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| **VOORTREKKER ROAD CORRIDOR IMPROVEMENT DISTRICT****IMPLEMENTATION PLAN****1st July 2023 to 30th June 2024** |

**PROGRAMME 1: MANAGEMENT**

| **ACTION STEPS** | **PERFORMANCE INDICATOR** | **FREQUENCY****per year** | **DURATION IN WEEKS, MONTHS OR YEARS** | **RESPONSIBLE** | **COMMENTS** |
| --- | --- | --- | --- | --- | --- |
| **Y1** | **Y2** | **Y3** | **Y4** | **Y5** |
| 1. Build a good working relationship with the Greater Tygerberg Partnership (GTP).
 | Annual report to Board on progress and assistance the VRCID provides to the GTP. | Ongoing | → | → | → | → | → | VRCID Manager/ VRCID Board/ GTP CEO |  |
| 1. Appointment of staff.
 | Appointment of appropriately skilled staff as and when needed by means of a competitive process. | As per budget allowance | → | → | → | → | → | VRCID Manager/ VRCID Board |  |
| 1. Management of VRCID office.
 | VRCID office to be professionally managed and to be fully functional and accessible to the public. | Ongoing | → | → | → | → | → | VRCID Manager/ VRCID Board |  |
| 1. Appointment of relevant service providers.
 | Appointment of appropriately qualified service providers by the Board.\ | Last year of term | 0 | 0 | 0 | 0 | 1 | VRCID Manager/ VRCID Board | Service providers to be reappointed or new service providers to be appointed in last year of contract period by means of competitive process. Well documented. |
| 1. Board and Committee meetings.
 | Quarterly Board and Committee meetings with feedback per portfolio. | 4 | 4 | 4 | 4 | 4 | 4 | VRCID Manager/ VRCID Board | Quorum of Directors present at every meeting. Keep minutes and file resolutions. |
| 1. Monthly Progressive Income and Expenditure Report to CCT
 | Submit reports timeously to CID Department. | 12 | 12 | 12 | 12 | 12 | 12 | VRCID Manager | Financial reports submitted to City by 15th of every month. |
| 1. Audited Financial Statements.
 | Unqualified Financial Audits. | 1 | 1 | 1 | 1 | 1 | 1 | VRCID Manager | Submitted to City by 31 August of each year. |
| 1. Communicate VRCID Arrears List.
 | Observe and report concern over outstanding amounts to Board and CID Unit. Board members in arrears cannot participate in meetings. | 12 | 12 | 12 | 12 | 12 | 12 | VRCID Manager | Observe and report concerns over outstanding amounts to Board and CID department. |
| 1. Feedback to Members at Annual General Meeting.
 | Host successful AGM before 31 December. Annual feedback to members. | 1 | 1 | 1 | 1 | 1 | 1 | VRCID Manager / VRCID Board Chairman | Host successful AGM before 31 December of each year. |
| 1. Successful day-to-day management of the VRCID as per Business Plan.
 | Regular feedback to VRCID Board. | Ongoing daily | → | → | → | → | → | VRCID Manager |  |
| 1. Submit signed AFS to the City.
 | Submit signed AFS to the City by 31 August. | 1 | 1 | 1 | 1 | 1 | 1 | VRCID Manager/VRCID Board | Submit to CID department by 31 August of each year. |
| 1. Manage and monitor the C3 notification process.
 | Complete daily reports of C3 notifications and monitor existing issues and report back to the Board. | Ongoing daily | → | → | → | → | → | VRCID Manager |  |
| 1. Submit input to the Integrated Development Plan.
 | Annual submissions to Sub-Council Manager as and when requested by September annually. | Annual | 1Y | 1Y | 1Y | 1Y | 1Y | VRCID Manager | October to February of every year. |
| 1. Submit input to the operational and Capital Budgets.
 | Annual submissions to Sub-Council Manager as and when requested by December annually. | Annual | 1Y | 1Y | 1Y | 1Y | 1Y | VRCID Manager | By September of each year. |
| 1. Communicate with property owners.
 | Keep property owners informed through monthly newsletters and social media. | Ongoing | → | → | → | → | → | VRCID Manager | Keep property owners informed as much as possible. |
| 1. Mediate issues with or between property owners.
 | Provide an informed opinion on unresolved issues and assist where possible. | Ongoing | → | → | → | → | → | VRCID Manager & Council Managers and Law Enforcement |  |
| 1. Visit VRCID members.
 | Communicate and visit VRCID members and report back to the Board. | Ongoing | → | → | → | → | → | VRCID Manager |  |
| 1. Promote and develop VRCID NPC membership.
 | Have a NPC membership that represents the VRCID community. Ensure that membership application forms are prominent on website.  | Ongoing | → | → | → | → | → | VRCID Manager / VRCID Board |  |
| 1. Build working relationships with Sub-Council Management and relevant CCT officials and departments that deliver services in the VRCID.
 | Successful and professional relationships with sub-council management and officials resulting in enhanced communication, cooperation and service delivery. | Ongoing | → | → | → | → | → | VRCID Board |  |
| 1. To attend all relevant meetings at both Sub-Councils.
 | To build successful and professional relationships with sub-council management and officials resulting in enhanced communication, cooperation and service delivery. | Monthly | 12 | 12 | 12 | 12 | 12 | VRCID Manager |  |
| 1. Maintain an informative website.
 | Informative website updated monthly and legally compliant as per SRA legislation. | Ongoing | → | → | → | → | → | VRCID Manager |  |
| 1. CIPC compliance
* Director’s change
* Annual Returns
* Auditors change
 | CIPC Notifications of changes. | 1 | 1 | 1 | 1 | 1 | 1 | VRCID Manager | Directors and Auditors change within 10 business days of change. Annual returns within 30 business days after anniversary date of the NPC registration. |
| 1. Compile the SRA renewal application
 | Approved at AGM by members. | Every 5 Years |  |  |  |  | 1 | VRCID Manager |  |
| 1. Perform mid-year reviews of staff performance
 | Reviews of staff performance as part of ongoing training. | Twice Annually | 2 | 2 | 2 | 2 | 2 | VRCID Manager |  |
| 1. Annual Tax Compliance Status
 | Within one month after expiry date. | Annually | 1 | 1 | 1 | 1 | 1 | VRCID Manager | Submit PIN to CoCT Supply Chain Management department. |
| 1. Budget review.
 | Budget review to take place within 3 months after AGM. | Annually | 1Y | 1Y | 1Y | 1Y | 1Y | VRCID / VRCID Board | Submit Board minutes and approved adjustment budget to CID department by end of February of each year. |
| 1. Submit Management Report and AFS to Sub council.
 | Submit AFS and annual report to sub council within 3 months of AGM with proof of submission to CID Unit. | Annually | 1Y | 1Y | 1Y | 1Y | 1Y | VRCID Manager | Send proof of submission to CID department. |
| 1. Perform mid-year review.
 | Submit Board approved mid-year review to the City by 31 January. | Annually | 1Y | 1Y | 1Y | 1Y | 1Y | VRCID Manager/VRCID Board | Submit Board minutes and approved mid-year performance review to CoCT by end of February of each year. Ensure non-performing areas are addressed before the end of financial year. |
| 1. Compile annual Implementation Plan and Budget.
 | Board to submit draft IP and Budget to CID Unit for verification and table at AGM for approval by members. | Annually | 1Y | 1Y | 1Y | 1Y | 1Y | VRCID Manager/VRCID Board |  |
| 1. Do VAT reconciliation and tax returns.
 | Bi monthly and annual submissions to SARS. | Annually | 1Y | 1Y | 1Y | 1Y | 1Y | VRCID Manager |  |
| 1. Perform Budget review.
 | Submit adjusted budget with minutes to CID Unit by 28 February. | Annually | 1Y | 1Y | 1Y | 1Y | 1Y | VRCID Manager |  |
| 1. Declaration of interest
 | Ensure all Directors and Manager sign DOI at every Board Meeting  | Bi-monthly  | 6  | 6  | 6  | 6  | 6  | VRCID Manager |  |
| 1. All Directors to receive relevant CID Documents
 | At the 1st Board meeting after the AGM, supply all directors with all relevant CID documents  | Annually  | 1Y  | 1Y  | 1Y  | 1Y  | 1Y  | VRCID Manager |  |
| 1. Allocation of portfolios
 | At the first Board meeting after the AGM, assign portfolios to Directors  | Annually  | 1Y  | 1Y  | 1Y  | 1Y  | 1Y  | VRCID Manager |  |
| 1. Implement Business Plan
 | % of budget spent  | Annually | 90% | 90% | 90% | 90% | 90% | VRCID Board | Ensure that the benchmark of 90% is attained. |
| 1. Protection of Personal Information Act (POPIA) declaration
 | At the first Board meeting after the AGM, new Directors to sign the POPIA declaration | Annually | 1 | 1 | 1 | 1 | 1 | VRCID Manager/VRCID Board |  |

**PROGRAMME 2: PUBLIC SAFETY AND SECURITY**

| **ACTION STEPS** | **PERFORMANCE INDICATOR** | **FREQUENCY****per year** | **DURATION IN WEEKS, MONTHS OR YEARS** | **RESPONSIBLE** | **COMMENTS** |
| --- | --- | --- | --- | --- | --- |
| **Y1** | **Y2** | **Y3** | **Y4** | **Y5** |
| 1. Identify the root causes of Public Safety issues in partnership with the SAPS, Local Authority, existing security service provider and other security companies within the VRCID using their experience as well as available crime statistics.
 | Incorporate in Security Management Strategy Plan and submit quarterly reports to the Board. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider | This is done comprehensively at beginning of term and modified and updated continuously. |
| 1. Determine the Public Safety Threat Analysis of the VRCID area in conjunction with the SAPS.
 | Incorporate in Security Management Strategy Plan and submit quarterly reports to the Board. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider |  |
| 1. Determine strategies by means of an integrated approach to address and decrease Public Safety issues.
 | Incorporate in Security Management Strategy Plan and submit quarterly reports to the Board. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider |  |
| 1. In liaison with other security role players and the SAPS, identify current security and policing shortcomings and develop and implement effective Public Safety prevention strategy.
 | Incorporate in Security Management Strategy Plan and submit quarterly reports to the Board. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider |  |
| 1. Develop a Public Safety Management Strategy with clear deliverables and defined performance indicators to guide safety services by the appointed service provider and evaluate levels of service provided.
 | Documented Security Management Strategy with clear deliverables and defined performance indicators to guide safety services by the appointed service provider and evaluate levels of service provided. | Revise as often as required but at least bi-annually | 1Y | 1Y | 1Y | 1Y | 1Y | VRCID Manager/ Precinct Managers/ Service Provider | This is done comprehensively at beginning of term and modified and updated continuously. |
| 1. To effectively address Public Safety by ensuring proactive patrolling by VRCID security.
 | Documented Security Management Strategy with clear deliverables and defined performance indicators to guide security services by the appointed service provider and evaluate levels of service provided. | Daily | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider |  |
| 1. Maintain a manned centrally located office(s) open to stakeholders of the CID to request security assistance or report information.
 | Appropriately manned and equipped operational office and report back to the Board. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider |  |
| 1. Deploy security resources accordingly and effectively on visible patrols.
 | Effective and preemptive security patrols in the VRCID. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider |  |
| 1. Utilize the "eyes and ears" of all security and street cleaning staff, as well as own staff, to identify any security and or criminal threats.
 | Incorporate feedback and information in Public Safety initiatives of the VRCID. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider |  |
| 1. Assist the SAPS through participation by VRCID in the local SAPS sector forum and CPF.
 | Incorporate feedback and information in security and safety initiatives of the VRCID. Report any Public Safety information of the VRCID to the CPF. | Monthly | 12 | 12 | 12 | 12 | 12 | VRCID Manager/ Precinct Managers/ Service Provider | Build a professional partnership with both Bellville and Parow SAPS. |
| 1. Monitor and evaluate the security strategy and performance of all service delivery on a quarterly basis.
 | Report findings to the Operational Committee with recommendations where applicable. | Quarterly | 4 | 4 | 4 | 4 | 4 | VRCID Manager/ Precinct Managers/ Service Provider |  |
| 1. On-site inspection of Public Safety Officers.
 | Report findings to the Security Service provider and quarterly to the Operational Committee with recommendations where applicable. | Daily | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider |  |
| 1. Weekly Security Reports from Contract Security Company.
 | Report findings to the Operational Committee on a quarterly basis with recommendations in Board report where applicable. | Weekly | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider | Report such to Board and sub-committee. |
| 1. Monitor the objectives of the VRCID employed Law Enforcement Officers.
 | Provide effective Law Enforcement management in the VRCID and adjust where applicable. | Monthly | 12 | 12 | 12 | 12 | 12 | VRCID Manager/ Precinct Managers/ Service Provider | Work in close partnership with Head of Law Enforcement. |
| 1. Forming partnerships with other CIDs in the City of Cape Town in terms of best practices.
 | Report findings to the Operational Committee on a quarterly basis with recommendations where applicable. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider |  |
| 1. To attend all relevant meetings at both Sub-Councils within the VRCID.
 | To build successful and professional relationships with sub-council management and officials resulting in enhanced communication, cooperation and service delivery. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider |  |
| 1. To ensure daily visits to VRCID levy payers/properties and such visits are recorded.
 | Liaison and Visit strategy document with clear deliverables and time scale indicators. VRCID levy payers/properties are visited minimum quarterly. Reports findings to the Board. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider |  |
| 1. Timeously and professionally responding to correspondence, telephone calls and e-mails from VRCID levy payers, other businesses and the public within the VRCID.
 | Successful and professional relationships with CID levy payers to enhance the CID. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider |  |
| 1. Build a good working relationship with the Dept. of Community Safety with specific reference to the Chrysalis Academy students.
 | Monthly, quarterly and yearly reports submitted on time and continuous use of Chrysalis students deployed to the VRCID. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider |  |
| 1. Deploy CCTV cameras monitored by a CCTV Control Room
 | Effective use of CCTV cameras through monitoring  | Ongoing  | → | → | → | → | → |  |  |
| 1. Appoint a CCTV Monitoring service provider
 | Appointment of appropriately qualified service providers.   | 3 Years  | 1  |   |   | 1 |   |  |  |
| 1. Register CCTV Cameras with the City of Cape Town
 | Cameras registered with the CCT  | Ongoing  | → | → | → | → | → |  |  |

**PROGRAMME 3: CLEANING INITIATIVES AND URBAN MANAGEMENT**

| **ACTION STEPS** | **PERFORMANCE INDICATOR** | **FREQUENCY****per year** | **DURATION IN WEEKS, MONTHS OR YEARS** | **RESPONSIBLE** | **COMMENTS** |
| --- | --- | --- | --- | --- | --- |
| **Y1** | **Y2** | **Y3** | **Y4** | **Y5** |
| 1. Develop a cleaning strategy to best serve the area.
 | Cleaning strategy document with clear deliverables and defined performance indicators to guide cleaning services. | Annually | 1Y | 1Y | 1Y | 1Y | 1Y | VRCID Manager/ Precinct Managers/ Service Provider | Revise as and when needed but minimum annually. |
| 1. Co-ordinate the provision of additional litter bins and emptying of litter bins with service providers and the relevant City of Cape Town departments.
 | Quarterly status reports to Local Authority regarding progress of identified shortcomings. | Monthly | 12 | 12 | 12 | 12 | 12 | VRCID Manager/ Precinct Managers/ Solid Waste Department |  |
| 1. Cleaning of streets within the CID.
 | Provide clean streets and sidewalks in the VRCID.VRCID to be swept minimum weekly. | Daily/Weekly | → | → | → | → | → | VRCID Manager Precinct Managers/ Service Provider |  |
| 1. Visiting and inspecting of entire VRCID.
 | Daily inspections and evaluations of VRCID area of responsibility. | Daily | → | → | → | → | → | VRCID Manager/ Precinct Managers |  |
| 1. Identifying Health and safety issues.
 | Monthly evaluations and inspections. Provide an improved healthy urban environment in the VRCID.Report findings in Board reports and report on C3. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers |  |
| 1. Monitor and combat illegal dumping.
 | Removal of illegal dumping as required and applying applicable penalties through law enforcement against transgressors.Report findings in Board reports quarterly. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider/ Law Enforcement Officers |  |
| 1. Identify environmental design contributing to grime such as wind tunnels
 | Quarterly evaluation of the causes of waste.Quarterly evaluation of measures implemented and identification of remedial actions.Report findings in Board reports quarterly. | Quarterly | 4 | 4 | 4 | 4 | 4 | VRCID Manager/ Precinct Managers/ Service Provider |  |
| 1. Promoting waste minimization through education and awareness on waste and water pollution.
 | Monthly evaluations and inspections.Report findings in Board reports quarterly. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Service Provider |  |
| 1. Encourage property owners to act responsibly in terms of waste management and encourage recycling initiatives.
 | Monthly evaluations and inspections.Report findings in Board reports quarterly. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers |  |
| 1. Identify problem areas with respect to:
	1. street lighting;
	2. missing drain covers / cleaning of drains
	3. maintenance of road surfaces; sidewalks
	4. cutting of grass / removal of weeds
	5. road markings / traffic signs
	6. illegal signage and posters
	7. problem buildings
	8. green litter bins
 | Urban management plan with clear deliverables and defined performance indicators to guide delivery.Report findings in Board reports quarterly. | Daily/Weekly and Monthly | → | → | → | → | → | VRCID Manager/ Precinct Managers | Use established service levels to design the provision of supplementary services without duplication of effort. |
| 1. Identify and report infrastructure supplementing existing Council Services:
	1. Street lighting
	2. Dumping
	3. Refuse Removal
	4. Waterworks
	5. Sewerage
	6. Roads and Storm water
	7. Traffic signals and line painting
	8. Pedestrian safety
	9. Road repairs
 | Monitor and evaluate. Report findings to the VRCID Board with recommendations where applicable. | Daily / weekly and monthly reports to the C3 notification process and daily recording of references in the register | → | → | → | → | → | VRCID Manager/ Precinct Managers |  |
| 1. Greening campaigns.
 | Report to the VRCID Board with recommendations where applicable. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers |  |
| 1. Work in conjunction with VRCID Social Development Manager, local social welfare and job creation organization and develop the delivery of the supplementary services to improve the urban environment.
 | Development of a long-term sustainable work program in cooperation with VRCID Social Development Manager. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers/ Social Development Manager |  |
| 1. Manage and monitor the C3 notification Process.
 | Complete daily reports of C3 notifications and monitor existing issues.Report findings in Board reports. | Daily | → | → | → | → | → | VRCID Manager/ Precinct Managers |  |
| 1. Build working relationships with Sub-Council Management and relevant CCT officials and departments that deliver services in the VRCID.
 | Successful and professional relationships with sub-council management and officials resulting in enhanced communication, cooperation and service delivery.Meet monthly with Sub Council Chairperson and or Manager in respective area. Report findings in Board reports. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers |  |
| 1. Work in conjunction with property owners within the VRCID to enhance and beautify their properties with specific reference to paving and greening (private gardens and trees).
 | Successful and professional relationships with CID levy payers to enhance the VRCID.Report findings in Board reports. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers |  |
| 1. Timeously and professionally responding to correspondence, telephone calls and e-mails from CID levy payers, other businesses and the public within the VRCID.
 | Successful and professional relationships with CID levy payers to enhance the CID.Report findings in Board reports. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers |  |
| 1. Forming partnerships with other CIDs in the City of Cape Town in terms of urban management and best practices.
 | Report findings to the Operational Committee on a quarterly basis with recommendations where applicable. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers |  |
| 1. Identify all new developments within the VRCID in order to keep record on investment into the VRCID.
 | Record and report all new developments as and when such developments take place.Report findings in Board reports. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers |  |
| 1. Build a good working relationship with the Greater Tygerberg Partnership (GTP).
 | Regular interaction with GTP staff when needed on GTP projects. | Ongoing | → | → | → | → | → | VRCID Manager/ Precinct Managers |  |

**PROGRAMME 4: SOCIAL DEVELOPMENT**

| **ACTION STEPS** | **PERFORMANCE INDICATOR** | **FREQUENCY****per year** | **DURATION IN WEEKS, MONTHS OR YEARS** | **RESPONSIBLE** | **COMMENTS** |
| --- | --- | --- | --- | --- | --- |
| **Y1** | **Y2** | **Y3** | **Y4** | **Y5** |
| 1. Identify and determine strategies by means of an integrated approach to address people living on the streets and the relief measures available, current and future.
 | Implementation of Social intervention plan with clear deliverables and defined performance indicators to guide delivery | Ongoing | → | → | → | → | → | VRCID Manager/ Social Development Manager/NGO’s | Done with the business plan implementation and continuously updated. |
| 1. Work in conjunction with local social welfare and job creation organization and develop the delivery of the supplementary services to improve the urban environment.
 | Implementation of Social intervention plan with clear deliverables and defined performance indicators to guide delivery | Ongoing | → | → | → | → | → | VRCID Manager/ Social Development Manager/Field Workers/NGO’s |  |
| 1. To create an awareness amongst the community regarding responsible giving as well as services available to those living on the streets.
 | Communication plan to the broader community with deliverables and performance indicators to measure success | Ongoing | → | → | → | → | → | VRCID Manager/ Social Development Manager/Field Workers/NGO’s | Constant social media and other media mediums to be used conveying such message. |
| 1. To initiate and support initiatives to prevent family disintegration in the surrounding communities which contributes to people living on the streets.
 | Social intervention plan with clear deliverables and defined performance indicators to guide delivery | Ongoing | → | → | → | → | → | VRCID Manager/ Social Development Manager/Field Workers/NGO’s |  |
| 1. To source funding for VRCID Social Development programmes.
 | Social intervention roll-out plan to deliver over and above services where possible. | Ongoing | → | → | → | → | → | VRCID Manager/ Social Development Manager/NGO’s |  |
| 1. To compile a data base of all homeless in the VRCID area.
 | To ensure that all homeless are well documented for record keeping purposes. | Ongoing | → | → | → | → | → | VRCID Manager/ Social Development Manager/Field Workers/NGO’s |  |
| 1. Coordinate Social Development programmes and initiatives with City Social Development Dept.
 | To meet quarterly with City officials. | Ongoing | → | → | → | → | → | VRCID Manager/ Social Development Manager |  |

**PROGRAMME 5: MARKETING AND PUBLIC RELATIONS**

| **ACTION STEPS** | **PERFORMANCE INDICATOR** | **FREQUENCY****per year** | **DURATION IN WEEKS, MONTHS OR YEARS** | **RESPONSIBLE** | **COMMENTS** |
| --- | --- | --- | --- | --- | --- |
| **Y1** | **Y2** | **Y3** | **Y4** | **Y5** |
| 1. Regular newsletters.  | Informative newsletters and reports to stakeholders. | Quarterly | 4 | 4 | 4 | 4 | 4 | VRCID Manager/ Service Provider |  |
| 1. Regular Press releases in local Newspapers featuring:
	1. Local development
	2. Promoting local projects
	3. Social issues
	4. Public Safety issues
 | Regular media exposure on Local Developments, promoting local Projects, Social Development and Public Safety Issues and Successes. | Ongoing | → | → | → | → | → | VRCID Manager/ Service Provider |  |
| 3. Establish and maintain website | Keep website updated, informative and in compliance with CID legislation. | Ongoing | → | → | → | → | → | VRCID Manager/ Service Provider |  |
| 4. Establish the VRCID Business Directory and link to website | Business directory that is updated. | Every 6 months | 2 | 2 | 2 | 2 | 2 | VRCID Manager/ Service Provider |  |
| 5. Identify opportunities to speak at public meetings and conferences to inform businesses of VRCID initiative | Request permission from Board and report back. | Ongoing | → | → | → | → | → | VRCID Manager/ Service Provider |  |
| 6. SRA Signage | Branding of SRA vehicles, equipment and staff clothing to be visible. | Ongoing | → | → | → | → | → | VRCID Manager/ Service Provider |  |