

**OHMCID Proposed Implementation Plan for FY23
(1 July 2023 - 30 June 2024)**

Portfolio	Currently Responsible
Governance & Finance	Dylan Joseph
Public Safety & Security	Bradley Brown
Cleansing & Urban Management	Dylan Joseph
Environmental Management	Dylan Joseph and Bradley Brown
Social Responsibility	Mia Blom
Communications	Mia Blom

Program 1 – Governance & Finance

Number	Action Steps	Key Performance Indicator	Frequency per year	Duration in weeks, months or years					Responsible	Comment
				Year 1	Year 2	Year 3	Year 4	Year 5		
M1	Register OHM NPC with CIPC	NPC issued CIPC company registration documents	Once	1	0	0	0	0	Steering Committee	Completed.
M2	Elect Chairman and assign portfolios.	First meeting of board of directors.	Once	1	0	0	0	0	Steering Committee	Completed.
M3	Open Bank Account for OHM CID	Bank account opened.	Once	1	0	0	0	0	Treasurer	Completed.
M4	Apply to SARS for tax exemption.	Receipt of Tax Exemption Certificate before end of first financial year.	Once	1	0	0	0	0	Steering Committee	Completed.
M5	Register for VAT.	Receipt of VAT Registration Number.	Once	1	0	0	0	0	Steering Committee	Completed.
M6	Supplier Application.	Receipt of Vendor Number.	Once	1	0	0	0	0	Steering Committee	Completed.
M7	Register as a Community Based Organisation (CBO) with the CCT	Receipt of CBO registration within first year of operation.	Once	1	0	0	0	0	Secretary	Completed.
M8	Appoint Service Providers	Signed Service Contracts with appointed service providers. Well documented process.	Annually	1	1	1	1	1	Specific Portfolio Holders/Board	Includes operations manager, security service providers, auditors, bookkeeper
M9	Members Meeting	First Members Meeting to be held within 6 months of registration as the NPC.	Annually.	1					Chairman & Secretary	Completed.
M10	Annual General Meeting	Annual General Meeting held to report back to members, elect directors and full compliance with legal requirements.	Annually	1	1	1	1	1	Secretary	Before end of December Annually
M11	Financial Reporting to the Board.	Monthly Financial Reports submitted monthly to board members.	Monthly	12	12	12	12	12	Treasurer	Review bank statements. Monitor creditors/debtors monthly. Pay creditors. Review monthly income from City. Prepare monthly management accounts.
M12	Financial reports to the City of Cape town	Monthly financial reports lodged with CID unit by 15th of the following month.	Monthly	12	12	12	12	12	Treasurer	
M13	CID Arrears	Observe and report concern over outstanding amounts	Monthly	12	12	12	12	12	Treasurer	Directors in arrears may not take part in board meetings.
M14	Annual Financial Statement	Submit AFS to CCT sub-council by 31 August annually.	Annually	1	1	1	1	1	Treasurer	
M15	Submit Financial Report and AFS.	Within 3 months of AGM submit Annual Report and AFS to sub-council.	Annually	1	1	1	1	1	Treasurer	

Program 1 – Governance & Finance										
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M16	CIPC compliance	CIPC Annual Submissions lodged.	Annually	1	1	1	1	1	Treasurer	Register auditors with CIPC within 10 business days of appointment. Register/Unregister directors within 10 business days of appointment of new directors. Submit annual returns within 30 days of anniversary of registration. Maintain membership list.
M17	SARS Tax Clearance Certificate	Annual Tax Clearance Certificate received from SARS and submit form to CCT.	Annually	1	1	1	1	1	Treasurer	Obtain Tax Clearance Certificate from SARS within one month after expiry of previous Tax Clearance Certificate
M18	VAT Compliance	Submit VAT reconciliation to SARS bi-monthly.	Bi Monthly	6	6	6	6	6	Treasurer	
M19	Tax Compliance	Submit tax returns annually.	Annually	1	1	1	1	1	Treasurer	
M20	Integrated Development Plan	Submit input to the Integrated Development Plan to Sub-Council Manager in Oct-Feb annually.	Annually	1	1	1	1	1	Board - Secretary	
M21	City Capital/Operating Budget	Submit input to the City Capital/Operating Budget to the Sub-Council Manager by September annually.	Annually	1	1	1	1	1	Board - Secretary	
M22	Conduct Board Meetings	Signed Minutes of Monthly board meetings	Monthly	6	6	6	6	6	Chairman - Secretary	
M23	Perform Mid -Year Budget Review.	Submitted to CCT by 31 January	Annually	1	1	1	1	1	Treasurer	
M24	Mid-Year CID Performance Review	Business Plan performance mid-year review submitted to CCT by 31 January	Month six of financial Year	1	1	1	1	1	Secretary	As approved by the Board.
M25	Annual CID Implementation Plan and Budget	Submit each year a draft updated annual implementation plan and budget to the CCT CID Unit for verification. Presented for approval by the members the annual implementation plan and budget at the AGM.	Annually	1	1	1	1	1	Board – Secretary - Treasurer	Submit to CCT for approval as part of the budget process.
M26	Renewal Application	OHM CID Term 2 Business Plan approved by Members at AGM submitted to CCT for approval.	Fourth Year of Five-Year Plan	0	0	0	1	0	Board – Secretary - Treasurer	

Changed from 12 to 6 per year.

Program 1 – Governance & Finance

Number	Action Steps	Key Performance Indicator	Frequency per year	Duration in weeks, months or years					Responsible	Comment
				Year 1	Year 2	Year 3	Year 4	Year 5		
M27	Successful day-to-day management and operations of the CID	Report on CID implementation plan progress which includes management accounts and operations reports per portfolio.	Ongoing						Portfolio Directors & CID Manager	AGREED
M28	Manage and monitor the C3 notification Process.	Complete reports of C3 notifications and monitor existing issues.	Ongoing						Portfolio Directors	
M29	Build working relationships with Area Director and relevant CCT department that deliver services in the CID.	Successful and professional relationships with Area Director and officials resulting in enhanced communication, cooperation and service delivery.	Ongoing						Portfolio Directors	
M30	Evaluation of Service Providers	Submit monthly report to Board	Ongoing						Treasurer and Portfolio Directors	
M31	Establish and renew electronic/digital signing service provider.	Board members can sign resolutions and other documents electronically	Annually	1	1	1	1	1	Treasurer	
M32	Implement Business Plan	% of budget spent	Annually	90%	90%	90%	90%	90%	CID Board	Ensure that the benchmark of 90% is attained.
M33	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	Board	

Added CID Manager to responsible

<-new line items

Program 2 - Public Safety & Security										
Number	Action Steps	Key Performance Indicator	Frequency per year	Duration in weeks, months or years					Responsible	Comment
				Year 1	Year 2	Year 3	Year 4	Year 5		
PS1	OHMCID Physical Protection Plan	Reviewed OHMCID Physical Protection Plan approved by the Board.	Annually	1	1	1	1	1	Public Safety Portfolio Director	
PS2	Consult with relevant role players in respect of the Physical Protection Plan	Consult with HBNW, HBCPF, SAPS, CCP and Security Service Providers to establish Public Safety Patterns within the CID area to inform reviews of the Physical Protection Plan.	Ongoing	è	è	è	è	è	Public Safety Portfolio Director	
PS3	Appoint service providers.	Contracts with service providers for services and provision and maintenance of assets agreed by the Board. Well documented.	Ongoing	è	è	è	è	è	Public Safety Portfolio Director	Open tender process.
PS4	Identify, communicate and implement processes for members and residents of the CID to request security assistance or report information.	Processes placed on OHM CID website and emailed to residents in the area.	Ongoing	è	è	è	è	è	Public Safety Portfolio Director	
PS5	Monitor appointed safety and security service providers.	Weekly reports from service providers to Portfolio Director. To be tabled at monthly meetings of Board.	Monthly	52	52	52	52	52	Public Safety Portfolio Director	
PS6	Public safety statistics.	Submit monthly report to Board	Monthly	12	12	12	12	12	Public Safety Portfolio Director	
PS7	Evaluation of Service Providers	Submit monthly report to Board	Ongoing	12	12	12	12	12	Public Safety Portfolio Director	
PS8	Appoint and review camera monitoring service provider	Contract in place and annual review, and renewal if required.	Annually	1	1	1	1	1	Public Safety Portfolio Director	
PS9	Appoint and review entrance boom guarding service provider	Contract in place and annual review, and renewal if required.	Annually	1	1	1	1	1	Public Safety Portfolio Director	
PS10	Set-up and review monthly contributions/donations to Hout Bay Neighbourhood Watch and Community Crime Prevention	Correspondence with each organisation that specifies donation amount	Annually	1	1	1	1	1	Public Safety Portfolio Director	

Not completed/updated from 2016 HBNW plan

This is for Omniv <-new line items

This is for Up & Up

Donations

Program 3 – Cleansing & Urban Management										
Number	Action Steps	Key Performance Indicator	Frequency per year	Duration in weeks, months or years					Responsible	Comment
				Year 1	Year 2	Year 3	Year 4	Year 5		
UM1	Prepare an Urban management plan	Urban management plan with clear deliverables and defined performance indicators agreed by Board.	Ongoing	è	è	è	è	è	Urban Management Portfolio Director	
UM2	Clean-up and sustainable development projects in the OHMCID	Initiate and implement clean-up programs Report progress at Board meeting	Ongoing	è	è	è	è	è	Urban Management Portfolio Director	
UM3	Appoint contractor(s) annually to conduct, supplementary cleaning and maintenance services in the OHMCID	Competitive process and well documented,	Ongoing	1	1	1	1	1	Urban Management Portfolio Director	Refer to SR2 of Program 5.
UM4	Burst water pipes, storm water drains leaking, potholes. Work closely with the City to repair and upgrade pavements, curbing and drainage when needed	Record and log of reports via the C3 notification process. Report monthly to the Board.	Ongoing	è	è	è	è	è	Urban Management Portfolio Director	
UM5	Illegal dumping	Record and log of reports via the C3 notification process	Ongoing	è	è	è	è	è	Urban Management Portfolio Director	Removal of illegal dumping as required and working with law enforcement against transgressors
UM6	Evaluation of Service Providers	Submit monthly report to Board	Ongoing	è	è	è	è	è	Urban Management Portfolio Director	
UM7	Public lighting and traffic calming measures in strategic locations.	Submit monthly report to Board. Work with the CCT.	Ongoing	è	è	è	è	è	Urban Management Portfolio Director	Communication with relevant CCT officers & Councillors. Input into integrated development plan and CCT Operating/Capital Budgets.
UM8	New access road into the Meadows area via the Meadows Gully.	New access road into OHMCID. Submit monthly progress report to Board	Ongoing until new road completed.	è	è	è	è	è	Urban Management Portfolio Director	Communication with relevant CCT officers & Councillors. Input into integrated development plan and CCT Operating/Capital Budgets.

No detailed plan/link to projects

<-new line items

Program 4 – Environmental Management										
Number	Action Steps	Key Performance Indicator	Frequency per year	Duration in weeks, months or years					Responsible	Comment
				Year 1	Year 2	Year 3	Year 4	Year 5		
EM1	Management of vegetation in and surrounding the OHM area.	Schedule of maintenance by City of Cape Town: firebreaks, clearing of alien vegetation, mowing of public open spaces. To establish an annual programme with CCT & ensure it's adhered to.	2 x annum, (will attempt to increase)	2	2	2	2	2	Environmental Management Portfolio Director	Assess clearing of alien vegetation, potential fire hazards caused by vegetation, and vegetation over growth that is unsightly or causes a safety and security risk. Draw up a schedule of maintenance or vegetation and agree with appropriate City of Cape Town departments clearing that will be undertaken by the CCT.
EM3	Contracts for additional grass cutting and beautification of eyesores in the OHM area, particularly entrance to OHMCID.	Appoint a service provider to cut grass and beautify eyesores in the OHM area through open tender process.	Ongoing	è	è	è	è	è	Environmental Management Portfolio Director	Preference to be given to subcontractors employing unemployed local persons, possibly in conjunction with the Hout Bay Partnership as part of the Social Responsibility Program.
EM5	Evaluation of Service Providers	Submit monthly report to Board	Monthly	12	12	12	12	12	Environmental Management Portfolio Director	

<-new line items

Limited in what we are able to accomplish due to budget constraints

Program 5 - Social Responsibility										
Number	Action Steps	Key Performance Indicator	Frequency per year	Duration in weeks, months or years					Responsible	Comment
				Year 1	Year 2	Year 3	Year 4	Year 5		
SR1	Partnership with Oranjekloof Moravian Primary School.	Agreed social development plan with Oranjekloof Moravian School Board & Management team with clear deliverables and defined performance indicators to guide delivery.	Annually	1	1	1	1	1	Board of OHMCID	Consult with the School Board and with the Common Good Foundation.
SR2	Work with selected NGO's to provide labour for supplementary services and / or projects.	Labour for supplementary services i.e. UM2, UM3, and EM3 provided by NGO's. Contracts/Agreements well documented. Monthly reports to the Board.	Ongoing	è	è	è	è	è	Board of OHM	Consult with the Hout Bay Partnership, James House and registered NGOs.
SR3	Work with CCT Social Programmes to draw down opportunities and resources for social responsibility projects.	CCCT Social Project Partnerships established. Contracts/Agreements well documented. Monthly reports to the Board.	Annual	1	1	1	1	1	Board of OHM CID & CCT Departments.	
SR4	Evaluation of Service Providers	Submit monthly report to Board.	Monthly	12	12	12	12	12	Social Responsibility Portfolio Director	

No detailed plan/link to projects

<-new line items

Program 6 – Communications										
Number	Action Steps	Key Performance Indicator	Frequency per year	Duration in weeks, months or years					Responsible	Comment
				Year 1	Year 2	Year 3	Year 4	Year 5		
C1	Establish and maintain a Website	Website published with all relevant documents as required by the SBA By-laws and Policy.	Ongoing	0	0	0	0	0	Communications Portfolio Director	Website to be kept current.
C2	Communicate with property owners and residents.	Reports of communications. Newsletters • Website • Emails • Facebook • WhatsApp • Meeting minutes	Ongoing	0	0	0	0	0	Communications Portfolio Director	Board meetings – 1st 30 mins open to hear concerns from property owners.
C3	Meet with OHM Property Owners	Meeting for OHM Property Owners conducted twice per annum. First 30 mins of monthly Board meeting open to OHM Property Owners.	Twice per annum	2	2	2	2	2	Communications Portfolio Director	
C4	Input for the Integrated Development Plan (IDP).	Submit input to the IDP report Annually to Sub Council Manager.	Annually	1	1	1	1	1	Communications Portfolio Director	
C5	Input to Capital Budgets and Operational Budgets of CCT	Submit input on Capital / Operating Budget Annually to Sub-Council Manager as part of the City's public participation process of the City's Budget.	Annually	1	1	1	1	1	Communications Portfolio Director	
C6	OHMCID membership.	Ensure application for membership is displayed prominently on the website and that membership list is up to date	Annually	1	1	1	1	1	Communications Portfolio Director	Ensure balanced membership that represents the whole of the OHM area.
C7	Represent the CID community at various forums.	Liaise with different forums and address matters that have or can have an impact on the CID area, property owners and residents. Successful and professional relationship resulting in enhanced communication, cooperation and service delivery. Report to Board meetings.	Ongoing	0	0	0	0	0	Communications Portfolio Director	
C8	OHMCID branding.	Set-up branding	Once	1	0	0	0	0		
C9	Establish and renew ohmcid.co.za web domain	No issues receiving emails or accessing the ohmcid.co.za website	Annually	1	1	1	1	1	Communications Portfolio Director	Currently Go Daddy on 31 May each year
C10	Renew website hosting service provider	Website available and functional.	Annually	1	1	1	1	1	Communications Portfolio Director	Currently WIX

Changed from twice to once per annum... envisaged one Zoom call per year, in addition to AGM, to provide update on activities and engage with property owners.

Changed from Ongoing to annually as only update just before AGM.

Changed from annually to once as we are not going to spend time changing/upgrading the branding <-new line items