



Republic of Namibia  
Annotated Statutes

**REGULATIONS**

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REGULATIONS MADE IN TERMS OF

**Soil Conservation Act 76 of 1969**  
section 20

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**Regulations on Fire Protection Committees**

RSA Government Notice R.2121 of 1973

[\(RSA GG 4081\)](#)

came into force on date of publication: 16 November 1973

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**ARRANGEMENT OF REGULATIONS**

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2. Term of Office and Allowances of members of a Fire Protection Committee
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FIRE PROTECTION COMMITTEES

**Constitution**

1. A fire protection committee established in terms of section 12(1)(b) of the Act shall consist of -

- (a) one member nominated by an agricultural union recognised by the Minister as being representative of organised agriculture in the fire protection area concerned;

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- (b) one member nominated by each city council, town council, municipality or village management board whose area of jurisdiction or portion thereof is situated within the fire protection area concerned;
- (c) one member nominated by each divisional council whose area of jurisdiction or portion thereof is situated within the fire protection area concerned; and
- (d) not more than four members, who shall be resident in the fire protection area concerned, nominated by the Minister by virtue of their special knowledge of fire protection matters.

**Term of Office and Allowances of members of a Fire Protection Committee**

2. (1) A member of a fire protection committee shall hold office for a period of three years.

(2) The tenure of office of a member of a fire protection committee shall be terminated if he -

- (a) fails, without leave, to attend two consecutive meetings of such committee;
- (b) becomes insolvent; or
- (c) is convicted of an offence and sentenced to imprisonment without the option of a fine.

(3) If any member of a fire protection committee is prevented by illness, absence or any other cause from performing the duties of his office, the body or authority which nominated the member may designate some other person whom it considers suitable to act in the place of such member while he is so prevented.

(4) Any vacancy on a fire protection committee shall be filled in accordance with regulation 1.

(5) Members of a fire protection committee who are not public servants shall be paid allowances at such rates as may be laid down from time to time by the Minister in consultation with the Minister of Finance.

**Election of Chairman, Secretary and Treasurer**

3. A fire protection committee established in terms of section 12(1)(b) of the Act shall at its first meeting and thereafter as often as may be necessary elect a chairman, secretary and treasurer from among its members to act in these capacities at the committee's pleasure.

**Meetings of a Fire Protection Committee**

4. (1) The first meeting of a fire protection committee shall be called by the Department of Forestry as soon as may be after the members have been appointed and shall be attended by an officer of the Department of Forestry who shall act as presiding officer until such time as a chairman is elected by the meeting from among the members of such committee.

(2) Ordinary meetings of a fire protection committee for dealing with matters shall be held as often and at such places and times as the committee may decide from time to time.

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(3) The chairman of a fire protection committee may in his discretion at any time call a special meeting of the committee to deal with urgent matters and he may also call a special meeting at the request of at least one-third of the total number of members.

(4) The Department of Forestry may, on at least twenty-one (21) days' advance notice, request the chairman of a fire protection committee to call a special meeting to deal with special or urgent matters.

(5) The chairman of a fire protection committee shall arrange for each committee member to be given advance notice of at least fourteen (14) days of the place, date and time of any ordinary or special meeting of the committee.

#### **Quorum and Procedure at Meetings**

**5.** (1) The quorum for any meeting of a fire protection committee shall be not less than half the members of such committee: Provided that where such committee consists of less than four members, two members shall be a quorum.

(2) When the chairman of a fire protection committee is absent from a meeting, the members present shall nominate from among themselves an acting chairman for that meeting or for the duration of the chairman's absence.

(3) The decision of the majority of the members of a fire protection committee present at any meeting shall be deemed to be a resolution of the committee: Provided that in the event of an equality of votes, the chairman shall, apart from his deliberative vote, have a casting vote.

(4) Minutes of every meeting of a fire protection committee shall be kept and read to the next meeting and, if declared by the meeting to be in order and confirmed by the signature of the chairman or acting chairman, be filed.

#### **Attendance of Meetings**

**6.** (1) A fire protection committee may grant any of its members leave of absence from any of its meetings or for any period not exceeding six months.

(2) When any member of a fire protection committee is prevented from or expects to be prevented from attending a meeting of the committee duly called by the chairman, he shall notify the chairman as soon as may be of the circumstances which have prevented or will prevent him from attending such meeting.

(3) The chairman shall advise that on the following meeting of receipt of such notice, stating the member's reasons for his absence, after which the meeting shall decide whether or not leave shall be granted for such absence and each such resolution shall be noted in the minutes of such meeting.

(4) When any member has, without leave, failed to attend two consecutive meetings of the committee, the committee shall advise the Minister thereof.

#### **Functions**

**7.** Every fire protecting committee shall in respect of the area for which it has been established -

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- (a) prepare and submit to the Secretary for Forestry for approval, the following:
  - (i) Within six (6) months of the committee's establishment, a working plan for the execution of a fire protection scheme prepared in terms of section 13 of the Act;
  - (ii) annually before 31 March, an annual plan for the committee's activities for the next financial year;
  - (iii) proposals for the establishment of an organization for applying and carrying out the provisions of the said working plan;
- (b) take such steps as may be necessary to ensure the proper carrying out of the provisions of the fire protection scheme referred to in subregulation (a) which is in operation in respect of any land within the area for which the committee has been established;
- (c) make propaganda for the protection from fire of the veld, trees, forests or plantations; and
- (d) advise the Minister on all matters relating to the protection from fire of the veld, trees, forests or plantations.

**Financial Assistance to Fire Protection Committees**

**8.** (1) Every fire protection committee shall submit to the Minister annually on or before 31 January a plan of operations with detailed estimates of revenue and expenditure for the financial year concerned.

(2) All moneys granted to a fire protection committee in terms of section 15 of the Act shall be used solely for the purposes specified in a duly approved plan of operations and shall not exceed the amount authorized for any such purpose.

(3) The accounts and balance sheet of every fire protection committee receiving financial assistance from the State shall be audited at least once every year by auditors appointed by the Minister and such committee shall submit the accounts so audited to the Minister as soon as may be after 31 March in every year together with a report on its activities during the year immediately preceding, as well as a statement of revenue and expenditure for that period.