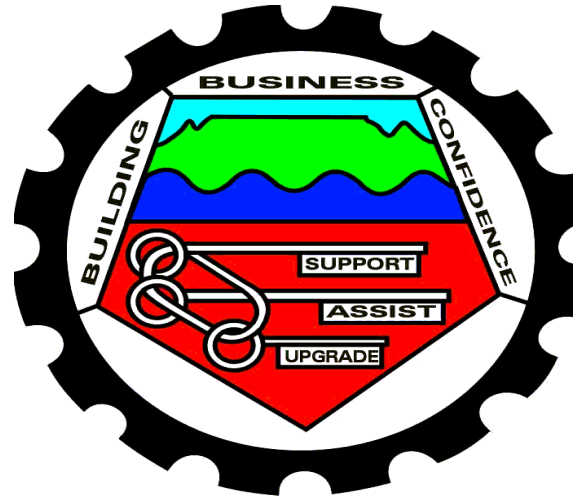


# **EPPING CITY IMPROVEMENT DISTRICT**



**5 YEAR BUSINESS PLAN  
1 July 2022 – 30 June 2027  
FIVE YEAR RENEWAL APPLICATION FOR THE CONTINUATION  
AND ONGOING MANAGEMENT OF THE  
EPPING CITY IMPROVEMENT DISTRICT (ECID) NPC**

(In accordance with the Special Rating Areas By-law 2012 and Amendment By-law 2016 as promulgated in the Provincial Government Notice No. 7015/2012 & 7578/2016)



This business plan is available on the ECID website [www.ecid.org.za](http://www.ecid.org.za)

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# MOTIVATION PLAN "Part A"

## 1. INTRODUCTION

- The Epping City Improvement District (ECID) is a Non Profit Company (NPC) and was established in July 2003.
- The ECID Industrial area has a mix of businesses, including Light Industries, Warehousing, Workshops, Factories, Shops, Retail, Service Industries, Industrial Parks, Cold Storage, Heavy Industries, Offices, Open Storage and a Vet Clinic & Hospital.
- Property and Business owners are concerned about public safety as well as an increase in petty crime especially in Epping 2 which borders Bonteheuwel.
- Bonteheuwel has a challenge with gangsterism and this does spill over into Epping 2.

The core functions of the ECID are public safety, cleansing, urban management and to supplement & enhance the basic services offered by the City of Cape Town:

- To facilitate a cooperative approach between the City of Cape Town & private sector in the provision of municipal services.
- To promote economic growth & sustainable development and facilitate investment.
- To continue to address shortcomings in a satisfactory manner.
- To continue with improvements and upgrades as per the ECID's business plan.

The cost of the additional services allows property owners the benefit of a well-managed business district.

A City Improvement District (CID) is a partnership between the property owners and the City of Cape Town, a community based initiative for the benefit of the community.

The ECID is established for a period of 5 years and renewable in the 4<sup>th</sup> year.

The ECID does not replace the services of the City of Cape Town but rather supplements those services as set out in its Business Plan.

55 jobs have been created as a direct result of the establishment of the ECID, namely; 1 Coordinator, 1 Manager, 1 Public Safety Liaison Officer and 1 Admin Assistant all employed by the management company, Just For You Business Support Services, 19 Cleaners, 9 CCTV Controllers, 15 Vehicle Drivers, 6 Quad Drivers and 2 Officers staffing the Mobile Public Safety Kiosk.

The Board of Directors is elected at the AGM, where  $\frac{1}{3}$  of the Board members stand down annually but may be re-elected.

The ECID Directors meet every 2 months and all day to day operations are communicated via e-mail.

The day-to-day operations are carried out by a management company, Just For You Business Support Services cc.

## 2. COMPANY DETAILS

Company Name: Epping City Improvement District (NPC)  
Company Registration no: 2001/028149/08  
Address: 24 Gunners Circle  
Epping I  
7460  
Postal Address: P O Box 834  
Eppindust  
7475  
Telephone: (021) 535 5814  
E-Mail: [ecid@ecid.org.za](mailto:ecid@ecid.org.za)  
Website: [www.ecid.org.za](http://www.ecid.org.za)  
Established: 01/07/2003

ECID Chairman: Ahron Gropper  
ECID Coordinator & Company Secretary: Tony Bartram  
ECID Manager: Lizette Johnstone

### ECID Board of Directors and their Portfolios

<b>Director</b>	<b>Portfolio</b>
Ahron Gropper-Chairman	Public Safety, Cleansing, Finance, Projects, Marketing & Management
Bronwen Dyke-Beyer-Vice Chairperson	Finance & Marketing
Heinrich Husselmann-Treasurer	Finance & Public Safety
Gavin Isherwood	Finance & Projects
Xavier Fazakerley	Public Safety, Projects & Management
Rethaa Van der Berg	Public Safety, Cleansing & Management

### **3. ECID BORDERS**

The map illustrates the boundaries of the ECID.

#### Epping 1 Boundary

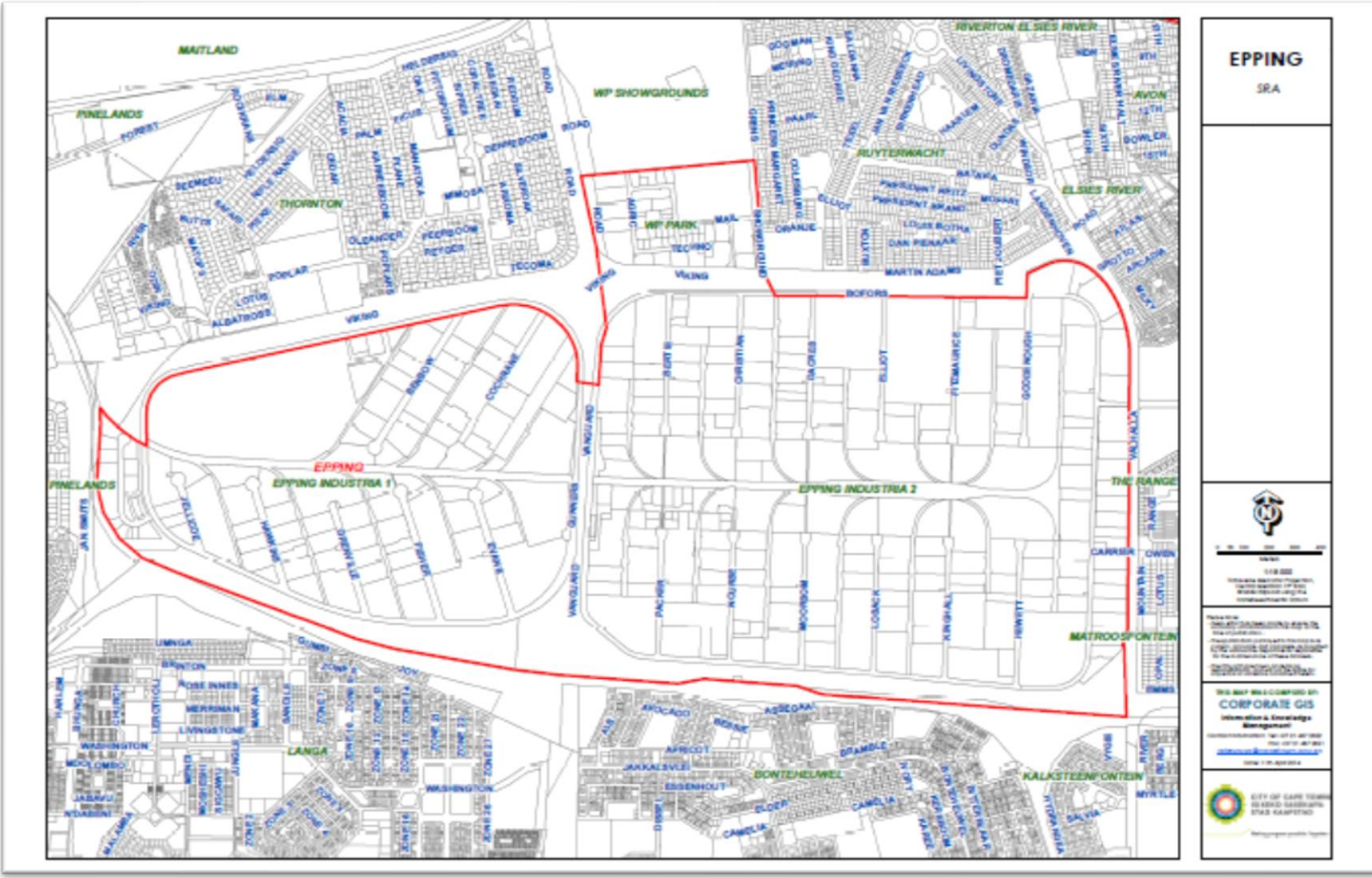
- Northern Boundary-Viking Way
- Southern Boundary-Up to Langa Metro Railway Line
- Eastern Boundary-Jakes Gerwel Drive
- Western Boundary-Metro Railway Line adjacent to Jan Smuts Drive

#### Epping 2 Boundary

- Northern Boundary-Viking Way
- Southern Boundary-Up to Bonteheuwel Metro Railway Line
- Eastern Boundary-Valhalla Drive
- Western Boundary-Jakes Gerwel Drive

#### Western Province Park Boundary

- Northern Boundary-Borders Grand West Casino
- Southern Boundary-Viking Way
- Eastern Boundary-Showground Avenue
- Western Boundary-Jakes Gerwel



**EPPING**  
SRA



THIS MAP WAS COMPILED BY THE CITY OF CAPE TOWN GIS DEPARTMENT. THE CITY OF CAPE TOWN IS NOT RESPONSIBLE FOR ANY DAMAGE OR LOSS OF DATA ARISING FROM THE USE OF THIS MAP.

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Date: 1/11/2014



#### **4. VISION**

- We strive towards transforming the ECID into a sought after industrial area.
- Building confidence in the area by improving public safety and cleansing.
- Creating a safe and clean working environment for all working and visiting the area, thereby enhancing property values.
- Environmental development in the form of beautifying and / or upgrading public open spaces, sidewalks etc.
- Assisting with social issues as and when required.

#### **5. MISSION**

- To continue improving public safety, cleaning, environmental upgrades, marketing and social responsibility initiatives in the ECID.

#### **6. GOALS**

- To run a cost effective and efficient ECID office that is acceptable to the property owners.
- Protect property values and attract new business/investments to the area.
- Maintain a good working relationship with Property Owners.
- Ensure that the ECID is legally compliant.
- Liaise with Council role players, report defects, prioritize a list of essential needs and confirm with Council.
- Visit all companies annually, informing them of ECID actions & activities.
- Hand out brochures comprising of information relating to the ECID.
- Hand out emergency number pamphlets.
- To determine and implement strategies to decrease crime levels.
- Reducing crime by proactive visible patrols, CCTV cameras and cooperation with Law Enforcement Departments.
- Create a safe and clean working environment.
- Plant waterwise trees and / or plants and promote environmental awareness.

#### **7. PROPOSED SERVICES**

In order to address the needs of the ECID precinct, the main focus areas are:

- The day-to-day management of the ECID operations;
- Providing public safety officers in the public open spaces only
- CCTV cameras monitoring public open spaces
- Cleaning and maintenance of the public spaces

- Working closely with City Line Departments iro. damaged public infrastructure i.e. roads, parks, public lighting, cleansing, drains, traffic signs etc.
- Marketing and promoting the ECID as a well-run concern focusing on communicating with the members, businesses and property owners.

## 8. ALIGNMENT WITH THE CITY'S INTEGRATED DEVELOPMENT PLAN (IDP)

- City's five Strategic Focus Areas (SFAs), namely;
- **The Inclusive City:** True inclusivity can only be achieved in an environment where there is access to economic opportunities, where citizens feel safe and cared for, and where communities are truly integrated. The ECID maintains and creates quality, safe open space systems and public spaces.
- **The Opportunity City:** The ECID focuses on the creation of an environment that stimulates sustainable economic growth, investment and job creation through public safety, cleansing and urban management.
- **The Well Run City:** To deliver on its vision, the ECID needs to be responsive to its customers' needs and able to sustainably support the various initiatives, programmes and projects by delivering the right services in the most efficient and effective way. The well-run city aspires to do this by focusing on the financial and operational sustainability, human resource development and organisational restructuring.
- **The Safe City,** the ECID supports a Safe City and aims to create an environment where citizens feel safe. This includes public safety as well as aspects such as disaster and risk management, rescue services as well as traffic and by-law enforcement in order to address safety as a well-rounded concept, while also considering social factors in the ECID's approach.
- **The Caring City:** The ECID is welcoming of all people and make owners, employees and visitors alike feel at home. The ECID concentrates on looking after the people of the ECID precinct, especially those who are most in need of assistance.

## 9. MANAGEMENT & OPERATIONS

- The ECID is a non-profit company (NPC).
- Transparency and accountability is achieved by the submitting the annual report, which includes all financial components, to all property owners within the ECID precinct as well as placing all relevant documents on the ECID website.
- Assessing the funding required each year for the purposes of the ECID.
- The ECID Board of Directors is elected annually at the AGM where  $\frac{1}{3}$  of the current Directors stand down, they however, may be re-elected.
- The management of the ECID is on contract to Just For You Business Support Services CC (JFU) who ensure that the day to day duties are carried out as per the JFU contract approved by the ECID Board. The management team consists of the Coordinator, the Manager, the ECID Public Safety Liaison Officer and a part time Administrative Assistant, who together with the Board facilitate day-to-day operations of the ECID as per the approved Business Plan.



- An independent accounting firm manages all the financial aspects of the ECID.
- A fully operational ECID Office is maintained.
- Service providers are appointed to attend to improvements and maintenance within the ECID as per the approved business plan.
- The Board of Directors consists of a minimum of 5 Directors who meet every 2 months to review all operations and give guidance to the Coordinator and Manager.
- Monthly Progressive Income and Expenditure Reports are submitted to the City.
- Audited Annual Financial Statements are submitted to the City & Sub Councils.
- The ECID's arrears list is communicated to the Board and the City.
- The ECID hosts an Annual General Meeting (AGM) to review the accomplishments of the past and to review the budget and planning for the following year. Attendees can voice their concerns and make suggestions which, will be to the benefit of the City Improvement District.
- The ECID website is updated.
- CIPC Compliance is ensured.
- Monthly financial documents are distributed to the Board of Directors.
- Provide input to the City's Integrated Development Plan.
- Provide input to the City's Capital/Operating Budgets.
- Keep property owners informed of all happenings in the ECID precinct by sending out informative emails.
- Comprehensive renewal application is prepared every 5 years
- Ensure tax compliance
- A Budget review is completed by the end of March.
- Mid-Year performance is completed by the end of March.
- Ensure all Directors receive all relevant CID Documents.
- Allocate Directors portfolios.
- Directors to complete Declaration of interest.
- Ensure VAT reconciliation and tax returns are submitted on time.
- Obtain annual approval of the implementation plan and budgets.
- The Directors are kept informed of the day-to-day operations via email.
- The ECID works closely with City Departments i.e. roads, parks, public lighting, cleansing, drains and traffic signs.
- The ECID office works closely with Pinelands SAPS and Elsies River SAPS and is supported by Law Enforcement and Traffic.
- The ECID is represented on the Pinelands Police Forum and the Community Policing Forum which represents Epping 1, Thornton, Pinelands & Ndabeni.
- Specifications are drawn up for the Management Contract, as the ECID's current mandate expires in June 2022. Advertisements will be placed in the Argus and Die Burger in April 2022 inviting companies to tender for the new mandate term.
- The Management Subcommittee will interview all interested parties through a competitive process using a scorecard.
- The Management Subcommittee will then present their findings and recommendations to the Board who then appoint a contractor. The Management Contract is granted for a period of 5 years with a review in year 3.

- Each party shall have the right to terminate the agreement on provision of one calendar month's written notice by either party.
- The estimated cost for the period of 2022-2027 is **R 10,296,305**

## 10. PUBLIC SAFETY

- The ECID has 6 branded vehicles and 2 quad bikes, manned in total by 7 Public Safety Officers who operate 24/7.
- The Mobile Public Safety Kiosk is operated Monday to Sunday 07h00-18h00 by 1 Public Safety Officer (PSO).
- The Mobile Public Safety Kiosk is utilised at several areas identified as hot spots in Epping, i.e. the buffer between Langa and Bonteheuwel Stations, the informal market and various high visibility areas. The PSO's duties include but are not limited to, assisting the public, the monitoring of the hot spot areas for any illegal activities and reporting all concerns to the CCTV Control Room Controllers for action.
- We aim to ensure that visibility is at its optimal, that there is a rapid response from the patrol teams, and that all public safety vehicles are operating and presentable.
- Over the Christmas period an additional 8 foot-patrollers are employed.
- Identify the root causes of crime & determine a Crime Threat Analysis and determine strategies to improve public safety.
- The ECID liaises and co-operate with all Law Enforcement Departments and with neighbourhood watch associations and attends meetings as required.
- Deploy Public Safety Officers effectively with visible patrols in the ECID Precinct.
- Perform on-site inspection of Public Safety Patrol officers.
- Hold weekly meetings with the Public Safety service provider's Area Manager.
- A daily 24 hr report is sent to the ECID Manager every morning, a monthly report is compiled from the 24 hr reports, the report is then sent out to all Property Owners, Businesses and other interested parties.
- The ECID uses the Geotab tracking system and digital radios to monitor all the public safety officers' movements.
- The Public Safety Officers assist at motor vehicle accidents with traffic control and calling emergency services.
- Specifications are drawn up for the Public Safety Contract, as the ECID's current mandate expires in June 2022, advertisements will be placed in the Argus and Die Burger in April 2022 inviting companies to tender for the new mandate term.
- The Public Safety Subcommittee will interview all interested parties through a competitive process using a scorecard method.
- The Public Safety Subcommittee will then present their findings and recommendations to the Board who then appoint a contractor. The Public Safety Contract is granted for a period of 5 years with a review in year 3.
- Each party shall have the right to terminate the agreement on provision of one calendar month's written notice by either party.
- The estimated cost for the period of 2022-2027 is **R 25 849 264**



Public Safety Officers/Quad Bike Drivers



Public Safety Officers/Drivers



Assisting SAPS with a Stop & Search



ECID Public Safety Kiosk



ECID Quad Bikes on Patrol

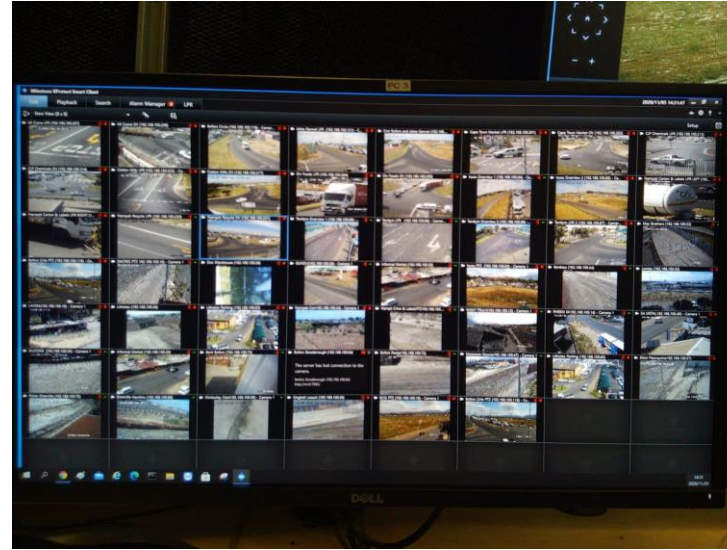


ECID Vehicle on Patrol

## 11. CCTV CAMERAS & CCTV CAMERA CONTROL ROOM

- The ECID installed the first of 16 cameras in September 2010.
- Today there are currently:
  - 18 PTZ Cameras in Epping 1 & 2
  - 1 PTZ in Western Province Park
  - 1 PTZ at the intersection of Gunners Circle/Bofors Circle/Jakes Gerwel.
  - 6 Overview Cameras at the 3 entrances / exits into Epping 1
  - 10 Overview Cameras at the 5 entrances / exits into Epping 2
  - 4 Overview Cameras at the Park Road/Mail Road intersection and 1 PTZ and 2 Overview Cameras at the rear of Isuzu in Western Province Park
  - 12 Static Cameras on the rail siding gates in Epping 1 & 2
- The CCTV system has proven to be successful with but not limited to, stolen vehicles being positively identified, criminals identified, assisting businesses as well as SAPS with required footage, preventing smash & grabs and spotting motor vehicle accidents.
- The ECID has its own control room where the cameras are monitored 24/7 by 3 Controllers
- The CCTV Camera Controllers and ECID Public Safety Officers are linked together by means of digital radios, enabling a quick and more efficient response.
- A report highlighting a variety of incidents is then sent out to all Property Owners, Businesses and other interested parties and placed on the ECID website.
- The ECID will be replacing 3 PTZ cameras, 3 Static cameras and 2 LPR/OV cameras per year, this is to ensure that aging equipment is replaced and we can retain a high degree of system uptime.
- Further camera installations will be dependent on available funds
- The contract for the monitoring of the CCTV cameras is part of the Public Safety Contract.
- The estimated cost for the period of 2022-2027 is **R 8 055 962**





Control Room CCTV Screens



PTZ Camera



Static Camera



Overview Cameras

## 12. CLEANSING & ENVIRONMENTAL DEVELOPMENT

### CLEANSING

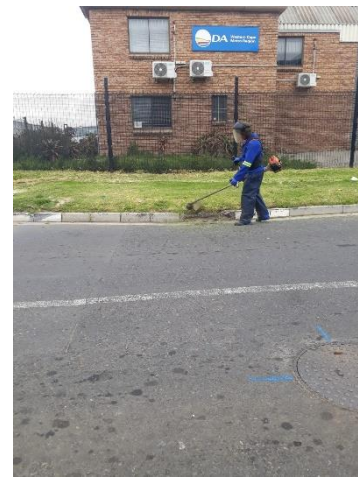
- The ECID provides cleansing and maintenance services over and above those provided by the City in order to maintain the area.
- Weekly meetings are held with the cleansing service provider's manager where the weekly attendance register is presented and to discuss any concerns. The cleansing report is presented on a monthly basis and is then sent out to all Property Owners, Businesses and other interested parties.
- The Epping team consists of 1 manager & 17 cleaners, the Western Province Park team consists of 1 manager & 1 cleaner.
- Develop / update a Cleansing Strategy Document to guide and evaluate cleansing and delivery thereof.
- The cleaning of the area is a high priority to ensure the area remains presentable.
- Grass on the sidewalks is cut every 1 to 2 months depending on the season.
- Their duties consist of but are not limited to, cutting of the verges, cleaning of catchpit gulley's, trimming of low hanging trees, picking up of litter, removal of dumped rubble, general cleaning and weed eradication.
- Monitor illegal dumping which continues to be a challenge.
- Promote waste minimization and responsible waste management.
- The waste is sorted into the following; recyclable items, non-recyclable items and garden waste.
- All waste collected is taken to the City dump. The recyclable items are redistributed through a recycling plan.
- The majority of the waste collected is redistributed through a recycling system.
- Weed eradication in Western Province Park is done bi-annually.
- The Council green bins, public open spaces and tall trees that require trimming are monitored and reported to the ECID Manager who in turn reports this to the City.
- Maintain a working relationship with relevant City line departments.
- Specifications are drawn up for the Cleansing Contract, as the ECID's current mandate expires in June 2022, advertisements will be placed in the Argus and Die Burger in April 2022 inviting companies to tender for the new mandate term.
- The Cleansing Subcommittee will interview all interested parties through a competitive process using a score card method
- The Cleansing Subcommittee will then presents their findings and recommendations to the Board who then appoint a contractor. The Cleansing Contract is granted for a period of 5 years with a review in year 3.
- Each party shall have the right to terminate the agreement on provision of one calendars month's written notice by either party.
- The estimated cost for the period of 2022-2027 is **R 16 194 226**



Weed Eradication-WPP



General Cleaning-WPP



Grass Cutting-WPP



Grass Cutting in Epping



General Cleaning in Epping

## ENVIRONMENTAL DEVELOPMENT

- Plant water wise trees and encourage the businesses where the tree/s are planted to adopt the tree/s and take on the responsibility of watering the tree
- Maintain the verges in Epping 1, 2 and Western Province Park.
- Promote recycling.
- Encourage property owners to green and beautify their verges, a floating trophy and Stodels voucher is handed out annually to the company with the best kept verge.  
Although this has not been done recently due to water restrictions, we hope to be able to continue with this going forward.
- Make more efficient use of non-renewable resources, such as land, water and biodiversity, including protecting and maintaining existing surface and groundwater resources.
- The estimated cost for the period of 2022-2027 is **R 29 075**

## 13. URBAN MANAGEMENT INITIATIVES

- Develop / update an Urban Management Plan
- Full and equal participation in society and building meaningful relationships are both important for social cohesion and inclusion.
- Compile a list of prioritised needs to enhance the objectives of the CID
- Illegal poster removal

All shortcomings are reported to the relevant line departments i.e.

- Defective Street Lights
- Missing or Damaged Street Light Poles
- Pot Holes
- Defective Traffic Lights
- Sink Holes
- Kerb Damages
- Road Markings
- Missing Road Signs
- Blocked Drains
- Missing Or Damaged Drain Covers
- Water Leaks
- Leaking And / Or Damaged Fire Hydrants, Covers and Stop Cocks.
- Once reported a C3 notification reference number is given.





## 14. SOCIAL & ECONOMIC DEVELOPMENT

- The ECID is partnering with the Cart Horse Protection Association as this enables the horses to be cared for which in turn allows the “carties” to earn a living.
- The ECID also assists by identifying overloaded horse carts, incorrect harnessing and lack of horse shoes and reporting this to their inspectors.
- The ECID assists Animal Anti Cruelty League by taking in stray or injured animals where possible or reporting such cases to their inspectors. Both these organisations are based in Epping 2.
- Liaise with the City of Cape Town’s Social Development Department regarding social responsibility and assist where possible to implement their policies.
- To continue liaising with the City of Cape Town’s Social Development Services regarding social responsibility.
- The estimated cost for the period of 2022-2027 is **R 50,000**

## 15. MARKETING & COMMUNICATIONS INITIATIVES

- Send monthly reports/news flashes.
- The ECID website is updated monthly by the Manager in the form of CCTV reports and documents pertaining to but not limited to COVID 19, City of Cape Town draft policies and proposals whereby the public is invited to have their say.
- Companies are visited once a year. The visits are carried out by the Manager, Administrative Assistant and Public Safety Liaison Officer.
- Companies are informed of ECID actions & activities, during the visits we also ascertain if there are any concerns that the ECID can assist with.
- Encourage Property owners to apply for membership of the ECID.
- Brochures, calendars, emergency plans and emergency number lists are compiled as required and handed out during visits.
- Establish the ECID’s business directory.
- ECID signage to be visible and maintained
- The ECID has a high profile in the area as a result of company visits monthly and crime stats, CCTV and cleaning reports are emailed to all owners and businesses.
- The following documents are available on the ECID website;
  - Annual Financial Statements
  - AGM Agendas, Minutes and Newspaper Advertisement’s
  - Annual Reports
  - Business Plans

- Implementation Plans
- Budgets
- Membership Application Forms
- List of Members
- Nomination for Directors
- Special Rating Area By-law and Policy
- Memorandum of Incorporation (MOI)
- COR 36.2
- Procurement Policy
- Monthly CCTV Reports

## **16. ECID VEHICLE FLEET**

The ECID has a fleet of 6 bakkies, 3 x 2019 Ford Rangers 2.2 TDCi Super Cabs, 1 x 2019 Ford Ranger 2.2 TDCi Super Cab XL 4 x 4 and 2 x 2021 Isuzu D-MAX 250 Extended Cab Hi-Ride A/T.

The vehicles are written off over a period of 5 years, once they reach the age of 5 years they are traded-in, the first 2 Ford Rangers will be traded-in in 2024 and the next 2 Ford Rangers will be traded-in 2025.

## **17. FUTURE PROJECTS**

Property owners are encouraged to identify projects which are presented at the AGM for members to approve. These are then included in the following years budget.

Should a needs assessment highlight the requirements for a major project not identified at the AGM, the ECID Board will consider the costs and benefits and act accordingly with possible input from the City of Cape Town and obtaining/ratifying support from the members at the following AGM.

Identify infrastructural projects / upgrades to improve the urban environment.

Proposed projects will be identified and evaluated by the Board.

## **18. FINANCIAL IMPACT**

A "Capital Replacement Fund" has been set up to fund replacement cameras and vehicles as they near the end of their life span.

As per the City's Special Rating Areas Policy, an annual budget is prepared by the ECID, based on the needs of the area as described in the business plan. The budget provides for envisaged supplementary and related services and actual costs of operation as well as a 3% (three percent) provision for bad debts.

The ECID is funded by all property owners in the CID area through an additional property rate levied on the municipal valuation of all eligible properties within the boundaries of the CID. Additional property rates are variable at the current gazetted rate and are calculated by the City during the City's annual budget process.

The 5-year budget for the implementation and operations of the ECID is set out in Part C.

The ECID will prepare an annual budget based on the specific needs of the area, the additional revenue is calculated by taking the current years expenditure into account, with an escalation of between 6.5% and 7.9%.

Just over 40% of the overall budget allocated to public safety.

The additional revenue is expressed as a rand-in-the-rand and is calculated by dividing the ECID budget total with the total municipal valuation of all properties within the boundary of the ECID. The ECID budget and additional revenue is approved by Council with the City's budget and is applicable over a financial year, which starts on 1 July.

The Special Rating Areas Policy allows for a differentiation in rating between residential and non-residential properties, but as no residential properties are currently located within the ECID only a non-residential additional property rate is applicable.

The budget for each year of the Business Plan is as follows:

<b>YEAR</b>	<b>TOTAL EXPENDITURE</b>	<b>REVENUE</b> (Funding Source: Additional Rates)	<b>REVENUE</b> (Funding Source: Sponsorship)	<b>REVENUE</b> (Funding Source: Accumulated Surplus – Capital Replacement Reserve)	<b>% INCREASE IN ADDITIONAL RATES REQUIREMENT</b>
1	R 13 657,012	R 13,204,012	R 200,000	R 253,000	6.5%
2	R 14 540,572	R 14,062,272	R 200,000	R 278,300	6.5%
3	R 16,810,355	R 15,174,173	R 200,000	R 1,436,182	7.9%
4	R 17,908,316	R 16,241,521	R 200,000	R 1,466,795	7.0%
5	R 17,612,338	R 17,041,928	R 200,000	R 370,410	4.9 %

Individual contributions by properties owners may be calculated as follows:

1. Municipal valuation x R 0.XXXXXX = Annual contribution (VAT excl.)  
Note: R 0.XXXXXX represents the approved CID additional property rate.
2. Annual contribution (VAT excl.) ÷ 12 = Average monthly contribution (VAT excl.)

3. Average monthly contribution (VAT excl.) x 1.15 = Average monthly contribution (VAT incl.)

## **20. MANAGEMENT STRUCTURE**

- The ECID is incorporated as a Non Profit Company (NPC) in terms of the Companies Act.
- The management body meets the requirements of a public benefit organisation as contemplated in section 30 of the Income Tax Act, 58 of 1962.
- The management body's memorandum of incorporation provides for the appointment of a company secretary.
- The ECID is managed by a Board of Directors of the ECID (NPC) elected at the AGM and complies fully with the requirements of the Companies Act, the City's Special Rating Areas By-Law and Policy
- The Board manages a Non-Profit Company (NPC) which is responsible for the management of the ECID within the framework of the approved ECID business plan and oversees the implementation thereof.
- The rights and responsibilities for the Directors are set out in the Memorandum of Incorporation.
- The Board of Directors consists of property owners within the ECID precinct with 2 political representatives from the City of Cape Town attending Board Meetings as observers.
- Elected Board Members take responsibility for the various portfolios in the Company and regular Board Meetings held once every two months allow the Directors to review current operations and apply corrective measures as required.
- The ECID Board can appoint service providers and staff to manage the day-to-day operations within the ECID.
- The ECID has a Finance Agreement with the City of Cape Town.
- The supplementary municipal services provided by the ECID represents the actual needs of the area according to the vision of the property owners for the area.
- All of the above is subject to monitoring and oversight by various departments in the City of Cape Town.
- The CID Department also advises on finance, administrative and governance compliance.

- An Annual General Meeting is held annually to review the performance of the ECID and to confirm the mandate of the members.
- The Budget and Implementation Plan for the following year is also presented for approval at the AGM.
- The ECID employs 55 contract employees.
- Membership is open to all the property owners within the ECID precinct who are encouraged to apply for membership so that they exercise their rights to influence the business of the ECID.
- Membership cannot be denied and the property owner is then entitled to vote at the members meetings held under the auspices of the Companies Act.
- Each member is entitled to one or more votes, which may be weighted in proportion to the municipal valuation of the member's rateable property located in the ECID.

## **21. PERMISSIBLE AMENDMENTS TO THE BUSINESS PLAN**

There are currently no plans to investigate or explore significant changes to the strategy or operations of the ECID and therefore none are noted here. Should any significant changes be required, such changes will be subject to approval of the Members of the ECID at an Annual or Special General Meeting.