

<b>AIRPORT INDUSTRIAL CITY IMPROVEMENT DISTRICT NPC</b>	<b>2016/2017</b>	<b>IMPLEMENTATION PLAN</b>
<b>PROGRAM 1</b>		
<b>MANAGEMENT AND OPERATIONS</b>		

ACTION STEPS	RESPONSIBLE	FREQUENCY PER YEAR	PERFORMANCE INDICATOR	COMMENT
Effective and Efficient Management and Office Administration	CID Manager	Ongoing	Monthly feedback to CID Board. Bi-Monthly Board Meetings Communication via telephone, facsimile and E-Mail	
Progress Reports to the CID Board	CID Manager	Bi-Monthly s	Report back on CID related functions. Board Approval required	
Property Valuations Update of Membership List	CID Manager	Annually	Assess Annual Property Valuations by The City	
Input to City of Cape Town on Capital Budgets		Annually	Annual submissions to Sub-Council Manager	Monthly Financial Progressive Income and Expenditure Report to The City to be presented at Board Meetings. Arrear listing received from The City to be presented at the Board meetings.
Input to City of Cape Town on Integrated Development Plan	CID Manager	Annually	Annual submissions to Sub-Council Manager	
Interact with property owners and business tenants	CID Manager and Council Authorities	Ongoing	Provide assistance where possible	
Relationships with Sub-Council Management and The City	CID Manager	Ongoing	Good established working relationships with all Council Departments	
Ward Councillor Forum	CID Manager	Bi-Monthly	Applications / Suggestions to the Ward Allocation Budget Annually	

Accounting and Management of Finances	CID Board Director appointed as Financial Head	Ongoing	Ensuring budget is allocated to improvement services and monitoring monthly expenses	
Updating Membership List, Data Base and visits to members	CID Manager	Ongoing	Daily, as and when changes occur	
Annual Audit and feedback to Members at Annual General Meeting	CID Board Director appointed as Financial Head and Low and Schreiber Chartered Accountants (SA)	Annually	Audited financial statements distributed to members at Annual General Meeting and posted on website	
Promote and encourage Membership to CID	CID Manager	Ongoing	Annual General Meetings, visits to companies, website updates and links	

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<b>PROGRAM 2</b>		
<b>SECURITY / LAW ENFORCEMENT INITIATIVES</b>		

On-site inspection of Security Officials	Security Contractor and Security Operations Manager	Daily visits by patrol officers to AICID office	Daily feedback to CID Manager. Bi-Monthly feedback to Board at Directors Meeting	
Weekly Security Reports from Security Contractor	Security Contractor and Security Operations Manager	Ongoing	Weekly written reports to CID Manager with Incident and crime statistics Communicated to Members and Business Tenants by CID	
Weekly Security Crime Statistics from Security Contractor	Security Contractor and Security Operations Manager	Quarterly reports to CID	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)	CID Manager and Security Operations Manager	Ongoing	Every Monday at Bishop Lavis Police Station	
Promote relationships with SAPS and Law Enforcement Agencies	CID Manager	Ongoing	Establish good working relationships by attending meetings regularly and promoting assisting where possible	
Liaise with relevant role players of the local SAPS	CID Manager	Ongoing	Report back to Board	
Monitor SAPS Sector Visibility	SAPS Sector Captain and Security Operations	Ongoing	Daily feedback to CID Manager. Reporting at CPF	

	Manager		Meeting	
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>	CID Manager and Security Operations Manager	Ongoing	Report back at CPF Meeting Vagrant control	
Maintain a Crime free working environment	CID Manager and Security Operations Manager	Ongoing	Patrolling area to summarise situation	

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<b>PROGRAM 3</b>		<b>CLEANSING INITIATIVES</b>

Monitoring Cleansing Contractor sweeping streets in AI CID	CID Manager	Daily	Bi-Monthly feedback to CID Board at Directors Meeting	
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boundary				
Monitoring collection and emptying of The City's Black Wheelie bins / waste collection	CID Manager and Business Tenants	Weekly	Bi-Monthly feedback to CID Board at Directors Meeting	
Greening Campaigns	CID Manager	Quarterly	Bi-Monthly feedback to CID Board at Directors Meeting	
Identifying Health and Safety issues	CID Manager and Security Operations Manager	Ongoing	Daily reports to CID Manager Reporting problems to The City	
Identifying infrastructure issues	CID Manager	Weekly	Weekly notifications to The City	
Verge Cutting and Maintenance	CID Manager and Contractor	Weekly	Bi-Monthly feedback to CID Board at Directors Meeting	
Watering and general maintenance of trees: <ul style="list-style-type: none"> <li>• Replacing dead trees</li> <li>• Illegal tree felling</li> <li>• Companies to 'adopt a tree' to help watering of trees</li> </ul>	CID Manager	Ongoing	Bi-Monthly feedback to CID Board at Directors Meeting. Liaising with Parks Department when services are required.	
Garden Competition	CID Manager	Quarterly	Promote quarterly garden competition. Quarterly Floating Plague given to winner	
Bush Clearing initiatives	CID Manage	Ongoing	Contact Property Owners to take responsibility and clean vacant property and Parks Department	
Disordered Tenants / littering	CID Manager Business Tenants	Daily as incidents occur	Contact offender and report to The City or Law Enforcement Agencies, report to CID Manager	
Air Pollution	CID Manager	Ongoing	Daily monitoring and reporting to The City	
Maintain a Grime free working environment	CID Manager	Ongoing	Patrolling area to summarise situation	

**AIRPORT INDUSTRIA CITY IMPROVEMENT DISTRICT NPC**

**2016/2017**

**IMPLEMENTATION PLAN**

**PROGRAM 4**

**URBAN MANAGEMENT INITIATIVES**

Identify shortcoming of services from The City and Local Authorities	CID Manager	Ongoing	Weekly reports to The City and Local Authorities when required	
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> <li>• Water Canal cleaning</li> <li>• Refuse Removal</li> </ul>	CID Manager	Daily, weekly and monthly reports to The City	Liaise with City Officials	

<ul style="list-style-type: none"> <li>• Waterworks</li> <li>• Traffic signals</li> <li>• Truck holding areas</li> <li>• Pedestrian Safety initiatives</li> </ul>				
Compile priority list of essential needs to enhance the objectives of the CID / SRA	CID Manager	Ongoing	Bi-Monthly feedback to Board of Directors. Reports /Requests channelled to The City	
Speed Reduction Measures	CID Manager	Ongoing	Documented need for additional STOP streets to The City / Traffic Department	
CCTV Camera Monitoring	CID Manager	Ongoing	Identify need as Crime Preventative Measure Discussion and Approval required by Board and Members	
Landscaping of three entrances to Airport Industria	CID Manager	Ongoing	Irrigation and maintenance of landscaping areas - planting of hardy shrubs/trees	
Stray dogs / animals	CID Manager	As and when required	Call local authority to assist with removal of debris and animals wondering	

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<b>PROGRAM 5</b>		<b>SOCIAL INTERVENTION INITIATIVES</b>

Winter Project	CID Manager	Annually	Liaise with members to donate unwanted goods to the needy during the winter months	
Blood Donor Clinic Area	CID Manager	Every 56 days	Liaise with members to support this worthy cause and help save a life	
Distribution of Condoms	CID Manager	Monthly when required	Assisting The City's Health division with distribution of	
Heart for Children Project	CID Manager	Annually	Requesting our business community to donate Christmas gifts and hampers to underprivileged children. The CID gives this to orphanages and hospitals.	
Waste Minimisation Project	CID Manager	Ongoing	Encourage businesses to make use of the City's dumping sites to disperse of their company waste. Encourage businesses to be responsible in terms of waste management / encourage recycling.	

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<b>PROGRAM 6</b>		<b>MARKETING INITIATIVES</b>

<p>Newsletters / Newsflashes</p> <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>	CID Manager	Quarterly	Regular meetings with Board, Role Players at The City, Members and Business Tenants	
<p>Media Coverage in local Newspapers covering:</p> <ul style="list-style-type: none"> <li>• CID Annual General Meetings</li> <li>• Local Development</li> <li>• Property Development issues</li> </ul>	CID Manager	Monthly / when needed	Bi-Monthly feedback to CID Board at Directors Meeting	
<p>Liaising with business tenants and property owners via email, telephonically and visit</p>	CID Manager	Ongoing	At least one official visit to each member in a 12 month period	
<p>Promoting business prospects for the area</p>	CID Manager	Ongoing	Bi-Annually feedback to CID Board at Directors Meeting	
<p>CID Signage and illegal signage</p>	CID Manager	Ongoing maintenance when needed	Signage at the 3 entrances to Airport Industria Interact with The City on Bi-Laws and business tenants	
<p>Website updates and link to businesses directory</p>	CID Manager	Monthly	Partnership with web developer, promote service amongst members. Regular	

			updates.	
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>	CID Manager and City Officials	Ongoing	Quarterly updates to members via e-mail and during visits to members	
Memo Desk Cube Incentive with CID Contact numbers and Emergency Numbers	CID Manager	Ongoing	Provide businesses with Memo Desk Cube	
Promote business prospects for AICID area	CID Manager	Ongoing	Regular contact with property developers and estate agents	
Encourage maintenance of buildings, landscaping and quarterly verge competitions	CID Manager	Ongoing	Assessments / Bi-Monthly feedback to CID Board at Directors Meeting	
AI CID entrance signage	CID Manager	Ongoing	Assessments / Bi-Monthly feedback to CID Board at Directors Meeting	