

## **SP2: Policy-Making Process for Disaster Risk Management in the Waterberg District Municipality**

### **Processes for developing and establishing a disaster risk management policy framework for the municipality and for processing changes to the policy framework**

The processes for dealing with the development and establishment of the Waterberg District Disaster Risk Management Policy Framework and for processing any amendments to the policy once it has been adopted are the same. Note that the amendments could also include any changes to the district disaster risk management framework.

The steps required to develop and establish, or change, the district disaster risk management policy framework are explained below. These steps are illustrated in Figure 1 at the end of this section.

1. All recommendations on issues relating to disaster risk management policy must be submitted to the Waterberg District Municipal Disaster Risk Management Centre.
2. The municipal disaster risk management centre must ensure that policy recommendations are consistent with the DM Act, the Waterberg Provincial Disaster Risk Management Policy Framework and the NDMF, are properly formulated and include details of any financial, constitutional, human resource and interdepartmental implications.
3. The municipal disaster risk management centre must submit the proposed policy framework, or any amendments to the existing policy framework, to the Waterberg District Municipal Disaster Risk Management Advisory Forum for technical consideration, comment and recommendations.
4. The municipal disaster risk management centre must submit the proposed policy framework, or any amendments to the policy framework, to any portfolio or standing committee/s of the district municipality for assessment, comment and recommendations.
5. The disaster risk management centre must then submit the proposed policy framework, or any amendments to the existing policy framework, to the Waterberg District Intermunicipality Committee on Disaster Risk Management (DICDRM) and the Waterberg District Intergovernmental Forum for consideration, comment and recommendations.
6. Having taken into account the recommendations of the advisory forum, the portfolio or standing committee/s, the DICDRM and the district intergovernmental forum, the disaster risk management centre must make the necessary changes to the proposed policy framework, or make amendments to the existing policy framework, before submitting it to the district council.
7. The district council must make particulars of the proposed policy framework, or any amendments to the policy framework, available for public comment in compliance with section 21 of the Local Government: Municipal Systems Act No. 32 of 2000.
8. After taking into account public comments and having made the necessary changes to the policy framework, the municipal disaster risk management centre must submit the final proposed policy framework, or any amendments to the existing policy framework, to the office of the Executive Mayor (or Mayor).

9. After the district council has considered and adopted the proposed policy framework, or the amendments to the existing policy framework, the policy framework must be published in the provincial gazette before implementation. (Note: This is not mandatory but it is recommended.)
10. The municipal disaster risk management centre is responsible for the execution of the prescribed policy framework and for processing any subsequent amendments to the policy framework.

### **Process for dealing with recommendations made by municipalities that may have an impact on provincial or national disaster risk management policy**

The municipal disaster risk management centre is responsible for sending comments and recommendations that may impact on national and/or provincial policy to the relevant disaster risk management centres, that is, the National Disaster Management Centre (NDMC) and the provincial disaster risk management centre. The steps required to do this are explained below and shown in Figure 1 at the end of this section.

1. All recommendations on issues relating to disaster risk management policy must be submitted to the Waterberg District Municipal Disaster Risk Management Centre.
2. The municipal disaster risk management centre must ensure that recommendations are properly formulated and that they include details of any financial, constitutional, human resource and interdepartmental implications.
3. The municipal disaster risk management centre must submit the recommendations to the Waterberg District Municipal Disaster Risk Management Advisory Forum for comment and recommendations.
4. The disaster risk management centre must then forward all proposed recommendations and comments that may affect national disaster risk management policy to the NDMC. Recommendations and comments that may affect disaster risk management policy in the province must be sent to the provincial disaster risk management centre for further processing.

Figure 1 below illustrates all the steps that need to be taken when establishing, or changing, a disaster risk management policy framework. It also shows the steps that need to be taken when recommendations for changes to the policy framework are likely to affect provincial and national disaster risk management policy.

Figure 1: Processes for developing, adopting and changing the district municipality's disaster risk management policy

