



**Special General Meeting**  
**30 August 2024 - 11:00 am, Brenton Community Hall**  
**Minutes**

**1. Opening & Welcome**

- a) Mr. Deon van Zyl (DvZ), Chairperson of the SCFPA, opened the meeting and welcomed all present. He noted that the members present constitutes a quorum.

**2. Presentation and Discussion of Proposed Constitutional Revisions**

- a) DvZ presented the rationale behind the proposed revisions, including changes to the management structure, the addition of a standing and advisory committee, and the reduction in the number of directors. These revisions aim to simplify governance and enhance operational effectiveness within the organisation.
- b) DvZ reviewed all revisions to the 2017 constitution (refer to Annexure A). It was noted that changes related to grammar and sentence construction were not included in the listed revisions.
- c) The following additional amendments were suggested:
  - i. Amend Point 15.1 from "All paid-up members are eligible for nomination and election to become a Director" to "Subject to cl. 15.9 below, any paid-up member is eligible for nomination and election to become a Director."
  - ii. Amend Point 15.9 from "Appoint and delegate operational authority to a Chief Executive Officer (CEO)" to "Appoint and delegate operational authority to a Fire Protection Officer (FPO)."
  - iii. Amend Point 17.2.a. from "One representative from each of SANParks, Cape Nature, a district municipal official, and a DFFE official" to "One representative from each of SANParks, Cape Nature, Nelson Mandela University, a district municipal official, and a DFFE official."

iv. Amend Point 18.1.a. from "The Chief Executive Officer" to "The General Manager."

All members present approved the additional amendments to the proposed constitution.

### **3. Voting on Constitutional Revisions**

a) Len du Plessis proposed the motion to approve the revised constitution, including the additional amendments suggested under point 2c). This was seconded by Koos Lourens and thirded by Wayne Sternsdorf. DvZ called for a show of hands, and the motion was unanimously approved.

### **4. Closing**

a) DvZ thanked the members for their attendance.

*End of Meeting: 11:55*

## **Annexure A**

### **Revision of the SCFPA Constitution:**

#### **6. The Objectives of the SCFPA - NPC**

- 6.3: "Ensure that each Fire Management Unit (FMU) has its own integrated fire management plan"

#### **8. Membership**

- 8.1.d & 8.2.b: "Executive Committee (EC)" to "Standing Committee (SC)"

#### **9. Membership Database and Communication**

- 9.4: "The management of members' information will comply with provisions of the Protection of Personal Information Act (POPIA) 4 of 2013"

#### **13. Fees, Charges, and Interest**

- 13.1: "Executive Committee to "board of directors"
- 13.1.b: "determine interest on unpaid charges for additional services rendered calculated according to the prevailing prime overdraft rate charged by the SCFPA-NPC's bankers from time to time plus 4%, except in cases where prior arrangements have been made with the SCFPA - NPC"

#### **15. The Board of Directors (BoD)**

1. All paid up members are eligible for nomination and election to become a Director.
2. If there are insufficient suitable nominees, non-members can be invited to serve as directors.
3. The SCFPA can request proposals via email/post for new directors, as needed throughout the year. Nominations will then be circulated via email/post for members to vote. If no objections are received within 2 weeks, the standing committee will evaluate and shortlist the nominations and appoint the directors according to the number of votes.
4. The directors will be elected or re-elected every 3 (three) years. There will be 5 (five) directors.
5. Three directors will constitute a quorum.
6. The board of directors will elect their office bearers: Chairperson and Vice Chairperson.
7. The board will have the following ex-officio directors without voting rights.
  - a) A general manager appointed by the board.
  - b) A Fire Protection Officer (FPO) designated by the Department of Forestry, Fisheries and Environment (DFFE).

- c) As appropriate a DFFE officer (fire adviser).
- 8. The standing committee will consider applications on needed competencies and representation of constituencies e.g. Commercial, Private including the farming community, Conservation, Tourism, Residential Settlements, Forestry and Geographic areas based on B-municipal boundaries within the SCFPA – NPC domain.
- 9. The Duties of the Board of Directors will include:
  - a) Ratify or reject decisions made by the standing committee
  - b) Approve budgets and budget deviations
  - c) Approve financial decisions outside of the approved budget made by the standing committee (SC)
  - d) Approve changes in membership of the advisory committee
  - e) Approve business plans
  - f) Set rules and guide lines
  - g) Approve policies and procedures put forward by the management committee (MC)
  - h) Endorse the annual report to the Minister
  - i) Appoint and delegate operational authority to a Chief Executive Officer (CEO)
  - j) Recommend membership of the advisory committee (AC)
  - k) Request and recognise advice from the advisory committee
- 10. Government officials are not allowed to be elected directors of the SCFPA NPC

## **16. The Standing Committee of the Board (SC)**

1. To expedite board duties and responsibilities 3 (three) directors will form a standing committee of the board: the Chairperson, the Vice-Chairperson and a nominee elected from and by board members.
2. When requested by the Management Committee, the standing committee is mandated to make decisions consistent with Board of Directors duties, responsibilities and authority.
3. Decisions of the standing committee will be directly reported to the board, to be ratified at the next meeting.

## **17. Advisory Committee (AC)**

1. An advisory committee will fulfil the follow functions:
  - a) Advise and assist the board of directors in executing their duties and responsibilities.
  - b) Assist in strategic planning.
  - c) Support SCFPA-NPC management in performing their day to day functions.
  - d) When requested, compile special reports and policy documents.
2. The following are eligible for membership of the advisory committee, meeting as the District Fire Working Group chaired by the district fire chief (FPO).

- a) One representative from each of SANParks, Cape Nature, a district municipal official and a DFFE official.
- b) A representative from each Government Department and Local Authority that manages land within the boundaries of the SCFPA – NPC.
- c) Representatives from MTO and PG Bison, if such a nominee is available.
- d) Co-opted fire management unit representatives from each area.
- e) One representative from Working on Fire.
- f) Any other member that has been co-opted for a specific input or task.

## **18. Management Committee (MC)**

1. The management committee will have the following members:
  - a) The Chief Executive Officer
  - b) Area managers
  - c) SCFPA – NPC office manager
  - d) Individuals co-opted for their expertise and experience
2. The management committee will fulfil the following functions:
  - a) Organise and lead day to day operations of the SCFPA-NPC.
  - b) Formulate and submit annual budgets for board approval.
  - c) Ensure compliance with relevant laws, regulations and organisational policies.
  - d) Ensure accounting and financial reporting satisfy audit standards.
  - e) Issue invoices and maintain financial records and statistics.
  - f) Organise annual audits.
  - g) Compile and provide periodic reports to the board and other relevant parties, including the SCFPA – NPC annual report to the Minister.
  - h) Compile annual plan of operations.
  - i) Revise documentation as required by the National Veld and Forest Fire Act.
  - j) When expedient, represent the SCFPA-NPC on committees of partners and third parties.
  - k) Update GIS data.
  - l) Exercise accountability for the performance of personnel and organisational effectiveness.
  - m) Negotiate and provide services to members and third parties.
3. The management committee will meet regularly at a schedule consistent with operational and planning requirements.

## **21. Annual General Meeting**

- 21.1.b: "14 days of written or emailed notice" changed to "21 days of written or emailed notice"