

**THE DISASTER RISK MANAGEMENT  
POLICY FRAMEWORK  
FOR  
THE SEDIBENG DISTRICT  
MUNICIPALITY**



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## **A note on terminology**

### **Disaster Risk Management**

The term 'disaster risk management' refers to integrated, multisectoral and multidisciplinary administrative, organisational, and operational planning processes and capacities aimed at lessening the impacts of natural hazards and related environmental, technological and biological disasters. This broad definition encompasses the definition of 'disaster management' as it is used in the Disaster Management Act, 2002 (Act No. 57 of 2002). However where appropriate, the more updated term 'disaster risk management' is preferred in this policy framework because it is consistent with the use of the term internationally.

### **Disaster Risk Reduction**

Similarly, the preferred term 'disaster risk reduction' is used throughout the policy framework. It refers to all the elements that are necessary to minimise vulnerabilities and disaster risk throughout society. It includes the core risk reduction principles of prevention, mitigation and preparedness.

# **SEDIBENG DISTRICT MUNICIPALITY**

## **DISASTER RISK MANAGEMENT POLICY FRAMEWORK**

### **1 Introduction**

The manner in which disaster risk is approached in South Africa has undergone major reform since 1994 when government took the decision to move away from the customary perception that disasters were inevitable and therefore could only be dealt with once they had occurred. As early as 1990 South Africa had aligned itself with global developments which focused on risk reduction strategies to build resilience and promote sustainable livelihoods amongst 'at risk' individuals, households, communities and environments. A wide process of consultation was embarked on which culminated in the publication firstly of the Green Paper in 1998 and then in 1999 the White Paper on Disaster Management was gazetted. The White Paper served to consolidate the reform process in disaster management in South Africa by setting out the following seven key policy proposals:

- The urgent integration of risk reduction strategies into development initiatives
- The development of a strategy to reduce the vulnerability of South Africans especially poor and disadvantaged communities - to disasters
- The establishment of a National Disaster Management Centre to:
  - ensure that an effective disaster management strategy is established and implemented
  - co-ordinate disaster management at various levels of government
  - promote and assist the implementation of disaster management activities in all sectors of society
- The introduction of a new disaster management funding system which:
  - ensures that risk reduction measures are taken
  - builds sufficient capacity to respond to disasters
  - provides for adequate post-disaster recovery
- The introduction and implementation of a new Disaster Management Act which:
  - brings about a uniform approach to disaster management
  - seeks to eliminate the confusion created by current legislation regarding declarations of disasters
  - addresses legislative shortcomings by implementing key policy objectives outlined in this White Paper
- The establishment of a framework to enable communities to be informed, alert and self-reliant and capable of supporting and co-operating with government in disaster prevention and mitigation.

The seven policy proposals became the essence of the Disaster Management Act which was the promulgated in 2002 (hereinafter referred to as 'the Act').

In giving effect to the fact that disaster risk management (DRM) is the responsibility of a wide and diverse range of role players and stakeholders, the Act emphasises the need for uniformity in approach and the application of the principles of cooperative governance. In this regard it calls for integrated and coordinated DRM policy which focuses on risk reduction as its core philosophy; and on the establishment of Disaster Risk Management Centres (DRMCs) in the three spheres of government to pursue the direction and execution of the DRM legislation and policy in South Africa. It places particular emphasis on the engagement of communities and on the recruitment, training and participation of volunteers in DRM.

In terms of a proclamation in Government Gazette No. 26228 of 31 March 2004, the President proclaimed 01 April 2004 as the date of commencement of the Act in the national and provincial spheres and 01 July 2004 in the municipal sphere.

In order to achieve consistency in approach and uniformity in its application, section 6 of the Act mandates the Minister to prescribe a national disaster management framework (NDMF) and in accordance with this mandate the National Disaster Management Framework was gazetted in April 2005.

In pursuance of the national objective each province as well as each district and metropolitan municipality is, in terms of sections 28 and 42 of the Act respectively, also mandated to "establish and implement a framework for DRM aimed at ensuring an integrated and uniform approach to DRM" in its jurisdiction by all provincial and municipal organs of state; statutory functionaries of provinces and municipalities; local municipalities; statutory functionaries of local municipalities in the area of the district municipality; all municipal entities operating in its area; non governmental organisations involved in DRM; and by the private sector. Provincial and municipal policy frameworks must be consistent with the Act and with the NDMF.

The Disaster Risk Policy Framework of the Sedibeng District Municipality is thus the instrument which gives effect to these legislative imperatives.

## **2 The context of DRM in the Sedibeng District Municipality**

The Sedibeng District Municipality is situated in the southern part of Gauteng Province. It is bounded in the west by the West Rand District; the Ekurhuleni Metropolitan Municipality to the East and the Greater Johannesburg Metropolitan Municipality to the north. Its neighbour to the south is Province of the Free State.

There are three local municipalities within the Sedibeng District Municipality's jurisdiction, The Emfuleni Local Municipality; the Midvaal Local Municipality; and the Lesedi Local Municipality.

The area of the Sedibeng District Municipality is constantly threatened by hazards of natural, technological and environmental origin. It is increasingly exposed to the devastating effects of a range of severe hydro meteorological events including severe storms, floods, tornadoes, informal settlement fires and veld fires. The incidence of epidemic diseases of biological origin affecting humans and livestock are also apparent in the area. Transportation accidents and hazardous material accidents continue to pose major challenges as National/Regional/provincial Routes criss-cross the Sedibeng District Municipality area. Despite on-going efforts to reduce the high levels of poverty and to accelerate the provision of infrastructure and access to services, large numbers of rural people continue to migrate to urban areas in seek of employment. In most instances they have no alternative but to settle in unsafe environments in extremely vulnerable conditions where they are repeatedly exposed to a range of threats including floods, water borne diseases and domestic fires. Changes in social behaviour in the rural areas also impact on poverty and sustainable livelihoods increasing the vulnerability of rural communities in terms of food security and sustainable dwellings.

The cities of Vereeniging and Vanderbijlpark are located along the Vaal River, and from a disaster risk perspective, their extensive industrial activities pose severe threats of a specific nature to the economic and environmental well-being of the Sedibeng District Municipal area as a whole.

The most common economic activities outside of the Sedibeng District Municipality jurisdiction are tourism, transport, stock and poultry farming, game farming, small scale crops and related industries. These nature of these activities also pose inherent threats to the district.

### **3 The Sedibeng District Municipality's DRMPF**

#### **3.1 Purpose**

The purpose of this policy framework is to provide those with statutory DRM responsibilities (in terms of the Disaster Management Act, 2002; the National Disaster Management Framework, 2005 (NDMF); the Policy Framework of the Gauteng Province and other applicable legislation) within the Sedibeng District Municipality with a written mandate which is coherent, transparent and inclusive; provides the criteria for the systematic management of administrative decisions; stakeholder participation; operational skills; and capacities and achieves uniformity in the:

- development
- implementation
- maintenance
- monitoring and
- assessing of

all policies, plans, strategies, programmes, projects and practice which are aimed at achieving the vision and mission statement; goals; strategic objectives; and key performance indicators for DRM in the municipality.

This policy framework also serves to guide the development and implementation of uniform and integrated DRM policy and plans (of the local municipalities in the district).

#### **3.2 Vision**

Our vision is to strive towards the elimination of all avoidable disasters in the Sedibeng District Municipality thereby supporting the social and economic development of our communities.

#### **3.3 Mission Statement**

Our mission is to develop and implement holistic and integrated disaster management planning and practice in a cost effective and participatory manner thus ensuring the preparedness of our communities to prevent and respond to disasters.

#### **3.4 Legislation and policies**

The ultimate responsibility for DRM in South Africa rests with government. In terms of Section 41(1)(b) of the Constitution of the Republic of South Africa, 1996 (Act No.108 of 1996), all spheres of government are required to "secure the well-being of the people of the Republic". According to Part A, Schedule 4, disaster management is a functional area of concurrent national and provincial legislative competence.

However, Section 156(4) of the Constitution does provide for the assignment of the administration of any matter listed in Part A Schedule 4 which necessarily relates to Local Government, if that matter would most effectively be administered locally and if the municipality has the capacity to administer it. The assignment of the function must however be by agreement and subject to any conditions.

In this context Schedules 4 and 5 of Part B of the Constitution require local government to provide for functions which are closely allied to DRM and in particular, section 152(1)(d) requires local government to 'ensure a safe and healthy environment.'

Due to high levels of unemployment, poverty remains the pivotal factor which contributes towards individuals, households and communities lacking resilience to the impact of hazards in the Sedibeng District Municipality. This is of particular relevance in the South African scenario, with the huge legacy left by the Apartheid government of desperately impoverished and disadvantaged communities who as a result, are subject to high levels of disaster risk. It is also within these local communities where the smaller but much more frequent disasters occur and where the costs in terms of loss of lives and property and the financial burden are painfully borne (South Africa 1999)<sup>1</sup>.

Globally there is consensus that for the effective implementation of integrated and coordinated disaster risk reduction (which includes emergency preparedness and disaster response and recovery activities), the administration of the DRM function must be focused in the local government sphere.

Clearly it is in this context then that the Minister has elected to assign the function, by way of national legislation, to Metropolitan and District

Accordingly in terms of the Disaster Management Act, 2002 the function is assigned to this Council.

This policy framework, which establishes the policy of the council of the Sedibeng District Municipality for the management of disaster risk in its jurisdiction, is constituted in terms of the Disaster Management Act, 2002; is consistent with the National Disaster Management Framework, 2005; with the Policy Framework of the Gauteng Province; and is compliant with all applicable legislation, regulations, standards, codes and practices for DRM in the Sedibeng District Municipality.

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<sup>1</sup> White Paper on Disaster Management, 1999.



### **3.5 Scope and structure of the Sedibeng District Municipality's DRMPF**

In an effort to promote consistency; joint standards of practice; and to reduce costs the Sedibeng District Municipality participated in an interactive workshop together with the Metsweding and the West Rand district municipalities at which consensus was reached on a generic template for municipal DRMPFs. It was agreed by all participating municipalities that the generic template would be used as a common municipal DRM policy framework. Each participating municipality then identified specific sections which required customisation according to the relevant municipality's organisational requirements. This DRMPF is thus the product of this agreement. Furthermore in support of the core concepts of integration and uniformity the municipal DRMPF is structured in components consistent with those of the NDMF and of the Gauteng Province's DRMPF – namely into four key performance areas (KPAs) supported by three performance enablers (PEs) as follows:

**KPA 1: Integrated Institutional Capacity for DRM**

**KPA 2: Disaster Risk Assessment (DRA)**

**KPA 3: Disaster Risk Reduction**

**KPA 4: Disaster Response and Recovery**

Although each area of performance is dealt with in a separate chapter there is total interdependence amongst all of the KPAs.

The three performance enablers facilitate and support the achievement of the objectives of each KPA and are detailed similarly as follows:

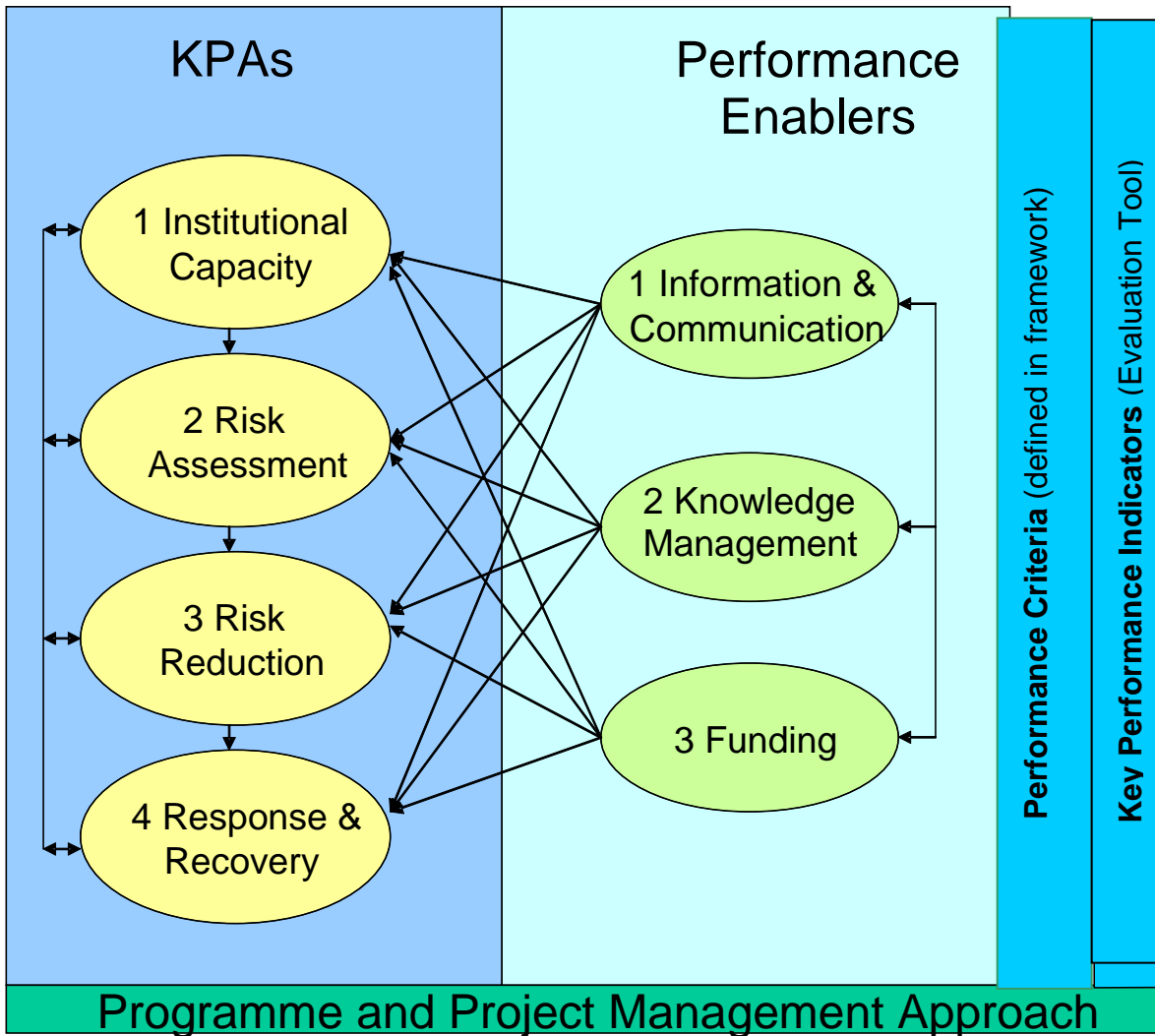
**PE 1: Information Management and Communication**

**PE 2: Knowledge management**

**PE 3: Funding**

Clearly whilst each performance enabler is applicable to each KPA there are also inextricable interdependencies between the performance enablers themselves.

**Diagram 1: The diagram overleaf illustrates the interdependencies between the 4 KPAs and 3 PEs in the Sedibeng District Municipality’s DRM Policy Framework**



The policy framework is structured with the aim of facilitating easy reference and promoting user friendliness by confining the body of the policy framework to mandatory provisions for giving effect to the Act. The body of the policy framework is then amplified by specific supporting policy which is separated from the main body in cross referenced and hyperlinked sections.

In the policy framework the word “**must**” is used to convey statutory imperatives written in a form that will ensure clear interpretation and will eliminate any ambiguity as to ‘**what**’ must be done in the execution of each imperative for the relevant KPA or PE.

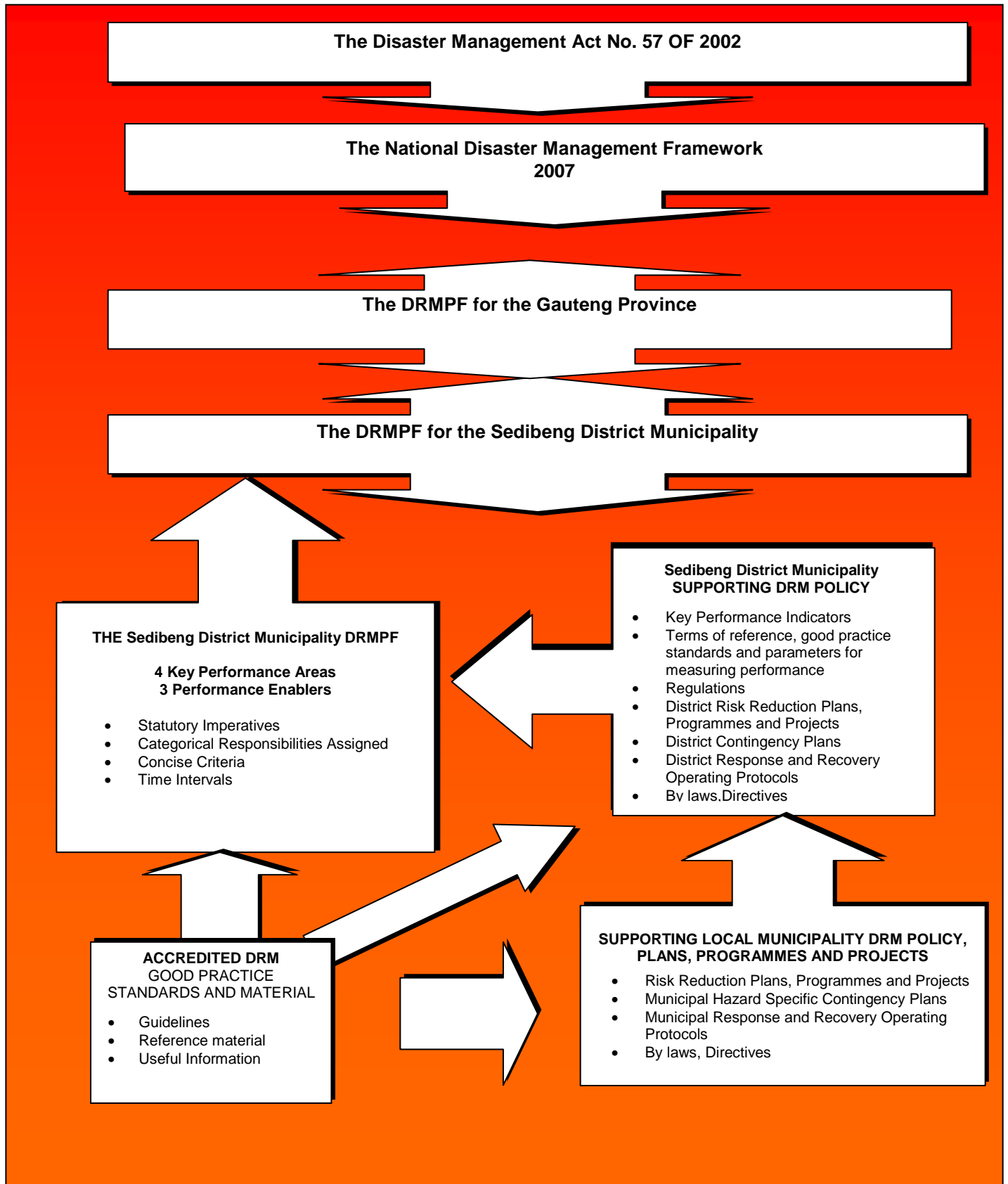
The body of the policy framework assigns categorical responsibilities to ensure clarity as to ‘**who**’ must execute the imperative; concise criteria are defined to provide clear parameters as to ‘**how**’, ‘**why**’ and ‘**where**’ the imperative must be executed; and where relevant, time intervals are provided to define ‘when’ and/or how frequently it must be done.

The supporting policy establishes specific parameters for complying with the relevant imperatives of each KPA or PE. These parameters include a range of components and mechanisms such as terms of reference; organisational and administrative arrangements; the scope of responsibilities and/or activities; operating protocols; templates and good practice standards.

Furthermore, in compliance with the Act, Key Performance Indicators (KPIs) are included in the supporting policy for each KPA or PE, to provide the mechanisms against which the application of legislation and policy can be evaluated.

The supporting policy is thus the legal instrument aimed at ensuring that the national objective of uniformity and integration in the execution of DRM legislation and policy in the municipality is achieved, and therefore *carries equal statutory obligation and status* as does that of the body of the policy framework.

**Diagram 2: The scope and structure of the Sedibeng District Municipality's DRMPF**



#### **4 Custodian of the Sedibeng District Municipality's DRMPF**

The Sedibeng District Municipal council in cooperation with the Emfuleni, Lesedi and Midvaal Local Municipalities, is the custodian of the DRMPF and must ensure the regular review and updating thereof.

The Head of the Centre must ensure that the procedures for the establishment and implementation of the policy framework and any amendments thereto, as prescribed by section 42 of the Act are executed; and that copies of the policy framework as well as any amendments thereto are submitted to:

- the National Disaster Management Centre (NDMC)
- the DRM Centre of the Gauteng Province
- to the Emfuleni, Lesedi and Midvaal local municipalities in the Sedibeng District Municipality
- the DRMCs of the neighbouring district municipalities and the Greater Johannesburg and Ekurhuleni Metropolitan Municipalities
- the Province of the Free State

#### **5 Key Performance Area 1: Integrated Institutional Capacity for DRM in the Sedibeng District Municipality**

##### ***5.1 The Council***

The Council makes all policy decisions in relation to DRM for its jurisdiction.

If the objectives of the Act are to be achieved and in pursuance of the requirements of the Act the Council must establish a DRM Centre and in accordance with the NDMF (section 1.2.1) and the Gauteng Provincial DRMPF (section 1.2.3), the DRM centre must be placed closest to the highest authority in the municipality.

Having consulted with the local municipalities within Sedibeng District Municipality (Section 54(2) of the Disaster Management Act, 2002), the Sedibeng District Municipality has accepted primary responsibility for disaster risk management in its jurisdiction. Accordingly Council is responsible to ensure the implementation of the Disaster Management Act, 2002 for the area of the Sedibeng District Municipality as a whole and makes all policy decisions in relation to disaster risk management.

In accordance with section 54(2) of the Act, Council therefore has primary responsibility for the coordination and management of local disasters threatening to occur or occurring within the area of the Sedibeng District Municipality. In the case where an event has been classified by the Head of the Centre as a local disaster and where extraordinary measures are or may be required to deal

with the local disaster such as the making and or invoking of by-laws, issuing directions or authorizing the issue of directions if existing legislation and contingency arrangements do not adequately provide for Council to deal effectively with the disaster; or if other special circumstances warrant such declaration, the Head of the Centre may recommend to Council that by notice in the provincial gazette, a local state of disaster be declared.

In the event that a municipal department or other municipal entity fails to submit information requested by the disaster risk management centre, or to submit a copy of its disaster risk management plan or of any amendment to the plan to the disaster risk management centre, the Head of the Centre must, in accordance with Sections 43(2)(a) and 52(2)(b) of the Act, report the failure to the Executive Mayor who must take such steps as may be necessary to secure compliance, including reporting the failure to Council. In terms of Section 60(1) a person is guilty of an offence if that person fails to comply with a request in terms of Section 43(2)(a).

The disaster risk management centre must submit a report on its activities for the ensuing year, to Council by the end of March each year. After consideration of the report and adoption thereof Council will submit the report to the National Disaster Management Centre and to the Disaster Risk Management Centres of the Gauteng Province and the Sedibeng District Municipality.

In order to ensure continuous monitoring of progress with regard to the execution of the provisions of the Act and this framework the centre must also submit reports - in a format consistent with the template contained as supporting policy to this framework<sup>2</sup> - on its performance for consideration to every meeting of the Section 80 Public Safety Portfolio Committee.

## ***5.2 Policy development and adoption***

The Executive Mayor must establish an Inter-municipal Committee for DRM (ICDRM) in the Sedibeng District Municipality.

The Councillor responsible for the DRM Portfolio is the chairperson of the ICDRM.

The ICDRM is accountable to Council and must function in accordance with documented terms of reference approved and adopted by Council. The terms of reference must be documented as supporting policy to this framework.<sup>3</sup>

The Sedibeng District Municipality's ICDRM must establish mechanisms for the development and adoption of DRM policy.<sup>4</sup>

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<sup>2</sup> SP 0: Format for reports to Council

<sup>3</sup> SP 1: Terms of reference for the Sedibeng District Municipality's ICDRM

<sup>4</sup> SP 2: The Policy Making Process

### **5.3 Integrated direction and execution of policy**

The Executive Mayor must designate the department within which the Sedibeng District Municipality's DRM Centre must function.

#### **5.3.1 The Sedibeng District Municipality's DRM Centre**

After consultation with the 3 (three) local municipalities in the district, Council, in compliance with section 43(2) of the Act, resolved that the Sedibeng District Municipality's DRMC be established at an appropriate location?

In order to enable the centre to optimally perform its statutory responsibilities for the direction and execution of DRM policy in the municipality, the centre must be adequately resourced in terms of personnel, systems and infrastructure which must be in accordance with standards which comply with the national and provincial requirements and which are approved and adopted by Council.

The standards must be documented as supporting policy to this framework<sup>5</sup>.

The centre must be permanently established and fully operational within 2 years of the date of the commencement of the Act.

#### **The Head of the Centre**

In terms of Section 45(1) of the Act, Council must appoint a suitably qualified person as Head of the Sedibeng District Municipality DRMC. The appointment is subject to the applicable provisions of the Municipal Systems Act, 2000.<sup>6</sup>

The Head of the Centre is responsible for the exercise by the Centre of its powers and the performance of its duties in accordance with section 44 of the Disaster Management Act (Act 57 of 2002) and takes all the decision of the centre in the exercise of its powers and the performance of its duties except decisions taken by another person in consequence of a delegation by the Head of the Centre.

The Head of the Centre may delegate or assign the functions of office to another official in the event that he or she is absent or otherwise unable to perform the functions of office. The Municipal Manager must give effect to such delegation or assignment of powers. Such delegation is however subject to the limitations or conditions that the Head of Centre may impose; and does not divest the Head of the Centre of responsibility concerning the exercise of the delegated power or the performance of the assigned duty.

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<sup>5</sup> SP 3: Standard for the establishment and functioning of the Sedibeng DM DRMC

<sup>6</sup> SP 4: Placement of the function; parameters for the appointment of the Head of the Centre; and key output goals

The Head of the Centre (HoC) performs the functions of office:

- within the national disaster management framework and the key responsibilities prescribed in the NDMF
- within the DRMPF of the Gauteng Province
- within the DRMPF of the Sedibeng District Municipality
- subject to Council's Integrated Development Plan and other directions of Council, and in accordance with the administrative instructions of the municipal manager
- subject to the Local Government Municipal Finance Management Act, 2003

In compliance with section 50 of the Act, the Head of the Centre must submit a report before 30 June annually, to the Executive Mayor. The Executive Mayor must submit the report to the Council within 30 days of receipt of the report from the Head of the Centre. The Head of the Centre must, at the same time that the report is submitted to the Executive Mayor, submit a copy of that report to the Gauteng Provincial DRMC and to the NDMC.

### **5.3.2 Integrated execution of DRM policy amongst municipal departments and other municipal entities in the Sedibeng District Municipality**

In terms of the Act, the Gauteng Provincial DRMPF and the NDMF, each municipal department and each other municipal entity must determine its role and responsibilities in relation to DRM; must assess its capacity to fulfil those responsibilities; and must develop and implement policy that is relevant for its functional area for the purposes of executing its DRM responsibilities. Where capacity is lacking it must be supplemented by collateral support and the sharing of resources among departments and by engaging the assistance of the private sector and non governmental organisations. The parameters of such assistance must be clearly defined in mutual assistance agreements and/or memoranda of understanding which must be included in the policy of the relevant municipal department or other municipal entity<sup>7</sup>.

DRM responsibilities must be integrated into the routine activities of the various sectors and disciplines within the relevant municipal departments or other entities and their substructures. These responsibilities must be reflected in the job descriptions of the relevant role players in each department or other entity and key performance indicators must be provided for the execution of those responsibilities.

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<sup>7</sup> SP 5: Template for MAAs and MOUs



The head of each municipal department or other entity must identify and appoint a person to serve as the focal point for DRM for the department or entity. The responsibilities of DRM focal points must be executed in accordance with the responsibilities detailed in the relevant supporting policy to this framework.

The DRM policy of all municipal departments or other entities must be developed, approved and adopted within 3 years of the commencement of the Act. Once adopted the relevant policies must be incorporated as supporting policy to this framework<sup>8</sup>.

In order to give effect to the principles of cooperative governance and to ensure integration and uniformity amongst municipal departments for the execution of DRM policy, the centre must establish an Interdepartmental DRM Committee (IDRMC) for the municipality.

The purpose of the IDRMC is to provide a mechanism to ensure the integration of internal planning and the participation of all key departmental functionaries (or those of other entities) who have statutory responsibilities for DRM or for any other national or provincial legislation aimed at dealing with an occurrence defined as a disaster in terms of section 1 of the Act. The IDRMC must function in accordance with approved and adopted terms of reference, which define the composition, and the scope of the committee's operations. The terms of reference must be documented as supporting policy to this framework<sup>9</sup>.

### **5.3.3 Integrating the execution of DRM policy between the district municipality and the local municipalities in the district**

Council must, in consultation with the local municipalities in the district, establish decentralised arrangements which must include the establishment of satellite centres in accordance with the standards defined and documented as supporting policy to this framework<sup>10</sup>.

The Head of the Centre must establish mechanisms to ensure integration and joint standards of practice in the execution of DRM policy amongst the local municipalities in the district.

The mechanisms must be clearly defined and documented as supporting policy to this framework<sup>11</sup>.

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<sup>8</sup> SP 6: Policy of municipal departments and entities for the execution DRM

<sup>9</sup> SP 7: Standard for the establishment and functioning of the Sedibeng District Municipal IDRMC

<sup>10</sup> SP 8: Standard for the establishment of Satellite DRM Centres

<sup>11</sup> SP 9: Mechanisms for integrated direction and execution of DRM policy between the Municipality and local municipalities

### **5.3.4 Integrated execution of policy in local municipalities in the district**

The Councils of local municipalities in the area of the Sedibeng District Municipality must ensure that adequate institutional arrangements are in place for the execution of the municipality's responsibilities as required by the Act, particularly in terms of sections 50, 52 and 53 of the Act and of section 1.3.1.3 and 1.3.2.2 of the NDMF.

Each local municipality must establish and maintain a structure for the coordination of DRM in its municipality. The purpose is to provide a forum which will ensure integrated, coordinated and uniform DRM planning and operations within the municipality and which will provide for stakeholder participation.

The Head of the Centre must, through a process of consultation with the local municipalities in the district, facilitate the development, adoption and implementation of standards for:

- the establishment of institutional arrangements and organisational mechanisms for the integrated execution of DRM policy in each of the 3 (three) local municipalities in the district including arrangements to ensure the engagement of stakeholder participation; indigenous knowledge and technical advice. Such arrangements must include the establishment of DRM structures and mechanisms in municipal wards.
- the integration of DRM planning and operations into the Municipal Integrated Development Plan and other developmental programmes in each of the local municipalities in the district

The standards must be clearly defined and documented as supporting policy to this framework.<sup>12</sup>

### **5.4 Stakeholder participation and technical advice in the Sedibeng District Municipality**

The head of the centre must establish arrangements to enable stakeholder participation and the engagement of technical advice in DRM planning and practice in the municipality.

Arrangements to enable stakeholder participation and the engagement of technical advice in the municipality must include but need not be confined to:

- The establishment of the Sedibeng District Municipal DRM Advisory Forum (Sedibeng Municipal DRMAF) hereinafter referred to as the forum. The forum must be composed of representatives of all key DRM stakeholders in the municipality; the head/s of neighbouring MDRMCs; representative/s of the provincial DRM centre; technical experts; institutions of higher education; and the private sector.

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<sup>12</sup> SP 10: Standards for the integrated execution of DRM policy in local municipalities

- The forum must function in accordance with terms of reference which define the minimum composition and scope of its operations. Such terms of reference must be included in the supporting policy to this policy framework<sup>13</sup>;
- The establishment and tasking of technical task teams for the development and the implementation of plans for DRM based on the findings of disaster risk assessments. Plans to be developed by technical task teams must include hazard specific contingency plans for known priority risks; for response and recovery operations; for vulnerability reduction; and for specific priority risk reduction programmes and projects for high risk groups, communities, areas and developments with multiple vulnerabilities; including any projects and programmers originating from the strategic planning process; and for any other relevant DRM programmes and operations in the municipality. Technical task teams must develop their own terms of reference which define the minimum composition, the scope of operations, responsibilities, reporting, budgeting and time frames for each project.
- The management of all DRM projects undertaken in the municipality must be methodologically and technologically compliant with the specifications approved and adopted by the National Disaster Management Centre<sup>14</sup>.
- The development, adoption and implementation of a programme for the recruitment, training and participation of volunteers in DRM in the municipality<sup>15</sup>.

## ***5.5 Cooperation with the national and provincial spheres, neighbours and international role players***

The centre must establish mechanisms to ensure the application of the principles of cooperative governance and to establish links with all neighbouring municipalities for the purposes of integrating and coordinating DRM initiatives, planning and operations; establishing joint standards of practice; as well as to foster cooperation with international role players in DRM.

### **5.5.1 Cooperative governance**

The centre must establish and maintain mechanisms to ensure that effect is given to the principles of cooperative governance which must include but need not be confined to:

- The development of mechanisms to strengthen capacity by facilitating and fostering partnerships between existing structures, organisations and institutions and engaging existing skills and expertise within the municipality, across municipal boundaries, with institutions of higher learning, the private sector, NGOs and with communities;

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<sup>13</sup> SP 11: Standards for the establishment and functioning of the Sedibeng District Municipality's DRMAF

<sup>14</sup> SP 12: National Directive: Approved and adopted project management system

<sup>15</sup> SP 13: Programme for the recruitment' training and participation of volunteers in DRM in the Sedibeng District Municipality

- Concluding mutual assistance agreements (MAAs) and memoranda of understanding (MOUs) with such alliance partners;
- Developing and adopting standards for MAAs and MOUs which are included as supporting policy to this framework; and which are in accordance with the national guideline which provide the legal framework and include the necessary details relating to financial arrangements, reimbursements and liability<sup>16</sup>.

## **5.5.2 Cooperation with national and provincial spheres and with neighbouring states**

The centre must establish and maintain mechanisms to facilitate cooperation with the national and provincial spheres as well as between local municipalities which must include but need not be confined to:

- Participation of the portfolio councillor responsible for DRM in the Sedibeng District Municipality in the Gauteng Provincial ICDRM;
- Participation of SALGA in the Sedibeng District Municipality's ICDRM;
- Participation of the Head of the Centre in the Gauteng Provincial DRMAF;
- Participation by the Head of the Centre in the meetings of the Gauteng Provincial DRMC with the Heads of MDRMCs;
- Participation in Provincial Disaster Assistance Response Teams (PDARTs);
- Participation by the Head of the Centre in the DRMAFs of the neighbouring districts of the Sedibeng District Municipality; as well as in planning/technical task teams for specific identified priority cross boundary risks;
- Participation by the Head of the Sedibeng District Municipality's DRMC in the DRMAFs of neighbouring municipalities;
- Inviting participation of the heads of neighbouring DRM centres in the Sedibeng District Municipality's DRMAF and in relevant forums or structures of local municipalities as well as in planning by technical task teams for specific identified priority cross boundary risks;
- Participation by the Head of the Sedibeng District Municipality's DRMC in the IDP and other developmental planning structures;
- Developing and implementing mechanisms for:
  - information sharing
  - standards for information management systems and for strategic communication links
  - compiling directories of institutional role players and resource databases
  - submission of DRM plans, reports and reviews to other spheres and to neighbouring centres

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<sup>16</sup>SP 5: Template for Mutual Assistance Agreements and Memoranda of Understanding

### **5.5.3 International cooperation**

The centre must identify and establish mechanisms to enable the municipality to participate internationally in DRM activities. Mechanisms must include procedures for engaging with expertise and accessing resources available from international relief and humanitarian organisations; seeking membership of international bodies and professional institutes; and establishing links with disaster risk management centres, entities and professionals performing similar function in other countries.

## **6 Key Performance Area 2: Disaster Risk Assessment (DRA)**

The centre must conduct a comprehensive risk assessment for council's area in accordance with national and provincial standards and the supporting guidelines for disaster risk assessment; and must implement mechanisms for the ongoing monitoring of disaster risk in council's area; as well as for risks prevailing in neighbouring jurisdictions which may pose risk to council's area. The assessment must inform DRM planning in council's area including planning undertaken by local municipalities in council's jurisdiction; and the development and application of disaster risk reduction policies; and priority setting for risk reduction programming undertaken by national and provincial organs of state; municipal departments, the DMA, other municipal entities, and other role players in council's jurisdiction.

The centre must ensure that the methodology used in all disaster risk assessments undertaken in the council's area is in accordance with predetermined terms of reference<sup>17</sup> based on national and provincial standards which must be included as supporting policy to this policy framework.

The terms of reference must establish the criteria for, but need not be confined to, the following elements:

- Assessing disaster risk
- Generating an Indicative Municipal Disaster Risk Profile (IMDRP) for the municipality
- Risk and hazard mapping
- The centre must implement mechanisms to ensure:
  - The interfacing of disaster risk assessment findings with DRM planning
  - The assignment of responsibilities for the monitoring, updating and disseminating of disaster risk information
  - Development and implementation of mechanisms to apply quality control in the conduct of disaster risk assessments and the application of findings

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<sup>17</sup> SP 14: Standard for the conducting disaster risk assessments

The centre must ensure that all departments and all other municipal entities in council; as well as municipal departments and other municipal entities in local municipalities in the district with DRM responsibilities execute systematic disaster risk assessments prior to the implementation of any risk reduction programmes; that disaster risk assessments are an integral component of the planning phase of all developments of municipal significance and of any significant initiatives that affect the natural environment in council's area; and that disaster risk assessments are undertaken when indicators suggest changing patterns of risk that could increase the risk of significant disaster impacts in council's area.

The centre as well as the departments and other municipal entities in council; and municipal departments and other municipal entities in local municipalities in the district commissioning disaster risk assessments must appoint a Technical Advisory Committee (TAC) to monitor progress and to assist with the validation and/or interpretation of the findings. The TAC must function in accordance with predetermined terms of reference and in accordance with the mechanisms identified and documented as supporting policy to this framework<sup>18</sup>.

The relevant departments in council and other municipal entities; as well as municipal departments and other municipal entities in local municipalities in the district must, in consultation with the TAC, determine the intervals at which the review of disaster risk assessments must be undertaken for their functional area.

All proposed disaster risk assessments planned by departments in council and other municipal entities; as well as municipal departments and other municipal entities in local municipalities in the district must be submitted to the centre for further forwarding to the Provincial and National Disaster Management Centres for technical review by the relevant TACs before being commissioned.

Reports of all disaster risk assessments conducted by departments in council and other municipal entities; as well as municipal departments; and other municipal entities in local municipalities in the district must be submitted to the centre for further forwarding to the Provincial and National Disaster Management Centre for the technical validation of findings by the relevant TACs before any plans; projects; programmes; initiatives; risk and hazard maps based on the findings of such assessments are initiated.

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<sup>18</sup> SP 15: Standard for the establishment and functioning of TACs

## **7 Key Performance Area 3: Disaster Risk Reduction**

Integrated DRM plans and risk reduction programmes must be developed and implemented by all stakeholders with DRM responsibilities in the municipality in accordance with this policy framework.

### **7.1 DRM Policy Frameworks**

The centre must develop, implement and maintain a DRMPF, which is current; provides a coherent, transparent and inclusive policy for the municipality; which anchors uniformity and joint standards of practice as cornerstones; and is consistent with the national and provincial DRM framework.

The Sedibeng District Municipality must develop and implement a DRMPF, which is consistent with the NDMF, and the DRMPF of the Gauteng Province.

The Sedibeng District Municipality's DRMC must submit a copy of its DRMPF to the Gauteng Provincial DRMC; to the NDMC; to the three local municipalities in the Sedibeng District Municipality; to neighbouring municipal centres and to the DRM authorities in Gauteng

The centre must establish mechanisms to be followed for processing the establishment of, or any amendments to the Sedibeng District Municipality's DRMPF. Such mechanisms must be documented as supporting policy to this framework<sup>19</sup>.

## **8 Key Performance Area 4: Disaster Response and Recovery**

### **8.1 Dissemination of early warnings**

The centre must ensure the technical identification and monitoring of prevailing hazards and must prepare and issue hazard warnings of significance to the council's area. The centre must develop and implement communication mechanisms and strategies to ensure that such warnings are disseminated immediately to reach at-risk communities, areas and developments as speedily as possible.

The centre must identify and establish strategic inter sectoral, multi disciplinary and multi agency communication mechanisms and must ensure that such communication mechanisms are accessible to at-risk communities and areas in council's area.

The centre must facilitate the development of a communication plan for council's area which must be documented and included as supporting policy to this framework<sup>20</sup>.

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<sup>19</sup> SP 16: Mechanisms for processing the Sedibeng District Municipal DRMPF

<sup>20</sup> SP 18: The Sedibeng DM DRM Communication Plan

## **8.2 Disaster Impact Assessments**

The centre must establish mechanisms for the application of standard disaster impact assessments using uniform methodologies in accordance with the national guideline to ensure the provision of immediate and appropriate response and relief measures; to facilitate the classification of events as disasters and for the declaration of states of disaster; to facilitate the prioritisation and implementation of appropriate rehabilitation and reconstruction measures by municipal organs of state and other municipal entities in the municipality; and for the costing of disasters and significant events.

Standards for conducting disaster impact assessments in the Council's area which are consistent with the national and provincial guidelines must be documented and included as supporting policy to this framework<sup>21</sup>.

## **8.3 Disaster classification of disasters and declaration of states of disaster and conducting disaster reviews**

The Head of the Centre is responsible for the strategic coordination and management of response to non security related disasters or states of disaster classified as local disasters which occur or are threatening to occur and must make recommendations to the appropriate organ of state or statutory functionary on whether a local state of disaster should be declared in terms of sections 23 and 55 of the Act.

The centre must establish the mechanisms for the rapid and effective classification and declaration of disasters in accordance with national and provincial guidelines and templates<sup>22</sup>.

The centre must develop and monitor the implementation of mechanisms for conducting routine disaster reviews and reporting.

Reviews and research reports of significant events, trends and disasters occurring in the Sedibeng District Municipality must be routinely submitted to the Sedibeng District Municipality's DRMC; to the Gauteng Provincial DRMC; and to the NDMC and must also be disseminated to stakeholders.

Standard methodology which is consistent with the national guideline and the supporting policy to this framework must be developed and must be included in all contingency plans for council's area.

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<sup>21</sup> SP 19: Standards for conducting disaster impact assessments

<sup>22</sup> SP 20: Mechanisms for the classification and declaration of disasters



#### **8.4 Integrated response and recovery operations**

Through the mechanisms of the Sedibeng District Municipality's DRMAF the centre must identify and assign primary responsibility to relevant organs of state for contingency planning for each known priority hazard. Supporting stakeholders must be identified and assigned responsibilities.

Primary and support agencies so assigned for each priority hazard must be clustered into a technical task team and the organs of state assigned with primary responsibility must facilitate the development by the technical task team of a contingency plan for the relevant known priority hazards. The primary agency must ensure that such plans are reviewed and updated annually as well as following significant events and disasters which have occurred.

The centre must identify agencies with responsibilities for the various operational activities associated with disaster response and recovery and must identify lead agencies and assign primary responsibility to lead agencies to facilitate the development of Field Operations Plans (FOPs) for each operational activity and must identify and allocate responsibilities to support agencies.

Primary and support agencies so assigned for each operational activity must be clustered into a technical task team and the agency assigned with primary responsibility must facilitate the development by the technical task team of the relevant FOP. The centre must ensure that such FOP are reviewed and updated simultaneously with that of contingency plans.

All response and recovery stakeholders must develop standard operating protocols for their functional areas and must ensure that all operational personnel understand and are well versed with procedures.

The centre must ensure the development of regulations and directives, which are consistent with national regulations, and directives to standardise and regulate the practice and management of multi agency response and recovery operations in council's area. The regulations and directives must be included as supporting policy to this framework<sup>23</sup>.

The centre must monitor the implementation of and compliance with such regulations and directives by conducting multi agency response debriefings after each significant event or disaster.

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<sup>23</sup> SP 21: Regulations and directives for the practice and management of multi agency response and recovery operations

### 8.5 Relief measures

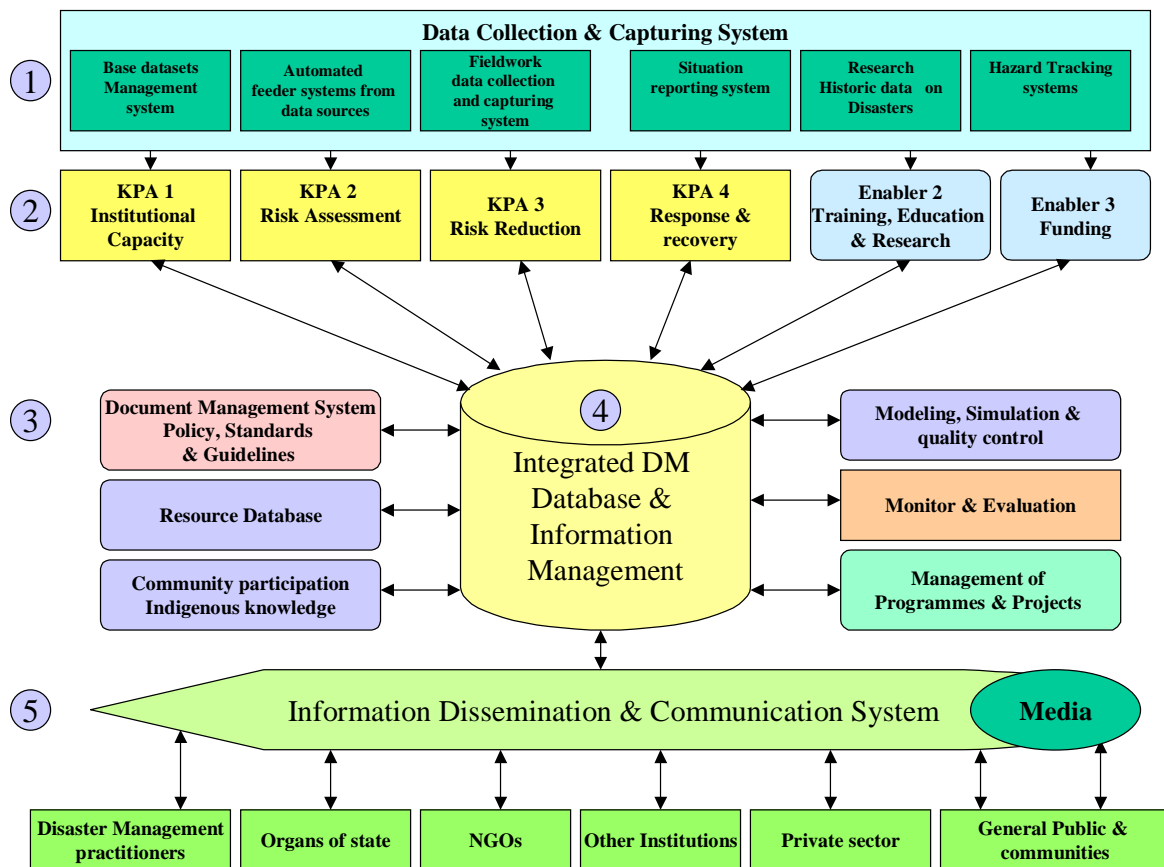
The centre must ensure the development of regulations consistent with national regulations and directives for the management of relief operations in council’s area, which must be included as supporting policy to this framework.

The centre must monitor the implementation of and compliance with such regulations and directives through debriefings and reviews after each significant event or disaster.

### 8.6 Integrated reconstruction and rehabilitation measures

The centre must establish multidisciplinary technical task teams for post disaster rehabilitation and reconstruction projects and must identify a lead agency and assign primary responsibility to the lead agency for the management of each project using nationally adopted project management methodologies. Such methodologies must include mechanisms for the monitoring and submission of regular progress reports to the Sedibeng District Municipality’s DRMC.

## 9 Performance Enabler 1: Information management and communication



A comprehensive information management system (IMS) and an integrated emergency communication network (ECN), which establishes communication links with all DRM role players and that complies with national standards, must be developed and implemented.

### **9.1 Data requirements**

The centre must define data requirements for council's area and must identify data sources.

The centre must develop and implement methodologies for the collection and capturing of data, which are consistent with national standards.

The centre must define and assign responsibilities to the specific department or other municipal entity and to local municipalities for the custody of data relevant to their functional area and must identify and enter into agreements with other relevant custodians of data to ensure availability, quality, reliability and currency of data.

### **9.2 Design of Information Management System and Emergency Communication Network**

The centre must ensure the design, development and implementation of an Information Management System and Emergency Communication Network in council's area that has the capability to support the requirements for:

- Integrated institutional capacity
- Disaster risk assessment
- Disaster risk reduction plans, programmes and projects
- Response and recovery operations
- Knowledge management
- Funding mechanisms and financial controls

## **10 Performance Enabler 2: Education, Training, Public Awareness and Research (ETPAR)**

Comprehensive mechanisms for knowledge management (ETPAR) supported by scientific research must be developed and implemented to promote a culture of risk avoidance amongst stakeholders and role players.

### ***10.1 A district analysis of knowledge management (ETPAR) needs and resources***

The centre must conduct a scientific analysis of knowledge management needs and resources in council's area to serve as the basis for the development of a district DRM education and training framework and to inform the development and implementation of appropriate knowledge management programmes.

### ***10.2A District knowledge management (ETPAR) framework for DRM***

The centre must develop and implement a knowledge management framework for DRM in council's area based on the needs and resource analysis<sup>24</sup>.

### ***10.3 District knowledge management (ETPAR) programmes***

The centre must promote, support and monitor the implementation of knowledge management programmes for DRM in council's area in accordance with national and provincial standards.

### ***10.4 Research programmes, and information and advisory service***

The centre must establish a strategic research agenda for council's area and must promote the participation of research institutions in district research programmes.

The centre must ensure the correlation between scientific research and district DRM policy and that research contributes to the development of technology.

The centre must establish mechanisms to enable ongoing national, regional, international information exchange and networking.

The centre must ensure that all stakeholders have access to the research database and to a comprehensive DRM advisory service.

## **11 Performance Enabler 3: Funding arrangements for DRM**

The centre must determine funding arrangements for DRM in council's area, which must include but need not be confined to funding for:

- the establishment of institutional arrangements for DRM
- conducting disaster risk assessments
- planning and implementing disaster risk reduction

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<sup>24</sup> SP 22: The Sedibeng District Municipality's Knowledge Management (ETPAR) Framework for DRM

- disaster response and recovery
- knowledge management for DRM stakeholders

The funding arrangements for DRM in council's area must be approved and adopted by the Council.

The DRM funding arrangements must be included as supporting policy to this framework and must be reviewed annually<sup>25</sup>.

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<sup>25</sup> SP 23: The Sedibeng District Municipality's DRM Funding Directive

## KEY PERFORMANCE INDICATORS FOR MEASURING PERFORMANCE IN THE DIRECTION AND EXECUTION OF DRM POLICY AND LEGISLATION IN THE SEDIBENG DM

<b>KEY PERFORMANCE AREA 1:</b>	
<b>ESTABLISH INTEGRATED INSTIUTIONAL CAPACITY</b>	
<b>IMPERATIVE</b>	
<b>1.1 Establish functionally effective arrangements for the development and adoption of an integrated policy for Disaster Risk Management</b>	
<b>Indicators</b>	A political forum (Sedibeng DM ICDRM) has been identified, formally established and operates in accordance with predetermined terms of reference
	Mechanisms for developing and adopting Disaster Risk Management policy have been established and put into operation
	Every municipal department/entity; local municipality and the DMA has developed a policy framework for its functional area which has been approved; adopted; incorporated into the PDRMF/MDRMF and is being implemented
	There is sufficient political support for DRM in the Sedibeng DM
<b>IMPERATIVE</b>	
<b>1.2 Establish functionally effective arrangements for integrated direction and implementation of the Disaster Management Act, 2002, the NDMF and the Sedibeng DM</b>	
<b>Indicators</b>	The job description and key performance indicators for the position of the Head of the Centre has been developed; adopted and approved
	The Head of the Disaster Risk Management Centre has been appointed by Council in accordance with the applicable legislation (written employment contract)
	The Sedibeng DM Disaster Risk Management Centre has been established and resourced in accordance with the minimum requirements (structurally; infrastructurally and staffing) and is operating effectively in terms of predetermined operational protocols
	Disaster risk management focal/nodal points have been identified by municipal departments, local municipalities, the DMA and any other municipal entities and responsibilities for disaster risk management have been assigned and included in job descriptions
	Roles and responsibilities of municipal departments, local municipalities, the DMA and any other municipal entities involved in disaster risk management have been identified, assigned and included in the job descriptions of key personnel and are being applied effectively in terms of predetermined operational protocols
	An organizational structure for the staffing of the Sedibeng DM DRMC (which takes into account skills necessary to manage known priority risks); and job descriptions linked to key performance indicators for the relevant posts have been developed; approved and adopted by the Council
	The Sedibeng DM has researched options for decentralised direction and execution of DRM policy and legislation by strategically locating Satellite Disaster Risk Management Centres to serve their area in accordance with the directive issued by the NDMC; and have established and resourced such centres (structurally; infrastructurally and staffing) in accordance with the minimum requirements and are operating effectively in terms of predetermined operational protocols
<b>IMPERATIVE</b>	
<b>1.3 Establish functionally effective arrangements for stakeholder participation and the engagement of technical advice in disaster risk management planning and operations</b>	
<b>Indicators</b>	The Sedibeng DM DRMAF and has been formally constituted and operate effectively in accordance with predetermined terms of reference which also enables the opportunity for role players to communicate effectively with each other

	Technical Task Teams comprising the relevant role players and stakeholders from relevant sectors and disciplines have been established relative to the disaster risk profile for the purposes of risk reduction and response and recovery planning and operations; the relevant project teams have developed their terms of reference; primary agencies/entities and support agencies/entities have been identified and responsibilities assigned; technical task teams have developed and submitted their project management programme/s to the Advisory Forum; and progress reports are submitted to the Forum according to predetermined protocols
	The Head of Sedibeng DM disaster risk management centre has full participation in integrated development planning and other relevant developmental planning processes and structures.
	Mechanisms for the recruitment, training and participation of volunteers in DRM have been developed and implemented
	A current register of disaster risk management stakeholders and volunteers has been established and is maintained
	Disaster Risk Management Committees have been established in municipal wards and operate effectively in accordance with predetermined terms of reference
<b>IMPERATIVE</b>	
<b>1.4 Establish functionally effective arrangements for national, regional and international cooperation for disaster risk management</b>	
<b>Indicators</b>	Mechanisms have been identified and implemented to ensure the application of the principles of cooperative governance
	Primary agencies/entities have assessed their capacity to fulfil their statutory responsibilities and where necessary have entered into partnerships which have been formally concluded through memoranda of understanding and/or mutual assistance agreements which are consistent with the national guidelines
	Mechanisms have been identified; have been formally established; and are operating effectively according to predetermined protocols with neighbouring municipal authorities and the Province of the Northern Cape for the purposes of cooperation and the adoption of joint standards of practice for the purposes disaster risk management
	The Heads of the Sedibeng DM disaster risk management centre has established networks and implemented mechanisms to ensure that they remain abreast of current global trends in DRM; have established links with regional and international partners; and where applicable have sought membership of international bodies and professional institutes and participate internationally in DRM activities
<b>Devise and implement key supportive mechanisms to enable the achievement of the objective of establishing integrated institutional capacity</b>	
<b>Indicators</b>	Mechanisms have been identified and developed to ensure that all relevant data in respect of the information management system is gathered and captured simultaneously in the process of establishing and maintaining institutional capacity
<b>PE 1</b>	Mechanisms for safe-keeping of accurate records of meetings, disaster risk management plans and strategies, reports, memoranda, correspondence, policies and legislation with regard to disaster risk management are established and maintained
<b>PE 2</b>	A specific communication strategy has been included in the DRM policy framework for the district
<b>PE 2</b>	Specific provision has been made to ensure that communities are able to participate in the communication strategy
<b>PE 2</b>	A specific media policy for DRM has been developed and implemented and has positive support and operates effectively
<b>PE 2</b>	Education, training, public awareness, and research needs in respect of institutional capacity have been analysed and appropriate mechanisms have been identified and implemented to address the relevant needs
<b>PE 3</b>	A business plan and budget has been prepared, submitted and approved for DRM for the current/ensuing financial year
<b>PE 2</b>	There is political support; buy in; and commitment to the success of disaster risk management in the district
<b>PE 2</b>	There is support; buy in; and commitment of key personnel and external role players and stakeholders to the success of disaster risk management in the district
<b>PE 3</b>	Effective mechanisms are established to ensure sound financial management

<b>KEY PERFORMANCE AREA 2:</b>	
<b>CONDUCT DISASTER RISK ASSESSMENTS AND MONITOR DISASTER RISK TO INFORM DISASTER RISK MANAGEMENT PLANNING AND DISASTER RISK REDUCTION UNDERTAKEN BY ORGANS OF STATE AND OTHER ROLE PLAYERS WHICH IS IN FULL COMPLIANCE WITH THE REQUIREMENTS OF THE DMA, THE NDMF AND THE Gauteng PDRMPF</b>	
<b>IMPERATIVE</b>	
<b>2.1 Conduct comprehensive disaster risk assessments to inform disaster risk management and risk reduction policies, planning and programming</b>	
<b>Indicators</b>	Comprehensive disaster risk assessments consistent with the terms of reference and methodology prescribed in the national guidelines and the supporting policy to the .....DM DRMPF
	Disaster risks in the district have been assessed and prioritised according to the national standard generated by the NDMC and the Gauteng PDRMPF
	Municipal departments, local municipalities, the DMA and any other municipal entities have developed and applied risk assessment legislation, policies, standards and the implementation of guidelines for their functional area
	Risk assessments have been conducted and progressively integrated into the development plans of municipal departments, local municipalities, the DMA and any other municipal entities; and other role players and are evidenced in IDPs and annual reports submitted to the NDMC and the ECPDRMC
<b>IMPERATIVE</b>	
<b>2.2 Generate an Indicative Disaster Risk Profile for the District</b>	
<b>Indicators</b>	Mechanisms have been developed established and documented to consolidate, map and make accessible information on the priority disaster risks of the district and of local municipalities by the Sedibeng DM DRMC
	Priority disaster risks of significance to the local municipalities and to the district as a whole have been identified and mapped by the Sedibeng DM DRMC
	The methodology and technical systems used for the collection, recording, documentation and mapping of disaster risk data is consistent with the national standard and system specifications
<b>IMPERATIVE</b>	
<b>2.3 Identify and establish effective mechanisms to monitor, update and disseminate disaster risk information</b>	
<b>Indicators</b>	Municipal departments, local municipalities, the DMA and any other municipal entities with responsibilities for reducing and managing disaster risks specific to their functional areas have established clear and documented mechanisms for rapid accessing and updating of relevant hazard and vulnerability information and for rapidly making this information available to the Sedibeng DM DRMC and the Gauteng PDRMC
	The Sedibeng DM DRMC as well as all municipal departments, local municipalities, the DMA and any other municipal entities have established and documented clear mechanisms for accessing, consolidating and updating relevant information on hazards, vulnerability and disaster occurrences from partners responsible for monitoring specific risks
	The Sedibeng DM DRMC as well as all municipal departments, local municipalities, the DMA and any other municipal entities have established and documented clear



	mechanisms for disseminating risk assessment and monitoring information for ongoing planning, as well as for managing conditions of heightened risk
	The Sedibeng DM disaster risk management centre has established and documented clear procedures for accessing, interpreting and disseminating early warnings of both rapid- and slow-onset hazards
<b>IMPERATIVE</b>	
<b>2.4 identify and apply mechanisms to conduct quality control</b>	
<b>Indicators</b>	The Sedibeng DM DRMC has appointed Technical Advisory Committees comprising the relevant specialist scientific and technical expertise in the relevant sphere to assist with monitoring standards and progress of risk assessment and with the validation and/or interpretation of findings
	<p>Disaster risk assessments undertaken show documented evidence of:</p> <ul style="list-style-type: none"> <li>- capacity building and skills transfer.</li> <li>- ground-truthing (that is, based on the actual situation 'on the ground' or verified by those being assessed), through field consultations in the areas and with communities most at risk from the threat(s) being assessed</li> </ul> <p>- consultation with appropriate governmental and other stakeholders about the design and/or implementation of the disaster risk assessment and the interpretation of the findings</p>
	<p>The methodology and results of the disaster risk assessments have been subjected to an independent technical review process and external validation prior to:</p> <ul style="list-style-type: none"> <li>- the publication or dissemination of hazard, vulnerability or risk maps and/or reports for planning purposes</li> <li>- the implementation of disaster risk reduction or other initiatives based on the risk assessment results</li> </ul>
	Disaster risk assessments undertaken show documented evidence of technical consultation with the appropriate disaster risk management centre(s) prior to implementation
<b>Devise and implement key supportive mechanisms to enable the achievement of the objective of establishing a uniform approach to assessing and monitoring disaster risks</b>	
<b>Indicators</b>	Mechanisms have been identified and developed to ensure that all relevant data in respect of the information management system is gathered and captured simultaneously in the process of conducting, monitoring and updating comprehensive disaster risk assessments
<b>PE 1</b>	
<b>PE 2</b>	Education, training, public awareness, and research needs in respect of assessing disaster risk have been analysed and appropriate mechanisms have been identified and implemented to address the relevant needs
<b>PE 3</b>	A business plan and budget has been prepared, submitted and approved for conducting a comprehensive disaster risk assessment; for monitoring disaster risk and for updating disaster risk information for the current/ensuing financial year

**KEY PERFORMANCE AREA 3:****DEVELOP AND IMPLEMENT INTEGRATED AND RELEVANT DISASTER RISK MANAGEMENT PLANS AND RISK REDUCTION PROGRAMMES IN ACCORDANCE WITH APPROVED FRAMEWORKS****IMPERATIVE****3.1 Compile and implement integrated and relevant disaster risk management frameworks and plans**

<b>Indicators</b>	A Sedibeng DM disaster risk management policy framework has been developed through a process of consultation; submitted to the Gauteng PDRMC and the NDMC; and has been developed, approved gazetted and implemented. The Sedibeng DM disaster risk management policy framework that is consistent with the national and provincial disaster risk management policy frameworks
	A framework for the design and scope of disaster risk management plans that is consistent with the national guidelines has been developed and adopted by all relevant municipal departments, local municipalities, the DMA and any other municipal entities
	Mechanisms to ensure the revision of Sedibeng DM disaster risk management policy framework and plans at least two-yearly have been developed and applied, and is evidenced by annual reports submitted to the NDMC and Gauteng PDRMC

**IMPERATIVE****3.2 Determine municipal priority disaster risks and priority areas, communities and households**

<b>Indicators</b>	Specific municipal priority disaster risks have been identified and mapped by the Sedibeng DM DRMC
	Contingency plans for known priority risks have been developed; submitted to the Sedibeng DM DRMC, the NDMC and Gauteng PDRMC; and have been implemented
	Specific priority areas, communities and households within district have been identified and mapped
	Focused initiatives to reduce priority disaster risks have been identified by municipal departments, local municipalities, the DMA and any other municipal entities
	Disaster risk management planning frameworks have been developed and submitted to the Sedibeng DM DRMC, to the NDMC and Gauteng PDRMC
	Disaster risk management plans have been submitted to the Sedibeng DM DRMC by all municipal departments, local municipalities, the DMA and any other municipal entities

**IMPERATIVE****3.3 Scope and develop disaster risk reduction plans, projects and programmes**

<b>Indicators</b>	Documentation, which is accessible to key stakeholders, demonstrates the effectiveness of disaster risk reduction measures for different risk scenarios
	Guidelines for incorporating disaster risk management programmes and initiatives into the activities of other provincial and municipal organs of state and key institutional role players have been consultatively developed and implemented
	The effectiveness of disaster risk reduction initiatives is monitored by the Sedibeng DM DRMC

<b>IMPERATIVE</b>	
<b>3.4 Incorporate disaster risk reduction efforts into strategic integrating structures and processes</b>	
<b>Indicators</b>	Mechanisms to disseminate experience from pilot and research projects that explore the vulnerability reduction potential, appropriateness, cost-effectiveness and sustainability of specific disaster risk reduction initiatives have been established
	Risk-related information has been incorporated into spatial development and environmental management frameworks
	Regulations, standards, by-laws and other legal instruments that encourage risk-avoidance behaviour have been enforced by provincial and municipal organs of state and documented in annual reports to the Sedibeng DM DRMC, the Gauteng PDRMC and the NDMC
	Disaster risk reduction programmes, projects and initiatives have been implemented by municipal departments, local municipalities, the DMA and any other municipal entities
	A measurable reduction in social relief in disaster-prone economically vulnerable communities has been recorded
	Case studies and best-practice guides in disaster risk reduction, facilitated by the Sedibeng DM DRMC have been generated and disseminated
	There is evidence of the progressive application of disaster risk reduction techniques and measures by municipal departments, local municipalities, the DMA and any other municipal entities, as reported in annual reports submitted to the Sedibeng DM DRMC, the Gauteng PDRMC and NDMC
<b>Devise and implement key supportive mechanisms to enable the achievement of the objective of ensuring that all disaster risk management stakeholders develop and implement integrated risk management plans and risk reduction programmes in accordance with approved frameworks</b>	
<b>Indicators PE 1</b>	Mechanisms have been identified and developed to ensure that all relevant data in respect of the information management system is gathered and captured simultaneously in the process of developing and implementing disaster risk management plans and risk reduction programmes
<b>PE 2</b>	Education, training, public awareness, and research needs in respect of disaster risk reduction planning and implementation have been analysed and appropriate mechanisms have been identified and implemented to address the relevant needs
<b>PE 3</b>	A business plan and budget has been prepared, submitted and approved for the development and implementation of disaster risk management plans and risk reduction programmes for the current/ensuing financial year

<b>KEY PERFORMANCE AREA 4:</b>	
<b>DEVELOP AND IMPLEMENT MECHANISMS TO ENSURE APPROPRIATE AND EFFECTIVE DISASTER RESPONSE AND RECOVERY IN ACCORDANCE WITH STATUTORY REQUIREMENTS</b>	
<b>IMPERATIVE</b>	
<b>4.1 Identify and implement mechanisms for the dissemination of early warnings</b>	
<b>Indicators</b>	Effective and appropriate early warning strategies have been developed and implemented and the information communicated to stakeholders to enable appropriate responses
	Strategic emergency communication links have been established in high risk areas and communities
<b>IMPERATIVE</b>	
<b>4.2 Develop and implement mechanisms for the assessment of significant events and/or disasters for the purposes of classification and declarations of a state of disaster to ensure rapid and effective response</b>	
<b>Indicators</b>	Uniform methods for the assessment and costing of significant events or disasters which are consistent with national standards have been developed and adopted
	Mechanisms for the rapid and effective classification of a disaster and the declaration of a state of disaster have been established
	Mechanisms for conducting disaster reviews and reporting, including mechanisms to enable assessments that will comply with the provisions of sections 56 and 57 of the Act have been developed and implemented
	Research reports on significant events and trends are routinely submitted to the Sedibeng DM DRMC, the NDMC and Gauteng PDRMC and disseminated to stakeholders
	Review report on actual disasters are routinely submitted to the Sedibeng DM DRMC, the NDMC and Gauteng PDRMC and disseminated to stakeholders
<b>IMPERATIVE</b>	
<b>4.3 Develop and implemented mechanisms to ensure integrated response and recovery efforts</b>	
<b>Indicators</b>	The municipal departments and any other entity that must bear primary responsibility for contingency planning and the coordination of known hazards have been identified and allocated such responsibility
	Stakeholders that must bear secondary responsibility for contingency planning and the coordination of known hazards have been identified and allocated such responsibility
	Contingency plans for known hazards have been developed and implemented by all municipal departments, local municipalities, the DMA and any other municipal entities
	Response and recovery plans are reviewed and updated annually
	Field operations Standards (FOSs) for the various activities associated with disaster response and recovery have been developed, implemented and are reviewed and updated annually and after each significant event and/or disaster
	Multi agency responses are managed in accordance with the national standard system and the Gauteng PDRMPF and are reviewed and updated annually
	Standard operating protocols or procedures and checklists have been developed and are understood by all stakeholders in their respective fields of responsibilities
	Regulations and directives for the management of disaster response and recovery operations have been developed and gazetted or published and are adhered to

<b>IMPERATIVE</b>	
<b>4.4 Develop and adopt mechanisms for the management and distribution of disaster relief in accordance with national regulations and directives and the Gauteng PDRMPF</b>	
<b>Indicators</b>	Disaster relief measures are managed in accordance with national regulations and directives and are progressively monitored; reviewed annually and recommendations made to the Sedibeng DM DRMC, the NDMC and/or Gauteng PDRMC on any adjustments according to lessons learnt
<b>IMPERATIVE</b>	
<b>4.5 Develop and implement mechanisms to ensure that integrated rehabilitation and reconstruction activities are conducted in a developmental manner</b>	
<b>Indicators</b>	Post-disaster technical task teams for rehabilitation and reconstruction projects have been established and operate effectively
	Mechanisms for the monitoring of rehabilitation and reconstruction projects have been established and regular progress reports are submitted to the Sedibeng DMDRMC, the Gauteng PDRMC and NDMC
<b>Devise and implement key supportive mechanisms to enable the achievement of the objective of ensuring that all disaster risk management stakeholders develop and implement integrated risk management plans and risk reduction programmes in accordance with approved frameworks</b>	
<b>Indicators</b>	Mechanisms have been identified and developed to ensure that all relevant data in respect of the information management system is gathered and captured simultaneously in the process of developing and implementing response and recovery operations
<b>PE 1</b>	Education, training, public awareness, and research needs in respect of response and recovery planning and operations have been analysed and appropriate mechanisms have been identified and implemented to address the relevant needs
<b>PE 2</b>	A business plan and budget has been prepared, submitted and approved for the development and implementation of response and recovery operational plans for the current/ensuing financial year
<b>PE 3</b>	