SENQU IDP 2022-2027

Contents

ANNEXURE 1: MUNICIPAL SECTOR PLANS, POLICIES & BY-LAWS

No	POLICY	DATE APPROVED/ REVIEWED	Resolution No	REVIEWAL DATE	RESPONSIBLE DEPARTMENT /PERSON	SIGN OFF MUNICIPAL MANAGER
GOOD GOVERNANCE AND PUBLIC PARTICIPATION						
1	Delegation Framework	27 February 2019		When required	Manager Strategic Support	
2	Communication & Information Disclosure	11/2005		When required	Manager Strategic Support	
3	Public Participation	4 July 2013	9.6.1	When required	Manager Stakeholder & IGR	
4	Vulnerable Groups Mainstreaming	4 July 2013	9.8.2	When required	Manager Stakeholder &IGR	
5	Customer Care Policy	2010		When required	Manager Stakeholder & IGR	
6	Customer Care Policy Statement	2010		When required	Manager Stakeholder &IGR	
7	Central Register Manual	27 March 2013	10.5 – 1.5	When required	Manager Council Support	Y
8	Records Management	27 March 2013	10.5-1.6	When required	Manager Council Support	Y
9	Communication Policy	27 October 2017		When required	Manager Strategic Support	
10	Social media	14 December 2018		When required	Manager Strategic Support	
11	Branding	14 December 2018		When required	Manager Strategic Support	
12	Internal Audit Charter	19 March 2018		Annually	Chief Audit Executive	
13	Audit Committee Charter	18 March 2018	Approved by audit committee	When required	Chief Audit Executive	
14	PAIA	29 May 2019	036/SCM/19	When required	Manager Strategic Support	
15	Anti-corruption strategy			When required	Manager Governance & Compliance	
16	Performance Management	2018		When required	Manager Governance & Compliance	
17	Risk Management Policy and Framework	30 May 2017	032/scm/17	When required	Manager Governance & Compliance	
MUNICIPAL TRANSFORMATION AND ORGANISATIONAL DEVELOPMNET						
18	Leave	26 February 2021	010/SCM/21	When required	HR,LR & Legal Manager	Y
19	Recruitment and Selection	26 February 2021	010/SCM/21	When required	HR,LR & Legal Manager	Y
20	Skills Development	26 February 2021	010/SCM/21	When required	HR,LR & Legal Manager	Y
21	Promotion, Demotion and Transfer	31 March 2015	10.7.2.1.1	When required	HR,LR & Legal Manager	Y
22	Bereavement	31 March 2015	10.7.2.1.1	When required	HR,LR & Legal Manager	Y
23	Career Development and Succession Planning	Annually (this policy must be appealed)		Policy must be repealed		
24	Renumeration	26 February 2021	010/SCM/21	When required	SEM, HR, LR & Legal Manager	Y

No	POLICY	DATE APPROVED/ REVIEWED	Resolution No	REVIEWAL DATE	RESPONSIBLE DEPARTMENT /PERSON	SIGN OFF MUNICIPAL MANAGER
25	Subsistence and Travel	26 May 2021	025/SCM/21	When required	LR & Legal Manager	Y
26	Employee's assistance Programme (EAP)	28 March 2014	10.3-1.1	When required	LR & Legal Manager	Y
27	Essential user scheme	29 September 2014	10.6.1	Annually	SEM	Y
28	Relocation	6 June 2016	7.1.3.1	Annually	LR & Legal Manager	Y
29	Perks/travelling allowance	26 May 2021	025/SCM/21	Annually	LR & Legal Manager	Y
30	Scarce Skills Renumeration	6 June 2016	7.1.3.1	When Required	LR & Legal Manager	Y
31	Housing Subsidy/Allowance Scheme Home Owners and Gap Market Employees	6 June 2016	7.1.2.1	Annually	LR & Legal Manager	Y
32	Cellular Phone and data allowance	26 February 2021	010/SCM/21	Annually	LR & Legal Manager	Y
33	Termination of Employment	28 July 2017	023/OCM/17	When required	LR & Legal Manager	Y
34	Training and Development	6 June 2016	7.1.3.1	When required	LR & Legal Manager	Y
35	Sexual Harassment	29 September 2015	10.1.1.1	When required	LR & Legal Manager	Y
36	Health and Safety	28 July 2017	023/OCM/17	When required	LR & Legal Manager & OHS Committee	Y
37	Sport, Recreation and Wellness	29 September 2015	10.1.1.	When required	LR & Legal Manager	Y
38	Alcohol and Drug abuse	29 September 2015	10.1.1.1	When required	LR & Legal Manager	Y
39	Affirmative Action and Employment Equity	28 March 2014		When required	LR & Legal Manager	Y
40	Attraction & Retention	28 March 2014	10.3.1.1	When required	LR & Legal Manager	Y
41	Disciplinary and Grievance Policy & Procedure	23 August 2018	051/SCM/18	When required	LR & Legal Manager	Y
42	Qualification Recognition	23 August 2018	051/SCM/18	When required	LR & Legal Manager	Y
43	Exit Interviews	2010				
44	Telephone Usage	27 March 2013	10.5-1.4	When required	Manager Council Support	Y
45	Housing	27 March 2013	10.5-1.8	When required	Manager Council Support	Y
46	Catering	31 March 2015	10.7.2.1	Annually	Manager Council Support	Y
47	Fleet Management	3 July 2009	8.5-3.2	When required	Manager Roads	
48	Use of Mayor & Speaker Vehicle	5 December 2014	10.7.3.1	When required	Manager Strategic Support	
FINANCIAL VIABILITY AND MANAGEMENT						
49	Supply Chain Management 2021-2022	26 May 2021		Annually	Manager SCM	Y
50	Debt Collection and Credit Control 2021-22	26 May 2021		Annually	Manager Revenue	Y
51	Asset Management and Insurance 2021-22	26 May 2021		Annually	Manager SCM	Y
52	Property Rates and Valuation 2021-22	26 May 2021		Annually	Manager Revenue	Y
53	Information System Security/IT Change Management Patch Management Privacy Network access Server Hardening Account Management	30 June 2016 All these policies form part on the one main IT policy	10.3.3.	When required	Manager ICT	

No	POLICY	DATE APPROVED/ REVIEWED	Resolution No	REVIEWAL DATE	RESPONSIBLE DEPARTMENT /PERSON	SIGN OFF MUNICIPAL MANAGER
	Policy Administration and Special access Physical security Portable computing Password Acceptable Use Virus Protection Vendor Access Network configuration Electronic Mail Software Liscencing					
54	Senqu ICT Strategic Plan 2021-22	26 May 2021		When required	Manager ICT	
55	Municipal Corporate Strategic ICT Governance Framework	26 May 2021		When required	Manager ICT	
56	Tariff & Services 2021-22	26 May 2021		Annually	Manager Revenue	
57	Disaster Recovery Plan Municipal Corporate Governance of information Communication Technology (MCGICT) Senqu Municipality Disaster Recovery Plan IT Data Backup Recovery & Retention IT Governance Charter IT Internal Audit Plan IT Management IT Operating Systems Security IT Project and Portfolio Management IT Risk Management IT Risk Register Template IT Security control IT SLA Management IT User Access Management IT Strategic Plan	30 June 2016	10.3.2	When required	Manager ICT	
58	Borrowing Funding Reserves 2021-22	26 May 2021		Annually	CFO	
59	Cash Management Balancing Investment 2021-22	26 May 2021		Annually	Manager Revenue	
60	Debt Incentive Scheme 2021-22	26 May 2021		Annually	Manager Revenue	
61	Impairments to debtors and the writing off Irrecoverable Debt 2021-22	26 May 2021		Annually	Manager Revenue	
62	Free Basic and Indigent 2021	26 May 2021		Annually	Manager Revenue	
63	Senqu Final Virement 2021-22	26 May 2021		Annually	Manager BTO	
64	Cost Containment Draft 2021-22	26 May 2021		Annually	CFO	
65	Liquidity 2021-22	26 May 2021		Annually	Manager BTO	
SPATIAL RATIONAL						
66	Subdivision, rezoning, consolidation and building	29 September 2015	10.4.1.1.		Manager Housing and Town Planning	
LOCAL ECONOMIC DEVELOPMENT						
67	Draft outdoor advertising and signage	Draft 2021		When required	Manager IPED	
68	Draft Street and Public Names	Draft 2021		When required	Manager IPED	

No	POLICY	DATE APPROVED/ REVIEWED	Resolution No	REVIEWAL DATE	RESPONSIBLE DEPARTMENT /PERSON	SIGN OFF MUNICIPAL MANAGER
69	Draft Trade and Investment	Draft 2018		When required	Manager IPED	
BASIC SERVICE DELIVERY AND INFRASTRUCTURE DEVELOPMENT						
70	Roads	26 June 2015	11 5.8	When required	Manager Roads	
71	Pauper Burial	2 November 2010	7.10-3.1	When required	Manager Community Services	
72	Use of Municipal Facilities	2010		When required	Manager Community Services	
73	EPWP Policy	25 October 2012		When required	Manager PMU	
74	EPWP Framework Phase 3	May 2016		When required	Manager PMU	
75	EPWP Framework Phase 4	2020		When required	Manager PMU	

BYLAWS

Bylaw	Gazette promulgated	Date
Building control 2017	4217	1 April 2019
Child care services 2017	4217	1 April 2019
Corporate identity 2017	4217	1 April 2019
Credit control and debt collection	4217	1 April 2019
Electricity supply 2017	4217	1 April 2019
Indigent support 2017	4217	1 April 2019
Keeping of animals, birds and poultry and businesses relating thereto 2017	4217	1 April 2019
Municipal Commonage 2017	4217	1 April 2019
Nuisance Control 2017	4217	1 April 2019
Outdoor advertising and signage 2017	4217	1 April 2019
Prevention of tampering with electrical installations and the improper and unathorised use of such installations 2017	4217	1 April 2019
Liquor Trading 2017	4217	1 April 2019
Property Rates 2017	4217	1 April 2019
Public Amenities 2017	4217	1 April 2019
Street lighting 2017	4217	1 April 2019
Tariffs 2017	4217	1 April 2019
Roads and streets 2017	4217	1 April 2019
Road traffic 2017	4217	1 April 2019
Business and street trading 2017	4217	1 April 2019
Wayleaves 2017	4217	1 April 2019
Waste Management 2017	4217	1 April 2019

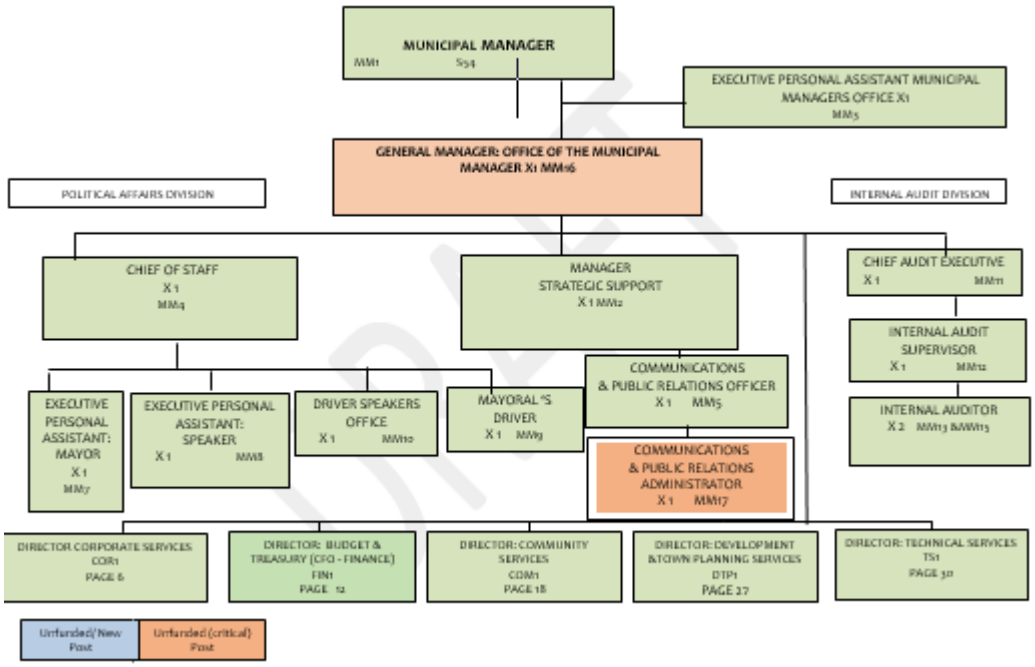
MUNICIPAL PLANS AND STRATEGIES

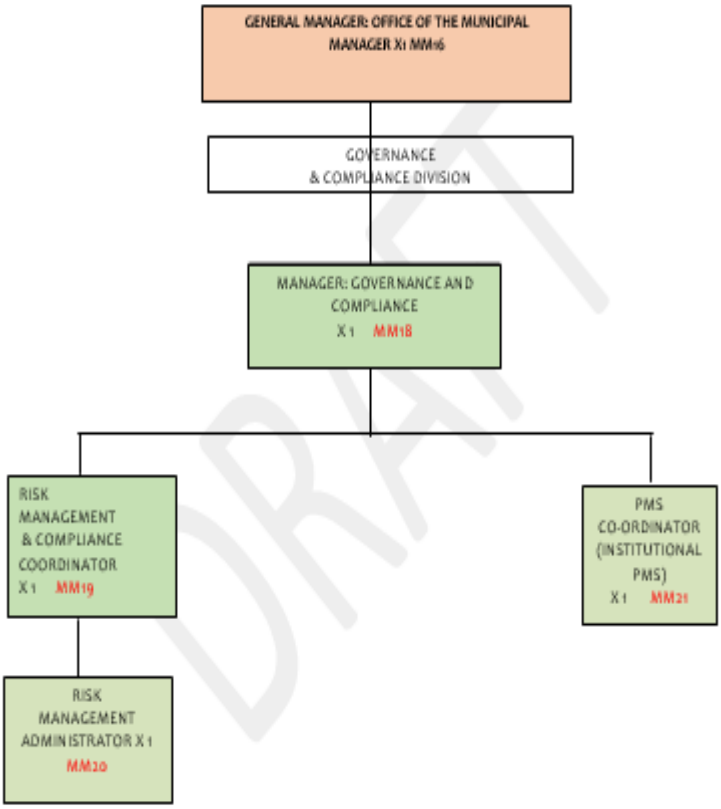
No	Plan or Strategy	Adoption date	Resolution No	Review when	Responsible Department
1	HIV & AIDS Strategy	27 March 2013	10.16.1	When required	Corporate Services
2	Communication Strategy 2016-2021	27 October 2017		Every 5 years	Municipal Managers
3	Spatial Development Framework	31 March 2017		Every 5 years	DTPS
4	Sterkspruit LSDF 2017	2017		When required	DTPS
5	Lady Grey LSDF 2020			When required	DTPS
6	Barkly East LSDF 2021			When required	DTPS
7	Housing Sector Plan 2020			When required	DTPS
8	Land Use Management System and Framework	31 March 2017		When required	DTPS
9	Fraud Prevention Plan	December 2018		When required	DTPS

No	Plan or Strategy	Adoption date	Resolution No	Review when	Responsible Department
10	LED Strategy 2018-2030	May 2018	To be reviewed 2021	Every 5 years	DTPS
11	Responsible Tourism Plan	May 2018	To be reviewed 2021	Every 5 years	DTPS
12	Sterkspruit Small town revitalisation	2016		When required	DTPS
13	Barkly East Small Town revitalisation Plan	2017		When required	DTPS
14	Integrated Waste Management Plan	Adopted 2018	No accepted by MEC . To be reviewed 2021/22	Every 5 years	Community Services
15	Air Quality Management Plan	Draft 2020		When required	Community Services
16	Environmental Management Plan	Draft 2020		When required	Community Services
17	Climate Change Strategy	Draft 2020		When required	Community Services
18	Disaster Management framework	30 May 2018		When required	Community Services
19	Disaster Management Plan	Draft 2020		When required	Community Services
20	5 Year financial Plan	Adopted May 2017 and reviewed annually with IDP		Every 5 years	Finance
21	Work Place Skills Plan	Adopted annually		Annually	Corporate Services
22	Employment Equity Plan	November 2016		Every 5 years	Corporate Services
23	HR Strategy	29 May 2020		Every 5 years	Corporate Services
24	Organogram	Reviewed annually and adopted with IDP		Annually	
25	Water Services Development Plan, Waster Resources Plan, Forestry Plan	Utilise JGDM		Every 5 years	JGDM
26	Integrated Transport Plan	Not a transport authority. Utilise JGDM		Every 10 years	JGDM
27	Energy Master Plan	Not a REDS			
28	Area Based Plans (Land Reform)	Not applicable as not DM. utilise JGDM		Every 10 years	JGDM
29	Municipal turnaround strategy	Completed		N/A	
30	Infrastructure Investment Plan (EPWP)	Yes as part of 3 yr CIP and EPWP projects		Every 5 years	Technical Services
31	Road and Stormwater Master Plan	2008		When required	Technical Services
32	Commonage Plan	2017		When required	Community Services

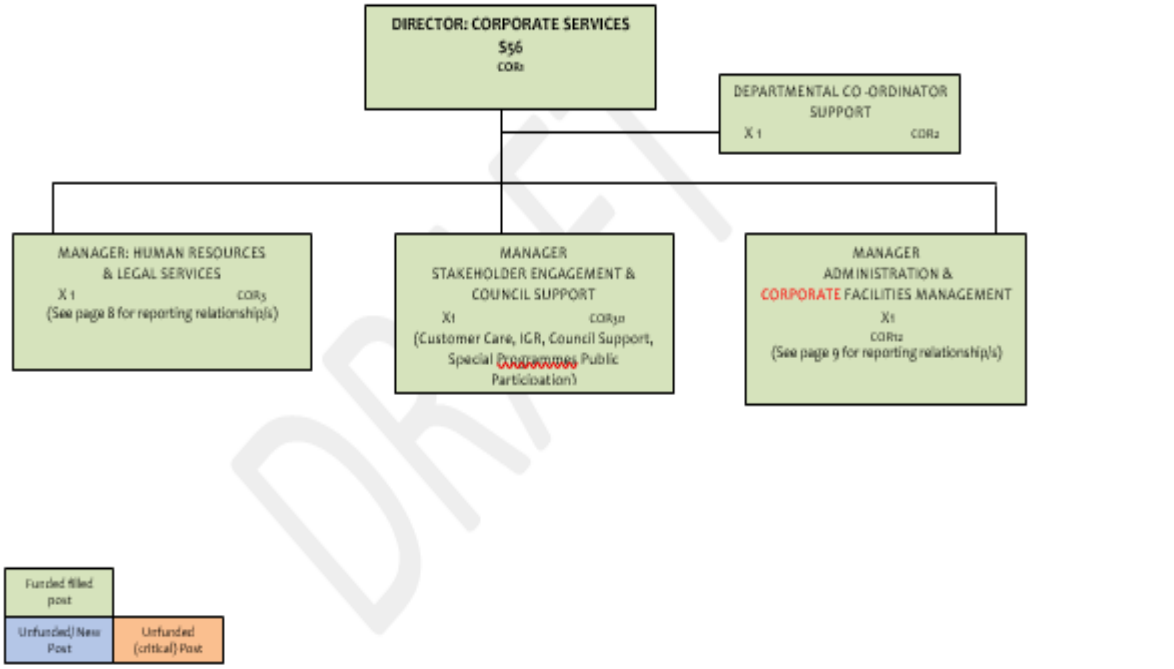
ANNEURE 2: ABRIDGED ORGANOGRAM

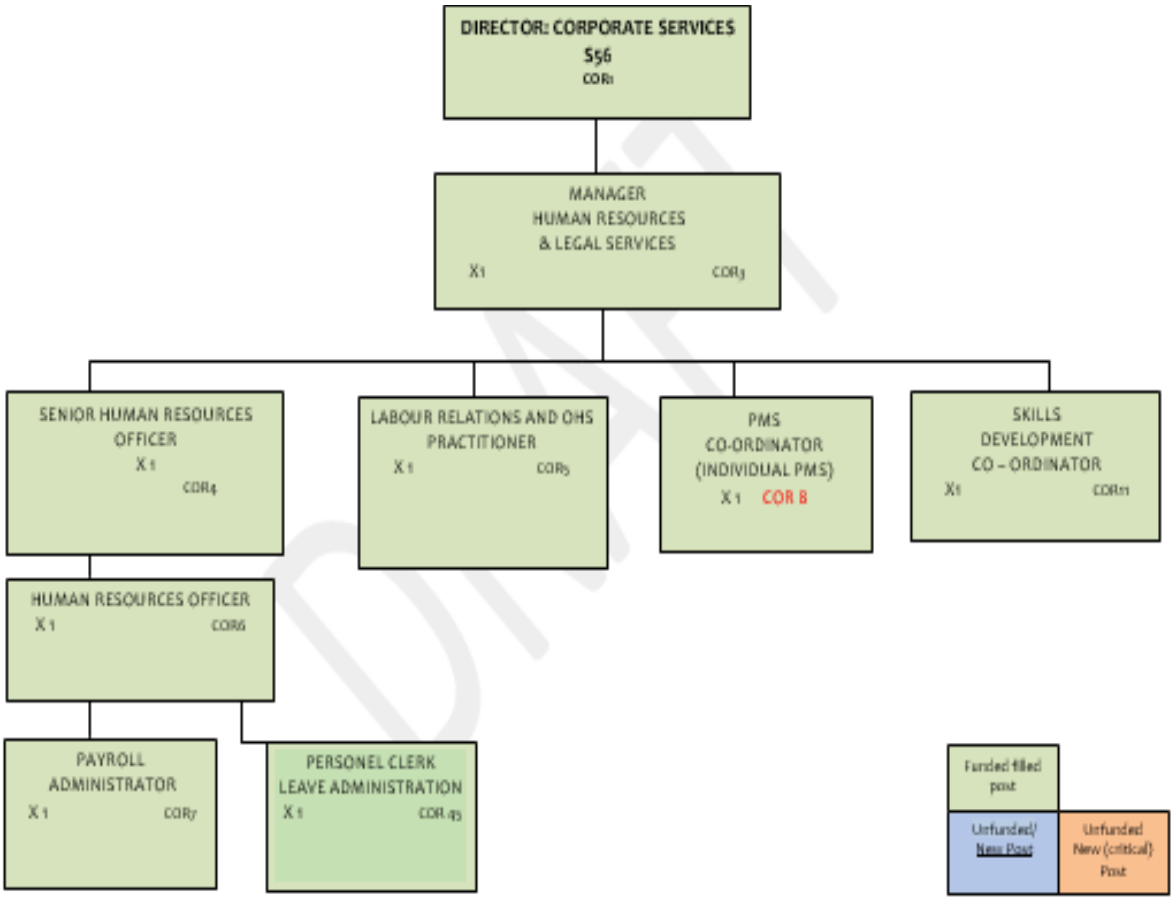
Municipal Managers Office

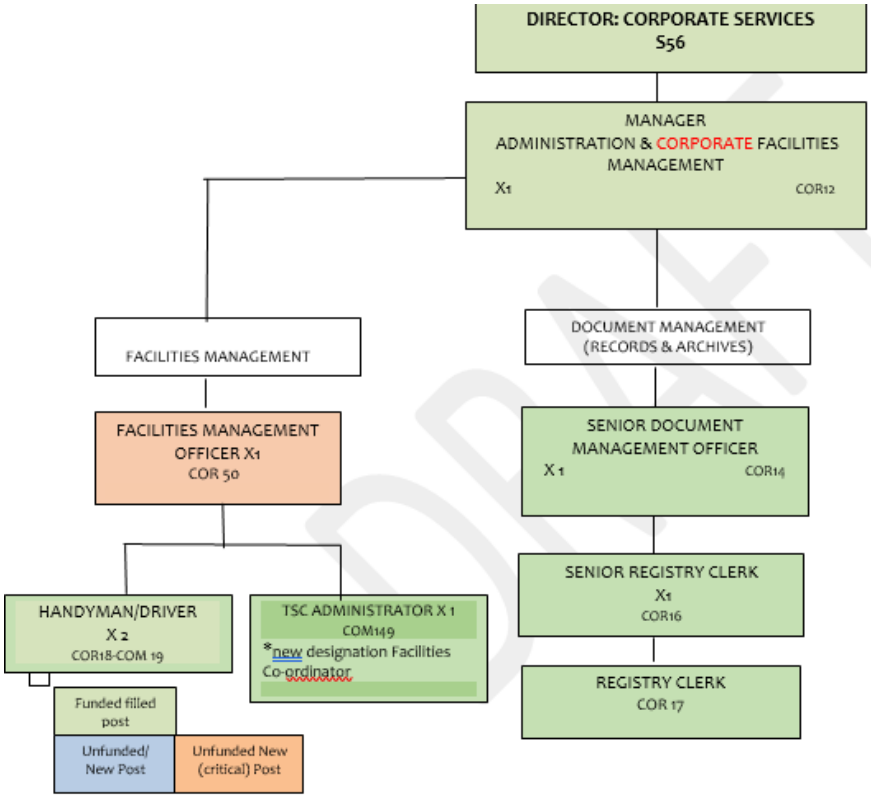


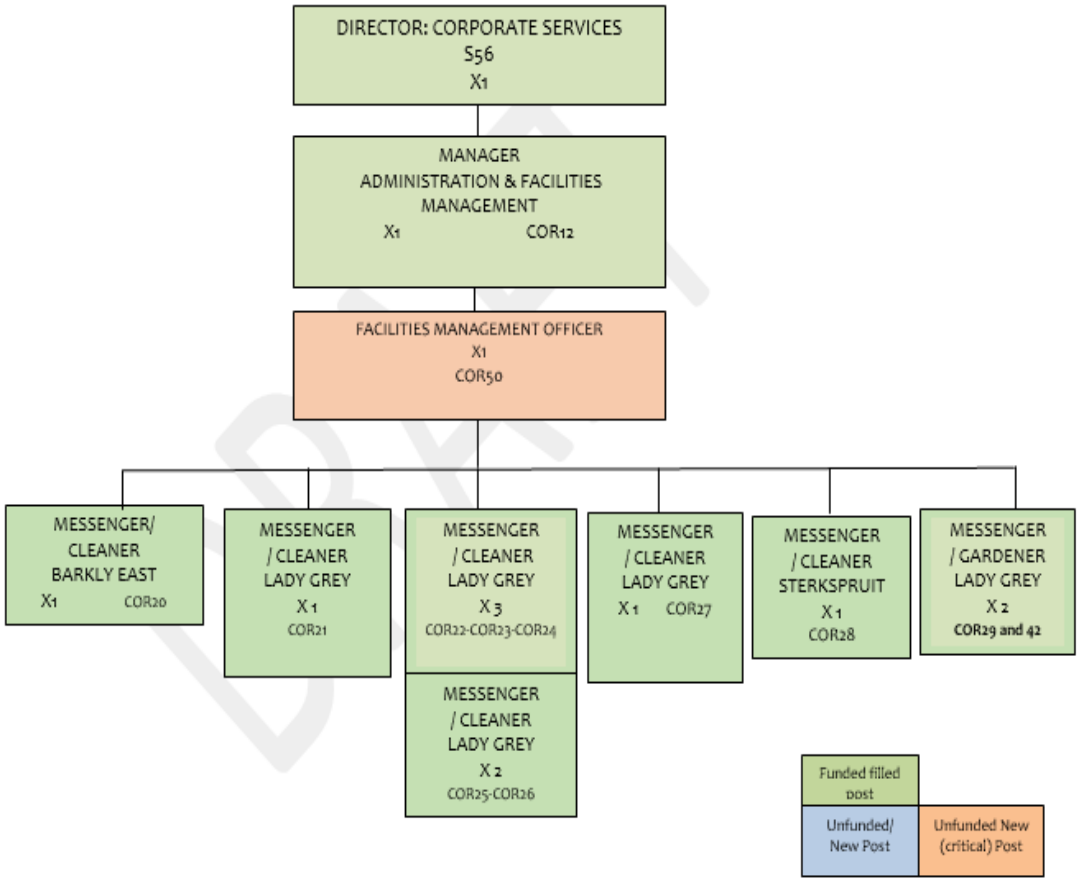


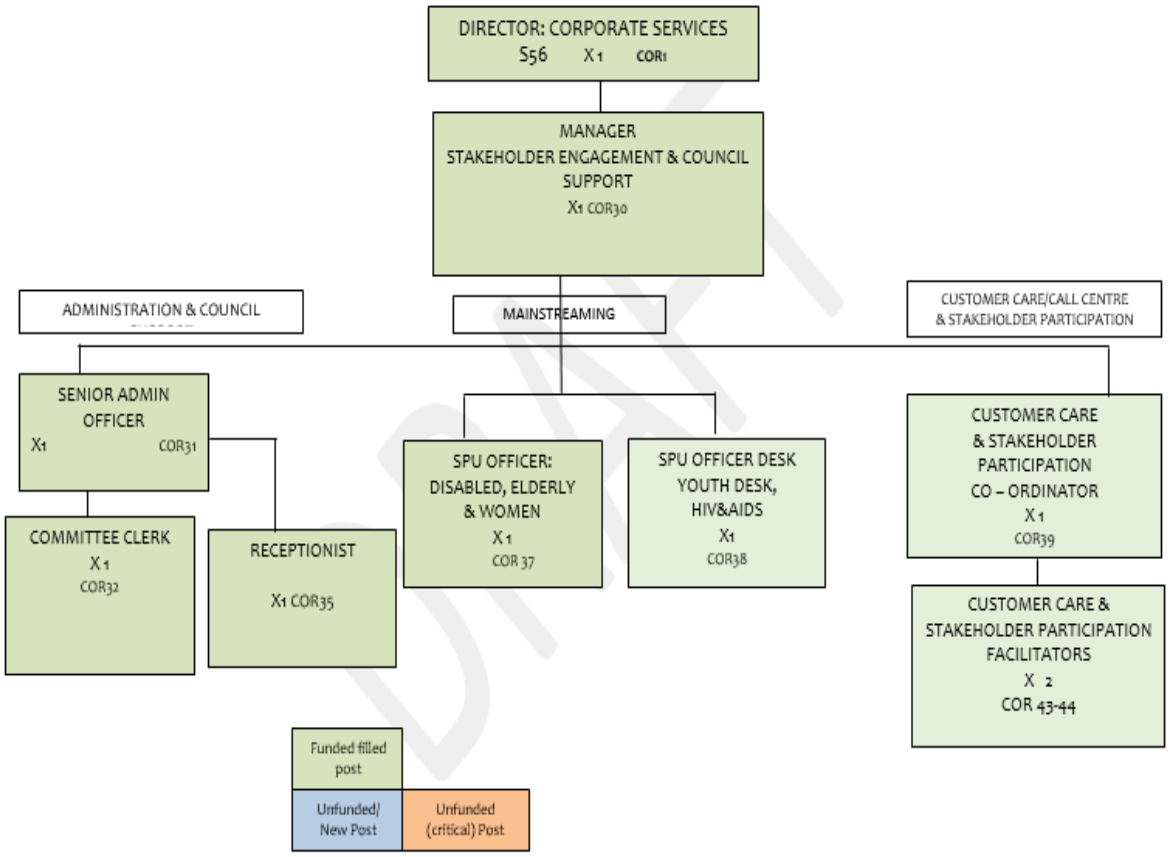
CORPORATE SERVICES DIRECTORATE



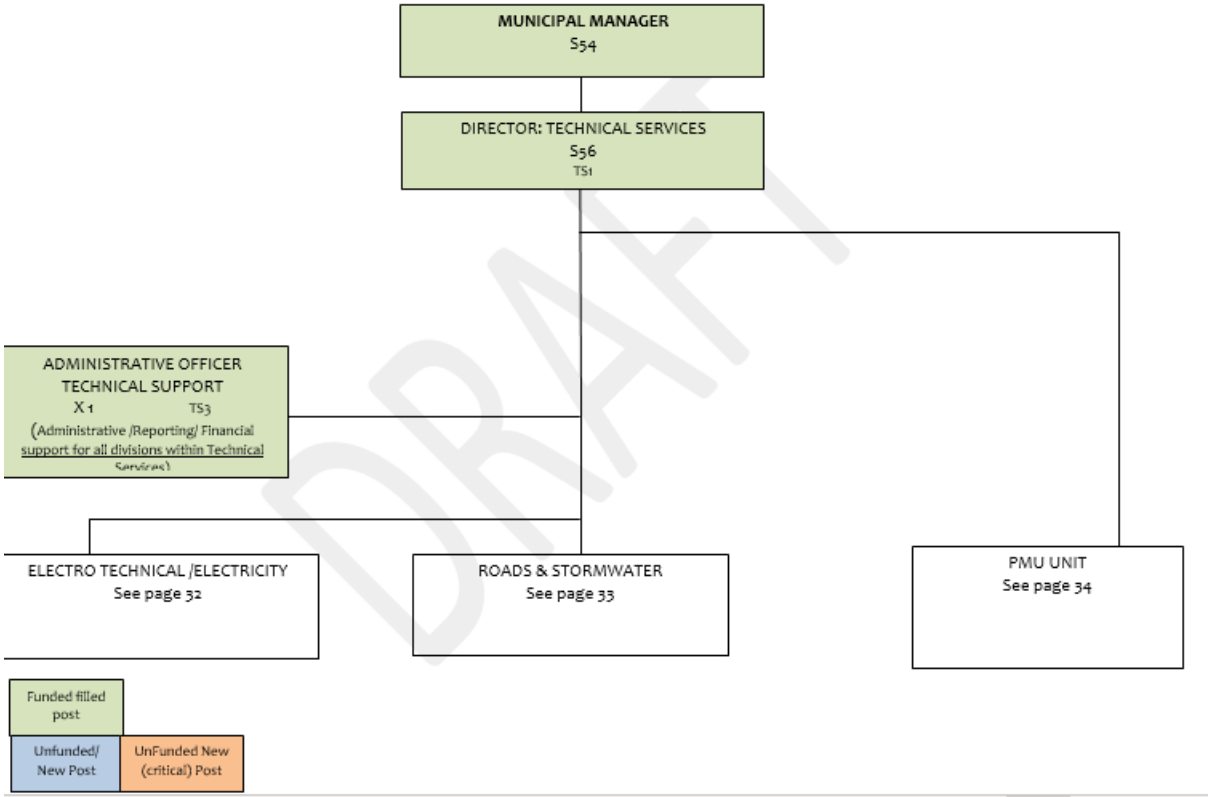


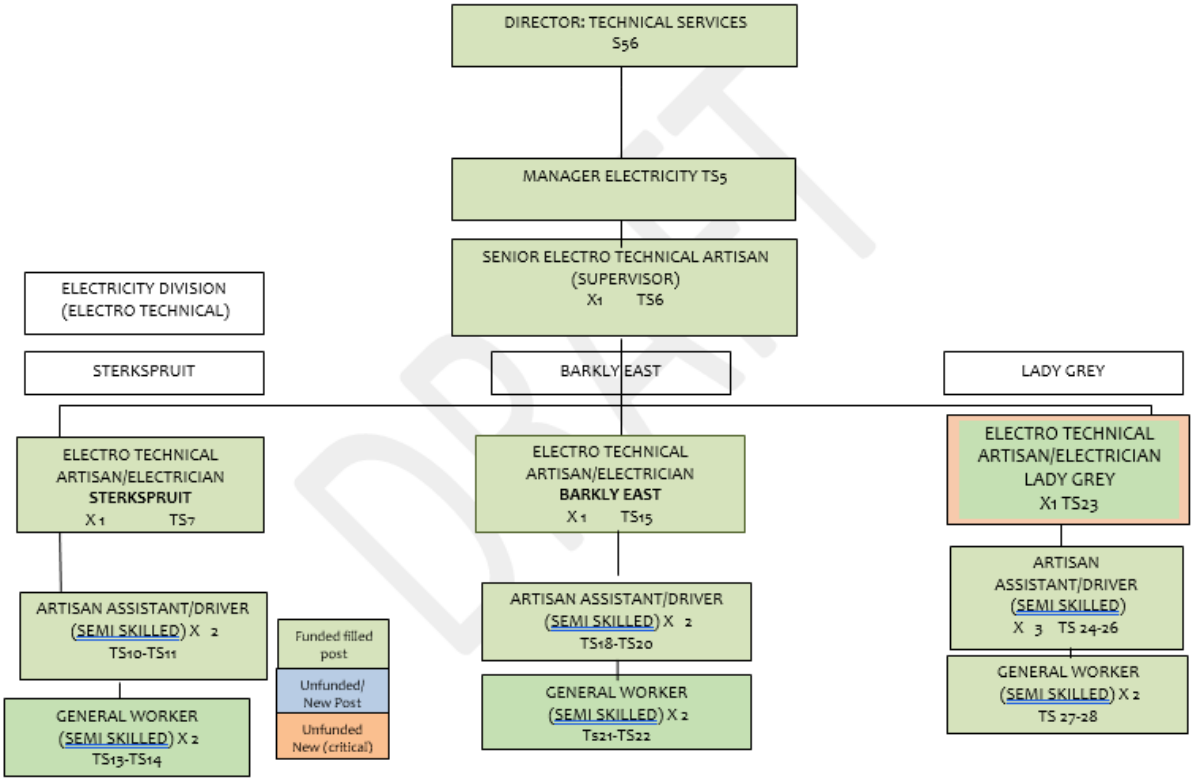

DIRECTOR: CORPORATE SERVICES
S56
MANAGER
ADMINISTRATION & CORPORATE FACILITIES
MANAGEMENT
X1
COR12
FACILITIES MANAGEMENT
DOCUMENT MANAGEMENT
(RECORDS & ARCHIVES)
FACILITIES MANAGEMENT
OFFICER X1
COR 50
SENIOR DOCUMENT
MANAGEMENT OFFICER
X 1
COR14
SENIOR REGISTRY CLERK
X1
COR16
HANDYMAN/DRIVER
X 2
COR18-COM 19
TSC ADMINISTRATOR X 1
COM149
*new designation Facilities
Co-ordinator
REGISTRY CLERK
COR 17
Funded filled
post
Unfunded/
New Post
Unfunded New
(critical) Post

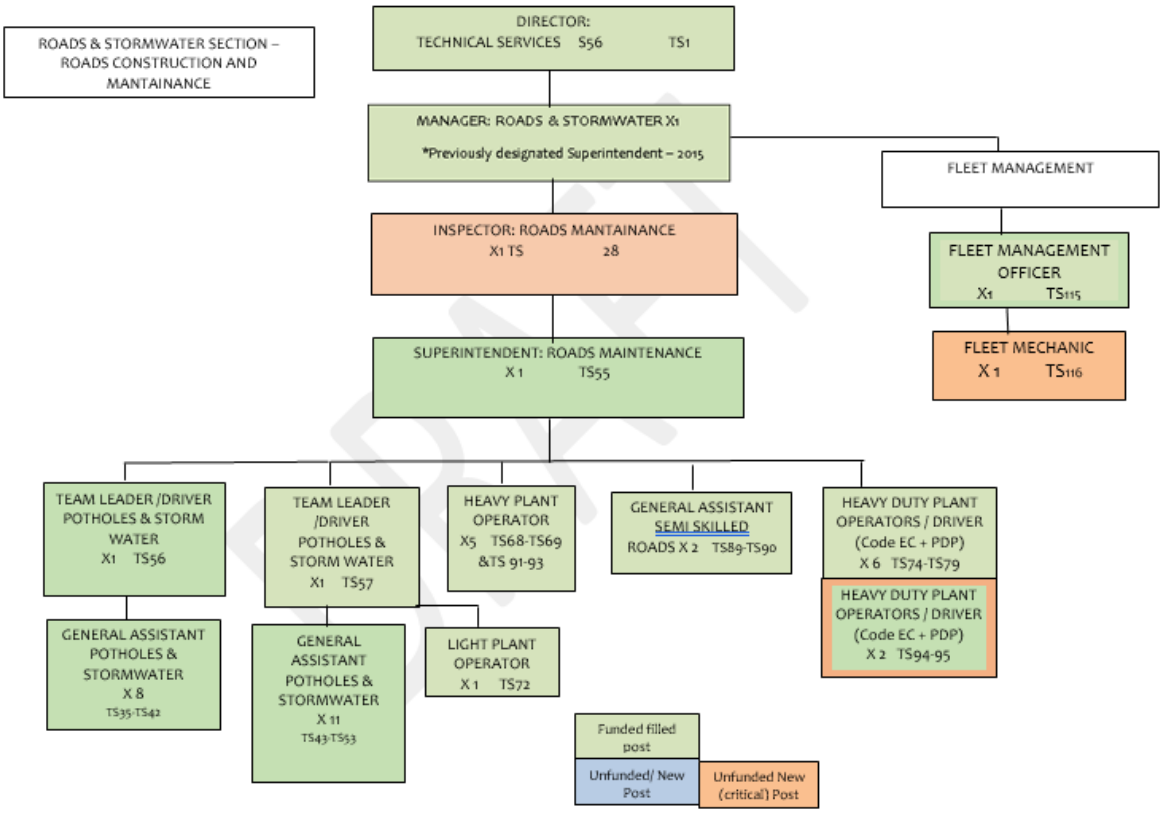

DIRECTOR: CORPORATE SERVICES
S56
X1
MANAGER
ADMINISTRATION & FACILITIES
MANAGEMENT
X1
COR12
FACILITIES MANAGEMENT OFFICER
X1
COR50
MESSENGER/
CLEANER
BARKLY EAST
X1
COR20
MESSENGER
/ CLEANER
LADY GREY
X 1
COR21
MESSENGER
/ CLEANER
LADY GREY
X 3
COR22-COR23-COR24
MESSENGER
/ CLEANER
LADY GREY
X 2
COR25-COR26
MESSENGER
/ CLEANER
LADY GREY
X 1
COR27
MESSENGER
/ CLEANER
STERKSPRUIT
X 1
COR28
MESSENGER
/ GARDENER
LADY GREY
X 2
COR29 and 42
Funded filled
post
Unfunded/
New Post
Unfunded New
(critical) Post

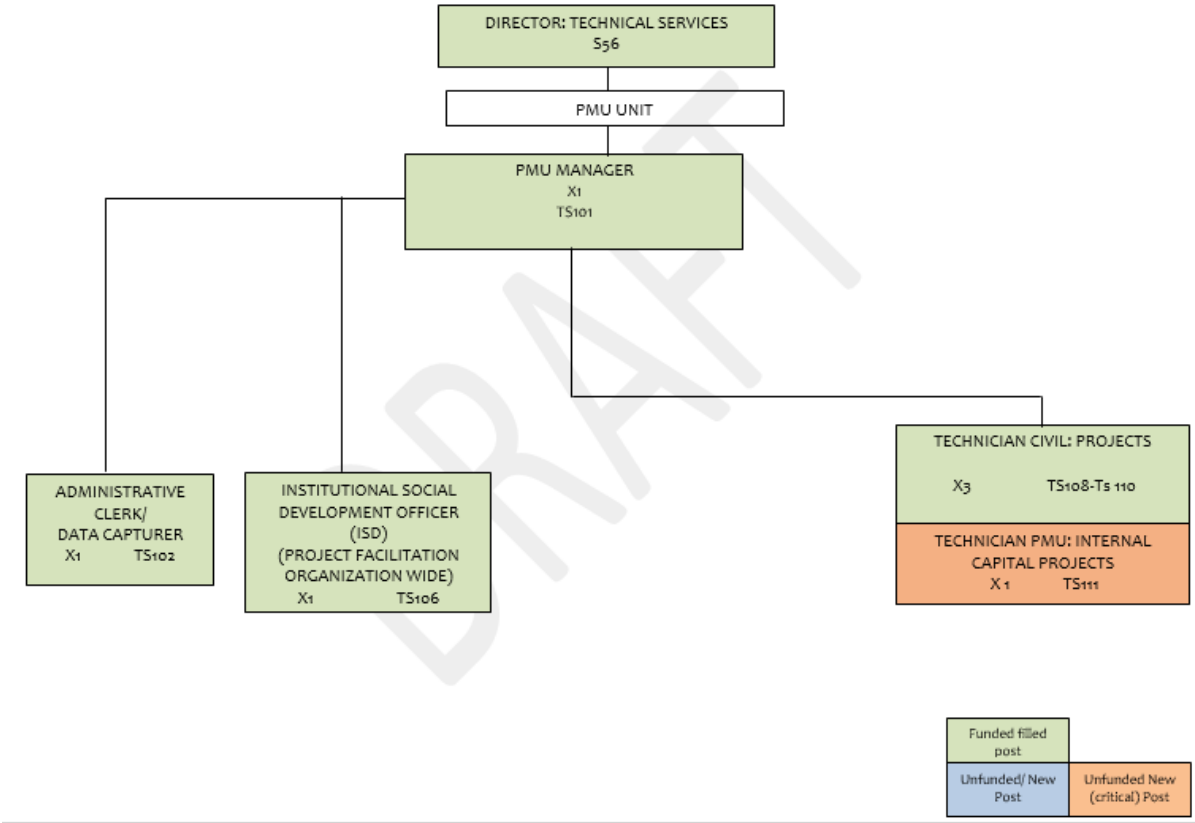


TECHNICAL SERVICES DIRECTORATE

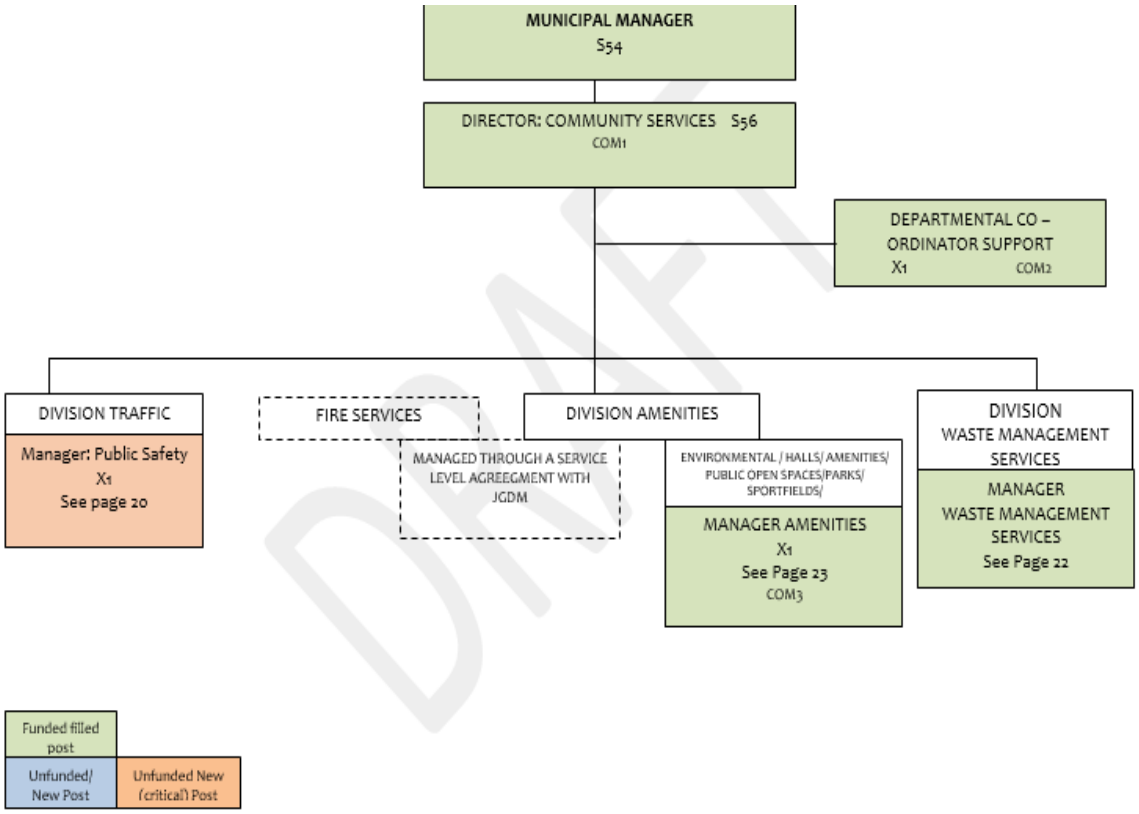


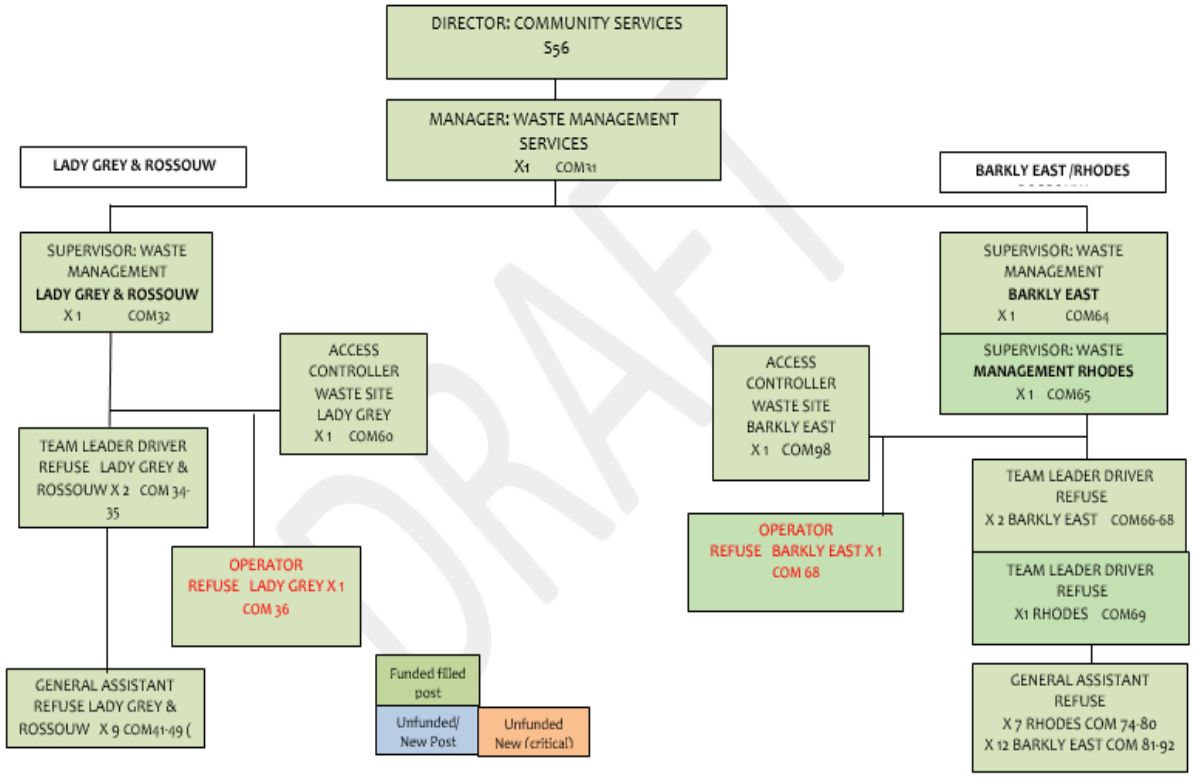

DIRECTOR: TECHNICAL SERVICES
S56
MANAGER ELECTRICITY TS5
SENIOR ELECTRO TECHNICAL ARTISAN
(SUPERVISOR)
X1 TS6
ELECTRICITY DIVISION
(ELECTRO TECHNICAL)
STERKSPRUIT
BARKLY EAST
LADY GREY
ELECTRO TECHNICAL ARTISAN/ELECTRICIAN
STERKSPRUIT
X 1 TS7
ELECTRO TECHNICAL ARTISAN/ELECTRICIAN
BARKLY EAST
X 1 TS15
ELECTRO TECHNICAL ARTISAN/ELECTRICIAN
LADY GREY
X1 TS23
ARTISAN ASSISTANT/DRIVER
(SEMI SKILLED) X 2
TS10-TS11
ARTISAN ASSISTANT/DRIVER
(SEMI SKILLED) X 2
TS18-TS20
ARTISAN ASSISTANT/DRIVER
(SEMI SKILLED)
X 3 TS 24-26
GENERAL WORKER
(SEMI SKILLED) X 2
TS13-TS14
GENERAL WORKER
(SEMI SKILLED) X 2
Ts21-TS22
GENERAL WORKER
(SEMI SKILLED) X 2
TS 27-28
Funded filled post
Unfunded/ New Post
Unfunded New (critical)

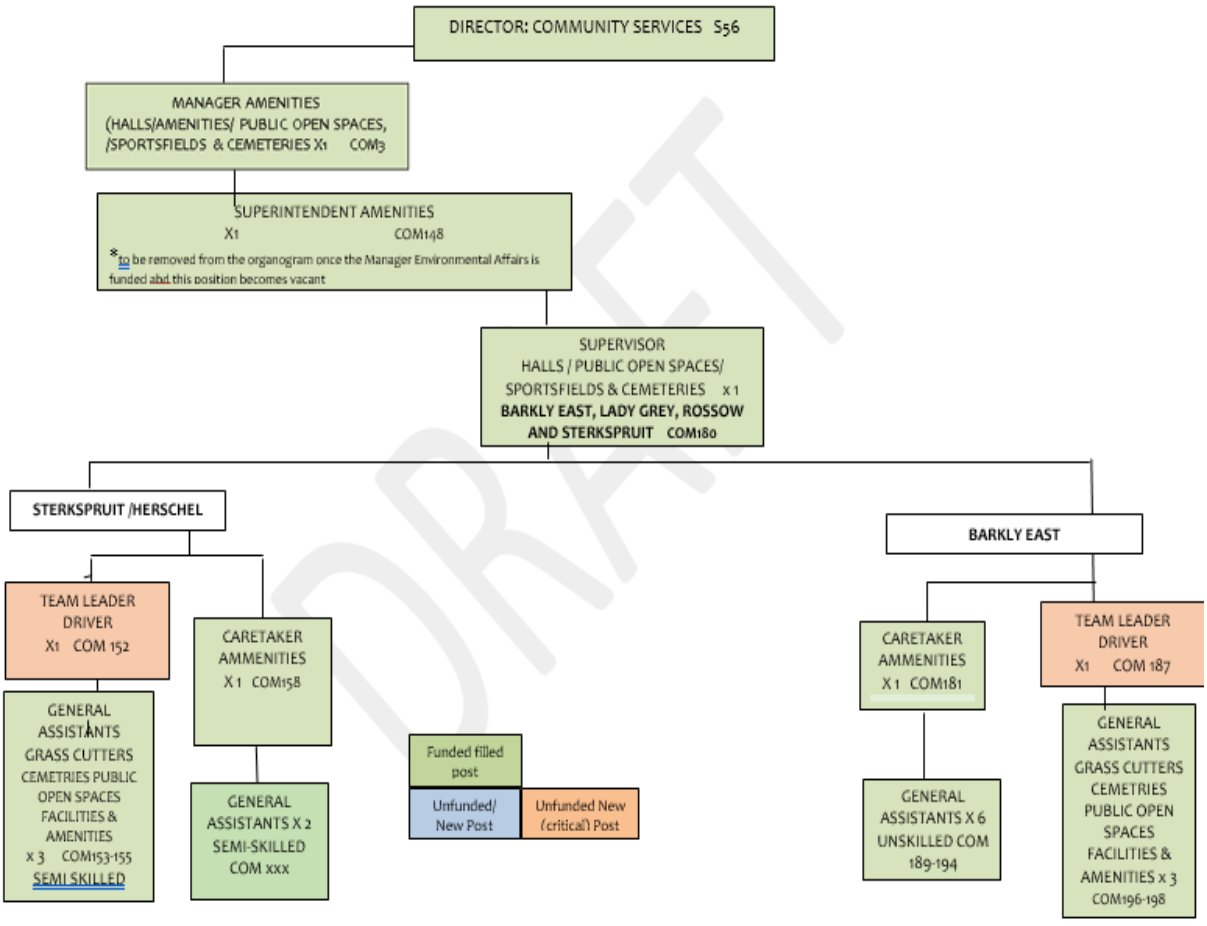

ROADS & STORMWATER SECTION – ROADS CONSTRUCTION AND MANTAINANCE
DIRECTOR:
TECHNICAL SERVICES S56 TS1
MANAGER: ROADS & STORMWATER X1
*Previously designated Superintendent – 2015
FLEET MANAGEMENT
INSPECTOR: ROADS MANTAINANCE
X1 TS 28
FLEET MANAGEMENT OFFICER
X1 TS115
SUPERINTENDENT: ROADS MAINTENANCE
X 1 TS55
FLEET MECHANIC
X 1 TS116
TEAM LEADER /DRIVER POTHOLES & STORM WATER
X1 TS56
TEAM LEADER /DRIVER POTHOLES & STORM WATER
X1 TS57
HEAVY PLANT OPERATOR
X5 TS68-TS69 &TS 91-93
GENERAL ASSISTANT
SEMI SKILLED
ROADS X 2 TS89-TS90
HEAVY DUTY PLANT OPERATORS / DRIVER
(Code EC + PDP)
X 6 TS74-TS79
HEAVY DUTY PLANT OPERATORS / DRIVER
(Code EC + PDP)
X 2 TS94-95
GENERAL ASSISTANT POTHOLES & STORMWATER
X 8
TS35-TS42
GENERAL ASSISTANT POTHOLES & STORMWATER
X 11
TS43-TS53
LIGHT PLANT OPERATOR
X 1 TS72
Funded filled post
Unfunded/ New Post
Unfunded New (critical) Post

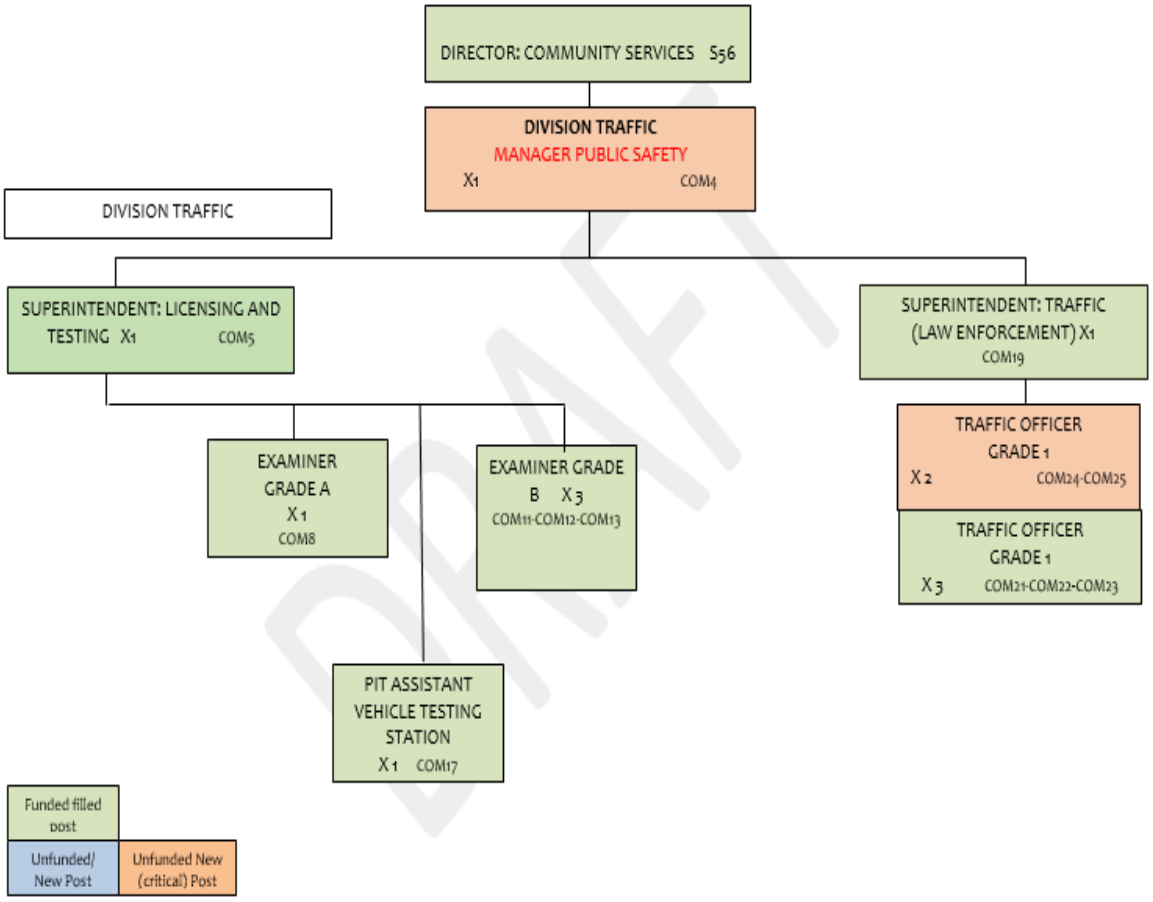


COMMUNITY SERVICES

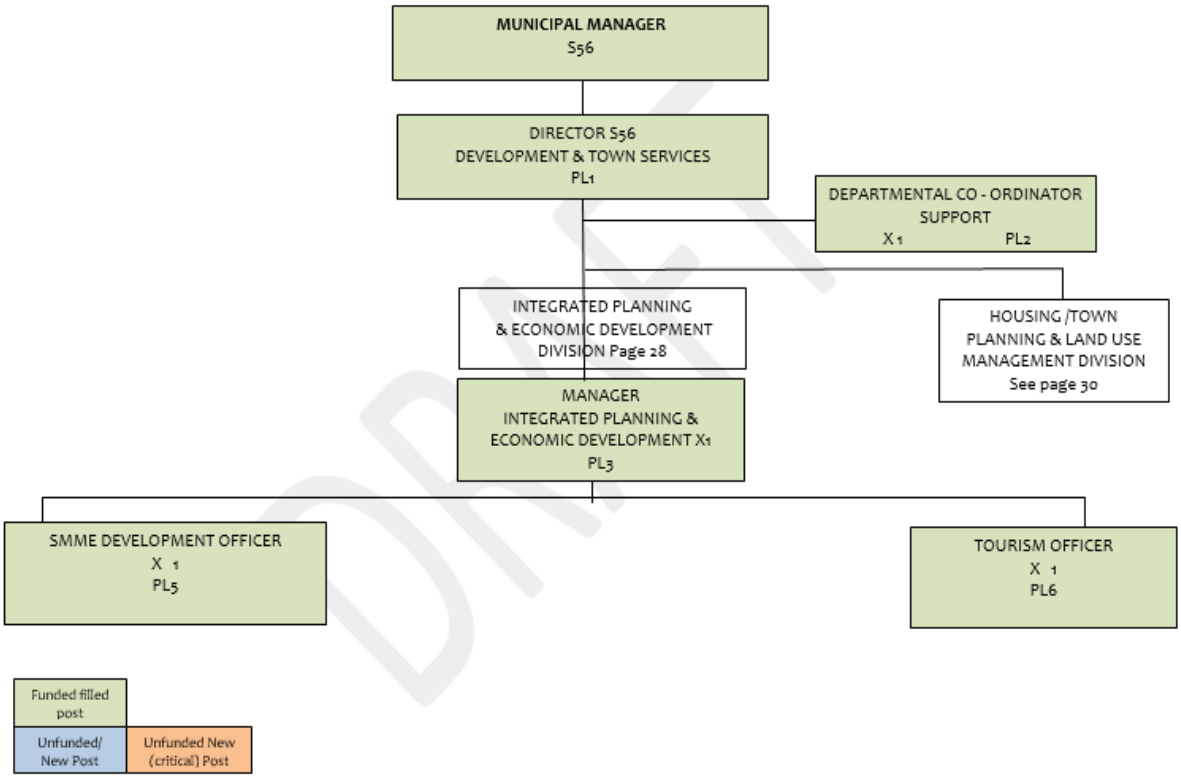


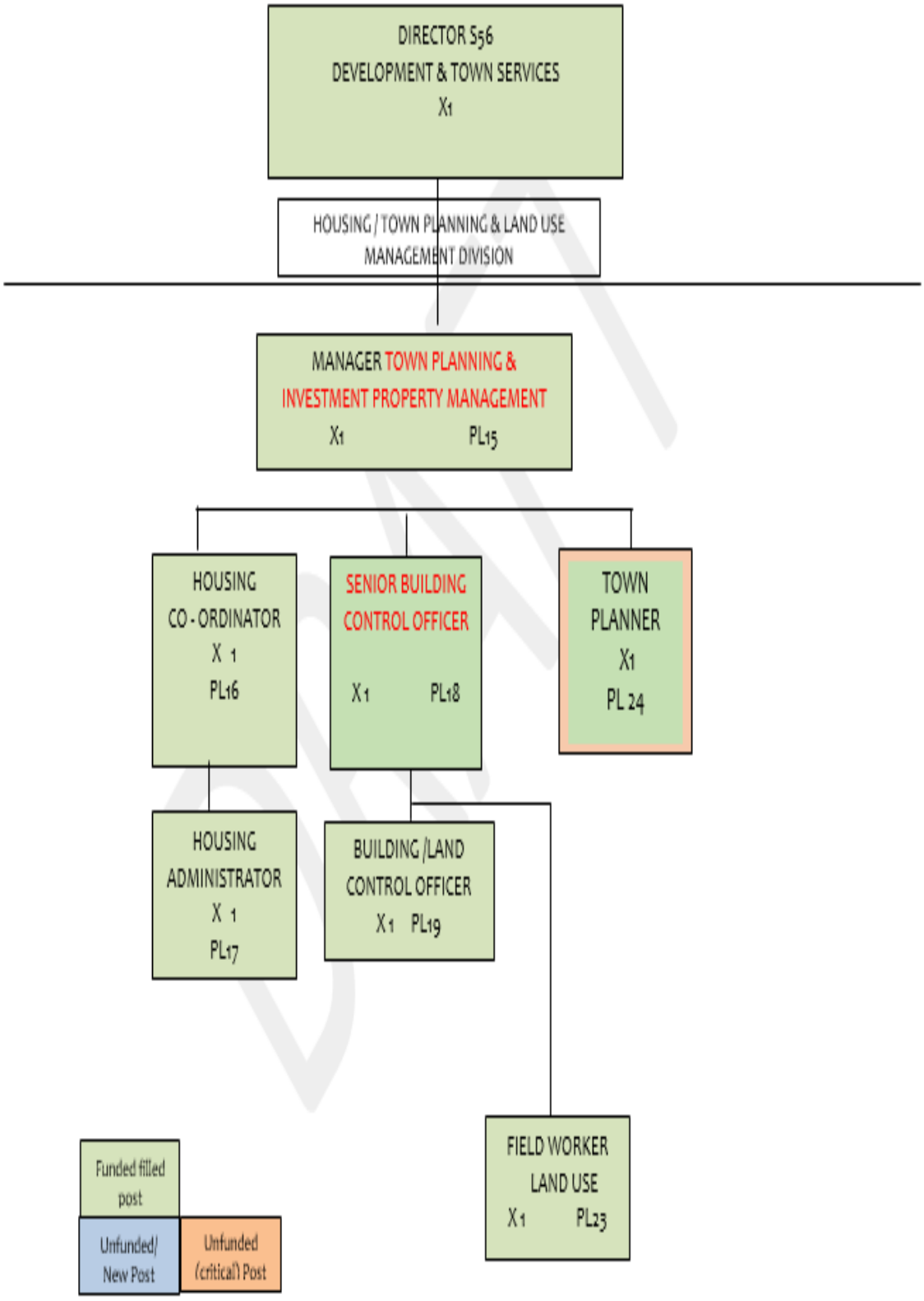

DIRECTOR: COMMUNITY SERVICES
S56
MANAGER: WASTE MANAGEMENT SERVICES
X1 COM31
LADY GREY & ROSSOUW
BARKLY EAST /RHODES
SUPERVISOR: WASTE MANAGEMENT
LADY GREY & ROSSOUW
X 1 COM32
ACCESS CONTROLLER WASTE SITE LADY GREY
X 1 COM60
TEAM LEADER DRIVER REFUSE LADY GREY & ROSSOUW X 2 COM 34-35
OPERATOR REFUSE LADY GREY X 1 COM 36
GENERAL ASSISTANT REFUSE LADY GREY & ROSSOUW X 9 COM41-49 (
ACCESS CONTROLLER WASTE SITE BARKLY EAST
X 1 COM98
OPERATOR REFUSE BARKLY EAST X 1 COM 68
SUPERVISOR: WASTE MANAGEMENT
BARKLY EAST
X 1 COM64
SUPERVISOR: WASTE MANAGEMENT RHODES
X 1 COM65
TEAM LEADER DRIVER REFUSE
X 2 BARKLY EAST COM66-68
TEAM LEADER DRIVER REFUSE
X1 RHODES COM69
GENERAL ASSISTANT REFUSE
X 7 RHODES COM 74-80
X 12 BARKLY EAST COM 81-92
Funded filled post
Unfunded/ New Post
Unfunded New (critical)


DIRECTOR: COMMUNITY SERVICES S56
MANAGER AMENITIES (HALLS/AMENITIES/ PUBLIC OPEN SPACES, /SPORTSFIELDS & CEMETERIES X1 COM3
SUPERINTENDENT AMENITIES
X1 COM148
*to be removed from the organogram once the Manager Environmental Affairs is funded abd this position becomes vacant
SUPERVISOR HALLS / PUBLIC OPEN SPACES/ SPORTSFIELDS & CEMETERIES X 1
BARKLY EAST, LADY GREY, ROSSOW AND STERKSPRUIT COM180
STERKSPRUIT /HERSCHEL
BARKLY EAST
TEAM LEADER DRIVER
X1 COM 152
CARETAKER AMMENITIES
X 1 COM158
GENERAL ASSISTANTS GRASS CUTTERS CEMETRIES PUBLIC OPEN SPACES FACILITIES & AMENITIES
x 3 COM153-155
SEMI SKILLED
GENERAL ASSISTANTS X 2 SEMI-SKILLED COM xxx
CARETAKER AMMENITIES
X 1 COM181
TEAM LEADER DRIVER
X1 COM 187
GENERAL ASSISTANTS X 6 UNSKILLED COM 189-194
GENERAL ASSISTANTS GRASS CUTTERS CEMETRIES PUBLIC OPEN SPACES FACILITIES & AMENITIES x 3 COM196-198
Funded filled post
Unfunded/ New Post
Unfunded New (critical) Post



Development and Town Planning services Directorate




DIRECTOR S56
DEVELOPMENT & TOWN SERVICES
X1
HOUSING / TOWN PLANNING & LAND USE MANAGEMENT DIVISION
MANAGER TOWN PLANNING & INVESTMENT PROPERTY MANAGEMENT
X1 PL15
HOUSING CO - ORDINATOR
X 1
PL16
SENIOR BUILDING CONTROL OFFICER
X1 PL18
TOWN PLANNER
X1
PL 24
HOUSING ADMINISTRATOR
X 1
PL17
BUILDING /LAND CONTROL OFFICER
X1 PL19
FIELD WORKER LAND USE
X1 PL23
Funded filled post
Unfunded/ New Post
Unfunded (critical) Post

ANNEXURE 3: STAKEHOLDER REGISTER

DEPARTMENT	CONTACT PERSON	TEL NO.	FAX NO.	Email & Address
SECTOR DEPARTMENTS				
Education	Mr L.M. Fatyela: *ENIE Manager*	051 6110 172 078 7780 649	051 6 110 364 086 5163 966	lindafatyela@ecdoe.gov.za
Health	Dr Luvuyo Bayeni	051 633 9603	051 6341 833	P/Bag x1005 Aliwal North 9750 lbayeni@gmail.com
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		55		
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Eastern Cape Development Corporation	Rory Haschick Sector Manager: Tourism, Renewable Energy & Aquaculture	043-7045710 834103099	043-7436036	ECDC house, Ocean Terrace Park, Quigney, East London rory@ecdc.co.za

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SPU

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Senqu Youth Council		
Senqu Council for the elderly		
Senqu Council for disabilities		

WARD CLLRS & WARD COMMITTEES

MEDIA

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	Ekephini FM	

RATEPAYERS

Contact Person	Organisation	Contact detail
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	Sterkspruit rate Payers	
	Lady Grey rate payers	

AGRICULTURAL ORGANISATIONS

Contact Person	Organisation	Contact detail
	Barkly East Emerging Farmers	
Pitso	Lady Grey Emerging Farmers	
Ivor Isted	New England Agricultural Union	
	Clanville Agricultural union	
	Lady Grey Agricultural Unions	
	Rhodes Agricultural Union	
G.Greyvenstein	Barkly East agricultural union	
	NWGA	
	DICLA Training and Projects	facebook@dicla 045 838 1904
Nopeace Sefatsa	Imbumba Beef Production Primary co-operative	njsefatsa@gmail.com 076 854 6609

FUNDING AGENCIES

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	SEDA	tnosilana@seda.org.za bmpahlwa@seda.org.za
Craig Goliath Mzwandile Peme (LED Manager) Wanda Tyali (LED Manager)	Office of the Premier	040 940 7253 mzwandile.peme@ecogta.gov.za 071 689 6445 wanda.tyali@ecogta.gov.za 082 8291788
	Community Enterprise Fund	Nyika Sitole 061 2099029 Nosipho Mdakane 076 431 8222
Oswell Poto	Tulaspark (recycling)	oswell@tulaspark.co.za

OTHER AGENCIES

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	SARS	engagementsbfn@sars.gov.za
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Kath Isted	New England Wartrail CTO	
Margie Murray	Rhodes Tourism information office	
Dalene Oertel	Lady Grey Tourism CTO	

CUSTOMER CARE & PUBLIC PARTICIPATION

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ANNEXURE 4: CUSTOMER CARE

Customer Service Policy Statement: Providing Goods and Services to Residents of Senqu Municipality

1. Our mission

The mission of Senqu Municipality is to provide community services that enhance our valued quality of life through equitable delivery of services; effective stewardship of our unique physical environment; cooperative planning and resources development and fiscal responsibility."

2. Our commitment In fulfilling our mission, Senqu municipality strives at all times to provide its goods and services in a way that is transparent, affordable, efficient , effective and relevant to the individual residents' need and respects their dignity and independence.

3. Providing goods and services Senqu Municipality is committed to excellence in serving all customers including people with disabilities and we will carry out our functions and responsibilities in the following areas:

3.1 Communication We will communicate with people with disabilities in ways that take into account their disability. We will train staff who communicate with customers on how to interact and communicate with people with various types of disabilities. We will communicate with people in their own language We will communicate in a concise manner avoiding all jargon to enable the customer to fully comprehend and understand the communication.

3.2 Telephone services We are committed to providing fully accessible telephone service to our customers. We will train staff to communicate with customers over the telephone in clear and plain language and to speak clearly and slowly.

3.3 Billing We are committed to providing accessible invoices to all of our customers. For this reason, invoices will be provided in the following formats upon request: Hard copy or e-mail. We will answer any questions customers may have about the content of the invoice in person, by telephone or e - mail.

3.4 Goods and services provided • Buying of pre-paid electricity • Grave plot applications • Building plans • Town Planning zoning applications • Cutting of grass on verges and parks • Hire of commonage for grazing • Hire of community halls • Buying of vehicle licence discs • Change of ownership of vehicles • Writing of Learners Drivers liscence • Driving Licence tests • Electrical connections • Hiring of stadiums and sport facilities • Street signs • Impounding of stray animals • Storm water drainage • Street and access road maintenance • Business applications

4. Notice of temporary disruption Senqu Municipality will provide customers with notice in the event of a planned or unexpected disruption in the facilities or services. This notice will include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available. The notice will be placed at all public entrances and service counters on our premises.

5. Training for staff Senqu Municipality will provide training to all employees, volunteers and others who deal with the public or other third parties on their behalf, and all those who are involved in the development and approvals of customer service policies, practices and procedures. Applicable staff will be trained on policies, practices and procedures that affect the way goods and services are provided. Staff will also be trained on an ongoing basis when changes are made to these policies, practices and procedures.

6. Feedback process The ultimate goal of Senqu Municipality is to meet and surpass customer expectations. Comments on our services regarding how well those expectations are being met are welcome and appreciated. Feedback regarding the way Senqu Municipality provides goods and services can be made by e-mail, verbally, suggestion box and feedback card. All feedback will be directed to the Customer Care Officer. Customers can expect to hear back in 3 working days. Complaints will be addressed according to complaint categories already established in our municipal's complaint management procedures.

7. Modifications to this or other policies We are committed to developing customer service policies that respect and promote the dignity and independence of people. Therefore, no changes will be made to this policy before considering the impact on the people concerned and discussing the proposed changes with them.

8. Questions about this policy This policy exists to achieve service excellence to customers. If anyone has a question about the policy, or if the purpose of a policy is not understood, an explanation should be provided by, or referred to the Customer Care Officer.

CUSTOMER CARE POLICY (condensed)

3. OBJECTIVES OF THE POLICY

With this policy Senqu Municipality aims to achieve the following objectives: ▪ To fulfil the human right of every citizen to be treated with dignity and respect ▪ To foster quality customer service standards for all citizens of the municipality ▪ To ensure satisfactory service delivery for the customers of the municipality ▪ To make people aware that the municipality values and encourages their input in activities of the municipality ▪ To promote equality, courtesy and delivering on the mandate of government for all our customers ▪ To comply with legislation ▪ To provide a quality service to all stakeholders interacting with the Municipality – the public, service providers, contractors, fellow staff members in every department and other government agencies. ▪ To ensure that customers are provided with the relevant information as and when is needed in the appropriate format. ▪ To ensure customer complaints are addressed promptly, timeously and to the full satisfaction of the client ▪ To ensure that customers, both internal and external to the Municipality receive a consistent and fair treatment at all times. ▪ To reduce financial and time costs incurred arising from poor customer service due to repeat calls from and to customers ▪ To equip our staff with knowledge and competencies to continuously enhance the service standards according to changing customer needs.

4. CUSTOMER SERVICE COMMITMENT

Senqu Municipality commits itself to maintaining quality customer service guided by these principles: • To provide services of high quality standards to all our customers, by giving them value for their money • To treat our customers with equity, professionalism and dignity at all times • To maintain effective communication with our customers, by continuously engaging them on information that is of importance to them in terms of developments within the municipality • To address all issues that are raised by our customers in the best possible manner, to ensure satisfaction and resolve matters directed to the municipality • To employ knowledgeable staff who will assist customers, and be able to resolve their customer queries • To promote and uphold confidentiality of all our customer queries, in order to make it safe for customers to come forward with any problems • To ensure maximum utilisation of all resources so that service delivery is satisfactory to all customers

5. STANDARDS AND VALUES

5.1 The key objective is to ensure consistency in our customer service by:

a. Providing a standard that is simple and user friendly.

b. Providing a documented framework and guidelines.

c. Developing performance targets which are reviewed regularly and gather feedback from staff, Councillors, our partners and the public.

5.2 Waiting times

a. After initial contact, customers will be given an indication of how long they can be expected to wait. If waiting times are to exceed 10 minutes, customer services staff must inform the customer.

5.3 Telephone calls

a. Staff will aim to answer telephone calls within 15 seconds or after 2 rings, whichever is greater.

b. Calls in departments and sections should be answered with: • Good morning / afternoon • Department and name - preferably surname or first name

c. However staff in Customer Services or satellite/external offices should answer calls with: • Good morning / afternoon, the facility/site and their name.

d. Staff should aim, wherever possible, to resolve the customer's enquiry at first contact.

e. Telephones will be attended during published opening hours. If staff are away from their desk, phones should be diverted to another person / section or a message should be taken. Never leave the customer with the impression that you are “unable to assist him/her”

f. In cases where a customer has a hearing impairment, arrangements can be made via the Customer Services department

g. If members of staff need to telephone a customer, they will ask if it is convenient or arrange another time to call and keep the appointment. THE SWITCHBOARD SHOULD NEVER BE USED for this purpose.

h. If a call is put on 'hold' the customer must be told why this is happening and kept updated if the waiting time is longer than expected.

5.4 Answer phones and voicemail

a. Answer phones and voicemail may be used to ensure that telephone calls are answered. We will aim to provide the following: ▪ Recorded messages from answer phones will provide customers with an alternative contact number or details. ▪ Answer phone / voicemail will give the caller an option to leave a message.

b. All Council messages must be responded to as soon as possible - ideally within 24 hours or the next working day if the message is left over a weekend, after hours or a public holiday.

c. Staff / sections should update voicemail each day detailing whether available, on holiday or giving alternative contact details / numbers or forward calls to another number or colleague.

d. Wherever possible the use of voicemail should be avoided. It is a sign of being too busy to attend to customers.

5.5 Written correspondence and notices

a. Incoming written correspondence (fax and mail) will be acknowledged within three days (at maximum) and responded to in 10 working days (at maximum).

b. Receipt of an email will be acknowledged in one (1) working day.

c. The presentation and content of any written correspondence must be clear, easy to understand and jargon free, accurate and include a contact name and number.

d. All issues raised by the customer will be acknowledged and responded to within the correspondence.

e. In written communication with customers, the logo of the municipality must appear in all documentation and/or letters communicating information regarding the municipality

f. All correspondences received must have a turnaround period of 5 days for answering, so that customers and stakeholders know feel priority from the municipality

g. Written notices to the public must be placed on public areas where all public can access it, e.g. libraries, Thusong Service Centre, etc.

5.6 Complaints Procedure

a. Staff will aim to resolve all concerns raised by the customer immediately and informally.

b. Staff will inform the customer that if the informal resolution is not to their satisfaction, they may make a formal complaint and explain how to do this.

c. Customers should have an acknowledgement of their complaint within three days and a full written reply within 15 days.

d. Heads of Departments will analyze any complaints about the service in their respective units and take remedial action so that problems do not recur.

e. These service failures may involve: i. Unjustified delays. ii. Failure to follow council policies, rules or procedures. iii. Failure to provide a service according to Batho Pele principles iv. Failure to tell people of their rights or entitlements. v. Providing inaccurate or misleading advice

5.7 Publications

5.7.1 The following information will be available in council publications : a. Standards of service against targets. b. Progress on projects undertaken by the municipality c. Changes made to services as a result of feedback, complaints or consultation with relevant stakeholders.

5.8 Suggestions

a. We will encourage customers, partners and staff to make suggestions through a suggestion book located at the Reception area

b. Additionally, the council will inform customers of any changes made to services as a result of their suggestions

c. Suggestions and complains should be acknowledged within 3 working days of receipt.

d. Suggestions and complains should be addressed within 4 working days after acknowledgement

e. Where concerns could not be addressed customers should be given valid reasons.

5.9 Customer Safety and Health

a. All customers visiting council buildings will be provided with a safe environment.

b. Where possible, buildings which receive members of the public will have a designated member of staff for (1) Health and Safety (2) First Aid and the details displayed.

c. The Council shall at all times comply with Health and Safety guidelines as espoused in the OHSA No 85 of 1993.

5.10 Staff training and development

a. We will ensure that staff receives continuous training to enable them to satisfy customer expectations and keep their skills up-to-date.

5.11 Staff name badges

a. Where appropriate, staff will be neatly dressed to meet members of the public.

b. Where appropriate, staff will wear printed name badges that specify their name and designation

5.12 Buildings and signage

a. Buildings will be clearly signed internally and externally.

b. Reception points will be attended during opening hours.

c. Reception points will be welcoming, clean and tidy

d. Reception points will display clear and accurate opening times.

e. Details of services and personnel available will be displayed clearly in all reception areas.

5.13 Information / Communication

a. Information for the public will be clear and reviewed regularly.

b. Published information will be accessible to customers with specific needs and in line with the Promotion of Access to Information Act no. 2 of 2000

c. Information to the public and other stakeholders should be sent timeously

5.14 Availability and access

5.14.1 We will ensure customers have easy access to information about:

a. Opening times.

b. Offices and addresses.

c. Names of Managers.

d. Facilities / services available.

e. Access details.

f. Means by which contact can be made.

g. Out of hours contact details.

5.15 Staff conduct, awareness and safety

a. Staff working at information centres must arrive on time at work and should never leave their centres unattended. Timeous permission should be sought from the immediate supervisor if a staff member wishes to leave the Information centre for whatever reason. The necessary disciplinary procedures shall be proffered against any staff member violating this clause. b. Staff will be courteous and polite and expect to be treated in the same way by customers. c. In any case of extended dispute, frontline staff must seek assistance from their immediate Supervisor who will liaise with the immediate Manager. d. We will ensure that procedures are in place to safeguard staff from both verbal and physical attack. e. We will take action - legal or otherwise - where verbal or physical attacks are made to staff. f. Staff shall at all times dress properly and wear their respective name badges for ease of identification by customers. g. In no time should staff, while at the Information centres answer cell phones. This is because cell phones are believed to be private and clients will have an impression they are not attended to.

5.16 Customer in formation provision

a. Stored information will be made available in accordance with Promotion of Access to Information Act no. 2 of 2000 b. Any communication will be clearly identified as Senqu Local Municipality with author, current date and any reference numbers. c. We will also promote the use of electronic service delivery to provide customers with information.

6. PERFORMANCE MONITORING & EVALUATION

a. This policy will be reviewed every year to accommodate changing client's preferences b. We will have systems and processes in place that allow us to monitor and evaluate our performance and publicise our performance against standards. c. Senqu Municipality will ensure that systems are in place to monitor service performance against the set standards d. Information will be collected from internal staff, service providers and the public to obtain inputs for improving the system 7. CONCLUSION This policy document shall achieve the following goals. • Ensuring improved customer service approach • Promote cohesion amongst service units • Increase efficiency in service delivery level standards • Promote the Local Government: Municipal Systems Act 32 of 2000, to promote to access of information by the public on municipal services • To encourage customer inputs for service delivery and improvement • To provide a better understanding on customer needs • To serve, to satisfy and to promote equality of all customers and stakeholders of the municipality.

ANNEXURE 5: COUNCIL RESOLUTION FOR IDP PROCESS PLAN ADOPTION

ANNEXURE 6: COUNCIL RESOLUTION FOR DRAFT IDP ADOPTION

ANNEXURE 7: COUNCIL RESOLUTION FOR FINAL IDP ADOPTION

ANNEXURE 8 DISASTER MANAGEMENT FRAMEWORK

NTEGRATED DISASTER MANAGEMENT FRAMEWORK Adopted 30 May 2018

Authority to plan The Senqu Municipal integrated disaster risk management framework (herein after referred as IDRMF) is hereby written under the authority given under Section 53, of the Disaster Management Act 57 of 2002. Approval of framework This framework is approved by the Senqu municipality Council Resolution no Amendment register and version control Other than the continual updating of the IDRMF by the Director Community Services, any proposed amendments to the IDRMF must be presented in writing to the Community Services Director, either voluntarily or whenever the review calls for such. Distribution list • IDP • Municipal registry • Internal audit • All heads of departments • JGDM.

PART A INTRODUCTION

A.1. Scope

The intention of this framework will be to establish a common set of criteria for Disaster Management which will include Disaster Recovery and Business Continuity objectives for the Municipality.

A.2. Purpose

The purpose of this framework is providing criteria to develop, implement and, maintain a programme to mitigate, prepare for, respond to, and recover from emergencies, disasters and any other situation that may pose a threat to the normal functioning of the Senqu Municipality and its Communities.

A.3. Definitions

Damage Assessment - An appraisal or determination of the effects of a disaster on human, physical, economic and natural resources.

Emergency – A sudden state of danger affecting the functioning of the Municipality and the safety and integrity of its communities that requires immediate action and response.

Enabling Authority – The Head of the Emergency Operations and Disaster Management Centre SLM– refers to the Senqu Local Municipality, its Council and includes any Municipal Entity or contracted External Agent acting on behalf of the Municipality.

Impact Analysis – A management level analysis that identifies the impacts of losing resources that are integral to the SLM functioning and purpose. The analysis measures the effects of resource loss and escalating losses over time in order to provide the SLM with reliable data upon which informed decisions can be made on hazard mitigation and continuity planning.

Incident Management System – The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with the responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident. Integrated Disaster Risk Management Framework – a programme that implements the mission, vision and strategic goals and objectives as well as the management framework for the Municipality.

Mitigation – Activities taken to eliminate or reduce the degree of risk to life, property, or health from hazards, either prior, during or after a defined emergency.

Mutual Aid Agreement – A pre-arranged agreement developed between other institutions, agencies or organizations that will enable easier facilitation of incidents by ensuring readily accessible assistance and support. "Statutory functionary" means a person performing a function assigned to that person by national, provincial or municipal legislation; (Act 57 of 2002).

PART B – PROGRAMME MANAGEMENT

B.1. Policy

This Framework serves as the defining policy for Integrated Disaster Risk Management for the Senqu Local Municipality. It sets out the Programme Elements by which the municipality will strive to achieve its objectives in terms of the requirements of the Disaster Management Act, Act 57 of 2002. It is clear from this Policy that the Municipality considers Disaster Risk Management as inherent of responsibility of every line manager and it is therefore incumbent on every such manager to ensure alignment of departmental service delivery objectives in line with the principles of disaster risk management as promoted by the respective profession or as required by the Head of Centre. Emanating from this Framework is the Disaster Risk Management Plan.

B.2. Head of the centre

The Head of Department for Fire, Rescue & Disaster Management (Chief Fire Officer) serves as the statutory functionary for Disaster Management and shall carry out the functions as Head of the Municipal Disaster and Emergency Management Centre (DEMC). The Head of Centre shall in terms of Section 45 of the Act, be the enabling authority for Disaster Risk Management in the Municipality where, subject to the requirements of section 45 of the Disaster Management Act, he shall be duly authorized to: i). Administer and keep current the Disaster Management Plan in consultation with the DMCC ii). Convene regular and/or extraordinary meetings of the DMCC. iii). Liaise and consult on behalf of the Municipal Manager with the District and Provincial Disaster Management Centres on matters relating to disaster management. iv). To commandeer any municipal resource, including any municipal employee in the mitigation of any emergency, and v). Instruct any Head of Department regarding the compilation of any preparedness plan or element thereof for any identified risks that could or will affect the Senqu local Municipality.

B.3. Inter-departmental Disaster Risk Management Coordination Committee (DMCC)

In order to ensure appropriate and adequate Disaster risk management and to promote better communication and coordination, thereby creating a more resilient municipality, an inter-departmental disaster management Coordination Committee shall be established. The DMCC is through its convention is also in terms of its appropriate expertise, knowledge and authority, able to commit resources and assist in

response in major incidents. The composition of the DMCC• Mayor • Municipal manager • Chief fire officer • Chief financial officer • Municipal technical Services Director • Head of supply chain management unit • Traffic services • Head of town planning Services • Head of IT services • Section 57 managers. • Portfolio councillor. B.4. Municipal Disaster Management Advisory Forum It is considered necessary that a municipal disaster management advisory forum (DMAF) be established in order to make sure that there is adequate input in the disaster risk management plan. The Participants include: • JGDM Disaster management • South African Police Service • Emergency Medical Services • Provincial Traffic Services • Correctional Services • Health Services • JGDM Municipal Health Services • Senqu Fire Protection Services • Department of Rural development and Agrarian reform • Department of Environmental Affairs • Community based organisations • Non-governmental Organisations • Any other person or body so co-opted as a secondary stake holder

B.5. Programme Assessment

A comprehensive assessment of the Disaster Management Programme elements listed in C of this framework shall be conducted annually by the DMCC to determine the overall effectiveness of the Programme and its alignment to the KPAs and related Enablers as envisaged in the respective National, Provincial and District Disaster Management Framework.

PART C – PROGRAMME ELEMENTS

C.1. GENERAL

The Disaster Management Programme shall include the following elements, the scope of which shall be determined by the potential hazards affecting the Municipality. The elements shall be applicable to the phases of mitigation, preparedness, response and recovery.

C.2. LAWS AND AUTHORITIES

The Disaster Management Programme shall comply with all applicable legislation, regulations and shall supersede any other council policy in terms of definition of an Emergency as contained in this Framework.

C.3. HAZARD IDENTIFICATION AND RISK ASSESSMENT

C.3.1 The DMCC shall identify hazards, the likelihood of their occurrence and the vulnerability of the people, property, environment and the capacity of the municipality to deal with those hazards. Hazards identified shall include but not limited to: - • Natural events • Technological Events • Human Factors.

C.3.2 The DMCC shall conduct an impact assessment analysis to determine the potential for detrimental impacts of the hazards on the following items, including but not limited to: - • Health and safety of persons in the affected area at the time of the incident. • Health and safety of persons responding and reacting to incident. • Continuity of operations and services of the Municipality • Property, facilities and infrastructure• The environment • Economic and financial considerations and conditions. • Regulatory and contractual obligations • Image and reputation of the Municipality

C.4. HAZARD MITIGATION

C.4.1. The DMCC shall implement a strategy to eliminate hazards or mitigate the effects of hazards that cannot be eliminated.

C.4.2. The mitigation strategy shall be based on the results of hazard identification and risk assessment impact analysis, pr ogramme assessment, operational experience and cost benefit analysis.

C.4.3. The mitigation strategy shall consider but not be limited to the following: a). The use of appropriate building construction standards and safer town planning guidelines. b). Hazard avoidance through appropriate

land use practices. c). relocation, retrofitting, or removal of structures at risk. d). removal or elimination of hazard. e). Reduction or limitation of the amount or size of the hazard. f). segregation of the hazards from that, which is to be protected g). Modification of the basic characteristics of the hazard. h). Control of the rate of release of hazard. i). Provision of protective systems or equipment. j). Establishment of Hazard warning and communication procedures k). Redundancy or duplication of critical systems, equipment, information, operations or materials.

C5. RESOURCE MANAGEMENT

C.5.1. The DMCC shall establish programme performance objectives for each hazard identified in Part C3. The programme performance objectives shall consider but not be limited to the following: a). Primary and Secondary Health care facilities. b). Emergency medical services c). district and local Fire and Emergency services d). The South African Police Services e). Provincial Authorities f). Medical Doctors g). Information Technology Suppliers h). Medical Equipment Suppliers i). South African Weather Services j). Tourism bodies k). SABC l). Special groups and Associations (NGOs) m). Special Equipment supplies n). other relevant agencies as deemed necessary

C.6. PLANNING

The IDRMF shall include the development of plans in accordance with Part B .1. and shall include but not limited to strategic planning, emergency operations and recovery planning.

C.7. PLANS

C.7.1 The strategic plan shall define the vision, mission, goals and objectives of the Disaster Management Programme and shall be referenced with the Disaster Management Plan.

C.7.2 An emergency response plan assigns responsibilities to organisations and individuals for carrying out specific actions at projected times and places in an emergency or disaster.

C.7.3. The mitigation plan shall establish interim and long-term actions to eliminate hazards or to minimize the impact of those hazards that cannot be eliminated.

C.7.4. The recovery plan shall identify the short term and long-term priorities, processes, vital resources, acceptable time frames, ad procedure for restoration of services, facilities, programmes and infrastructure.

C.7.5. A continuity of operations plans shall identify the critical and time sensitive applications, processes and functions, to be recovered and continued as well as the personnel and procedures necessary to do so, such as service impact analyses, business continuity management etc.

C.8 COMMON PLANS ELEMENTS

C .8.1 The functional roles and responsibilities of internal and external agencies, organisations, departments and individuals during mitigation, preparedness, response, and recovery should be identified.

C.8.2 the lines of authority for those stakeholders shall be identified.

C.9 DIRECTION CONTROL AND CO ORDINATION

C.9.1 The DMCC shall develop a capability to direct, control and coordinate response and recovery operations.
C.9.2 The fire Services, Incident Management and Command system shall be utilized in accordance with the purpose of this programme.

C.9.3. The specific organisational, departmental and individual roles shall be identified for each management function as specified in the IDRMF.

C.9.4. A mechanism shall be identified to determine the level of implementation of the incident management according to the magnitude of the incident and capabilities of the SLM.

C.9.5. Applicable policies and procedures for coordination, response, continuity and restoration activities with appropriate authorities and resources while ensuring compliance with regulations and standards.

C.10. PERSONNEL COMMUNICATION AND CONTACT

C.10.1. Personnel Communication network systems shall be established to augment the purpose of the Disaster Management Programme.

C.10.2. The communication network system shall include but not limited to: a). A central communication centre b). An emergency call out priority list c). An emergency call out standby list d). An alert status system e). An emergency paging/ cellular/ landline system f). a full mobilisation system

C.11. OPERATIONS AND PROCEDURE

C.11.1. The DMC shall develop, coordinate and implement operational procedure to support the Emergency / Management Programme.

C.11.2. Particular attention shall be paid to considerations of Safety.

C.11.3. Standard Operating Procedures shall be established and implemented for a response and attention to those credible hazards identified in Section C3 above.

C.11.4. A recovery situation analysis shall be conducted, this includes a damage assessment and the identification resource needed to support recovery operations.

C.11.5. Procedures shall be established for maintaining the continuity normal municipal functioning that must continue into recovery and mitigation.

C.11.6. Procedures will be established for continuity of management, should it be incapacitated.

C.12. LOGISTICS AND FACILITIES

C.12.1 The DMCC shall establish procedures to locate, acquire, distribute and account for services, resources, materials and facilities procured or donated to support the Disaster Management Plan.

C.12.2 There shall be a building within Senqu identified to house as an Emergency Operations in Partnership with The District Disaster Management Centre.

C.12.3 provision shall be made for physical facilities to be made available and mobilised to cater for external demands during disasters this should include but not limited to: a) Provision of beds. b) The setting up of a Casualty Handling System (CHS). c) The Provision of food and refreshments. d) Provision of extra Medical Supplies. e) Provision of Blankets. f) Identification of an area to cater for a large number of people who may be affected by disasters, which could be: Sports grounds, community halls School Halls or any other open spaces suitable for such activities.

C.13. TRAINING

C.13.1. An assessment of training needs shall be performed and from this training, an educational support programmes shall be developed to support the IDRMF.

C.13.2. The objective of the training shall be to create awareness and enhance the skills that will be required to sustain the IDRMF.

C.13.3. Frequency and scope of the training shall depend on the Disaster Management centre head.

C.13.4. Records of all training activities shall be kept.

C.14. EXERCISES, EVALUATIONS AND CORRECTIVE ACTIONS

C.14.1. The DMCC shall evaluate the IDRMF plans procedures through periodic reviews, testing, post incident reports of similar institutions, performance evaluations and exercises.

C.14.2. Exercises shall be such that they test individual essential elements, interrelated elements or the entire plan.

C14.3. Procedures shall be established to ensure that corrective action is taken on any deficiency identified in the evaluation process and to revise the IDRMF.

C.15. CRISIS COMMUNICATION, PUBLIC EDUCATIONAND INFORMATION

C.15.1. The DMCC shall develop procedures to disseminate and respond to requests for pre-disaster information, during a disaster and post disaster, including procedures to provide information to the media and deal with their enquiries according to protocol.

C.16. FINANCE AND ADMINISTRATION

C.16.1. Financial and Administration procedures shall be developed to support the IDRMF before, during and after an emergency .

C.16.2 The allocation of the financial resources to support the IDRMF shall be clearly defined in a Financial Framework read with National, Provincial and the District disaster management Frameworks

ANNEXURE 9: DRAFT DISASTER MANAGEMENT PLAN

DEFINITIONS

TERM	DEFINITION
Aircraft Incident / Air Transportation Incident	An aircraft incident is an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which a person is fatally or seriously injured, the aircraft sustains damage or structural failure or the aircraft is missing or is completely inaccessible
Air Pollution	Any substance that people introduce into the atmosphere that has damaging effects on living things and the environment is considered air pollution. Air pollution occurs when the air contains gases, dust, fumes or odours in amounts that are harmful. That is, amounts which could be harmful to the health or comfort of humans and animals or which could cause damage to plants and materials. The substances that cause air pollution are called pollutants.
Alien Invasive Species	Alien species are those species that have been relocated outside of their normal distribution ranges. A relatively small number of these become invasive – displaying the ability to reproduce and spread in their new environment, often dominating vegetation and water bodies or displacing native species. South Africa's Biodiversity Act (Act No. 10 of 2004) defines alien species as a species that is not an indigenous species that has translocated to a place outside its natural distribution range in nature.
Animal Diseases	An animal disease is the impairment of the normal state of an animal that interrupts or modifies its vital functions, affecting a disproportionately large number of animals. Some diseases infect and are spread by animals only and other diseases, known as zoonosis, can be transferred from animals to humans and result in impairment of human life and/or death.
Biodiversity	Biodiversity is the full variety of the genetic wealth within each species and the interrelationships between species in ecosystems. With a land area of 1,2 million km2 South Africa represents 1.24% of the Earth's surface and contains almost 10% of the world's known bird, fish and plant species, and over 6% of mammal and reptile species.
Capacity	The combination of all strengths, attributes and resources available within a community, society or organisation that can be used to achieve agreed goals.
Civil Unrest (Social Conflict)	Civil unrest are various types of negative social interaction that may occur within social relationships (e.g., arguments, criticism, hostility, unwanted demands), and may include physical violence. It can be seen as conflict arising between the "haves" and the "have nots" of a society i.e. when a labour union argues with management over worker compensation. The causes of conflict in South Africa are normally related to the following situations: - Labour disputes/Industrial actions; - Dissatisfaction with service delivery (Health, Education, Housing and Municipal Services); and - Xenophobia (unreasonable fear, distrust, or hatred of strangers, foreigners, or anything perceived as foreign or different).
Climate Change	A change of climate which is attributed directly or indirectly to human activity that alters the composition of the global atmosphere and which is, in addition to natural climate variability, observed over comparable time periods.
Cold Front	A cold front or cold snap can be defined as a rapid decrease in the temperature within a 24 hour period requiring substantially increased protection to agriculture, industry, commerce and social activities in the community. A cold front represents the leading part of the advancing mass of cold air circulating around the mid-latitude cyclone where it pushes up the warmer air ahead of the cold front, causing

	heavy cloud cover and rainfall. This means that all stormy weather, such as violent winds, heavy rain, and even lightning and hail, is usually the result of a localised low-pressure area.
Contingency Planning	A management process that analyses specific potential events or emerging situations that may threaten society or the environment. Contingency planning establishes arrangements to enable timely, effective and appropriate responses to such events and situations.
Control Area	The total area where the incident has occurred within the outer perimeter which includes the inner perimeter and danger zone, as well as all hazard occurrences, the triage and any other designated areas, as applicable.
Coordination	The bringing together of organizations and elements to ensure effective emergency and/or disaster management response and is primarily concerned with the systematic acquisition and application of resources (organization, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency or disaster. Co-ordination relates primarily to resources, and operates vertically, within an organization as a function of the authority to command; and horizontally, across organizations, as a function of the authority to control.
Critical Biodiversity Areas (CBAs)	Critical Biodiversity Areas (CBAs) is land as well as aquatic features which must be safeguarded in their natural state if biodiversity is to persist and ecosystems are to continue functioning. CBAs incorporate: (i) areas that need to be safeguarded in order to meet national biodiversity thresholds; (ii) areas required to ensure the continued existence and functioning of species and ecosystems, including the delivery of ecosystem services; and/or (iii) important locations for biodiversity features or rare species.
Critical Infrastructure Disruption	Critical infrastructure is a term used by governments to describe assets that are essential for the functioning of a society and economy. These assets include electricity generation, telecommunication systems, financial services, and agriculture and public health establishments. Disruption of critical services or supply systems such as Electricity, Water, Health, Sewerage, Stormwater, Transport, Telecommunications, Information Technology, Governmental Administration and certain commercial infrastructure can have a significant effect on the day-to-day lives of a community. Community participation in the form of situational awareness for each of these services and systems, the appropriate risk reduction and contingency initiatives would greatly assist the relevant critical services in their aim of continued service delivery in the JGDM.
Cut-off Low Pressure Systems	Cut-off low pressure systems are unstable atmospheric systems that spin off from frontal systems, generally occurring in autumn and spring months. These may cause extreme rainfall events and flooding.
Dam Failure	A dam is a barrier across flowing water that obstructs, directs or slows down water, often creating a reservoir, lake or impoundment. The term 'dam' here includes any catchment or barrier dam and any other form of impoundment used for the storage of unpolluted water or water containing waste. Dam failures are comparatively rare, but can cause immense damage and loss of life when they occur. General dam failure can be attributed to foundation failure (leakage and piping), concrete or mortar deterioration, flow erosion and timber deterioration.
Desertification	Desertification is a global environmental challenge that affects the biological productivity of dry land ecosystems. This in turns impacts on the livelihoods of people that depend on the productive capacity of the dry land ecosystem. Desertification is brought about by land degradation which is fuelled by factors including variations in climate, and human activities of overexploitation and overgrazing. This

	process continuously transforms a land's appearance by creating larger empty spaces over a large strip of land and results in the 'permanent' loss of productivity and supply of ecosystem services.
Development Planning	An integrated, multi-sectoral process through which governmental institutions streamline social, economic and spatial growth.
Disaster	A disaster means a progressive or sudden, widespread or localised, natural or human-caused occurrence. It is a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources.
Disaster Risk	The potential disaster losses, in lives, health, status, livelihoods, assets and services, which could occur to a particular community or society over a specified future time period.
Disaster Management	This term is an extension of the more general term 'Risk Management' to address the specific issue of disaster risks. Disaster management means a continuous and integrated multi-sectoral, multi-disciplinary process of planning and implementation of measures to prevent or reduce the risk of disasters; mitigate the severity or consequences of disasters; emergency preparedness; a rapid and effective response to disasters; and post-disaster recovery and rehabilitation. It is the systematic process of using administrative directives, organisations, and operational skills and capacities to implement strategies, policies and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster. Disaster Management aims to avoid, lessen or transfer the adverse effects of hazards through activities and measures for prevention, mitigation and preparedness.
Disaster Management Centre (DMC)	A Centre specializing in Disaster (Risk) Management established in a Municipality, Province or at National level in terms of the Disaster Management Act (No. 57 of 2002).
Disaster Management Plan (DMP)	A document describing the organisational structure, its roles and responsibilities and concept of operation covering all aspects of the Disaster Risk Management continuum and placing an emphasis on measures that reduce vulnerability through hazard identification, risk and vulnerability assessment, risk reduction and mitigation, planning and preparedness, emergency response, relief and recovery efforts.
Disaster Risk Reduction	The conceptual framework of elements considered with possibilities to minimise vulnerabilities and disaster risks throughout a society, to avoid (prevention) or to limit (mitigation and preparedness) the adverse impacts of hazards, within the broad context of sustainable development.
Disaster Risk Reduction Plan	A document prepared by an authority, sector, organisation or enterprise that sets out goals and specific objectives for reducing disaster risks together with related actions to accomplish these objectives.
District Municipality (DM)	In terms of section 155(1) of the Constitution the JGDM is a category C municipality which means it is has municipal executive and legislative authority in an area which includes more than one municipality. The purpose of district municipalities and local municipalities sharing the responsibility for local government in their areas is to ensure that all communities, particularly disadvantaged communities, have equal access to resources and services.
Drought	A drought is a shortage of precipitation over an extended period and it entails deficient rainfall relative to the statistical multi-year average for a region. Drought is not merely low rainfall, but a relative concept based on the expected, or average, rainfall of an area, whether desert of tropical, for any given time of year. There are four different types of drought **1)** Meteorological Drought — happens when areas receive less precipitation than typical for that specific region.

	2) Agricultural Drought — when various characteristics of meteorological (or hydrological) drought do not supply enough water to supply all the stages of crop development **3)** **Hydrological drought refers to shortages of water resources,** occurs when extended precipitation shortfalls impact the water supply. Because regions are connected through a series of hydrologic systems, the impact of a meteorological drought can expand further the borders of the precipitation-deficient area **when for example; groundwater, reservoir, or stream levels are significantly reduced. Conditions for hydrologic drought are built over extended periods of time** **4)** Socioeconomic Drought — occurs when the clean water supply does not meet the demand. The demand of economic goods may increase because of population growth, improved production efficiency, technology or the increase of surface water storage capacity.
Early Warning Systems	The set of capacities needed to generate and disseminate timely and meaningful warning information to enable individuals, communities and organizations threatened by a hazard to prepare and to act appropriately and in sufficient time to reduce the possibility of harm or loss by reducing or mitigating disaster risk. It incorporates a system of data collection and analysis that monitors people's well-being (including security), in order to provide timely notice when an emergency threatens, and thus to elicit an appropriate response. An Early Warning System is the integration of four main elements: Risk Knowledge; Monitoring and Predicting; Disseminating Information; and Response. Failure of any part of the system will imply failure of the whole system.
Emergency	A local event, actual or imminent, which endangers or threatens to endanger life, property or the environment. It is beyond the resources of a single organisation or community or requires the co-ordination of a number of significant emergency management activities.
Endemic Species (Loss of Biodiversity)	Endemism is the ecological state of being uniquely distributed to a defined geographic location. Endemic species are marginally represented which makes them a concern for conservation for example many of South-Africa's endemic plants are concentrated in relatively small areas in the JGDM known as regions or centres of endemism.
Fire	**Veld Fire**; Fire that occurs in the open countryside beyond the urban limit or homestead boundary in natural grass veld, plantations, crops or invasive vegetation outside a built-up area. In 50% of the cases it is not known how the fires start and the negligence of people often plays a role. **Structural Fire**: This is when fire involves the structural components of various residential buildings ranging from single-family detached homes and townhouses to apartments and tower blocks, or various commercial buildings ranging from offices to shopping malls. A structural fire in an informal settlement involves temporary dwellings.
Floods	A flood is defined as the temporary inundation of normally dry land areas resulting from the overflowing of the natural or artificial confines of a river or other body of water, including groundwater. Flooding can result from bodies of water overflowing their banks, including artificial ones like dams; structural failures or dams; or rapid accumulation of runoff or surface water, or any combination of these.
Ground / Soil Pollution	The presence of toxic chemicals (pollutants or contaminants) in soil in high enough concentrations to be of risk to human health and/or ecosystem. Soil pollution may occur simply due to the fact that the levels of the contaminants in soil exceed the levels that are naturally present in soil. Pollutants may enter the soil/land via: waste disposal (e.g. landfills); air deposition dry (e.g. from mining) and wet (e.g. acid rain); or contact with contaminated surface or ground waters. Soil pollution results from the build-up of contaminants, toxic compounds, radioactive materials, salts, chemicals and cancer-causing agents. The most common soil pollutants are hydrocarbons, heavy metals (cadmium, lead, chromium, copper, zinc, mercury and arsenic), herbicides, pesticides, oils, tars and dioxins.

Ground Water	Groundwater refers to all water that is found in highly permeable rock layers (e.g. sand or sandstone), fills porous cavities, and lends itself to pumping. A distinction is made between “fresh” groundwater that is up to 200 metres below the surface and that can be used for drinking water and “saline” groundwater which is more than 200 metres down. These two groundwater strata mingle in the absence of barrier layers.
Ground Water Pollution	Groundwater pollution occurs when man-made products such as gasoline, oil, road salts and chemicals get into the groundwater and cause it to become unsafe and unfit for human use.
Hazard	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. Hazards can include latent conditions that may represent future threats and can have different origins: natural (geological, hydro meteorological and biological) or induced by human processes (environmental degradation and technological hazards). Hazards can be single, sequential or combined in their origin and effects. Each hazard is characterised by its location, intensity, frequency and probability. There are two types of hazards with regards to their timescale: - Slow onset hazards: this type of hazard is normally preceded by a number of early signs or indicators i.e. droughts, landslides due to heavy rains and environmental degradation. - Rapid onset hazards: this type of hazard strikes without any or very little prior warning. Despite these hazards being mostly unpredictable, proper planning and preparedness can mitigate the effects of such disasters. Examples include flash floods and pest infestations.
HAZMAT	Any substance or material in a quantity or form which may be harmful or injurious to humans, animals, economical crops, or property when released into the environment. Dangerous or hazardous substances are identified as explosives; gases; flammable liquids; combustible materials; oxidizers; toxic materials; radioactive materials; corrosives; and chemical substances. When these hazardous substances are released during a transport incident in sufficient quantities it can put a portion of a community into immediate danger from exposure, contact, inhalation, ingestion, resulting explosions and/or fires. Where spillage occurs in environmental sensitive areas, it can result in death of fauna and flora and can cause severe contamination of resources, such as groundwater and surface water.
Human Disease	A human disease is the impairment of the normal state of a human being that interrupts or modifies its vital functions, affecting a disproportionately large number of people. Diseases affect humans in different ways, and they arise from different causes. While some diseases are caused by pathogenic organisms, such as bacteria, others seem to arise spontaneously, such as heart disease or cancer. Diseases caused by pathogenic organisms are often transmissible from one person to another, while some other diseases can be transmitted from parents to their children by inheritance.
Impact	The terms Primary Impact and Secondary Impact are used to describe the different causes and scales of potential impacts from a hazard event. Primary impacts are also called direct impacts. Secondary impacts are often referred to as indirect or induced impacts.
Incident	The difference between an incident and a disaster is that an incident is a significant event which impacts upon the localised community or geographical area. An incident only becomes a disaster once the affected population is unable to manage or cope or resist its consequences and when coordination and multiagency emergency management assistance is required.

Integrated Development Plan (IDP)	This term is used in relation to a municipality and means a plan envisaged in section 25 of the Local Government: Municipal Systems Act of 2000 (Act No. 32 of 2000).
Joint Operation Centre (JOC)	It is a fully equipped, dedicated facility which is pro-actively established to enable all relevant role-players to jointly manage all safety and security-related aspects of any planned event or major incident which has occurred or is threatening to occur, especially in the response and recovery operations phase.
Local Municipality (LM)	This is a municipality that shares municipal executive and legislative authority in its area with a district municipality within whose area it falls, and which is described in section 155 (1) of the Constitution as a category B municipality.
Major Hazardous Installation (MHI)	An MHI produces, processes, handles, uses, disposes of or stores, either permanently or temporarily, one or more hazardous substances or categories of hazardous substances or substances in quantities which exceed prescribed amounts. These facilities are most commonly: petrochemical works / facilities and refineries, chemical works and production plants, liquefied petroleum gas (LPG) stores and terminals, chemical stores and distribution centres and large fertilizer stores.
Mitigation	The lessening or limitation of the adverse impacts of hazards and related disasters.
Pollution	Pollution is the introduction into the environment of any substance property (including radiation, heat, noise and light) that has or results in direct harmful effects to humanity or the environment, or that makes the environment less fit for its intended use.
Preparedness	The knowledge and capacities developed by governments, professional response and recovery organisations, communities and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, imminent or current hazard events or conditions. These activities and measures include the issuance of timely and effective early warnings and the temporary evacuation of people and property from threatened locations.
Prevention	The outright avoidance of adverse impacts of hazards and related disasters.
Recovery	The restoration, and improvement where appropriate, of facilities, livelihoods and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors.
Residual Risk	The risk that remains in unmanaged form, even when effective disaster risk reduction measures are in place, and for which emergency response and recovery capacities must be maintained.
Resilience	The capacity of a system, community or society potentially exposed to hazards to adapt by resisting or changing in order to reach and maintain an acceptable level of functioning and structure. This is determined by the degree to which the social system is capable of organising itself to increase this capacity for learning from past disasters for better future protection and to improve disaster risk reduction measures.
Response	Response is the provision of emergency services and public assistance during/or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected. These measures can be of immediate, short-term or long-term duration.
Risk	The combination of the probability of an event and its negative consequences.
Risk Assessment	A methodology to determine the nature and extent of risk by analysing the potential harm people, property, services, livelihoods and the environments on which they depend are exposed to. Risk

	assessments measure the technical characteristics of hazards such as their location, intensity, frequency and probability; the analysis of exposure and vulnerability including the physical social, health, economic and environmental dimensions; and the evaluation of the effectiveness of prevailing and alternative coping capacities in respect to likely risk scenarios.
Road Accident / Road Transportation	Road accidents occur or originate on a street open to public traffic which results in one or more persons being killed or injured and in which at least one moving vehicle was involved.
Severe Storms	Wind is air in motion. The speed and direction of wind is determined by atmospheric pressure and weather systems in a particular area.
Soil Erosion	Erosion is the process of weathering and transport of solids (sediment, soil, rock and other particles) in the natural environment or their source and deposits them elsewhere. Wind and water are the main agents of soil erosion. The amount of soil they can carry away is influenced by two related factors: speed - the faster either moves, the more soil it can erode; and plant cover - plants protect the soil and in their absence wind and water can do much more damage. The loss of protective vegetation through deforestation, overgrazing, ploughing, and fire makes soil vulnerable to being swept away by wind and water. Land degradation is defined as a decline in the overall quality of soil, water or vegetation conditions due to human activities and is often the catalyst of desertification of an area.
Standard Operating Procedures (SOP)	A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standard procedure without loss of effectiveness.
Triage	The medical sorting of casualties into treatment priority.
Thunderstorm	A thunderstorm is an atmospheric disturbance accompanied by lightning and thunder. It is usually producing gusty winds, heavy rain and sometimes hail. Lightning is the defining hazard of all thunderstorms and is caused by the difference between the positively charged upper section of a cloud and the negatively charged lower section.
Unified Command	The system of managing an incident on site so that joint decision-making and co-ordination is established between the responding services/organisations, while retaining that services'/organisations' internal command structure.
Vulnerability	The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. Conditions of vulnerability and susceptibility to the impact of hazards are determined by physical, social, economic and environmental factors or processes that make them susceptible to injury, loss of life, damage, disruption, exploitation or incapacitation by all hazards.

1. INTRODUCTION

The draft Senqu Municipality Disaster Risk Management Plan is developed in terms of section 52 of the Disaster Management Act as amended. The plan seeks to outline mechanism to focus on the pre disaster phase rather than the post disaster phase thus moving away from the traditional notion that disasters were seen to be rare, inevitable events that could not be avoided and therefore the approach to dealing with disasters focused solely on reactive post disaster measures that were designed only to deal with consequences or effects of a disaster once it had occurred.

In terms of section 53 of the Disaster Management Act, 2002 as amended, each local municipality must develop its own disaster management plans. *The municipality must*

(a) conduct a disaster risk assessment for its municipal area;

(b) identify and map risks, areas, ecosystems, communities and households that are exposed or vulnerable to physical and human induced threats;

(c) prepare a disaster management plan setting out—

(i) the way in which the concept and principles of disaster management are to be applied in its municipal area, including expected climate change impacts and risks for the municipality;
(ii) its role and responsibilities in terms of the national, provincial or municipal disaster management framework;
(iii) its role and responsibilities regarding emergency response and post-disaster recovery and rehabilitation;
(iv) its capacity to fulfil its role and responsibilities;
v) particulars of its disaster management strategies;
(vi) contingency strategies and emergency procedures in the event of a disaster, including measures to finance these strategies; and
(vii) specific measures taken to address the needs of women, children, the elderly and persons with disabilities during the disaster management process;

(d) co-ordinate and align the implementation of its plan with those of other organs of state and institutional role-players;
(e) provide measures and indicate how it will invest in disaster risk reduction and climate change adaptation, including ecosystem and community-based adaptation approaches;
(f) develop early warning mechanisms and procedures for risks identified in the municipal area;
(g) regularly review and update its plan; and
(h) through appropriate mechanisms, processes and procedures established in terms of Chapter 4 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), consult the local community on the preparation or amendment of its plan.

2. VISION

Increased resilience to disasters for all residents through a multisectoral and multidisciplinary approach.

3. MISSION STATEMENT

The mainstreaming and integration of Disaster Risk Management in the planning of programmes, projects and initiatives by all stakeholders towards building resilient, safer communities and ecosystems.

4. MUNICIPAL BACKGROUND

Senqu Municipality is one of the 3 municipalities which make up the Joe Gqabi District Municipality. It covers an area of 7329km² and is neighboured by Walter Sisulu Municipality (W), Emalahleni & Sakhisizwe Municipalities (S), Elundini Municipality (E) and the Kingdom of Lesotho (N).

It covers an area of 7329km². with 85 villages and 3 major urban centres viz Lady Grey, Barkly East and Sterkspruit. It has 3 minor urban hamlets of Rossouw, Rhodes & Herschel. The Municipality is divided into 17 wards. The Municipality apart from the urban area has a mainly rural population who live in traditional villages. This is starting to change with the villages becoming more urbanised and spending less time and money on subsistence farming lifestyle but rather an increasingly urban lifestyle. This can be seen by the villages of Mokhesi, New Rest, Frans, Esilindini and Tienbank which are gradually joining with the urban area of Sterkspruit. This is also evident near Hershel where the surrounding villages of Entsimikweni, Smith and Dibinkonzo are growing toward the hamlet of Hershel.

4.1. CLIMATIC CONDITIONS

4.1.1. Topography and land cover

The area is mountainous with mountain peaks of the Drakensberg mountain range reaching 3 000 m above sea level. Slopes are steeper than 1:8 as the area forms part of the southern Drakensberg range. The highest point in the Eastern Cape, Ben MacDhui at 3001m above sea level occurs in the municipality (JGDM Environmental Plan). The mountainous escarpment makes the Municipality vulnerable to severe weather conditions including thunderstorm, heavy rains and snow to mention a few. The mountain slopes descend into flood plains and the area becomes flatter between Lady Grey and Sterkspruit town. Most of the area lies between 1 000m and 1 500 m above sea level.

The topography dictates or influences the type of land use activities that occur, i.e. the type of agricultural activities. There are many degraded areas due to communal grazing lands not being well maintained or protected under the previous dispensation. The primary cause is the overstocking of livestock and inappropriate grazing methods. (JGDM Environmental plan). There are five vegetation types found in Senqu:

- Dry Sandy Highveld Grassland
- Moist Cold Highveld Grassland
- Afro Mountain Grassland
- Alti Mountain Grassland. It is important for grazing and generally occurs in water catchment areas
- Moist upland Grassland. This is important for maize farming and forestry.

The dry sandy highveld grassland is found in the drier south and west side of the Municipality. The moist cold highveld grassland is found from the north to the east of the Municipality. The afro mountain grassland is found on the mountains around Lady Grey, Sterkspruit and Barkly East. The alti mountain grassland is found around the various vleis in the area. The moist upland grassland is found around the mountains of Barkly East and Lady Grey in the areas which receive more rainfall than the rest of the Municipality (JGDM Environmental Plan).

Senqu Municipality has limited land available for intensive agricultural practices due to the poor soils and lack of depth. In total the area under cultivation is 47 319.21 ha, out of this dry land under commercial Production is 18 178. 39 ha with commercial irrigated land of 3 866, 57 ha. Semi commercial use i.e. commonages has 25 274,.25 ha (Information supplied by the Department of Agriculture). This is why livestock production is the main agricultural activity in the Municipality.

The soils in the Municipality are highly erodible with poor depth. This problem is exasperated by communal grazing lands not being well maintained or protected under the previous dispensation. The primary cause is the overstocking of livestock and inappropriate grazing methods. The soils improve towards the east in composition and depth (JGDM Environmental plan). The soil erosion combined with runoff leads to the formation of huge dongas.

Land cover falls into the following categories

- Total cultivated area of arable land of 47 319, 21 Ha. Dry land under commercial Production has 18 178, 39 Ha;
- Commercial Irrigated Land of 3 866, 57 Ha
- Semi Commercial (Commonages) has 25 274, 25 Ha (Information supplied by the Department of Agriculture).
- Limited land available that can sustain intensive agricultural practices.

The Southern Drakensberg creates a scenic environment conducive to adventure nature tourism activities such as mountain biking, hiking and skiing.

4.1.2. Geology

The Municipality has 3 distinct geology types. These are the Karoo Supergroup, Basaltic lavas of the Drakensberg Group and Beaufort, Molteno, Elliot & Clarens Groups of sandstone & shale (JGDM Environmental Plan). This is due to the topography of the area which is mountainous and part of the Drakensberg.

These are some of the oldest geological types in south Africa and also explains why the area has such poor soils in general,

4.1.3. Hydrology

The Orange River is the most important source of water, followed by the Telle and the Kraai. They are all perennial rivers. Smaller dams provide the Municipality with water both for agricultural purposes and human needs. Boreholes in Barkly East and Lady Grey help to boost water supplies. However, most areas struggle with continuous water supply in the drier months apart from Barkly East and Sterkspruit.

4.1.4. Rainfall

Rainfall varies from between 1000mm and 1400mm of rainfall a year to about 600mm in the lower lying areas (JGDM Environmental Plan). The areas around Barkly east and Rhodes experience the highest rainfalls with it slowly decreasing towards Lady grey and Sterkspruit. 500 mm of rain per annum is regarded as the minimum amount of rain required for sustainable crop production. Rainfall is highest where the land elevation is the highest and decreases as the elevation decreases. Hail storms do occur due to the mountainous terrain which creates the ideal conditions for the formulation of hail. Rainfall tends to come from thunderstorms and in sudden flashes. This often results in flash floods which block roads. Softer and all-day rain does occur but it is not as common as thunderstorms. 500 mm of rain per annum is regarded as the minimum amount of rain required for sustainable crop production. The area also receives water from the snow that falls in the mountains. In the last three years there was no significant snowfall in the region and the municipality was severely affected by drought. The municipality has to cart drinking water to communities.

However, the area has had significant snowfall events in the past especially 2005 and 2017 when people were unable to leave their residences and were trapped for about a week, some in their vehicles. Livestock losses were massive and many dwellings had their roofs collapse. Many roads were damaged as well as bridges especially gravel roads.

As a result of climate change, rainfall increasingly tends to come in greater volume and in a shorter amount of time. This tends to result in flash flooding during the winter and the summer seasons. Due to heavy rainfall, floods are becoming a common phenomenon as rivers burst their banks with bridges washed away at times. The key contributing factors to flash flooding are the rainfall intensity and duration. Topography, soil conditions, and ground cover also play an important role. Flash floods occur within a few minutes of hours of excessive rainfall.

Rainfall does result in significant rockfalls which occur due to soils becoming wet and soft leading to the rocks topping them to collapse and roll downwards. This can result in roads being blocked such as the R 58 which was blocked for over a month in 2020. It can also result in residences being damaged.

4.1.5. Temperature

Temperature fluctuations of between 42°C and 16°C in summer although the higher lying areas tend to be cooler. In winter, the minimum temperature can vary between -7°C and -1°C with the higher lying areas being colder. This is an annual average of 150 days of frost. Frost can occur anytime and thus the area around Barkly East has a very short growing season.

Due to the temperature fluctuations, temperature inversions are often seen in winter due to smoke from residential fires becoming trapped in the lower air layers.

4.1.6. Wind

Wind speed is difficult to determine as the area has tended to fall outside traditional measuring areas. However, a study done in 2017 determined that annual wind speeds are decreasing throughout the country and in the Municipality. Mean wind speeds though are increasing in winter and autumn and decreasing in summer and spring. The inland areas have recorded the highest increase during autumn. In the study, the area with the highest mean inter annual variance is in Komani which has a similar climate to some experienced in our Municipality. (SAJS, 2017:4-6). Wind speed changes rapidly in the mountainous areas with eddies and swirling winds occurring against slope faces. This has an impact on fire fighting when fires can constantly change direction.

The area is renowned for wind events during spring where strong and constant winds occur. Tornadoes do not occur frequently but have occurred near Sterkspruit in the past. Strong winds result in trees being blown over and roofs being torn off.

4.1.7. Water Sources

The Municipality falls in the Orange River catchment area. The map below indicates the major rivers. Senqu's main towns are served from dams such as the Barkly East dam and Lady Grey dam. Sterkspruit is served by Jozanashoek dam. Rhodes and Rossouw draw water from boreholes. The communal areas are serviced with water from perennial rivers such as the Orange, Kraai and Telle. Villages and farms also make use of springs. The threat of drought however is a constant threat as there is no water source or dam that is large enough to meet the growing demand for treated potable water.

4.1.8. Road Network

The main road through the area is the R 58 which connects Aliwal North with Maclear. The other tar road is the link between the R 58 via Sterkspruit to the Free State.

The majority of roads are gravel which are in need of repair. There are very few decent gravel roads in the area due to lack of regravelling and drains not opened. As a result, runoff creates dongas in the roads and many roads are down to bedrock. Many bridges have reached the end of Joe Gqabi district is renowned of its roads that have passes which are often dangerous during winter as the state of these roads deteriorates as the result of the snow and icy conditions. The tarred passes include the Kraai River Pass on the R58 between Lady Grey and Barkly East and Barkly Pass on the R58 between Barkly East and Elliot.

4.2. DEMOGRAPHIC /POPULATION ANALYSIS

4.2.1. Socio – economic indicators

Population Dynamics

Senqu Municipality has a population of 134 150 which has grown to 140,720 (Statsaa, 2016). This makes it the most populous municipality in the Joe Gqabi district. This slight increase in population is due to births but it is not a significant increase. It is only a 1 % increase. The Eastern Cape in total in 2015 only has a population of 6 916 200 which makes up 12,6% of the national total (Statssa 2016). Provincially, for the period 2011–2016 it is estimated that approximately 243 118 people will migrate from the Eastern Cape (Statssa 2016).

Household numbers are increasing from 33 904 (2001) to 38 046 (2011) with a slight drop to 35 597 in 2016 (Statssa,2016). This is due to the effects of urbanisation and participation in a world economy which means that the cost of large families and households are prohibitive. This is shown in the statistics which show that the average household size has dropped from 4 in 2001 to 3.5 in 2011 and 4 in 2016 (Statssa,2016).

Table 1: Average Household Size

Municipality	Total population			No of H/holds			Average h/hold size		
	1996	2001	2011	1996	2001	2011	1996	2001	2011
Joe Gqabi	324118	336413	337853	71162	84835	97775	4.6	4	3.5
Elundini	134077	135389	131656	29549	33209	37854	4.5	4.1	3.5
Senqu	129673	134326	131981	28056	33904	38046	4	4	3.5
Walter Sisulu	60369	66698	74216	15557	17722	21875	4.5	3.8	3.4
EC Total	6036337	6163009	6246143	1303287	1481640	1687385	4.6	4.2	3.7

Source: Statsaa Census 2011

The dominant home language is Isi Xhosa, isiHlubi, seSotho, Afrikaans and English. A larger part of isiHlubi speakers can be found around the Sterkspruit area.

Rural vs. Urban Population

According to the 2001 Census, 86% of households are rural in nature. Whilst it is difficult to determine this figure with any accuracy from the 2011 census, indications are that it is at least around 70 %. This dynamic is shifting with the phenomenon of urban in migration occurring in Senqu Local Municipality. The majority of which is situated around the town of Sterkspruit (SDF 2017). This simply means that people are moving to live in villages which are expanding towards the urban centre of Sterkspruit. The concept of a rural countryside with scattered homesteads is disappearing, to be replaced by many villages growing towards each other creating rural urbanisation.

There is an also an out migration of people both out of the rural areas to the urban areas and from JGDM to other districts. An inward migration from Lesotho to Mt Fletcher and Sterkspruit is also being experienced (Joe Gqabi WSDP 2010). “Between 2006 and 2016 the population growth averaged 0.33% per annum which is significantly lower than the growth rate of South Africa as a whole (1.54%). Compared to Joe Gqabi's DM average annual growth rate (0.65%), the growth rate in Senqu's population at 0.33% was about half than that of the district municipality (SERO,2017:10)”.

“Senqu's population is projected to grow at an average annual rate of 0.9% from 142 000 in 2016 to 148 000 in 2021 (SERO,2017:11).” The population projection shows an estimated average annual growth rate of 0.9% between 2016 and 2021 against the “average annual growth for Joe Gqabi District Municipality, Eastern Cape Province and South Africa at 1.1%, 1.0% and 1.4% respectively (SERO,2017:12)”.

Human Settlements

Senqu is a predominantly rural area, characterised by small settlements, limited urbanisation and subsistence agriculture. The majority (85.74%, 2001 Census) of households are rural in nature, including rural villages and farm households and the overwhelming majority (93.27%) of the local population live in the Sterkspruit sub-region. This dynamic is shifting with urban in-migration where “people are moving to live in villages which are expanding towards the urban centre of Sterkspruit. The concept of a rural countryside with scattered homesteads is disappearing.” (Senqu IDP 2011).

Gender and Age

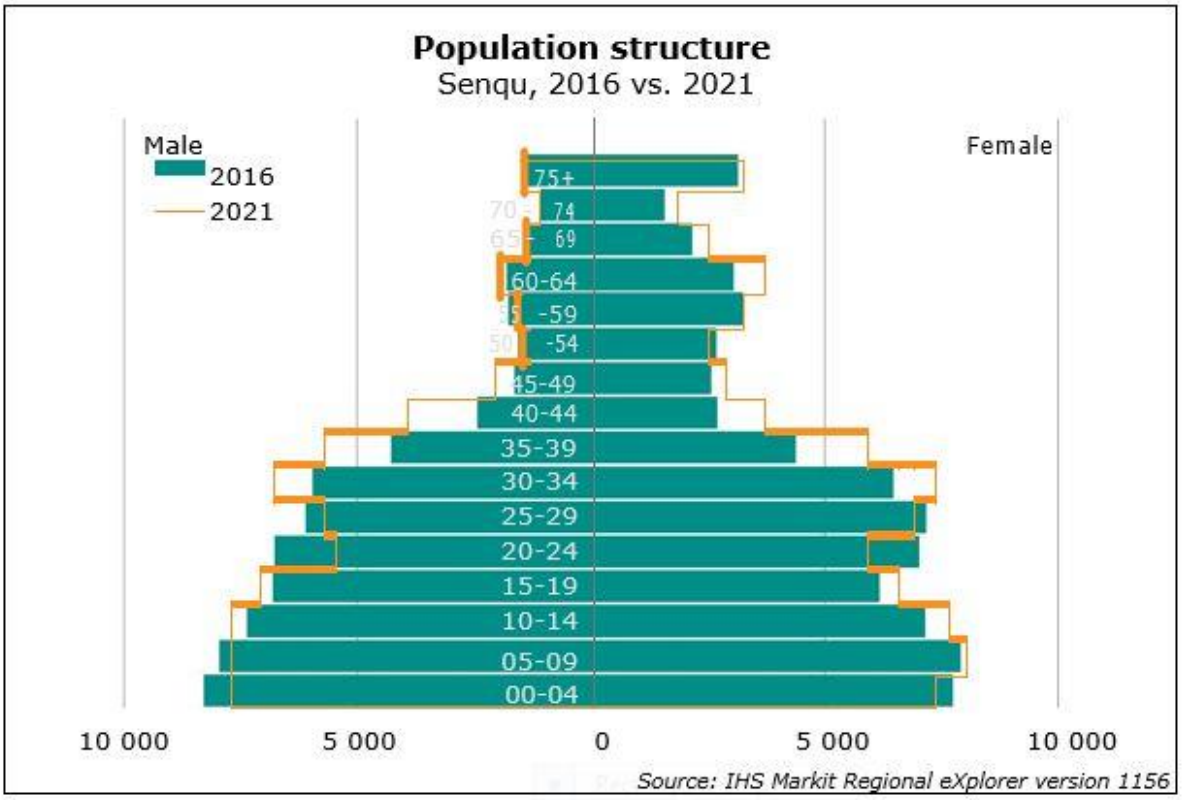
Table 2: Population by gender.

	Male	Female	Total
Senqu	66,400	75,400	142,000
Elundini	70,300	74,700	145,000
Walter Sisulu	41,800	44,200	86,000
Joe Gqabi	**178,000**	**194,000**	**373,000**

Source: IHS Markit Regional eXplorer version 1156

The male/female split in population was 88.1 males per 100 females in 2016. The Municipality has more females (53.17%) than males due to high out migration of males looking for work due to historical factors. In total there were 75 400 (53.17%) females and 66 400 (46.83%) males which differs to the district average of females being 52.12% (Ecsecc,2017:13).

Chart 1. Population Pyramid 2016 vs 2021



The population pyramid shows that in the future there is a decrease of young potential work force aged between 20 to 34 from 27.9 % to 25.7 % as well as a decrease of young children aged between 0 to 14 years from 32.7 % to 31.4%. However, the fertility rate is expected to increase. (Ecsecc, 2017:13).

The largest population group is between 0-14 years of age who make up 32.7 % of the population followed by age 22 to 44 at 27.9 % and then youth (15-24). This share of population is within the babies and kids (0-14 years) age category with a total number of 46 400 or 32.7% of the total population. The age category with the second largest number of people is the young working age (25-44 years) age category with a total share of 27.9%, followed by the teenagers and youth (15-24 years) age category with 26 800 people (Ecsecc,2017:14). This indicates a very youthful population that the LED Strategy needs to find employment opportunities for in the future.

A comparison between the Senqu population pyramids of 2006 and 2016 indicate that persons aged 20-34 increased from 24.8 % in 2006 to 27.9 % in 2016 whilst persons aged 0-14 decreased from 2006 to 2016 from 34.2 % to 32.7 %. The difference between male and female populations was small at 12.5 % for females and 12.3 % for males in 2016 unlike in 2006 where males formed 13.3 % of the population with females 14.6 % (Ecsecc,2017:15). If the population of 2016 is compared with that of South Africa as a whole it shows that there is a higher fertility rate in the municipality and that the number of children aged 0-14 years is larger at 32.7 % as opposed to 29.2 % (Ecsecc,2017:15).

Population by population group, gender, age and households

In 2016, the Senqu Local Municipality comprised of 40 500 households which is an average annual growth rate of 1.15% in the number of households from 2006 to 2016. The average household size in the Senqu Local Municipality is decreasing from approximately 3.8 individuals per household to 3.5 persons per household in 2016 (Ecsecc,2017:17). The composition of the households by population group shows that Africans are the largest group of 97.3% followed by whites at 1.2% and then Coloureds at 0.9%. The smallest population group by households is the Asian population group with only 0.6% in 2016 (Ecsecc,2017:17).

Table 3. Population by population group, gender and age.

	African		White		Coloured	
	Female	Male	Female	Male	Female	Male
00-04	7,62	8,14	31	29	94	89
05-09	7,8	7,82	41	41	76	59
10-14	7,03	7,24	48	33	81	69
15-19	6,07	6,66	25	29	89	91
20-24	6,94	6,61	25	30	60	94
25-29	7,06	5,94	45	59	71	51
30-34	6,37	5,78	36	34	67	67
35-39	4,26	4,13	64	46	50	53
40-44	2,6	2,31	44	50	62	45
45-49	2,47	1,51	57	65	51	48
50-54	2,59	1,46	65	49	40	50
55-59	3,22	1,65	52	71	7	34
60-64	3,02	1,73	33	56	16	0
65-69	2,12	1,34	52	30	6	14
70-74	1,54	1,04	35	23	17	18
75+	3,06	1,29	76	35	9	17
Total	**73,8**	**64,7**	**728**	**683**	**795**	**799**

Source: IHS Markit Regional eXplorer version 1156

The number of female headed households is quite high and can be ascribed to migrant and commuter labour which has resulted in many households having a woman as the head of the household and the chief breadwinner living away from the home. These impact on the type of development that may occur, especially with regards to manual labour-type employment (SDF 2011). The good news is that female headed households have dropped from 52.2 % (2001) to 50.5 as can be seen in the table below (Statsaa, 2011).

It should be noted that the number of child headed households have also dropped. However, this statistic should be treated with caution as these households tend to shy away from officialdom.

5. STATUTORY REQUIREMENTS / LEGAL FRAMEWORK

The following legislation impacts on the integrated Disaster Risk Management planning effort and will provide the basis for operation by the relevant role-players, whether they are Lead or Supporting Disciplines (alphabetically) :-

- Disaster Management Act, 57 of 2002
- Joe Gqabi Disaster Management Policy Framework
- Joe Gqabi District Municipal Bylaws
- Fire Brigade Services Act, 99 of 1987
- Local Government: Municipal Systems Act, 32 of 2000
- National Health Act, 61 of 2003
- NFPA 1561
- Occupational Health and Safety Act, 85 of 1993
- Road Traffic Act, 93 of 1996
- Road Traffic Laws Reconciliation Act, 47 of 1998
- Safety at Sports and Recreational Events Act, of 2009

- SANS 10366:2006 – Health and Safety at Events – General Requirements
- SANS 10400:1990 – Application of the National Building Regulations
- South African Police Service Act, 68 of 1995

6. SCOPE

The Disaster Risk Management Plan (DRMP) has been drafted as part of the Community Safety Strategy, produced by a joint initiative of ALL role-players and is coordinated by Joe Gqabi District Disaster Risk Management Centre and it is developed in terms of the Disaster Management Act, 57 of 2002 as amended.

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This Plan applies specifically and exclusively to disaster-risk reduction in the Joe Gqabi District Municipality, with due consideration of external influences, including incidents and disasters. It is supported by Guidelines and strategies by the National Disaster Management Centre (NDMC), the Provincial Disaster Management Centre (PDMC) and other relevant authorities are incorporated.

7. OBJECTIVES

The objective of this document is to define and describe the essential elements and procedures **at the strategic level** for preventing and mitigating major incidents or disasters (covering a wide range of hazards and threats, including natural and man-made disasters, service disruptions, protest, and other emergencies) and to ensure a rapid and effective response in case of a major incident or disaster occurrence, that will:-

- Save lives, Reduce risk exposure and suffering
- Mitigate and or protect property and the environment
- Mitigate and or reduce economic and social losses
- Ensure safety and health of all responders is sufficiently provided for.

The plan seeks to ensure that Disaster Risk Management provides a basis for the following:-

- Standard evaluation of any emergency or disaster or the potential for such a situation,
- Strategic decision making,
- Operational planning,
- Tactical planning,
- Planning evaluation and revision and
- Operational command and control.

The effectiveness of the document rests on the support by all Disaster Management stakeholders. As it intends to outline coordination mechanisms, save lives, mitigate and reduce the impact of any incident that may occur, through the spirit of cooperative governance, the Multi-Disciplinary Incident Management Procedure (MDIMP) will be the mechanism employed to ensure a coordinated and multi-disciplinary approach is realized.

Multi-Disciplinary Incident Management Procedure (MDIMP)

The Multi-Disciplinary Incident Management Procedure must be applied when any significant incident occurs, even to routine incidents, in order to provide for impact escalation and to be aware of present and probable future risks that exist. The MIMP must be applied during exercises, as exercises and simulated incidents often involve artificial and real-time hazards, vulnerabilities, risks, problems and challenges that are similar in nature to those of actual incidents and emergencies.

All Stakeholders and Role-players (*including* those external organizations with which mutual aid or service level agreements have been entered into) must develop their own operational guidelines (Standard Operating Procedures – SOP's) and Plans which must integrate with / talk to the MDIMP and other applicable procedures. The MDIMP would address both routine and unusual incidents based on the hazard and risk assessment, which may occur within Joe Gqabi District Municipality Area that should describe the options available for application according to the needs of each particular incident or emergency situation.

The role of the Senqu District Disaster Risk Management Centre empowered by legislation is to coordinate the procedure assisted by all role players for the following;

- To ensure overall integration and co-ordination of all relevant role-players involved in incidents so as to identify, prevent, reduce, mitigate and effectively respond to any hazards with a disaster risk which may affect the safety of the public.
- To develop and produce a viable and integrated Disaster Risk Management Plan (DRMP) for the Senqu Municipality, ensuring that synergy exists between the Joe Gqabi District Municipality, Local Municipalities, Provincial Disaster Risk Management Plans and National Disaster Risk Management Plans and structures;
- To ensure that an adequate Joint Operations Centres, staffing and relevant reporting structure is established.
- To have implemented integrated awareness and education campaigns for the community at risk, thus developing resilience towards community safety from disaster-risk issues.

The Province of the Eastern Cape and all other Organisations / Entities will still continue with the provision of their normal functions in protecting the broader Joe Gqabi District Municipality against hazards with disaster-risk.

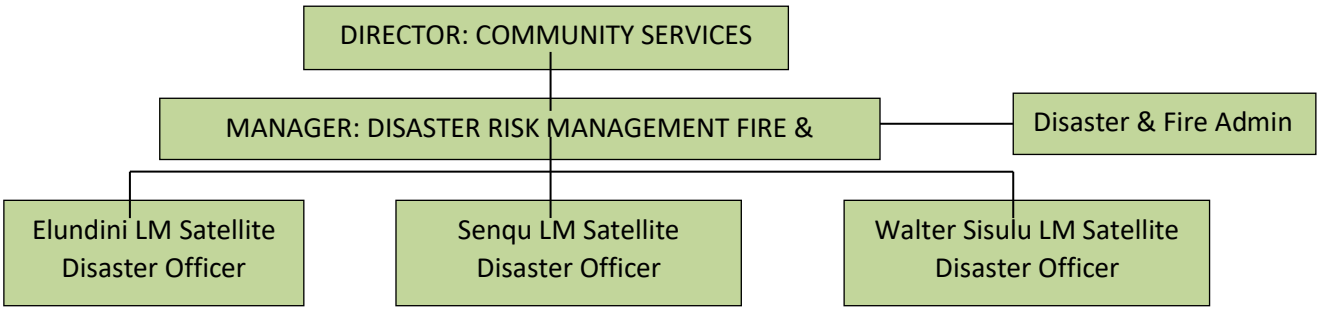
The approved **Senqu Municipal Disaster Risk Management Plan** and all linked Procedures of the various Disciplines will remain in place, so that inter-disciplinary communication and any required response operations throughout the Province and the District Municipality can be adequately managed.

8. INSTITUTIONAL ARRANGEMENTS

8.1 Disaster Risk Management

At Joe Gqabi District Municipality, Disaster Risk Management, Fire and Rescue Services is a programme attached to Community Services lead by the Manager reporting to the Director. The programmes has a staff compliment of 5 officials, two officers at the main office, the manager and the admin officer, and 1 disaster satellite officer per each local municipality namely Elundini, Senqu and Walter Sisulu Local Municipalities, the satellite officers are reporting to the manager.

Structure for Disaster Risk Management



The District Disaster Risk Management Centre is not established, coordination occurs in offices however a mechanism has been developed that officials are available on a 24 hours 7 days a week.

The Disaster Management Policy Framework was adopted and gazetted in August 2016,the district municipality is reviewing the policy framework which is scheduled to be gazetted before June 2020

The officials are appointed by the District Municipality and are placed in each local municipality. Through the decentralized approach, coordination is more effective as the officials are responsible for the Local Municipal areas. Mechanisms have been put in place for the officials to be available whenever there is a need. There is a disaster response vehicle allocated in each disaster satellite office

The District Disaster Risk Management Advisory Forum and Local Disaster Risk Management Advisory Form structures have been established and meetings are held on a quarterly basis. Disaster management stakeholders within the municipalities and outside the municipality participate in the Intergovernmental structures.

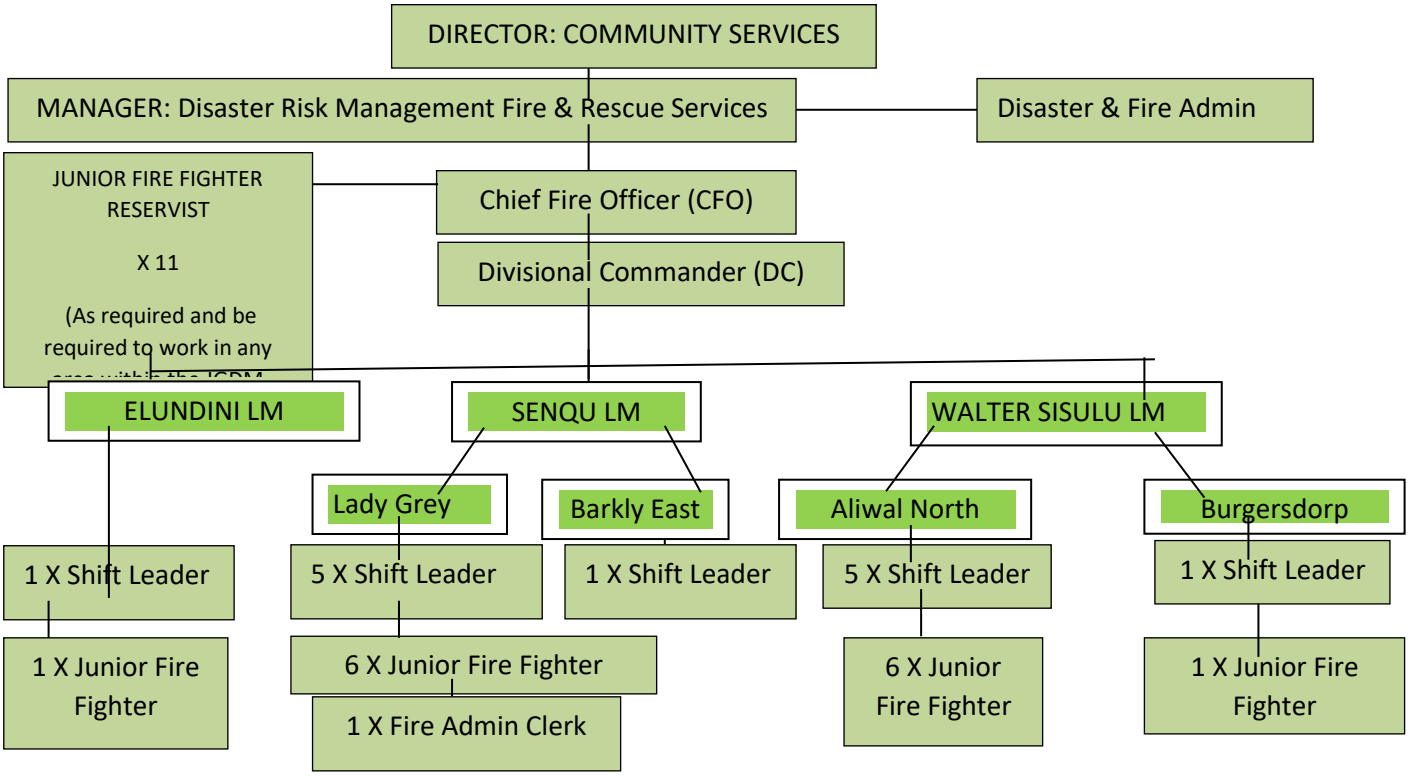
The District Municipality has signed mutual assistance agreements with Alfred Nzo, Chris Hani, Pixley Ka Sema, Xhariep and OR Tambo District Municipalities whom will be activated as per the need.

Senqu Municipality disaster co-ordination is spearheaded by the Director Community Services.

8.2 Fire and Rescue Services

Fire and Rescue Services is operating in four areas, in Mt Fletcher at Elundini Local Municipality, in Lady Grey at Senqu Local Municipality and in Aliwal North and Burgersdorp at Walter Sisulu Local Municipality. The post of the Chief Fire Officer is still vacant however the Acting Chief Fire Officer is stationed in Aliwal North. In Aliwal North there are 12 officials, in Lady Grey there are 12 officials, in Mt Fletcher there are 2 officials and in Burgersdorp there are 2 officials.

Structure for Fire and Rescue Services



9. OPERATIONS AND COORDINATION

Fire and Rescue Services is operating 2 shifts at Senqu and Walter Sisulu Local municipalities, operating as from 06H00 AM to 10H00 PM, between 10H00 PM and 06H00 AM they are on standby. Both Mt Fletcher and Burgersdorp stations are operating for the office hours and are on standby until the next morning.

Each fire station is allocated a stationed cell phone that is utilized by the crew on duty under the supervision of the shift leader. Through this mechanism the fire fighters are available 24 hours a day.

The district municipality has a partnership agreement with DEA. Based on the partnership agreement with the Department of Environmental Affairs, there is a Working on Fire Team stationed in Lady Grey with a crew of 22 people.

10 RISK ASSESSMENT

10.1 Hazard Rating Classifications

Colour	Hazard	Risk	Priority	Ratings
Red	A high hazard rating, causing an increased risk	A high risk rating	Higher Priority, mitigation or treatment options should be implemented over a shorter term within 6 months	6.01 – 9.00
Yellow	A medium hazard rating	A medium risk rating	Medium Priority, mitigation or treatment measures should be implemented over the medium term within 9 months	3.01 – 6.00
Green	A low hazard rating, causing a decreased risk	A low risk rating	Lower Priority, mitigation or treatment measures should be implemented over a longer term within 12 months	0.01 – 3.00

The following are high priority hazards, causing an increased risk for the development and implementation of a mitigation or treatment options within 6 months

Hazard Type	Hazard Name	Severity	

		Senqu Local Municipality	**High Risk**
Hydrological	Drought	Severe	
	Veld Fires	Severe	
	Snow	Severe	
	Flooding	Severe	
Technological and chemical	Structural Fire (Formal & Informal)	Severe	
	Hazmat (Spillage by Road)	Severe	
	Accidents (Road Transportation)	Severe	
Geological	Rock Fall	Severe	
Environmental	Surface water pollution	Severe	
Service Delivery Failure	Water	Severe	
	Sanitation	Severe	

The following are medium priority hazards, causing a medium risk for the development and implementation of a mitigation or treatment options within 9 months

Hazard Type	**Hazard Name**	**Severity**	
		Senqu Local Municipality	**Medium Risk**
Hydrological	Hail storm	Moderate	
	Strong winds	Moderate	
	Lightning /Thunderstorms	Moderate	
Geological	Land slide	Moderate	
	Mud slide	Moderate	

10.2 LIKELIHOOD / PROBABILITY RATING

Likelihood / Probability Rating		
Rating	**Description**	**Qualification Criteria**
5	**Almost Certain**	• The risk consequence is expected to occur often (every 1 – 3 months) • Very many incidents with this consequence experienced and/or recorded • High likelihood of reoccurring, with many opportunities to occur
4	**Likely**	• The risk consequence will probably occur every 4 - 12 months • Many incidents with this consequence experienced and/or recorded • Considerable opportunity and means to occur
3	**Possible**	• The risk consequence will occur at some time (every few years) • Few, infrequent occurrences recorded and/or experienced) • Some opportunity and means to occur
2	**Unlikely**	• The risk consequence could occur at some time (4 - 10 years) • No known recent incidents recorded or experienced • Little opportunity and means or reason to occur
1	**Rare**	• The risk consequence may occur only in exceptional circumstances (> 10 years) • Unheard of • Almost no opportunity to occur

10.3 IMPACT / CONSEQUENCE

Likelihood	Impact / Consequence				
	(1) Very Low	(2) Low	(3) Medium	(4) High	(5) Very High
(5) Almost Certain	Minor	Moderate	Major	Extreme	Extreme
(4) Likely	Minor	Moderate	Moderate	Major	Extreme
(3) Possible	Insignificant	Minor	Moderate	Major	Extreme
(2) Unlikely	Insignificant	Minor	Moderate	Moderate	Major
(1) Rare	Insignificant	Insignificant	Minor	Moderate	Major

10.4 HAZARD PROFILE TABLE

Hazard Type	Hazard Name	Impact Severity Per Hazard			Trigger Event	Impact / Consequences	Primary / Lead Agency	Secondary / Support Agency	Mitigation Measures
		Consequence Level	Likelihood / Probability	Classification					
Hydrological	Drought	4 or 5	4 or 5	Major or Extreme	Severe Weather conditions	• Grazing grace is reduced significantly • Loss of agricultural production • Negatively affect family livelihoods and Increase in Inflation (Food prices) • Reduction of raw water levels for domestics, agricultural use, new housing development projects and industrial operations. • Over stretched municipal resources to provide basic needs projects (water carting drilling of boreholes, purchase of JoJo tanks, payment of overtime, S&T and operational costs) and delay in the implementation of current • Increase in the runaway veld fires	DMA, WSA, WSP and DRDAR		Hazard specific contingency plan developed

						• Livestock loss/unplanned reduction of livestock. • Implementation of water restrictions and rationing • Loss of employment to farm workers			
	Veld Fires	4 or 5	4 or 5	Major or Extreme	• Dry Grass • Wood and dead plants • Debris • Cigarette buds • Combination extreme heat conditions and strong winds • Lightning • Arson • Spontaneous combustion • Playing with matches • Open fires left unattended • Poor management of controlled burning	• Great amount of grazing land is destroyed • Livestock starvation • Fencing infrastructure is destroyed • Livestock loss • Potential agricultural harvest / production is destroyed • Increases chances of soil erosion • Leads to deforestation • Leads to loss of biodiversity • Leads to land degradation • Destroys housing property • Leads to motor vehicle accidents due to smoke clouds • Road Closure	DMA,		Hazard specific contingency plan developed

						• Loss of lives • Stretch municipal resources (operational costs, vehicle running costs, S&T and overtime, frequent repairs) • Delay in the implementation of currents projects as a result of shifting of funds • Job losses • Health risk			
	Snow	4 or 5	4 or 5	Major or Extreme	Severe weather	• Major disruptions on normal daily life activities. • Road closure • Damages to property and infrastructure • Livestock loss • Increase in road accidents • Supply of fodder to animals • Disruption of service delivery projects (closure of offices) • Disruption of schooling programmes • Loss of life • Increase family expenditure			Hazard specific contingency plan developed

						• Increased government operational costs • Electricity and Telkom lines collapse • Collapse of major trees			
	Flooding	4 or 5	4 or 5	Major or Extreme	• Heavy Rains • Thunder Storms • Hail storm • Dam collapse • rapid snowfall • river flow debris • unclaimed storm water drainage systems	• Damage to road infrastructure, underground water and sewer pipes, • Lead to landslide and mudslide • Some communities are not accessible due to low lying bridges • Loss of life, injuries and damage to property • Lead to soil erosion • Development of Dongas, • Loss of livestock • Disruption of normal daily activities • Disruption of school programmes • Disruption of service delivery projects			Hazard specific contingency plan developed

						• Reduced agricultural production as crops are washed away			
Technological and chemical	Structural Fire (Formal)	4 or 5	4 or 5	Major or Extreme	• Unattended burning candles • Unsafe cooking practices • Overloaded plugs • Circuit interrupters • Illegal connection • Unsafe use and storage of gas and flammable liquids • Smoking • Arson • Improper use of heating equipment • Faulty electrical appliances • Alcohol abuse • Domestic violence	• Human injuries • Fatalities • Damage to property • Destroys clothes and food. • Disrupt family lives • Has huge cost implications • Unsettles the families as they will have to look for alternative accommodation			Hazard specific contingency plan developed

	Structural Fire (Informal)	4 or 5	4 or 5	Major or Extreme	• Unattended burning candles • Unsafe cooking practices • Overloaded plugs • Circuit interrupters • Illegal connection • Unsafe use and storage of gas and flammable liquids • Smoking • Arson • Improper use of heating equipment • Faulty electrical appliances • Alcohol abuse • Domestic violence	• Human injuries • Fatalities • Damage and destruction of property • Destroys clothes and food. • Disrupt family lives • Trauma • Loss of employment and business income • Loss of treasured mementos • Animal injuries • Health hazard • Release of toxic fumes • Create dependency • Has huge cost implications • Unsettles the families as they will have to look for alternative accommodation			Hazard specific contingency plan developed
	Hazmat (Spillage by Road)	4 or 5	4 or 5	Major or Extreme	• Leaks • Open flames • Chemical reaction	• Road closure • Increased motor vehicle accidents			Hazard specific contingency plan developed

					• Poor maintenance • Improper handling and storage • Road accidents • Exposure to extreme external heat • Theft and vandalism • Use of high voltage electronic equipment in the presence of flammable substances	• Contaminate surface and ground water • Affect the vulnerable groupings in the community (Respiratory) • Lead to health hazards • Contaminate the environment • Loss of plant species • Loss of biodiversity			
	Motor Vehicle Accidents	4 or 5	4 or 5	Major or Extreme	• Road conditions • Reckless driving • Vehicle conditions • Weather conditions • Stray animals	• Damages to vehicles • Injuries and fatalities • Road infrastructure • Livestock • Road closure leading to delays in normal road trafficking • Delays normal operations • May lead to veld fires • Affect family livelihoods			Hazard specific contingency plan developed

					• Driver Alcohol content • Fatigue • Pedestrians • Wild animals				
Geological	Rock Fall	4 or 5	4 or 5	Major or Extreme	• Heavy Rains • Snowfall • Floods	• Damages to property and infrastructure • Loss of life and injuries • Livestock loss • Electricity cut off • Road closure • Accidents • Delay is service delivery • Temporally no access to services			Hazard specific contingency plan developed
Environmental	Surface water pollution	4 or 5	4 or 5	Major or Extreme	Hazmat spillages Sewer spillage	• Water diseases • Increased expenditure on purification • Contaminates water reticulation systems • Inability to supply clean water			

						• Lead to water carting • Lead to health hazards • Lead to loss of life • Loss of life (Birds and Fish), certain plant species			
Service Delivery Failure	Water	4 or 5	4 or 5	Major or Extreme	• Sabotage • Water poisoning • Electric failure • Non available of uninterrupted power supply • Hazmat spillage • Poor infrastructure • Poor maintenance • Overloaded infrastructure leading to frequent breakages	• Communities without drinking water • No water for ablution systems • Household activities will be severely affected • Provision of health services will be severely affected • Community garden project will be severely affected • Business continuity will be severely affected • Service delivery demonstrations			

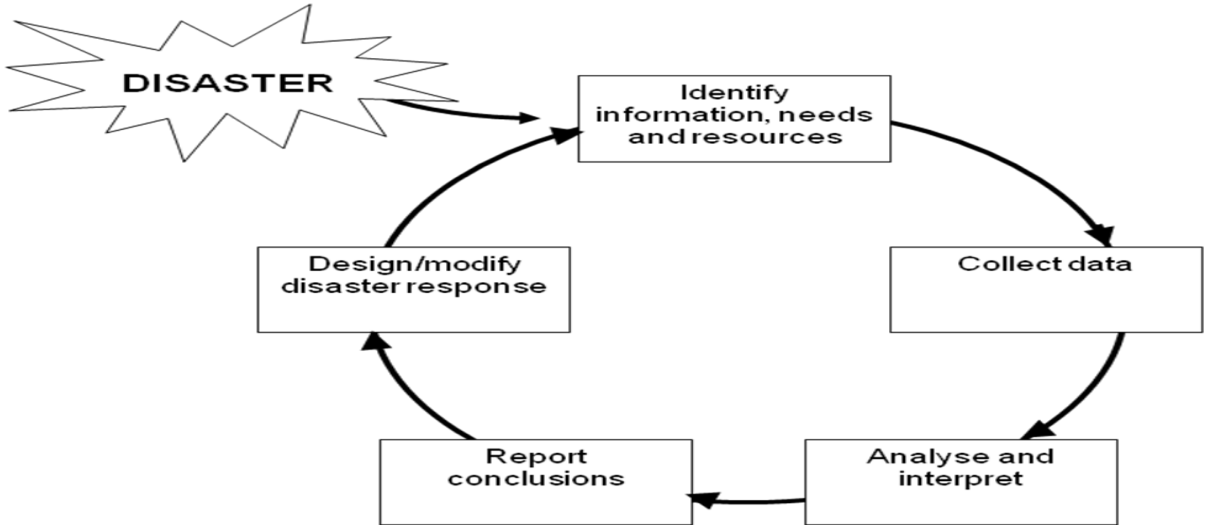
					• Dried water sources				
	Sanitation	4 or 5	4 or 5	Major or Extreme	• Sabotage • Electric failure • Non available of uninterrupted power supply • Poor infrastructure • Poor maintenance • Overloaded infrastructure • Dried water sources	• Block sewer systems • Bad smell • Health hazards • Business continuity will be severely affected • Service delivery demonstrations			

11. RESPONSE AND RECOVERY

Emergency officials from the Municipality, District Municipality and other sectors on standby are activated. Subsequent to occurrence of incident, the incident command system (ICS) will be activated. Depending on the nature of the incident the relevant incident commanders are readily available disaster rapid assessment will be conducted to

- To provide information to assist emergency services in determining appropriate response, including search-and-rescue missions;
- To pinpoint the location and nature of secondary threats that may continue to endanger survivors;
- To provide information about the status of facilities needed to treat or support the survivors; and
- To provide information about access to stricken communities.

The chart below indicates steps to be followed;



The recovery and rehabilitation process will be informed by a needs survey conducted to help the planning process, critical to the needs survey is the damage assessment of social economic aspects, assessment of damages to strategic economic sectors and linking assessment to development programmes.

When necessary, JOC shall be established with other role-players at the identified centre in line with ICS guidelines. The head of the Disaster Management Centre viz Director Community Services shall convene the JOC and senior officials from internal sections in the municipality and relevant Organs of State shall also join when called on.

11. FUNDING ARRANGEMENTS

The plan will be implemented through the operational budget for the financial year. The provisions of the municipal emergency procurement procedures will be invoked. Upon exhaustion of the municipal contingency plan support will be requested from the Provincial Disaster Management Centre and the National Disaster Management Centre.

12. NAME OF HOSPITALS IN THE MUNICIPALITY

In case of any admission the following hospitals will be utilized

Name of Hospital	Town	Bed Capacity	Telephone No
Cloete Joubert Hospital	Barkly East	**25**	045 971 0091
Empilisweni District Hospital	Sterkspruit	**94**	051 611 0037
Umlamli Hospital	Sterkspruit	**70**	051 611 0090
Lady Grey Hospital	Lady Grey	**30**	051-6030093 0829216593

13. MUNICIPALITY CONTACT DETAILS

District Municipal Contact Details			
No	**Department's Name**	**Person's Name**	**Tell / Address**
1	Accounting Officer	Mr Mxolisi Yawa Municipal Manager Email Address: yawam@senqu.gov.za	051 603 1300 082 856 6773
	Community Services	**Director: Community Services & Head of Disaster Management Centre** Email Address:	
	District Disaster Management Centre	**Head of Disaster Management Centre** Mr. P. Moko Email Address: patrick@jgdm.gov.za	045 979 3137 078 958 5949
	Fire and Rescue Services	**Chief Fire Officer** Mr B Nxumalo Email Address: firechief@jgdm.gov.za	045 979 3148 078 244 3978
		Divisional Commander Mr. J. Germishuizen Email Address: germie.jg@gmail.com & johang@barkly.co.za	045 330 0414 072 687 5416
2	**Disaster Risk Management Satellite Officers**		
	Name of Local Municipality	**Person's Name**	**Tell / Address**
	Senqu Local Municipality	**Disaster Satellite Officer** Ms L Mehlomakhulu Email Address: mehlomakhulul@jgdm.gov.za	045 330 0451 079 554 4719
3	**Fire and Rescue Services Officers**		
	Name of Local Municipality	**Person's Name**	**Tell / Address**
	Senqu Local Municipality	**Fire Shift Leader** Shift leader available Email Address: sandile@jgdm.gov.za	078 026 6998 045 330 0450
		Edward Volstruis Email Address: sandile@jgdm.gov.za	078 027 2055 045 979 3146
Other Municipal Departments			
4	Electricity	**Manager: Electricity** Mr. L. Tobben Email Address: tobbenl@senqu.gov.za	051 603 1300 074 5876572
	Waste Management	**Manager: Waste Services** Mr. M. Salman Email address: salmanm@senqu.gov.za	051 603 1300 082 761 1924
	Roads	**Manager: Roads** Mr J. van Rensburg Email Address: vanrensburgt@senqu.gov.za	051 603 1300 079 7325818
	Water Services Provision	**Manager: Water Services Provision** Mr Dumisani Lusawana Email Address: dumisani@jgdm.gov.za	045 979 3163 071 687 9128
	Municipal Heath Services	**Manager: Municipal Health Services** Mrs Malefu Saule Email Address: malefu@jgdm.gov.za	045 979 3143 072 301 2498
	Municipal Communications	**Manager:** Mr P.Oliphant Email Address: oliphantp@senqu.gov.za	051 603 1300 082 4326433
		Manager: Public Participation Mrs M.Theron Email Address: maryanne@senqu.gov.za	045 979 3030 083 647 9552

Other Stakeholders			
5	**Name of institution**	**Person's Name**	**Tell / Address**
1	Department of Treasury and Planning	Mr N Smouse	
2	Department of Cooperative Governance and Traditional Affairs	Mr P Fumani	
3	Department of Safety and Liaison	Mr M Mathumbu	
4	Department of Rural development and Agrarian Reform	Mr M Mvumbi	
5	Department of Social Development	Ms Annelie	
6	Department of Transport	Mr Mahlasela	

7	Provincial Traffic Control Services	Mr. N Neethling	083 406 7075
8	Department of Public Works	Mr Putu	
9	Department of Health		
10	Department of Education		
11	Department of Economic Development Environmental Affairs and Tourism	Ms A Qinisile	
12	Department of Sports Arts Recreation and Culture		
	Department of Human Settlements	Mr Z Nkayitshana	
	SASSA		
	ESKOM		
6	SA Weather Services	Mr. Hugh Van Niekerk	084 279 1169
7	SAPS (Aliwal Cluster Commander)	Brig. Mei	082 779 7102
	SAPS (Search and Rescue Unit Elliot)	Const Van Vuuren	072 425 0178
8	SANRAL	Mr J Sparks	072 425 8841
	R 58 Contact Manager	Mr H Maduna	083 282 5256
	R56 Contract Manager	Mr V Crouws	082 300 7409
	N6 Contract Manager	Mr Aphelele	078 680 4351
9	PDMC (Eastern Cape)	Mr. P. Mabandla Mr. Nicholas Julius	083 413 1124 079 496 4256

14. COMMITMENT TO SUPPORT THE PLAN

Stakeholders mentioned in the plan commits to perform the functions as outline and reasonable assigned by

- Performing assigned responsibilities in a prompt, coordinated and efficient manner to ensure an effective response;
- Entering into partnerships with other agencies if necessary, to improve overall response capabilities;
- Respecting the authority of the agency assigned responsibility for the coordination and management of the response operation/s;
- Making every effort to optimise the application of resources during response and recovery operations; and
- Participating in exercises, drills, rehearsals and post disaster debriefings and reviews in an effort to further refine and improve operational capacity and plans.

15. CONCLUSION

The document effectiveness depends on the support by all Disaster Management stakeholders. It is intended to save lives and reduce the impact of any incident that may occur, through the spirit of cooperative governance.

ANNEXURE 10: DRAFT SDBIP (In final document)

ANNEXURE 11: COUNCIL RESOLUTION OF S 81 MPRA

ANNEXURE 12: DRAFT CLIMATE CHANGE PLAN

1. Introduction

1.1. What is climate change?

In order to understand climate change, one must first understand what climate is. Climate can be defined as the "the usual weather of a place (https://www.nasa.gov) ". Climate change is therefore simply "a change in the usual weather found in a place (https://www.nasa.gov)". This is something as simple as an area receiving less rain than normal.

1.2. Spatial Characteristics of the area

Senqu Municipality is a local municipality under the Joe Gqabi District Municipality. It is located in the Eastern Cape and borders with the Kingdom of Lesotho on the Northern side, Free State and Walter Sisulu Municipality in the West, Emalahleni and Sakhisizwe Municipalities in the South and Elundini Municipality in the East.

It covers an area of 7329km². with 85 villages and 3 major urban centres viz Lady Grey, Barkly East and Sterkspruit. It has 3 minor urban hamlets of Rossouw, Rhodes & Herschel. The Municipality is divided into 17 wards. The Municipality apart from the urban area has a mainly rural population who live in traditional villages. This is starting to change with the villages becoming more urbanised and spending less time and money on subsistence farming lifestyle but rather an increasingly urban lifestyle. This can be seen by the villages of Mokhesi, New Rest, Frans, Esilindini and Tienbank which are gradually joining with the urban area of Sterkspruit. This is also evident near Hershel where the surrounding villages of Entsimikweni, Smith and Dibinkonzo are growing toward the hamlet of Hershel.

1.2.1. Vegetation types, soil and land cover

There are five vegetation types found in Senqu:

- Dry Sandy Highveld Grassland
- Moist Cold Highveld Grassland
- Afro Mountain Grassland
- Alti Mountain Grassland. It is important for grazing and generally occurs in water catchment areas
- Moist upland Grassland. This is important for maize farming and forestry.

The dry sandy highveld grassland is found in the drier south and west side of the Municipality. The moist cold highveld grassland is found from the north to the east of the Municipality. The afro mountain grassland is found on the mountains around Lady Grey, Sterkspruit and Barkly East. The alti mountain grassland is found around the various vleis in the area. The moist upland grassland is found around the mountains of Barkly East and Lady Grey in the areas which receive more rainfall than the rest of the Municipality (JGDM Environmental Plan).

Senqu Municipality has limited land available for intensive agricultural practices due to the poor soils and lack of depth. In total the area under cultivation is 47 319.21 ha, out of this dry land under commercial Production is 18 178. 39 ha with commercial irrigated land of 3 866, 57 ha. Semi commercial use i.e. commonages has 25 274,.25 ha (Information supplied by the Department of Agriculture). This is why livestock production is the main agricultural activity in the Municipality.

The soils in the Municipality are highly erodible with poor depth. This problem is exasperated by communal grazing lands not being well maintained or protected under the previous dispensation. The primary cause is the overstocking of livestock and inappropriate grazing methods. The soils improve towards the east in composition and depth (JGDM Environmental plan)

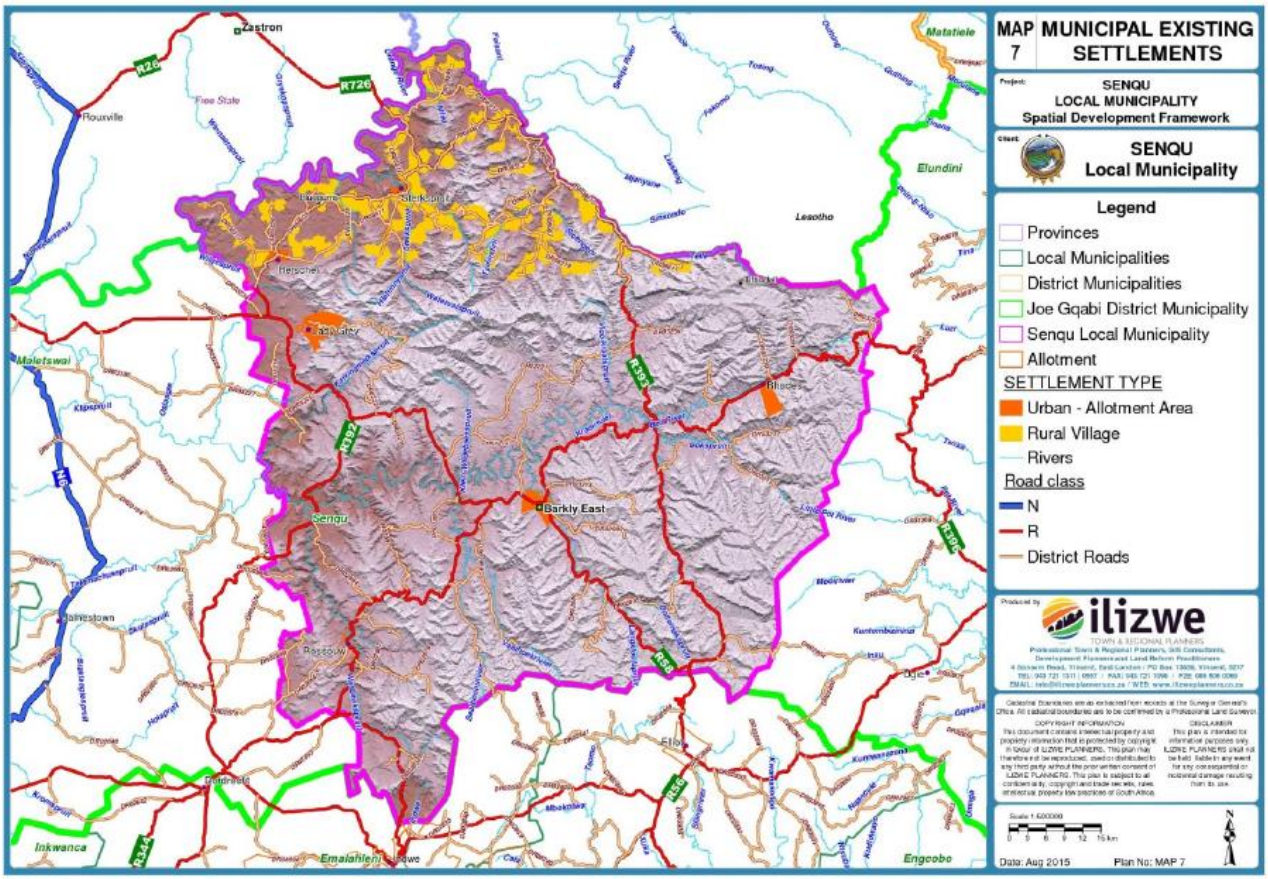
1.2.2. Geology

The Municipality has 3 distinct geology types. These are the Karoo Supergroup, Basaltic lavas of the Drakensberg Group and Beaufort, Molteno, Elliot & Clarens Groups of sandstone & shale (JGDM Environmental Plan). This is due to the topography of the area which is mountainous and part of the Drakensberg.

These are some of the oldest geological types in south Africa and also explains why the area has such poor soils in general,

1.2.3. Topography

The Municipality is extremely mountainous with the height above sea level increasing from the west to the east. The highest mountain ranges are found in the east and north. The highest point in the Eastern Cape, Ben MacDhui at 3001m above sea level occurs in the municipality (JGDM Environmental Plan). Slopes are extremely steep which is why erosion caused by rainfall runoff remains one of the issues in the Municipality. Slopes are normally steeper than 1:8 as part of the southern Drakensberg range (JGDM Environmental Plan).



Map: Topograhic map indicating settlements and topography (Senqu SDF 2017)

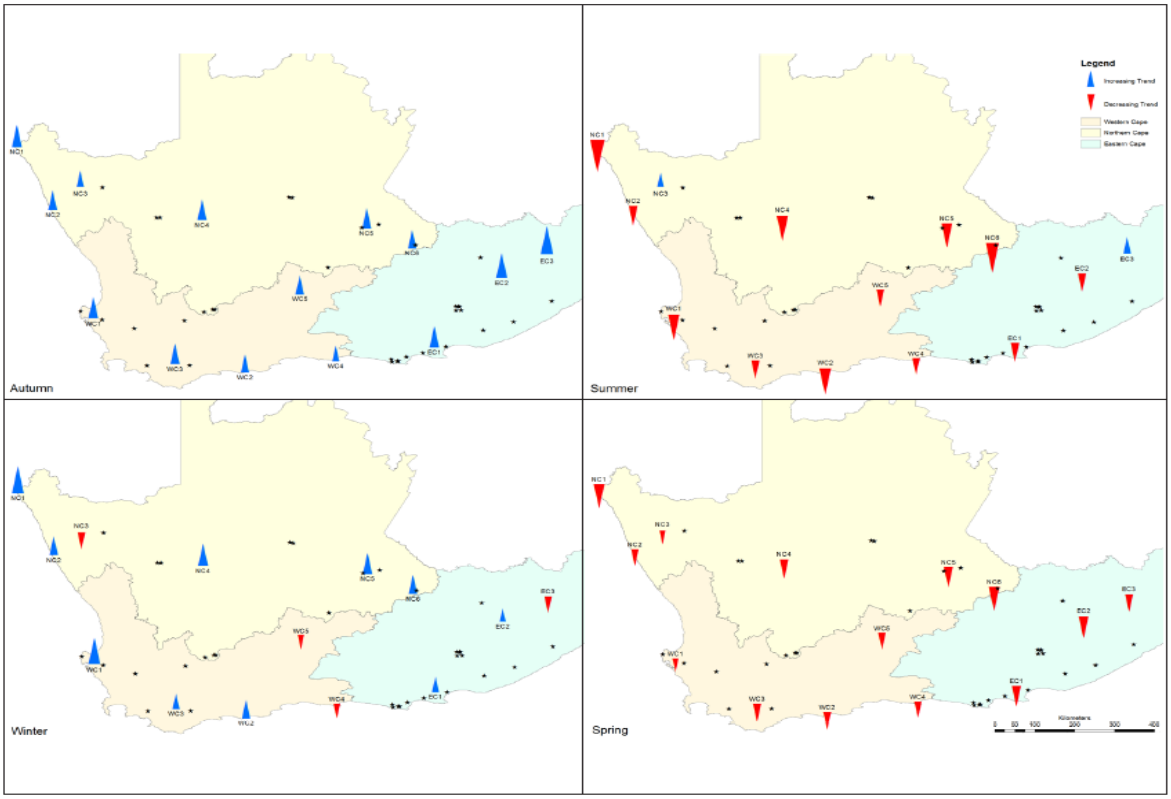
1.2.4 Climate

The Municipality has different temperatures in the various parts of the Municipality. The coldest part in in the East which is in line with it being the highest above sea level. The hottest parts are in the plains around Lady Grey. Temperature fluctuations are extreme with variations of between 42°C in summer and - 16°C in winter. In winter, the minimum temperature can vary between 20°C and -7°C. There is an annual average of 150 days of frost (JGDM Environmental Plan). This results in a short and unreliable growing season.

Due to the temperature fluctuations, temperature inversions are often seen in winter due to smoke from residential fires becoming trapped in the lower air layers.

Rainfall varies from between 1000mm and 1400mm of rainfall a year in the east to about 600mm in the lower lying areas western and southern areas. Rainfall is highest where the land elevation is the highest and decreases as the elevation decreases. Hail storms do occur due to the mountainous terrain which creates the ideal conditions for the formulation of hail. Rainfall tends to come from thunderstorms and in sudden flashes. This often results in flash floods which block roads. Softer and all-day rain does occur but it is not as common as thunderstorms. 500 mm of rain per annum is regarded as the minimum amount of rain required for sustainable crop production. The area also receives water from the snow that falls in the mountains. In the last three years there was no significant snowfall in the region and the municipality was severely affected by drought. The municipality has to cart drinking water to communities.

Wind speed is difficult to determine as the area has tended to fall outside traditional measuring areas. However, a study done in 2017 determined that annual wind speeds are decreasing throughout the country and in the Municipality. Mean wind speeds though are increasing in winter and autumn and decreasing in summer and spring. The inland areas have recorded the highest increase during autumn. In the study, the area with the highest mean inter annual variance is in Komani which has a similar climate to some experienced in our Municipality. (SAJS, 2017:4-6).

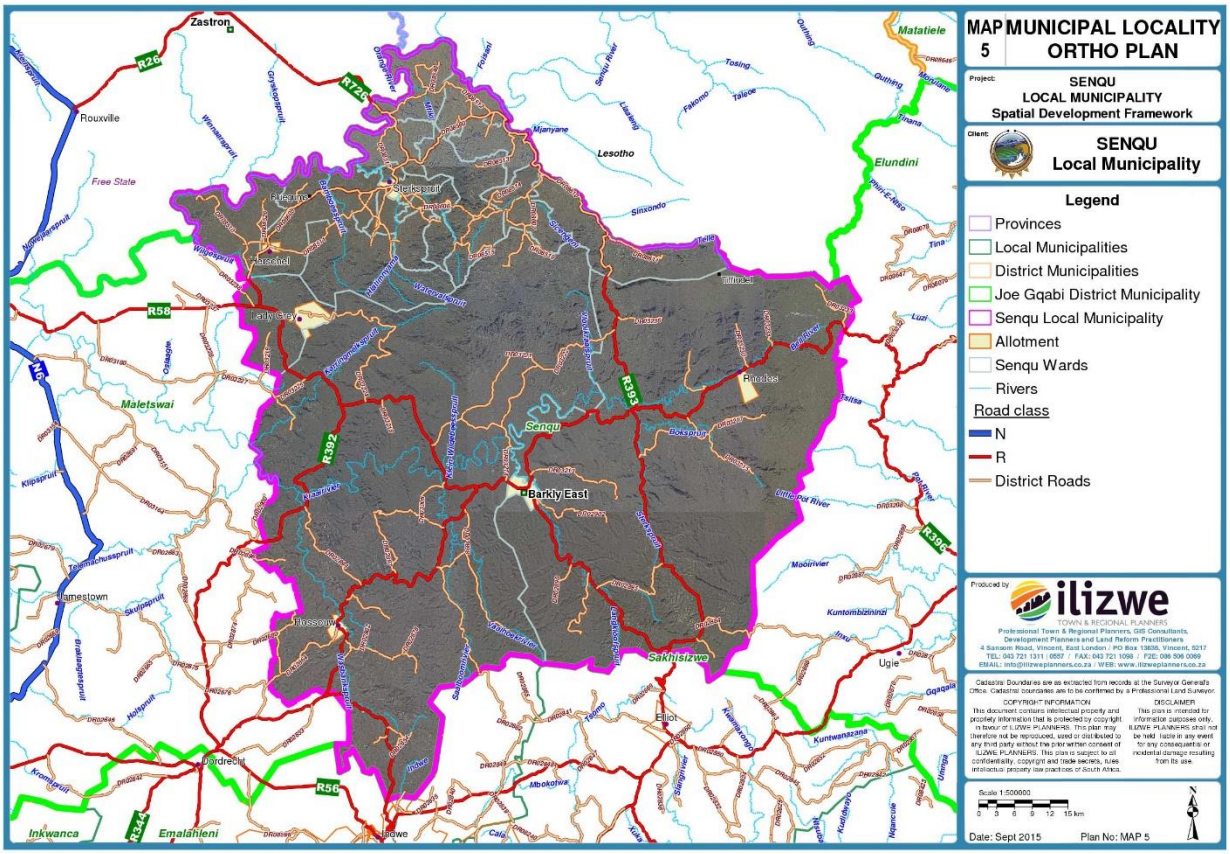


Map showing seasonal wind speed trends 1995-2014 (SAJS,2017:4)

Wind speed changes rapidly in the mountainous areas with eddies and swirling winds occurring against slope faces.

1.2.5 Water sources

The Municipality falls in the Orange River catchment area. The map below indicates the major rivers. Senqu's main towns are served from dams such as the Barkly East dam and Lady Grey dam. Sterkspruit is served by Jozanashoek dam. Rhodes and Rossouw draw water from boreholes. The communal areas are serviced with water from perennial rivers such as the Orange, Kraai and Telle. Villages and farms also make use of springs. The threat of drought however is a constant threat as there is no water source or dam that is large enough to meet the growing demand for treated potable water.



Source: Senqu SDF 2017

2. Environmental Opportunities

Senqu Municipality has some of the most beautiful scenery in South Africa. It has most of the highest mountain passes in the country. This can be used to promote self-drives for 4 x 4 enthusiasts.

The rugged terrain can be utilised for adventure and agricultural tourism which is already occurring like the Salmon Skyrun. The numerous sandstone outcrops can be utilised for building bricks or paving as is being done at Hershel Sandstone. There is also a lot of fine river sand for building purposes but this needs to be monitored as much illegal sand mining is occurring without permits. There is also reed grass which can be used for thatching and briars for making rose hip tea.

The high amount of wind and solar energy can be utilised for greener energy alternatives such as wind and solar energy (JGDM Environmental Management Plan 2011). However, these alternatives require further study and mapping.

The area also contains many bird species and a vulture restaurant near Lady Grey. It contains many species of unique alpine plants such as one species of red-hot poker which does not grow anywhere else.

Many paleontological species are being discovered in the area with many dinosaur skeletons especially in Qhimera as well as rock art.

3. Environmental Aspects & Challenges

- Alien vegetation. The municipality struggles with crack willow which grows along the Kraai river and sucks up litres of water

- Firewood collection. Persons collect firewood indiscriminately breaking down trees. In addition, the indiscriminate burning of grasslands creates air pollution and loss of biodiversity. It is impossible to determine the extent of air pollution as the municipality does not have **an air quality management plan** as it is not a licensing authority. However, it is in the process of developing it with the assistance of DEDEAT.

- The location of dipping tanks. Many of these dipping tanks are located near streams which can poison water supplies

- Borrow pits which are not adequately rehabilitated

- Drainage culverts placing can either hinder or promote gulley erosion

- The proximity of waste water treatment works at both Lady Grey and Barkly East to rivers poses a risk as they could be susceptible to potential flood damage

- Soil erosion, which is the highest in the JGDM due to marginal soils being utilised for inappropriate agricultural practices.

- The registration and management of solid waste disposal sites and lack of recycling. This however will change in the coming years with the building of new SWS.

- Burning of waste and inadequate collection of waste leading to illegal dumping. Lack of human and financial capacity to implement environmental by-laws and act on environmental issues

- Inappropriate land and hygiene practices leading to increased sedimentation and entrophication and pollution of fresh and groundwater sources.

- Increased invasion by alien and undesirable species like Slangbos and blue bush near Lady Grey. Limited protection of environmental sensitive areas

- Poor and crumbing sanitation infrastructure (JGDM Environmental Management Plan 2011)

- Poor protection of vleis, wetlands and springs

In addition to the above, the Municipality struggles with flash flooding due to the terrain which results in rapid runoff and accelerated donga erosion. The geological nature of the soil and poor veld, animal and soil management results in large scale loss of topsoil.

4. Protection of Natural Assets

Whilst the Municipality is blessed with some of the most beautiful alpine scenery which is one of the prime factors for its tourism industry, very little is done to protect the environment and it lies in the hands of individual land owners to conserve this fragile environment.

The Municipality has a huge quantity of sandstone which is being mined and cut into bricks for building. A large quantity of sand is constantly mined for the making of bricks. The Municipality does not fund any projects which utilises these assets without a mining permit.

The District Municipality is running projects in the area to fence off and conserve springs. In general, environmental protection of assets is stressed in the SDF and the Municipality adheres to this in the planning of new developments. The protection of environmental assets is poor due to lack of human and financial resources. Large scale education of the public is required as well as strong political will.

The Municipality is busy addressing the issue of poor management of its waste sites and is in the process of building new sites and closing down non-compliant waste management sites.

5. The Impact of Climate Change

In 1990 South Africa was responsible for about 1.2 % of the total warming effect which placed it within the top ten contributing countries in the world. The carbon dioxide equivalent emission rate per person in South Africa is about 10 T of Carbon dioxide and above the global average of 7 T per person per year. A recent study by the Countries Studies Project predicts that climate change will cause mean temperature increases in the range of between 1 to 3 degrees centigrade by the mid-21st century with the highest increases in the most arid parts of the country. A broad reduction of between 5 to 10 % decrease has been predicted for summer rainfall regions like Senqu. This is likely to be accompanied by an increased incidence of drought and floods with prolonged dry spells followed by intense storms. A marginal increase in early winter rainfall is predicted for the winter rainfall region. A rise in sea level is also predicted of about 0.9 m by 2100 (DEAT website 2000-2005)

Whilst there might be some debate on the effect of climate change, it is clear that the health sector, maize production, plant and animal biodiversity, water resources and rangelands are areas most vulnerable to climate change.

The main effects for Senqu would be:

- Water scarcity may increase in some areas. It is estimated that even without climate change, South Africa will use up most of its surface water resources within the next few decades. Climate change may also alter the magnitude, timing and distribution of storms that produce flood events.
- Frequency of livestock disease outbreaks could be affected
- Maize production will decrease as the climate becomes hotter and drier resulting in the decrease of about 10 to 20 % over the next 50 years.
- Decrease in biomes by 38 to 55 % by 2050, decrease in species and an expansion of insect pests such as the brown locust (DEAT website 2011).

6. Climate Change Strategy

6.1. CLIMATE CHANGE DRIVERS

It is known that it is an increase in the worlds annual temperature due to an increase in the use of fossil fuel energy, poor environmental management practices and an increase in a built up environment which has resulted in a decrease in the ozone layer therefore allowing more heat to be generated and be trapped within the earth's atmosphere.

A climate change strategy therefore has to look at decreasing the factors which drive climate change and increasing other factors which will mitigate or decrease the effects of climate change.

6.2 EFFECT OF CLIMATE CHANGE

In the Senqu Municipality, the main effects of climate change will be as follows:

- An increase in temperature

- A change in precipitation
- A decrease in wind speed

6.2.1. An increase in temperature

The Eastern Cape Climate Change Response strategy of 2011 utilising the projections below indicates that there will be a steady increase in temperature for both summer and winter months.

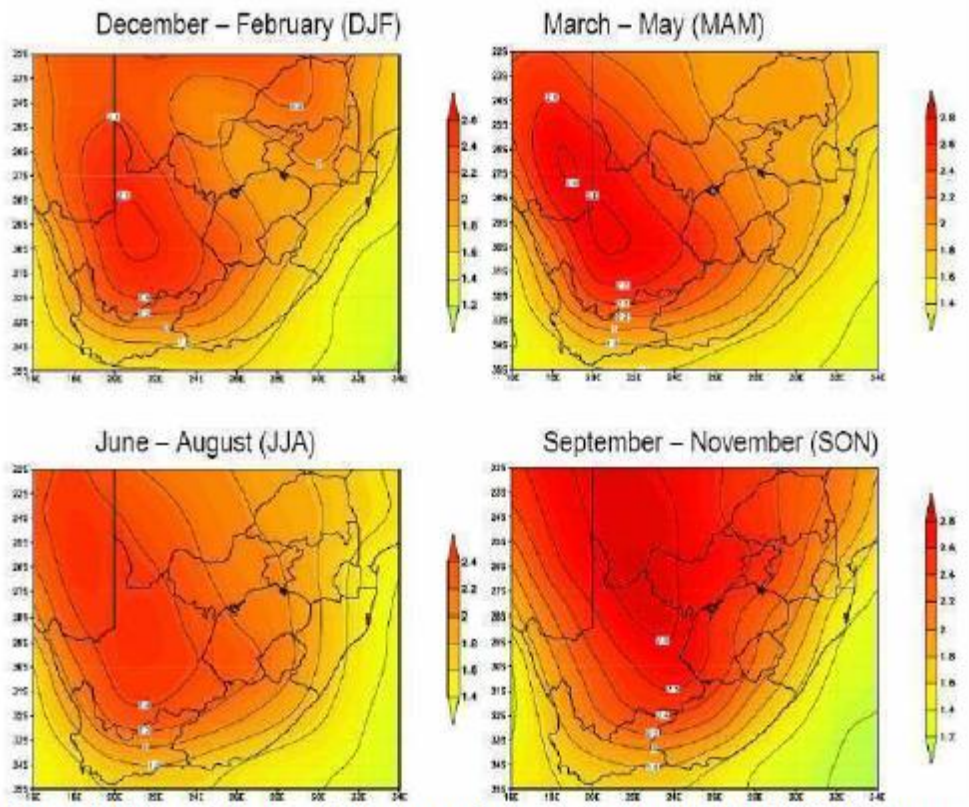


Figure 1: Projected median change in maximum surface temperature by 2050 (Source: Midgley et al 2007).

Source: The Eastern Cape Climate Change Response strategy of 2011

What this means for the Municipality is that in the spring months when temperatures are not very hot and most plants start preparing for their growing seasons is that these crops will require a lot more water. This will be an issue as traditionally the summer rainfall tends to come around December.

People and livestock will also require more water to prevent dehydration at a time when water stocks are low. The increase in heat will have an impact on the built environment in that it will reduce the lifespan of infrastructure in the environment. Tarred roads will melt and the this can create accidents as well as ruining the road surface. Concrete products will set too quickly thereby decreasing its strength and lifespan. Plastic products will degrade quicker releasing hothouse gases.

An annual increase of 1 degree centigrade will have a positive impact on annual crop net revenues for all farms except dryland. The increase in temperature will affect crop farm net revenues negatively in the summer farming season but positively in the winter season (CEEPA, 2006 Climate change and African agriculture). An increase in temperature will have a greater impact on communal farmers as a recent study done by CEEPA indicates that farmers with larger areas of ground will be better able to withstand the effects of climate change (CEEPA, 2006 Climate change and African agriculture).

The main impact that an increase in temperature will have is that it will lead to a decrease in snowfalls in the area. This is an important source of precipitation in the winter months. The increase in temperature will also result in an increase in the growth of bacteria and viruses and well as insect pests. The viruses, pests and plant diseases which would normally be killed off during the winter months or become dormant will now run rampant in an environment that does not have any resistance to these diseases, viruses and bacteria. This will have an effect on both flora and fauna.

6.2.2. A change in precipitation

The Eastern Cape Climate Change Response strategy of 2011 shows that there will be a decrease in precipitation in the areas bordering Walter Sisulu Municipality but an increase in precipitation towards the east of the Municipality. Rainfall will also come later in the year. The impact of this on Senqu Municipality will be great. A fall in precipitation of between 2 to 8 % by 2050 and 4 to 8 % by 2100 will affect dryland farms as well as small scale farmers, as it is estimated that crop net revenues will fall by 1.7 % to 5.3 % per hectare for the whole of South Africa. The decrease in precipitation in the areas bordering the Walter Sisulu and Elundini Municipalities will find that their traditional farming practices will no longer be viable.

An increase in precipitation will mean that there will be a greater impact on the environment. As has been previously mentioned, the soils in the area are highly erodible and an increase in precipitation and the strength of precipitation events means that there will be an increase in dongas caused by runoff. This decreases the amount of land available for grazing and settlement.

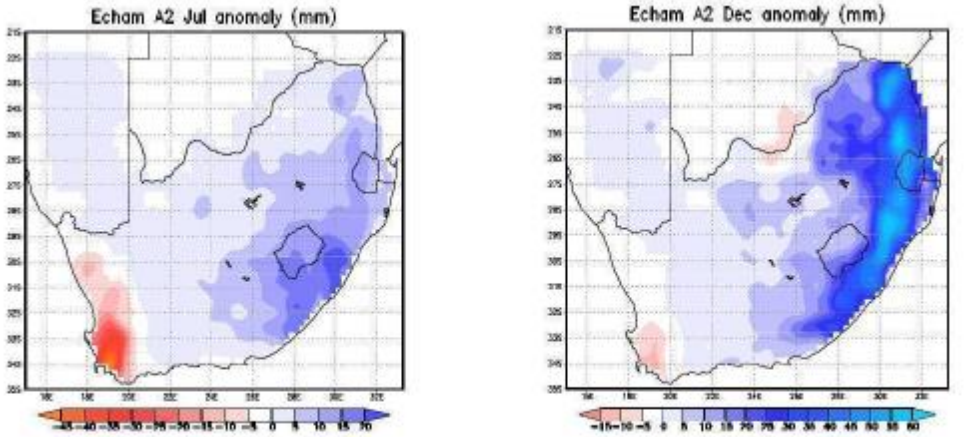


Figure 2: Projected change in total annual rainfall (mm month-1) for July and December (mid century) (Source, Midgley *et al* 2007).

Source: The Eastern Cape Climate Change Response Strategy of 2011

An increase in the strength of rainfall events will result in flash floods and storm water runoff that cause destruction to property, the environment and death of livestock and people.

An increase in precipitation results in a decreased lifespan of roads and bridges as well as increased maintenance costs. Stormwater channels and bridges will need to be cleaned more often. Roads will experience greater runoff which results in the washing away of graveled road surfaces.

There will also be an increase in the amount of rock falls due to the instability of the ground due to wet soil. This can result in road closures, destruction of houses and properties and even death

6.2.3. A decrease in wind speed

A decrease in wind speed means that there will be a change in temperature and precipitation patters. Wind is important in precipitation as it mixes temperature and creates conditions for the formation of thunderstorms and hail.

6.3 Climate mitigating factors

6.3.1. Roads and bridges

There will also be an increase in the maintenance budget for roads, bridges and storm drainage. Bridges will have to be raised to cope with increased runoff. Roads in rural areas have to be built in a manner with many side drains or bumps which will keep the water off the road. These will have to be cleaned regularly which will be an increase in maintenance. Roads will have to be built on decreased gradients in order to minimize runoff.

In order to decrease the maintenance on roads and increase the lifespan the Municipality is looking at utilising interlocking paving. This has to be laid in a manner that allows water to soak into the paving so that runoff is decreased as well as its speed. Stormwater runoff channels have to be studied so that the water is drained away from human habitation and directed towards future storage facilities.

Paving needs to be of a lighter colour so that it reflects heat back into the atmosphere. The Municipality needs to explore options of changing the colour of tarred roads so that they are lighter in colour and reflect light and therefore heat back into the atmosphere.

6.3.2 Water storage and protection

The Municipality will look at increasing the amount of water storage in the area and implementing by laws which will legislate that all householders have tanks on their property to collect rainfall.

Protection of springs and vleis are important as these areas not only absorb water which will increase the severity and ferocity of floods but also act as additional water storage areas. These areas also play an important role in the environment for nesting birds and aquatic life.

An awareness campaign will be run to create awareness and stop people polluting their water sources through illegal dumping of waste.

Awareness campaigns also have to be run to remind people that this is a water poor region and how to conserve water. The district will be engaged to ensure that they run projects to reduce water leaks as well as install sanitation which requires less water to flush.

6.3.3. Agriculture

Senqu Municipality will work with farmers and the Department of Rural development and Agrarian Reform to develop strategies that will increase the positive impacts while reducing the negative impacts for all types of farming. This involves veld management to increase the growth of vegetation cover and water wise farming methods to reduce the amount of water wastage.

Awareness campaigns on mulching and fertilising to prevent evaporation and rejuvenate the soil must be promoted. This will also decrease the amount of waste that is going into the solid waste sites.

6.3.4. Soil erosion

Soils in the Municipality are highly erodible. This is not helped by overgrazing, overstocking and poor veld management techniques. The Municipality will have to run programmes together with DRDAR and DEDEAT to train communities on how to prevent donga erosion by keeping to defined paths and utilising gabions to prevent soil washing away. Replanting of vegetation will also reduce the risk of soil being washed away.

6.3.5 Burning

The indiscriminate burning of veld must be stopped. The harshest fines must be implemented. Agricultural communities must belong to CFA which will decide when and where burning will occur. Constant burning decreases veld cover therefore leading to increased runoff and a loss of vegetative cover.

The burning of wood and coal releases hothouse gases and increases temperature as well as often creating temperature inversions which trap the heat in the atmosphere. An awareness campaign on alternative heating sources such as gas and solar cookers must be developed. In addition, the DME must be approached to run awareness campaigns on safer forms of heating such as paraffin heaters rather than coal.

6.3.6. Insulation

Senqu Municipality will look at the possibility of developing building bylaws for people regarding insulation of their houses such as double glazing and the alignment of the building to the sun. This will help in decreasing costs of heating and cooling. This still needs to be investigated to determine the economic feasibility of enforcing the regulations in an economically depressed region.

6.3.7 Reduction of dark surfaces

Dark surfaces attract and retain heat. It is important therefore to implement bylaws which compel houseowners to paint their roof and external surfaces a light colour. Where possible in infrastructure building, lighter coloured surfaces must be chosen.

6.3.8 Planting of vegetation

Open bare areas attract and keep heat as well as increasing runoff and soil wash off. It also creates dust which is a pollutant that keeps heat trapped in the atmosphere. The planting of vegetation not only solves these problems but also decreases the amount of carbon dioxide in the atmosphere. It also increases the amount of moisture in the air. The Municipality will engage in a programme with DEDEAT on planting huge tracts of tree and vegetation cover like spekboom.

6.3.9. Utilisation of Renewable Energy Resources and recycling

The Municipality needs to increase the use of renewable energy sources in its own offices as well as ways in which to reduce its energy consumption such as lights and heaters on timer switches.

Although waste management is driving recycling programmes, it needs to increase its efforts on reducing and reducing the amount of waste produced by the Municipality. The Municipality should be the first in the region to ban single use plastics especially bottled water.

7. Conclusion

The Municipality is unable to implement its climate change strategy itself but needs assistance from all community members and sector departments like DRDAR, DME and DEDEAT

8. References

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ANNEXURE 13: COUNCIL ADOPTION OF HR STRATEGY

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SENQU HUMAN RESOURCES STRATEGY

1. **BACKGROUND AND DISCUSSIONS**

1.1. In the context of Developmental Local Government, municipalities are tasked with crucial responsibility of fulfilling the constitutional mandates delegated to them. As the staff component of any municipality is the vehicle of service delivery and ultimately responsible for compliance with the listed constitutional mandate, it is incumbent on municipalities to ensure that its human resources capacity is recruited, selected, managed and developed in a manner in which it can perform its responsibilities in an economical, effective, efficient and accountable way.

1.2. Senqu Municipality's Corporate Services Department contributes specifically to Human Capital Development and Management by improving the Corporate Organisational Climate and Culture through the application of sound, standard, consistent and integrated Human Capital Management Practices that adhere to just, fair and respected criteria in accordance with international best practice standards; and by contributing to the effectiveness, efficiency and productivity of the Municipality's services by through proper utilisation of employees and related resources.

1.3. The Corporate Services Directorate developed the Human Resources Strategy and tabled it to Senior Management for inputs and consideration. Senior management after consideration of same recommended that it be tabled to Council for adoption.

2. **RESOLVED**

2.1.1. Council approved that the adopted recruitment and selection framework be amended to cater for virtual meetings;

2.1.2. The Municipal Manager was authorised to do everything required to implement Council 's resolution.