



CLAREMONT IMPROVEMENT DISTRICT COMPANY NPC (CIDC)

5 YEAR IMPLEMENTATION PLAN

1st July 2023 to 30th June 2024

PROGRAM 1 - CIDC MANAGEMENT & OPERATIONS

NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE	COMMENTS
				Y1	Y2	Y3	Y4	Y5		
1	Fully operational CIDC Management Office	Functional and accessible	Ongoing	→	→	→	→	→	CIDC Manager / CIDC Board	
2	Appointment of relevant service providers	Appointment of appropriately qualified service providers.	3 Years	1			1		CIDC Manager / CIDC 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	Quarterly Board meetings.	Quarterly	4	4	4	4	4	CIDC Manager / CIDC 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.	Monthly	12	12	12	12	12	CIDC Manager	Refer to Finance 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 audit finding.	Annually	1	1	1	1	1	CIDC Manager	Submitted to the City by 31 August of each year.
6	Communicate CIDC arrears list	Board Members in arrears cannot participate in meetings.	Quarterly	4	4	4	4	4	CIDC Manager	Observe and report concern over outstanding amounts to Board and CID Department.
7	Annual General Meeting	Annual feedback to members at AGM and complying with legal requirements	Annually	1	1	1	1	1	CIDC Manager / CIDC 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.	Annually	1	1	1	1	1	CIDC Manager / CIDC Board	Submit proof of submission to CID Department.
9	Successful day-to-day management and operations of the CIDC	Feedback to CIDC Board.	Ongoing	→	→	→	→	→	CIDC Manager	

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10	Maintain Website	Website with all the relevant documents as required by the By-Law and Policy	Ongoing	→	→	→	→	→	CIDC Board CIDC Manager	Refer to Program 6-3.
11	CIPC Compliance - Directors change - Annual Returns - Auditors change	CIPC Notifications of changes.	Annually	1	1	1	1	1	CIDC Board	Changes in Directors & Auditors to be submitted to CIPC within 10 business days of change. Annual returns within 30 Business days after the anniversary date of the NPC registration.
12	C3 notifications	Monitor outstanding issues	Monthly	12	12	12	12	12	CIDC Manager	Follow up with line departments in respect of outstanding C3 notifications
13	Input to the Integrated Development Plan	Annual submissions to Subcouncil Manager	Annually	1	1	1	1	1	CIDC Manager	October to February of every year.
14	Input to the City Capital/Operating Budgets	Annual submissions to Subcouncil Manager.	Annually	1	1	1	1	1	CIDC Manager	By September of each year.
15	Communicate with property owners	Monthly newsletter	Monthly	12	12	12	12	12	CIDC Manager	Keep property owners informed.
16	Mediate issues with or between property owners	Provide an informed opinion on unresolved issues and assist where possible	Ongoing	→	→	→	→	→	CIDC Manager & City of Cape Town Departmental Managers and Law Enforcement	
17	Promote and develop CIDC NPC membership	Have a NPC membership that represents the CIDC community. Update NPC membership. Ensure that membership application requests are prominent on webpage	Ongoing	→	→	→	→	→	CIDC Manager / CIDC Board	
18	Build working relationships with Subcouncil Management and relevant CCT officials and departments that deliver services in the CIDC	Successful and professional relationships with subcouncil management, Area Based Manager and City Departments resulting in enhanced communication, cooperation and service delivery	Ongoing	→	→	→	→	→	CIDC Manager	

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				Y1	Y2	Y3	Y4	Y5		
19	CID renewal application and survey.	Submit a comprehensive renewal application for approval by the members and the City of Cape Town.	In year 5					1	CIDC Manager / CIDC Board	
20	Annual Tax Compliance Status	Within one month after expiry date.	Annually	1	1	1	1	1	CIDC Manager	Upload Tax Compliance Status via the eServices portal.
21	Budget Review	Board approved budget review to the CCT by end of March.	Annually	1	1	1	1	1	CIDC Manager	Submit Board minutes and approved adjustment budget to the CCT by end of March.
22	All Directors to receive relevant CID Documents	At the 1st Board meeting after the AGM, supply all directors with all relevant CID documents	Annually	1	1	1	1	1	CIDC Manager / CIDC Board	
23	Protection of Personal Information Act (POPIA) declaration	At the first Board meeting after the AGM, new Directors to sign the POPIA declaration	Annually	1	1	1	1	1	CIDC Manager / CIDC Board	
24	Declaration of interest	Ensure all Directors and Manager sign DOI at every Board Meeting	Bi-monthly	4	4	4	4	4	CIDC Manager / CIDC Board	
25	Vat reconciliation and tax returns	Bi-monthly VAT returns and annual tax returns submitted to SARS on time	Bi-monthly	6	6	6	6	6	CIDC Manager / CIDC Board	
26	Annual approval of Implementation plan and Budgets	Obtain approval from members at AGM for Implementation Plan and Budget	Annually	1	1	1	1	1	CIDC Manager / CIDC Board	
27	Implement Business Plan	% of budget spent	Annually	90%	90%	90%	90%	90%	CIDC Board	Ensure that the benchmark of 90% is attained.

PROGRAM 2 - CIDC PUBLIC SAFETY / LAW ENFORCEMENT INITIATIVES

NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE	COMMENTS
				Y1	Y2	Y3	Y4	Y5		

NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE	COMMENTS
				Y1	Y2	Y3	Y4	Y5		
1	Identify additional 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	Update in Public Safety Management Strategy Plan	Ongoing	→	→	→	→	→	CIDC Manager/ Public Safety Service Provider	This is done comprehensively at the beginning of term and then modified continuously
2	Review the Crime Threat Analysis of the CID area in conjunction with the SAPS	Update in Public Safety Management Strategy Plan	Ongoing	→	→	→	→	→	CIDC Manager/ Public Safety Service Provider	
3	Update strategies by means of an integrated approach to improve public safety	Update in Public Safety Management Strategy Plan	Ongoing	→	→	→	→	→	CIDC Manager/ Public Safety Service Provider	
4	In liaison with other Public Safety role players and the South African Police Service, identify any additional current Public Safety and policing shortcomings and update the public safety strategy and implement it effectively	Update in Public Safety Management Strategy Plan	Ongoing	→	→	→	→	→	CIDC Manager/ Public Safety Service Provider	
5	Approve the reviewed 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.	Update the 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	1	1	1	1	1	CIDC Manager/ Public Safety Service Provider and approved by the Board	This is done comprehensively at the implementation of the CID term 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	→	→	→	→	→	CIDC Manager/ Public Safety Service Provider	As per Program 1-1
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 CIDC	Ongoing	→	→	→	→	→	CIDC Manager/ Public Safety Service Provider	

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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 CIDC	Ongoing	→	→	→	→	→	CIDC Manager/ Public Safety Service Provider	
9	Assist the police through participation by CIDC in the local Police sector crime forum	Incorporate feedback and information in Public Safety and safety initiatives of the CIDC Report on any Public Safety information of the CIDC to the CPF	Monthly	12	12	12	12	12	CIDC 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 CIDC Board with recommendations where applicable	Quarterly	4	4	4	4	4	CIDC Manager/ Public Safety Service Provider/ SAPS Crime Intelligence Officer	Refer to Program 1-9
11	Application to be submitted by CIDC to secure Law Enforcement Officer	Contract with the City of Cape Town signed by the directors	Annually	1	1	1	1	1	CIDC 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 CIDC in support of the Public Safety Initiative	Contract with the City of Cape Town Deploy Officers in support of Public Safety operations	Annually	1	1	1	1	1	CIDC Manager/City of Cape Town Law Enforcement	
13	On-site inspection of Public Safety Patrol officers	Report findings to the CIDC Board with recommendations where applicable	Daily	–	–	–	–	–	CIDC Manager/ Public Safety Service Provider	
14	Weekly Public Safety Reports from Contracted Public Safety Service Provider	Report findings to the CIDC 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 CIDC Board
15	Deploy CCTV cameras monitored by a CCTV Control Room	Effective use of CCTV cameras through monitoring	Ongoing	→	→	→	→	→		

PROGRAM 3 - CIDC CLEANSING & ENVIRONMENTAL INITIATIVES

NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE	COMMENTS
				Y1	Y2	Y3	Y4	Y5		
NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE	COMMENTS
				Y1	Y2	Y3	Y4	Y5		
1	Review a cleansing strategy document	Update the Cleansing strategy document with clear deliverables and defined performance indicators to guide the cleansing and delivery.	Annually	1	1	1	1	1	CIDC Manager/ Cleansing Service Provider	Revise as often as required but at least annually.
2	Review the Cleansing Strategy to guide cleansing and delivery	Monitor and evaluate the cleansing strategy and performance of all service delivery on a quarterly basis	Quarterly	4	4	4	4	4	CIDC Manager/ Cleansing Service Provider	
3	Appoint Cleaning service provider	Appointment of appropriately qualified service provider.	3 Years	1			1		CIDC Manager /CIDC 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. Refer to program 1-2.
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	CIDC Manager/ Solid Waste Department	
5	Cleaning of streets and sidewalks in the CIDC	Cleaning each of the streets within the CID boundary at least once within every two month period	Bi-monthly	6	6	6	6	6	CIDC Manager/ Cleansing Service Provider	
6	Monitor and combat Illegal dumping	Removal of illegal dumping when required and applying applicable penalties through law enforcement against transgressors. Report to the Board.	Ongoing	→	→	→	→	→	CIDC Manager/ Cleansing Service Provider/ Law Enforcement Officers/CIDC Board	

NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE	COMMENTS
				Y1	Y2	Y3	Y4	Y5		
7	Identify environmental design contributing to grime such as wind tunnels	Quarterly evaluate the causes of waste, measures implemented and identification of remedial actions. Report to the Board.	Quarterly	4	4	4	4	4	CIDC Manager/ Cleansing Service Provider/CIDC Board	
8	Promoting waste minimization through education and awareness on waste and water pollution	As required	Ongoing	→	→	→	→	→	CIDC Manager/ Cleansing Service Provider, Solid waste Department	
9	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	→	→	→	→	→	CIDC Manager / Solid Waste Department	
10	Local NGO to assist in cleaning programs where applicable	As required coordinate cleaning programs and report to the Board	Ongoing	→	→	→	→	→	CIDC Manager	Refer to program 4-4 and 5-2
11	Greening campaigns - Arbor Day	Advise the CIDC Board and provide recommendations where applicable	Annually	1	1	1	1	1	CIDC Manager	

PROGRAM 4 - CIDC URBAN MANAGEMENT INITIATIVES

NO.	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	Update Urban management plan with clear deliverables and defined performance indicators to guide delivery – Report monthly to the Board	Quarterly Reporting	4	4	4	4	4	CIDC Manager	Use the established service levels to design the provision of supplementary services without duplication of effort.

NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE	COMMENTS
				Y1	Y2	Y3	Y4	Y5		
2	Identify and report damage to City of Cape Town infrastructure in the following 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	Monitor and evaluate. Report findings to the CIDC Board with recommendations where applicable	Daily / weekly and monthly reports to the C3 notification process and daily recording of references in the CIDC electronic register	→	→	→	→	→	CIDC 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 CIDC Board with recommendations where applicable	Quarterly	4	4	4	4	4	CIDC Manager	
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	Review and development of a long-term sustainable work program	Ongoing	→	→	→	→	→	CIDC Manager	This is done comprehensively at the term renewal and then modified and managed continuously Also refer to Program 5-2 and 3-11
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	→	→	→	→	→	CIDC Manager	

PROGRAM 5 - CIDC SOCIAL INTERVENTION INITIATIVES

NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE	COMMENTS
				Y1	Y2	Y3	Y4	Y5		

NO.	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	→	→	→	→	→	CIDC 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	→	→	→	→	→	CIDC Manager/ NGOs	This will be a long term plan of action that will take time to develop – Refer to Program 4-4 and 3-11
3	Coordinate Social Development programs and initiatives with City Social Development Department	Meet quarterly	Ongoing	→	→	→	→	→	CIDC Manager	
4	Review Public awareness program on social issues	Updated public awareness program on social issues	Ongoing	→	→	→	→	→	CIDC Manager	

PROGRAM 6 - CIDC MARKETING INITIATIVES

NO.	ACTION STEPS	KEY PERFORMANCE INDICATOR	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					RESPONSIBLE	COMMENTS
				Y1	Y2	Y3	Y4	Y5		
1	Newsletters / Newsflashes	Informative newsletters distributed.	Quarterly	4	4	4	4	4	CIDC 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	→	→	→	→	→	CIDC Manager	
3	Maintain Website	Up to date and informative website in compliance with CID legislation.	Ongoing	→	→	→	→	→	CIDC Manager	Refer to Program 1-10
4	Regular Member visits and meetings	Quarterly feedback to CIDC Board at Directors Meeting	Ongoing	→	→	→	→	→	CIDC Manager	Refer to Program 1-18
5	Maintain the CIDC Business Directory	Up to date directory	Annually	1	1	1	1	1	CIDC Manager	
6	CIDC Signage	Signage to be visible and maintained	Ongoing	→	→	→	→	→	CIDC Manager	