

Your brigade's invitation to



^{143rd} CONFERENCE 2021

TOGETHER • STRONGER • SAFER

ESSENTIAL DATES FOR YOUR DIARY

5
JULY

Conference registration opens - visit www.ufba.org.nz

UFBA notice of vacancies and call for motions sent to member brigades.

5
AUG

UFBA seconded motions received by CEO.

5
SEP

Nominations for UFBA Board Director and Vice President received by CEO.

5
OCT

Conference registration closes. No late registrations will be accepted.

Cut off for UFBA Delegate Nomination forms to be sent to UFBA Events Team.

UFBA Constitutional AGM information, Annual Report, notification of nominated candidates and proposed motions sent to UFBA member brigades.

28
OCT

Final information email sent to all registered attendees.

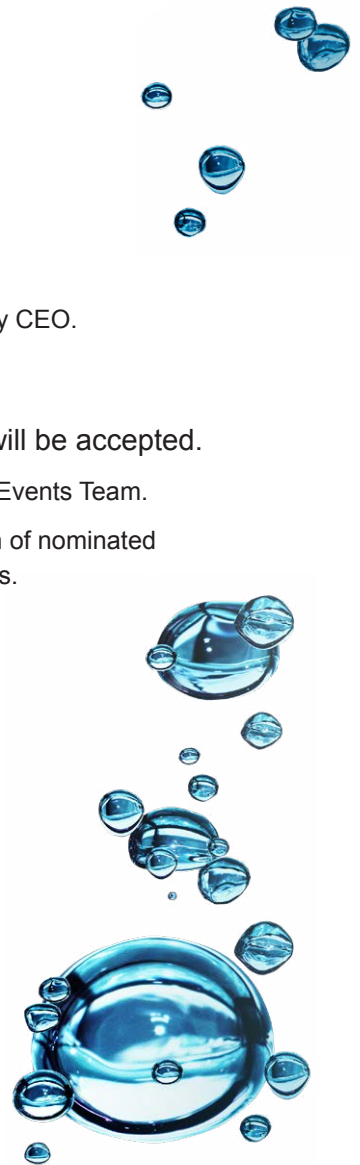
5 - 7
NOV

CONFERENCE 2021

Michael Fowler Centre,
111 Wakefield St, Wellington

5
DEC

Last date to submit expense claim forms.



YOUR INVITATION TO CONFERENCE

UFBA PRESIDENT JASON PRENDERGAST

Kia kaha, kia kotahi ra – Our strength is our unity. Let's all come together - our rural, urban, paid, volunteer, industrial and defence members to be united to work together toward our common purpose of being a strong United Fire Brigades Association (UFBA). We can do this by supporting UFBA members to carry out their work for the safety of communities and supporting Fire and Emergency NZ (FENZ) principals and objectives.

I strongly encourage all members to send a delegate, to ensure that ALL brigades are represented at this year's AGM and Annual Conference. Due to Covid19 it will be the first time that we have been able to meet in person since we amalgamated in 2019, and there have been many amazing things happen in that time for your United Fire Brigades' Association (UFBA). This is your opportunity to reconnect and make new connections. It would be encouraging to see new faces attend, either as their brigade delegate, or observer. Come and see how the UFBA Events Team have created a fresher faced event with lots of networking and learning opportunities.

It seems every year that these weekends continue to get bigger and better, and the planning in place for the 143rd AGM is very exciting indeed, with use of innovations in technology to improve the ability to share our event with an even bigger audience. Read this pack thoroughly as there are key constitutional dates and networking opportunities you don't want to miss.

We have streamlined the AGM over the past few years allowing for some great key note speakers and learning opportunities during the Conference portion of the weekend. As always, we will have an exhibition area for you to see the latest from Fire and Emergency NZ and other sector suppliers.

Your brigade will be sent all necessary forms for putting forward any Notices of Motion of change to the constitution, as well as the Nomination Forms. This is a very important time for the UFBA, as we are looking for Two Elected Board Directors and the next Vice President. The voluntary work committed to these positions is



extremely rewarding in helping shape the future of the UFBA. If you have any questions or want to know more about these roles then feel free to contact myself, Vice President Mike Allen or any of the current elected Board Members. I would personally love to see the next generation of our members stand for these opportunities and help improve the direction that the UFBA takes going forward.

Lastly, we are all looking forward to what promises to be a great weekend, acknowledging where we've come from, celebrating who we are now, and focusing on where we go to together from here. Our strength is in our Unity, but it's also in you, the membership of the UFBA.



Be there
5 - 7
November!

Proudly brought to you by:



With support from:



CONFERENCE SCHEDULE

WHAT CAN YOU EXPECT AT CONFERENCE?

Here's an indication of the event and where and when you will need to be.

FRIDAY 5 NOVEMBER

UFBA AGM

- 08:30** Registration Opens
MICHAEL FOWLER CENTRE
- 13:00** Welcome and UFBA AGM begins
- 17:30** UFBA AGM Concludes - Installation of UFBA Officers
- 18:00** Women's Networking Function
TSB ARENA
- 19:00** Welcome Function
TSB ARENA
Doors open / Cash bar

DRESS CODE

Full undress uniform (Dark blue pants/skirt and tunic, including medals where applicable, light blue shirt, black shoes – caps and gloves not required); or appropriate rural equivalent (i.e: Business shirt, Dress pants/skirt/jacket).

SATURDAY 6 NOVEMBER

CONFERENCE

- 08:30** UFBA Conference begins
MICHAEL FOWLER CENTRE
- 17:00** Conference concludes
- 19:00** Gala Dinner
TSB ARENA
Doors open / Cash bar

DRESS CODE

Dark blue uniform or Rural FENZ shirt (or appropriate equivalent).

SUNDAY 7 NOVEMBER

CONFERENCE

- 07:30** Breakfast with the Exhibitors
- 08:00** UFBA Conference Continues
MICHAEL FOWLER CENTRE
Speakers will be scheduled at a later date
- 12:00** Conference concludes

IMPORTANT FUNDING INFORMATION

Fire and Emergency New Zealand has provided funding for UFBA Voting Delegates, who are personnel of FENZ.

This allows the delegate to attend at no cost to them. The funding criteria requires you to attend the full conference. If you do not attend the full conference you will be billed for all associated costs including but not limited to ticketed flights, booked accommodation and catering.

REGISTRATION INFORMATION

VOTING DELEGATES

Each voting member brigade shall be entitled to have one delegate, who may attend and vote at all members meetings. A delegate must be an enrolled member who has been elected at a regular or scheduled meeting of the Voting Member (refer UFBA Constitution rule 6.10 a & b).

OBSERVER

Additional members of your brigade may attend as Observers. These representatives do not have delegate voting rights or speaking rights and attend at their own cost. We strongly advise considering this as a succession plan for your brigade.

PAST PRESIDENT OR LIFE HONOURARY MEMBER

Attending Conference as a Voting Delegate

Please select Past President or Life Honourary Member at the start of your registration, then select whether you will be a voting or non-voting delegate. You will then be assigned accommodation and travel for your appropriate registration type.

Separate communication outlining your entitlements will be sent to you directly.

Registration Type	Conference Registration Fee	Welcome Function	Conference Dinner	Flights	Accommodation	Transfers
UFBA Member Voting Delegate (FENZ Brigade)	<i>Included</i>	<i>Included</i>	<i>Included</i>	<i>Included</i>	<i>Included</i>	<i>Included</i>
UFBA Member Voting Delegate (Non-FENZ Brigade - Military & Industrial)	\$200.00	<i>Included</i>	<i>Included</i>	At own cost	At own cost	<i>Included</i>
UFBA Observer (Non-Voting)	\$200.00	\$70.00	\$90.00	At own cost	At own cost	<i>Included</i>
Fire and Emergency HQ Staff & Management	\$200.00	\$70.00	\$90.00	At own cost	At own cost	<i>Included</i>
Partners		\$70.00	\$90.00	At own cost	At own cost	\$40.00
UFBA Past Presidents, LHM & Benevolent Fund Trustees	<i>Included</i>	<i>Included</i>	<i>Included</i>	<i>Included</i>	<i>Included</i>	<i>Included</i>



WHY COME TO CONFERENCE?

INSPIRING KEYNOTE SPEAKERS

Listen to emergency services sector and subject experts share their experiences on topics of interest that directly affect our members.

Speakers to be confirmed very soon. Follow us on Facebook to learn the latest updates and confirmed speakers as soon as we have them!

FIRE & EMERGENCY

Hear from Fire & Emergency NZ and take part in an interactive Q&A session.

They'll give you key information to take back to your brigades and understand the broader environment of Fire and Emergency NZ.

LEARNING & DEVELOPMENT

Have an opportunity to learn and gain new perspectives which you can take back to your whole brigade. Create a ripple effect of knowledge.

EXHIBITION AREA

Over 20 sector related companies will be on hand to introduce you to the latest technologies and services. Discover new ways to do things and new tools to help you do them.

LIVING 143 YEARS OF TRADITIONS

Help shape your association through your brigade's votes on any remits and nominated UFBA Officers. Hear from and vote on representatives that will be acting on your behalf for the future of the UFBA.

Better still - why not be that person and nominate yourself for a closer involvement in our organisation.

MEET FRIENDS NEW & OLD

Connect with old friends, and make some new ones. Take advantage of the networking opportunities with attendees from across New Zealand.

REMEMBER!

Attendance, travel and accommodation is funded for one voting delegate representative from each FENZ brigade!

Want the latest updates on conference as details are confirmed?

- Follow us on Facebook at facebook.com/unitedfirebrigades
- Register on our website at ufba.org.nz to join our mailing list.

SOCIAL FUNCTIONS

FRIDAY 5 NOVEMBER

Women's Networking Function

VENUE: TSB ARENA

DRESS CODE: CASUAL

Hosted by the UFBA, this is an opportunity for all female firefighters to build stronger connections across the country and meet your fellow female attendees before the official Welcome Function commences. All welcome.



Welcome Function

VENUE: MICHAEL FOWLER CENTRE

DRESS CODE: CASUAL

This is a casual opportunity for you to mix and mingle with colleagues and create new network opportunities.

A full sit down dinner will be provided, along with a cash bar (EFTPOS also available), and light entertainment.



SATURDAY 6 NOVEMBER

Conference Gala Dinner

VENUE: TSB ARENA

DRESS CODE: SEMI FORMAL

An elegant night with full entertainment and a sit-down dinner. Cash bar and EFTPOS onsite.

Transfers will be available to and from the venue and back to your hotel at the end of the night.



PLEASE NOTE

There will be
no Partners'
Programme
this year.

YOUR NEEDS CATERED FOR

Travel and accommodation is organised through Orbit Travel. Please do not book your own arrangements if you are attending as a Fire and Emergency NZ funded delegate to the UFBA AGM and Conference - arrangements will automatically be made for you when you register online.

TRAVEL

BY AIR

You will be asked to confirm your preferred flight when you register online. An email will be sent to you with your flight option which you will need to respond to within 24 hours to confirm. When this process is complete you will receive your confirmed itinerary within two working days. If you do not receive your itinerary you must contact Orbit travel immediately. Once these flights are booked they are non-transferable and non-refundable.

We strongly advise booking your travel through Orbit, they and they can also book partners flights at your own cost. Please make note of this in your online registration.

If you book flights through another provider, you must notify the UFBA Events Team well in advance of your travel arrangements to ensure that you are on our transfer lists.

BY ROAD

If you are driving, you are entitled to a return mileage reimbursement which is calculated from the centre of your town to the centre of Wellington. Refer to wises.co.nz.

If you choose to drive but flying is more cost effective, you will only be reimbursed the equivalent of a seat plus bag fare.

Hotel parking is limited in Wellington, and may be reimbursed up to \$22.00 per day. Please ensure you include your GST receipt with your expense claim.

OTHER

You can arrange your own alternate form of transport if you wish. Please note, the UFBA will reimburse the most cost effective method of travel regardless of how you choose to get to Conference.

TRANSFERS

Airport transfers will be automatically arranged for those booking through Orbit Travel and who are travelling on the recommended dates. Those travelling outside of these dates must make their own transport arrangements.

Transport to and from the social functions will be arranged for everyone staying where appropriate. Please note that transport to and from locations outside those organised by the UFBA will not be provided.

The transfer schedule will be sent to you in the Final Information email one week prior to the Conference date. Please ensure you register online with an email address that you check regularly.

ACCOMMODATION

FUNDED ACCOMMODATION FOR DELEGATES

We have many accommodation providers for attendees in Wellington this year. These rooms are held in a bulk booking which can only be accessed when you register online.

WHAT YOU ARE ENTITLED TO:

If you live more than 25km away from the Conference venue:

Two nights of funded accommodation at the UFBA-selected accommodation properties. If you require additional accommodation, a formal written request should be submitted to the UFBA Events Team for approval. Applications will be considered on a case by case basis.

If you live within 25km of the Conference venue: No funded accommodation, but you will have the option of booking at the UFBA-selected accommodation properties on a self-funded basis.

Orbit Travel will allocate rooms for delegates and funded guests based on requirements, entitlements as above and arrival times.

IMPORTANT NOTE: If you intend to twin share your accommodation, please book one room for the FUNDED traveller and note who you would like to share with. When the second person registers, please select 'no accommodation required' but note who you would like to share with.

FUNCTIONS & MEALS

All lunch and tea breaks throughout the Conference are provided for all registered participants.

FOR DELEGATES

One breakfast per day is charged back to your hotel room and will be paid for by the UFBA (excluding room service delivery charges). **This excludes Sunday** as there will be a breakfast served around the exhibitors' area for 'Breakfast with the Exhibitors'.

All other additional breakfasts are at your own cost, i.e. partners' breakfasts.

All evening social functions that you choose to attend are covered by the UFBA and you will still be required to **indicate your intention of attendance on your online registration**. Partner costs are additional. All evening social functions have a cash bar with EFTPOS. Please note, UFBA does not cover the cost of beverages.

TIME TO VOTE!

HAVE A VOICE AT THE AGM

VOTING IS AN ESSENTIAL PART OF YOUR INVOLVEMENT

Every member Delegate, Past President and Life Honorary Member has the right to discuss matters and have their brigade's opinion heard at UFBA's AGM. This is your opportunity to let us know what you want.

Every member delegate can vote on behalf of their brigade on important decisions made at the AGM. Make sure you are familiar with the voting process so you can fully participate.

WHAT YOU ARE VOTING FOR THIS YEAR

UFBA Members: You will be given the opportunity to vote for the following representative and officers of the UFBA:

- **Vice President**
- **Board Director - two positions**

There will also be an opportunity for you to vote on motions that will be submitted by other member brigades. These are important to help the UFBA be better representatives for you going forward. Information on what you can vote on will be sent to your brigade one month prior to the conference. So you have time to discuss at your brigade meeting and decide how your brigade would like to vote. **Remember that you are representing your entire brigade.**

UFBA voting papers will be sent to your brigade before Conference with other constitutional information. It will be easily identifiable as it will be a brightly coloured form. The nominated Delegate must collect these from the station mail box and bring them to the AGM so that they can vote on the day. Remember to bring these to the AGM!



Brigades will receive details of candidates and motions in the mail at least one month prior to Conference.

UFBA SECONDED MOTIONS

Seconded motions must be received by the CEO by **5 August 2021**. Forms to submit a motion have been sent to your brigade with this registration pack and are also available for download from the UFBA website.

UFBA VICE PRESIDENT & BOARD NOMINATIONS

Nominations for the Board Directors & Vice President will close on **5 September 2021**. Nomination forms have been sent to your brigade with this registration pack and are also available for download from the UFBA website.

CAN'T MAKE IT THIS YEAR? USE A PROXY!

Did you know that if your brigade can't send a Delegate to the AGM, you can ask a neighbouring brigade that is attending to vote on your behalf? Or you can offer to be a proxy for a local brigade - collect their completed and signed voting card with a unique code and bring it to the AGM.

We'll send out more information about the voting process nearer the time - or you can ask someone in your brigade who has been before.

FREQUENTLY ASKED QUESTIONS

Do I have to travel in my undress uniform?

No, you don't, but you will need to be suitably dressed as per the schedule at the start of the UFBA AGM/Conference.

What do I wear if I don't have dress uniform?

Businesswear would be most appropriate. Whatever you would wear to formal occasions with your Brigade (This should only apply to Rural or Industrial Brigades).

Must I stay at a UFBA-selected accommodation provider?

We highly recommend that you do, but no, you don't have to. However, transport will not be provided from your chosen accommodation provider to the Conference and/or social function venues.

You will also need to claim back your accommodation using an expense claim form and valid itemised GST receipts. Reimbursement will only be to the value of the nightly rate as stated on the GST receipt or \$140.00, whichever is the lower amount.

My partner is interested in seeing some of the Conference, are they able to come with me?

Partners are welcome to attend any of the Conference sessions. If they wish to have the full benefits of participating in Conference, they must register as an Observer. Please note that Observers and partners do not have speaking rights at the AGM.

If you require flights for your partner, our preference is that you book through Orbit, but you may choose to book through another provider if you wish. You must advise us of your travel details well before Conference if you wish to be included in the UFBA-arranged transfers. Please note, UFBA does not fund your partner's travel, transfer, accommodation and meal costs.

If I am room-sharing with my partner, do I have to pay some additional accommodation costs?

This is dependant on the accommodation provider's policy. You will be required to pay for the additional breakfast should your partner eat at the hotel and any other room cost that may be incurred that is above and beyond the delegate inclusions. Please specify bedding configuration (double or twin share) at the time of registering.

CHOOSING YOUR UFBA DELEGATE

Conference and AGM relies upon a representative from each brigade coming and taking learnings and info back to their team. Each delegate also contributes towards meeting our quorum to cover representation from all members.

It is not a right of the brigade leader to assume this responsibility.

DELEGATES AND OBSERVERS

Bringing an observer helps build a succession plan for your brigade representative.

This shares the responsibility across brigade members and means everyone can get a turn.

Conference is a great opportunity for aspiring leaders to network and get a broader view of those in the sector.

SPECIAL NOTE FOR UFBA DELEGATES UFBA CONSTITUTIONAL INFORMATION

Rule 6 of the UFBA Constitution and Rules sets out information relating to delegates. Attention is drawn to rule 6.10b which states that the delegate for a voting brigade "...must be an Enrolled Member who has been elected at a regular or scheduled meeting of Enrolled Members of the Voting Member."

Delegates from member brigades will need to complete the UFBA Conference Notification of Delegate Form and return to the UFBA office no later than **5 October 2021**, no exceptions. It is imperative that you meet this deadline for your registration to be deemed complete.

Those members who choose to register as a delegate without having sent through the correct paperwork to the UFBA will be responsible for any costs incurred (flights, accommodation, social functions etc.) should their nomination form not be received by the deadline.

IMPORTANT

As a Conference Delegate, you must attend the full and complete Conference programme to qualify for funding. Lateness and early departure before the close of Conference will not be tolerated unless you have permission from the President or Chair of the Board.



TERMS & CONDITIONS

Everything in this registration pack is in line with the United Fire Brigades' Association's policies and therefore form the terms and conditions that you will agree upon when registering for this event. Please read this pack carefully as strictly no exceptions will be made.

CANCELLATIONS, CHANGES & PAYMENT

Whether you are a funded delegate or an observer, if you choose to cancel your attendance at the AGM & Conference, you may be liable for all costs incurred, including confirmed flights, accommodation and any cancellation fees the UFBA may incur.

If there is a registration fee or you decide to purchase additional tickets you will be sent an invoice by Orbit Travel which can be paid by online banking to Orbit Travel or pay by credit card. Please note that Orbit Travel impose a strict 7 day payment on their invoices.

EXPENSE CLAIMS FOR UFBA DELEGATES

The final date for expense claims to be received by the UFBA office is **5 December 2021**, absolutely no exceptions, regardless of what category you come under. Please submit these as early as possible after Conference to avoid disappointment. This is to ensure that our finances are prudently managed.

Please ensure you provide full, itemised receipts to support your claims. Any costs unaccompanied by a GST receipt cannot be reimbursed. Exclusions are listed in the FAQs page of this document.

Conference claims submitted on forms other than UFBA expense claim forms will be returned to you, unprocessed. Only UFBA-funded voting delegates are entitled to submit claim forms.

UFBA will use discretion to only reimburse travel for the most cost effective method of transport regardless of how you choose to travel. Please do keep this in mind to avoid disappointment.

CODE OF CONDUCT WHEN ATTENDING UFBA EVENTS

When attending UFBA events you are not only representing the UFBA but also Fire and Emergency New Zealand and your Brigade. We would appreciate professional conduct when attending our events. Inappropriate conduct will be taken very seriously.

Please remember that drinking in uniform in public OR in restaurants or bars is also prohibited. We have a cash bar at our social functions, and under no circumstance is additional alcohol to be brought into our function venues, as this is against our contractual obligations.

PHOTOGRAPHY & VIDEOGRAPHY

The UFBA will be taking photos and video throughout the event. By registering, you acknowledge this and give consent to your image being used for future marketing and communications collateral by the UFBA. Imagery and videos will never be used by or sold to Third Parties not directly involved in the business of the UFBA.

PAYMENTS & INVOICING

If you have not paid your registration fee and/or additional social function tickets and you decide to cancel your registration, you will still be required to pay your invoice.

Direct Credit / Internet Banking

The bank account details are:

Orbit Corporate Travel

Account No: 06-0501-0434114-00

Swift Code: ANZ-BNZ-22

Please ensure your name and invoice number is included as the reference.

Credit Card

You have the option of paying by credit card when you register online (Visa and MasterCard only). A credit card fee of 2.4% will be applied to the total. Note that debits will show on your statements as being from House of Travel Wellington, the trading name for Orbit Groups and Events.

Please contact Orbit Travel directly – (04) 496 3288 or travel@orbit.co.nz

Please do not make any payments directly to the UFBA.



CONTACT DETAILS

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Holly Dallinger

UFBA Events Administrator
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Orbit Travel

Travel Coordinators
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Join our Instagram **[ufba.nz](https://www.instagram.com/ufba.nz)**



Check out our website **www.ufba.org.nz**

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