

SP 12: Terms of Reference for the Establishment and Functioning of Technical Advisory Committees for the Waterberg District Municipality

Purpose

In order to establish minimum criteria for conducting disaster risk assessments and for the purpose of exercising quality control, the Waterberg Municipal Disaster Risk Management Centre of the Waterberg District Municipality commissioning the assessment must appoint a technical advisory committee (TAC).

In establishing minimum criteria and exercising quality control, the purpose of a TAC is to monitor, advise and make recommendations to the Waterberg Municipal Disaster Risk Management Centre to:

- ensure the use of uniform and robust methodologies and methods for conducting disaster risk assessments;
- ensure that all disaster risk management planning and practice is based on scientifically robust disaster risk assessments;
- provide technical support and advice to departments, other municipal entities and role players commissioning disaster risk assessments; and
- establish processes, mechanisms and procedures for the Disaster Risk Management TAC to implement a uniform approach to disaster risk assessment.

Management and administration

The Disaster Risk Management TAC must report to the head of the disaster risk management centre of the Waterberg District Municipality.

The TAC must operate as a technical task team of the Municipal Disaster Risk Management Advisory Forum of the Waterberg District Municipality and, as such, must submit copies of reports on its activities to the advisory forum.

The administrative arrangements of the TAC and the secretariat are the responsibility of the functionary tasked with the Risk Reduction Portfolio of the disaster risk management centre.

Convenor

The disaster risk management centre is the convenor and the administrator of the Disaster Risk Management TAC.

Chairperson

A suitably qualified, recognised and independent specialist who is thoroughly versed in the field of disaster risk reduction and who understands the scope of disaster risk assessment processes, as well as the associated statutory requirements, must be identified/elected to serve as the chairperson of the Disaster Risk Management TAC. The chairperson so identified/elected must represent the TAC on the Municipal Disaster Risk Management Advisory Forum of the Waterberg District Municipality.

Composition

In accordance with the National Disaster Management Framework (NDMF), the composition of the Disaster Risk Management TAC will depend on the risk/s being assessed and must include recognised specialists in the hazards, vulnerabilities and disaster risks being assessed. Specialists serving on the TAC may be drawn from specialist ministries, research institutions, non-governmental organisations (NGOs) or the private sector.

The Disaster Risk Management TAC must comprise the functionary from the disaster risk management centre of the Waterberg District Municipality tasked with the Risk Reduction Portfolio, as well as:

- a core group of permanent members drawn from recognised scientific research organisations; and
- a group of non-permanent members, drawn from the national resource database of recognised specialists, who are specialists in the types of hazard, vulnerabilities and disaster risk being assessed and who may be co-opted on an ad hoc basis in a consultancy capacity to serve on the TAC for the duration of specific projects.

In order to ensure impartiality, members must declare any vested interests in the business in hand and those who have such interests must recuse themselves from participating in the relevant proceedings.

Terms of reference

The responsibilities of the Disaster Risk Management TAC must include but need not be confined to:

- ensuring that the national minimum criteria and guidelines for the commissioning of disaster risk assessments are adhered to;
- ensuring the application of robust and uniform methodologies and methods;
- ensuring the application of standardised formats for disaster risk assessments;
- ensuring the application of the national minimum criteria and guidelines for assessing priority disaster risks in the Waterberg District Municipality;

- developing specifications for the commissioning of disaster risk assessments in the Waterberg District Municipality and guidelines on mechanisms to assist with the independent evaluation and shortlisting of bids;
- monitoring of progress with commissioned disaster risk assessments;
- interpreting and validating new methodologies and methods before implementation;
- researching new methodologies and methods for disaster risk assessments;
- validating disaster risk management plans, programmes and projects for feasibility before implementation;
- evaluating disaster risk assessment reports;
- mainstreaming disaster risk assessment by facilitating linkages with associate disciplines;
- providing guidance as to the requirements of a national database on disaster risk assessment expertise;
- facilitating contemporary disaster risk assessment discussions by involving a wide range of role players;
- taking cognisance of international developments and processes in disaster risk assessment and their possible impact on disaster risk assessment in South Africa; and
- developing an Indicative Disaster Risk Profile for the Waterberg District Municipality.

Frequency of meetings

The Disaster Risk Management TAC should meet at least four times a year. Such meetings should coincide with the meetings of the Municipal Disaster Risk Management Advisory Forum of the Waterberg District Municipality. This does not exclude more frequent meetings of the TAC as determined by identified needs and the requirements of projects in hand.

Funding

The head of the disaster risk management centre of the Waterberg District Municipality must, subject to the relevant provisions of the Local Government: Municipal Finance Management Act No. 56 of 2003, use a scale of professional fees for services (in line with council requirements) rendered by members of the Disaster Risk Management TAC.

The head of the disaster risk management centre must also ensure that provision is made in annual budgets for the establishment and continued functioning of the TAC.