

Ballito UIP - Implementation Plan - Updated: 26 October 2015															
Implementation of the operational plan will need to be phased based on income. Need to ensure two months of reserve on hand by year end.															
Completed															
Priority															
In progress															
Still to be actioned															
2015															
2016															
Action															
Aug															
Sept															
Oct															
Nov															
Dec															
Jan															
Tasking															
Notes															
Finance															
Income - KDM SRA receipts															
Confirm KDM has raised the 2015/2016 levy and secure copy of SRA Rate Schedule															
done															
Meet with KDM Director of Finance															
done															
7 October															
completed															
Finance Agreement to be signed between KDM and UIP for 1015/2016															
ASAP															
BW															
Have forward eTM version to KDM - waiting on KDM															
KDM to provide monthly Excel schedule of SRA receipts by 10th of every month															
agreed															
KDM to pay over SRA receipts by 15th of every month															
agreed															
UIP to submit monthly financials to KDM															
agreed															
KDM representative to attend board meetings															
agreed															
2016/2017 annual budget to be submitted to KDM end January															
30th															
Income - Voluntary funding from Compensation Rd body corporates															
Total residential Body Corporates on Compensation Rd approximately 45 of which 15 are already contributing to the UIP															
TL/BW															
2016 - all remaining BC to be approached															
Non contributing Body Corporates to be lobbied to contribute to the UIP															
TL/BW															
Expenses															
Review of KDM SRA levy receipts, draft income forecast and revise initial budget for reoccurring services and special projects															
30th															
BW															
UIP board to approve special projects budget															
Non profit company															
Drafting of Memorandum Of Incorporation															
done															
Board approval															
MOI															
done															
Appoint Non-Profit Company directors															
done															
Appoint Non-Profit Company auditors															
done															
Non Profit Company Registration (MOI and Founding Directors) registration with CIPC															
ASAP															
Lodged with CIPC waiting on Non Profit Co reg number															
SARS															
Tax registration															
10th															
Auditors															
Requires registration of NPC															
Tax exemptions application															
30th															
Auditors															
Requires 3 months of trading															
Vat exemption application															
After Tax Exemption granted															
Appointment of an accounts administration service provider															
30th															
BW															
Eris Property Group appointed - contract to be finalised															
Open bank account															
10th															
Eris															
Requires registration of NPC															
Insurances															
Public liability															
JM															
Requires registration of NPC															
Directors and Officers															
JM															
Requires registration of NPC															
Communications and PR															
Once off															

Letter of introduction to UIP members / business / tenants – explaining the UIP, phasing of operational plan – managing expectations is essential	done						CR	Circulate on 17 August
Circulate press release announcing appointment of UIP Precinct & Security manager and security and landscaping service provider - include this implementation plan			21					Monday 26 Oct
Ballito UIP logo design and Board approval							CR	In progress
Website								
Website domain name registration			done					www.ballitouiip.co.za
Website development				13th			CR	in progress - deadline 13 Nov for going live
Website temporary notice that site is under development							CR	
Set up Facebook and email circulation database							CR	deadline 13 Nov for going live
Register a 0860 emergency / fault reporting number with Telkom			ASAP				JL	
Build and maintain a database on property owners, businesses and tenants							TL/BW/CR	ongoing
UIP member signage:								
design / order			30th				CR/BW	
install - includes emergency / fault report number				30th			TL/DF	
Design and procurement of "UIP work in progress" signage			30th				CR/BW	
Security vehicle branding			30th				CR/BW	
Security uniforms			30th				CR/BW	
Landscaping uniforms			30th				CR/BW	
Business cards			30th				CR/BW	
Precinct Manager			30th				CR/BW	
Security Manager			30th				CR/BW	
Explore place-making and PR opportunities							CR/BW	
Appointment - Precinct Manager								
Draft JD	done							
Shortlisting and initial interviews		done						
Final interview and appointment			done					
Commencement date and training at the uMhlanga UIP				1st			BW	
Deployment in Ballito				9th			BW	
Appointment - Security Manager								
Draft JD		done						
Interviews		done						
Appointment			done					
Commencement date and training at the uMhlanga UIP				1st			BW	
Deployment in Ballito				9th			BW	
Set up UIP office								
Office location - Chamber of Business				1st			ICCIT	in progress
Desk and furniture x 2				1st			ICCIT	in progress
Connectivity			30th				ICCIT	in progress
Land line			30th				ICCIT	in progress
2 x Cell contracts			30th				BW	in progress
Computers and software x 2			23rd				BW	completed
Electronic filing systems set up			30th				BW	in progress
Hardcopy filing system set up				30th			TL/DF	
Stationary				1st			TL/DF	
Appointment - security service provider								

UIP Steering Committee agreement on tender process and appointment of an independent Security Consultant to managed the initial technical evaluation of tenders								completed
Drafting of tender document								completed
Circulation of tender notice to UIP members on database and press								completed
Tender document briefing meeting with service providers								completed
Tender technical evaluation report								completed
Presentation of tender technical evaluation report to UIP Steering Committee - Steering Committee assessment of service providers and appointment								completed
Initial meeting with appointed service provider - Enforce Security Services								completed
Deployment of on ground guarding services - 16 Nov								
Appointment - landscaping maintenance and cleaning service provider								
UIP Steering Committee agreement on call for quotations against a technical specification								completed
Drafting of quotation technical specification								completed
Circulation of quotation notice to UIP members on database and press								completed
Quotation specification briefing meeting with service providers								completed
Quotation technical evaluation report								completed
Presentation of quotation technical evaluation report to UIP Steering Committee - Steering Committee assessment of service providers and appointment								completed
Initial meeting with appointed service provider - Green Earth Landscapes								completed
Deployment of on ground guarding services - 16 Nov								
KDM - establishing operational protocols								
Meeting with KDM Executive Directors: Economic Development, Technical Services & Municipal Services							BW	Meetings to be held in the last week of Oct
Establish relationship and integration of KDM and UIP services - roles and responsibilities								
Communication								
Fault reporting								
Agreement and installation of UIP / KDM co-branding signage - includes emergency / fault report number								
Economic Development				13th			TL/BW	
GIS				13th			TL/BW	
Environmental Management / illegal dumping				13th			TL/BW	
Signage & Advertising				13th			TL/BW	
Informal Trade / Business Support				13th			TL/BW	
Technical Services				13th			TL/BW	
Electrical Maintenance				6th			TL/BW	
Roads & Stormwater Maintenance				20th			TL/BW	
Municipal Services				13th			TL/BW	
Operations				6th			TL/BW	
Parks & Gardens				6th			TL/BW	
Waste Management				6th			TL/BW	
KDM - Operations								
Street light audit and reporting to KDM								
N2 / P455 interchange				5th			TL	
P455				5th			TL	
M4 entry to Ballito				5th			TL	
Business Park				5th			TL	
Ballito Dr				5th			TL	

	Compensation Rd				5th			TL	
	Beachfront boardwalk				5th			TL	
	Roads and Stormwater audit and reporting to KDM								
	N2 / P455 interchange				13th			TL	
	P455				13th			TL	
	M4 entry to Ballito				13th			TL	
	Business Park				13th			TL	
	Ballito Dr				13th			TL	
	Compensation Rd				13th			TL	
	Beachfront boardwalk				13th			TL	
	Maintenance of beachfront public amenities				30th			TL	
	Improving safety and security / enforcement of bylaws							TL	2016
	Installation of by-law signage a beach access points							TL	2016
	Daft a signage plan with KDM to include directional and visitor information signage							TL	2016
	Improving maintenance of undeveloped sites in the Business Park which is negatively impacting on investor confidence							TL	2016
	Enforcing advertising by-law compliance in public areas - removal of expired posters and cleaning of street poles - old ties							TL	2016
								
								
								
	Safety and Security								
	SAPS - meet to set up integrated operational plan				6th			DF/BW	
	KDM - Traffic & Protection Services to set up integrated operational plan including Dec season				6th			DF/BW	
	CPF - meet to set up integrated operational plan				6th			DF/BW	
	Directing 086 emergency number to security provider control room				6th			DF/BW	
	Deployment of UIP security staff				16th			DF/BW	
	Set up of OB reporting system							DF/BW	
	Drafting UIP car guard management plan				30th			DF/BW	
	UIP - Operational								
	Special projects high visibility & max impact: cleaning, greening & maintenance to be completed by 15 Dec 2015:								
	N2 / P455 interchange								
	P455								
	M4 entry to Ballito								
	Ballito Dr								
	Beachfront: boardwalk / beach & Compensation Rd								
	UIP walkabout to identify and photographically record for action plan								completed
	Drafting of Special Projects Plan: costing, timelines				26th			TL/BW/HD	inspection completed - costing in progress
	Special Project Plan to be approved by UIP Steering Committee				30th				
	Secure the use of a meeting / changing and store room for security and landscaping staff				13th				
	Ballito Business Park							TL/BW	
	Beachfront							TL/BW	
	Order shirts for UIP management team				23rd			BW	arrange sample sizes
	Procurement of mechanical push sweepers				2nd			BW	number to be assessed
	Meet with non security public interest stakeholder groups delivery services i.e. WESSA etc.				11th			TL/DF/BW	

Set up operational reporting system				13th			BW	
Set up Ballito Security and Maintenance Forum to meet monthly - all security co's, prop mgt staff, stakeholders to be invited						30th	TL/DF	
Identify long-term special projects							TL/DF/BW	2016
Photo audit of private property maintenance / landscaping requirements relating to areas bordering on the UIP (building / walls / fences and landscape maintenance) and forwarding to property owners requesting improvements						2016	TL/DF	Can only start this once UIP has credibility through on ground delivery - 2016
Development of a property owner Code of Conduct to assist with up-lifting the node							TL/DF	2016
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KDM - public area infrastructure projects to be lobbied by the ICCIT								
M4 / P445 link road through the Business Park							ICCIT	2016
Taxi Rank							ICCIT	2016
Upgrade of the promenade lighting							ICCIT	2016
Drafting and implementation of a Beach Node Upgrade Plan including beachfront public amenities							ICCIT	2016
Upgrade of Compensation Rd and Compensation Rd CBD							ICCIT	2016
Siza Water to complete installation of back up-generators sewage generators at pump stations at the beachfront							ICCIT	2016
Lobby KDM to take action against 'Big Blue' building in the Compensation Rd CBD – major security risk and causing environment and dune degradation which is structural safety concerns							ICCIT	2016
Lobby KDM to take action against derelict property adjacent to Ballito Bay Mall – security risk and negatively impacting on investor confidence							ICCIT	2016