HPP
Hermanus Public Protection
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 Mail: P.O Box 1599, Hermanus 7200

Implementation Plan
for
Financial Year: 2027 / 2028

Milestone 1: **Management and Control**			
Task per milestone	**Start and finish date**	**Responsibility**	**Performance Indicator**
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 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	Quarterly	HPP NPC Chairperson	Notice of meetings given appropriately, minutes taken and published on website.
Financial accounting	Ongoing	HPP NPC Executive Officer	Monthly reports submitted to board.
Audit of financial accounting	Within one month after end of financial year.	HPP NPC Financial Director	Unqualified audit report approved by board and members at the AGM.

		HPP NPC Executive Officer	
Financial reports to OM CFO	15th of every month	HPP NPC Financial Director HPP NPC Executive Officer	Monthly reports submitted to CFO.
Invoice to OM	On or before 25th 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 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	Combined Overstrand SRA Meetings with CFO
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	Once a month	HPP NPC Executive Officer	Newsletter published on HPP NPC website and e-mailed to members.
Compile the HSRA renewal plan application	Every 5 years	HPP NPC Board	Approved at AGM by members.

		HPP NPC Executive Officer	
Milestone 1: Actions			
1. Monthly newsletter to all ratepayers. Communicated via WhatsApp, Email and HPP NPC website.			
2. Regular articles in local press.			
3. Submit AFS, Annual Report and AGM Minutes to OM and Members.			

Milestone 2: **Safe Environment**			
Task 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.
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.

Milestone 2: Actions

1. Optimise the value of appropriately selected camera technology infrastructure.
2. Ensure the participation of ratepayers in suburbs to develop local CCTV deployment plans.
3. Continue the flexible approach of security providers' resources.
4. Create a platform that supports collaboration between SAPS, Municipal Law Enforcement, other SRA's in the region, Watch Groups and private security companies.

Milestone 3: **Healthy and clean environment**			
Task per milestone	**Start and finish date**	**Responsibility**	**Performance Indicator**
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	Engage 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 Director Cleansing HPP NPC Members	Engage with the Cliff Path Management Group to support ongoing initiatives to improve and promote environmental awareness on the Cliff Path.

Milestone 3: Actions
1. Promote community clean-up events where required to engender environmental awareness.
2. Encourage businesses to maintain properties and improve ‘sense of place’.
3. Support Cliff Path Management Group in agreed initiatives.
4. Provide ad hoc support to deal with localised litter problems.