

**Terms of Reference for Namakwa District**  
**Environmental Management Forum**

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## Abbreviations

IEMF	Integrated Environmental Management Forum
NDEMF	Namakwa District Environmental Management Forum
DFFE	Department of Forestry, Fisheries, and the Environment
DP	Development Planning
DAERL	Department of Agriculture, Environmental Affairs, Rural Development, and Land Reform
DM	District Municipality
EFZ	Estuarine Functional Zone
MEC	Member of Executive Council
LM	Local Municipality
NGO	Non-governmental Organisation
SANParks	South African National Parks Board
DMR	Department of Mineral Resources
SALGA	South African Local Government Association
COGHSTA	Department of Cooperative Governance, Human Settlements and Traditional Affairs
IEMP	Integrated Environmental Management Plan

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## **1. Background**

To establish an Integrated Environmental Management Forum (IEMF) for the Namakwa District that will serve as a platform to interact with local government and relevant provincial and regional offices of national departments regarding integrated environmental management issues. The forum will also be utilized as a vehicle to support local government with the implementation of the National Environmental Management Strategy (NEMS), legislation and the District and Local Integrated Environmental Management plans pertaining to integrated environmental management.

## **2. Purpose of TOR**

The purpose of the Terms of Reference is to serve as a tool for the establishment & management of the Namakwa District Environmental Management Forum (NDEMf) and to clarify powers associated with the Namakwa District Environmental Management Forum.

## **3. Application of the TOR**

These terms of reference will apply to all members of the Namakwa District Environmental Management Forum.

## **4. Purpose for establishment**

To ensure that all relevant stakeholders and beneficiaries actively participate in advising on processes pertaining to the implementation of the local government's integrated environmental management plans and projects within the Namakwa District.

To ensure that stakeholders are informed and constantly updated about these projects and initiatives. In that way stakeholders will be able to answer questions and deal with queries regarding the projects, initiatives and other issues from any interested and affected party. Also to:

- Advise the Department of Forestry, Fisheries and the Environment and Development Planning (DFFE&DP) with regards to integrated environmental management matters;
- Promote new technologies concerning integrated environmental management;
- To provide technical advice to local government regarding current environmental management practices and the feasibility of proposed options;
- Increase awareness with regards integrated environmental management in the district;
- Advise on research and development needs with the aim of ensuring that policy and practice are based on sound science and information;
- Build capacity of local government regarding integrated environmental management and to identify training needs, and promote Best Practicable Environmental Options;

- Advise on the development of policy instruments which will encourage integrated environmental management,
- To debate new environmental management policies, legislation and strategies; and
- Promote co-operative governance among governmental departments and local government involved in environmental management.
- Advise MEC on/about coastal management matters in the province.

## **5. Composition and membership**

Local Municipalities (representation through Official and Portfolio Head and or Councillor (ad-hoc basis)) and District Municipality

Local Businesses (Chambers of Associations, if applicable)

DFFE; DAERL and other relevant stakeholders

Stakeholder List: Namakwa DM, All local LMs, DFFE, DAERL, SanParks, NGOs (CSA, NAMCO), mine houses (ad-hoc), local businesses, Dept. Water & Sanitation, SALGA, DMR, Dept. Health, COGHSTA, SAPS, Dept. Tourism & Economic Development, Green Cape (ad-hoc), Dept. Public Works

For District Environmental Management Forum meetings to be declared duly representative, the representatives of these bodies must be invited and be present at the meetings.

## **6. Roles and Responsibilities**

6.1 The District Environmental Management Forum will provide a platform for:

- 6.1.1 Information sharing on environmental management issues
- 6.1.2 Identification of challenges to environmental related issues and projects
- 6.1.3 Identification of mechanisms and means to address the identified challenges
- 6.1.4 Feedback to other relevant platforms and vice versa.

6.2 The mandate of the EMF is to:

- 6.2.1 Provide advice to the stakeholders and municipalities responsible for this basic service
- 6.2.2 Keep all relevant stakeholders informed and updated about environmental related issues, environmental legislation and projects within and affecting the district

## **7. Accountability and reporting**

7.1 a NDM (Environmental management officer) official shall chair all NDEMF meetings and delegate as necessary.

7.2 Municipalities are responsible to report on the progress of the implementation of their IEMPs at each EMF meeting.

7.3 Other stakeholders are responsible to report on their specific activity area where relevant.

7.4 A reporting template will be made available for reporting purposes.

7.5 For consistency and accountability purposes, each stakeholder should nominate a permanent representative (responsible for environmental management) that will attend all the EMF meetings. In the absence of the permanent member, an alternate person should be made available.

## **8. Sittings**

Sittings shall be conducted on a quarterly basis (Once a quarter).

Meetings will be rotated between the 6 local municipal areas.

DFFE/NDM/DAERL will arrange and provide refreshments for all meetings on a rotating basis with the assistance of the local municipality where the meeting is held.

## **9. Meetings and records**

Meetings will be coordinated and facilitated by the Namakwa District Municipality/DFFE/DAERL.

The secretariat is responsible for written records of the meetings.

After every meeting, the secretariat will submit the minutes to the chairperson of the EMF for review before they can be circulated to other stakeholders. Minutes of every meeting should be circulated to all stakeholders two weeks after the meeting.

## **10. Duration:**

The EMF will exist for as long as environmental management is a legislative requirement of the district municipality.

## **11. Remunerations:**

No remuneration of any kind will be provided to any of the members of the Namakwa District Environmental Management Forum. **The meeting shall be conducted in good faith and in the spirit of cooperation and ...?**

Contact Persons:

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