

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](http://www.hpp.org.za) Email: [info@hpp.org.za](mailto:info@hpp.org.za) Mail: P.O Box 1599, Hermanus 7200

Implementation Plan  
for  
HPP NPC

Financial Year: 2022 / 2023

Tasks per milestone	Start and finish date	Responsibility	Performance indicator
<b>Milestone 1: Management and Control</b>			
Direction and leadership for the board	Ongoing	HPP NPC Chairperson	Successful implementation of the business plan.
Day-to-day management and operations	Ongoing	HPP NPC Board and Executive Officer	Monthly reports submitted to board.
Responsibilities of the Executive Officer	Ongoing	HPP NPC Chairperson	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 Executive Officer	Monthly reports submitted via Financial Director to board.
Audit of financial accounting	Within one month after end of financial year.	HPP NPC Financial Director HPP NPC Executive Officer	Unqualified audit report approved by board and members at the AGM.
Financial reports to OM CFO	15 <sup>th</sup> 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 <sup>th</sup> 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 Executive Officer	New voting members recorded on database, admitted by Board and notified accordingly.
Communications Monthly Newsletter to members Monthly Performance Report to members	Once a month	HPP NPC Executive Officer	Newsletter published on HPP NPC website and e-mailed to members with the consent of the Liaison Director.
Compile the HSRA renewal plan application	Every 5 years	HPP NPC Board HPP NPC Executive Officer	Approved at AGM by members.
<b>Milestone 1: Actions 2022/ 2023</b>			
1. Monthly newsletter to all ratepayers. Communicated via WhatsApp, Email and HPP NPC website.			
2. Submit AFS, Annual Report and AGM Minutes to OM and Members			
<b>Milestone 2: Public Safety &amp; Safe Environment</b>			

Tasks per milestone	Start and finish date	Responsibility	Performance indicator
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.
In liaison with other role players in the Greater Hermanus 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 initiatives.	Ongoing	HPP NPC Board HPP NPC Operations Director Service provider	Fully AI Enabled surveillance system operational across the entire 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.

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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.
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.
<b>Milestone 2: Actions 2022/ 2023</b>			
1. Installation of additional AI enabled cameras and appurtenant infrastructure. Anticipate that 11 cameras and 1 additional control room monitor will be operational in the HSRA by end of 2022 / 2023.			
2. Incorporation of all additional surveillance data feed to the Control Centre.			
3. Monthly safety reports and statistics. Communicated via WhatsApp, Email and HPP NPC website.			
4. Create a platform that supports collaboration between SAPS, Municipal Law Enforcement, other SRA's in the region, Watch Groups and private security companies.			
<b>Milestone 2.1: Public Safety related Social upliftment Programme</b>			
Identify and determine strategies by means of an integrated approach to address people being homeless and the relief measures available, current and future in partnership with OM and the business forums.	Ongoing	HPP NPC Director Social Upliftment HPP NPC Members OM Social Development Department OM Social Worker NGO's	Implementation of an HPP plan that will augment Social Upliftment across the greater Hermanus area. This plan must have clear deliverables and defined performance indicators to guide delivery.
Provide co- funding for Social Upliftment programmes. Involve NGOs with strong track record in this field. Learn from Cape Town CIDs with long track records.	Ongoing	HPP NPC Director Social Upliftment HPP NPC Members	Social intervention funding based on a rigorous plan with clear selection criteria.

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		OM Social Development Department NGO's	
To assist with the compilation a data base of all homeless in the HSRA area.	Ongoing	HPP NPC Director Social Upliftment HPP Patrollers and Supervisor	To ensure that all homeless are well documented for record keeping purposes.
<b>Milestone 2.1: Actions</b>			
1. Devise a Social Upliftment Plan with various stakeholders and determine budget required.			
2. Collaborate with the OM, selective NGOs and Cape Town CIDs to implement current Social Upliftment plan.			
3. Document all homeless.			
4. Collaborate with NGO's that support homeless and street people.			
<b>Milestone 3: Healthy and clean environment</b>			
Identify issues regarding a clean and healthy environment and report to the OM.	Ongoing	HPP NPC Director Cleansing 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 Director Cleansing 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 Director Cleansing 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 Director Cleansing HPP NPC Members	Engaged with the community, community-based organisations and the media to support and participate in campaigns to clean-up identified areas.

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Promote the environmental improvement of the Cliff Path and Hoys Koppie through various initiatives.	Ongoing	HPP NPC Director Cleansing HPP NPC Members	Engages with the Cliff Path Management Group to support ongoing initiatives to improve and promote environmental awareness on the Cliff Path.
<b>Milestone 3: Actions</b>			
1. Organise community clean-up events to promote environmental awareness, e.g., during International Environmental Day.			
2. Encourage businesses to maintain properties and improve 'sense of place'.			
3. Support Cliff Path Management Group in improving litter/ dog waste collection points and support litter campaigns along Cliff Path and within adjacent parking areas.			
<b>Milestone 4: Strategic Development</b>			
Create an environment that will enable more 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 more 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").
<b>Milestone 4: Actions</b>			
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, especially in terms of parking management and social upliftment			
4. Facilitate collaboration with other Overstrand SRAs			