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| AIRPORT INDUSTRIA CITY IMPROVEMENT DISTRICT NPC | 2018/2019 | IMPLEMENTATION PLAN |
| PROGRAM 1 | MANAGEMENT AND OPERATIONS | |

| ACTION STEPS | RESPONSIBLE | FREQUENCY PER YEAR | PERFORMANCE INDICATOR | COMMENT |
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| 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. | |

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| Comply with Company Act requirements | CID Manager | Ongoing | Submit documents to CIPC within two months of AGM <ul style="list-style-type: none"> ▪ New Directors ▪ Membership List ▪ Annual Returns ▪ Supply City with Certificates | |
| Interact with Property Owners in arrears with SRA additional rate | CID Manager | Ongoing | All Companies aware of their debt situation. | |
| Perform Budget review | CID Manager and Financial Director | Annually | Submit approved budget review to the City by 31 January | |
| Mid Year review | CID Manager | Ongoing | Submit approved mid-year review to the City by 31 January | |
| Yearly Implementation Plan and Budget | CID Manager / Financial Director | Annually | To be submitted to City by end October for approval at AGM annually | |
| Obtain annual tax clearance certificates | CID Manager / Financial Director | Annually | Provide City with new tax clearance certificates before expiry | |
| Submit signed Annual Financial Statements (AFS) | CID Manager / Financial Director | Annually | Submit AFS to City by 31 August | |
| Monthly Income and Expenditure report | CID Manager / Financial Director | Ongoing | | |
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| AIRPORT INDUSTRIA CITY IMPROVEMENT DISTRICT NPC | 2018/2019 | IMPLEMENTATION PLAN |
| PROGRAM 2 | SECURITY / LAW ENFORCEMENT INITIATIVES | |

| ACTION STEPS | RESPONSIBLE | FREQUENCY PER YEAR | PERFORMANCE INDICATOR | COMMENT |
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| 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"> High Profile Policing and | CID Manager and Security Operations Manager | Ongoing | Report back at CPF Meeting Vagrant control | |

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| <ul style="list-style-type: none"> • Patrolling • Traffic Road blocks • Speed Analysis • Profiling suspects/loiterers • Informal Traders | | | | |
| 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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| AIRPORT INDUSTRIA CITY IMPROVEMENT DISTRICT NPC | 2018/2019 | IMPLEMENTATION PLAN |
| PROGRAM 3 | CLEANSING INITIATIVES | |

| ACTION STEPS | RESPONSIBLE | FREQUENCY PER YEAR | PERFORMANCE INDICATOR | COMMENT |
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| 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"> • Replacing dead trees • Illegal tree felling • Companies to 'adopt a tree' to help watering of trees | 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 | |

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| | | | competition. Quarterly Floating Plague given to winner | |
| Bush Clearing initiatives | CID Manager | 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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| AIRPORT INDUSTRIA CITY IMPROVEMENT DISTRICT NPC | 2018/2019 | IMPLEMENTATION PLAN |
| PROGRAM 4 | URBAN MANAGEMENT INITIATIVES | |

| ACTION STEPS | RESPONSIBLE | FREQUENCY PER YEAR | PERFORMANCE INDICATOR | COMMENT |
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| 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"> • Street lighting; • Dumping; refuse removal • Missing drain covers/cleaning of drains • Planting, felling, trimming, pruning of trees' • Maintenance of road surfaces; sidewalks • Cutting of grass/ removal of weeds • Cleansing; placing of litter bins/emptying of litter bins • Road markings/ traffic signs • Perimeter fencing | 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 | CID Manager | Ongoing | Bi-Monthly feedback to | |

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| needs to enhance the objectives of the CID / SRA | | | 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 | |

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| AIRPORT INDUSTRIA CITY IMPROVEMENT DISTRICT NPC | 2018/2019 | IMPLEMENTATION PLAN |
| PROGRAM 5 | SOCIAL INTERVENTION INITIATIVES | |

| ACTION STEPS | RESPONSIBLE | FREQUENCY PER YEAR | PERFORMANCE INDICATOR | COMMENT |
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| 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 CCT | |

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| AIRPORT INDUSTRIA CITY IMPROVEMENT DISTRICT NPC | 2018/2019 | IMPLEMENTATION PLAN |
| PROGRAM 6 | MARKETING INITIATIVES | |

| ACTION STEPS | RESPONSIBLE | FREQUENCY PER YEAR | PERFORMANCE INDICATOR | COMMENT |
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| Newsletters / Newsflashes <ul style="list-style-type: none"> • Promoting the services of the CID • Promoting Business prospects of the area • Promoting local projects • Promoting Social issues and projects • Emergency Numbers | 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"> • CID Annual General Meetings • Local Development • Property Development issues | 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 | CID Manager | Monthly | Monthly updates | |

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| businesses directory | | | | |
| Management and Administration of Surveys: <ul style="list-style-type: none"> • Emergency Evacuation Procedures • Hazardous chemicals • Community involvement • Polluted Water Ways | 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 | |