

HERMANUS PUBLIC PROTECTION (HPP)
Non-Profit Company (NPC) | Registration Number 1999/015007/08
Website: <https://hpp.org.za> P.O. Box 1599, Hermanus, 7200

Minutes of HPP NPC Board Meeting
Held at Marine Hotel, Hermanus, at 10:00 on Tuesday, 12 December 2023

AGENDA

1. Welcome & Apologies

The Chairperson, Jerry van Niekerk welcomed all attendees.

In attendance were Jerry van Niekerk, Ann Wright, Fransien Koegelenberg, Leon Rauch, Sarah Taylor, Peter Doble, Phillip-Ben Kotze, Rod MacLeod (virtual) and Marcia Bown.

Apologies were received from Ronald Nutt.

2. Election of HPP Chairperson and Deputy Chairperson

Mr Jerry van Niekerk was nominated for the position of Chairperson. There were no additional nominations. A vote was conducted, and Mr van Niekerk was unanimously elected as the Chairperson. Mr van Niekerk accepted the nomination.

Mr Leon Rauch was nominated for the position of Deputy Chairperson. There were no additional nominations. A vote was conducted, and Mr Rauch was unanimously elected as the Deputy Chairperson. Mr Rauch accepted the nomination.

3. Approval of Minutes of Previous Meeting (held on 26 September 2023)

Minutes of the previous meeting were approved. Proposed by Mrs Wright and seconded by Mrs Koegelenberg.

Board Meeting Minutes will be made available on the HPP website.

Directors

GD van Niekerk (Chair) | P Doble | F Koegelenberg | PB Kotze | LA Rauch | S Taylor | AE Wright



4. Matters Arising from Previous Minutes

Matter	Update
1.1 Contingency Plan	<p>The contingency plan has been reviewed by the Chairperson and Operations Director. The Plan was accepted.</p> <p>It is agreed that the plan will be reviewed by the EO and the applicable service providers quarterly, and potential disaster incidents be simulated to test effectiveness.</p>
1.2 OM Incident Command Centre	<p>The new ICC has not yet been completed. The OM have confirmed that the establishment of the ICC is a priority and budget will be allocated for its completion in the new year.</p>
1.3 Resource to support EO	<p>It was determined by the Chair and Finance Director that the HPP Surveillance and Field Supervisor will provide the EO with the required support and that Juan Havenga possesses the requisite competencies for the role. He commenced the enhanced role in November 2023.</p>
1.4 HPP to assist with repair of Cliff Path (Point 7b)	<p>A meeting was held with the Cliff Path Management Group (CPMG) regarding repairs following the flooding incident. The municipality has funded major repair works which have been completed, and no assistance is required for flood damage repairs.</p> <p>HPP will however, still assist with path maintenance activities.</p>
1.5 Changes to improve daily reporting format (Point 7c)	<p>The automated daily report format is currently being improved by the service provider. A monthly summary of incidents will be provided to the board. Incidents of significance will be circulated on the daily report WhatsApp group as necessary.</p>
1.6 Confidential Report on irregularities (Point 7d1)	<p>Following the recommendation, a code of conduct for directors has been circulated and agreed upon by the board. A whistle blower policy is in process. Report will remain confidential.</p>
1.7 Synopsis of Audit	<p>Mr Thatcher confirmed via email that he is satisfied with the audit and the recommendations will be taken into consideration.</p>

Directors

5. Ratification of Round Robin Resolution dated 30 October 2023

A resolution to co-opt Mr MacLeod as a Director of HPP was circulated for approval by the board. The board unanimously support the resolution.

6. Portfolio Feedback

a. Finance

Mr Rauch provided an update, HPP is in good financial standing. Mr Rauch noted that the annual budget figures will be updated on the financial statements. This issue had been raised with the accountant to update.

A cumulated list of CAPEX expenditure incurred will be shared at all future board meetings.

The cash balance at the end of October 2023 was R4.6 million.

b. CBD

Mrs Koegelenberg advised that a meeting was held with Mr Trevor Edwards to address his concerns about Swallow Park. Mr Edwards was advised of the limitations of mandate of the HPP. The matter is now resolved.

Mrs Koegelenberg noted that a few business owners are concerned about unregistered car guards at Jet parking, St Peter's Lane and around Swallow Park. There were also concerns raised about car guards at KFC parking. Unfortunately, this parking area is on private property and falls outside of HPP's mandate.

Mrs Koegelenberg also raised the issue of homeless people sleeping in the caves above Marine Pool. HPP will make regular patrols to the area and are available to attend and be present when there are swimmers in the area.

c. Cleansing

Mrs Wright noted that the cliff path is in good condition. The CBD remains untidy over weekends, Mrs Wright will discuss additional cleaning over the weekends with the municipality. It was also noted that there are several areas where additional bins are required or need repair. It was reported that dogs off leashes and dog waste remain to

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be ongoing issues. It is noted that these requests can be directed to the municipality via the Collaborator app.

Mrs Wright also raised concerns about donated plants for the Marine Hotel section of the cliff path that have not survived and the plant beds looking neglected again. Mrs Wright committed to raising this with the municipality.

d. Education

Mrs Taylor provided an update on activities related to the education portfolio (recently established). Mrs Taylor has proposed several themes for publication in the local newspapers. Several articles have recently been published in the newspapers relating to HPP activities and safety campaigns.

e. Extension of Term Campaign (ETC)

Mr MacLeod advised on the milestones that will need to be achieved to re-establish the HSRA. A workshop is planned for 22 January 2024 to determine the establish the ETC programme and the services the HSRA may provide.

f. Safety

Ms Bown gave further details to the list of activities that were circulated prior to the meeting by Operations Director, Mr Thatcher.

The Kwaaiwater Camera Project is underway, with donations already received from ratepayers in the area.

A demonstration body camera unit is currently being piloted. Costs and efficacy will be reported to the board for a final decision on implementation.

The Drone report recommendations were discussed. It was agreed that the drone should be further used for another 3 – 6 months to determine its usefulness. The drone will be deployed under specific operational procedures and piloted by the named and insured pilots.

g. Social Development

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Mr Doble provided a written report for the boards review prior to the meeting. Clarification and further information was shared. It is agreed that the Luceo report regarding homelessness and recommendations for Hermanus be shared with the new board members.

h. Stakeholders

Mr Kotze gave a brief update on stakeholder engagement. Mr Kotze raised concerns about the ATM frauds around FNB and ABSA banks. Mr Kotze requested an assessment for cameras in the area. Ms Bown committed to investigation possible locations to offer better coverage.

Ms Bown advised that District Overberg Command (DOCs) has relocated to the fire station and is working closely with HPP to respond to incidents and investigations. It was also noted that SAPS Hermanus Station Commander was leaving, the new Station Commander has not yet been announced.

7. Director's Code of Conduct

The Director's Code of Conduct was circulated to the board for review. The code of conduct was unanimously adopted and supported by the board.

The Whistle Blower Policy is in process.

8. Progress on Strategic Priorities

An updated progress tracker of the Strategic Priorities was circulated to the board prior to the meeting. No issues were raised.

9. General

a. Admission of New HSRA Members

No new member applications were received in the period.

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10. Future Meetings

HSRA Extension Planning Workshop:

22nd January 2024 – 09:00 – 12:00

Board Meeting (TBC):

5th March 2024

4th June 2024

24th September 2024

3rd December 2024

AGM:

26th September 2024

Meeting concluded at 11:53.

Directors

GD van Niekerk (Chair) | P Doble | F Koegelenberg | PB Kotze | LA Rauch | S Taylor | AE Wright