

# FETAKGOMO TUBATSE LOCAL MUNICIPALITY DRAFT DISASTER RELIEF, GOODS AND MATERIALS POLICY



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**DEFINITION/S**

<b>Municipality</b>	Means Fetakgomo Tubatse Local Municipality
<b>Policy</b>	Fetakgomo Tubatse Local Municipality Disaster Relief, goods, and Materials Policy
<b>Indigent</b>	Any person or persons who due to several factors is unable to make monetary contribution towards basic services and earning a combined family income of not more than a total of two government old age and social grants
<b>Child-Headed Household</b>	A household where the main caregiver of the said household is 18 years of age or younger. Also, a Child-headed household as defined in section 28(3) of the Constitution of the Republic of South Africa Act 108 of 1996.
<b>Disaster</b>	A serious disruption of the functioning of a community or society involving widespread human, material, or environmental losses and impact which exceed the ability of the affected community to cope using only its own resources
<b>Hazard</b>	A dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury, or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage
<b>Vulnerability</b>	It is defined as the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard
<b>Coping Capacity</b>	Refers to the ability of people , organization and systems, using available skills and resources to face and manage adverse conditions such as hazards, emergencies or disaster
<b>Emergency</b>	A threatening condition which requires urgent action to avoid the escalation of an event into a disaster.
<b>Official</b>	An employee of Fetakgomo Tubatse Local Municipality who is duly mandated by the Municipality to do damage and needs analysis in case of disaster occurrence/incident

## **2. POLICY AIMS AND OBJECTIVES**

### **2.1 Aim of the Policy**

The aim of is to manage disaster relief goods and materials in case of incidents leading to a disaster and or serious natural disaster.

### **2.2 Objectives of the Policy**

- a) The provision of procedures and guidelines for assisting most heavily affected people and most vulnerable group.
- b) To create a uniform and consistent approach in disaster response and
- c) To improve the professionalism and effectiveness of relief efforts by the Municipality

## **3 LEGISLATIVE FRAMEWORKS**

The policy is based on the following legislation:

3.1 South African Constitution, Act no. 108 of 1996 (section 10).

3.2 Disaster Management Act 57 (Act No:57 of 2002)

3.3 South Africa: National Disaster Management Framework 2005

## **4 JUSTIFICATION OF THE NEED OF THIS POLICY**

The municipality of Fetakgom Tubatse has placed a priority on natural disaster prevention, response, and mitigation as one off its missions. As one of government spheres in the provision of services FTLM, intend introducing and promoting community-based disaster management and response through range of activities: raising the awareness of communities about disaster, disaster prevention and response

**5 POLICY CONDITIONS**

**5.1) Disaster Communication and reporting**

**5.1.1) Principle**

- a) Provision of accurate and timely information
- b) Initial information on the disaster to be reported to Disaster Coordinator within first twelve hours (12Hrs) from the onset of the incident
- c) Daily update about the incident to be given to Director Community Service who in turn will convey such information to Accounting Officer

**5.1.2) Procedure**

- a) Disaster coordinator/s will gather information on the disaster occurrence and damages and send it to higher levels (e.g. Director Community Service/Accounting Officer, District Municipality, Provincial Disaster Management Committee
- b) The society units of various levels to report disaster occurrences through telephone, whats' app, and email.
- c) Disaster Unit in the municipality (FTLM) will compile information on disaster and share it with various partners and or other disaster response stakeholders

**5.1.3) Responsibilities**

Name of Unit	Focal Point	Responsibilities
Local Municipality	Department of Community Services	<ul style="list-style-type: none"> <li>➤ Follow-up and compiling local information on disasters, damages and preliminary response</li> <li>➤ Reporting to Local Disaster Advisory Forum/Technical Committee</li> </ul>
District Municipality	Department of Community Services	<ul style="list-style-type: none"> <li>➤ Follow-up and compiling information on disasters, damages and preliminary response from the</li> </ul>

		<p>local</p> <ul style="list-style-type: none"> <li>➤ Reporting to the District Disaster Management Committee and Provincial Disaster Management Committee</li> </ul>
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## 5.2) Search and Rescue

### 5.2.1) Principle

- a) Participate in community-based search and rescue as requested
- b) Guaranteeing the safety of those participating in search and rescue efforts
- c) Securing remuneration and benefits for officials participating in search and rescue in accordance with existing laws

### 5.2.2) Condition for participating in search and rescue

- a) Skills update and training
- b) Exercises and drills
- c) Availability of safety equipment

### 5.2.3) Responsibilities

Name of Unit/Department	Focal Point	Responsibilities
Dept of Community Services ( Social Service Unit) Department of Corporate Services	Human Resource Development (Training Unit)	<ul style="list-style-type: none"> <li>➤ Delivery of training for the updating of skills.</li> <li>➤ Provision of search and rescue manuals</li> </ul>
District/Provincial	District/Provincial Disaster Management Committee	<ul style="list-style-type: none"> <li>➤ Assigning and mobilizing human resources for search and rescue as requested and depending on the unit's capacity</li> </ul>

## 5.3) Damage and needs assessment

### 5.3.1) Principle and methodology

- a) Guaranteeing impartiality and timelines
- b) Community participation is essential
- c) Cooperating and sharing information with the local stakeholders
- d) Focusing on collection of information on damages and human needs

- e) Conducting damage and need assessment in line with Disaster Management Act 57 of 2002

**5.3.2) Procedure**

- a) Developing and agreeing on the purpose, plans, methodology, time and place of the assessment
- b) Collaborating with DDMC and PDMC units at various levels and other stakeholders for on-site assessment
- c) Amassing and analyzing collected information, suggesting relief options
- d) Reporting to the relevant authority for approval

**5.3.3) Responsibilities**

Unit/Department	Focal Point	Responsibilities
Department of Community Services	Director: Community Services	<ul style="list-style-type: none"> <li>f) Running the assessment group</li> <li>g) Regularly reporting on assessment results and proposing relief plans</li> <li>h) Sharing assessment findings with stakeholders</li> </ul>
District Disaster Management Committee	Director: Community Services	<ul style="list-style-type: none"> <li>i) Assisting the assessment group at the local municipality and provincial Chapters in field assessment</li> </ul>
Provincial Disaster Management Committee	Director: Disaster Management	<ul style="list-style-type: none"> <li>j) Running the assessment group</li> <li>k) Collaborating with the National Disaster Management Committee and other stakeholders</li> </ul>

**5.3.4) Notes in conducting assessment**

- a) Performing field surveys in the community / villages with the most damage
- b) Survey should be conducted in all geographical sites and over all ethnic groups if there is any
- c) Conducting assessments through on-site observation
- d) Collect as much information as possible by interviewing key information sources(e.g. village heads and representatives of civil society) in order to obtain a multi-dimensional perspective on the needs of the people affected by the disaster
- e) Holding meetings with those mostly affected involving both men and women
- f) To collect as much information as possible by interviewing key information sources in order to obtain a multi-dimensional perspective on the needs of the people affected by the disaster
- g) Interviewing the most vulnerable groups who have already suffered from

- disaster damage (e.g. child headed and disabled headed families)
- h) Existing information and information collected from assessment should be verified
  - i) Reviewing carefully the response capacity of the affected communities
  - j) Only needs that are unable to be met by the local communities of the village affected by the disaster are to be included in the report

## **5.4) Developing emergency response plan**

### **5.4.1) Principle**

- a) Making sure that emergency response planning is based on the damage and needs assessment findings and any other overlaps should be avoided
- b) Such emergency response planning should be based on the existing capacity and resources
- c) Such emergency response planning should give priority to local available resources
- d) Response plans should be in accordance with the natural and socioeconomic
- e) Cooperating and sharing information with local stakeholders

### **5.4.2) Procedure**

- a) The response plan should include place, time, target groups, quantity and types of relief items, roles and responsibilities, and budget
- b) Senior Management of the municipality to review, verify and compile changes to a response plan submitted by operational staff or
- c) Approve the response plan submitted by the lower level
- d) Implementing and monitoring of the implementation of the plan
- e) Consistent updates to the plan

## **5.5) Selection of beneficiaries**

### **5.5.1) Principle**

- a) Giving priority to the most heavily affected people and most vulnerable groups
- b) Avoiding overlaps between agencies in distributing relief and thus ensuring fair distribution of relief amongst the entire community
- c) Guaranteeing disclosure and transparency
- d) Involving the community during selection process
- e) Collaborating with other stakeholders
- f) Random check of beneficiary list/s

### **5.5.2) Procedure**

- a) The local/district municipality, provincial and national government will set the beneficiary selection criteria
- b) Development of beneficiary selection guidelines
- c) Announcement of beneficiary selection criteria on the media and in public



- places
- d) Holding village meetings to nominate beneficiaries
  - e) Preparing a list of beneficiaries
  - f) Posting the beneficiary list in public places and in the media where possible
  - g) Submitting the list to Local Disaster Technical Committee

**5.5.3) Responsibilities**

Name of Unit/Dept	Focal Point	Responsibilities
Department Community Services	Director of Community Service	<ul style="list-style-type: none"> <li>• Developing beneficiary selection criteria depending on specific relief mission and types of supplies.</li> <li>• Developing implementation guidelines for beneficiary selection</li> <li>• Monitoring beneficiary selection</li> </ul>
District Department of Community Services	Director Community Services/Manager Disaster Management	<ul style="list-style-type: none"> <li>• Conducting means test and monitoring beneficiary selection at the communities</li> <li>• Counter signing the list of beneficiaries</li> <li>• Reporting to Provincial Chapters and stakeholders</li> <li>• Receiving and handling complaints related to the list of beneficiaries</li> <li>• Sharing information to other stakeholders (provincial and national)</li> </ul>

**5.6) Distribution of relief items**

**5.6.1) Principle**

- a) Relief items will be distributed directly to the beneficiaries at down to the community level
- b) Distribution of relief items will be public, convenient and respectful to beneficiaries
- c) The set procedure and steps must be complied with

### **5.6.2) Procedure**

- a) Notify the beneficiaries at least a day in advance on the types of supplies available and on time and place to receive the supplies
- b) Prepare adequate quantities of items for distribution at the communes and checking the samples
- c) Preparing the distribution site and necessary logistics (security, safety, banners, slogans etc.)
- d) Posting the list of beneficiaries at the distribution venue (in case the disaster involves plus fifty households)
- e) Monitoring and evaluation of the distribution process (through random interviews on how satisfied the beneficiaries are)
- f) The municipality may allocate disaster relief goods and material from other municipal government in case of shortage or request related department/s

### **5.7) Domestic donated disaster relief goods and materials**

#### **5.7.1 Principle**

- a) After a serious natural disaster occurs, the local and district municipality shall immediately establish a single service window and set a dedicated line telephone to handle the coordination and dispatching of the donated disaster relief goods and materials
- b) The donated relief goods and materials accepted by the municipality shall be appropriately managed and a list of the product names, quantities, management units, contact person, and telephone number shall be given to the municipality by the donating organisation

#### **5.7.2) Procedure**

- a) The local municipality shall collect data of such donated goods and materials and submit such data to DDMC/PDMC/NDMC within 5days
- b) Local municipality shall inform the District municipality, Provincial Government and or National Government's ministry relevant to the disaster about such donated disaster relief goods and materials

## **6 LOGISTICS**

### **6.1) ESSENTIAL RELIEF ITEMS**

#### **6.1.1) Classification**

Disaster relief items available to Fetakgomo Tubatse Local Municipality may be classified as follows:

- a) By stage of disaster response
  - Relief items
  - Early recovery items
- b) By type of items:
  - Food supplies
  - Non-food supplies
  - Cash

### **6.2) PROCUREMENT PROCEDURE**

#### **6.2.1) Principle**

- a) All procurement of goods for relief purpose must comply with the Supply Chain Management Policy of the municipality and other MFMA related regulations
- b) Single source procurement or direct purchase will be applied provided is pre-authorized by Accounting Officer
- c) Monetary advances for procurement of disaster relief materials shall be decided by Accounting Officer

#### **6.2.2) Procedure**

- a) The municipality shall adhere to procurement as outlined in the Local Supply Chain Management Policy (FTLM's SCM Policy) which clearly indicates bidding procedure and finally appointing potential supplier of the goods
- b) The municipality shall strive to procure materials of good quality, value for money and at a market related price

### **6.3) STORAGE OF RELIEF ITEMS**

#### **6.3.1) Principle**

- a) The number relief items in stock shall be minimized to discourage theft
- b) Disaster Management Unit shall be responsible to make necessary preparations for the receipt of their relief goods
- c) The minimum warehousing requirements must be adhered to and the movement of relief material is to be monitored

### 6.3.2) Procedure

- a) Prepare a stock control sheet
- b) Assign a focal point officer in charge of receiving and issuing of relief materials
- c) Adhere to minimum warehouse requirement such as stockpiling rules, how long supplies are kept in storage and inventory management
- d) Communicate with other departments/municipalities on shortage or over-storage of relief goods and materials
- e) Prioritize items in storage e.g., household kits, dry foods items, plastic sheets, and water purification tablets

### 7) **POLICY IMPLEMENTATIONS**

The implementation of this policy will be led by the Department of Community Service in collaboration with Budget and Treasury Office -and supported by Councilors.

### 8) **POLICY MONITORING AND REVIEW**

#### 8.1) Policy Monitoring:

- 8.1.1) The Department of Community Services shall prepare quarterly reports on disaster occurrences and disaster relief materials distributed
- 8.1.2) Present such to Executive Committee, Community Services Portfolio Committee, and approval by Fetakgomo Tubatse Local Municipal Council.

#### 8.2) Policy Review:

- 8.2.1) The Department of Community Services shall submit proposed changes to the Executive Management Committee, the relevant Portfolio Committees and Mayoral Committee.
- 8.2.2) The Policy review shall be reviewed every three years.
- 8.2.3) The reviewed policy shall be subjected to approval by Council of Fetakgomo Tubatse Local Municipality.

**9) SOURCES OF FUNDING FOR THE IMPLEMENTATION OF DISASTER RELIEF POLICY**

The Municipality shall include in its annual budget, an amount approved by the Municipal Council for Disaster Relief Goods and Materials.

**10 AUDITING**

Audits will be conducted by the Internal Audit Section regarding the indigent burial records, usage rate and compliance to the policy and related Service Level Agreement, in line with the Annual Audit Plan.

**11) AUTHORISATION AND APPROVAL OF THE POLICY ON INDIGENT AND PAUPER BURIAL**

10.1) The Fetakgomo Tubatse Local Municipality Policy on Indigent and Pauper's Burial has been prepared in accordance with the provision of Disaster Management Act 57 (Act No:57 of 2002), National Disaster Management Framework read together with other relevant legislation.

10.2) Fetakgomo Tubatse Local Municipality Policy on Disaster Relief Goods and Materials is signed into an Ordinance of Council as recommended by :

\_\_\_\_\_  
Municipal Manager  
Fetakgomo Tubatse Local Municipality

\_\_\_\_\_  
Date

\_\_\_\_\_  
The Mayor  
Fetakgomo Tubatse Local Municipality

\_\_\_\_\_  
Date