

IMPLEMENTATION PLAN

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

ACTION STEPS	RESPONSIBLE	FREQUENCY PER YEAR	PERFORMANCE INDICATOR	COMMENT
Effective and Efficient Management and Office Administration	CID Manager	Ongoing	Operational SRA office Accessible to all property owners	
Board meetings	CID Manager	Bi-Monthly	Report back on CID related functions per portfolio. Keep minutes and file resolutions.	
Promote NPC Membership list	CID Manager	Annually	Have NPC membership list that represents the area. Update NPC membership frequently. Ensure that membership application requests are prominent on website.	
Input to City of Cape Town capital and operational budgets		Annually	Annual submissions to Sub-Council Manager, by January	
	CID Manager	Annually	Annual submissions to Sub-Council Manager, by January	
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	CID Board	Annually	Annual General Meeting	

Meeting	Director appointed as Financial Head and Low and Schreiber Chartered Accountants (SA)		conducted successfully, before 31 January annually.	
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 and Auditors – registration within 10 business days of changing. ▪ Membership List – as per Section 24 of Companies Act ▪ Annual Returns-submit within 30 business days after the anniversary date of NPC ▪ Supply City with Certificates 	
Communicate SRA arrears list	CID Manager	Ongoing	Observe and report concern over outstanding amounts to Board and CID involved. Board Members in arrears cannot participate in meeting.	
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	
Compile annual 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 clearances	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	
Financial report to CCT	CID Manager / Financial Director	Ongoing	Submit report to the CID involved timeously by the 15 th of the following month.	
Appointment of	CID Manager	Ongoing	Appointment of	

relevant service providers			appropriately qualified service providers by means of a competitive process	
Submit management report and annual financial statement to Subcouncil	CID Manager	Ongoing	Submit AFS and annual report to Subcouncil within three months of AGM with proof of submission to CID involved.	
Monthly report to the SRA directors	CID Manager	Ongoing	Report back on all CID related business to be measured and signed off.	
Manage and monitor the C3 notification process	CID Manager	Ongoing	Complete daily reports of C3 notifications and monitor outstanding issues.	
Compile SRA renewal application	CID Manager	4 th year of business plan	Submit a renewal application for approval by the members and the City of Cape Town by the 31 st August	
Do VAT and Tax returns	CID Manager / Financial Director	Ongoing	Bi-monthly submission to SARS	
Registration with CCT as community based organisation	CID Manager	Ongoing	Register by end of this financial year	

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PROGRAM 2	SECURITY / LAW ENFORCEMENT INITIATIVES
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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 public safety statistics Communicated to Members and Business Tenants by CID. Report to Board.	
Weekly Security Crime Statistics from Security	Security Contractor and	Quarterly reports to CID	Due every week detailing incidents	

Contractor	Security Operations Manager		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 Patrolling • Traffic Road blocks • Speed Analysis • Profiling suspects/loiterers • Informal Traders 	CID Manager and Security Operations Manager	Ongoing	Report back at CPF Meeting Vagrant control	
Maintain safe public working environment	CID Manager and Security Operations Manager	Ongoing	Patrolling area to establish a safe public environment and incident free area.	
Appointment of Service provider Emergency Plan Public Safety Plan / Strategy	CID Manager and Security Operations Manager	Ongoing	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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PROGRAM 3	CLEANSING INITIATIVES
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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	CID Manager	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 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 in terms of CCT land	
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 CCT	

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PROGRAM 4

URBAN MANAGEMENT INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY PER YEAR	PERFORMANCE INDICATOR	COMMENT
Identify shortcoming of services from CCT	CID Manager	Ongoing	Weekly reports to CCT 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' 	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.	

<ul style="list-style-type: none"> • 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 				
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 CCT	
Speed Reduction Measures	CID Manager	Ongoing	Documented need for additional street calming measures 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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PROGRAM 5 SOCIAL INTERVENTION INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY PER YEAR	PERFORMANCE INDICATOR	COMMENT
Winter Project	CID Manager	Annually	Liaise with members to donate unwanted goods to the needy during the winter months	
Blood Donor Clinic	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.	
Link with Social Development and initiatives	CID Manager	Ongoing	Program put in place / with local and social development department for upliftment CCT.	

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PROGRAM 6 MARKETING INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY PER YEAR	PERFORMANCE INDICATOR	COMMENT
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 	CID Manager	Monthly / when needed	Bi-Monthly feedback to CID Board at Directors Meeting	

<ul style="list-style-type: none"> Property Development issues 				
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 Display all relevant documents as required by the SRA legislation Display prominently application for membership	
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	