

SP 10: Terms of Reference for the Establishment and Functioning of a Municipal Disaster Risk Management Advisory Forum (MDRMAF)

Purpose

Section 44(1)(b) of the Disaster Management Act No. 57 of 2002 (DM Act) calls for an integrated and coordinated approach to disaster risk management in municipal areas. To make provision for the integration and coordination of disaster risk management activities and to give effect to the principle of co-operative governance in the Waterberg District Municipality, the municipal council may establish a Disaster Risk Management Advisory Forum. Section 51 of the DM Act makes provision for the establishment of such a forum.

Management and administration

The advisory forum must be established by the portfolio councillor responsible for the disaster risk management function in the Waterberg District Municipality. The advisory forum must be chaired by the head of the disaster risk management centre of the Waterberg District Municipality.

The disaster risk management centre must provide the secretariat for the advisory forum and must ensure that accurate records of the activities of the forum are maintained.

Composition of the Disaster Risk Management Advisory Forum

The advisory forum must comprise all the relevant stakeholders and role players in disaster risk management in the municipality, including non-governmental and community-based organisations, individuals or groups with special technical expertise, representatives of the local municipalities in the district and representatives of neighbouring district municipalities.

The forum must comprise but need not be confined to the members listed below.

- Designated focal points in municipal departments and entities who are involved in the management of disaster risk or the administration of any other national legislation aimed at dealing with an occurrence defined as a disaster in terms of section 1 of the DM Act.
- Disaster risk management functionaries in the disaster risk management centre of the Waterberg District Municipality.
- The regional/local representative of the Disaster Risk Management Centre of the Waterberg province.

- Experts in disaster risk management designated by the Executive Mayor (or Mayor, as the case may be).
- Heads of neighbouring disaster risk management centres.
- Representatives of each of the local municipalities within the district, as follows:
 - chairpersons of disaster risk management coordinating structures in local municipalities
 - municipal manager.
- A representative of each satellite disaster risk management centre within the municipal area.
- The designated representative of the disaster risk management volunteer unit of the Waterberg District Municipality.
- Local representatives of national and provincial organs of state and local emergency and essential services, as follows:
 - Health and medical services:
Emergency medical services – state and private
Hospitals – state and private
Clinics
 - Safety and security:
South Africa Police Service
South African National Defence Force
 - Regional/local representatives of other relevant national organs of state:
Department of Agriculture
Department of Education
Department of Health
Department of Home Affairs
Department of Social Development
Department of Water Affairs and Forestry
- Regional Tourism Board.
- Parastatals providing essential services:
 - Airports Company South Africa (ACSA)
 - ESKOM
 - South African Forestry Company Ltd (SAFCOL)
 - South African National Parks (SANParks)
 - South African National Roads Agency (SANRA)
 - South African Weather Service
 - SPOORNET
 - TELKOM
- Representatives of organised business.
- Representatives of organised labour.
- Representatives of the South African Local Government Association (SALGA).
- A representative of the Disaster Management Institute of Southern Africa (DMISA).

- Non-governmental and community-based organisations and other relevant role players such as:
 - Council of Traditional Leaders
 - Lifesaving associations
 - National Sea Rescue Institute (NSRI)
 - South African Council of Churches (SACC)
 - Agricultural and farm workers' associations
 - South African Red Cross Society.
- Representatives of institutions of higher learning, including universities, colleges and scientific and research centres.
- Representatives of the media such as:
 - SABC (radio and television)
 - local community radio stations
 - print media, including relevant main daily newspapers and community newspapers.

In addition to the representatives listed above, the advisory forum may at any time co-opt additional members and individuals required for a specific task or for a specific period of time. The advisory forum may also appoint technical and other relevant ad hoc task teams with appropriate expertise to perform specific tasks. Such task teams will meet as required for the purpose of executing the task/s allocated.

Scope of responsibilities

The Disaster Risk Management Advisory Forum must:

- make recommendations to the municipal council concerning the disaster risk management policy framework for the Waterberg District Municipality;
- ensure the application of the principles of co-operative governance for the purpose of disaster risk management in the municipality;
- introduce actions to ensure inter-agency coordination and the application of joint standards of practice;
- establish integrated technical task teams for the development and implementation of policies, plans, programmes and projects to reduce disaster risk and build resilience;
- contribute to the generation of a disaster risk profile for the municipality;
- contribute to the development and application of minimum criteria for conducting disaster risk assessments and for the on-going monitoring of disaster risk;
- assist, by means of focused, integrated and holistic risk reduction strategies within the broader context of sustainable development, with the creation of resilient individuals, households and communities who are alert and self-reliant;
- help to ensure community awareness of disaster risk management arrangements;

- contribute to the establishment of an early warning system and promote the importance of heeding early warnings;
- participate in the development and maintenance of disaster risk management information management and communication systems;
- establish integrated technical task teams for the development and maintenance of disaster contingency plans;
- support and contribute to knowledge management programmes in the field of disaster risk management in the municipality; and
- advise any organ of state, statutory functionary, non-governmental organisation, community or the private sector on any matter relating to disaster risk management.

Frequency of meetings

The Disaster Risk Management Advisory Forum must meet at least four times a year. Circumstances prevailing at the time may determine whether the head of the centre:

- convenes a full meeting of the advisory forum;
- convenes a meeting of only those members directly involved or affected by the business in hand;
- refers the matter to a relevant or ad hoc technical task team; or
- opens the advisory forum meeting to additional role players such as technical experts, visiting dignitaries and the like.