

<b>CITY IMPROVEMENT DISTRICT NPC - AIRPORT INDUSTRIA</b>		<b>5 YEAR IMPLEMENTATION PLAN</b>		
<b>JULY 2015 - JUNE 2020</b>				
<b>CID MANAGEMENT OBJECTIVES</b>				
<b><i>Responsibility - CID Board</i></b>		<b><i>CID MANAGER - RHONDA LEWIS</i></b>		
<b><i>ACTIONS AND FUNCTIONS</i></b>	<b><i>START / FINISH DATE</i></b>	<b><i>RESPONSIBILITY</i></b>	<b><i>SUCCESS INDICATORS</i></b>	<b><i>COMMENTS</i></b>
Effective and Efficient Management and Office Administration	Daily 01 July 2015 - 30 June 2020	CID Manager	Monthly feedback to CID Board. Bi-Monthly Board Meetings Communication via telephone, facsimile and E-Mail	Ongoing
Arrears CID Levies	Monthly 01 July 2015 - 30 June 2020	CID Manager	Liaise with Property Owners on outstanding area levies	Ongoing Promote relationships / partnerships with City Officials and Members. Encourage Members to become more involved in CID affairs
Progress Reports to the CID Board	Monthly 01 July 2015 - 30 June 2020	CID Manager	Bi-Monthly Board Meetings	Report back on CID related functions. Board Approval required
Property Valuations Update of Membership List	Annually 01 July 2015 - 30 June 2020	CID Manager	Assess Annual Property Valuations by The City	Annually
Capital Budgets	November Annually 01 July 2015 - 30 June 2020	CID Manager	Annual submissions to Sub-Council Manager	Annually
Integrated Development Plan	July Annually 01 July 2015 - 30 June 2020	CID Manager	Annual submissions to Sub-Council Manager	Annually
Interact with property owners and business tenants	Daily as required 01 July 2015 - 30 June 2020	CID Manager, Council Authorities and Law Enforcement Agencies	Provide assistance where possible	As required
Relationships with Sub-Council Management and The City	Daily - As Required 01 July 2015 - 30 June 2020	CID Manager	Good established working relationships with all Council Departments	Ongoing
Ward Councillor Forum	Bi-Monthly 01 July 2015 - 30 June 2020	CID Manager	Bi-Monthly Ward Meetings	Applications / Suggestions to the Ward Allocation Budget - Annually
Accounting and reporting to Council	Monthly 01 July 2015 - 30 June 2020	CID Manager	Ensuring budget is allocated to improvement services and monitoring monthly expenses	Ongoing monthly

Updating Membership List, Data Base and visits to members	Daily, as and when changes occur 01 July 2015 - 30 June 2020	CID Manager	Keeping track of changes to property ownership and businesses moving in/out of area. Visiting members twice a year.	Ongoing
Annual Audit and feedback to Members at Annual General Meeting	July - August Annually 01 July 2015 - 30 June 2020	CID Manager	Audited financial statements distributed to members, at office for inspection/website	Annually

### CID SOCIAL RESPONSIBILITY OBJECTIVES

<u>Responsibility - CID Board</u>		<u>CID MANAGER - RHONDA LEWIS</u>		
<b>ACTIONS AND FUNCTIONS</b>	<b>START / FINISH DATE</b>	<b>RESPONSIBILITY</b>	<b>SUCCESS INDICATORS</b>	<b>COMMENTS</b>
Winter Project	Annually - July August 01 July 2015 - 30 June 2020	CID Manager	Liaise with members to donate unwanted goods to the needy during the winter months	Annually
Blood Donor Clinic Area	Every 56 days 01 July 2015 - 30 June 2020	CID Manager	Liaise with members to support this worthy course and help save a life	Every 56 days
Heart for Children Project	Annually - December 01 July 2015 - 30 June 2020	CID Manager	Requesting our business community to donate Christmas gifts and hampers to underprivileged children. The CID gives this to orphanages and hospitals.	Annually
Waste Minimisation Project / Recycling	Daily 01 July 2015 - 30 June 2020	CID Manager	Encourage members to support the CID's Waste Minimisation initiative.	Ongoing

<b>CID MARKETING OBJECTIVES</b>				
<b>Responsibility - CID Board</b>		<b>CID MANAGER - RHONDA LEWIS</b>		
<b>ACTIONS AND FUNCTIONS</b>	<b>START / FINISH DATE</b>	<b>RESPONSIBILITY</b>	<b>SUCCESS INDICATORS</b>	<b>COMMENTS</b>
Newsletters / Newsflashes <ul style="list-style-type: none"> <li>• Promoting the services of the CID</li> <li>• Promoting Business prospects of the area</li> <li>• Promoting local projects</li> <li>• Promoting Social issues and projects</li> <li>• Emergency Numbers</li> </ul>	Quarterly 01 July 2015 - 30 June 2020	CID Manager	Regular meetings with Board, Role Players at The City, Members and Business Tenants	Ongoing
Media Coverage in local Newspapers covering: <ul style="list-style-type: none"> <li>• CID Annual General Meetings</li> <li>• Local Development</li> <li>• Property Development issues</li> </ul>	Monthly when needed 01 July 2015 - 30 June 2020	CID Manager	Monthly feedback to Board at Directors Meeting and Members	Ongoing
Member visits and meetings	Daily 01 July 2015 - 30 June 2020	CID Manager	Bi-Monthly feedback to CID Board at Directors Meeting	Ongoing
Promoting business prospects for the area	Daily with CID partners 01 July 2015 - 30 June 2020	CID Manager	Bi-Annually feedback to CID Board at Directors Meeting	Ongoing
Social Responsibility projects / interaction for Business Members:	Annually 01 July 2015 - 30 June 2020	CID Manager	Regular interaction with members and workers and Board	Annually
CID Signage and illegal signage	Maintenance of sign boards 01 July 2015 - 30 June 2020	CID Manager	Signage at the 3 entrances to Airport Industria Interact with The City on	Ongoing maintenance when needed

			Bi-Laws and business tenants	
Website and link to businesses directory	February 2011 01 July 2015 - 30 June 2020	CID Manager	Bi-Monthly feedback to CID Board at Directors Meeting	Ongoing
Management and Administration of Surveys: <ul style="list-style-type: none"> <li>• Emergency Evacuation Procedures</li> <li>• Hazardous chemicals</li> <li>• Community involvement</li> <li>• Polluted Water Ways</li> </ul>	Monthly / Quarterly 01 July 2015 - 30 June 2020	CID Manager and City Officials	Monthly / Quarterly updates to members via e-mail and visits to members	Ongoing
Memo Desk Cube Incentive with CID Contact numbers and Emergency Numbers	Daily 01 July 2015 - 30 June 2020	CID Manager	Daily visits to members	Ongoing

## CID CLEANSING AND ENVIRONMENT OBJECTIVES

<b><i>Responsibility - CID Board</i></b>		<b><i>CID MANAGER - RHONDA LEWIS</i></b>		
<b><i>ACTIONS AND FUNCTIONS</i></b>	<b><i>START / FINISH DATE</i></b>	<b><i>ACTIONS AND FUNCTIONS</i></b>	<b><i>START / FINISH DATE</i></b>	<b><i>ACTIONS AND FUNCTIONS</i></b>
Monitoring of street sweepers sweeping streets in AI CID boundary	Weekly 01 July 2015 - 30 June 2020	CID Manager and The City	Bi-Monthly feedback to CID Board at Directors Meeting	Ongoing
Monitoring collection and emptying of The City's Black Wheelie bins / waste collection	Weekly pick-ups 01 July 2015 - 30 June 2020	CID Manager and Business Tenants	Weekly	Ongoing
Greening Campaigns	Quarterly 01 July 2015 - 30 June 2020	CID Manager	Bi-Monthly feedback to CID Board at Directors Meeting	Ongoing
Identifying Health and Safety issues	Daily patrols with weekly reports	CID Manager and Security Site Manager	Daily reports to CID Manager	Ongoing

	01 July 2015 - 30 June 2020		Reporting problems to The City	
Identifying infrastructure issues	Daily reports to The City 01 July 2015 - 30 June 2020	CID Manager	Weekly notifications to The City	Ongoing
Verge Cutting and Maintenance	Daily 01 July 2015 - 30 June 2020	CID Manager and Maintenance Contractor	Quarterly agreement with report to CID Manager and the Board	Quarterly
Waste / Solid Waste	Daily as required 01 July 2015 - 30 June 2020	CID Manager and Security Site Manager	Immediate action and reports to waste department and weekly reports to CID Manager	Daily, as incidents occur
Watering and general maintenance of trees: <ul style="list-style-type: none"> <li>• Replacing dead trees</li> <li>• Illegal tree felling</li> </ul>	Weekly 01 July 2015 - 30 June 2020	CID Manager	Liaising with Parks Department on services required.	Ongoing
Garden Competition	Quarterly 01 July 2015 - 30 June 2020	CID Manager	Promote quarterly garden competition. Quarterly Floating Plaque given to winner	Ongoing
Bush Clearing initiatives	As required monthly 01 July 2015 - 30 June 2020	CID Manager	Contact Property Owners to take responsibility and clean vacant property and Parks Department	Ongoing
Disorderly behaviour of vagrants /littering	Daily as required 01 July 2015 - 30 June 2020	CID Manager Business Tenants	Contact offender and report to The City or Law Enforcement Agencies, report to CID Manager	Daily, as incidents occur
Air Pollution	Daily 01 July 2015 - 30 June 2020	CID Manager	Daily monitoring and reporting to The City	Ongoing
Maintain a Grime free working environment	Daily 01 July 2015 - 30 June 2020	CID Manager	Patrolling area to summarise situation	Ongoing
Landscaping at three entrances of Airport Industria	Daily 01 July 2015 - 30 June 2020	CID MANAGER	Ensuring that Landscaping areas are clean, removing weed and dead plants.	Ongoing

			Ensuring irrigation system is in working order.	
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<b>CID GENERAL SERVICES, CAPITAL PROJECTS AND IMPROVEMENT SERVICES</b>				
<b><u>Responsibility - CID Board</u></b>		<b><u>CID MANAGER - RHONDA LEWIS</u></b>		
<b><i>ACTIONS AND FUNCTIONS</i></b>	<b><i>START / FINISH DATE</i></b>	<b><i>ACTIONS AND FUNCTIONS</i></b>	<b><i>START / FINISH DATE</i></b>	<b><i>ACTIONS AND FUNCTIONS</i></b>
Identify shortcoming of services from The City and Local Authorities	Weekly 01 July 2015 - 30 June 2020	CID Manager	Weekly reports to The City and Local Authorities when required	Ongoing
Identify and report defects on Council's existing Services: <ul style="list-style-type: none"> <li>• Defective and insufficient street lighting</li> <li>• Lamp Poles damaged</li> <li>• Sewer</li> <li>• Storm Water drainage and maintenance</li> <li>• Dumping</li> <li>• Damaged fences</li> <li>• Storm Water and Blocked drains</li> <li>• Road Repairs</li> <li>• Fencing</li> <li>• Kerb damages</li> <li>• Traffic road markings and traffic road signs</li> <li>• Illegal Sign boards</li> <li>• Fire Hydrant maintenance and leakages</li> </ul>	Daily/ weekly and monthly reports to The City 01 July 2015 - 30 June 2020	CID Manager	Liaise with City Officials	Ongoing

<ul style="list-style-type: none"> <li>• Water Canal cleaning</li> <li>• Refuse Removal</li> <li>• Waterworks</li> <li>• Traffic signals</li> <li>• Truck holding areas</li> <li>• Pedestrian Safety initiatives</li> </ul>				
Submission of Capital Project Budgets	Annually 01 July 2015 - 30 June 2020	CID Manager	Annually	Ongoing
Compile priority list of essential needs to enhance the objectives of the CID :	Annually 01 July 2015 - 30 June 2020	CID Manager	Priorities identified and tabled to The City	Ongoing
Speed Reduction Measures	Monthly 01 July 2015 - 30 June 2020	CID Manager	Documented need for additional STOP streets to The City / Traffic Department	Ongoing
CCTV Camera Monitoring	Annually 01 July 2015 - 30 June 2020	CID Manager	Identified need as Crime Preventative Measure Discussion and Approval required by Board and Members	Ongoing
Stray dogs / animals	Daily	CID Manager and Security	Call local authority to assist with removal of debris and animals wondering	Ongoing



<b>CID SECURITY AND LAW ENFORCEMENT OBJECTIVES</b>				
<b><i>Responsibility - CID Board</i></b>		<b><i>CID MANAGER - RHONDA LEWIS</i></b>		
<b><i>ACTIONS AND FUNCTIONS</i></b>	<b><i>START / FINISH DATE</i></b>	<b><i>ACTIONS AND FUNCTIONS</i></b>	<b><i>START / FINISH DATE</i></b>	<b><i>ACTIONS AND FUNCTIONS</i></b>
On-site inspection of Security Officials	Daily 01 July 2015 - 30 June 2020	Security Contractor and Security Site Manager	Daily feedback to CID Manager. Bi-Monthly feedback to Board at Directors Meeting	Daily visits by patrol officers to AICID office
Weekly Security Reports from Security Contractor	Weekly 01 July 2015 - 30 June 2020	Security Contractor and Security Site Manager	Weekly written reports to CID Manager with Incident and crime statistics Communicated to Members and Business Tenants	Ongoing
Weekly Security Crime Statistics from Security Contractor	Monthly 01 July 2015 - 30 June 2020	Security Contractor and Security Site Manager	Quarterly reports to CID Board	Due every week detailing incidents from the previous week and health & safety issues
SAPS Bishop Lavis Sector 4 Sector Policing Meeting and Crime Prevention Forum (CPF)	Weekly 01 July 2015 - 30 June 2020	CID Manager and Security Operations Manager	Every Monday at Bishop Lavis Police Station	Ongoing
Promote relationships with SAPS and Law Enforcement Agencies	Daily 01 July 2015 - 30 June 2020	CID Manager	Establish good working relationships by attending meetings regularly and promoting assisting where possible	Ongoing
Enforce Bi-Laws with loiterers	Daily 01 July 2015 - 30 June 2020	SAPS Sector Captain	Report back at CPF Meetings	Ongoing
Enforce Bi-Laws with illegal hawkers	Daily 01 July 2015 - 30 June 2020	SAPS Sector Captain	Report back at CPF Meetings	Ongoing
Monthly visits to second hand and scrap dealers & Licensing	Weekly and monthly 01 July 2015 - 30 June 2020	SAPS Sector Captain	Report back at CPF Meetings	Ongoing
Liaise with relevant role players of the local SAPS and identify shortcomings	Weekly 01 July 2015 - 30 June 2020	CID Manager	Ongoing as is required and report back at CPF Meeting	Ongoing

Determine Crime pattern analysis and Crime threat analysis and modus operandi	As required / weekly 01 July 2015 - 30 June 2020	SAPS Crime Intelligence Officer and Sector Captain	Measured at monthly CPF meeting	Ongoing
Traffic and Law Enforcement Enforce Bi-Laws	Weekly when required 01 July 2015 - 30 June 2020	Traffic and Law Enforcement Department Manager	Ongoing as is required and report back at CPF Meeting	Ongoing
Law Enforcement Implementation of law enforcement rules	Daily 01 July 2015 - 30 June 2020	Traffic Department Manager	Ongoing as is required and report back at CPF Meeting	Ongoing
Monitor SAPS Sector Visibility	Daily 01 July 2015 - 30 June 2020	SAPS Sector Captain and Security Site Manager	Daily feedback to CID Manager. Reporting at CPF Meeting	Ongoing
Joint operations with Security and SAP, Traffic and Law Enforcement Agencies: <ul style="list-style-type: none"> <li>• High Profile Policing and Patrolling</li> <li>• Traffic Road blocks</li> <li>• Speed Analysis</li> <li>• Profiling suspects/loiterers</li> <li>• Informal Traders</li> </ul>	Monthly 01 July 2015 - 30 June 2020	CID Manager and Security Site Manager	Ongoing as is required and report back at CPF Meeting Vagrant control	
Maintain a Crime free working environment	Daily 01 July 2015 - 30 June 2020	CID Manager and Security Site Manager	Patrolling area to summarise situation	Ongoing