
Infrastructure Failure / Service Delivery Failure – Water	Implement program focused on development and maintenance of water infrastructure	Engineering Department Department of Water Affairs
Pollution - Water Pollution	Implement monitoring program	Department of Water Affairs Environmental Department
	Implement awareness and education campaign	Department of Water Affairs Disaster Management
Civil Unrest - Xenophobic Violence & Other	Implement early warning/monitoring program	South African Police
	Implement Program to Increase Capacity to deal with Civil Unrest Events	South African Police

The following generic logical framework for disaster risk reduction in the municipality, per hazard category, is indicated in the table below:

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery			
Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
Fires	Residential related fires. Awareness programmes	Awareness communication materials (pamphlets/calendars), Media campaigns	DISASTER MANAGEMENT & FIRE SERVICES

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery

Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
	Veld fires. Awareness programme in and around open spaces, fire breaks administered	Awareness communication materials (pamphlets/calendars), Media campaigns, Notice boards; Fire breaks	DISASTER MANAGEMENT & FIRE SERVICES
	Early fire risk predictions. Early warning of high fire risk places & times, based on weather and vegetation/field condition	Early warning system, linked with Weather Services; Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT & FIRE SERVICES
	Industrial (including mining) fires / explosions / spillage / accidents	Survey of industries (for fire and hazardous materials risks); associated updating of hazard severity map; Compilation of hazardous materials register/database, indicating the location and contents of facilities spatially and in database format; Stakeholder meetings to confirm and	Database design, development and population; Exact information, locality and hazardous materials known. Ensure industries have emergency and evacuation plans in place
Epidemics (Human & Animal)	Epidemic statistic tracking and warnings. Early warning of possible epidemics in specific areas	Awareness communication materials (pamphlets/calendars), Media campaigns, Notice boards; Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery

Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
	Ensure potable water supply delivery to all settlements, even informal settlements if possible. Water supply delivery programmes in areas where population density is high but water supply not available	Budget allocation for water piping & supply projects	ENGINEERING & MAINTENANCE
	Immunisation programmes.	List of areas and places immunised	HEALTH
	Logging system and monitoring of communicable diseases on a daily basis at clinics and hospitals, on a central database. Communicable diseases report including graphs	Database of communicable diseases updated weekly/monthly; monthly digital reports presented to DMC	HEALTH
Infrastructure failure: Power, sanitation, water & other key services	Co-ordination between water, electricity and sanitation services to identify cross-impacts and severity of impacts. Quarterly task group meetings	Co-ordination and integrated planning	ENGINEERING & MAINTENANCE
Surface water/land pollution	Specific incidences quickly and effectively reported and information distributed for possible evacuation.	Awareness communication materials (pamphlets/calendars), Media campaigns, Notice boards; Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery

Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
	Immediate warnings once incidents take place		
	Industry, Mining and Private individuals' compliance to pollution control requirements. Quarterly/yearly reports; Possible polluter-pays measures, Environmental education of public	List of pollution-control required industries/mines, waste sites etc, specific license requirements; database of industries/mines checked for reporting and compliance quarterly/annually; list of public education initiatives	HEALTH
	Agricultural awareness. Awareness programmes with farmers with regard to pesticides, herbicides etc. control	Awareness communication materials (pamphlets/calendars), Media campaigns, Notice boards; Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT
Air pollution: industrial	Monitor industrial related air pollution, in areas where applicable. Quarterly/yearly reports; Bylaws; license requirements; Possible polluter-pays measures	Industries providing proof of prevention/mitigation measures	DISASTER MANAGEMENT

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery

Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
Air pollution: informal settlements	Awareness and subsequent minimisation of air pollution in communities that utilise fuel for heat and cooking, instead of electricity. Awareness programmes in informal settlements	Pamphlets and public meetings where community leaders urge community to utilise electricity rather than fires, where possible	DISASTER MANAGEMENT
Transport: rail, road, hazmat	Road maintenance. Road maintenance projects	Budget allocation for road maintenance and upgrade projects	ENGINEERING & MAINTENANCE
	Specific incidences quickly and effectively reported and information distributed for possible evacuation. Immediate warnings once incidents take place	Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT
	Hazmat transport inspections on road. Inspections	List of hazmat transporters and spot-checks to ensure they have what they are listed to carry, forwarded bi-monthly to DMC	PUBLIC HEALTH & TRAFFIC SERVICES
	Transport and container inspections by rail. Inspections	List of hazmat transporters and spot-checks to ensure they have what they are listed to carry, forwarded bi-monthly to DMC	PUBLIC HEALTH & TRAFFIC SERVICES

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery

Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
Transport: air	Monitoring of types and severity of incidents that may lead to disasters. Yearly reports and inclusion of data into DMC database	Reports submitted to DMC on yearly basis	DISASTER MANAGEMENT
Major Events	Preparation and planning, and informing communities of events and disaster plans relating to it. Event plans and pamphlets	Plans designed and distributed well beforehand	DISASTER MANAGEMENT
	Database indicating all possible venues and available evacuation and other plans for that venue	Lists of all venues that could house 250+ persons and associated risks for each, submitted to the DMC and/or Districts/Towns	DISASTER MANAGEMENT
Drought / water shortage	Alternative dams and/or cross-border water supply negotiations	Budget and programme action plans for specific water supply schemes	ENGINEERING & MAINTENANCE
	Installation of water collection and storage containers in strategic locations	Budget and location identification for containers	ENGINEERING & MAINTENANCE
	Installation of collection and storage containers at industries and organisations	Awareness communication materials (pamphlets/calendars), Media campaigns, Notice boards; Warnings via television, radio, newspapers, verbal.	ENGINEERING & MAINTENANCE

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery

Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
	Installation of collection and storage containers at private homes	Awareness communication materials (pamphlets/calendars), Media campaigns, Notice boards; Warnings via television, radio, newspapers, verbal.	ENGINEERING & MAINTENANCE
	Linkages of data to monitor long term weather patterns vs water demand. Change monitored and predictions made	Scenarios indicated and planned for	DISASTER MANAGEMENT
	Ground water resources. Ground water resources usability known	Ground water quality survey and impact assessment	
Civil unrest (including terrorism)	Monitoring system implemented. Database with incidents indicated	Graphs and probability evaluations updated	TRAFFIC SERVICES AND SAPS
	Incident database to be set up and maintained. Incident database updated and maintained	Incident database designed, developed and implemented; updated	TRAFFIC SERVICES AND SAPS
Floods	Assessment of dam break impacts on existing developments. Dam break flood impacts	Documentation indicating impacts and consequences	ENGINEERING & MAINTENANCE

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery

Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
	Develop indicative flood mapping, giving an indication of the 100-year and RMF flood lines along the major watercourses. High frequency and risk of flood events, based on past events	Major impacts on especially informal and low-income settlements	DISASTER MANAGEMENT
	High water markers and beacons to indicate depth of rivers. Maintenance of beacons, and installation of additional high water markers	Maintaining of beacons; identification of positions for high water level markers; installation of high water markers	ENGINEERING & MAINTENANCE
	Flood hazard assessments for selected watercourses. Hazard assessment studies, reports and associated maps	Budget allocation for the various projects	DISASTER MANAGEMENT
	Ensuring no development and building in flood line areas. Awareness programmes and law enforcement	Awareness communication materials (pamphlets/calendars), Media campaigns	INTEGRATED DEVELOPMENT PLANNING
	Storm water maintenance. Ongoing storm water maintenance	storm water asset management register and maintenance scheduled and budgeted for	ENGINEERING & MAINTENANCE

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery

Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
Storms	Early storm risk predictions based on weather	Early warning system, linked with Weather Services; Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT
Environmental degradation	Waste site location and management. Integrated waste management plans	Drafting and acceptance of the waste management plans, and spatial data indicating location of all existing and future waste sites	DISASTER MANAGEMENT
	Erosion protection, especially where sand and gravel mining is taking place. Stricter environmental controls	Decreased erosion and extraction	DISASTER MANAGEMENT
Hazmat transportation	Specific incidences quickly and effectively reported and information distributed for possible evacuation. Immediate warnings once incidents take place	Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT
	Hazmat transport inspections on ships. Inspections	List of hazmat transporters and spot-checks to ensure they have what they are listed to carry, forwarded bi-monthly to DMC	DISASTER MANAGEMENT

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery

Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
	Transport and container inspections by ship. Inspections	List of hazmat transporters and spot-checks to ensure they have what they are listed to carry, forwarded bi-monthly to DMC	DISASTER MANAGEMENT
Extreme temperatures	Early temperature risk predictions based on weather	Early warning system, linked with Weather Services; Warnings via television, radio, newspapers, verbal.	DISASTER MANAGEMENT
Desertification	Link with Weather Services: Monitoring and studies. Draft medium-longer term contingency plans for areas at risk	Mainly monitoring	DISASTER MANAGEMENT
Plant infestation /overpopulation	Monitoring of types and severity of incidents that may lead to disasters. Yearly reports and inclusion of data into DMC database	Reports submitted to DMC on yearly basis	DISASTER MANAGEMENT
Animal/Insect infestation /overpopulation	Monitoring of types and severity of incidents that may lead to disasters. Yearly reports and inclusion of data into DMC database	Reports submitted to DMC on yearly basis	DISASTER MANAGEMENT

Logical Framework for Disaster Risk Reduction Recommendations per main hazard category-Strategic objective: Ensuring that disaster risk are reduced through prevention, mitigation and effective response and recovery

Risk:	KPIs: Measurable performance targets	Means	Main responsible Department / Stakeholder responsible in the Municipality
Geological (Earthquake, Landslides, Subsidence, Erosion, Land Degradation)	Detailed Geological Risk Study in areas at possible risk. Monitoring of types and severity of incidents that may lead to disasters. Yearly reports and inclusion of data into DMC database	Contingency Plans for possible occurrences. Reports submitted to DMC on yearly basis	DISASTER MANAGEMENT
Deforestation	Monitoring of types and severity of incidents that may lead to disasters. Yearly reports and inclusion of data into DMC database	Reports submitted to DMC on yearly basis	DISASTER MANAGEMENT
Loss of biodiversity	Monitoring of types and severity of incidents that may lead to disasters. Yearly reports and inclusion of data into DMC database	Reports submitted to DMC on yearly basis	DISASTER MANAGEMENT

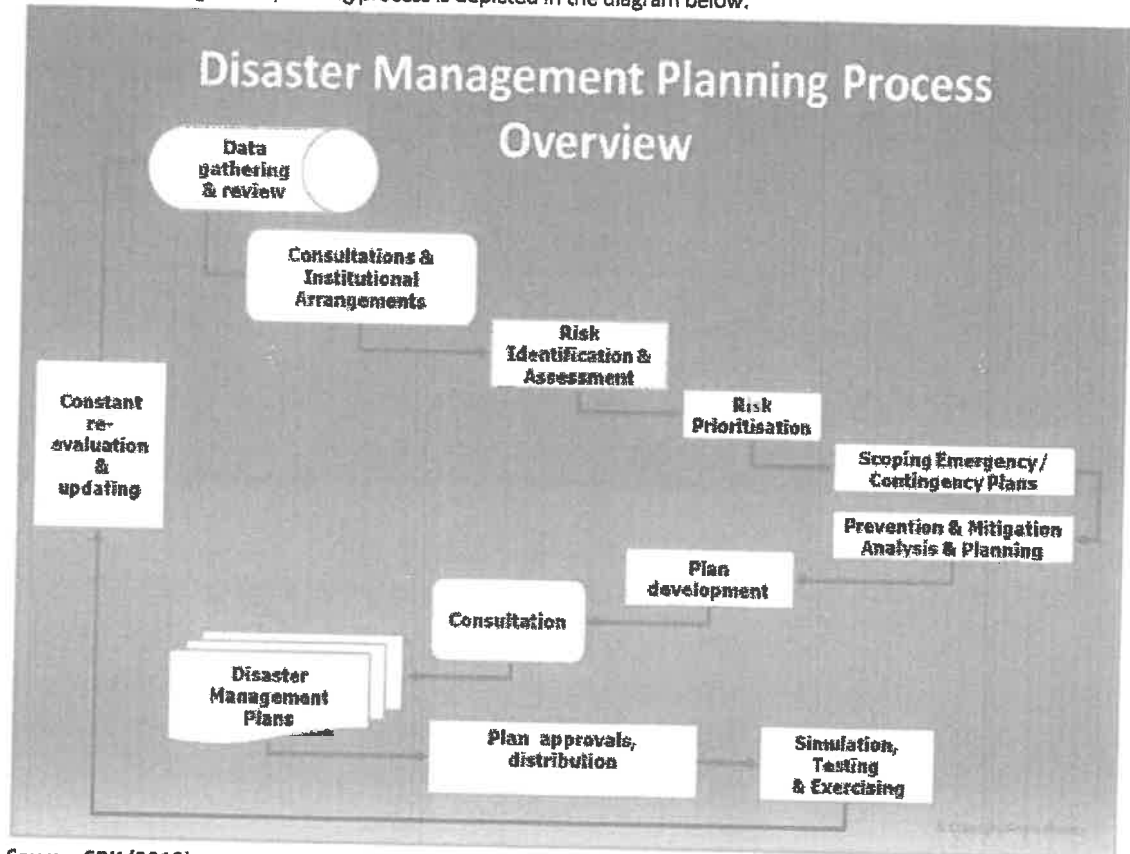
5.8 Disaster preparedness planning

Disaster management plans must also incorporate elements of preparedness appropriate to the respective functional areas of different municipal departments and entities. Therefore, MLMDMC should have preparedness measures in place to ensure effective response to the impact of hazards, including timely and effective early warnings, Standard Operating Procedures (SOP) and clear guidelines for temporal evacuation of people and livelihood from threatened locations.

Preparedness actions include:

- Planning for seasonal threats, such as heavy rainfall, flooding, strong winds, veld or informal settlement fires, and communicable disease outbreaks;
- Anticipating and planning for the potential dangers associated with large concentrations of people at sporting, entertainment or other events;
- Establishing clear information dissemination processes to alert at-risk communities of an impending seasonal threat, such as a potential outbreak of cholera during the rainy season;
- Specifying evacuation procedures, routes and sites in advance of expected emergencies, including the evacuation of schools in areas exposed to flash-floods;
- Defining in advance clear communication processes and protocols for different emergency situations, including the dissemination of an early warning for an impending extreme weather threat to isolated or remote communities.

The disaster management planning process is depicted in the diagram below:



Source: SRK (2018)

6. RESPONSE & RECOVERY (KPA 4)

The objectives of KPA4 are to ensure effective and appropriate disaster response and recovery by:

- Implementing a uniform approach to the dissemination of early warnings;
- Averting or reducing the potential impact in respect of personal injury, health, loss of
- life, property, infrastructure, environments and government services;
- Implementing immediate integrated and appropriate response and relief measures when significant events or disasters occur or are threatening to occur; and
- Implementing all rehabilitation and reconstruction strategies following a disaster in an integrated and developmental manner.

The Act requires that the MLM DMC have an integrated and coordinated policy that focuses on rapid and effective response to disasters and post-disaster recovery and rehabilitation. When a significant event or disaster occurs or is threatening to occur, it is imperative that there should be no confusion as to roles and responsibilities and the procedures to be followed by the different municipal role-players. This section addresses key requirements that will ensure that planning for disaster response and recovery as well as for rehabilitation and reconstruction achieve these objectives.

Strategic imperatives for response and recovery:

Response and recovery consist of a series of interconnected steps in a continuum. It is imperative that disaster management practitioners and other related organizations observe and understand these steps as they provide a simplistic sequence for emergency preparedness. These steps are generic and can be adjusted to suit any operational needs of every disaster related organization. In terms of sections 52 and 53 of the Disaster Management Act, Act 57 of 2002, (the Act) each municipality and municipal entity must draft disaster management plans for their area. These plans include contingency strategies and emergency procedures.

In terms of section 54 of the Act, a Municipality must deal with a local disaster through existing legislation and contingency arrangements, even if a local state of disaster is not declared.

According to section 53(2)(k) of the Act, contingency plans should address:

- the allocation of responsibilities to the various role-players and coordination in the carrying out of those responsibilities;
- prompt disaster response and relief;
- the procurement of essential goods and services;
- the establishment of strategic communication links;
- the dissemination of information.

61. Early warnings

As part of the disaster risk management information system, the MLMDMC must ensure a robust multi-hazard, integrated early warning system as per Enabler 1. The MLM DMC must prepare and issue hazard warnings of municipal significance in a timely and effective manner (considering early warnings from the NDMC and EC PDMC) and ensure that the warnings are disseminated to those communities known to be most at risk, including those in isolated and/or remote areas. Warnings of impending or imminent significant events and/or Municipal of disasters must include information and guidance that will enable those at risk to take riskavoidance measures to reduce losses.

The MLM DMC must identify and establish strategic inter-sectoral, multidisciplinary and multiagency communication mechanisms, including emergency communication mechanisms accessible to communities at risk, for the purposes of disseminating early warnings. The MLMDMC must also identify communication links and mechanisms for the dissemination of early warnings through the media (television, radio, electronic and printed media).

6.2 Contingency planning

In terms of section 54 of the Act, a Municipality must deal with a local disaster through existing legislation and contingency arrangements, even if a local state of disaster is not declared.

In terms of the National Disaster Management Framework, contingency planning is defined as follows:

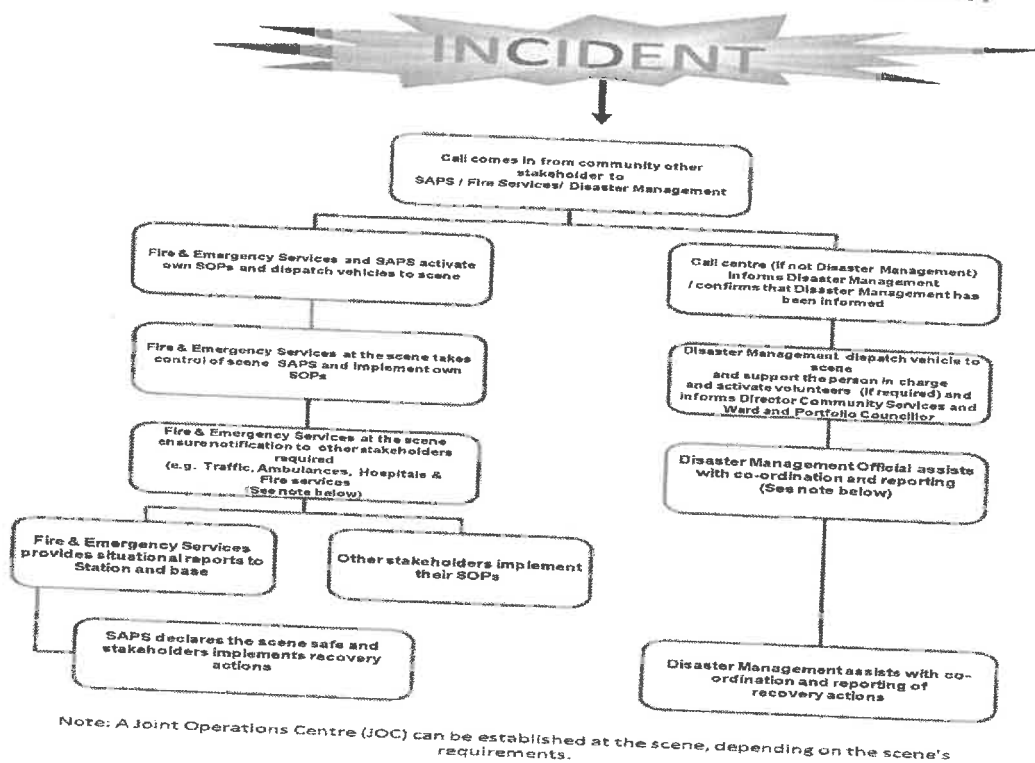
The forward planning process for an event that may or may not occur, in which scenarios and objectives are agreed, managerial and technical actions defined, and potential response systems put in place to prevent, or respond effectively to, an emergency situation.

According to section 53(2)(k) of the Act, contingency plans should address:

- the allocation of responsibilities to the various role-players and co-ordination in the carrying out of those responsibilities;
- prompt disaster response and relief;
- the procurement of essential goods and services;
- the establishment of strategic communication links;
- the dissemination of information.

A number of contingency and/or emergency plans has been developed and is available at the Municipal Disaster Management Function. Hazard specific disaster response actions are identified in the contingency plans, but a generic disaster response flowchart is indicated below.

GENERIC RESPONSE AND RECOVERY FLOW CHART



6.3 Assessment, classification, declaration and review of a disaster

To ensure immediate and appropriate response and relief actions when significant events or disasters occur, or are threatening to occur, clear guidelines for the measures that have to be taken need to be established, as shown in table below.

Table: Roles and responsibilities of stakeholders Stakeholder

Stakeholder	Roles and responsibilities
MLM Office of the Municipal Manager and Head of Department: Community Services	Provision of strategic and administrative support and services to delegated functions in the execution of the Disaster Management Amendment Act, Act 16 of 2015 in response to disaster incidents

MLM Disaster Management Centre and ANDM Disaster Management Centre	<ul style="list-style-type: none"> • Ensuring that disaster management operational plans from relevant municipal departments and MOEs are developed and implemented in a uniform and integrated manner. • Develop the database of stakeholders/ role players. • Compile required reports to relevant internal and external level stakeholders. • Verifying availability of resources from relevant stakeholders and supply systems in health and other sectors and capacity thereof. • Monitoring the situation, determine if supply of resources in designated facilities and identified areas are adequate. • Ensuring that dissemination of information is accurate and updated constantly. • Mapping and plotting. • Be on standby to respond to secondary or other disaster incidents. • Conduct damage and needs assessments of the effects when there are disaster incidents. • Provide emergency relief to victims. • Coordinate response actions. • To coordinate accommodation venues for emergency (e.g. halls). • Ensure up-to-date information is available on departmental resources that could be utilized for disaster management purposes (i.e. capacity and facilities at venues/sites for temporary shelters). • Provision of council facilities for temporary emergency shelter (Community halls and recreational facilities)
Provincial Disaster Management Centre	<ul style="list-style-type: none"> • Primarily responsible for ensuring that disaster risk management plans and response plans are developed and implemented in a uniform and integrated manner. • Provide emergency resources, when the Municipality cannot cope when using its own resources.

	<ul style="list-style-type: none"> • Liaise with National Disaster Management Centre on matters relating to MLM Disaster Management Centre.
MLM Public Safety (Community Services Department)	<p>Establishment of Joint Operations Command (JOC) structure for the Matatiele LM.</p> <p>Ensure integrated stakeholder/resource coordination, mobilization and response in relations to:</p> <ul style="list-style-type: none"> • Identifying high risk areas and vulnerable populations. • Outreach and dissemination of information to build capacity of local entities and communities. • Provision of emergency relief assistance where required (Homeless people, evacuees, etc) in collaboration with Social Development. • Enforcement of disaster management regulations in high risk areas (Malls/ shopping centres, transport hubs, critical facilities, informal settlements, SASSA pay points, recreational facilities). • Provision of security services and crowd management. • Emergency medical assistance and response. • Compliance to fire safety and building standards • Evacuation, emergency assistance, search and rescue, setting up of emergency evacuation centre. • Provides safety and security. • Traffic control management. • Enforce municipal by-laws
MLM Department responsible for Planning and Development	<ul style="list-style-type: none"> • Enhance collaboration with public and private sector stakeholders. • Ensure business regulation, compliance and enforcement of the informal trade sector. • Facilitate the creation of an enabling environment that attracts investment. • Ensure efficient building control • Building Law enforcement • Establish and maintain building plan records and document management.

	<ul style="list-style-type: none"> • Coordination for provision temporary shelters for the homeless. • Identification and profiling of vulnerable sites/ communities (informal settlements and homes for senior citizens) and Identification of land for emergency housing. Assist to provide secure shelters for the victims
MLM Department responsible for Infrastructure /Civil Engineering	<ul style="list-style-type: none"> • Grading and gravelling the road. • Road resurfacing. • Bridge management. • Storm water management. • Desludging of drainage system. • Maintenance and closure of roads. • Road markings and signs

6.3.1. Assessment of a disaster:

Uniform methods and guidelines for conducting rapid damage and needs impact assessment when significant events or disasters occur or are threatening to occur are critical tools for informed decision making. Typically; rapid damage and needs impact assessment would include establishing what resources are necessary to ensure the delivery of immediate, effective and appropriate response and relief measures to affected areas and communities and to facilitate business continuity. Government Emergency Responding Agencies tasked with primary responsibilities for coordinating specific activities associated with disaster response and relief efforts, such as emergency medical care, search and rescue, evacuation, shelter and humanitarian relief, must prepare operational guidelines for initial assessments of the immediate needs of those affected.

6.3.2. Classification of a disaster and the declaration of a state of disaster:

With the exception of a security-related event, the responsibility for strategic co-ordination in responding to a local disaster or significant event which occurs or is threatening to occur rests with the Head of the MLMDMC. The Head of the MDMC (Manager: Public Safety designated HOC) must then make recommendations to the Executive Mayor on whether a local state of disaster

should be declared in terms of section 55 of the Disaster Management Act. The MLMDMC must implement mechanisms and guidelines from the MLMDMC to facilitate the rapid and effective processing of disaster classifications and declarations.

6.4. Disaster reviews and reports

Comprehensive reviews must be conducted routinely after all significant events and events classified as disasters. The findings will directly influence the review and updating of disaster risk management plans and will also serve as valuable training aids. The MLMDMC is responsible for providing guidance on the review process. When conducting a review, the appointed review team must consider local conditions, disaster risk management plans implemented prior to the significant event or disaster, and existing disaster risk management plans.

6.5. Regulation of relief measures

Relief operations following significant events and/or events classified as disasters must be coordinated, and relief assistance and donations equitably distributed. The MLMDMC must adhere to the regulations to standardise and regulate the practice and management of relief operations as developed by the NDMC.

6.6 Generic protocols, procedures and considerations in the case of the establishment of a joint operations centre (JOC): non-community stakeholders

The following generic protocols, procedures and considerations are applicable when a JOC is established.

The purpose of the disaster management protocol is to provide structure and coordination for the pre- and post-management of disasters. This is in order to provide for an effective and efficient response that will: -

- Save lives
- Reduce risk.
- Reduce suffering.
- Protect property.

- Protect the environment.
- Reduce economic and social losses; and
- Provide for the safety and health of all responders

This protocol is to be used by trained individuals and applied in a manner that meets the needs of each particular situation. The many different and complex situations encountered by emergency responders require a considerable amount of judgment in the application of the protocol.

6.6.1 Establishment of the JOC:

In the event of a disaster, a Joint Operational Centre (JOC) could be established on request of the Senior Disaster Management Official or any other relevant stakeholder. The role players congregate and work together at the JOC Centre to make decisions, share information and provide support as required to mitigate the effects of the emergency. The JOC is responsible for the coordination of all operations. The JOC should ideally be multi-disciplined in composition. Decisions will be taken through joint consultation. All activities are processed through JOC, which shall be the main nodal point for communications. JOC will assume responsibility for all allocation and distribution of resources. JOC shall always be located in a safe and easily identifiable location. The Head: Disaster Management Official of the Municipality will act as chairperson and handle administration and record keeping. Each function shall control their equipment.

6.6.2 JOC responsibilities:

The actions or decisions which the JOC are likely to be responsible for are:

- Calling out and mobilizing their emergency services, agencies and equipment.
- Co-coordinating and directing their services ensuring that any actions necessary for the mitigation off the effects of the emergency are taken, provided they are not contrary to the law.
- Determine if the location and composition of the JOC are appropriate.
- Designating any area as an emergency or Disaster area. Ensuring that an Incident commander (Site Co-ordinator) has been appointed.

- Coordinating and/or overseeing the evacuation of inhabitants considered being in danger.
- Discontinuing utilities or services provided by public private concerns, e.g. Water etc.
- Arranging for services and equipment of the role players notifying, requesting assistance from and/or liaising with various levels of Government and any public or private agencies if necessary.
- Activation if additional volunteers are required and if appeals for volunteers are warranted.
- Activation if additional transport is required for evacuation or transport of person's and/supplies.
- Ensuring that pertinent information regarding the emergency is promptly forwarded to the JOC for dissemination to the media and public.
- Determine the need to establish advisory group(s) and/or subcommittees. Authorizing expenditure of monies required dealing with the emergency.
- Maintaining a log outlining decisions made and actions taken, and submitting a summary of the log within one week of the termination of the emergency as required.

6.7 Recovery

The Sendai Framework; 2015 emphasizes that recovery, rehabilitation and reconstruction is a critical opportunity to integrate disaster resilience into development measures by building back better. In order to ensure a holistic approach to rehabilitation and reconstruction projects in the aftermath of a significant event or disaster, the municipal departments and entities tasked with primary responsibility for a known hazard must facilitate the establishment of project teams for this purpose. There must be measures to ensure that projects and programmes maintain a developmental focus. Project teams established must determine their terms of reference and key performance indicators and must report on progress to the MLMDMC.

7. INFORMATION MANAGEMENT AND COMMUNICATION (ENABLER 1)

The objective of Enabler 1 is to guide the development of a comprehensive information management and communication system for the MLM and establish integrated communication

links with all disaster management role-players throughout the municipality. Integrated disaster risk management depends on access to reliable hazard and disaster risk information as well as effective information management and communication systems to enable the receipt, dissemination and exchange of information.

The systems and processes should:

- *Provide an institutional resource database, including a reporting and performance measurement facility;*
- *Facilitate information exchange between primary interest groups;*
- *Facilitate risk analysis, disaster risk assessment, mapping, monitoring and tracking;*
- *Guide and inform focused risk management and development planning and decision making;*
- *Facilitate timely dissemination of early warnings, public awareness and preparedness, especially for at-risk people, households, communities, areas and developments;*
- *Enable timely and appropriate decision making to ensure rapid and effective response and recovery operations;*
- *Facilitate integrated and coordinated multi-agency response management;*
- *Record and track real-time disaster response and recovery information;*
- *Facilitate education, training and research in disaster risk management; and*
- *Facilitate funding and financial management for the purpose of disaster risk management.*

The system must have the capabilities to acquire, sort, store and analyse data for the purpose of targeting information for primary interest groups. In addition, it must include GIS mapping and information display applications and standardised multimedia communication capabilities. The information management and communication system must include the establishment of communication links, which will enable the receipt, transmission and dissemination of information between those likely to be affected by disaster risks as well as other role-players and stakeholders involved in disaster management. In this regard, the design of the system must consider the lack of technological infrastructure in areas and communities most at risk, as well as telephonic system failures during disasters. The MLM disaster management system must be

compatible with the provincial and national system and must conform to the requirements of the NDMC, as shown in Figure 5.1.

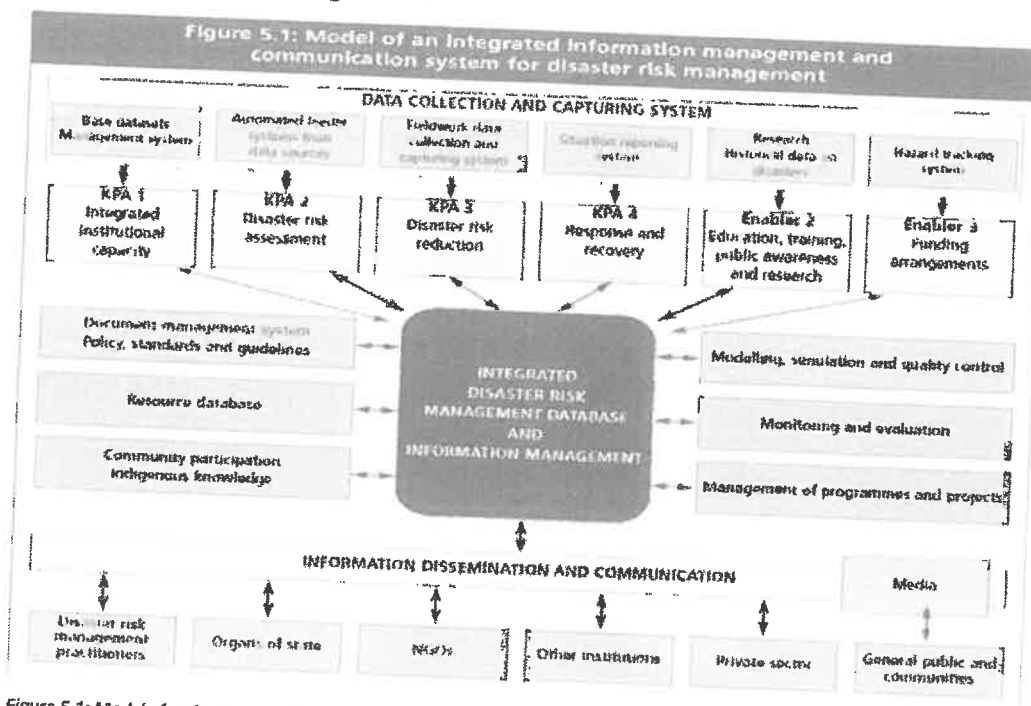


Figure 5.1: Model of an integrated disaster risk management information management and communication system

7.1. Quality management system (QMS)

A quality management system (QMS), which will form an integral part of the disaster risk management database, must be established. The purpose of the QMS is to ensure the quality of management and operational processes conducted by municipal departments and entities involved in disaster risk management. It will ensure the integrity and effectiveness of the information management and communication system on an on-going basis and in a planned and systematic manner.

The QMS must conform to the requirements of ISO 9001 – the standard for quality management systems set by the International Organisation for Standardisation (ISO).

The MDMC must establish, document, implement and maintain a QMS and continually improve its effectiveness in accordance with the requirements of ISO 9001.

A designated person within the MDMC must be assigned responsibility for performing the quality management function and must report directly to the Head of the Centre. All municipal departments and entities involved in planning and implementing disaster risk management

projects, either as primary agencies or as members of project teams, must use the system to record and update their project plans.

7.2. Information dissemination and display system

To ensure accessibility and widespread use of disaster management data and information, effective information dissemination and display system needs to be developed and implemented by the NDMC in consultation with PDMCs and MDMCs.

The identification and definition of the information needs of all role-players as well as the identification of the most appropriate channels of communication are an integral part of this process.

The MLMM DMC must develop, implement and maintain an interactive website to provide controlled access to the information management system based on defined information needs. The public information system must make provision for two-way communication within communities by providing information on disaster risk reduction, preparedness, response, recovery and all other aspects of disaster risk management, is required. The public information and communication system must also provide communities and the media with the mechanisms for obtaining access to assistance when there is a disaster incident and for reporting important local information to the disaster management centre.

8. EDUCATION, TRAINING, PUBLIC AWARENESS AND RESEARCH (ENABLER 2)

The objective of Enabler 2 is to promote a culture of risk avoidance among stakeholders by capacitating role-players through integrated education, training and public awareness programmes informed by scientific research. The enabler addresses the requirements for the adherence to the national education, training and research needs and resources analysis and a national disaster risk management education and training framework, the development of an integrated public awareness strategy, including effective use of the media, the development of education and training for disaster risk management and associated professions, and the inclusion of disaster risk management in school curricula. It also outlines mechanisms for the development of a disaster risk research agenda.

8.1. Municipal education, training and research needs and resource analysis and adherence to the national disaster risk management education and training framework

The education, training and research needs and resources analysis must be conducted to determine the needs of those involved in disaster risk management across sectors, levels and disciplines. The needs and resources analysis must include an audit of existing resources. The design of the analysis must be based on scientifically acceptable research principles and methods and not on perceived needs. The MLM disaster risk management education programmes must be designed as part of the formal education system and must be in line with the national education, training and research needs and resources analysis (NETaRNRA), the national education and training framework and SAQA and NQF requirements.

8.2. Integration of disaster risk reduction education in primary and secondary school curricula (NQF levels 1–4)

Disaster risk reduction education must be integrated in primary and secondary school curricula. Schools should be regarded as focal points for raising awareness about disaster risk management and disaster risk reduction. The risk reduction component of disaster management education should be linked to broader education programmes on development and the environment.

8.3. Types of training to be offered by MLMDMC

Training outside of the formal primary, secondary and tertiary education systems has a pertinent role to play in the drive to transfer skills and to capacitate disaster management stakeholders and other interested persons. Such training programmes may include accredited interventions and non-accredited programmes.

8.4. Creating awareness, promoting a culture of risk avoidance and establishing good media relations

8.4.1. Integrated public awareness strategy

An integrated public awareness strategy must be developed and implemented by the MLM to encourage risk-avoidance behaviour by all role-players, including all departments in the municipality, and especially in schools and in communities known to be at risk. Such strategy is necessary for the promotion of an informed, alert and self-reliant society capable of playing its role in supporting and cooperating with the government in all aspects of disaster risk and vulnerability reduction. The Municipal Indicative Disaster Risk Profile and the NETaRNRA must inform the integrated awareness strategy. The awareness strategy must further support the strategic objectives of the MLM.

The disaster management public awareness and information service will be a critical interface between the information management system, the emergency communication system, all municipal departments and entities involved in disaster risk management and the general public. This should also support the risk profile and identified critical vulnerable areas in the MLM.

The development of a user-friendly public-access website with relevant and up-to-date information on disasters, disaster risk and key institutional role-players, is a critical component of such an information service. The employment of qualified resource personnel to take responsibility for functions, for example, materials development, external consultation processes and liaison with the media (print, radio and television), will be necessary to ensure the success of the service.

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

- *Organised and planned awareness programmes aimed at communities, officials, politicians and other stakeholders, using the media, posters, videos, publications and any other innovative means;*
- *Participation in planned conferences by the MLMM DMC, with participation by the relevant intergovernmental relations structures;*

- *Imbizo meetings (the participation of volunteers at such meetings is recommended);*
- *Awareness campaigns conducted at least 30 days before a change of season or climate;*
- *Annual recognition and celebration of World Disaster Risk Reduction Day (the first Wednesday in October);*
- *Rewards, incentives, competitions and recognition schemes to enhance awareness of and participation in risk reduction activities;*
- *Dissemination of information to all role-players, especially those at risk, through the use of communication links and early warning systems.*

Public information should be disseminated through radio, television, print and electronic media and schools. In addition, information centres and networks should also be established.

8.4.2. Schools

The MDMC must seek to establish links with existing awareness creation programmes in schools for the purpose of disseminating information on disaster risk management and risk avoidance. The creation of programmes in schools, focusing on relevant and appropriate aspects of disaster risk management, must be encouraged. The MLMMDMC must play an active part in engaging schools to ensure a practical approach to awareness programmes. School awareness programmes must be conducted, assessed and adapted on an annual basis.

8.4.3. Role of Media

Informed publicity about disaster management initiatives and achievements will increase public awareness and support. In order to achieve this, the MLM MDMC must establish and manage ongoing relations with relevant local media through the Disaster Management Centre Media Liaison Officer, as well as the group communication division. Organised disaster risk reduction programmes through the media must be initiated in order to ensure public participation and support for such programmes. The objectives, benefits and major activities of disaster risk reduction programmes must be communicated to all role-players; specifically, to communities that are directly affected by disaster risks.

The following has to be monitored on a regular basis:

- Positive and negative publicity;
- Effectiveness of media communications, especially in communities at risk; and
- Continuous research on the most effective method of communication within a particular community.

8.5. Research programmes, information and advisory services

The aims of a research programme, information and advisory services are to:

- Create additional applied knowledge and information on disaster risks;
- Provide access to disaster risk management and related information to relevant stakeholders and role-players; and
- Provide an organised and value-added advisory service to stakeholders.

8.5.1. Research:

The Act calls for on-going research into all aspects of disaster management. The MDMC, through a process of consultation, must develop a strategic disaster risk reduction research agenda to effectively inform disaster risk management planning and implementation in the MLM. Research initiatives should also be linked to the IDP processes of the municipality. Disaster risk reduction initiatives must be preceded by transparent research and careful planning and must provide evidence of the relevance of the planned intervention(s).

8.5.2. Information provision:

In order to provide a comprehensive information service, the MDMC must undertake the following:

- Develop an information database;
- Establish a library or resource centre on disaster risk reduction; and
- Make provision for easy access to the information database.

8.6. Generation and dissemination of case studies and best-practice guides in disaster risk reduction

The promotion of a 'culture of prevention' is practically enabled by access to examples of best practice in disaster risk reduction. In addition to the adoption of measures outlined above the

MDMC must develop as a component of its education, training and capacity-building strategy, and mechanisms for disseminating information on best practice in disaster risk reduction implemented globally. It includes the development of learning materials and support guides for different risk scenarios and contexts.

9. FUNDING ARRANGEMENTS FOR DISASTER RISK MANAGEMENT (ENABLER 3)

The objective of Enabler 3 is to establish mechanisms for the funding of disaster management in the MLM. Given the provisions of the Act, funding arrangements must be designed in a manner that ensures that disaster management activities are funded adequately and in a sustainable manner.

9.1. Legislative framework for funding arrangements

The following primary legislation provides the context within which funding arrangements for disaster risk management should be designed:

- Constitution of the Republic of South Africa; Act. 108 of 1996.
- Disaster Management Act; Act 57 of 2002
- Public Finance Management Act; Act 1 of 1999
- Municipal Finance Management Act; Act 53 of 2003
- Municipal Systems Act; Act 32 of 2000

9.2. Principles underpinning funding arrangements

Any funding arrangement must be consistent with the principles set out in the DMA and any other related legislation. It should be borne in mind that disaster risk management has certain unique characteristics which differ markedly from public services such as education and street lighting. Disasters are by their very nature unpredictable and require an immediate and decisive response. It is vital, therefore, that a balance is struck in the financing framework between the need for financial controls and oversight and the need to ensure that rapid response and recovery are not compromised. Section 214(2) (j) of the Constitution explicitly mentions 'the need for flexibility in responding to emergencies or other temporary needs' as one of the criteria for the equitable division of nationally collected revenue among the three spheres of government.

9.3. Funding arrangements in the MLM DMC

Each municipality department must include disaster risk management activities as part of their annual budget. All aspects and responsibilities described in the DM Plan must be taken into consideration when budgeting for disaster risk management. Each department and division should ensure that their budgets for disaster management are aligned with the strategic objectives of the MLM. Such alignment must also aim towards the reduction of duplication and address the insufficient budget for disaster risk management. The funding model is described in table below:

Activity	Funding Source	Funding Model
Start-up activities (KPA1 and Enabler 1)	National and Provincial DMC	Conditional grant for local government
Disaster risk management on-going operations (KPA 2 and 3)	National, Provincial and Local DMCs	Own departmental budget
Disaster risk reduction (KPA 2 and 3)	National, Provincial and Local DMCs	<ul style="list-style-type: none"> • Own departmental budget • Funding from PDMC and NDMC for special priority risk reduction projects
Response, recovery, rehabilitation and reconstruction efforts (KPA 4)	National, Provincial and Local DMCs	<ul style="list-style-type: none"> • Own budget for departments frequently affected by disasters • Access to central contingency fund, once threshold is exceeded • Conditional Infrastructure Grant: Municipal Infrastructure Grant (MIG)
Education, training, awareness campaign and capacity building programmes (Enabler 2)	National, Provincial and Local DMCs	<ul style="list-style-type: none"> • Own budget and reimbursement

- Private sector, research foundations, NGOs and donor funding

- For disaster recovery and rehabilitation; Section 16 and 25 of the PFMA allow the Minister of Finance or relevant MEC to appropriate funds from their respective revenue funds for us in an emergency situation.
- Similarly, Section 29 of MFMA allows the Mayor of the Municipality to authorise unforeseeable and unavoidable expenditure in an emergency. It must be ratified by the Council in an adjustment within 60 days of an expenditure incurred.

10. TESTING AND REVIEW OF THE PLAN

There should be continuous monitoring and evaluation of the implementation of the disaster management plan; through the compliance checklist. Section 53(1)(g) stipulates that the plan must be regularly reviewed and updated.

Table below illustrate implementation plan:

ACTIONS TO BE TAKEN EMANATING FROM THE DRMP LEVEL1					
Action No.	Action to be taken	Start date	End date	Budget allocation	Responsible entity
1	Through the Interdepartmental Disaster Risk Management Committee (IDRMC) all of the role-players must agree on an acceptable format for the departmental Disaster Risk Management Plans, and a timeframe must be agreed upon when all departments must submit their plans on an annual basis to the Disaster Risk Management Centre (DRMC), for assessment and incorporation into the Disaster Risk Management Plan (DRMP) of the MLM.				
2	The Matatiele Local Municipality (MLM) Council should agree on the policy-making framework and pass a Council resolution in this regard.				

3	The MLM must identify a dedicated focal point for disaster risk management in its municipality, allow this incumbent to serve on the IDP structures, and if appropriate formally establish a DRMC within its administration.				
4	The MLM must determine whether a formal disaster risk management centre/office will be established. Such an arrangement must be coordinated with the ANDM DRMC.				
5	The MLM must formally determine the most appropriate location of the LM DRMC within the administration of the municipality.				
6	The Municipal Manager in consultation with the heads of departments and other municipal entities must identify all other statutory functionaries in each of the relevant departments or entities who have disaster risk management responsibilities and the responsibilities in this regard must be recorded in the job descriptions of such functionaries together with key performance indicators.				
7	The Head of Disaster Management Centre or Designee must consult with all members of the IDPMC as well as the Municipal Manager to ensure the inclusion of disaster risk reduction in the job description of the individuals sitting on the IDPMC.				
8	The DRMC must establish a communication channel or consultation and information sharing between the role-players listed above.				

9	<p>The MLM in partnership with Alfred Nzo District Municipality (ANDM) Disaster Management Centre must establish hazard-tracking capabilities through fostering a closer relationship the following organs of state:</p> <ul style="list-style-type: none"> • The South African Weather Service; • Geoscience Council of South Africa; • Department of agriculture; • Department of Education; • Department of Environmental Affairs; • Department of Rural Development and Land Reform; and • Department of Water Affairs. 				
10	<p>The MLM in partnership with ANDM must establish vulnerability monitoring capabilities through fostering a closer relationship with the following organs of state:</p> <ul style="list-style-type: none"> • Department of Social Development; • SAPS • Department of Health; and Stats SA. 				
11	<p>The MLM in partnership with the ANDM DRMC must set-up an information monitoring mechanism which monitors relevant documents, information and news events on a weekly basis in order to identify certain trends which need disaster risk reduction intervention.</p>				

12	The MLM must ensure at all times, a well-trained cadre of disaster risk reduction specialist who can assist with on-going disaster risk assessments.				
16	Mechanisms for the activation and mobilisation of resources should be clearly indicated in the respective contingency plans of the MLM.				
17	The MLM DRMC should ensure that alternative arrangements for the continuous operation of the MLM DRMC is made with neighbouring municipalities through the Alfred Nzo District DRMC.				
19	The MLM DRMC in cooperation with the Department: Corporate Services must develop clear guidelines for media and press liaison.				
21	The MLM DRMC should establish a mechanism for the continuous monitoring of different events.				
22	The MLM to consider implementing a basic database of information relating to all matters of disaster risk management and its' role players as per chapters 16 and 17 of the Disaster Management Act.				
23	The MLM DRMC to approach the local Department of Education and relevant Schools Governing Bodies in order to jointly implement school's awareness programmes focussing on the most prevalent hazards in the particular areas.				
24	All traditional leaders in the MLM area of responsibility to be made aware of disaster risk management issues, co-opted to the DMAF (where applicable) and traditional knowledge must be incorporated into the MLM disaster risk management planning and awareness programmes.				

25	The MLM to utilise the envisaged ward disaster risk management structures to serve as a mechanism for community training.				
26	The MLM should develop a policy with regards to education and training in the field of disaster risk management, and that the necessary funding is made available.				
27	That the MLM develop a policy with regards to a public awareness programme, and ensure that the necessary funding is available.				

11. CONTACT DETAILS

The contact list of relevant stakeholders (including disaster management advisory forum members) has been developed and kept in a database at the Disaster Management Centre.

12. REFERENCES

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