



Provincial Fire Work Group Terms of Reference

1. Name

This organization shall be known as the **Provincial Veld Fire Workgroup** hereinafter referred to as the "PFWG".

2. Establishment

The PFWG is established in order to advise the Provincial Directorate and the Provincial Minister of Local Government on Veld Fire related matters, and furthermore to provide for the association and assembly of persons who have to deal with Veld Fires, Rural Urban interface fires and Prescribed burning in the Western Cape Province.

a. Sub-Workgroups

- i. Nothing shall prevent the Workgroup from establishing any other sub-workgroup to carry out detailed activities in specialized, Veld Fire related fields, consistent with the purpose of the PFWG.
- ii. A Member shall be designated to chair any sub-workgroup so formed.
- iii. All activities of other sub-workgroups so formed shall be subservient to the PFWG and will report to the PFWG Meetings

3. Goals

- a. To develop, monitor and maintain best practices, Standard operating Procedures, Memorandum of Understanding and Service Level Agreements for Veld Fire and Rural- Urban Interface incident response, mobilization and resource deployment in the Western Cape Province.
 - b. Provide inputs on all Veld Fire related matters to the Provincial Category of Authorised Persons (CAPS) Committee, the Provincial responsible Directorate and the Provincial MEC in order that such information is given consideration and relevancy when reporting on Fire Services issues through the Provincial responsible Department.
 - c. Investigate and draw up reports for inputs on Veld Fire related matters to the National Fire Services Advisory Committee (NAFSAC) in order that such information is given consideration and relevancy when reporting on Fire Services issues to the Fire Brigade Board through the Provincial responsible Department.
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4. Objectives

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

a. *To develop , monitor and maintain best practices, Standard operating Procedures, Memorandum of Understanding and Service Level Agreements for Veld Fire and Rural- Urban Interface incident response, mobilization and resource deployment in the Western Cape Province:*

i. Incident Command

1. Develop and maintain a Veld Fire Incident Command system in line with NFPA 1561.
2. Facilitate Training in the above IC system.

ii. Ground Resources

1. Liaise with service providers with regards to the placement, training, equipment and PPE of ground teams
2. Ensure and plan annual provincial pre-season readiness training and exercises.
3. Collate and address problems experienced with service providers.
4. Serve as a forum to address inter agency and service problems and constraints pertaining to Veld Fires and urban interphase fires.

iii. Aerial Resources

1. Assist the Provincial Fire Directorate in the setting up of MOU's, for aerial fire fighting services and service providers in the Western Cape.
2. Assist the Provincial Fire Directorate in managing aerial resources through regular Aerial Fire Fighting sub workgroup meetings and debriefing sessions.
3. Collate and address problems experienced with aerial resource service providers

iv. Norms and Standards for Wildland Fire fighting

1. Develop and manage a Veld, Forest and Prescribed Fire Qualification system.
 2. Develop and maintain minimum standards for training in veld, Rural-Urban interface fire fighting and prescribed burning.
 3. Develop Provincial Veld Fire regulations to address Veld Fire risks, prevention and mitigation.
 4. Coordinate provincial risk assessments
 5. Serve as a recognized body in the Western Cape Province for the collection and exchange of ideas, information, knowledge and experience in areas affecting the Fire and Rescue Service and Veld and Forest fire fighting.
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b. *Provide inputs on all Veld Fire related matters to the Provincial Category of Authorised Persons (CAPS) Committee, the Provincial responsible Directorate and the Provincial MEC in order that such information is given consideration and relevancy when reporting on Fire Services issues through the Provincial responsible Department.*

i. **To inter alia advise on minimum standards for :**

1. Veld Fire training.
2. Wildland qualification standards
3. Standardization of equipment.
4. Provincial Veld Fire Regulations
5. Risks and vulnerability assessments

5. Membership

a. Membership shall consist of, but not limited to:

- i. Municipal Chief Fire Officers appointed under Section 5 of the Fire Brigade Services Act. This shall include any Fire and Rescue Service Official acting in the capacity of the Chief Fire Officer.
- ii. Deputy or Assistant Chief Fire Officers or senior officers and shall include any Fire & Rescue Service Official acting in that capacity as mentioned in sub parr (i).
- iii. Cape Nature
- iv. SA National Parks
- v. Working on Fire
- vi. Representatives of Volunteer Fire Services
- vii. Forestry Companies
- viii. Provincial Umbrella FPA
- ix. SANDF
- x. SAPS
- xi. Disaster Management
- xii. ESCOM
- xiii. Provincial Directorate and sub directorate
- xiv. Ad-Hoc Members shall include persons who by their relevant expertise considered to make valuable inputs into the business of the PFWG.

b. **Voting on Motions**

- i. Every member organisation and Fire Service will have one vote per organisation or service.
 - ii. Prior to resolving any issue affecting the PFWG or its members or Goals and Objectives, a vote will be cast to ensure that such issue has the majority support of the PFWG members.
 - iii. The Chairperson shall retain a casting vote.
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6. Office Bearers

- a. The Workgroup shall elect from amongst its Members the following office bearers to serve on its Executive Committee for a maximum period of two years;
 - i. Chairperson- shall be elected from amongst the Municipal Chief Fire Officers.
 - ii. Deputy Chairperson - shall be elected from amongst the members'
 - iii. The Secretariat shall be the official responsible for Fire Brigade Services within the Directorate responsible for Fire Brigade Services in the Province.
 - iv. The Chairperson and Deputy Chairperson shall hold office for a period of two (2) years and shall be eligible for re-election.

 - b. Duties of the Office Bearers
 - i. **Chairperson:** The Chairperson shall
 - ii. Be the official representative and spokesman of the PFWG
 - iii. Preside at meetings of PFWG.
 - iv. Call a special meeting of the PFWG when so requested by at least 25% of the membership or whenever the Chairperson determines it necessary and urgent to call a special meeting.
 - v. Ensure that the Goals and objectives as stated in Parr 3 & 4 are adhered to.
 - vi. Perform such other duties as may be required of the office by action of the members of the PFWG
 - vii. **Deputy Chairperson.** The Deputy Chairperson shall:
 - viii. In the absences or inability of the Chairperson to perform all duties of the office, be directed to assume the duties of the Chairperson.
 - ix. **Secretary.** The Secretary shall:
 - a. 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.
 - b. Be responsible for keeping accurate records of all business of the organization and for sending proper notices of meetings to all members.
 - c. Keep an accurate record of all official proceedings.
 - d. Perform such other duties as may be required of the office by action of the members of PFWG
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7. Installation of Office Bearers

- a. 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.
- b. 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.

8. Meetings

- i) The PFWG shall meet quarterly or as the member should decide with the first meeting occurring in February of a year.
- ii) The location of regular meetings is to be routinely rotated to various locations within the participating membership of the PFWG
- iii) The schedule of meeting dates, host member and location shall be determined each December for the ensuing year.

9. Sub-Committee Meetings

- i) Sub-committees of the PFWG will meet at least once per quarter or more often as necessary.
- ii) Sub-workgroup meetings may be held in conjunction with any regular meeting of the PFWG, provided that such meeting is held before or after the business the PFWG is conducted.

10. 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.



11. Notice of Meetings

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

12. Amendments

- i. The PFWG shall have full power at any regular or special meeting to alter, amend, or revise this Terms of Reference, providing that notice of such alteration, amendment or revision shall have been given in writing to the Chairperson at least thirty (30) days prior to the meeting in which action is to be taken.
- ii. The Chairperson shall ensure that members have at least fifteen (15) days clear notice of such proposed alteration, amendment or revision prior to the meeting at which it is be decided.
- iii. A two-thirds majority vote of the members entitled to vote, which are present and voting, shall be necessary for the adoption of any such alteration, amendment or revision.
- iv. **Effective Date of Amendments**

All amendments, alterations or revision shall take effect immediately upon adoption by the membership unless otherwise provided.

13. Financial Arrangements

- i. Every Service or Organization, including any Department of State must make provisions on their own budgets for attendance at meetings.
- ii. Where there are occasions for any special workshop or seminar, the Provincial Directorate responsible for Fire Brigade services will be requested to cover special costs.


R. Geldenhuys

Chairman: Provincial Veld Fire Work Group

23 April 2012
Date