

Western Cape Water Supply System: Reconciliation Strategy Steering Committee

Terms of Reference

Introduction/Preamble

In 2007 the then Department of Water Affairs and Forestry (DWAF) and the City of Cape Town (CoCT), developed a Water Availability and Use Reconciliation Strategy to ensure the ongoing reconciliation of supply and requirement from the Western Cape Water Supply System (WCWSS) to its users. One of the recommendations which came out of the Strategy Study was that a Strategy Steering Committee be formed with a clearly defined mandate and scope of work. The primary function of the Strategy Steering Committee is to ensure the implementation of the Strategy and to make recommendations, on an annual basis, on long-term planning activities required to ensure ongoing reconciliation of water requirements and available water supply in the WCWSS area.

A number of organisations currently own and operate infrastructure components and receive water from the WCWSS. The main role-players to date have been the Department of Water Affairs (DWA), the CoCT, the Provincial Department of Agriculture, various Water Service Providers and various Water User Associations. Although these organisations will continue to play a significant role in future decisions, other organisations also need a forum to ensure that their requirements can be clearly conveyed, that they can make contributions when needed, and that they are continuously informed about the development and decisions regarding the WCWSS. Organisations represented on the Steering Committee must ensure that recommendations made in the Strategy document are implemented and must assume a collective responsibility for ensuring the ongoing reconciliation of water supply and requirement.

The Strategy Steering Committee was established in September 2007, and met twice a year until November 2011. After a hiatus of nearly two years, the Strategy Steering Committee was re-established in August 2013 (SSC Meeting #10 of 28 August 2013). The original Terms of Reference for the Strategy Steering Committee was accepted at the SSC Meeting #3 of 18 September 2008. This document provides an update to the Terms of Reference.

Objectives

The objectives of the Strategy Steering Committee are:

- *To ensure and monitor implementation of the recommendations of the Water Availability and Use Reconciliation Strategy for the Western Cape WSS;*
- *To regularly update the Strategy to ensure that it remains relevant;*
- *To make recommendations to the responsible authorities on interventions to be studied or implemented; and*
- *To ensure that the Strategy, its recommendations and progress with the implementation are appropriately communicated to all stakeholders by means of annually updated Status reports, newsletters and press releases.*

1. Implementation of Strategy Recommendations

- Monitor the implementation of the recommendations contained in the WC WSS Reconciliation Strategy Study.
- Monitor the progress and compliance with set targets and objectives, e.g.
 - Target dates for initiating and completing studies
 - Implementation of Water Conservation and Water Demand Management measures
 - Implementation of other interventions.
- Assess the implications of deviations.

- Make recommendations on mitigation measures and adjustments to ensure the ongoing reconciliation of supply and requirements.
- Monitor developments that may impact on the availability and requirement for additional water to the System to ensure ongoing reconciliation of water availability and requirements.

2. Updating of the Strategy

- Review / update and revise the WC WSS Reconciliation Strategy as and when required.
- Monitor and update water requirements on an annual basis.
- Reassess the available resources and the existing system yield as required.
- Undertake an annual updated reconciliation of water availability and requirements.
- Update the Scenario Planning Process to cater for changes in water requirements, available yield and potential delays in or impacts of the implementation of selected interventions.
- Identify possible interventions for implementation with their advantages and disadvantages and make recommendations as to required studies to be undertaken and interventions to be implemented by the identified responsible authorities to ensure sustainable reconciliation of water requirements and supply.
- Identify issues that could prohibit implementation of interventions and recommend mitigation actions by the identified responsible authorities.

3. Recommendations

- Make recommendations to the DWA and the CoCT on new studies required to update the water requirements and system yield.
- Make recommendations to the DWA and or the CCT for addressing potentially inhibiting factors.
- Make recommendations to the DWA, the CCT, other WSAs and Water User Associations on the need for further studies and on the need to implement interventions to meet the water requirements of the WCWSS.

4. Communication

- Communicate annually and as and when required on progress with the implementation of the recommendations of the WC WSS Reconciliation Strategy to the following Authorities:
 - DWA,
 - City of Cape Town,
 - Water Services Authorities, and
 - Western Cape Provincial Government
- Communicate annually and as and when required on progress with the implementation of the recommendations of the WC WSS Reconciliation Strategy to other Stakeholders, e.g.
 - Organised Agriculture
 - Environmental NGOs
- Communicate progress on the implementation of the recommendations of the WC WSS Reconciliation Strategy to the general public through media releases and newsletters.
- Liaise with Departments involved in producing Provincial Strategies and provide input into Provincial Strategies and ensure alignment of the WCWSS Reconciliation Strategy with these Provincial strategies and *vice versa*.
- Brief relevant municipalities on recommendations emanating from the WC WSS Reconciliation Strategy implementation that may or will impact on their functions.
- Inform politicians of imminent press releases relating to the reconciliation of water availability and requirement and other recommendations from the Strategy Steering Committee.
- Liaise with the WC WSS Operation Committee as required.
- Provide relevant required information to update the DWA and CoCT websites.

Reporting

The WC Reconciliation Strategy Steering Committee is a steering committee formed to ensure the implementation of the WC WSS Reconciliation Strategy recommendations for ongoing reconciliation of water supply and requirement. Whilst the committee comprises of representatives from national government, provincial government, local government and agriculture, the meetings shall be facilitated and chaired by DWA's Chief Director: Integrated Water Resource Planning. As a Strategy Steering Committee, the primary function of the meetings will be to give guidance to DWA: National Water Resource Planning on future water resource planning requirements and to the CoCT on required actions to ensure sustainable water supply.

Administrative and Technical Support Group

An Administrative and Technical Support Group (ATSG) is established to support the Strategy Steering Committee. The Support Group will provide administrative, scientific and technical support. This support will be facilitated through DWA: National Water Resource Planning. The ToR for the ATSG is attached as Annexure A.

Representation

The institutions/agencies to be represented on the Strategy Steering Committee are listed in Table 1.

Table 1 Organisations to be represented on the Strategy Steering Committee

ORGANISATION	ADDRESS
National Government	
Department of Water Affairs (Head Office)	Private Bag X313, Pretoria 0001
- Chief Director: Integrated Water Resource Planning	
- Director: National Water Resource Planning	
- Director: Options Analysis	
- Director: Water Resource Planning Systems	
- Director: Water Use Efficiency	
- Director: Water Resources Infrastructure Management: Southern Operations	
Department of Water Affairs (Regional Office)	Private Bag X16, Sanlamhof 7532
- Chief Director: Western Cape Regional Office	
- Director: Institutional Support	
- Director: Regulatory Support	
- Director: Water Sector Support	
- Subdirector: Resource Protection	
- Subdirector: Groundwater	
Western Cape Provincial Government	
Department of Agriculture	P/Bag X1 Elsenburg 7607
Department of Local Government	
Department of Human Settlements	P/Bag X9083 Cape Town 8000
Dept of Environmental Affairs and Development Planning	P/Bag X9086, Cape Town 8000
- <i>Planning Branch</i>	
- <i>Environmental Branch</i>	
CapeNature	P/Bag X29 Rondebosch 7701

ORGANISATION	ADDRESS
Local Authorities	
City of Cape Town	
- Director: Water & Sanitation	PO Box 298, Cape Town
- Manager: Bulk Water	PO Box 16548, Vlaeberg
- Head: Resource & Infrastructure Planning	PO Box 16548, Vlaeberg
- Manager: Wastewater	PO Box 16548, Vlaeberg
- Manager: WC/WDM	PO Box 298, Cape Town
West Coast DM	PO Box 242, Moorreesburg 7310
Cape Winelands DM	PO Box 91, Worcester 6849
Drakenstein LM	PO Box 1, Paarl, 7620
Stellenbosch LM	PO Box 17, Stellenbosch
Witzenberg LM	
Bergrivier LM	
CMAs	
CEO: Berg Olifants CMA	Not yet established
CEO: Breede Gouritz CMA	Private Bag X3055 Worcester 6850
WUAs and Water Boards	
Berg WUA	PO Box 540, Wellington 7655
Berg IB	
Central-Breede WUA	PO Box 232, Robertson 6705
Winelands WUA	
Overberg Water Board	

Meetings

It is envisaged that 2 Strategy Steering Committee meetings will be held each year

- Meeting 1 in the first semester:
 - To consider / review progress with implementation of Strategy recommendations
 - To deal with communications

- Meeting 2 in the second semester:
 - To consider / review progress with implementation of Strategy recommendations
 - To update the WC WSS Reconciliation Strategy water balances
 - To take note of new developments
 - To deal with communications.

Annexure A – Terms of Reference for the Administrative and technical Support Group

For the SSC to achieve its objectives, technical, scientific and administrative support will be provided by a Support Group, comprising the DWA D: NWRP, relevant directorates of the DWA RO and the PSP. The functions of the Support Group are to provide administrative and technical support and to ensure regular maintenance of the strategies. The scope of work for the Support Group will include:

- *Assistance with the implementation of the Reconciliation Strategy;*
- *Annual review and updating of requirement scenarios based on the latest water use information from all users;*
- *Monitoring the effectiveness of the Strategy through the regular comparison of water requirements and water availability and making recommendations to the SSC regarding maintenance of the Strategy and the way forward;*
- *Participating in water resource protection as it relates to the Strategy, e.g. through support to the development of catchment management Strategies and the phasing in of the ecological Reserve for existing infrastructure [and] monitoring implementation of Resource Quality Objectives;*
- *Supporting the Strategy Committee in establishing and maintaining appropriate stakeholder engagement, e.g. keeping the public informed through press releases, newsletters and public information meetings, regularly providing the latest information on strategy implementation issues and SSC recommendations to all local authorities and obtaining stakeholder inputs to those recommendations; and*
- *Assisting the SSC in all activities that may arise from the execution of its responsibilities, where such activities may require the backing of the Support Group.*

The implementation and maintenance of the current WC WSS Reconciliation Strategy as updated from time to time forms the core of the scope of work. It is supported by several tasks structured to assist the main role players with the monitoring and evaluation of progress as well supporting the implementation of the strategy at municipal and DWA RO level. The required tasks are:

- Collating data and information related to the Strategy in a specially designed information database for easy access, analysis and reporting;
- Ongoing liaison with the relevant WSAs and other user groups to support the implementation and receive feedback about any issues related to the Strategy;
- Monitoring and evaluation of the Strategy implementation and its impacts;
- Updating of information on water requirements and water availability and subsequent update of the Strategy;
- Regular reporting of changes to the Strategy and or status of implementation;
- Review of technical documents and policy with respect to their potential impact on the Strategy.

The project secretariat will provide administrative support to both the Strategy Steering Committee and the Support Group. The administrative support comprises preparing invitations to, and agendas for, the different committees' meetings, taking minutes of the meetings and follow-up on agreed actions. In addition, letters and other relevant documents such as newsletters and news releases will be drafted and circulated where required.

Representation

The institutions/agencies to be represented on the Administrative and Technical Support Group are listed in Table 2.

Table 2 Organisations to be represented on the Administrative and Technical Support Group

ORGANISATION	ADDRESS
National Government	
Department of Water Affairs (Head Office)	Private Bag X313, Pretoria 0001
- Directorate: National Water Resource Planning	
- Directorate: Water Resource Planning Systems	
- Directorate: Water Use Efficiency	
- Directorate: Water Resources Infrastructure Management: Southern Operations	
Department of Water Affairs (Regional Office)	Private Bag X16, Sanlamhof 7532
- Directorate: Institutional Support	
- Directorate: Regulatory Support	
- Directorate: Water Sector Support	
- Subdirectorates: Resource Protection	
- Subdirectorates: Groundwater	
Western Cape Provincial Government	
Department of Agriculture	P/Bag X1 Eisenburg 7607
Department of Human Settlements	P/Bag X9083 Cape Town 8000
Dept of Environmental Affairs and Development Planning	P/Bag X9086, Cape Town 8000
- <i>Planning Branch</i>	
Local Authorities	
City of Cape Town	PO Box 16548 Vlaeberg
- Bulk Water	
- Waste Water	
- WC/WDM	

Meetings

It is envisaged that between 4 and 6 meetings will be held each year

- Meeting 1 before a SSC meeting to prepare documentations and presentations for submission to the SSC
- Meeting 2 shortly after SSC meeting to process feedback and recommendations from the SSC and agree on activities to be carried out by the relevant authorities between the SSC meetings.
- Meeting 3 (if and when required) between SSC meetings to provide feedback and agreement on activities.