

## **STEPS IN REGISTERING A FIRE PROTECTION ASSOCIATION (FPA) AND ITS FIRE PROTECTION OFFICER (FPO)**

1. Department of Environment, Forestry and Fisheries (DEFF) regional staff advise stakeholders on forming an FPA.
2. Initiators of the FPA hold a founding meeting.
3. Initiators of the FPA complete Form 1: Application for registration of FPA Part 1 and take it to an appropriate local government representative (municipal manager or exco official). DEFF Regional Fire Adviser assists where required.
4. Local government representative approves application and FPA representative takes it to the DEFF regional office.
5. DEFF regional office makes recommendations and sends application to head office for approval.
6. DEFF head office assesses and approves Form 1.
7. Candidate FPA completes Form 2, constitution and business plan, appoints an FPO and takes these documents to the local government representative. DEFF Regional Fire Adviser assists where required.
8. Local government representative approves documents and FPA representative takes them to the DEFF regional office.
9. DEFF regional office reviews Form 2, constitution, business plan and FPO appointment, makes recommendations and sends it to head office for approval.
10. DEFF head office assesses Form 2, approves it, registers the FPA and the FPO and issues a registration number and registration certificate.
11. FPA and FPO now have their powers under the Act. DEFF Regional Fire Adviser advises FPA and FPO where required.