



CITY OF CAPE TOWN
ISIXEKO SASEKAPA
STAD KAAPSTAD

Spatial Planning Collective

Terms of Reference

August 2025

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Residents are directly affected by land use, and the nature, form and location of developments in their areas. Thus, all Capetonians have an interest in spatial planning as the City's planning policies determine what our suburbs will look and feel like in future. The spatial policies also impact landowners and developers as these plans inform and guide the City's decisions when we assess development and land use applications.

Given the importance of these policies, the City's Urban Planning and Design (UPD) Department is starting a programme to educate, empower, and engage community stakeholders about our spatial policies and planning processes.

1. Purpose of the Spatial Planning Collective

The Spatial Planning Collective is established to provide empowerment, an open platform for dialogue, information sharing, and engagement between stakeholders, community members, and relevant organisations. The forum will:

- Facilitate discussion on matters relating to Spatial Planning.
- Share updates, plans, and activities that impact the community.
- Gather community feedback to inform decision-making.
- Foster collaboration and partnerships between the City of Cape Town and its residents.

2. Objectives

Promote transparent communication regarding Spatial Planning between the public, businesses, and civil society.

- Establish a dedicated platform for each Subcouncil to meet with stakeholders about spatial planning and development related matters in their areas
- Facilitate proactive and regular engagement and communication between the UPD Department and community representatives
- Inform and educate representatives so that they can have a better understanding of spatial planning and how these policies impact their neighbourhoods
- Provide training for community representatives about the City's spatial planning processes, how to participate and comment on these processes, how to get involved with City projects, budgeting processes, environmental planning, housing development, resilience and climate change, transport, land use processes and local economic development

3. Membership

Eligibility

Open to any individual, group, or organisation with an interest in the Spatial Planning Collective's topics and the Spatial Planning processes within the City.

Representation

Members should aim to represent the views of their organisation or community sector, where applicable.



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Commitment

Members are encouraged to attend all scheduled meetings and actively contribute.

4. Criteria for Nominees

Preference will be given to nominated representatives who comply with the following selection criteria. The nominated representatives must:

- Represent an umbrella body, with a footprint in the respective subcouncil of nomination;
- Represent an organisation with a strong/ direct interest in spatial planning;
- Undergo the required training and participate on the subsequent process to, amongst others, help develop spatial policy for areas;
- Attend the meetings of the Collectives, ideally about one per month; and
- Abide by the Rules of Conduct and the help achieve the expectations of the Terms of Reference of the Collectives.

In composing the various collectives, the UPD Department, in conjunction with Subcouncil, will select individuals to also ensure that the respective Collectives meets broad diversity objectives that suitably represents our society.

5. Roles & Responsibilities

The roles and responsibilities of the selected representatives are as follows:

- Attend training sessions on the City's Spatial Planning Processes.
- Participate actively and respectfully in discussions.
- Share relevant information with their networks.
- Provide constructive input and feedback.
- Provide inputs on the City's Spatial Planning Policies.

The Chairperson will be the Urban Planning and Design Branch and will be responsible for the facilitation of meetings, ensure orderly conduct and represent the Collective in external communication.

6. Meetings

The Spatial Planning Collective Launch will be held in October 2025.

Thereafter, training session dates will be held to empower the selected nominees on Spatial Planning and City processes.

Once the training is completed, the Spatial Planning Collective will continue as follows:

Frequency: Meetings will be held quarterly/bi-annually or as agreed by members. These meetings will include providing crucial inputs for the local area analysis in the District Plan review.

Venue: As agreed per subcouncil



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7. Communication

Any queries or questions of clarification may be sent to SpatialPlanning.Collective@capetown.gov.za.

Important announcements may be shared via email, website, or social media.

The Spatial Planning Collective members may issue public statements only with the agreement of the Urban Planning and Design Branch.

8. Code of Conduct

A member of the Spatial Planning Collective:

- Must perform the functions of the Spatial Planning Collective in good faith and without fear, favour or prejudice;
- May not use the position or privileges of a member for private gain, or to improperly benefit another person;
- Must be accessible for the community and ensure that all role players can relate to the process and the issues at hand and are able to make their input into the processes of the Spatial Planning Collective;
- Must recognise diversity and understand the differences associated with race, gender, religion, ethnicity, language, age, economic status and sexual orientation, among others;
- Must respect all views and opinions in the process of community participation. Special effort should be made to include previously disadvantaged persons and groups, including women and youth in the activities of the ward committee;
- Must at all times advance and act in the interests of the ward community;
- Must not use their position to promote personal or business interest. Where a potential conflict of interest arises, such member shall recuse him/herself;
- Conduct of members should not be influenced by or dictated to by improper motives;
- In the execution of their functions, committee members must not favour any individuals, groups or organizations;
- Committee members may not engage in disruptive behaviour during meetings; and,
- In their interaction with the community, committee members may not discriminate on the grounds of political affiliation, culture, race gender, sexual orientation, disability, religion or on any other grounds that would constitute unfair discrimination.

9. Reporting & Accountability

The Spatial Planning Collective is an advisory and discussion platform, not a decision-making body unless otherwise agreed.

Outcomes or recommendations may be submitted to the Urban Planning and Design Branch in writing.

10. Review of ToR

These Terms of Reference will be reviewed frequently (or at another agreed interval) to ensure they remain relevant and effective.



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