

DISASTER MANAGEMENT CONTINGENCY
FUND POLICY FOR THE FRANCES BAARD DISTRICT



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1. INTRODUCTION

The Frances Baard district Municipality regularly receives requests from local municipalities within its jurisdiction to assist communities with the rehabilitation / reparations of structures that were damaged by natural disasters or:

- Fire
- Floods
- Heavy rains
- Gale force winds
- Hailstorms
- Extreme weather patterns
- Political unrest

2. SCOPE OF THE POLICY

The policy will apply to indigent households within the Frances Baard District Municipality's area of jurisdiction who are affected by disasters / incidents.

3. OBJECTIVES OF THE POLICY

The objectives of the policy are:

- To provide temporary or immediate relief;
- To promote Council's social responsibility;
- To assist families affected by disasters / incidents;
- To assist with the rehabilitation of families' livelihoods on the aftermath of a disaster / incident.

4. DEFINITIONS

"Contingency fund" – The fund approved by council into which a contribution shall be made from donations by various stakeholders including the council through an annual appropriation. The fund will be exclusively utilized to assist communities in the case of a disaster or to assist registered indigents who are affected by single incidents.

"Disaster" – A progressive or sudden, widespread or localized, natural or human caused occurrence which –

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

"Incident" – An event / situation that affects one or more families, which could lead to a crisis.

“Structures” – Any building, whether of a temporary or permanent nature and irrespective of the materials used in the construction thereof, which are used for accommodation and the convenience of human beings.

5. DISASTER MANAGEMENT CONTINGENCY FUND

Council hereby establishes a disaster management contingency fund in compliance with section 12 of the municipal finance management act (act 56 of 2003).

6. CO-ORDINATION AND MANAGEMENT OF DISASTERS IN THE FRANCES BAARD DISTRICT

Frances Baard District Municipality shall be responsible for the co-ordination and management of disasters within its area of jurisdiction. However, Frances Baard District Municipality may in consultation with the local municipalities agree that a local municipality assume primary responsibility for the co-ordination and management of disasters in its area of jurisdiction.

7. GUIDELINES FOR IMPLEMENTATION

7.1 Local Municipalities

The local municipalities that apply for assistance must do so in writing, on an official letterhead, signed by the Municipal Manager of the relevant local municipality.

Such an application shall be directed to the Municipal Manager of the district municipality after a proper assessment has been done. The letter must consist of the following information:

- Name and address of the affected party of beneficiary;
- A copy of the registration of the indigence status of the affected party;
- A copy of an identity document;
- An affidavit that the person is not employed;
- Contact details of the ward councillor (to be kept up to date with the progress of the assistance given);
- State what the municipality has done to assist the family.

7.2 Frances Baard District Municipality

The Disaster Manager must attend to the request as soon as possible by executing an impact assessment, which includes the compilation of a bill of quantities to minimize cost.

The relevant Head of Department must be informed of the assessment and steps that will be taken to assist the affected party.

In case of emergency, the Disaster Manager may procure commodities for basic needs for the affected families to an amount as determined by the annual tariff list.

In cases where services need to be procured the procurement process needs to be followed as per the Frances Baard District Municipality supply chain management policy.

The Municipal Manager must report to Council on the expenditure of this fund on a quarterly basis.

A limit for any disaster intervention should be kept to an amount as determined by the annual tariff list per household and per incident, provided that the Municipal Manager may approve a higher amount in exceptional cases.

8. EFFECTIVE DATE

This policy will take effect from date of approval by Council.