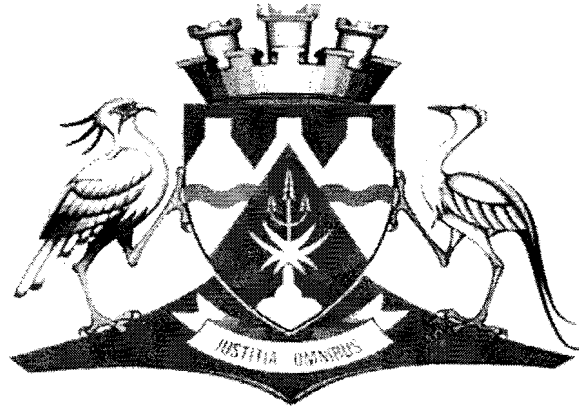


environmental affairs

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Terms of Reference (TOR) for Pixley Ka Seme District Waste Management Forum Meeting

Table of Contents

1. Background	3
2. Purpose of TOR.....	3
3. Application of the TOR	3
4. Purpose for establishment	3
5. Composition and membership.....	3
6. Roles and Responsibilities	4
7. Accountability and reporting	4
8. Sittings.....	4
9. Meetings and records	4
10. Duration:	54
11. Remunerations:.....	5



1. Background

To establish an Integrated Waste Management Forum for the Pixley Ka Seme District Municipalities that will serve as a platform to interact with local government, relevant provincial and regional offices of national departments (for environment) regarding integrated waste management issues. The forum will also be utilized as a vehicle to support local government with the implementation of the National Waste Management Strategy, legislation and the District and Local Integrated Waste Management Plans (IWMPs) pertaining to integrated waste management.

2. Purpose of TOR

The purpose of the Terms of Reference is to serve as a tool for the establishment & management of the Pixley Ka Seme District Waste Management Forum and to clarify roles & responsibilities associated with the Pixley Ka Seme District Waste Management Forum.

3. Application of the TOR

These terms of reference will apply to all members of the Pixley Ka Seme District Waste Management Forum.

4. Purpose for establishment

- To ensure that all relevant stakeholders actively participate in advising on the processes pertaining to the implementation of the local government's integrated waste management plans (IWMPs) and projects within the Pixley Ka Seme District.
- To ensure that stakeholders are informed and constantly updated about these projects and initiatives. In that way stakeholders will be able to respond to questions and address any queries about the projects, initiatives and other issues from interested and affected party. Also to:
 - Advise the Department of Environment and Nature Conservation (DENC) with regards to integrated waste management matters;
 - Promote new technologies concerning integrated waste management;
 - To provide technical advice to local government regarding current waste management practices and the feasibility of proposed options;
 - Increase awareness with regards to integrated waste management in the province;
 - 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 waste management and to identify training needs, and promote Best Practicable Environmental Options;
 - Advice on the development of policy instruments which will encourage integrated waste management,
 - To debate new waste management policies, legislation and strategies; and
 - Promote co-operative governance among governmental departments and local government involved in waste management.
 - Advise local municipalities in the designation of Waste Management Officers (WMOs)
 - Use the forum as information sharing platform amongst others on the successes of other waste management projects and initiatives.

5. Composition and membership

- District Municipality and Local Municipalities (representation through Official and Portfolio Head and/ or Councillor)

- Local Businesses (Chambers of Associations, if applicable)
- DEA and DENC
- Other relevant stakeholders

For District Waste 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 Waste Management Forum will provide a platform for:

- 6.1.1 Information sharing on waste management issues
- 6.1.2 Identification of challenges to waste related issues and projects
- 6.1.3 Identification of mechanisms and means to address the identified challenges

6.2 The Powers of the WMF are limited to:

- 6.2.1 Providing advice to the District Waste Management Forum and municipalities responsible for the basic service delivery.
- 6.2.2 Keeping all relevant stakeholders informed and updated about waste related issues, waste legislation and projects within and affecting the district

7. Accountability and reporting

- 7.1 The Pixley Ka Seme District Municipality will chair all the WMF meetings; however Pixley Ka Seme District Municipality can delegate such responsibility to either DEA or DENC.
- 7.2 Municipalities are responsible to report on the progress of the implementation of their IWMPs at each WMF meeting
- 7.3 The reporting at the WMF meeting should be a uniform reporting format.
- 7.4 For consistency and accountability purposes, each stakeholder should nominate a permanent representative (responsible for waste management) that will attend all the WMF meetings.

8. Sitings

Shall be conducted on a quarterly basis (Once a quarter)

9. Meetings and records

Meetings will be coordinated and facilitated by either the Pixley Ka Seme District Municipality/DEA/DENC

The secretariat (PKSDM) Designated Waste Management Officer is responsible for minutes recording of the meetings.

DEA/DEA-LGS/PKSDM/DENC will arrange and provide refreshments for all meetings on a rotating basis

After every meeting, the secretariat will submit the minutes to the chairperson of the WMF for endorsement before they can be circulated to other stakeholders. Minutes of every meeting should be circulated to all stakeholders within two weeks before the next meeting.

10. Duration:

The WMF will exist for as long as waste management remains a function within the district.

11. Remunerations:

No remuneration of any kind will be provided to any of the members of the Waste Management Forum. Membership and participation in this structure shall be strictly on a voluntary basis.

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