LOWER GARDENS
CITY IMPROVEMENT DISTRICT

Sub-Committee Policy

1. Introduction and Purpose

The Lower Gardens City Improvement District (LGCID) Board is committed to fostering a collaborative environment that leverages the expertise and passion of our property owners and community stakeholders. This policy outlines the structure, requirements, and operational guidelines for LGCID Sub-Committees to ensure effective community development and governance.

2. Sub-Committee Classification

LGCID Sub-Committees shall be divided into two main categories to ensure focused and relevant engagement:

Committee Type	Focus Area	Recommended Examples
Stakeholder Committees	To represent specific stakeholder groups within the CID area.	Schools, Religious Associations, Apartment Blocks, Business Forum (Restaurants, Retail, etc.).
Community / Project Committees	To focus on specific community requirements, ongoing initiatives, or ad hoc projects.	Events, gardening, sidewalk greening, parks infrastructure, adhoc projects.

3. Membership Requirements

3.1. Membership Criteria

Membership shall be open to individuals meeting one of the following criteria:

- Registered CID Members: Must be a property owner or an official property owner representative who is a signed-up member of the CID (primarily for Stakeholder Committees and infrastructure projects).
- Invited and / or nominated Volunteers: Individuals that put themselves forward and / or are specifically invited by the LGCID Board / CID Manager and / or nominated by CID Members due to their passion, experience, or link to the specific project or community requirement of the sub-committee.

3.2. Volunteer Basis

- Membership on any sub-committee is strictly on a volunteer basis. Sub-committee members shall not be remunerated for their services or participation.

4. Structure and Governance

4.1. Committee Leadership

- Each Sub-Committee will be chaired by the LGCID Manager or a designated LGCID Board Member whose portfolio aligns with the sub-committee's area of focus.

4.2. Quorum and Attendance

- Sub-Committees must meet a minimum of once per quarterly (recommended to meet twice quarterly to drive OKR initiatives).

- Members must attend the LGCID Annual General Meeting (AGM).
- Attendance at meetings should be maintained, and the LGCID Board reserves the right to review and adjust membership based on prolonged non-attendance.

5. Management of Objectives and Key Results (OKRs)

All Sub-Committees are required to manage their objectives and progress using the Objectives and Key Results (OKR) methodology.

- Sub-Committees must regularly input their OKRs and progress into an OKR spreadsheet provided by the LGCID. Each sub committee OKR spreadsheet will be available to the LGCID Board and community stakeholders for review upon request to ensure transparency and accountability.

6. Declaration of Interest (Conflict of Interest)

6.1. Requirement for Declaration

- Prior to formally joining a Sub-Committee, and subsequently at the commencement of every sub-committee meeting, all members are required to declare any private interests that could give rise to a potential conflict of interest.

6.2. Declaration Procedure

- The declaration shall be made using the LGCID Sub-Committee Declaration of Interest Form, which will be available for signature at: https://www.lowergardenscid.co.za/declaration-of-interest-sub-committee.
- For the purpose of this policy, "private interest" and "conflict of interest" shall be interpreted in line with the definitions used in the LGCID Director's Declaration.

- All LGCID Board Members and the CID Manager will also be required to complete and sign their LGCID Sub-Committee Declaration of Interest Form specifically relating to their private interests based on their role within any sub-committee.

6.3. Management of Conflict

- A Sub-Committee member who has declared an interest that gives rise to a potential conflict of interest may not participate in the consideration and deliberation of that specific matter.
- The appointed Chairperson is obliged to request guidance from the LGCID Board if they are uncertain as to whether an interest gives rise to a conflict.

If the LGCID Board determines that a particular interest does not give rise to a conflict, this decision must be formally recorded in the minutes of the LGCID Board meeting.

7. Sub-Committee Operation

- Sub-Committees operate under the authority of the LGCID Board, offering advice and making recommendations. They have no independent executive powers.
- Minutes of all Sub-Committee meetings must be accurately recorded (using LGCID digital transcription software) and submitted to the LGCID Board for review and archival.
- The scope of work for each Sub-Committee shall be defined by a formal Terms of Reference (ToR), which will be approved by the LGCID Board via the OKR sub-committee spreadsheet.