

**DRAFT TERMS OF REFERENCE FOR THE DISTRICT INFRASTRUCTURE  
COORDINATION FORUM**

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## Draft Terms of Reference for the District Infrastructure Coordination Forum

### 1. Background

The national development plan envisages that by 2030 South Africa will be a state that is capable of playing a developmental and transformative role. In broad terms such a state intervenes to support and guide development in such a way that benefits accrue across society, with particular emphasis on the poor.

Such a state is accountable, focused on citizen's priorities, and capable of delivering high quality services consistently and sustainably through cooperative governance and participatory democracy.

The white paper on local Government depicts Local Government as a developmental local government that is committed to working with citizens and groups within the community to find sustainable ways to meet their social, economic and material needs and improve the quality of their lives. In this scenario, Local Government is at the forefront of participatory democracy, involving citizens in meaningful deliberations regarding governance and development

To achieve the above, the challenges and constraints of individual and Institutional capacity, a disabling environment and macro socio economic factors at a local level need to be addressed. National, provincial departments and entities impacting on local government will have to cooperate better and act with greater synergy in providing oversight and support to local government. Provincial and Local government will need to improve the way they monitor and support local government.

Decisive leadership and a cohesive planning is crucial to address the following:

- The decline in the level of public trust in local government
- Poor governance and accountability
- Low confidence by citizens

The Outcome 9 Medium Term Strategic Framework requires that a joint initiative for each services (water, sanitation, electricity, refuse removal and roads) by relevant sectors in conjunction with COGTA and provincial departments of local government be launched, and functional coordinating structures in place to undertake all necessary functions/actions in ensuring

that members of society have sustainable and reliable access to basic service.

## **2. Purpose**

The main Purpose of the district infrastructure coordinating forums is to implement and coordinate all infrastructure programmes across all the local municipalities within the District, streamline municipal engagements and align support efforts from all government institutions, in order to minimise duplication and maximise the benefits. The forum will also ensure effective co-ordination, integration and alignment of service delivery initiatives, to ensure an appropriate consultative process with all relevant stakeholders to avoid duplication and overlap of support initiatives given to municipalities.

## **3 Broad objectives of the district infrastructure coordinating forums:**

- a. Convene municipalities and the relevant national and provincial departments meetings;
- b. To discuss municipal plans on infrastructure development and basic services delivery;
- c. Coordinate planning, support and intervention activities of relevant national and provincial departments in improving service delivery within the district;
- d. Develop district infrastructure support plan;
- e. Monitor implementation of municipal plans and related support;
- f. Review performance of municipalities against the sector plans;
- g. Improve IGR system on infrastructure and basic services delivery at district level
- h. Unlock bottlenecks to service delivery within the district
- i. Coordinate Free Basic services programmes within the district
- j. Escalate issues to the District IGR Forum and provincial infrastructure planning forum.

## **4. Specific Roles of the forum on Sector Responsibilities**

4.1. The role of the forum will be to:

- a) monitor, identify problems and seek measures to address them on municipal infrastructure programmes;
- b) Report progress to the District Technical IGR and back to basics task team;
- c) Reflect on municipal infrastructure related services and discuss and monitor the following areas of planning and implementation:
  - A. Status of the Integrated Infrastructure Plans.
  - B. Coordination of Free Basic services programmes within the district
  - C. **Human settlement programmes** - The status of the Integrated Human Settlement Plans, structures ensuring their relevance, implementing and reviewing them, Housing construction Programmes – overviews of individual and clustered housing programmes.
  - D. **Water Services Programmes:** Status of Water Services Development Plans, structures, ensuring their relevance, implementing and reviewing them, Infrastructure Programmes, Maintenance Programmes, Health and Hygiene.
  - E. **Roads & Transportation Services:** Integrated Transport Plans, structures ensuring their relevance, implementing and reviewing them, Capital Programmes, Maintenance Programmes.
  - F. **Energy:** Households programmes, Capital projects, refurbishment projects.
  - G. **Waste and refuse services:** waste management plans, households statistics, landfill site information e.g functionality e.t.c, EIAs status
  - H. Ensure sound and coordinated infrastructure programmes planning and execution through monitoring and supporting in municipalities on areas of:
    - i. Financial Management.
    - ii. Project identification, implementation and management.
    - iii. Contract management

## 5. Composition of the Task Team

The District Infrastructure coordinating forum will consist of:

- a. District Municipality (Convener and Chair);
- b. Department of Cooperative Governance and Traditional Affairs (Cogta);
- c. Department of Cooperative Governance, Human Settlements and Traditional Affairs (Coghsta);
- d. Department of Water and Sanitation (DWS);
- e. National and Provincial Treasury Departments;
- f. Department of Roads and Public Works;
- g. Department of transport safety and liaison
- h. Department of Energy (DoE);
- i. Department of Education
- j. Department Rural Development & Land Reform
- k. National & Provincial Departments of Environmental Affairs
- l. Local Municipalities
- m. South African Local Government Association (SALGA)
- n. Municipal Infrastructure Support Agency (MISA)
- o. Eskom

The district infrastructure coordinating forum may invite an extended forum that may include Statistics SA and other stakeholders as and when deemed necessary. Members who are unable to attend a meeting

Secretariat support will be provided by the District Municipality.

## 6. Procedural Arrangements

### 6.1 Chairpersons

The forum will be chaired by the District Municipality.



## 6.2 Functionality of the district Infrastructure coordinating forum:

### a. Minute Taking

The Chairpersons shall provide Secretariat for the following:

- Preparing of agendas.
- Issuing notices for meetings and ensuring that all necessary documents for discussion or comments are attached to the agenda.
- Distributing the agenda 7 days prior to the meeting.
- Taking notes of proceedings and preparing minutes of meeting.
- Distributing minutes to all committee members, one week after the meeting.

### b. Agenda

The standing agenda items will be agreed with all the participating stakeholders at the first meeting. Ad hoc agenda items will be approved by the Chairperson for discussion at the next meeting.

### c. Frequency of Meetings

The district infrastructure coordinating forums will convene quarterly. There will be infrastructure planning sessions bi annually which will not be limited to the members. This will coincide with the planning and budget cycle of the municipalities.

### d. Other responsibilities

- The District Municipality will compile a schedule of meeting dates, in collaboration with NC: Cogesta and the local municipalities.
- Invite all relevant stakeholders to the forum meetings.
- Coordinate, consolidate and distribute reports at least 7 days before the meeting.

## 7. REPORTING

**The district infrastructure coordinating forum will be expected to report back to the provincial planning forum quarterly. The reports from the district forums should be sent to the secretariat at least 7 days before the actual sitting of the Provincial forum.**

The Provincial Forum shall prepare and consolidate reports to be submitted to the council, IGR and back to basics task team.

**8. AMENDMENTS TO THE TORS**

The District Infrastructure coordinating forum terms of reference shall be reviewed when the need arises, by agreement of the majority of members.

**9. EFFECTIVE DATES**

The terms of reference shall be in effect as from the date of adoption.

**The District Infrastructure coordinating's Terms of Reference are hereby adopted by:**

**District Municipality:**

**Date:** R 2015 – 12 – 11 (9.2)

**Local Municipalities:**

**Date:**

**SALGA:**

**Date:**

**National and Provincial Departments: Date:**