

# GLOSDERRY CITY IMPROVEMENT DISTRICT (GCID)

## IMPLEMENTATION PLAN

1st July 2019 to 30th June 2020

Relevant year highlighted below



### PROGRAM 1 - GCID MANAGEMENT & OPERATIONS

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
1. Appointment of staff	GCID Manager / GCID Board	Ongoing	→	→	→	→	→	Staff Appointed	Staff appointment will be done as required
2. Continued operation of the GCID Management Office	GCID Manager / GCID Board	Ongoing	→	→	→	→	→	Operation GCID Office	
3. Appointment of relevant service providers	GCID Manager / GCID Board	1	1Y		1Y			Appointment of appropriately qualified service providers in a competitive process that is well documented.	Service providers to be reappointed or new providers to be appointed at end of initial contracts (3 Years)
4. Board meetings	GCID Manager / GCID Board	12	12	12	12	12	12	Monthly Board meetings minuted	
5. Financial reports to CoCT	GCID Manager	12	12	12	12	12	12	Submit reports timeously by the 15 <sup>th</sup> of the following month	Refer to Financial Agreement
6. Audited Annual Financial Statements	GCID Manager	1	1Y	1Y	1Y	1Y	1Y	Unqualified Annual Financial Audits Submitted of the City by 31 August of each year	
7. Communicate GCID Arrears List	GCID Manager	12	12	12	12	12	12	Observe and report concern over outstanding amounts	
8. Feedback to Members and Annual General Meeting	GCID Manager / GCID Board	1	1Y	1Y	1Y	1Y	1Y	Host successful AGM before 31 December	Once a year
9. Submit Management Report and Annual Financial Statements to Sub-council(s)	GCID Manager / GCID Board	1	1Y	1Y	1Y	1Y	1Y	Submit AFS and annual report to Subcouncil within 3 months of AGM	

PROGRAM 1 - GCID MANAGEMENT & OPERATIONS									
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
10. Successful day-to-day management and operations of the GCID	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Monthly feedback to GCID Board at Directors present at every meeting	
11. Establish and maintain Website	GCID Board GCID Manager	Ongoing	➔	➔	➔	➔	➔	Website with all the relevant documents as required by the By-Law and Policy	Refer to Program 6-3
12. Comply with all Company Act requirements	GCID Board	1Y	1Y	1Y	1Y	1Y	1Y	Comply with section 24 of the Company Act and the following: <ul style="list-style-type: none"> <li>Register Auditors and submit to CIPC within 10 business days of change</li> <li>Register new directors and submit to the CIPC within 10 business days of change</li> <li>Submit annual returns to CIPC within 30 days after the anniversary of the NPC</li> <li>Hosting an AGM</li> </ul>	
13. Monthly Reports to the SRA Directors	GCID Manager	12	12	12	12	12	12	Report back on all GCID related business to be measured and signed off	Provide monthly reports to the GCID Directors
14. Manage and monitor the C3 notification process	GCID Manager	12	12	12	12	12	12	Complete daily reports of C3 notifications and monitor existing issues Report to the Board	
15. Submit input to the Integrated Development Plan	GCID Manager	1Y	1Y	1Y	1Y	1Y	1Y	Annual submissions to Sub-Council Manager	October to February of every year
16. Submit input to the City Capital Budgets	GCID Manager	1Y	1Y	1Y	1Y	1Y	1Y	Annual submissions to Sub-Council Manager	
17. Communicate with stakeholders	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Keep stakeholders informed through monthly newsletter	

PROGRAM 1 - GCID MANAGEMENT & OPERATIONS									
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
18. Mediate issues with or between property owners	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Provide an informed opinion on unresolved issues and assist where possible	
19. Visit GCID members	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Communicate and visit GCID members	Refer also to Program 6-4
20. Promote and develop GCID NPC membership	GCID Manager / GCID Board	Ongoing	➔	➔	➔	➔	➔	Have an up-to-date NPC membership that represents the GCID property owners	Refer P 3.1
21. Build working relationships with the City of Cape Town	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Successful and professional relationships with sub-council management, Area Directors and officials resulting in enhance communication, cooperation and service delivery	
22. Compile the SRA renewal application and survey.	GCID Manager / GCID Board	In year 4				1Y		Submit a comprehensive renewal application for approval by the members and the City of Cape Town by 31 August.	
23. Obtain Annual Tax Clearance Certificate	GCID Manager		1Y	1Y	1Y	1Y	1Y	Within one month after expiry date of current TCC	
24. Perform Budget Review	GCID Manager		1Y	1Y	1Y	1Y	1Y	By 28 February and submit adjustment budget and minutes to the CID Unit by 28 February	
25. Apply for Tax Exemption Status	GCID Manager		1Y					By end of 1 <sup>st</sup> Financial Year	Registered
26. Present Month Income and Expenditure reports at Board Meetings	GCID Manager		12	12	12	12	12	Board members are informed of budget information and status	
27. Perform mid-year review	GCID Manager		1Y	1Y	1Y	1Y	1Y	Submit Board Approved mid-year review to the CID Unit by 28 February	
28. Ensure Registrations as vendor with the City of Cape Town is maintained	SRBID Manager		1Y	➔	➔	➔	➔	Registered as active vendor on the CCT database.	Registered
29. Submit VAT Return	SRBID Manager/Accountant		6	6	6	6	6	Successfully submit VAT return to SARS every second month	

PROGRAM 2 - GCID SECURITY / LAW ENFORCEMENT INITIATIVES									
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
1. Identify the root causes of crime in conjunction with the SAPS, Local Authority and existing security service using their experience as well as available crime statistics	GCID Manager	Ongoing	3M	➔	➔	➔	➔	Incorporate in Security Management Strategy Plan	This is done comprehensively at the beginning of term and then modified continuously
2. Determine the Crime Threat Analysis of the SRA area in conjunction with the SAPS	GCID Manager	Ongoing	3M	➔	➔	➔	➔	Incorporate in Security Management Strategy Plan	
3. Determine strategies by means of an integrated approach to address / decrease crime	GCID Manager	Ongoing	3M	➔	➔	➔	➔	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	GCID Manager	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.	GCID Manager	Revise as often as required but at least annually	3M	1Y	1Y	1Y	1Y	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.	This is done comprehensively at the implementation of the CID and then modified continuously
6. Deploy security resources accordingly and effectively on visible patrols. Security personnel and patrol vehicles to be easily identifiable	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Effective safety and security patrols in the GCID	
7. Utilise the "eyes and ears" of all security and gardening/street cleaning staff, as well as own staff, to identify any breaches	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Incorporate feedback and information in security and safety initiatives of the GCID	

## PROGRAM 2 - GCID SECURITY / LAW ENFORCEMENT INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
8. Assist the police through participation by GCID in the local Police sector crime forum	GCID Manager	Monthly	12	12	12	12	12	Incorporate feedback and information in security and safety initiatives of the GCID Report on any security information of the GCID to the CPF	
9. Monitor and evaluate the security strategy and performance of all service delivery on a quarterly basis	GCID Manager	Quarterly	4	4	4	4	4	Report findings to the GCID Board with recommendations where applicable	Refer to Program 1-15 and Program 6-1
10. On-site inspection of Security Patrol officers	GCID Manager	Daily	➔	➔	➔	➔	➔	Report findings to the GCID Board with recommendations where applicable	
11. Obtain Weekly Security Reports from Contract Security Company	GCID Manager	Weekly	52	52	52	52	52	Report findings to the GCID Board with recommendations where applicable Provide feedback to forum meeting	Incorporate into monthly management report to GCID Board
12. Implement, expand and maintain CCTV monitoring system as additional public safety instrument	GCID Manager	Ongoing		➔	➔	➔	➔	Working CCTV system linked to suitable monitoring and maintenance of the system	
13. Monitor CCTV results and coordinate responses with all public safety stakeholders.	GCID Manager	Ongoing		➔	➔	➔	➔	Improved public safety through the use of the CCTV system	

## PROGRAM 3 - GCID CLEANSING INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
1. Develop a cleansing strategy document with clear deliverables and defined performance	GCID Manager	annually	1Y	1Y	1Y	1Y	1Y	Cleansing strategy document with clear deliverables and	Refer to 1.2

## PROGRAM 3 - GCID CLEANSING INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
indicators to guide cleansing and delivery from the appointed service provider.								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	GCID Manager	Quarterly	4	4	4	4	4	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.	GCID Manager/ Solid Waste Department	Quarterly	4	4	4	4	4	Quarterly status reports to Local Authority regarding progress of identified shortcomings	
4. Provide clean streets and sidewalks in the GCID	GCID Manager	Bi annually	6	6	6	6	6	Cleansing each of the streets within the CID Boundary	
5. Identifying Health and safety issues within the area and reporting to Council with C3 notification reference no's	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Monthly evaluations and inspections report to the Board Provide an improved healthy urban environment in the GCID	
6. Monitor and combat Illegal Dumping	GCID Manager	Ongoing	➔	➔	➔	➔	➔	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	GCID Manager	Quarterly	4	4	4	4	4	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	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Monthly evaluations and inspections Report findings to the Board	

PROGRAM 3 - GCID CLEANSING INITIATIVES									
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
9. Encourage property owners to act responsibly in terms of waste management and encourage recycling initiatives	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Monthly evaluations and inspections Report findings to the Board	
10. Coordinate with local NGO to assist in cleaning programs where applicable	GCID Manager	Ongoing	➔	➔	➔	➔	➔	As required	Refer to program 4-6 and 5-2

PROGRAM 4 - GCID URBAN MANAGEMENT INITIATIVES									
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
1. Submissions to Ward Allocation, IDP and Capital Budgets	GCID Manager	1	1Y	1Y	1Y	1Y	1Y	Report to the GCID Board with recommendations where applicable	October to February
2. 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  Use the established service levels to design the provision of supplementary services without duplication of effort	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Urban management plan with clear deliverables and defined performance indicators to guide delivery – Report monthly to the Board	This is done comprehensively at the implementation of the CID and then modified continuously
3. Identify and report infrastructure supplementing existing Council Services: a. Street lighting	GCID Manager	Daily / weekly and monthly reports to the C3 notification						Monitor and evaluate. Report findings to the GCID Board with recommendations where applicable	

PROGRAM 4 - GCID URBAN MANAGEMENT INITIATIVES									
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
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		process and daily recording of references in the register							
4. Compile a list of prioritized needs to enhance the objectives of the CID and liaise with the relevant departments to correct	GCID Manager	4	4M	4M	4M	4M	4M	Monitor and evaluate the plan and performance of all service delivery on a quarterly basis. Report findings to the GCID Board with recommendations where applicable	
5. Greening campaigns - Arbor Day	GCID Manager	1	1Y	1Y	1Y	1Y	1Y	Report to the GCID 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	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Development of a long term sustainable work program	This is done comprehensively at the term renewal and then modified and managed continuously Also refer to Program 5-2 and 3-10
7. Illegal Poster Removal Notify and monitor the removal of illegal posters by the City of Cape Town	GCID Manager	Ongoing	➔	➔	➔	➔	➔	City of Cape Town infrastructure free from illegal posters	



PROGRAM 5 - GCID SOCIAL INTERVENTION INITIATIVES									
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	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.	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Social intervention plan with clear deliverables and defined performance indicators to guide delivery	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	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Social intervention plan with clear deliverables and defined performance indicators to guide delivery	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	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Meet quarterly	
4. Public awareness program on social issues	GCID Manager	Ongoing	➔	➔	➔	➔	➔	As required	

PROGRAM 6 - GCID 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	GCID Manager	Monthly	12	12	12	12	12	Regular informative newsletters	Also refer to Program 1-17
2. Regular Press releases in local Newspapers covering: a. Local Development b. Promoting local Projects c. Social Issues	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Quarterly media exposure	
3. Establish and maintain Website	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Up to date and informative website	Refer to Program 1-11

## PROGRAM 6 - GCID MARKETING INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN WEEKS, MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
4. Regular Member visits and meetings	GCID Manager	Ongoing	➔	➔	➔	➔	➔	Monthly feedback to GCID Board at Directors Meeting	Refer to Program 1-17 and 1-19
5. Establish the GCID Business Directory and link to website	GCID Manager	Every 2 months	2	2	2	2	2	Up to dates directory	
6. GCID Signage			➔	➔	➔	➔	➔	Signage to be visible and maintained	