

**LOWER KENILWORTH IMPROVEMENT DISTRICT (LKID)
5 YEAR IMPLEMENTATION PLAN
1 July 2020 - 30 June 2025**

PROGRAM 1 - LKID MANAGEMENT & OPERATIONS									
ACTION STEPS	RESPONSIBLE	FREQUENCY	Y1	Y2	Y3	Y4	Y5	PERFORMANCE INDICATOR	COMMENTS
1. Appointment of assistants.	LKID Board	Ongoing	➔	➔	➔	➔	➔	Competent people to assist in running the LKID.	As required, competitive process
2. Continued operation of the LKID Management office	LKID Board	Ongoing	➔	➔	➔	➔	➔	Efficient operation and office open to public.	
3. Appointment of relevant service providers	LKID Board	In 1 st year and year 4	1	0	0	1	0	Appointment of suitably qualified service providers by competitive process	Public safety service provider 4-year contract. Service providers evaluated annually.
4. Board Meetings	LKID Board	Monthly	12	12	12	12	12	Monthly Board Meeting minutes	First 30 mins open to the community.
5. Financial reports to CCT and LKID Board	Finance portfolio	Monthly	12	12	12	12	12	Submit reports timeously by the 15 th of following month to CCT.	Refer to Finance Agreement
6. Audited financial statements	Treasurer/Company Secretary	Annually	1	1	1	1	1	Unqualified audit reports submitted to the City by 31 August each year.	
7. Communicate LKID arrears list	Treasurer/Company Secretary	Monthly	12	12	12	12	12	Observe and report concern over outstanding amounts.	No Director can participate in Board

									Meetings if in arrears with CCT.
8. Feedback to members at AGM	LKID Board	Annually	1	1	1	1	1	AGM completed by 31 December. Approval of : <ul style="list-style-type: none"> - Annual Report - AFS - Election of Directors - Next year IP & Budget - In year 5 renewed application. 	Once a year.
9. Submit Annual Report and Annual Financial Statements to Subcouncil.	Treasurer/Company Secretary	Annually	1	1	1	1	1	Submit AFS and Annual Report to subcouncil within 3 months of AGM.	
10. Successful day-to-day operation of the LKID	LKID Directors	Ongoing	➡	➡	➡	➡	➡	Monthly feedback to Board.	
11. Comply with all requirements of the Companies Act and King IV principles.	Treasurer/Company Secretary	Annually	1	1	1	1	1	Comply with Section 24 of the Companies Act : <ul style="list-style-type: none"> - register auditors and submit to CPIC within 10 days of any change - register new directors and submit to CIPC within 10 days of any change - submit annual returns to CIPC within 	

								30 days of the anniversary of the NPC	
12. Submit input to CCT Budget & Integrated Development Plan	LKID Board	Annually	1	1	1	1	1	Annual submissions to Subcouncil Manager.	Oct – Feb annually
13. Submit input to City Capital Projects.	LKID Board.	Annually	1	1	1	1	1	Annual submissions to Subcouncil Manager.	Oct – Feb annually
14. Communicate with property owners.	LKID Board	Ongoing	➔	➔	➔	➔	➔	Regular Whatsap messages and quarterly newsletter.	
15. Mediate on issues with and between property owners.	LKID Board	Ongoing	➔	➔	➔	➔	➔	Provide an informed opinion on unresolved issues and assist where possible.	
16. Promote & develop LKID membership.	LKID Board	Ongoing	➔	➔	➔	➔	➔	Maintain an up-to-date membership that represents the LKID community.	Ensure application form on website.
17. Build a working relationship with Subcouncil Management, Area Directors and relevant CCT officials & depts.	LKID Board	Ongoing	➔	➔	➔	➔	➔	Successful & professional relationships with CCT officials, resulting in enhanced comms, cooperation & service delivery.	

18. Obtain annual Tax Clearance Certificate.	Finance Director	Annually	1	1	1	1	1	1	Within 1 month of expiry of the current TCC.	
19. Perform Budget review	LKID Board	Annually	1	1	1	1	1	1	Submit adjustments to CCT by 28 Feb.	
20. Apply for Tax Exemption status.	Finance Director	Y1	1						By the end of the 1 st financial year.	
21. Register as a Supplier with CCT	Finance Director	Y1	1						Successfully registered.	
22. Compile the LKID renewal application.	Finance Director	Y5						1	Submit a comprehensive renewal application for approval by the members and CCT by 31 August.	

PROGRAM 2 - LKID PUBLIC SAFETY MANAGEMENT

ACTION STEPS	RESPONSIBLE	FREQUENCY						PERFORMANCE INDICATOR	COMMENTS
1. Identify the root causes of crime in conjunction with SAPS, Local Authority existing Security Services using their experience as well as local crime stats.	Public safety portfolio	Ongoing						Use this information to improve Safety & Security in our community as per the Public Safety Security Plan.	

2. Determine the crime threats of the area in conjunction with SAPS.	Public safety portfolio	Ongoing						As above.	
3. Determine strategies by means of an integrated approach to address/decrease crime	Public safety portfolio	Ongoing						As above.	
4. In liaison with other Public Safety role players & SAPS, identify current security and policy shortcomings and develop & implement an effective Public Safety strategy.	Public safety portfolio	Ongoing						As above.	
5. Develop a Public Safety management strategy with clear deliverables and defined performance indicators to guide services provided by the security provider	Public safety portfolio	Revise as often as necessary						Documented Public Safety strategy with clear deliverables. See 11 below.	
6. Deploy Public Safety resources accordingly & effectively. Service provider vehicles to be easily identifiable	Public safety portfolio	Ongoing						Reduction in incidents. Visible public safety of the area.	Resources include CCTV cameras, monitored 24 x 7 with tactical response.
7. Utilise the "eyes & ears" of all security	Public safety portfolio	Ongoing						Incorporate feedback and info into the	

and street cleaning staff to identify public safety issues.								Public Safety initiatives	
8. Assist SAPS through participation in the local crime forum	Public safety portfolio	Ongoing	➔	➔	➔	➔	➔	Incorporate feedback and info into the Public Safety initiatives	
9. On-site inspection of all security officers	Public safety portfolio	Ongoing	➔	➔	➔	➔	➔	Report findings to LKID Board	
10. Weekly security reports from Contract Security Provider	Public safety portfolio	Weekly	52	52	52	52	52	Report findings to LKID Board	
11. Public Safety Security Plan	Board	Ongoing	➔	➔	➔	➔	➔	Board approved Plan	Regularly updated as Circumstances dictate.

PROGRAM 3 - LKID CLEANING MANAGEMENT

ACTION STEPS	RESPONSIBLE	FREQUENCY						PERFORMANCE INDICATOR	COMMENTS
1. Develop a cleaning strategy document with clear deliverables & defined performance indicators to guide cleansing delivery	Cleansing Portfolio & Board	Annually	1	1	1	1	1	Cleansing strategy document with clear deliverables and performance indicators	Negotiate with successful NGO service provider.

from the appointed service provider									
2. Coordinate with local NGO to assist in providing cleaning services	Cleansing Portfolio	Annually	1	1	1	1	1	1	Monitor performance and report to the Board
3. Monitor and evaluate cleansing strategy & performance	Cleansing Portfolio & Board	Quarterly	4	4	4	4	4	4	Modify cleansing strategy as required to ensure a cleaner community Present amended cleansing strategy to Board.
4. Co-ordinate the provision of additional litter bins and emptying of existing bins by the relevant CCT department	Cleansing Portfolio	Quarterly	4	4	4	4	4	4	Provide a quarterly report regarding identified shortcomings to the Board.
5. Monitor the state of cleanliness of the streets and sidewalks in the LKID	Cleansing Portfolio	Ongoing							Clean streets & sidewalks. Report back to the Board
6. Identify Health, Environment & Safety (HES) issues within the area and report to CCT with C3 notification	Cleansing Portfolio	Quarterly	4	4	4	4	4	4	Quarterly inspection & evaluation to the Board
7. Monitor and report illegal dumping	Cleansing Portfolio	Ongoing							Liaise with Law Enforcement and Solid Waste for the removal of illegal dumping and Report to the Board

								penalties for the perpetrators	
8. Work in conjunction with the local social welfare & job creation organisations to develop the delivery of supplementary services to improve the urban environment.	Cleansing Portfolio	Ongoing						Long term sustainable work program.	Modified and renewed annually.

PROGRAM 4 - LKID ENVIRONMENT / URBAN MANAGEMENT									
ACTION STEPS	RESPONSIBLE	FREQUENCY						PERFORMANCE INDICATOR	COMMENTS
1. Identify problem areas wrt a. street lighting b. missing drain covers / drain cleaning c. maintenance of roads & sidewalks d. cutting of grass / removal of weeds	Urban Mgt Portfolio	Ongoing						Urban Management Plan with clear deliverables and defined performance indicators to guide delivery.	Comprehensively done at commencement of LKID and then updated continuously

1. Work in conjunction with local social welfare & job creation organisations to develop the delivery of supplementary services	Social Dev Portfolio & Board.	Ongoing						Social intervention plan with clear deliverables & defined performance indicators to guide delivery	This will be a long term action plan that will take time to develop
2. Co-ordinate social development programs with the City Social Development Dept	Social Dev Portfolio & Board.	Quarterly	4	4	4	4	4	Meet quarterly to get feedback	
3. Public awareness program on social issues	Social Dev Portfolio	Ongoing						Keep the community aware of social issues	

PROGRAM 6 - LKID COMMUNICATION MANAGEMENT									
ACTION STEPS	RESPONSIBLE	FREQUENCY						PERFORMANCE INDICATOR	COMMENTS
1. Newsletters / newsflashes	Communications portfolio	Monthly	12	12	12	12	12	Quarterly informative newsletters	
2. Regular press releases to local media a. Local developments b. Promoting local projects c. Social issues	Communications portfolio	Ongoing						Keeping the community informed via our local newspaper, The Tatler.	
3. Establish & maintain the Website	Communications portfolio	Monthly	12	12	12	12	12	Monthly updated and informative website	

