



## National Rural Fire Authority

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NATIONAL RURAL FIRE AUTHORITY CIRCULAR 2010/07

### NRFA - FRFANZ Conference Travel Grants

#### Introduction

The Fire Service Commission acting as the National Rural Fire Authority has expressed a willingness to provide some financial support to enable a member of a Rural Fire Authority Voluntary Rural Fire Force (VRFF) to have representation at the annual Forest and Rural Fires Association of NZ (FRFANZ) Conference. The NRFA Grant Assistance Scheme Policy has been amended to reflect this position.

#### Grant Assistance

The following is the policy procedure for a VRFF member travel grant for representation at the FRFANZ Annual Conference. Only the parent Rural Fire Authority can lodge an application for a VRFF member FRFANZ conference travel grant. The following are the NRFA conditions which will apply to any grant:

- 1) For a Rural Fire Authority VRFF member to be eligible for this FRFANZ conference travel grant their VRFF **must** be registered with the National Rural Fire Authority.
- 2) A travel grant is available for **one** delegate only from a VRFF (registered with the National Rural Fire Authority) to attend the FRFANZ Annual Conference. This travel grant will be made up of one or more of the following elements:
  - a) If air travel is required, one Air New Zealand Smart Saver return airfare, from nearest home domestic airport to nearest Conference Venue airport. For this fixed airfare travel grant to apply travel by road to the Conference venue is to be greater than three hours travel by road transport, or unless otherwise approved by the National Rural Fire Officer. Under this policy no NRFA travel grant for road transport is available for travel to the conference.
  - b) The cost of one delegate FRFANZ Conference Registration Fee to the conference.
  - c) A one delegate accommodation and meal grant of \$180/night for three nights.
- 3) Each Rural Fire Authority application for a VRFF FRFANZ 2010 Conference travel grant must be approved by the NRFA prior to the Conference. This can either be by letter or email to Abi Davidson at the NRFA Office in Wellington [[abigail.davidson@fire.org.nz](mailto:abigail.davidson@fire.org.nz)]. Information requested to allow full consideration includes: (1) Rural Fire Authority, (2) Representatives Name, (3) Name of the Voluntary Rural Fire Force, (4) if proposing to fly, nearest airport for departure,

and (5) Confirmation of support of RFA Principal Rural Fire Office. As this grant will be available for future years, subject to budget approval, applications for VRRF FRFANZ conference travel grants will be requested as part of the annual grant assistance application process.

### **Conclusions**

For a Rural Fire Authority to claim this VRRF FRFANZ Conference Travel Grant the Rural Fire Authority will need to supply the National Rural Fire Authority with an invoice no later than one month following the conference attaching a copy of the following:

1. Copy of air ticket from which the relevant Smart Saver fare will be reimbursed and/or,
2. Copy of receipt for Conference Registration and/or,
3. A claim for 3 nights' accommodation, meal and travel grant of \$540.00.

A handwritten signature in black ink, appearing to read 'Murray Dudfield', is written over a horizontal line.

**Murray Dudfield**  
National Rural Fire Officer