**PROVINCIAL PLANNING AND DEVELOPMENT FORUM: TERMS OF REFERENCE (2016/2017)**

**1. ESTABLISHMENT OF THE PROVINCIAL PLANNING AND DEVELOPMENT FORUM (PP&DF):**

The PP&DF was established by Minister Bredell: Local Government; Environmental Affairs and Development Planning, in August 2010, for reasons described in paragraph 2.

**2.** **ROLE AND FUNCTIONS OF THE PROVINCIAL PLANNING AND DEVELOPMENT FORUM**

The role and functions of the PP&DF:

1. To present an opportunity where Provincial mandates, guidelines, legislation and related matters can be discussed;
2. To provide an opportunity where stakeholders can express their vision, ideas and practical proposals with regards to land use administration, future planning and environmental continuity;
3. To discuss complex planning challenges and to get inputs from stakeholders outside the normal legal requirements.

**3. GUIDING PRINCIPLES OF THE FORUM**

1. Discussions relevant to the tasks and functions of the forum shall be open and transparent;
2. All members of the forum shall act in an accountable, respectful, professional and responsible manner in the deliberations and be responsive to tasks arising from the meetings;
3. Representatives are not invited as individuals, but as representatives from the respective organisations;
4. No individual applications/ cases will be discussed.

**4. STRUCTURE OF THE PP&DF**

**4.1** Membership of the forum isestablishedas follows:

(i)By invitefrom the Minister;

(ii) A request for permanent representation directed to the Minister for his approval.

**4.2** Membership of the PP&DF is constituted of the following representatives:

(i) Minister: Local Government, Environmental Affairs and Development Planning;

 (ii) Department of Environmental Affairs & Development Planning: Relevant Senior

 Management Representatives;

1. Nominated Built Environment Institutional Representatives;
2. Chairperson of the Standing Committee: Environmental Affairs & Development Planning;

 (vi) A Chairperson and Secretariat.

**4.3** **Membership Management**

1. Membership is established on an annual basis, from the start of the provincial government

 financial year;

1. Membership of the private institution representatives is established by nomination from the relevant decision maker/s within that organisation authorised to do so;
2. If the current representative will no longer be able to participate as a members, he/she must notify the secretariat/chairperson;
3. Membership of the Department is based on their designation in the Department as HOD and other relevant Senior Management officials.

**4.4** **The Chairperson**

1. The Chairperson is elected by the members of the forum;
2. In the absence of the Chairperson, any member may be nominated by the forum members to chair the meeting.

**4.5** **The Secretariat**

4.5.1 The Secretariat of the PP&DF will be provided by DEA&DP.

4.5.2 The Secretariat will provide administrative and logistical support which includes:

1. Co-ordination of meetings;
2. Arranging of meetings (venues etc.);
3. Co-preparation and circulation of agenda;
4. Recording of meeting notes, drafting minutes and circulation thereof.

**4.6** **Decision making**

 The PP&DF has no decision making power.

**4.7 Frequency of Meetings**

 Meetings are scheduled to be held on a quarterly basis and is scheduled for two hours.

**4.8 Agenda Setting**

The agenda will be determined by the stakeholders in consultation with the Department. If any matters are to be placed on the agenda, they must be directed to the chairperson at least two weeks before the scheduled meeting.

**4.9 Meeting Venue**

DEA&DP will provide the venue for all meetings unless otherwise indicated.

**5. MEMBERSHIP RESPONSIBILITIES**

5.1By virtue ofmembership of the PP&DF, members are required to participate in the following way:

(i) Ensure that key issues from the institutions are tabled when required;

(ii) Ensure that key information is shared with the representative institutions;

(iii) To undertake adhoc or strategic tasks when required;

(v) To tender apology when absent.

5.2 **Task Teams**

The Forum may create separate task-teams at any time to perform specific tasks or responsibilities arising from meetings.

**6. CURRENT MEMBERSHIP (2016/2017)**

6.1 The PP&DF is constituted of the following members:

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|  | **ORGANISATION** | **DESIGNATION**  | **MEMBER NAME** |
|  | Local Government, Environmental Affairs & Development Planning ‘**LG,EA&DP**’ | Minister | Anton Bredell |
| Standing Committee: Environmental Affairs & Development Planning | Chairperson | Rodney  |
| **DEPARTMENT** | Department of Environmental Affairs & Development Planning ‘**DEA&DP**’ | HOD | Piet van Zyl |
| DEA&DP: Development Planning | Chief Director | Anthony Barnes |
| Development Management | Director: Region 1 | Zaahir Toefy |
| Director: Region 2 | Henri Fortuin |
| Director: Region 3 | Gavin Benjamin |
| Spatial Planning & Coastal Planning & Impact Management | Director | Kobus Munro |
| Development Facilitation | Director | Gerhard Gerber |
| Development Planning Intelligence Management & Research | Director | Helena Jacobs |
| Environmental Governance, Policy Co-ordination & Planning & Compliance & Enforcement | Chief Director | Ayub Mohamed |
| Planning & Policy Co-ordination | Director | Paul Hardcastle |
|  | Chairperson | Chairperson | Alwyn Laubscher |
| Secretariat | Secretariat | Ryan Apolles |
| **PRIVATE INSTITUTIONS** | Cape Institute for Architecture ‘**CIFA**’ | Nominated Members | Henk Lourens |
| International Association for Impact Assessment ‘**IAIA**’ | Stephnie Kot |
| South African Association of Professional Planners ‘**SAACPP**’ | Paul Olden |
| South African Geomatics Institute‘**SAGI**’ | David Hellig;Spencer Dreyer |
| South African Institute of Civil Engineering ‘**SAICE**’ | Douglas Smetherham;Stephen Fanner |
| South African Planning Institute ‘**SAPI**’ | Derek Chittenden;Pieter van der Berg |
| South African Property Owners Association ‘**SAPOA**’ | Simon Nicks |
| Urban Design Institute of South Africa ‘**UDISA**’ | Matthew Gray |
| Western Cape Property Development Forum ‘**WCPDF**’ | Deon van Zyl |