

Constitution

of the

Suiderstrand Community, Conservation and

Fire Protection Association.

1. Name of Association

The name of the association is the Suiderstrand Community, Conservation and Fire Protection Association (hereinafter referred to as “the Association”).

2. Body Corporate

- 2.1 The Association is a body corporate with its own legal identity which is separate from its office-bearers and members. The Association will continue to exist even if the members change.
- 2.2 The Association will be able to own, maintain, lease, sell, invest, or in any way deal with property, capital and other assets of the Association, and will be able to sue and be sued in its own name.
- 2.3 Members and office-bearers have no rights in the property or other assets of the Association solely by virtue of them being members or office-bearers.
- 2.4 The income and property of the Association shall be used solely for the promotion of its stated objectives and shall not be paid or distributed directly or indirectly to any person or to any member of the Association or office-bearer, except as reasonable compensation for services actually rendered to the Association or reimbursement of actual costs or expenses reasonably incurred on behalf of the Association.

3. Objectives

The Association is a non-profit organisation established for the following public benefit objectives:

- 3.1 To promote and develop Suiderstrand and its environs as an interesting, exceptional, happy and safe place for its inhabitants;
- 3.2 To conserve nature and heritage aspects of Suiderstrand and its environs;
- 3.3 To predict, prevent, manage and extinguish fires of any kind in Suiderstrand and surrounding area; where possible and applicable in accordance with the National Veld and Forest Fire Act, 1998 (No 101 of 1998) and the regulations under it; and
- 3.4 By, for the sake of promoting the abovementioned objectives, making representations to and cooperating with in particular the Cape Agulhas Municipality, the Overberg District Municipality, the Suidpunt Residents Association, the Greater Overberg Fire Protection Association, the Cape Agulhas National Park any other relevant authority, organization, company or person.

4. The Committee

- 4.1 The Committee of the Association shall manage the Association in accordance with resolutions of members in General Meeting.

- 4.2 A minimum of five members shall serve on the Committee bearing the following portfolios: Chairperson, Vice-Chairperson, Treasurer, Secretary and Vice-Secretary. One of the aforementioned may also serve as Fire Protection Officer.
- 4.3 All members of the Committee shall be members of the Association and shall be elected by the members of the Association at an Annual General Meeting.
- 4.4 Members of the Committee are elected for a period of two years, but may stand for re-election at the end of this period. A Chairperson may not serve for more than two terms consecutively. After a break of one term a former chairperson may again be elected as chairperson.
- 4.5 The Fire Protection Officer of the Cape Agulhas Municipality shall be invited to every meeting of the Committee where fire protection matters are to be discussed. The said Officer shall have full voting rights on the said meeting regarding fire protection matters.
- 4.6 The Committee shall, as soon as reasonably possible, fill any vacancy that reduced the number of Committee members to less than five. The next General Meeting must confirm the office of any Committee member appointed, otherwise it will lapse.
- 4.7 The Committee may co-opt additional non-voting members of the Committee as it may consider appropriate.
- 4.8 A Committee member may resign from office in writing and shall be disqualified from office upon termination of membership of the Association. A member of the Committee can be removed from office by a two-thirds resolution of an Annual General Meeting or General Meeting of the Members of the Association.
- 4.9 The Committee may delegate any of its powers or functions to a sub-committee or member of the Association provided that:
 - a) such delegation and conditions are reflected in the minutes of that meeting,
 - b) at least one Committee member serve on the sub-committee,
 - c) the Committee in advance approves all expenditure incurred by the sub-committee or member,
 - d) and in advance the Committee may revoke the delegation or the conditions.

5. Membership

- 5.1 Any owner/tenant of land in Suiderstrand; the Cape Agulhas Municipality (CAM) and the Cape Agulhas National Park may at any time become a member, provided that the prospective member undertakes to abide by this Constitution and the fire protection rules, agrees to any condition laid down by the Committee and pays the membership fee annually agreed to by Committee.
- 5.2 The Committee may, for services rendered to the Association, waive the requirement to pay membership fees by a prospective member.
- 5.3 The Committee shall keep a register with the names, addresses and contact details of all the members.
- 5.4 The first members of the Association shall sign the Schedule of this Constitution and shall elect the first Committee.

6. Fire Protection Matters

- 6.1 The Committee shall appoint a Fire Protection Officer and a Fire Protection Sub-Committee consisting of at least five members. The Fire Protection Officer so appointed shall become a full member of the Committee of the Association.
- 6.2 The Fire Protection Officer will be the leader of the Fire Protection Sub-Committee which will be responsible for the fire protection activities of the Association.
- 6.3 The Committee shall adopt Fire Protection Rules in terms of which the Fire protection activities of the Association will be conducted. Every member of the Association will be provided electronically with a copy of this Constitution, the Fire Protection Rules and the contact details of the Fire Protection Officer and the other members of the Fire Protection Sub-Committee.

7. Meetings.

- 7.1 Notice of meetings will be given by electronic means; in the case of Committee meetings with at least 5 days' notice and a Special General and Annual General Meetings with at least 15 days' notice.
- 7.2 A quorum for a meeting of the Committee will be half of the number of its members plus one and the quorum of Special General Meetings and the Annual General Meeting will be 15% of the number of the members of the Association.
- 7.3 Should there not be a quorum at a meeting, the meeting will be adjourned and notice of at least 5 days will be given of the next meeting which will go ahead with whoever is present as quorum.
- 7.4 All Annual General Meetings must be held within six months of the Association's financial year-end. The business of this meeting must include:
 - The Chairperson's Report,
 - The presentation of the Association's Annual Financial Statements,
 - The election of Committee Members
 - The appointment of an auditor who need not be a chartered accountant but must be an independent person with accounting knowledge.
 - Projects proposed for the New Year.
 - Other appropriate matters.
- 7.5 The Annual or Special General Meeting, unless otherwise specified in this Constitution, shall have absolute and overriding powers over all affairs of the Association with the view to achieving the objects of the Association and compliance with the terms of this Constitution.
- 7.6 The Committee may at any time; and must, if so requested by at least 5 members in writing, convene a Special General Meeting for the purpose of discussing a particular matter. The notice of the meeting must indicate the matter for discussion and the discussion of the meeting will be restricted to the matter indicated.
- 7.7 All meetings of the Association may be held by electronic means and, except as otherwise provided in this Constitution, all resolutions shall be passed by a majority of the votes of the voting members present or represented by proxy.

7.8 The Chairperson of the Association, or in his or her absence, the Vice-Chairperson, shall chair all meetings of the Committee, the Annual General Meeting and Special General Meetings and shall have a deciding as well as a deliberative vote.

8. Assets and Finances.

8.1 The Association will keep a record of all assets and procurements and will not give or donate any funds or property to its members or office bearers, except if such person or office bearer has been in service of the Association and is paid in accordance with such duties. A member may only be reimbursed for any expenses if he or she has paid for such expenses in line with his or her duties.

8.2 The Committee must open a bank account in the name of the Association with a registered bank. Two (2) authorised signatures will be required per transaction - Treasurer and any one of the other committee member(s).

8.3 The Committee must ensure that proper records and books of account which fairly reflect the affairs of the Association are kept and within six months of its financial year end a report is compiled for discussion and acceptance at the Annual General Meeting.

8.4 The financial year end of the Association shall be the end of August.

8.5 Money and assets donated to the association to be used for a specific purpose, will, if the donation is accepted, be ring fenced and be used solely for the purpose it has been donated for.

9. Liability of Members.

9.1 Members, office bearers and other persons acting in association with the Association shall not be personally liable for any actions and omissions undertaken in furtherance of any of the objectives of the Association.

9.2 Members, office bearers or appointed delegates of the Association shall be indemnified by the Association for all acts done by them in good faith on its behalf.

9.3 Members of the Association or appointed delegates shall not be liable for acts, omissions, receipts or defaults by any other member or office bearer, or for any loss, damage or expense suffered by the Association, which occurs in the execution of the duties of his or her office unless it arises as a result of his or her dishonesty, or failure to exercise the degree of care, diligence and skill required by law.

10. Amendments and Dissolution.

10.1 This Constitution may be amended, the name of the Association may be changed and the association may be dissolved by resolution of two-thirds of the members present at a Special General Meeting.

10.2 Upon the dissolution of the Association, after all debts and commitments have been paid, any remaining assets shall not be paid to or distributed amongst members, but shall be transferred by donation to some other non-profit organisation which the Committee (and failing which the members in Special General Meeting) considers appropriate, and which has objectives the same or similar to the objectives of the Association.

11. Disclaimer

All member information is protected under the Protection of Personal Information Act (POPIA)

Suiderstrand Community, Conservation and Fire Protection Association

Permission and Membership details

Details of Member:

Name:

Physical Address:

.....

Street address in Suiderstrand:

.....

Telephone or Cell Numbers:

Email Address:

Name of representative if member is a legal entity:

.....

The Member hereby:

- 1) Acknowledges that he/she/it is the registered owner/tenant of the following property/ies in Suiderstrand:

Erf No:

- 2) Undertakes to abide by the terms of the Constitution and the Fire Protection Rules of this Association.
- 3) Permits the members and persons associated with the Association to enter the above-mentioned property/ies for the sole purpose of fire protection activities in the event of an immediate fire threat; and acknowledges that he/she/it has no claim against the said persons or the Association for any damage bona fide caused to the said property/ies during the aforesaid fire protection activities.
- 4) Permits the Association to enter the above mentioned details and Erf No in a membership list which will be made available to other members of the Association for the purposes of fire protection, emergency and security measures, the administration of the Association and other reasonable purposes arising from the activities of the Association as allowed by the Popi Act

Signed by Member:

Date:

Suiderstrand Community, Conservation and Fire Protection Association

Fire Protection Rules

This association was formed as a voluntary landowner initiative also to prevent and fight the hazard of fire in Suiderstrand and its environs.

This Association is not intended to replace Fire Authorities or take on responsibility for any landowner's property.

The Association will, so far as is reasonably practical:

- a) Adopt a Fire Emergency Plan;
- b) Provide passive and active fire prevention in a fire emergency;
- c) Provide relevant information to residents and affected visitors at a fire scene until the arrival of the fire authorities;
- d) Co-operate with Fire Authorities in charge of a fire scene.



**FIRE SAFETY MANAGEMENT
AND
FIRE EMERGENCY PLAN**

FOR

**SUIDERSTRAND COMMUNITY, CONSERVATION
AND
FIRE PROTECTION ASSOCIATION.**

Previously known as

**SUIDERSTRAND VOLUNTARY FIRE FIGHTING
ASSOCIATION
(SVFA)**

FIRE SAFETY MANAGEMENT

STATEMENT OF INTENT

The Association was established in March of 2022 to form an immediate response to fire in our community as an interim measure until Emergency Services arrive on-scene.

We are committed to:

1. Compliance with statutory requirements as a minimum.
2. Assessing and controlling the risks that arise from our voluntary activities.
3. Promote safe working methods among our volunteers.
4. Effective co-ordination of activities at a fire scene, under guidance of the fire authorities.
5. Consulting informally with the fire department or their representatives.
6. Monitoring and reviewing our processes to ensure their effectiveness.
7. Ensuring availability of our fire equipment to respond to an emergency, so far as is reasonably practicable.

Please Note:

The members of the Association are volunteers and are not obligated to act in the event of a fire, but will do so if they are able.

- -

The Association members are not responsible for saving public or private property in the event of a fire, and will only act if they are available and can safely do so, to the limit of their capabilities and in line with what is legally permissible for members of the public.

1. INTRODUCTION AND SCOPE

Fire is a hazard in our community. Its consequences include the threat to the lives or health and safety of people, environment and property.

This Association is not intended to replace Fire Authorities or take on responsibility for individual homeowner's property.

The Association will, so far as is reasonably practical:

- a) provide passive and active fire prevention in a fire emergency;
- b) provide relevant information to residents and affected visitors, at a fire scene, until the arrival of the authorities.
- c) Act promptly when aware of a fire in Suiderstrand.

2. PRACTICAL FIRE SAFETY ARRANGEMENTS

2.1 We undertake to:

- a) Maintain the Fire trailer in a working condition;
- b) Make the Fire trailer available to a trained member in case of a fire;
- c) Ensure members are familiar with how to work the equipment via training provided at the local fire association, as well as with printed instructions;
- d) Try to secure the fire scene in the event of a fire, in as far as it is safely possible, and in line with our legal abilities to do so;
- e) Erect an information board at a central location in Suiderstrand, mapping roads and hydrants.

3. PLANNING

Planning activities are:

- a) The Association will undertake quarterly inspections of the Suiderstrand Fire Hydrants (as authorised by CAM in the July 2022 Council meeting) - See Addendum A.
- b) Mapping vulnerable community members that may require help in a fire emergency.

4. ORGANISATION AND CONTROL

4.1 Members must:

- a) ensure they are familiar with the emergency plan;
- b) know and co-operate with the other members;
- c) report any concerns about fire safety;
- d) be familiar with all escape routes;
- e) be aware of actions to be taken on discovering a fire, hearing a fire alarm, for raising the alarm and calling the fire and rescue service;
- f) act in accordance with the emergency plan, not put themselves and others at risk, NOT attempt to extinguish a fire unless they have been specifically trained; and
- g) co-operate with fire authorities in charge of the fire scene.

5. MONITORING

- 5.1 This plan will be periodically reviewed for relevance and effectiveness.

6. FIRE EMERGENCY PLAN

The following procedure should be followed when attending a fire scene:

- 1) Ensure that the fire has been reported to the Bredasdorp Fire Department on 028 425 1690 and Disaster Management Call-centre on 076 604 8183;
- 2) Alert the community via the WhatsApp SOS group;
- 3) Contact the fire group members on the “Brandwaentjie Groep”. Members available to assist must contact Schalk immediately or Geoff if Schalk isn’t available.

Elma von Plaster	0829671707
Ewald Swart	0825854845
Geoff Nichols	0836283945
Louis Lourens	0828531758
Ross Kettles	0796958372
Schalk van der Merwe	0824607500,
Stevie van der Spuy	0647531097
Theo Fourie	0836506421
Tina du Plessis	0842223300

- 4) The Fire trailer weighs over 1 ton with water, and a suitable vehicle should be used to tow it.

Please remember - before towing, retract support legs.

- 5) On arrival at the scene, ensure that you are parked in the right direction to escape immediately in case the fire changes direction and you need to move quickly. (For example: in Lagoon Road, turn at the circle and park facing Seemans Ave). ***(Refer to Map on side of Brandwaentjie. On all road indicated in yellow you must first turn around to face entrance before commencing firefighting.)***
- 6) The water load makes the trailer unstable, and it can easily be overturned when towing. Please do not take corners quickly when towing and be cautious when stopping, braking and accelerating.
- 7) Do not turn off your vehicle when at the scene, as intense heat can interfere with starting, and you may not be able to get your vehicle started if you need to evacuate.
- 8) Meet at the fire scene, do a risk assessment and start working on it.

- 9) Your own safety is more important than containing the fire.
- 10) A minimum of 2 people are needed to operate the fire trailer. At least one trained member to operate this trailer.
- 11) Operating instructions are attached to the trailer.
- 12) It is recommended that members should use the following:-
 - Smoke masks
 - Eye protection
 - Gloves
 - Closed shoes ONLY, preferably leather
 - Cotton clothes with long pants and long sleeves
- 13) The trailer must be cleaned and left ready for use after each event, per the procedure below.

6.1 Starting Procedure & Post-Fire Procedure

BEGIN PROSEDURE		NA BRAND PROSEDURE	
1	Maak seker daar is genoeg water in tenk	1	Spuit waentjie skoon
2	Maak seker dat petroltenk vol is	2	Maak waentjie weer vol water
3	Skakel aan (rooi elektriese skakelaar regs van pomp)	3	Maak rooi petrolkan weer vol (Petrol - ULP95)
4	Maak petroلكraan oop (Druk onderste swart hefboom na regs)	4	Maak waentjie se petroltenk weer vol (Petrol - ULP95)
5	Wag 20 to 30 sekondes vir petrol om in te loop	5	Rol alle pype weer mooi op, sonder knakke of voue
6	Sit choke aan (Druk grys hefboom na links)	6	Laat sak agterste staanpype tot hand wyde van grond af
7	Start pomp (Trek tou van starter tot pomp start)	7	Plaas driehoek hout blokkies agter wiele
8	As pomp eers egalig loop, stoot choke (grys hefboom) na regs	8	Sit voorste wiel se pyp op baksteen
9	Maak seker heel boonste lever is op maksimum (links) as pomp loop	9	Draai voorste wiel sodat brandwaentjie gelyk staan
10	Daarna kan jy die kraan op spuitkop oopmaak om te spuit	10	Rapporteer enige gebreke of probleme aan Schalk (082 460 7500)
11	Maak terugvloei valwe nou toe (Swart hefboom dwars met pyp)		
12	Blus vuur		
START PROCEDURE		POST FIRE PROCEDURE	
1	Ensure there is enough water in tank	1	Clean brandwaentjie
2	Ensure petrol tank is full	2	Fill brandwaentjie with water
3	Switch on (red electrical switch on right of pump)	3	Refill petrol can with petrol (Petrol - ULP95)
4	Open petrol tap (Push black bottom lever to right)	4	Refill brandwaentjie's petrol tank (Petrol - ULP95)
5	Wait for 20 to 30 seconds for fuel to flow in	5	Roll up all pipes without folds or kinks in them
6	Switch choke on (Push grey lever left)	6	Lower rear stand pipes to about hand width from ground
7	Start pump (Pull starter rope once to prime and again until pump starts)	7	Insert triangle wooden blocks behind wheels
8	Once pump runs smoothly, push grey lever to right	8	Place the front wheel's pipe on the brick
9	Ensure top lever is in max. left position once pump runs	9	Adjust front wheel to get brandwaentjie level
10	Thereafter, open valve at spray head to start spaying	10	Report any breakages or problems to Schalk (082 460 7500)
11	Close return valve (black lever across pipe)		
12	Extinguish fire		

7.1 What To Do When You See A Fire

- 1) Raise the alarm:
Call the Bredasdorp Fire Brigade to report the fire on 028 425 1690 and Disaster Management Call-centre on 076 604 8183.
- 3) Notify the Association (“Suiderstrand SOS” WhatsApp or Schalk 082 4607500).
- 4) Alert the community via the WhatsApp “Suiderstrand SOS” group.
- 5) Put all pets on leashes or in pet carriers inside your vehicle for evacuation.
- 6) Where appropriate close windows and doors on the way out.
- 7) If there is time, switch off the stove, disconnect and remove gas bottles, switch off electricity at the Mains DB Box.
- 8) Assist disabled or elderly residents as required.
- 9) Leave the building by the nearest exit – not forgetting pets.
- 10) Do not stop or return to collect personal belongings.
- 11) Ensure visitors are escorted from the building to the assembly point.
- 12) You must remain at the assembly place.
- 13) Return to the building only when authorised to do so.

NB: The Public Parking at the beach is the Assembly point in Suiderstrand

7.2 Contacting the Emergency Services

- Bredasdorp Fire Department – 028 425 1690/1
- Disaster Management Centre – 076 604 8183
- WhatsApp “Suiderstrand SOS” Group
- Phone Schalk 082 460 7500 / Geoff 083 628 3945

7.3 Emergency Services Liaison Procedures

Who will liaise with the emergency services on arrival?

- Anyone of the volunteer fire fighter group not actively fighting fire. Nominate on day via “Suiderstrand SOS” group.

What information would the emergency services need?

- Location of fire, wind direction, severity of situation, any houses/people in danger

How will the person, identified above, direct the emergency services to the emergency?

- Meet at entrance of Suiderstrand / send PinDrop to 076 604 8130 / supply address

How will the emergency services be able to identify this person?

- WhatsApp prior to arrival of emergency services

Notify liaison immediately when anyone is missing and where they were last seen / use "Suiderstrand SOS" Group

7.4 Specific Information for the Emergency Services

Emergency services need to be given specific information such as: -

- Type of emergency
- Location of the fire / incident
- Missing persons
- Flammable LPG bottles (gas bottles)
- Location of high-risk areas
- Any unusual activities such as building works or temporary structures
- Wind factor - direction

7.5 Escape Routes & Fire Hydrant location

Map included below on next page for ease of reference:

7.6 Assembly Points

The parking lot at the beach at Suiderstrand / public toilets or ablution block.

7.7 Identify Persons Especially at Risk

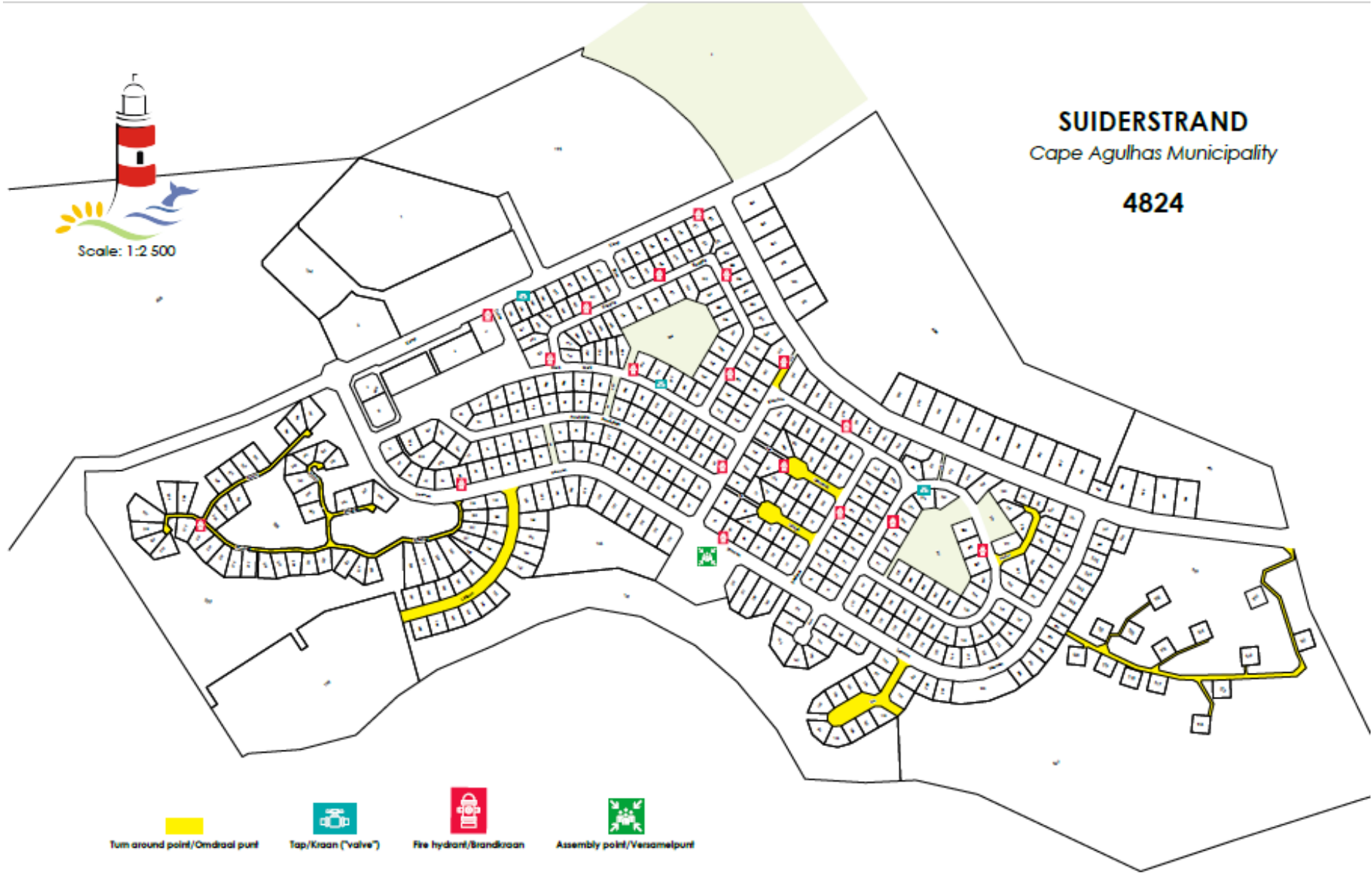
All residents should be aware of the environment around their property and think of who may need assistance, including lone workers, visitors, contractors, pets whose owners are at work, elderly and disabled people.

Please notify a fire-association member or firefighter to help these people/animals.



SUIDERSTRAND
Cape Agulhas Municipality

4824



 Turn around point/Omdraai punt

 Tap/Kraan ("valve")

 Fire hydrant/Brandkraan

 Assembly point/Versamelpunt

EXAMPLE FIRE SAFETY MAINTENANCE CHECKLIST

	YES	NO	N/A	COMMENTS
Daily Checks (not normally recorded)				
Escape Routes				
Can all fire exits be opened immediately and easily?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are escape route clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Is the main indicator panel showing "normal"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are whistles, gongs or air horns in their correct place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape Lighting				
Are luminaries and exit signs in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the emergency lighting and signs working normally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire fighting Equipment				
Are all fire extinguishers in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire extinguishers clearly visible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all fire hydrants accessible for the fire service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weekly Checks				
Escape Routes				
Do all emergency fastening devices work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire doors clear of obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all external escape routes clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire Warning Systems				
Did the fire alarm work correctly when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did staff and all others hear the alarm working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did any linked fire protection system operate correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Did visual alarms, pagers or vibrating pads work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do voice alarms work and was the message understood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Escape Lighting				

Are charging indicators visible and illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire fighting Equipment			
Are all fire fighting equipment in working order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire extinguishers mounted 1 - 1½ metres?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Monthly Checks

Escape Routes			
Do all electronic release mechanisms work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all automatic doors “failsafe” in the open position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all self-closing devices working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all door seals and intumescent strips in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all external stairs in good condition and non-slip?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all roller shutters for compartmentation working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all internal fire doors close against their rebate / stop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Escape Lighting			
Do all luminaries and exit signs working when tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency generators working correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire fighting Equipment			
Is the “pressure” in stored pressure extinguishers correct?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YES	NO	N/A	COMMENTS
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Three Monthly Checks

General			
Are emergency tanks / ponds at their normal / correct level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are vehicles blocking fire hydrants or access to them?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional items from manufacturers requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Six Monthly Checks

General			
Has the emergency evacuation lift (if fitted) been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have sprinkler systems been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have release and closing mechanisms on fire resisting compartment doors and shutters been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Warning Systems			
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Escape Lighting			
Do all luminaries work for a third of their rated value?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Annual Checks			
Escape Routes			
Do all fire doors work correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is escape route compartmentation in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Warning Systems			
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Escape Lighting			
Do all luminaries operate on test for their full duration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the system been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire fighting Equipment			
Has all equipment been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Miscellaneous			
Have dry / wet risers been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has smoke control systems been tested by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has external access for the fire and rescue service been checked for availability at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have any fire fighters switches been tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fire assembly points clearly indicated by signs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Addendum A

EXTRACT: *Cape Agulhas Municipality - Minutes of a general council meeting held on Wednesday, 27 July 2022 at 10:00 at the Municipal Council Chambers, Bredasdorp*

NOTULE: RAADSVERGADERING / COUNCIL MEETING - 27 JULIE / JULY 2022

11.2 APPROVAL TO THE SUIDERSTRAND VOLUNTARY FIRE FIGHTING ASSOCIATION TO USE MUNICIPAL FIRE HYDRANTS AND ACT AS WATER WARRIORS FOR THE AREA

PURPOSE OF REPORT

To obtain approval and commitment from Council to assist Suiderstrand Voluntary Fire Fighting Association in combating fires in the Suiderstrand area.

BACKGROUND

The Suiderstrand Voluntary Fire Fighting Association has received training from Overberg Fire Department in June 2022 for basic firefighting course. They will assist Overberg Fire Department with firefighting in Suiderstrand area to reduce the damage caused by fires in the area. They have also purchased a water trailer to combat fires (see below).



The Suiderstrand Voluntary Fire Fighting Association now request that CAM allows them to access Municipal fire hydrants in the area, check hydrants on a quarterly basis and report any defects or leaks found on the bulk water system.

The CAM Water department aims to roll out a War on Leaks program in 2023 and the duties as requested by Suiderstrand Voluntary Fire Fighting Association forms part of the Water Warriors in the War on Leaks

program. CAM will have to supply Suiderstrand Voluntary Fire Fighting Association with water, access tools to fire hydrants and a fitting to access water from fire hydrants.

LEGAL IMPLICATIONS

None.

FINANCIAL IMPLICATIONS

None (old fittings will be donated for this purpose).

PERSONNEL IMPLICATIONS

None.

MANAGEMENT RECOMMENDATION

Council to grant permission to the Suiderstrand Voluntary Fire Fighting Association to use municipal fire hydrants and act as water warriors for the area.

RECOMMENDATION: INFRASTRUCTURE SERVICES COMMITTEE

The Committee supports the management recommendation.

RESOLUTION 168/2022

That Council grants permission to the Suiderstrand Voluntary Fire Fighting Association to use municipal fire hydrants and act as water warriors for the area.

Addendum B

Suiderstrand Community Conservation and Fire Protection Association

Founding Members

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Addendum C

*****PROXY VOTING FORM*****

Suiderstrand Community, Conservation and Fire Protection Association.

By way of this proxy, please allow _____,

(Name)

to vote on my behalf at the _____ meeting

(Date)

of the Suiderstrand Community, Conservation and Fire Protection Association.

Note: In the event the member whom I give my proxy is not in attendance, I authorise my proxy be given to another member.

Suiderstrand erf no: _____

Print name: _____

Signature: _____

Date: _____

EMAIL PROXY FORM TO THE MEMBER OF YOUR CHOICE. PROXY MUST BE IN HAND AT THE MEETING DESIGNATED ABOVE IN ORDER FOR VOTE TO BE VALID.

Addendum D

NOMINATION FORM FOR SUIDERSTRAND COMMUNITY, CONSERVATION AND FIRE PROTECTION ASSOCIATION COMMITTEE MEMBER

I wish to nominate _____,

(Name)

To serve on the Suiderstrand Community, Conservation and Fire Protection Association committee

Name of proposer _____, (who is a paid member)

(Name)

Signature of proposer _____,

ACCEPTANCE OF NOMINATION

I _____, (Name of nominee)

Accept the nomination to serve on the committee.

I am a paid up member.

Signature of Nominee _____,

PLEASE RETURN THIS FORM TO THE CHAIRPERSON OF THE ASSOCIATION