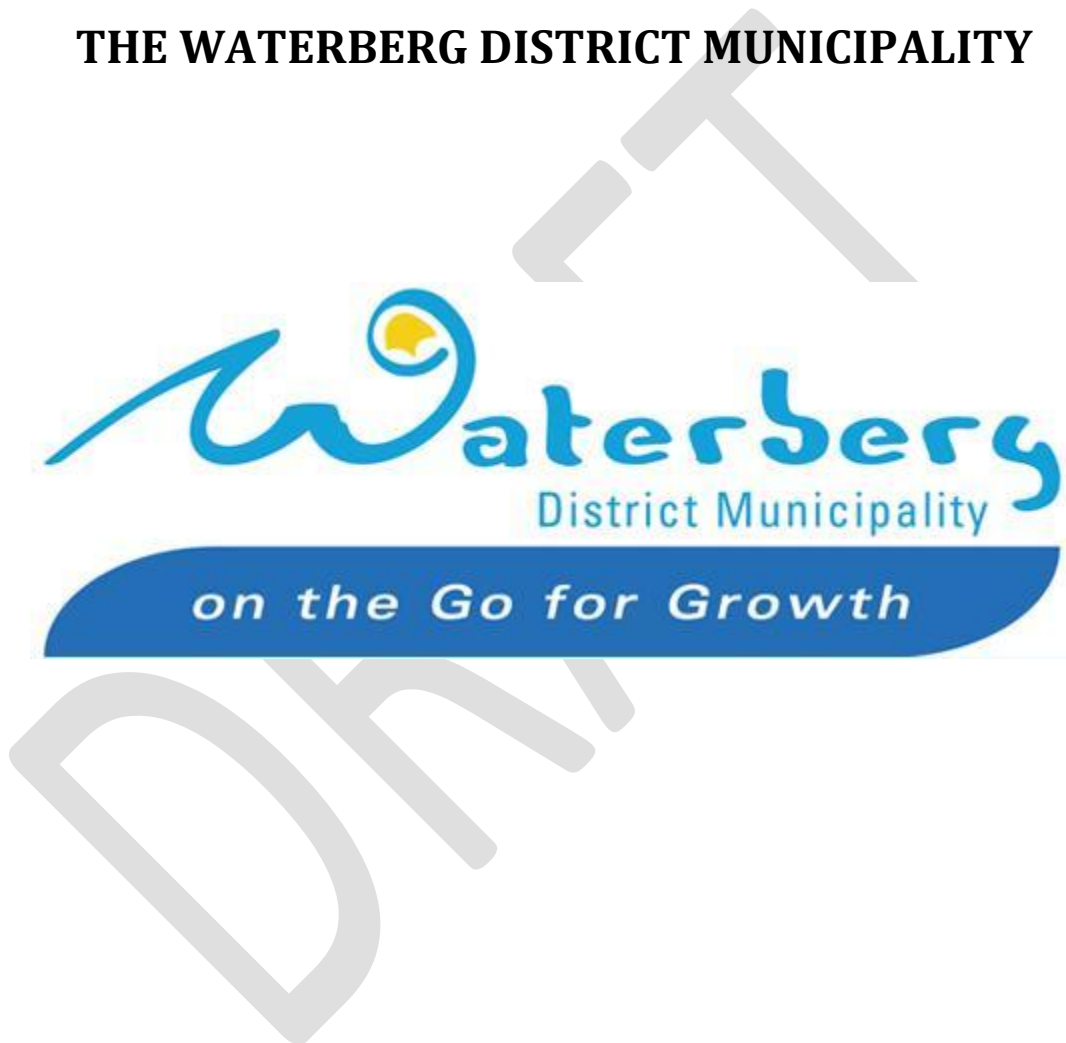


**THE DISASTER RISK MANAGEMENT POLICY  
FRAMEWORK**

**FOR**

**THE WATERBERG DISTRICT MUNICIPALITY**



## TABLE OF CONTENTS

1	Introduction .....	6
2	The Context of Disaster Risk Management in the Waterberg District Municipality .....	10
3	The Waterberg District Municipality's Disaster Risk Management Policy Framework .....	13
3.1	Purpose.....	13
3.2	Vision .....	14
3.3	Mission Statement .....	14
3.4	Legislation and policies .....	14
3.5	Structure of the municipal disaster risk management policy framework .....	16
4	Custodian of the disaster risk management policy framework of the district municipality.....	20
5	Key performance area 1: Integrated institutional capacity for disaster risk management in the district municipality.....	21
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 .....	23
5.2	Integrated direction and execution of policy.....	24
5.3	Integrated execution of disaster risk management policy across municipal departments and other municipal entities in the district municipality .....	27
5.4	Decentralised arrangements for disaster risk management across the area of the district municipality and local municipalities in the district .....	29
5.5	Integrated execution of policy in local municipalities in the district .....	29
5.6	Stakeholder participation and technical advice in the district municipality.....	30
5.7	Co-operation with the national and provincial spheres, neighbouring municipalities and international role players .....	32
5.8	Disaster risk management reports to the municipal council .....	36
6	Key performance area 2: Disaster risk assessment .....	38
6.1	Disaster risk assessment .....	38
6.2	Technical advisory committees.....	39
6.3	Disaster risk assessment reports.....	41
7	Key performance area 3: Disaster risk reduction .....	41
7.1	Disaster risk management plans .....	44
7.2	Review of the disaster risk management policy framework and disaster risk management plans.....	45
7.3	Monitoring the effectiveness of disaster risk reduction initiatives .....	45

7.4	Integrating disaster risk reduction plans into other developmental plans .....	45
8	Key performance area 4: Disaster response and recovery.....	46
8.1	Dissemination of early warnings.....	46
8.2	Disaster impact assessments .....	46
8.3	Classification of disasters and declaration of states of disaster .....	47
8.4	Disaster reviews and reporting .....	47
8.5	Integrated response and recovery operations.....	48
8.6	Relief measures .....	49
8.7	Integrated reconstruction and rehabilitation measures.....	50
9	Performance enabler 1: Information management and communication .....	51
9.1	Introduction.....	51
9.2	Data requirements .....	51
9.3	Requirements of the information management system and emergency communication network.....	51
10	Performance enabler 2: Education, training, public awareness and research (knowledge management).....	54
10.1	Introduction.....	54
10.2	Analysis of disaster risk management education, training and research needs and resources in the district municipality.....	54
10.3	An education and training framework for disaster risk management in the district municipality.....	54
10.4	Disaster risk management education and training programmes .....	54
10.5	An integrated public awareness strategy .....	55
10.6	Research programmes and information and advisory services.....	55
11	Performance enabler 3: Funding arrangements for disaster risk management .....	57

## **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.

## ACRONYMS AND ABBREVIATIONS

DICDRM	District Intermunicipality Committee on Disaster Risk Management
DM Act	Disaster Management Act No. 57 of 2002
DRM	Disaster Risk Management
DRMPF	Disaster Risk Management Policy Framework
ECN	Emergency Communication Network
FOP	Field Operations Plan
IDP	Integrated Development Plan
IMS	Information Management System
KPA	Key Performance Area
KPI	Key Performance Indicator
MDRMAF	Municipal Disaster Risk Management Advisory Forum
MIDRMC	Municipal Interdepartmental Disaster Risk Management Committee
MIDRP	Municipal Indicative Disaster Risk Profile
NDMC	National Disaster Management Centre
NDMF	National Disaster Management Framework
NGO	Non-Governmental Organisation
PDART	Provincial Disaster Assistance Response Team
PDRMAF	Provincial Disaster Risk Management Advisory Forum
PE	Performance Enabler
TAC	Technical Advisory Committee

# **WATERBERG DISTRICT MUNICIPALITY**

## **DISASTER RISK MANAGEMENT POLICY FRAMEWORK**

### **(WATERBERG DISTRICT MUNICIPALITY DRMPF)**

#### **1 Introduction**

The approach to disaster risk in South Africa has undergone major reform since 1994, when government took the decision to move away from the prevailing philosophy and practice that disasters were inevitable and could only be dealt with once they had occurred. As early as 1990, South Africa had aligned itself with new international developments in the field of disaster risk management. These included an emphasis on the use of disaster risk reduction strategies to build resilience and promote sustainable livelihoods among 'at risk' individuals, households, communities and environments. A wide process of consultation was embarked upon, which culminated in the publication of the Green Paper, in 1998 and the White Paper on Disaster Management, which was gazetted in 1999. The White Paper served to consolidate the reform of disaster risk management in South Africa by setting out the following seven key policy proposals:

1. The urgent integration of disaster risk reduction strategies into development initiatives.
2. The development of a strategy to reduce the vulnerability of South Africans, especially poor and disadvantaged communities, to disasters.
3. The establishment of a National Disaster Management Centre (NDMC) to:
  - ensure that an effective disaster risk management strategy is established and implemented;
  - coordinate disaster risk management at various levels of government; and

- promote and assist the implementation of disaster risk management activities in all sectors of society.
4. The introduction of a new disaster risk management funding system which:
    - ensures that disaster risk reduction measures are taken;
    - builds sufficient capacity to respond to disasters; and
    - provides for adequate post-disaster recovery.
  5. The introduction and implementation of a new Disaster Management Act which:
    - brings about a uniform approach to disaster risk management;
    - seeks to eliminate the confusion created by current legislation regarding declarations of disasters; and
    - addresses legislative shortcomings by implementing key policy objectives outlined in the White Paper.
  6. 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.
  7. The establishment of a framework for coordinating and strengthening training and community awareness initiatives.

The seven policy proposals became the essence of the DM Act, which was promulgated in 2002.

In giving effect to the fact that disaster risk management is the responsibility of a wide and diverse range of role players and stakeholders, the DM Act emphasises the need for uniformity in approach and the application of the principles of co-operative governance. In this regard, it calls for an integrated and coordinated disaster risk management policy, which focuses on risk reduction as its core philosophy. In addition, the DM Act calls for the establishment of disaster risk management centres in the three spheres of government to pursue the direction and execution of disaster risk management legislation and policy in South Africa. The Act also places particular emphasis on the

engagement of communities and the recruitment, training and participation of volunteers in disaster risk management.

In terms of a proclamation in Government Gazette, Vol. 465, No. 26228 of 31 March 2004, the President proclaimed 1 April 2004 as the date of commencement of the DM Act in the national and provincial spheres and 1 July 2004 in the municipal sphere.

In order to achieve consistency in approach and uniformity in the application of the DM Act, section 6 of the Act mandates the Minister to prescribe a national disaster management framework. In accordance with this mandate, the National Disaster Management Framework (NDMF) was gazetted on 29 April 2005 (Government Gazette, Vol. 478, No. 27534).

In pursuance of the national objective, each district and metropolitan municipality is, in terms of section 42 of the DM Act, mandated to establish and implement a policy framework for disaster risk management aimed at ensuring an integrated and uniform approach to disaster risk management in its jurisdiction by:

- all municipal organs of state;
- statutory functionaries of municipalities;
- local municipalities and statutory functionaries of the local municipalities (in the case of district municipalities);
- all municipal entities operating in the area of the district municipality;
- non-governmental organisations (NGOs) involved in disaster risk management in the area; and
- the private sector.

Section 28 of the DM Act makes similar provisions for the establishment and implementation of a disaster risk management framework in the provincial sphere.



Provincial and municipal disaster risk management policy frameworks must be consistent with the DM Act and the NDMF.

The disaster risk management policy framework of the Waterberg District Municipality is thus the instrument which gives effect to these legislative imperatives.

DRAFT

## **2 The Context of Disaster Risk Management in the Waterberg District Municipality**

Waterberg District Municipality is a Category C municipality found in the Limpopo province. It is geographically located on the western part of Limpopo province and shares its five-border control point with Botswana, namely Groblersbrug, Stockpoort, Derdepoort, Zanzibar and Platjan. It is strategically located in sharing its borders with Capricorn District Municipality in the north and Sekhukhune District Municipality in the east. The south-western boundary abuts the North West, while the Gauteng province lies on the south-eastern side. The Waterberg District Municipality comprise of six local municipalities, namely Bela-Bela, Lephalale, Modimolle, Mogalakwena, Mookgophong and Thabazimbi.

Irrigation is the largest consumer of water with an estimated 73% of the total water requirements in the WMA. Efficient irrigation systems are necessary to optimize water utilization. The urban and mining sectors are one of the significant consumers of water in this district. Urbanisation is increasingly becoming common in main centres of Modimolle, Mookgophong faced with inadequate water services. In some local municipalities such as Mogalakwena, Lephalale and Modimolle between 86 to 97.5% of the rural population are below RDP level of water supply.

Veld fires are regarded as a major risk to environmental, economic and social assets and can cause considerable damage to livelihood. Veldt fires are particularly prevalent in the area northwest of Bela-Bela local municipality and alongside the N1 and the R101, which often creates a danger to the traffic in the region. Eskom power lines are also vulnerable to veldt fires, resulting in outages. Outages have been reported in the area close to Lephalale. The tourism sector is negatively affected by veldt fires as a result of the loss of game within the game reserves resulting in loss of income to the area.

Informal settlements located in the north east of the town of Bela-Bela are also at risk to veld fires.

The district is rich in minerals and holds 40% of South Africa's remaining coal. The Bela-Bela local municipality is a transit area for heavy traffic often transporting hazardous chemicals by road and rail. Road transportation is via the N1, the R101 and the rail network to various parts of the province and the country. The volume and frequency of traffic in these routes is very high and this poses a high risk to commuters. Many road and rail accidents occur in the industrial areas due to the movement of heavy trucks and goods trains through the town. In most cases this is often exacerbated by inadequate emergency response facilities.

The N1 highway which passes through Bela-Bela local municipality facilitates the movement of goods mainly from mining areas to Gauteng. Other main routes include the R35 and R516. The risk is considered to be low on the N1 and R101 but increase during long weekends, school events and festive season.

Air pollution is common in most industrial areas, although mainly in mining areas such as Thabazimbi and Mogalakwena. Mookgophong currently functions as the air pollution monitoring station in the district, although there is a great need for more stations to be established in other areas of the district.

Groundwater is the primary source of water to most rural and informal settlements. Drastic actions are necessary to minimize the impacts of the mining activities and pit latrines from informal settlements on groundwater quality. An investigation on the possibilities of polluted water from old and abandoned mines (e.g. Union Tin Mine) needs to be undertaken to identify and remedy the impacts. The extent of groundwater contamination in the Musina copper (from northern portion of the Lephalale to east) mine is unknown.

Densely populated informal settlements exist in the catchments near Mokopane with poor sanitation levels coupled with the extensive agricultural activities and intensive use of fertilizers in some areas of Lephalale, local municipalities could impact groundwater quality. In the Mokolo catchment the rapid expansion of informal settlements and pollution from the Grootgeluk Coal Mine could have negative consequences for groundwater quality.

It is in the context of the disaster risk profile of the Waterberg District Municipality that this policy framework pursues the core philosophy of disaster risk reduction through vulnerability reduction and resilience building, by placing priority on developmental initiatives.

### **3 The Waterberg District Municipality's Disaster Risk Management Policy Framework**

#### **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 Policy Framework of the Province of the Limpopo (LP PDRMPF) and other applicable legislation) within the Waterberg 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 ofall policies, plans, strategies, programmes and projects which are aimed at achieving the vision and mission statement; goals; strategic objectives; and key performance indicators for DRM in the municipality.

This policy framework also serves to guide the development and implementation of uniform and integrated disaster risk management policy and plans in the Bela-Bela, Lephalale, Modimolle, Mogalakwena, Mookgophong and Thabazimbi local municipalities in the Waterberg District Municipality.

### **3.2 Vision**

Our vision, which is consistent with that of the Province of the Limpopo, is to empower the communities to achieve integrated disaster risk management and to ensure resilience within a safe and secure environment conducive to sustainable development and livelihoods.

### **3.3 Mission Statement**

Our mission, which is also consistent with that of the Province of the Limpopo, is to mainstream the effective and efficient management of multi-disciplinary and multi-sectoral disaster risk management in the Waterberg District Municipality, through effective planning, preparedness and coordinated capacity building for disaster risk reduction.

### **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 Waterberg District. 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<sup>1</sup>.

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 the Council of the Waterberg District Municipality.

This policy framework, which establishes the policy of the council of the Waterberg 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

---

<sup>1</sup> White Paper on Disaster Management, Government Gazette No. 19676, Notice 23 of 1999

Limpopo; and is compliant with all applicable legislation, regulations, standards, codes and practices for DRM in the Waterberg District Municipality.

### **3.5 Structure of the municipal disaster risk management policy framework**

#### **3.5.1 Structure**

In an effort to promote consistency; joint standards of practice; this policy framework is based on the guidelines published by the NDMC<sup>2</sup>. Furthermore 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 Limpopo Provincial DRMPF – 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**

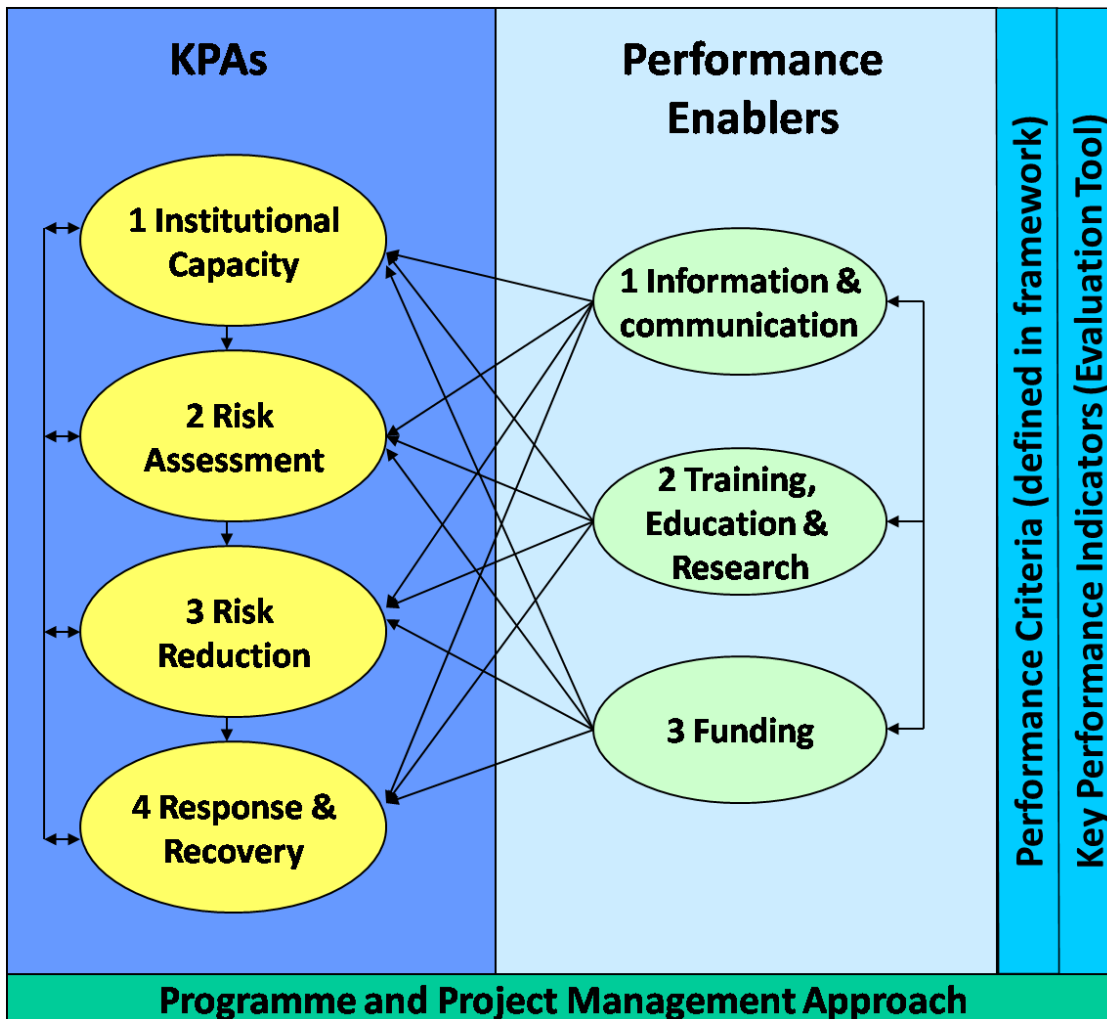
---

<sup>2</sup> South African Disaster Risk Management Handbook Series: District municipalities (Version 1.1)

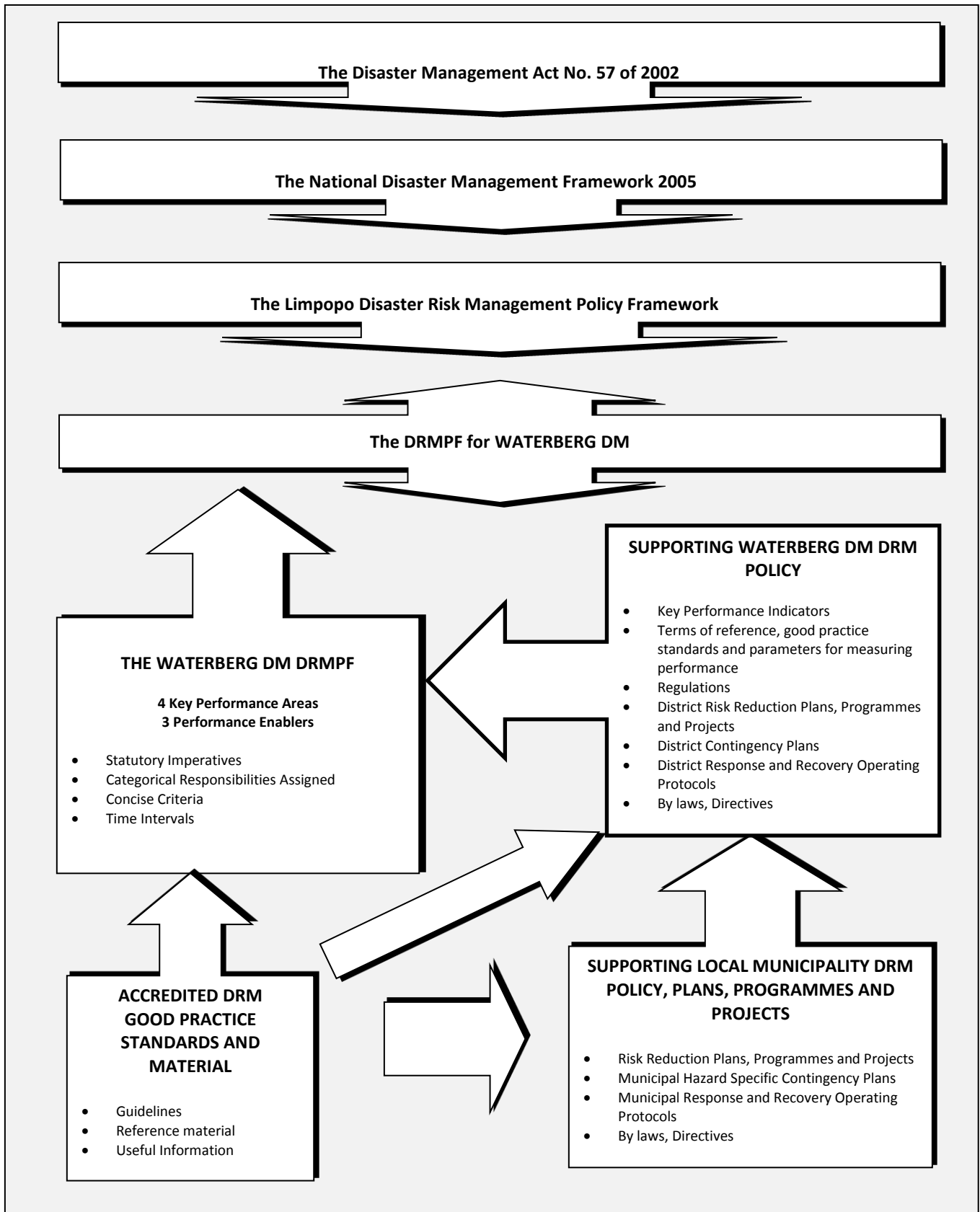


Clearly whilst each performance enabler is applicable to each KPA there are also inextricable interdependencies between the performance enablers themselves.

**Diagram 1: The interdependencies between the 4 KPAs and 3 PEs in the Waterberg District Municipality Disaster Risk Management Policy Framework**



**Diagram 2: The scope and structure of the Waterberg District Municipality DRMPF**



### 3.5.2 Legal imperatives

The word 'must' is used in the disaster risk management policy framework to emphasise the statutory obligations or imperatives inherent in the policy framework. It is also used to ensure clear interpretation of the provisions of the framework and to eliminate any ambiguity as to **what** must be done in the execution of each imperative for the relevant KPAs or PEs.

The policy framework assigns categorical responsibilities to ensure clarity as to **who** must execute the imperatives. Where applicable, concise performance criteria are defined to provide clear parameters as to **how, why** and **where** the imperatives must be carried out. Where relevant, time intervals are provided to define **when** and/or **how frequently** the imperatives must be performed.

Where it is necessary to amplify the performance criteria defined in the policy framework, a range of guiding mechanisms are contained in supporting policy documents. These documents are aimed at establishing specific parameters for compliance with the relevant imperatives and key performance indicators (KPIs) for each KPA and PE. These policy documents must be read in conjunction with this policy framework. They include terms of reference, organisational and administrative arrangements, and the scope of responsibilities and/or activities of different role players in disaster risk management, operating protocols, templates and good practice methods.

Furthermore, in compliance with the DM Act, the imperatives and key performance indicators for each KPA or PE are summarised in a table at the end of this policy framework. The imperatives and KPIs provide the mechanisms against which the application of legislation and policy can be evaluated.

The supporting policy documents are also aimed at ensuring that the national objective of uniformity and integration in the execution of disaster risk management legislation

and policy in the district municipality is achieved. They are therefore additional legal instruments to the policy framework and, as such, carry **the same statutory obligation and status** as the disaster risk management policy framework itself.

#### **4 Custodian of the disaster risk management policy framework of the district municipality**

The municipal council of the Waterberg District Municipality is the custodian of the disaster risk management policy framework.

The head of the Waterberg Municipal Disaster Risk Management Centre is responsible for:

- establishing mechanisms for the development and implementation of the disaster risk management policy framework;
- ensuring the regular review and updating of the policy framework;
- ensuring that the policy frameworks and any amendments thereto, as prescribed by section 42 of the DM 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 Limpopo disaster risk management centre;
  - the local municipalities in the district municipality;
  - the disaster risk management centres of neighbouring municipalities; and
  - all relevant role players and stakeholders.

## **5 Key performance area 1: Integrated institutional capacity for disaster risk management in the district municipality**

Section 42 of the DM Act requires a district municipality to establish a municipal disaster risk management centre and to establish mechanisms that will promote an integrated, coordinated and uniform approach to disaster risk management in its area by:

- the district municipality and the statutory functionaries of the district municipality;
- the local municipalities and the statutory functionaries of the local municipalities in the district municipality's area;
- all municipal entities operating in its area;
- all non-governmental institutions involved in disaster risk management in its area; and
- the private sector.

The Act also places explicit emphasis on the application of the principles of co-operative governance and stakeholder participation as well as on co-operation with role players in the region and internationally. This KPA provides the policy for establishing the institutional arrangements necessary to give effect to these requirements.

Diagram 3 at the end of this section provides an overview of the institutional arrangements for disaster risk management in the Waterberg District Municipality.

In terms of Chapter 5 of the DM Act, the municipal council is responsible for ensuring the implementation of the DM Act and makes all policy decisions in relation to disaster risk management for the area of the district municipality. To achieve the objectives and comply with the requirements of the DM Act, the municipal council:

- Must establish a disaster risk management centre for the Waterberg District Municipality and, in accordance with section 1.2.1 of the NDMF, the centre 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 the municipal council in terms of the DM Act, the NDMF, the disaster risk management policy framework of the province and other related regulations and directives.
- Must establish joint standards of practice for departments and entities with responsibilities for disaster risk management in the district 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 of the Republic of South Africa in the implementation of the DM Act in the district municipality.
- Must establish mechanisms, through a District Intermunicipality Committee on Disaster Risk Management, the district intergovernmental forum, the Mayoral Committee and other intermunicipality forum/s, for coordinated disaster risk management between the Waterberg District Municipality, local municipalities in the district and neighbouring municipalities. Such mechanisms must include 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 Waterberg District Municipality (section 54(2) of the DM Act).
- May, in the case where an event has been classified by the head of the Waterberg Municipal Disaster Risk Management Centre as a local disaster, declare, by notice in the provincial gazette, a local state of disaster if existing legislation and contingency arrangements do not adequately provide for the municipal council to deal effectively with the disaster, or if other special circumstances warrant such declaration (section 55 of the DM Act).

- May, if a local state of disaster has been declared, make and/or invoke by-laws, issue directions or authorise the issue of directions (section 55 of the DM Act).
- Must, on receiving a report from the Executive Mayor (or Mayor, as the case may be), take the necessary action in terms of section 60(1) of the DM Act in the event that a municipal department or other municipal entity fails to submit information requested by the Waterberg Municipal Disaster Risk Management Centre or fails to submit a copy of its disaster risk management plan or any amendments to the plan to the centre (sections 46(2)(a) and (b) and section 52(2)(b) of the DM Act).

### **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**

The Executive Mayor must establish a District Intermunicipality Committee on Disaster Risk Management (DICDRM) in the Waterberg District Municipality. The Councillor responsible for the DRM Portfolio is the chairperson of the DICDRM. The DICDRM is accountable to Council and must function in accordance with documented terms of reference approved and adopted by Council. The terms of reference must be documented as supporting policy to this framework.

The Waterberg DICDRM must establish mechanisms for the development and adoption of DRM policy.

The municipal council is responsible for establishing a disaster risk management policy framework that makes provision for an integrated, coordinated and uniform approach to disaster risk management in the Waterberg District Municipality.

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 municipality and is responsible for:

- advising and making recommendations to the municipal 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 framework for the district municipality and for any amendments to the policy framework;
- ensuring that there is uniformity in the application of the disaster risk management policy framework amongst municipal departments and other municipal entities in the district municipality;
- ensuring that there is uniformity in the application of the disaster risk management policy framework in the district municipality and the local municipalities in the district;
- reporting to the municipal council on the coordination of disaster risk management in the district municipality, including the application of joint standards of practice; and
- making recommendations to the municipal council on the declaration of a local state of disaster.

## **5.2 Integrated direction and execution of policy**

In compliance with section 43 of the DM Act, the municipal 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 Disaster Risk Management Policy Framework of the Limpopo Province (section 5 (3)), the municipal disaster risk management centre must be placed closest to the highest authority in the municipality if the objectives of the DM Act are to be achieved.

The Executive Mayor (or Mayor) must designate the department within which the municipal disaster risk management centre must function.



### **5.2.1 Location of the municipal disaster risk management centre in the municipal area**

After consultation with the two local municipalities in the district (before the 2011 elections), Council, in compliance with section 43(2) of the Act, resolved that the Waterberg District Municipality DRMC be established and physically located at Council's headquarters in Mount Ayliff.

### **5.2.2 The municipal disaster risk management centre**

To optimally perform all statutory responsibilities for the direction and execution of the municipality's disaster risk management policy framework, the Waterberg Municipal Disaster Risk Management Centre must be adequately resourced in terms of personnel, systems and infrastructure. In this regard, it must comply with the minimum criteria for the employment of suitably skilled personnel, systems and infrastructure set out in the National Disaster Risk Management Guidelines and in any provincial guidelines and must be approved and adopted by the municipal council. The standards are documented as supporting policy to this framework<sup>3</sup>.

#### ***5.2.2.1 The head of the municipal disaster risk management centre***

In terms of section 45(1) of the DM Act, the municipal council must appoint a suitably qualified person as head of the municipal disaster risk management centre. The appointment is subject to the applicable provisions of the Local Government: Municipal Systems Act No. 32 of 2000<sup>4</sup> (known as the Systems Act).

---

<sup>3</sup> SP 3: Criteria for the Establishment and Operational Functioning of the Disaster Risk Management Centre in Waterberg District Municipality

<sup>4</sup> SP 4: Parameters for the Appointment of the Head of the Disaster Risk Management Centre and the Establishment of Key Performance Areas for Disaster Risk Management in the Waterberg District Municipality

The head of the Waterberg Municipal Disaster Risk Management Centre is responsible for the exercise by the centre of its powers and the performance of its duties. In this regard, the head takes all the decisions of the centre, except decisions taken by another person as a result of a delegation by the head of the centre. The head performs the functions of office in accordance with section 44 of the DM Act.

The head of the centre performs the functions of office:

- in accordance with the NDMF and the key responsibilities prescribed in the NDMF;
- in accordance with the disaster risk management policy framework of the Limpopo province;
- in accordance with the disaster risk management policy framework of the Waterberg District Municipality;
- subject to the municipal council's IDP and other directions of the council; and
- in accordance with the administrative instructions of the municipal manager.

#### ***5.2.2.2 Delegation or assignment of the powers of the head of the centre***

The head of the centre may, in writing, delegate any of the powers or assign any of the duties entrusted to the municipal centre in terms of the DM Act to a member of staff of the municipal disaster risk management centre. The municipal manager must give effect to such delegation or assignment of powers. Such delegation is, however, subject to limitations or conditions that the head of the centre may impose. Such delegation or assignment does not divest the head of the municipal disaster risk management centre of the responsibility concerning the exercise of the delegated power or the performance of the assigned duty.

The head of the municipal disaster risk management centre may confirm, vary or revoke any decision taken in consequence of a delegation or assignment, but no such variation or revocation of a decision may detract from any rights that may have accrued as a result of such a decision

### ***5.2.2.3 Decentralised arrangements for the integrated execution of disaster risk management policy in the area of the district municipality***

The head of the centre must establish mechanisms to ensure integration and joint standards of practice in the execution of disaster risk management policy throughout the Waterberg District Municipality.

## **5.3 Integrated execution of disaster risk management policy across municipal departments and other municipal entities in the district municipality**

In terms of the DM Act, the NDMF and the Limpopo Disaster Risk Management Policy Framework, each municipal department and each municipal entity must:

- determine its role and responsibilities in relation to disaster risk management;
- assess its capacity to fulfil those responsibilities; and
- develop and implement policy that is relevant for its functional area for the purpose of executing its disaster risk management responsibilities.

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 NGOs. The parameters of such assistance must be clearly defined in implementation protocols concluded in terms of section 35 of the Intergovernmental Relations Framework Act No. 13 of 2005, memoranda of understanding or mutual assistance agreements and must be included in the policy of the relevant municipal department or municipal entity<sup>5</sup>.

Disaster risk management responsibilities must be integrated into the routine activities of the various sectors and disciplines within the relevant municipal departments or

---

<sup>5</sup> SP 5: Standards for Mutual Assistance Agreements and Memoranda of Understanding

municipal entities and their substructures. These responsibilities must be reflected in the job descriptions of the relevant role players in each department or municipal entity and KPIs must be provided for the execution of those responsibilities.

The head of each municipal department or each municipal entity must identify and appoint a person to serve as the focal point for disaster risk management. The responsibilities of disaster risk management focal points must be executed in accordance with predetermined performance criteria and KPIs.

The disaster risk management policy of all municipal departments or other entities must be developed, approved and adopted within three years of the commencement of the DM Act. Once adopted the relevant policies must be incorporated as supporting policy to this framework<sup>6</sup>.

To give effect to the principles of co-operative governance and to ensure integration and uniformity among municipal departments in the execution of disaster risk management policy, the disaster risk management centre must establish a Municipal Interdepartmental Disaster Risk Management Committee (MIDRMC) for the district municipality.

The purpose of the MIDRMC 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 disaster risk management 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 DM Act. The MIDRMC must function in accordance with approved and adopted terms of reference, which define the

---

<sup>6</sup> SP 6: Policy of Municipal Departments and Other Municipal Entities for the Execution of Disaster Risk Management

composition and the scope of the committee's operations. The terms of reference must be documented as supporting policy to this framework<sup>7</sup>.

#### **5.4 Decentralised arrangements for disaster risk management across the area of the district municipality and local municipalities in the district**

The municipal council must, in consultation with all the local municipalities in the district, establish decentralised arrangements for disaster risk management. These arrangements must include the establishment of satellite centres in accordance with the standards defined and documented as supporting policy to this framework<sup>8</sup>.

The head of the municipal disaster risk management centre must establish mechanisms to ensure integration and joint standards of practice in the execution of disaster risk management policy across the local municipalities in the district.

#### **5.5 Integrated execution of policy in local municipalities in the district**

The municipal councils of local municipalities in the area of the Waterberg District Municipality must ensure that adequate institutional arrangements are in place for the execution of their responsibilities as required by the DM Act (in terms of sections 50, 52 and 53) and the NDMF (in terms of sections 1.3.1.3 and 1.3.2.2).

Each local municipality must establish and maintain a structure for the coordination of disaster risk management in its municipality. The purpose is to provide a *technical* forum which will ensure integrated, coordinated and uniform disaster risk management

---

<sup>7</sup> SP 7: The Establishment and Functioning of the Waterberg Municipal Interdepartmental Disaster Risk Management Committee (MIDRMC)

<sup>8</sup> SP 8: Standard for the Establishment of Satellite Disaster Risk Management Centres

planning and operations within the municipality and make provision for stakeholder participation.

The head of the municipal disaster risk management centre must, through a process of consultation with all local municipalities in the district, facilitate the development, adoption and implementation of uniform criteria for the following:

- The establishment of institutional arrangements and organisational mechanisms for the integrated execution of disaster risk management policy in all local municipalities in the district, including arrangements for the engagement of stakeholder participation, the inclusion of indigenous knowledge and technical advice. Such arrangements must include the establishment of disaster risk management structures and mechanisms in municipal wards.
- The integration of disaster risk management planning and operations into municipal IDPs and other developmental programmes of all local municipalities in the district.

The criteria must be clearly defined, documented and adopted as policy by the district and all local municipalities. The mechanisms must be clearly defined and documented as supporting policy to this framework<sup>9</sup>.

## **5.6 Stakeholder participation and technical advice in the district municipality**

The head of the municipal disaster risk management centre must establish arrangements to enable stakeholder participation and the engagement of technical advice in disaster risk management planning and practice in the district municipality.

---

<sup>9</sup> SP 9: Standard for the Integrated Execution of Disaster Risk Management Policy in Local Municipalities

Such arrangements must include but need not be confined to:

- Establish a Municipal Disaster Risk Management Advisory Forum (MDRMAF). The MDRMAF must be composed of representatives of all key disaster risk management stakeholders in the municipality, representatives of the local municipalities in the district, the head/s of neighbouring municipal disaster risk management centres, representative/s of the Limpopo Disaster Risk Management Centre, technical experts, institutions of higher education and the private sector. The forum must function in accordance with terms of reference that define the composition and scope of its operations. Such terms of reference must be included in the supporting policy to this policy framework<sup>10</sup>.
- Establish technical task teams and task them with the development and implementation of disaster risk management plans 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 and plans for response and recovery operations, vulnerability reduction, specific priority risk reduction programmes and projects for high-risk groups, communities, areas and developments with multiple vulnerabilities and any other relevant disaster risk management programmes and operations in the municipality. Technical task teams must develop their own terms of reference which define the minimum composition of the team, scope of operations, responsibilities, reporting, budgeting and time frames for each project.
- The management of all disaster risk management projects undertaken in the municipality must be methodologically and technologically compliant with the specifications approved and adopted by the NDMC.

---

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

- A programme for the recruitment, training and participation of volunteers in disaster risk management in the municipality should be developed, adopted and implemented.

The standards must be clearly defined and documented as supporting policy to this framework.

## **5.7 Co-operation with the national and provincial spheres, neighbouring municipalities and international role players**

The disaster risk management centre must establish mechanisms to ensure the application of the principles of co-operative governance and to forge links with all neighbouring municipalities for the purposes of integrating and coordinating disaster risk management initiatives, planning and operations, establishing joint standards of practice and fostering co-operation with international role players in the field of disaster risk management.

### **5.7.1 Co-operative governance**

The disaster risk management centre must develop and maintain mechanisms to ensure that effect is given to the principle of co-operative governance. These mechanisms must include but need not be confined to:

- Strengthening capacity by facilitating and fostering partnerships between relevant existing structures, organisations and institutions and engaging skills and expertise within the district municipality, other municipalities, institutions of higher learning, the private sector, NGOs and communities.
- Developing and adopting minimum criteria for intergovernmental implementation protocols, mutual assistance agreements and memoranda of understanding<sup>11</sup>.

---

<sup>11</sup> SP 5: Standards and Templates for MAAs and MOUs



- Concluding intergovernmental implementation protocols, mutual assistance agreements and memoranda of understanding with alliance partners.

### **5.7.2 Co-operation with the provincial disaster risk management centre and with neighbouring municipal disaster risk management centres (and with disaster risk management authorities in neighbouring states)**

The disaster risk management centre must establish and maintain mechanisms to facilitate co-operation with the Limpopo Disaster Risk Management Centre, neighbouring disaster risk management centres and with disaster risk management authorities in neighbouring countries. These mechanisms must include but need not be confined to:

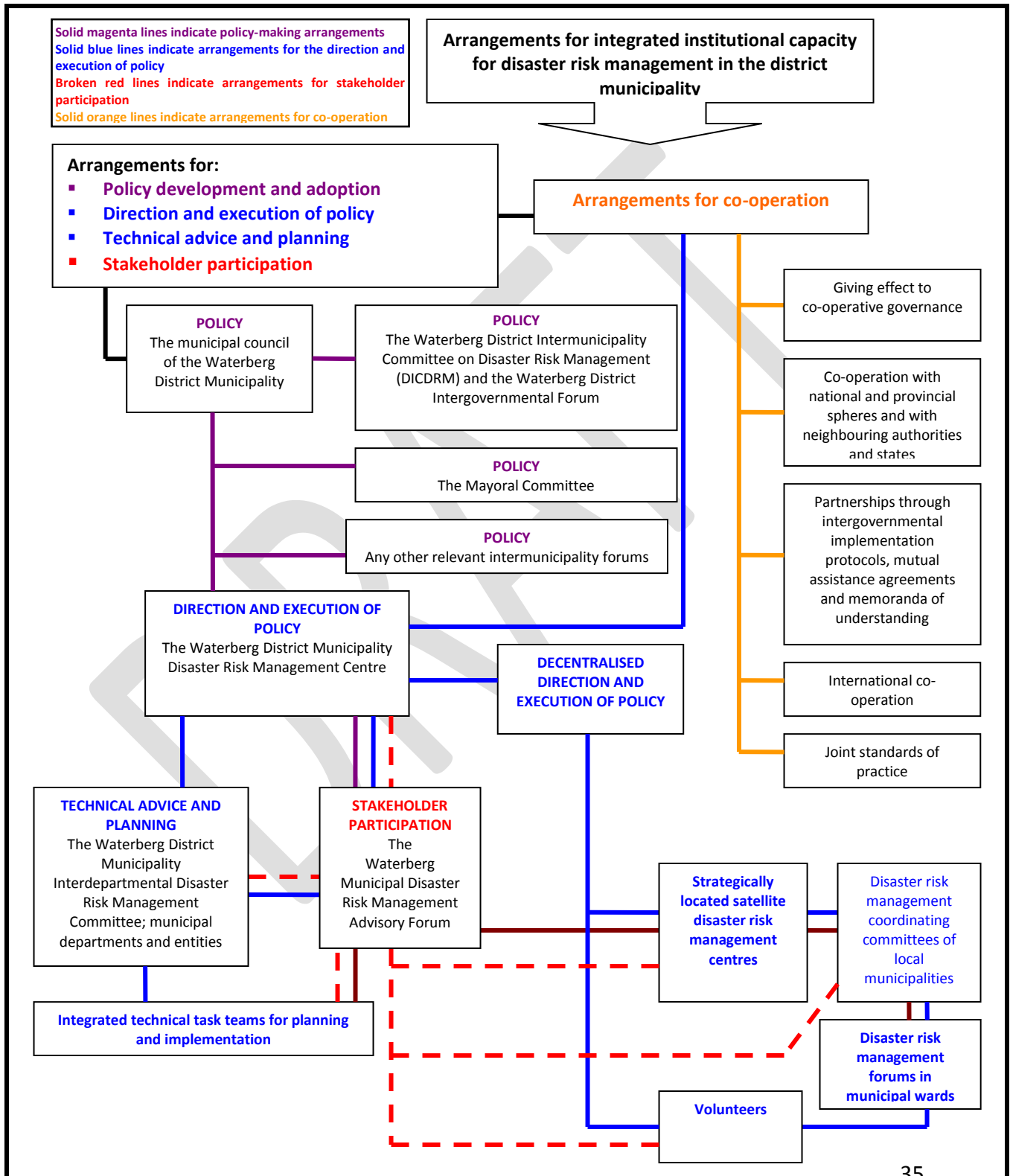
- participation of the Executive Mayor (or Mayor) in discussions and consultations on disaster risk management matters at the Limpopo intergovernmental forum (section 18 of the Intergovernmental Relations Framework Act No. 13 of 2005);
- participation of the head of the municipal disaster risk management centre in the Limpopo Disaster Risk Management Advisory Forum (PDRMAF);
- participation by the head of the municipal disaster risk management centre in meetings convened by the head of the Limpopo Disaster Risk Management Centre with the heads of all the municipal disaster risk management centres in the province;
- participation in any Limpopo Disaster Assistance Response Teams (PDARTs);
- participation by the head of the municipal disaster risk management centre in the MDRMAFs of neighbouring municipalities as well as in planning and technical task teams for specific identified priority cross-boundary risks;
- inviting the heads of neighbouring disaster risk management centres to participate in the MDRMAF as well as in planning processes by technical task teams for specific identified priority cross-boundary risks;

- participation by the head of the municipal disaster risk management centre in the IDP and other developmental planning structures; and
- development and implementation of mechanisms for:
  - information sharing;
  - joint standards for information management systems and for strategic communication links;
  - compilation of directories of institutional role players and resource databases;
  - submission of disaster risk management plans, reports and reviews to other spheres and to neighbouring centres; and
  - reciprocal co-operation with disaster risk management authorities in neighbouring states and participation in relevant disaster risk management planning structures for specific, identified cross-boundary risks as well as for any other disaster risk management matters such as the dissemination of early warnings (if applicable).

### **5.7.3 International co-operation**

The Waterberg Municipal Disaster Risk Management Centre must identify and establish mechanisms to enable the municipality to participate internationally in disaster risk management 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 functions in other countries.

**Diagram 3: An overview of the arrangements for integrated institutional capacity for disaster risk management in the district municipality**



## **5.8 Disaster risk management reports to the municipal council**

In order for the municipal council to continuously monitor the implementation of the requirements of the DM Act and the execution of the municipal disaster risk management policy framework, all municipal departments in the district municipality and other municipal entities operating in the municipal area must include in their reports to the council detailed performance reports on their disaster risk management activities.

### **5.8.1 Annual reports**

In compliance with section 50 of the DM Act, the Waterberg Municipal Disaster Risk Management Centre must, within 30 days of the end of the financial year, submit an annual report to the municipal council on its activities during the year. The report must be prepared in consultation with the local municipalities in the district.

The centre must, at the same time that its annual report is submitted to the municipal council, submit a copy of the report to the NDMC, the Limpopo Disaster Risk Management Centre and the local municipalities in the district municipality's area.

### **5.8.2 Performance reports**

The Waterberg Municipal Disaster Risk Management Centre must submit a report on its performance to 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. Performance reports must be prepared according to a predetermined format based on the KPIs of the centre.

### **5.8.3 Reports on priority risk reduction planning**

The Waterberg Municipal Disaster Risk Management Centre must submit a report to the municipal council before the end of July each year. The report must include:

- the disaster risks that were identified in the disaster risk assessment report as priorities;
- risk reduction initiatives, strategies, plans and actions developed and implemented by municipal departments and other municipal entities to avert or limit priority risks during the year under review; and
- priority risk reduction initiatives, strategies, plans and actions for inclusion by municipal departments and other municipal entities in the municipal council's Integrated Development Plan (IDP) for the ensuing year (section 3.2.4 of the NDMF).

## **6 Key performance area 2: Disaster risk assessment**

### **6.1 Disaster risk assessment**

The Waterberg Municipal Disaster Risk Management Centre must conduct a comprehensive disaster risk assessment for the district municipality's area in accordance with national and provincial requirements. The disaster risk management centre must also implement mechanisms for the on-going monitoring of disaster risk in the municipal area and risks prevailing in neighbouring jurisdictions that may pose a risk to the district municipality's area.

The disaster risk assessment must inform disaster risk management planning and the development and application of disaster risk reduction policies in the district municipality's area. It must also be used to guide priority setting for risk reduction programmes undertaken by national and provincial organs of state, municipal departments, municipal entities and other role players in the municipal council's jurisdiction.

The disaster risk management centre must ensure that the methodology used in all disaster risk assessments undertaken in the municipal area is consistent with predetermined specifications based on national (and, if applicable, provincial) requirements<sup>12</sup>.

The specifications for conducting the disaster risk assessment must include the criteria for, but need not be confined to, the following components:

---

<sup>12</sup> SP 11: Template for the development of specifications for the commissioning of a disaster risk assessment for a district municipality, issued by the NDMC.

- assessing disaster risk;
- generating a Municipal Indicative Disaster Risk Profile (MIDRP) for the district municipality;
- risk and hazard mapping; and
- the implementation of mechanisms by the Waterberg Municipal Disaster Risk Management Centre to ensure:
  - the interfacing of disaster risk assessment findings with disaster risk management planning;
  - the assignment of responsibilities for the monitoring, updating and disseminating of disaster risk information; and
  - the development and implementation of mechanisms to ensure quality control in the conduct of disaster risk assessments and the application of assessment findings.

The Waterberg Municipal Disaster Risk Management Centre must ensure that all departments and other municipal entities with responsibilities for disaster risk management in both the district municipality and the local municipalities in the district conduct systematic disaster risk assessments prior to the implementation of any risk reduction programmes. The centre must ensure 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 the municipal area. It is also the centre's responsibility to ensure that disaster risk assessments are undertaken when indicators suggest changing patterns of risk that could increase the risk of significant disaster impacts in the municipal area.

## **6.2 Technical advisory committees**

A technical advisory committee (TAC) must be appointed by the municipal disaster risk management centre prior to commissioning any disaster risk assessments for the district municipality. The purpose of the TAC is to provide scientific and technical advice, to

monitor the progress of disaster risk assessment projects and to assist with the validation and/or interpretation of the findings.

In addition, any municipal department and/or municipal entity in the district municipality or a department and/or municipal entity in any of the district's local municipalities intending to commission a disaster risk assessment for its functional area may appoint a TAC to provide scientific and technical advice, to monitor the progress of the disaster risk assessment project and to assist with the validation and/or interpretation of the findings.

A TAC must function in accordance with predetermined terms of reference, which must be documented and submitted<sup>13</sup> to the Waterberg Municipal Disaster Risk Management Centre for approval before being formally adopted by the TAC.

The relevant departments and municipal entities in the district municipality as well as those in the local municipalities in the district must, in consultation with the municipal disaster risk management centre, determine the intervals at which disaster risk assessments for their functional areas should be reviewed.

All proposed disaster risk assessments planned by departments and municipal entities in the district municipality and in local municipalities in the district must be submitted to the Waterberg Municipal Disaster Risk Management Centre. These proposed assessments must also be sent to the Limpopo Disaster Risk Management Centre and the NDMC for technical review and approval before being commissioned.

---

<sup>13</sup> SP 12: Terms of Reference for the Establishment and Functioning of Technical Advisory Committees for the Waterberg District Municipality



### **6.3 Disaster risk assessment reports**

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 must be submitted to the Waterberg Municipal Disaster Risk Management Centre. The centre must send copies of these to the Limpopo Disaster Risk Management Centre and the NDMC for technical validation of findings by the national and provincial TACs before any plans, projects, programmes, initiatives and risk and hazard maps based on the assessment findings are initiated.

## **7 Key performance area 3: Disaster risk reduction**

The core principles of disaster risk reduction are intrinsic to the disaster risk management policy of the Waterberg District Municipality.

Building a resilient people, environment and infrastructure in the district municipality is the combined responsibility of all stakeholders with disaster risk management responsibilities in the district municipality. The development and implementation of disaster risk management plans and programmes that focus on integrating disaster risk reduction into ongoing developmental programmes and initiatives is a strategic priority for all municipal departments and other entities in both the Waterberg District Municipality and the local municipalities in its area.

The disaster risk management policy framework and disaster risk management plans are the strategic mechanisms through which the core principles of disaster risk reduction are integrated and coordinated across the departments within the district municipality; across the departments within local municipalities and between the district municipality; the local municipalities and any other entities operating in the area of the district municipality.

This disaster risk management policy framework is also the guiding and coordinating policy instrument for ensuring a uniform approach to disaster risk management by all role players and stakeholders, including parastatals, non-governmental organisations, the private sector, institutions of higher learning and communities.

The disaster risk management centre of the Waterberg District Municipality is responsible for facilitating the development, adoption and implementation of the disaster risk management policy framework and plans in its area in consultation with relevant role players and stakeholders and for their regular review and updating.

The disaster risk management plans of the Waterberg District Municipality and of the local municipalities are core components of municipal IDPs.

Diagram 4 reflects the relationship between disaster risk management frameworks and disaster risk management plans *across* departments within district and local municipalities and *between* district and local municipalities. It also provides an illustration of the various components of disaster risk management plans for a district municipality, namely:

- response and recovery planning components;
- strategic developmental planning component for vulnerability reduction (common vulnerabilities); and
- specific risk reduction planning components.



## **7.1 Disaster risk management plans**

The Waterberg Municipal Disaster Risk Management Centre must develop and implement a framework for disaster risk management planning in the Waterberg District Municipality. This framework must be consistent with the national disaster risk management planning framework to ensure the adoption of a uniform methodology to achieve integrated, holistic and coordinated planning. The planning framework must set out the minimum requirements for the composition and scope of the municipality's disaster risk management plans<sup>14</sup>.

Each department and each municipal entity in the district municipality, as well as municipal departments and municipal entities in the local municipalities in the district with disaster risk management responsibilities, must develop and submit disaster risk management plans to the Waterberg Municipal Disaster Risk Management Centre, NDMC and the Limpopo Disaster Risk Management Centre.

The disaster risk management centre must identify primary and support agencies and must assign responsibilities to the identified agencies for the development and implementation of each priority disaster risk management plan, programme and project in the area of the Waterberg District Municipality.

The disaster risk management centre must prescribe deadlines for the submission of disaster risk management plans by departments and municipal entities in the district municipality and in the local municipalities in the district.

---

<sup>14</sup> SP 13: Standards and Scoping of Disaster Risk Management Plans for the Waterberg District Municipality

## **7.2 Review of the disaster risk management policy framework and disaster risk management plans**

The disaster risk management policy framework and the disaster risk management plans of the district municipality must be reviewed at least every two years as evidenced in annual reports to the NDMC and the Limpopo Disaster Risk Management Centre.

In addition, the district municipality's disaster risk management policy framework and the relevant disaster risk management plans must be reviewed following any significant event and/or disaster.

## **7.3 Monitoring the effectiveness of disaster risk reduction initiatives**

The Waterberg Municipal Disaster Risk Management Centre must facilitate the development and implementation of mechanisms and methodologies to monitor the effectiveness of disaster risk reduction initiatives. Documented evidence of risk reduction programmes and projects must be consolidated by the municipal disaster risk management centre and must be included in annual reports to the NDMC and the Limpopo Disaster Risk Management Centre, as specified by the DM Act. This information must be disseminated through the municipality's disaster risk management website.

## **7.4 Integrating disaster risk reduction plans into other developmental plans**

The Waterberg Municipal Disaster Risk Management Centre must ensure 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 Waterberg District Municipality and in the local municipalities in the district.

## **8 Key performance area 4: Disaster response and recovery**

### **8.1 Dissemination of early warnings**

The Waterberg Municipal Disaster Risk Management Centre must ensure the technical identification and monitoring of prevailing hazards and must prepare and issue hazard warnings of significance in the district municipality's area. The disaster risk management centre must develop and implement 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.

The disaster risk management centre must identify and establish strategic inter-sectoral, multidisciplinary and multi-agency communication mechanisms and must ensure that such communication mechanisms are accessible to at-risk communities and areas in the district municipality's area.

The disaster risk management centre must facilitate the development of a disaster risk management communication plan for the district municipality, which must be documented, adopted and implemented by the municipality.

### **8.2 Disaster impact assessments**

The Waterberg Municipal Disaster Risk Management Centre must establish mechanisms for the application of disaster impact assessments using uniform methodologies. This must be done in accordance with the national guideline<sup>15</sup>. The purposes of such an assessment are to:

- ensure the provision of immediate and appropriate response and relief measures;

---

<sup>15</sup> SP 14: Standards for Conducting Disaster Impact Assessments

- facilitate the classification of events as disasters and the declaration of states of disaster;
- facilitate the prioritisation and implementation of appropriate rehabilitation and reconstruction measures by municipal departments and other municipal entities in the district municipality and in the local municipalities; and
- cost disasters and significant events.

The mechanisms for conducting disaster impact assessments in the district municipality must be documented and included in disaster risk management plans.

### **8.3 Classification of disasters and declaration of states of disaster**

The head of the Waterberg Municipal Disaster Risk Management Centre is responsible for the strategic coordination and management of responses to non-security related disasters and states of disaster classified as local disasters which occur or are threatening to occur. The head must 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.

The disaster risk management centre must establish the mechanisms for the rapid and effective classification and declaration of disasters in accordance with national and provincial guidelines.<sup>16</sup>

### **8.4 Disaster reviews and reporting**

The Waterberg Municipal Disaster Risk Management Centre must develop and monitor the implementation of mechanisms for conducting routine disaster reviews and for reporting on disaster reviews undertaken.

---

<sup>16</sup> SP 15: Mechanisms for the Classification and Declaration of Disasters

Reviews and research reports of significant events, trends and disasters occurring in the district municipality must be routinely submitted to the municipal disaster risk management centre, the Limpopo Disaster Risk Management Centre and the NDMC. They must also be disseminated to stakeholders.

Reviews must be conducted 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**

Through the mechanism of the MDRMAF, the Waterberg Municipal Disaster Risk Management Centre 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 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 that have occurred.

The disaster risk management centre must identify agencies with responsibilities for the various operational activities associated with disaster response and recovery. It must also identify lead agencies and assign primary responsibility to lead agencies to facilitate the development of Field Operations Plans (FOPs) for each operational activity. In addition, it must identify and allocate responsibilities to support agencies.

Primary and support agencies 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 disaster



risk management centre must ensure that such FOPs are reviewed and updated at the same time as contingency plans are reviewed and updated.

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 in the procedures.

The disaster risk management centre must ensure the development and implementation of plans which are consistent with national regulations developed by the NDMC in terms of section 4.3.2 of the NDMF so as to standardise and regulate the practice and management of multi-agency response and recovery operations in the district municipality's area.

The disaster risk management centre must monitor the implementation of and compliance with, such regulations and directives by conducting multi-agency response debriefings after each significant event or disaster.

## **8.6 Relief measures**

The Waterberg Municipal Disaster Risk Management Centre must ensure the development and implementation of policy for the management of relief operations in the district municipality's area. This policy must be consistent with national regulations and directives.

The disaster risk management centre must monitor 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**

The Waterberg Municipal Disaster Risk Management Centre must establish multidisciplinary technical task teams for post-disaster rehabilitation and reconstruction projects. It must also 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 municipal disaster risk management centre.

Lead agencies assigned with responsibilities for the development and implementation of post-disaster rehabilitation and reconstruction projects must ensure that all projects and programmes undertaken maintain a developmental focus. The Waterberg Municipal Disaster Risk Management Centre is responsible for establishing mechanisms to monitor progress with such projects and programmes.

## **9 Performance enabler 1: Information management and communication**

### **9.1 Introduction**

The Waterberg Municipal Disaster Risk Management Centre must design, develop and implement a comprehensive information management system (IMS) and an integrated emergency communication network (ECN), which enables communication links with all disaster risk management role players and complies with national requirements.

### **9.2 Data requirements**

The Waterberg Municipal Disaster Risk Management Centre must define the district municipality's data requirements and must identify data sources.

The disaster risk management centre must develop and implement methodologies for the collection and capturing of data, which are consistent with national requirements.

The disaster risk management centre must define and assign responsibilities to departments and/or municipal entities for the custody of data relevant to their functional areas. The centre must also identify and enter into agreements with other relevant custodians of data to ensure availability, quality, reliability and currency of data.

### **9.3 Requirements of the information management system and emergency communication network**

The district municipality's IMS and ECN must be designed to support:

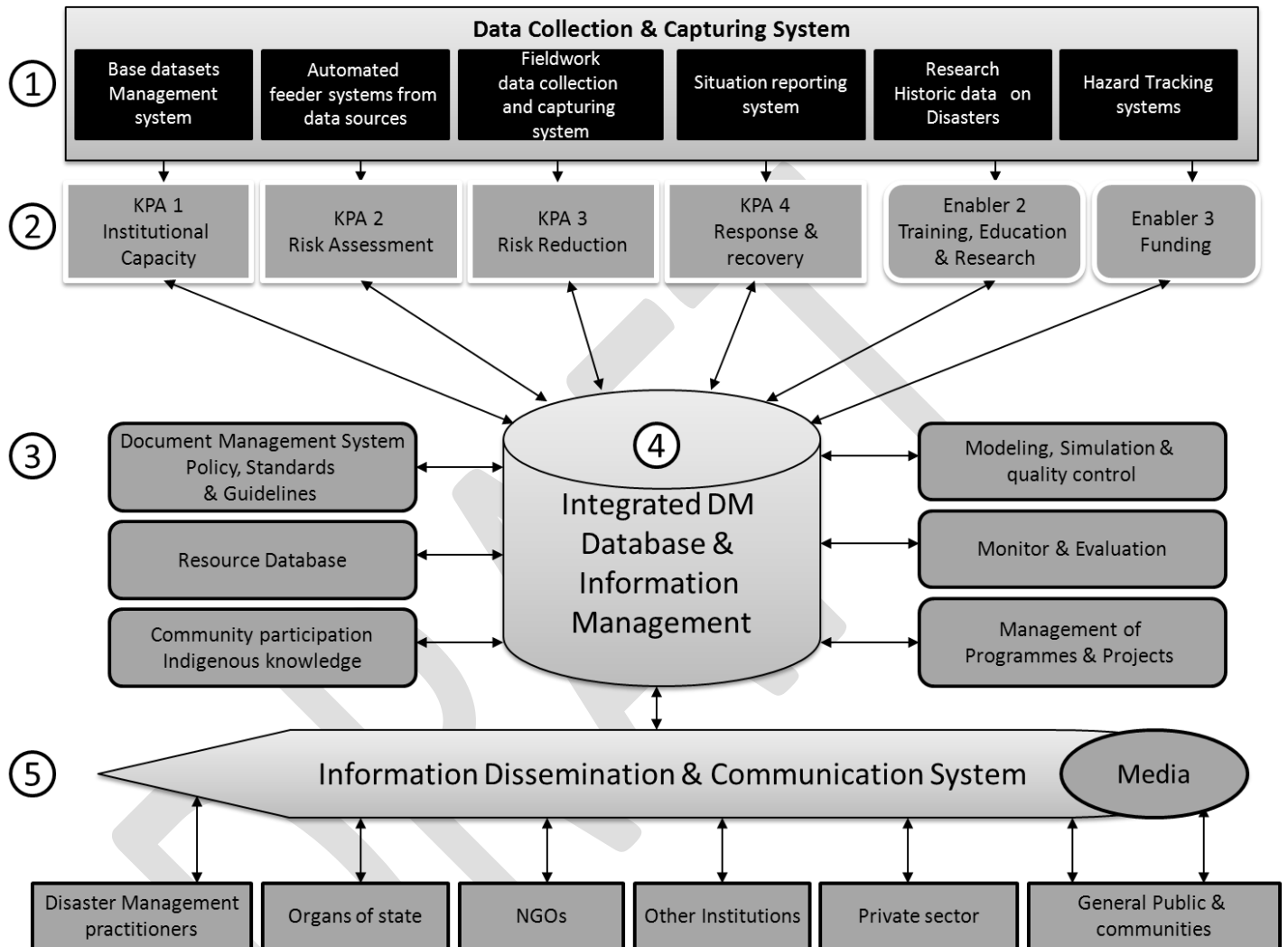
- integrated institutional capacity;
- disaster risk assessments;

- disaster risk reduction plans, programmes and projects;
- response and recovery operations;
- knowledge management (Education, training, public awareness and research); and
- funding mechanisms and financial controls.

Diagram 5 provides an overview of an integrated IMS and ECN.

DRAFT

**Diagram 5: Model of an integrated information management and emergency communication network for disaster risk management**



## **10 Performance enabler 2: Education, training, public awareness and research (knowledge management)**

### **10.1 Introduction**

Comprehensive mechanisms for education, training, public awareness and research (knowledge management), supported by scientific research, must be developed and implemented to promote a culture of risk avoidance among stakeholders and role players.

### **10.2 Analysis of disaster risk management education, training and research needs and resources in the district municipality**

The Waterberg Municipal Disaster Risk Management Centre must conduct a scientific analysis of knowledge management needs and resources in the district municipality to serve as the basis for the development of a disaster risk management education and training framework for the municipality and to inform the development and implementation of appropriate knowledge management programmes.

### **10.3 An education and training framework for disaster risk management in the district municipality**

The Waterberg Municipal Disaster Risk Management Centre must develop and implement an education and training framework for disaster risk management for the Waterberg District Municipality. The framework must be based on an analysis of the resources and needs of the district municipality.

### **10.4 Disaster risk management education and training programmes**

The Waterberg Municipal Disaster Risk Management Centre must promote, support and monitor the implementation of education and training programmes for disaster risk

management in the district municipality, in accordance with the national education and training framework.

### **10.5 An integrated public awareness strategy**

The Waterberg Municipal Disaster Risk Management Centre must develop and implement an integrated public awareness strategy for the municipality which is aligned with the national strategy and which:

- focuses on disaster risk reduction;
- promotes awareness of disaster risk management in schools and in communities;
- establishes good media relationships and ensures balanced media reporting on hazards, disasters and disaster risk management issues;
- promotes the inclusion of disaster risk reduction on strategic agendas of all role players and stakeholders;
- is developed and implemented through a process of consultation and the involvement of communities, non-governmental organisations and the private sector;
- promotes the participation of volunteers in the implementation of the programme.

### **10.6 Research programmes and information and advisory services**

The Waterberg Municipal Disaster Risk Management Centre must establish a strategic research agenda for the district municipality and must promote the participation of research institutions in municipal disaster risk management research programmes.

The disaster risk management centre must ensure the correlation between scientific research and municipal disaster risk management policy and that research contributes to the development of technology.

The centre must establish mechanisms to enable on-going national, regional and international information exchange and networking.

The centre must ensure that all stakeholders have access to the research database and to a comprehensive disaster risk management advisory service.

DRAFT



## **11 Performance enabler 3: Funding arrangements for disaster risk management**

The Waterberg Municipal Disaster Risk Management Centre must determine funding arrangements for disaster risk management in the district municipality's area. These arrangements must include, but need not be confined to, funding for:

- institutional arrangements for disaster risk management;
- disaster risk assessments;
- disaster risk reduction planning and implementation;
- disaster response and recovery; and
- education, training, public awareness and research for disaster risk management stakeholders.

The funding arrangements for disaster risk management in the district municipality must be approved and adopted by the municipal council and must be reviewed annually.