PART B

BEACONVALE IMPROVEMENT DISTRICT (BVID)
5 YEAR IMPLEMENTATION PLAN
1st July 2021 to 30th June 2022

PROGRAM 1 - BVID MANAGEMENT & OPERATIONS									
ACTION STEPS	**KEY PERFORMANCE INDICATOR**	**FREQUENCY per year**	**DURATION IN WEEKS, MONTHS OR YEARS**					**RESPONSIBLE**	**COMMENTS**
			Y1	**Y2**	**Y3**	**Y4**	**Y5**		
1. Fully operational BVID Management Office	Functional and accessible	Ongoing	→	→	→	→	→	BVID Manager / BVID Board	
2. Appointment of relevant service providers	Appointment of appropriately qualified service providers.	3 Years	1Y			1Y		BVID Manager / BVID Board	Service providers to be reappointed or new providers to be appointed in last year of contract period by means of a competitive process. Well Documented.
3. Board meetings	Bi-monthly Board meetings.	6	6	6	6	6	6	BVID Manager / BVID Board	Quorum of directors present at every meeting. Feedback per portfolio. Keep minutes and file resolutions.
4. Monthly Progressive Income and Expenditure Report to CCT	Submit reports to the CID Department timeously.	12	12	12	12	12	12	BVID Manager	Refer to Financial Agreement. Submit reports to the CID Department by the 15th of the following month.
5. Audited Annual Financial Statements	Audited Annual Financial Statements with an Unqualified finding.	1	1Y	1Y	1Y	1Y	1Y	BVID Manager	Submitted to the City by 31 August of each year.
6. Communicate BVID arrears list	Board Members in arears cannot participate in meetings.	12	12	12	12	12	12	BVID Manager	Observe and report concern over outstanding amounts to Board and CID Department.

PART B

PROGRAM 1 - BVID MANAGEMENT & OPERATIONS									
ACTION STEPS	**KEY PERFORMANCE INDICATOR**	**FREQUENCY per year**	**DURATION IN WEEKS, MONTHS OR YEARS**					**RESPONSIBLE**	**COMMENTS**
			Y1	**Y2**	**Y3**	**Y4**	**Y5**		
7. Annual General Meeting	Annual feedback to members at AGM and complying with legal requirements	1	1Y	1Y	1Y	1Y	1Y	BVID Manager / BVID Board	Host successful AGM before 31 December.
8. Submit Annual Report and Annual Audited Financial Statements to Sub-council(s)	Submit AFS and annual report to Subcouncil within 3 months of AGM.	1	1Y	1Y	1Y	1Y	1Y	BVID Manager / BVID Board	Submit proof of submission to CID Department.
9. Successful day-to-day management and operations of the BVID	Monthly feedback to BVID Board.	Ongoing	→	→	→	→	→	BVID Manager	
10. Maintain Website	Website with all the relevant documents as required by the By-Law and Policy	Ongoing	→	→	→	→	→	BVID Board BVID Manager	Refer to Program 6-3.
11. CIPC Compliance • Directors change • Annual Returns • Auditors change	CIPC Notifications of changes.	1Y	1Y	1Y	1Y	1Y	1Y	BVID Board	Directors & Auditors change within 10 business days of change. Annual returns within 30 Business days after the anniversary date of the NPC registration.
12. Monthly Reports to the Directors	Report back on all CID related business to be measured and signed off	12	12	12	12	12	12	BVID Manager	Provide monthly reports to the Directors.
13. Manage and monitor the C3 notification Process	Complete daily reports of C3 notifications and monitor outstanding issues	12	12	12	12	12	12	BVID Manager	
14. Input to the Integrated Development Plan	Annual submissions to Subcouncil Manager	1Y	1Y	1Y	1Y	1Y	1Y	BVID Manager	October to February of every year.
15. Input to the City Capital/Operating Budgets	Annual submissions to Subcouncil Manager.	1Y	1Y	1Y	1Y	1Y	1Y	BVID Manager	By September of each year.
16. Communicate with property owners	Monthly newsletter	Monthly	12	12	12	12	12	BVID Manager	Keep property owners informed.

PART B

PROGRAM 1 - BVID MANAGEMENT & OPERATIONS								
ACTION STEPS	**KEY PERFORMANCE INDICATOR**	**FREQUENCY per year**	**DURATION IN WEEKS, MONTHS OR YEARS**					**RESPONSIBLE**	**COMMENTS**
			Y1	**Y2**	**Y3**	**Y4**	**Y5**		
17. Mediate issues with or between property owners	Provide an informed opinion on unresolved issues and assist where possible	Ongoing	→	→	→	→	→	BVID Manager & City of Cape Town Departmental Managers and Law Enforcement	
18. Visit BVID members	Communicate and visit BVID members.	Bi-annually	2	2	2	2	2	BVID Manager	Refer also to Program 6-4
19. Promote and develop BVID NPC membership	Have a NPC membership that represents the BVID community Update NPC membership. Ensure that membership application requests are prominent on webpage	Ongoing	→	→	→	→	→	BVID Manager / BVID Board	
20. Build working relationships with Subcouncil Management and relevant CCT officials and departments that deliver services in the BVID	Successful and professional relationships with subcouncil management, Area Based Manager and City Departments resulting in enhanced communication, cooperation and service delivery	Ongoing	→	→	→	→	→	BVID Manager	
21. SRA renewal application and survey.	Submit a comprehensive renewal application for approval by the members and the City of Cape Town.	In year 5					1Y	BVID Manager / BVID Board	
22. Establish and maintain Website	Informative website with all required documents displayed as required by legislation.	Ongoing	→	→	→	→	→	BVID Manager	
23. Annual Tax Compliance Status	Within one month after expiry date.	Annually	1Y	1Y	1Y	1Y	1Y	BVID Manager	Submit PIN to CCT Supply Chain Management Department.

PART B

PROGRAM 1 - BVID MANAGEMENT & OPERATIONS									
ACTION STEPS	**KEY PERFORMANCE INDICATOR**	**FREQUENCY per year**	**DURATION IN WEEKS, MONTHS OR YEARS**					**RESPONSIBLE**	**COMMENTS**
			Y1	**Y2**	**Y3**	**Y4**	**Y5**		
24. Budget Review	Board approved budget review to the CCT by end of February	Annually	1Y	1Y	1Y	1Y	1Y	BVID Manager	Submit Board minutes and approved adjustment budget to the CCT by end of February.
25. Perform Mid-year performance review.	Board approved mid-year review submitted to the CCT by end of February	Annually	1Y	1Y	1Y	1Y	1Y	BVID Manager / BVID Board	Submit Board minutes and approved Mid-year performance review to the CCT by end of February. Ensure under/non performance areas are addressed before the end of the financial year.
26. All Directors to receive relevant CID Documents	At the 1st Board meeting after the AGM, supply all directors with all relevant CID documents	Annually	1Y	1Y	1Y	1Y	1Y	BVID Manager / BVID Board	
27. Allocation of portfolios	At the first Board meeting after the AGM, assign portfolios to Directors	Annually	1Y	1Y	1Y	1Y	1Y	BVID Manager / BVID Board	
28. Declaration of interest	Ensure all Directors and Manager sign DOI at every Board Meeting	Bi-monthly	6	6	6	6	6	BVID Manager / BVID Board	
29. VAT reconciliation/Tax Returns	Bi-monthly VAT returns and annual Tax returns	Bi-monthly	6	6	6	6	6	BVID Manager / BVID Board	
30. Annual Approval of Implementation Plan and Budget	Obtain approval from members at AGM for Implementation Pan and Budget	Annually	1	1	1	1	1	BVID Manager / BVID Board	

PART B

PROGRAM 2 - BVID PUBLIC SAFETY / LAW ENFORCEMENT INITIATIVES									
ACTION STEPS	**KEY PERFORMANCE INDICATOR**	**FREQUENCY per year**	**DURATION IN WEEKS, MONTHS OR YEARS**					**RESPONSIBLE**	**COMMENTS**
			Y1	**Y2**	**Y3**	**Y4**	**Y5**		
1. Identify the root causes of crime in conjunction with the SAPS, Local Authority and existing Public Safety service using their experience as well as available crime statistics	Incorporate in Public Safety Management Strategy Plan	Ongoing	→	→	→	→	→	BVID Manager/ Public Safety Service Provider	This is done comprehensively at the beginning of term and then modified continuously
2. Determine the Crime Threat Analysis of the CID area in conjunction with the SAPS	Incorporate in Public Safety Management Strategy Plan	Ongoing	→	→	→	→	→	BVID Manager/ Public Safety Service Provider	
3. Determine strategies by means of an integrated approach to improve public safety	Incorporate in Public Safety Management Strategy Plan	Ongoing	→	→	→	→	→	BVID Manager/ Public Safety Service Provider	
4. In liaison with other Public Safety role players and the South African Police Service, identify current Public Safety and policing shortcomings and develop and implement effective public safety strategy	Incorporate in Public Safety Management Strategy Plan	Ongoing	→	→	→	→	→	BVID Manager/ Public Safety Service Provider	
5. Approve a Public Safety Management Strategy with clear deliverables and defined performance indicators to guide safety services by the appointed service provider and evaluate levels of service provided.	Documented Public Safety Management Strategy with clear deliverables and defined performance indicators to guide public safety services by the appointed service provider and evaluate levels of service provided.	Revise as often as required but at least annually	1Y	1Y	1Y	1Y	1Y	BVID Manager/ Public Safety Service Provider and approved by the Board	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 CID to request Public Safety assistance or report information	Appropriately manned and equipped office with skilled staff	Ongoing	→	→	→	→	→	BVID Manager/ Public Safety Service Provider	As per Program 1-1

PART B

PROGRAM 2 - BVID PUBLIC SAFETY / LAW ENFORCEMENT INITIATIVES									
ACTION STEPS	**KEY PERFORMANCE INDICATOR**	**FREQUENCY per year**	**DURATION IN WEEKS, MONTHS OR YEARS**					**RESPONSIBLE**	**COMMENTS**
			Y1	**Y2**	**Y3**	**Y4**	**Y5**		
7. Deploy Public Safety resources accordingly and effectively on visible patrols. Public Safety personnel and patrol vehicles to be easily identifiable	Effective safety and Public Safety patrols in the BVID	Ongoing	→	→	→	→	→	BVID Manager/ Public Safety Service Provider	
8. Utilise the "eyes and ears" of all Public Safety and gardening/street cleaning staff, as well as own staff, to identify any breaches	Incorporate feedback and information in Public Safety and safety initiatives of the BVID	Ongoing	→	→	→	→	→	BVID Manager/ Public Safety Service Provider	
9. Assist the police through participation by BVID in the local Police sector crime forum	Incorporate feedback and information in Public Safety and safety initiatives of the BVID Report on any Public Safety information of the BVID to the CPF	Monthly	12	12	12	12	12	BVID Manager/ Public Safety Service Provider	
10. Monitor and evaluate the Public Safety strategy and performance of all service delivery on a quarterly basis	Report findings to the BVID Board with recommendations where applicable	Quarterly	4	4	4	4	4	BVID Manager/ Public Safety Service Provider/ SAPS Crime Intelligence Officer	Refer to Program 1-9
11. Application to be submitted by WID to secure Law Enforcement Officer	Contract with the City of Cape Town signed by the directors	Annually	1	1	1	1	1	BVID Manager/City of Cape Town Law Enforcement	Contact Law Enforcement Department by February of every year. Contract concluded by April of every year
12. Deploy Law Enforcement Officers in the WID in support of the Public Safety Initiative	Contract with the City of Cape Town Deployed Officers in support of Public Safety operations	Annually	1	1	1	1	1	BVID Manager/City of Cape Town Law Enforcement	
13. On-site inspection of Public Safety Patrol officers	Report findings to the BVID Board with	Daily	→	→	→	→	→	BVID Manager/ Public Safety Service Provider	

PART B

PROGRAM 2 - BVID PUBLIC SAFETY / LAW ENFORCEMENT INITIATIVES									
ACTION STEPS	**KEY PERFORMANCE INDICATOR**	**FREQUENCY per year**	**DURATION IN WEEKS, MONTHS OR YEARS**					**RESPONSIBLE**	**COMMENTS**
			Y1	**Y2**	**Y3**	**Y4**	**Y5**		
	recommendations where applicable								
14. Weekly Public Safety Reports from Contract Public Safety Service Provider	Report findings to the BVID Board with recommendations where applicable Provide feedback to forum meeting	Weekly	52	52	52	52	52	Public Safety Service Provider	Incorporate into monthly management report to BVID Board
15. Deploy CCTV cameras monitored by a CCTV Control Room	Effective use of CCTV cameras through monitoring	Ongoing	→	→	→	→	→	BVID Manager/ Public Safety Service Provider	
16. Appoint a CCTV Monitoring service provider	Appointment of appropriately qualified service providers.	3 Years	1Y			1Y		BVID Manager / BVID Board	
17. Register CCTV Cameras with the City of Cape Town	Cameras registered with the CCT	Ongoing	→	→	→	→	→	BVID Manager/ Public Safety Service Provider	

PROGRAM 3 - BVID CLEANSING & ENVIRONMENTAL INITIATIVES									
ACTION STEPS	**KEY PERFORMANCE INDICATOR**	**FREQUENCY per year**	**DURATION IN WEEKS, MONTHS OR YEARS**					**RESPONSIBLE**	**COMMENTS**
			Y1	**Y2**	**Y3**	**Y4**	**Y5**		
1. Develop a cleansing strategy document	Cleansing strategy document with clear deliverables and defined performance indicators to guide cleansing and delivery.	Annually	1Y	1Y	1Y	1Y	1Y	BVID Manager/ Cleansing Service Provider	Revise as often as required but at least annually. Refer to 1.2
2. Cleansing Strategy to guide cleansing and delivery	Monitor and evaluate the cleansing strategy and performance of all	Quarterly	4	4	4	4	4	BVID Manager/ Cleansing Service Provider	

PART B

PROGRAM 3 - BVID CLEANSING & ENVIRONMENTAL INITIATIVES									
ACTION STEPS	**KEY PERFORMANCE INDICATOR**	**FREQUENCY per year**	**DURATION IN WEEKS, MONTHS OR YEARS**					**RESPONSIBLE**	**COMMENTS**
			Y1	**Y2**	**Y3**	**Y4**	**Y5**		
	service delivery on a quarterly basis								
3. Appointed Cleaning service provider.	Appointment of appropriately qualified service provider.	3 Years	1Y			1Y		BVID Manager / BVID Board	Service providers to be reappointed or new providers to be appointed in last year of contract period by means of a competitive process. Well Documented.
4. Additional litter bins and emptying of litter bins.	Quarterly status reports to CCT regarding progress of identified shortcomings	Quarterly	4	4	4	4	4	BVID Manager/ Solid Waste Department	
5. Cleaning of streets and sidewalks in the BVID	Cleansing each of the streets within the CID boundary at least once within every two month period	Bi monthly	6	6	6	6	6	BVID Manager/ Cleansing Service Provider	
6. Health and safety issues reported to CCT with C3 notifications	Monthly evaluations and inspections of reported C3. Report to the Board. Provide an improved healthy urban environment in the BVID	Ongoing	→	→	→	→	→	BVID Manager/BVID Board	
7. Monitor and combat Illegal dumping	Removal of illegal dumping when required and applying applicable penalties through law enforcement against	Ongoing	→	→	→	→	→	BVID Manager/ Cleansing Service Provider/ Law Enforcement Officers/BVID Board	

PART B

PROGRAM 3 - BVID CLEANSING & ENVIRONMENTAL INITIATIVES									
ACTION STEPS	**KEY PERFORMANCE INDICATOR**	**FREQUENCY per year**	**DURATION IN WEEKS, MONTHS OR YEARS**					**RESPONSIBLE**	**COMMENTS**
			Y1	**Y2**	**Y3**	**Y4**	**Y5**		
	transgressors. Report to the Board								
8. Identify environmental design contributing to grime such as wind tunnels	Quarterly evaluation of the causes of waste Quarterly evaluation of measures implemented and identification of remedial actions. Report to the Board.	Quarterly	4	4	4	4	4	BVID Manager/ Cleansing Service Provider/BVID Board	
9. Promoting waste minimization through education and awareness on waste and water pollution	Monthly evaluations and inspections Report findings to Board.	Ongoing	→	→	→	→	→	BVID Manager/ Cleansing Service Provider, Solid waste Department	
10. Encourage property owners to act responsibly in terms of waste management and encourage recycling initiatives	Monthly evaluations and inspections Report findings to the Board.	Ongoing	→	→	→	→	→	CID Manager / Solid Waste Department	
11. Local NGO to assist in cleaning programs where applicable	As required coordinate cleaning programs and report to the Board	Ongoing	→	→	→	→	→	CID Manager	Refer to program 4-6 and 5-2
12. Recycle waste	Recycle waste collected by cleaning staff where possible and report progress to the Board	Ongoing	→	→	→	→	→	BVID Manager/ Cleansing Service Provider	
13. Greening campaigns - Arbor Day	Report to the BVID Board with recommendations where applicable	1	1Y	1Y	1Y	1Y	1Y	BVID Manager	

PART B

PROGRAM 4 - BVID URBAN MANAGEMENT INITIATIVES								
ACTION STEPS	**KEY PERFORMANCE INDICATOR**	**FREQUENCY per year**	**DURATION IN WEEKS, MONTHS OR YEARS**					**RESPONSIBLE**	**COMMENTS**
			Y1	**Y2**	**Y3**	**Y4**	**Y5**		
1. 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	Urban management plan with clear deliverables and defined performance indicators to guide delivery – Report monthly to the Board	Ongoing Monthly reporting to the Board.	→	→	→	→	→	BVID Manager	Use the established service levels to design the provision of supplementary services without duplication of effort.
2. Identify and report infrastructure supplementing of existing Council Services: f. Street lighting g. Dumping h. Refuse Removal i. Waterworks j. Sewerage k. Roads and Storm water l. Traffic signals and line painting m. Pedestrian safety n. Road repairs	Monitor and evaluate. Report findings to the BVID Board with recommendations where applicable	Daily / weekly and monthly reports to the C3 notification process and daily recording of references in the register	→	→	→	→	→	BVID Manager	
3. Compile a list of prioritized needs to enhance the objectives of the CID and liaise with the relevant departments to correct	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	4	4M	4M	4M	4M	4M	BVID Manager	

PART B

PROGRAM 4 - BVID URBAN MANAGEMENT INITIATIVES								
ACTION STEPS	**KEY PERFORMANCE INDICATOR**	**FREQUENCY per year**	**DURATION IN WEEKS, MONTHS OR YEARS**					**RESPONSIBLE**	**COMMENTS**
			Y1	**Y2**	**Y3**	**Y4**	**Y5**		
4. Work in conjunction with local social welfare and job creation organization and develop the delivery of the supplementary services to improve the urban environment	Development of a long-term sustainable work program	Ongoing	→	→	→	→	→	BVID Manager	This is done comprehensively at the term renewal and then modified and managed continuously Also refer to Program 5-2 and 3-10
5. Illegal Poster Removal Notify and monitor the removal of illegal posters by the City of Cape Town	City of Cape Town infrastructure free from illegal posters	Ongoing	→	→	→	→	→	BVID Manager	

PROGRAM 5 - BVID SOCIAL INTERVENTION INITIATIVES								
ACTION STEPS	**KEY PERFORMANCE INDICATOR**	**FREQUENCY per year**	**DURATION IN WEEKS, MONTHS OR YEARS**					**RESPONSIBLE**	**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.	Social intervention plan with clear deliverables and defined performance indicators to guide delivery	Ongoing	→	→	→	→	→	BVID Manager/ NGOs	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	Social intervention plan with clear deliverables and defined performance indicators to guide delivery	Ongoing	→	→	→	→	→	BVID Manager/ NGOs	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	Ongoing	→	→	→	→	→	BVID Manager	

PART B

PROGRAM 5 - BVID SOCIAL INTERVENTION INITIATIVES									
ACTION STEPS	**KEY PERFORMANCE INDICATOR**	**FREQUENCY per year**	**DURATION IN WEEKS, MONTHS OR YEARS**					**RESPONSIBLE**	**COMMENTS**
			Y1	**Y2**	**Y3**	**Y4**	**Y5**		
4. Public awareness program on social issues		Ongoing	→	→	→	→	→	BVID Manager	

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. Newsletters / Newsflashes	Informative newsletters distributed.	Quarterly	4	4	4	4	4	BVID Manager	Also refer to Program 1-16
2. Regular Press releases in local Newspapers covering: a. Local Development b. Promoting local Projects c. Social Issues	Regular media exposure	Ongoing	→	→	→	→	→	BVID Manager	
3. Establish and maintain Website	Up to date and informative website in compliance with CID legislation.	Ongoing	→	→	→	→	→	BVID Manager	Refer to Program 1-10
4. Regular Member visits and meetings	Monthly feedback to BVID Board at Directors Meeting	Ongoing	→	→	→	→	→	BVID Manager	Refer to Program 1-18
5. Establish the BVID Business Directory and link to website	Up to date directory	Every 6 months	2	2	2	2	2	BVID Manager	
6. BVID Signage	Signage to be visible and maintained	Ongoing	→	→	→	→	→	BVID Manager	