

Your brigade's invitation to



**144th AGM &
CONFERENCE
(HUI) 2022**

CONNECTION

NETWORKING • INSPIRATION • ENTERTAINMENT • TRADE DISPLAYS

DATES FOR YOUR DIARY

28 JUNE

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

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

28 JULY

UFBA seconded motions received by CEO.

28 AUGUST

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

28 SEPTEMBER

UFBA Conference registration closes. No late registrations will be accepted.

Cut off for UFBA Delegate Nomination forms to be received by the UFBA Events Team.

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

Final information email sent to all registered attendees.

28-30 OCTOBER

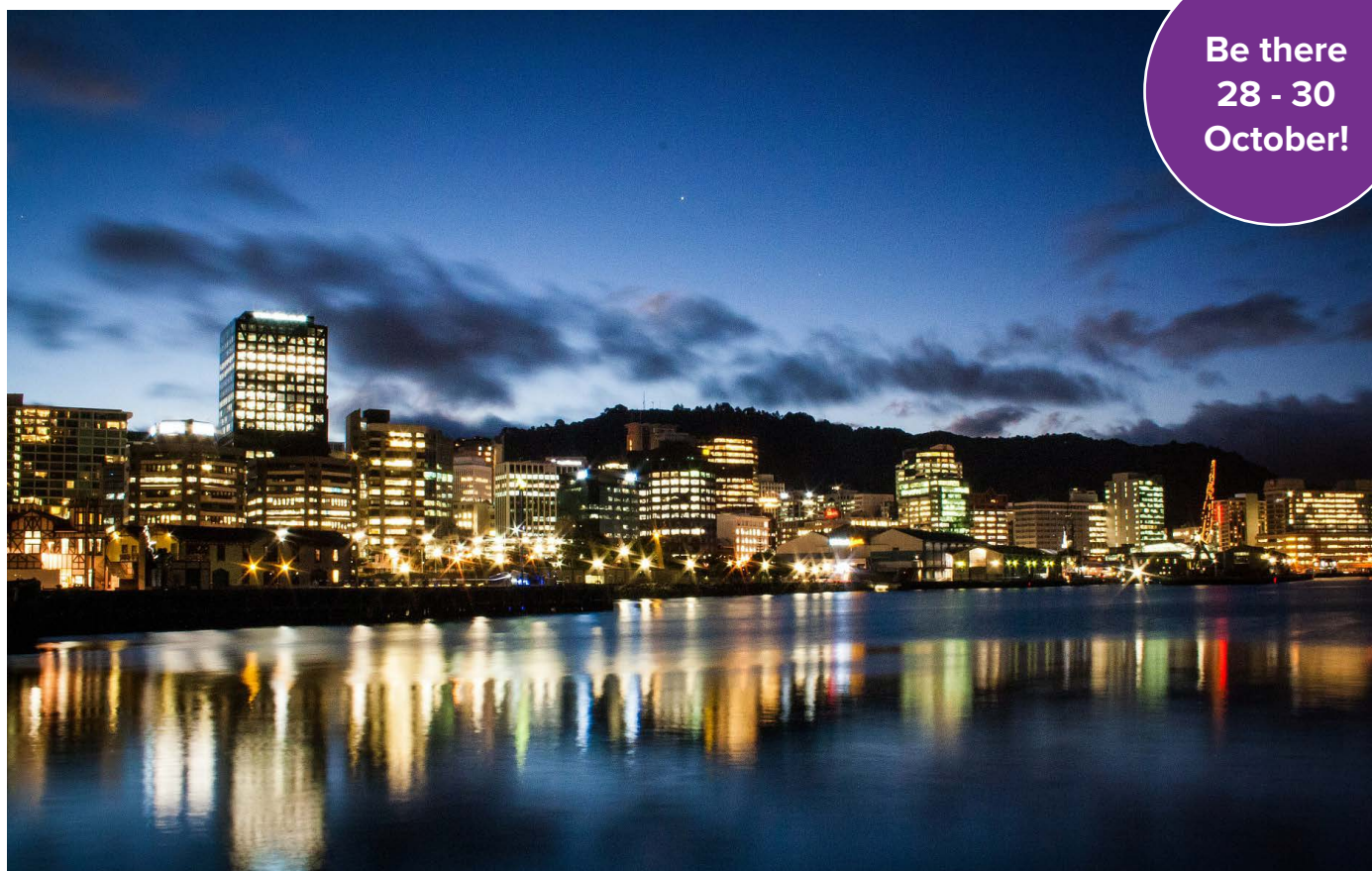
UFBA AGM & CONFERENCE (HUI) 2022

Michael Fowler Centre, 111 Wakefield St, Wellington

28 NOVEMBER

Last date to submit expense claim forms.

**Be there
28 - 30
October!**



YOUR INVITATION TO UFBA CONFERENCE

UFBA PRESIDENT MIKE ALLEN

Kia kaha, kia kotahi ra – Our strength is our unity

Much like most people in Aotearoa New Zealand, I am absolutely looking forward to being able to reconnect with friends and colleagues; and the in-person UFBA Conference 2022 is the best place to do this!

I am pleased to invite and encourage all Brigades to send a delegate to our 144th UFBA Conference and AGM 2022. This will be a valuable and well overdue opportunity to network with familiar faces and welcome new attendees. There has been a lot happen in the past couple of years since the last time we all met in person and there will be great things to share about the future.

As this event will be my final address as your UFBA President, I would value nothing more than to share this moment with a record number and wide group of attendees. Wouldn't it be an incredible moment in history, to be part of the largest networking event for firefighters this country has ever seen – showcasing the diverse range of firefighters that serve this beautiful country; from urban, rural, volunteer, career from FENZ, Industrial and Defence. United we can work stronger together for greater outcomes in our communities throughout our stunning Aotearoa.

I would like to take this opportunity to thank everyone for continuing through this pandemic in such a professional manner and keeping our resources responding to protect our communities. We are all too familiar with the phrase 'unprecedented' but that is exactly what I am sure we have all learnt a great deal from, for the better.

We have embraced online technology, and while it is not without its own challenges, it has certainly opened a wider world of opportunity where we can engage and collaborate with a greater audience. This makes for an exciting future.

During the Conference section of the weekend you will experience a brilliant array of great keynote speakers and an exhibition area with the latest from Fire and Emergency New Zealand and other suppliers. This Conference is an event not to be missed!

Your Brigade will receive all the event information and forms to be completed and submitted for Notice of Motion of change to the constitution along with Nomination Forms as required.



While we must not forget our extensive and valuable history, we must also work with the here and now and embrace change for the better of our future. Please make the effort to attend, listen and learn, have your say so we can all respectfully progress forward to the exciting and solid years ahead for your UFBA.

Finally, I would like to extend my congratulations to Kerry Gregory for his successful appointment to the role of CEO of Fire and Emergency. While he has been a key person in Fire and Emergency for many years, I look forward to seeing the strength of the future working relationship between Fire and Emergency and the UFBA continue.

Kia kaha, kia Kotahi rā
Our strength is our unity



Proudly brought to you by:



With support from:



CONFERENCE (HUI) SCHEDULE

FRIDAY 28 OCTOBER

UFBA AGM

- 08:30** **Registration Opens**
MICHAEL FOWLER CENTRE
- 13:00** **Welcome and UFBA AGM begins**
- 17:30** **UFBA AGM Concludes**
- 18:30** **Connection Networking Drinks**
TSB ARENA
Dress Code: Smart Casual
Cash bar
- 19:30** **Welcome Function**
TSB ARENA
Doors open / Cash bar
Dress Code: Smart Casual

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 – business shirt, dress pants/skirt/jacket.

SATURDAY 29 OCTOBER

CONFERENCE (HUI)

- 08:30** **UFBA Conference (Hui) begins**
MICHAEL FOWLER CENTRE
- 12:00** **Women Firefighters Networking Luncheon**
LIONVIEW HARBOUR LOUNGE
- 17:00** **UFBA Conference (Hui) concludes**
- 19:30** **Gala Dinner**
TSB ARENA
Doors open / Cash bar
Dress Code: Semi Formal

DRESS CODE

Dark blue uniform, rural equivalent or business wear.

SUNDAY 30 OCTOBER

CONFERENCE (HUI)

- 07:30** **Breakfast with the Exhibitors**
- 08:00** **UFBA Conference (Hui) continues**
MICHAEL FOWLER CENTRE
Speakers will be announced at a later date
- 12:00** **UFBA Conference (Hui) concludes**

NB: Times are indicative only and subject to change.

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 UFBA AGM & Conference (Hui). If you do not attend the full UFBA Conference (Hui) you will be invoiced for all associated costs including but not limited to ticketed flights, booked accommodation, and catering. Lateness and early departure before the close of the UFBA AGM & Conference (Hui) will be not tolerated unless there are extenuating circumstances, and you have permission from the Chair of the Board.

REGISTRATION INFORMATION

VOTING DELEGATES

Each 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 Enrolled Members 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 HONORARY MEMBER

Please select Past President or Life Honorary 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	Conference Welcome Function	Gala 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)	\$250	<i>Included</i>	<i>Included</i>	At own cost	At own cost	<i>Included</i>
UFBA Observer (Non-Voting) includes NZFBI & IFE	\$200	\$80	\$100	At own cost	At own cost	<i>Included</i>
Fire and Emergency HQ Staff & Management	\$200	\$80	\$100	At own cost	At own cost	<i>Included</i>
Partners		\$80	\$100	At own cost	At own cost	\$40
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 SHOULD YOU ATTEND CONFERENCE 2022?

CONNECT...

and network with fellow brigades. This is your chance to be part of the largest networking opportunity for fire brigades in Aotearoa New Zealand.

CONNECT...

with inspiring, thought-provoking, and captivating keynote speakers who are experts in their fields.

CONNECT...

with exhibitors whose demonstrations will be showcasing their latest and greatest tools, technology services and equipment.

CONNECT...

with Fire and Emergency New Zealand's leaders for interactive and informative sessions.

CONNECT...

with us, your Association, together we can collectively progress change for the better. United.

We look forward to releasing the Speaker Schedule in the coming weeks!

Stay connected with the UFBA Conference (Hui) 2022 updates by following us on social media or join our mailing list.

 facebook.com/unitedfirebrigades

 [@ufba.nz](https://www.instagram.com/ufba.nz)

 connect@ufba.org.nz



SOCIAL FUNCTIONS

FRIDAY 28 OCTOBER

1830 hrs

Connection Networking Drinks

VENUE: TSB ARENA

DRESS CODE: SMART CASUAL

Hosted by the UFBA in the spirit of us all getting together face to face. This is an opportunity for us all to connect before the Welcome Function dinner begins.

A cash bar is available. All are welcome.



FRIDAY 28 OCTOBER

1930 hrs

Welcome Function

VENUE: TSB ARENA

DRESS CODE: SMART CASUAL

This is a casual dinner 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 29 OCTOBER

1200 hrs

Women Firefighters Networking Luncheon

VENUE: LIONVIEW HARBOUR LOUNGE

DRESS CODE: SMART CASUAL



SATURDAY 29 OCTOBER

1930 hrs

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.

PLEASE NOTE: There will be no Partners' Programme this year.



YOUR NEEDS CATERED FOR

Travel and accommodation is organised through Gilpin 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 (Hui) - 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 Gilpin travel immediately. Once these flights are booked they are non-transferable and non-refundable.

We strongly advise booking your travel through Gilpin, 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 Google Maps.

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 (Hui).

TRANSFERS

Airport transfers will be automatically arranged for those booking through Gilpin 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 UFBA Conference (Hui) 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 (Hui) 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 (Hui) venue: Accommodation is not funded. You will have the option of booking at the UFBA-selected accommodation properties on a self-funded basis.

Gilpin 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 (Hui) 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. You are required to **indicate your intention to attend in 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 UFBA 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 and the board. These are important to help the UFBA be better representatives for you going forward. Information on what you are voting on will be sent to your brigade one month prior to the AGM. 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.**

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

**Do we have your correct mailing address?
Update your contact details: connect@ufba.org.nz**

UFBA SECONDED MOTIONS

Seconded motions must be received by the CEO by **28 July 2022**. 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 of Directors & Vice President will close on **28 August 2022**. 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 with a signed permission form.

We'll send out more information about the voting process nearer the time.

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.

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 UFBA Conference (Hui) 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 Hui, are they able to come with me?

Partners are welcome to attend any of the Hui sessions; however, day catering will not be provided for them. If they wish to have the full benefits of participating in UFBA Conference (Hui), 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 Gilpin, but you may choose to book through another provider if you wish. You must advise us of your travel details well before Conference (Hui) 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

UFBA AGM & Conference (Hui) 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 & 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.

UFBA AGM & Conference (Hui) 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 (Hui) Notification of Delegate Form and return to the UFBA office no later than 28 September 2022, 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.

As an AGM & Conference (Hui) Delegate, you must attend the full and complete UFBA AGM & Conference (Hui) programme to qualify for funding. Lateness and early departure before the close of Hui will not be tolerated unless you have permission from the 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

No changes are permitted to flights that have been confirmed and the full fare will be charged to you.

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

Should you have any reason or need to cancel your UFBA AGM & Conference (Hui) booking, your registration fee will be retained and you will be billed for any flights and accommodation bookings made on your behalf, unless you can provide written evidence as to your poor health, or extenuating circumstances that prohibit you from attending.

EXPENSE CLAIMS FOR UFBA DELEGATES

The final date for expense claims to be received by the UFBA office is **28 November 2022**, absolutely no exceptions, regardless of what category you come under. Please submit these as early as possible after Hui 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.

UFBA Conference (Hui) 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.

DISCLAIMER

Information in the registration pack is correct at the time of printing. Please note that some information may change, and this will be reflected in the online registration when a delegate/observer completes their registration.

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. Images may be kept for historical purposes.

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:

Gilpin Corporate Travel

Account No: 06-0193-0293830-01

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 2.6% will be applied to the total. Note that debits will show on your statements as being from Gilpin Corporate Travel Ltd, the trading name for Gilpin Groups and Events.

Please contact Gilpin Travel directly – (09) 361 4730 opt 5 or ufba@gilpin.co.nz

Please do not make any payments directly to the UFBA.

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.



CONTACT DETAILS

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UFBA Events Coordinator

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Gilpin Corporate Travel Ltd

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Join our Facebook **[unitedfirebrigades](https://www.facebook.com/unitedfirebrigades)**



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



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

United Fire Brigades' Association (UFBA)

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