

	<p>STIKLAND INDUSTRIAL CITY IMPROVEMENT DISTRICT</p> <p>5 YEAR IMPLEMENTATION PLAN</p> <p>1st July 2013 to 30th June 2018</p>
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PROGRAM 1 - SICID MANAGEMENT & OPERATIONS										
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS	
			Y1	Y2	Y3	Y4	Y5			
1. Establishment of NPC	SICID Steering Committee	1	2M					Complete the setup of the NPC		
2. Election of Board	SICID Steering Committee	1	6M	1Y	1Y	1Y	1Y	Management Board elected within 6 months of the establishment and thereafter annually at the AGM		
3. Appointment of staff	SICID Manager / SICID Board	1	1Y					Appointment of appropriately skilled staff	Staff appointment thereafter will be done as required	
4. Establish a SICID Management Office	SICID Manager / SICID Board	1	2M					Operation SICID Office		
5. Appointment of relevant service providers	SICID Manager / SICID Board	1	1Y		1Y			Appointment of appropriately qualified service providers	Service providers to be reappointed or new providers to be appointed at end of initial contracts (3 Years)	
6. Board meetings	SICID Manager / SICID Board	12	12	12	12	12	12	Regular Board meetings		
7. Financial reports to CoCT	SICID Manager	12	12	12	12	12	12	Submit reports timeously	Refer to Financial Agreement	
8. Audited Financial Statements	SICID Manager	1		1Y	1Y	1Y	1Y	Unqualified Financial Audits		
9. Communicate SICID Arrears List	SICID Manager	12	12	12	12	12	12	Observe and report concern over outstanding amounts		
10. Feedback to Members and Annual	SICID Manager / SICID	1	1Y	1Y	1Y	1Y	1Y	Host successful AGM		

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ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS	
			Y1	Y2	Y3	Y4	Y5			
General Meeting	Board									
11. Submit Management Report and Annual Financial Statements to Sub-council(s)	SICID Manager / SICID Board	1		1Y	1Y	1Y	1Y	Unqualified Financial Audits and comprehensive management reports		
12. Successful day-to-day management and operations of the SICID	SICID Manager	Ongoing daily						Monthly feedback to SICID Board at Directors Meeting		
13. Monthly Reports to the SRA Directors	SICID Manager	12	12	12	12	12	12	Report back on all CID related business to be measured and signed off	Provide monthly reports to the SRA Directors	
14. Manage and monitor the C3 notification Process	SICID Manager	12	12	12	12	12	12	Complete daily reports of C3 notifications and monitor existing issues	October to February of every year	
15. Submit input to the Integrated Development Plan	SICID Manager	Annual	1Y	1Y	1Y	1Y	1Y	Annual submissions to Sub-Council Manager	October to February of every year	
16. Submit input to the Capital Budgets	SICID Manager	Annual	1Y	1Y	1Y	1Y	1Y	Annual submissions to Sub-Council Manager		
17. Communicate with property owners	SICID Manager	Ongoing	➔	➔	➔	➔	➔	Keep property owners informed through monthly newsletter		
18. Mediate issues with or between property owners	SICID Manager & City of Cape Town Departmental Managers and Law Enforcement	Ongoing	➔	➔	➔	➔	➔	Provide an informed opinion on unresolved issues and assist where possible		
19. Visit SICID members	SICID Manager	Ongoing	➔	➔	➔	➔	➔	Communicate and visit SICID members	Twice per year	
20. Promote and develop SICID NPC membership	SICID Manager / SICID Board	Ongoing	➔	➔	➔	➔	➔	Have a NPC membership that represents the SICID community		
21. Build working relationships with Sub-Council Management and relevant CoCT officials and departments that deliver services in the SICID	SICID Manager	Ongoing	➔	➔	➔	➔	➔	Successful and professional relationships with sub-council management and officials resulting in enhance communication, cooperation and service delivery		

PROGRAM 1 - SICID MANAGEMENT & OPERATIONS										
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS	
			Y1	Y2	Y3	Y4	Y5			
22. Compile the SRA renewal application.	SICID Manager / SICID Board	In year 4				1Y		Submit a comprehensive renewal application for approval by the members and the City of Cape Town.		

PROGRAM 2 - SICID SECURITY / LAW ENFORCEMENT INITIATIVES										
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS	
			Y1	Y2	Y3	Y4	Y5			
1. Identify the root causes of crime in conjunction with the SAPS, Local Authority and existing security service using their experience as well as available crime statistics	SICID Manager/ Security Service Provider	Ongoing	3M	➔	➔	➔	➔	Incorporate in Security Management Strategy Plan	This is done comprehensively at the implementation of the CID and then modified continuously	
2. Determine the Crime Threat Analysis of the CID area in conjunction with the SAPS	SICID Manager/ Security Service Provider	Ongoing	3M	➔	➔	➔	➔	Incorporate in Security Management Strategy Plan		
3. Determine strategies by means of an integrated approach to address / decrease crime	SICID Manager/ Security Service Provider	Ongoing	3M	➔	➔	➔	➔	Incorporate in Security Management Strategy Plan		
4. In liaison with other security role players and the South African Police Service, identify current security and policing shortcomings and develop and implement effective crime prevention strategy	SICID Manager/ Security Service Provider	Ongoing	➔	➔	➔	➔	➔	Incorporate in Security Management Strategy Plan		
5. Develop a Security Management Strategy with clear deliverables and defined performance indicators to guide safety services by the appointed service provider	SICID Manager/ Security Service Provider	Revise as often as required but at least annually	3M	1Y	1Y	1Y	1Y	Documented Security Management Strategy with clear deliverables and defined performance indicators to guide safety services by the	This is done comprehensively at the implementation of the CID and then modified	

PROGRAM 2 - SICID SECURITY / LAW ENFORCEMENT INITIATIVES										
ACTION STEPS	RESPONSIBLE		FREQUENCY per year	DURATION IN MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
				Y1	Y2	Y3	Y4	Y5		
and evaluate levels of service provided.									appointed service provider and evaluate levels of service provided.	continuously
6. Maintain a manned centrally located office(s) open to the members and residents of the CID to request security assistance or report information	SICID Security Provider	Manager/ Service	Ongoing	➔	➔	➔	➔	➔	Appropriately manned and equipped control room with skilled staff	
7. Deploy security resources accordingly and effectively on visible patrols. Security personnel and patrol vehicles to be easily identifiable	SICID Security Provider	Manager/ Service	Ongoing	➔	➔	➔	➔	➔	Effective safety and security patrols in the SICID	
8. Utilise the "eyes and ears" of all security and gardening/street cleaning staff, as well as own staff, to identify any breaches	SICID Security Provider	Manager/ Service	Ongoing	➔	➔	➔	➔	➔	Incorporate feedback and information in security and safety initiatives of the SICID	
9. Assist the police through participation by SICID in the local Police sector crime forum	SICID Security Provider	Manager/ Service	Monthly	12	12	12	12	12	Incorporate feedback and information in security and safety initiatives of the SICID Report on any security information of the SICID to the CPF	
10. Monitor and evaluate the security strategy and performance of all service delivery on a quarterly basis	SICID Security Provider/ SAPS Crime Intelligence Officer	Manager/ Service	Quarterly	4	4	4	4	4	Report findings to the SICID Board with recommendations where applicable	
11. On-site inspection of Security Patrol officers	SICID Security Provider	Manager/ Service	Daily	1Y	1Y	1Y	1Y	1Y	Report findings to the SICID Board with recommendations where applicable	
12. Weekly Security Reports from Contract Security Company	Security Provider	Service	Weekly	1Y	1Y	1Y	1Y	1Y	Report findings to the SICID Board with recommendations where applicable Provide feedback to forum meeting	Incorporate into monthly management report to SICID Board
13. Monitor the objectives of the	SICID Manager/	CoCT	Monthly	12	12	12	12	12	Provide effective Law	

PROGRAM 2 - SICID SECURITY / LAW ENFORCEMENT INITIATIVES										
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS	
			Y1	Y2	Y3	Y4	Y5			
SICID employed Law Enforcement	Safe and Security Directorate							Enforcement in the SICID and adjust where applicable		

PROGRAM 3 - SICID CLEANSING INITIATIVES										
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS	
			Y1	Y2	Y3	Y4	Y5			
1. Develop a cleansing strategy document with clear deliverables and defined performance indicators to guide cleansing and delivery from the appointed service provider.	SICID Manager/ Cleansing Service Provider	Revise as often as required but at least annually	3M	1Y	1Y	1Y	1Y	Cleansing strategy document with clear deliverables and defined performance indicators to guide cleansing and delivery	This is done comprehensively at the implementation of the CID and then modified continuously	
2. Monitor and evaluate the cleansing strategy and performance of all service delivery on a quarterly basis	SICID Manager/ Cleansing Service Provider	Quarterly	4	4	4	4	4	Modify Cleansing Strategy to guide cleansing and delivery		
3. Co-ordinate the provision of additional litter bins and emptying of litter bins service providers and the relevant City of Cape Town departments.	SICID Manager/ Solid Waste Department	Quarterly	4	4	4	4	4	Quarterly status reports to Local Authority regarding progress of identified shortcomings		
4. Cleansing each of the streets within the CID Boundary at least once within every two month period	SICID Manager/ Cleansing Service Provider	6	2	2	2	2	2	Provide clean streets and sidewalks in the SICID		
5. Identifying Health and safety issues within the area and reporting to Council with C3 notification reference no's	SICID Manager	Ongoing	➔	➔	➔	➔	➔	Monthly evaluations and inspections Provide an improved healthy urban environment in the SICID		
6. Monitor and combat Illegal Dumping	SICID Manager/ Cleansing Service	Ongoing	➔	➔	➔	➔	➔	Removal of illegal dumping as required and applying		

PROGRAM 3 - SICID CLEANSING INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
	Provider/ Law Enforcement Officers							applicable penalties through law enforcement against transgressors	
7. Identify environmental design contributing to grime such as wind tunnels	SICID Manager/ Cleansing Service Provider	Quarterly	4	4	4	4	4	Quarterly evaluation of the causes of waste Quarterly evaluation of measures implemented and identification of remedial actions	
8. Promoting waste minimization through education and awareness on waste and water pollution	SICID Manager/ Cleansing Service Provider	Ongoing	➔	➔	➔	➔	➔	Monthly evaluations and inspections Report findings	
9. Encourage property owners to act responsibly in terms of waste management and encourage recycling initiatives	CID Manage	Ongoing	➔	➔	➔	➔	➔	Monthly evaluations and inspections Report findings	

PROGRAM 4 - SICID URBAN MANAGEMENT INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
1. 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	SICID Manager	Ongoing	➔	➔	➔	➔	➔	Urban management plan with clear deliverables and defined performance indicators to guide delivery	This is done comprehensively at the implementation of the CID and then modified continuously

PROGRAM 4 - SICID URBAN MANAGEMENT INITIATIVES									
ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
weeds e. road markings / traffic signs Use the established service levels to design the provision of supplementary services without duplication of effort									
2. Identify and report infrastructure supplementing existing Council Services: a. Street lighting b. Dumping c. Refuse Removal d. Waterworks e. Sewerage f. Roads and Storm water g. Traffic signals and line painting h. Pedestrian safety i. Road repairs	SICID Manager	Daily / weekly and monthly reports to the C3 notification process and daily recording of references in the register						Monitor and evaluate. Report findings to the SICID Board with recommendations where applicable	
3. Compile a list of prioritized needs to enhance the objectives of the CID and liaise with the relevant departments to correct	SICID Manager	4	1Y	1Y	1Y	1Y	1Y	Monitor and evaluate the plan and performance of all service delivery on a quarterly basis. Report findings to the SICID Board with recommendations where applicable	
4. Greening campaigns - Arbor Day	SICID Manager	1	1Y	1Y	1Y	1Y	1Y	Report to the SICID Board with recommendations where applicable	
5. Work in conjunction with local social welfare and job creation organization and develop the delivery of the supplementary services to improve the urban	SICID Manager	Ongoing	➔	➔	➔	➔	➔	Development of a long term sustainable work program	This is done comprehensively at the implementation of the CID and then modified and

PROGRAM 4 - SICID URBAN MANAGEMENT INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
environment									managed continuously
6. Submissions to Ward Allocation, IDP and Capital Budgets	SICID Manager	1	1Y	1Y	1Y	1Y	1Y	Report to the SICID Board with recommendations where applicable	

PROGRAM 5 - SICID SOCIAL INTERVENTION INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
1. Identify and determine strategies by means of an integrated approach to address / homelessness and the relief measures available, current and future.	SICID Manager/ NGOs	Ongoing	➔	➔	➔	➔	➔	Social intervention plan with clear deliverables and defined performance indicators to guide delivery	This is done comprehensively at the implementation of the CID and then modified continuously
2. Work in conjunction with local social welfare and job creation organization and develop the delivery of the supplementary services to improve the urban environment	SICID Manager/ NGOs	Ongoing	➔	➔	➔	➔	➔	Social intervention plan with clear deliverables and defined performance indicators to guide delivery	This will be a long term plan of action that will take time to develop

PROGRAM 6 - SICID MARKETING INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION IN MONTHS OR YEARS					PERFORMANCE INDICATOR	COMMENTS
			Y1	Y2	Y3	Y4	Y5		
1. Regular and monthly newsletters / Newsflashes	SICID Manager	Monthly	12	12	12	12	12	Informative newsletters	
2. Regular Press releases in local Newspapers covering: a. Local Development b. Promoting local Projects c. Social Issues	SICID Manager	Ongoing	➔	➔	➔	➔	➔	Regular media exposure	
3. Establish and maintain Website	SICID Manager	Ongoing	➔	➔	➔	➔	➔	Informative website	
4. Regular Member visits and meetings	SICID Manager	Ongoing	➔	➔	➔	➔	➔	Monthly feedback to SICID Board at Directors Meeting	
5. Establish the SICID Business Directory and link to website	SICID Manager	Every 6 months	6	6	6	6	6	Up to dates directory	