



GROUND CREW WORK GROUP TERMS OF REFERENCE

1. NAME

This organization shall be known as the **Ground crew Workgroup, a sub-workgroup of the Provincial Veld Fire Work Group** hereinafter referred to as the "GCWG".

2. ESTABLISHMENT

The GCWG is established as a sub-workgroup to the Provincial Veld Fire Workgroup; established in terms of the Disaster Management Act, 57 of 2002. The sub workgroup are task with specific issues pertaining to ground crew teams involved with integrated fire management. The ground crew work group provide for the association and assembly of persons who have knowledge and experience of dealing with ground crews in the Western Cape Province.

3. GOALS

- a) To develop and maintain and provide technical advice on best practices, Standard operating Procedures and policy for Ground crew training, mobilization and resource deployment in the Western Cape Province.
- b) Advise the Provincial Veld Fire Workgroup on all ground crew related matters.
- c) Coordinate activities with other sub-workgroups to align activities and outputs.

4. OBJECTIVES

In order to reach the above goals, the following are objectives to be met by the Sub workgroup:

- a) Prepare and propose to the Provincial Veld Fire Work group standards for ground crew –
 - Training
 - Rations
 - Best operating procedures
 - Crew readiness standards
 - Response and mobilization
 - Personal Protective clothing
 - Equipment
 - Transportation
 - Management of crews
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- b) Provide technical advice on placement and development of ground crew resources.
- c) Facilitate and coordinate activities between various organizations.

5. OFFICE OF CORRESPONDENCE:

For purposes of correspondence, the domicilium citandi et executandi shall be the offices of the Western Cape Provincial Government, Department of Local Government, Sub-Directorate Fire Brigade Service, where such correspondence shall be addressed to the Chairperson of the Group at:

Sub Directorate: Fire Brigade Services

Department of Local Government

Private Bag x3, Sanlamhof, 7532

6. MEMBERSHIP

THE PRINCIPAL MEMBERS OF THE GCWG SHALL INCLUDE ONE REPRESENTATIVE FROM:

- a) District Municipality Fire Services
- b) City of Cape Town Fire and Rescue Services
- c) City of Cape Town Biodiversity Management
- d) Western Cape Provincial Government, Department of Local Government, Sub-Directorate Fire Brigade Service
- e) Volunteer Wildfire Services
- f) CapeNature
- g) Cape Pine
- h) SA National Parks
- i) DAFF official responsible for FPA's
- j) Umbrella FPA
- k) Working on Fire

Each Organization will be required to nominate, in writing, an individual from their respective organization as representative.

AD-HOC MEMBERS SHALL INCLUDE:

- a) Persons who by their relevant expertise considered making valuable inputs into the business of the GCWG.



7. VOTING ON MOTIONS

- a) Every member organisation will have one vote per organisation.
- b) Prior to resolving any issue affecting the GCWG or its members or Goals and Objectives, a vote will be cast to ensure that such issue has the majority support of the GCWG members.
- c) The Chairperson shall retain a casting vote.

8. OFFICE BEARERS

- a) The Workgroup shall elect from amongst its Principal Members the following office bearers.
- b) Chairperson- shall be appointed from the Western Cape Provincial Government, Department of Local Government, Sub-Directorate Fire Brigade service.
- c) Deputy Chairperson - shall be elected from the principal members of the GCWG and shall hold office for a period of two (2) years and shall be eligible for re-election.
- d) The Secretary shall be appointed from Western Cape Provincial Government, Department of Local Government, Sub-Directorate Fire Brigade Service.

DUTIES OF THE OFFICE BEARERS

The **Chairperson** shall:

- Be the official representative and spokesman of the GCWG
- Preside at meetings of GCWG.
- Call a special meeting of the GCWG when so requested by at least 25% of the membership or whenever the Chairperson determines it necessary and urgent to call a special meeting.
- Ensure that the Goals and objectives are adhered to.
- Perform such other duties as may be required of the office by action of the members of the GCWG

The **Deputy Chairperson** shall:

- In the absences or inability of the Chairperson to perform all duties of the office, be directed to assume the duties of the Chairperson.



The **Secretary** shall:

- In the absence or inability of both the Chairperson and Deputy Chairperson to perform all duties of the office, direct the Principal Members to elect an Interim Chairperson for that meeting or period.
- Be responsible for keeping accurate records of all business of the organization and for sending proper notices of meetings to all members.
- Keep an accurate record of all official proceedings.
- Perform such other duties as may be required of the office by action of the members of GCWG

9. INSTALLATION OF OFFICE BEARERS

The installation of elected officers shall occur immediately following their election at the first meeting of the year and every two years thereafter. The term of office shall commence on January 1st and end at the December meeting of the period of the term of office.

In the event of the resignation and/or vote of no confidence in the Chairperson, the Deputy Chairperson will automatically assume the role of the Chairperson for the remaining period of term of office and the vacancy of Deputy Chairperson shall be filled by a member so nominated and elected by the Principal members at that meeting at which the vacancy arises and such person shall serve out the remaining period of the term of office.

10. MEETINGS

- a) The GCWG shall meet a minimum of 3 times a year as well as for a pre-fire season meeting a post-fire season meeting and an integrated fire management planning meeting. Additional meetings will be decided by consensus.
- b) The location of regular meetings is to be routinely rotated to various locations within the participating membership of the GCWG.
- c) The schedule of meeting dates, host member and location shall be determined in December for the ensuing year.
- d) Subject to the above the Chairperson may call for a special meeting outside the agreed schedule.

11. SPEAKERS AND GUESTS

Invited speakers or distinguished visitors shall be permitted to attend any meeting, provided that such visit is approved by the Chairperson and notice of such visit is announced on the agenda.



12. NOTICE OF MEETINGS

Notices of meetings and agendas shall be circulated at least 7 days prior to any meeting.

13. FINANCIAL ARRANGEMENTS

Every Service or Organization, including any Department of State must make provisions for their own budgets for attendance at meetings.

Where there are occasions for any special workshop or seminar, the Provincial Directorate responsible for Fire Brigade services may be requested to assist with associated costs.

14. ADOPTION AND EFFECTIVE DATE

The Terms of Reference of the GCWG is approved and adopted on this 30th day of July 2013.



R. Geldenhuys

30/07/2013
Date

Chairman: Provincial Veld Fire Work Group