



## **KWAZULU-NATAL PROVINCE**

**HUMAN SETTLEMENTS**  
REPUBLIC OF SOUTH AFRICA

# **Policy Communiqué**

**Circular No. 4/2024**

**Date: 25 October 2024**



353-363 Dr Pixley Ka Seme Street, Room No: 2020, 20<sup>th</sup> Floor, Eagle Building, Durban. Tel: +27 31 336 5366,  
E-mail: [Sherin.Ramluckan@kzndhs.gov.za](mailto:Sherin.Ramluckan@kzndhs.gov.za) Web: [www.kzndhs.gov.za](http://www.kzndhs.gov.za) Copies obtainable from [www.kzndhs.gov.za/index.php/policy-communicues](http://www.kzndhs.gov.za/index.php/policy-communicues)

# INDEX

REVISED POLICY DIRECTIVE LIMITING THE PROJECT SCOPE TO A MAXIMUM OF 500 HOUSING UNITS.....	3
POLICY FOR THE PROVISION OF RUDIMENTARY ACCESS FOR RURAL DEVELOPMENT SITES FOR DELIVERY OF HOUSING OPPORTUNITIES .....	6
KZN HUMAN SETTLEMENTS DISASTER MANAGEMENT PLAN .....	8

## **REVISED POLICY DIRECTIVE LIMITING THE PROJECT SCOPE TO A MAXIMUM OF 500 HOUSING UNITS**

The KZN Department of Human Settlements has encountered various challenges in meeting its delivery targets. One of the key challenges is the number of projects being stalled, which has a significant impact on the Department's targets and budget as majority of projects continuously request subsidy alignments. As a result, a need to limit the number of units to 500 per project at stage 2 and/or stage 3 was considered for possible implementation as the solution to the abovementioned challenges. This led to the introduction of the policy directive limiting the project scope (stage two and/or three projects) to a maximum of 500 housing units excluding the catalytic projects undertaken in the KwaZulu-Natal. The then MEC approved this directive in August 2016. The Policy Directive has since been effectively implemented in the province. However, over the years variations in implementation resulted in the directive raising an audit query where projects exceeded the limitation within legislated requirements. This therefore required that the Policy Directive be revised to clarify the role of the Executive Authority in approving projects and allowing for variations in the limitation.

The revised Policy Directive Limiting the Project Scope to a Maximum of 500 Housing Units was approved by the MEC for Transport and Human Settlements for implementation with effect from 15 October 2024. The purpose of this directive is to limit the number of housing units per project phase to 500. The implementation of this directive aims to bring about improvements in the financial management, project management as well as contract administration processes.

### **1. LIMITING THE NUMBER OF THE PROJECT SCOPE TO 500 HOUSING UNITS PER PROJECT PHASE**

- 1.1 This policy directive is applicable to all projects specifically in Stage 2 and/or Stage 3.
- 1.2 The implementation of this policy directive is applicable to projects under the following housing programmes:
  - a) Integrated Residential Development Programme;
  - b) Enhanced People's Housing Process;
  - c) Informal Settlements Upgrade Programme;
  - d) Rural Housing Subsidy Programme
- 1.3 Therefore, in the case of stage two (2), submissions requesting the approval of funds from the Executing Authority in terms of Section 7(3)(a)(i) and (ii) of the National Housing Act, 1997, as amended, the number of units should be limited to 500 units per project phase.
- 1.4 All Developers and their respective supply chain management units have to adjust their supply chain management processes (including the bid documents), in line with the requirements of this policy directive.
- 1.5 Any variations to the above limitation must be as per Section 8 below or will result in non-compliance of this policy directive. Should there be a need for deviation from this norm; the responsible programme is required to provide motivation outlining substantial and compelling reasons for such deviation for consideration and approval by the Executing Authority responsible for this Department.

### **2. APPLICATION OF THE POLICY DIRECTIVE**

The directive is applicable to all Stage 2 and Stage 3 of KwaZulu-Natal human settlements projects.

### 3. EXEMPTIONS

This policy directive is **not applicable** to the following:

- 3.1 The directive will not be applicable to Stage 1 of the project which relates to Planning activities. Therefore, area-based planning would be implemented as usual in line with applicable prescripts to ensure that suitable and serviced sites are made available.
- 3.2 All catalytic and/or mega projects

### 4. VARIATIONS

Variations to the application of the policy directive may be applicable as follows:

- 4.1 The MEC may allow for deviations from this directive at his/her discretion.
- 4.2 A phase may exceed the 500 units by 50% i.e.  $500 + 250$ , in exceptional circumstances such as, projects where the total yield does not allow for a second phase or would not be financially sound to split the project.
- 4.3 Variations must be based on the availability of funding within the MTEF period.

### 5. ROLES AND RESPONSIBILITIES

#### 5.1 Developers, Implementing Agents and Project Managers

- a) The packaging of projects in line with this policy directive would be the concurrent responsibility of the above-mentioned entities;
- b) These entities would collectively ensure that submissions for funds approval are compliant with this directive;
- c) These entities are responsible to ensure that proper and effective programme and project implementation plans are in place to manage the performance of various contractors;
- d) That the project close outs are performed accordingly per each project phase.

#### 5.2 Supply Chain Management (SCM)

- a) To ensure that the bid documents are adjusted in line with this policy directive;
- b) To ensure that the contract administration processes are adhered to in every project.

#### 5.3 Technical Evaluation Committee (TEC) Stage 2 and Stage 3

The responsibility of the above-mentioned committee is to ensure that:

- a) The submissions reflect correct project packaging, which is limited to 500 units;
- b) The submission reflects correct economic empowerment and transformation targets in terms of Youth, Women and Military Veterans within the construction sector;
- c) Proper recommendations, advice and guidance are provided to the Accounting Officer and the Executing Authority with regard to non-compliance with prescripts regulating human settlements programmes as well as supply chain management processes.

#### **5.4 Member of Executive Council (MEC)**

- a) As per Section 7(2) of the Housing Act 107 of 1997, the MEC must determine provincial policy in respect of housing development and promote the adoption of provincial legislation to ensure effective housing delivery.
- b) Further Section 15(a) of the KZN Housing Act, No.12 of 1998 mandates the MEC to: Establish norms, standards, frameworks and provincial policies which are not inconsistent with the Housing Act, in order to deal effectively with matters pertaining to housing development that requires to be dealt with uniformly across the Province.
- c) The MEC may allow for deviations from this directive at his/her discretion.

### **6. THE HOUSING SUBSIDY SYSTEM**

The Housing Subsidy System (HSS) allows to effectively phase projects, this means that a Project “K” number will be issued and then the second phase will be given the same “K” number with /2/3/4 (etcetera), per phase. Each phase has to be closed out and ultimately the entire project will be closed out.

**..... END .....**

## **POLICY FOR THE PROVISION OF RUDIMENTARY ACCESS FOR RURAL DEVELOPMENT SITES FOR DELIVERY OF HOUSING OPPORTUNITIES**

The Policy for the Provision of Rudimentary Access for Rural Development Sites for Delivery of Housing Opportunities was approved by the MEC for Human Settlements and Public Works for implementation with effect from 08 December 2023.

The Department has received numerous reports regarding the lack of rudimentary access to the development sites of beneficiaries in rural areas where housing development projects are planned. The unavailability of pathways is due to various reasons which include the steep and naturally mountainous terrain of KwaZulu-Natal. The issues experienced relate to the trucks delivering construction material being unable to access development sites for the provision of housing opportunities. In some instances, implementing agents are unable to deliver the targeted number of houses as agreed in the contract. This is one of the major issues encountered in the implementation of rural projects, which often leads to projects becoming blocked or delayed.

In terms of the current housing delivery model in rural areas, only rudimentary services are provided by the Department in the form of ventilated improved pit (VIP) latrines and rainwater harvesting tanks. The main services such as water, sewer, and roads are not provided due to the vastness of the settlements and the cost implications thereof. Funding provided through the National Subsidy Quantum for services are therefore not fully utilised in rural projects.

In an effort to ensure that service delivery is not hindered resulting in project delays and increased financial implications, the Department has been granting funding for the establishment of rudimentary access on a case-by-case basis. Since there has been a number of projects that have put forward similar funding requests with varying costs, the Department had to conduct some research on the issue of rudimentary access to development sites to develop a policy to ensure uniformity in the costs claimed and the manner in which this issue is addressed in the province.

The policy is to provide standard requirements and costings for the establishment of rural rudimentary access to development sites to facilitate the delivery of human settlements opportunities to rural communities. The policy will also ensure consistency and transparency in the way the funding provision is being administered and made available to those who require it.

### **1. REQUIREMENTS FOR APPLICATION OF FUNDING**

The municipality and/or the implementing agent (IA) must fulfil the following requirements when applying for the rudimentary access funding:

- a) The Municipality/IA must provide a letter of motivation to the Department for the funding request with a detailed assessment report of the project area and the magnitude of the problem affecting the delivery of housing;
- b) The report must list the GPS co-ordinates of the affected sites and respective beneficiary;
- c) The report must include clear photographs showing the lack of access to the site

## 2. REQUIRED SCOPE OF WORK

The IA must appoint a professional team to undertake the following towards the construction of pathways:

- a) The construction of the access pathway must be based on a design provided by a project engineer and approved by the Local Municipality.
- b) The access will be based on the clearing of topsoil, rip and creating a suitable access for the delivery of the building material to enable the construction of the house on the identified site.

## 3. DETERMINATION OF COST

In determining the costs of constructing rudimentary access to development sites, the Department used four different scenarios of rural housing sites extending from a minimum of a 30m access up to a 150m access. The cost is based on the following and summarized in the table below:

- Labour (induna & unskilled labourer)
- Plant (TLB- wet rate)
- Preliminary & General (P & G), and Overheads and Markup

DESCRIPTION	AMOUNT
Up to 30m	1 843,17
30m to 60m	4 300,73
60m to 100m	5 529,51
100m to 150m	8 601,46
<b>TOTAL COST</b>	<b>20 274 87</b>
<b>AVERAGE RECOMMENDED COST FOR A RUDIMENTARY ACCESS</b>	<b>R 5 069,00</b> (rounded off)

The costs for all applications for the construction of rudimentary access in rural human settlements projects will be based on the average cost of the four scenarios in order to ensure consistency with applications and to prevent excessive costings on each project. The recommended cost must not exceed R5 069.00 per site.

## 4. INSPECTION POST CONSTRUCTION

Upon the completion of the construction of the access, the project engineer must certify that the work has been carried out in terms of the approved design specification and an inspection must be undertaken by the Department and Municipality. The inspectors must inspect the completed access to confirm completion thereof prior to the processing of the invoice

..... END .....

## **KZN HUMAN SETTLEMENTS DISASTER MANAGEMENT PLAN**

The KZN Human Settlements Disaster Management Plan was approved by the Head of Department in September 2023. The plan followed the Department's Disaster Management Policy that was approved in July 2023.

In recent years, KwaZulu-Natal has been experiencing quite a significant number of disaster events of both natural and anthropogenic origins. These disasters are related to drought, floods, environmental degradation, epidemics and social unrest. For example, between 2017 and 2022, there were 3 major flood related disasters, the COVID-19 pandemic and social unrest. The recurrence of disaster events and the associated disaster impacts have placed enormous risk on vulnerable groups within the society and housing infrastructure. In the aftermath of disasters, communities often face situations that require creative short-term and long-term housing solutions for populations with different geographic, infrastructure and socioeconomic challenges. Effectively moving affected beneficiaries and communities into post-disaster housing is a critical step toward long-term recovery. Hence the urgent need to have a disaster management plan in place that would guide the Department for disaster prevention, preparedness as well as response and recovery which is crucial for the current incidental weather and climate conditions.

The Department in pursuance of its goal of realizing everyone's Constitutional right to access to adequate housing on a progressive basis, has instituted a National Housing Programme through which it endeavors to address the needs of households who for reasons beyond their control such as natural disasters that destroy and/or damage houses, rendering households homeless and destitute. In addition, the current urbanization trends in the Province and the substantial housing backlog facing government also contribute to events that leave households homeless and destitute. The prevailing situation poses an immediate threat to their lives, health and safety, or they have been evicted, or face the threat of imminent eviction. Therefore, the Department is mandated to cater for all housing related needs and incidents that may occur within the KwaZulu-Natal Province.

The KZN Department of Human Settlements developed the following Disaster Management Plan aligned with national and provincial disaster management policies and legislation, including the Disaster Management Act of 2002 and the National Disaster Management Framework. Moreover, it draws upon lessons learned from past disasters, best practices in disaster risk reduction, and the expertise of various stakeholders involved in disaster management.

### **1. OBJECTIVES**

The aim of the disaster management plan is to establish a comprehensive framework for the KwaZulu-Natal Department of Human Settlements to effectively prepare for, respond to, and recover from disasters affecting human settlements. The plan aims to mitigate the impact of disasters on vulnerable communities and ensure the provision of timely and coordinated support and assistance.

The objectives of the plan is to enable the Department to:



- a) Enhance disaster preparedness and response capacities within the department.
- b) Identify and assess potential hazards and risks specific to human settlements in KwaZulu-Natal.
- c) Develop strategies to prevent and mitigate the impact of disasters on human settlements.
- d) Establish effective communication and coordination mechanisms with relevant stakeholders.
- e) Ensure the availability of resources, including emergency shelters, relief supplies, and medical assistance.
- f) Facilitate the timely and efficient evacuation of residents from high-risk areas.
- g) Support the recovery and reconstruction of affected human settlements in the aftermath of disasters.
- h) Promote community awareness, education, and participation in disaster management efforts.

## **2. INTEGRATED INSTITUTIONAL CAPACITY**

As per the Disaster Management Act 57 of 2002, it is mandatory for a Provincial Department to establish a dedicated Disaster Management Committee for the Province. It is the responsibility of the Disaster Management Committee to ensure the compilation and maintenance of a corporate disaster management policy, as well as the relevant supportive hazard specific plans.

The Disaster Management Committee will consist of a representative from each of the below mentioned Directorates and must convene at least quarterly.

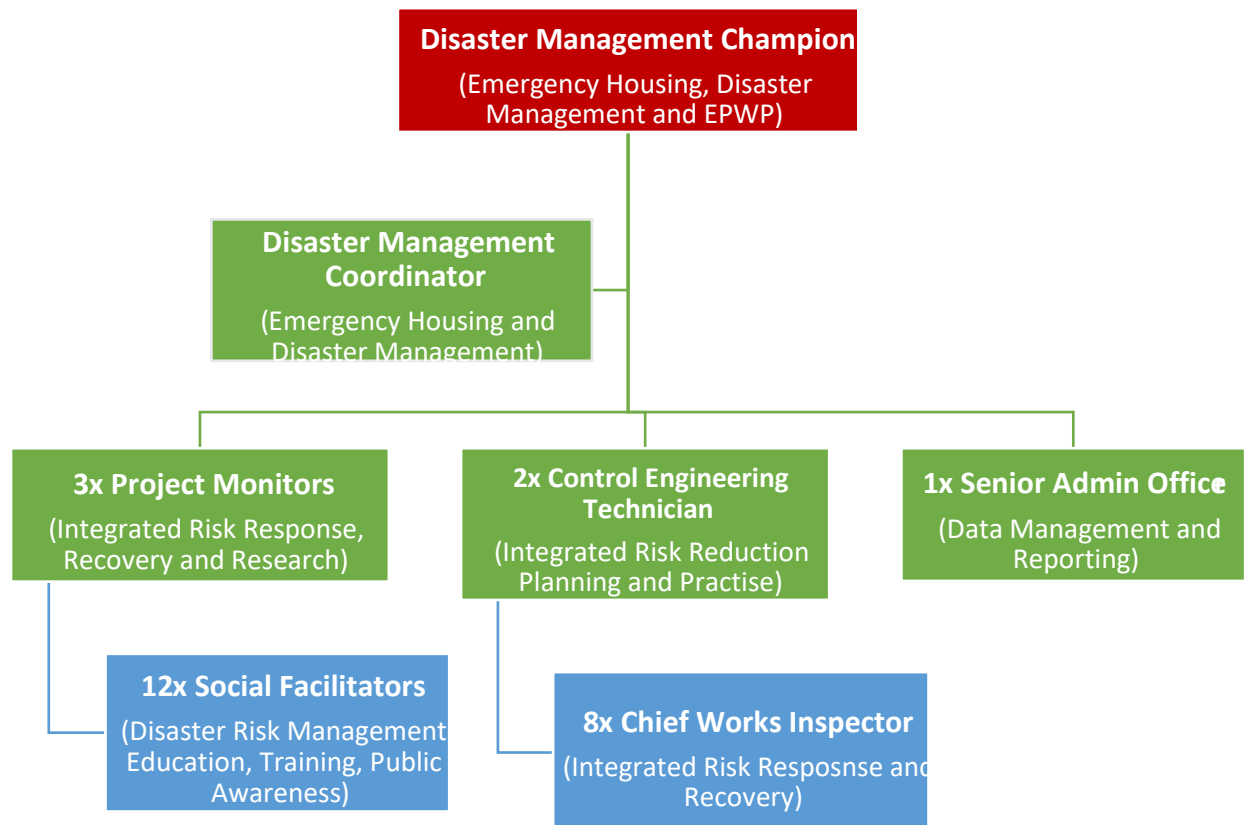
The Disaster Management Committee shall be responsible to make recommendations for changes that are considered appropriate and the verification of the required support documents, resources, training, and facilities to ensure that the Disaster Management Plan is maintained. The PDMC will also have the responsibility of assigning project teams to address specific risks and develop risk-specific plans.

The Directorates involved in the Provincial Disaster Management Committee includes:

- a) Policy, Research and Product Development
- b) Integrated Planning
- c) Project Management
- d) Municipal Support and Consumer Education
- e) Supply Chain Management
- f) Communications

### 3. PROPOSED KZNDHS DISASTER MANAGEMENT STRUCTURE

The Disaster Management Act requires all organs of state to set up a unit dedicated for Disaster Management. The Department of Human Settlements is currently operating with the following structure that is responsible for coordinating and implementing Disaster Risk Management in the Province.



### 4. ROLES & RESPONSIBILITIES OF THE DISASTER MANAGEMENT COMMITTEE (DMC)

The committee will consist of key personnel who are responsible for specific roles and responsibilities related to disaster preparedness, response, recovery, and post-disaster control which will include the following members:

#### 4.1 CHAIRPERSON

- Provides overall leadership and guidance to the committee.
- Facilitates meetings and ensures effective communication among committee members.
- Represents the department in external meetings and collaborations related to disaster management.

## **4.2 COORDINATOR**

- Serves as the focal point for all disaster management activities within the department.
- Develops and implements the disaster management plan in collaboration with other committee members.
- Coordinates and monitors the progress of preparedness, response, and recovery initiatives.
- Liaises with external stakeholders and partners involved in disaster management efforts.

## **4.3 RISK ASSESSMENT AND PLANNING OFFICER**

- Conducts risk assessments and analyses potential hazards and risks specific to human settlements in KwaZulu-Natal.
- Develops strategies, policies, and guidelines for disaster risk reduction and mitigation.
- Collaborates with other departments to incorporate disaster management considerations into urban planning and development processes.

## **4.4 PREPAREDNESS AND RESPONSE OFFICER**

- Develops and implements preparedness measures, including early warning systems, evacuation plans, and communication protocols.
- Ensures that emergency response procedures are in place and regularly reviewed and updated.
- Coordinates the mobilization of resources, such as emergency shelters, relief supplies, and medical assistance, during emergencies.

## **4.5 RECOVERY AND REHABILITATION OFFICER**

- Oversees the post-disaster recovery and rehabilitation efforts for affected human settlements.
- Develops strategies and initiatives to restore infrastructure, housing, and essential services.
- Collaborates with relevant stakeholders, including other government sectors, NGOs, and community representatives, to coordinate and implement recovery programs.
- Facilitates the provision of temporary and permanent housing solutions for displaced residents and supports livelihood restoration initiatives.

## **4.6 COMMUNICATION AND PUBLIC INFORMATION OFFICER**

- Develops and implements communication strategies for disaster management, including public awareness campaigns and information dissemination during emergencies.
- Coordinates with the department's communication team to ensure timely and accurate communication with the public and media.
- Manages the department's website, social media platforms, and other communication channels related to disaster management.

## 5. RISK ASSESSMENT

### 5.1 KZN Human Settlements Disaster Risk Assessment

KZNDHS will undertake a Provincial Disaster Risk Assessment (PDRA) in conjunction with sector departments and district and local municipalities. To undertake the disaster risk assessment in KwaZulu-Natal, the following systematic process applies:

ACTION	DESCRIPTION
1. Establish a project team	KZNDHS must form a dedicated team comprising of specialists and professionals from relevant fields such as urban planning, environmental management, social sciences, and disaster management. This is to ensure that the team has the necessary skills and knowledge to conduct a comprehensive risk assessment.
2. Define the scope and objectives	<p>The project team must clearly define the scope and objectives of the risk assessment. Determine the specific hazards to be assessed, such as floods, landslides, or storms, and identify the areas within KwaZulu-Natal to be covered. The following must be considered:</p> <ul style="list-style-type: none"><li>a) An audit of past significant events and events classified as disasters must be done. A review of previous small and medium-size events as well as declared disasters, where relevant, can identify areas and communities most at risk and help focus more detailed disaster risk assessment efforts.</li><li>b) Consultation with community members and traditional leaders in areas affected by past events for information on frequency and severity of events classified as disasters, significant events and recurrent small-scale occurrences. Locate these events on a user-friendly map and record them on a graph to show seasonality/change over time.</li><li>c) Consultation with long-standing members of emergency services and sector departments, the South African Red Cross Society, or other humanitarian assistance organizations who can remember or have recorded ten years or more of past disaster responses.</li><li>d) Consultation with specialist research commissions, universities and the private sector and obtain existing or past research reports.</li></ul>

ACTION	DESCRIPTION
3. Collect data	The project team together with other sector departments must gather relevant data on the hazards, vulnerabilities, and exposure of the settlements in KwaZulu-Natal. This may include historical records of disasters, topographical maps, land use information, population data, infrastructure details, and other relevant socioeconomic data.
4. Identify hazards	Identify and map the different hazards present in the province.
5. Assess vulnerabilities and exposure:	The project team must evaluate the vulnerability of human settlements to the identified hazards. Consider factors such as the quality of housing, infrastructure, socioeconomic conditions, access to services, and population density. Determine the degree of exposure of settlements to these hazards.
6. Analyze risks	Combine hazard information with vulnerability and exposure data to assess the overall risk faced by the settlements. This analysis should identify high-risk areas and prioritize them for intervention.
7. Engage stakeholders	The project team must involve relevant stakeholders, such as local government authorities, community representatives, NGOs, and other relevant organizations. Seek their input, insights, and local knowledge to enhance the accuracy and effectiveness of the risk assessment.
8. Develop risk mitigation strategies	Based on the findings of the risk assessment, the project team must develop appropriate risk mitigation strategies and action plans. This may involve measures such as improving infrastructure, implementing early warning systems, enhancing community preparedness, and incorporating disaster risk reduction into urban planning.
9. Implement and monitor	The Department must implement the identified risk mitigation strategies and monitor their effectiveness. Regularly review and update the risk assessment to account for changing conditions and new hazards.
10. Communicate and raise awareness	The Department must share the findings of the risk assessment with relevant stakeholders, communities, and the public. Raise awareness about the risks, promote preparedness, and encourage a culture of resilience.

A PDRA will be undertaken in the following instances:

- a) As part of the planning process for a housing development, for example, assessing the likelihood of weather, flooding, subsidence and other threats damaging the structure, so that these can be factored into the construction specifications.
  - Provincial Geotechnical Studies & Environmental Impact Assessment to inform the design typologies per area/District to be concluded and be available on Departmental Data base.
  - Servitudes electric, Pipeline, railway
- b) As part of environmental impact assessments for large-scale developments that may increase disaster risk.
  - Highly densified areas due to migration.
  - Areas in floodplains / Wetland areas / topography that has risk of landslide.
- c) In all informal settlements characterized by recurrent small and medium-size disaster losses that undermine assets and livelihoods.
  - List all informal settlements categorise from high to moderate risk (Add as Annexure & it will be annually updated).
  - Back-room dwellers.
  - Occupants of land with unclear ownership which poses a risk to eviction in the near future.
- d) In rural housing projects, to identify communities and households most at risk and to focus or target preparedness and response actions.
  - Areas with informal structures such as mud houses.

## **6. DISASTER RISK REDUCTION**

The objective of Disaster Risk Reduction is to ensure that the institution develops and implements an integrated disaster risk management plan and risk reduction programme in accordance with approved Disaster Management frameworks.

Based on the audit of the past significant disaster events, the following measures will be implemented per hazard category as a means of disaster prevention and mitigation using the available instruments within the Human Settlements Sector.

HAZARD	POTENTIAL RISK	LIKELIHOOD IN A CALENDAR YEAR	IMPACT	PREVENTION/ MITIGATION STRATEGY
<b>Fire</b>	Loss of life, assets & injuries. Damage to infrastructure & houses	Jan to Dec	Very High	Informal settlement upgrade Provision of temporary shelter Consumer Education
<b>Lightning</b>	Loss of life, assets & injuries. Damage to infrastructure & houses	Spring to Summer seasons	High	Informal settlement upgrade Provision of temporary shelter Consumer Education
<b>Storms, Flooding, land slide, Dam failures</b>	Loss of life, assets & injuries. Damage to infrastructure & houses	Oct to Dec Jan to April	Very High	Informal settlement upgrade Provision of temporary shelter Consumer Education Eradication of mud houses
<b>Pandemic</b>	Accelerated spread of diseases/ viruses Loss of life	Seasonal	High	Informal settlement upgrade Provision of temporary shelter Consumer Education

## 7. PREPAREDNESS PLANNING

The regular occurrence of disasters throughout the years have warranted the need for the province to establish various structures of Disaster Committees such as the Technical Inter-ministerial Committee and the Joint Operations Committee.

The Ad-Hoc Joint Committee on Flood Disaster relief and recovery was formed to assess the overall impact of the damage, response and relief measures by government, and oversee the response and implementation of government relief measures. The Joint Operations Committee on the other hand deals with the actual implementation of the disaster interventions and looks to provide progress on the ground as well as identify and resolve any bottle necks that may arise, as this committee is chaired by the Provincial Disaster Management Centre (PDMC).

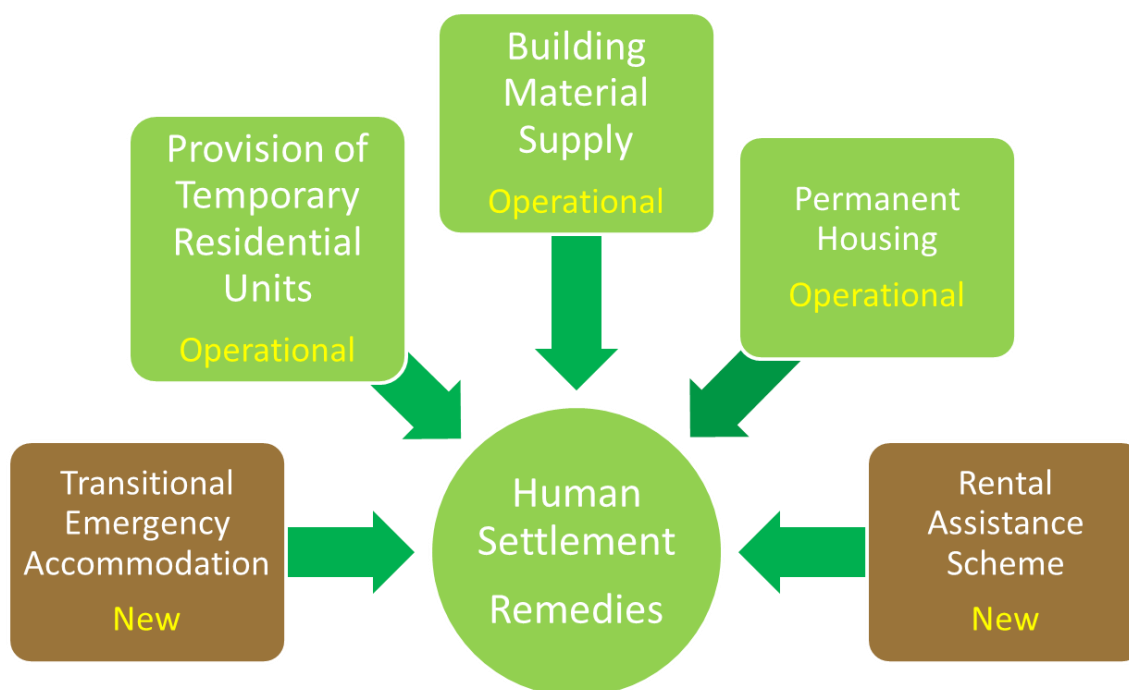
The Joint Operations Committee also monitors the interventions implemented by the Department as unpacked in chapter 7 on the seven instruments used by the department to respond to emergencies.

The PDMC works closely with the SAWS to issue early warning alerts in the event of inclement weather conditions. This is done to provide communities with the necessary information to take precautions and inform those living in low lying areas to relocate to high zones.

***Consult the detailed Disaster Management Plan for more information on Preparedness Planning.***

## 8. RESPONSE

The Department of Human Settlements has several instruments to respond to emergency situations in line with the National Housing Code of 2009 and the Gazette number 46919 Vol 689 of 2022. The emergency interventions available within the human settlements are as per below:



***Consult the detailed Disaster Management Plan for more information on emergency interventions mentioned above.***

### 8.1 DISASTER RESPONSE PROCESS

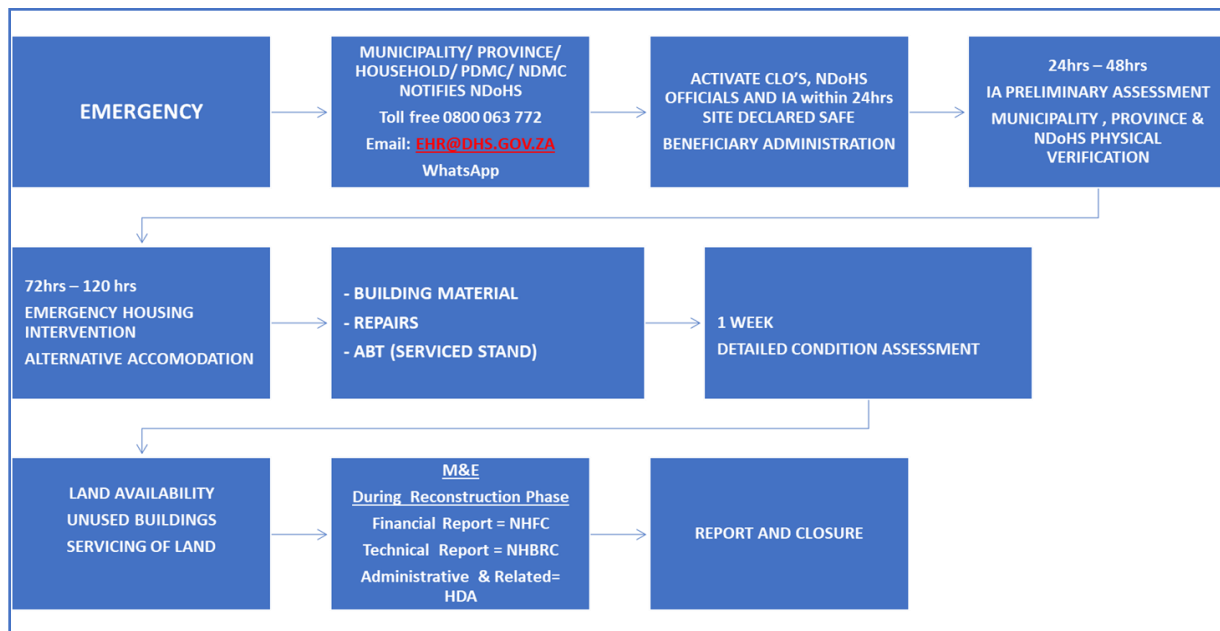
When a disaster occurs, it affects communities in various ways e.g. houses are destroyed, either completely damaged or partially damaged. The three spheres of Government take necessary steps to conduct assessments to ascertain the magnitude of the disaster and to develop a plan for the required intervention.

- The District Disaster Management Centre working with Local municipalities and various other relevant sector departments with affected communities undertake assessments of the damages caused and compiles the list of affected families per Ward.
- District and Municipal Disaster Management Centres play a critical role in consolidating lists of affected families received from each Ward.



- c) The consolidated lists of affected families with the nature of damages in each household from various affected municipalities is then submitted to Provincial Disaster Management Centre for further processing.
- d) The Provincial Disaster Management Centre compiles a consolidated report about the disaster incident which highlights the damages to the houses and the estimated costs of repairing or rebuilding the affected houses.
- e) The report together with the consolidated lists from various districts is then submitted to KZN Human Settlements for necessary coordination.
- f) The National Department of Human Settlements with the appointed Implementing Agent and the Provincial Department of Human Settlements as well as the affected municipality undertake the verification process of the affected families and assess the type of intervention required.
- g) An assessment report with beneficiary lists categorizing the type of interventions required is then submitted to the National Department of Human Settlements to further appoint service providers for the provision of services.
- h) The National Department of Human Settlements has a panel of service providers/ contractors on the database for disasters / emergency housing assistance that get allocated to urgently build TRU's/ABT and supply building material.

The process flow for the provision of disaster intervention with timelines is as follows:



## 9. RECOVERY

Disaster recovery in the Human Settlements sector requires the roles and functions of national, provincial and local government. The critical partners required for the execution of recovery efforts are as follows:

- Local Municipalities

- District Municipalities
- Provincial Disaster Management Center
- Provincial Department of Human Settlements
- Provincial Treasury
- National Treasury
- National Disaster Management Center
- National Department of Human Settlements

The above is not limited to other Organs of State, Social support organizations, Private partnership and Non-profit organizations.

a) The Disaster recovery will be undertaken and coordinated as per the following table.

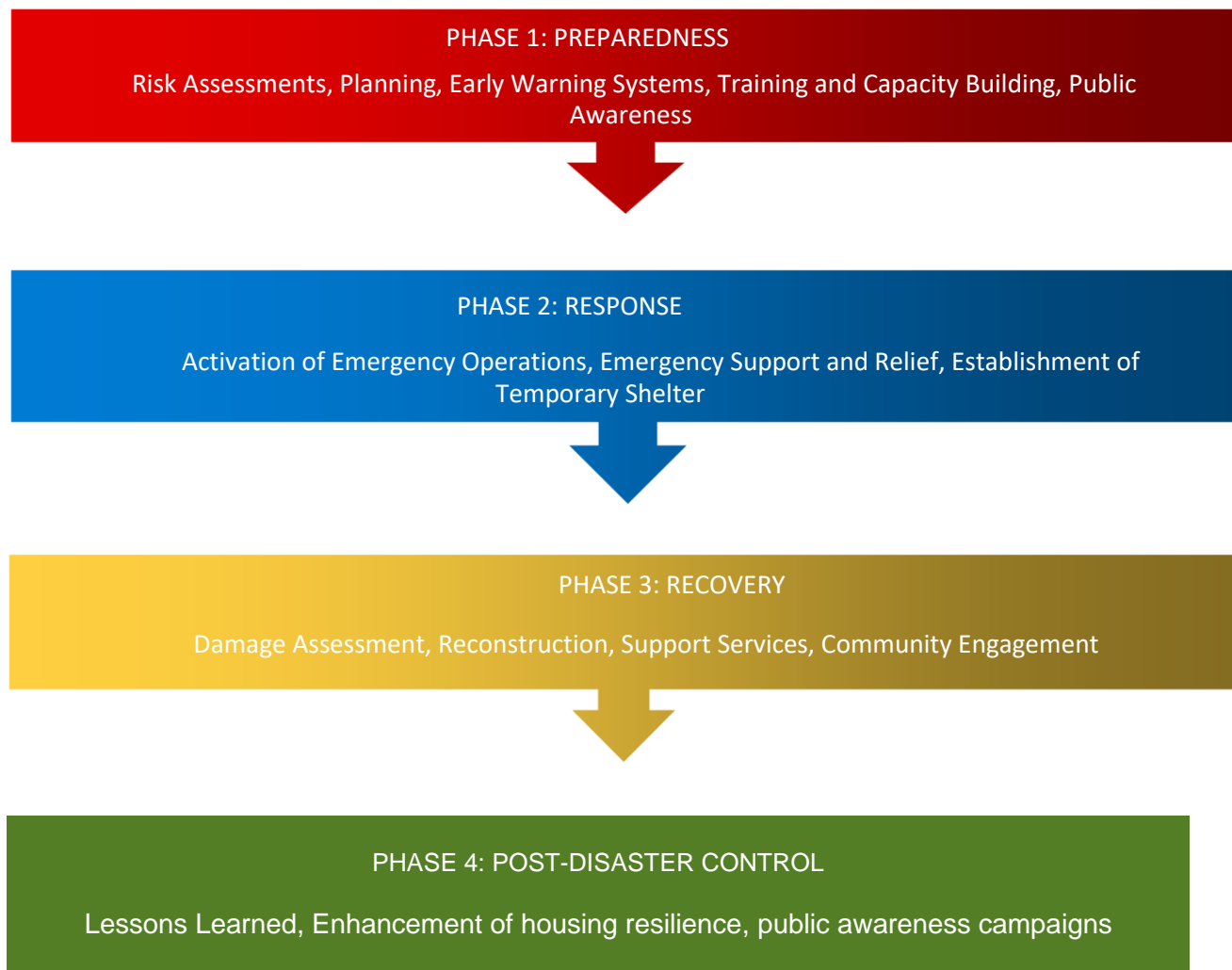
NO	ACTIVITY	TIME FRAMES	RESPONSIBILITY
1.	Mobilization and deployment of internal resources on the ground	24 hours to 48 hours after site declared safe	<ul style="list-style-type: none"> <li>▪ LDMC/ PDMC</li> <li>▪ Municipality</li> <li>▪ PDoHS</li> <li>▪ NDoHS</li> </ul>
2.	Briefing and mobilization of Implementing Agents	24 hours to 48 hours	<ul style="list-style-type: none"> <li>▪ HDA</li> <li>▪ NHBRC</li> <li>▪ NHFC</li> </ul>
3.	Physical verification and confirmation	24 hours to 48 hours after site declared safe	<ul style="list-style-type: none"> <li>▪ NDoHS</li> <li>▪ PDoHS</li> <li>▪ Municipality</li> </ul>
4.	Preliminary assessment	24 hours to 48 hours after site declared safe	<ul style="list-style-type: none"> <li>▪ Implementing Agents</li> <li>▪ NDoHS</li> </ul>
5.	Provision of building materials in Informal Settlements	48 hours to 72 hours	<ul style="list-style-type: none"> <li>▪ Municipality</li> <li>▪ PDoHS</li> <li>▪ NDoHS</li> </ul>
6.	Technical and condition assessment of damaged houses	1 week	<ul style="list-style-type: none"> <li>▪ Implementing Agents</li> <li>▪ NDoHS</li> </ul>
7.	Provision of TRU, ABT on service site, building material, repair and remedial works on damaged houses	2 weeks to 3 weeks	<ul style="list-style-type: none"> <li>▪ Implementing Agents</li> <li>▪ NDoHS</li> </ul>

b) The Department of Human Settlements ensures that the rebuild process complies with statutory requirements when planning the development of housing projects. These processes involve compliance with the Spatial Planning and Land Use Management Act (SPLUMA) and the National Environmental Management Act (NEMA).

- Project Readiness Matrix – Coordinated planning of all projects in terms allocation of land, services and other related planning matters. This allows for integrated planning, leading to the creation of livable human settlements.
  - Consideration of statutory development and environment issues in packaging of projects.
  - Settlement planning ensures that context specific environmental matters are considered in construction of houses (wetlands, flood-plains, biodiversity rich areas).
  - Prioritization of social and rental housing interventions to address housing demand in urban areas.
  - Informal settlements upgrading to relieve those in need of housing, but also be move those in environmentally sensitive areas.
- c) The Departmental Special Projects Unit directly communicates with PDMC regarding the information related to Disasters at a provincial level through the Joint Operations Committee meetings and the Provincial Disaster Management Advisory Forums. At the district level, officials have been appointed as additional capacity for coordinating disaster intervention through DDM and attendance of District Disaster Forums.
- d) The received reports and data of the affected households is managed by the Department's Special Projects Unit in a managed database, including reporting and performance on disaster interventions.
- e) Awareness programmes for communities will be performed on a aligned basis by the Consumer Education Directorate that will focus on disaster risk awareness, disaster risk reduction, volunteerism and preparedness. Communities must be given the opportunity to modify and enhance awareness programmes through the inclusion of indigenous knowledge, practices and values, and the incorporation of local experience of disasters and disaster risk management. Awareness programmes developed during quiet periods will form a sound basis for the development of early warning systems.
- f) The GIS Directorate must prepare risk maps, updated regularly and maintained that may be used to keep communities informed.
- g) It is imperative that traditional leaders, as custodians of indigenous knowledge, play an active role at the local level and that they be made aware of disaster risk management.
- h) The role of the media during disasters must be defined and managed through a consultative process involving the media, role players involved in response and recovery efforts, and communities routinely affected by disasters or impending disasters. The Communications unit must establish and manage ongoing relations with relevant local and national media. Communication must be done in line with the Departments Communication Plan.
- i) The National Department of Human Settlement has a function to support and implement the recovery process and the Provincial Department of Human Settlements has a coordinating role to the process.

## 10. IMPLEMENTATION AND REVIEW OF PLAN

As per the Disaster Management Act and the Provincial Disaster Management Framework, the Disaster Management Plan for KZN Human Settlements has been structured for implementation in four (4) main phases:



# KZN HUMAN SETTLEMENTS DISASTER MANAGEMENT PLAN

## PHASE 1: PREPAREDNESS

### Risk Assessments, Planning, Early Warning Systems, Training and Capacity Building, Public Awareness

Actions	Responsible individual (who)	Collaborators (with whom)	Resource requirements (with what)  Budget	Timing/time frame (by when/how often)	Indicator of success
<b>KZNDHS to undertake a Provincial Disaster Risk Assessment (PDRA) in all district and local municipalities</b>  (Disaster Risk Assessments requires an inhouse specialist to provide on-going input and the Department must define the terms of reference that specify feedback, consultation, skills transfer and capacitybuilding processes by the appointed specialist).	KZNDHS – appointment of specialist/service provider	COGTA SALGA Municipalities ITB EDTEA DFEE		Commence in Q1 of 2024  Period: 2024 – 2026 (24 months)	Comprehensive disaster risk assessment report for all district and local municipalities in KZN.
<b>Development of early warning systems to alert areas, communities, households and individuals of an impending or imminent significant event or disaster so that they can take the necessary steps to avoid or reduce the risk and prepare for an effective response.</b>	KZNDHS	COGTA SALGA Municipalities ITB EDTEA DFEE SAWS		Commence in 2024	Successful implementation of an effective early warning system.
<b>Develop and implement a capacity building/ training program for disaster management officials and first responders, including emergency responders, personnel, and volunteers. The training program will include disaster risk reduction and</b>	KZNDHS	COGTA SALGA Municipalities ITB EDTEA DFEE		Commence in 2024	Number of trained officials per annum.

<b>Actions</b>	<b>Responsible individual (who)</b>	<b>Collaborators (with whom)</b>	<b>Resource requirements (with what) Budget</b>	<b>Timing/time frame (by when/how often)</b>	<b>Indicator of success</b>
management, safety procedures, evacuation protocols, and communication strategies.					
<p><b>Develop an application (APP) compatible with mobile, tablet or iPad devices to allow for works inspectors to rapidly and efficiently document incidents. The APP should incorporate the following functionalities:</b></p> <ul style="list-style-type: none"> <li>• Capture real-time data (date and time of inspection)</li> <li>• Capture the beneficiary/household details</li> <li>• Capture the GPS coordinates of the site and unit</li> <li>• Capture a description of the damage</li> <li>• Capture and upload on-site images of the damage to the APP</li> <li>• Set up automated notifications - Receive and send automatic notifications to relevant personnel regarding the incident investigation</li> </ul>	KZNDHS	COGTA SALGA Municipalities ITB EDTEA DFEE		Commence in 2025	Active mobile application (APP)
<b>Acquisition of appropriate vehicles to ensure that essential Departmental officials are able to effectively reach destinations affected by disasters.</b>	KZNDHS			2024	Successful procurement of appropriate vehicles for official use.
<b>Development of awareness programmes for communities must be performed on a quarterly basis by the Consumer Education Directorate that will focus on disaster risk awareness, disaster risk reduction, volunteerism and preparedness.</b>	KZNDHS	COGTA SALGA Municipalities ITB EDTEA DFEE		On-going basis  Commence 2024	Number of workshops held per annum: 4

PHASE 2: RESPONSE					
Activation of Emergency Operations, Emergency Support and Relief, Establishment of Temporary Shelter					
Actions	Responsible individual (who)	Collaborators (with whom)	Resource requirements (with what) Budget	Timing/time frame (by when/how often)	Indicator of success
Development of an Emergency Response Plan to coordinate and manage response efforts between internal and external stakeholders.	KZNDHS DMC	COGTA SALGA Municipalities ITB		Commence in 2024	Effective Emergency Response Plan.
Undertake a rapid needs assessment:  Conduct rapid assessments to determine the scale of the disaster, identify affected areas and assess the needs to the affected population.	KZNDHS DMC	COGTA SALGA Municipalities ITB		On-going	Number of rapid needs assessments per annum.
Emergency Shelter Provision: Provide immediate emergency shelter solutions such as tents, TRU's or the retrofitting of damaged structures.	KZNDHS DMC	COGTA SALGA Municipalities ITB		On-going	Number of TRU's provided per annum.
PHASE 3: RECOVERY					
Damage Assessment, Reconstruction, Support Services, Community Engagement					
Actions	Responsible individual (who)	Collaborators (with whom)	Resource requirements (with what) Budget	Timing/time frame (by when/how often)	Indicator of success
Develop and implement plans for the repair and reconstruction of damaged homes.	KZNDHS	Municipalities COGTA	Internal: Integrated Planning	On-going	

<b>Actions</b>	<b>Responsible individual (who)</b>	<b>Collaborators (with whom)</b>	<b>Resource requirements (with what) Budget</b>	<b>Timing/time frame (by when/how often)</b>	<b>Indicator of success</b>
<b>Develop/support plans/designs for climate smart human settlements (low income and gap market housing).</b>	KZNDHS  Appointment of a professional team comprising of architects, engineers and quantity surveyors.			2021-2023	Number of climate smart human settlements developed/supported.
<b>Include Climate Resilient Alternative Building Technologies (ABT) in 10% of the reconstruction of damaged homes.</b>	KZNDHS	DSI NHBRC Service Provider		On-going	10% inclusion of ABT in emergency housing provisions.
<b>PHASE 4: POST- DISASTER CONTROL</b>  <b>Lessons Learned, Enhancement of Infrastructure Resilience, Public Education &amp; Awareness</b>					
<b>Actions</b>	<b>Responsible individual (who)</b>	<b>Collaborators (with whom)</b>	<b>Resource requirements (with what) Budget</b>	<b>Timing/time frame (by when/how often)</b>	<b>Indicator of success</b>
<b>Conduct post-disaster evaluations and lessons learned case studies to identify strengths and weaknesses in the response and recovery phases and implement necessary improvements.</b>	KZNDHS	COGTA SALGA Municipalities ITB		On-going	Number of post-disaster evaluations and case study reports produced.
<b>Conduct on-going public education and awareness programmes on disaster preparedness, risk reduction and resilience building measures to minimize the impacts of future events.</b>	KZNDHS	DSI NHBRC Service Provider		On-going	Number of awareness programmes per annum.

----- END -----

The detailed policies/documents included in this edition of the Policy Communique may be accessed on the Department's website using the following link:

<https://www.kzndhs.gov.za/index.php/features/policy-documents/provincial-policies>