



ACTIVATE

145th UFBA
AGM
3 NOV 2023

EMERGING LEADERS
CONFERENCE HUI
4-5 NOVEMBER 2023

NEW FORMAT

WE'RE DOING THINGS A BIT DIFFERENTLY THIS YEAR...

The 145th UFBA AGM will remain an in-person meeting as members have requested, covering all the constitutional requirements. Your brigade's voice is essential to help shape your Association, vote for your next Vice President and vote for Motions.

It is still important that Member Brigades nominate their delegate to represent them at the AGM – and observers are also encouraged to attend so they can learn how to participate at future AGMs.

The 2023 UFBA Emerging Leaders Conference Hui has been redesigned based on membership feedback over the years, which made it clear that leadership and succession is important to you all. We are giving you the opportunity to develop an emerging leader within your brigade.

The purpose of the Conference aims to “activate” emerging leaders and we are recommending that existing leaders identify these people who can enhance the leadership within their brigades by developing their skills and knowledge.

You've built a strong foundation, now let's nurture the next generation coming through, so they can help shoulder the responsibility.

We would like all members to consider:

1. Are you an existing leader? If so, think about who you would like to “activate” and grow into a leader to support you.
2. Are you an emerging leader? We want you! Speak to your brigade leader and have a conversation about your future development.

KEY DATES

3 JULY

UFBA AGM & Emerging Leaders Conference Hui registration opens - visit www.ufba.org.nz
UFBA notice of vacancies and call for motions sent to member brigades.

3 AUGUST

UFBA seconded motions received by CEO.

3 SEPTEMBER

Nominations for Vice President received by CEO.

3 SEPTEMBER

UFBA AGM & Emerging Leaders Conference Hui registration closes.
No late registrations will be accepted.

- Cut off for UFBA AGM Delegate Nomination forms to be received by the UFBA Events Team.
- Close off for all Conference Hui Emerging Leader Representative Nomination Forms.
- 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.

Now closing
3 October 2023

3 NOVEMBER

145TH UFBA AGM 2023

Michael Fowler Centre, 111 Wakefield St, Wellington.

4-5 NOVEMBER

UFBA AGM and EMERGING LEADERS CONFERENCE HUI 2023

3 DECEMBER

Last date to submit expense claim forms.

YOUR INVITATION

UFBA PRESIDENT AMBER HOLLIS

It has been a year of connecting and engaging with each other and I am looking forward to being able to come together again at the 145th UFBA AGM and Emerging Leaders Conference Hui 2023.

I invite and encourage all Brigades to send a delegate to our in-person 145th UFBA AGM in Wellington on 3 November. This is your opportunity to have your say and shape your Association.

I am also excited to open the registrations for our first Emerging Leaders Conference Hui. This reshaped conference is aimed at emerging leaders, activating their minds, encouraging succession planning, enhancing the existing leadership within the brigade and build a strong future for the membership. I encourage all Brigades to send an emerging leader representative to develop their skills and share the responsibility of leading your brigade.

I would like to take this opportunity to thank everyone for continuing engagement through working groups, brigade functions, workshops and challenges. These events are what keep us connected to each other and the bigger picture of what is happening out there in Aotearoa.

Included in this pack is the event information, the Delegate Nomination form, Emerging Leaders Conference Hui Representative form, Vice President nomination form, Notice of AGM, and Notice of Motion of change to the constitution to be completed and submitted by their due dates. There are no Board Director vacancies this year.

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 progress forward to the exciting and solid years ahead for your UFBA.

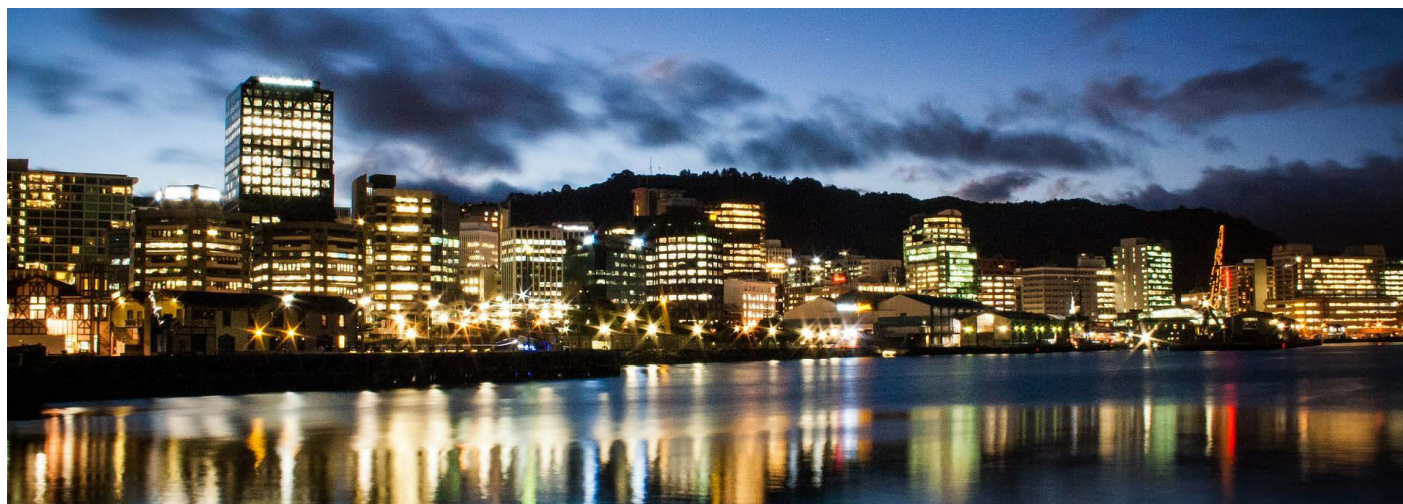
Kia kaha, kia Kotahi rā
Our strength is our unity.



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REGISTRATION INFORMATION

Please carefully read the below information about registration types. Due to the split of the AGM from the Emerging Leaders Conference Hui, it is crucial that members are aware of the different categories that they should register under.

AGM ONLY

All AGM-only attendees will be travelling home once the AGM has concluded on Friday afternoon.

DELEGATES

Each member brigade shall be entitled to have one delegate, who must attend and vote at the AGM. 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). They must fill out the included AGM Delegate Nomination Form and send to the UFBA Events Team before registrations close.

OBSERVERS

Additional members of your brigade may attend as Observers. These observers 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 PRESIDENTS AND LIFE HONORARY MEMBERS

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.

EMERGING LEADERS CONFERENCE HUI ONLY

All Emerging Leaders Conference Hui only attendees will be flown in on Friday, to be ready for an early start on Saturday.

Each member brigade is entitled to have one Emerging Leader Representative attend with all costs included. Additional Emerging Leader Representatives may also attend for an additional fee and self-funded travel.

All Emerging Leader Representatives must be nominated by their brigade and fill out the included Conference Hui Emerging Leader Nomination Form and return to the UFBA Events Team before registration closes.

BOTH AGM & CONFERENCE HUI

Your travel will be arranged to accommodate attending both events.

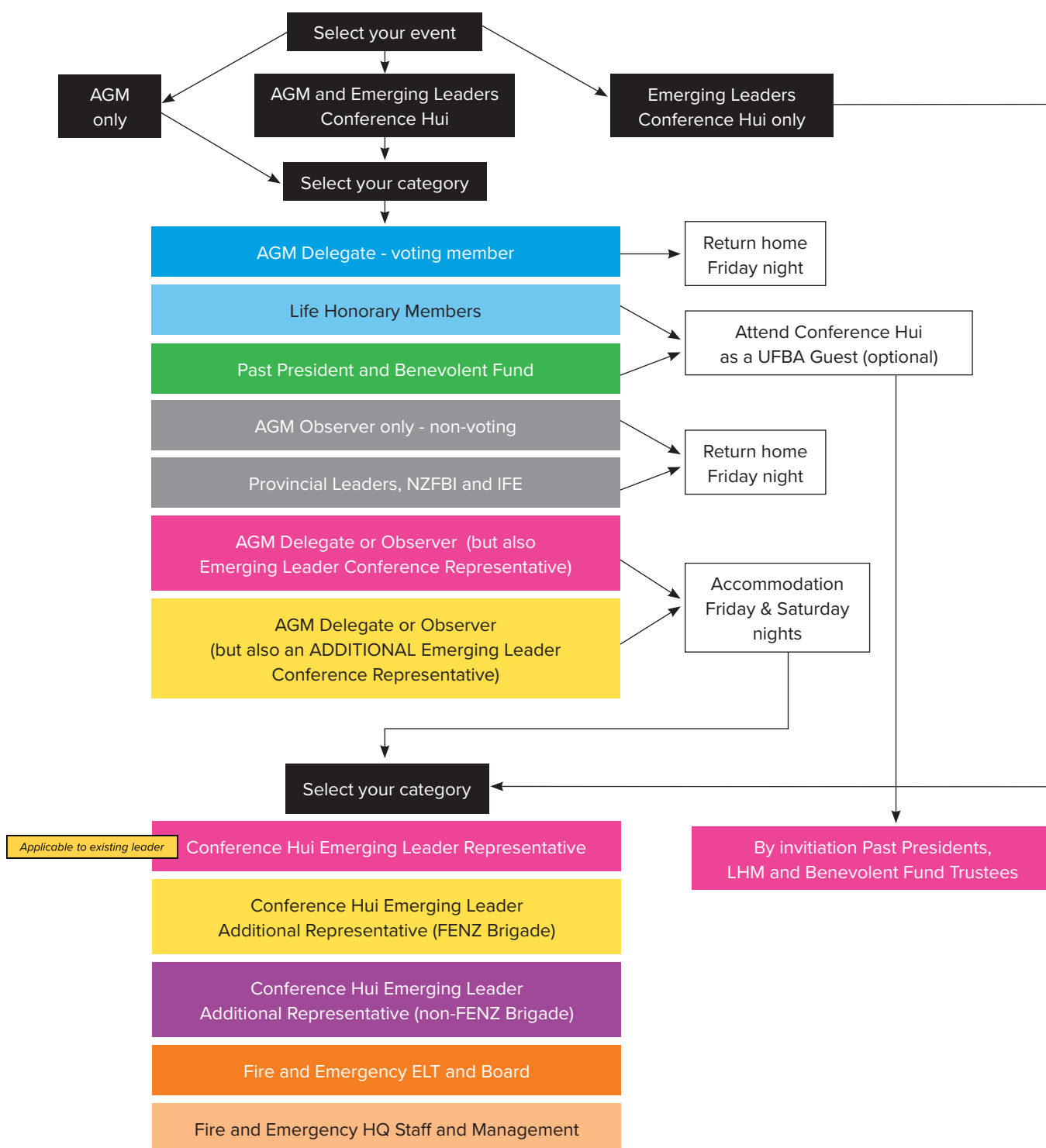
If you are representing your brigade as the AGM Delegate and continuing on as your brigade's Conference Hui Emerging Leader Representative, you must meet both of the above requirements.

Added 17/08/23 - Existing leaders are now fully funded to attend both events

REGISTRATION TYPE TABLE WITH FUNDING INFORMATION

Registration Type	AGM Attendance	Conference Attendance	Emerging Leaders Dinner	Flights	Accommodation	Transfers	Partner at Past-President breakfast
AGM Delegate Voting Member (All Member Brigades)	<i>Included</i>	<i>Not included</i>	<i>Not included</i>	<i>Included</i>	<i>Included if required</i>	<i>Included</i>	
UFBA Observer (Non-Voting) includes Provincial Leaders, NZFBI & IFE	<i>\$120 to cover catering costs</i>	<i>Not included</i>	<i>Not included</i>	<i>At own cost</i>	<i>At own cost</i>	<i>Included</i>	
UFBA Past Presidents, LHM & Benevolent Fund Trustees	<i>Included</i>	<i>Optional</i>	<i>Optional</i>	<i>Included</i>	<i>Included if required</i>	<i>Included</i>	<i>\$40</i>
Conference Hui Emerging Leader Representative (FENZ Brigade) <small>Applicable to existing leader</small>	<i>Optional, must be elected by brigade</i>	<i>Included</i>	<i>Included</i>	<i>Included</i>	<i>Included</i>	<i>Included</i>	
Conference Hui Emerging Leader Additional Representative	<i>Optional, must be elected by brigade</i>	<i>\$300</i>	<i>Included</i>	<i>At own cost</i>	<i>At own cost</i>	<i>Included</i>	
Conference Hui Emerging Leader Representative (Non-FENZ Brigade, Industrial, Military)	<i>Optional, must be elected by brigade</i>	<i>\$300</i>	<i>\$100</i>	<i>At own cost</i>	<i>At own cost</i>	<i>At own cost</i>	
Fire and Emergency Executive Leadership Team & Board	<i>N/A</i>	<i>Included</i>	<i>Included</i>	<i>At own cost</i>	<i>At own cost</i>	<i>At own cost</i>	
Fire and Emergency HQ Staff & Management	<i>N/A</i>	<i>\$300</i>	<i>\$100</i>	<i>At own cost</i>	<i>At own cost</i>	<i>At own cost</i>	
Partners	<i>N/A</i>	<i>N/A</i>	<i>\$100</i>	<i>At own cost</i>	<i>At own cost</i>	<i>\$40</i>	

All prices are exclusive of GST



COLOUR KEY

 Fully funded for travel, no accommodation required	 Self-funded travel and accommodation Friday & Saturday nights, subsidised \$300 registration fee and dinner ticket
 Funded for travel, not accommodation	 Self-funded travel and accommodation, subsidised \$300 registration fee, dinner ticket additional \$100
 Fully funded for travel, accommodation required for Thursday	 Self-funded travel and accommodation, all event and catering costs included
 Self-funded travel, no accommodation required, \$120 for catering costs	 Self-funded travel and accommodation, subsidised \$300 registration fee, dinner ticket additional \$100

145TH UFBA ANNUAL GENERAL MEETING

SCHEDULE

FRIDAY 3 NOVEMBER

UFBA AGM

0715hrs	Past Presidents Breakfast with UFBA Board Michael Fowler Centre, Lion Harbour View Lounge
0800hrs	AGM registration opens All AGM delegates arrive at Michael Fowler Centre throughout the day
1300hrs	AGM starts
1700hrs	AGM projected end
All AGM only attendees travel home	

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:

- **Vice President**

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 AGM.

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 **3 August 2023**. 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 NOMINATIONS

Nominations for the Vice President will close on **3 September 2023**. 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? Alternatively 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.



EMERGING LEADERS **CONFERENCE HUI**

4-5 NOVEMBER 2023

ACTIVATE

UFBA CONFERENCE HUI 2023

Recognising everyone has a different fuel to activate them, the UFBA Conference Hui will:

ACTIVATE

the leader within to aspire growth, change and inspire others.

ACTIVATE

your mind by challenging your way of thinking, creating new thoughts, fresh ideas and nurturing critical thinking skills.

ACTIVATE

your passion by being energised, motivated and invigorated.

ACTIVATE

your interest and curiosity in new technologies and ways of doing things.

ACTIVATE

culture change developing new behaviours and approaches.

Stay connected with UFBA 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



SCHEDULE

FRIDAY 3 NOVEMBER

TRAVEL DAY

- 1700 hrs Conference registration opens at Michael Fowler Centre for conference delegates
- 1800 hrs Registration closes
- Free Night For conference attendees

SATURDAY 4 NOVEMBER

CONFERENCE DAY 1

- 0730 hrs Registration (for those who haven't registered)
- 0830 hrs Opening address from UFBA Board Chair & FENZ Board Chair
- 0900 hrs **KEYNOTE:** Dave Letele
- 1010 hrs *Morning Tea*
- 1040 hrs **Workshops**
Auditorium: Modelling standards of behaviour and leading effective teams
Lion Harbourview Lounge: Having difficult conversations
- 1200 hrs *Lunch*
- 1300 hrs **Workshops**
Auditorium: Having difficult conversations
Lion Harbourview Lounge: Modelling standards of behaviour and leading effective teams
- 1500 hrs *Afternoon Tea*
- 1530 hrs Fire and Emergency CE Kerry Gregory
- 1630 hrs **KEYNOTE:** Melissa Clark-Reynolds
- 1730 hrs End of Day
- 1900 hrs Emerging Leaders Dinner at Tākina Events Centre

SUNDAY 5 NOVEMBER

CONFERENCE DAY 2

- 0800 hrs *Breakfast in the Renouf Foyer*
 - 0900 hrs Welcome
 - 0910 hrs **KEYNOTE:** Vitale Lafaele
 - 1000 hrs Fire and Emergency Presentations
 - 1100 hrs **KEYNOTE:** Mark Inglis
 - 1200 hrs End of Hui *and light lunch*
- Attendees transported from Michael Fowler Centre to Airport for departure.

IMPORTANT FUNDING INFORMATION

UFBA will be funding AGM only attendees for Friday. Fire and Emergency are funding Emerging Leader Representatives for the Conference Hui on Saturday and Sunday. Delegates and Representatives who are funded are required to attend their selected events. If you do not attend your selected events, 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 AGM or Emerging Leaders Conference Hui will be not tolerated unless there are extenuating circumstances, and you have permission from the Chair of the Board.

KEYNOTE SPEAKERS

MARK INGLIS

Mark had a passion and love of the outdoors from childhood. He started work at Mt Cook as a trainee ranger but with his love of mountaineering, soon became one of the regions professional Search and Rescue Mountaineers. In November 1982, Mark and climbing partner Philip Doole became trapped near the summit of Mt Cook in a storm that was to last 13-and-a-half days. The resulting stay in the ice cave - now known as Middle Peak Hotel - resulted in both men almost losing their lives.

Mark has presented to over 200,000 people across the world, inspiring them to embrace challenge, to develop the attitude to excel. It is this combination of achievement in the face of seemingly overwhelming odds and his ability to interpret this to a wide range of people that resulted in the honour of being both a delegate and panellist at the UN partnered 2009 Global Creative Leadership Summit in New York, presenter at TEDx Chicago 2011 and guest lecturer for the Oxygen series in the UK, November 2011.



MELISSA CLARK-REYNOLDS



Melissa Clark-Reynolds ONZM, ChMInstD, is widely recognised as an inspirational role model and business leader.

Melissa became a Futurist and Professional Director after 25 years' experience as a technology entrepreneur and CEO of a

number of Technology companies. Melissa sits on the Boards of Weta Workshop, Atkins Ranch, Alpine Energy and Daffodil Enterprises. She is former Deputy Chair of Radio NZ, Director of Jasmax Architects and Kiwi Insurance. Melissa was the first

non-farmer Director of New Zealand Beef + Lamb, a Member of MPI's Primary Growth Partnership Investment Advisory Panel, a Member of EECA's LEV Panel and Chair of the LINZ Risk & Audit Committee.

Melissa works with companies to understand the future and become resilient while shaping the kind of world they want. She has a particular focus on sustainable business models and decarbonisation. Melissa received the ONZM for Services to Technology in 2015. She is a highly experienced and sought after speaker on what is coming next, new technologies and how we navigate complexity and uncertain futures.

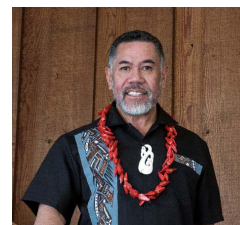
VITALE LAFAELE

Vitale Lafaele's life journey started in Grey Lynn his family migrating from Samoa in the 1960s. He left school without any qualifications, his first job a labourer in South Auckland.

Vitale spent 7 years in the SAS and joined Police where he served for 30 years. He rose through the ranks to Armed Offenders Squad (AOS) Commander, Special Tactics Group (STG) Tactical Commander, and Area Commander Counties Manukau. Under his leadership, tactical squads deployed in some of the most nationally significant events such as the Napier siege, Urewera anti-terrorist raids, and the New Lynn hostage rescue. Sadly, Vitale suffered major health issues and had to leave

Police. His world came crashing down now disabled and unemployed which led to an 18-month journey as he navigated his new life. In 2018, Vitale reset gaining fulltime employment and launching his keynote speaking business.

Vitale's journey is fascinating, powerful, and impactful. His story so compelling he was invited to keynote as a TEDx speaker in 2021. In 2022 he was approached to share his story by Harper Collins NZ, his autobiography to be launched in 2023.



DAVE LETELE



Former professional boxer, Dave Letele (AKA Brown Buttabeen), is a South Auckland community leader who uses his platform to advocate for families in need.

After a near-death experience which pulled him out of a downward spiral, he embarked on a journey that led to him owning several businesses, playing rugby

league all over the world, becoming a professional boxer, losing almost 100 kg in body weight, and starting over.

Dave is an inspiration to thousands of Kiwis, achieving his transformation purely through hard work and dedication. Starting

his platform via his private Facebook group where over 10,000 people have achieved life-changing levels of weight loss, Dave went on to found his company Buttabeen Motivation (BBM), where he and his team are currently working with public health and social service providers across Auckland to deliver his highly effective BBM programs to improve the health outcomes for obese people.

Nothing quite beats a real story straight from the heart. Dave will take you on a roller coaster ride of emotions where you will come out the other side understanding the power of determination, perseverance, hard work, taking that first step and hope!

YOUR NEEDS CATERED FOR

Travel and accommodation is organised through Gilpin Travel. Please refer to the registration type table and flow chart for funding criteria. Please do not book your own arrangements, these will be automatically made for you by Gilpin Travel 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 \$25.00 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 function 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 Emerging Leaders Conference Hui date. Please ensure you register online with an email address that you check regularly.

ACCOMMODATION

FUNDED ACCOMMODATION FOR NOMINATED EMERGING LEADERS CONFERENCE HUI REPRESENTATIVES

Applicable to existing leader

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 Emerging Leaders

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 Emerging Leaders 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. Ensure that your coperson has agreed to share.

FUNCTIONS & MEALS

All lunch and tea breaks throughout the UFBA Emerging Leaders Conference Hui are provided for all registered participants.

FOR EMERGING LEADERS CONFERENCE HUI REPRESENTATIVES

Applicable to existing leader

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' in the Renouf Foyer.

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

The UFBA Emerging Leaders Dinner ticket is to be selected at the time of registration. Partners are an additional cost. The UFBA does not cover the cost of beverages. There will be a bar available which is cashless and EFTPOS only.



CONTACT DETAILS

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

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