



GREATER OVERBERG FIRE PROTECTION ASSOCIATION

ANNUAL GENERAL MEETING

23 MAY 2018

**Houw Hoek Hotel
Houw Hoek**

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Dear Member

08 May 2018

Enclosed please find the following:

- Notice of the 4th Annual General Meeting
- Chairman's report
- Financial Reports and Statements
- Manager's report
- Appointment of the Board
- Proxy for use at the Annual General Meeting
- Minutes of the Special General Meeting

The Annual General Meeting will be held on the 23rd of May 2018 at **Houw Hoek Hotel** at 14:00.

Members must please note that only members may vote at the Annual General Meeting. You are therefore requested to ensure that goFPA has the name of the person who will be voting for your property.

Yours sincerely,

Dr. Paul Cluver
Chairman

ANNUAL GENERAL MEETING (MEMBERS ONLY)

NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING WILL BE HELD AT HOUW HOEK HOTEL ON WEDNESDAY 23 MAY 2018 AT 14:00

AGENDA

1. Attendance register and apologies
2. Welcoming address by Chairman
3. Approval of the minutes of the Special General Meeting held on the 27th of March 2018
4. Chairman's report
5. Discussion and approval of the Financial Report and Statements of 2017/18
6. Appointment of auditors for 2018/19
7. General Manager's report
8. FPO's report
9. Appointment of the Board
10. General

Dr. Paul Cluver
Chairman

Chairman's report 2017/2018:

Dear members, stakeholders and supporters,

The 4th Annual General Meeting of the Greater Overberg Fire Protection Association, or as we liked to be called "goFPA", is upon us. The "go" represent our main aim in that action is required to prevent wildfires in the Overberg.

I would like to thank my board, our FPO and the Operational Team for their dedication and passion for making the Overberg wildfire-safe. Again, the past year has confirmed that the prevention and suppression of wildfires requires social cohesion, committed landowners, good communication and operationally sound fire services.

In general we are satisfied that we have stayed committed to our objectives. Basic services are now well entrenched in our organisation. Mapping, transparent financial management, representation of our landowners in wildfire matters and timeous, trustworthy communication are all part of our day-to-day operations.

I would like to highlight our accomplishments of the past year. Starting with our membership coverage, as at 31 March 2018, we cover 60% of the Overberg district based on land area. 54 new members joined and less than 10 members requested to be deregistered.

Integrated Fire Management is the key to ensure our efforts are focussed on the reduction of the number and the intensity of wildfires, thereby limiting our losses – lives, economic and environmental. I am pleased to report that the efforts of landowners, Fire Services and our Operational team to address identified high risk areas BEFORE the start of the fire season were very successful. To name but a few, Beaumont Wines/Cape Nature (Botrivier), Myddelton (Caledon) and Sondagskloof. Special thanks to Reinard and his team and to the landowners for their participation in the process.

Communication has been identified as a key driver of change, more than 400 members and/or stakeholders attended and participated in various FPA meetings. The support from our Fire Management Units are remarkable, the vigilance and quick response have to be commended. We look forward to build on the cohesion and commitment between the stakeholders and to support landowners with integrated fire management planning and activities.

The operational team will have a special focus on the less organized FMUs to build strong relationships and coordination. With the benefit of time, consistent messaging and operational support the impact of goFPA is tangible and appreciated. I would like to quote a comment from a member *"Louise, I have to tell you that I am so thankful since the FPA has been supporting us. Every Sunday afternoon or on high risks days I worried about how I was going to get hold of the right people, who would support me, what was going to happen if we did not stop this fire. Now I feel reassured in knowing I have help available."*

During the past year we have had several engagements with public entities in the Overberg, generating varied levels of success. Transnet has been actively clearing the identified high risk areas; SANRAL and their neighbours, via the FPA, have worked together on clearing and creating strategies to reduce the risk of wildfires on their land.

We have also seen a major challenge for the Grabouw/Elgin area with the handover of large parts of MTO managed land to DAFF. With the intervention of the Operational team, our FPO and support from the Board we manage to get the appropriate warnings out timeous, readiness plans in place and commitment from DAFF regarding what fire suppression strategy would be followed in the event of a wildfire on their land. DAFF will also become a formal member of the goFPA during the 2018/19 financial year.

Although fire suppression is not a core function of the FPA I have to comment on the past fire season in the Western Cape. A number of lives have been lost in the line of duty, livelihoods have been destroyed and trauma suffered due to devastating wildfires in the Western Cape. This reminds us of our responsibility to be accountable landowners and to practice safe fire fighting – not just for us, but also our workers. This was supported by six Fire Line Safety training courses the past financial year and by active FPA representation at nearly all wildfires the past fire season. goFPA provided assistance with the identification of risks, communication and coordination which was critical to ensure that the all parties were informed when formulating suppression strategies. This support also assisted our members to contribute and be protected.

I would like to thank both the Overberg and Overstrand Fire Services for their support and the cooperation that was given when working with us and our members to prevent and stop wildfires. The support also extended to prevention interventions which is greatly appreciated.

To the volunteers, VWS and Enviro Wildfire Services, the professional teams NCC, Vulcan and Working on Fire, Villiersdorp Privaat Brandweer, our partners CapeNature and Sanparks, and you, our committed members, a heartfelt message of appreciation for your services and support during the past year.

Lastly I would like to acknowledge the contribution and support goFPA received from the Western Cape Provincial Administration, Disaster Management Unit. Their financial assistance for aerial support, wildfire awareness, fire line safety programmes, coordination and fire services support were invaluable to us – thank you. Fire is everybody's fight.

Dr Paul Cluver
Chairman

goFPA Financial Report 2017/18

GREATER OVERBERG FIRE PROTECTION ASSOCIATION INCOME STATEMENT 2017/18				
				
Expenses	Actual 17/18 to Budget 17/18	Budget 2018/19	Actual 2017/18	Budget 2017/18
Staff remuneration - Salaries	95	1,060,710	840,008	885,592
Temporary Staff - Wages	70	25,000	17,600	25,000
Depreciation	77	8,200	10,540	13,700
Maintenance and Fuel	54	67,000	69,261	128,000
Administration Costs	55	129,500	106,040	191,707
Fire Protection Projects	100	165,000	125,394	125,000
Fire Fighting Support	214	60,000	54,186	25,349
Provision for contingencies	-	5,000	-	5,000
Sundry Expenses	219	10,000	21,880	10,000
TOTAL EXPENSES	88	1,530,410	1,244,909	1,409,348
Income	Actual 17/18 to Budget 17/18	Budget 2018/19	Actual 2017/18	Budget 2017/18
Donations	-	10,000	121,247	-
Membership Fees	103	1,553,812	1,460,131	1,420,000
Interest Received	150	80,000	67,593	45,000
Sundry Income	143	20,000	35,776	25,000
TOTAL INCOME	113	1,663,812	1,684,748	1,490,000
NET SURPLUS / (SHORTFALL)	545	133,401	439,839	80,652

1.1 Overview

goFPA's operational team managed to curtail cost on all major expense items, except for fire fighting projects and support services. This reflects the management team's effort to minimise cost while providing the necessary integrated fire management services to members. goFPA has also been fortunate during the year to receive donations to the value of R121 247. The breakdown of these donations are as follows:

Sondagskloof FPA	R104 673
Overberg Agri Bedrywe	R6 500
Mr. Paul Pentz	R10 000

The result of the savings and increased income is a significantly larger Net Profit (R439 839) compared to the budgeted (R80 652). The substantial net profit has increased the association's financial standing and increased the reserves of the association.

Although savings have been made on most expenditure items, over expenditure can be noted on Fire fighting support and Sundry expenses. Fire fighting support includes among other expenses the use of fire investigators. These costs are being recovered as reflected in Sundry income. We have also increased the budgeted expense on Fire fighting support for next year, as these support services are critical to ensure efficient fire fighting during the fire season. Sundry expenses includes the cost of a NCC ground team which was deployed at a fire in Arieskraal, Grabouw.

The budget for the new financial year has been approved at the Special General Meeting held on the 27th of March 2018.

1.2 VAT Registration

We are currently completing goFPA's VAT registration with SARS. The registration is mandatory for an organisation with an income above R1 million. The registration will affect our members in that VAT will have to be levied on the membership fees at a rate of 15%. The largest portion of our members are VAT registered and will be able to claim the VAT back from SARS. Unfortunately some members are not registered and will have to carry the additional tax burden.

The fee structure as voted in on the Special General Meeting, held on the 27th of March 2018, will remain unchanged, although VAT will have to be levied on top of the membership fees.

1.3 Conclusion

The goFPA operational team, board and members have managed to ensure the sustainability of the FPA. With sustainability secured, the association can focus on the objectives to reduce wildfire related risks in the Overberg through the implementation of Integrated Fire Management principles.

The financial statements are attached for your perusal.

Pieter Steenkamp
Project Coordinator

Manager's Report 2017/2018

I would like to start by thanking our FPO, Fire Service's Chiefs and their teams, my team and most of all our committed members for your support.

The strategic direction of our FPA has been reconfirmed by our Board at the last Board meeting held on the 27th of February 2018. Below a summary of these:

1. Long term wildfire awareness in the Overberg
2. Instil legal compliance of members focused on effectiveness, prevention and the "reasonable man" principle
3. Wildfire prevention with focus on high risk areas
4. Building a positive brand
5. Strong partnerships with our stakeholders, especially the Fire Services
6. Training and Personal Safety to be expanded

To improve **member communication** and promotion of involvement the goFPA team has arranged a series of meetings and training sessions the past year. These sessions were very well attended and participation was very good. Several Integrated Fire Management activities have followed from these sessions. Thank you for attending and participating.

As part of our wildfire prevention activities the **goFPA management team attended several meetings**. To highlight a few:

- Special focus on the Hermanus WUI, specifically the Onrusberg land users. Several interactions and meetings held to assist land users to address their alien invasive challenges and adhering to their legal responsibilities according to the National Veld and Forest Fire Act. Some progress, this will be an ongoing project.
- Active participation on the Provincial Fire Work Group. Manager attend two meeting, two special workshops.
- Attended a road reserve workshop and the annual Fynbos Forum. goFPA and ODM hosted a successful field trip.
- Manager and FPO met with senior Western Cape DAFF representative. It was a positive meeting on which to build.
- A positive engagement with the District Roads Department. Several activities, related to wildfire prevention in the Overberg agreed on and being executed.
- Facilitated a wildfire prevention meeting and ongoing engagement between land users (WUI) and TWK disaster management dept. This project is delivering on its commitments

To **measure success is critical** for an organisation. We based our measurement on the Key Success Indicators as determined as part of the GEF Fynbos Fire Project to be a successful FPA. For full table refer to our website – Special Members Meeting Pack.

KPI	Measurement	Challenge(s) experience
1. Stakeholder organisation and communication – Mobilise stakeholders, stakeholder analysis and awareness info disseminate	Very good and improving	
2. Risk Assessment – Mapping, GIS, landowner info and other veld related data	Good and improving	More longer term planning and integration of available data required
3. Fire management planning – protection, prevention and suppression – Set standards, controlled burns, Risk reduction planning and resource mobilisation, tactical FMU planning, FDI warnings, training, Season planning, communications plan	<p>Protection: For Strategic areas well organised and define. The efforts of winter planning paid off and will be continued this coming year. Our efforts is focused on the strategic areas. This is a combined effort between the Ops team, landowner and Fire Services.</p> <p>Prevention: Risk reduction and fuel management effort are visible in the landscape</p> <p>Suppression: Quick response, good coordination limited the extent of the wildfires this past season.</p>	The smaller members do not receive the attention they are requesting.
4. Detection and suppression – Detection, reporting of fires, suppression planning, SOPs, debriefs	Early detection of fires in the Overberg is very good – AFIS, FMUs, Fire Services Coordination at and suppression of wildfires are very good Overstrand Fire Services are now formally investigating all wildfire ignitions	Validating data can be frustrating for members We do not keep good records of fire stats, dependent on the Fire Services for such info. Communication of activation of Aerial resources were problematic

Review of Fire Season to date

40 plus wildfires experienced since the start of the Fire Season. Please refer to the website for a summary of events.

- Excellent cooperation between our members and the ODM and Overstrand Fire Services at the majority of the wildfires. With this extended support greatly assisted the Fire Services to efficiently suppress many of these fires.
- The pre-planning efforts paid off and with the Aerial support at high risk area avoided extended incidents.
- We are also noted the use of Personal Protective Equipment/clothing at wildfires were must less an issue as during the previous Seasons.
- Only 6 141 SMSs sent to date. These were mostly focused on meetings, warnings and wildfire updates.

Operational Planning

We will continue with our day-to-day activities and provide assistance to our members. These include: database, accounting, meetings/training arrangements, report writing, social media, attend meetings, fire season activities, again meetings, research, etc.

The following Projects or Special initiatives were approved by our Board as held on the 27th of February 2018

- Wild fire awareness will continue with a special focus on the Wildland Urban Interface
- Reduce risks in high risk areas
 - o Winter meetings will be held per Fire Station and begin much earlier
 - o Populate a three year plan
 - o Based on availability of fire Services support and land- user readiness
- Integration of Alien clearing project and Integrated Fire Management
- Improved Fire management planning for our members and strategic areas
- Public sector landowners focus – compliance and membership
- PPE and equipment drive – more info and looking at bulk buying options
- Increased support at wildfires
- Basic fire-fighting, Fire line safety and ICS Training present
- Building on our incident support capacity
- More effectively share best practices
- Improve the dissemination of wildfires/incidents
- Donor applications

Louise Wessels

goFPA Manager

Appointment of the Board 2018/2019

Please find the list of current board members below. These members are eligible for re-election. Should you wish to nominate a member for any of the positions below, please complete the nomination form on the next page and return it to the Chairman to reach him no later than the 21st of May 2018.

Dr Paul Cluver	Chairperson
Reinard Geldenhuys	FPO
Mavila Manganyi	DAFF
Lester Smith or nominated official	Overstrand – CFO
Peter Viljoen, Deon Geldenhuys or Mark Johns	CapeNature
Nomination required	Denel Overberg Test Range (large landowner)
Johan Taljaard	SANParks – Agulhas NP
Paul Voster	Sanbona (large landowner)
Danie Pretorius	Koktyls (large landowner)
Johan Viljoen	TWK
Eugene Hahndiek	CAM/ SMA
Albrecht Smuts	CAM
Pietersarel de Bruyn,	TWK/ Overberg
John Hauman, Chris Goatley	TWK/ Babilonstoring
Andries Erwee	TWK/ Grabouw-Elgin
Gerhard v Deventer, Pierre Terblanche	Swellendam
Nomination required	Swellendam/ Barrydale
Roger Bailey, Klaas Smit	Overstrand/ Hagelkraal
Guy Brooke-Sumner, Chris Martens	Overstrand/ Sondagskloof

Greater Overberg Fire Protection Association

Fire Station, Long Street, Bredasdorp, 7280. Tel: +2728 425 1690

www.overbergfpa.co.za

goFPA BOARD NOMINATION

I/We.....

(Name in Capital letters)

being a voting member of the Greater Overberg Fire Protection Association, hereby nominate

.....
to represent the members of the Greater Overberg Fire Protection Association on the board of the
association.

Position/Area nominated for:

.....

.....
SIGNATURE

.....
SIGNATURE

.....
PROPOSED BY (NAME)

.....
SECONDED BY (NAME)

.....
DATE

Please return the nomination to the Chairman to reach him not later than the 21st of May 2018:

The Chairman,
E-mail: info@overbergfpa.co.za
Fax: 086 585 2348

**PROXY FOR USE AT THE ANNUAL GENERAL MEETING OF MEMBERS TO BE HELD AT HOUW
HOEK HOTEL ON 23 MAY 2018**

1. *A Member may submit the name of his nominee or the names of two alternative nominees of his/her choice in the spaces provided therefore and may delete or keep "the Chairman of the Greater Overberg FPA". Any such deletion must however be initialled by the Member. The person whose name appears first on the proxy form and whose name is not deleted is entitled to act as nominee with the exclusion of those whose names follows.*
2. *Proxy forms must be submitted for the attention of the goFPA by no later than **12:00 on Monday, 21 May 2018.***
3. *The completion and submission of this proxy form does not prohibit the relevant Member to attend the annual general meeting and speak and vote personally at the meeting, with the exclusion of any nominee appointed in terms hereof.*
4. *The chairperson of the Greater Overberg FPA may accept or refuse any proxy form which has been completed and/or received in a manner not in accordance with these notes and instructions, provided that he is certain of the manner in which the Member wishes to vote.*
5. *Any change or correction effected on this proxy form must be initialled by the signatory.*

I/We.....
(Name in Capital letters)

being a voting member of the Greater Overberg Fire Protection Association, hereby appoint

.....
or failing him/her

.....
or failing him/her the Chairman of the Meeting as my proxy to vote on my behalf at the Annual General Meeting to be held at Houw Hoek Hotel on 23 May 2018, or at any adjournment thereof.

.....
SIGNATURE

.....
DATE

Please return proxy form to the Chairman to reach him not later than the 21st of May 2018:

The Chairman,
E-mail: info@overbergfpa.co.za
Fax: 086 585 2348

Please take note of the Extract from the Constitution attached.

NOTICE TO OWNERS - EXTRACT FROM CONSTITUTION

18. Annual General Meeting

- a. An Annual General Meeting must be called by the Board –
 - i. within 60 days of the end of the financial year, and
 - ii. with 14 days of written or emailed notice to all members.

- b. In addition to any other business, the annual general meeting must include –
 - i. the annual report presented by the FPA General Manager or the Chairperson of the Association,
 - ii. presentation of the financial statements of the Association by the Treasurer,
 - iii. the Fire Protection Officer's report,
 - iv. the introduction and approval of any increase of fees, charges or interest,
 - v. changes to the constitution, business plan and rules,
 - vi. if needed nomination of private landowners for the positions on the Board,
 - vii. if needed vote for a chairperson from the members of the Board, and
 - viii. additional agenda points that have been submitted to the FPA General Manager at least 7 days prior to the meeting.

- c. 20 Members are needed to form a quorum.
- d. If a quorum is not reached, the meeting is adjourned and after 10 minutes may be reconvened where the members present will constitute a quorum.
- e. Discussion at the meeting will be limited to the circulated and notified agenda.
- f. Only those members whose registration and membership fees are fully paid up, have a right to vote subject to the number of votes described in Section 19.

19. Voting

- a. At an Annual General Meeting or Special General Meeting –
 - i. Only members qualifying for membership in terms of the above may vote,
 - ii. Votes will be allocated as follows:
 1. <10ha = 1 vote
 2. 101 – 3 000ha = 2 votes
 3. >3 001 = 3 votes
 - iii. Maximum of 5 votes for landowners with separate business entities (eg. CapeNature)
 - iv. A member or Board member may vote for other members by means of a written and signed proxy.

END OF EXTRACT

MINUTES OF THE SPECIAL GENERAL MEETING Marine Hotel Hermanus 27 MARCH 2018

1. Attendance register and apologies

A quorum was present and the Chairman declared the meeting properly constituted.

- Attendance register:

1	Conwill Davids	MTO
2	Chris Orner	Wortelgat
3	Richard Middelman	Honingklip
4	Pieter E Claasen	S & T Sweiswerke
5	Carol Claasen	S & T Sweiswerke
6	Clive Day	Lagoon Farm
7	Andries Erwee	Monteith
8	Johan Viljoen	TWK Municipality
9	Chris Goatley	Tolbos
10	Giorgio Lombardi	Vogelgat
11	Thys De Villiers	Boskloof
12	Stig Snoen	Panthera Africa
13	Werner Visagie	Overberg Agri
14	Ruan Schutte	Overberg Agri
15	Johan Taljaard	Sanparks
16	Christie Smith	Kleinheuwel Trust
17	Gerhard Du Plessis	Kromco
18	Sybille Nagel	Privaat
19	Ian Marais	Fernkloof Farm
20	Geoff Whitelaw	Honey Bee Farm
21	Peter Viljoen	Cape Nature
22	Jannie Groenewald	Haarwegskloof
23	Roger Bailey	Flower Valley
24	J Montgomery	Hamilton Russel
25	P Bothma	Sumaridge
26	Andries Gotze	Spookfontein
27	J Lotter	Vrede Plaas
28	MJ Henckert	Mosaic
29	Michael Fuchs	Kleinparadjis
30	Koketso Kotsoe	Sanparks
31	Anton Duivestein	Sunnydale
32	Jacques Malan	Zilvermijnbosch
33	Anthony Bishop	Rocklands

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34	Burrie Van der Hoven	Lagoon Edge
35	Bruce Garland	Lagoon Edge
36	Layna Fischer	Jakalsdans
37	Andy Selfe	Weathertop
38	Neil Reid	Elgin Orchards
39	Dr Paul Cluver	De Rust
40	R Geldenhuys	ODM/goFPA

- The following apologies were received and noted

1	Pof Louw	
2	Henry Kotze	Highfield Farm
3	Debora Nutter	Stonehill River Lodge
4	Niels Verburg	Luddite Wines
5	Meyer Joubert	Op de Tradouw
6	Nick Hamman	Donkerwater
7	Martin Heynecke	Wittekop
8	Peter & Trish Badenhorst	Langekloof
9	D Mackenzie	
10	Paul Pentz	Mooisig Farm
11	Andries Pieters	Linkerhandsgat
12	Jill Price	Hermanus Yacht Club
13	Ken Eaton	Jakkalskloof
14	Louise Makepeace	Glenfruin
15	Anthony Van Hoogstraten	Diepgat
16	John De Haviland	Blommenberg
17	Allison Green	Wildekrans Country House
18	Dr Odette Curtis	Haarwegskloof
19	Julian Ardagh	Kleinfontein
20	Iona Farm	
21	Willie Smal	Avontuur Boerdery
22	AM Grier	Melkboskraal
23	Elmare Goosen	Klein Ezeljagt
24	Pieter De Wet	
25	Jan Fick	Vaalplaas
26	Jaco Malan	Farmsecure Fruit
27	Zelda Fox	Furneaux Farm
28	Lutz Kettner	Rainbow Farm
29	Q De Klerk	Airforce
30	Jaap de Wet	
31	Jan-Hendrik Human	Adowa

2. Welcoming address by Chairman

The chairman opened the meeting and welcomed the members.

3. Approval of the minutes of the 3rd Annual General Meeting

The minutes of the previous meeting was approved by the meeting. Nominated by Peter Viljoen and seconded by Chris Goatley.

4. Manager's report

Louise Wessels presented the manager's as per report distributed. After answering a few questions the report was accepted by the meeting.

Reinard Geldenhuys gave a brief overview of the past Fire Season and reported on challenges experience.

5. Discussion and approval of the Budget for 2018/19

Reinard Geldenhuys, as FPO, presented the projected financial statements and the 2018/19 Budget. The meeting accepted the new budget. Nominated by Richard Middelman and seconded by Johan Viljoen.

6. Resolutions

2018/2019 goFPA Fee increase of 6% has been proposed and, with overwhelming support, accepted by the meeting.

7. General

No items

The meeting was closed by a presentation from Justin Sullivan and his partner Alistair Daynes.

Dr. Paul Cluver
Chairman