



U.F.B.A

UNITED FIRE BRIGADES'
ASSOCIATION OF NEW ZEALAND

REGULATIONS

NOVEMBER 2022

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DEFINITIONS AND INTERPRETATIONS

All defined terms in the Association's Constitution and Rules and Regulations shall have the same meaning.

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 Fire and Emergency New Zealand volunteer personnel injured in the course of their duties

Act means the Fire and Emergency New Zealand Act 2017 as amended from time to time and any legislation that repeals or replaces the Fire and Emergency New Zealand Act 2017

Association means the United Fire Brigades' Association of New Zealand Incorporated, an incorporated society registered under the Incorporated Societies Act 1908 and under the Charities Act 2005

Attendance Year (which will also be the financial year of the Association) means the period from the 1st day of July in any year until the 30th day of June in the following year

Benevolent Fund means the charitable trust established to assist Enrolled Members, Life Members, Past Presidents, and their families in times of extreme financial hardship

Board means the body established in accordance with Rule 7

Chief Executive means the person for the time being appointed to that role in accordance with Rule 8.1(c)

Conference means the Annual General Meeting of the Association

Communications Centre means a Fire and Emergency New Zealand Communications Centre

Delegate means an Enrolled Member elected to represent a Voting Member at a Members' Meeting

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 enrolled in a Brigade Member or an Industry and Defence Member

FENZ means Fire and Emergency New Zealand established under Section 8 of the Act

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 4

Life Honorary Member means a person who has been recognised as a Life Member of the Association in accordance with Rule 4.3 or in accordance with any Superseded Rules

Model Rules of Association means the document issued jointly by Fire and Emergency New Zealand 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 Fire and Emergency New Zealand fire brigade or voluntary rural fire force gathers for regular training and general, regular, or special meetings. It does not include responding to incidents.

Officer means the roles of the President, Vice President, Immediate Past President, and Patron and any other officer roles created by the Board

Patron means the Patron for the time being of the Association

President means the President for the time being of the Association

Provincial Association means a group of Brigade Members from within a defined geographical region that has been approved by the Board as a Provincial Association

Sub-Association means a group of Brigade Members from within a Provincial Association's defined geographical region that has been approved by the Board as a Sub-Association

1. MEDALS AND AWARDS

1.1 UFBA Service Awards

The Association shall, after checking and approving applications, grant to Enrolled Members:

1.1.1 A certificate for three years' service;

1.1.2 A five year medal for five years' service;

1.1.2.1 A two-year silver bar, up to a total of twenty three years' service for each and every two year period served after qualifying for the five year medal;

1.1.2.2 A 25 year-Gold Star for twenty five years' service;

1.1.2.3 A two year-gold service bar for each and every two years served after qualifying for the 25 year Gold Star;

1.1.2.4 A certificate for 40 years' service;

1.1.2.5 A 50 year-medal for fifty years' service;

1.1.2.6 A two year-gold bar for each and every two years served after qualifying for the 50 year medal; and

1.1.2.7 A certificate for 60 years' service.

The recipients of 25 year Gold Stars or 50 year medals shall have the choice, should they so desire, of having their awards presented at the next UFBA Annual General Meeting.

1.2 Brigade Life Honorary Membership

The award of Brigade Life Membership is a decision which Brigade members need to give serious and considered thought to before voting.

1.2.1 Any member of a brigade may be awarded Brigade Life Honorary Membership.

1.2.2 Members of the Brigade proposing Brigade Life Honorary Membership may nominate and second candidates at a regular or Annual General Meeting of the Brigade and agree Brigade Life Honorary Membership by affirmative vote of the majority of members present at the meeting and eligible to vote.

1.2.3 Brigade Life Honorary Membership does not automatically grant the Brigade Life Honorary Member's medal governed by Regulation 2.3.

1.2.4 Brigade Life Honorary Members are entitled to attend Brigade meetings but are not entitled to vote.

1.2.5 Brigade Life Honorary Members should be considered when guests are being invited to attend Brigade functions, honours nights and other events.

1.3 Brigade Life Honorary Membership Medal

- 1.3.1 A Brigade Life Honorary Member's Medal may be considered for Fire Brigade Members who are:
- 1.3.1.1 An Enrolled Member having attained a Gold Star; or
 - 1.3.1.2 Any person retiring from a Fire Brigade Member who has served for a minimum of 15 years; or
 - 1.3.1.3 Any person in exceptional circumstances approved by the Board.
- 1.3.2 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.
- 1.3.3 If an Enrolled Fire Brigade Member who holds a Brigade Life Honorary Membership Medal is dismissed by the relevant Fire Brigade Member, the UFBA Board, after consideration of all available evidence, may cancel that person's Life Membership and withdraw the medal.
- 1.3.4 The removal of a Brigade Life Honorary Membership Medal must be proposed and seconded by members at a regular meeting or the Annual General Meeting of the Brigade and agreed by affirmative vote of the majority of members present at the meeting and eligible to vote.

1.4 Brigade Honorary Membership

- 1.4.1 Any person not being an Enrolled Member, who renders exceptional service to a Fire Brigade Member, which in the opinion of that Brigade warrants recognition, may be presented with the Brigade Honorary Membership lapel badge. This is purchased through the UFBA Fire Shop.
- 1.4.2 Each nominee for this membership must be proposed and seconded by members at the Annual General Meeting of the Brigade and agreed by affirmative vote of the majority of members present at the meeting and eligible to vote. Membership lasts one year.

1.5 Special Awards

- 1.5.1 A Fire Brigade may apply to the Board 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:
- 1.5.1.1 The Nominee has been attached to the applicant Fire Brigade Member for a minimum of five years; and
 - 1.5.1.2 Exceptional Service has been provided by the Nominee.
- 1.5.2 The Board may agree that 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 services operation, provided the person's Fire Brigade was a Fire Brigade Member at the time.

- 1.5.3 An application for an Association Valour Medal shall specify details of the incident, 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.

1.6 Posthumous Awards

- 1.6.1 The Board may award a Meritorious Service Certificate may be awarded posthumously to a deceased Enrolled Member (not being the holder of a Brigade Life Honorary Members Medal under clause 1.3) by a Fire Brigade Member provided that:
- 1.6.1.1 Any such deceased Enrolled Member had served a minimum of fifteen years; or
 - 1.6.1.2 Such deceased Enrolled Member has, in the opinion of the Board, rendered outstanding service to the applicant Fire Brigade Member.
- 1.6.2 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).

1.7 Costs

- 1.7.1 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.
- 1.7.2 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.

1.8 Provincial and Sub-Associations

- 1.8.1 Nothing in this Regulation shall affect the award of medals, awards, or badges to any person by a Provincial or Sub-Association, which awards shall be governed by the rules of such organisations.

2. QUALIFYING SERVICE FOR AWARDS

2.1 Membership

This Regulation applies to service claimed on behalf of any Enrolled Member who has served in an organisation recognised by the FENZ Board during the whole period of service claimed, whether or not such organisation was a Fire Brigade Member at any time during such period.

2.2 Leave

Fire Brigade Members may grant volunteer Enrolled Members leave from attending Musters during:

- 2.2.1 Periods of injury or illness; or
- 2.2.2 Periodic work commitments; or
- 2.2.3 Annual employment leave of up to four weeks; or
- 2.2.4 Parental leave; or
- 2.2.5 Bereavement leave; or
- 2.2.6 Attendance at approved FENZ activities (including Association business); or
- 2.2.7 Military or civil defence deployment or training; or
- 2.2.8 Other leave as approved by the Officer in Charge under the rules of the Fire Brigade Member.

2.3 FENZ Station Management System

The Fire Brigade Member's roll/Station Management System (SMS) shall be marked each and every time the brigade gathers for:

- 2.3.1 Training; or
- 2.3.2 Musters, including meetings.

The Brigade roll/SMS shall be marked P (Present) for those present, L (Leave) for those granted leave under Regulation 2.2, or A (Absent) when leave has not been granted.

2.4 Calculating Eligibility for Association Service Awards – Volunteer Personnel

For the purpose of calculating eligibility for Association Service Awards, a volunteer Enrolled Member must, in any one Attendance Year, be:

- 2.4.1 Present or be granted leave (pursuant to Regulation 2.2) for at least two thirds of the Fire Brigade Members' Musters; and
- 2.4.2 Present for a minimum of twenty-five per cent (25%) of all Fire Brigade Members' Musters.
- 2.4.3 Present, in the case of Non-Operational Support and Brigade Support personnel, at Fire Brigade Members' musters to the satisfaction of a simple majority of enrolled members.

2.5 Calculating Eligibility for Association Service Awards – Career Personnel

For the purposes of calculating eligibility for Association Service Awards, a career Enrolled Member must, in any one Attendance Year, have attended the workplace for a minimum of eighty five per cent (85%) of the specified rostered hours applicable to the position held by that person. In the event that any career Enrolled Member is absent from the workplace because of:

- 2.5.1 An injury sustained whilst on Fire Brigade duties; or
- 2.5.2 An illness caused through attendance at a Fire Brigade incident; or
- 2.5.3 Leave or extended duties pursuant to employment contracts or arrangements,

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.

2.6 Attendance Qualification Not Being Met

In the event that in any year of service the attendance qualification specified in Regulation 2.4 or 2.5 (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.

2.7 UFBA Service Records

The service records held by the UFBA will be conclusive as to eligibility for UFBA service awards.

2.8 Applications for Service Awards

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.

2.9 Proof of Service

If records are not available, the Board may accept other reputable evidence for Fire Brigades that satisfy Regulation 2.1.

3. OFFICIAL INVITATIONS AND PRESENTATIONS

3.1 Representation by the UFBA

- 3.1.1 The prerogative to present 25 Year Gold Stars and 50 Year Medals is that of the President, who may delegate this function.
- 3.1.2 Invitations to present 25 Year Gold Stars or 50 Year Medals should be made through the UFBA Chief Executive Officer, providing as much notice of the coming event as possible (at least three months). Avoid planning events on the same dates at the UFBA Annual General Meeting which is held in October/November.
- 3.1.3 At other official functions, including Fire Brigade honours' evenings, station openings, Brigade Jubilees, 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.
- 3.1.4 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.
- 3.1.5 Any person officially representing the Association shall be entitled to claim a daily allowance and actual and reasonable costs other than accommodation.
- 3.1.6 Accommodation and any associated meal costs of personnel representing the Association are a charge on the host Fire Brigade Member or organisation.

3.2 Procedure at Gold Star and Fifty Year Medal Presentations

At Gold Star or Fifty Year Service Medal presentations, the preferred procedure is:

- 3.2.2 A welcome by an officer of the host Fire Brigade Member and introduction of special guests;
 - 3.2.3 Presentation of the Gold Star or Fifty Year medal by the President or nominee;
 - 3.2.4 A speaker on behalf of FENZ or the Fire Brigade's controlling body if not a FENZ fire brigade;
 - 3.2.5 The Provincial Association President or representative, if present;
 - 3.2.6 A speaker on behalf of the Gold Star Association;
 - 3.2.7 A speaker on behalf of Central and/or Local Government or other associated groups (if applicable);
 - 3.2.8 A speaker on behalf of the Fire Brigade Member; and
 - 3.2.9 The recipient in reply.
- 3.3 If, at the function where a Gold Star or 50 Year medal is being presented, other honours are also being presented, then these other honours are to be presented separately.

4. WEARING OF MEDALS AND BADGES OF OFFICE

4.1 Wearing of Medals on FENZ Uniform

- 4.1.1 Medals or awards may only be worn on a FENZ service uniform jacket and are not to be worn on operational protective clothing. Retired Enrolled Members may wear their medals or awards on blazers, dress jackets, sports coats, and suit coats.
- 4.1.2 Only medals, badges of office or awards referred to in these Regulations may be worn on the FENZ service uniform unless otherwise approved by the FENZ National Commander.

4.2 UFBA Service Medals

- 4.2.1 All medals and badges of office awarded under the auspices of the Association are worn in accordance with illustrations on the Association's website.
- 4.2.2 UFBA awards may be worn instead of, but not as well as, any other awards which represent contemporary service, except Royal awards.

4.3 UFBA Challenge Medals

- 4.3.1 Medals received at UFBA Challenges shall only be worn on the right breast of the FENZ uniform jacket. These awards are worn in accordance with illustrations on the Association's website.

4.4 Provincial Association and Sub-Association Medals

- 4.4.1 Medals awarded by Provincial Association and Sub-Association medals shall only be worn on the left breast of the FENZ uniform jacket. These awards are worn in accordance with illustrations on the Association's website.

4.5 Long Service and Good Conduct Medals

- 4.5.1 The Long Service and Good Conduct Medal shall only be worn on the left breast of the FENZ uniform jacket. These awards are worn in accordance with illustrations on the Association's website.

4.6 New Zealand Royal Honours

- 4.6.1 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.

4.7 Miniature Medals

- 4.7.1 These are worn by the medal recipient upon retirement, on civilian dress or casual jackets.

4.8 Ribbon Bars

- 4.8.1 These are worn by the medal recipient on their FENZ blue shirt or blazers or casual jackets.
- 4.8.2 Not more than five nor less than two ribbons are worn in any one row.
- 4.8.3 Ribbon bars are to be worn centrally above the pocket or approximately where the left breast pocket would be located, and no ribbon is to be obscured by the lapel of the jacket.

4.9 Wearing of Decorations and Medals by Family Members

- 4.9.1 The insignia of any order, decoration, or medal, including miniatures, lapel badges and ribbons, may only be worn by the person to whom they were awarded.
- 4.9.2 Next of kin and other relatives may wear, on the right side only, on ANZAC and similar days of remembrance, the service medals of deceased military personnel. This applies only to service medals and decorations mounted on a medal bar (full-size or miniature) and not neck badges, sashes, badges, or breast stars.

4.10 Other Medals

- 4.10.1 Awards issued by public and private organisations, other than those of the Order of St John and the Royal Humane Society of New Zealand, may not be worn, either with, below or on the right side, with official Orders, Decorations and Medals.

5. ACCIDENT ASSURANCE SCHEME

5.1 Administration

The Association shall administer an Accident Assurance Scheme on behalf of FENZ to provide financial assistance to volunteer Enrolled Members of FENZ fire brigades who may suffer:

- 5.1.1 A first week loss of wages, salary, or income; and/or
- 5.1.2 Any subsequent total or partial loss of taxable 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.

5.2 Who May Apply?

Only volunteer Enrolled Members on the roll of a brigade recognised by FENZ and that is a Fire Brigade Member of the Association are eligible to participate in the Accident Assurance Scheme. No premium is payable by such persons.

5.3 Entitlements

Any volunteer Enrolled Member of a FENZ fire brigade whose name appears on the Association register and who, while on approved fire brigade duties in accordance with the fire brigade rules, suffers an injury, and as a result of such injury 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 evidence that ACC has accepted the volunteer's claim and a medical certificate certifying incapacity. 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 20% top-up in addition to the 80% from ACC. Claims for subsequent weeks loss of earnings must be accompanied by an approved earnings assessment certificate from ACC and a medical certificate certifying incapacity.

5.4 Total Disability

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 FENZ.

5.5 Refusal of Payment

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 FENZ Board. The decision of the FENZ Board shall be final.

5.6 False Claims

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 16 of the Constitution and Rules and any payments already made in respect of any such false claim shall be refunded to the Association.

5.7 Application Forms

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.

5.8 Medical Certificate and ACC Earnings Certificate

A medical certificate signed by an Enrolled Member's doctor stating such person is still unable to carry out usual employment must be provided to the Association along with an approved earnings assessment certificate from ACC for the term for which the allowance is claimed.

6. PROVINCIAL ASSOCIATIONS

- 6.1 The UFBA and Provincial Associations work together under a Memorandum of Understanding which has a period of three years from September 2021.
- 6.2 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 Associations' officers. All Provincial Associations shall agree to be bound by the Constitution and Regulations of the Association.
- 6.3 Provincial Associations shall appoint an auditor of their choice.
- 6.4 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.
- 6.5 If the Provincial Association fails to comply with Regulation 6.3, the Board will determine a suitable remedy with respect to this breach. Remedies shall include:
 - 6.5.1 An extension of time for compliance with Regulation 6.3; or
 - 6.5.2 Censure of the Provincial Association; or
 - 6.5.3 Suspension of its Association membership.
- 6.6 The Board may grant Provincial Associations such subsidies as it thinks fit upon written application and submissions in support being received by the Board.
- 6.7 All member Brigades of Provincial Associations must be Fire Brigade Members of the Association.