
INTEGRATED DEVELOPMENT PLAN (IDP) REPRESENTATIVE FORUM

TERMS OF REFERENCE



DATE APPROVED	COUNCIL MEETING
29 March 2017	29 March 2017

1 BACKGROUND AND PURPOSE

- 1.1 The Drakenstein Integrated Development Plan (IDP) Representative Forum (hereafter referred to as the Repforum) is hereby established in terms of Section 15 of the *Local Government: Municipal Planning and Performance Regulations (No. 796, 24 August 2001)*.
- 1.2 In accordance with Regulation 796 a municipality must, in the absence of an appropriate municipal wide structure for community participation, establish a forum that will enhance community participation in (i) the drafting and implementation of the municipality's integrated development plan; and (ii) the monitoring, measurement and review of the municipality's performance in relation to the key performance indicators and performance targets set by the municipality.
- 1.3 By broadening the scope of the IDP Representative Forum to include the budget, performance management and service agreement requirements for public participation, the municipality asserts that budgeting ought to be linked to development planning, which clearly impacts the definition of performance areas, indicators and targets, as well as service delivery.
- 1.4 The Terms of Reference is designed with due consideration of the parameters provided through Regulation 796 and other legislation applicable to the notion of public participation, the unique Drakenstein context and the input from various stakeholders and role players in the IDP, Budget and Performance Management processes of the municipality.

2 ROLES AND RESPONSIBILITIES

As an emerging city Drakenstein Municipality understands the importance of keeping pace with changing environments and employs a number of diverse instruments to keep abreast of developments in different sectors. Public participation stands central to all of these methodologies to gauge perceptions, movements, projections, implied outcomes and ultimate impact on our residents and partners.

2.1 Roles of the IDP Representative Forum

- 2.1.1 Represent the interest of the municipality`s constituency in the IDP Process.
- 2.1.2 Provide an organisational mechanism for discussion, negotiation and decision making between the stakeholders inclusive of municipal government.
- 2.1.3 Ensure communication between all the stakeholder representatives inclusive of municipal government.
- 2.1.4 Monitor the performance of the planning and implementation process.

2.2 Responsibilities of the IDP Representative Forum

- 2.2.1 Form a structural link between the municipality and the public by informing interest groups, communities and organisations on relevant planning activities and their outcomes.
- 2.2.2 Analyse and integrate issues affecting the various sectors, determine priorities, strategies, projects and programmes and identify budget requirements.
- 2.2.3 Discuss and comment on the draft IDP/Budget.
- 2.2.4 Monitor performance of the planning and implementation process through the Quarterly and Mid-year Performance Reports and the Annual Report of the municipality.

3 COMPOSITION OF THE IDP REPRESENTATIVE FORUM

The IDP Representative Forum shall consist of:

STAKEHOLDER	MEMBERS	MAXIMUM NO. OF REPRESENTATIVES
Drakenstein Municipality	<ul style="list-style-type: none">▪ Municipal Manager▪ Members of the Executive Management Team▪ Manager: IDP/PMS▪ Joint Planning Initiative (JPI) Champions▪ Support Officials	10

STAKEHOLDER	MEMBERS	MAXIMUM NO. OF REPRESENTATIVES
Cape Winelands District Municipality	<ul style="list-style-type: none"> ▪ Municipal Manager ▪ Director: IDP/PMS and Risk Management ▪ Joint Planning Initiative (JPI) Members ▪ Executive Director 	5
Government Departments	<p><u>Provincial Government</u></p> <ul style="list-style-type: none"> ✓ Joint Planning Initiative (JPI) Members ✓ Department of Agriculture ✓ Provincial Treasury ✓ Department of Economic Development and Tourism ✓ Department of Social Development ✓ Department of Local Government ✓ Department of Human Settlements ✓ Department of Transport and Public Works ✓ Department of Environmental Affairs and Development Planning ✓ Department of Community Safety ✓ Department of Education ✓ Department of Health ✓ Department of Cultural Affairs and Sport <p><u>National Government</u></p> <ul style="list-style-type: none"> ✓ Statistics South Africa ✓ South African Police Services ✓ Department of Rural Development and Land Reform ✓ Department of Correctional Services ✓ Department of Home Affairs ✓ Department of Labour ✓ Department of Justice and Constitutional Development ✓ Cooperative Government and Traditional Affairs 	21
Community Stakeholders	<ul style="list-style-type: none"> ▪ Representatives of Organised Groups ▪ Advocates of Un-organised Groups ▪ Representatives of Organised Business ▪ Advocates of Informal Business 	15
	<ul style="list-style-type: none"> ▪ Ward Committees 	15

STAKEHOLDER	MEMBERS	MAXIMUM NO. OF REPRESENTATIVES
Neighbouring Municipalities (<i>ad hoc membership</i>)	<ul style="list-style-type: none"> ▪ City of Cape Town (south-west); ▪ Stellenbosch Local Municipality, Cape Winelands District (south) ; ▪ Breede Valley Local Municipality, Cape Winelands District Municipality (south-east); ▪ Bergrivier Local Municipality, West Coast District Municipality (north); ▪ Witzenberg Local Municipality; and ▪ Swartland Local Municipality, West Coast District Municipality (north-west). 	6
TOTAL		68

Table 1: Composition of IDP RepForum

4 ARRANGEMENT OF SECTORS IN THE STRUCTURE OF THE IDP REPRESENTATIVE FORUM

4.1 The IDP Representative Forum shall be structured in accordance with the following sectors:

Sectors	Sector Groups	No. of Reps
<u>Sector 1:</u> Agriculture and Rural Development	1. Small-scale Farming	1
	2. Agriculture Associations	1
	3. Rural Development/Farm Worker Organisations	1
<u>Sector 2:</u> Economic Growth	4. Informal Traders	1
	5. Organised Business and Media	1
<u>Sector 3:</u> Environmental Sustainability	6. Environmental Sustainability/Management	1
<u>Sector 4:</u> Vulnerable Groups and Community Safety	7. Elderly and Persons with Disabilities	1
	8. Health	1

Sectors	Sector Groups	No. of Reps
	9. Faith-based Organisations	1
	10. Community Safety	1
<u>Sector 5:</u> Youth and Education	11. Youth	1
	12. Education and Higher Learning	1
	13. Early Childhood Development	1
<u>Sector 6:</u> Arts, Crafts, Sport and Culture	14. Arts and Crafts	1
	15. Sport	1

4.2 The Municipal Manager will assign responsibility to lead (champion) these sectors to the respective departments and officials in accordance with the competencies and functions delineated in the Administrative Structure of the municipality.

5 PROCEDURE FOR ASSIGNING GOVERNMENT OFFICIALS TO SERVE ON THE DRAKENSTEIN IDP REPRESENTATIVE FORUM

- 5.1 The Municipal Manager will request the Head of Department (HoD) of the Provincial Department of Local Government to coordinate the assigning of appropriate officials from Provincial and National Government Departments to serve on the forum.
- 5.2 The Department of Local Government will coordinate the nomination process on behalf of the municipality and submit a duly authorised list of delegated officials from all requested provincial and national departments.
- 5.3 The Municipal Manager will request the Municipal Managers of municipalities listed in Section 3. to delegate appropriate officials to serve on the forum.
- 5.4 The Municipal Manager of the municipalities listed in Section 3. will submit the names and contact details of the duly authorised officials who will serve on the forum.

6 PROCEDURE FOR NOMINATION OF WARD COMMITTEE REPRESENTATIVES

- 6.1 The Speaker of the Drakenstein Municipality will notify Ward Councillors of the nomination period and guidelines for delegating Ward Committee members to serve on the IDP Representative Forum.
- 6.2 The Ward Councillors, in consultation with their Ward Committees, will submit the details of their nominated Ward Committee members to the Speaker within the timeframes specified by the Speaker and with due consideration of guidelines provided by the Speaker.
- 6.3 The Speaker will convene a meeting of all the Whips of Political Parties represented on the Council to consider the list of nominations and make a recommendation to Council who will then endorse the nominated Ward Committee members to serve on the IDP Representative Forum.

7 PROCEDURE FOR ELECTION OF REPRESENTATIVES FROM COMMUNITY STAKEHOLDERS

- 7.1 The Municipal Manager will call for nominations from community stakeholders through the local media.
- 7.2 Community stakeholders (Representatives of organised groups including advocates of un-organised Groups, organised business and advocates of informal business) submit their nominations on the provided templates designed by the Administration, within the timeframes set by the Municipal Manager.
- 7.3 The representative of an organisation/body must provide a copy of the constitution of the particular organisation/body to the municipal election officer, in order for the organisation to be nominated to be elected on the IDP Representative Forum, such constitution to be submitted simultaneously with the nomination form at the election meeting.
- 7.4 The Municipal Manager will appoint an official to act as election officer during the meeting.
- 7.5 The following rules shall apply during the election of the IDP Representative Forum meeting:

- 7.5.1 Political parties or their branches may not be elected to serve on the IDP Representative Forum.
- 7.5.2 Voting for members of the IDP Representative Forum will take place by ballot paper on pro-forma ballot papers prepared by the administration.
- 7.5.3 If an organisation/body is represented on the committee, no other member of the executive of that organisation is eligible to be elected as an individual IDP Representative Forum member, but the person may be nominated to represent another organisation/body. "Executive" means, for the purposes of this paragraph, a person elected or co-opted to the Repforum.
- 7.5.4 In the nomination and election of members of the IDP Representative Forum the meeting must ensure that women are equitably represented in the IDP Representative Forum and a diversity of interests are represented in that IDP Representative Forum.
- 7.5.5 If after an election it is found that women or interests are not adequately represented, the Election Officer may declare up to two candidates who received the least number of votes and who are not from these groups as not having been elected. Candidates representing these under-represented groups who received lesser votes may then be declared elected. Alternatively the Election Officer may call for nominations from these groups. If more nominations are received than vacancies an election will be held in terms of these rules.
- 7.5.6 An eligible voter must only make one nomination or second a nomination for an organisation/sector respectively, during the election process of the IDP Representative Forum.
- 7.5.7 Nominations for organisations/sector respectively will be accepted in the order of the highest to the lowest number of votes achieved during the election.
- 7.5.8 In the event that more nominations are received than available opportunity for representation or vacancies on the particular IDP Representative Forum, the particular nominations will be placed on a replacement list.
- 7.5.9 If a member of the IDP Representative Forum resigns or is no longer a member, the organisation/sector on the short list (taking into consideration the agreed ratio) which received the next highest number of votes at the election will be eligible to fill the vacancy. In the absence of a shortlist the IDP Representative Forum may decide to fill the vacancy in terms of the process set out in this chapter.
- 7.5.10 If the same number of votes is cast during any election the result will be determined by way of lot.

- 7.5.11 Any person nominated on behalf of an organisation/body or as an individual must indicate his/her acceptance of such nomination in writing.
- 7.5.12 The election officer, whose decision will be final, will decide on any questions of order during the election part of the meeting.
- 7.5.13 The decision(s) of the chairperson will be final, upon applying the applicable rules for election purposes set out in this document.

- 7.6 The election results for the establishment of the IDP Representative Forum must be officially reported to the Council by the municipal administration.

- 7.7 The administration must notify the public of the election results for the establishment of the IDP Representative Forum in the local newspapers and other appropriate communication instruments available after the report has been submitted to Council in accordance with 7.6.

8 ROLES AND RESPONSIBILITIES WITHIN GOVERNMENT

8.1 Local Municipality

- 8.1.1 Provide secretariat and administrative support services to the IDP Representative Forum and adequately budget for the required activities.
- 8.1.2 Disseminate IDP related information in a timeous manner to IDP Representative Forum Members where their input is required.
- 8.1.3 Consider the input from the IDP Representative Forum on the IDP, Budget and Performance Management System and make recommendations to the Mayoral Committee.
- 8.1.4 Prepare submissions to the district municipality, neighbouring municipalities and other spheres of government in respect of transversal issues or issues residing within their legal competence which were raised by communities during the IDP outreach programmes of the municipality.
- 8.1.5 Coordinate the collation of feedback on the issues listed under 8.1.4 to communities through the IDP Process.

8.2 District Municipality

- 8.2.1 Support the municipality's efforts to enhance community participation through the establishment of a municipal wide structure for community participation in the IDP, Budget and Performance Management System.
- 8.2.2 Build the capacity of the IDP Representative Forum by providing training and capacity enhancement programmes and adequately budget for this purpose.
- 8.2.3 Invite the IDP Representative Forum members to workshops and meetings planned to facilitate the participation of stakeholders in the planning processes and implementation of programmes of the district municipality.

8.3 Provincial Government Sector Departments

- 8.3.1 Support the municipality's efforts to enhance community participation through the establishment of a municipal wide structure for community participation in the IDP, Budget and Performance Management System.
- 8.3.2 Invite the IDP Representative Forum members to workshops and meetings planned to facilitate the participation of stakeholders in the planning processes and implementation of programmes of the respective government departments through the support of the Drakenstein Municipality.
- 8.3.3 Participate in the meetings of the IDP Representative Forum and give inputs and feedback as required.

9 ROLES AND RESPONSIBILITIES OF COMMUNITY STAKEHOLDERS

- 9.1 Advocate for the inclusion of the interests of the organisations/sectors in the plans, strategies and budgets of all spheres of government, most particularly the IDP and Budget of the Drakenstein Municipality.
- 9.2 Contribute knowledge and ideas to analyse the socio-economic environment and present possible solutions to the key challenges encountered by the municipality through the municipality's implementation of the IDP Process Plan.

10 MEETING PROCEDURES

- 10.1 The Municipal Manager will be the Chairperson of the meeting and in the absence of the Municipal Manager, a duly authorised senior manager will act as chairperson.
- 10.2 Secretariat Services will be provided by the IDP Unit of the Drakenstein Municipality.
- 10.3 The Secretariat will notify members of the forum at least 14 days before any meeting of the forum to allow them sufficient time to consult their respective constituencies on the matters that will be discussed at such a meeting.
- 10.4 The Secretariat will submit the minutes of the meetings of the IDP Representative Forum to the Executive Management Committee within 21 days after the meeting was held.
- 10.5 The Secretariat will distribute the minutes of meetings to members of the IDP Representative Forum within 5 (five) working days after the minutes were submitted to the Executive Management Committee.
- 10.6 The IDP Representative Forum will have no decision making powers and may make recommendations to Council.

11 TERM OF OFFICE

- 11.1 The term of office of the IDP Representative Forum shall be determined by Council resolution for a period not exceeding the term of office of the current council.
- 11.2 The IDP Representative Forum in the municipality will disestablish on the expiration of the term of office of the current municipal council.