



**SCOTT ESTATE & BAVIAANSKLOOF COMMUNITY IMPROVEMENT DISTRICT (SEBCID)
IMPLEMENTATION PLAN
2023-2024**

PROGRAMME 1: GOVERNANCE, MANAGEMENT & OPERATIONS

No.	Action	Responsibility	Frequency	Performance Indicator
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	Companies & Intellectual Property Commission (CIPC) compliance	Treasurer	Annually	CIPC documents obtained
1.9	Obtain VAT compliance, Tax compliance & SARS Tax Clearance Certificate	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 objectives 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 departments that deliver services in the CID	Portfolio Directors	Ongoing	Basic services are delivered timeously
1.19	Evaluate Service Providers	Treasurer and Portfolio Directors	Ongoing	Feedback to board
1.20	Implement Business Plan	Board	Annually	Ensure that the benchmark of 90% of budget spent is attained
1.21	Protection of Personal Information Act (POPIA) declaration	Secretary	Annually	At the first Board meeting after the AGM, new Directors to sign the POPIA declaration

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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	Strategy is reassessed in response to any changes in crime patterns and advances in technology
2.3	Report performance of contractors to the Board	Portfolio Directors	Ongoing	Key performance indicators are an item on the agenda of the regular board meetings where relevant.
2.4	Collect relevant security incidents and communicate to the Board	Portfolio Directors	Ongoing	Security incidents are an item on the agenda of the regular board meetings where relevant.
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, where items raised at the regular Board meetings are discussed
2.7	Install additional cameras at identified hotspots/gaps in coverage	Portfolio Directors	When required	Cameras installed when required
2.8	Third party random testing of camera network	Portfolio Directors	Monthly	Tests are carried out
2.9	Liaise with role players at HBNW, SAPS, CPF, Watchcon and other SSPs	Portfolio Directors	Ongoing	Attend all relevant meetings, forums, presentations
2.10	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

No.	Action	Responsibility	Frequency	Performance Indicator
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/Parks 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	Maintenance & rehabilitation of Baviaans River	Portfolio Director	Ongoing	River is cleaned, cleared and replanted where required on an ongoing basis in close liaison with Friends of the River Hout Bay. Long term rehabilitation plan (devised by Prof Pat Holmes) awaiting approval from CCT.
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 Public Open Space (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	Host First Aid Level 1 courses for SEBCID residents & other worthy community members	Portfolio Director	Ongoing	Periodic courses held

4.4	Install skate ramps in park	Portfolio Director	Ongoing	Liaise with CCT for roll out of this plan
4.5	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

No.	Action	Responsibility	Frequency	Performance Indicator
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	Maintain list of SEBCID membership	Portfolio Director	Ongoing	Accurate membership list maintained on the website. New membership applications processed 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	Brand SEBCID effectively	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.