



**KLIPRIVIERSBERG CONSERVANCY
DEVELOPMENT INTEGRATION TEAM
TERMS OF REFERENCE**

**AS APPROVED BY THE EXECUTIVE COMMITTEE
ON ... Date to be included**

1 Purpose

- 1.1 The Development Integration Team is a subcommittee of the Executive Committee of the Klipriviersberg Conservancy (Executive Committee) and shall fulfill an advisory role to the Executive Committee regarding the integration of sustainable development into the area of the Klipriviersberg Conservancy and its surrounding areas.

2 Focus

- 2.1 The Development Integration Team shall focus on the protection and promotion of the Klipriviersberg Conservancy Constitution with regard to the integration of sustainable development.

3 Functions

The Development Integration Team shall:

- 3.1 Establish a clear understanding of what is important and what has to be protected, promoted and enhanced through integrated sustainable development;
- 3.2 Prepare an integrated development policy for the Conservancy to address development policies and proposals in the area in consultation with all stakeholders;
- 3.3 Inform and advise the community regarding sustainable development;
- 3.4 Research and investigate development policies and proposals;
- 3.5 Make recommendations to the Executive Committee with regard to the approach the Conservancy should take regarding development policies and proposals;
- 3.6 Implement and fulfill the mandate of the Executive Committee regarding the integration of sustainable development;
- 3.7 Participate and make representations in the preparation and formulation of development and infrastructure policies, proposals and applications;
- 3.8 Engage with developers, professional teams, authorities and community members to participate and make representations in development proposals and application processes;
- 3.9 Build strong working relationship with members of national, provincial and local authorities;
- 3.10 Establish suitable processes and mechanisms to assist authorities to address urban management issues and enforcement.

4 Legal framework

- 4.1 The Executive Committee shall establish a legal mandate and framework for the Development Integration Team to participate in development policy and application processes.
- 4.2 The Development Integration Team shall ensure that the fulfillment of the mandate of the Executive Committee is undertaken in accordance with recognised legislative requirements.

5 Conflict of interests

Members of the Development Integration Team shall:

- 5.1 Protect the integrity of the Klipriviersberg Conservancy;
- 5.2 Declare any interest in any development process or proposal;
- 5.3 Recuse themselves from any decision or voting process regarding a development policy or proposal in which they have a material interest;
- 5.4 Take every opportunity to engage with people with knowledge and information regarding a development policy or proposal to ensure informed decisions;
- 5.5 Endeavour to have at least two members of the Development Integration Team as representatives at meetings with stakeholders such as developer teams, authorities and community members.

6 Membership of the Development Integration Team

- 6.1 The membership and structure of the Development Integration Team may include:
 - 6.1.1 A Chairman who shall be an Executive Committee member;
 - 6.1.1.1 If the Chairman is not present at a meeting the members present shall agree on a Chairman for the meeting; such chairman should be a member of the Executive Committee or designated by the Chairman.
 - 6.1.2 An Administrator;
 - 6.1.3 Core members, including residents and volunteers who are regular members of the Development Integration Team who meet and discuss development integration on a regular basis.
 - 6.1.4 Observers, including those people who wish to attend to observe and contribute to discussions based on the focus and functions of the Development Integration Team;
 - 6.1.4.1 Observers shall request the opportunity to attend meetings through the Chairman with suitable reasons;
 - 6.1.4.2 The Chairman should be notified of any items to be introduced by an Observer prior to the meeting.
 - 6.1.5 Ex Officio members who may attend any meetings of the Development Integration Team, including:
 - 6.1.5.1 Klipriviersberg Conservancy Executive Committee members,
 - 6.1.5.2 Ward Councillors;
 - 6.1.6 Specialists and experts involved in development;
 - 6.1.7 Representatives of authorities and agencies;
 - 6.1.8 Representatives of NGOs and CBOs.
- 6.2 Additional volunteers are welcome to join the Development Integration Team should they wish to contribute to the fulfillment of this Terms of Reference.
- 6.3 Members of the Development Integration Team shall recruit volunteers to ensure adequate resources and members for the Core members.
- 6.4 All members of the Development Integration Team shall provide mentorship and support for other members to become proactive contributors to the Team.

7 Meetings

- 7.1 Meetings will be scheduled by the Development Integration Team.
- 7.2 Copies of all minutes and correspondence are to be sent to the Honorary Secretary/Treasurer and are to be sent to all Executive Committee members.
- 7.3 Notices of meetings to be sent to all Executive Committee members.
- 7.4 Executive Committee members may attend any meetings of the Development Integration Team.
- 7.5 The quorum for a meeting shall be one third of the Core Team members plus one.

8 Representation of the Klipriviersberg Conservancy

- 8.1 Members of the Development Integration Team must be mandated by the Chairman to represent the Klipriviersberg Conservancy at any meeting, workshop or public gathering.
- 8.2 Any instructions and mandates for representation of the Klipriviersberg Conservancy shall be given by the Chairman to the designated Development Integration Team member, or in his absence a member of the Executive Committee.
- 8.3 Any member who represents the Klipriviersberg Conservancy or Development Integration Team without a given mandate shall do so at his or her own risk.

9 Voting procedures

- 9.1 The Development Integration Team shall generally aim for consensus in decision-making.
- 9.2 If however a vote is required, the following shall apply:
 - 9.2.1 Core members and Ex Officio members who are present when a vote is taken may vote,
 - 9.2.2 Should there be a declared conflict of interest the requirements noted above shall be applicable,
 - 9.2.3 A majority shall be 50% of the people present entitled to vote plus one,
 - 9.2.4 The Chairman shall have a casting vote which will include the chairman of a voting process where Chairman has declared a conflict of interest.

10 Reporting

- 10.1 The Development Integration Team shall provide feedback to the Executive Committee monthly.
- 10.2 The feedback should include, where appropriate, information regarding:
 - 10.2.1 Progress of the Team,
 - 10.2.2 Challenges being faced,
 - 10.2.3 Any proposals and alternatives regarding development applications and policies,
 - 10.2.4 Any suggestions and solutions that may be recommended,
 - 10.2.5 Resources or requirements that are needed,
 - 10.2.6 Motivation for budget allocation and requirements,
 - 10.2.7 Expenditure and costs incurred shall be processed in terms of the approved "Policies And Procedures For Secretarial And Financial Control Of Klipriviersberg Conservancy Business" as amended and approved by the Executive Committee,
 - 10.2.8 Report backs on any meetings, workshops or public events attended by members of the Team.

11 Accessibility and transparency

- 11.1 Minutes and documentation shall be made available through the Klipriviersberg Conservancy web site.
- 11.2 Report backs to the community will be made on a regular basis at least quarterly.

12 Indication of resources required

- 12.1 Possible resources required for the Development Integration Team that have been identified include:
 - 12.1.1 Technical and professional specialists, including but not limited to: town planning, environmental, architectural, urban design, engineering, legal, economic;
 - 12.1.2 Other specialists in the following fields, including but not limited to: geotechnical, noise, visual, heritage, cultural, social, traffic, financial.
- 12.2 Where possible technical and professional support will be sought on a pro bono basis.
- 12.3 Where this is not possible, financial resources will be required to provide for anticipated costs including but not limited to: professional fees, venues, printing, travelling, advertising.
- 12.4 Professional councils and associations may be approached to identify and request firms to offer services.
- 12.5 The Development Integration Team shall prepare a budget to be submitted to the Executive Committee for approval.
- 12.6 Approval of all expenditure shall be in terms of the approved "Policies And Procedures For Secretarial And Financial Control Of Klipriviersberg Conservancy Business" as amended and approved by the Executive Committee.
- 12.7 The Chairman of the Development Integration Team shall be accountable for any expenditure once it has been approved by the Executive Committee.
- 12.8 Members of the Development Integration Team shall also refer to and draw on the Executive Committee members for guidance and support.

13 Closure of the Development Integration Team

- 13.1 The Development Integration Team shall exist to fulfill the stated purpose.
- 13.2 The Executive Committee of the Klipriviersberg Conservancy shall close the Development Integration Team should it not require the stated purpose to be fulfilled.
- 13.3 Should the members of the Development Integration Team decided that the purpose for its existence is no longer required or cannot be fulfilled they shall motivate for the closure of the Development Integration Team by the Executive Committee.
- 13.4 The final decision regarding the closure of the Development Integration Team shall be taken by the Executive Committee.

APPROVED BY THE EXECUTIVE COMMITTEE OF THE KLIPRIVIERSBERG CONSERVANCY AT

ITS MEETING HELD ON: _____

: **CHAIRMAN:** _____