



# **TERMS OF REFERENCE FOR THE KLIP RIVER FORUM**

## **JUNE 2003**

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# 1 INTRODUCTION

## 1.1 Background

The promulgation of the National Water Act (Act 36 of 1998) has resulted in the establishment of 19 Water Management Areas (WMA's) in South Africa, which will be managed by Catchment Management Agencies (CMA's). The process to establish a CMA for the Upper Vaal WMA has been initiated and considerable progress has been made in this respect. The success of the Upper Vaal CMA, once established, will depend largely on effective communication with all stakeholders in the WMA to formulate and implement a Catchment Management Strategy (CMS). This can only be effectively accomplished through the establishment of Catchment Forums. The Upper Vaal WMA is therefore comprised of thirteen Catchment Forums, of which the Klip River Forum (KRF) is one.

The Klip River Catchment is situated in the southern part of Gauteng and drains the major portions of southern Johannesburg. The Catchment includes three sub-catchments namely the Upper Klip, Rietspruit and Lower Klip draining an area of approximately 1,200 km<sup>2</sup>. The KRF was established in 1997 and is regularly attended by relevant government departments, mines, industries, farmers, local authorities, non-governmental organizations, water service providers and the general public. The KRF also has a well-established Forum Management Committee (FMC), which coordinates and manages activities on behalf of the KRF. Various Ad-hoc Task Teams have also been formed focusing on specific water resource related issues. The participation of all people in the protection, use, development, conservation, management and control of the water resources of the Klip River Catchment will be promoted through the KRF.

The Terms of Reference for the KRF is therefore defined with respect to:

- Purpose of the KRF;
- Functions to be performed by the KRF;
- Composition and representation on the KRF;
- Status of decisions and recommendations;
- Frequency of meetings; and
- Administrative support to the KRF.

### **A Catchment Forum is:**

- A group of concerned people who agree, on a voluntary basis, to represent different perspectives of society in the CMA process;
- A formal structure which is related to the CMA;
- A place where co-operative and consultative water resource management can take place;
- A place where participants provide and share information relating to issues of the water environment; and

- A body that has the capacity to make recommendations to the authorities and other Forum management structures on behalf of the broader body of Forum members.

**A Catchment Forum is not:**

- A pressure group;
- An activist body; or
- A body which can prescribe or dictate certain actions to participants.

**1.2 Vision**

To strive towards a healthy and safe water environment that is sustainable for all use through proactive stakeholder participation within the Klip River Catchment.

**1.3 Mission**

To provide a platform for the development of an Integrated Water Resource Management Strategy for the Klip River Catchment through interactive stakeholder participation.

**1.4 Purpose of the Forum**

The purpose of the KRF is to:

- Facilitate and co-ordinate effective Water Resource Management in the Klip River Catchment;
- Represent the interests of all parties of the Klip River Catchment in the various management structures comprising the Upper Vaal WMA;
- Provide a Forum, where matters of common interest with respect to Water Resource Management in the Klip River Catchment, can be discussed; and
- Make recommendations to the authorities and other Forum management structures on behalf of the broader body of Forum members relating to Water Resource Management issues.

**1.5 Functions to be Performed by the Forum**

The functions of the KRF are to:

- Ensure that the membership of the KRF reflects a broad range of perspectives from different sectors of society and a wide range of interests;
- Ensure that consultation with the broader base of interested and affected parties is maintained and that they be given the opportunity to comment on the KRF's deliberations and recommendations;
- Convene regular meetings and inform Forum members timeously of such arrangements; and
- Start, maintain and promote a program to raise awareness on Water Resource Management and strategies.

## **2 STRUCTURE OF THE FORUM**

The KRF shall be constituted of a group of interested and affected parties concerned with water resource management of the Klip River Catchment and should reflect the principles of gender equality and representation of the greater population residing within the defined boundaries of the Klip River Catchment. Membership of the KRF will be inclusive of all individuals, role-players, stakeholders and interested and affected parties within the Klip River Catchment. From this group of people, the KRF members shall elect a Chairperson and Vice-chairperson to facilitate Forum meetings.

The KRF shall also elect an FMC, which will consist of a Chairperson and Vice-chairperson as well as one person from the KRF to represent the relevant water use sectors within the Klip River Catchment. The Klip River FMC shall be directly responsible to the KRF and will be limited to bona fide members of the KRF. The Klip River FMC will be responsible to (including other aspects):

- Facilitate communication and understanding between all interested and affected parties within the KRF and other structures within the Upper Vaal WMA;
- Organise all administrative requirements necessary for the functioning of the KRF;
- Oversee, monitor and co-ordinate the activities of the KRF; and
- Adhere to the KRF Terms of Reference and other relevant procedures.

The Klip River FMC will appoint Ad-hoc Task Teams responsible for specific functions. It is envisaged that Ad-hoc Task Teams may be established as the need arises, while existing Ad-hoc Task Teams may be dissolved once their task has been completed. Ad-hoc Task Teams shall be directly responsible to the Klip River FMC and will be limited to bona fide members of the Klip River FMC.

It is the responsibility of the KRF and FMC Chairpersons to represent the KRF at the Vaal Barrage Catchment Executive Committee (VBCEC) as and when meetings are held.

Registered KRF and FMC members are required to attend all meetings and activities. If the respective member is unable to attend all meetings and activities, a nominated proxy must attend on the member's behalf. Non-attendance by the member, or their respective proxy, is unacceptable and will be recorded as Absent Without Apology in the KRF minutes.

## **3 PERIOD OF APPOINTMENT**

The period of appointment to all positions within the KRF will be reviewed every two (2) years. However, to ensure continuity, some or all of the elected members of positions within the KRF may be asked to serve voluntarily for a longer period.

## **4 FREQUENCY OF MEETINGS OF THE FORUM**

- The KRF will meet four (4) times per year to review the activities of the Klip River FMC and the various Ad-hoc Task Teams;

- The KRF will convene an Open Day every two (2) years; and
- The Klip River FMC and Ad-hoc Task Teams will meet on a more frequent basis as deemed necessary.

## **5 OBSERVER STATUS**

The KRF will be open for observers to attend and all of its structures are fully transparent. All relevant information will be available to observers. Observers will be permitted to attend KRF meetings based on the following conditions:

- Observers must provide seven days advance notification in writing to the Secretary of the KRF of the intent to observe a KRF meeting;
- Observers will not have the right to cast a vote;
- Should the observer wish to address a specific issue verbally, written submission to do so should accompany the notification forwarded to the Secretary of the KRF;
- Observers and members of the KRF will not be allowed to make statements to the media on behalf of the KRF or any of its members. Only the Chairperson and/or Vice-Chairperson of the KRF or FMC will be allowed to make statements to the media; and
- The KRF reserves the right to ask observers to excuse themselves from a meeting.

## **6 STATUS OF DECISIONS**

The KRF's purpose is to advise, monitor, recommend and make suggestions to the Klip River FMC which in turn will be channeled through the FMC to the appropriate CMA structures where final decisions will be taken. It is the Klip River FMC's responsibility to give feedback of all relevant decisions to the members of the KRF and its structures. The recommendations of the KRF and its structures will be by simple majority. Minority views will be recorded. In addition, the KRF has the right to take recommendations to the Minister of Water Affairs and Forestry should it be deemed necessary.

## **7 ADMINISTRATION**

### **7.1 Secretarial Services**

It is expected that secretarial services will be provided by the Department of Water Affairs and Forestry to assist the KRF in the execution of administrative functions. The Secretary will arrange meetings, prepare documentation and record the proceedings of meetings. However, if this is not possible, then the relevant Chairperson of the KRF or Klip River FMC should provide the necessary secretarial services.

### **7.2 Finances**

The KRF will have the ability to open a bank account in the name of the Klip River Catchment Forum. Both the chairpersons of the KRF and Klip River FMC will have signing rights. The FMC, in co-ordination with the KRF members, will be responsible for the generation and management of funds to sustain the KRF. All sectors elected to the Klip River FMC will be responsible for

contributing towards the sustainability of the KRF. An annual budget should be compiled and regular reports submitted to the KRF members.

The KRF can fund activities as and when its budget allows, and only if the proposed activities are in line with the objectives of the KRF.

**7.3 Amendments to the Terms of Reference**

The following procedure should be adhered to when making amendments to the KRF Terms of Reference:

- The proposed change or addition must be submitted to the Klip River FMC;
- The submitted document should be circulated to all members of the KRF; and
- A majority vote at a KRF meeting will secure approval for changes or additions to the KRF Terms of Reference.

**8 TERMS OF REFERENCE APPROVAL**

The KRF Terms of Reference is hereby approved, and adopted on behalf of the KRF, by the following signatories:

\_\_\_\_\_  
KRF Chairperson  
Date: \_\_\_\_\_

\_\_\_\_\_  
Klip River FMC Chairperson  
Date: \_\_\_\_\_