



**CITY IMPROVEMENT DISTRICT IMPLEMENTATION PLAN
July 2021 to June 2022**

PERFORMANCE INDICATOR		
1.PROMOTE CID BUSINESS PROSPECTS		
ACTION STEPS	RESPONSIBILITY	FREQUENCY
1.1: Market and promote the area.	Heather Tager/ Wayne Ripepi	Ongoing
1.2: To enhance property values.	Heather Tager/ Wayne Ripepi	Ongoing
1.3: Strengthen investor confidence.	Heather Tager/ Wayne Ripepi	Ongoing
1.4: Preserve the uniqueness of the area.	Heather Tager/ Wayne Ripepi	Ongoing
1.5: SPCID Newsletter	Heather Tager/ Wayne Ripepi	Three (3) per year
1.6: Listing of Businesses on the website.	Wayne Ripepi	Ongoing
PERFORMANCE INDICATOR		

2. MANAGEMENT		
ACTION STEPS	RESPONSIBILITY	FREQUENCY
2.1 To ensure contractual obligations are met by all service providers.	Heather Tager	Ongoing/ bi-annually
2.2 Conclude contracts with Service Provider	Heather Tager	Ongoing/ bi-annually
2.3 Board meetings held .	Heather Tager/ Wayne Ripepi	Bi-monthly
2.4 Meetings with property and business owners to discuss concerns in the area when the need arises.	Heather Tager/ Wayne Ripepi	Bi-monthly
2.5 Meeting with all Law Enforcement Agencies.	Heather Tager	Weekly
2.6 Allocation of Porfolios	Heather Tager	Annually
2.7 Declaration of Interest.	Wayne Ripepi	Bi-monthly

2.8 C3 notification.	Heather Tager/ Wayne Ripepi	Daily
2.9 CIPC Compliance: Directors,Annual Returns, Auditors change	Heather Tager	Annually
2.10 Input to the Intergrated Development Plan	Heather Tager	Annually
2.9 Input to City Capital/Operational Budget	Heather Tager	Annually
2.11 Annual Tax Compliance status	Heather Tager	Annually
2.12 Budget Review	Heather Tager	Annually
2.13 Annual General Meeting	Heather Tager	Annually
2.14 Perform mid-year review	Heather Tager	Annually
2.16 Compile annual SRA Implementation Plan and Budget	Heather Tager/ Wayne Ripepi	Annually

2.17 Do Vat reconciliation and tax returns	Heather Tager	Bi-monthly
2.18 Apply for Tax Exemption status	Heather Tager	Once off
PERFORMANCE INDICATOR		
3. CO-ORDINATING THE PUBLIC SAFETY SERVICES		
ACTION STEPS	RESPONSIBILITY	FREQUENCY
3.1 Manage effective services of Public Safety.	Heather Tager/ Wayne Ripepi	Daily
3.2 Training of all officers.	Heather Tager/ Wayne Ripepi	Annually
3.3 Liaise with Public Safety Manager.	Heather Tager/ Wayne Ripepi	Weekly
3.4 Liaise with Operations Director of Security Company.	Heather Tager	Monthly
3.5 Management and on site inspections of security officers operating within Sea Point CID area.	Heather Tager/ Wayne Ripepi	Daily
3.6 Incident reports in the Sea Point CID area.	Heather Tager/ Wayne Ripepi	Daily

3.7 Combined operations with all Law Enforcement Agencies.	Heather Tager/ Wayne Ripepi	Monthly
3.8 Law Enforcement Officers employed by the Sea Point CID."Rent a Cop"	Heather Tager/ Wayne Ripepi	Daily
3.10 Identify fundamental causes of crime.	Heather Tager	Weekly
3.11 Determine any shifting crime patterns that create a threat to the Sea Point CID area with the local SAPS.	Heather Tager/ Wayne Ripepi	Weekly
3.12 Register CCTV Cameras with the City of Cape Town		
3.12 LPR/ Overview cameras operating in the area on a 24/7 basis.	Heather Tager/ Wayne Ripepi	Daily
3.13 City of Cape Town cameras operating in the area.	Heather Tager	Daily
3.14 Festive Season Security Detail.	Heather Tager/ Wayne Ripepi	Daily
PERFORMANCE INDICATOR:		
4. CLEANSING AND MAINTENANCE		
ACTION STEPS	RESPONSIBILITY	FREQUENCY
4.1 Manage effective services by the contract cleaning staff.	Wayne Ripepi	Daily
4.2 Liaise with Contract Manager.	Wayne Ripepi	Weekly
4.3 Combined operations with City Council in relation to:	Wayne Ripepi	Bi-annually
4.4 Cleaning of storm water drains	Wayne Ripepi	Bi- annually
4.5 Cleaning of manholes.	Wayne Ripepi	Bi- annually

4.6 Treating of weeds along the sidewalk	Wayne Ripepi	Annually
4.7 Illegal dumping.	Wayne Ripepi	Daily
PERFORMANCE INDICATOR:		
5.GREENING THE AREA AND GENERAL MAINTANANCE.		
ACTION STEPS	RESPONSIBILITY	FREQUENCY
5.1 Maintenance of trees and planters along the pavement in the road reserve.	Wayne Ripepi	Daily
5.2 Street lighting, poles, traffic signage and road markings. C3 notifications.	Wayne Ripepi	Daily
PERFORMANCE INDICATOR:		
6. INFORMAL TRADERS.		
ACTION STEPS	RESPONSIBILITY	FREQUENCY
6.1 Enforcing of Informal Trading Plan relating to the needs of the Sea Point CID.	Wayne Ripepi	Daily
6.2 Monitoring and checking if Traders are in their bays.	Wayne Ripepi	Daily
PERFORMANCE INDICATOR:		
7. MARKETING AND COMMUNICATION:		
ACTION STEPS	RESPONSIBILITY	FREQUENCY
To convey a public image of the Sea Point CID by:		

7.1 Media communication utilising the local community newspapers for the area.	Heather Tager	Monthly
7.2 Awareness pamphlets and magnets	Heather Tager	Bi-annually
7.3 Updating website.	Wayne Ripepi	Monthly
7.4 Data base.	Wayne Ripepi	Monthly
PERFORMANCE INDICATOR:		
8. PROJECTS		
ACTION STEPS	RESPONSIBILITY	FREQUENCY
8.1 Greening campaign, planting of trees.	Heather Tager	Ongoing
8.2 Standerdised Trading Barrows	Heather Tager	Ongoing
8.3 Festive Season.	Heather Tager	Annually
8.4 Distribution of promotional leaflets	Heather Tager	Bi-annually
8.5 LPR/Overview camera project.	Heather Tager	Ongoing
8.6 Award Ceremony for Top Security Officer/ Cleaning Personel	Heather Tager	Annually
PERFORMANCE INDICATOR:		
9.SOCIAL DEVELOPMENT		

ACTION STEPS	RESPONSIBILITY	FREQUENCY
9.1 The Sea Point CID partners with the Sea Point Community Policing Forum in a Social Development programme employing a field worker who provides support to homeless in the Sea Point CID area.	Heather Tager	Daily

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RESPONSIBILITY

Ms. Heather Tager and Mr. Wayne Ripepi

COMMENT

PERFORMANCE INDICATOR

To attract visitors and new businesses.

Buildings in the area are maintained and properties redeveloped.

Low vacancy rate.

Oversight regarding general conditions of road signage, sidewalks etc.

News letter issued and distributed to all property owners within the SPCID.

Up to date bussiness directory on the web

RESPONSIBILITY

Ms. Heather Tager and Mr. Wayne Ripepi

PERFORMANCE INDICATOR

Daily inspections and bi-monthly feedback to the SPCID Board.

Monthly meetings with service providers or sooner if need arises. Service Providers to be appointed by competitive process.

Progressive income and expenditure statement presented to Board. Reports from Service Providers. Present Board with arrear report for noting. Board members in arrears cannot participate in meetings.

Feedback to the SPCID Board at bi-monthly meetings. Monitored until completion or improvement.

To ensure good working relationships between all Law Enforcement Agencies and the Sea Point CID. Weekly meetings, as well as other adhoc meetings, held. When the need arises. Bi- monthly feedback to Sea Point CID Board.

At the first Board Meeting after the AGM assign portfolios to Directors

Ensure all Directors and Managers sign DOI at every Board Meeting

Record and monitor C3 notifications: Monitoring the C3 application and must be dealt with within 24 hours. .	
CIPC requirements.Register Auditors and submit to CIPC within 10 business days of change. Register New Directors and submit to CIPC within 10 business days of change. Maintenance of Membership List as per Section 24 of Companies Act. Display application request prominent on Web page.Submit Annual Returns to CIPC within 30 business days after the anniversary date of the NPC.	
Annual submission to Subcouncil Manager October to February every year.	
Annual submission to Sub-Council by September each year.	
Submit PIN to CCT Supply Chan Management Dept.	
Board approved budgetreview to CCT by end of February.	
Host successful AGM before 31st January. Annual feedback to members at AGM and complying with legal requirements	
Submit Board approved mid-year review to the City by end February	
Board to submit draft IP and Budget to AGM for approval by members.	

Bi-monthly and Annual submission to SARS.	
1st July 2019.	
RESPONSIBILITY	
Ms. Heather Tager and Mr. Wayne Ripepi	
PERFORMANCE INDICATOR	
Daily checks of Security Personnel, Security Manager on site to monitor and rectify any issues should they arise. Bi-Monthly report to Sea Point CID Board. Low crime rate along CID geographical area. Meetings with security top management. Good working relationship with all Law Enforcement Agencies.	
Service provider continues to give in house training. Members participate in additional training when available.	
Security Manager on site and reports given weekly.	
Monthly basis or more frequently should any problems arise. Report to SPCID Board at board meetings.	
Daily and provide service provider with feedback and monitor corrective measures.	
Daily. Occurrence book with all details kept. Report to Board i.t.o. Stats.	

Monthly grid set out, weekly operations held. Report to Board.	
Daily,manage effective services	
Attend weekly Joint SAPS meetings to discuss crime patterns "hot spots" and employ resources accordingly.	
Done weekly - identifying patterns such as remote jamming, groups involved with shoplifting and bag snatching etc. Use of LPR/Overview cameras to assist.	
Due to this project arrests should follow. Report/ stats to SPCID Board.	
Meetings with CCTV Management to address concerns.	
Deployment of additional Security personel.Trailers operational and act as a public relations tool.	
RESPONSIBILITY:	
WAYNE RIPEPI	
PERFORMANCE INDICATOR	
Daily. Additional cleaning Staff engaged over seasonal period. Report to Board.	
Weekly basis, low turnover of staff and all matters addressed when the need arises. Report to Board.	
Storm water drains deep cleaned and walk abouts done to ensure drains are clean. Report to Board.	
Done in April and October	
Done in March and October.	

in Spring just before Summers starts.	
Monitoring of illegal dumping, zero tolerance towards dumping, should dumping be detected rmoval will be arranged immediately.	
RESPONSIBILITY	
WAYNE RIPEPI	
PERFORMANCE INDICATOR	
SPCID cleansing team cleans tree basins on an ongoing basis. Adjacent bussinesses do the watering.	
Meeting with relevant role players as needed. Report to SPCID Board.	
RESPONSIBILITY	
WAYNE RIPEPI	
PERFORMANCE INDICATOR	
Law Enforcement Officers ensure enforcement of ITP.	
On a daily basis and weekly permit checks and operations are held.	
RESPONSIBILITY	
MS. HEATHER TAGER	
PERFORMANCE INDICATOR	

Articles published monthly . Report to Board.	
Distribution to Hotels, B&B's, businesses, residents, Law Enforcement Roadblocks, as well as on Neighbourhood Watch walks and at information tables at various sites	
Up to date website. Fully compliant with SRA legislation.	
Regular updating.	
RESPONSIBILITY	
MS. HEATHER TAGER	
PERFORMANCE INDICATOR	
Cleaning the trees basins.	
To obtain sponsorship for standerdized barrows in the area for informal traders to use so that area looks neat.	
Christmas tree and festive lights to make an impact around the CID building.	
Leaflets printed and distributed.	
24/7 control room monitoring.	
Annual Award Ceremony held.	
RESPONSIBILITY	
MS. HEATHER TAGER	

SUCCESS INDICATOR	
Reunification with family, accommodation at shelters found, medical attention arranged for those in need. Assistance with ID docs and grants. Continuous monitoring of those sent on diversion programmes and other.	