



**U.F.B.A**

UNITED FIRE BRIGADES'  
ASSOCIATION OF NEW ZEALAND

# **REGULATIONS**

**1 JULY 2011**

This document contains provisions which were formerly part of the Constitution of the Association but which will now be incorporated in the Handbook and be subject to the provisions of clause 15.6 to 15.15 inclusive of the new Constitution.

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## 1. DEFINITIONS AND INTERPRETATIONS

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All defined terms in the Association Constitution and Rules and Regulations shall have the same meaning in this Handbook.

The name of the Association shall be “**THE UNITED FIRE BRIGADES’ ASSOCIATION OF NEW ZEALAND INCORPORATED**”.

In the Constitution and Rules and these Regulations unless the context other requires:

**Accident Assurance Scheme:** means the plan administered by the Association to assist NZFS volunteer personnel injured in the course of their duties.

**Act:** means the Fire Service Act 1975 and amendments.

**Association:** means The United Fire Brigades’ Association of New Zealand Incorporated a society registered under the Incorporated Societies Act 1908 under No. 544376 and under the Charities Act 2005 under No. CC27476.

**Attendance Year:** (which will also be the financial year of the Association) means the period from the 1<sup>st</sup> day of July in any year until the 30<sup>th</sup> day of June in the following year.

**Benevolent Trust Fund:** means the charitable trust established to assist Enrolled Members, Life Members, Past Presidents and their families in times of personal hardship.

**Board:** means the body established by Rule 12.

**Challenges:** means any National Challenge event(s) conducted from time to time by the Association.

**Chief Executive Officer:** means the person for the time being appointed by the Board to that position under Rule 15.3.

**Conference:** means the Annual General Meeting of the Association.

**Communications Centre:** means a New Zealand Fire Service Communications Centre.

**Delegate:** means an Enrolled Member elected to represent a Fire Brigade Member at a Conference or General Meeting of the Association.

**Director:** means a person holding for the time being an elected or appointed position to the Board.

**Eligible Person:** means anyone eligible under the Association’s Constitution and Rules to stand for elected office within the Association.

**Enrolled Member:** means a person for the time being enrolled in a Fire Brigade Member of the Association.

**Fire Brigade:** means a group of Enrolled Members organised and trained for the prevention, suppression, and extinction of fire and attending other emergency incidents.

**Fire Brigade Member or Brigade:** means a Fire Brigade admitted to membership of the Association under Rule 6.

**Fire Region:** means a Fire Region constituted under Section 24 of the Fire Service Act.

**Fire Region Managers:** means Fire Region Managers appointed under Section 24A of the Act.

**Life Member:** means a person elected as a Life Member of the Association in accordance with Rule 5 and includes Life Honorary Members elected prior to the adoption of this Constitution.

**Model Rules of Association:** means the document issued jointly by the New Zealand Fire Service and the United Fire Brigades' Association setting out "best practice" for the conduct of each fire brigade's administration and affairs.

**Muster:** means each and every time that a NZFS Fire Brigade or Voluntary Rural Fire Force/Party gathers for regular training and general, regular or special meetings. It does not include responding to incidents

**NZFBI:** means "The New Zealand Fire Brigades' Institute".

**New Zealand Fire Service:** means the New Zealand Fire Service established under Section 3 of the Act.

**New Zealand Fire Service Commission, Fire Service Commission or Commission:** means the New Zealand Fire Service Commission constituted under Section 4 of the Act.

**NZFS Fire Brigade:** means a Fire Brigade responsible to the National Commander.

**NZFS National Commander:** means the National Commander appointed under Section 17M of the Act.

**Officer(s):** means the President, Vice President and Patron of the Association.

**President:** means the President for the time being of the Association.

**Provincial Association:** means an association of Fire Brigades from within a defined region that has been approved by the Board as a Provincial Association under Rule 15.15.

**Remit:** means a formal motion to be proposed at a general meeting or Conference of the Association pursuant to Rule 17.5.

**Sub-Association:** means a Sub-Association of a Provincial Association consisting of Fire Brigade Members from within a defined regional boundary inside a Provincial Association region.

**Technical Panel:** means the Panel established under Rules 15.9.

**Volunteer Fire Brigade:** means a Volunteer Fire Brigade as defined in Section 34(1) of the Act.

**Volunteer Firefighter:** means an Enrolled Member who volunteers and is not paid as an employee for being an Enrolled Member of a Volunteer Fire Brigade which is a Fire Brigade Member of the Association.

**Voluntary Rural Fire Force:** means a fire force formed pursuant to Regulation 36 of the Forest and Rural Fire Regulations 2005 and registered with the National Rural Fire Authority.

## **2. MEDALS AND AWARDS**

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- 2.1 A Brigade Life Member's Medal may be considered for Fire Brigade Members who are:
  - 2.1.1 An Enrolled Member who has attained a Gold Star award; or
  - 2.1.2 Any person retiring from a Fire Brigade Member who has served for a minimum of 15 years; or
  - 2.1.3 Any person in exceptional circumstances approved by the Board.
- 2.2 Association Badges may be awarded as follows:
  - 2.2.1 A small lapel badge denoting that the wearer is the holder of a Life Membership Medal is available with the medal and is only to be worn on civilian dress; or
  - 2.2.2 Any person not being an Enrolled Member who renders exceptional service to a Fire Brigade Member, which in the opinion of that Brigade warrants an award, may be presented with the brigade honorary membership lapel badge.
- 2.3 In the event that an Enrolled Fire Brigade Member who holds a Life Membership Medal is dismissed by the relevant Fire Brigade Member, the Board, after consideration of all available evidence, may cancel that person's Life Membership and withdraw the medal.
- 2.4 A meritorious service certificate may be awarded posthumously to a deceased Enrolled Member (not being the holder of a Life Members Medal under clause 1) by a Fire Brigade Member provided that:
  - 2.4.1 Any such deceased Enrolled Member had served a minimum of fifteen years.
  - 2.4.2 Such deceased Enrolled Member has in the opinion of the Board rendered outstanding service to the applicant Fire Brigade Member.
- 2.5 A Fire Brigade may apply for a special medal to be awarded to an Honorary Surgeon, or Doctor or Nurse (medical) or an Honorary Chaplain. The applicant Fire Brigade Member must establish that:
  - 2.5.1 The Nominee has been attached to the applicant Fire Brigade Member for a minimum of five years;
  - 2.5.2 Exceptional Service has been provided by the Nominee.
- 2.6 The costs associated with all Life Membership Badges, Life Membership Medals and Badges must be borne by the Fire Brigade Member applicant.
- 2.7 If an Enrolled Member qualifies for an Award, Medal or Badge, but dies before presentation, the award(s) may be received by the Enrolled Member's next of kin or family member(s).
- 2.8 Nothing in this Regulation 2 shall affect the award of Medals, Awards or Badges to any person by a Provincial Association or Sub-Association, which awards shall be governed by the rules of such organisations.
- 2.9 Certificates of Service shall be provided by the Secretary of a Fire Brigade Member to Enrolled Members who resign or retire.

### **3. QUALIFYING SERVICE FOR AWARDS**

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- 3.1 This Regulation applies to service claimed on behalf of any Enrolled Member who has served in an organisation recognised by the Fire Service Commission during the whole period of service claimed, whether or not such organisation was a Fire Brigade member at any time during such period.
- 3.2 Fire Brigade Members may grant volunteer Enrolled Members leave from attending Musters during:
- 3.2.1 Periods of injury or illness; or
  - 3.2.2 Periodic work commitments; or
  - 3.2.3 Military training or civil defence training; or
  - 3.2.4 Annual employment leave of up to four weeks; or
  - 3.2.5 Bereavement leave; or
  - 3.2.6 Attendance upon approved fire service activities (including Association business); or
  - 3.2.7 Other leave as approved by the Officer in Charge under the rules of the Fire Brigade Member.
- 3.3 Each and every time that a Fire Brigade Member gathers for:
- 3.3.1 Training ; or
  - 3.3.2 Musters; or
  - 3.3.3 Attending at incidents
- the Fire Brigade roll shall be marked. When a volunteer Enrolled Member is absent and leave under Regulation 3.2 has not been granted, the roll shall be marked with an “A”. When leave has been granted the roll shall be marked “L”.
- 3.4 For the purpose of calculating eligibility for Association Service Awards, an Enrolled Member must in any one Attendance Year be:
- 3.4.1 Present or be granted leave (pursuant to Regulation 3.2) for at least two thirds of the Fire Brigade Members’ Musters; and
  - 3.4.2 Present for a minimum of twenty-five per cent (25%) of all Fire Brigade Members’ Musters.
- 3.5 For the purposes of calculating eligibility for Association Service Award a paid Enrolled Member must in any one Attendance Year have attended the workplace for a minimum of eighty five per cent of the specified rostered hours applicable to the position held by that person. In the event that any paid Enrolled Member is absent from the workplace because of:
- 3.5.1 An injury sustained whilst on Fire Brigade duties; or
  - 3.5.2 An illness caused through attendance at a Fire Brigade incident,

then such absence or absences shall for the purpose of granting service awards be treated as if the person was in attendance at the workplace, provided that a minimum of twenty five per cent of the specified rostered hours must be worked in any Attendance Year for such year to be deemed eligible towards counting for service awards.

Periods of Annual Leave do not count for attendance for rostered hours.

- 3.6 In the event that in any year of service the attendance qualification specified in Regulation 3.4 or 3.5 (as is applicable) has not been met by an Enrolled Member the service of that Attendance Year shall not be counted towards that Member's eligibility for service honours.
- 3.7 The records as shown in the Association's roll for each Attendance Year will be conclusive as to eligibility for service awards.
- 3.8 All service awards claimed must be on the proper form and duly signed as being correct by two senior officers or the senior officer and the Secretary of the Fire Brigade Member to which the applicant belongs.
- 3.9 If records are not available, the Board may accept other reputable evidence for Fire Brigades that satisfy Regulation 3.1.
- 3.10 Fire Brigade Members claiming honours for Enrolled Members whose service has been in more than one Fire Brigade Member are entitled to claim a proportion of the costs of such honours from the person's former Fire Brigade(s). The Fire Brigade Member applying for the honours is responsible for collecting any such payments and for making the total payment to the Association.
- 3.11 The Association shall, after checking and approving applications, grant to Enrolled Members:
  - 3.11.1 A Certificate for three years' service;
  - 3.11.2 A Five year Medal for five years' service;
  - 3.11.3 A Two year Silver Service bar, up to a total of twenty three years' service for each and every two year period served after the presentation of the Five year medal;
  - 3.11.4 A Twenty Five year Gold Star for twenty five years' service;
  - 3.11.5 A Two year Gold Service bar for each and every two years served after the presentation of the Twenty Five year Gold Star;
  - 3.11.6 A Fifty year Service Medal for fifty years' service;
  - 3.11.7 A two year Gold Service bar for each and every two years served after the presentation of the Fifty year Service Medal.
- 3.12 The recipients of Gold Stars or Fifty year Service Medals shall have the choice, should they so desire, of having their Gold Star or Fifty year Service Medal presented at the next Conference.
- 3.13 Fire Brigade Members shall pay for all honours applied for on behalf of their Enrolled Members in accordance with a scale of charges set down by the Board from time to time.
- 3.14 The Association Valour Medal may be awarded to any Enrolled Member who exhibits exceptional personal courage saving or attempting to save human life and who may

have placed their own life in danger at any fire, emergency incident or other Fire Service operation provided the person's Fire Brigade was a Fire Brigade Member at the time.

- 3.15 An application for an Association Valour Medal shall specify details of the incident which are to be recorded on the proper form, signed by the Officer in Charge of the Fire Brigade and forwarded together with any additional submissions to the Chief Executive Officer within six months of the incident. Nominees having received or likely to receive some other award for the same incident will not be precluded from receiving the Valour Medal. The medal will be presented by the President to the recipient at the next Conference or in exceptional circumstances the Board may approve the presentation of the medal at some other suitable function or venue.
- 3.16 United Fire Brigades' Association awards may be worn instead of, but not as well as, any other awards which represent contemporary service, except Royal awards.



## **4. OFFICIAL INVITATIONS AND PRESENTATIONS**

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- 4.1 The prerogative to present Gold Stars or the Fifty year Service Medals is that of the President, who may delegate this function.
- 4.2 Invitations to present Gold Stars or Fifty year Service Medals should be made through the Chief Executive Officer, providing as much notice of the coming event as possible (at least three months).
- 4.3 At other official functions, including Fire Brigade honours' evenings, station openings, Provincial and Sub-Association meetings or challenges, where Association representation is warranted, an application must be made through the Chief Executive Officer, giving as much notice of the coming event as possible.
- 4.4 The President, on the receipt of official invitations through the Chief Executive Officer, may arrange for alternative Enrolled Member(s), or Past President(s) or Life Member(s) to represent the Association.
- 4.5 Any person officially representing the Association shall be entitled to claim actual and reasonable costs other than accommodation.
- 4.6 Accommodation and any associated meal costs of personnel representing the Association are a charge on the host Fire Brigade Member or Organisation.
- 4.7 At Gold Star or Fifty year Service Medal presentations, the preferred procedure is:
  - 4.7.1 A welcome by an officer of the host Fire Brigade Member and introduction of special guests;
  - 4.7.2 Presentation of the Gold Star or Fifty year Service Medal by the President or nominee;
  - 4.7.3 A speaker on behalf of the New Zealand Fire Service or the Fire Brigade's controlling body if not a NZFS Fire Brigade;
  - 4.7.4 The Provincial Association President or representative, if present;
  - 4.7.5 A speaker on behalf of the Gold Star Association;
  - 4.7.6 A speaker on behalf of Central and/or Local Government or other associated groups (if applicable);
  - 4.7.7 A speaker on behalf of the Fire Brigade Member;
  - 4.7.8 The recipient in reply.
- 4.8 If, at the function where a Gold Star or 50 year Service Medal is being presented other Honours are also being presented, then these other Honours are to be presented separately.

## **5. WEARING OF MEDALS AND BADGES OF OFFICE**

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- 5.1 All medals and badges of office awarded under the auspices of the Association should be worn in the manner approved by the UFBA Board.
- 5.2 When attending an investiture as a recipient of a New Zealand Royal Honour all other medals and badges shall be removed except for New Zealand Royal Honours already awarded.
- 5.3 Medals won at Challenges shall only be worn on the right breast. This includes Provincial and Sub-Association awarded medals and bars.
- 5.4 Sub-Association, Provincial Association, or Association Officer and Board badges of office are to be worn by serving members on the left lapel of the service uniform.
- 5.5 Other medals, badges of office or awards not referred to in this Regulation are not to be worn on a service uniform unless approved by the NZFS National Commander.
- 5.6 Medals or awards may only be worn on a service uniform jacket and are not to be worn on operational protective clothing. Retired Enrolled Members may wear their medals or awards on blazers, reefer jackets, sports coats, and suit coats.

## 6. ACCIDENT ASSURANCE

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- 6.1 The Association shall administer an Accident Assurance Scheme on behalf of the NZFS to provide adequate financial assistance to volunteer Enrolled Members of NZFS Fire Brigades who may suffer:
- 6.1.1 A first week loss of wages, salary or income; and/or
  - 6.1.2 Any subsequent total or partial loss of normal income after the first week of incapacity due to any accident whilst undertaking approved Fire Brigade activities in accordance with the rules of the Fire Brigade Member.
- 6.2 Only volunteer Enrolled Members on the roll of a NZFS Fire Brigade that is a Fire Brigade Member of the Association are eligible to participate in the Accident Assurance Scheme.
- 6.3 All New Zealand Fire Service volunteer Enrolled Members enrolled in a Fire Brigade which is registered or established pursuant to Sections 33, 34 and 35 of the Act shall automatically be members of the Accident Assurance Scheme. Accident claims met by the scheme in respect of such volunteer Enrolled Members shall be reimbursed by the New Zealand Fire Service and no premium is payable by such persons.
- 6.4 Any volunteer Enrolled Member of a NZFS Fire Brigade whose name appears on the Association register and who, while on approved fire brigade duties in accordance with the Fire Brigade rules, meets with an accident, and as a result of such accident becomes incapable of following their usual trade or occupation, shall be entitled to compensation for the first week's loss of earnings. Claims for first week's loss of earnings must be accompanied by an approved earnings certificate. Should such Enrolled Member suffer any subsequent incapacity after the first week's incapacity, then there shall be an entitlement to receive during such period of incapacity a weekly allowance as negotiated between the Board and the New Zealand Fire Service.
- Should the accident result in total disability, or death, the Enrolled Member's nominee in writing, widow, widower, executor, or next of kin shall be entitled to receive a sum as negotiated between the Board and the New Zealand Fire Service.
- Claims for the weekly allowance and total disability or death payments must be accompanied by the approved accident scheme forms and a copy of the New Zealand Fire Service Accident Form, FSC 432, or equivalent, before any payments can be made.
- 6.5 The Board may refuse to pay any claim that it considers is in any way fraudulent. The affected Enrolled Member shall have the right of appeal against the Board's decision to the Fire Service Commission. The decision of the Fire Service Commission shall be final.
- 6.6 Should a Fire Brigade Member make a false claim on behalf of any Enrolled Member such Fire Brigade Member is liable for immediate suspension by the Board under Rule 8.4.1 of the Constitution and any payments already made in respect of any such false claim shall be refunded to the Association.
- 6.7 Any Fire Brigade Member making a claim for a benefit from the Accident Assurance Scheme on behalf of an Enrolled Member must do so on the appropriate form, duly signed, which should be submitted within twenty eight days of the incident.
- 6.8 Medical certificates required as part of the claims schedule shall not be back-dated by more than forty eight hours.

- 6.9 A medical certificate signed by an Enrolled Member's doctor stating such person is still unable to carry out usual employment must be obtained every twenty eight days for payment to continue, and is to be forwarded to the Chief Executive Officer within twenty eight days of the term for which the allowance is claimed. A copy of the appropriate ACC certificate will suffice.

## **7. PROVINCIAL ASSOCIATIONS**

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- 7.1 Provincial Association(s) may be formed or reformed with the prior approval of the Board. The Board shall review the boundaries of each Provincial Association from time to time in consultation with Provincial Association's officers. All Provincial Associations shall agree to be bound by the Constitution and Regulations of the Association.
- 7.2 Provincial Associations shall appoint an auditor of their choice.
- 7.3 Each Provincial Association must submit to the Chief Executive Officer a copy of its audited or reviewed financial statements within thirty days of completion of the Provincial Association's own annual conference. The Board will determine whether an audit or review engagement is required.
- 7.4 If the Provincial Association fails to comply with Regulation 7.3, the Board will determine a suitable remedy with respect to this breach. Remedies shall include:
  - 7.4.1 An extension of time for compliance with Regulation 7.3; or
  - 7.4.2 Censure of the Provincial Association; or
  - 7.4.3 Suspension of its Association membership.
- 7.5 The Board may grant Provincial Associations such subsidies as it thinks fit upon written application and submissions in support being received by the Board.
- 7.6 All member Brigades of Provincial Associations must be Fire Brigade Members of the Association.

## **8. TECHNICAL PANEL**

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- 8.1 The Technical Panel shall have the power to co-opt an additional member(s) for specific roles as it sees fit after consultation with the Board and Officers of the Association and shall submit a written resume and photograph of co-optee(s) to all Fire Brigade Members within one month of co-option.
- 8.2 The Technical Panel will carry out all activities as required by the Board and as outlined in the Technical Panel's Terms of Reference.
- 8.3 Notwithstanding anything in Rule 15.9 of the Constitution, the increase in numbers of the Technical Panel will not take effect until the first Conference after the adoption of these Rules and Regulations.

## **9. CHALLENGES COMMITTEE AND CHALLENGES**

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- 9.1 The Committee will comprise:
  - 9.1.1 one representative of the Association Board;
  - 9.1.2 one representative of the NZFS National Commander;
  - 9.1.3 the NZFS National Training Manager;
  - 9.1.4 all members of the Technical Panel;
  - 9.1.5 two nominated regional representatives, which will be representatives of the Fire Region Managers whose regions will be hosting the Challenges for the next two years; and
  - 9.1.6 The UFBA Chief Executive Officer, acting in an ex-officio capacity.
- 9.2 The Committee will:
  - 9.2.1 oversee the management of all Challenges;
  - 9.2.2 develop the policy and the rules governing Challenges;
  - 9.2.3 evaluate and review Challenges including management and events;
  - 9.2.4 identify the resources required to conduct all Challenges;
  - 9.2.5 promote Challenges;
  - 9.2.6 develop and maintain international linkages;
  - 9.2.7 develop and maintain NZFS national and regional linkages;
  - 9.2.8 draft the annual budgets, seek sponsorship and develop funding arrangements; and
  - 9.2.9 report to the Association Board.
- 9.3 The programme for all Challenges including rules, conditions and penalties shall be compiled by the Technical Panel and shall be made available to Fire Brigades.
- 9.4 Programmes of events must comply with the Challenge rules of the Association.
- 9.5 Clarification in case of doubt over any of the events should be sought from the Chief Executive Officer.
- 9.6 The Board shall be responsible for adjudication on any of the rules of Challenges and its decision shall be final.
- 9.7 Challenge officials shall be Enrolled Members of Fire Brigade Members or shall be suitably qualified persons recommended by the Technical Panel.
- 9.8 The Chief Executive Officer shall request nominations of persons who qualify under Rule 9.7 from Fire Brigade Members for the various positions of Challenge officials.

- 9.9 The Technical Panel shall make recommendations to the Board for the positions of all Challenge officials. The Board may add or detract from the list of proposed officials and shall confirm the selections.
- 9.10 The Judicial Committee for all the Challenges shall comprise:
- 9.10.1 The President or a nominated representative;
  - 9.10.2 One Board Member; and
  - 9.10.3 The Technical Panel.
- The Chief Executive Officer or a nominated representative will be an ex-officio member of the Judicial Committee.
- 9.11 The Association Challenge event rules, conditions, specifications and penalties shall be detailed on the Association's website: [www.ufba.org.nz](http://www.ufba.org.nz)
- 9.12 The Association shall present certificates to the three top teams gaining overall places in all Association Challenges. Teams gaining points down to sixth place in every event within the Challenges will receive certificates.
- 9.13 Gold Medals will be presented to the winners of all Association recognised Championship Challenges for which the Board has approved a medal, and if approved, will incorporate a clasp depicting the Challenge and the year won. Where a recipient wins more than one Challenge, additional clasps only will be awarded.
- 9.14 The Association will coordinate all regional and/or Provincial Challenges to ensure conformity with the rules of each Challenge, standards of performance, best use of resources and to determine eligibility for entry into challenges.



## **10. UNIFORMS**

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- 10.1 All Enrolled Members attending a Conference, or other approved Association function or Fire Brigade honours' functions, shall wear the apparel applicable to the event as indicated in the Association Policy Manual and published by the Chief Executive Officer. Life Members and Past Presidents who have retired from being an Enrolled Member may wear the Association blazer.
- 10.2 Enrolled Members, Past Presidents and Life Members attending a Conference are required to take part and march in the official parade unless exempted by the President.
- 10.3 If the Chief Executive Officer is an Enrolled Member then a service uniform with rank markings applicable to the rank held in the relevant Fire Brigade Member may be worn at all Association functions. Qualification for service honours shall only be through holding an Enrolled Member appointment.