

ANNEXURE TO ITEM  
C 09/05/16

**Triangle Industrial  
City Improvement District NPC**

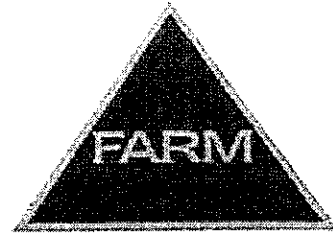
Company Registration no: 2005/029020/08

VATRegistration no: 4310248457

**Busaf Park No. 2 | 30 Bridge Street| Stikland**

**Tel : 021-949 2800 / Fax : 086 548 3320**

**[www.trianglefarmcid.co.za](http://www.trianglefarmcid.co.za)**



Attention: Ruan Rossouw  
Senior Professional Officer  
SRA – Compliance & Establishment

29 January 2016

Dear Mr. Rossouw

RE: APPLICATION FOR RENEWAL OF TERM FOR TRIANGLE INDUSTRIAL CID NPC  
(SRA) 2016 – 2021

The Triangle Industrial City Improvement District NPC (SRA) would hereby like to submit an application for the extension of the renewal of term 2016 – 2021 for the area Triangle Farm bounded by Tetra, Ferguson, Atomic, Electron, Neutron, Uranium, Molecule, Proton, Micro, Thermo, Brug, Reactor and Isotope Roads / Streets, as approved by the members at the Triangle Industrial CID's Annual General Meeting held on the 26 November 2015 and as advertised in 'Die Burger' and 'The Cape Times' on the 30 October 2015.

Yours faithfully

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**Lynette van Lill**  
**Manager**  
**Triangle Industrial CID NPC**  
**021-949 2800**

**Triangle Industrial  
City Improvement District NPC**

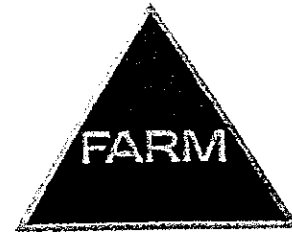
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**BUSINESS PLAN  
2016-2021  
OF  
TRIANGLE INDUSTRIAL CITY IMPROVEMENT DISTRICT  
NPC (SRA)  
(Including a motivation report, implementation plan and 5 year budget)**

**SEPTEMBER 2015**

**In accordance with the City of Cape Town By-Law for establishment of Special Rating Area, (2012)**

## Triangle Industrial City Improvement District NPC

Company Registration no: 2005/029020/08

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### **GEOGRAPHIC AREA OF THE CID**

The geographic area for the SRA is bounded by:-

Tetra, Ferguson, Atomic, Electron, Neutron, Uranium, Molecule, Proton, Micro, Thermo, Brug, Reactor and Isotope Roads / Streets.

#### **1. MOTIVATION REPORT**

Triangle Industrial City Improvement District NPC (SRA) has been operating since 1 August 2008 as a Non-profit Company providing supplementary services.

We continuously strive towards building confidence in the area as a safe, attractive and clean environment in which to conduct business by providing effective response to the high levels of crime and grime which previously existed in the area. Special attention is paid to our core responsibilities:-

- To supplement and enhance services provided by the City of Cape Town
- To facilitate investment in the area
- To facilitate a co-operative approach between the City and private sector in the provision of municipal services
- To halt degeneration and facilitate upliftment of the industrial area
- To promote economic growth and sustainable development
- To facilitate new job creation activities

#### **2. VISION / MISSION STATEMENT AND GOALS / OBJECTIVES FOR 2016-2021**

##### **2.1. VISION:-**

Shall strive to develop and market a safe, secure, clean and attractive environment in which to conduct business.

## 2.2. MISSION:-

To decrease waste and grime in the Triangle Farm Industrial area through effective security patrols and additional cleansing services and co-ordinating a project aimed at waste minimization.

## 2.3. GOALS:-

- \* Decrease crime, grime and waste
- \* Supplement and enhance services provided by the SA Police Service and the City of Cape Town in the form of additional / supplementary security, safety and cleansing services
- \* To facilitate investment in the area
- \* To facilitate a co-operative approach between the City and private sector in the provision of municipal services
- \* To halt degeneration and facilitate upliftment of the industrial area
- \* To promote economic growth and sustainable development
- \* To facilitate new job creation activities

## 3. SERVICES

The Triangle Industrial SRA would provide services that are consistent with the City's Integrated Development Plan ("IDP") by providing "top up" services to the City of Cape Town.

The achievement and success of the SRA's main objectives for 2016-2021 which is aimed at securing a safe, attractive and clean business area would ultimately require the implementation of numerous action steps with key performance indicators assigned thereto (these have been incorporated into an implementation plan as per attached document). In this way there is a responsibility on the SRA to deliver in terms of service that is measured against success indicators. A summary of the numerous action steps to be taken in primarily achieving these objectives are indicated below:-

### 3.1. MANAGEMENT

The SRA is managed by a Board of Directors elected by its members and operated by a management team that is appointed by the Board. The services of the SRA is not of such a nature aimed at reinforcing existing inequities in the development of the City's area of jurisdiction. The SRA is aimed at facilitating investment in the area by providing supplementary services in the form of security and cleansing. Social upliftment, environmental issues and marketing are also an integral part of services managed by the SRA.

### 3.2. SAFETY AND SECURITY

In order to decrease crime a record of crime statistics and incidents need to be kept in order to measure performance. Statistics will enable the SRA to identify "hot spots", root causes and environmental design contributing to crime. With this knowledge the SRA can address the root

causes of crime, and determine the crime pattern analysis and crime threat analysis in order to combat and address these by implementing effective strategies.

In order to enhance the provision of services by the SAPS, liaison with the relevant role players is required to take place in order to identify shortcomings pertaining to effective policing in the area. A contingency plan is required where strategies can be implemented in order to supplement the services of the SAPS.

Decreasing crime in the area to a large extent depends heavily on the effective services rendered by the security service providers. This would require the SRA to regulate an efficient service in this regard including liaison with Security Managers, on-site inspections and evaluation of these services.

Attempts were made by the SRA to implement an Evacuation plan for the Triangle Farm area. Due to poor response from the businesses, the item was removed from the Business plan.

The SRA is in the process with the implementation of CCTV Surveillance System in Uranium Street leading to the public open space, plus license plate recognition cameras at the two entrances of the SRA. These cameras will be replaced once they have reached the end of their lifespan.

Regular interaction and blitz operations with SAPS, Traffic, Fire Services and Fire Safety will take place on a regular basis for visibility and to combat crime.

### **3.3. CLEANSING**

In order to address this issue, one first has to identify the root causes and environmental design contributing to grime so that a cleansing service can be coordinated accordingly. Although the SRA provides a cleansing service whereby the area is made presentable, the SRA also focuses on the prevention of illegal dumping and removing litter/sand from verges.

Problem areas and essential needs pertaining to services provided by the City of Cape Town in terms of cleansing will be identified on an ongoing basis so that these can be channeled to the respective departments at the City for the necessary action.

The Triangle Industrial SRA supports the City of Cape Town in diverting waste from landfill through an ongoing "Recycling project" that was launched in 2012 with the assistance of the business associates in the Triangle Farm area.

### **3.4. MARKETING**

Building community pride is an important step in obtaining the full participation of all property owners as this has a collective benefit for them in that resources are pooled in order to facilitate a collective benefit. These collective benefits include a well managed area, shared communal pride, safety and social responsibility with access to numerous joint initiatives incorporating re-cycling, job creation etc. These benefits translate into increased property values and capital investments.

The above will be achieved by liaison with all property owners and tenants, hosting of social functions, encouraging maintenance of buildings and landscaping of street frontages. Media coverage promoting the area and business prospects in the area will receive attention together with appropriate signage.

The SRA's website will be maintained and regularly updated. An electronic format Business Directory has been implemented and will be maintained in order to promote services among members.

### **3.5. SOCIAL**

The SRA will address social issues by:-

- \* Job creation through the implementation of a re-cycling project whereby funds generated are directed to the disadvantaged community and local schools
- \* Social responsibility towards stray animals and Cart-horses
- \* Encouraging entrepreneurship amongst learners at local schools coupled with business and marketing skills to equip them for the future.

## **4. FINANCES**

In order to implement the business plan the SRA requires the necessary finances. A budget is assigned thereto and attached for your information. Triangle Industrial City Improvement District is a 100% industrial component requiring participation by all property owners within its approved geographic boundary in terms of payment of the SRA additional rate.

In cases where the City of Cape Town grants a partial rebate as set out in paragraph 5.7 of the Rates Policy (2010), the relevant property owner will be granted a full exemption in relation to the additional rate.

The preparation of budgets, regulation of expenditure, careful consideration of capital expenditure, regular inspection of financial status and financial registers, submission of progressive income and expenditure statements to the City of Cape Town with an audit conducted by a reputable auditing firm result in effective management of finances. A review of these steps takes place regularly in terms of identifying any shortcomings or irregularities with the necessary steps taken in that regard. Confirmation takes place at Annual General Meetings of the use of appointed auditors for preparation of financial statements and performance of secretarial duties.

Furthermore, the SRA Board of Directors has numerous control mechanisms in place pertaining to approval of expenditure and record keeping in addition to their responsibility in terms of the Memorandum of Incorporation and Companies Act.

## **5. IMPLEMENTATION PLAN**

A detailed implementation plan incorporating objectives, services, action steps and key performance indicators is attached.

## 6. CLOSING

According to the SA Constitution, the objective of a local authority is to provide an equitable standard in terms of certain basic services to an area such as water, electricity, sanitation and refuse removal, etc. For communities who wish to enjoy municipal services of a higher level the SRA model provides them with the option of paying for these additional services which should be affordable and sustainable. Prior to 2008 the Triangle Industrial SRA area was in a state of decay and property owners therefore applied to the City of Cape Town for the implementation of a SRA which was approved.

The Triangle Industrial City Improvement District requests approval of its application for extension of its business plan for the period 2016 – 2021.

# TRIANGLE INDUSTRIAL CITY IMPROVEMENT DISTRICT NPC (SRA)

## 5 YEAR IMPLEMENTATION PLAN

1st July 2016 to 30th June 2021

### PROGRAM 1 – MANAGEMENT & OPERATIONS

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION	PERFORMANCE INDICATOR	COMMENTS
1. Effective Management of the SRA by a Board of Directors elected by its Members and operated by a management team that is appointed by the Board of Directors.	M. Claassen: Chairman Directors: P. Bauer C. Munro T. Meyer N. Jansen G. Horsburgh	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Regular meetings and evaluation. Preparation of business / implementation plans. At Annual General Meetings encouraging applications for Directors and Members to the SRA in terms of acquiring increased active participation & approval for current Directors to continue with service.	Effective Management will be aimed at facilitating investment in the area with promotion of economic growth and sustainable development coupled with new job creation activities. These would relate to environmental issues, effective communication with property / business owners, and promotion of membership to the SRA, etc.



2. Effective Management of Finances.	SRA Board of Directors, Book keeper and Auditors	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Preparation of budgets, regulation of expenditure, careful consideration of capital expenditure, regular inspection of financial status and financial registers, submission of progressive income and expenditure statements to the City of Cape Town, audit conducted by a reputable auditing firm. A review of these steps in terms of identifying any shortcomings and irregularities with the necessary steps taken in that regard. Confirmation of auditors and the continued use of their services at Annual General Meetings by Members.	The SRA Board of Directors has numerous control mechanisms in place pertaining to approval of expenditure and record keeping.
3. Promote Membership to SRA, encouraging active participation in decision making processes.	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Use of Newsletters, visit to companies, Annual General Meetings. Report to SRA Board.	
4. Facilitate effective communication with business owners and SRA Members thus enabling the SRA to provide an efficient service.	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Newsletters, meetings, reports to SRA Board.	
5. Continued updating of SRA Data Base in order to promote effective communication with property/ business owners on their integration into the SRA area.	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Visits to newcomers. Promotion of SRA's activities in newsletter.	

## PROGRAM 2 – SECURITY / LAW ENFORCEMENT INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION	PERFORMANCE INDICATOR	COMMENTS
1. Keep record of crime statistics/ incidents and identify "hot spot" areas.	Manager Security Service Provider	Monthly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Measurement. Comparisons. Monthly submission to Board.	
2. Identify the root causes of crime by conducting the necessary research/ analysis.	Manager	Quarterly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Quarterly evaluation of the number/type of root causes identified.	
3. Identify environmental design contributing to crime.	Manager	Quarterly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Quarterly evaluation of environmental design contributing to crime.	
4. Address root causes of crime in conjunction with the SAPS, Local Authority, Security Service and other stake holders.	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Number of contributing factors addressed through stakeholders.	
5. Liaise with the South African Police Service with regard to the effective policing of the SRA area.	Manager	Monthly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Monthly meetings with the relevant role players within SAPS.	
6. Identify shortcomings of the SAPS in relation to the effective policing of the SRA area.	Manager	Quarterly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Quarterly evaluation of shortcomings.	
7. Co-operate with the SA Police Service. Active participation by SRA and assistance to Police by gathering relevant information to facilitate the development and implementation of both effective and practical crime prevention strategies for the SRA area.	Manager	Monthly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Monthly meetings with the SA Police Service with monthly report to the SRA Board.	

8. Regulate an efficient security service provided by a Security service provider.	Manager	Monthly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Obtain reports of security patrol officers. Monthly meetings with Security Managers. Monthly assessment and evaluation of Security service.	
9. Distribution of a weekly "crime update" to tenants and landlords within the SRA.	Manager	Weekly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Obtain crime statistics from SA Police and Security Service provider within the SRA area.	
10. Regular interaction/blitz operations with SAPS, Traffic, Law Enforcement, etc.	Manager	Quarterly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Evaluation, planning and regular meetings with the role players.	
11. Encourage companies to implement effective lighting at businesses.	Manager	Quarterly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Newsletters.	
12. Regulate efficient monitoring and maintenance of CCTV cameras.	Manager	Weekly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Weekly meetings with Managers. Weekly assessment and evaluation of service.	
13. Replacement of CCTV cameras as they reach the end of their lifespan.	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	As replacement becomes necessary, obtain quotations and present to SRA Board for approval. Implementation.	

### PROGRAM 3 - CLEANSING INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION	PERFORMANCE INDICATOR	COMMENTS
1. Identify and address the root causes of litter and illegal dumping.	Manager	Quarterly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Quarterly evaluation of the number/type of root causes and the environmental design contributing to grime.	
2. Address root causes of grime.	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Number of contributing factors addressed.	
3. Co-ordinate a cleansing service.	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Conduct regular meetings with cleaners, surveys of area, keep statistics pertaining to number of bins filled with litter that are removed.	
4. Co-ordinate the provision and emptying of litter bins with the City of Cape Town.	Manager	Monthly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Monthly evaluations and inspections with reports to COCT.	
5. Co-ordination of signage warning offenders with regard to illegal dumping and littering, and monitoring the presence of illegal posters/signage.	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Evaluate, investigate and implement. Report illegal posters/signage.	
6. Encourage maintenance of buildings and landscaping of street frontages.	Manager	Quarterly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Encouraging owners/tenants to maintain buildings/street frontages by means of newsletters, competitions.	

### Program 4 - URBAN MANAGEMENT INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION	PERFORMANCE INDICATOR	COMMENTS
1. Awareness campaigns relating to environmental issues. Promote education on waste/water pollution and safe waste disposal methods.	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Newsletters, functions, education of employers and employees.	
2. Promote a working relationship with the authorities of the City of Cape Town as a "top up" municipal service to address:  * Street lighting; * Dumping/refuse removal; * Missing drain covers/cleaning of drains; * Planting, felling, trimming, pruning of trees; * Maintenance of road surfaces, sidewalks; * Cutting of grass/removal of weeds * Cleansing, placing and emptying of litter bins; * Road markings/traffic signs.	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Assessment and evaluation of the SRA area and reports received from the SRA's Security service provider, tenants and landlords. Analysis of shortcomings with reports to COCT. Quarterly report to SRA Committee.	
3. Liaise with the relevant role players of the local authority.	Manager	Monthly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Monthly meetings with the relevant role players of the Local Authority regarding progress of identified shortcomings.	
4. Compile a priority list of essential needs to enhance the objectives of the SRA.	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Submission to SRA Board regarding services/financial approval.	
5. Circulate useful COCT contact numbers to Members.	Manager	Quarterly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Circulate and update information by means of newsletters.	

6. Landscaping /Environmental greening projects to uplift the SRA area.	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Assessment, quotations for submission to SRA Board.	
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**Program 5 - SOCIAL INTERVENTION INITIATIVES**

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION	PERFORMANCE INDICATOR	COMMENTS
1. Recycling project where funds generated are directed to a neighboring school.	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Measurement.	
2. Addressing the presence of abandoned and neglected children.	Manager	Ongoing	1st July 2016 – 30 <sup>th</sup> June 2021	Report to SA Police Service, Bellville for the necessary action involving the Magistrates Court and welfare organizations.	

3. Addressing the presence of street people.	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Report to an assessment centre in Bellville for the necessary support.	
4. Addressing animal cruelty and abandoned animals. (strays and working cart horses)	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Meetings with Animal anti-cruelty, Cart-horse Association. Report to SRA Board.	

### Program 6- MARKETING INITIATIVES

ACTION STEPS	RESPONSIBLE	FREQUENCY per year	DURATION	PERFORMANCE INDICATOR	COMMENTS
1. Distribution of newsletters pertaining to activities occurring in the SRA area.	Manager	Quarterly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Newsletter, flyers etc.	
2. Appropriate signage within the industrial area promoting the SRA.	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Investigate, evaluate, quotations for submission to SRA Board.	

3. Media coverage of:- Promoting the SRA and business prospects of the area.	Manager	Quarterly	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Quarterly assessment and evaluation of media coverage.	
4. Maintaining of a website for the SRA.	Manager	Ongoing	1 <sup>st</sup> July 2016 – 30 <sup>th</sup> June 2021	Regular updating of website.	



# TRIANGLE INDUSTRIAL CITY IMPROVEMENT DISTRICT

## 5 YEAR BUDGET AS PER BUSINESS PLAN

	2016/17	2017/18	2018/19	2019/20	2020/21
<b>EXPENDITURE</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>
<b>Employee Related</b>	306 915	328 263	351 105	375 545	401 697
Salaries	281 506	301 212	322 297	344 857	368 997
UIF	1 950	1 950	1 950	1 950	1 950
Bonus Provision	23 459	25 101	26 858	28 738	30 750
<b>Core Business</b>	1 329 552	1 420 941	1 518 726	1 623 357	1 735 312
Cleansing Services	284 292	304 192	325 486	348 270	372 649
Environmental Upgrading (Greening, landscaping, recycling, etc.)	24 000	24 000	24 000	24 000	24 000
Security Services - CCTV monitoring	22 260	23 818	25 485	27 269	29 178
Security Services	999 000	1 068 930	1 143 755	1 223 818	1 309 485
Social Upliftment	-	-	-	-	-
<b>Depreciation</b>	120 000	120 000	120 000	120 000	120 000
<b>Repairs and Maintenance</b>	14 208	15 203	16 267	17 405	18 624
<b>General Expenditure</b>	128 331	137 314	146 926	157 211	168 215
Administration and management fees	22 820	24 417	26 126	27 955	29 912
Auditor's remuneration	11 527	12 334	13 197	14 121	15 110
Bank charges	6 000	6 420	6 869	7 350	7 865
Computer expenses (including Website)	6 042	6 465	6 917	7 402	7 920
Contingency / Sundry	6 000	6 420	6 869	7 350	7 865
Insurance	15 000	16 050	17 174	18 376	19 662
Meeting expenses	21 000	22 470	24 043	25 726	27 527
Printing and stationery	3 600	3 852	4 122	4 410	4 719
Staff welfare (tea, Coffee, etc.)	1 400	1 498	1 603	1 715	1 835
Subscriptions	3 000	3 210	3 435	3 675	3 932
Telephone/Internet	31 942	34 178	36 570	39 130	41 869
<b>Capital Expenditure (PPE)</b>	50 000	35 000	20 000	-	-
Computer Equipment	-	15 000	-	-	-
CCTV Cameras	50 000	-	-	-	-
Fence	-	20 000	20 000	-	-
<b>Bad Debt Provision 3%</b>	60 279	63 610	67 207	70 934	75 583
<b>TOTAL EXPENDITURE</b>	2 009 285	2 120 330	2 240 231	2 364 453	2 519 432
<b>INCOME</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>	<b>R</b>
Revenue - SRA Add Rates	-2 009 285	-2 120 330	-2 240 231	-2 364 453	-2 519 432
<b>TOTAL INCOME</b>	-2 009 285	-2 120 330	-2 240 231	-2 364 453	-2 519 432
<b>(SURPLUS) / SHORTFALL</b>	-0	-0	-0	-0	-0
<b>BUDGET GROWTH</b>	6.28%	5.53%	5.65%	5.55%	6.55%

DIE BURGER

Vrydag Vrydag 30 Oktober 2015

<p>Triangle Industrial City Improvement District NPC Company Registration no: 2005/029020/08 VAT Registration no: 4310248457 Busaf Park No. 2   30 Bridge Road   Stikland Tel: 021-949 2800 / Fax: 086 548 3320 www.trianglefarmcid.co.za</p>	
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**Kennisgewing van Algemene Jaarvergadering**

Die Triangle Industrial City Improvement District NPC hou sy Algemene Jaarvergadering. Alle belanghebbende persone word genooi na 'n oorsig van die jaar se bedrywighede en goedkeuring van die vyf jaar Besigheids Plan (2016 – 2021).

Datum: 26 November 2015  
Tyd : 16:00  
Plek : Die Raadsaal  
Busaf Park Nr. 2  
Brugstraat  
Triangle Farm  
Stikland

Slegs bona fide-lede van die Triangle Industrial City Improvement District NPC kan stem by die Algemene Jaarvergadering. Alle elenaars van eiendom wat binne die Spesiale heffingsgebied val, kan lede word sonder enige koste daaraan verbonde, maar moet registreer voor die 12 November 2015.

Vir meer besonderhede oor registrasie, kontak:  
[www.trianglefarmcid.co.za](http://www.trianglefarmcid.co.za) of stuur 'n e-pos aan  
[lynette@trianglefarmcid.co.za](mailto:lynette@trianglefarmcid.co.za) of skakel 021-949 2800

CAPE TIMES Friday, October 30, 2015

Triangle Industrial  
City Improvement District NPC

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## Notice of Annual General Meeting

The Triangle Industrial City Improvement District NPC will be hosting its Annual General Meeting (AGM). All stakeholders are invited to a review of the year's activities and approving of a new five year Business Plan term (2016 – 2021).

Date : 26 November 2015  
Time : 16:00  
Venue : Boardroom Busaf Park No. 2  
Bridge Street  
Triangle Farm  
Stikland I

Resolutions presented at the AGM can only be voted on by bona fide members of the Triangle Industrial City Improvement District NPC. Membership is available free of charge to all owners of property within the SRA footprint, but they must be registered before the 12 November 2015.

For further information or to register  
Web: [www.trianglefarmcid.co.za](http://www.trianglefarmcid.co.za)  
E-mail: [lynette@trianglefarmcid.co.za](mailto:lynette@trianglefarmcid.co.za)  
Phone: 021-949 2800

**183**  
**Triangle Industrial**  
**City Improvement District NPC**

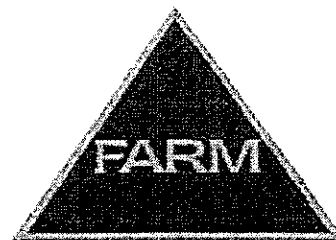
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## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given of the Annual General Meeting of the Triangle Industrial City Improvement District NPC that will take place on the 26 November 2015 at 16h00 at Busaf Park No. 1, Bridge Street, Triangle Farm where the following items will be discussed.

### AGENDA

1. Registration
2. Welcome and Introduction by Chairman
3. Apologies
4. Notice of changes: Members
5. Quorum to constitute meeting
6. Approval of previous AGM minutes
7. Chairman's Report 2014-15
8. Confirmation of Audited Financial Statements 2014-15
9. Approval of Business Plan/Budget 2016-21
10. Approval of Implementation Plan 2016/17
11. Approval of Budget and usage of Surplus Funds 2016/17
12. Confirmation of Auditors
13. Appointment of Company Secretary
14. Confirmation and Election of Directors
15. Guest speaker: S. O'Carroll - Western Cape Industrial Symbiosis Programme (WISP)
16. Handing over of Awards
17. Lucky Draw
18. General
19. Adjournment and cocktails

**The present Directors of the Triangle Industrial CID NPC and their respective portfolios are:**

<b>Name</b>	<b>Current SRA Portfolio</b>	<b>Company</b>
Marius Claassen	Chairman	IWT Abrasives
Peter Bauer	Director	Hose Manufacturers
Chris Munro	Director	TFM Transtech
Tony Meyer	Director	Meyer & Ferreira
Nelia Jansen	Director	Watertite Guttering
Greg Horsburgh	Director	Elasticos Yarns

All property owners are invited to attend. However, only owners registered as members of the company may vote.

- Per clause 11.9.2 of the Memorandum of Incorporation, no member who is in arrears with payment of the additional rate for more than 60 (sixty) days, shall be entitled to vote at a members' meeting for so long as he/she is in arrears, except if the member can prove that he/she is in a dispute or has entered into an appropriate payment arrangement with the City.
- Owners wishing to apply for membership should do so via the website or by email. New membership applications should be received by the 12 November 2015 (two weeks before AGM) to be approved and accepted at a meeting of the Board of directors of the Triangle Industrial City Improvement District NPC prior to the AGM.
- Any member may appoint a Proxy to attend the meeting on his/her behalf. Forms of Proxy may be downloaded from the website or requested by email. The Proxy Form may be delivered at the offices of the Company no less than 24 hours prior to the advertised time of the start of the meeting; OR may be handed to the Chairperson of the Meeting by no later than 10 minutes prior to the advertised time of the start of the meeting, failing which it shall not be deemed to be valid.
- Enquiries in advance of the meeting should please be addressed as far in advance as possible, by email as above or by letter to the registered office of the company. The Financial Accounts can be downloaded from the website.
- Clause 12.1.7 of the MOI states "As required by item 5(1) (b) of Schedule 1 to the Act, at least 1/3 (one third) of the directors shall resign every year at the AGM, but shall be eligible for re-election." The following Directors, Tony Meyer and Nelia Jansen will resign. Mr. Meyer and Ms. Jansen have made themselves available for re-election as directors. Forms for nomination of directors may be downloaded from the website or be requested by email.

The following documentation is available on the Triangle Industrial City Improvement District's website at [www.trianglefarmcid.co.za](http://www.trianglefarmcid.co.za)

- Membership list
- Clippings of adverts, notice to members and CoR 36.2 form
- Minutes of previous AGM
- Agenda
- Audited AFS
- 2016-21 Business Plan
- Implementation Plan and Budget 2016-2017
- Membership Application Form
- Nomination as Director Form
- Proxy Form

**Kindly confirm attendance with the CID Manager, Lynette van Lill on 021-949 2800 or email [lynette@trianglefarmcid.co.za](mailto:lynette@trianglefarmcid.co.za) by not later than the 19 November 2015 for seating and catering purposes.**

**PLEASE BRING BUSINESS CARD TO ENTER FOR THE LUCKY DRAW!!!**

## Triangle Industrial City Improvement District NPC

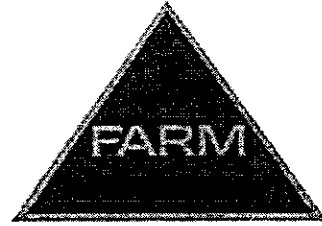
Company Registration no: 2005/029020/08

VATRegistration no: 4310248457

Busaf Park No. 2 | 30 Bridge Street| Stikland

Tel : 021-949 2800 / Fax : 086 548 3320

[www.trianglefarmcid.co.za](http://www.trianglefarmcid.co.za)



### MINUTES OF THE 7<sup>TH</sup> ANNUAL GENERAL MEETING OF THE TRIANGLE INDUSTRIAL CITY IMPROVEMENT DISTRICT NPC (CID) HELD ON THE 26 NOVEMBER 2015 AT 16H00 IN THE BOARDROOM AT BUSAF PARK NO. 2, BRIDGE STREET, TRIANGLE FARM

#### 1. REGISTRATION

All those in attendance at the meeting are requested to complete the attendance register.

#### 2. WELCOME & INTRODUCTION BY CHAIRMAN

The Chairman, Mr. Marius Claassen welcomes all those present at the meeting. A special welcome is extended to Runan Rossouw, George van Schalkwyk, David-John Steyn from the City of Cape Town, Col. Niehaus and W/O de Villiers from SAPS Bellville, City Parks and TCT Transport.

The following are in attendance as per a completed attendance register:

Jimmy Ackhurst, Peter Bauer, Mark Boddy, Rob Boyd, Diane Cameron, Marius Claassen, W/O G. de Villiers, Charl du Plessis, Marius Fritz, Hennie Geldenhuys, Greg Horsburgh, Ilze Howard, Nelia Jansen, Norma Lucas, Renier Maartens, Jan Malan, Janet Matthee, Steve McCarthy, Tony Meyer, Anton Meyer, Adrienne Pead, Philip Zwanepoel, Eugene Douman, Sarah O'Carroll, Col. A. Niehaus, Runan Rossouw, Korky Rous, Shirley Simpson, Suzette Smidt, Carin Stewart, David-John Steyn, Kobus Toua, Lynette van Lill, George van Schalkwyk.

#### Introduction:

Mr. Claassen reports Triangle Farm is a clean, safe and well maintained area to conduct business. The following major projects were successfully completed:

1. Fencing in Uranium Street (Metrorail reserve)
2. Fencing in Reactor Street (Transnet reserve)
3. Fencing at the entrance of Triangle Farm bordering Peter Barlow Road.
4. A total of six cameras were installed. Two cameras (1 x LPR and 1 x Overview) was installed at both entrances of Bridge and Electron Street, and two Overview cameras at the bottom of Uranium Street at the gate and turnstile.

The cameras can be viewed live at the CID and GBS Security's offices and the monitoring

is done by Astrosec in Blackheath. The LPR (Licence Plate Recognition camera) is a specialized camera system designed for capturing and recognizing vehicle registration numbers. Once registration is captured software uses a central database to determine if the vehicle is wanted for committing crime in greater Cape Town.

- Annual competitions are held. There are huge improvements to buildings and street frontages.
- Numerous landscaping projects were completed to beautify and uplift the area.
- There are 24/7 security patrols. With business shutdown over the festive season an extra security foot patrol officer will be appointed from 15/12/2015 – 15/01/2016.
- Successful joint operations were held incorporating the SA Police, Traffic Services, Anti-Land Invasion Unit, Metal Theft Unit (MTU), etc. and various security companies. We are successful because we are working together.
- The CID monitors vacant land belonging to the City of Cape Town and along the Metrorail and Transnet reserve reporting any informal structures to the City's Anti-Land Invasion Unit who promptly attends to this.
- A weekly "Crime update" is circulated informing property and business owners of incidents occurring in the area.
- Regular updating of the CID's website incorporating a Home page, Projects, Awareness, Newsletters and a Business directory of all the companies in Triangle Farm.
- Surveys were conducted on a regular basis with reports submitted to the City of Cape Town regarding defective street lights, missing drain covers, cleaning/unblocking of drains, maintenance to road surfaces, placing and emptying of litter bins, road markings, road signs, trimming of trees, etc.
- All the drains were cleaned in the area.
- Dumping of rubble has stopped.
- All street names, barrier lines, stop and yield sign lines were re-painted.
- All Fire hydrants were checked and painted.
- For the financial year 01/07/2014 – 30/06/2015 - 1 423 black bags of litter were removed by the CID's two cleaners.
- The CID adopted a neighbouring school as a social upliftment project. Funds were generated from recycling and donations received from business associates in the CID area. This project has assisted in reducing waste sent to landfill sites.

#### Extension of the CID area:

The Board of directors identified the inclusion of the Bellville Business Park (Erf 33084, 33085, 33087, 32665) in the CID area as a possible project for 2016/17. Mr. Claassen stressed that the effect of including these properties on the existing business plan need to be determined. If the outcome is positive the property owners in this area can be approached to be included in the Triangle Farm area.

All members agreed that the Board may investigate this option and give feedback before a final decision is made.

Proposed to be accepted by Mr. A. Meyer and seconded by Mr. K. Rous and unanimously accepted by the members present at the meeting.

Concerns:

1. Insecure premises / Negligence: Gates/windows left open.

In 2014 twenty-seven (27) insecure premises were reported and eighteen (18) in 2015.

2. Cases not reported to SAPS:

2014: 21

2015: 17

Mr. Claassen informed that the responsibility and involvement on the part of the CID's members is equally important. Members fail to proceed with registering of criminal charges thereby allowing offenders off the hook with freedom to continue with criminal activity. The CID is a community which need each other to ensure safety and security. It is in everybody's interest to retain the CID initiative as it is a deterrent and a reminder that criminal activity will not be entertained.

Mr. Claassen thanked the Police Service, Traffic Services, Anti-Land Invasion Unit, City Parks, TCT Transport, Transnet, and the Security companies for their excellent service.

Lynette informed the Notice of the Annual General Meeting was circulated to all property and business owners.

Notices were also published in two local newspapers, 'The Cape Times' and 'Die Burger' on the 30 October 2015 and placed on the CID's website.

### **3.APOLOGIES**

The following apologies are recorded:

Councillor Brendan van der Merwe (Ward 3, Sub Council 3)  
Councillor Taki Amira (Ward 3, Sub Council 3)  
Chris Munro (CID Director)  
Gert Stander (GBS Security)  
Pieter Kroon (Belmet Marine)  
Fanie Brand (Moena Investments cc)  
P/Insp. Desre Benadie (Traffic Services)  
Dudley Thomas (Country Building Supplies)  
Larry Berman (The Aubrey Berman Trust)

### **4.NOTICE OF CHANGES: MEMBERS**

The following notice of changes in Membership is recorded:-

There are currently 25 registered members on the Triangle Industrial City Improvement District's Membership list.

During 2015 the following applications for membership were received and approved by the CID Board of Directors:-

- Marc Lüdi (Swissline Design)
- Steve McCarthy (Sujean Property Investments)
- Mark Boddy (Lanco Mouldings)

During 2014/15 four members ipso facto ceased to be members as they no longer own property within the CID boundary.

#### **5. QUORUM TO CONSTITUTE MEETING**

A quorum is established as more than 20% of the members are present. This meeting is deemed to be duly convened.

#### **6. APPROVAL OF PREVIOUS AGM MINUTES**

The minutes of the previous Annual General Meeting dated 20<sup>th</sup> November 2014 are considered to be read as this was available on the CID's website. Proposed to be correct by Mr. P. Bauer and seconded by Ms. N. Jansen. This is unanimously accepted by the Members.

#### **7. CHAIRMAN'S/MANAGERS REPORT 2014/15**

A detailed Chairman's / Managers Report 2014/15 were made available on the CID's website and was circulated via e-mail to property and business owners for their information prior to the Annual General Meeting. Copies are also made available at the AGM.

Lynette briefly went through the projects (including photographs) that were successfully completed:-

- Two sections of landscaping were completed in Bridge and Uranium Street to uplift and beautify the area.
- A double pathway was built at the landscaping in Bridge Street to accommodate pedestrians in the area. Concrete bollards were also placed alongside the landscaping to prevent trucks from damaging the landscaping.
- TCT Transport supplied the CID with millings which was levelled and compacted at the two parking areas at the entrance in Tetra and Atomic Street.
- Due to trucks causing damage to Transnet's fence in Reactor Street, four concrete barriers were placed alongside the fence and painted by the CID.
- A request was submitted to Fire Services and all the Fire hydrants were checked and painted.
- In November 2014 Betafence fencing with serrated spikes on top was installed on the public open space at the entrance of Triangle Farm bordering Peter Barlow Road. Boards were installed on the fencing.
- The CID extended the fencing with a further 35.3m in Tetra Street which posed as an escape route. Total length of fence – 571.3m.
- A gate similar to the fence was installed for Electrical Services to enter their sub-station and for the CID's Cleansing service to enter and cut the grass.



- A signboard indicating the Triangle Industrial CID was installed in Peter Barlow Road.
- Media coverage promoting the area and business prospects of the area received attention and an article was placed in the Tyger Burger on the 26 November 2014.
- A request was submitted to City Parks for the removal of trees, root pruning and tarring in Uranium Street due to roots that caused damage to the pavement. This was completed in February 2015.
- Bush clearing and removal of Port Jacksons along the Metrorail reserve in Uranium Street which posed as a high fire risk and a potential hiding place for criminals was completed.
- Due to the flooding of roads the CID submitted a request to TCT Transport and all the drains in Triangle Farm were cleaned.
- Spikes were installed on the wall of the Metrorail fence in Uranium Street which was being used as an escape route.

Lynette thanked the following members from the City of Cape Town's department who had rendered excellent service to the CID:-

- P/Insp. Thomas Matthews (Anti-Land Invasion)
- P/Insp. Desre Benadie (Traffic Services)
- W/O G. de Villiers (SA Police Bellville)
- Norma Lucas (City Parks)
- Jay-Dee Bruce and Niklaas van Schalkwyk (TCT Transport)
- Lourens Rothman (Fire Services)

#### **8. NOTING OF AUDITED FINANCIAL STATEMENTS 2014/15**

Copies of an extract from the audited financial statements ("Financial Performance" and "Financial Position") were circulated to property owners by ordinary mail, placed on the CID's website and copies were available at the Annual General Meeting.

Mr. Claassen informs the financial report has met audit requirements.

The Financial Report is proposed to be accepted by Mr. P. Bauer, seconded by Mr. M. Claassen and unanimously accepted by the members present at the meeting.

#### **9. APPROVAL OF BUSINESS PLAN 2016-21**

The Business Plan 2016-21 was circulated via e-mail to all property and business owners for their information prior to the Annual General Meeting and placed on the CID's website.

Mr. Claassen asked if there are any questions or objections pertaining to these documents.

No objections were raised at the meeting pertaining to the Business Plan 2016-21. This is proposed to be accepted by Ms. N. Jansen, and seconded by all present at the meeting and unanimously accepted by the members.

**10. APPROVAL OF IMPLEMENTATION PLAN 2016/17**

The Implementation plan 2016/17 was circulated electronically to all business and property owners prior to the AGM and placed on the CID's website.

Mr. Claassen enquired if there are any questions or objections pertaining to these documents.

No objections were raised at the meeting pertaining to the Implementation plan 2016/17. Proposed to be accepted by Mr. R. Boyd, seconded by Mr. T. Meyer and unanimously accepted by the members present at the meeting.

**11. APPROVAL OF BUDGET AND USAGE OF SURPLUS FUNDS 2016/17**

The Budget 2016/17 was circulated via e-mail to all property owners for their information prior to the Annual General Meeting and placed on the CID's website.

In accordance with good governance the CID is required to have 3 months surplus funds available. The CID has accumulated a strategic fund reserve of R354 696.00 as at 30 June 2015.

The Retention fund received in September 2015 of R95 000.00 was added to this giving the CID a 3 month reserve. Mr. Claassen informed the total is approximately R460 000.00.

There are no major projects planned for 2016 as all our goals have been achieved. In future the CID will look at additional cameras for the area.

It is proposed by Ms. N. Jansen that this is accepted. The motion is seconded by Mr. P. Bauer and unanimously accepted by the members present at the meeting.

**12. CONFIRMATION OF AUDITORS**

Mr. Claassen enquires whether everyone is in agreement that the CID continues with the auditors Haumann Roger. This is proposed to be accepted by Mr. R. Boyd and seconded by Mr. P. Bauer. The members unanimously agree that the CID continue with the services of Haumann Roger.

**13. APPOINTMENT OF COMPANY SECRETARY**

Clause 14.1.2. of the Memorandum of Agreement states the company shall be required to appoint a company secretary.

Mr. Claassen informed the CID Board of Directors has appointed Ms. D. Cameron as the company secretary. There are no objections raised. A proposal is received by Mr. T. Meyer, seconded by Mr. E. Douman and unanimously accepted by the members present at the meeting.

#### **14.CONFIRMATION AND ELECTION OF DIRECTORS**

The existing Board of Directors are M. Claassen, P. Bauer, C. Munro, T. Meyer, N. Jansen and G. Horsburgh. Reference is made to Clause 12.1.7 of the Triangle Industrial City Improvement District's MOI which stipulates "As required by item 5(1)(b) of Schedule 1 to the Act, at least 1/3 (one third) of the directors shall resign every year at the AGM, but shall be eligible for re-election. Tony Meyer and Nelia Jansen resign at the Annual General Meeting and is immediately available for re-election.

Forms for nomination of Directors were available on the CID's website or could be requested from the CID office. This was communicated via ordinary mail and via e-mail to property and business owners.

Mr. Claassen requests a proposal and second with regard that Mr. T. Meyer and Ms. N. Jansen be immediately re-elected to the board.

The above is proposed to be accepted by Mr. R. Boyd, seconded by Ms. S. Smidt and unanimously accepted by those present at the meeting.

Mr. Claassen thanks all Board members for their valuable services rendered.

#### **15.GUEST SPEAKER: SARAH O' CARROLL – WESTERN CAPE INDUSTRIAL SYMBIOSIS PROGRAMME (WISP)**

WISP is a free facilitation service which uses an Industrial Symbiosis (IS) approach to enhance business profitability and sustainability. Industrial Symbiosis is a resource efficiency approach where unused or residual resources (materials, energy, water, assets, logistics, risk and expertise) of one company is used by another. This results in mutual economic, social and environmental benefits.

WISP has been initiated by the Western Cape Government under its green economy programme and is being delivered by Green Cape.

Ms. O'Carroll spoke about some of the projects she has been involved with, diverting waste, finding a useful place, creating jobs and profit along the way. At the same time landfill waste is reduced, and huge savings can be made by recycling or using products elsewhere.

She is creating a database and companies can contact her and let her know what waste they have and she can try and match up at some stage. Her contact details as follows:

Sarah O'Carroll  
WISP Programme Manager  
Tel: 021-811 0250  
[sarah@green-cape.co.za](mailto:sarah@green-cape.co.za)

**16.HANDING OVER OF AWARDS**

The following awards in respect of 2015 are handed over by Ms. Jansen:-

- CID Board Trophy is awarded to W/O G. de Villiers (SAPS Bellville) for his valuable contribution towards the goals of the CID.
- “Security officer of the Year” floating trophy is awarded to Mr. H. Geldenhuys (GBS Security).
- Floating trophy for the neatest building is awarded to Swissline Design.
- Runner-up floating trophy for the neatest building is Bellville Truck Centre.
- Floating trophy for the best garden is awarded to the Badge Company.
- Runner-up floating trophy for the best garden is awarded to Swissline Design.
- Floating trophy for the most improved building is awarded to Trans Pharm.
- Runner-up floating trophy for the most improved building is awarded to Belmet Marine/3C Metal.

**17.LUCKY DRAW**

Lynette thanks Euro garage, Stikland Auto and Stikland Bottle store for sponsoring the Lucky draw.

**18.GENERAL**

There were no questions under general.

**19.ADJOURNMENT**

Lynette thanked everyone for attending the meeting and the meeting adjourns at 17h20.

Refreshments are provided.

**Runan Rossouw**

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**From:** Runan Rossouw  
**Sent:** Friday, February 19, 2016 3:17 PM  
**To:** Rustim Keraan; Melissa Whitehead; Chantal Michaels; Ernest Sass; Wayne le Roux  
**Cc:** Thembinkosi Siganda; Henry Du Plessis; Priscilla Booysen; Joepie Joubert; Brian Ford  
**Subject:** Triangle Industrial City Improvement District NPC - Next five year term approval  
**Attachments:** Implementation Plan 2016-2021.docx; Business-Plan-2016-2021-1.docx

Dear Colleagues

The Triangle Industrial City Improvement District NPC had made application to continue with their operations for the next five years. The application is currently in the approval process (Council meeting 28 April 2016) with an implementation date of 1 July 2016.

The SRA Business Plan must be aligned to the City's IDP and accordingly each affected Directorate and /or /Department are requested to ensure that the proposed service delivery of the SRA aligns to their respective SDBIP.

Please familiarize yourself with the content of the Business Plan attached (Motivation report, Implementation Plan and Budget) and more specifically with the component that relates to your functional area for possible inclusion in your Directorate/Departmental SDBIPs. If a specific approval condition needs to be included in the report to Council this must be forwarded by not later than the 4<sup>th</sup> of March 2016 to the ISL office.

Should you need any clarity regarding the SRA model you may contact the ISL office. For clarity on the Business Plan and working relationships please contact the SRA (contact details as per Business Plan).

Please inform/confirm with the SRA management the contact details of the official(s) responsible for the function/service within the SRA. This will nurture a good and effective working relationship with the City.

Regards

Runan Rossouw

Senior Professional Officer: SRA - Compliance & Establishment  
 Inter Service Liaison Department, Finance Directorate  
 8<sup>th</sup> Floor, Civic Centre, 12 Hertzog Boulevard, City of Cape Town  
 021 400 5148 (Office) 086 5885 414(Fax) 084 233 0715(Cell)

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