



GREATER OVERBERG FIRE PROTECTION ASSOCIATION

SPECIAL GENERAL MEETING

27 MARCH 2018

**THE MARINE HOTEL
HERMANUS**

DOCUMENT CONTENT

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Greater Overberg Fire Protection Association

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

www.overbergfpa.co.za

Dear Member

07 March 2018

Enclosed please find the following:

- Notice of the Special General Meeting
- Minutes of the previous meeting
- Manager's report
- Financial Reports and Budgets for goFPA
- Resolutions
- Proxy for use at the Special General Meeting

The Special General Meeting will be held on the 27th of March at **The Marine Hotel, Hermanus**.

Members must please take note that only members may attend the Special 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

SPECIAL GENERAL MEETING (MEMBERS ONLY)

NOTICE IS HEREBY GIVEN THAT THE SPECIAL GENERAL MEETING WILL BE HELD AT THE MARINE HOTEL, HERMANUS ON TUESDAY 27 MARCH 2018 AT 14:00

AGENDA

1. Attendance register and apologies
2. Welcoming address by Chairman
3. Minutes of the previous meeting
4. Manager's report
5. Discussion and approval of the Budget for 2018/19
6. Resolutions
7. General

Dr. Paul Cluver
Chairman

MINUTES of 3rd ANNUAL GENERAL MEETING
Koringaar, Overberg Agri
Caledon
25 MAY 2017

1. Attendance register and apologies

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

- Attendance register:

1	Keith Leonard	goFPA
2	Pieter Steenkamp	goFPA
3	Paul Cluver	goFPA
4	Reinard Geldenhuys	ODM / goFPA
5	Louise Wessels	goFPA
6	John Hauman	Diepgat
7	Braham van Zyl	Hermitage
8	Anthony van Hoogstraten	Diepgat
9	Peter Pearson	Klein Houwhoek
10	Wendy Wilson	Glen Fruin
11	Mike Hardaker	Glen Fruin
12	Pieter Claassen	S + T Sweiswerke
13	Giorgio Lombardi	Vogelgat NR
14	Burrie van der Hoven	Lagoon Edge
15	Anthony Bishop	Rocklands Farm
16	Bruce Garland	Lagoon Edge
17	Ruan Schutte	Roodebloem
18	Herman van Deventer	Steenbokslaagte
19	Pierre Terblanche	Qunu/Sanral
20	Chris Martens	Lucerne Farm
21	Johan vd Westhuizen	Arabella
22	Richard Middelman	Honingklip
23	Siviwe Mondobo	SANBI
24	Chris Goatley	Tolbos
25	Alison Green	Groenlandberg Conservancy
26	Willie Smal	Hammandal
27	MJ Roux	Rouxwil
28	WA van Niekerk	Spes Bona
29	J Montgomery	Hamilton Russell, Ashbourne, Southern Right, Moya's

30	Jannie Fourie	Geelbosfontein
31	Gill Gimberg	Wittekop Ptn 1
32	Rob Gimberg	Wittekop Ptn 1
33	Rob Erasmus	Enviro Wildfire
34	Robert Stelzner	Tolbos
35	John Burgoyne	Ross Poultry Breeders
36	Retief Groenewald	Overberg WRM
37	Malcolm Abrahams	ODM
38	Peter Viljoen	Cape Nature
39	Ethelberth Lombaard	Sanparks
40	Angelo Aplon	Overstrand
41	J Swart	Haasjeskop
42	Michael Stemmett	Wortelgat
43	Mohseen Moosa	Paardenkloof
44	Brett Sander	Cold Mountain
45	C Pieterse	ODM
46	R van Harte	ODM
47	C van Lingen	Monteith Trust
48	Jan Viljoen	Middelplaas

- The following apologies were received and noted

1	Pieter Albertyn	Zeekoeivlei
2	Peter Allan	Crystal Kloof
3	Willem Booyesen	Remhoogte Boerdery
4	Charla Bosman	Lemoentuin Farm
5	Derek Corder	Beaulieu Farm
6	PD de Wet	Moreson Trust
7	Jaap de Wet	Napkysmond
8	Pieter Dreyer	Raka Wine
9	Andries Erwee	Monteith
10	Michael Fuchs	Klein Paradijs
11	Elmare Goosen	Klein Ezeljagt
12	Danie Goosen	Wildekrans Wine
13	Alexander Grier	Melkboskraal
14	Marcelino Henckert	Mosaic
15	Danie Horne	Bonuri Boerdery
16	Richard Ivey	Granton Trust
17	Lindsay Lewis	Sanparks
18	Lindsay Madden	Heilfontein
19	Mr & Mrs Major	Stilwatersfarm

20	Mavila Manganyi	DAFF
21	Nancy & Miro Muzlai	Blue Horizon
22	Henning Olivier	Country Fair
23	Peter Pentz	Mooisig Farm
24	Neil Reid	(Monteith Trust)
25	Pieter Reuvers	Reuver Plase
26	Alistair Smith	Kentucky Farm
27	Neville van Vuuren	Oak Valley
28	Piet van Zyl	Riviersonderend Nature Reserve
29	Leon Visser	Breede Vlei
30	James Wilson	Glen Fruin

2. Welcoming address by Chairman

The chairman opened the meeting and welcomed the members.

3. Approval of the minutes of the 2nd Annual General Meeting

Richard Middelman proposed and Peter Pearson seconded that the minutes of the previous meeting were correct. No corrections were required.

4. Chairman's report

The Chairman's report was circulated to all members before the meeting. The meeting accepted the Chairman's report.

5. Financial Report for 2016/17 and Financial Statements of 2016/17

Pieter Steenkamp provided an overview of the Financial Statements of 2016/17. The meeting approved the report and statements. Richard Middelman proposed and Anthony van Hoogstraten seconded the approval.

6. Appointment of auditors for 2017/18

Anthony van Hoogstraten proposed and Johan Montgomery seconded the re-appointment of Boshoff Visser as the auditors of goFPA. The meeting accepted the proposal.

7. General Manager's report

Louise Wessels provided highlights of the Manager's report. The meeting accepted the Manager's report.

8. FPO's report

Mr Geldenhuys did a presentation and highlighted the successes and challenges of the past Fire Season. The meeting accepted the FPO's report.

9. Appointment of the Board

The meeting approved the board as below:

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
Jan Augustyn	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, Second to be appointed by Board	TWK/ Overberg
John Hauman, Chris Goatley	TWK/ Babilonstoring
Dr Paul Clüver	TWK/ Grabouw-Elgin
Andries Erwee	TWK/ Grabouw-Elgin
Gerhard v Deventer, Pierre Terblanche	Swellendam
Andre vd Walt	Swellendam/ Barrydale
Roger Bailey, Klaas Smit	Overstrand/ Hagelkraal
Guy Brooke-Sumner, Chris Martens	Overstrand/ Sondagskloof

10. Resolutions

The change to the constitution was proposed by Richard Middelman and seconded by Reinard Geldenhuys. The meeting approved the change as below:

Clause 19 of the constitution currently reads:

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

It is proposed that the clause be changed to read as follows:

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. $\leq 100\text{ha} = 1$ vote
 2. $101 - 2\,999\text{ha} = 2$ votes
 3. $\geq 3\,000 = 3$ votes

11. General

Willie Smal requested that landowners be allowed to chemically treat the road verges of public roads.
Louise Wessels agreed that she will follow up and provide feedback within two months.

12. Presentation

A presentation on Fire investigations was delivered by Rob Erasmus from Enviro Wildfire Services.

Dr. Paul Cluver
Chairman

goFPA Management Report:



1. Membership summary

1.1 New Membership

51 New members with a total of 19 866 ha

No	Local Municipal Area
6	Cape Agulhas
12	Overstrand
10	Swellendam
23	Theewaterskloof

1.2 Membership cancellations

25 Deregistered members with a total of 9 963ha. Reason: Cancelled, non-payment & sold.

2. Training, meetings and member interactions

2.1 Members and training

To improve member communication and promotion of involvement the goFPA team has arranged a series of meetings and training sessions. These sessions were very well attended and participation was very good.

Several Integrated Fire Management activities have followed from these sessions.

Member and other stakeholders attending meetings for the period 1 Apr 2017 to 28 Feb 2018 are in the nearly 400. Thank you for attending and participation.

The next table highlights some of the key events:

Type of session	Where/Who	# of participants
7 Winter Planning meeting	<ul style="list-style-type: none"> - Swellendam - Overstrand (2) - Villiersdorp - Caledon - Bredasdorp - Grabouw 	187
5 High Risk meetings	<ul style="list-style-type: none"> - Kleinswartberg - Barrydale - Korteshoven - Napier - Hermanus WUI - Arieskraal 	
2 x 1 day training courses: <ul style="list-style-type: none"> - Fire line safety - Divisional Sup 		59
Other training: <ul style="list-style-type: none"> - Fire line safety 	<ul style="list-style-type: none"> - Grabouw completed - Villiersdorp - Swellendam/Barrydale - Bredasdorp - Caledon - Overstrand 	50
2 Pre-Fire Season meetings	<ul style="list-style-type: none"> - SanParks - CapeNature 	11
3 FMU	Oudebrug – Grabouw Jagesvlakte/Grabouw Kleinswartberg	35
Basic wildfire training	SANRAL & District Road Dept	

2.2 Management meetings

As part of our wildfire prevention activities the **goFPA management team attended several meetings.**

This section aims to give a summary of the most important or relevant meetings, interactions and planning:

- 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. Good progress, this will be an ongoing project
- AGM successfully held
- Active participation on the Provincial Fire Workgroup Group. Manager attend 2 meeting, 2 special workshops
- Successful meeting with CFO and Greyton volunteer fire services
- 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 on.
- Several engagements with Overstrand Fire and Rescue Services and presenting at various Agricultural Meetings
- 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 landusers (WUI) and TWK disaster management dept. This project is delivering on its commitments
- Several Provincial Aerial support info & planning meetings attended by manager and FPO
- AFIS vegetation moisture content measurement international project
- ODM and City of Cape Town operational activities alignment
- WC Provincial Wildfire preparedness meeting
- Provincial Fire Workgroup meetings
- Regular Aerial Fire Fighting Workgroup meetings
- EGVV members meeting
- Grabouw Catchment burn opportunities
- Village of Hope fuel load reduction meeting
- Grabouw FMU meeting
- Attending various wildfires

2.3 Measurement against key success indications

Please refer to the table on the next page, as prepared for our Board, and based on Key Success Indication as determined as part of the GEF FynbosFire Project.

Role	FPA	FMU	Landowner	District and local Fire Services	Disaster Management	National govt depts
1. Stakeholder organisation and communication						
• Identification of and communication with relevant stakeholders		Comms in place and response good when required	Comms in place and response excellent when required	ODM - Continuous and excellent Overstrand – goFPA team to improve	Integrated on Provincial level since July 17	Still limited
• Mobilisation of landowners into FPA					n/a	
• Mobilisation of state/parastatals landowners into FPA	1. Working relationship with District Road 2. "Handed" Transnet over to their Insurance incident inspector	n/a	n/a		n/a	
• Mobilising local municipalities	LA paid members	n/a	n/a		n/a	n/a
• Guidelines for prioritising stakeholders – willingness, risk rating					n/a	-

• Fire awareness information dissemination	Regional meetings were successful	Better but must improve			-	-
Role	FPA	FMU	Landowner	District and local Fire Services	Disaster Management	National govt depts
• Database of service providers to support members	Updating of website with service provider Bulk buying project for 2018	n/a	n/a	n/a	-	-
2. Risk Assessment						
• Mapping of members	Up to date with a process of continuous validation			-	-	-
• Collection of other landowner information	The process is working, but the data received is not complete	Good trust relationship exists and information are shared when required – permitted/not permitted burns and wildfires		Two of the LA provide GIS data, but incomplete info (limited contact details)	-	-
• Translation of information on QGIS (FOSS)		Maps are shared annually and per request		Legally binding MOUs with Overstrand LA	-	Legal MOUs with CapeNature
• Add layers to GIS with veld type, veld age, burn history, DM risk assessment, human and social, economic, ecological, etc.	We have the information, but not integrated into our QGIS data base	Limited to individual maps beginning prepared for high risk areas		Have the relevant info regarding high risk areas	-	CapeNature and SanParks' map are very good and are shared with goFPA
• Standardise risk ratings	Yes, but informal	Very limited and informal		Yes	-	CN and SanParks use standard ratings
• Apply rating to data – expert or participatory	Participatory	Participatory		Expert	-	-

Role	FPA	FMU	Landowner	District and local Fire Services	Disaster Management	National govt depts
3. Fire management planning – protection, prevention and suppression						
• Strategic – high level linked to risk mapping – annual review	Improving each year	Participation must improve		Excellent support		-
• Set minimum standards for fire prevention and readiness for members	Active focus on the Rule checklist this year	goFPA still the driver, improving	-		Provide Provincial standards	-
• Controlled burns	Active involvement: 8-10 burns this year	Mostly driven by the individual landuser	“Ask you and you will receive” Very good preparation & active participation	Excellent support – a big thank u	-	-
• Risk reduction plan: Fire belts – strategic and tactical, fuel load reduction – alien clearing, resource mobilisation	Limited to information sharing and facilitation	Participation and taking leadership must improve	Visible improvement	Support	-	CN & SanParks have quality plan
• Tactical: Local planning – FMU and landowner	Good and still improving				-	CN & Sanparks
• Communication of fire danger rating	In FireSeason via Social media & warnings via sms and/or emails	Certain FMUs take leadership dissemination and enforcement	-	Support via Control room	-	-
• Agree mechanisms for coordination of actions with adjoining FPAs	Informal, but effective relationship	-	-	Support on local and provincial level	Support	-

Role	FPA	FMU	Landowner	District and local Fire Services	Disaster Management	National govt depts
• Firefighting resource identification and deployment plan	Done	-		In Summer plan	Support if Disaster	-
• Member training	Still ongoing – refer report	Good participation		Excellent support		
• Pre fire season planning and post fire season debrief	Regional landuser & LA meetings. More info to be distributed	Certain areas better than others. Great improvement		Ongoing		-
• Communication plan – awareness and operational	Refer report	-	Improvement on response to communication	Support	Province provided printed media and comms support to FPAs	
4. Detection and suppression						
• Detection systems - landowner, AFIS, other	***** 5 stars! Detection early, collecting info quickly, systems & processes working.				-	-
• Reporting of fires – emergency number, system	Systems and processes working well. Can improve on the reporting of illegal (but safe burns).				-	-

Role	FPA	FMU	Landowner	District and local Fire Services	Disaster Management	National govt depts
• Suppression plan	Done, disseminated and prepared for	Difficult to measure level of readiness. High risk areas well informed and ready		Done, disseminated and prepared for		-
• SOP and incident control – Provincial standard to be applied for typing of incidents and resources	Trained and applying standards	Standards and application well communicated, including via training. Time will tell.		Ready!		-
• Handling of emergencies	To date this year, very well. Where improvements are required, incorporated			Best in the country		-
• Training	Still ongoing – refer report	Good participation		Excellent support	-	-
• Post incident debriefing and record-keeping/ statistics	<u>Debriefs</u> Informal very good <u>Record-keeping</u> Very limited	Some instances reluctant to participate			-	-

3. Review of Fire Season to date

40 plus wildfires experienced since the start of the Fire Season. Please refer to end of this report for a summary of main events.

- Excellent cooperation between our members and the ODM Fire Services at the majority of the wildfires. With this extended support greatly assisted the ODM 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.

4. goFPA 2018/2019 Strategy and Planning

4.1 Confirmation of our strategy

The Strategy 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:

- Long term wildfire awareness in the Overberg
- Instill legal compliance of members focused on effectiveness, prevention and the “reasonable man” principle
- Wildfire prevention with focus on high risk areas
- Building a positive brand
- Strong partnerships with our stakeholders, especially the Fire Services
- Training and PPE expand

4.2 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 3 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
- VAT registration for goFPA
- 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

End of report.

goFPA Budget for the financial year ending 31 March 2019

GREATER OVERBERG FIRE PROTECTION ASSOCIATION PROJECTED INCOME STATEMENT FOR 31 MARCH 2018					
					
Expenses	Budget 18/19 to Projection 17/18	Budget 18/19 to Budget 17/18	Budget 2018/19	Projection 2017/18	Budget 2017/18
Staff remuneration - Salaries	127	120	1,060,710	838,396	885,592
Temporary Staff - Wages	106	100	25,000	23,600	25,000
Depreciation	76	60	8,200	10,852	13,700
Maintenance and Fuel	75	52	67,000	88,756	128,000
Administration Costs	137	68	129,500	94,841	191,707
Fire Protection Projects	137	132	165,000	120,124	125,000
Fire Fighting Support	105	237	60,000	57,050	25,349
Provision for contingencies	-	100	5,000	-	5,000
Sundry Expenses	45	100	10,000	22,416	10,000
TOTAL EXPENSES	122	109	1,530,410	1,256,036	1,409,348
Income	Budget 18/19 to Projection 17/18	Budget 18/19 to Budget 17/18	Budget 2018/19	Projection 2017/18	Budget 2017/18
Donations	8	-	10,000	121,247	-
Membership Fees	106	109	1,553,812	1,465,860	1,420,000
Interest Received	117	178	80,000	68,099	45,000
Sundry Income	72	80	20,000	27,909	25,000
TOTAL INCOME	99	112	1,663,812	1,683,115	1,490,000
NET SURPLUS / (SHORTFALL)	31	165	133,401	427,080	80,652

1. Overview

The projected results for the financial year, as above, has been calculated from the actual financial position as at 31 January 2018. The complete report on the financial results will be delivered at the AGM to be held in May 2018 after the audit has been finalised.

goFPA managed to realise above budgeted income and limited spending below budgeted levels during the financial year. This should translate into a significant increase in cash and cash reserves to an estimated R770 000 at the end of the financial year.

goFPA's total budgeted expenditure for the 2018/19 financial year is R1.53 million and budgeted income is R1.66 million resulting in a net surplus of R133 401. Income is largely generated by Membership Fees, making goFPA sustainable, independent of outside funding/donations. This is an important position to maintain to ensure the work to prevent and fight wildfires will continue in the long term.

2. Expenditure

Salaries: Salary increases of 7% have been budgeted for the financial year. No provision has been made for additional staff during the financial year. Additional funds have been allocated to salaries to the value of R144 000 to provide for vehicle allowances for the manager and project coordinator.

The board agreed to the vehicle allowances after a debate which included the purchase of a dedicated vehicle for the FPA in order for the staff to attend fires and meetings across the Overberg. The decision was made not to procure a vehicle until the financial position of the FPA has been further strengthened.

The vehicle allowances are temporary until goFPA has managed to procure suitable transport. The allowance is based on those of the South African Local Government Bargaining Council.

Maintenance and Fuel: Maintenance and Fuel includes transportation cost, which has been decreased due to the vehicle allowances. Provision has been made for subsistence and travel for staff to attend meetings (such as the National FPA meetings in Johannesburg).

Administration costs: Funding for administration costs has been reduced. The following items have been reduced/removed:

- Audit Fees: R30 000 – the auditors recommends a yearly review instead of a full audit.
- Stationary and Printing: R5000 – this item has been reduced due to the increased use of electronic communication.
- Telephone and communication: R7000 – reduced to R35 000 due to the increased use of electronic communication.
- Travel: R15 000 – included in the Maintenance and Fuel item.
- Website hosting and development: R15 000 – included in Awareness funding.

Funding has been added for insurance cost to the value of R12 000/year.

Fire Protection Projects: Increased funding has been allocated to this cost item. Fire Protection Projects includes:

- Training of Members: R20 000
- Awareness Funding: R60 000
- Professional Services: R40 000
- Mapping Services: R45 000

Fire Fighting Support: Increased funding has been allocated to Fire Fighting Support, which includes:

- Aerial support: R15 000
- Fire suppression support: R45 000

3. Income

Income has been budgeted to increase, driven by a CPI related increase of membership fees of 6%.

4. Capital Expenditure

No Capital expenditure has been budgeted for the financial year.

5. Cash Flow

goFPA budgets for a net cash increase of R141 000. The reserves of the association are sufficient to provide a buffer for most contingencies.

6. Conclusion

goFPA Management would like to thank its members and Exco for their support during the year. The FPA's staff is committed to reduce fire risk in the Overberg and assist Fire Services and Landowners in fighting and preventing wildfires.

Pieter Steenkamp
Project Coordinator
March 2018

1. Resolutions:

2.1 Increase of Membership Fees:

It is proposed that the fee structure be amended as below. The proposal to increase the Membership Fees was approved by the board on the Board meeting held on the 27th of February 2018. The proposed fee increase is a CPI related increase of 6%.

goFPA Proposed Fee Schedule: 1 Apr 2018 to 31 Mar 2019

Once-off joining fee:

Municipalities, Parastatals e.g. Eskom, Telkom, State land	R2 120
All other	R530

Annual membership fees:

Land owner and governmental conservation areas e.g: Cape Nature, OTB		
Farm portions with the same land manager/owner/lessee and trading under the same name are recognized as one member and therefore pay one collective fee.		
Property size	Rate	
< 100ha	R1590	
101ha – 500ha	R1590 plus R0.85/ha above 100 <> 500	
500ha – 3000ha	R1930 plus R0.80 p/ha above 500 <> 3000	
Larger or equal to 3 001ha	R3930 plus R0.74 p/ha above 3 000ha	
Municipalities		
	R15 900	
Industrial/Developments		
Property size	Developments: Gated estates & Resorts	Industrial
< 100ha	R2120	R3180
101 – 500 ha	R2120 plus R1.06/ha 100<>500	R3180 plus R4.24/ha 100<>500
501 – 3000 ha	R2544 plus R1.00/ha 500<>3000	R4876 plus R4.13/ha 500<>3000
Larger or equal to 3001 ha	R5044 plus R0.95/ha >3000	R15201 plus R4.03/ha >3000
Parastatals : Eskom, Telkom, Sanral, Transnet		
	As per agreement	<i>Comment: This might be subjected to certain Umbrella negotiations</i>

Definition of a Member

- Any owner in the area of the FPA may at any time become a member. Every municipality or organ of State must be a member.
- All land owners as defined by the Act and within the domain of the FPA can become members.
- All land owners, lessees, state entities, municipalities, or communities, who have applied for membership, completed and submitted membership application forms and who have paid their membership fees are members.

PROXY FOR USE AT THE SPECIAL GENERAL MEETING OF MEMBERS TO BE HELD AT THE MARINE HOTEL, HERMANUS ON 27 MARCH 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, 26 March 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 Special General Meeting to be held at The Marine Hotel, Hermanus on 27 March 2018, or at any adjournment thereof.

.....
SIGNATURE

.....
DATE

Please return proxy form to the Chairman to reach him not later than the 26th of March 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. Special General Meeting

- b. The Board may convene a special general meeting at any time giving 14 days' notice stating the reason for the meeting and providing an agenda.
- c. A special general meeting must be convened by the Board if
 - i. 30 or 5%, whichever be the lesser, of the paid-up members request this meeting in writing and name the issues to be dealt with;
 - ii. The members requesting the meeting undertake in writing to pay for the administrative costs of the meeting.
- d. Members present will constitute a quorum.
- e. Discussion at the meeting will be limited to the circulated and notified agenda.

20. Voting

- b. 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. $\leq 100\text{ha} = 1$ vote
 - 2. $101 - 2999\text{ha} = 2$ votes
 - 3. $\geq 3\ 000 = 3$ 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