

<b>AIRPORT INDUSTRIAL CITY IMPROVEMENT DISTRICT NPC</b>	<b>2017/2018</b>	<b>IMPLEMENTATION PLAN</b>
<b>PROGRAM 1</b>	<b>MANAGEMENT AND OPERATIONS</b>	

<b>ACTION STEPS</b>	<b>RESPONSIBLE</b>	<b>FREQUENCY PER YEAR</b>	<b>PERFORMANCE INDICATOR</b>	<b>COMMENT</b>
Effective and Efficient Management and Office Administration	CID Manager	Ongoing	Operational SRA office Accessible to all property owners	
Board meetings	CID Manager	Bi-Monthly s	Report back on CID related functions, per portfolio.	
Promote NPC Membership list	CID Manager	Annually	Have a NPC Membership list that represent the area	
Input to City of Cape Town on Capital Budgets		Annually	Annual submissions to Sub-Council Manager, by January	
Input to City of Cape Town on Integrated Development Plan	CID Manager	Annually	Annual submissions to Sub-Council Manager, by October	
Interact with property owners and business tenants	CID Manager and Council Authorities	Ongoing	Provide assistance where possible and report to Board.	
Relationships with Sub-Council Management and COCT departments	CID Manager	Ongoing	Good working relationships with all Council Departments and table report to board meeting.	
Accounting and Management of Finances	CID Board Director appointed as Financial Head	Ongoing	Report Financial expenditures at Board meetings and record. Obtain Board approval for major deviations required.	Obtain Annual General Meeting approval to condone Board resolutions
Visit members	CID Manager	Ongoing	Visit every member at least once annually	
Annual General Meeting	CID Board Director appointed as Financial Head and Low and Schreiber Chartered Accountants (SA)	Annually	Annual General Meeting conducted successfully, before December annually.	

Comply with Company Act requirements			Submit documents to CIPC within two months of AGM <ul style="list-style-type: none"> <li>▪ New Directors</li> <li>▪ Membership List</li> <li>▪ Annual Returns</li> <li>▪ Supply City with Certificates</li> </ul>	
Interact with Property Owners in arrears with SRA additional rate			All Companies aware of their debt situation.	
Perform Budget review			Submit approved budget review to the City by 31 January	
Mid Year review			Submit approved mid-year review to the City by 31 January	
Yearly Implementation Plan and Budget			To be submitted to City by end October for approval at AGM annually	
Obtain annual tax clearance certificates			Provide City with new tax clearance certificates before expiry	
Submit signed Annual Financial Statements (AFS)			Submit AFS to City by 31 August	
Monthly Income and Expenditure report			Provide City with Income and Expenditure report by 15 <sup>th</sup> of each month.	

<b>AIRPORT INDUSTRIAL CITY IMPROVEMENT DISTRICT NPC</b>	<b>2017/2018</b>	<b>IMPLEMENTATION PLAN</b>
<b>PROGRAM 2</b>		<b>SECURITY / LAW ENFORCEMENT INITIATIVES</b>

ACTION STEPS	RESPONSIBLE	FREQUENCY PER YEAR	PERFORMANCE INDICATOR	COMMENT
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. Report to Board.	
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. Report to Board.	
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, 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 Manager	Ongoing	Daily feedback to CID Manager. Reporting at CPF Meeting	
Joint operations with Security and SAPS, Traffic and Law Enforcement Agencies: <ul style="list-style-type: none"> <li>• High Profile Policing and</li> </ul>	CID Manager and Security Operations Manager	Ongoing	Report back at CPF Meeting Vagrant control	

<ul style="list-style-type: none"> <li>• Patrolling</li> <li>• Traffic Road blocks</li> <li>• Speed Analysis</li> <li>• Profiling suspects/loiterers</li> <li>• Informal Traders</li> </ul>				
Maintain a Crime free working environment	CID Manager and Security Operations Manager	Ongoing	Patrolling area to summarise situation	
Appointment of Service provider Emergency Plan Public Safety Plan / Strategy			Contract with Service providers by going through competitive appointment process.	
CCTV Camera Monitoring	CID Manager	Ongoing	Identify need as Crime Preventative Measure Discussion and Approval required by Board and Members	

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

ACTION STEPS	RESPONSIBLE	FREQUENCY PER YEAR	PERFORMANCE INDICATOR	COMMENT
Appointment of Service provider	CID Manager	Three year contract	Feedback to CID Board at Directors Meeting Open and transparent. Competitive process when required	
Monitoring Cleansing Contractor sweeping streets in boundary and cleaning the City's green bins on lamp poles		Daily	Bi-Monthly feedback to CID Board at Directors Meeting	
Monitoring collection and emptying of The City's Black Wheelie bins / waste collection Days	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	

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<b>PROGRAM 4</b>	<b>URBAN MANAGEMENT INITIATIVES</b>	

<b>ACTION STEPS</b>	<b>RESPONSIBLE</b>	<b>FREQUENCY PER YEAR</b>	<b>PERFORMANCE INDICATOR</b>	<b>COMMENT</b>
Identify shortcoming of services from The City and Local Authorities	CID Manager	Ongoing	Weekly reports to The City and Local Authorities when required and report to Board on progress	
Identify problem areas and essential needs pertaining to services provided by the City of Cape Town so that these can be channelled to the respective departments within the City e.g.: <ul style="list-style-type: none"> <li>• Street lighting;</li> <li>• Dumping; refuse removal</li> <li>• Missing drain covers/cleaning of drains</li> <li>• Planting, felling, trimming, pruning of trees'</li> <li>• Maintenance of road surfaces; sidewalks</li> <li>• Cutting of grass/ removal of weeds</li> <li>• Cleansing; placing of litter bins/emptying of litter bins</li> <li>• Road markings/ traffic signs</li> </ul>	Director appointed in Administration and projects portfolio and CID Manager	Ongoing	Assessment and evaluation of CID/SRA area and reports received from tenants and landlords. Reports channelled to the City of Cape Town. Analysis of shortcomings. Quarterly report to CID/SRA Board and reports to the City in the event of any matters reported not addressed within a reasonable time.	
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	
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	



<b>AIRPORT INDUSTRIA CITY IMPROVEMENT DISTRICT NPC</b>	<b>2017/2018</b>	<b>IMPLEMENTATION PLAN</b>
<b>PROGRAM 5</b>	<b>SOCIAL INTERVENTION INITIATIVES</b>	

<b>ACTION STEPS</b>	<b>RESPONSIBLE</b>	<b>FREQUENCY PER YEAR</b>	<b>PERFORMANCE INDICATOR</b>	<b>COMMENT</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 course and help save a life	
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.	
Interact with Social Development programs and initiatives	CID Manager	Ongoing	Programmes put in place with local and social development departments for upliftment of C.C.T	

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

<b>ACTION STEPS</b>	<b>RESPONSIBLE</b>	<b>FREQUENCY PER YEAR</b>	<b>PERFORMANCE INDICATOR</b>	<b>COMMENT</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>	CID Manager	Quarterly	Regular meetings with Board, Role Players at The City, Members and Business Tenants	
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>	CID Manager	Monthly / when needed	Bi-Monthly feedback to CID Board at Directors Meeting	
Liaising with business tenants and property owners via email, telephonically and visit	CID Manager	Ongoing	At least one official visit to each member in a 12 month period	
Promoting business prospects for the area	CID Manager	Ongoing	Bi-Annually feedback to CID Board at Directors Meeting	
CID Signage and illegal signage	CID Manager	Ongoing maintenance when needed	Signage at the 3 entrances to Airport Industria Interact with The City on Bi-Laws and business tenants	
Website updates and link to businesses directory	CID Manager	Monthly	Monthly updates	
Management and Administration	CID Manager and City	Ongoing	Quarterly updates to	

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>	Officials		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	