

Memorandum of Understanding

United Fire Brigades' Association of New Zealand

and

Provincial Associations

1. BACKGROUND

The parties, being the United Fire Brigades' Association of New Zealand (UFBA) and the eight Provincial Fire Brigades' Associations (Provincials) wish to record their commitment to an enduring partnership relationship with each other.

The parties work to recognise, support, advance, and connect with their members and are not-for-profit organisations with a long history of serving fire brigade personnel.

Whilst the UFBA and Provincials work independently to provide services to their members, there are many opportunities to work together in support of each other's members. To date, these have largely been in the following areas¹:

- Running challenges and other events
- Advocacy and support
- Presenting service honours

The formation of the original memorandum was from a meeting where the parties met on 2 July 2020 to discuss how they could work more closely together to provide services and support to their respective members and the sector generally. The parties agreed to draft a Memorandum of Understanding (memorandum) for consideration by the parties and through the Provincials to the Sub-Associations.

This was then signed and agreed upon by the then seven Provincial Associations, in May 2021 to be reviewed within a three year period.

A review is being done in 2023 to incorporate the newly established East Coast Provincial Fire Brigades' Association and to look at the progress of the annual commitments.

2. PURPOSE OF MEMORANDUM OF UNDERSTANDING

This memorandum details the agreement the parties have made to collaborate on services that are important to members.

The purpose of this memorandum is to:

- record the principles and objectives that form the basis of an ongoing relationship between the parties
- outline the areas of collaboration
- help establish a stronger network of service and support for brigades and enrolled

¹ Not all Provincials carry out all roles and some have additional work.

members, and in doing so also enhance the relevance and effectiveness of the parties.

The parties will work together to manage their respective organisations in a manner that recognises and respects each other's duties and objectives and promotes integrated and co-operative working relationships with members.

3. OUTCOMES

Together, the parties seek to achieve the following outcomes:

- A regular flow of information between the parties on matters that are important to members
- A well-supported process to identify and consult on matters important to members
- Be seen by members to be collaborating effectively
- Become increasingly relevant and seen as worthwhile by brigades

4. COMMUNICATION

The parties seek to connect regularly and effectively.

This is expected to be bi-monthly by video conference. The UFBA agrees to take primary responsibility for arranging these meetings.

The Provincial Presidents (or their nominees) will meet with the UFBA Management as required.

There will be one UFBA and Provincial Leader Strategic Meeting per year, which will be organised by the UFBA.

The parties agree to meet regularly to establish, implement and review progress on agreed actions and to communicate effectively from and to their Provincial, other Provincials and the UFBA.

It is the responsibility of the parties to:

- Work collaboratively to arrange meetings and reviews
- Oversee any milestone reporting requirements as agreed by all parties to this memorandum
- Keep all parties to this memorandum fully informed
- Communicate between parties to this memorandum on matters that may be of interest to other parties to this memorandum

In the interests of clear communication, any public statements must be made only after agreement with all other parties to this memorandum.

5. PRINCIPLES OF WORKING TOGETHER

The parties collaborate with these understandings:

- The UFBA recognises that each Provincial has a mandate from their members to provide support in their individual regions. The Provincials recognise that the UFBA has a mandate to provide services to brigades and enrolled members nationally.
- This memorandum will in no way constrain the UFBA in carrying out any of its duties, functions, and responsibilities in terms of its agreement with Fire and Emergency New Zealand.

- This memorandum recognises the unique governance structures of each Provincial. The UFBA and Provincials agree to collaborate with good intent to demonstrate an open and responsive approach to working more closely to provide services to brigades.
- The UFBA has a responsibility to deliver challenge events at a nation-wide level, in line with their rules.
- The UFBA supports Provincial events by providing equipment and advice where possible, which does not affect the resourcing of UFBA events.

6. SPECIFIC OBLIGATIONS OF PARTIES

Each party agrees to fulfil the following obligations in relation to the MOU:

a) Management agreements and contractual arrangements

For the avoidance of doubt, the relationship of the UFBA and Provincials under this memorandum is not one of legal partnership, joint venture, or agency.

b) Confidentiality is assured

None of the parties to this memorandum is to disclose, directly or indirectly, any confidential information received from another party to any third party without written consent, unless required by law in which case the party or parties concerned is to inform the other party or parties prior to disclosure.

c) Keep intellectual property and ask to use logos

All intellectual property brought by the UFBA and Provincials to the relationship under this memorandum remains in the ownership of that association.

Use of logos or other organisational identification must be agreed to in writing by each party to this memorandum on a case-by-case basis.

7. DISPUTES

Any dispute concerning the subject matter of this document is to be settled by full and frank discussion and negotiation between the parties to this memorandum.

8. PERIOD OF THE MEMORANDUM OF UNDERSTANDING

This memorandum will become effective once signed by the parties and remains effective for a period of three years (unless during the review process all parties to the memorandum agree in writing to renew the term of the memorandum before its expiry).

Each party may withdraw from the memorandum by giving four weeks' written notice to all other parties.

The schedules will be reviewed annually at the Strategic Meeting. The contact person for each party is to identify from their own group matters for submission to the annual review meeting where the following will be discussed:

- The implementation and progress of collaborative actions
- Evaluation of whether the parties to this memorandum are achieving the agreed actions
- Any difficulties any party to this memorandum is experiencing either in the project itself or in the parties' interactions
- Any other matters the parties to this memorandum wish to discuss with each other

9. SCHEDULES

Schedules to this Memorandum allow for changes to be made to contact details, action areas where it is not necessary to amend the body of the memorandum.


Schedule 1: Contact details

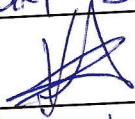
Schedule 2: Event information

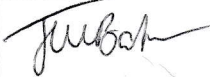
Schedule 3: Annual commitments

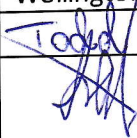
Schedule 4: Parties to this agreement


SIGNED AND AGREED BY THE PARTIES


Full Name of Party:	Auckland Provincial Fire Brigades' Association
Authorised Signatory Name:	Lesina Walden
Authorised Signatory Signature:	
Position:	President
Date signed:	01-07-23


Full Name of Party:	East Coast Provincial Fire Brigades' Association
Authorised Signatory Name:	Karl SCRAGG
Authorised Signatory Signature:	
Position:	President.
Date signed:	01-07-23.

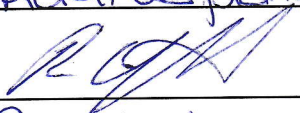
Full Name of Party:	Taranaki Provincial Fire Brigades' Association
Authorised Signatory Name:	Janis Baker
Authorised Signatory Signature:	
Position:	Senior Vice President.
Date signed:	01-07-2023.


Full Name of Party:	Wellington Provincial Fire Brigades' Association
Authorised Signatory Name:	Todd Ansell
Authorised Signatory Signature:	
Position:	
Date signed:	

Full Name of Party:	Nelson-Malborough Provincial Fire Brigades' Association
Authorised Signatory Name:	Gawen Howard.
Authorised Signatory Signature:	
Position:	NMP FBA President.
Date signed:	1/7/23

Full Name of Party:	West Coast Provincial Fire Brigades' Association
Authorised Signatory Name:	Karen Whitmore
Authorised Signatory Signature:	
Position:	Vice Chairperson
Date signed:	1.7.23

Full Name of Party:	Canterbury Provincial Fire Brigades' Association
Authorised Signatory Name:	Amelia Jackson
Authorised Signatory Signature:	
Position:	President
Date signed:	1.7.23

Full Name of Party:	Otago Southland Provincial Fire Brigades' Association
Authorised Signatory Name:	Rudi Desplande
Authorised Signatory Signature:	
Position:	President
Date signed:	1.7.23

Full Name of Party:	United Fire Brigades' Association
Authorised Signatory Name:	W.A. BUTZBACH
Authorised Signatory Signature:	
Position:	CEO
Date signed:	1.7.2023

SCHEDULE 1 Contact Information

To be maintained by UFBA. Provincials must send through updated information by emailing it to connect@ufba.org.nz

Auckland Provincial Fire Brigades' Association		East Coast Provincial Fire Brigades' Association	
Address		Address	
Website/Social Media		Website/Social Media	
Association Email		Association Email	
President		President	
Personal Email		Personal Email	
Contact		Contact	
Taranaki Provincial Fire Brigades' Association		Wellington Provincial Fire Brigades' Association	
Address		Address	
Website/Social Media		Website/Social Media	
Association Email		Association Email	
President		President	
Personal Email		Personal Email	
Contact		Contact	
Nelson-Malborough Provincial Fire Brigades' Association		West Coast Provincial Fire Brigades' Association	
Address		Address	
Website/Social Media		Website/Social Media	
Association Email		Association Email	
President		President	
Personal Email		Personal Email	
Contact		Contact	

Canterbury Fire Brigades' Association		Otago Southland Provincial Fire Brigades' Association	
Address		Address	
Website/Social Media		Website/Social Media	
Association Email		Association Email	
President		President	
Personal Email		Personal Email	
Contact		Contact	

SCHEDULE 2 Calendar of key dates

As challenge and event dates or details may change, the below links are the most accurate source of information.

UFBA Challenges and Events:

<https://www.ufba.org.nz/events>

Auckland Provincial Fire Brigades' Association:

East Coast Provincial Fire Brigades' Association:

Taranaki Provincial Fire Brigades' Association:

Wellington Provincial Fire Brigades' Association:

Nelson Marlborough Provincial Fire Brigades' Association:

West Coast Provincial Fire Brigades' Association:

Canterbury Provincial Fire Brigades' Association:

Otago Southland Provincial Fire Brigades' Association:

SCHEDULE 3 Annual Commitments

Membership Representation

The UFBA will:

- work with Fire and Emergency to ensure there is a representative from the membership on all relevant working parties and reference groups and,
- utilise the Provincial network to help identify suitable representatives.

The Provincials will:

- actively promote the request for representation through their channels and,
- collectively engage with their members to promote potential suitable representatives.

UFBA Strategic Initiatives

The UFBA will:

- provide regular updates to the Provincial network.

The Provincials will:

- share the key messages and information with their members.

Strengthen our Connection

The UFBA will:

- create more opportunities for two-way communication with the Provincials,
- support improving engagement with members and their respective Provincial,
- inform the UFBA Board of the work the Provincials are doing to support our common membership and,
- facilitate regular updates with the Provincials.

The Provincials will:

- engage in open and constructive discussions with each other and the UFBA,
 - continue the flow of communication with their members to encourage greater participation and,
 - provide regular updates to highlight success and challenges they are facing.
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SCHEDULE 4 Parties to this Agreement

Auckland Provincial Fire
Brigades' Association
XX brigades



East Coast Provincial Fire
Brigades' Association
XX brigades

Taranaki Provincial Fire
Brigades' Association
XX brigades



Wellington Provincial Fire
Brigades' Association
XX brigades



West Coast Provincial Fire
Brigades' Association
XX brigades



Nelson Marlborough Provincial
Fire Brigades' Association
XX brigades



Canterbury Provincial Fire
Brigades' Association
XX brigades



Otago Southland Provincial
Fire Brigades' Association
XX brigades

