



**T CITY IMPROVEMENT DISTRICT IMPLEMENTATION PLAN  
2024 to June 2025**

**July**

PERFORMANCE INDICATOR				RESPONSIBILITY
<b>1. MANAGEMENT AND OPERATIONS</b>				<b>Ms. Heather Tager and Mr. Wayne Ripepi</b>
ACTION STEPS	RESPONSIBILITY	FREQUENCY	PERFORMANCE INDICATOR	
1.1 To ensure contractual obligations are met by all service providers.	Heather Tager	Ongoing/ bi-annually	Daily inspections and bi-monthly feedback to the SPCID Board.	
1.2 Conclude contracts with Service Provider	Heather Tager	Ongoing/ bi-annually	Monthly meetings with service providers or sooner if need arises. Service Providers to be appointed by competitive process.	
1.3 Board meetings held .	Heather Tager/ Wayne Ripepi	Bi-monthly	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.	
1.4 Meetings with property and business owners to discuss concerns in the area when the need arises.	Heather Tager/ Wayne Ripepi	Bi-monthly	Feedback to the SPCID Board at bi-monthly meetings. Monitored until completion or improvement.	
1.5 Meeting with all Law Enforcement Agencies.	Heather Tager	Weekly	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.	
1.6 Declaration of Interest.	Wayne Ripepi	Bi-monthly	Ensure all Directors and Managers sign DOI at every Board Meeting	
1.7 C3 notification.	Heather Tager/ Wayne Ripepi	Daily	Record and monitor C3 notifications: Monitoring the C3 application and must be dealt with within 24 hours. .	
1.8 CIPC Compliance: Directors,Annual Returns, Auditors change	Heather Tager	Annually	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. Maintanance 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.	
1.9 Input to the Intergrated Development Plan	Heather Tager	Annually	Annual submission to Subcouncil Manager October to February every year.	
1.10 Input to City Capital/Operational Budget	Heather Tager	Annually	Annual submission to Sub-Council by September each year.	
1.11 Annual Tax Compliance status	Heather Tager	Annually	Submit PIN to CCT Supply Chan Management Dept.	
1.12 Budget Review	Heather Tager	Annually	Board approved budget review to CCT by end of March.	
1.13 Annual General Meeting	Heather Tager	Annually	Host successful AGM before 31st December. Annual feedback to members at AGM and complying with legal requirements	
1.14 Perform mid-year review	Heather Tager	Annually	Submit Board approved mid-year review to the City by end March	
1.15 Compile annual CID Implementation Plan and Budget	Heather Tager/ Wayne Ripepi	Annually	Board to submit draft IP and Budget to AGM for approval by members.	
1.16 Do Vat reconciliation and tax returns	Heather Tager	Bi-monthly	Bi-monthly and Annual submission to SARS.	
1.17 Apply for Tax Exemption status	Heather Tager	Once off	1st July 2019.	
1.18 Protection of Personal Information Act (POPIA) declaration	Heather Tager	Once off	At the first Board meeting after the AGM, new Directors to sign the POPIA declaration	
PERFORMANCE INDICATOR				RESPONSIBILITY
<b>2. PUBLIC SAFETY</b>				<b>Ms. Heather Tager and Mr. Wayne Ripepi</b>
ACTION STEPS	RESPONSIBILITY	FREQUENCY	PERFORMANCE INDICATOR	
2.1 Manage effective services of Public Safety.	Heather Tager/ Wayne Ripepi	Daily	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.	
2.2 Training of all officers.	Heather Tager/ Wayne Ripepi	Annually	Service provider continues to give in house training. Members participate in additional training when available.	

2.3 Liaise with Public Safety Manager.	Heather Tager/ Wayne Ripepi	Weekly	Security Manager on site and reports given weekly.
2.4 Liaise with Operations Director of Security Company.	Heather Tager	Monthly	Monthly basis or more frequently should any problems arise. Report to SPCID Board at board meetings.
2.5 Management and on site inspections of security officers operating within Sea Point CID area.	Heather Tager/ Wayne Ripepi	Daily	Daily and provide service provider with feedback and monitor corrective measures.
2.6 Incident reports in the Sea Point CID area.	Heather Tager/ Wayne Ripepi	Daily	Daily. Occurrence book with all details kept. Report to Board i.t.o. Stats.
2.7 Combined operations with all Law Enforcement Agencies.	Heather Tager/ Wayne Ripepi	Monthly	Monthly grid set out, weekly operations held. Report to Board.
2.8 Law Enforcement Officers employed by the Sea Point CID."Rent a Cop"	Heather Tager/ Wayne Ripepi	Daily	Daily,manage effective services
2.9 Identify fundamental causes of crime.	Heather Tager	Weekly	Attend weekly Joint SAPS meetings to discuss crime patterns "hot spots" and employ resources accordingly.
2.10 Determine any shifting crime patterns that create a threat to the Sea Point CID area with the local SAPS.	Heather Tager/ Wayne Ripepi	Weekly	Done weekly - identifying patterns such as remote jamming, groups involved with shoplifting and bag snatching etc. Use of LPR/Overview cameras to assist.
2.11 Register CCTV Cameras with the City of Cape Town			
2.12 LPR/ Overview cameras operating in the area on a 24/7 basis.	Heather Tager/ Wayne Ripepi	Daily	Due to this project arrests should follow. Report/ stats to SPCID Board.
2.13 City of Cape Town cameras operating in the area.	Heather Tager	Daily	Meetings with CCTV Management to address concerns.
2.14 Festive Season Security Detail.	Heather Tager/ Wayne Ripepi	Daily	Deployment of additional Security personel.Trailers operational and act as a public relations tool.
2.15 LPR/Overview camera project.	Heather Tager	Ongoing	24/7 control room monitoring.
2.16 Award Ceremony for Top Security Officer/ Cleaning Personel	Heather Tager	Annually	Annual Award Ceremony held.
<b>PERFORMANCE INDICATOR:</b>			<b>RESPONSIBILITY:</b>
<b>3. MAINTENANCE AND CLEANSING</b>			<b>WAYNE RIPEPI</b>
<b>ACTION STEPS</b>	<b>RESPONSIBILITY</b>	<b>FREQUENCY</b>	<b>PERFORMANCE INDICATOR</b>
3.1 Manage effective services by the contract cleaning staff.	Wayne Ripepi	Daily	Daily. Additional cleaning Staff engaged over seasonal period. Report to Board.
3.2 Liaise with Contract Manager.	Wayne Ripepi	Weekly	Weekly basis, low turnover of staff and all matters addressed when the need arises. Report to Board.
3.3 Combined operations with City Council in relation to:	Wayne Ripepi	Bi-annually	Storm water drains deep cleaned and walk abouts done to ensure drains are clean. Report to Board.
3.4 Cleaning of storm water drains	Wayne Ripepi	Bi- annually	Done in April and October
3.5 Cleaning of manholes.	Wayne Ripepi	Bi- annually	Done in March and October.
3.6 Treating of weeds along the sidewalk	Wayne Ripepi	Annually	in Spring just before Summers starts.
3.7 Illegal dumping.	Wayne Ripepi	Daily	Monitoring of illegal dumping, zero tolerance towards dumping, should dumping be detected removal will be arranged immediately.
3.8 Preserve the uniqueness of the area.	Heather Tager/ Wayne Ripepi	Ongoing	Oversight regarding general conditions of road signage, sidewalks etc.
<b>PERFORMANCE INDICATOR:</b>			<b>RESPONSIBILITY</b>
<b>4. ENVIRONMENTAL DEVELOPMENT</b>			<b>WAYNE RIPEPI</b>
<b>ACTION STEPS</b>	<b>RESPONSIBILITY</b>	<b>FREQUENCY</b>	<b>PERFORMANCE INDICATOR</b>
4.1 Maintenance of trees and planters along the pavement in the road reserve.	Wayne Ripepi	Daily	SPCID cleansing team cleans tree basins on an ongoing basis. Adjacent bussinesses do the watering.
4.2 Street lighting, poles, traffic signage and road markings. C3 notifications.	Wayne Ripepi	Daily	Meeting with relevant role players as needed. Report to SPCID Board.
4.3 Greening campaign, planting of trees.	Heather Tager	Ongoing	Cleaning the trees basins.
4.4 To enhance property values.	Heather Tager/ Wayne Ripepi	Ongoing	Buildings in the area are maintained and properties redeveloped.
<b>PERFORMANCE INDICATOR:</b>			<b>RESPONSIBILITY</b>

5. COMMUNICATION			MS. HEATHER TAGER
ACTION STEPS	RESPONSIBILITY	FREQUENCY	PERFORMANCE INDICATOR
5.1 Media communication utilising the local community newspapers for the area.	Heather Tager	Monthly	Articles published monthly . Report to Board.
5.2 Awareness pamphlets and magnets	Heather Tager	Bi-annually	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
5.3 Updating website.	Wayne Ripepi	Monthly	Up to date website. Fully compliant with SRA legislation.
5.4 Data base.	Wayne Ripepi	Monthly	Regular updating.
5.5 Distribution of promotional leaflets	Heather Tager	Bi-annually	Leaflets printed and distributed.
5.6 SPCID Newsletter	Heather Tager/ Wayne Ripepi	Three (3) per year	News letter issued and distributed to all property owners within the SPCID.
5.7 Listing of Businesses on the website.	Wayne Ripepi	Ongoing	Up to date bussiness directory on the web
<b>PERFORMANCE INDICATOR:</b>			<b>RESPONSIBILITY</b>
<b>6. SOCIAL AND ECONOMIC DEVELOPMENT</b>			<b>MS. HEATHER TAGER</b>
ACTION STEPS	RESPONSIBILITY	FREQUENCY	SUCCESS INDICATOR
6.1 The Sea Point CID has employed a Field Worker in a Social Development programme who provides support to homeless in the Sea Point CID area.	Heather Tager	Daily	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.
6.2 Festive Season.	Heather Tager	Annually	Christmas tree and festive lights to make an impact around the CID building.
6.3 Standerdised Trading Barrows	Heather Tager	Ongoing	To obtain sponsorship for standerized barrows in the area for informal traders to use so that area looks neat.
6.4 Enforcing of Informal Trading Plan relating to the needs of the Sea Point CID.	Wayne Ripepi	Daily	Law Enforcement Officers ensure enforcement of ITP.
6.5 Monitoring and checking if Traders are in their bays.	Wayne Ripepi	Daily	On a daily basis and weekly permit checks and operations are held.
6.6 Market and promote the area.	Heather Tager/ Wayne Ripepi	Ongoing	To attract visitors and new businesses.
6.7 Strengthen investor confidence.	Heather Tager/ Wayne Ripepi	Ongoing	Low vacancy rate.