



**Alfred Nzo District Municipality  
Municipal Disaster Management Plan  
- Final Report**

**24 May 2011**

## Table of Contents

<b>1</b>	<b><i>Introduction</i></b> .....	<b>3</b>
<b>2</b>	<b><i>Project Description</i></b> .....	<b>3</b>
	Objectives of the Project .....	3
	Scope of the Project.....	3
<b>3</b>	<b><i>Project Approach</i></b> .....	<b>4</b>
	Project approach and methodology .....	4
	Stakeholder Consultation .....	4
	Collection of data and literature review .....	4
<b>4</b>	<b><i>Project Implementation</i></b> .....	<b>5</b>
<b>5</b>	<b><i>Conclusion</i></b> .....	<b>6</b>

## List of Figures

Figure 1 District Disaster Management Centre (left) and the Municipal offices (right) in Mount Ayliff .....	5
Figure 2 Workshop to gather data for the Risk Assessment and receive feedback for the draft Guidelines. ....	6

## List of Tables

Table 1 Alfred Nzo District Municipality Disaster Management Project Schedule .....	5
---	---

# 1 INTRODUCTION

The Alfred Nzo District Municipality (ANDM), in terms of the Disaster Management Act, 2002 (Act 57 of 2002), is required to compile a municipal disaster management plan. Aurecon South Africa (Pty) Ltd was appointed on 22 June 2010 for the Project ANDM/CS-DM/44/07/04/10, to develop Disaster Management Guidelines, to conduct a Disaster Risk Assessment and to compile a Disaster Management Plan in order to fulfil this requirement.

This document outlines the progress of the project as well as the various deliverables produced.

## 2 PROJECT DESCRIPTION

### Objectives of the Project

The SA National Disaster Management Framework indicates that the main objectives of Disaster Management in any particular jurisdiction within South Africa, such as the Alfred Nzo District, are to:

- Establish integrated institutional capacity within the District to enable the effective implementation of disaster risk management policy and legislation;
- Establish a uniform approach to assessing and monitoring disaster risks that will inform disaster risk management planning and disaster risk reduction undertaken by the District and other role-players;
- Develop and implement integrated disaster management plans and risk reduction programmes in accordance with approved frameworks; and
- Ensure effective and appropriate disaster response and recovery.

The objectives of the project were aligned to the national framework and are to develop a Disaster Management Plan for the Alfred Nzo District Municipality by focusing on:

- The development of Disaster Management Guidelines;
- Conducting a Disaster Risk Assessment; and
- Compiling a comprehensive Disaster Management Plan..

### Scope of the Project

This project fell within the paradigm of the South African- (National), Eastern Cape- (Provincial) and Alfred Nzo District Disaster Management Frameworks as well as the strategy frameworks of the Alfred Nzo District and the two Local Municipalities within the district. The project applied to the whole of the Alfred Nzo District and influenced the interaction of all spheres of government and sectors of society within the district with disaster risk and disaster impact.

The scope of the project was further defined in the Terms of Reference as provided by the client.

The ANDM DMP will function as a guideline for the practical implementation of all aspects of Disaster Management within the Alfred Nzo District and will serve as management decision-making tool that will assist with the identification of disaster risks and the functional and organisational integration of disaster risk reduction as well as disaster response actions and projects.

The ANDM DMP will therefore provide disaster management stakeholders with clear guidance on activities they need to undertake to meet the objectives and targets of the National, Provincial and Alfred Nzo District Disaster Management Framework (ANDM DMF) and to reduce disaster risk and increase disaster resilience within the district.

## 3 PROJECT APPROACH

### Project approach and methodology

The main goal of the project was to arrive at a practically implementable Disaster Management Plan for the District. Although other activities and processes need to be completed in order to arrive at a completed plan, the plan itself is seen as the core deliverable of this project. Therefore, the final product of the project contained the plan as primary document with peripheral supporting documentation.

The methodology used during this project is aligned with existing methodologies and practice utilised within the Eastern Cape Province and is aligned with the National Disaster Management Framework.

The overall approach combined participatory-consultative aspects with expert opinion based on research and experience. The responsibility for data collection and analysis rested with the consulting team members, but guidelines were provided to enable sustainable future maintenance of the plan by Alfred Nzo District. The consulting team sourced relevant information from all available sources.

The following reporting requirements were established:

- Progress reports were submitted to the Project Manager (Alfred Nzo) by electronic and hard copy communication or by means agreed to in writing between the parties;
- Working documents and minutes of meetings were sent electronically and hard copies were distributed to all members of the PSC and other stakeholders whenever necessary;
- Draft and final reports developed by the consulting team members were sent electronically to all members of the PSC and whenever necessary to other stakeholders, within reasonable time frames;
- Draft and Final Reports were in addition sent to Alfred Nzo Disaster Management in full colour hard copies and accompanied by a signed cover letter.

### Stakeholder Consultation

The approach for managing this project entailed a close collaboration and liaison with the Alfred Nzo Project Manager, the top management of Alfred Nzo Disaster Management and the Disaster Management representatives from the local municipalities within the district.

The Project Steering Committee (PSC) for the project consisted of:

- Alfred Nzo DM – Senior Manager Community Development Services
- Alfred Nzo Disaster Management (Project Manager)
- Alfred Nzo Chief Fire Officer
- Service provider – Project Leaders

The PSC met as and when required to discuss project progress and administration.

Reporting requirements for the project was set at monthly progress reports in the terms of reference but was renegotiated at the Kick-off meeting and subsequent discussions. Regular progress reports were provided and a checklist of deliverables was used to indicate project progress.

The relevance and quality of the AND DMP was reliant on inputs from a wide variety of stakeholders and a series of stakeholder consultation workshops were held.

Alfred Nzo District took responsibility for inviting stakeholders to the workshops. The workshops were facilitated by the service provider using participative methodologies to identify and assess risks. The results of workshops were captured in risk assessment sheets which have been included in the risk assessment report and the risk profile component of this plan. In the planning phase of the project disaster risk reduction and preparedness worksheets were used in participative workshops to frame disaster risk reduction and preparedness strategies.

### Collection of data and literature review

Existing information and data was collected in hardcopy where possible, as well as in electronic format and from the Internet for review. The existing and relevant Disaster Management legislation and policy frameworks, together with the Alfred Nzo IDP and other documents, studies, policies, frameworks and strategies formed a point of departure.

Available information has been supplemented with the service provider's own research and information database as well as leads and references provided by the Client and the PSC.

## New demarcation of the Alfred Nzo District in 2011

It should be noted that two additional local municipalities, Mbizana and Ntabankulu, will be incorporated into the Alfred Nzo District after the 2011 local government elections in terms of a new demarcation. This new local government dispensation will have a marked influence on the required institutional arrangements for Disaster Management within the District and will also affect the risk profile of the District. The new demarcation will be effected after the completion of the Disaster Management Plan and Risk Assessment and was outside the scope of this project.

## 4 PROJECT IMPLEMENTATION

The project kicked off with a project initiation meeting on 24 August 2010 followed by information gathering fieldwork on 25 and 26 August 2010, where the Aurecon team focused their attention on the Matatiele Local Municipal region and the border with Lesotho, and visited the various offices and satellite offices of Alfred Nzo District Disaster Management. Many valuable reference documents were provided by the client.



**Figure 1 District Disaster Management / Fire Services Centre (left) and the District Municipal offices (right) in Mount Ayliff**

During the kick-off meeting, the Client, Alfred Nzo District Municipality, and Aurecon discussed the various deliverables and a proposed project timeline. Three project phases were subsequently identified as illustrated in the table below.

**Table 1 Alfred Nzo District Municipality Disaster Management Project Schedule**

Phase	Description
1	Development of Disaster Management Guidelines <i>Due: October/November 2010</i>
2	Disaster Risk Assessment <i>Due: end January 2011</i>
3	Development of Disaster Management Plan <i>Due: end March 2011</i>

During a second data gathering visit to Alfred Nzo District during 26-28 October, the Aurecon team focussed their attention more towards the Umzimvubu Local Municipality, and met with the client to discuss the draft disaster management guidelines as well as the draft risk assessment report.

The Disaster Management Guidelines were completed and a workshop session was held on 11 November 2010 to provide feedback and gather comments from the District's various role players.

The same workshop was utilised as a data gathering mission for the Disaster Risk Assessment. Various workshop templates were completed by the attendees and maps of the area used to identify the high risk areas.



**Figure 2 Workshop to gather data for the Risk Assessment and receive feedback for the draft Guidelines.**

Both the Guidelines as well as the Risk Assessment were presented to the Alfred Nzo District Municipality on 2 February 2011.

The First Draft of the Disaster Management Plan was presented to the District and role-players on 29 March 2011, and the final document couriered to the Client on 15 May 2011.

The final project handover presentation is to take place on 8 June 2011.

## **5 CONCLUSION**

Aurecon was appointed to develop Disaster Management Guidelines, perform a Risk Assessment and develop a Disaster Management Plan for the Alfred Nzo District Municipality. The project has been finalised and will be formally handed over at a presentation on 8 June 2011.

The completion of the project is just a small part of the overall disaster management function, and it is Aurecon's pleasure to have been able to assist in the development thereof.