

LITTLE MOWBRAY AND ROSEBANK IMPROVEMENT DISTRICT NPC IMPLEMENTATION PLAN



Doc Name	LIMRID IMPLEMENTATION PLAN 2019.11		
PERIOD:	2020-2021	Rev	2019.09.20

PROGRAM 1 - SRA MANAGEMENT & OPERATIONS

ACTION STEPS		RESPONSIBLE	FREQ/YR	PERFORMANCE INDICATORS	COMMENTS
1	Continued operation of the Management Office	SRA Manager / SRA Board	Ongoing	Accessible and functional office	
2	Appointment of relevant service providers	SRA Manager / SRA Board	Year 1 and 3	Appointment of appropriately qualified service providers; Service Level Agreements monitored re monthly progress reports	Appointments based on adjudication of Competitive quotes; Service providers to be reappointed or new providers to be appointed at end of initial contracts (3 years or sooner if non-performances).
4	Board meetings	SRA Manager / SRA Board	12	Monthly Board meetings with report-back per portfolio committee. Keep minutes and file resolutions.	
5	Financial reports to CoCT	SRA Manager	12	Submit reports timeously (due 15 th of following month)	Refer to Financial Agreement
6	Audited Financial Statements	SRA Manager	1	Unqualified Financial Audits by 31 August.	Refer to Financial Agreement
7	Communicate SRA Arrears List	SRA Manager	12	Observe and report concerns over outstanding amounts	Board Members in arrears cannot participate in meetings.
8	Feedback to Members and Annual General Meeting	SRA Manager / SRA Board	1	Host successful AGM before 31 January	Comply with statutory regulations and provide feedback to members.
				Attendance at AGM	
9	Submit Management Report and Annual Financial Statements to Sub-council(s)	SRA Manager / SRA Board	1	AFS and annual reports to be submitted within 3 months of AGM with proof of submission to CID unit.	
10	Successful day-to-day management and operations of the SRA	SRA Manager	Ongoing	Monthly feedback to SRA Board; Compile stats for including into Board feedback.	

11	Monthly Reports to the SRA Directors	SRA Manager	12	Report back on all SRA related business to be measured and signed off	
12	Manage and monitor the C3 notification Process	SRA Manager	12	Complete daily reports of C3 notifications and monitor existing issues	
13	Submit input to the Integrated Development Plan	SRA Manager	1Y	Annual submissions to Sub-Council Manager	
14	Submit input to the Operating and Capital Budgets for the City	SRA Manager	1Y	Annual submissions to Sub-Council Manager by Sept. each year	
15	Communicate with property owners	SRA Manager	Ongoing	Keep property owners informed through monthly newsletter	
16	Mediate issues with or between property owners	SRA Manager & City Departmental Managers and Law Enforcement	Ongoing	Provide an informed opinion on unresolved issues and assist where possible	
17	Visit SRA members	SRA Manager	Ongoing	Visit members annually	
18	Promote and develop SRA NPC membership	SRA Manager / SRA Board	Ongoing	Have a NPC membership that represents the SRA. Update NPC membership frequently. Ensure membership application requirements are provided on Web page.	
19	Build working relationships with Sub-Council Management and relevant CoCT officials and departments that deliver services in the SRA	SRA Manager	Ongoing	Successful and professional relationships with: Subcouncil manager; Area-Based manager; City Departments - to ensure good communication, co-operation and service delivery.	
20	Compile the SRA renewal application.	SRA Manager / SRA Board	In year 4	Submit a comprehensive renewal application for approval by the members and the City of Cape Town.	
21	Comply with all Company Act requirements			<p>CIPC requirements:</p> <ul style="list-style-type: none"> - Register Auditors and submit CIPC within 10 business days of change - Register new Directors and submit to CIPC with 10 business days of change - Maintenance of membership list as per Section 24 of Company Act 	

				- Submit Annual Returns to CIPC within 30 business days after anniversary date of the NPC	
22	Obtain Annual Tax Clearance Certificate			Within one month of expiring date of current TCC	
23	Perform Budget Review			by 28 February	
24	Apply for tax exemption status			by end of first financial year	
25	Present monthly income and expenditure report at Board meetings			Board members are informed of budget information and status	
26	Perform mid-year reviews			Submit Board-approved mid-year review to City by 28 February	
27	Compile Annual SRA Implementation Plan and Budget			Board to submit draft IP and Budget Plan to CID unit for verification and table at AGM for approval by members	
28	Do VAT reconciliation and tax returns			Bi-monthly and annual submissions to SARS	
29	Register with CCT as Community-Based Organisation			Apply with subcouncil to become a member and attend meetings	

PROGRAM 2 - SRA SECURITY / LAW ENFORCEMENT INITIATIVES					
ACTION STEPS		RESPONSIBLE	FREQ/YR	PERFORMANCE INDICATORS	COMMENTS
1	Identify the root causes of public safety issues in conjunction with the SAPS, Local Authority and existing security service using their experience as well as available crime statistics	SRA Manager/ Security Service Provider	Ongoing	Reports identifying root causes of various crimes with actions to address root cause: - Security Management Strategy Plan - Approve by Board	
2	Determine the Crime Threat Analysis of the SRA area in conjunction with the SAPS	SRA Manager/ Security Service Provider	Ongoing	Incorporate in Security Management Strategy Plan	
3	Determine strategies by means of an integrated approach to address / decrease public safety issues	SRA Manager/ Security Service Provider	Ongoing	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	SRA Manager/ Security Service Provider	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.	SRA Manager/ Security Service Provider	Revise as often as required but at least annually	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.	
6	Maintain a manned centrally located office(s) open to the members and residents of the SRA to request security assistance or report information	SRA Manager/ Security Service Provider	Ongoing	Appropriately manned and equipped control room with skilled staff	

7	Deploy patrol vehicles with security officers accordingly and effectively on visible patrols.	SRA Manager/ Security Service Provider	Ongoing	24 hour presence of patrol vehicles; Effective Safety and Security Patrols	
8	Utilise the "eyes and ears" of all security and gardening/street cleaning staff, as well as own staff, to identify any breaches	SRA Manager/ Security Service Provider	Ongoing	Incorporate feedback and information in security and safety initiatives of the SRA	
9	Assist the police through participation by SRA in the local Police sector crime forum	SRA Manager/ Security Service Provider	Monthly	Incorporate feedback and information in security and safety initiatives of the SRA Report on any security information of the SRA to the CPF	
10	Monitor and evaluate the security strategy and performance of all service delivery on a quarterly basis	Security Service Provider	Quarterly	Report findings to the SRA Board with recommendations where applicable	
12	Weekly Security Reports from Contract Security Company	Security Service Provider	Weekly	Report findings to the SRA Board with recommendations where applicable.	

PROGRAM 3 - SRA CLEANSING INITIATIVES					
ACTION STEPS		RESPONSIBLE	FREQ/YR	PERFORMANCE INDICATORS	COMMENTS
1	Develop a cleansing strategy document with clear deliverables and defined performance indicators to guide cleansing and delivery from the appointed service provider.	SRA Manager /Cleansing Service Provider	annually	Cleansing strategy document with clear deliverables and defined performance indicators to guide cleansing and delivery. Revise as often as required but at least annually	
2	Monitor and evaluate the cleansing strategy and performance of all service delivery on a quarterly basis	SRA Manager/ Cleansing Service Provider	fortnightly	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.	SRA Manager/ Solid Waste Department	Quarterly	Quarterly status reports to Local Authority regarding progress of identified shortcomings	
4	Cleansing each of the streets within the SRA Boundary at least once within every two month period	SRA Manager/ Cleansing Service Provider	every four weeks	Provide clean streets and sidewalks in the SRA by cleaning at least once in two months	
5	Identifying Health and safety issues within the area and reporting to Council with C3 notification reference no's	SRA Manager	Ongoing	Monthly evaluations and inspections with a report to the Board on outcome	
6	Monitor and combat Illegal Dumping	SRA Manager/ Cleansing Service Provider/ Law Enforcement Officers	Ongoing	Report all 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 and poor lighting	SRA Manager / Cleansing Service Provider	Quarterly	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	SRA Manager / Cleansing Service Provider	Ongoing	Monthly inspections and report to Board on findings	
9	Encourage property owners to act responsibly in terms of waste management and encourage recycling initiatives	SRA Manager	Ongoing	Monthly inspections and report to Board on findings	
10	Co-ordinate with local NGO t assist with cleaning programmes where applicable			As required	Refer to Programme 5.2

PROGRAM 4 - SRA URBAN MANAGEMENT INITIATIVES					
ACTION STEPS		RESPONSIBLE	FREQ/YR	PERFORMANCE INDICATORS	COMMENTS
1	Submissions to Ward Allocation, IDP and Capital Budgets	SRA Manager	1	Report to the SRA Board with recommendations where applicable	
2	Identify problem areas with respect to: <ul style="list-style-type: none"> 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	SRA Manager	Ongoing every 6 months	Urban management plan with clear deliverables and defined performance indicators to guide delivery	This is done comprehensively at the implementation of the SRA and then modified continuously
3	Identify and report infrastructure supplementing existing Council Services: <ul style="list-style-type: none"> a. Street lighting b. Dumping c. Refuse Removal d. Waterworks e. Sewerage 	SRA Manager	Daily / weekly daily/weekly C3 reports/ recording of C3 refs in the register	Monitor and evaluate. Report findings to the SRA Board with recommendations where applicable	Securitas via C3 none identified none identified none identified

	f. Roads and Storm water g. Traffic signals & line painting h. Pedestrian safety. i. Road repairs				none identified none identified none identified none identified
4	Compile a list of prioritized needs to enhance the objectives of the SRA and liaise with the relevant departments to correct	SRA Manager	4	Monitor and evaluate the plan and performance of all service delivery on a quarterly basis. Report findings to the SRA Board with recommendations where applicable	
5	Greening campaigns - Arbor Day	SRA Manager	1	Report to the SRA 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	SRA Manager	Ongoing	Development of a long-term sustainable work program	via Securitas / Straatwerk
7	Illegal Poster Removal Notify and monitor the removal of illegal posters by the City	SRA Manager	Ongoing	CoCT infrastructure free from illegal posters.	none identified

PROGRAM 5 - SRA SOCIAL INTERVENTION INITIATIVES					
	ACTION STEPS	RESPONSIBLE	FREQUEN CY	PERFORMANCE INDICATOR	COMMENTS
			per year		
1	Identify and determine strategies by means of an integrated approach to address / homelessness and the relief measures available, current and future.	SRA Manager/ NGOs	Ongoing	Social intervention plan with clear deliverables and defined performance indicators to guide delivery	
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	SRA Manager/ NGOs	Ongoing	Social intervention plan with clear deliverables and defined performance indicators to guide delivery	Refer to Programme 3.10
3	Co-ordinate Social Development programmes and initiatives with City Social Development Dept.			Meet Quarterly	
4	Public awareness programme on social issues			Print flyers and inform by means of newsletters and website postings	

PROGRAM 6 - SRA MARKETING INITIATIVES					
ACTION STEPS		RESPONSIBLE	FREQ/YR	PERFORMANCE INDICATORS	COMMENTS
1	Regular and monthly newsletters / Newsflashes	SRA Manager	Monthly	Informative newsletters sent out monthly	
2	Website			Maintained, informative up to date web site	
3	Regular Press releases in local Newspapers covering Local Development and promoting local Projects	SRA Manager	Ongoing	Regular media exposure	