



**SCOTT ESTATE & BAVIAANSKLOOF COMMUNITY IMPROVEMENT DISTRICT (SEBCID)  
IMPLEMENTATION PLAN  
2022-2023**

**PROGRAMME 1: GOVERNANCE, MANAGEMENT & OPERATIONS**

<b>No.</b>	<b>Action</b>	<b>Responsibility</b>	<b>Frequency</b>	<b>Performance Indicator</b>
1.1	Elect Chairman and assign portfolios	Board	Annually	N/A
1.2	Appoint Service Providers	Portfolio Directors/Board	Annually	Ongoing performance management
1.3	Hold Annual General Meeting	Secretary	Annually	Meeting held in accordance with MOI
1.4	Submit Financial Reports to the Board.	Chair/Treasurer	Monthly	Reports provided
1.5	Draw up and submit monthly financial reports to CCT	Treasurer	Monthly	Reports provided
1.6	Report to Board on CID Arrears	Treasurer	Monthly	Reports provided
1.7	Submit Chairperson's Report and AFS.	Chair/Treasurer	Annually	Submit to CCT by 31 August annually
1.8	CIPC compliance	Treasurer	Annually	CIPC documents obtained
1.9	VAT compliance, Tax compliance, SARS Tax Clearance Certificate obtained	Treasurer	Annually	CIPC annual submissions lodged. Tax clearance certificate obtained
1.10	Community input to Integrated Development Plan	Board/Secretary	Annually	Submit feedback to sub-council manager
1.11	Community input to City Capital/Operating Budget	Board/Secretary	Annually	Submit feedback to sub-council manager

1.12	Conduct Board Meetings	Chairman/Secretary	Quarterly	Meetings held in accordance with MOI
1.13	Perform Mid-Year Budget Review.	Treasurer	Annually	Review submitted to CCT
1.14	Review CID Performance Mid-Year	Secretary	Month six of financial Year	Review submitted to CCT
1.15	Submit Annual CID Implementation Plan and Budget	Board/Secretary/ Treasurer	Annually	Submitted to CCT
1.16	Manage the day-to-day operations of the CID effectively	Portfolio Directors	Ongoing	Business plan ambitions executed
1.17	Manage and monitor the service requests (C3) process	Portfolio Directors	Ongoing	Work with community to monitor requests
1.18	Build working relationships with Area Director and relevant CCT department that deliver services in the CID	Portfolio Directors	Ongoing	Ensure delivery of basic service timeously
1.19	Evaluate Service Providers	Treasurer and Portfolio Directors	Ongoing	Feedback to board

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**PROGRAMME 2: PUBLIC SAFETY**

No.	Action	Responsibility	Frequency	Performance Indicator
2.1	Apply Public Safety budget effectively	Portfolio Directors	Ongoing	Contracts exist for all major expenditure. Contracts define key performance areas. Measurable key performance indicators are established for the key performance areas.
2.2	Evaluate security strategy	Portfolio Directors	Ongoing	Regularly assess strategy; particularly in response to any changes in crime patterns
2.3	Report to the Board the performance of contractors as measured against key performance indicators.	Portfolio Directors	Ongoing	Key performance indicators are an item on the agenda of the regular board meetings and are minuted.

2.4	Collect relevant security incidents and communicate to the Board	Portfolio Directors	Ongoing	Security indicators are an item on the agenda of the regular board meetings and are minuted.
2.5	Communicate relevant security incidents to the SEBCID community	Portfolio Directors	Monthly	A monthly report of security incidents is communicated to the community
2.6	Meet regularly with security service provider	Portfolio Directors	Monthly	Monthly meetings are held. Security infrastructure such as cameras and control room are inspected on an ad hoc basis.
2.7	Install additional cameras at identified hotspots/gaps in coverage	Portfolio Directors	When required	Cameras installed when required
2.8	Liaise with role players at HBNW, SAPS, CPF, Watchcon and other SSPs	Portfolio Directors	Ongoing	Attend all relevant meetings, forums, presentations
2.9	Provide SAPS with information when required in accordance with all relevant policies	Portfolio Directors	Ongoing	Information is provided when requested

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**PROGRAMME 3: ENVIRONMENTAL IMPROVEMENT/URBAN MAINTENANCE**

<b>No.</b>	<b>Action</b>	<b>Responsibility</b>	<b>Frequency</b>	<b>Performance Indicator</b>
3.1	Monitor performance of gardening staff and controller	Portfolio Director	Ongoing	Public open spaces kept clean, tidy and manicured
3.2	Oversee programme of alien tree/vegetation removal	Portfolio Director	Ongoing	Liaise with CCT Invasive Species Dept to ensure an integrated approach to removal of aliens
3.3	Liaise with CCT Parks Dept for ongoing maintenance of trees/vegetation	Portfolio Director	Ongoing	Dead limbs/trees and overgrown vegetation reported to Parks and remedial work monitored
3.4	Liaise with Friends of the River with respect to maintenance of Baviaans River	Portfolio Director	Ongoing	River is cleaned, cleared and replanted where required

3.5	Liaise with Biosecurity with respect to alien trees/vegetation which pose fire and/or safety risk	Portfolio Director	Ongoing	Concerns reported to Biosecurity. Compliance with any issued notices monitored.
3.6	Liaise with SanParks/CPFPA to oversee programme of firebreak clearance & maintenance	Portfolio Director	Ongoing	Maintenance of firebreaks is monitored and topped up where necessary
3.7	Maintain perimeter vegetation to facilitate clear line of sight for cameras	Portfolio Director	Ongoing	Clearing conducted as required
3.8	Maintain park play equipment and other park infrastructure	Portfolio Director	Ongoing	Repair/replacement of equipment where necessary
3.9	Liaise with Ward Councillor for an integrated approach to POS improvements	Chair/Portfolio Director	Ongoing	Ensure budgets are aligned and deployed in an integrated manner

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**PROGRAMME 4: SOCIAL RESPONSIBILITY**

No.	Action	Responsibility	Frequency	Performance Indicator
4.1	Support HBVEMS	Portfolio Director	Ongoing	Requests for new equipment reviewed and attended to
4.2	Maintain team of trained First Aiders	Portfolio Director	Ongoing	Ongoing refresher courses hosted
4.3	Install skate ramps in park	Portfolio Director	Ongoing	Liaise with CCT for roll out of this plan
4.4	Identify worthy community causes in need of support	Portfolio Director	Ongoing	Other causes identified and assistance assessed and provided where deemed appropriate

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**PROGRAMME 5: COMMUNICATIONS**

<b>No.</b>	<b>Action</b>	<b>Responsibility</b>	<b>Frequency</b>	<b>Performance Indicator</b>
5.1	Establish and maintain a website	Portfolio Director	Ongoing	Website published with all relevant documents as required by CID by-laws and policy
5.2	Communicate with property owners and residents	Portfolio Director	Ongoing	Newsletters emailed at least quarterly. WhatsApp and Facebook groups regularly updated.
5.3	SEBCID membership	Portfolio Director	Ongoing	Maintain accurate membership list on website. Process new membership applications timeously.
5.4	Represent the CID community at various forums	Portfolio Director	Ongoing	Liaise with different forums and address matters that have or can have an impact on the CID area, property owners and residents.
5.5	SEBCID branding	Portfolio Director	Ongoing	Considerate placement of signage/branding in CID area
5.6	Welcome pack	Portfolio Director	Ongoing	All new property owners receive welcome letter with all relevant information pertaining to SEBCID.