

 <p><b>BEACONVALE</b> improvement district</p>	<p><b>BEACONVALE CITY IMPROVEMENT DISTRICT (BVID)</b> <b>5 YEAR IMPLEMENTATION PLAN</b> 1st July 2017 to 30th June 2022</p>
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<b>PROGRAM 1 - BVID MANAGEMENT &amp; OPERATIONS</b>									
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
1. Appointment of staff	BVID Manager / BVID Board	Ongoing	➔	➔	➔	➔	➔		Staff appointment will be done as required
2. Continued operation of the BVID Management Office	BVID Manager / BVID Board	Ongoing	➔	➔	➔	➔	➔	Operation BVID Office	
3. Appointment of relevant service providers	BVID Manager / BVID Board	1	1Y		1Y			Appointment of appropriately qualified service providers.	Service providers to be reappointed or new providers to be appointed at end of initial contracts (3 Years)
4. Board meetings	BVID Manager / BVID Board	12	12	12	12	12	12	Monthly Board meetings	
5. Financial reports to CoCT	BVID Manager	12	12	12	12	12	12	Submit reports timeously by the 15 <sup>th</sup> of the following month	Refer to Financial Agreement
6. Audited Financial Statements	BVID Manager	1	1Y	1Y	1Y	1Y	1Y	Unqualified Financial Audits Submitted at the City by 31 August of each year	
7. Communicate BVID Arrears List	BVID Manager	12	12	12	12	12	12	Observe and report concern over outstanding amounts	

## PROGRAM 1 - BVID MANAGEMENT & OPERATIONS

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
8. Feedback to Members and Annual General Meeting	BVID Manager / BVID Board	1	1Y	1Y	1Y	1Y	1Y	Host successful AGM before 31 January	Once a year
9. Submit Management Report and Annual Financial Statements to Sub-council(s)	BVID Manager / BVID Board	1	1Y	1Y	1Y	1Y	1Y	Submit AFS and annual report to Subcouncil within 3 months of AGM	
10. Successful day-to-day management and operations of the BVID	BVID Manager	Ongoing	➔	➔	➔	➔	➔	Monthly feedback to BVID Board at Directors present at every meeting	
11. Establish and maintain Website	BVID Board BVID Manager	Ongoing	➔	➔	➔	➔	➔	Website with all the relevant documents as required by the By-Law and Policy	Refer to Program 6-3
12. Comply with all Company Act requirements	BVID Board	1Y	1Y	1Y	1Y	1Y	1Y	CIPC Requirements: <ul style="list-style-type: none"> <li>• Register new directors</li> <li>• Maintenance of Membership List</li> <li>• Annual Financial Statements</li> <li>• Hosting an AGM</li> </ul>	
13. Monthly Reports to the SRA Directors	BVID Manager	12	12	12	12	12	12	Report back on all CID related business to be measured and signed off	Provide monthly reports to the SRA Directors
14. Manage and monitor the C3 notification Process	BVID Manager	12	12	12	12	12	12	Complete daily reports of C3 notifications and monitor existing issues	
15. Submit input to the Integrated Development Plan	BVID Manager	1Y	1Y	1Y	1Y	1Y	1Y	Annual submissions to Sub-Council Manager	October to February of every year
16. Submit input to the City Capital Budgets	BVID Manager	1Y	1Y	1Y	1Y	1Y	1Y	Annual submissions to Sub-Council Manager	
17. Communicate with property owners	BVID Manager	Ongoing	➔	➔	➔	➔	➔	Keep property owners informed through monthly newsletter	
18. Mediate issues with or between property owners	BVID Manager & City of Cape Town Departmental Managers and Law	Ongoing	➔	➔	➔	➔	➔	Provide an informed opinion on unresolved issues and assist where possible	

PROGRAM 1 - BVID MANAGEMENT & OPERATIONS									
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
	Enforcement								
19. Visit BVID members	BVID Manager	Ongoing	➔	➔	➔	➔	➔	Communicate and visit BVID members	Refer also to Program 6-4
20. Promote and develop BVID NPC membership	BVID Manager / BVID Board	Ongoing	➔	➔	➔	➔	➔	Have a NPC membership that represents the BVID community	Refer P 3.1
21. Build working relationships with Sub-Council Management and relevant CoCT officials and departments that deliver services in the BVID	BVID Manager	Ongoing	➔	➔	➔	➔	➔	Successful and professional relationships with sub-council management and officials resulting in enhance communication, cooperation and service delivery	
22. Compile the SRA renewal application and survey.	BVID Manager / BVID Board	In year 4				1Y		Submit a comprehensive renewal application for approval by the members and the City of Cape Town by 31 August.	
23. Establish and maintain Website									
24. Obtain Annual Tax Clearance Certificate			1Y	1Y	1Y	1Y	1Y	Within one month after expiry date of current TCC	
25. Perform Budget Review			1Y	1Y	1Y	1Y	1Y	By 31 January	
26. Apply for Tax Exemption Status			1Y					By end of 1 <sup>st</sup> Financial Year	
27. Present Month Income and Expenditure reports at Board Meetings			12	12	12	12	12	Board members are informed of budget information and status	
28. Perform mid-year review								Submit Board Approved mid-year review to the City by 31 January	

## PROGRAM 2 - BVID SECURITY / LAW ENFORCEMENT INITIATIVES

ACTION STEPS	RESPONSIBLE		FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
				Y1	Y2	Y3	Y4	Y5		
1. Identify the root causes of crime in conjunction with the SAPS, Local Authority and existing security service using their experience as well as available crime statistics	BVID Security Provider	Manager/Service	Ongoing	3M	➔	➔	➔	➔	Incorporate in Security Management Strategy Plan	This is done comprehensively at the beginning of term and then modified continuously
2. Determine the Crime Threat Analysis of the SRA area in conjunction with the SAPS	BVID Security Provider	Manager/Service	Ongoing	3M	➔	➔	➔	➔	Incorporate in Security Management Strategy Plan	
3. Determine strategies by means of an integrated approach to address / decrease crime	BVID Security Provider	Manager/Service	Ongoing	3M	➔	➔	➔	➔	Incorporate in Security Management Strategy Plan	
4. In liaison with other security role players and the South African Police Service, identify current security and policing shortcomings and develop and implement effective crime prevention strategy	BVID Security Provider	Manager/Service	Ongoing	➔	➔	➔	➔	➔	Incorporate in Security Management Strategy Plan	
5. Develop a Security Management Strategy with clear deliverables and defined performance indicators to guide safety services by the appointed service provider and evaluate levels of service provided.	BVID Security Provider	Manager/Service	Revise as often as required but at least annually	3M	1Y	1Y	1Y	1Y	Documented Security Management Strategy with clear deliverables and defined performance indicators to guide safety services by the appointed service provider and evaluate levels of service provided.	This is done comprehensively at the implementation of the CID and then modified continuously
6. Maintain a manned centrally located office(s) open to the members and residents of the SRA to request security assistance or report information	BVID Security Provider	Manager/Service	Ongoing	➔	➔	➔	➔	➔	Appropriately manned and equipped control room with skilled staff	As per Program 1-2
7. Deploy security resources accordingly and effectively on visible patrols. Security personnel and patrol vehicles to be easily	BVID Security Provider	Manager/Service	Ongoing	➔	➔	➔	➔	➔	Effective safety and security patrols in the BVID	

PROGRAM 2 - BVID SECURITY / LAW ENFORCEMENT INITIATIVES										
ACTION STEPS	RESPONSIBLE		FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
				Y1	Y2	Y3	Y4	Y5		
identifiable										
8. Utilise the "eyes and ears" of all security and gardening/street cleaning staff, as well as own staff, to identify any breaches	BVID Security Provider	Manager/ Service	Ongoing	➔	➔	➔	➔	➔	Incorporate feedback and information in security and safety initiatives of the BVID	
9. Assist the police through participation by BVID in the local Police sector crime forum	BVID Security Provider	Manager/ Service	Monthly	12	12	12	12	12	Incorporate feedback and information in security and safety initiatives of the BVID Report on any security information of the BVID to the CPF	
10. Monitor and evaluate the security strategy and performance of all service delivery on a quarterly basis	BVID Security Provider/ SAPS Crime Intelligence Officer	Manager/ Service	Quarterly	4	4	4	4	4	Report findings to the BVID Board with recommendations where applicable	Refer to Program 1-15 and Program 6-1
11. On-site inspection of Security Patrol officers	BVID Security Provider	Manager/ Service	Daily	➔	➔	➔	➔	➔	Report findings to the BVID Board with recommendations where applicable	
12. Weekly Security Reports from Contract Security Company	Security Provider	Service	Weekly	52	52	52	52	52	Report findings to the BVID Board with recommendations where applicable Provide feedback to forum meeting	Incorporate into monthly management report to BVID Board

PROGRAM 3 - BVID CLEANSING INITIATIVES										
ACTION STEPS	RESPONSIBLE		FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
				Y1	Y2	Y3	Y4	Y5		
1. Develop a cleansing strategy document with clear deliverables and defined performance indicators to guide cleansing and delivery from the appointed	BVID Manager/ Cleansing Service Provider		annually	1Y	1Y	1Y	1Y	1Y	Cleansing strategy document with clear deliverables and defined performance indicators to guide cleansing and delivery. Revise as often as required but	Refer to 1.2

### PROGRAM 3 - BVID CLEANSING INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
service provider.								at least annually	
2. Monitor and evaluate the cleansing strategy and performance of all service delivery on a quarterly basis	BVID Manager/ Cleansing Service Provider	Quarterly	4	4	4	4	4	Modify Cleansing Strategy to guide cleansing and delivery	
3. Co-ordinate the provision of additional litter bins and emptying of litter bins service providers and the relevant City of Cape Town departments.	BVID Manager/ Solid Waste Department	Quarterly	4	4	4	4	4	Quarterly status reports to Local Authority regarding progress of identified shortcomings	
4. Provide clean streets and sidewalks in the BVID	BVID Manager/ Cleansing Service Provider	Bi annually	6	6	6	6	6	Cleansing each of the streets within the CID Boundary at least once within every two month period	
5. Identifying Health and safety issues within the area and reporting to Council with C3 notification reference no's	BVID Manager	Ongoing	➔	➔	➔	➔	➔	Monthly evaluations and inspections Provide an improved healthy urban environment in the BVID	
6. Monitor and combat Illegal Dumping	BVID Manager/ Cleansing Service Provider/ Law Enforcement Officers	Ongoing	➔	➔	➔	➔	➔	Removal of illegal dumping as required and applying applicable penalties through law enforcement against transgressors	
7. Identify environmental design contributing to grime such as wind tunnels	BVID Manager/ Cleansing Service Provider	Quarterly	4	4	4	4	4	Quarterly evaluation of the causes of waste Quarterly evaluation of measures implemented and identification of remedial actions	
8. Promoting waste minimization through education and awareness on waste and water pollution	BVID Manager/ Cleansing Service Provider, Solid waste Department	Ongoing	➔	➔	➔	➔	➔	Monthly evaluations and inspections Report findings	

**PROGRAM 3 - BVID CLEANSING INITIATIVES**

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
9. Encourage property owners to act responsibly in terms of waste management and encourage recycling initiatives	CID Manager / Solid Waste Department	Ongoing	➔	➔	➔	➔	➔	Monthly evaluations and inspections Report findings	
10. Coordinate with local NGO to assist in cleaning programs where applicable	CID Manager	Ongoing	➔	➔	➔	➔	➔	As required	Refer to program 4-6 and 5-2

**PROGRAM 4 - BVID URBAN MANAGEMENT INITIATIVES**

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
1. Submissions to Ward Allocation, IDP and Capital Budgets	BVID Manager	1	1Y	1Y	1Y	1Y	1Y	Report to the BVID Board with recommendations where applicable	
2. Identify problem areas with respect to: a. street lighting; b. missing drain covers / cleaning of drains c. maintenance of road surfaces; sidewalks d. cutting of grass / removal of weeds e. road markings / traffic signs  Use the established service levels to design the provision of supplementary services without duplication of effort	BVID Manager	Ongoing	➔	➔	➔	➔	➔	Urban management plan with clear deliverables and defined performance indicators to guide delivery – Report monthly to the Board	This is done comprehensively at the implementation of the CID and then modified continuously

PROGRAM 4 - BVID URBAN MANAGEMENT INITIATIVES									
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
3. Identify and report infrastructure supplementing existing Council Services: a. Street lighting b. Dumping c. Refuse Removal d. Waterworks e. Sewerage f. Roads and Storm water g. Traffic signals and line painting h. Pedestrian safety i. Road repairs	BVID Manager	Daily / weekly and monthly reports to the C3 notification process and daily recording of references in the register						Monitor and evaluate. Report findings to the BVID Board with recommendations where applicable	
4. Compile a list of prioritized needs to enhance the objectives of the CID and liaise with the relevant departments to correct	BVID Manager	4	4M	4M	4M	4M	4M	Monitor and evaluate the plan and performance of all service delivery on a quarterly basis. Report findings to the BVID Board with recommendations where applicable	
5. Greening campaigns - Arbor Day	BVID Manager	1	1Y	1Y	1Y	1Y	1Y	Report to the BVID Board with recommendations where applicable	
6. Work in conjunction with local social welfare and job creation organization and develop the delivery of the supplementary services to improve the urban environment	BVID Manager	Ongoing	➔	➔	➔	➔	➔	Development of a long term sustainable work program	This is done comprehensively at the term renewal and then modified and managed continuously Also refer to Program 5-2 and 3-10
7. Illegal Poster Removal Notify and monitor the removal of illegal posters by the City of Cape Town	BVID Manager	Ongoing	➔	➔	➔	➔	➔	City of Cape Town infrastructure free from illegal posters	



PROGRAM 5 - BVID SOCIAL INTERVENTION INITIATIVES									
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
1. Identify and determine strategies by means of an integrated approach to address / homelessness and the relief measures available, current and future.	BVID Manager/ NGOs	Ongoing	➔	➔	➔	➔	➔	Social intervention plan with clear deliverables and defined performance indicators to guide delivery	This is done comprehensively at the implementation of the CID and then modified continuously
2. Work in conjunction with local social welfare and job creation organization and develop the delivery of the supplementary services to improve the urban environment	BVID Manager/ NGOs	Ongoing	➔	➔	➔	➔	➔	Social intervention plan with clear deliverables and defined performance indicators to guide delivery	This will be a long term plan of action that will take time to develop – Refer to Program 4-6 and 3-10
3. Coordinate Social Development programs and initiatives with City Social Development Department			➔	➔	➔	➔	➔	Meet quarterly	
4. Public awareness program on social issues			➔	➔	➔	➔	➔		

PROGRAM 6 - BVID MARKETING INITIATIVES									
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
1. Regular and monthly newsletters / Newsflashes	BVID Manager	Monthly	12	12	12	12	12	Informative newsletters	Also refer to Program 1-17
2. Regular Press releases in local Newspapers covering: a. Local Development b. Promoting local Projects c. Social Issues	BVID Manager	Ongoing	➔	➔	➔	➔	➔	Quarterly media exposure	
3. Establish and maintain Website	BVID Manager	Ongoing	➔	➔	➔	➔	➔	Up to date and informative website	Refer to Program 1-11

**PROGRAM 6 - BVID MARKETING INITIATIVES**

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
4. Regular Member visits and meetings	BVID Manager	Ongoing	➔	➔	➔	➔	➔	Monthly feedback to BVID Board at Directors Meeting	Refer to Program 1-17
5. Establish the BVID Business Directory and link to website	BVID Manager	Every 2 months	2	2	2	2	2	Up to dates directory	
6. SRA Signage			➔	➔	➔	➔	➔	Signage to be visible and maintained	