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# **WESTERN CAPE CHIEF FIRE OFFICERS COMMITTEE**

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## **TERMS OF REFERENCE**

(Final)

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## ARTICLE I - GENERAL

### Section 1: Name

This organization shall be known as the Western Cape Chief Fire Officers Committee hereinafter referred to as “CFOcom”.

### Section 2: Establishment

The CFOcom is established in order to provide for the association and assembly of persons who are in charge of public or designated fire brigade and rescue services in the Western Cape Province so as to promote the coordination, standardisation, regulation and mutual cooperation of such services.

### Section 3: Aim

The aim of the CFOcom shall be to:

- 3.1 Investigate to provide inputs on related matters to the Provincial Category of Authorised Persons (CAPS) Committee in order that such information is given consideration and relevancy when reporting on Fire Services issues to the Provincial MEC through the Provincial responsible Directorate.
- 3.2 Investigate and draw up reports for inputs on 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.

### Section 4: Purpose

- 4.1 The purpose of the CFOcom is to provide Fire Brigade and Rescue Services senior managers and similar emergency service organizations throughout the Western Cape Province with information, education, services and representation to enhance their professionalism and capabilities to protect communities from the devastation of fire, environmental, natural, and technological emergencies.
- 4.2 To carry out this purpose, the Committee shall:
  - 4.2.1 Provide for the assembling at regularly scheduled meetings of chief fire officers and other interested persons to discuss ways and means for the betterment of the Fire & Rescue Service and to develop a bond of friendship and understanding among its members and the Fire & Rescue Services they represent.
  - 4.2.2 Serve as a recognized organization in the Western Cape Province for the collection and exchange of ideas, information, knowledge and experience in areas affecting the Fire and Rescue Service;
  - 4.2.3 Develop and effectuate programmes dedicated to the betterment and continual well-being of the Fire Brigade and Rescue Service and to the attainment of its goals and objectives as set out in the Fire Brigade Services Act;

- 4.2.4 Cooperate with all organizations to promote programmes that further the goals and objectives of the Fire & Rescue Service;
- 4.2.5 Develop appropriate recommendations and reports and identify supportive legal text so as to assist the CAPS Committee on matters affecting the Fire Brigade and Rescue Services;
- 4.2.6 Support and encourage the continual professional development of fire fighters;
- 4.2.7 Promote the establishment of technical and professional sub-committees with view to establish safer communities within the Western Cape Province;
- 4.2.8 Serve as a member organization of any other body within South Africa where the Fire Brigade and Rescue Services has a distinct role and responsibility;
- 4.2.9 Support and encourage the delivery of highly specialized fire and rescue services to our communities.

## **Section 5: Ethical Code**

5.1 CFOcom recognizes that its members are held to a higher standard of conduct than other members of our community and shall also abide by the following Code of Ethics

- 5.1.1 *Principle 1.* Be dedicated to the concepts of democracy.
- 5.1.2 *Principle 2.* Affirm the dignity and worth of the Fire & Rescue Service.
- 5.1.3 *Principle 3.* Be dedicated to the highest ideals of honour and integrity.
- 5.1.4 *Principle 4.* Be dedicated to the concept of continual improvement.
- 5.1.5 *Principle 5.* Seek no favour nor personal aggrandizement or profit.

## **Section 6: Headquarters**

6.1 For purposes of correspondence, the domicilium citandi et executandi shall be the offices of the Provincial Directorate responsible for Fire Brigade Services, Western Cape Province where such correspondence shall be addressed to the secretariat of the Committee.

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**ARTICLE II**  
**Membership & Organization**

**Section 7: Membership**

- 7.1 Membership shall consist of two categories, viz; Principal Members and Contributory Members.
- 7.2 The Principal Members of CFOcom shall include:
- 7.2.1 Municipal Chief Fire Officers appointed under Section 5 of the Fire Brigade Services Act and shall include any Fire and Rescue Service Official acting in the capacity of Chief Fire Officer.
  - 7.2.2 Deputy or Assistant Chief Fire Officers and shall include any Fire & Rescue Service Official acting in that capacity.
  - 7.2.3 Persons designated as Category of Authorised Persons under Section 13 of the Fire Brigade Service Act.
  - 7.2.4 Persons in charge of regularly organized services designated under Section 4 of the Fire Brigade Services Act.
  - 7.2.5 The Manager specifically responsible for the Fire Brigade Services within that Directorate.
- 7.3 Ad-Hoc Members shall include persons who by their relevant expertise or association with Fire Brigade and Rescue Services are considered to make valuable inputs into the business of the CFOcom.

**Section 8: Authority to Participate as a Principal Member**

- 8.1 By virtue of the responsibility in terms of the Western Cape Provincial Government's role in the administration of the Fire Brigade Services Act, Act 99 of 1987 as contemplated in Section 1 of the Act, it shall be obligatory for all municipal and designated services and persons appointed as Category of Authorised Persons under Section 13 of the Act, to ensure that persons within their institutions identified as Principal Members are represented on the CFOcom.
- 8.2 Subject to matters requiring Municipal Council approval being referred to the respective Councils of the participating Municipalities, and mindful of the aim and purposes of the CFOcom; participation includes a clear mandate to discuss, decide and report on Fire & Rescue Service matters relating to:
- 8.2.1 Planning, co-ordination and regulation of Fire Brigade and Rescue Services and matters related thereto;
  - 8.2.2 Co-ordination of the standardization of infrastructure, vehicles, equipment and procedures;
  - 8.2.3 Training of fire-fighters and fire officers;

**Section 9: Office Bearers**

- 9.1 CFOcom shall elect from amongst its Principal Members the following office bearers to serve on its Executive Committee for a maximum period of two years;
- 9.1.1 Chairperson - shall be elected from amongst the Municipal Chief Fire Officers.
  - 9.1.2 Deputy Chairperson - shall be elected from amongst the Municipal or Designated Services Chief Fire Officers.

9.2 The Secretariat shall be the official responsible for Fire Brigade Services within the Directorate responsible for Fire Brigade Services in the Province.

9.3 The Chairperson and Deputy Chairperson shall hold office for a period of two (2) years and shall be eligible for re-election.

#### **Section 10: Sub-Committees**

10.1 Nothing shall prevent the Committee from establishing any other sub-committee to carry out detailed activities in specialized, fire-service related fields, consistent with the purpose of the CFOcom.

10.2 A Principal Member shall be designated to chair any sub-committee so formed.

10.3 All activities of any other sub-committee so formed shall be subservient to the CFOcom.

#### **Section 11: Geographical Organization**

11.1 Fire & Rescue Services within Districts may be organized into geographical divisions per District Municipality as Joint Fire Services Committees (JFSC) with each JFSC having distinct autonomy over its affairs, provided that such JFSC abides by and is loyal the CFOcom Terms of Reference and decisions.

11.2 A Metropolitan Municipality is regarded as a District and deem appropriate.

11.3 In the event of the dissolution of any JFSC for reasons based on re-demarcation of municipal boundaries or for reasons based on efficacy, nothing prevents two or more JFSC's from combining and forming into one JFSC.

11.4 Each JFSC shall elect a Chairperson from amongst its Principal Members, who shall represent that JFSC at certain meetings not requiring the attendance of all members of that JFSC.

11.5 It will be expected that quarterly meetings of JFSC's are conducted and that any items that require the collective inputs or decision of the CFOcom are tabled at the CFOcom.

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**ARTICLE III**  
**Office Bearers**

**Section 12: Duties of the Office Bearers**

**12.1 Chairperson:** *The Chairperson shall;*

12.1.1 Be the official representative and spokesman of the CFOcom.

12.1.2 Preside at meetings of CFOcom.

12.1.3 Call a special meeting of the CFOcom when so requested by at least 25% of the membership or whenever the Chairperson determines it necessary and urgent to call a special meeting.

12.1.4 Ensure that the objectives as stated in the Establishment and Purpose of CFOcom are adhered to.

12.1.5 Perform such other duties as may be required of the office by action of the members of the CFOcom

**12.2 Deputy Chairperson.** *The Deputy Chairperson shall:*

12.2.1 In the absences or inability of the Chairperson to perform any duties of the office during the elected term; be directed to assume the duties of the Chairperson.

**12.3 Secretary.** *The Secretary shall:*

12.3.1 In the absence or inability of both the Chairperson and Deputy Chairperson to preside over any meeting, direct the Principal Members to elect an Interim Chairperson for that meeting.

12.3.2 Be responsible for keeping accurate records of all business of the organization and for sending proper notices of meetings to all members.

12.3.3 Keep an accurate record of all official proceedings.

12.3.4 Perform such other duties as may be required of the office by action of the members of CFOcom

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**ARTICLE IV**  
**Installation and Meetings**

**Section 13: Installation of Office Bearers**

- 13.1 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 1<sup>st</sup> and end at the December meeting of the period of the term of office.
- 13.2 In the event of the resignation and/or vote of no confidence in the Chairperson and/or Deputy Chairperson; members shall elect a Chairperson and/or Deputy Chairperson as per Section 9.1 to assume the role of the Chairperson and/or Deputy Chairperson for the remaining period of term of office.

**Section 14: Meetings**

- 14.1 Regular meetings shall be held at least once every two months with the first meeting occurring in February of a year.
- 14.2 The location of regular meetings is to be routinely rotated to various locations within the participating membership of the CFOcom.
- 14.3 The schedule of meeting dates, host member and location shall be determined each December
- 14.4 The Chairperson may, in terms of 12.1.3, call for a special meeting outside the agreed schedule.

**Section 15: Sub-Committee Meetings**

- 15.1 Sub-committees of CFOcom will meet at least once per quarter or more often as necessary.
- 15.2 Sub-committee meetings may be held in conjunction with any regular meeting of CFOCOM, provided that such meeting is held before or after the business the CFOCOM is conducted.

**Section 16: Speakers and Guests**

- 16.1 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.

**Section 17: Voting on Motions**

- 17.1 Prior to forwarding any issue affecting Fire & Rescue Services for resolution or consideration by any participating municipality, a vote will be cast to ensure that such issue has the majority support of the CFOcom members.
- 17.2 The Chairperson shall retain a casting vote.

**Section 18: Notice of Meetings**

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

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**ARTICLE V  
Amendments**

**Section 19: Amendments**

- 19.1 CFOcom 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.
- 19.2 The Chairperson shall ensure that Principal 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.
- 19.3 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.

**Section 20: Effective Date of Amendments**

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

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**ARTICLE VI  
Financial**

**Section 21: Financial Arrangements**

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



