

Standard Key Performance Indicators for Disaster Risk Management Implementation

5 KEY PERFORMANCE AREA 1: ESTABLISH INTEGRATED INSTITUTIONAL CAPACITY	
No	KEY PERFORMANCE INDICATOR
5.1 Arrangements for the development and adoption of an integrated disaster risk management policy framework for the district municipality and for any amendments thereto	
1.	The Executive Mayor has established a District Intermunicipality Committee on Disaster Risk Management (DICDRM).
2.	The DICDRM have established mechanisms for developing and adopting disaster risk management policy.
3.	A disaster risk management policy framework that makes provision for an integrated, coordinated and uniform approach to disaster risk management has been developed and adopted by the municipal council.
5.2 Integrated direction and execution of policy	
4.	The Executive Mayor has designated the department within which the municipal disaster risk management centre must function.
5.	The job description and the key performance indicators for the position of the head of the disaster risk management centre have been developed, adopted and approved by the municipal council.
6.	The head of the municipal disaster risk management centre has been appointed by the municipal council in accordance with the applicable legislation (written employment contract)
7.	The municipal disaster risk management centre has been established by the municipal council and resourced in accordance with the minimum requirements (for structure, infrastructure and staffing) and is operating effectively in terms of predetermined operational protocols
8.	The municipal council has identified and assigned roles and responsibilities of municipal departments, local municipalities and any other municipal entities involved in disaster risk management and included such in the job descriptions of key personnel. These are being applied effectively in terms of predetermined operational protocols
9.	An organisational structure for the staffing of the municipal disaster risk management centre (which takes into account the skills necessary to manage known priority risks) and job descriptions linked to key performance indicators for the relevant posts have been developed, approved and adopted by the municipal council.

10.	The head of the centre has established mechanisms to ensure integration and joint standards of practice in the execution of disaster risk management policy throughout the district municipality.
5.3 Integrated execution of disaster risk management policy across municipal departments and other municipal entities in the district municipality	
11.	Every municipal department/entity, local municipality and any other municipal entity has developed a disaster risk management policy for its functional area which has been approved, adopted, incorporated into the municipal disaster risk management policy and is being implemented.
12.	Disaster risk management responsibilities have been integrated into the routine activities of the various sectors and disciplines within the relevant municipal departments or municipal entities and their substructures, reflected in the job descriptions of the relevant role players in each department or municipal entity and KPIs have been provided for the execution of those responsibilities.
13.	Disaster risk management focal/nodal points have been identified by municipal departments, local municipalities and any other municipal entities and responsibilities for disaster risk management have been assigned and this function has been included in their job descriptions
14.	A Municipal Interdepartmental Disaster Risk Management Committee (MIDRMC) has been established.
5.4 Decentralised arrangements for disaster risk management across the area of the district municipality and local municipalities in the district	
15.	The head of the centre has researched options for decentralised direction and execution of disaster risk management policy and legislation by strategically locating satellite disaster risk management centres to serve the municipal area in accordance with the directive issued by the National Disaster Management Centre (NDMC). The municipal council has established and resourced such centres (in terms of structure, infrastructure and staffing) in accordance with the minimum requirements and the centres are operating effectively in terms of predetermined operational protocols
5.5 Integrated execution of policy in local municipalities in the district	
16.	The councils of the local municipalities in the district have established adequate institutional arrangements for the implementation of disaster risk management in the local municipalities, including a structure for coordinating disaster risk management planning and operations to engage stakeholder participation in disaster risk management
5.6 Stakeholder participation and technical advice in the district municipality	
17.	The Municipal Disaster Risk Management Advisory Forum (MDRMAF) has been formally constituted and operates effectively in accordance with predetermined terms of reference and provides an opportunity for role players to communicate effectively with each other

18.	Technical task teams comprising the relevant role players and stakeholders from relevant sectors and disciplines have been established by the MDRMAF and they have developed their terms of reference. Technical task teams have developed and submitted their project management programme/s to the MDRMAF and progress reports have also been submitted according to predetermined protocols.
19.	The head of the municipal disaster risk management centre has full participation in integrated development planning and other relevant developmental planning processes and structures.
20.	The head of the centre has developed and implemented mechanisms for the recruitment, training and participation of volunteers in disaster risk management.
21.	The head of the centre has established a current register of disaster risk management stakeholders and volunteers and it is maintained.
22.	The head of the centre has established local disaster risk management committees in municipal wards and these are operate effectively in accordance with predetermined terms of reference.
5.7 Co-operation with the national and provincial spheres, neighbouring municipalities and international role players	
23.	The head of the centre has identified and implemented mechanisms to ensure the application of the principles of co-operative governance.
24.	The head of the centre has established mechanisms to facilitate co-operation with the PDMC, neighbouring disaster risk management centres and with disaster risk management authorities in neighbouring countries.
25.	The head of the centre has established networks and implemented mechanisms to ensure that the centre remains abreast of current global trends in disaster risk management, has established links with regional and international partners.
5.8 Disaster risk management reports to the municipal council	
26.	The head of the centre has been submitting annual reports to the municipal council on its activities during the year, with copies to the NDMC, PDMC and local municipalities.
27.	The head of the centre has been submitting performance reports every meeting of the District Intermunicipality Committee on Disaster Risk Management (DICDRM) and the district intergovernmental forum as well as to meetings of the Mayoral Committee or the relevant portfolio or standing committee/s of the municipal council.
28.	The head of the centre has been submitting a report on priority risk reduction planning before the end of July.
29.	Priority risk reduction initiatives, strategies, plans and actions have been included in the IDP of the following year.

PERFORMANCE ENABLERS:	
ENABLER 1: INFORMATION MANAGEMENT AND COMMUNICATION	
ENABLER 2: EDUCATION, TRAINING, PUBLIC AWARENESS AND RESEARCH	
ENABLER 3: FUNDING	
Devise and implement key supportive mechanisms to enable the achievement of the objective of establishing integrated institutional capacity	
ENABLER	KEY PERFORMANCE INDICATOR
Enabler 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 establishing and maintaining institutional capacity
	Mechanisms for safe-keeping of accurate records of meetings, disaster risk management plans and strategies, reports, memoranda, correspondence, and policies and legislation with regard to disaster risk management are established and maintained
Enabler 2	A specific communication strategy has been developed as supporting policy to the disaster risk management policy framework of the district municipality
	Specific provision has been made to ensure that communities are able to participate in the communication strategy
	A specific media policy for disaster risk management has been developed and implemented, has positive support and operates effectively
	Education, training, public awareness, and research (knowledge management) needs in respect of institutional capacity have been analysed, and appropriate mechanisms have been identified and implemented to address the relevant needs
	There is political support and buy-in for disaster risk management and commitment to its success in the district municipality
	Key personnel, external role players and stakeholders support, have bought into and are committed to the success of disaster risk management in the district municipality
Enabler 3	Effective mechanisms are established to ensure sound financial management
	A business plan and a budget for disaster risk management for the current and ensuing financial year have been prepared, submitted and approved

6 KEY PERFORMANCE AREA 2: DISASTER RISK ASSESSMENT	
No	KEY PERFORMANCE INDICATOR
6.1 Disaster risk assessment	
1.	Comprehensive disaster risk assessments consistent with the supporting policy to the municipal disaster risk management policy framework have been conducted and disaster risks in the district have been assessed and prioritised according to the national criteria generated by the NDMC and PDMC.
2.	The disaster risk assessment has been used to inform disaster risk management planning and the development and application of disaster risk reduction policies throughout the district.
3.	The head of the centre has developed, established and documented mechanisms to consolidate, map and make accessible information on the priority disaster risks of the district municipality and the local municipalities in its area
4.	All departments and other municipal entities with responsibilities for disaster risk management in both the district municipality and the local municipalities in the district have been conducting systematic disaster risk assessments prior to the implementation of any risk reduction programmes.
6.2 Technical advisory committees	
5.	A technical advisory committee (TAC) has been appointed by the MDRMAF prior to commissioning of the disaster risk assessments.
6.	All proposed disaster risk assessments planned by departments and municipal entities in the district municipality and in local municipalities in the district are submitted to the Waterberg Municipal Disaster Risk Management Centre, the Limpopo Cape Disaster Risk Management Centre and the NDMC for technical review and approval.
6.3 Disaster risk assessment reports	
7.	Reports of all disaster risk assessments conducted by municipal departments and other entities in the district municipality and those in local municipalities in the district have been submitted to the district disaster risk management centre.
8.	Copies of these reports has been submitted to the Limpopo Cape Disaster Risk Management Centre and the NDMC for technical validation of findings by the national and provincial TACs before any actions based on the assessment findings were initiated.

PERFORMANCE ENABLERS:	
ENABLER 1: INFORMATION MANAGEMENT AND COMMUNICATION	
ENABLER 2: EDUCATION, TRAINING, PUBLIC AWARENESS AND RESEARCH	
ENABLER 3: FUNDING	
Devise and implement key supportive mechanisms to enable the achievement of the objective of establishing a uniform approach to assessing and monitoring disaster risks	
ENABLER	KEY PERFORMANCE INDICATOR
Enabler 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 conducting, monitoring and updating comprehensive disaster risk assessments
Enabler 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
Enabler 3	A business plan and a budget for conducting comprehensive disaster risk assessments, monitoring disaster risk and updating disaster risk information have been prepared, submitted and approved for the current and ensuing financial year

7 KEY PERFORMANCE AREA 3: DISASTER RISK REDUCTION	
No	KEY PERFORMANCE INDICATOR
7.1 Disaster risk management plans	
1.	The head of the centre has developed and implemented a framework for disaster risk management planning in the district municipality.
2.	All relevant municipal departments and municipal entities in the local municipalities in the district have submitted disaster risk management plans to the municipal, provincial and national disaster management centres.
3.	Primary and support agencies have been identified and responsibilities have been assigned to the identified agencies for the development and implementation of each priority disaster risk management plan, programme and project.
4.	The head of the centre has subscribed deadlines for the submission of disaster risk management plans by departments and municipal entities.
7.2 Review of the disaster risk management policy framework and disaster risk management plans	
5.	Municipal disaster management frameworks and plans have been revised at least every two years, as evidenced in annual reports submitted.
6.	Municipal disaster management frameworks and plans have been revised after a major disaster.
7.3 Monitoring the effectiveness of disaster risk reduction initiatives	
7.	The head of the centre has developed and implemented mechanisms and methodologies to monitor the effectiveness of disaster risk reduction initiatives
8.	Documented evidence of risk reduction programmes and projects have been consolidated by the head of the centre and have been included in annual reports.
9.	Information on risk reduction programmes have been made available on the municipality's website.
7.4 Integrating disaster risk reduction plans into other developmental plans	
10.	The head of the centre has ensured that response and recovery plans and disaster risk reduction plans, programmes and projects are incorporated into IDPs, spatial development frameworks, environmental management plans and other strategic developmental plans and initiatives in the district municipality and in the local municipalities in the district.

PERFORMANCE ENABLERS:	
ENABLER 1: INFORMATION MANAGEMENT AND COMMUNICATION	
ENABLER 2: EDUCATION, TRAINING, PUBLIC AWARENESS AND RESEARCH	
ENABLER 3: FUNDING	
Devise and implement key supportive mechanisms to enable the achievement of the objective of establishing disaster risk reduction strategies and plans	
ENABLER	KEY PERFORMANCE INDICATOR
Enabler 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 development of disaster risk reduction strategies and plans
Enabler 2	Education, training, public awareness and research needs in respect of disaster risk reduction have been analysed and appropriate mechanisms have been identified and implemented to address the relevant needs
Enabler 3	A business plan and a budget for development of disaster risk reduction strategies and plans, as well as the implementation and monitoring thereof have been prepared, submitted and approved for the current and ensuing financial year

8 KEY PERFORMANCE AREA 4: DISASTER RESPONSE AND RECOVERY	
No	KEY PERFORMANCE INDICATOR
8.1 Dissemination of early warnings	
1.	The head of the centre has ensured the technical identification and monitoring of prevailing hazards and has prepared and issued hazard warnings of significance (where applicable) in the district municipality's area.
2.	The head of the centre has developed and implemented communication mechanisms and strategies to ensure that such warnings are disseminated immediately in order to reach at-risk communities, areas and developments as speedily as possible.
3.	The head of the centre has identified and established strategic inter-sectoral, multidisciplinary and multi-agency communication mechanisms and has ensured that such communication mechanisms are accessible to at-risk communities and areas in the district municipality's area.
4.	The head of the centre has facilitated the development of a disaster risk management communication plan for the district municipality, which has been documented, adopted and implemented by the municipal council.
8.2 Disaster impact assessments	
5.	The head of the centre has established mechanisms for the application of disaster impact assessments using uniform methodologies.
6.	The head of the centre has documented mechanisms for conducting disaster impact assessments in the district municipality and it has been included in disaster risk management plans
8.3 Classification of disasters and declaration of states of disaster	
7.	The head of the centre has coordinated and managed responses to non-security related disasters and states of disaster classified as local disasters.
8.	The head of the centre has established mechanisms for the rapid and effective classification and declaration of disasters in accordance with national and provincial guidelines.
9.	The head of the centre has make recommendations to the council on whether a local state of disaster should be declared in terms of sections 23 and 55 of the DM Act.
8.4 Disaster reviews and reporting	
10.	The head of the centre has developed and monitored the implementation of mechanisms for conducting routine disaster reviews and for reporting on disaster reviews undertaken.

11.	The head of the centre has submitted reviews and research reports of significant events, trends and disasters occurring in the district municipality to the municipal disaster risk management centre, the PDMC and the NDMC. They has also been disseminated to other stakeholders.
12.	The head of the centre has conducted disaster reviews in accordance with the review programme developed by the NDMC in terms of section 4.2.3 of the NDMF.
8.5 Integrated response and recovery operations	
13.	The head of the centre has identified and assigned primary responsibility to relevant organs of state for contingency planning for each known priority hazard. Supporting agencies have been identified and have been assigned responsibilities.
14.	Primary and support agencies assigned for each priority hazard have been clustered into a technical task team and the organs of state assigned with primary responsibility have facilitated the development by the technical task team of a contingency plan for the relevant known priority hazards.
15.	The primary agency has ensured that such plans are reviewed and updated annually as well as following significant events and disasters that have occurred.
16.	The head of the centre has identified agencies with responsibilities for the various operational activities associated with disaster response and recovery.
17.	The head of the centre has identified lead agencies and assigned primary responsibility to lead agencies to facilitate the development of Field Operations Plans (FOPs) for each operational activity. In addition, support agencies have been identified and allocated responsibilities.
18.	Primary and support agencies assigned for each operational activity have been clustered into a technical task team and the agency assigned with primary responsibility has facilitated the development by the technical task team of the relevant FOP
19.	The head of the centre has ensured that such FOPs are reviewed and updated at the same time as contingency plans are reviewed and updated.
20.	All response and recovery stakeholders have developed standard operating protocols for their functional areas and have ensured that all operational personnel understand and are well versed in the procedures.
21.	The head of the centre has ensured the development and implementation of plans to standardise and regulate the practice and management of multi-agency response and recovery operations in the district municipality's area.
22.	The head of the centre has been monitoring the implementation of and compliance with such regulations and directives by conducting multi-agency response debriefings after each significant event or disaster.

8.6 Relief measures	
23.	The head of the centre has ensured the development and implementation of policy for the management of relief operations in the district municipality's area.
24.	The head of the centre has monitored the implementation of and compliance with such policy, regulations and directives through debriefings and reviews after each significant event or disaster.
8.7 Integrated reconstruction and rehabilitation measures	
25.	The head of the centre has established multidisciplinary technical task teams for post-disaster rehabilitation and reconstruction projects.
26.	The head of the centre has identified a lead agency and assigned primary responsibility to the lead agency for the management of each project using nationally adopted project management methodologies.
27.	Lead agencies have been assigned with responsibilities for the development and implementation of post-disaster rehabilitation and reconstruction projects and have been ensuring that all projects and programmes undertaken maintain a developmental focus.
28.	The head of the centre has established mechanisms to monitor progress with such projects and programmes.
PERFORMANCE ENABLERS:	
ENABLER 1: INFORMATION MANAGEMENT AND COMMUNICATION	
ENABLER 2: EDUCATION, TRAINING, PUBLIC AWARENESS AND RESEARCH	
ENABLER 3: FUNDING	
Devise and implement key supportive mechanisms to enable the achievement of the objective of disaster response and recovery	
ENABLER	KEY PERFORMANCE INDICATOR
Enabler 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 development of response and recovery strategies and plans
Enabler 2	Education, training, public awareness and research needs in respect of response and recovery have been analysed and appropriate mechanisms have been identified and implemented to address the relevant needs
Enabler 3	A business plan and a budget for development of response, recovery and rehabilitation strategies and plans, as well as the implementation and monitoring thereof have been prepared, submitted and approved for the current and ensuing financial year