

**THE DISASTER RISK MANAGEMENT POLICY
FRAMEWORK (DRMPF)
FOR
THE SARAH BAARTMAN DISTRICT
MUNICIPALITY**

List of acronyms and abbreviations used in the DRMPF of the Sarah Baartman District Municipality

DMA	District Management Area
DM Act	The Disaster Management Act, No. 57 of 2002
DRA	Disaster Risk Assessment
DRM	Disaster Risk Management
DRMAF	Disaster Risk Management Advisory Forum
DRMC	Disaster Risk Management Centre
DRMPF	Disaster Risk Management Policy Framework
DIF	District Intergovernmental Forum
ECN	Emergency Communication Network
ETPAR	Education, Training, Public Awareness and Research
FOP	Field Operations Plan
GIS	Geographical Information Systems
HoC	Head of Centre
IDP	Integrated Development Plan
IDRMC	Interdepartmental Disaster Risk Management Committee
IMS	Information Management System
KPA	Key Performance Area
KPI	Key Performance Indicator
MAA	Mutual Assistance Agreement
MIDRP	Municipal Indicative Disaster Risk Profile
MOU	Memorandum of Understanding
NDMC	National Disaster Management Centre
NDMF	National Disaster Management Framework
NGO	Non-Governmental Organisation
PDART	Provincial Disaster Assistance Response Teams
PE	Performance Enabler
TAC	Technical Advisory Committee

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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.

THE SARAH BAARTMAN 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 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.

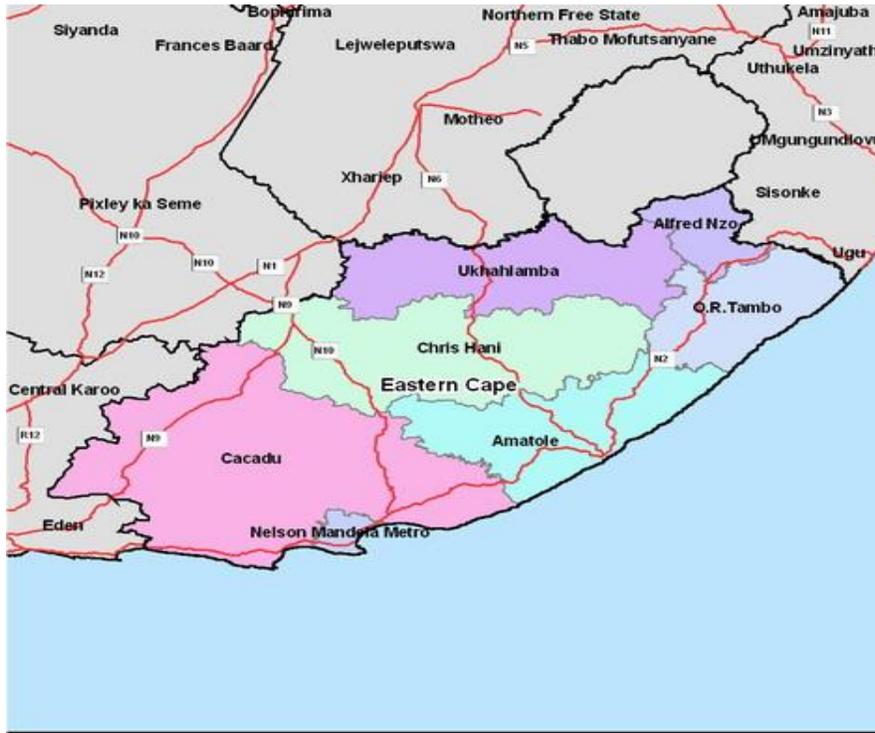
In pursuance of the national objective each province as well as each district and metropolitan municipality is, in terms of sections 28 and 42 of the Act respectively, also mandated to “establish and implement a framework for DRM aimed at ensuring an integrated and uniform approach to DRM” in its jurisdiction 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 Sarah Baartman District Municipality is thus the instrument which gives effect to these legislative imperatives.

2 The context of DRM in the Sarah Baartman District Municipality

The Sarah Baartman District Municipality which covers an area of 58,243 square kilometers, is the largest district municipality in the Province of the Eastern Cape. It is located in the western half of the province and borders to the west with the Western Cape Province at the Bloukrans River. To the south the district borders on the Indian Ocean with an extensive coastline stretching from the Bloukrans River in the west to the Gamtoos River. The Gamtoos River is the western boundary of the Nelson Mandela Metropolitan Municipality which the Sarah Baartman District Municipality’s area surrounds and the district’s coastline then continues along the coastline from Nelson Mandela Metropolitan Municipality’s eastern boundary at the Sundays River to the Great Fish River, where it borders with the Amathole District Municipality to the east. Its neighbour to the north-east is the Chris Hani District Municipality and to the north-west, the Northern Cape Province.

**MAP SHOWING THE LOCATION AND BOUNDARIES OF THE SARAH BAARTMAN DISTRICT
MUNICIPALITY**



There are nine local municipalities in the district (the largest number of Category B municipalities in any district in the country) as well as the District Management Area (DMA) which includes the Tsitsikamma and the Addo National Parks.

The nine local municipalities in the district and the major towns and settlements in each local municipality and in the DMA are reflected in the table below:

NAME OF LOCAL MUNICIPALITY (CATEGORY B)	Major Towns and settlements within the area of each Local Municipality and within the DMA
Camdeboo	Graaff Reinet Aberdeen Nieu-Bethesda
Blue Crane Route	Somerset East Cookhouse Pearston
Ikwezi	Jansenville Klipplaat Waterford
Makana	Grahamstown Alicedale Riebeeck East
Ndlambe	Port Alfred Kenton-on-Sea Bushmens River Alexandria
Sundays River Valley	Kirkwood Addo Paterson
Baviaans	Willowmore Steytlerville
Kouga	Jeffreys Bay Humansdorp Hankey Patensie
Kou-Kamma	Joubertina Kareedouw Louterwater
District Management Area (DMA)	Rietbron Wolwefontein Vondeling Glennconnor

Population statistic estimates for the district range from 388 210 (Stats SA 2001) to 438 800 (according to studies conducted in 2004 by the Urban Econ Group).

The area of the Sarah Baartman 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 hazards of natural origin. Hydro meteorological events including severe weather events such as floods; gale force winds; heavy snowfalls in certain areas; and drought are known threats.

Veld and forest fires occur frequently. The incidence of epidemic diseases of biological origin affecting humans and livestock has also shown an increase in recent years. Transportation accidents and hazardous material spills continue to pose major challenges as national road networks and air routes between Port Elizabeth and other major centres traverse the Sarah Baartman District Municipal area. The possibility of crowd related accidents at major events staged in the district must be taken into account. The threat posed by the loss of power due to the sustained failure of the national grid cannot be ruled out. The rise in sea levels and consequent beach erosion taking place along the coastline as well as the knock-on effects of tsunamis predicted to take place in the east are a reality which must be taken into account.

Despite ongoing 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 within the district also impact on poverty and sustainable livelihoods increasing the vulnerability of rural communities in terms of food security and sustainable dwellings.

The Sarah Baartman District Municipality's coastline is in proximity to busy international shipping routes and therefore the possibility of shipping disasters remains a threat. Apart from the risks posed to human lives; property and infrastructure by the possibility of shipping disasters, the inherent marine and coastal environmental threats and pursuant economic risks remain a concern.

It is in the context of this qualitative historical disaster risk profile of the Sarah Baartman District Municipality that this policy framework seeks to apply the core philosophy of risk reduction through vulnerability reduction and resilience building, by placing priority on developmental initiatives.

3 The Sarah Baartman 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 Disaster Risk Management Policy Framework (DRMPF) of the Province of the Eastern Cape and other applicable legislation) within the Sarah Baartman 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; and key performance areas for DRM in the municipality.

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

3.2 Vision

Our vision is a transformed and integrated Sarah Baartman District Municipality contributing to a sustainable quality of life in our urban and rural communities.

3.3 Mission Statement

Our mission is to provide equitable, affordable services and sustainable socio-economic development to improve the quality of life in our communities, through community participation, capacity building and efficient and effective management of resources,

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 Sarah Baartman 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)¹.

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 Municipalities.

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 Sarah Baartman 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 Province of the Eastern Cape; and is compliant with all applicable legislation, regulations, codes, practices and minimum criteria, for DRM in the Sarah Baartman District Municipality.

White Paper on Disaster Management, 1999.

3.5 Scope and structure of the DRMPF of the Sarah Baartman District Municipality

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 DRMPF of the Province of the Eastern Cape – 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:

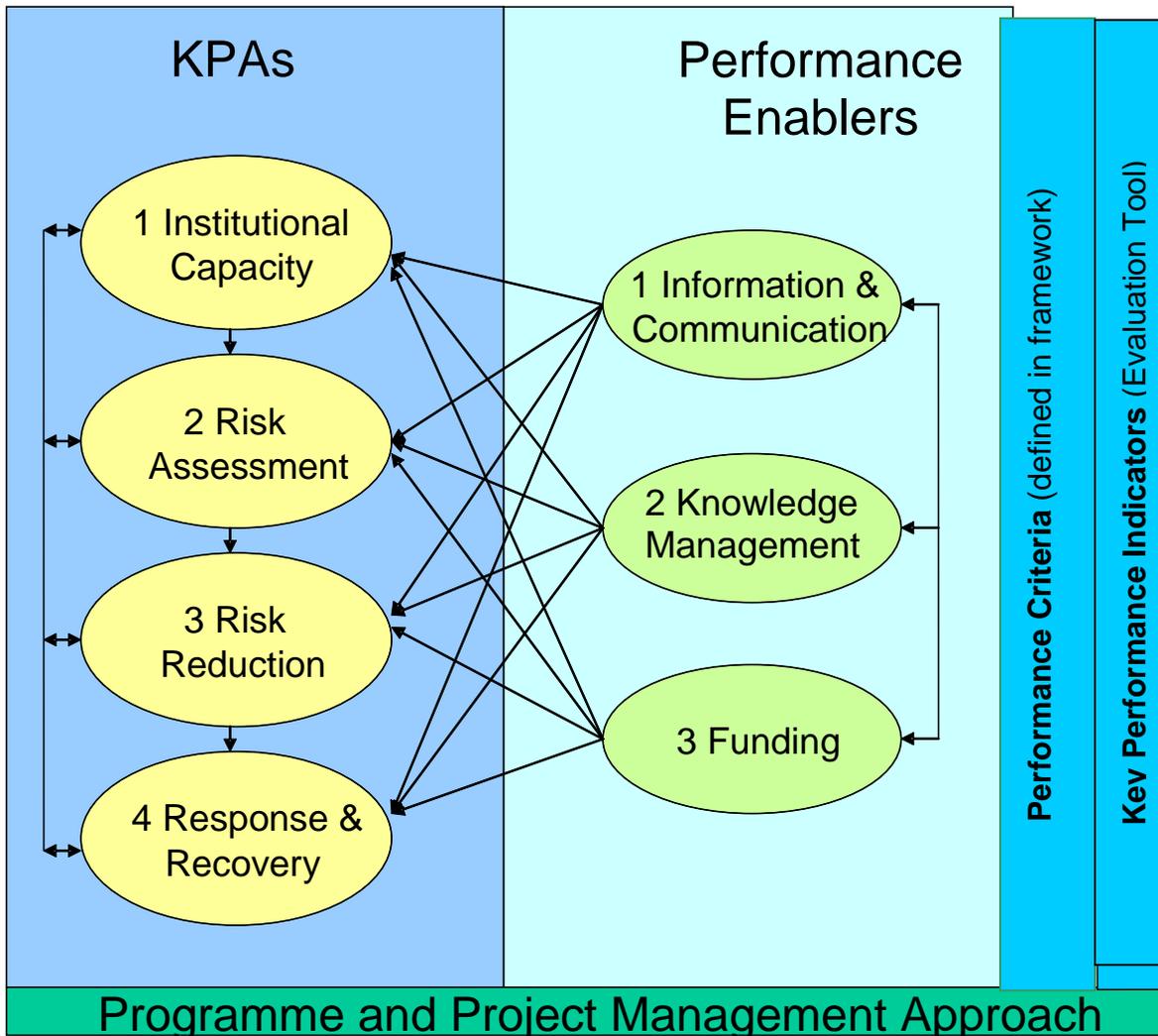
PE 1: Information Management and Communication

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 Sarah Baartman 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 methods.

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.

The Disaster Management Act No. 57 OF 2002

**The National Disaster Management Framework
2005**

The DRMPF for the Province of the Eastern Cape

The DRMPF for the Sarah Baartman District Municipality

**THE Sarah Baartman District Municipality
DRMPF**

**4 Key Performance Areas
3 Performance Enablers**

- Statutory Imperatives
- Categorical Responsibilities Assigned
- Concise Criteria
- Time Intervals

**Sarah Baartman District Municipality
SUPPORTING DRM POLICY**

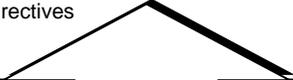
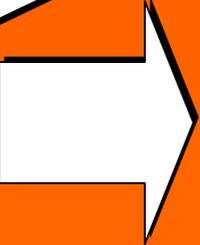
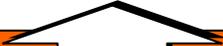
- Key Performance Indicators
- Terms of reference, good practice standards and parameters for measuring performance
- Regulations
- District Risk Reduction Plans, Programmes and Projects
- District Contingency Plans
- District Response and Recovery Operating Protocols
- By laws,
- Directives

**ACCREDITED DRM
GOOD PRACTICE
STANDARDS AND MATERIAL**

- Guidelines
- Reference material
- Useful Information

**SUPPORTING LOCAL MUNICIPALITY DRM POLICY,
PLANS, PROGRAMMES AND PROJECTS**

- Risk Reduction Plans, Programmes and Projects
- Hazard Specific Contingency Plans
- Departmental Response and Recovery Operating Protocols
- Bye laws
- Directives



4 Custodian of the Sarah Baartman District Municipality's DRMPF

The Council of the Sarah Baartman District Municipality is the custodian of the DRMPF.

The Head of the Sarah Baartman District Municipality's DRMC is responsible for:

- establishing mechanisms for the development and implementation of the DRMPF;
- ensuring the regular review and updating of the DRMPF;
- ensuring that the DRMPF and any amendments thereto, as prescribed by section 42 of the 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)
 - the DRMC of the Province of Eastern Cape
 - the District Management Area (DMA)
 - the nine local municipalities in the Sarah Baartman District Municipality
 - the DRMCs of the neighbouring municipalities
 - all relevant role players and stakeholders

5 Key Performance Area 1: Integrated Institutional Capacity for DRM in the Sarah Baartman District Municipality

5.1 The Council

In terms of Chapter 5 of the DM Act, Council is responsible to ensure the implementation of the DM Act and makes all policy decisions in relation to disaster risk management for the area of Sarah Baartman District Municipality.

If the objectives of the Act are to be achieved and in pursuance of the requirements of the Act the Council:

- must establish a DRMC for the Sarah Baartman District Municipality and in accordance with the NDMF (section 1.2.1) the DRMC 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 municipal councils in terms of the DM Act, the National Disaster Management Framework (NDMF), the disaster risk management policy framework of the province, and other related regulations and directives
- must establish joint standards of practice for the departments and entities in the 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 (Constitution of the Republic of South Africa Act No. 108 of 1996) in the implementation of the DM Act in the municipality
- must establish mechanisms through the District Intergovernmental Forum and other Inter municipality Forum/s for coordinated disaster risk management between the Sarah Baartman District Municipality, the local municipalities in the district and other neighbouring municipalities, including 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 Sarah Baartman District Municipality (section 54(2) of the DM Act)
- in terms of section 55 of the DM Act may, in the case where an event has been classified by the Head of the Sarah Baartman District Municipality's DRMC as a local disaster, by notice in the provincial gazette, declare a local state of disaster 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
- may, if a local state of disaster has been declared, make and or invoke by-laws, issue directions, or authorise the issue of directions in terms of section 55 of the DM Act
- must, on receiving a report from the Executive Mayor, take the necessary action in terms of Section 60(1) in the event that a municipal department or other municipal entity fails to submit information requested by the Sarah Baartman District Municipality's DRMC; or fails to submit a copy of its disaster risk management plan or of any amendment to the plan to the Sarah Baartman District Municipality's Disaster Risk Management Centre, in accordance with Sections 46(2)(a) and (b) and section 52(2)(b) of the Act,

5.2 DRM reports to Council

In order for Council to continuously monitor the implementation of the requirements of the DM Act and the execution of Council's DRM Policy Framework all municipal departments and any other municipal entities must include performance reports on their DRM activities in their reports to Council.

5.2.1 Annual report

In compliance with section 50 of the DM Act, the Sarah Baartman District Municipality's DRMC must [within 30 days of the end of the financial year](#), submit a report to Council on its activities during the year. The report must be prepared in consultation with the local municipalities in the district.

The Sarah Baartman District Municipality Disaster Risk Management Centre must at the same time that it submits the report to Council, submit a copy of the report to the National Disaster Management Centre; to the Disaster Risk Management Centre of the Province of the Eastern Cape and to the local municipalities in the district.

5.2.2 Performance reports

The Sarah Baartman District Municipality's DRMC must also submit reports on its performance - in a predetermined format based on its Key Performance Indicators- for consideration [to every meeting of the District Intergovernmental Forum](#) as well as to the relevant standing committee/s of Council.

5.2.3 Reports on Priority Risk Reduction Planning

The Sarah Baartman District Municipality's DRMC must submit a report to Council [before the end of March](#) each year on disaster risks which have been identified as priorities in the disaster risk assessment report, for the development and implementation of risk reduction initiatives, strategies, plans and actions for inclusion by municipal departments; the DMA and other municipal entities in Council's Integrated Development Planning for the ensuing year (section 3.2.4 of the NDMF).

5.3 Arrangements for the development and adoption of an integrated DRM Policy Framework (DRMPF) for the Sarah Baartman District Municipality and for any amendments thereto

The municipal council is responsible for establishing an integrated disaster risk management policy framework (DRMPF) which makes provision for an integrated, coordinated and uniform approach to disaster risk management by the district municipality and statutory functionaries of the district municipality; the DMA; the local municipalities; and the statutory functionaries of the local municipalities; and by all municipal entities operating in the Sarah Baartman District Municipality; non-governmental organisations (NGOs) involved in disaster risk management; the private sector and individuals (section 42 of the DM Act).

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 Sarah Baartman District Municipality and is responsible for:

- advising and making recommendations to 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 for the Sarah Baartman District Municipality and for any amendments thereto. The mechanisms must be documented and included as supporting policy to this DRMPF²
- ensuring uniformity in disaster risk management policy between municipal departments and other municipal entities

² SP 1: Mechanisms for the development, adoption and amendment of integrated disaster risk management policy for the Sarah Baartman District Municipality

- ensuring uniformity in disaster risk management policy between the district municipality, the DMA and the local municipalities in the district
- reporting to Council on the co ordination of disaster risk management in the Sarah Baartman District Municipality including the application of joint standards of practice
- making recommendations to Council on the declaration of a local state of disaster

In order to give effect to the principles of cooperative government and to comply with sections 4 and 42(2) of the DM Act, the Executive Mayor of the Sarah Baartman District Municipality must establish mechanisms [through the District Intergovernmental Forum for consultation between the Sarah Baartman District Municipality and the local municipalities in the district on matters relating to disaster risk management policy](#)³.

5.4 Integrated direction and execution of policy

In compliance with section 43 of the DM Act 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 DRMPF of the Province of the Eastern Cape and if the objectives of the Act are to be achieved, the Sarah Baartman District Municipality's Disaster Risk Management Centre must be placed closest to the highest authority in the municipality.

The Executive Mayor must designate the department within which the Sarah Baartman District Municipality's DRMC must function.

³ SP 1: Mechanisms for the development, adoption and amendment of integrated disaster risk management policy for the Sarah Baartman District Municipality

5.4.1 Location of the Sarah Baartman District Municipality Disaster Risk Management Centre in the municipal area

After consultation with the nine local municipalities in the district, Council, in compliance with section 43(2) of the Act, resolved that the Sarah Baartman District Municipality's DRMC be established and physically located at [in the same vicinity as Council's headquarters](#).

In order to enable the Sarah Baartman District Municipality's DRMC to optimally perform its statutory responsibilities for the direction and execution of the DRMPF in the municipality, the DRMC must be adequately resourced in terms of personnel, systems and infrastructure which must be in accordance with minimum criteria which comply with the national and provincial requirements and which are approved and adopted by Council.

The minimum criteria must be documented as supporting policy to this framework⁴.

The Sarah Baartman District Municipality's DRMC must be permanently established and fully operational within 2 years of the date of the commencement of the Act.

The Head of the Sarah Baartman District Municipality's DRMC

In terms of Section 45(1) of the Act, Council must appoint a suitably qualified person as Head of the Sarah Baartman District Municipality's DRMC. The

⁴ SP 2: Minimum criteria for the establishment and functioning of the Sarah Baartman District Municipality Disaster Risk Management Centre

appointment is subject to the applicable provisions of the Municipal Systems Act, 2000⁵.

The Head of the Sarah Baartman District Municipality's DRMC is responsible for the exercise by the Sarah Baartman District Municipality's DRMC of its powers and the performance of its duties in accordance with section 44 of the Act and takes all the decisions of the Sarah Baartman District Municipality's DRMC 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 Sarah Baartman District Municipality's DRMC.

The Head of the Sarah Baartman District Municipality's DRMC 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 Sarah Baartman District Municipality's DRMC may impose; and does not divest the Head of the Sarah Baartman District Municipality's DRMC of responsibility concerning the exercise of the delegated power or the performance of the assigned duty.

The Head of the Sarah Baartman District Municipality's DRMC performs the functions of office:

- within the national disaster management framework and the key responsibilities prescribed in the NDMF
- within the DRMPF of the Province of Eastern Cape
- within the DRMPF of the Sarah Baartman District Municipality

⁵ SP 3: Parameters for the appointment of the Head of the Sarah Baartman District Municipality Disaster Risk Management Centre

- subject to Council's Integrated Development Plan and other directions of Council, and in accordance with the administrative instructions of the municipal manager

5.4.2 The Sarah Baartman District Municipality's DRMC

In order to enable the Sarah Baartman District Municipality's DRMC to optimally perform its statutory responsibilities for the direction and execution of DRM policy in the municipality, the Sarah Baartman District Municipality's DRMC must be adequately resourced in terms of personnel, systems and infrastructure which must be in accordance with minimum criteria that comply with the national and provincial requirements and which are approved and adopted by Council.

The minimum criteria must be documented as supporting policy to this framework.

The Sarah Baartman District Municipality's DRMC must be permanently established and fully operational within 2 years of the date of the commencement of the Act.

5.5 Integrated execution of DRM policy amongst municipal departments and other municipal entities in the Sarah Baartman District Municipality

In terms of the Act, the DRMPF of the Province of Eastern Cape 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 fulfill those responsibilities; and must develop and implement policy that is relevant for

its functional area for the purposes of executing its DRM responsibilities⁶. 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 implementation protocols concluded in terms of section 35 of the Intergovernmental Relations Framework Act, 2005; memoranda of understanding; or mutual assistance agreements which must be included in the policy of the relevant municipal department or other municipal entity⁷.

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.

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 framework⁸.

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.

⁶ SP 4: Criteria for the development of disaster risk management policy for the execution of disaster risk management responsibilities by municipal department, the DMA and other municipal entities in the Sarah Baartman District Municipality

⁷ SP 5: Parameters for the development of Mutual Assistance Agreements and Memoranda of Understanding for purposes of disaster risk management in the Sarah Baartman District Municipality

⁸ SP 6: Appointment and responsibilities of disaster risk management focal points in the municipal departments, the DMA and other municipal entities in the Sarah Baartman District Municipality

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 Sarah Baartman District Municipality's DRMC must establish an Interdepartmental DRM Committee (IDRMC) for the municipality.

The purpose of the IDRMC is to provide a technical forum 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 framework⁹.

5.6 Integrating the execution of DRM policy between the district municipality, the DMA and the local municipalities in the district

Council must, in consultation with the DMA and with the nine local municipalities in the district, establish decentralised arrangements which must include the establishment of satellite centres in accordance with the criteria defined and documented as supporting policy to this framework¹⁰.

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.

⁹ SP 7: Terms of Reference for the establishment and functioning of the Sarah Baartman District Municipality IDRMC

¹⁰ SP 8: Minimum Criteria for the establishment of satellite disaster risk management centres in the area of the Sarah Baartman District Municipality

The mechanisms must be clearly defined and documented as supporting policy to this framework¹¹.

5.7 Integrated execution of policy within local municipalities in the district

The Councils of local municipalities in the area of the Sarah Baartman 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 **technical** 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 nine local municipalities in the district, facilitate the development, adoption and implementation of uniform parameters for:

- the establishment of institutional arrangements and organisational mechanisms for the integrated execution of DRM policy in each of the ... nine 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.

¹¹ SP 9: Mechanisms for the integrated execution of disaster risk management policy between the Sarah Baartman District Municipality and the local municipalities in the area of the Sarah Baartman District Municipality

- the integration of DRM planning and operations into the Municipal Integrated Development Plan and other developmental programmes in each of the nine local municipalities in the district.

The parameters must be clearly defined and documented as supporting policy to this framework¹².

5.8 Stakeholder participation and technical advice in the Sarah Baartman District Municipality

The Head of the Sarah Baartman District Municipality's DRMC 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 Sarah Baartman Municipality DRM Advisory Forum (hereinafter referred to as the forum). The forum must be composed of representatives of all key DRM stakeholders in the municipality; including the DMA; representatives of the local municipalities in the district; the head/s of neighbouring MDRMCs; representative/s of the provincial DRMC; technical experts; institutions of higher education; and the private sector.
- 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 framework¹³;

¹² SP 10: Parameters for the integrated execution of disaster risk management policy within the nine local municipalities in the Sarah Baartman District

¹³ SP 11: Terms of Reference for the establishment and functioning of the Sarah Baartman District Municipality Disaster Risk Management Advisory Forum

- 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; 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.
- The development, adoption and implementation of a programme for the recruitment, training and participation of volunteers in DRM in the municipality.

5.9 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.

5.9.1 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;
- Developing and adopting minimum criteria for entering into intergovernmental implementation protocols; 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.
- Concluding intergovernmental implementation protocols; mutual assistance agreements (MAAs) and memoranda of understanding (MOUs) with such alliance partners;

5.9.2 Cooperation with national and provincial spheres and with neighbouring states

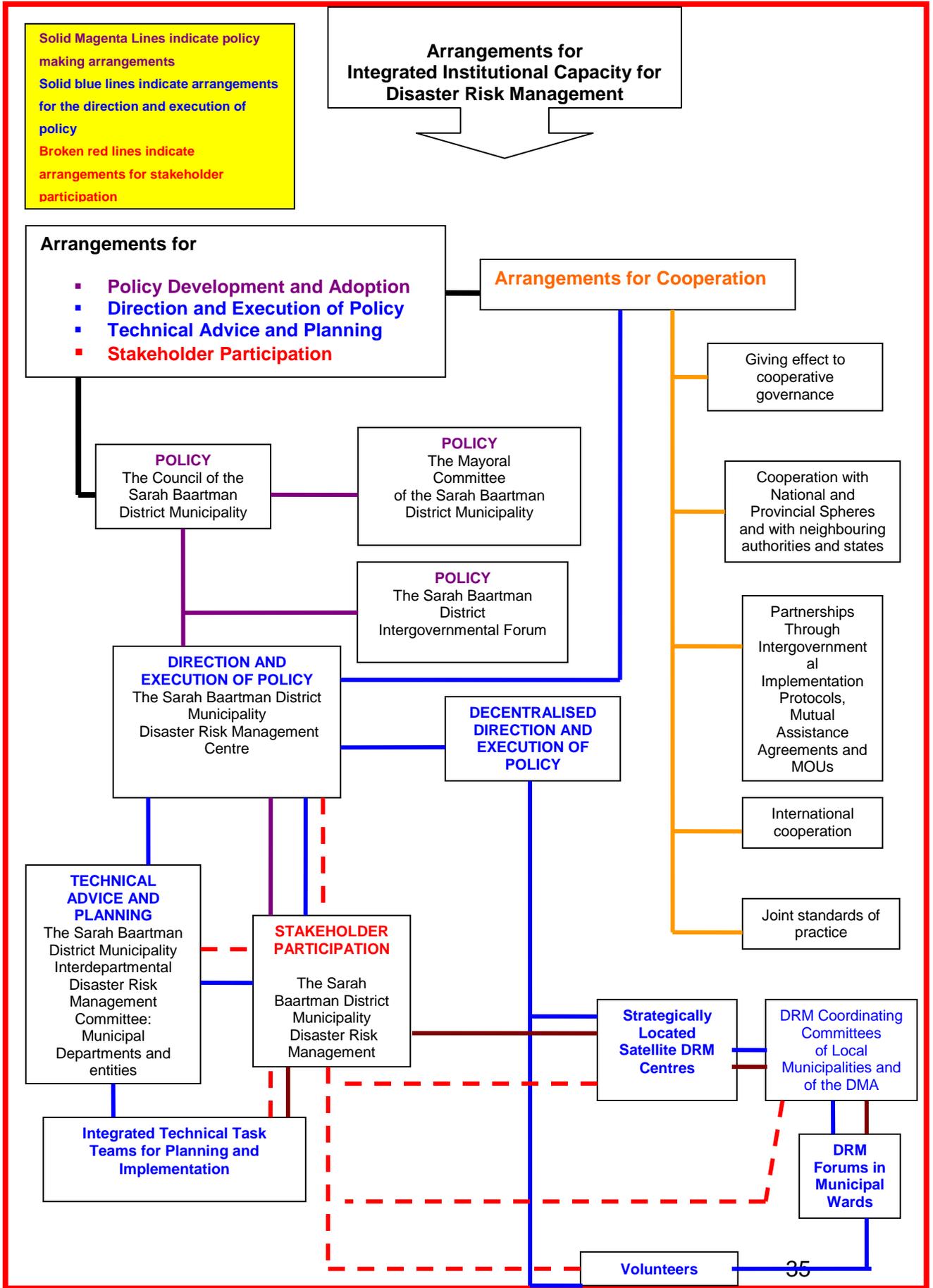
The centre must establish and maintain mechanisms to facilitate cooperation with the national and provincial spheres as well as between local municipalities which must include but need not be confined to:

- Participation of the Executive Mayor in discussions and consulting on disaster risk management matters at the Premier's Intergovernmental Forum of the Province of the Eastern Cape (section 18 of the Intergovernmental Relations Framework Act, 2005).
- Participation of the Head of the Sarah Baartman District Municipality's DRMC in the DRMAF of the Province of the Eastern Cape;
- Participation by the Head of the Sarah Baartman District Municipality's DRMC in the meetings of the Head of the DRMC with the Heads of all MDRMCs in the Province of the Eastern Cape;

- Participation in Provincial Disaster Assistance Response Teams (PDARTs);
- Participation by the Head of the Sarah Baartman District Municipality Disaster Risk Management Centre in the DRMAFs of the neighbouring municipalities; as well as in planning/technical task teams for specific identified priority cross boundary risks;
- Inviting participation of the heads of neighbouring DRMCs in the Sarah Baartman District Municipality's DRMAF as well as in planning by technical task teams for specific identified priority cross boundary risks;
- Participation by the Head of the Sarah Baartman District Municipality's DRMC in the IDP and other developmental planning structures;
- Developing and implementing mechanisms for:
 - information sharing
 - joint 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

5.9.3 International cooperation

The Sarah Baartman District Municipality's DRMC 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)

6.1 Introduction

The Sarah Baartman District Municipality's DRMC must conduct a comprehensive risk assessment for council's area in accordance with national and provincial requirements 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 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, municipal entities and other role players in council's jurisdiction.

The Sarah Baartman District Municipality's DRMC must ensure that the methodology used in all disaster risk assessments undertaken in the council's area is in accordance with predetermined specifications based on national and provincial requirements which must be included as supporting policy to this policy framework¹⁴.

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

- Assessing disaster risk
- Generating an Municipal Indicative Disaster Risk Profile (MIDRP) for the Sarah Baartman District municipality

¹⁴ SP 12: Specifications for conducting a disaster risk assessment for the Sarah Baartman District Municipality

- Risk and hazard mapping
- The Sarah Baartman District Municipality's DRMC 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

The Sarah Baartman District Municipality's DRMC must ensure that all departments and 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 Sarah Baartman District Municipality's DRMC 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.¹⁵

¹⁵ SP 13: Terms of Reference for the establishment and functioning of Sarah Baartman District Municipality Technical Advisory Committees

The relevant departments in council and other municipal entities; as well 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 Sarah Baartman District Municipality's DRMC 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 Sarah Baartman District Municipality's DRMC 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.

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 Sarah Baartman District Municipality's DRMC must develop, implement and maintain a DRMPF for the district after consultation with the DMA and with the local municipalities in the district which is current; provides a coherent, transparent and inclusive policy for the Sarah Baartman District Municipality; and which anchors uniformity and joint standards of practice as cornerstones; and is consistent with the national and provincial DRM frameworks.

The Sarah Baartman District Municipality's DRMC must submit a copy of its DRMPF to the local municipalities in the Sarah Baartman District Municipality; the DRMC of the Province of the Eastern Cape; to the NDMC; and to neighbouring municipal DRMCs.

The Sarah Baartman District Municipality's DRMC must establish mechanisms to be followed for processing the establishment of, or any amendments to the Sarah Baartman District Municipality's DRMPF. Such mechanisms must be documented as supporting policy to this framework.

7.2 DRM Plans

The Sarah Baartman District Municipality's DRMC must develop and implement a framework for DRM planning in the Sarah Baartman District's Municipal area, which is consistent with the national guideline to ensure the adoption of uniform methodology to achieve integrated, holistic and coordinated planning. The framework must define the minimum composition and scope of DRM plans in accordance with the levels of plans prescribed in the national disaster

management framework for municipalities and must be included as supporting policy to this framework¹⁶.

Every department in council and any other municipal entity; the DMA; as well as municipal departments and other municipal entities in local municipalities in the district with DRM responsibilities must develop and submit DRM plans to the NDMC, and the DRMC of the Province of the Easter Cape.

The Sarah Baartman District Municipality's DRMC must identify primary and support agencies and must assign responsibilities to the identified agencies for the development and implementation of each priority DRM plan, programme and project in the Sarah Baartman District Municipal area.

The Sarah Baartman District Municipality's DRMC must prescribe deadlines for the submission of DRM plans by departments and other municipal entities in the municipality; the DMA; as well as municipal departments and other municipal entities in local municipalities in the district.

7.3 Review of DRMPFs and plans

Council's DRMPF and DRM plans must be reviewed at least every two years as evidenced in annual reports to the NDMC and the DRMC of the Province of the Easter Cape. In addition Council's DRMPF and the relevant plan/s must be reviewed following any significant event and/or disaster.

7.4 Monitoring the effectiveness of risk reduction initiatives

The Sarah Baartman District Municipality's DRMC must facilitate the development and implementation of mechanisms and methodologies to monitor the effectiveness of risk reduction initiatives. Documented evidence of risk reduction programmes and projects must be included in annual reports to the NDMC and the DRMC of the Province of the Easter Cape as specified by the Act. The results must be disseminated via the municipality's DRM website.

¹⁶ SP 14: The Disaster Risk Management Planning Framework for the Sarah Baartman District Municipality

7.5 Integrating risk reduction planning into other developmental planning

The Sarah Baartman District Municipality's DRMC must ensure that contingency plans and risk reduction plans, programmes and projects are incorporated into Integrated Development Plans, Spatial Development Frameworks, Environmental Management Plans and other strategic developmental plans and initiatives taking place in the Sarah Baartman District Municipality, in the DMA and in the local municipalities in the district.

8 Key Performance Area 4: Disaster Response and Recovery

8.1 Dissemination of early warnings

The Sarah Baartman District Municipality's DRMC 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 Sarah Baartman District Municipality's DRMC 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 Sarah Baartman District Municipality's DRMC must facilitate the development of a communication plan for council's area which must be documented and included as supporting policy to this framework¹⁷.

8.2 Disaster Impact Assessments

The Sarah Baartman District Municipality's DRMC must establish mechanisms for the application of 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.

¹⁷ SP 15: The Sarah Baartman District Municipality Disaster Risk Management Communication Plan

Mechanisms 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 framework¹⁸.

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

The Head of the Sarah Baartman District Municipality's DRMC 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 Sarah Baartman District Municipality's DRMC must establish the mechanisms for the rapid and effective classification and declaration of disasters in accordance with national and provincial guidelines and templates¹⁹.

The Sarah Baartman District Municipality's DRMC 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 Sarah Baartman District Municipality must be routinely submitted to the Sarah Baartman District Municipality's DRMC; to the DRMC of the Province of the Eastern Cape; 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.

¹⁸ SP 16: Mechanisms for conducting disaster impact assessments in the Sarah Baartman District Municipality

¹⁹ SP 17: Mechanisms for the classification of a disaster and the declaration of a local state of disaster

8.4 Integrated response and recovery operations

Through the mechanisms of the Sarah Baartman District Municipality's DRMAF, the Sarah Baartman District Municipality's DRMC 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 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 Sarah Baartman District Municipality's DRMC must also 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 (FOP) 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 Sarah Baartman District Municipality's DRMC must ensure the development of 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.

The Sarah Baartman District Municipality's DRMC must monitor the implementation of and compliance with such regulations and directives by conducting multi agency response debriefings after each significant event or disaster.

8.5 Relief measures

The Sarah Baartman District Municipality's DRMC must ensure the development of policy 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 framework²⁰.

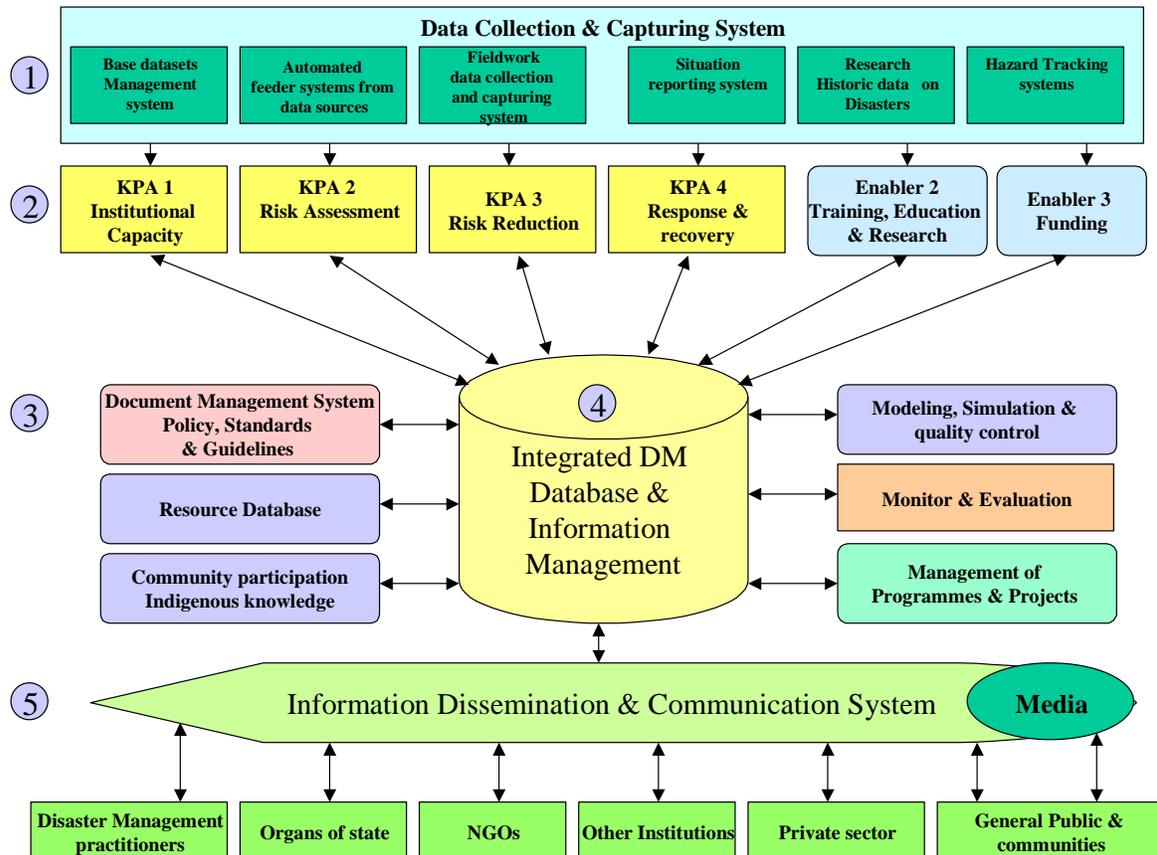
The Sarah Baartman District Municipality's DRMC must monitor the implementation of and compliance with such policy, regulations and directives through debriefings and reviews after each significant event or disaster.

8.6 Integrated reconstruction and rehabilitation measures

The Sarah Baartman District Municipality's DRMC 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 Sarah Baartman District Municipality's DRMC.

²⁰ SP 18: Sarah Baartman District Municipality policy for the management of disaster relief operations

9 Performance Enabler 1: Information management and communication



.The Sarah Baartman District Municipality's DRMC must develop and implement 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 requirements.

9.1 Data requirements

The Sarah Baartman District Municipality's DRMC must define data requirements for council's area and must identify data sources.

The Sarah Baartman District Municipality's DRMC must develop and implement methodologies for the collection and capturing of data, which are consistent with national requirements.

The Sarah Baartman District Municipality's DRMC must define and assign responsibilities to the specific department or other municipal entity 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 (IMS) and Emergency Communication Network

The Sarah Baartman District Municipality's DRMC must ensure the design, development, implementation and maintenance 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

The capabilities of the system must be in compliance with the requirements of the NDMF and the parameters specified in supporting policy to this DRMPF²¹.

²¹ SP 19: Specified parameters for the development of an integrated Information Management and Communication System for the Sarah Baartman District Municipality

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 An analysis of disaster risk management knowledge management (ETPAR) needs and resources in the Sarah Baartman District Municipality

The Sarah Baartman District Municipality's DRMC 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 DRM education and training framework for the Sarah Baartman District Municipality and to inform the development and implementation of appropriate knowledge management programmes.

10.2 A knowledge management (ETPAR) framework for DRM in the Sarah Baartman District Municipality

The Sarah Baartman District Municipality's DRMC must develop and implement a knowledge management framework for DRM in council's area based on the needs and resource analysis.

10.3 DRM knowledge management (ETPAR) programmes

The Sarah Baartman District Municipality's DRMC must promote, support and monitor the implementation of knowledge management programmes for DRM in council's area in accordance with national and provincial requirements.

10.4 Research programmes, and information and advisory service

The Sarah Baartman District Municipality's DRMC must establish a strategic research agenda for council's area and must promote the participation of research institutions in municipal disaster risk management research programmes.

The Sarah Baartman District Municipality's DRMC must ensure the correlation between scientific research and municipal DRM policy and that research contributes to the development of technology.

The Sarah Baartman District Municipality's DRMC must establish mechanisms to enable ongoing national, regional, international information exchange and networking.

The Sarah Baartman District Municipality's DRMC 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 Sarah Baartman District Municipality's DRMC 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
- 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 annually²².

²² SP 19: Disaster risk management funding arrangements for the Sarah Baartman District Municipality

**KEY PERFORMANCE INDICATORS FOR MEASURING
PERFORMANCE IN THE DIRECTION AND EXECUTION OF
DISASTER RISK MANAGEMENT POLICY AND LEGISLATION IN
THE SARAH BAARTMAN DISTRICT MUNICIPALITY**

KEY PERFORMANCE AREA 1: ESTABLISH INTEGRATED INSTIUTIONAL CAPACITY

IMPERATIVE

1.1 Establish functionally effective arrangements for the development and adoption of an integrated policy for Disaster Risk Management

Indicators	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 and local municipality has developed a policy framework for its functional area which has been approved; adopted; incorporated into the Sarah Baartman District Municipality's DRMPF and is being implemented
	There is sufficient political support for disaster risk management in the Sarah Baartman District Municipality

IMPERATIVE

1.2 Establish functionally effective arrangements for integrated direction and implementation of the Disaster Management Act, 2002; the NDMF; the DRMPF of the Province of the Eastern Cape and the Sarah Baartman District Municipality's MDRMPF

Indicators	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 Sarah Baartman District Municipality's DRMC 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; by the DMA; by local municipalities; and any other municipal entities and responsibilities for disaster risk management have been assigned
	Roles and responsibilities of municipal department; ; by 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 Sarah Baartman District Municipality's 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 Sarah Baartman District Municipality has researched options for decentralised direction and execution of DRM policy and legislation by strategically locating Satellite Disaster Risk Management Centres to serve the 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
	DRM planning and operations in the local municipalities in the Sarah Baartman District Municipality and in the DMA are integrated into the IDP and any other developmental programmes

IMPERATIVE

1.3 Establish functionally effective arrangements for stakeholder participation and the engagement of technical advice in disaster risk management planning and operations

Indicators	The Sarah Baartman District Municipality's 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 DRMAF progress reports are submitted to the DRMAF according to predetermined protocols
	The Head of the Sarah Baartman District Municipality's DRMC 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
	Local Disaster Risk Management Committees have been established in satellite areas and operate effectively in accordance with predetermined terms of reference
IMPERATIVE	
1.4 Establish functionally effective arrangements for national, regional and international cooperation for disaster risk management	
Indicators	Mechanisms have been identified and implemented to ensure the application of the principles of cooperative governance
	Primary agencies/entities have assessed their capacity to fulfill 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 guidelines
	Mechanisms have been identified; have been formally established; and are operating effectively according to predetermined protocols with neighbouring municipal authorities for the purposes of cooperation and the adoption of joint standards of practice for the purposes disaster risk management
	The Head of the Sarah Baartman District Municipality's DRMC 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
Devise and implement key supportive mechanisms to enable the achievement of the objective of establishing integrated institutional capacity	
Indicators	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
PE 1	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
PE 2	A specific communication strategy has been included in the DRM policy framework for the Sarah Baartman District Municipality
PE 2	Specific provision has been made to ensure that communities are able to participate in the communication strategy
PE 2	A specific media policy for DRM has been developed and implemented and has positive support and operates effectively
PE 2	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
PE 3	A business plan and budget has been prepared, submitted and approved for DRM for the current/ensuing financial year
PE 2	There is political support; buy in; and commitment to the success of disaster risk management in the Sarah Baartman District Municipality
PE 2	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 Sarah Baartman District Municipality
PE 3	Effective mechanisms are established to ensure sound financial management

KEY PERFORMANCE AREA 2: 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 DM ACT;THE NDMF; THE DRMPF OF THE PROVINCE OF THE EASTERN CAPE; AND THE SARAH BAARTMAN DISTRICT MUNICIPALITY'S DRMPF	
IMPERATIVE	
2.1 Conduct comprehensive disaster risk assessments to inform disaster risk management and risk reduction policies, planning and programming	
Indicators	Comprehensive disaster risk assessments consistent with the terms of reference and methodology prescribed in the national guidelines and the supporting policy to the Sarah Baartman District Municipality's DRMPF have been conducted
	Disaster risks in the Sarah Baartman District Municipality have been assessed and prioritised according to the national criteria generated by the NDMC and the DRMPF of the Province of the Eastern Cape
	Municipal departments; the DMA; local municipalities; and any other municipal entities have developed and applied risk assessment legislation, policies, minimum criteria and the implementation of guidelines for their functional area
	Risk assessments have been progressively integrated into the development plans of municipal departments; the DMA; local municipalities; and any other municipal entities; and other role players and are evidenced in IDPs and in annual reports submitted to the NDMC and the DRMC of the Province of the Eastern Cape
IMPERATIVE	
2.2 Generate an Indicative Disaster Risk Profile for the Sarah Baartman District Municipality	
Indicators	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 Sarah Baartman District Municipality's DRMC and the DRMC of the Province of the Eastern Cape
	Mechanisms have been developed, established and documented to consolidate, map and make accessible information on the priority disaster risks in the Sarah Baartman District Municipality's DRMC
	Priority disaster risks of significance to the Sarah Baartman District Municipality as a whole have been identified and mapped by the Sarah Baartman District Municipality's DRMC
	The methodology and technical systems used for the collection, recording, documentation and mapping of disaster risk data is consistent with the national criteria and system specifications
IMPERATIVE	
2.3 Identify and establish effective mechanisms to monitor, update and disseminate disaster risk information	
Indicators	Municipal departments; the DMA; local municipalities 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 Sarah Baartman District Municipality's DRMC and the DRMC of the Province of the Eastern Cape
	The Sarah Baartman District Municipality's DRMC as well as all municipal departments; 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 Sarah Baartman District Municipality's DRMC as well as all municipal departments; the DMA; 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 Sarah Baartman District Municipality's DRMC established and documented clear procedures for accessing, interpreting and disseminating early warnings of both rapid- and slow-onset hazards
IMPERATIVE	
2.4 identify and apply mechanisms to conduct quality control	
Indicators	The Sarah Baartman District Municipality's 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
	Disaster risk assessments undertaken show documented evidence of: <ul style="list-style-type: none"> - capacity building and skills transfer. - 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 - consultation with appropriate governmental and other stakeholders about the design and/or implementation of the disaster risk assessment and the interpretation of the findings
	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"> - the publication or dissemination of hazard, vulnerability or risk maps and/or reports for planning purposes - the implementation of disaster risk reduction or other initiatives based on the risk assessment results
	Disaster risk assessments undertaken show documented evidence of technical consultation with the appropriate disaster risk management centre(s) prior to implementation
Devise and implement key supportive mechanisms to enable the achievement of the objective of establishing a uniform approach to assessing and monitoring disaster risks	
Indicators	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
PE 1	
PE 2	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
PE 3	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

Indicators	A Sarah Baartman District Municipality's DRMPF has been developed through a process of consultation; submitted to the DRMC of the Province of the Eastern Cape and the NDMC; and has been developed, approved gazetted and implemented. The Sarah Baartman District Municipality's DRMPF is consistent with the NDMF and the DRMPF of the Province of the Eastern Cape
	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; the DMA; local municipalities and any other municipal entities
	Mechanisms to ensure the revision of Sarah Baartman District Municipality's DRMPF and plans at least two-yearly have been developed and applied, and is evidenced by annual reports submitted to the NDMC and the DRMC of the Province of the Eastern Cape

IMPERATIVE

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

Indicators	Specific municipal priority disaster risks have been identified and mapped by the Sarah Baartman District Municipality's DRMC
	Contingency plans for known priority risks have been developed; submitted to the Sarah Baartman District Municipality's DRMC, the NDMC and DRMC of the Province of the Eastern Cape; and have been implemented
	Specific priority areas, communities and households within the Sarah Baartman District Municipality have been identified and mapped
	Focused initiatives to reduce priority disaster risks have been identified by municipal departments; the DMA; local municipalities and any other municipal entities
	Disaster risk management planning frameworks have been developed and submitted to the Sarah Baartman District Municipality's DRMC, to the NDMC and the DRMC of the Province of the Eastern Cape
	Disaster risk management plans have been submitted to the Sarah Baartman District Municipality's DRMC by all municipal departments; the DMA; local municipalities and any other municipal entities

IMPERATIVE

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

Indicators	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 Sarah Baartman District Municipality's DRMC

IMPERATIVE**3.4 Incorporate disaster risk reduction efforts into strategic integrating structures and processes**

Indicators	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 municipal departments and other entities and documented in annual reports to the Sarah Baartman District Municipality's DRMC, the DRMC of the Province of the Eastern Cape and the NDMC
	Disaster risk reduction programmes, projects and initiatives have been implemented by municipal departments; the DMA; 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 Sarah Baartman District Municipality's DRMC have been generated and disseminated
	There is evidence of the progressive application of disaster risk reduction techniques and measures by municipal departments; the DMA; local municipalities and any other municipal entities, as reported in annual reports submitted to the Sarah Baartman District Municipality's DRMC, the DRMC of the Province of the Eastern Cape and NDMC
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	
Indicators	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
PE 1	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
PE 2	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
PE 3	

KEY PERFORMANCE AREA 4:	
DEVELOP AND IMPLEMENT MECHANISMS TO ENSURE APPROPRIATE AND EFFECTIVE DISASTER RESPONSE AND RECOVERY IN ACCORDANCE WITH STATUTORY REQUIREMENTS	
IMPERATIVE	
4.1 Identify and implement mechanisms for the dissemination of early warnings	
Indicators	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
IMPERATIVE	
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	
Indicators	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 Act have been developed and implemented
	Research reports on significant events and trends are routinely submitted to the Sarah Baartman District Municipality's DRMC, the NDMC and DRMC of the Province of the Eastern Cape and disseminated to stakeholders
	Review report on actual disasters are routinely submitted to the Sarah Baartman District Municipality's DRMC, the NDMC and DRMC of the Province of the Eastern Cape and disseminated to stakeholders
IMPERATIVE	
4.3 Develop and implemented mechanisms to ensure integrated response and recovery efforts	
Indicators	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; the DMA; 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 the national regulations and directives and the DRMPF of the Province of the Eastern Cape 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
IMPERATIVE	
4.4 Develop and adopt mechanisms for the management and distribution of disaster relief in accordance with national regulations and directives and the DRMPF of the Province of the Eastern Cape	
Indicators	Disaster relief measures are managed in accordance with national regulations and directives and are progressively monitored; reviewed annually and recommendations made to the Sarah Baartman District Municipality's DRMC, the NDMC and/or DRMC of the Province of the Eastern Cape on any adjustments according to lessons learnt
IMPERATIVE	
4.5 Develop and implement mechanisms to ensure that integrated rehabilitation and reconstruction activities are conducted in a developmental manner	
Indicators	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 Sarah Baartman District Municipality's DRMC, the NDMC and the DRMC of the Province of the Eastern Cape
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	
Indicators PE 1	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
PE 2	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
PE 3	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