



# Our members by the number

## 544 member groups in total

- 388 Volunteer Fire Brigades**
- 73 Career brigades**
- 59 Volunteer Rural Fire Forces**
- 7 Operational Support units**
- 6 Defence Fire Brigades**
- 4 Industry Fire Brigades**
- 4 Airport Fire Brigades**
- 3 Fire and Emergency Communication Centres**



The UFBA's broad based membership includes firefighters and operational support from urban, rural, volunteer, career, industry, defence and airport fire crews. We support and represent the interests of all member fire crews from across New Zealand and the Chatham Islands. The UFBA has been serving and unifying firefighters for 140 years.

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# Highlights at a glance

## MEMBER ASSISTANCE

**Benevolent Fund** provided \$25,058 in ex-gratia payments across 13 applications.  
**Accident Assurance Scheme** processed 41 applications paying out \$31,294 to firefighters injured while on duty.

## SERVICE HONOURS

19 Fifty Year Medals awarded  
95 Gold Stars awarded  
14 firefighters recipients of Queen's Honours

## SUPPORT SERVICES

52 brigades actively set up on Xero  
60 individual advocacy and support cases assisting firefighters to continue service or resolve disputes  
25 roadshow meetings across the country to meet members from Bluff to Mangonui

## LEARNING WITH UFBA

Four Leadership and Governance workshops saw an extra 64 graduates  
60 attendees at Leading Psychological Wellbeing workshops  
Five Secretaries workshops supported 76 secretaries

## Fire and Emergency Integration

Co-design of key documents:

1. Fire and Emergency NZ Health, Safety and Wellbeing Strategy
  2. Fire and Emergency High Level Design document
  3. The Volunteer Strategy
- 20 representatives on working parties  
18 policies reviewed

## CONFERENCE

285 brigades and fire forces represented  
79 first time delegates  
81 women firefighters  
3 remits

## CHALLENGES

10 events across the country  
89 competitors at Drivers and 11 ERD revalidations  
30 teams across two Road Crash Rescue events  
2 Australasian events hosted by the UFBA bringing together teams from New Zealand, Australia, Fiji and Hong Kong.  
Record 190 participants at NI Firefighter Combat Challenge  
47 volunteer Officials at National Firefighter Combat Challenge

# One voice for firefighters

## OUR PURPOSE

To deliver advocacy and support to our emergency services membership

## OUR VISION

Safe sustainable communities

## OUR GOALS

- Advocacy Experts
- Broad Membership
- Sustainable Funding
- Trusted Partner
- Strong Leadership
- Excellence in Learning

## VALUES

- Community
- Volunteerism
- Independence
- Integrity
- Sustainability
- Unity
- Recognition

We unite and represent the interests of our emergency services members with a single powerful voice.

With 11,500 volunteer firefighters as members, we promote and support effective volunteerism in New Zealand.

The estimated annual economic value of the volunteer contribution to urban and rural communities is \$529 million.

Through the strength of our united members, the UFBA has served firefighters throughout New Zealand for 140 years.

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# President's message

Joe Manihera, UFBA President 2017-18

**Ma pango ma whero  
Ka oti te mahi nei**

**With black, with red  
The work will be done**

This short, but rather succinct, whakatauki refers to the red and black colours used in traditional kowhaiwhai patterns on the inside of whareniui. Designers, when given scope, are able to express their creativity to realise works of art that are used as decoration or complement a certain aspect, whether a story or a person, associated with the whareniui. In modern times, the diversity of other colours have been introduced and are used cautiously so not to detract but enhance the appearance of the main colours.

Throughout this report the many activities this organisation has been involved in and the many achievements are highlighted. These would not be possible without the participation of the membership, in giving their time freely, to represent the interests of the organisation on the many work groups and panels important to our volunteers. Anei he mihi aroha ki a koutou. Thanks to you all.

While there may be some commonality in the make-up of these groups, their presence ensures consistency that enhances the interaction within these groups. Further value is added by the inclusion of other diverse members and the skill sets they bring are integral in ensuring the outcomes are consistent with the new Act and align with the vision and values of the UFBA.

The strength of this organisation lies in the diversity and the wide-ranging skill sets of individuals (colours) therein. It is vitally important these attributes are used in a manner that result in outcomes that take the organisation forward. The way this is done (mahi) is of equal importance as rogue colours (diversity) can impact negatively on the appearance on and the workings within the organisation. As in kowhaiwhai, rogue colours should not be discounted, as their contributions are meaningful in that they provide a perspective, hitherto, not considered. If, in their efforts to add value, they dominate proceedings to the extent they attract more rogue colours then there will be conflict.

That they don't like the design does not mean it needs to be discarded. The design is not at fault. It was well considered prior to the addition of the colours. However, I do concur the design may need a bit of a makeover at times to better reflect the changing environment we operate in.

I include another whakatauki that truly reflects this organisation.

*Kaore i hangaia te kupenga hei hopu ika anake. Engari i hangaia kia oioi i roto i te nekeneke o te tai. The net is not fashioned purely to catch fish but also to be flexible so it may flow with the tide.*

Read through the sections of this report as they give meaningful information that will be of interest to us all. I end with this valediction that supersedes the many versions of 'farewell' still in use but considered 'old hat'. It refers to the two ways we greet and farewell each other;

*Hei ringa hei ihu By the hand and by the nose*



# Chairman's message

Rick Braddock, Chairman of the UFBA Board

Through the strength of our united members, the UFBA has served firefighters throughout New Zealand for 140 years.

With the merger of UFBA and FRFANZ proceeding and the second year of the Fire and Emergency NZ integration Phase underway from 1 July, the 2018 Conference will be the prime learning and networking forum of the year.

As a precursor to Conference a national co-design road show has been undertaken, headed up by UFBA CEO Bill Butzbach and representatives from the FRFANZ executive team, which has created a platform for members to express what is important to them in their associations. From the feedback the Board with our membership hope to build a merged association that better reflects the needs of the changing sector.

This year we have welcomed the incoming Department of Internal Affairs Minister, the Hon. Tracey Martin. We have held several meetings with the Minister who has expressed strong support for the implementation of a youth cadet scheme. A scheme of this nature would promote development of resilient communities, empower young people with responsibility and problem solving and team-working skills and support sustainability within brigades.

The UFBA maintains strong links with Fire and Emergency NZ as key partners supporting the integration to a unified service. With such a diverse membership we effectively unite and represent all our members with a single powerful voice to advise and guide Fire and Emergency in implementing a better deal for volunteers. A number of ongoing working parties have benefited from the inclusion of UFBA representatives.

As part of integrating to a more unified and broader emergency service the UFBA continues to support messages around enhancing inclusiveness and diversity. Embracing inclusion in our volunteer brigades and rural fire forces, including recruiting more women to better reflect the communities they serve, remains a priority for the sector.

The passing of the new Fire and Emergency Services Act on 1 July 2017 was a significant milestone. This new piece of "fit for purpose" legislation was deliberately written to provide a wider range of support to volunteers.

However, being more permissive rather than prescriptive it has been our job to ensure we work very actively during the three-year integration period to ensure what we worked hard to achieve in the legislation actually plays out in reality.

On this note I wish to thank incoming CEO Bill Butzbach and his management team for the exceptional workload they have carried over the past twelve months and the achievements they have made.

I also express my appreciation to all our Directors for their hard work and commitment to representing the interests of our members.

Thanks to newly elected Director Warren Maslin who has slotted well into his governance role and to the continuing service of Russell Anderson and Judith Stanley.



I also wish to acknowledge the contribution made by Director Scott Miller who resigned in June as he takes up a new CEO role with Volunteering Victoria in Melbourne. Scott's wisdom and passion for volunteering was apparent and he showed a very balanced and professional attitude to the board table and the contribution he made to some very difficult issues faced during his tenure.

The board is delighted to have announced the appointment of Brenda Pilot (right) as the Appointed Independent Director replacing Scott. Brenda brings a wealth of relevant experience and governance skills through her extensive work experience. The UFBA is fortunate to have such a highly skilled contributor sitting at board level.

Note of thanks to Joe Manihera as President and also Glenn Williams as Vice President including his role of the Safety, Health and Well being forum.

I have chaired the United Fire Brigades' Association for the past six years and my mandatory term concluded at the June board meeting.

It has been a privilege serving as your Chair. I have continually been humbled by the significant and selfless contribution made by you to your communities. Collectively you make this country safer and a better place to live, encompassing the community spirit that is at the heart of Kiwi culture.

I take this moment to thank you for the confidence you showed in me to help lead you through what has been a most eventful period.

I would like to welcome Richie Smith (above right) to replace me as Chair. Richie has the necessary skills to lead the UFBA and FRFANZ into the exciting new era that is before you. His governance skills speak for themselves but I am also sure Richie brings the personal skills necessary to work alongside his board, executive, Fire and Emergency and all other stakeholders in order to achieve the desired outcomes.



I also thank the following organisations and people who contributed so much to the achievements of the UFBA this year:

- The Fire and Emergency NZ Board, our principal funder, and Fire and Emergency NZ for their ongoing support
- The Challenges Committee Chair, Technical Panel, Events Team, local organising committees, officials, and volunteers who support the management of our Challenges programme
- The Benevolent Fund Chairman Alan Cockburn and Trustees who administer applications for financial assistance from members in need
- The large number of members who actively participated in consultation and provided input and feedback on Fire and Emergency Transition Team co-design projects, represented the UFBA on working parties and competed in our events
- The strong and dedicated office team that works extremely hard in support of our organisation and its objectives.

# Chief Executive's message

Bill Butzbach, UFBA Chief Executive Officer

It's been an honour and privilege to lead the operations of our Association over the past year, after previously serving as Director for around four years. This has been a busy and transformative year for all of us in the sector as we've started progressing through the integration phases of sector reform.

I've enjoyed the opportunity to work closer with our members from the rural fire sector and through our partnership with FRFANZ under our Memorandum of Understanding. The partnership makes perfect sense in bringing together the diverse types of firefighter and emergency responder which includes defence, airport and industry brigades. It's this diversity of membership that makes the UFBA so special.

What also makes us special is that the UFBA along with our FRFANZ partner is many different things to many different people. Some people enjoy pushing their physical and skills barriers through challenges. Others use our independent advocacy services to support them through difficult times. Some engage in our leadership development programmes to grow professionally and personally and some regard the UFBA as the keepers of our knowledge, traditions and proud heritage and others reach out in times of financial hardship. Regardless of our structure, name, region or our status as career or volunteer personnel, we are all here to protect our communities, homes, businesses, infrastructure and ultimately lives.

Whatever shape the organisation takes over the coming years we are all gaining broader perspectives through our diversity and learning about our unique challenges; whether it's differences in terrain, increased call outs to incidents, greater risks from climate change or pressures with recruitment. Together we can find solutions to common challenges.

I'd also like to acknowledge our Memorandum of Understanding with Volunteering New Zealand. It is staggering to think that 83% of our fire and emergency service is provided by volunteers. Parents with young families, grandparents, office workers, teachers, bankers, farmers and tradespeople all giving a part of your life to the cause.

As a volunteer myself, in the form of CFO of Martinborough Volunteer Fire Brigade, I know first hand how it impacts your lives. But I also know how it rewards through a sense of immersion in your community. So, I'd like to acknowledge each and every one of you for the contribution you make.

I'd also like to thank the many volunteers that support the UFBA with our activities throughout the year. We have a dedicated but small team of staff based in Wellington who could not achieve all that we do without the local organising committees and officials at each event, the regional advocates who we bring on board to support individual advocacy cases and the many representatives on the working parties with Fire and Emergency NZ. Even our Board of Directors who voluntarily bring industry experience to oversee our direction and governance. Then there's our past and current Presidents who are all volunteers who travel the country over 44 weeks of the year, giving up their time with family, to support our service honours or assist with prize giving.

As we mark 140 years of history this year and bear witness to change, it's heartening to see that the fundamentals at the core of the UFBA remain much as it did in 1878. We provide a trusted and informed perspective to Fire and Emergency NZ through our members so that we can assist the shape of outcomes from this period of substantial change. Through the roadshows that took me to many parts of the country I was able to see how a mixture of traditional values and progressive thinking will take us forward as we continue to deliver services that support firefighters of all types across New Zealand into the future. Ensuring we voice what is important to us throughout the various consultations that take place will help us shape a service that we can all feel a part of and proud of.



# Report from the Board of Directors

Russell Anderson, Deputy Chairman of the Board

Supporting change through strong partnerships, co-design, consultation and representation.

## Integration of Fire and Emergency NZ

July 2017 saw the implementation of the new entity Fire and Emergency New Zealand and the subsequent adoption of the new Act, receiving favorable political support from most parties within Government. UFBA representatives continued to contribute to the many work streams and projects as we transition through the integration phase of the proposed merger and bedding in of the new Act.

Particular focus and credible input from our work stream personnel has seen the relationship between Fire and Emergency NZ and UFBA be amended and documented from Stakeholder to Co-Owner and allowed us to be Co-Authors within the many projects the integration team are undertaking that will have a positive effect on our volunteers' time and ability to serve their communities they all do so proudly.

The Safety, Health and Wellbeing work stream was one of many projects well underway prior to the implementation of the new Act, the UFBA and FRFANZ had representation from Director Glenn Williams and FRFANZ Chair, Kevin Ihaka. Their commitment to see this project through proved invaluable mostly meeting several times a month, with the resulting document receiving overwhelming support from all sectors. An amendment to the Health and Safety at Work Act is being sought that gives equal rights to representation to all Fire and Emergency personnel and not separated into employees and volunteers as written in the current form.

## Board and staff changes

Three personnel attended the Institute of Directors (IoD) Company Directors course, and two people attended the IoD annual conference. All current Board members and Officers have successfully completed the week long Company Directors Course.

With the appointment of former Director and current CFO of Martinborough Volunteer Fire Brigade Bill Butzbach to the position of Chief Executive Officer, Scott Miller from Volunteering NZ was appointed and confirmed at conference to replace Bill.



With the introduction of Scott came the opportunity to establish a Memorandum of Understanding with Volunteering New Zealand. Since 80% of firefighters are volunteers we represent one of the biggest workforces of volunteers in the country. This MoU with Volunteering NZ offered new opportunities for collaboration. Both parties worked together to develop submissions for the H&S at Work Act Amendment Bill. Volunteering NZ, by invitation, made a submission to the Tax Working Group following consultation with the UFBA, regarding changes to the tax system to benefit volunteers and promote volunteerism. The UFBA supported Volunteering NZ's recommendation to further investigate the likely costs and benefits of a new tax rebate for volunteers.

Nominations were called for a replacement for Chairman, Rick Braddock, who completed his six year term at the end of June 2018. Candidates were interviewed by a selection panel from the Board.

A recommendation of appointment was made at our April meeting. This was Richie Smith as Chair and Brenda Pilot to be seconded as an advisor. As Scott Miller had successfully applied for a new job in Australia tendering his resignation, Brenda was then recommended to replace Scott as an appointed Independent Director. Joe Manihera, Volunteer Support Officer for Southland, was installed as President with Glenn Williams, CFO of Te Puke Volunteer Fire Brigade, completing his three terms as a Director moved to the Vice President role. Warren Maslin Senior Firefighter from Ashburton Volunteer Fire Brigade was elected as Director at our Conference.

Office staff has seen the appointment of Nick Cottrell as Marketing & Communications Manager replacing Lorelee Hyde and Amy Bandy to the events team to replace Kirsten Bolton.

## Roadshows to co-design the future of the UFBA

Road shows around the length and breadth of the country began at the end of May. This was a co-design workshop intended to engage members in discussion on potential changes to the Association.

The roadshow was about 1. discussing ideas for what a merged Association might look like and getting feedback and 2. to provide members with advanced notice of the sorts of things (Operating Model Themes) they could expect Fire and Emergency NZ to consult them on later in the year. Some excellent suggestions and proposals emerged from some dynamic and lateral thinkers within our membership that attended. These presentations were facilitated by Bill Butzbach and experienced consultant Murray McKee, supported by UFBA and FRFANZ representatives where possible. The road shows were hosted by local brigades around the country and a fair and transparent representation from membership was the goal, this by and large was achieved.

Our financial performance continues to be well managed, with an appropriate operating surplus to allow us to remain liquid and continue our important work for members.

A business case to secure an additional \$490,000 from Fire and Emergency tagged to specific volunteer initiatives was successful. This year also saw a new bi-annual performance reporting system introduced that allows the Fire and Emergency NZ Board to easily see where its investment of public funds in the UFBA is spent and what outputs and outcomes result.

The Board would like to thank all office personnel for their professionalism and increased workload moving through this integration phase.





# Report from the Technical Panel

FIREFIGHTER COMBAT  
CHALLENGE



Ces Pacey, Technical Panel Convener

Delivering unique events that challenge, upskill and motivate firefighters across the country.

The Technical Panel have enjoyed a busy year working closely with the UFBA events team and local organising committees to deliver nationwide challenges for all UFBA and FRFANZ members.

We welcomed our newest member Mark Osbourne from Tawa Volunteer Fire Brigade to the Technical Panel at the last conference. We farewelled Ian Lindsay, CFO of Browns, who I would once again like to thank for his efforts and the help and guidance he has provided me with this past year.

## Drivers Challenge

The UFBA Drivers Challenge was held at Feilding in August 2017. This event operated seamlessly in the two-day format with Fire and Emergency NZ supplying two appliances for each event for both days. First place winner was Simon East (Cust) followed by Tom Reid (CHCH Airport) and Grant Scothern (Te Puke) and with George Norris (Putaruru) receiving the Rookie of the year. The Drivers challenge also gives the opportunity for drivers with Emergency Response Driver certificates to re-validate their ERD rating.

## Waterway Challenge

This year we delivered Waterways across both islands with the first being in Havelock North on the 27 January 2018. Ruakaka won the two-person challenge followed by Havelock North and Whitianga. The four-person challenge saw Carterton win followed by Matamata, and Havelock North.

Then it was off to Matura in the mighty South in February 2018 which saw Oamaru take home the two-person top place followed my Matura and RangFeild (Rangiora and Darfeild comined team). Kaitangata took first place for the four-person challenge closely followed by Rangiora and Matura.

While the entries for these events were lower than expected, the standard of the competition was still high. The host brigades spurred on by local support and pride kept all competitors on their toes to make for another memorable year of Waterway Challenges.

## Firefighter Combat Challenge

The season saw three hotly anticipated challenges delivered with the South Island event in Blenheim in March 2018. Hayley Rossiter (Darfield), Karin Bos (Little River) and Tineke Van Der Heide (Little River) respectively took home the Open Female category awards. In the Open Male category Ed Jackman (Rangiora), Scott Cubitt (CHCH Airport) and Rupert Jackman (Cust) were respective winners.

Palmerston North played host in the North Island in April 2018. This event is growing and its the first year that we have run a day and a half challenge. The event promotion saw over 25,000 views on the UFBA Facebook page proving to be a very popular event. I'd like to thank the Palmerston North based local committee for being a great supporter of this challenge in the last few years.

We were thrilled to have international competitors attend from The Kuwait Oil Company. Keltie-May Nicholl, an international FireFit athlete and firefighter/EMT, also joined us from Alberta, Canada and competed for fun at both islands' events to bring a touch of much deserved international prestige to our small country.

The Open Female category top spot was claimed by Nicole Koch (Auckland) followed by Petra Dye-Hutchinson (Waiouru) and Jessica Noho (Auckland Airport). The Open Male category saw winner Dan Brady (Devonport), followed by Lewis Trickett (Remuera) and Thomas Grant (Waiouru).

Both events culminated in the National Combat Challenge in Wellington at the end of April, in which Hayley Rossiter again won the Open Female. Amelia Wood (Rangiora) and Lauren Malkin (Laingholm) came in second and third. In the Open Male it was also the Ed Jackman show again with Ed claiming top spot followed very closely by Scott Cubitt and Dan Brady.

During the season we had six competitors qualify for their prestigious Lion's Den status by beating the qualifying times for their respective age groups Congratulations to them all. Combat numbers were higher than ever this season showing the growing popularity of the event.

## Road Crash Rescue Challenge

Unfortunately this year we had to combine both the island challenges as we had hosts withdraw at the 11<sup>th</sup> hour. Fortunately Feilding proved rescuers of a different kind offering to run a joint island event at the last minute, resulting in a successful event. It's this supportive team spirit that brings out the best of our membership, so a big thank you to our hosts.

In the North island division Hawera proved victorious followed closely by Whitianga after count back and then Greytown. In the South island division Rangiora were followed closely by Geraldine and Leeston respectively.

Then it was off to National Road Crash Rescue in Inglewood at the end of June 2018. With the skill-set on display at the island challenges the scenario team stepped things up a notch giving teams some truly challenging scenarios to hopefully put them in good stead at the Australasian challenge.

After three days of intense scenarios the eventual winners were Geraldine followed very closely by Feilding after count back with Milton finishing third.

## Demonstrating excellence

It's always fun to compete with our cousins across the pond and this season the UFBA sponsored Australasian events. Teams from Hawera, Rolleston and Linton Military attended the ARRO Australasians Rescue Challenge in Hamilton in July 2017 while November 2017 saw Carterton host the Australasian Firefighter Challenge (essentially Waterways).

All challenge events are not just a demonstration of our emergency response skills but an opportunity to reinforce our strong emphasis on safety for all competitors, officials, spectators and other participants. Acting as key role models in best practice remains a crucial component of the challenges as we show not just how to do things but how to do things safely, effectively and efficiently.

On behalf of the technical panel and events teams I would like to thank all competitors and officials for your efforts and assistance in running these challenges. You should be proud of your passion.

In closing I would also like to take this opportunity to thank all of the hosts this season. The panel and the events team have changed some of the processes in how we handle the events and are always looking for early offers to host. This helps in two ways: we can advise provincials and competitors early so they can get time off work and time their training better and secondly it allows everyone more time to assist you in the running of these events. Help us to continue delivering exciting, engaging and inspiring events for new generations of firefighters.



# Report on the Benevolent Fund

## Alan Cockburn, Chairman of the Benevolent Fund

We need to raise awareness that the fund is here and available to assist in times of need.

It is my pleasure to present this report on behalf of the Trustees of the UFBA Benevolent Fund for the year ending 30 June 2018.

During the year, the trustees dealt with 13 applications and made ex-gratia grants of \$25,058 to members in need. This was well down on the previous two years.

It is probably a comfort to know that there has not been such a need for our assistance over the last year. I am also concerned that some very deserving cases may have slipped through the gaps due to lack of awareness on behalf of brigades that the fund is here and available to assist in times of stress and need.

The changes made to the Trust Deed confirmed at the last conference have made our administration more user-friendly, and the inclusion of the current vice president as a trustee for their tenure has proved to be an advantage to our decision-making process.

Work on simplifying the application form has been ongoing and access to this on the UFBA website makes the process much easier for brigades to navigate. Along with the application form is a comprehensive guideline document that explains the eligibility and requirements. To access these documents, visit [www.ufba.org.nz](http://www.ufba.org.nz) and click on Membership, go to Membership Services, then to Benevolent Fund.

The new subscription of \$5.00 per member per annum has made a great difference in our funding and the annual amount received in subscriptions for the last year in review was a total of \$53,095.00.

I would also like to acknowledge the generous donation made to the fund of \$2,574.00 made by the Christchurch Earthquake Challenge Climb organisers. Thanks to Steve Trigg and his team for recognising the value and worth of the Benevolent Fund when making the decision to donate the profits from this event to us. It is much appreciated.

Our investment portfolio continues to grow under the guidance and management of Craig's Investment Partners. It is comforting to know that good advice and wise decisions are being made on our behalf in the growth of our invested funds.

Aware of the costs associated with additional meetings, we decided this year to cancel our scheduled half-yearly meeting in Wellington. With no business important enough to warrant the expenditure, it was decided that this was an unnecessary expense and that all normal day-to-day business via email and telephone communication would be adequate.

It is a rewarding experience for all the trustees and staff to be seen to make a difference in the lives of our fellow firefighters in times of need and hardship, and it is comforting to know that this is always appreciated by our recipients when making grants on your behalf.



It is always pleasing to receive correspondence of how much our assistance has been appreciated by an individual or a member's family. Here are excerpts from just two received this last year:

*We just can't thank you enough for helping us at this time. We are just so overwhelmed with the support we have received from the UFBA. We will be forever grateful.*

*To Jane and the UFBA trustees,  
We would like to send a huge thank you to you all for the very generous grant we have received. It has been a difficult couple of months for us with my unexpected surgery, not being able to work and our 13 week old daughter keeping my wife busy.*

*This financial help will go a long way in keeping us afloat until I am able to get back to work.*

I am sure that you will all agree that the forethought of our executive in the past in setting up this wonderful fund in 1990 has more than reaped benefits for our members in need over the last 28 years.

I again this year would like to acknowledge the contribution and support of my fellow Trustees: UFBA Past Presidents Graeme Booth, Ray Topia, Alan Burgess, and Bryan Styles, our current President Joe Manihera, Vice President Glenn Williams and CEO Bill Butzbach. Special thanks and appreciation again to Jane Davie from the UFBA office for her dedication and compassion in processing and communicating the applications from the brigades to the trustees. Jane is the glue that keeps the administration and communication lines open and this is very much appreciated by all who have contact with her.

Thank you to all of the brigades and members for your support and contributions to this important fund. Please do not hesitate to make contact if you ever have the need to support one of your own in times of need and hardship.

Alan Cockburn QFSM, JP  
Benevolent Fund Chairman  
On behalf of the UFBA Benevolent Fund Trustees

# The NZ Fire Brigades' Institute

# Discussion on the future

## John Klaphake, NZFBI President



It is my wish that those who lead this Institute into the future ensure it remains relevant and never complacent.

I would first of all like to acknowledge the Rolleston Volunteer Fire Brigade for moving and the Lincoln Volunteer Fire Brigade for seconding the Remit at last year's Annual Conference that an annual subscription be levied and payable to the Institute by way of the quarterly grants payments from Fire and Emergency New Zealand. This single act has provided certainty to enable better planning and expand and provide better services to you. I would also like to thank you, our members, for your tremendous support in passing this remit. Our first quarterly grant was received in April this year and up until that point had been relying on funding from the UFBA.

The Institute has had a full year. It has organised several field days, prepared examinations, started organising a speakers tour and run a scholarship programme. The Council did award the scholarship, however it was declined. The money set aside for this will now be used for other educational events and opportunities.

During this 2018 year the Council organised the following field days:

- Railway Infrastructure Safety, Paekakariki, June
- Understanding the Fire Weather Index, June
- Introduction to the Rural Fire Environment, July
- Railway Infrastructure Safety, Dunedin, October
- Maritime NZ Rescue Coordination Centre, November

It would have been great to have been able to offer more, but this relies on your suggestions and assistance, and being mindful that the Council, while dedicated, are volunteers.

Further, it has been proactive with ensuring it's Facebook page is kept current with articles of interest to those working in the fire and emergency sector. This has received a great deal of social engagement that the Institute is keen to develop.

I would like to thank my fellow councillors for the many hours they have contributed. While not wanting to discourage people seeking to sit on Council, this is a role that does require commitment and time. We need big thinking people as councillors, people who can step outside the frame and see the whole picture.

At the start of my Presidency I made it clear that the changes required would take about four to five years to implement. We are only half way through the change cycle. If we are to increase the momentum for our field day activities it will be necessary for the Council to reach out to it's Life Members and Past Presidents to take on the role for managing some of these events. This will ensure a wider and fuller programme of activities and that Councillors can remain focused on maintaining momentum.

During the year I met with the Institution of Fire Engineers to discuss concrete ways on how we might actively collaborate. The Council is currently developing a Memorandum of Understanding to outline how and in the areas in which we will work with each other. Prior to anything being signed, the Council will be engaging with our membership to get your feedback prior to any final agreement.

At this conference I am happy to turn over the Presidency to Scott Lanauze. I would like to thank you all for the support I have received during the past two years. While I have received some criticism, the amount of support and positivity I have received has been overwhelming. This indicates change was necessary and the direction is right. It is my wish that those who lead this Institute into the future ensure it remains relevant and never complacent.



## Co-design roadshow

From May 2018 UFBA CEO Bill Butzbach and consultant Murray McKee, along with representatives from the UFBA board and FRFANZ executive, visited 25 volunteer fire brigade stations across the country. The aim of these roadshows was to present a proposal to change the constitution and establish a newly formed organisation that was more relevant, progressive and fluid in order to respond to the needs and changing landscape of our emergency response sector. Key to these roadshows was inviting feedback so that whatever changes are made reflect the interests of our broader membership.

## Same values, different brand

While the United Fire Brigades' Association has one of the longest association histories in New Zealand, its purpose must be able to evolve as society changes around us. With the sector now fully immersed in the integration of Fire and Emergency NZ, we're already seeing a broader diversity under the services our sector provides.

The integration of our rural members brings a substantial inclusion of firefighters under the Fire and Emergency umbrella. This was further supported as we welcomed FRFANZ members to enjoy the benefits of our services over the past year. We can all learn a lot from each other as we tackle similar and growing challenges.

As we progress the merger, the formation of a new organisation will herald a merger of equals. We recognise the importance of tradition. Tradition is at the heart of our service honours. However tradition doesn't need to be the defining element of the services we provide.

## Welcoming feedback

The roadshows provided an opportunity for UFBA senior leadership to meet personally with hundreds of representative individual members and feedback was invited through a number of channels. The feedback will play an important part in shaping the association throughout the ongoing Fire and Emergency integration process and has already helped identify key themes.

While it's clear not everybody embraces change, change is inevitable. A quick read of the sector's history shows change has never ceased in many aspects with new equipment, new uniforms, the inclusion of female firefighters into paid roles in 1981 and yearly remits to adjust and amend the constitution and regulations throughout the decades.

However initial feedback showed that certain principle functions of the association remain important, albeit in different levels to different audiences within our broad membership base – namely service honours, the challenge events, representation and ceremonial roles.

Beyond the end of the financial year ending June 2018 further consultation and feedback is being sought to inform the development of a more responsive and relevant constitution.

## Relevance into 2019

Complacency remains the greatest risk to our association. Through the engagement and enthusiasm shown at awards ceremonies, prize giving and challenge events and the camaraderie and networking at conference we know there is much that our association does right and much to keep us relevant. Our advocacy role is a growing function and much of the successes of providing independent support cannot be fully relayed here in these pages due to the confidential nature involved. However with a growing number of calls each week it is clear the association is a valued and much needed listening ear. Our network of experienced volunteer advocates enable dispute resolutions to keep invaluable volunteers within their brigade. The cost of each retention in a sector that is struggling for recruitment cannot be understated and will play a fundamental role in how the association evolves.

Our further role in supporting working parties to inform policy change and leading training and development workshops, ensures we provide valuable independent services as a trusted partner for Fire and Emergency NZ.

# UFBA services

## Advocacy and support services

Over the last 12 months 60 cases have been recorded in Advocacy and Support workstream. Ninety per cent of these cases were closed within 30 days with 30% of these cases being closed within a week (small enquiries and advice). Ten percent of cases are still open going forward into the next financial year. This is generally because they are large complicated cases, that may have started in the Volunteer Issues Process and have now moved into dispute. Our observations are that these cases in dispute are running over time because of delays in robust workplace process.

Currently Fire and Emergency are doing a lot of work in this space, with two reviews. 1) The success of the Interim Dispute Resolution Scheme (IDRS) and 2) the Independent Review on work place policies. Both are extremely important pieces of work that UFBA are supporting and influencing at the highest level. We hope that all these working parties and reviews will have great outcomes for volunteers as the sector and its parties look to ensure faster resolution of volunteer issues and address some historic issues and practices.

Work is continuing with Fire and Emergency on reshaping the Advocacy and Support services that are offered to volunteers. This alongside the working group on the Model Rules and the re-write of a number of internal policies that are impacted by the Brigade rules, such as the Standards of Conduct, Volunteer Issues Process and Statutory Dispute Resolution, will help the UFBA influence better volunteer services in this area.

## Trusted partner through working parties

The UFBA continues to be highly involved in the redesign of Fire and Emergency through a range of reference groups, working parties and consultation groups. We would like to acknowledge all those individual members who volunteer their time to assist us in representing the interests of members on the groups. Examples of groups include:

- Integration Workstream
- Operating Model Workstream
- Advocacy, Support & Dispute Resolution Co-Design
- Health, Safety and Wellbeing

## Accident Assurance Scheme administration

The nature of the role as a firefighter and emergency first responder presents many risks to personal health, wellbeing and on a volunteer's ability to earn income.

The Accident Assurance Scheme is managed by UFBA on behalf of Fire and Emergency NZ to provide a safety net in circumstances where a volunteer is injured in the course of their duty and thus unable to undertake their normal work.

Essentially the scheme 'tops up' the 20% on top of the 80% paid by Accident Compensation Corporation. During the 2017/2018 financial year a total of 41 payments were made to 15 individuals totaling \$31,293.65.

## Administration for FRFANZ

Under our Memorandum of Understanding with Forest and Rural Fire Association NZ (FRFANZ) the UFBA office team have been supporting our partners at FRFANZ with administrative support.

## UFBA Fire Shop

The UFBA supports Fire and Emergency NZ to provide an option for members of Fire and Emergency affiliated brigades to purchase approved off-duty clothing through our ecommerce function of the website. We also provide our Service Honours bar, medals and ribbons plus display boxes and Fire and Emergency plaques.

While this is not a core service it does remain popular, not just for Fire and Emergency related merchandise but also for more generalist firefighter related products.

The Fire Shop offers a secure platform that requires verification of UFBA and current brigade or fire force membership in order to make any purchases. This ensures only those with the right to wear or display any Fire and Emergency branding are able to make purchases.

## Engaging members

Communications remains a key role within the UFBA to connect with members nationwide. Our database of 4,755 subscribers presents a 5% rise on previous years. Meanwhile our active and growing Facebook community of 3,590 has seen a 12% rise over the year.

Our website at [www.ufba.org.nz](http://www.ufba.org.nz) maintained a modest performance over the year with nearly 70,000 sessions incorporating 80% new visitors and 20% return visitors.

Both newsletters and quarterly printed newsletters sent to all stations, ensure we reach all members and subscribers through both physical and digital means.

2018 has seen a subtle refresh for our brand through new brighter collateral, with the development of promotional flyers for each of our services. New pop up displays mean we can raise awareness of and cross promote the full extent of our suite of services at all events and functions.

In May 2018 we employed the services of temp Linda Walton for a six week period. Linda phoned every member brigade to update our database with the most accurate contact details, provide an important personal connection and drive for roadshow attendance.

## Introducing Xero

Xero is a cloud-based accounting software that makes it easier for brigades to maintain robust brigade finances and easily generate reports for Fire and Emergency NZ and the Charities Services. The UFBA support all member brigades with the facilities to integrate Xero into their practice and to have their Xero subscriptions paid. On top of this we also provide a support desk and telephone support service.



## Full Pilot (Phase One) Implementation

The full pilot implementation is coming to a close with 21 brigades active and using Xero at the end of June.

A further 31 brigades are set up in Xero and awaiting training with Grant Thornton finalising the Xero accounts and giving the brigades access.

## Training Roadshow

As part of the pilot implementation, UFBA and Grant Thornton traveled to Queenstown and Waikanae to run basic Xero training sessions for the brigades that were able to attend. Training was provided to 15 representatives from the brigades, though not all brigades required training as some already had experience using Xero or had accountants looking after their financial affairs.

We follow up with a brief phone call to the majority of the active brigades to ensure any early teething issues were identified and resolved. A dedicated "Xero Helpline" has also been set up to provide ongoing support to the brigades now using Xero. This is available for all brigades to call when and if needed.

With the next phase of the project now underway, locations of the next training roadshow have been confirmed, centred at locations where the maximum number of brigades could attend. A further 40 brigades have been offered training, these are going to be taking place in late August/early September in Invercargill, Christchurch, Auckland and Hawkes Bay.

## Phase Two Implementation

Roll out for phase two of the project has begun to get to an additional 100 brigades on the platform. Initial contact has been made with 26 brigades, requesting the required information. As more brigades become aware of the project this will continue to be rolled out. Grant Thornton will also present at the UFBA conference to show the benefits of Xero and raise awareness.

Lessons learnt during the pilot implementation have assisted in the development of a more scale-able and efficient process for gathering the required information from brigades.

# Excellence in learning

## Healthy brigades through supported individuals

The UFBA continues to provide workshops that promote the growth, development and skills of brigade and fire force leaders.

When participants are supported through professional and personal development it both motivates them to perform to the best of their abilities and supports retention as they feel valued. The investment of improving the skills of a future leader could have far reaching positive repercussions as that leader supports and nurtures their local members for many years to come.

Developing both current and aspiring leaders means the top down approach is fundamental to fostering and sustaining health and productive brigades to better serve their communities.

## Leadership and Governance

Four workshops were held in Wellington across the year resulting in 64 more graduates taking the skills back to their teams and communities. By July 2018, 250 total graduates form an invaluable army of advocates and community leaders.

The programme has been extremely successful with 100% satisfaction ratings from surveys. Covering a range of vital life skills the course combines psychology theory with practical role play and team work. One key method to learning is in actively being able to put theory into practice. Participants have said that the skills learned have been just as applicable to their everyday jobs as they are to their role within their brigade or fire force. Keeping the content relevant across both roles means theory is quickly applied to reality and retained.

Delivered by highly experienced tutor and Director of Mindspring, Damian D'Cruz, the course arms participants with a broad toolbox. Content includes developing self analysis, listening skills, conflict resolution, psychological profiling, emotional intelligence, seeking feedback, coaching and motivation theory.

The course has seen equal participation by men and women in both firefighting and operational support functions from rural fire forces and urban brigades from every corner of New Zealand.

## Leading Psychological Wellbeing

Four new and highly positive workshops brought together 64 representatives from brigades and fire forces across the country. This one and a half day workshop helped provide practical advice on creating a culture and environment where it is safe to discuss psychological wellbeing.

Encouraging all firefighters to have the confidence and open culture to have the tough conversations is critical in maintaining resilient emergency services. Long has New Zealand culture been steeped in counter productive attitudes towards enduring. However, with an increasing number of motor vehicle accident and medical related call outs, firefighters are taking on a much greater first responder role and becoming subject to suicides and fatalities.

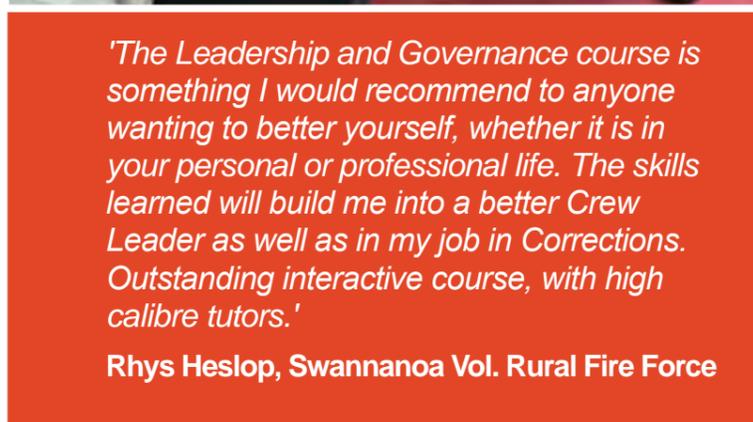
Fire and Emergency NZ recognise the role of each one of us in supporting our fellow team members and have endorsed this invaluable course to provide people with wellbeing tools and support.

## Secretaries Workshops

As has been discovered in many brigades and fire forces that when a secretary or treasurer steps down, there is not always consistent hand over or adoption of new tools or methodologies. Through the UFBA, five workshops were completed in Greymouth, Ngaruawahia, Te Atatu, Waipawa and Gore to try and address this.

Experienced former secretary of Tawa VFB and current Membership Support Coordinator Jane Davie provided practical sessions on volunteer policies, planning service honours functions, protocols around death of a member, understanding rules and regulations and managing meetings, agendas and minutes within the brigade.

Seventy-six people were able to benefit from Jane's experience and are now better equipped to serve their brigade or fire force.



*'The Leadership and Governance course is something I would recommend to anyone wanting to better yourself, whether it is in your personal or professional life. The skills learned will build me into a better Crew Leader as well as in my job in Corrections. Outstanding interactive course, with high calibre tutors.'*

**Rhys Heslop, Swannanoa Vol. Rural Fire Force**



# Challenges - learn, meet, compete

## Connecting our brigades

The UFBA challenges provide a unique opportunity for brigades and fire forces to demonstrate the broad range of skills and techniques required in a fire fighting and emergency response role.

The events are a key addition to many firefighters' calendars who train above and beyond the requisite needs for the role in order to win trophies and prestige. Importantly the range of challenges force participants to hone not just their physical strength - such as that required of Firefighter Combat Challenges - but also their team work and critical life saving skills - such as is seen at Road Crash Rescue Challenge.

But the challenges are not designed to just be fun. Having been a component of the UFBA since before World War II the principles remain much the same:

- Sharing skills and techniques between experienced and newer competitors
- Networking and supporting and growing camaraderie between different competitors
- Motivation for increasing fitness, health and endurance
- Providing opportunities to get 'green-lighted' for OSM competencies.

## Guest participants

Similar events are run throughout the world with similar courses, aims and outcomes. Our Palmerston North Firefighter Combat Challenge saw guests from Kuwait Fire Brigade compete for fun. This year saw a first in Wellington with teams competing in the National Firefighter Combat Challenge from Police, Paramedics from Wellington Free Ambulance and NZ Army. This helped bridge divides for a range of paid and voluntary emergency first responders to share camaraderie and appreciate the fitness and endurance involved as a firefighter.

## Supporting volunteerism

The challenges are run by staff in the UFBA events team. This team saw some changes in Ceara Owen Perry transfer role from Events Manager to Stakeholder Manager with Julia Costa stepping up into the role. Julia now manages Victoria Tiffen and Amy Bandy (who replaced Kirsten Bolton). The hard working events team are supported by the volunteer Technical Panel. However these events could not be achieved without the support of volunteer officials and our host stations and local organising committees.

Our event volunteers form a critical part of ensuring the challenges remain a consistently rewarding experience and are evidence of the commitment and drive to go beyond their core roles as Fire and Emergency NZ volunteers.

## Hosting Australasian Challenges

This season we played host to the Australasian Road Rescue Organisation's (ARRO) Australasian Rescue Challenge at Hamilton in July 2017. This gave our local New Zealand teams the opportunity to compete with 20 teams including from Australia and Hong Kong.

November 2017 saw Carterton VFB hosting the Australasian Waterways Challenge. Twenty-two teams made up of 106 competitors from Australia, Fiji and New Zealand, converged in the Wairarapa to join 45 Officials from Australia and NZ.

These international challenges provide a powerful incentive towards training and upskilling for New Zealand firefighters to demonstrate their skills on a global stage.



*'National Combat was a huge success as always and I have to applaud your team for organising such a complicated event each and every year. Competitors put in 6-9 months of solid training just to attend and succeed in these events so we thank you and your team greatly.'*

**Zane Eyre - Invercargill**



# Drivers Challenge



The UFBA National Drivers Challenge took place in Feilding in August 2017. Drivers presents a genuine challenge to participants through a theory test and 11 skills based exercises including shrinking serpentine course, estimating clearance, parallel parking, bay parking, timed straight line driving, shrinking chicane and weaving lane change.

The spatial awareness and judgment decisions made during the challenge reflect exactly the real life challenges when driving on New Zealand roads. While cones might be yielding, the skills developed as an experienced appliance driver mean the difference between keeping other road users, passengers and equipment safe or not. This makes Drivers a crucial event in the skills-based challenges.

With support from official Fire and Emergency NZ Driving instructors, participants can get green-lighted for TEO OSM competencies: ERD Legislation and OI-Use of operational vehicles.

We congratulate all participants and the following winners: 1st Simon East, Cust VFB • 2nd Tom Reid, Christchurch Airport • 3rd Grant Scothern, Te Puke VFB • 1st place Rookie George Norridge, Putaruru VFB

*'Mastering the basic skills are the bedrock of any successful organisation, so this competition, and the others of similar skills focus are core to how we operate.'*

**Rhys Jones - CEO, Fire and Emergency NZ**

**89 Competitors • 34 Officials  
11 ERD revalidations**

# Road Crash Rescue Challenge



With around 300 road accident related fatalities a year on New Zealand roads, local fire and emergency teams are often first responders. Motor Vehicle Accidents remain a common cause of call outs across the country and the skills learnt for the Road Crash Rescue Challenge can literally mean the difference between life and death when applied in real situations.

## Joint North and South, Feilding

A combined North and South Island event took place in May 2018 at Feilding. Sixteen teams were made up of nine from the south and seven from the north. Hawera took first place for the North Island while Rangiora took first for the South Island.

## National challenge, Inglewood

During June 2018 the National Road Crash Rescue challenge saw Geraldine take first place followed by Feilding and Milton.

Combined NI/SI		National	
16	- Teams	-	14
33	- Officials	-	33
96	- Competitors	-	84

*'Inglewood was a fabulous, well run event and you all pulled it off magnificently. It has been a privilege to be a patient once again and the moulage team's ability to create such "masterpieces" continues to impress and surprise every time!'*

**Debbie Bates – Feilding VFB**



# Waterway Challenge



The Waterway Challenge remains one of the UFBA's oldest traditions dating back to the 1870s. While the equipment has changed significantly over the generations, hose running and pump operating utilising the range of equipment, remain critical skills every firefighter needs to know. Two events saw teams make the most of the summer weather to enjoy this fun challenge.

## Havelock North, January

Winners include: Two person - 1st place Ruakaka, 2nd Havelock North, 3rd Whitianga. Four person - 1st Carterton, 2nd Matamata, 3rd Havelock North.

## Mataura, February

Winners include: Two person - 1st place Oamaru, 2nd Mataura, 3rd Rangfeild (Rangiora Darfeild combined). Four person - 1st Kaitangata, 2nd Rangiora, 3rd Mataura.

Mataura		Havelock North
17	- Teams	16
26	- Officials	23
67	- Competitors	53

*'The day was a complete success and enabled crews to extend their skills based training in a competitive environment as well as building camaraderie between brigades.'*

**Ces Pacey, Tech Panel Convener on Havelock North, January 2018**

# Firefighter Combat Challenge



The Firefighter Combat Challenge remains a highly popular and competitive event which sees tandem, relay and aggregate teams compete plus individuals in male, female and age categories including over 40, over 50 and over 60.

The event also offers the opportunity for qualifying runs to receive the coveted Lion's Den award. This year recipients include Lauren Malkin, Karen Bos (SI event) Ian King and Nicole Koch (NI event), Petra Dye-Hutchinson and Robert Willey (National event)

## Blenheim, March

34 officials oversaw 87 total competitors. 29 tandem teams and 12 relay teams.

## Palmerston North, April

35 officials had a busy day overseeing a record breaking 190 total competitors making up 52 tandem teams and 30 relay teams.

## National event, Wellington, April

47 officials oversaw 170 total competitors making up 50 tandem teams and 28 relay teams. Open Male winner was Edward Jackman (Cust) with Open Female winner Hayley Rossiter (Darfeild).

*'I highly recommend other brigades host the event to expose their patch to incoming firefighters and show their local community what it takes to be an elite firefighter. Combat really is a family – so much support and friendship comes out of this event.'*

**Blenheim Local Organising Committee**



# Acknowledging 140 years



With the inclusion of the Latin phrase *Ausilium In Periculo* (or 'Assistance in times of peril') the use of Latin in the crest holds very little that relates to modern and multicultural Kiwidom. The early 1980s saw a far more appropriate use of Māori in *Kia kaha, Kia kotahi ra* (or 'Our strength is our unity').

## Competitions

While challenges (or 'demonstrations' as they were known in the early days of the UFBA) have been discussed since the inception of the association, the first records of national challenges dates back to 1885. The earliest incarnation of challenges focuses on hose rolling, reel and ladder skills, motor dressing and stretcher use. These have later evolved into the endurance and precision events we see today with the first road crash rescue event beginning as late as 1967.

By 1936 discussions were raised around the number of firefighters attending events leaving towns defenseless in the event of an emergency. As a result the standard four man teams were established to limit attendee number.

## Association office

For many years the association was located in the town or city where the Secretary lived. This has changed over the years from Dunedin in the early days to Napier until 1910, Auckland until 1950, Hawera until 1964 then Te Awamutu, only finally settling in Wellington as late as 1994.

## Service honours

From its inception the provision of awards to recognise service has been at the heart of the UFBA. The design of the current three year certificate that thousands of firefighters across New Zealand have dates back to 1930. The Gold Star marking 25 years service was introduced in 1891. In 1952 the Double Gold Star, which incorporated a separate attachment onto the ribbon, was the predecessor of the later 50 Year Service Award in the early 1990s. The current design incorporates the eight point two stars into one and is made of 9ct gold.

## Bringing fire brigades together

2018 marks the 140<sup>th</sup> year since the very first meeting to establish a unified association for fire brigades across the country. While many elements have remained similar the association has seen it's fair share of changes over the years in order to remain relevant to emerging societal needs. As we stand at this point during the integration of Fire and Emergency NZ and with the proposed merger between the UFBA and FRFANZ let's consider just a few ways change and evolution have played a fundamental role in our services for many years.

## The crest and motto

Developed in the early days of the association the crest incorporates the English oak leaves on the left and New Zealand rata on the right. Heralding back to times when the relationship with Great Britain was a key element of New Zealand culture it shows a blending of the two countries.

The circle represents the belt and buckle while the British coat of arms to the inside left shows symbols of England, Scotland, Ireland and Wales. The right hand coat of arms shows the symbolic firefighters helmet and crossed axes along with the legendary phoenix which rises from the ashes of destruction.



*Minutes of the 1<sup>st</sup> Meeting held in the Library Room of the Highgate Methodist Church December 17<sup>th</sup> 1871 for the purpose of forming an Association to protect the interests of Fire Brigades throughout New Zealand.*

*Superintendents - Messrs of Auckland, Napier, Ohangawai, Secretary - Messrs. W. Robertson, Dunedin, Napier, President - Captain Thompson, Dunedin, Captain Dale, Port Phillip, Captain W. Hastings, Wellington, Freeman - Ashby, North Auckland, Superintendent - Messrs. Kaipori, Superintendent - Lillie, Rangiora, Superintendent - Warden, Lyttelton, Captain - Jackson, Naivua etc, Auckland, Mill - Ashmore*

UNITED FIRE BRIGADES' ASSOCIATION, NEW ZEALAND.

Members' Hall of the *Raymond* Fire Brigade.

ON THE 30<sup>th</sup> OF JUNE 1891

Name	Date	Years	Name	Date	Years
Robert Viner	March 1891	25	James Brindle	Oct 1893	24
William Ryan	July 1891	22	Frank Birch	July 1894	21
Petruch Allen	Nov 1893	13	James Charalton	Aug 1895	20
John Kennedy	July 1891	24	John Guesey	April 1894	19
William Mitchell	Aug 1894	25	Henry Brown		
John G. Walker	June 1897	21	All the 25 years men who		
John Guesey	Aug 1894	24	returning this month		
William Kennedy	Feb 1894	25	Edward Palmer	July 1891	22
Henry Lynch	April 1900	27	Alfred Ashton	June 1895	22
Edward Guesey	Sept 1892	26	Fred Crane	Sept 1893	19
Thomas Lattimer	Aug 1893	25			
John Guesey	July 1897	21			
John Blanche	Feb 1895	23			
John Hastings	March 1892	26			
Petruch Blanche	Oct 1895	27			



# UFBA Service Honours



## 50 years

BRIGADE	RECIPIENT
<b>Arrowtown</b>	James Shaw
<b>Balclutha</b>	Ian G. (Geordie) Ross
<b>Duntroon</b>	Brian Davey
<b>Eltham</b>	Reginald D. Alexander
<b>Hamilton</b>	Geoffrey J. Gray David W. Gunn
<b>Kaikohe</b>	Luers J. Crump
<b>Levin</b>	John D. Rose
<b>Methven</b>	Selwyn A. Allred
<b>New Plymouth</b>	Pat Fitzell
<b>Opotiki</b>	Victor M. Carter
<b>Orepuki</b>	Allan McPherson Dudfield
<b>Owhango</b>	John Schroeder
<b>Paeroa</b>	William J. Rackham
<b>Porirua</b>	George E. Saunders John P. Leighton
<b>Southbridge</b>	Donald P. McMillan
<b>Taihape</b>	John Collings
<b>Whakatane</b>	James Davidson Ritchie

The UFBA is proud of all brigade members for this service and commitment to their communities and to Fire and Emergency New Zealand.

The UFBA maintains records for all individuals of every member brigade - that's over 12,000 people. UFBA service honours are a long held tradition that recognises and celebrates the dedication and contribution given.

Between July 2017 and June 2018 the following numbers of UFBA awards were presented:

2 year Alternate Gold Bar	350
2 year 9ct Gold Bar	430
2 year Mini Gold Bar	13
2 year mini Silver Bar	9
5 year mini Medal	45
50 year mini Medal	10
25 year mini Gold Star	30
2 year Silver Bar	1,817
40 year Certificate	0.0
5 year Service Medal	390
25 year Gold Star	95
50 year Service Medal	19
Honorary Chaplains Medal	2



## 25 years

BRIGADE	RECIPIENT
<b>Akaroa</b>	Roger Ropoama
<b>Ashburton</b>	John C. T. Kelland
<b>Auckland</b>	Ken Lousley Michael Germann Soizic Tengblad
<b>Auckland Airport</b>	Anthony M. Wilson Christopher J. Baird Cedric Miers Colin Shoebridge David Brown David Eaton David Hughes David Spreadbury Greg A. Hartwell James N. Follows John W. Smith Mark G. George Stephen D. Gibson Trevor Herriott Wayne Hedgeman
<b>Awhitu</b>	John Allen
<b>Coalgate</b>	Alister N. Brown
<b>Collingwood</b>	Graeme N. Miller
<b>Cromwell</b>	Brent Anderson
<b>Dannevirke</b>	Rowan B. Huxford
<b>Dunsandel</b>	Ian Chatterton
<b>East Coast Bays</b>	William McChesney
<b>Featherston</b>	Steven L. Johnson
<b>Gisborne</b>	Jeffrey W. Pinfold
<b>Greenhithe</b>	Rodney Salmon
<b>Hawera</b>	Craig B. Woodhead Owen G. Phillips

<b>Hokitika</b>	Kevin A. Rasmussen
<b>Kaikohe</b>	Richard J. Penney
<b>Kaitangata</b>	Greg Peoples Richard Morahan
<b>Kawakawa Bay</b>	Robert Bullen
<b>Lincoln</b>	Ian White
<b>Lumsden</b>	Nathan Middlemiss
<b>Lyttelton</b>	Jason R. Campbell
<b>Mapua</b>	Ian B. Reade
<b>Matamata</b>	Lyndon Johns Martin Prescott
<b>Mataura</b>	Daryl Soper Neil Rogan
<b>Maungaturoto</b>	Glenn Orford
<b>Ngaruawahia</b>	Gregory P. Wiechern
<b>Ngatea</b>	Ian Hitchman
<b>Opotiki</b>	Wayne McLellan
<b>Opunake</b>	Craig J. Dingle
<b>Ormondville</b>	Kenneth Smyth Michael Read Ross Genet William Rendle
<b>Owaka</b>	Dennis I. Craigie
<b>Owhango</b>	Mark R. Blair
<b>Paeroa</b>	John Lavery
<b>Palmerston North</b>	Iain D. Speirs
<b>Porirua</b>	Eric J. Houlihan Kenneth J. Armstrong
<b>Queenstown</b>	Mark A. Ward William T. Metherell
<b>Rakaia</b>	Frederick K. H. Clarkson
<b>Reefton</b>	Miles Cutbush
<b>Rolleston</b>	Stephen D. Trigg Quentin D. Inkersell

# UFBA Service Honours

<b>Silverdale</b>	Adrian J. Rice
<b>South Auckland</b>	Aaron McIntyre Brendon Irwin David Hatton Jeffrey Lund
<b>St Andrews</b>	Christopher A. Ottley
<b>Sumner</b>	Daryl R. Sayer
<b>Takaka</b>	Allen Reid Charles G. Fellows
<b>Tangimoana</b>	Ross A. Lomas
<b>Tapanui</b>	Keith Falconer
<b>Te Anau</b>	Daryl Whipps Ray McPeake
<b>Te Karaka</b>	Robert J. Korte
<b>Te Kopuru</b>	Barbara Searle Kevin Morgan

<b>Te Puke</b>	Keith J. Merritt
<b>Twizel</b>	Russell A. Warwood Simon C. Tessier
<b>Upper Hutt Rural</b>	Kevin Falloon
<b>Whangamata</b>	Gary C. Clarkson
<b>Waiau Pa</b>	Wayne S. Morrison
<b>Waihi</b>	Robert T. Postmaa
<b>Waikanae</b>	Sarah Sundgren
<b>Waitare Beach</b>	Stephen J. Bailey
<b>Wakefield</b>	John W. Ross
<b>Wanganui</b>	Charles G. Bilby
<b>Wellsford</b>	Lisa Greenwood
<b>Woodend</b>	Kori J. Howse Robert E. Boyd



Clockwise from top left: Nelson Provincial President and CFO of Collingwood Graeme Miller receives his 25 Year Gold Star from UFBA Past President Dave MacFarlane.

25 Year Gold Star recipient OS and firefighter Lisa Greenwood from Wellsford with her husband and former Gold Star recipient Colin.

25 Year Gold Star recipient SO Brent Anderson from Cromwell (far right) with extended firefighting family including son Matthew (awaiting selection as firefighter for NZ Air Force), life member CVFB Barry Anderson, partner Gill, ex chief CVFB Alan Anderson and his wife Judy, son Daniel (OS CVFB) and wife Rebecca.

Waikanae CFO Sarah Sundgren receives her 25 Year Gold Star from Past NZFBI President Moe Kelly.

Akaroa SO Roger Ropoama, wearing the korowai, receives his 25 Year Gold Star. Roger's sons and brothers perform a haka.

# 139<sup>th</sup> UFBA Conference, Auckland

The UFBA Conference in Auckland from 27-29 October 2017 was received with many positive messages and comments about how excellent it was at every level and in every detail. As we worked our way through major constitutional changes needed to remain fit-for-purpose in the new environment the conference was historic for a number of reasons:

1. It was the first since the enactment of the Fire and Emergency New Zealand Act on 1 July 2017.
2. We had major constitutional remits to consider including Remit 1 on a proposed merger with our partner, the Forest and Rural Fire Association (FRFANZ), and Remit 2 on representation, advocacy and support services for individual enrolled members of a UFBA member brigade or rural fire force.
3. The signing of a Memorandum of Understanding (MoU) with Volunteering New Zealand to record the intention of both parties to work collaboratively to benefit volunteers and volunteersm.

As we entered our 140<sup>th</sup> year with 544 brigade and rural fire force members, the UFBA is in a strong position to deliver advocacy and support services to our emergency services personnel. Together with FRFANZ, we will continue to represent all our members with a single powerful voice during the three-year integration phase of Fire and Emergency New Zealand.

## Conference by the numbers

The numbers tell a story of wide representation with 454 registrations from across the country from Mangonui in the Far North to Stewart and the Chatham Islands including:

- 285 volunteer firefighters representing 252 brigades, 21 rural, 29 career and two industry brigade representatives
- 7 Provincial representatives
- 42 Past Presidents, Life Honorary Members, SLT
- 43 exhibitors including 32 from Fire and Emergency NZ
- 20 UFBA and Fire and Emergency NZ Board members and officials
- 79 'first timer' delegates and observers
- 81 women.

Two important factors contribute to having a successful organisation—knowledge and networking.

## Knowledge

Conference had plentiful learning and development opportunities through:

- Two excellent keynote speakers—Rob Edwards on why you need to look after yourself to be a good leader, and Simon Gault on taking opportunities to make change and do what you love.
- Four UFBA interactive workshops that provided ideas and resources on leading together (including psychological wellbeing).
- Some of the trends in volunteering and ideas on how to grow as a leader of volunteers by Scott Miller, Volunteering New Zealand Chief Executive.
- Topical presentations and Q&A from Fire and Emergency New Zealand including Board Chair Paul Swain, Chief Executive Rhys Jones (on the operating model and how our members can help to co-design the organisation) and members of the Senior Leadership Team.

## Networking

Our Conference is a prime way for our firefighters to network with colleagues from around the country and from all kinds of brigades - volunteer, career, urban, rural, industry and defence - during breaks and at social functions.

The strength of our networking was shown by the immense positivity, friendship and interest during the Conference sessions. A prime example of member consultation and co-design was demonstrated during Rhys Jones' discussion on new uniforms.

The UFBA hosted a womens' networking function with attendance supported by UFBA Patron Dame Margaret Bazley and UFBA Board Director Judith Stanley.

With so many topical development and networking opportunities on offer we do have to ask why 288 brigades and rural fire forces did not attend this year or at least were not represented by proxy vote.



## New Zealand Honours 2017-2018

The UFBA congratulates recipients of Queen's Service Medals who were recognised for their services to Fire and Emergency NZ.

The October 2017 recipients were (left to right):

- Don Cameron, Diamond Harbour (Paul Swain, Fire and Emergency NZ Chairman in attendance)
- Gary Murdoch, Dargaville
- Rod Anderson, Luggate
- Jim Snedden, Waiuku
- Phil Smith, Whakapapa Village
- Beau Le Prou, Opunake (Rhys Jones, Fire and Emergency NZ Chief Executive in attendance)
- John Bull, Coromandel
- Rod Farrow, Luggate

The recipients honoured in May 2018 include:

- Russell Anderson of Alexandra VFB and UFBA Deputy Chairman
- Howard Cole of Pokeno
- Maera Maki-Anderson of Murupara
- Hatete Joe Manukau, JP, of Katikati
- Keith Nixon of Lower Hutt, Chief Executive and founder of Fire Fighters Welfare Society
- Rochelle Martin of Auckland

At the time of this report the recipients named in the Queen's Birthday Honours list 2018 had not been presented with their awards at an investiture ceremony to follow later in the year.

Well done and thank you to each one of you for your role in keeping your communities safe.

# Meeting Key Strategic Goals

## STRONG LEADERSHIP

Providing strong leadership to our members

- We are thought leaders to our communities and partners
- We lead the change in culture
- We grow leaders within our membership

- Representatives on 37 Fire and Emergency working parties
- UFBA/FRFANZ collaboratively involved in development of the Fire and Emergency NZ Blueprint 2017-20
- UFBA / Volunteering NZ Memorandum of Understanding to support interests of volunteerism

## ADVOCACY EXPERTS

One voice for all our members

- We influence decisions that affect our members
- We are trusted experts in consultation and mediation
- We are industry experts on all emergency service volunteer issues

## BROAD MEMBERSHIP

Representing all people in emergency services

- Our strong local networks connect with our membership
- We recognise members' contributions to communities
- We have wide outreach to all members

- Business plan for following year confirmed with Fire and Emergency
- Successful extension of Advocacy & Support agreement with Fire and Emergency
- Regular meetings with Department of Internal Affairs to discuss Fire and Emergency Regulations

## EXCELLENCE IN LEARNING

To increase engagement in events/challenges/workshops that benefit the growth and wellbeing of our members

- We provide skills based networking opportunities with clear learning outcomes
- We are the leading learning institute for emergency services

- 235 Leadership and Governance Workshop graduates
- Six Leading Psychological Wellbeing workshops
- Thought provoking Conference speakers to influence changing attitudes of all members

## TRUSTED PARTNER

A trusted partner

- We support our services by enhancing and expanding partner relationships
- Our partners provide one voice for all members
- We are representative and influential in Local Advisory Committees

- 60 individual advocacy cases
- 90% success rate
- Submissions on legislation changes to H&S at Work Act rights to representation
- Influencing regulations for Fire and Emergency

- Major constitutional remit passed to propose merger with partner Forest and Rural Fire Association NZ (FRFANZ)
- Growing rural membership
- Strong relationships through meetings with Provincial Associations
- Service honours supported by local representatives

## SUSTAINABLE FUNDING

To demonstrate we are strong and secure

- We secure sustainable funding
- Our engagement with external stakeholders supports our services
- Our advocacy and support services add value to members and stakeholders

- Pilot of Leading Psychological Wellbeing course
- Bringing members together through Conference
- Challenge events support skills improvement eg. Drivers and ERD revalidation and team work eg Road Crash Rescue Challenge

## United Fire Brigades' Association of New Zealand Incorporated

### Financial statements for the year ended 30 June 2018

# Independent Auditor's Report

## To the Members of United Fire Brigades' Association of New Zealand Report on the Audit of the Financial Statements

### OPINION

We have audited the financial statements of United Fire Brigades' Association of New Zealand on pages 37 to 49 which comprise the statement of financial position as at 30 June 2018, and the statement of comprehensive revenue and expense, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the United Fire Brigades' Association of New Zealand as at 30 June 2018 and its financial performance and cash flows for the year then ended in accordance with Public Benefit Entity Standards Reduced Disclosure Regime issued by the New Zealand Accounting Standards Board.

### BASIS FOR OPINION

We conducted our audit in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the entity in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Our firm carries out other assignments for United Fire Brigades' Association of New Zealand in the area of special consultancy projects. The firm has no other interest in the entity.

### EMPHASIS OF MATTER

We draw attention to Note 15 in the financial statements, which indicates that the Association has entered into significant discussion for a merger during the year ended 30 June 2018. As stated in Note 15, these events or conditions will be confirmed at the latest in January 2019. Our opinion is not modified in respect of this matter.

### OTHER INFORMATION THAN THE FINANCIAL STATEMENTS AND AUDITOR'S REPORT THEREON

The Board are responsible for the other information. The other information comprises the information included in the Annual report, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## Independent Auditor's Report

### BOARD MEMBERS' RESPONSIBILITIES FOR THE FINANCIAL STATEMENTS

The Board members are responsible on behalf of the entity for the preparation and fair presentation of these financial statements in accordance with Public Benefit Entity Standards Reduced Disclosure Regime issued by the New Zealand Accounting Standards Board, and for such internal control as those charged with governance determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, those charged with governance are responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board members either intend to liquidate the entity or to cease operations, or have no realistic alternative but to do so.

### AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

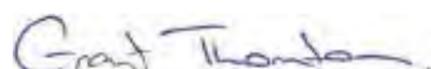
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of the auditor's responsibilities for the audit of the financial statements is located on the External Reporting Board's website at: <https://www.xrb.govt.nz/standards-for-assurance-practitioners/auditors-responsibilities/audit-report-8/>

### RESTRICTION ON USE OF OUR REPORT

This report is made solely to the entity's members, as a body. Our audit work has been undertaken so that we might state to the entity's members, as a body those matters which we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the entity and the entity's members, as a body, for our audit work, for this report or for the opinion we have formed.

GRANT THORNTON NEW ZEALAND AUDIT PARTNERSHIP



**BRENT KENNERLEY**

PARTNER  
WELLINGTON, 24 SEPTEMBER 2018

## STATEMENT OF COMPREHENSIVE REVENUE AND EXPENSE FOR THE YEAR ENDED 30 JUNE 2018

	Note	Actual 2018 \$	Actual 2017 \$
<b>REVENUE FROM NON-EXCHANGE TRANSACTIONS</b>			
Grants - Fire and Emergency New Zealand	5	3,675,000	2,595,000
Sponsorship		9,643	-
		<b>3,684,643</b>	<b>2,595,000</b>
<b>REVENUE FROM EXCHANGE TRANSACTIONS</b>			
Conference and challenge levies		337,796	114,931
Subscriptions		235,055	221,297
Fire shop Sales		563,484	657,199
Interest received		578	2,706
EMQUAL - release 2017		-	54,132
EMQUAL - release 2016		-	25,000
Other income		12,777	116,203
		1,149,690	1,191,468
<b>TOTAL REVENUE</b>		<b>4,834,333</b>	<b>3,786,468</b>
<b>EXPENDITURE</b>			
Administration		706,654	662,582
Audit fees		17,157	16,416
Challenges	13	1,434,021	916,879
Communications		29,742	31,116
Conference		600,757	566,410
Cost of Fire Shop Sales		472,383	473,398
Depreciation		40,178	39,672
Honours subsidy (25 & 50 year)		77,936	74,985
Provision for doubtful debts		(996)	838
Professional fees		198,618	54,157
Premises lease and occupancy		113,742	110,404
Personnel		939,789	810,832
Total expenditure		<b>4,629,981</b>	<b>3,757,689</b>
<b>TOTAL SURPLUS/(DEFICIT) FOR THE YEAR</b>		<b>204,352</b>	<b>28,779</b>
Other comprehensive revenue and expenses		-	-
<b>TOTAL COMPREHENSIVE REVENUE AND EXPENSES FOR THE YEAR</b>		<b>204,352</b>	<b>28,779</b>

These financial statements should be read in conjunction with the notes to the financial statements.

### STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2018

Note	Actual 2018 \$	Actual 2017 \$
<b>ASSETS</b>		
Current Assets		
Cash & cash Equivalents	1,131,936	247,271
Receivables from exchange transactions	74,733	324,156
Accrued Income	-	-
Prepayments	105,137	381,556
Inventory	13,945	24,435
<b>TOTAL CURRENT ASSETS</b>	<b>1,325,751</b>	<b>977,418</b>
NON-CURRENT ASSETS		
Property, plant and equipment	7 235,126	267,732
Intangible assets	6 5,700	5,700
<b>TOTAL NON-CURRENT ASSETS</b>	<b>240,826</b>	<b>273,432</b>
<b>TOTAL ASSETS</b>	<b>1,566,577</b>	<b>1,250,851</b>
<b>LIABILITIES</b>		
Current Liabilities		
Income in advance from exchange transactions	-	50,826
Income in advance from non-exchange transactions	85,000	155,000
GST	31,519	(3,019)
Accounts Payable	334,420	152,211
Accrued Expenses	94,180	55,753
Employee Entitlements	53,376	76,350
Total current liabilities	598,495	487,121
<b>TOTAL LIABILITIES</b>	<b>598,495</b>	<b>487,121</b>
<b>NET ASSETS</b>	<b>968,082</b>	<b>763,730</b>
<b>EQUITY</b>		
Accumulated funds	968,082	763,730
<b>TOTAL EQUITY</b>	<b>968,082</b>	<b>763,730</b>

These financial statements should be read in conjunction with the notes to the financial statements.

### STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2018

	Accumulated Funds 2018 \$	Accumulated Funds 2017 \$
<b>EQUITY AT BEGINNING OF YEAR</b>	<b>763,730</b>	<b>734,951</b>
Total Recognised Income and Expenditure	204,352	28,779
<b>EQUITY AS AT 30 JUNE</b>	<b>968,082</b>	<b>763,730</b>

These financial statements should be read in conjunction with the notes to the financial statements.

### STATEMENT OF CASH FLOWS

Note	June 2018	June 2017
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Receipts from sales	664,117	581,815
Receipts from activities	522,025	387,054
Receipts from FENZ	3,752,086	2,652,956
Receipts from other revenue	22,421	195,335
Interest received	578	2,706
Net GST received/(paid)	34,538	(8,221)
Payments to employees and volunteers	(962,763)	(791,860)
Payments to suppliers	(3,140,765)	(3,273,146)
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>892,237</b>	<b>(253,363)</b>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>		
(Purchase)/Disposal of property, plant & equipment	(7,572)	(25,685)
<b>NET CASH FLOW FROM INVESTING ACTIVITIES</b>	<b>(7,572)</b>	<b>(25,685)</b>
<b>NET CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Net increase/(decrease) in cash and cash equivalents	884,665	(279,048)
Cash & cash equivalents at the beginning of the year	247,271	526,319
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>1,131,936</b>	<b>247,271</b>

These financial statements should be read in conjunction with the notes to the financial statements.



**RICHIE SMITH**

Chairman of the UFBA Board  
24 September 2018



**RUSSELL ANDERSON**

Deputy Chairman  
24 September 2018

# Notes to the Financial Statements

For the year ended 30 June 2018

## 1. REPORTING ENTITY

The financial statements presented here are for the reporting entity United Fire Brigades' Association of New Zealand Incorporated ("the Association"). The Association is registered under the Incorporated Societies Act 1908 and the Charities Act 2005.

### NATURE OF BUSINESS

The principal activity of the Association is providing services to the Fire Brigades of New Zealand.

## 2. STATEMENT OF COMPLIANCE

The financial statements have been prepared under Generally Accepted Accounting Practice. They comply with Public Benefit Entity International Public Sector Accounting Standards ("PBE IPSAS") and other applicable financial reporting standards as appropriate that have been authorised for use by the External Reporting Board for Not-For-Profit entities. For the purpose of complying with NZ GAAP, the Association is a public benefit not-for-profit entity and is eligible to apply Tier 2 Not-For-Profit PBE IPSAS on the basis that it does not have public accountability and it is not defined as large.

The Association has elected to report in accordance with Tier 2 Not-For-Profit PBE Accounting Standards and in doing so has taken advantage of all applicable Reduced Disclosure Regime ("RDR") disclosure concessions.

## 3. SUMMARY OF ACCOUNTING POLICIES

### 3.1 Basis of measurement

The measurement basis adopted is historical cost, with the exception of inventory which is stated at the lower of cost and net realisable value.

### 3.2 Presentation currency

The financial statements are presented in New Zealand dollars which is the Association's functional currency. The numbers have been rounded to the nearest dollar unless otherwise stated.

### 3.3 Revenue

Revenue is recognised to the extent that it is probable that the economic benefit will flow to the Association and revenue can be reliably measured, regardless of when the payment is being made. Revenue is measured at the fair value of the consideration received or receivable, taking into account contractually defined terms of payment and excluding taxes or duty. The following specific recognition criteria must be met before revenue is recognised.

## REVENUE FROM NON-EXCHANGE TRANSACTIONS

### GRANT REVENUE

Revenues from non-exchange transactions with the Government and government agencies is recognised when the Association obtains control of the transferred asset (cash, goods, services, or property), and:

- it is probable that the economic benefits or service potential related to the asset will flow to the Group and can be measured reliably; and
- the transfer is free from conditions that require the asset to be refunded or returned to the Government if the conditions are not fulfilled.

Revenue from government grants and funding is measured at the fair value of the assets (cash, goods, services, or property) transferred over to the Association at the time of transfer, to the extent that there is a condition attached that would give rise to a liability to repay the grant amount or to return the granted asset, a deferred revenue liability is recognised instead of revenue. Revenue is then recognised only once the Association has satisfied these conditions.

## REVENUE FROM EXCHANGE TRANSACTIONS

### SALES OF GOODS

Revenue from the sale of goods (Fire shop goods) is recognised when the significant risks and rewards of ownership of the goods have passed to the buyer, usually on delivery of the goods, and when the amount of revenue can be measured reliably and it is probable that the economic benefits or service potential associated with the transaction will flow to the Association.

### RENDERING OF SERVICES - CONFERENCE & CHALLENGE LEVIES AND SPONSORSHIP

Revenue from the rendering of services (provision of conferences and challenge events) is recognised by reference to the stage of completion of the service. Stage of completion is measured by reference to the dates of the conference and/or challenge event. When the revenue outcome cannot be measured reliably, revenue is recognised only to the extent that the expenses incurred are eligible to be recovered.

Sponsorship revenue is recognised in accordance with the completion of the conference and/or the challenge due to revenue recognition based upon provision of the whole event and not partial completion of the event.

## SUBSCRIPTION AND OTHER INCOME

Subscription and other income is recognised upon receipt of cash. Recognition upon receipt of the funds enables a reliable measure of the fair value of the consideration less any taxes or duty.

## 3.4 Financial instrument

Financial assets and financial liabilities are recognised when the Association becomes a party to the contractual provisions of the financial instrument.

The Association derecognises a financial asset or, where applicable, a part of a financial asset or part of a group of similar financial assets when the rights to receive cash flows from the asset have expired or are waived, or the Association has transferred its rights to receive cash flows from the asset or has assumed an obligation to pay the received cash flows in full without material delay to a third party; and either:

- the Association has transferred substantially all the risks and rewards of the asset; or
- the Association has neither transferred nor retained substantially all the risks and rewards of the asset, but has transferred control of the asset.

## FINANCIAL ASSETS

Financial assets within the scope of NFP PBE IPSAS 29 Financial Instruments: Recognition and Measurement are classified as financial assets at fair value through surplus or deficit, loans and receivables, held-to-maturity investments or available-for-sale financial assets. The classifications of the financial assets are determined at initial recognition.

The categorisation determines subsequent measurement and whether any resulting revenue and expense is recognised in surplus or deficit or in other comprehensive revenue and expenses. The Association's financial assets are classified as either financial assets at fair value through surplus or deficit, or loans and receivables. The Association's financial assets include: cash and cash equivalent, receivables from exchange transactions.

All financial assets except for those at fair value through surplus or deficit are subject to review for impairment at least at each reporting date. Financial assets are impaired when there is any objective evidence that a financial asset or group of financial assets is impaired. Different criteria to determine impairment are applied for each category of financial assets, which are described below.

## LOANS AND RECEIVABLES

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market.

After initial measurement, such financial assets are subsequently measured at amortised cost using the effective interest rate method, less impairment. The losses arising from impairment are recognised in the statement of financial performance in cost of sales or other operating expenses for receivables.

This category generally applies to trade and other receivables as the Association does not hold any other denomination of financial asset.

## IMPAIRMENT OF FINANCIAL ASSETS

The Association assesses at the end of the reporting date whether there is objective evidence that a financial asset or a group of financial assets is impaired. A financial asset or a group of financial assets is impaired and impairment losses are incurred if there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset (a 'loss event') and that loss event has an impact on the estimated future cash flows of the financial asset or the group of financial assets that can be reliably estimated.

For financial assets carried at amortised cost, if there is objective evidence that an impairment loss on loans and receivables carried at amortised cost has been incurred, the amount of the loss is measured as the difference between the asset's carrying amount and the present value of the estimated future cash flows discounted at the financial asset's original effective interest rate. The carrying amount of the asset is reduced through the use of an allowance account. The amount of the loss is recognised in the surplus or deficit for the reporting period.

In determining whether there is any objective evidence of impairment, the Association first assesses whether there is objective evidence of impairment of financial assets that are individually significant, and individually or collectively significant for financial assets that are not individually significant. If the Association determines that there is no objective evidence of impairment for an individually assessed financial asset, it includes the asset in a group of financial assets with similar credit risk characteristics and collectively assesses them for impairment. Assets that are individually assessed for impairment and for which an impairment loss is or continues to be recognised are not included in a collective assessment for impairment.

If in a subsequent period, the amount of the impairment loss decreases and the decrease can be related objectively to an event occurring after the impairment was recognised, the previously recognised impairment loss is reversed by adjusting the allowance account. If the reversal results in the carrying amount exceeding its amortised cost, the amount of the reversal is recognised in surplus or deficit.

## FINANCIAL LIABILITIES

The Association's financial liabilities include trade and other creditors (excluding GST and PAYE), as well as employee entitlements.

All financial liabilities are recognised initially at fair value and, in the case of payables and loans and borrowings, net of directly attributable transaction costs.

The measurement of financial liabilities depends on their classification, the only applicable measure for the Association's financial liabilities is described below:

### Financial liabilities at amortised cost:

After initial recognition, trade and other payables are subsequently measured at amortised cost using the effective interest rate method.

Gains and losses are recognised in surplus or deficit when the liabilities are derecognised as well as through the effective interest rate amortisation process.

Trade and other payables are unsecured and are usually paid within 30 days of recognition. Due to their short-term nature they are not discounted.

### 3.5 Cash and cash equivalents

Cash and cash equivalents are short term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes of value.

### 3.6 Inventories

Inventories are stated at lower of cost and net realisable value. Cost is determined on a weighted average cost basis.

### 3.7 Property, plant and equipment

Property, plant and equipment are shown at cost less accumulated depreciation. Depreciation is calculated using the diminishing value method. Associated depreciation rates for asset classes are:

Computer Equipment and Development	40-50%
Furniture and Fittings	10-20%
Leasehold Improvements	10-25%
Office Equipment	10-50%
Operational Equipment	10-40%
Appliance	25%

### 3.8 Intangible assets

Intangible assets acquired separately are measured on initial recognition at cost. The cost of intangible assets acquired in a non-exchange transaction is their fair value at the date of the exchange.

Intangible assets with indefinite useful lives are not amortised, but are tested for impairment annually, either individually or at the cash-generating unit level. The assessment of indefinite life is reviewed annually to determine whether the indefinite life continues to be supportable. If not, the change in useful life from indefinite to finite is made on a prospective basis.

The intangible asset is the Association's trademark. It has an indefinite life and non-depreciable.

### 3.9 Leases

Payments on operating lease agreements, where the lessor retains substantially the risk and rewards of ownership of an asset, are recognised as an expense on a straight-line basis over the lease term.

### 3.10 Employee benefits

#### WAGES, SALARIES, ANNUAL LEAVE AND SICK LEAVE

Liabilities for wages and salaries, annual leave and accumulating sick leave are recognised in surplus or deficit during the period in which the employee provided the related services. Liabilities for the associated benefits are measured at the amounts expected to be paid when the liabilities are settled.

### 3.11 Income tax

Due to its charitable status, the Association is exempt from income tax pursuant to CW (1)-(3) Income Tax Act 2007. The Association was registered as a charitable entity under the Charities Act 2005 on 30 June 2008.

### 3.12 Goods and services tax (GST)

These financial statements have been prepared on a GST exclusive basis with the exception of accounts receivable and accounts payable which are GST inclusive.

### 3.13 Equity

Equity is the members' interest in the Association, measured as the difference between total assets and total liabilities. Equity is the Association's accumulated surplus or deficit since its formation.

#### RESTRICTED RESERVE

Restricted reserves are those reserves subject to specific conditions accepted as binding by the Board of EMQUAL and which may not be revised without reference to the Courts or third party. Transfers from these reserves may be made only for certain specified purposes or when certain specified conditions are met. These specified purposes as agreed by the Board of EMQUAL are that the funds are solely for the purpose of supporting future courses for young individuals in emergency management to further youth involvement in emergency management volunteering.

## 4. SIGNIFICANT ACCOUNTING JUDGEMENTS, ESTIMATES AND ASSUMPTIONS

The preparation of the Association's financial statements requires management to make judgements, estimates and assumptions that affect the reported amounts of revenues, expenses, assets and liabilities, and the accompanying disclosures, and the disclosure of contingent liabilities. Uncertainty about these assumptions and estimates could result in outcomes that require a material adjustment to the carrying amount of assets or liabilities affected in future periods.

## JUDGEMENTS

In the process of applying the Association's accounting policies, management has made the following judgements, which have the most significant effect on the amounts recognised in the financial statements:

### OPERATING LEASE COMMITMENTS

The Association has an office building lease and an photocopier lease.

The Association has determined, based on an evaluation of the terms and conditions of the arrangements, such as the lease term not constituting a substantial portion of the economic life of the building or the photocopier, that it does not retain all the significant risks and rewards of ownership of these properties and accounts for the contracts as operating leases.

### ESTIMATES AND ASSUMPTIONS

The key assumptions concerning the future and other key sources of estimation uncertainty at the reporting date, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year, are described below. The Association based its assumptions and estimates on parameters available when the consolidated financial statements were prepared. Existing circumstances and assumptions about future developments, however, may change due to market changes or circumstances arising beyond the control of the Association. Such changes are reflected in the assumptions when they occur.

## USEFUL LIVES AND RESIDUAL VALUES

The useful lives and residual values of assets are assessed using the following indicators to determine potential future use and value from disposal.

- The condition of the asset
- The nature of the asset, its susceptibility and adaptability to changes in technology and processes
- The nature of the processes in which the asset is deployed
- Availability of funding to replace the asset
- Changes in the market in relation to the asset

The estimated useful lives of the asset classes held by the Association are listed in Note 3.7

## 5. REVENUE FROM NON-EXCHANGE TRANSACTIONS

Fire and Emergency New Zealand – Grants (operating and challenge)

The total of grants paid by Fire and Emergency New Zealand for the financial year is \$3,605,000 (2017: \$2,750,000), \$85,000 of which is accounted for as income in advance for the ARRO Australasian Rescue Challenge event that will be happening in July 2018. In addition, \$155,000 related to the same event but held in July 2017 is accounted for as grants revenue.

Therefore, a total of \$3,675,000 (2017: \$2,595,000) is recognised as grants revenue for the financial year.

## 6. INTANGIBLE ASSETS

	Cost \$	Accumulated Depreciation \$	Book Value \$
<b>30 JUNE 2018</b>			
Trademark application	5,700	-	5,700
<b>TOTAL INTANGIBLE ASSETS</b>	<b>5,700</b>	<b>-</b>	<b>5,700</b>
<b>30 JUNE 2017</b>			
Trademark application	5,700	-	5,700
<b>TOTAL INTANGIBLE ASSETS</b>	<b>5,700</b>	<b>-</b>	<b>5,700</b>

## 7. PROPERTY PLANT AND EQUIPMENT

30 June 2018	Cost \$	Accumulated Depreciation \$	Book Value \$
Appliance	22,468	18,886	3,582
Leasehold improvements	40,210	29,967	10,243
Computer development	82,831	71,904	10,927
Computer equipment	31,425	24,246	7,179
Furniture & Fittings	69,260	47,696	21,564
Office equipment	20,364	17,480	2,884
Operational equipment	450,484	271,737	178,747
<b>TOTAL NET BOOK VALUE</b>	<b>717,042</b>	<b>481,916</b>	<b>235,126</b>

30 June 2017	Cost \$	Accumulated Depreciation \$	Book Value \$
Appliance	22,468	17,692	4,776
Leasehold improvements	40,210	28,511	11,699
Computer development	82,831	64,620	18,211
Computer equipment	27,118	19,946	7,172
Furniture & Fittings	68,220	44,754	23,466
Office equipment	19,139	16,769	2,370
Operational equipment	450,484	250,446	200,038
<b>TOTAL NET BOOK VALUE</b>	<b>710,470</b>	<b>442,738</b>	<b>267,732</b>

Reconciliation of the carrying amount at the beginning and end of the period:

United Fire Brigades' Association 2018	Appliance \$	Leasehold improvements \$	Computer development \$	Computer equipment \$	Furniture & Fittings \$	Office equipment \$	Operational equipment \$	Total \$
Opening Balance	4,776	11,699	18,211	7,172	23,466	2,370	200,038	267,732
Additions	-	-	-	5,307	1,040	1,225	-	7,572
Disposals	-	-	-	-	-	-	-	-
Depreciation	1,194	1,456	7,284	5,300	2,942	711	21,291	40,178
Closing Balance	<b>3,582</b>	<b>10,243</b>	<b>10,927</b>	<b>7,179</b>	<b>21,564</b>	<b>2,884</b>	<b>178,747</b>	<b>235,126</b>

## 8. RECONCILIATION OF NET (DEFICIT)/SURPLUS WITH THE NET CASH FLOWS FROM OPERATING ACTIVITIES

	Actual 2018 \$	Actual 2017 \$
<b>NET SURPLUS/(DEFICIT) FOR THE YEAR</b>	-	28,779
<b>NON-CASH ITEMS</b>		
Depreciation	-	39,672
Property, plant and equipment write-offs	-	-
<b>TOTAL NON-CASH ITEMS</b>	-	39,672
<b>MOVEMENTS IN WORKING CAPITAL</b>		
Increase/(decrease) in income in advance	(120,826)	205,826
Increase/(decrease) in trade and other payables	216,747	5,094
Increase/(decrease) in employee and volunteer benefits	(22,974)	18,971
Increase/(decrease) in provisions	38,428	(46,447)
Decrease/(increase) in trade and other receivables	249,423	(171,591)
Decrease/(increase) in prepayments	276,419	(344,013)
Decrease/(increase) in inventory	10,490	10,346
<b>NET MOVEMENTS IN WORKING CAPITAL</b>	<b>647,707</b>	<b>(321,814)</b>
<b>NET CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>-</b>	<b>(253,363)</b>

## 9. CONTINGENT LIABILITIES

There are no contingent liabilities at year end (2017: \$nil).

## 10. CAPITAL AND LEASE COMMITMENTS

The Association had no capital commitments as at year end (2017: \$nil). Commitments existed for non-cancellable operating leases as follows:

	Actual 2018 \$	Actual 2017 \$
Within 1 year	81,239	96,137
1 - 5 years	3,373	84,613
Over 5 years	-	-
<b>TOTAL COMMITMENTS</b>	<b>84,612</b>	<b>180,750</b>

## 11. RELATED PARTY TRANSACTIONS

### The Board and Committee Members

The aggregate of payments made and outstanding balances relating to entities that the board and committee members have control or significant influence over can be summarised as follows.

Person	Counterparty	Note	Sales 2018 \$	Purchases 2018 \$
Bill Butzbach	Butzbach & Associates Consulting Ltd	i	-	3,500
Bill Butzbach	Martinborough Volunteer Fire Brigade	ii	416	-
Alan Kittelty	Darfield Volunteer Fire Brigade	iii	1,709	-
Russell Anderson	Alexandra Volunteer Fire Brigade	iv	2,037	-
Glenn Williams	Te Puke Volunteer Fire Brigade	v	1,090	-
Glenn Williams	G & E Consulting Limited	vi	-	21,600
Warren Maslin	Ashburton Volunteer Fire Brigade	vii	1,425	-
<b>TOTAL</b>			<b>6,676</b>	<b>25,100</b>

- The Association purchased services from Bill Butzbach & Associates Consulting, of which Bill Butzbach is a director. Bill Butzbach is UFBA CE.
- The Association made a sale to Martinborough VFB of which Bill Butzbach is the chief.
- The Association made sales to Darfield VFB of which Alan Kittelty is the chief.
- The Association made sales to Alexandra VFB of which Russell Anderson is the chief.
- The Association made sales to Te Puke VFB of which Glenn Williams is the chief.
- The Association purchased services from G & E Consulting Limited, of which Glenn Williams is a director.
- The Association made sales to Ashburton VFB of which Warren Maslin is a senior firefighter.

Person	Counterparty	Note	Sales 2017 \$	Purchases 2017 \$
Bill Butzbach	Butzbach & Associates Consulting Ltd	i	-	147,150
Bill Butzbach	Martinborough Volunteer Fire Brigade	ii	35	-
Alan Kittelty	Darfield Volunteer Fire Brigade	iii	2,011	660
Nigel Lilley	Rolleston Volunteer Fire Brigade	iv	2,647	1,357
Glenn Williams	Te Puke Volunteer Fire Brigade	v	-	2,537
<b>TOTAL</b>			<b>4,693</b>	<b>151,704</b>

- The Association purchased services from Bill Butzbach & Associates Consulting, of which Bill Butzbach is a director.
- The Association made a sale to Martinborough VFB of which Bill Butzbach is the chief.
- The Association made sales to Darfield VFB of which Alan Kittelty is the chief.
- The Association made sales to Rolleston VFB of which Nigel Lilley is the chief. The purchases are reimbursements for expenses incurred at Challenges.
- The purchases are reimbursements to Te Puke VFB for expenses incurred at Challenges, Glenn Williams is the brigade's chief. Glenn Williams is the Deputy Chairperson of UFBA Board. Bill Butzbach is a Board member. Nigel Lilley was a Board member until October 2016 and is Chairperson of the Challenges Committee. Alan Kittelty is the UFBA President.

### Key Management Personnel

The key management personnel, as defined by PBE IPSAS 20 Related Party Disclosures, are the members of the governing body which is comprised of the Board of Directors and Chief Executive Officer. No remuneration is paid to members of the Board of Directors. The aggregate remuneration of key management personnel and the number of individuals, determined on a full-time equivalent basis, receiving remuneration is as follows:

	Actual 2018 \$	Actual 2017 \$
Total remuneration	230,000	195,000
Number of persons	1	1

## 12. CATEGORIES OF FINANCIAL ASSETS AND LIABILITIES

The carrying amounts of financial instruments presented in the statement of financial position relate to the following categories of assets and liabilities:

	Actual 30 June 2018 \$	Actual 30 June 2017 \$
<b>FINANCIAL ASSETS</b>		
<i>Financial assets at fair value through surplus or deficit</i>		
<i>Loans and receivables</i>		
Cash and cash equivalents	1,131,936	247,271
Receivables from exchange transactions	74,733	324,156
	<b>1,206,669</b>	<b>571,427</b>
<b>FINANCIAL LIABILITIES</b>		
<i>At amortised cost</i>		
Trade and other creditors	334,420	152,211
Employee entitlements	53,376	76,350
	<b>387,796</b>	<b>228,561</b>

### 13. CHALLENGES

Challenges that were held during the year and included in the Statement of Financial Performance can be summarised as follows.

	Actual 2018 \$	Actual 2017 \$
National Waterways Challenge	-	182,220
Regional Waterways	110,125	96,045
National Fire Fighter Combat Challenge	202,548	192,206
National Drivers Challenge	111,709	141,801
Regional Fire Fighter Combat Challenge	227,607	178,569
National Road Crash Rescue	186,500	(2,176)
Australasian Road Crash Rescue	308,008	-
Regional Road Crash Rescue	164,438	117,133
Australasian Waterways	111,398	-
ARRO fees and attendance	11,686	11,081
<b>TOTAL</b>	<b>1,434,021</b>	<b>916,879</b>

The balance of challenges is held on the balance sheet as either a prepayment or income in advance until the event occurs.

### 14. RESTRICTED RESERVE

	Actual 2018 \$	Actual 2017 \$
EMQUAL Reserve brought forward	79,132	-
Reserve transfer - 2017	-	54,132
Reserve transfer - 2016	-	25,000
EMQUAL Reserve as at 30 June	-	79,132

The restricted reserve has arisen from the liquidation of EMQUAL during the 12 months to 30 June 2017. The funds within the reserve have received a restriction placed against them insofar that the reserves are to only be made available for specified purposes or when certain conditions are met. These specified purposes as agreed by the Board of EMQUAL, prior to its liquidation, are that the funds are solely for the purpose of supporting future courses for young individuals in emergency management to further youth involvement in emergency management volunteering.

### 15. SUBSEQUENT EVENT

At the end of the year, the entity has entered into significant discussion for a merger with another fire services organisation. Members of the entity will be required to vote at the Annual Conference in November 2018 and then a final vote and confirmation in January 2019 during a special meeting.

# United Fire Brigades' Association Benevolent Fund

## Financial statements for the year ended 30 June 2018

© The United Fire Brigades' Association Benevolent Fund is a registered charity under the Charities Act 2005, registered number CC33712.

# Independent Auditor's Report

To the Members of United Fire Brigades' Association of New Zealand  
Incorporated Benevolent Fund

## Report on the Performance Report

### OPINION

We have audited the performance report of United Fire Brigades' Association Benevolent Fund on pages 54 to 59, which comprises the entity information, the statement of service performance, the statement of receipts and payments for the year ended 30 June 2018, the statement of resources and commitments as at 30 June 2018, and notes to the performance report, including summary of significant accounting policies and other explanatory information.

In our opinion:

- a. the reported outcomes and outputs, and quantification of the outputs to the extent practicable, in the statement of service performance are suitable;
- b. the accompanying performance report presents fairly, in all material respects:
  - the entity information for the year then ended;
  - the service performance for the year then ended; and
  - the resources and commitments of United Fire Brigades' Association Benevolent Fund as at 30 June 2018 and its receipts and payments for the year then ended

in accordance with Tier 4 Public Benefit Entity Simple Format Reporting – Cash ("PBE SFR-C") issued in New Zealand by the New Zealand Accounting Standards Board.

### BASIS FOR OPINION

We conducted our audit of the statement of receipts and payments, statement of resources and commitments, statement of accounting policies and notes to the performance report in accordance with International Standards on Auditing (New Zealand) (ISAs (NZ)), and the audit of the entity information and statement of service performance in accordance with the International Standard on Assurance Engagements (New Zealand) ISAE (NZ) 3000 (Revised).

Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Performance Report section of our report. We are independent of United Fire Brigades' Association Benevolent Fund in accordance with Professional and Ethical Standard 1 (Revised) Code of Ethics for Assurance Practitioners issued by the New Zealand Auditing and Assurance Standards Board, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other than in our capacity as auditor we have no relationship with, or interests in, the United Fire Brigades' Association Benevolent Fund.

## Independent Auditor's Report - Benevolent Fund

### OTHER INFORMATION THAN THE FINANCIAL STATEMENTS AND AUDITOR'S REPORT THEREON

The Trustees are responsible for the other information. The other information comprises the information included in the Annual report, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### RESPONSIBILITIES OF THE TRUSTEES FOR THE PERFORMANCE REPORT

The Trustees are responsible for:

- a. identifying outcomes and outputs, and quantifying the outputs to the extent practicable, that are relevant, reliable, comparable and understandable, to report in the statement of service performance;
- b. the preparation and fair presentation of the performance report on behalf of the entity which comprises:
  - the entity information;
  - the statement of service performance; and
  - the statement of receipts and payments, statement of resources and commitments, statement of accounting policies and notes to the performance report

in accordance with Tier 4 Public Benefit Entity Simple Format Reporting – Cash ("PBE SFR-C") issued on New Zealand by the New Zealand Accounting Standards Board, and

- c. for such internal control as the Trustees determine is necessary to enable the preparation of the performance report that is free from material misstatement, whether due to fraud or error.

In preparing the performance report, the Trustees are responsible on behalf of United Fire Brigades' Association Benevolent Fund for assessing the Fund's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate United Fire Brigades' Association Benevolent Fund or to cease operations, or have no realistic alternative but to do so.

### AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE PERFORMANCE REPORT

Our objectives are to obtain reasonable assurance about whether the performance report is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this performance report.

As part of an audit in accordance with ISAs (NZ) and ISAE (NZ) 3000 (Revised), we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- identify and assess the risks of material misstatement of the performance report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- conclude on the appropriateness of the use of the going concern basis of accounting by the Trustees and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the performance report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.

- evaluate the overall presentation, structure and content of the performance report, including the disclosures, and whether the performance report represents the underlying transactions and events in a manner that achieves fair presentation.
- perform procedures to obtain evidence about and evaluate whether the reported outcomes and outputs, and quantification of the outputs to the extent practicable, are relevant, reliable, comparable and understandable.

We communicate with the Trustees regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### RESTRICTION ON USE OF OUR REPORT

This report is made solely to the United Fire Brigades' Association Benevolent Fund's Trustees, as a body. Our audit work has been undertaken so that we might state to the Fund's Trustees, as a body those matters which we are required to state to them in our audit report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Fund and the Fund's Trustees, as a body, for our audit work, for this report or for the opinion we have formed.

GRANT THORNTON NEW ZEALAND AUDIT PARTNERSHIP



**BRENT KENNERLEY**

PARTNER  
WELLINGTON, 24 SEPTEMBER 2018

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**This financial statement should be read in conjunction with the accompanying notes as pages 6-10.**

**LEGAL NAME OF ENTITY:** United Fire Brigades' Association Benevolent Fund

**TYPE OF ENTITY AND LEGAL BASIS (IF ANY):** Registered Charity

**REGISTRATION NUMBER:** CC33712

### **ENTITY'S PURPOSE OR MISSION:**

The Benevolent Fund provides assistance to firefighters and their families who are going through tough times financially or who have suffered misfortune in their lives.

### **ENTITY STRUCTURE:**

A trust is set up to manage Benevolent Fund. Trust consists of five trustees and in addition the current UFBA President and Chief Executive Officer act as ex officio trustees.

### **MAIN SOURCES OF THE ENTITY'S CASH AND RESOURCES:**

Brigades contribute \$5 per member per annum to the fund. Benevolent Fund also has investments in shares and bonds to generate returns.

### **MAIN METHODS USED BY THE ENTITY TO RAISE FUNDS:**

Benevolent Fund has no other method to raise funds.

### **ENTITY'S RELIANCE ON VOLUNTEERS AND DONATED GOODS OR SERVICES:**

Benevolent Fund doesn't have volunteers. Members sometimes donate money to the Fund.

## STATEMENT OF SERVICE PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2018

### DESCRIPTION OF THE ENTITY'S OUTCOMES:

Set up with a Trust Deed in 1990, the UFBA Benevolent Fund provides financial support brigade members and their families in times of hardship or need. The Trustees on the Benevolent Fund Board consider every application on a case-by-case basis and make decisions regarding assistance accordingly. Any member of any brigade or rural fire force that is UFBA member - volunteer, paid, rural, urban, industrial or defence - can apply for assistance from the UFBA Benevolent Fund.

	Actual 2018	Actual 2017
<b>DESCRIPTION AND QUANTIFICATION (TO THE EXTENT PRACTICABLE) OF THE ENTITY'S OUTPUTS:</b>		
Welfare payments to members in need	\$27,058	\$53,000
Christchurch Earthquake Relief payments to members	\$0	\$0
Kaikoura Earthquake Relief payments to members	\$0	\$96,750
Edgecumbe Flooding Relief payments to members	\$0	\$8,000
Number of members who have received welfare payments	14	19
Number of members who have received Christchurch Earthquake Relief payments	0	0
Number of members who have received Kaikoura Earthquake Relief payments	0	77
Number of members who have received Edgecumbe Flooding Relief payments	0	6

## STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2018

	Notes	Actual 2018 \$	Actual 2017 \$
<b>OPERATING RECEIPTS</b>			
Donations, fundraising and other similar receipts	2	4,808	101,100
Fees, subscriptions and other receipts from members	2	60,225	53,130
Interest, dividends and other investment income receipts	2	11,490	14,372
<b>TOTAL OPERATING RECEIPTS</b>		<b>76,523</b>	<b>168,602</b>
<b>OPERATING PAYMENTS</b>			
Welfare payments	3	27,058	53,000
Christchurch Earthquake relief payments	3	-	-
Kaikoura Earthquake relief payments	3	-	96,750
Edgecumbe Flooding relief payments	3	-	8,000
Bank fees and Annual Return Cost	3	91	91
<b>TOTAL OPERATING PAYMENTS</b>		<b>27,149</b>	<b>157,841</b>
<b>OPERATING SURPLUS OR (DEFICIT)</b>		<b>49,374</b>	<b>10,761</b>
Investment Principal Returned		20,000	-
<b>Increase/(Decrease) in Bank Accounts and Cash</b>		<b>69,374</b>	<b>10,761</b>
Bank accounts and cash at the beginning of the financial year		149,343	138,582
<b>BANK ACCOUNTS AND CASH AT THE END OF THE FINANCIAL YEAR</b>		<b>218,717</b>	<b>149,343</b>
<b>Represented by:</b>			
Cheque account(s)		126,562	57,234
Savings account(s)		92,155	92,109
<b>TOTAL BANK ACCOUNTS AND CASH AT THE END OF THE FINANCIAL YEAR</b>		<b>218,717</b>	<b>149,343</b>

STATEMENT OF RESOURCES AND COMMITMENTS AS AT 30 JUNE 2018

SCHEDULE OF RESOURCES	2018 \$	2017 \$
<b>BANK ACCOUNTS AND CASH (FROM STATEMENT OF RECEIPTS AND PAYMENTS)</b>	218,717	149,343
<b>OTHER RESOURCES</b>		
<b>DESCRIPTION AND SOURCE OF VALUE</b>	Current Value	Current Value
Shares at current value - public companies	259,445	250,556
Fixed rate bonds at current value	91,413	77,116
Cash held by Craigs Investment Partners	42,048	70,854



**ALAN COCKBURN**

Chairman, Benevolent Fund  
24 September 2018



**GRAEME BOOTH**

Benevolent Fund Trustee  
24 September 2018

# Notes to the Performance Report

For the year ended 30 June 2018

**NOTE 1: ACCOUNTING POLICIES**

**BASIS OF PREPARATION**

UNITED FIRE BRIGADES' ASSOCIATION OF NEW ZEALAND INCORPORATED BENEVOLENT FUND is permitted by law to apply PBE SFR-C (NFP) Public Benefit Entity Simple Format Reporting - Cash (Not-For-Profit) and has elected to do so. All transactions are reported in the Statement of Receipts and Payments and related Notes to the Performance Report on a cash basis.

**GOODS AND SERVICES TAX (GST)**

UNITED FIRE BRIGADES' ASSOCIATION OF NEW ZEALAND INCORPORATED BENEVOLENT FUND is not registered for GST. Therefore amounts recorded in the Performance Report are inclusive of GST (if any).

**NOTE 2 : ANALYSIS OF RECEIPTS**

RECEIPT ITEM	ANALYSIS	2018 \$	2017 \$
Grants	Grants from Fire and Emergency NZ for Kaikoura Earthquake Relief	-	100,000
	Grants from Fire and Emergency NZ for Ross Mawdsley	4,808	-
	<b>TOTAL</b>	<b>4,808</b>	<b>100,000</b>
RECEIPT ITEM	ANALYSIS	2018 \$	2017 \$
Fees, subscriptions and other receipts from members	Subscriptions from members	57,650	53,130
	Donations from members	2,575	1,100
	<b>TOTAL</b>	<b>60,225</b>	<b>54,230</b>
RECEIPT ITEM	ANALYSIS	2018 \$	2017 \$
Interest, dividends and other investment income receipts	Interest	2,597	1,990
	Dividends	8,893	12,382
	<b>TOTAL</b>	<b>11,490</b>	<b>14,372</b>

### NOTE 3 : ANALYSIS OF PAYMENTS

PAYMENT ITEM	ANALYSIS	2018 \$	2017 \$
Welfare & Earthquake Relief Payments	Welfare Payments	27,058	53,000
	Kaikoura Earthquake Relief Payments	-	96,750
	Edgecumbe Flooding Relief Payments	-	8,000
	Total	27,058	157,750

PAYMENT ITEM	ANALYSIS	2018 \$	2017 \$
Other operating payments	Bank fees and Annual Return cost	91	91
	Total	91	91

### NOTES 4-5

#### NOTE 4: RELATED PARTY TRANSACTIONS

There were no transactions involving related parties during the financial year. (2017 - Nil)

#### NOTE 5: EVENTS AFTER THE BALANCE DATE

There were no events that have occurred after the balance date that would have a significant impact on the Performance Report. (2017 - Nil)

FIRE SHOP  
ADVOCACY  
SUPPORT

WORKSHOPS  
CHALLENGES  
CONFERENCE

ACC ASSURANCE  
SERVICE HONOURS  
BENEVOLENT FUND

XERO



2017/18