



Lake Ōkāreka Volunteer Fire Brigade Incorporated

(625621) (NZBN: 9429042657033)

Rules of Association

2021

[Amended under the Fire and Emergency New Zealand Act 2017]

1 Name and Definitions

1.1 The name shall be Lake Ōkāreka Volunteer Fire Brigade Incorporated (hereinafter refer to as “the Brigade”).

1.2 In these Rules, unless the context otherwise requires, words defined in the Act have the meanings so defined and:

“**Act**” means the Fire and Emergency New Zealand Act 2017

“**Agreement**” means the agreement of service between Fire and Emergency New Zealand and the Brigade, pursuant to Clause 11 of Schedule 1 of the Act

“**Brigade**” means the Volunteer Fire Brigade (or Volunteer Unit of a Composite Fire Brigade or Fire Brigade Auxiliary Unit)

“**Composite Fire Brigade**” means a Fire Brigade comprised of both paid personnel of Fire and Emergency New Zealand

“**District**” means the Fire District, established in Fire and Emergency New Zealand policy, in which the Brigade is situated.

“**Fire Safety**” includes the prevention of fire and measures to reduce the consequences of fire to the community and risks to life and property caused by fire

“**Honorary Member**” means a person elected an Honorary Member of the Brigade under rule 15.1(b) or a person admitted to Honorary Membership of the Brigade under rule 15.1(c).

“**Life Honorary Member**” means a member elected as a Life Honorary Member of the Brigade under rule 15.1(a).

“**Management Committee**” means the committee appointed under rule 4.2.

“**Member**” means:

(a) a member of the Brigade enrolled under rule 3.7 and part of Fire and Emergency New Zealand personnel, or

(b) a Life Honorary Member.

“**Non-Operational Member**” is a member of a Brigade whose duties do not include operational firefighting.

“**Operational Member**” is a member of the Brigade whose primary duties involve operational firefighting, but who may also have non-operational duties.

“**Officer in Charge**” means the person appointed as Officer in Charge of the Brigade under rule 4.5.

“**Probationary Member**” means a member who has been enrolled in the Brigade under rule 3.7, but who is not fully trained to have the necessary attributes and competencies to perform their role.

“**Regional Manager**” means the person appointed under policy in charge of the Fire Region in which the Brigade is located.

2 Objects

- 2.1 To become reasonably efficient as to organisation, staffing, equipment, discipline and training as a Brigade and meet the requirements for protection of the District from fire and to be able to apply those skills and resources to assist at other types of emergency.
- 2.2 To become registered with the Board as a (volunteer fire brigade or Fire Brigade auxiliary unit).
- 2.3 To undertake fire safety activities, the suppression and extinction of fire, the protection of life and property and rendering of humanitarian assistance in accordance with the requirements of the Agreement of Service.
- 2.4 To promote the safety and welfare of its Members in the course of their duties within the Brigade.
- 2.5 Subject to these rules, to undertake any activity which a body corporate may lawfully undertake to achieve the objects of the Brigade as set out in these rules. (Note: This rule is only required if the Brigade is incorporated).

3 Enrolment and Membership

Application for Membership

- 3.1 Every application for membership of the Brigade must be in writing in the form specified by the Chief Fire Officer. Applicants must be aged 16 years or older at the date of application for membership. The application must include information on the applicant's age, education, and experience and other personal attributes and details relevant to membership of the Brigade. Applicants for operational membership must undergo, and pass to the satisfaction of Fire and Emergency New Zealand's Principal Medical Officer, a Fire and Emergency medical examination or medical screening process and agree to the Brigade ascertaining from the Police details of the applicant's criminal convictions (if any).
- 3.2 The applicant must establish, to the satisfaction of the Chief Fire Officer that they have, or have a capacity and willingness to achieve, the competencies and attributes required for the efficient and effective administration and operation of the Brigade.
- 3.3 If the Chief Fire Officer is satisfied that the applicant meets the requirements of rule 3.2, the Chief Fire Officer may seek comments from the Members about the effect that the granting of the application will have on the efficient and effective administration and operation of the Brigade. If the Chief Fire Officer decides to seek comments on the application, such comments must be sought by notice in writing to the Members either by:
 - (a) Displaying the application on the Brigade notice board; or

- (b) Written notice to the Members at least 7 days prior to a meeting at which the application is to be considered.
- 3.4 If the Chief Fire Officer receives any comments about the application, the Chief Fire Officer must make a copy of these comments available to the applicant. The applicant may then:
- (a) Withdraw the application for membership; or
 - (b) Request that a copy of the comments and the response be provided to the meeting of the Brigade at which the application is to be considered.

Where the applicant makes a response under paragraph (b) (ii), the applicant may also attend the meeting of the Brigade and speak to the comments and response.

Election of Members

- 3.5 Every application for membership of the Brigade must be considered at a meeting of the Brigade. All of the Members present at the meeting and eligible to vote may participate in a secret ballot to decide whether the application will be accepted or not. Such a ballot will be held after the applicant has been given an opportunity to address the meeting on the matters referred to in rule 3.4 (if any). If a majority of the votes cast are in favour of accepting the application, the applicant will be declared elected as a Probationary member. Nothing in these rules derogates from the provisions of the Human Rights Act 1993.

Enrolment of Members

- 3.6 New Members may only be enrolled in the Brigade to fill a specific operational or non-operational vacancy or new position as determined from time to time by the Chief Fire Officer.
- 3.7 Every Member elected under rule 3.5 will be enrolled in the Brigade after they have signed an acknowledgment that they have read and understood these rules and any Agreement of Service.

Probationary Members

- 3.8 A Probationary Operational member may only undertake such operational duties as directed by the Chief Fire Officer.
- 3.9 Probationary members are required to undertake such training as may be directed by the Chief Fire Officer.
- 3.10 A Probationary member must attain, to the satisfaction of the Chief Fire Officer, the competencies, and attributes (including education, training and experience) required to carry out the duties of the position the Member was enrolled to fill under rule 3.6. Demonstrable prior experience with a fire brigade (including any relevant training undertaken) and any certificate of transfer issued by the United Fire Brigades' Association may be considered by the Chief Fire Officer in assessing a Probationary member's competencies and attributes.

- 3.11 A Probationary member must comply with rule 3.10 within 6 months of being enrolled as a Member, or such further period as the Chief Fire Officer may allow.
- 3.12 Probationary members who fail to comply with rules 3.10 and 3.11 will be advised by notice in writing, signed by the Chief Fire Officer (or in the absence of the Chief Fire Officer, the Deputy Chief Fire Officer), that their membership has been revoked and from the date of that notice they will cease to be members.

Full Membership

- 3.13 Following election, enrolment, and compliance with rule 3.10, the Chief Fire Officer will notify the Member in writing that he or she is now a full Member of the Brigade and has the full rights of membership set out in Appendix 1 to these rules.

Resignation of Members

- 3.14 Any Member may resign from the Brigade by giving one month's prior notice in writing addressed to the Chief Fire Officer.

4 Management Committee

Appointment of Committee

- 4.1 Subject to rule 4.5, members of the Management Committee are either appointed by the Chief Fire Officer from the Members of the Brigade or elected to the Committee by the Brigade at its annual general meeting. At any time at least two members of the Committee must be members elected by the Brigade.
- 4.2 Subject to rule 4.5, the Chief Fire Officer is the Chair of the Management Committee. The Committee must also have a Secretary and a Treasurer.
- 4.3 The Management Committee will consist of:
- Chief Fire Officer
 - Deputy Chief Fire Officer
 - Station Training Officer appointed by the Chief Fire Officer
 - Secretary
 - Treasurer
 - elected members from the Brigade Membership
- 4.4 Where a vacancy occurs on the Management Committee between annual meetings, the vacancy may be filled by either:
- (a) An appointment by the Chief Fire Officer, where the original member was appointed by the Chief Fire Officer; or
 - (b) Election at a special meeting of the Brigade held for that purpose, where the original member was elected at the annual general meeting of the Brigade.

- 4.5 Where the Chief Fire Officer is not a member of the Brigade, the Chief Fire Officer may appoint a Member of the Brigade as Officer in Charge of the Brigade. The Officer in Charge will exercise the Chief Fire Officer's power of appointment of members of the Management Committee (rule 4.1) and chairing the Management Committee (rule 4.2).

Duties of the Committee

- 4.6 The day-to-day administration management of the Brigade is carried out by the Management Committee. (Where the Brigade is part of a composite fire brigade that includes paid members of the New Zealand Fire Service, the volunteer Members of the Brigade may choose to have the day to day financial and administrative management of the Brigade carried out by the Chief Fire Officer and the duties of the Management Committee may be amended accordingly.)
- 4.7 The Brigade will be managed as a non-profit organisation and may not borrow money.
- 4.8 The Management Committee will support the Chief Fire Officer in the negotiation and execution of the Agreement of Service.
- 4.9 The Management Committee will, by resolution each year, appoint an auditor to audit all the accounts of the Brigade. The auditor must examine the books and accounts at least annually and more frequently if the Management Committee or the auditor considers that to be necessary. The auditor is entitled to be paid for these services.
- 4.10 All documents to be signed by or on behalf of the Brigade (including the Agreement of Service and any other document for the sale, purchase or other acquisition or disposition of property (real or personal) of the Brigade) must be signed by either:
- (a) The Chief Fire Officer; or
 - (b) The Deputy Chief Fire Officer; or
 - (c) A member of the Management Committee authorised in writing by the Chief Fire Officer to sign the particular document.
- 4.11 The Management Committee is responsible to the Chief Fire Officer for the efficient and prudent management of all of the financial and material resources of the Brigade (including any real property owned by the Brigade) and in particular the Management Committee will:
- (a) Keep proper books of account to appropriately record all moneys received by or on behalf of the Brigade in sufficient detail to allow detailed annual accounts to be produced to the satisfaction of the auditor.
 - (b) Maintain appropriate bank accounts in the name of the Brigade. Where necessary, cheques for deposit will be endorsed by the Chair, Secretary or Treasurer, or in their absence a member of the Management Committee appointed by the Committee for that purpose.

- (c) Transactions drawn on the Brigade's bank account must be authorised by two persons being any two of either the Chair, Treasurer or two other members of the Management Committee appointed by the Committee for that purpose and the Committee must maintain an accurate and up to date record of the relevant specimen signatures at the Bank.
 - (d) Prepare an annual report to Members, signed by the Chair of the Management Committee, to be distributed to Members at the annual general meeting of the Brigade.
 - (e) Provide a financial report to the Members at each regular meeting of the Brigade and a properly prepared and audited statement of income and expenditure and balance sheet for each annual general meeting of the Brigade.
 - (f) Take out and maintain appropriate insurance cover for all property of the Brigade not insured by the Board, which the Management Committee considers is of sufficient value to warrant such insurance.
 - (g) Provide all reports and returns to standards required by the Board relating to the operational or administrative activities of the Brigade.
- 4.12 The Brigade will have a Common Seal, which will be in the custody of the Secretary and may only be affixed to a document by the authority of a resolution of the Management Committee. (Note: This rule is only required where the Brigade is incorporated.)

Meetings of the Committee

- 4.13 The Management Committee may meet from time to time as required or at the direction of the Chair of the Committee. At all meetings of the Committee decisions may be made by a majority vote. In the event of a tied vote, the Chair of the Committee has a casting vote.

5 The Chief Fire Officer

Appointment of Chief Fire Officer and Deputy

- 5.1 Pursuant to a resolution passed by a majority of the Members, the Brigade may make comments or recommendations to the Regional Manager about the candidates for appointment to the positions of Chief Fire Officer and Deputy Chief Fire Officer.

Duties of Chief Fire Officer

- 5.2 Subject to the provisions of the Act, the Chief Fire Officer (or in the absence of the Chief Fire Officer, the Deputy Chief Fire Officer) is responsible for the effective operational readiness and performance of the Brigade.
- 5.3 In addition to the duties set out in the Act, the Chief Fire Officer (or in the absence of the Chief Fire Officer, the Deputy Chief Fire Officer) is responsible for:

- (a) Signing the Agreement of Service on behalf of the Brigade.
- (b) The training, discipline, and efficiency of the Members.
- (c) The care, maintenance and efficiency of all appliances and equipment of the Brigade and ensuring that all appliances are re-commissioned immediately after use at a fire or drill.
- (d) Ensuring that an activity book is properly maintained and information about all activities (including incidents attended) of the Brigade is properly entered into the book. Each entry in the activity book must be signed by the Member making the entry or by the Chief Fire Officer.
- (e) Keeping a Brigade Orders book in which, from time to time, all orders affecting the working of the Brigade must be entered. If necessary, a copy of all such orders will be posted on the Brigade Notice Board for inspection by Members.
- (f) Allotting such duties to Members as may be necessary, including ensuring that procedures are in place for the appointment of other officers of the Brigade not otherwise specified in these Rules.
- (g) Ensuring that the Brigade maintains a personnel record for each Member containing the:
 - (i) name of the Member
 - (ii) occupation of the Member
 - (iii) place and date of birth of the Member
 - (iv) details of the Member's next of kin
 - (v) date of the Member's enrolment and discharge from the Brigade
 - (vi) training, competencies, and courses completed by the Member
 - (vii) awards received by the Member
 - (viii) issues of uniforms, protective clothing, and personal equipment to the Member
 - (ix) copies of decontamination records and any other medical certificates relevant to the Member's duties
- (h) Ensuring that all Brigade Rules are strictly observed and that any other requirements of the Board set out in the Agreement of Service are carried out.
- (i) Protecting the health and safety of Members while on Brigade duties and maintaining an environment which allows and encourages safe work practices.
- (j) Encouraging continuous improvement in the quality and effectiveness of all aspects of the Brigade's work.

- (k) Maintaining close links with the community in which the Brigade operates and other agencies and organisations that are able to assist Fire and Emergency and/or the Brigade to achieve its objects.

6 Members Duties and Conduct

6.1 All Members must comply with the standards of conduct set out in Appendix 2 to these rules and:

- (a) Be familiar with and comply with the health and safety policies and guidelines of Fire and Emergency.
- (b) Respect officers' authority.
- (c) Not conduct themselves in any way which might bring Fire and Emergency or the Brigade into disrepute.
- (d) Not be intoxicated or under the influence of drugs or alcohol when attending incidents, brigade events or otherwise representing the Brigade.
- (e) Neither possess nor consume alcohol on Brigade premises without the Chief Fire Officer's permission.
- (f) Not bet or gamble illegally on Brigade premises.
- (g) Respect confidential information, and not make any comment about Brigade or Fire and Emergency operations without prior approval from the Chief Fire Officer.
- (h) Notify the Secretary of the Management Committee of any change of address within seven days.
- (i) Comply with these Rules.

6.2 Operational Members must:

- (a) Respond to all alarms as directed by the Chief Fire Officer, Deputy Chief Fire Officer or Officer in Charge as the case may be.
- (b) Attend all Brigade events, including drills, parades and meetings unless granted leave from such events by the Chief Fire Officer.
- (c) Advise the Chief Fire Officer, in advance where practicable, of any unavailability to respond to alarms or attend Brigade events.
- (d) Not leave any incident or event without the approval of the Officer in Charge.

6.3 Non-Operational Members must:

- (a) Promptly and diligently carry out the duties associated with their position in the Brigade as directed by the Chief Fire Officer.
- (b) Attend all meetings and Brigade events (including training and parades), except where they are for the purpose of training specific to operational members or leave is granted by the Chief Fire Officer.
- (c) Advise the Chief Fire Officer, in advance where practicable, of any unavailability to attend Brigade events or perform duties.

7 Discipline of Members

[From 1 July 2017, the provisions of the Act will take precedence over these Rules of Association and in particular Clause 7 which will no longer apply. The policies and processes of Fire and Emergency New Zealand will be used in their place.]

Refer to Appendix 3.

8 Dissatisfaction with Chief Fire Officer or Deputy

- 8.1 If the Brigade is dissatisfied with the performance of the Chief Fire Officer or Deputy Chief Fire Officer, the following procedure must be followed:
- (a) A notice of motion signed by not less than one third of the Members, seeking a resolution of the Brigade that it is dissatisfied with the performance of the Chief Fire Officer or Deputy Chief Fire Officer must be delivered to the Secretary of the Management Committee. The notice must contain full and precise details of the reasons for the signatories' dissatisfaction.
 - (b) Upon receipt of a notice under paragraph (a) of this rule, the Secretary of the Management Committee must call a special meeting of the Brigade to consider the motion.
 - (c) Notice of the special meeting must be given to the Chief Fire Officer or Deputy (as the case may be) together with full and precise details of the reasons for the motion.
 - (d) At the special meeting the Chief Fire Officer or Deputy Chief Fire Officer (as the case may be) must be given a reasonable opportunity to respond (in writing or verbally) to the reasons for the motion.
- 8.2 If the resolution is passed by a majority of the Members attending the special meeting, a further resolution may be passed (again by majority) that the Brigade recommend to the Regional Manager that disciplinary proceedings be commenced in relation to the Chief Fire Officer or Deputy (as the case may be). Any recommendation to the Regional Manager must include full and precise details of the reasons for the Brigade's dissatisfaction with the performance of the Chief Fire Officer or Deputy (as the case may be).

9 Leave

Ordinary Leave

- 9.1 Any Member may be granted leave for a period not exceeding three months on application to the Chief Fire Officer. Such period may be extended for a further three months on application to the Chief Fire Officer. The Chief Fire Officer must consult with the Management Committee before granting any extension of leave.

Parental Leave

- 9.2 Where an operational Member becomes pregnant, that Member must be assigned to non-operational duties immediately.
- 9.3 Parental leave may be granted by the Chief Fire Officer to any Member for a total of up to 15 months (taken consecutively). The parental leave granted may include a period of no more than 4 weeks prior to the Member or Members' spouse/partner giving birth to a child.

10 Brigade Meetings

Regular Meetings

- 10.1 The Brigade will meet a minimum of four times per year but may meet more frequently as determined by resolution at the annual general meeting of the Brigade.

Annual General Meeting

- 10.2 The date for the annual general meeting must be fixed at a regular meeting of the Brigade. Notice of the annual general meeting must be sent to each Member at least 14 days before the annual general meeting.

Special Meetings

- 10.3 A special meeting may be called:
- (a) Whenever the Chief Fire Officer considers that a special meeting is necessary; or
 - (b) Pursuant to rule 8.1(b); or
 - (c) Within three days of a request to hold a special meeting being made by a majority of Members.
- 10.4 Notice of a special meeting, advising of the business for that meeting, must be sent to each Member at least 48 hours before the special meeting. Only the business in the notice may be considered at the meeting.

Conduct of Meetings

- 10.5 A majority of Members will comprise a quorum at any meeting.
- 10.6 Honorary Members may attend meetings of the Brigade but will not be counted in establishing a quorum, nor are they entitled to vote.

- 10.7 Any resolution must be carried by a majority vote of Members present at the meeting and eligible to vote. All votes will be made by voice, provided that after the Chairs' declaration, any Member may require a show of hands or a secret ballot. In the event of a tied vote, the Chair of the meeting has a casting vote.
- 10.8 The Chief Fire Officer or Officer in Charge of the Brigade will preside over each meeting unless a resolution is passed that another Member take the chair for particular business.
- 10.9 Subject to the direction of the meeting, the Chief Fire Officer or Officer in Charge of the Brigade will determine the order of business.

11 Confidential Information

- 11.1 No Member may use or disclose any confidential information of the Brigade or related to any activity of the Brigade except so far as may be necessary in the ordinary course of the Brigade's affairs for the Board's reporting purposes.
- 11.2 Without limiting rule 11.1, no Member may make any statement or provide any information to the news media on any matter connected with any fire or other incident, or the involvement of the Brigade or the Board without the permission of the Chief Fire Officer, the Incident Commander or any other person approved by them to give such permission. Any statement so provided must comply with any relevant Fire and Emergency policy and/or any operational instruction issued by Fire and Emergency.
- 11.3 The Brigade must comply with the provisions of the Privacy Act 1993 and the Chief Fire Officer shall appoint a Member of the Brigade as a privacy officer for the purposes of section 23 of that Act.

12 Uniforms and Protective Clothing

- 12.1 Members will be issued with uniforms and protective clothing appropriate to their roles.
- 12.2 Uniforms and protective clothing, when worn, must conform to Fire and Emergency Uniform and Equipment Specifications.
- 12.3 All uniforms and protective clothing are the property of Fire and Emergency, or if paid for out of Brigade grant, of the Brigade.
- 12.4 Members must keep uniforms and protective clothing clean and in good order.
- 12.5 Members must not wear their uniforms or protective clothing in public except while on duty.
- 12.6 Any Member leaving or being discharged from the Brigade must return the uniform, protective clothing and any other Brigade property in the Member's possession to the Chief Fire Officer within 48 hours of the date of leaving or discharge as the case may be.

13 Payments to Members from Brigade Funds

- 13.1 Payments of honoraria may be made to Members, or a person with a pecuniary association to a Member, from the Brigade fund in such amount and for such services as may be determined by resolution of the Brigade at the annual general meeting of the Brigade.
- 13.2 Any Member, or any Member with a pecuniary association to that Member, must abstain from taking part in, or influencing determinations to resolve payments to him or herself or to other persons to whom they have a pecuniary association.
- 13.3 Any payments made to a Member, or a person with a pecuniary association to a Member, must be for goods or services that advance the charitable purpose of the Brigade and must be reasonable and relative to payments that would be made between unrelated parties.

14 Donations in Recognition of Brigade Services

- 14.1 Any income, benefit or advantage must be used to advance the charitable purposes of the Brigade.
- 14.2 Unsolicited donations by the public in appreciation of the Brigade's services must be paid into the Brigade fund and may be used for the benefit of the Members in the advancement of the charitable purpose of the Brigade.
- 14.3 Other donations must be applied to the purpose for which they were made and must be used for the advancement of the charitable purpose of the Brigade.

15 Honorary Members

- 15.1 Honorary Members may be admitted to the Brigade as follows:
 - (a) Any Member who has given outstanding service to the Brigade may be elected a Life Honorary Member of the Brigade.
 - (b) Any person who has provided special services to the Brigade may be elected an Honorary Member of the Brigade in recognition of those services.
 - (c) Any person who is a member of an emergency service provider that is co-located with the Brigade may, on the request of the emergency service provider, become an Honorary Member of the Brigade. That person will continue to be an Honorary Member of the Brigade for so long as they remain a member of the other emergency service provider and these Rules will apply, with the necessary modifications, to that person as if that person was an operational member of the Brigade.

- (d) Each nominee for Honorary Membership under paragraphs (a) and (b) of this rule must be proposed and seconded by Members at a regular meeting or the annual general meeting of the Brigade and must receive an affirmative vote of the majority of Members present at the meeting and eligible to vote.

16 Death of Members

- 16.1 In the event of the death of any Member of the Brigade, the flag may be flown at half-mast. Full funeral honours may be granted at the discretion of the Members.
- 16.2 Brigades may, if they think fit, at the death of a former Member, grant full funeral honours to that person.
- 16.3 The Brigade may only exercise its powers under rules 16.1 and 16.2 with the consent of the deceased's family.

17 Winding up of Brigade

- 17.1 If, on the liquidation of the Brigade, there remains (after the satisfaction of its debts and liabilities) any property whatsoever, that property must not be paid to or distributed among the Members, but will be given or transferred to the Board to use for fire safety activities in the general geographical area in which the Brigade operated.

18 Suspension, Alteration and Additions to Rules

- 18.1 These Rules may not be altered, revoked, or suspended except by the vote of two-thirds of the Members present at:
 - (a) A special meeting of the Brigade called for that purpose; or
 - (b) The annual general meeting of the Brigade, provided that written notice of the alteration, revocation or suspension has been given at least 14 days before the meeting.
- 18.2 A Brigade registered as a charitable entity under the Charities Act 2005 must ensure any amendments to these Rules comply with the requirements of that Act.

19 Common seal

- 19.1 The Committee shall provide a common seal for the Society and may from time to time replace it with a new one.
- 19.2 The Secretary shall have custody of the common seal, which shall only be used by the authority of the Committee. Every document to which the common seal is affixed shall be signed by the President and countersigned by the Secretary or a member of the Committee.

Appendix 1

Rights of Membership

The full rights of membership referred to in rule 3.13 are the rights, entitlements and privileges referred to in the Policies of Fire and Emergency New Zealand. Those rights are summarised as follows:

1. Payment of emoluments and travel allowances according to the published scales while on duties authorised by the Board.
2. Eligibility to receive honoraria payments if the Member is an office holder.
3. Cover under the Board's personal accident insurance policy, to the extent specified in that policy.
4. Eligibility to take Fire and Emergency examinations.
5. Payment of a contribution towards loss of wages according to the published scales when attending authorised Fire and Emergency training or other business of a non-firefighting nature.
6. Payment of the cost of obtaining a heavy trade motor vehicle license.
7. Issue of a uniform and protective clothing.

Where there is any inconsistency between the summary in this Appendix and the Policy of Fire and Emergency New Zealand, the Policy of Fire and Emergency will prevail.

Appendix 2

Standards of Conduct of Operational Members

The standards of conduct referred to in rules 6.1 and 7.1 are the standards of conduct set out in the Policy of Fire and Emergency New Zealand. The standards are summarised as follows:

1. Acting with a spirit of service to the community and concern for the public interest.
2. Acting with respect for the safety, health, and rights of oneself, one's colleagues and the public.
3. Maintaining proper standards of integrity and conduct.
4. Performing duties efficiently, effectively, honestly, impartially and with professionalism.
5. Complying with the requirements of the Fire and Emergency New Zealand Act 2017, standard operating procedures, brigade orders, or any other lawful and reasonable instruction given in the course of duty by a supervisor, or issued on behalf of the Chief Executive or the Chief Fire Officer, and working as directed.
6. Maintaining a standard of physical competency necessary to perform the duties that might reasonably be required of one from time to time. If the Chief Fire Officer believes, on reasonable grounds, that a Member's physical competency is not sufficient to perform that Member's duties, the Chief Fire Officer may require that Member to undergo and pass a Fire and Emergency medical examination.
7. When on duty, wearing a uniform or protective clothing in accordance with the laid down and published dress instructions.
8. Taking reasonable care of, and neither use or allow the use of, Fire and Emergency or Brigade property, resources, and funds for anything other than authorised purposes.
9. Liabilities on behalf of Fire and Emergency shall only be incurred with proper authorisation; i.e. purchasing approved purchases or incurring legitimate expenses within the limits of any delegated authority to do so, and in compliance with these Rules.
10. Taking reasonable care of public property and the property of other members.
11. Bringing to the notice of a supervisor any matter or situation which impairs, or could impair, Fire and Emergency operations, the public trust or confidence in Fire and Emergency or otherwise adversely affects the public interest.
12. Obeying all relevant laws.
13. Refraining from conduct or behaviour which might impair work performance.

14. Behaving reasonably at all times and exercising reasonable care in carrying out assigned duties.
15. Informing supervising officers of any actual or potential conflicts of interest as soon as possible.

Where there is any inconsistency between the summary in this Appendix and the Policy of Fire and Emergency New Zealand, the Policy of Fire and Emergency will prevail.

Appendix 3

The features of the two new dispute resolution processes are as follows:

Volunteer Issues Process (VIP)

This is the process for volunteers to raise issues related to volunteering with Fire and Emergency New Zealand as needed.

The volunteer issue process is guided by the following principles:

- accessibility
- independence
- fairness
- accountability
- efficiency
- effectiveness.

The volunteer issue resolution process is also guided by the need to respect:

- the confidentiality of issues
- the privacy of applicants

and to manage issues as early and as locally as possible, and in a way that respects the contribution of volunteers, recognises that we operate in a community and aims to help relationships to be as good as they can be.

It is envisaged that Chief Fire Officers (CFO) will manage most issues at this level, however, if a CFO is in a position of a conflict of interest or does not have enough time to manage the issue, then appropriate personnel from Area Management will manage the matter instead.

If a volunteer has a concern that the internal process has not followed the principles of natural justice required of the internal process, i.e. independence and fairness, the volunteer may apply to have the issue reviewed through the Interim Dispute Resolution Process.

Interim Dispute Resolution Process (IDRP)

Volunteers can apply to have an issue or dispute considered within the IDRP (see above).

This process is also available to members of the public to raise matters that are under dispute. It is not available for employment matters or if the dispute relates to a levy.

The key feature of this process is that it uses external formal dispute resolution pathways including mediation and resolution. It is also guided by the same principles as the Volunteer Issues Process.

Advocacy and Support

Advocacy and Support Services are available to all volunteers at any time, during the Volunteer Issues Process or Interim Disputes Process.

Signatories

The Lake Ōkāreka Volunteer Fire Brigade Incorporated Rules of Association 2021 are confirmed by the members below.

Name	Philip Muldoon	Signature	
Committee Role	Chair/Chief Fire Officer	Date	01/11/2021
Name	Kierin Oppatt	Signature	
Committee Role	Treasurer	Date	01/11/2021
Name	Pennie Muldoon	Signature	
Committee Role	Secretary	Date	01/11/2021