



**Western Cape  
Government**

Agriculture

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## **STANDARD OPERATING PROCEDURE FOR DROUGHT (FODDER) SUPPORT**

By the

**THE WESTERN CAPE GOVERNMENT VIA ITS  
DEPARTMENT OF AGRICULTURE**

(Herein represented by **Joyene Sirene Isaacs**, in her capacity as Head of the Department of Agriculture: Western Cape, duly authorized thereto)

(Hereinafter referred to as "**the Department**")

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## **Standard Operating Procedure**

### **Drought assistance in the form of fodder to farmers during a declared disaster.**

*This SOP must be read in conjunction with the Disaster Assistance Scheme Framework 2018/19 – 2020/2021 (Drought, Floods, Veld Fire, Hailstorm, Cold Spell)*

#### **1. PURPOSE**

The purpose of this Standard Operating Procedure (SOP) is to identify the actions and responsibilities of the Western Cape Government (WCG): Department of Agriculture in providing rehabilitation and relief assistance during a declared drought disaster.

#### **2. SCOPE**

This standard establishes guidelines for all Departmental officials and stakeholders involved in providing drought relief.

#### **3. PROCESS TRIGGER**

- 3.1 A drought is a slow onset disaster. As water scarcity increases in the affected area the incident is reported by farmers, extension officers or any organisation to the Department.
- 3.2 In severe cases drought damage and losses is reported via the Department of Agriculture or Local/District Municipality to the Provincial Disaster Management Centre.
- 3.3 From 2018 the Department undertakes a bi-annual provincial disaster risk assessments during March and September. The purpose of these tours is to establish the veld conditions and to build a long term monitoring data set on the condition of the veld. The long term data set will assist in providing the Department with a baseline to determine the impact of the drought.

#### **4. DAMAGE VERIFICATION**

- 4.1 An assessment of the drought disaster is usually undertaken by the Provincial Department of Agriculture (DoA), Provincial Disaster Management Centre (PDMC), Department of Agricultural Forestry and Fisheries (DAFF) and the National Disaster Management Centre (NDMC), respectively. The assessment is then reported by the Western Cape Department of Agriculture.

#### **5. DISASTER DECLARATION**

- 5.1 A decision is taken regarding motivating for a disaster declaration or not, through a joint operations committee (JOC) meeting, which is held at the PDMC. If a decision is taken to motivate for a drought disaster declaration, it would be because the drought has affected an expansive area and the Department does not have the internal resources to respond effectively.

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- 5.2 A submission is forwarded to the NDMC to classify the event as a local or district or provincial disaster in terms of the Disaster Management Act, 2002 (Act No. 57 of 2002).
- 5.3 A disaster is declared by NDMC on a national, provincial or local scale. This declaration is gazetted and all government entities are informed of the declaration via the JOC.

## **6. FUNDING ALLOCATION**

- 6.1 Financial assistance is allocated to assist with the disaster (e.g. from National or Provincial Treasury) and allocated in the Division of Revenue Act (DORA) if applicable or with similar proof of evidence.
- 6.2 A Drought Implementation Plan is compiled by the Disaster Risk Manager (DRM) and approved by the Head of Department (HoD). This plan is formulated and coordinated for post-disaster relief. This Implementation Plan is completed before implementation.

## **7. FODDER APPLICATION FORM**

- 7.1 The Director of Sustainable Resource Management (SRM) informs all Departmental officials in the affected areas that the drought disaster is funded. The Director then calls a workshop to explain the process to all officials and Organised Agriculture that will be assisting with the disaster.
- 7.2 The affected farmers complete the Fodder application form, which is obtainable from the Department of Agriculture office, the Department's Website or the Drought Portal. This form can also be mailed electronically from the local Organised Agricultural representative. The Drought Application Form must be completed in detail with all supporting documents supplied. Should any information or documentation be missing it will delay the application process, which will lead to a delay in providing assistance.
- 7.3 Once the form has been completed, the applicant must submit the completed form to the local Agricultural officer, i.e. a Western Cape Department of Agriculture official.
- 7.4 The Department of Agriculture Official will receive the application, record the date on which the application was received, verify that the application is completed correctly and that all supporting documentation as indicated on the check list of the application form is supplied.
- 7.5 Once the application has been received the official will do the following:
  - 7.5.1 Confirm on Cape Farm Mapper that the title deed corresponds with that in the application.
  - 7.5.2 Ensure that all leased lands and farms are declared as well as if there was any assistance received in another Province.
  - 7.5.3 If an applicant has properties/farms in another province, the applicant must ensure that an official letter is provided to the WCDoA stating that they do not receive drought support from that Province.
  - 7.5.4 Confirm on Cape Farm Mapper and provide a map of the property and/or leased lands as declared in his/her application. This process will prevent a leaseholder and landowner from requesting drought support for the same portion of land.
  - 7.5.5 Provide this completed application to the LandCare official in the District.

- 7.6 Once the application has been received the LandCare official will do the following:
- 7.6.1 Calculate the Large Stock Unit (LSU) equivalents on the farm/s, from the stock form to recommend in terms of the veld type on the property.
  - 7.6.2 The LandCare official will then provide this completed application with the calculations completed as in 7.6.1 to the LandCare District Manager (LDM).
  - 7.6.3 Should all the information provided be consistent with a successful application, according to the application criteria, the LandCare District Manager (LDM) will collate and check for completeness.
  - 7.6.4 If the application is incomplete, the LDM will ensure that the application is completed before making any recommendation to the Disaster Risk Management office. The completed form must be sent to the Disaster Risk Management (Eisenburg) via the district office.
- 7.7 The District LandCare Manager will liaise with the District State Vet to complete compliance and risk reduction measures (livestock numbers) on at least 5% of the applications submitted.
- 7.8 The LDM submits a list of all applications received, i.e. recommended or not-recommended for support to the Disaster Risk Manager (DRM)
- 7.9 The application (hard copy) and recommendation are then sent to the DRM who will approve the application on recommendation.
- 7.10 If the information is correct but the stock numbers exceed the carrying capacity of the farm according to the Drought assessment plan then the DRM will inform the applicant accordingly.
- 7.11 All unsuccessful applicants will be informed by a letter prepared and sent by the DRM.
- 7.12 The DRM will compile and maintain a list of all the farmers that qualify for drought relief, and provide this to the Project Management Entity (PME), currently Casidra SOC Ltd.
- 7.13 The DRM will send the vouchers to the relevant District LandCare Managers. The District LandCare Manager will distribute the vouchers to their extension officers who will check against his/her list and will distribute it to the applicants.
- 7.14 All the qualifying applicants will receive a voucher indicating that they were successful, which will include all the details required to claim the voucher. The maximum amount and number of LSU that will qualify for rebate shall be made available in the voucher that will be issued.

## **8. PROJECT MANAGEMENT ENTITY**

- 8.1 A Project Management Entity (PME) will be appointed to implement the drought support project.
- 8.2 A Memorandum of Agreement is drawn up by the DRM, vetted by Provincial government legal services and signed by all parties.
- 8.3 Funds are transferred by the Department to the Project Management Entity (PME). The PME will ensure that effective, efficient and transparent internal control systems are in place for implementation.
- 8.4 The amount per LSU allocated will be determined by the market price for the specific drought scheme timeframe and will be determined by the DRM. The following categories will apply:

- a) 0-30 LSU (Farm Carrying capacity) = 90% assistance of 30 LSU which is a core herd maximum of 27 LSU.
- b) 31-50 LSU (Farm Carrying capacity) = 80% assistance of 30 LSU which is a core herd maximum of 24 LSU.
- c)  $\geq 50$  LSU (Farm Carrying Capacity) = 70% assistance of 30 LSU which is a core herd maximum of 21 LSU.
- d) 30 LSU is considered a core herd.
- e) Farmers that own less than six SSU (Small Stock Unit) i.e. stock that does not make or cannot be converted to one LSU will also benefit from the scheme. If funds allocated are insufficient to assist qualifying farmers, the number will be reduced proportionately amongst the three farmer categories (i.e. Subsistence, Smallholder and Commercial Farmers); this is to ensure fair participation and distribution of assistance to affected farmers.

## 9. MONITORING & EVALUATION

- 9.1 Up to 5% of all applications will be subject to the verification of stock numbers. The Department's Veterinary Services will conduct this vital task to ensure public funds are spent correctly. The applicants will be chosen via a random selection. Any applicant that has more stock units that is allowable will not qualify for assistance during the present drought relief scheme and will only be considered again at the announcement of a new scheme. As standard procedure, the applicants stock will then be verified to assess whether they qualify according to the criteria.
- 9.2 After the Disaster has been lifted or lapsed or the funding has been spent as outlined in the business plan, an evaluation of the disaster support provided will be undertaken by DRM. Lessons learnt will be drawn up to improve preparedness.
- 9.3 During the entire process, the Batho Pele principles will be adhered to by everyone and should anyone not take these into consideration then steps will be taken to correct the service delivery. For example, if an applicant uses aggressive behaviour or bad language towards any official the official must report this by mail via management lines and the application will be stopped and managed by the Director: SRM.
- 9.4 Continuous monitoring and reporting occurs by DRM who submits signed monthly and quarterly reports to DAFF and the PDMC. In addition to this, a close-off report is submitted for the allocation.

## 10. RECORD-KEEPING

The DRM will store hard copies of all applications, in a dedicated file, until such time as the disaster declaration has been lifted or lapsed and /or no more assistance is available. The completed file will be sent to Archives for filing at Elsenburg for a period of 15 (fifteen) years or until such time as the electronic filing system replaces the present hard copy system.

SUPPORTED/~~NOT SUPPORTED~~



**MS A PETERSEN**

**DIRECTOR: SUSTAINABLE RESOURCE MANAGEMENT**

13/08/2019

**DATE**

SUPPORTED/~~NOT SUPPORTED~~



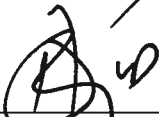
**DR I TRAUTMANN**

**CHIEF DIRECTOR: RESEARCH & TECHNOLOGY DEVELOPMENT SERVICES**

16/08/2019

**DATE**

SUPPORTED/~~NOT SUPPORTED~~



**Mr M SEBOPETSA**

**CHIEF DIRECTOR: FARMER SUPPORT AND DEVELOPMENT**

19/08/2019

**DATE**

SUPPORTED/~~NOT SUPPORTED~~



**DR G MSIZA**

**CHIEF DIRECTOR: VETERINARY SERVICES**

20/08/2019

**DATE**



SUPPORTED/NOT SUPPORTED

  
MR DW JACOBS

22/8/2019  
DATE

DEPUTY DIRECTOR GENERAL: AGRICULTURAL DEVELOPMENT AND SUPPORT SERVICES

"I, the undersigned, do hereby certify that I have evaluated the submission and that I can advise the accounting officer that the application/request satisfies the following requirements:

- I. it complies with the relevant prescriptions;
- II. it can be accommodated within the approved budget framework;
- III. it supports the attainment of the Department's tabled strategic objectives and budget programmes; and
- IV. the submission is therefore in order."

Additional comments:

None

  
MR FJJ HUYSAMER

CHIEF FINANCIAL OFFICER

29/8/2019  
DATE:

APPROVED/NOT ~~APPROVED~~

  
MS J ISAACS

30/8/19  
DATE

HEAD OF DEPARTMENT: WESTERN CAPE DEPARTMENT OF AGRICULTURE