



# UTHUKELA DISTRICT MUNICIPALITY DISASTER MANAGEMENT POLICY FRAMEWORK



***“DISASTER RISK MANAGEMENT IS EVERYBODY’S BUSINESS”***



# CONTENTS

<b>3. THE UTHUKELA DISTRICT MUNICIPALITY’S DISASTER RISK MANAGEMENT POLICY FRAMEWORK .....</b>	<b>5</b>
3.1. PURPOSE .....	5
3.2. VISION .....	5
3.3. MISSION STATEMENT .....	5
<b>4. STRUCTURE OF THE MUNICIPAL DISASTER RISK MANAGEMENT POLICY FRAMEWORK.....</b>	<b>6</b>
4.1. STRUCTURE .....	6
4.2. LEGAL IMPERATIVES .....	8
<b>5. CUSTODIAN OF THE DISASTER RISK MANAGEMENT POLICY FRAMEWORK OF THE DISTRICT MUNICIPALITY .....</b>	<b>9</b>
6.1. THE MUNICIPAL COUNCIL .....	10
6.2. DISASTER RISK MANAGEMENT REPORTS TO THE MUNICIPAL COUNCIL.....	11
6.2.1. ANNUAL REPORTS .....	11
THE CENTRE MUST, AT THE SAME TIME THAT ITS ANNUAL REPORT IS SUBMITTED TO THE MUNICIPAL COUNCIL, SUBMIT A COPY OF THE REPORT TO THE NDMC, THE DISASTER RISK MANAGEMENT CENTRE OF THE PROVINCIAL DISASTER MANAGEMENT CENTRE (KZN) AND THE LOCAL MUNICIPALITIES IN THE DISTRICT MUNICIPALITY’S AREA. ....	12
6.2.2. REPORTS ON PRIORITY RISK REDUCTION PLANNING .....	12
6.3. ARRANGEMENTS FOR THE DEVELOPMENT AND ADOPTION OF AN INTEGRATED DISASTER RISK MANAGEMENT POLICY FRAMEWORK FOR THE DISTRICT MUNICIPALITY AND FOR ANY AMENDMENTS THERETO.....	12
6.4. INTEGRATED DIRECTION AND EXECUTION OF POLICY .....	13
6.4.1. Location of the municipal disaster risk management centre in the municipal area.....	13
6.4.2. The municipal disaster risk management centre .....	13
6.4.3. The head of the municipal disaster risk management centre .....	14
6.4.4. Delegation or assignment of the powers of the head of the centre.....	14
6.4.5. Decentralized arrangements for the integrated execution of disaster risk management policy in the area of the district municipality .....	14
6.5. INTEGRATED EXECUTION OF DISASTER RISK MANAGEMENT POLICY ACROSS THE AREA OF THE DISTRICT MUNICIPALITY AND LOCAL MUNICIPALITIES IN THE DISTRICT .....	15
6.6. INTEGRATED EXECUTION OF POLICY IN LOCAL MUNICIPALITIES IN THE DISTRICT .....	15
6.7. STAKEHOLDER PARTICIPATION AND TECHNICAL ADVICE IN THE DISTRICT MUNICIPALITY .....	16
6.8. CO-OPERATION WITH THE NATIONAL AND PROVINCIAL SPHERES, NEIGHBOURING MUNICIPALITIES AND INTERNATIONAL ROLE PLAYERS.....	16
6.8.1. Co-operative governance .....	17
<b>2: .....</b>	<b>19</b>
7. INTRODUCTION .....	19
7.1. TECHNICAL ADVISORY COMMITTEES .....	20
7.2. DISASTER RISK ASSESSMENT REPORTS.....	21

8.1. THE DISASTER RISK MANAGEMENT POLICY FRAMEWORK AND DISASTER RISK MANAGEMENT PLANS ....22

8.2. DISASTER RISK MANAGEMENT PLANS .....25

8.3. REVIEW OF THE DISASTER RISK MANAGEMENT POLICY FRAMEWORK AND DISASTER RISK MANAGEMENT PLANS .....25

8.4. MONITORING THE EFFECTIVENESS OF DISASTER RISK REDUCTION INITIATIVES .....25

8.5. INTEGRATING DISASTER RISK REDUCTION PLANS INTO OTHER DEVELOPMENTAL PLANS.....26

**9. DISSEMINATION OF EARLY WARNINGS .....27**

9.1. DISASTER IMPACT ASSESSMENTS .....27

9.2. CLASSIFICATION OF DISASTERS AND DECLARATION OF STATES OF DISASTER .....28

9.3. DISASTER REVIEWS AND REPORTING .....28

9.4. INTEGRATED RESPONSE AND RECOVERY OPERATIONS .....28

9.5. RELIEF MEASURES .....29

9.6. INTEGRATED RECONSTRUCTION AND REHABILITATION MEASURES .....29

9.7. INTRODUCTION .....30

9.8. DATA REQUIREMENTS .....30

9.9. REQUIREMENTS OF THE INFORMATION MANAGEMENT SYSTEM AND EMERGENCY COMMUNICATION NETWORK.....30

9.10. INTRODUCTION .....32

9.11. ANALYSIS OF DISASTER RISK MANAGEMENT EDUCATION, TRAINING AND RESEARCH NEEDS AND RESOURCES IN THE DISTRICT MUNICIPALITY .....32

9.12. AN EDUCATION AND TRAINING FRAMEWORK FOR DISASTER RISK MANAGEMENT IN THE DISTRICT MUNICIPALITY .....32

9.13. DISASTER RISK MANAGEMENT EDUCATION AND TRAINING PROGRAMMES .....32

9.14. AN INTEGRATED PUBLIC AWARENESS STRATEGY .....33

9.15. RESEARCH PROGRAMMES AND INFORMATION AND ADVISORY SERVICES .....33

**ANNEXURE A: KEY PERFORMANCE INDICATORS (KPIs) FOR MEASURING PERFORMANCE IN THE DIRECTION AND EXECUTION OF DISASTER RISK MANAGEMENT POLICY AND LEGISLATION IN THE UTHUKELADISTRICT MUNICIPALITY .....34**

# INTRODUCTION

## DISASTER MANAGEMENT STRATEGIC POLICY FRAMEWORK

### 1. INTRODUCTION

The intention of the Disaster Management Act is to create an environment wherein the line function disaster management activities of all National, Provincial and Municipal organs of state are coordinated in a manner which is consistent with and in line with the National policy framework and is in the context of the Act, with special emphasis on mitigation, development, risk reduction, prevention and preparedness.

Section 6 of the Act prescribes the development of the National Disaster Management Policy Framework whilst Section 7 of the Act provides a guideline of the required contents of the National Framework. Both of these Sections of the Act can be found in Chapter 3 which focuses exclusively on National Disaster Management.

Sections 28 (Chapter 4) and 42 (Chapter 5) prescribe the development of Disaster Management Policy Frameworks at Provincial and Municipal levels. It is important to note that neither Chapter 4 nor Chapter 5 provide guidelines of the contents of Policy Frameworks at these levels. It is therefore recommended that, when preparing your Municipal Disaster Management Policy Framework, the guidelines provided in Section 7 be consulted and adapted to meet your municipal requirements.

### 2. MUNICIPAL PERSPECTIVE

In terms of Section 42 of the Disaster Management Act, **each Metropolitan and each District Municipality MUST** establish and implement a policy framework for disaster risk management in the municipality aimed at ensuring an integrated and uniformed approach to disaster risk management in its area.

It is also clear, from this Section, that **Local (Category “B”) municipalities** are **not** required to develop or establish policy frameworks at their level of governance, however, **this section DOES prescribe the consultation and participation of Local municipalities** in the development and establishment of **District** Disaster Risk Management Policy Frameworks.

Irrespective of the fact that the Act **does not prescribe** the establishment of a policy framework for disaster risk management **at Local municipal level**, the Act, at the same time, **does not prohibit** a Local Municipality from developing and implementing its own policy framework for disaster risk management.

It would be difficult to imagine how Municipalities would be able to effectively implement the Act in the absence of a Disaster Management Policy Framework. It is, **however**, necessary to emphasize that the development of a policy framework for disaster

risk management at Local Municipal level **must be in line with the policy framework of the District** and does not, under any circumstances, exclude that Local municipality from participating in the development and establishment of the District Disaster Risk Management Policy Framework.

It is essential that UThukela District Municipality and all the Local Role players within the area of jurisdiction of the Municipality work together as a team in order to be able to establish a policy framework for the Municipality as a whole, which is unique to UThukela yet is in line and consistent with the National, Provincial and Local Municipal policy frameworks.

In terms of this section, the development of a Disaster Risk Management Policy Framework for UThukela District Municipality is, therefore, **a combined effort** of all the relevant role-players within the jurisdiction of Uthukela. The basic principles of this Section are equally applicable to both District and Local Municipalities.

The uThukela District Municipality is a Category C municipality and is located on the western boundary of the KwaZulu-Natal Province. It is bordered by three other district municipalities: Amajuba, uMzinyathi and uMgungundlovu. It consists of three local municipalities: Okhahlamba, Alfred Duma and Inkosi Langalibalele.

The district derives its name from one of the major rivers in KwaZulu-Natal, the Uthukela River, which rises from the Drakensberg Mountains and supplies water to a large portion of KZN, as well as Gauteng.

It is predominately rural and is characterised by poor socio-economic indicators such as low revenue base, poor infrastructure, limited access to services, and low economic base. Cities/Towns: Bergville, Cathkin Park, Colenso, Estcourt, Ladysmith, Van Reenen, Weenen, Winterton

Main Economic Sectors: Manufacturing (21%), wholesale and retail trade, catering and accommodation (17%), finance, insurance, real estate and business services (15%)

### **3. The UThukela District Municipality's Disaster Risk Management Policy Framework**

#### ***3.1. Purpose***

The purpose of this policy framework is to provide those with statutory disaster risk management responsibilities (in terms of the DM Act, the NDMF, the policy framework Provincial Disaster Management Centre (KZN) and other applicable legislation) within the UThukela District Municipality with a written mandate, which:

- is coherent, transparent and inclusive;
- provides criteria for the systematic management of administrative decisions, stakeholder participation, operational skills and capacities; and
- achieves uniformity in the development, implementation, maintenance, monitoring and assessment of all policies, plans, strategies, programmes, projects and practices which are aimed at achieving the vision, mission and key performance areas of disaster risk management in the district municipality.

This policy framework also serves to guide the development and implementation of uniform and integrated disaster risk management policy and plans for the local municipalities in the district.

#### ***3.2. Vision***

To create disaster resilient communities by enhancing sustainable development in area of jurisdiction of UThukela District Municipality

#### ***3.3. Mission statement***

An integrated, holistic and co-ordinated approach in disaster management by disaster risk reduction and effective post disaster recovery as well as helping communities gain understanding, acquire knowledge and develop skills for establishment and maintaining disaster resilient communities within municipal jurisdiction.

## **4. Structure of the Municipal Disaster Risk Management Policy Framework**

### ***4.1. Structure***

The municipal disaster risk management policy framework supports the core concepts of integration and uniformity and therefore follows the same structure as that of the NDMF and the disaster risk management policy framework of the Provincial Disaster Management Centre (KZN). The policy framework is organised into four key performance areas (KPAs) and is supported by three performance enablers (PEs).

The KPAs are:

- KPA 1: Integrated institutional capacity for disaster risk management;
- KPA 2: Disaster risk assessment;
- KPA 3: Disaster risk reduction; and
- KPA 4: Disaster response and recovery.

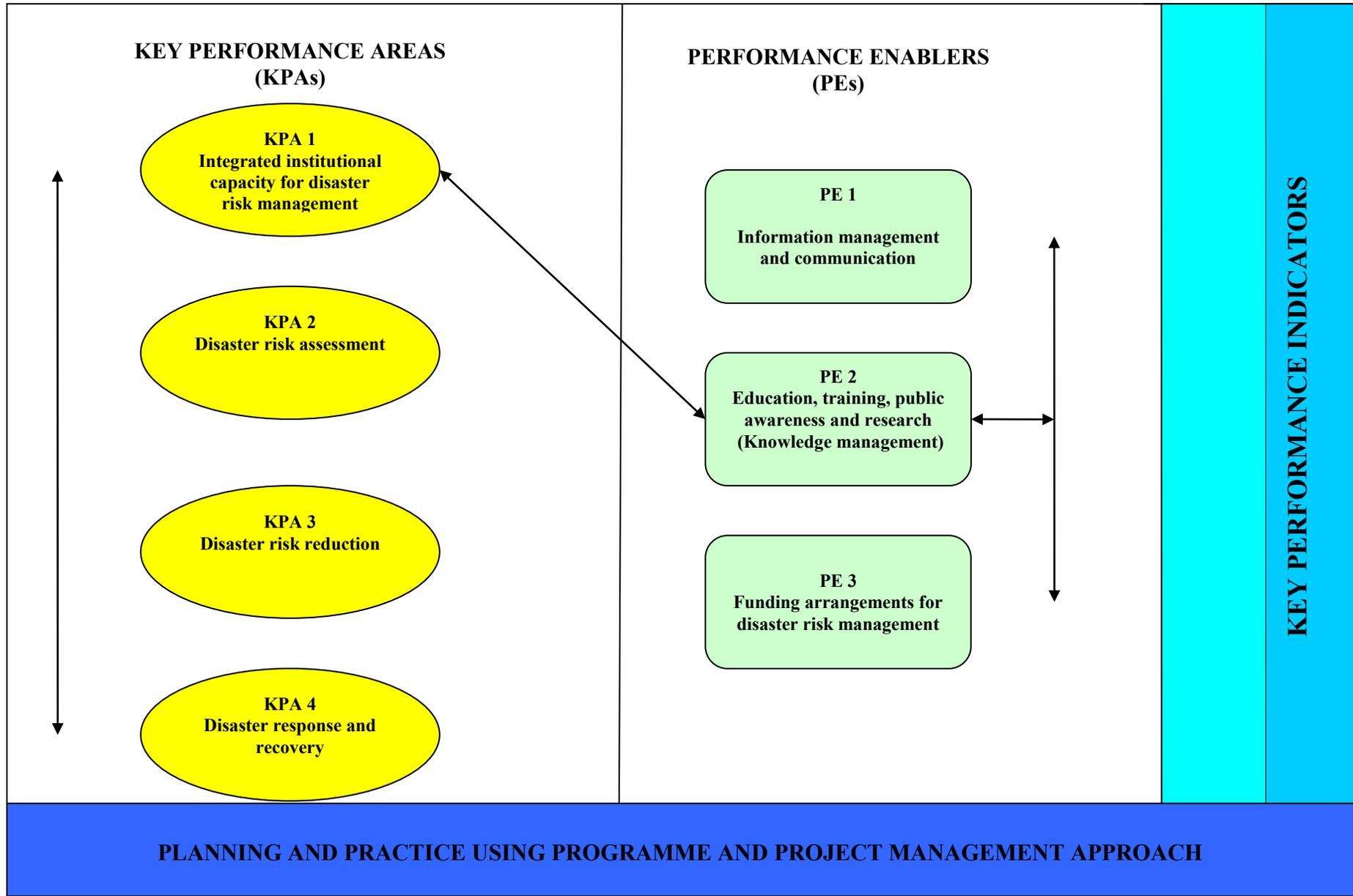
Although each area of performance is dealt with in a separate chapter in this framework, the KPAs are interdependent. This is illustrated in Figure 1.

The three performance enablers facilitate and support the achievement of the imperatives of each KPA. They are:

- PE 1: Information management and communication;
- PE 2: Education, training, public awareness and research (Knowledge management); and
- PE 3: Funding arrangements for disaster risk management.

All three performance enablers apply to each KPA, but there are also inextricable interdependencies between the performance enablers themselves. This is illustrated in Figure 1.

Figure 1: An overview of the interdependencies between the four KPAs and three PEs in the municipal disaster risk management policy framework



## ***4.2. Legal Imperatives***

The word ‘must’ is used in the disaster risk management policy framework to emphasise the statutory obligations or imperatives inherent in the policy framework. It is also used to ensure clear interpretation of the provisions of the framework and to eliminate any ambiguity as to **what** must be done in the execution of each imperative for the relevant KPAs or PEs.

The policy framework assigns categorical responsibilities to ensure clarity as to **who** must execute the imperatives. Where applicable, concise performance criteria are defined to provide clear parameters as to **how, why** and **where** the imperatives must be carried out. Where relevant, time intervals are provided to define **when** and/or **how frequently** the imperatives must be performed.

Where it is necessary to amplify the performance criteria defined in the policy framework, a range of guiding mechanisms are contained in supporting policy documents. These documents are aimed at establishing specific parameters for compliance with the relevant imperatives and key performance indicators (KPIs) for each KPA and PE. These policy documents must be read in conjunction with this policy framework. They include terms of reference, organisational and administrative arrangements, the scope of responsibilities and/or activities of different role players in disaster risk management, operating protocols, templates and good practice methods.

Furthermore, in compliance with the DM Act, the imperatives and key performance indicators for each KPA or PE are summarised in a table at the end of this policy framework. The imperatives and KPIs provide the mechanisms against which the application of legislation and policy can be evaluated.

The supporting policy documents are also aimed at ensuring that the national objective of uniformity and integration in the execution of disaster risk management legislation and policy in the district municipality is achieved. They are therefore additional legal instruments to the policy framework and, as such, carry **the same statutory obligation and status** as the disaster risk management policy framework itself.

## **5. Custodian of the Disaster Risk Management Policy Framework of the District Municipality**

The municipal council of the UThukela District Municipality is the custodian of the disaster risk management policy framework.

The head of the UThukela District Municipal Disaster Management Centre is responsible for:

- establishing mechanisms for the development and implementation of the disaster risk management policy framework;
- ensuring the regular review and updating of the policy framework;
- ensuring that the policy frameworks and any amendments thereto, as prescribed by section 42 of the DM Act, are executed; and
- ensuring that copies of the policy framework as well as any amendments thereto are submitted to:
  - the National Disaster Management Centre (NDMC) through the Provincial Disaster Management Centre ( KZN);
  - the Provincial Disaster Management Centre (KZN);
  - the local municipalities in the district municipality;
  - the disaster risk management centres of neighbouring municipalities; and
  - all relevant role players and stakeholders.

6.

## **KEY PERFORMANCE AREA 1 : INTEGRATED INSTITUTIONAL CAPACITY FOR DISASTER RISK MANAGEMENT**

The Section 42 of the DM Act requires a district municipality to establish a municipal disaster risk management centre and to establish mechanisms that will promote an integrated, coordinated and uniform approach to disaster risk management in its area by:

- the district municipality and the statutory functionaries of the district municipality;
- the local municipalities and the statutory functionaries of the local municipalities in the district municipality's area;
- all municipal entities operating in its area;
- all non-governmental institutions involved in disaster risk management in its area; and
- the private sector.

The Act also places explicit emphasis on the application of the principles of co-operative governance and stakeholder participation as well as on co-operation with role players in the region and internationally. This KPA provides the policy for establishing the institutional arrangements necessary to give effect to these requirements.

Figure 2 at the end of this section provides an overview of the institutional arrangements for disaster risk management in the UThukela District Municipality.

### ***6.1. The Municipal Council***

In terms of Chapter 5 of the DM Act, the municipal council is responsible for ensuring the implementation of the DM Act and makes all policy decisions in relation to disaster risk management for the area of the district municipality. To achieve the objectives and comply with the requirements of the DM Act, the municipal council:

- Must establish a disaster risk management centre for the UThukela District Municipality and, in accordance with section 1.2.1 of the NDMF, the centre must be placed closest to the highest authority in the municipality.
- Must establish mechanisms for integrating institutional capacity to give effect to the responsibilities vested in the municipal council in terms of the DM Act, the NDMF, the disaster risk management policy framework of the province, and other related regulations and directives.
- Must establish joint standards of practice for departments, District Management Areas (DMAs) and entities with responsibilities for disaster risk management in the district municipality and other relevant external role players in the municipal area.

- Must give effect to the principles of co-operative governance in accordance with Chapter 3 of the Constitution of the Republic of South Africa in the implementation of the DM Act in the district municipality.
- Must establish mechanisms, through a District Intermunicipality Committee on Disaster Management, the district intergovernmental forum, the Mayor's Forum and other intermunicipality forum/s, for coordinated disaster risk management between the UThukela District Municipality, local municipalities in the district and neighbouring municipalities. Such mechanisms must include the application of joint standards of practice and joint planning to deal with any prevailing cross-boundary risks.
- Has primary responsibility for the coordination and management of local disasters that occur or threaten to occur in the UThukela District Municipality (section 54(2) of the DM Act).
- May, in the case where an event has been classified by the head of the UThukela Municipal Disaster Management Centre as a local disaster, declare, by notice in the provincial gazette, a local state of disaster if existing legislation and contingency arrangements do not adequately provide for the municipal council to deal effectively with the disaster, or if other special circumstances warrant such declaration (section 55 of the DM Act).
- May, if a local state of disaster has been declared, make and/or invoke by-laws, issue directions or authorise the issue of directions (section 55 of the DM Act).
- Must, on receiving a report from the Executive Mayor (or Mayor, as the case may be), take the necessary action in terms of section 60(1) of the DM Act in the event that a municipal department, the DMA (if applicable) or other municipal entity fails to submit information requested by the UThukela Municipal Disaster Risk Management Centre or fails to submit a copy of its disaster risk management plan or any amendments to the plan to the centre (sections 46(2)(a) and (b) and section 52(2)(b) of the DM Act).

## ***6.2. Disaster risk management reports to the municipal council***

In order for the municipal council to continuously monitor the implementation of the requirements of the DM Act and the execution of the municipal disaster management policy framework, all municipal departments in the district municipality, the DMA (if applicable) and other municipal entities operating in the municipal area must include in their reports to the council detailed performance reports on their disaster risk management activities.

### ***6.2.1. Annual reports***

In compliance with section 50 of the DM Act, the UThukela Municipal Disaster Risk Management Centre must, within 30 days of the end of the financial year, submit an

annual report to the municipal council on its activities during the year. The report must be prepared in consultation with the local municipalities in the district.

The centre must, at the same time that its annual report is submitted to the municipal council, submit a copy of the report to the NDMC through PDMC KZN, the disaster risk management centre of the Provincial Disaster Management Centre (KZN) and the local municipalities in the district municipality's area.

### ***6.2.2. Reports on priority risk reduction planning***

The UThukela District Municipal Disaster Management Centre must submit an annual report to the District Municipal council before the end of June each year. The report must include:

- the disaster risks that were identified in the disaster risk assessment report as priorities;
- risk reduction initiatives, strategies, plans and actions developed and implemented by municipal departments, the DMA (if applicable) and other municipal entities to avert or limit priority risks during the year under review; and
- priority risk reduction initiatives, strategies, plans and actions for inclusion by municipal departments, the DMA and other municipal entities in the municipal council's Integrated Development Plan (IDP) for the ensuing year (section 3.2.4 of the NDMF).

### ***6.3. Arrangements for the development and adoption of an integrated disaster risk management policy framework for the district municipality and for any amendments thereto***

The municipal council is responsible for establishing a disaster risk management policy framework that makes provision for an integrated, coordinated and uniform approach to disaster risk management in the UThukela District Municipality.

In order to maintain consistency with section 4 of the DM Act the Mayoral Committee serves as the political forum for disaster risk management in the municipality and is responsible for:

- advising and making recommendations to the municipal council on issues relating to disaster risk management in the municipality;
- establishing mechanisms for the development and adoption of an integrated disaster risk management policy framework for the district municipality, and for any amendments to the policy framework;

- ensuring that there is uniformity in the application of the disaster management policy framework amongst municipal departments, the DMA (if applicable) and other municipal entities in the district municipality;
- ensuring that there is uniformity in the application of the disaster risk management policy framework in the district municipality and the local municipalities in the district;
- reporting to the municipal council on the coordination of disaster risk management in the district municipality, including the application of joint standards of practice; and
- making recommendations to the municipal council on the declaration of a local state of disaster.

In order to give effect to the principle of co-operative government and to comply with sections 4 and 42(2) of the DM Act, the Mayor of the district municipality must establish mechanisms, through a Mayors Forum on Disaster Management and the district intergovernmental forum, for consultation with local municipalities in the district on matters relating to disaster management.

#### ***6.4. Integrated direction and execution of policy***

In compliance with section 43 of the DM Act, the municipal council must establish in its administration a disaster risk management centre for its municipal area.

In pursuance of the requirements of the NDMF (section 1.2.1) and of the disaster risk management policy framework of the UThukela District Municipality, the municipal disaster management centre must be placed closest to the highest authority in the municipality if the objectives of the DM Act are to be achieved.

##### **6.4.1. Location of the municipal disaster risk management centre in the municipal area**

After consultation with all local municipalities in the district and in compliance with section 43(2) of the DM Act, the municipal council of the UThukela District Municipality District Municipality resolved to establish the UThukela District Municipal Disaster Risk Management Centre. The Centre is located at Ladysmith; it is a place that is perceived as central and easily accessible by all local municipalities. The Centre is operational as required by the DM Act.

##### **6.4.2. The municipal disaster risk management centre**

To optimally perform all statutory responsibilities for the direction and execution of the municipality's disaster risk management policy framework, the UThukela District Municipal Disaster Management Centre must be adequately resourced in terms of personnel, systems and infrastructure. In this regard, it must comply with the minimum criteria for the employment of suitably skilled personnel, systems and infrastructure set out in the National Disaster Management Guidelines (published in Handbook 2 of the *South African Disaster Management Handbook Series*) and in any provincial guidelines, and must be approved and adopted by the municipal council.

### **6.4.3. The head of the municipal disaster risk management centre**

In terms of section 45(1) of the DM Act, the municipal council must appoint a suitably qualified person as head of the municipal disaster risk management centre. The appointment is subject to the applicable provisions of the Local Government: Municipal Systems Act No. 32 of 2000 (known as the Systems Act).

The head of the UThukela District Municipal Disaster Management Centre is responsible for the exercise by the centre of its powers and the performance of its duties. In this regard, the head takes all the decisions of the centre, except decisions taken by another person as a result of a delegation by the head of the centre. The head performs the functions of office in accordance with section 44 of the DM Act.

The head of the centre performs the functions of office:

- in accordance with the NDMF and the key responsibilities prescribed in the NDMF;
- in accordance with the disaster risk management policy framework of the Provincial Disaster Management Centre.
- in accordance with the disaster risk management policy framework of the UThukela District Municipality;
- subject to the municipal council's IDP and other directions of the council; and
- in accordance with the administrative instructions of the municipal manager.

### **6.4.4. Delegation or assignment of the powers of the head of the centre**

The head of the centre may, in writing, delegate any of the powers or assign any of the duties entrusted to the municipal centre in terms of the DM Act to a member of staff of the municipal disaster risk management centre. The municipal manager must give effect to such delegation or assignment of powers. Such delegation is, however, subject to limitations or conditions that the head of the centre may impose. Such delegation or assignment does not divest the head of the municipal disaster risk management centre of the responsibility concerning the exercise of the delegated power or the performance of the assigned duty.

The head of the municipal disaster risk management centre may confirm, vary or revoke any decision taken in consequence of a delegation or assignment, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of such a decision

### **6.4.5. Decentralized arrangements for the integrated execution of disaster risk management policy in the area of the district municipality**

The head of the centre must establish mechanisms to ensure integration and joint standards of practice in the execution of disaster risk management policy throughout the UThukela District Municipality.

### **6.5. *Integrated execution of disaster risk management policy across the area of the district municipality and local municipalities in the district***

The municipal council must, in consultation with all the local municipalities in the district, establish decentralised arrangements for disaster risk management. These arrangements must include the establishment of satellite centres in accordance with the pre-defined criteria.

The head of the municipal disaster risk management centre must establish mechanisms to ensure integration and joint standards of practice in the execution of disaster risk management policy across the local municipalities in the district.

### **6.6. *Integrated execution of policy in local municipalities in the district***

The municipal councils of local municipalities in the area of the UThukela District Municipality must ensure that adequate institutional arrangements are in place for the execution of their responsibilities as required by the DM Act (in terms of sections 50, 52 and 53) and the NDMF (in terms of sections 1.3.1.3 and 1.3.2.2).

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

The head of the municipal disaster risk management centre must, through a process of consultation with all local municipalities in the district, facilitate the development, adoption and implementation of uniform criteria for the following:

- The establishment of institutional arrangements and organisational mechanisms for the integrated execution of disaster risk management policy in all local municipalities in the district, including arrangements for the engagement of stakeholder participation, the inclusion of indigenous knowledge, and technical advice. Such arrangements must include the establishment of disaster risk management structures and mechanisms in municipal wards.
- The integration of disaster risk management planning and operations into municipal IDPs and other developmental programmes of all local municipalities in the district.

The criteria must be clearly defined, documented and adopted as policy by the district and all local municipalities.

### ***6.7. Stakeholder participation and technical advice in the district municipality***

The head of the municipal disaster risk management centre must establish arrangements to enable stakeholder participation and the engagement of technical advice in disaster risk management planning and practice in the district municipality.

Such arrangements must include but need not be confined to:

- Establish a Municipal Disaster Management Advisory Forum (MDMAF). The MDMAF must be composed of representatives of all key disaster risk management stakeholders in the municipality, representatives of the local municipalities in the district, the head/s of neighbouring municipal disaster risk management centres, representative/s of the relevant provincial disaster risk management centre, technical experts, institutions of higher education, and the private sector. The forum must function in accordance with terms of reference that define the composition and scope of its operations.
- Establish technical task teams and task them with the development and implementation of disaster risk management plans 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 and plans for response and recovery operations, vulnerability reduction, specific priority risk reduction programmes and projects for high-risk groups, communities, areas and developments with multiple vulnerabilities, and any other relevant disaster risk management programmes and operations in the municipality. Technical task teams must develop their own terms of reference which define the minimum composition of the team, scope of operations, responsibilities, reporting, budgeting and time frames for each project.
- The management of all disaster risk management projects undertaken in the municipality must be methodologically and technologically compliant with the specifications approved and adopted by the NDMC.
- A programme for the recruitment, training and participation of volunteers in disaster risk management in the municipality should be developed, adopted and implemented.

### ***6.8. Co-operation with the national and provincial spheres, neighbouring municipalities and international role players***

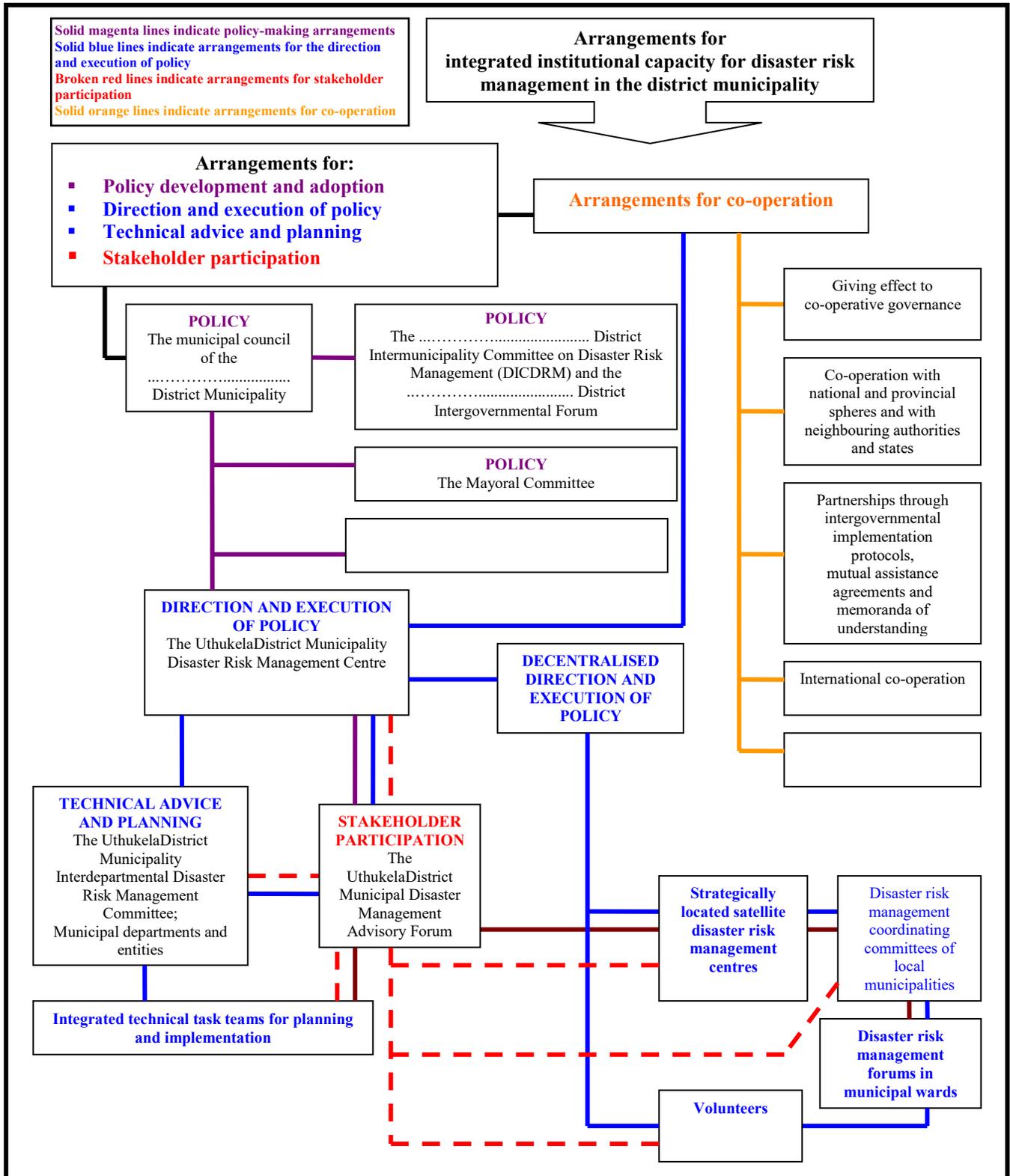
The disaster risk management centre must establish mechanisms to ensure the application of the principles of co-operative governance and to forge links with all neighbouring municipalities for the purposes of integrating and coordinating disaster risk management initiatives, planning and operations, establishing joint standards of practice, and fostering co-operation with international role players in the field of disaster risk management.

### 6.8.1. Co-operative governance

The disaster risk management centre must develop and maintain mechanisms to ensure that effect is given to the principle of co-operative governance. These mechanisms must include but need not be confined to:

- Strengthening capacity by facilitating and fostering partnerships between relevant existing structures, organisations and institutions and engaging skills and expertise within the district municipality, other municipalities, institutions of higher learning, the private sector, NGOs and communities.
- Developing and adopting minimum criteria for intergovernmental implementation protocols, mutual assistance agreements and memoranda of understanding. The criteria, including details relating to financial arrangements, reimbursements and liability, must be consistent with the national guideline (published in the *South African Disaster Risk Management Handbook Series*), which provides the legal framework.
- Concluding intergovernmental implementation protocols, mutual assistance agreements and memoranda of understanding with alliance partners.

**Figure 2: An overview of the arrangements for integrated institutional capacity for disaster risk management in the district municipality**



## ***7. Introduction***

The UThukela District Municipal Disaster Management Centre must conduct a comprehensive disaster risk assessment for the district municipality's area in accordance with national and provincial requirements. The disaster risk management centre must also implement mechanisms for the ongoing monitoring of disaster risk in the municipal area and risks prevailing in neighbouring jurisdictions that may pose a risk to the district municipality's area.

The disaster risk assessment must inform disaster risk management planning and the development and application of disaster risk reduction policies in the district municipality's area. It must also be used to guide priority setting for risk reduction programmes undertaken by national and provincial organs of state, municipal departments, municipal entities and other role players in the municipal council's jurisdiction.

The disaster risk management centre must ensure that the methodology used in all disaster risk assessments undertaken in the municipal area is consistent with predetermined specifications based on national and provincial.

The specifications for conducting the disaster risk assessment must include the criteria for, but need not be confined to, the following components:

- assessing disaster risk;
- generating a Municipal Indicative Disaster Risk Profile (MIDRP) for the district municipality;
- risk and hazard mapping; and
- the implementation of mechanisms by the UThukela Municipal Disaster Management Centre to ensure:
  - the interfacing of disaster risk assessment findings with disaster risk management planning;
  - the assignment of responsibilities for the monitoring, updating and disseminating of disaster risk information; and
  - the development and implementation of mechanisms to ensure quality control in the conduct of disaster risk assessments and the application of assessment findings.

The UThukela District Municipal Disaster Risk Management Centre must ensure that all departments, the DMA (if applicable) and other municipal entities with responsibilities for disaster risk management in both the district municipality and the local municipalities in the district conduct systematic disaster risk assessments prior to the implementation of any risk reduction programmes.

The centre must ensure 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 the municipal area. It is also the centre's responsibility to ensure that disaster risk assessments are undertaken when indicators suggest changing patterns of risk that could increase the risk of significant disaster impacts in the municipal area.

### ***7.1. Technical advisory committees***

A technical advisory committee (TAC) must be appointed by the municipal disaster risk management centre prior to commissioning any disaster risk assessments for the district municipality. The purpose of the TAC is to provide scientific and technical advice, to monitor the progress of disaster risk assessment projects and to assist with the validation and/or interpretation of the findings.

In addition, any municipal department, the DMA (if applicable) and/or municipal entity in the district municipality or a department and/or municipal entity in any of the district's local municipalities intending to commission a disaster risk assessment for its functional area may appoint a TAC to provide scientific and technical advice, to monitor the progress of the disaster risk assessment project and to assist with the validation and/or interpretation of the findings.

A TAC must function in accordance with predetermined terms of reference, which must be documented and submitted to the UThukela District Municipal Disaster Management Centre for approval before being formally adopted by the TAC.

The relevant departments, DMA (if applicable) and municipal entities in the district municipality as well as those in the local municipalities in the district must, in consultation with the municipal disaster risk management centre, determine the intervals at which disaster risk assessments for their functional areas should be reviewed.

All proposed disaster risk assessments planned by departments and municipal entities in the district municipality and in local municipalities in the district must be submitted to the UThukela District Municipal Disaster Management Centre. These proposed assessments must also be sent to the Provincial Disaster Management Centre (KZN) and the NDMC for technical review and approval before being commissioned.

## ***7.2. Disaster risk assessment reports***

Reports of all disaster risk assessments conducted by municipal departments, the DMA (if applicable) and other entities in the district municipality and those in local municipalities in the district must be submitted to the UThukela District Municipal Disaster Management Centre. The centre must send copies of these to the Provincial Disaster Management Centre (KZN) and the NDMC for technical validation of findings by the national and provincial TACs before any plans, projects, programmes, initiatives, and risk and hazard maps based on the assessment findings are initiated.

The core principles of disaster risk reduction are intrinsic to the disaster management policy of the UThukela District Municipality.

Building a resilient people, environment and infrastructure in the district municipality is the combined responsibility of all stakeholders with disaster risk management responsibilities in the district municipality. The development and implementation of disaster risk management plans and programmes that focus on integrating disaster risk reduction into ongoing developmental programmes and initiatives is a strategic priority for all municipal departments, the DMA (if applicable) and other entities in both the UThukela District Municipality and the local municipalities in its area.

### ***8.1. The disaster risk management policy framework and disaster risk management plans***

The disaster risk management policy framework and disaster risk management plans are the strategic mechanisms through which the core principles of disaster risk reduction are integrated and coordinated across the departments within the district municipality; across the departments within local municipalities and between the district municipality; the local municipalities and any other entities operating in the area of the district municipality.

This disaster risk management policy framework is also the guiding and coordinating policy instrument for ensuring a uniform approach to disaster risk management by all role players and stakeholders, including parastatals, non-governmental organisations, the private sector, institutions of higher learning and communities.

The disaster risk management centre of the UThukela District Municipality is responsible for facilitating the development, adoption and implementation of the disaster risk management policy framework and plans in its area in consultation with relevant role players and stakeholders and for their regular review and updating.

The disaster risk management plans of the UThukela District Municipality and of the local municipalities are core components of municipal IDPs.

Figure 3 reflects the relationship between disaster risk management frameworks and disaster risk management plans *across* departments within district and local municipalities and *between* district and local municipalities. It also provides an illustration of the various components of disaster risk management plans for a district municipality, namely:

- response and recovery planning components;
- strategic developmental planning component for vulnerability reduction (common vulnerabilities); and
- specific risk reduction planning components.



## ***8.2. Disaster risk management plans***

The UThukela District Municipal Disaster Risk Management Centre must develop and implement a framework for disaster risk management planning.

This framework must be consistent with the national disaster risk management planning framework to ensure the adoption of a uniform methodology to achieve integrated, holistic and coordinated planning. The planning framework must set out the minimum requirements for the composition and scope of the municipality's disaster risk management plans and must be developed in accordance with the three levels of Disaster Risk Management Plans prescribed in the NDMF for municipalities (section 3.1.1.2) and in Handbook 2 of the *South African Disaster Risk Management Handbook Series*.

Each department, the DMA (if applicable) and each municipal entity in the district municipality, as well as municipal departments and municipal entities in the local municipalities in the district with disaster risk management responsibilities, must develop and submit disaster risk management plans to the UThukela Municipal Disaster Management Centre, NDMC through PDMC (KZN) and the Provincial Disaster Management Centre (KZN).

The disaster management centre must identify primary and support agencies and must assign responsibilities to the identified agencies for the development and implementation of each priority disaster risk management plan, programme and project in the area of the UThukela District Municipality.

The disaster risk management centre must prescribe deadlines for the submission of disaster risk management plans by departments, the DMA (if applicable) and municipal entities in the district municipality and in the local municipalities in the district.

## ***8.3. Review of the disaster risk management policy framework and disaster risk management plans***

The disaster risk management policy framework and the disaster risk management plans of the district municipality must be reviewed at least every two years as evidenced in annual reports to the NDMC and the Provincial Disaster Management Centre (KZN).

In addition, the district municipality disaster risk management policy framework and the disaster risk management plan must be reviewed following any significant event and/or disaster.

## ***8.4. Monitoring the effectiveness of disaster risk reduction initiatives***

The UThukela District Municipal Disaster Management Centre must facilitate the development and implementation of mechanisms and methodologies to monitor the effectiveness of disaster risk reduction initiatives. Documented evidence of risk reduction programmes and projects must be consolidated by the municipal disaster risk

management centre and must be included in annual reports to the NDMC and the provincial disaster risk management centre concerned, as specified by the DM Act. This information must be disseminated through the municipality disaster risk management website.

### ***8.5. Integrating disaster risk reduction plans into other developmental plans***

The UThukela District Municipal Disaster Management Centre must ensure that response and recovery plans and disaster risk reduction plans, programmes and projects are incorporated into IDPs, spatial development frameworks, environmental management plans and other strategic developmental plans and initiatives in the UThukela District Municipality and in the local municipalities in the district.

## 9. Dissemination of early warnings

The UThukela Municipal Disaster Management Centre must ensure the technical identification and monitoring of prevailing hazards and must prepare and issue hazard warnings of significance in the district municipality's area. The disaster risk management centre must develop and implement communication mechanisms and strategies to ensure that such warnings are disseminated immediately in order to reach at-risk communities, areas and developments as speedily as possible.

The disaster risk management centre must identify and establish strategic inter-sectoral, multidisciplinary and multi-agency communication mechanisms and must ensure that such communication mechanisms are accessible to at-risk communities and areas in the district municipality's area.

The disaster risk management centre must facilitate the development of a disaster risk management communication plan for the district municipality, which must be documented, adopted and implemented by the municipality.

### 9.1. *Disaster impact assessments*

The UThukela District Municipal Disaster Management Centre must establish mechanisms for the application of disaster impact assessments using uniform methodologies. This must be done in accordance with the national guideline (published in the *South African Disaster Risk Management Handbook Series*). The purposes of such an assessment are to:

- ensure the provision of immediate and appropriate response and relief measures;
- facilitate the classification of events as disasters and the declaration of states of disaster;
- facilitate the prioritisation and implementation of appropriate rehabilitation and reconstruction measures by municipal departments, the DMA (if applicable) and other municipal entities in the district municipality and in the local municipalities; and
- cost disasters and significant events.

The mechanisms for conducting disaster impact assessments in the district municipality must be documented and included in disaster risk management plans.

## ***9.2. Classification of disasters and declaration of states of disaster***

The head of the UThukela Municipal Disaster Risk Management Centre is responsible for the strategic coordination and management of responses to non-security related disasters and states of disaster classified as local disasters which occur or are threatening to occur. The head must make recommendations to the council on whether a local state of disaster should be declared in terms of sections 23 and 55 of the DM Act.

The disaster risk management centre must establish the mechanisms for the rapid and effective classification and declaration of disasters in accordance with national guidelines and templates (described in the *South African Disaster Risk Management Handbook Series*) and in provincial guidelines.

## ***9.3. Disaster reviews and reporting***

The UThukela District Municipal Disaster Risk Management Centre must develop and monitor the implementation of mechanisms for conducting routine disaster reviews and for reporting on disaster reviews undertaken.

Reviews and research reports of significant events, trends and disasters occurring in the district municipality must be routinely submitted to the municipal disaster risk management centre, the relevant provincial disaster risk management centre and the NDMC. They must also be disseminated to stakeholders.

Reviews must be conducted in accordance with the review programme developed by the NDMC in terms of section 4.2.3 of the NDMF.

## ***9.4. Integrated response and recovery operations***

Through the mechanism of the MDMAF, the UThukela District Municipal Disaster Management Centre must identify and assign primary responsibility to relevant organs of state for contingency planning for each known priority hazard. Supporting agencies must be identified and assigned responsibilities.

Primary and support agencies 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 that have occurred.

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

Primary and support agencies 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 disaster risk management centre must ensure that such FOPs are reviewed and updated at the same time as contingency plans are reviewed and updated.

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 in the procedures.

The disaster risk management centre must ensure the development and implementation of plans which are consistent with national regulations developed by the NDMC in terms of section 4.3.2 of the NDMF so as to standardise and regulate the practice and management of multi-agency response and recovery operations in the district municipality's area.

The disaster risk management 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.

### ***9.5. Relief measures***

The UThukela District Municipal Disaster Management Centre must ensure the development and implementation of policy for the management of relief operations in the district municipality's area. This policy must be consistent with national regulations and directives. In the absence of the Disaster Management damage assessment form must be use.

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

### ***9.6. Integrated reconstruction and rehabilitation measures***

The UThukela District Municipal Disaster Management Centre must establish multidisciplinary technical task teams for post-disaster rehabilitation and reconstruction projects. It must also 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 municipal disaster risk management centre.

Lead agencies assigned with responsibilities for the development and implementation of post-disaster rehabilitation and reconstruction projects must ensure that all projects and programmes undertaken maintain a developmental focus. The Uthukela District Municipal Disaster Management Centre is responsible for establishing mechanisms to monitor progress with such projects and programmes.

### ***9.7. Introduction***

The UThukela District Municipal Disaster Management Centre must design, develop and implement a comprehensive information management system (IMS) and an integrated emergency communication network (ECN), which enables communication links with all disaster risk management role players and complies with national requirements.

### ***9.8. Data requirements***

The UThukela District Municipal Disaster Management Centre must define the district municipality's data requirements and must identify data sources.

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

The disaster risk management centre must define and assign responsibilities to departments, the DMA (if applicable) and/or municipal entities for the custody of data relevant to their functional areas. The centre must also identify and enter into agreements with other relevant custodians of data to ensure availability, quality, reliability and currency of data.

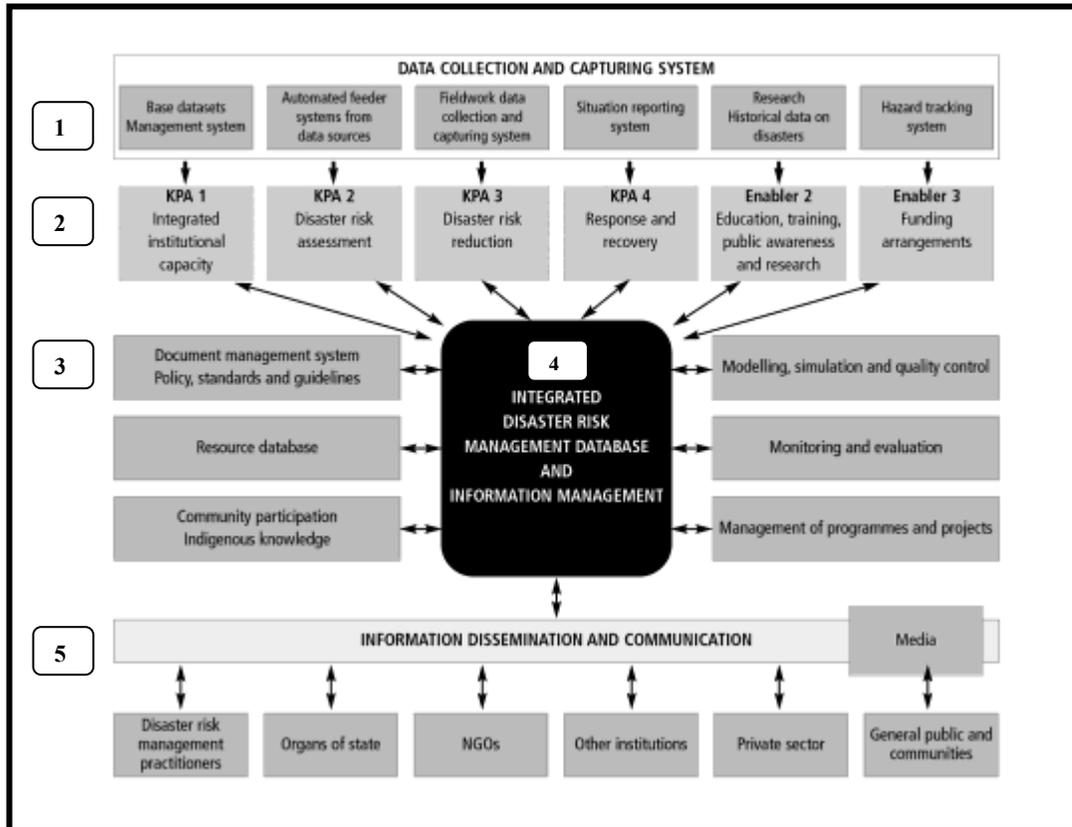
### ***9.9. Requirements of the information management system and emergency communication network***

The district municipality's IMS and ECN must be designed to support:

- integrated institutional capacity;
- disaster risk assessments;
- disaster risk reduction plans, programmes and projects;
- response and recovery operations;
- knowledge management (Education, training, public awareness and research); and
- funding mechanisms and financial controls.

Figure 4 provides an overview of an integrated IMS and ECN.

Figure 4: Model of an integrated information management and emergency communication network for disaster risk management



***9.10. Introduction***

Comprehensive mechanisms for education, training, public awareness and research (knowledge management), supported by scientific research, must be developed and implemented to promote a culture of risk avoidance among stakeholders and role players.

***9.11. Analysis of disaster risk management education, training and research needs and resources in the district municipality***

The UThukela District Municipal Disaster Management Centre must conduct a scientific analysis of knowledge management needs and resources in the district municipality to serve as the basis for the development of a disaster risk management education and training framework for the municipality and to inform the development and implementation of appropriate knowledge management programmes.

***9.12. An education and training framework for disaster risk management in the district municipality***

The UThukela District Municipal Disaster Management Centre must develop and implement an education and training framework for disaster risk management.

The framework must be based on an analysis of the resources and needs of the district municipality.

***9.13. Disaster risk management education and training programmes***

The UThukela District Municipal Disaster Management Centre must promote, support and monitor the implementation of education and training programmes for disaster risk management in the district municipality, in accordance with the national education and training framework.

#### ***9.14. An integrated public awareness strategy***

The UThukela Municipal Disaster Management Centre must develop and implement an integrated public awareness strategy for the municipality which is aligned with the national strategy and which:

- focuses on disaster risk reduction;
- promotes awareness of disaster risk management in schools and in communities;
- establishes good media relationships and ensures balanced media reporting on hazards, disasters and disaster risk management issues;
- promotes the inclusion of disaster risk reduction on strategic agendas of all role players and stakeholders;
- is developed and implemented through a process of consultation and the involvement of communities, non-governmental organisations and the private sector;
- promotes the participation of volunteers in the implementation of the programme.

#### ***9.15. Research programmes and information and advisory services***

The UThukela District Municipal Disaster Management Centre must establish a strategic research agenda for the district municipality and must promote the participation of research institutions in municipal disaster risk management research programmes.

The disaster risk management centre must ensure the correlation between scientific research and municipal disaster risk management policy and that research contributes to the development of technology.

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

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

7.

### **ENABLER 3 : FUNDING ARRANGEMENTS FOR DISASTER RISK MANAGEMENT**

The UThukela Municipal Disaster Management Centre must determine funding arrangements for disaster risk management in the district municipality's area. These arrangements must include, but need not be confined to, funding for:

- institutional arrangements for disaster risk management;
- disaster risk assessments;
- disaster risk reduction planning and implementation;
- disaster response and recovery; and
- education, training, public awareness and research for disaster risk management stakeholders.

The funding arrangements for disaster risk management in the district municipality must be approved and adopted by the municipal council, align with IDP and must be reviewed annually.

**Annexure A: Key performance indicators (KPIs) for measuring performance in the direction and execution of disaster risk management policy and legislation in the Uthukela District Municipality**

<b>KEY PERFORMANCE AREA 1: ESTABLISH INTEGRATED INSTITUTIONAL 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>Key performance indicators</b>
	A political forum 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, District Management Area (DMA) (if applicable), local municipality and any other municipal entity has developed a policy framework for its functional area which has been approved, adopted, incorporated into the municipal disaster risk management policy framework and is being implemented
	There is sufficient political support for disaster risk management in the district municipality
<b>IMPERATIVE</b> <b>1.2 Establish functionally effective arrangements for integrated direction and implementation of the Disaster Management Act No. 57 of 2002 (DM ACT), the National Disaster Management Framework (NDMF), the relevant provincial disaster risk management policy framework, and the municipal disaster risk management policy framework</b>	
	<b>Key performance indicators</b>
	The job description and the key performance indicators for the position of the head of the municipal disaster risk management centre have been developed, adopted and approved
	The head of the disaster risk management centre has been appointed by the municipal council in accordance with the applicable legislation (written employment contract)
	The municipal disaster risk management centre has been established and resourced in accordance with the minimum requirements (for structure, infrastructure and staffing) and is operating effectively in terms of predetermined operational protocols
	Disaster risk management focal/nodal points have been identified by municipal departments, the DMA (if applicable), local municipalities and any other municipal entities and responsibilities for disaster risk management have been assigned, and this function has been included in their job descriptions.
	Roles and responsibilities of municipal departments, the DMA (if applicable), local municipalities 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 organisational structure for the staffing of the municipal disaster risk management centre (which takes into account the 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 municipal council
	The district municipality has researched options for decentralised direction and execution of disaster risk management policy and legislation by strategically locating satellite disaster risk management centres to serve the municipal area in accordance with the directive issued by the National Disaster Management Centre (NDMC). The municipality has established and resourced such centres (in terms of structure, infrastructure and staffing) in accordance with the minimum requirements and the centres are operating effectively in terms of predetermined operational protocols
	The councils of the local municipalities in the district have established adequate institutional arrangements for the implementation of disaster risk management in the local municipality, including a structure for coordinating disaster risk management planning and operations to engage stakeholder participation in disaster risk management
	Disaster risk management planning and operations in the local municipalities in the district municipality are integrated into the Integrated Development Plan (IDP) and any other developmental programmes

<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>Key performance indicators</b>
	The Municipal Disaster Risk Management Advisory Forum has been formally constituted and operates effectively in accordance with predetermined terms of reference, and provides an 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. The task teams have been set up for the purposes of disaster risk reduction and response and recovery planning and operations as determined by the disaster risk profile of the municipal area. 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 Municipal Disaster Risk Management Advisory Forum. Progress reports are submitted to the advisory forum according to predetermined protocols
	The head of the municipal 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 disaster risk management have been developed and implemented
	A current register of disaster risk management stakeholders and volunteers has been established and is maintained
	Local 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 co-operation for disaster risk management</b>	
	<b>Key performance indicators</b>
	Mechanisms have been identified and implemented to ensure the application of the principles of co-operative 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 intergovernmental implementation protocols, memoranda of understanding and/or mutual assistance agreements, which are consistent with the National Disaster Risk Management Guidelines (published in the <i>South African Disaster Risk Management Handbook Series</i> ).
	Mechanisms for the purposes of co-operation and the adoption of joint standards of practice for disaster risk management have been identified and formally established, and are operating effectively according to predetermined protocols with neighbouring municipal authorities
	The head of the municipal disaster risk management centre has established networks and implemented mechanisms to ensure that the centre remains abreast of current global trends in disaster risk management, has established links with regional and international partners, has, where applicable, sought membership of international bodies and professional institutes, and participates internationally in disaster risk management activities
<b>PERFORMANCE ENABLERS:</b>	
<b>ENABLER 1: INFORMATION MANAGEMENT AND COMMUNICATION</b>	
<b>ENABLER 2: EDUCATION, TRAINING, PUBLIC AWARENESS AND RESEARCH (KNOWLEDGE MANAGEMENT)</b>	
<b>ENABLER 3: FUNDING</b>	
<b>Devise and implement key supportive mechanisms to enable the achievement of the objective of establishing integrated institutional capacity</b>	
<b>Enablers</b>	<b>Key performance indicators</b>
<b>Enabler 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 establishing and maintaining institutional capacity
<b>Enabler 1</b>	Mechanisms for safe-keeping of accurate records of meetings, disaster risk management plans and strategies, reports, memoranda, correspondence, and policies and legislation with regard to disaster risk management are established and maintained
<b>Enabler 2</b>	A specific communication strategy has been included in the disaster risk management policy framework of the district municipality
<b>Enabler 2</b>	Specific provision has been made to ensure that communities are able to participate in the communication strategy
<b>Enabler 2</b>	A specific media policy for disaster risk management has been developed and implemented and has positive support and operates effectively
<b>Enabler 2</b>	Education, training, public awareness, and research (knowledge management) needs in respect of institutional capacity have been analysed and appropriate mechanisms have been identified and implemented to address the relevant needs

<b>Enabler 2</b>	There is political support and buy-in for disaster risk management, and commitment to its success in the district municipality
<b>Enabler 2</b>	Key personnel, external role players and stakeholders support and have bought into disaster risk management and are committed to the success of disaster risk management in the district municipality
<b>Enabler 3</b>	Effective mechanisms are established to ensure sound financial management
<b>Enabler 3</b>	A business plan and a budget for disaster risk management for the current and ensuing financial year have been prepared, submitted and approved

<b>KEY PERFORMANCE AREA 2: DISASTER RISK ASSESSMENT</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>Key performance indicators</b>
	Comprehensive disaster risk assessments consistent with the terms of reference and methodology prescribed in the National Disaster Risk Management Guidelines (published in the <i>South African Disaster Risk Management Handbook Series</i> ) and the supporting policy to the this municipal disaster risk management policy framework have been conducted
	Disaster risks in the district municipality have been assessed and prioritised according to the national criteria generated by the NDMC and in accordance with the relevant provincial disaster risk management policy framework
	Municipal departments, the DMA (if applicable), local municipalities and any other municipal entities have developed and applied risk assessment legislation, policies, minimum criteria and implementation guidelines for their functional areas
	Risk assessments have been conducted and progressively integrated into the development plans of municipal departments, the DMA (if applicable), local municipalities, and any other municipal entities and other role players and are evidenced in IDPs and annual reports submitted to the NDMC and the provincial disaster risk management centre concerned
<b>IMPERATIVE</b> <b>2.2 Generate an Indicative Disaster Risk Profile for the district municipality</b>	
	<b>Key performance indicators</b>
	The municipal disaster risk management centre has developed, established and documented mechanisms to consolidate, map and make accessible information on the priority disaster risks of the district municipality and the local municipalities in its area
	Priority disaster risks of significance to the district municipality as a whole have been identified and mapped by the municipal disaster risk management centre
	The methodology and technical systems used for the collection, recording, documentation and mapping of disaster risk data are consistent with national requirements and system specifications
<b>IMPERATIVE</b> <b>2.3 Identify and establish effective mechanisms to monitor, update and disseminate disaster risk information</b>	
	<b>Key performance indicators</b>
	Municipal departments, the DMA (if applicable), local municipalities and any other municipal entities with responsibilities for reducing and managing disaster risks specific to their functional areas have established and documented clear mechanisms for rapid accessing and updating of relevant hazard and vulnerability information and for rapidly making this information available to the municipal disaster risk management centre and the provincial disaster risk management centre concerned
	The municipal disaster risk management centre as well as all municipal departments, the DMA (if applicable), local municipalities 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 municipal disaster risk management centre as well as all municipal departments, local municipalities 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 municipal 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>Key performance indicators</b>
	The municipal disaster risk management centre 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 disaster risk assessments and with the validation and/or interpretation of findings
	Disaster risk assessments undertaken show documented evidence of: <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> <li>– consultation with appropriate governmental and other stakeholders about the design and/or implementation of the disaster risk assessments and the interpretation of the findings</li> </ul>
	The methodology and results of the disaster risk assessments have been subjected to an independent technical review process and external validation prior to: <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>PERFORMANCE ENABLERS:</b>	
<b>ENABLER 1: INFORMATION MANAGEMENT AND COMMUNICATION</b>	
<b>ENABLER 2: EDUCATION, TRAINING, PUBLIC AWARENESS AND RESEARCH (KNOWLEDGE MANAGEMENT)</b>	
<b>ENABLER 3: FUNDING</b>	
<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>Enablers</b>	<b>Key performance indicators</b>
<b>Enabler 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 conducting, monitoring and updating comprehensive disaster risk assessments
<b>Enabler 2</b>	Education, training, public awareness, and research (knowledge management) needs in respect of institutional capacity have been analysed and appropriate mechanisms have been identified and implemented to address the relevant needs
<b>Enabler 3</b>	A business plan and a budget for conducting comprehensive disaster risk assessments, monitoring disaster risk and updating disaster risk information have been prepared, submitted and approved for the current and ensuing financial year

<b>KEY PERFORMANCE AREA 3: DEVELOP AND IMPLEMENT INTEGRATED AND RELEVANT DISASTER RISK MANAGEMENT PLANS AND RISK REDUCTION PROGRAMMES IN ACCORDANCE WITH APPROVED FRAMEWORKS</b>	
<b>IMPERATIVE</b> <b>3.1 Compile and implement integrated and relevant disaster risk management frameworks and plans</b>	
	<b>Key performance indicators</b>
	A municipal disaster risk management policy framework has been developed through a process of consultation. The policy framework has been submitted to the relevant provincial disaster risk management centre and the NDMC, and has been developed, approved gazetted and implemented. The municipal disaster risk management policy framework is consistent with the NDMF and the provincial disaster risk management policy framework
	A framework for the design and scope of disaster risk management plans, which is consistent with the National Disaster Risk Management Guidelines (published in the <i>South African Disaster Risk Management Handbook Series</i> ), has been developed and adopted by all relevant municipal departments, the DMA (if applicable), local municipalities and other municipal entities
	Mechanisms to ensure the revision of the municipal disaster risk management policy framework and the disaster risk management plans at least once every two years have been developed and applied, and are evidenced in annual reports submitted to the NDMC and the provincial disaster risk management centre concerned
<b>IMPERATIVE</b> <b>3.2 Determine municipal priority disaster risks and priority areas, communities and households</b>	
	<b>Key performance indicators</b>
	Specific municipal priority disaster risks have been identified and mapped by the municipal disaster risk management centre
	Contingency plans for known priority risks have been developed, submitted to the municipal disaster risk management centre, the NDMC and the relevant provincial disaster risk management centre, and implemented
	Specific priority areas, communities and households within the district municipality have been identified and mapped
	Focused initiatives to reduce priority disaster risks have been identified by municipal departments, the DMA (if applicable), local municipalities and any other municipal entities
	Disaster risk management planning frameworks have been developed and submitted to the municipal disaster risk management centre, the NDMC and the provincial disaster risk management centre concerned
	Disaster risk management plans have been submitted to the municipal disaster risk management centre by all municipal departments, the DMA (if applicable), local municipalities and any other municipal entities
<b>IMPERATIVE</b> <b>3.3 Scope and develop disaster risk reduction plans, projects and programmes</b>	
	<b>Key performance 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 municipal disaster risk management centre
<b>IMPERATIVE</b> <b>3.4 Incorporate disaster risk reduction efforts into strategic integrating structures and processes</b>	
	<b>Key performance 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, minimum criteria, by-laws and other legal instruments that encourage risk-avoidance behaviour have been enforced by municipal departments, the DMA (if

	applicable) and other entities and documented in annual reports to the municipal disaster risk management centre, the NDMC and the provincial disaster risk management centre concerned
	Disaster risk reduction programmes, projects and initiatives have been implemented by municipal departments, the DMA (if applicable), local municipalities 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 municipal disaster risk management centre, have been generated and disseminated
	There is evidence of the progressive application of disaster risk reduction techniques and measures by municipal departments, the DMA (if applicable), local municipalities and other municipal entities, as reported in annual reports submitted to the municipal disaster risk management centre, the NDMC and the provincial disaster risk management centre concerned
<b>PERFORMANCE ENABLERS:</b>	
<b>ENABLER 1: INFORMATION MANAGEMENT AND COMMUNICATION</b>	
<b>ENABLER 2: EDUCATION, TRAINING, PUBLIC AWARENESS AND RESEARCH (KNOWLEDGE MANAGEMENT)</b>	
<b>ENABLER 3: FUNDING</b>	
<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 disaster risk management plans and risk reduction programmes in accordance with approved frameworks</b>	
<b>Enablers</b>	<b>Key performance indicators</b>
<b>Enabler 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>Enabler 2</b>	Education, training, public awareness and research (knowledge management) 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>Enabler 3</b>	A business plan and a budget for the development and implementation of disaster risk management plans and risk reduction programmes have been prepared, submitted and approved for the current and ensuing financial year

<b>KEY PERFORMANCE AREA 4: 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>Key performance 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 declaration of a state of disaster to ensure rapid and effective response</b>	
	<b>Key performance indicators</b>
	Uniform methods for the assessment and costing of significant events or disasters, which are consistent with national requirements, 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 DM Act, have been developed and implemented
	Research reports on significant events and trends are routinely submitted to the municipal disaster risk management centre, the NDMC and the relevant provincial disaster risk management centre, and are disseminated to stakeholders
	Review reports on actual disasters are routinely submitted to the municipal disaster risk management centre, the NDMC and the relevant provincial disaster risk management centre, and are disseminated to stakeholders
<b>IMPERATIVE</b> <b>4.3 Develop and implement mechanisms to ensure integrated response and recovery efforts</b>	
	<b>Key performance indicators</b>
	The municipal departments, the DMA (if applicable) and any other entities that should bear primary responsibility for contingency planning and the coordination of known hazards have been identified and allocated such responsibility
	Stakeholders who 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, the DMA (if applicable), local municipalities and any other municipal entities
	Response and recovery plans are reviewed and updated annually
	Field Operations Plans (FOPs) 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 national regulations and directives and the relevant provincial disaster risk management policy framework, 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
	Policy 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 relevant provincial disaster risk management policy</b>	
	<b>Key performance indicators</b>

	Disaster relief measures are managed in accordance with national regulations and directives and are progressively monitored and reviewed annually. Recommendations are made to the municipal disaster risk management centre, the NDMC and/or the provincial disaster risk management centre concerned, 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>Key performance 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 municipal disaster risk management centre, the NDMC and the provincial disaster risk management centre concerned
<b>PERFORMANCE ENABLERS:</b>	
<b>ENABLER 1: INFORMATION MANAGEMENT AND COMMUNICATION</b>	
<b>ENABLER 2: EDUCATION, TRAINING, PUBLIC AWARENESS AND RESEARCH (KNOWLEDGE MANAGEMENT)</b>	
<b>ENABLER 3: FUNDING</b>	
<b>Devise and implement key supportive mechanisms to ensure appropriate and effective disaster response and recovery in accordance with statutory requirements</b>	
<b>Enablers</b>	<b>Key performance indicators</b>
<b>Enabler 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 response and recovery operations
<b>Enabler 2</b>	Education, training, public awareness and research (knowledge management) 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>Enabler 3</b>	A business plan and a budget for the development and implementation of response and recovery operational plans have been prepared, submitted and approved for the current and ensuing financial year

\_\_\_\_\_  
MUNICIPAL MANAGER  
UTHUKELA DISTRICT MUNICIPALITY

Dated: \_\_\_\_\_

Approved by council:

\_\_\_\_\_  
MAYOR

Dated: \_\_\_\_\_

UTHUKELA DISTRICT MUNICIPALITY (COUNCIL RES. NO: .....2016 (RESOLUTION))

