

HERMANUS PUBLIC PROTECTION (HPP)

The HPP NPC is the Management Body of the Hermanus Special Rating Area (HSRA)

Non-Profit Company (NPC) | Registration Number 1999/015007/08

Website: www.hpp.org.za Email: info@hpp.org.za

Implementation Plan
for
HPP NPC

Financial Year: 2021 / 2022

Tasks per milestone	Start and finish date	Responsibility	Performance indicator
Milestone 1: Management and control			
Direction and leadership for the board	Ongoing	HPP NPC Chairperson	Successful implementation of the HPP NPC objectives.
Day-to-day management and operations	Ongoing	HPP NPC Manager and Administrator	Monthly reports submitted to board.
Responsibilities of the Executive Officer	Ongoing	HPP NPC Executive Officer	Executive Officer executes duties aligned with Financial Agreement.
Board meetings	Every second month	HPP NPC Chairperson	Notice of meetings given appropriately, minutes taken and published on website.
Financial accounting	Ongoing	HPP NPC Manager	Monthly reports submitted via Financial Director to board.
Audit of financial accounting	Within one month after end of financial year.	HPP NPC Board	Unqualified audit report approved by board and members at the AGM.
Financial reports to OM CFO	15 th of every month	HPP NPC Financial Director HPP NPC Executive Officer	Monthly reports submitted to CFO.

Tasks per milestone	Start and finish date	Responsibility	Performance indicator
Invoice to OM	On or before 25 th of every month	HPP NPC Executive Officer	Monthly invoice submitted to OM (CFO and finance team)
Annual General Meeting	Before 31 December	HPP NPC Board HPP NPC Executive Officer	Notice of meeting given appropriately, chairperson's annual report delivered, audit report approved, auditors appointed, budget approved, amending of MOI approved if required and minutes taken and published on the HPP NPC website.
Submit Annual Financial Statement, Annual Report and AGM Minutes to the OM – CFO and Council	Within two months after the AGM	HPP NPC Board HPP NPC Executive Officer	Submission of Annual Reports to Council / CFO within stipulated time period.
Special General Meeting (s)	As required	HPP NPC Board	As required in line with OM SRA By-law, Policy and MOI.
Structured Liaison with OM	Quarterly, or as required.	HPP NPC Chairperson	Feedback session with CFO and MM.
HPP NPC membership update	Ongoing	HPP NPC Administrator	New voting members recorded on database, admitted by Board and notified accordingly.
Newsletter to members	Once a month	HPP NPC Administrator	Newsletter published on HPP NPC website and e-mailed to members with the consent of the Liaison Director.
Milestone 1: Actions 2020/ 2021			
1. Establish quarterly meetings with CFO and MM.			
2. Monthly newsletter to all ratepayers. Communicated via WhatsApp, Email and HPP NPC website.			
Milestone 2: Safe Environment			
Enhance structures to promote community involvement in community safety issues.	Ongoing	HPP NPC Board HPP NPC Members	Active involvement in community safety initiatives and structures, as well as OM represented structures.

Tasks per milestone	Start and finish date	Responsibility	Performance indicator
In liaison with other role players in the Hermanus mapped area, identify current shortcomings that relate to a safe environment and develop and implement effective strategies to address them.	Ongoing	HPP NPC Board HPP NPC Operations Director	Active participation in developing, improving and supporting a unified networked community safety unit with all relevant role players in and around the HPP-NPC zone, and effective liaison and cooperation with SAPS, OM and other Law Enforcement entities.
Inputs in the Review and maintenance of the Community Safety Strategy specifically aimed at the needs in HPP NPC with clear deliverables and defined performance indicators to guide monitoring services by the appointed service provider and to evaluate levels of provided services.	Ongoing	HPP NPC Board HPP NPC Operations Director	Active participation in community safety unit liaisons, coordination's and management meetings, and participation in agreed operational actions and reporting on above.
Expand, improve and maintain a technological advanced camera monitoring system specifically aimed at the needs in HSRA area and support community safety strategies.	Ongoing	HPP NPC Board HPP NPC Operations Director Service provider	Cameras operational at strategic points in the HSRA.
Deploy resources (monitoring staff and vehicles) for visible monitoring services according to HPP NPC Community Safety Strategy.	Ongoing	HPP NPC Board Service provider	Service provider compliance with terms and contracts. Monthly reports to HPP NPC Board.
Monitoring of patrolling and control room staff.	Ongoing	Service provider	Service provider compliance with terms and contracts. Monthly reports to HPP NPC Board.
Assistance to SAPS, OM Law Enforcement and other Law Enforcement entities.	Ongoing	Service provider	Provision of information and support with patrolling and control room staff for actions relevant to HPP NPC Community Safety Strategies and applicable laws and policies.
Participate in an effective communication strategy. All communication in this regard will be relayed in compliance with the municipality's official Communication Policy.	Ongoing	HPP NPC Board HPP NPC Communications Director	System for e-mail, social media, SMS, WhatsApp and newspaper communication with community.

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Encourage community involvement in community safety strategies and the OM disaster management plan.	Ongoing	HPP NPC Board HPP NPC Members	Community involvement in accordance with the OM disaster management plan approved by the OM Council.
Milestone 2: Actions 2020/ 2021			
1. Installation of additional cameras and a second Voelklip high site camera. Anticipate that 36 cameras will be operational in the HSRA by end of 2021 / 2022.			
2. Incorporation of all additional surveillance data feed to Operations Centre.			
3. Upgrading of the required software for improved surveillance abilities.			
4. Monthly safety reports and statistics. Communicated via WhatsApp, Email and HPP NPC website.			
5. Create a platform that supports collaboration between SAPS, Municipal Law Enforcement, Watch Groups and private security companies.			
Milestone 3: Healthy and clean environment			
Identify issues regarding a clean and healthy environment and report to the OM.	Ongoing	HPP NPC Board HPP NPC Manager HPP NPC Members	Issues are documented and reported to OM administration in the Overstrand Municipality in an orderly way.
Monitor illegal dumping, littering, fires and arson and report to the OM.	Ongoing	HPP NPC Board HPP NPC Manager HPP NPC Members	Video footage of offenders recorded by the monitoring system and made available to OM for their perusal.
Promoting waste minimization and recycling in accordance with approved municipal policies and plans.	Ongoing	HPP NPC Board HPP NPC Members	Regular articles on this topic published in the media and on the HPP NPC website to improve public awareness.
Promote litter campaigns to support regular clean-ups and encourage behavioural change.	Ongoing	HPP NPC Board HPP NPC Members	Engaged with the community, community-based organisations and the media to support and participate in campaigns to clean-up identified areas.
Promote the environmental improvement of the Cliff Path and Hoys Koppie through various initiatives.	Ongoing	HPP NPC Board HPP NPC Members	Engages with the Cliff Path Management Group to support ongoing initiatives to improve and promote environmental awareness on the Cliff Path.
Milestone 3: Actions 2020/ 2021			

Tasks per milestone	Start and finish date	Responsibility	Performance indicator
1. Organise community clean-up event to promote environmental awareness.			
2. Encourage businesses to maintain properties and improve 'sense of place'.			
3. Support Cliff Path Management Group in improving litter/ dog waste collection points, improve signage and support litter campaigns along Cliff Path and within parking areas.			
Milestone 4:			
Strategic Development			
Facilitate investment in the Hermanus special rating area and wider area.	Ongoing	HPP NPC Board HPP NPC Members	Support initiatives that align with the facilitation of investment in the HSRA and wider area.
Halt the degeneration and facilitate upliftment of distressed business and mixed-use areas within the HSRA.	Ongoing	HPP NPC Board HPP NPC Members	Support initiatives that align with the halting of degeneration and facilitates the upliftment of distressed business and mixed-use areas.
Promote economic growth and sustainable development and assist the Council in the fulfilment of its objectives and duties set out in the Integrated Development Plan ("IDP").	Ongoing	HPP NPC Board HPP NPC Members	Support activities that align with promoting economic growth, sustainable development and assists the Council with fulfilling the objectives of the Integrated Development Plan ("IDP").
Milestone 4: Actions 2020/ 2021			
1. Participate in relevant PPP-initiatives			
2. Collaborate with the OM to fast-track the regeneration of the Hermanus Old Town			
3. Provide input into the OM's urban management plan			
4. Facilitate collaboration with other Overstrand SRAs			