

**IMPLEMENTATION PLAN AIRPORT CITY IMPROVEMENT DISTRICT**  
**Term 5 / Year 2**

<b>MANAGEMENT &amp; OPERATIONS 2021 - 2022</b>				
<b>ACTION STEPS</b>	<b>KEY PERFORMANCE INDICATOR</b>	<b>FREQUENCY per year</b>	<b>RESPONSIBLE</b>	<b>COMMENTS</b>
Effective and Efficient Management and Office Administration	Operational AICID office  Accessible to all property owners	Ongoing	AICID Manager	
Board meetings	Report back on AICID related functions, per portfolio	Bi-Monthly	AICID Manager	
Promote and develop NPC Membership list	Have a NPC Membership list that represent the area	Annually	AICID Manager	
Input to City Capital / Operational Budgets	Annual submissions to Subcouncil Manager	Annually	AICID Manager	By January of each year
Interact with property owners and business tenants	Provide assistance where possible and report to Board	Ongoing	AICID Manager and Council Authorities	
Build working relationships with Subcouncil Management and relevant CCT officials and departments that deliver services in the ACID	Successful and professional relationships with Subcouncil management, Area Based Manager and City Departments resulting in enhanced communication, cooperation and service delivery	Ongoing	AICID Manager	
Monthly Progressive Income and Expenditure Report to CCT	Submit reports to the CID Department timeously	Monthly	AICID Financial Director	
Input to the Integrated Development Plan	Annual submissions to Subcouncil Manager	Annually	AICID Manager	October to February of every year.
Visit members	Visit every member at least once annually	Ongoing	AICID Manager	
Annual General Meeting	Annual feedback to members at AGM and complying with legal requirements	Annually	AICID Board of Director and AICID Manager	

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CIPC Compliance	CIPC Notifications of changes.	Annually	AICID Manager	Directors & Auditors change within 10 business days of change. Annual returns within 30 Business days after the anniversary date of the NPC registration.
<ul style="list-style-type: none"> <li>• Directors change</li> <li>• Annual Returns</li> <li>• Auditors change</li> </ul>				
Communicate AICID arrears list	Board Members in arrears cannot participate in meetings.	Monthly	AICID Manager	
Audited Annual Financial Statements	Audited Annual Financial Statements with an Unqualified finding.	Annually	AICID Manager	Submitted to the City by 31 August of each year.
Budget review	Board approved budget review to the CCT by end of February	Annually	AICID Board of Director and AICID Manager	
Mid-Year performance review	Board approved mid-year review submitted to the CCT by end of February	Annually	AICID Board of Director and AICID Manager	
Annual approval of Implementation plan and Budgets	Obtain approval from members at AGM for Implementation Plan and Budget	Annually	AICID Board of Director and AICID Manager	
Annual Tax Compliance Status	Within one month after expiry date.	Annually	AICID Manager / Financial Director	Submit PIN to CCT Supply Chain Management Department.
SRA renewal application and survey.	Submit a comprehensive renewal application for approval by the members and the City of Cape Town.	In year 5	AICID Board of Director and AICID Manager	
Monthly Reports to the Directors	Report back on all AICID related business to be measured and signed off	Monthly	AICID Manager	Provide monthly reports to the Directors.

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All Directors to receive relevant CID Documents	At the 1 <sup>st</sup> Board meeting after the AGM, supply all directors with all relevant CID documents	Annually	AICID Manager	
Manage and monitor the C3 notification Process	Complete daily reports of C3 notifications and monitor outstanding issues	Annually	AICID Manager	
Successful day-to-day management and operations of the AICID	Monthly feedback to AICID Board.	Ongoing	AICID Manager	
Allocation of portfolios	At the first Board meeting after the AGM elect Chairperson and assign portfolios to Directors	Annually	AICID Board of Directors and Manager	
Declaration of interest	Ensure all Directors and Manager sign DOI at every Board Meeting	Bi-Monthly	AICID Board of Directors and Manager	
Vat reconciliation and tax returns	Bi-monthly VAT returns and annual tax returns submitted to SARS on time	Bi-Monthly	AICID Board of Directors and Manager	
Submit Annual Report and Annual Audited Financial Statements to Sub-council(s)	Submit AFS and annual report to Subcouncil within 3 months of AGM	Annually	AICID Board of Directors and Manager	Submit proof of submission to CID Department.

<b>PUBLIC SAFETY 2021 - 2022</b>				
<b>ACTION STEPS</b>	<b>KEY PERFORMANCE INDICATOR</b>	<b>FREQUENCY per year</b>	<b>RESPONSIBLE</b>	<b>COMMENTS</b>
On-site inspection of Public Safety Officials	Daily feedback to AICID Manager. Bi-Monthly feedback to Board at Directors Meeting	Daily visits by patrol officers to AICID office	Public Safety Contractor - Security Operations Manager	
Weekly Public Safety Reports from Public Safety Contractor	Weekly written reports to AICID Manager with Incident and crime statistics Communicated to Members and Business Tenants by AICID. Report to Board.	Ongoing	Public Safety Contractor - Security Operations Manager	
Weekly Security Crime Statistics from Security Contractor	Due every week detailing incidents from the previous week and health & safety issues. Report to Board quarterly	Quarterly reports to AICID	Security Contractor - Security Operations Manager	

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SAPS Bishop Lavis Sector 4 Sector Policing Meeting and Crime Prevention Forum (CPF)	Every Monday at Bishop Lavis Police Station	Ongoing	AICID Manager and Security Operations Manager	
Promote relationships with SAPS and Law Enforcement Agencies	Establish good working relationships by attending meetings regularly, promoting assisting where possible	Ongoing	AICID Manager	
Liaise with relevant role players of the local SAPS	Report back to Board	Ongoing	AICID Manager	
Monitor SAPS Sector Visibility	Daily feedback to AICID Manager. Reporting at CPF Meeting	Ongoing	SAPS Sector Captain and Security Operations Manager	
<p>Joint operations with Security and SAPS, Traffic and Law Enforcement Agencies:</p> <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> </ul> <p>Informal Traders</p>	Report back at CPF Meeting	Ongoing	AICID Manager and Security Operations Manager	
Maintain a Crime free working environment	Patrolling area to assess situation	Ongoing	AICID Manager and Security Operations Manager	
Appointment of Service provider	Appointment of appropriately qualified Service providers	Three year contract	AICID Board and AICID Manager	Through competitive appointment process.

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<b>MAINTENANCE AND CLEANSING 2021 - 2022</b>				
<b>ACTION STEPS</b>	<b>KEY PERFORMANCE INDICATOR</b>	<b>FREQUENCY per year</b>	<b>RESPONSIBLE</b>	<b>COMMENTS</b>
Appointment of Service staff	Appointment of appropriately qualified staff.	When required	AICID Board and AICID Manager	Open and transparent. Competitive process when required
Monitoring Cleansing staff sweeping streets in boundary and cleaning the City's green bins on lamp poles	Feedback to AICID Board at Directors Meeting	Daily	Cleaning Manager	
Monitoring collection and emptying of the City's Black Wheelie bins / waste collection Days	Feedback to AICID Board at Directors Meeting	Weekly	AICID Manager and Business Tenants	
Greening Campaigns	Feedback to AICID Board at Directors Meeting	Quarterly	AICID Manager	
Identifying Health and Safety issues	Daily reports to AICID Manager Reporting problems to the City	Ongoing	AICID Manager and Security Operations Manager	
Identifying infrastructure issues	Weekly notifications to the City	Weekly	AICID Manager	
Verge Cutting and Maintenance	Bi-Monthly feedback to AICID Board at Directors Meeting	Bi-Monthly	AICID Manager and Contractor	
Watering and general maintenance of trees: <ul style="list-style-type: none"> <li>• Replacing dead trees</li> <li>• Illegal tree felling</li> </ul> Companies to 'adopt a tree' to help watering of trees	Bi-Monthly feedback to AICID Board at Directors Meeting. Liaising with Parks Department when services are required.	Ongoing	AICID Manager	
Garden Competition	Promote quarterly garden competition. Quarterly Floating Plaque given to winner	Quarterly	AICID Manager	
Bush Clearing initiatives	Contact Property Owners to take responsibility and clean vacant property and Parks Department	Ongoing	AICID Manager	

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Littering / dumping	Contact offender and report to The City or Law Enforcement Agencies, report to AICID Manager	Daily as incidents occur	AICID Manager  Business Tenants	
Air Pollution	Daily monitoring and reporting to The City	Ongoing	AICID Manager	

<b>URBAN MANAGEMENT INITIATIVES 2021 - 2022</b>				
<b>ACTION STEPS</b>	<b>KEY PERFORMANCE INDICATOR</b>	<b>FREQUENCY per year</b>	<b>RESPONSIBLE</b>	<b>COMMENTS</b>
Identify shortcoming of services from CCT	Weekly reports to CCT and report to Board on progress	Ongoing	AICID Manager	
Identify problem areas with respect to:  a. street lighting;  b. missing drain covers / cleaning of drains  c. maintenance of road surfaces; sidewalks  d. cutting of grass / removal of weeds  e. road markings / traffic signs	Urban management plan with clear deliverables and defined performance indicators to guide delivery – Report monthly to the Board	Ongoing	Director appointed in Administration and projects portfolio and AICID Manager	
Identify and report infrastructure supplementing of existing Council Services:  f. Street lighting  g. Dumping h. Refuse Removal	Monitor and evaluate. Report findings to the AICID Board with recommendations where applicable	Daily / weekly and monthly reports to the C3 notification process and daily recording of references in the register	AICID Manager	

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i. Waterworks j. Sewerage k. Roads and Storm water l. Traffic signals and line painting m. Pedestrian safety n. Road repairs				
Compile priority list of essential needs to enhance the objectives of the AICID	Bi-Monthly feedback to Board of Directors. Reports /Requests channeled to CCT	Bi-Monthly	AICID Manager	
Speed Reduction Measures	Document need for additional STOP streets to The City / Traffic Department	Ongoing	AICID Manager	
Entrances to Airport Industria	Maintenance of landscaping areas - planting of hardy shrubs/trees	Ongoing	AICID Manager	
Stray dogs / animals	Call local authority to assist with removal of debris and animals wondering	As and when required	AICID Manager	

<b>SOCIAL INTERVENTION 2021 - 2022</b>				
<b>ACTION STEPS</b>	<b>KEY PERFORMANCE INDICATOR</b>	<b>FREQUENCY per year</b>	<b>RESPONSIBLE</b>	<b>COMMENTS</b>
Winter Project	Liaise with members to donate unwanted goods to the needy during the winter months	Annually	AICID Manager	
Blood Donor Clinic Area	Liaise with members to support this worthy course and help save a life	Every 56 days	AICID Manager	
Heart for Children Project	Requesting our business community to donate Christmas gifts and hampers to underprivileged children. The AICID gives this to orphanages and hospitals.	Annually	AICID Manager	
Waste Minimization Project	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.	Ongoing	AICID Manager	

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Interact with Social Development programs and initiatives	Programmes put in place with local and social development departments for upliftment of CCT	Ongoing	AICID Manager	
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<b>MARKETING INITIATIVES 2021 - 2022</b>				
<b>ACTION STEPS</b>	<b>KEY PERFORMANCE INDICATOR</b>	<b>FREQUENCY per year</b>	<b>RESPONSIBLE</b>	<b>COMMENTS</b>
Media Coverage in local Newspapers covering: <ul style="list-style-type: none"> <li>AICID Annual General Meetings</li> <li>Local Development</li> </ul> Property Development issues	Monthly / when needed	Monthly / when needed	AICID Manager	
Liaising with business tenants and property owners via email, telephonically and visit	At least one official visit to each member in a 12 month period	Ongoing	AICID Manager	
Promoting business prospects for the area	Feedback to AICID Board at Directors Meeting	Annually	AICID Manager	
Management and Administration of Surveys: <ul style="list-style-type: none"> <li>Emergency Evacuation Procedures</li> <li>Hazardous chemicals</li> <li>Community involvement</li> </ul> Polluted Water Ways	Quarterly updates to members via e-mail and during visits to members	Quarterly	Quarterly updates to members via e-mail and during visits to members	
Memo Desk Cube Incentive with AICID Contact numbers and Emergency Numbers	Provide businesses with Memo Desk Cube	Ongoing	AICID Manager	
Promote business prospects for AICID area	Regular contact with property developers and estate agents	Ongoing	AICID Manager	
Encourage maintenance of buildings, landscaping and quarterly verge competitions	Assessments / Bi-Monthly feedback to AICID Board at Directors Meeting	Ongoing	AICID Manager	
AICID entrance signage	Assessments / Bi-Monthly feedback to AICID Board at Directors Meeting	Ongoing	AICID Manager	



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AICID Signage and illegal signage	Signage at the 3 entrances to Airport Industria Interact with The City on By-Laws and business tenants	Ongoing maintenance when needed	AICID Manager	
Website updates and link to businesses directory	Monthly updates	Monthly	AICID Manager	