



**CONFERENCE HUI 2025**

**RESPONDING TO TOMORROW**

INSPIRE • DISCOVER • DEVELOP • NETWORK



# UFBA AGM & CONFERENCE HUI 2025

The UFBA AGM & Conference Hui 2025 has been purposefully designed based on membership feedback over the years.

This is an interactive, in-person event, where delegates can engage with highly motivating, inspiring, and relevant speakers, while also meeting UFBA constitutional requirements during the AGM.

Your brigade's voice is essential to help shape your Association during the AGM, vote for your next Vice President, Board Members, and Motions. It is important that Member Brigades nominate their delegate to represent them at the AGM & Conference Hui.

*"Responding to Tomorrow" means more than better hoses or faster trucks. It means creating a positive and sustainable environment and looking at new ways to volunteer. It means building resilience and preparing our communities, not just protecting them. It means embracing technology but never losing the human connection.*



## TE PAE CHRISTCHURCH CONVENTION CENTRE

We are excited to be returning to the stunning Te Pae Christchurch Convention Centre. This venue has been purpose-built for large, interactive conferences and exhibitions.

## KEY DATES 2025

7 JULY	<b>UFBA AGM &amp; Conference Hui 2025 Registration opens</b> - visit <a href="http://www.ufba.org.nz">www.ufba.org.nz</a> UFBA Notice of AGM, vacancies, call for motions and Delegate Nomination forms sent to members
7 AUGUST	UFBA seconded motions received by CEO.
7 SEPTEMBER	Nominations close for Vice President and received by CEO. Nominations close for 2x UFBA Board Directors and received by CEO. <b>UFBA AGM &amp; Conference Hui 2025 Registration closes.</b> No late registrations will be accepted. <ul style="list-style-type: none"><li>Close off for all AGM &amp; Conference Hui Delegate Nomination Forms and online registrations.</li></ul>
7 OCTOBER	UFBA Constitutional AGM information, Annual Report, notification of nominated candidates and proposed motions will be available on the UFBA website. A final information email will be sent to all registered attendees one week prior to the event.
7 NOVEMBER	<b>147<sup>TH</sup> UFBA AGM 2025</b> Te Pae Christchurch Convention Centre - 188 Oxford Terrace, Christchurch City Centre
8-9 NOVEMBER	<b>UFBA CONFERENCE HUI 2025</b> Te Pae Christchurch Convention Centre - 188 Oxford Terrace, Christchurch City Centre
9 DECEMBER	Last date to submit expense claim forms.



# UFBA AGM & CONFERENCE HUI 2025

## UFBA PRESIDENT JEFF MANSON

Kia ora members,

I warmly invite and encourage all member brigades to send a delegate to the UFBA AGM and Conference Hui 2025, which is returning to Ōtautahi Christchurch for another exciting event at the beautiful Te Pae Christchurch Convention Centre.

It has been a fantastic year so far and we look forward to covering off the highlights in the Annual Report and AGM, but changes are on the horizon.

That is why the theme for this year's Conference Hui is Responding to Tomorrow; we need to be ready for what's coming our way – whether that be operational, societal, environmental, or technological.

As emergency responders, it is our norm to be reactive, and we know, to safely react with the professionalism we all have, it takes a lot of training. The UFBA Conference Hui is your 'training' for what's coming next, to help us look ahead to the future on the horizon and get prepared to respond to tomorrow, together.

The Conference Hui has been designed with input from you. The UFBA Management Team appreciate the feedback received from members to help build the 2025 event and we are all excited to share with you the full lineup of expert keynote speakers, facilitators, and presenters in the coming weeks.

AGMs are important too. Not only is it a requirement for the UFBA to hold these meetings, but they are also a valuable opportunity for you to engage with your association, have your say, and vote on future UFBA officials.

Included in this pack is the event information, Notice of AGM, the Delegate Nomination form, Vice President Nomination form, Board Director Nomination form, and Notice of Motion of change to the constitution to be completed and submitted by their due dates.

Please make the effort to attend, listen, and learn. You will also be able to network with colleagues from all across the country and engage with sector leaders and exhibitors.



One delegate per FENZ brigade is fully funded to attend, however, I strongly encourage brigades to consider funding an additional delegate to share in all the benefits of this event and help with supporting the development of your brigade.

I look forward to seeing you there.

Kia kaha, kia kotahi rā  
Our strength is our unity

Ngā mihi,  
Jeff

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With support from:







# REGISTRATION INFORMATION

Please carefully read the information below about different registration types.

## DELEGATES

Each member brigade shall be entitled to have one delegate, who must attend and vote at the AGM, and participate in the one and a half days of Conference Hui. 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.

## ADDITIONAL DELEGATE (FORMERLY OBSERVER)

Additional members of your brigade may attend. These additional delegates 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 be assigned accommodation and travel for your appropriate registration type. Separate communication outlining your entitlements will be sent to you directly.

## PARTNERS

Partners of firefighters are an important and greatly appreciated part of the brigade family, fully immersed in the social activities and the greatest support for the firefighters themselves. This year, a small group of partners are offering an opportunity for partners to meet and mix together while the conference is in session. This will include user-pay network time on Friday afternoon, with the opportunity to arrange activities and tag along with others over the Saturday or just to catch up. If your partner is interested in participating, you will be able to include this information in your own online registration.

## REGISTRATION TYPE TABLE WITH FUNDING INFORMATION

Registration Type	AGM Attendance	Conference Attendance	Conference Dinner	Flights	Accommodation	Transfers
<b>Delegate (FENZ Brigades - 1 per brigade)</b>	<i>Included (UFBA funded)</i>	<i>Included (FENZ funded)</i>	<i>Included (FENZ funded)</i>	<i>Included (FENZ funded)</i>	<i>2 nights (FENZ funded)</i>	<i>Included (FENZ funded)</i>
<b>Delegate (Non-FENZ Brigade, Industrial, Military)</b>	<i>Included (UFBA funded)</i>	<i>\$300</i>	<i>\$80</i>	<i>At own cost</i>	<i>At own cost</i>	<i>Included</i>
<b>Additional Delegate</b> (includes NZFBI & IFE) <i>formerly observer</i>	<i>Included (UFBA funded)</i>	<i>\$300</i>	<i>\$80</i>	<i>At own cost</i>	<i>At own cost</i>	<i>Included</i>
<b>UFBA Past Presidents &amp; Benevolent Fund Trustees</b>	<i>Included (UFBA funded)</i>	<i>Included (UFBA funded)</i>	<i>Included (UFBA funded)</i>	<i>Included (UFBA funded)</i>	<i>Thursday night funded by UFBA (additional nights at own cost)</i>	<i>Included</i>
<b>UFBA LHMs</b>	<i>Included (UFBA funded)</i>	<i>Included (UFBA funded)</i>	<i>Included (UFBA funded)</i>	<i>Included (UFBA funded)</i>	<i>At own cost</i>	<i>Included</i>
<b>Fire &amp; Emergency ELT &amp; Board</b>	<i>N/A</i>	<i>Included</i>	<i>\$80</i>	<i>At own cost</i>	<i>At own cost</i>	<i>At own cost</i>
<b>Fire &amp; Emergency Staff &amp; Management</b>	<i>N/A</i>	<i>\$300</i>	<i>\$80</i>	<i>At own cost</i>	<i>At own cost</i>	<i>At own cost</i>

All costs above are excluding GST.



Te Pae Convention Centre, Christchurch



# TRAVEL DAY AND UFBA AGM

## FRIDAY 7 NOVEMBER

## UFBA AGM

0800 hrs	Registration opens at Te Pae Convention Centre All delegates arrive at venue throughout the day Secure bag check available Exhibition Hall open
1200 hrs	Registration closes (approx.)
1230 hrs	Light Lunch in Exhibition Hall
1300 hrs	AGM starts
1700 hrs	AGM ends (approx.)



Please note these timings are indicative only and may change according to flight times

## 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**
- **Board Director (1)**
- **Board Director (2)**

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.**

Details of candidates and motions will be available at least one month prior to AGM.

#### DO WE HAVE YOUR CORRECT EMAIL ADDRESS?

Update your contact details: [connect@ufba.org.nz](mailto:connect@ufba.org.nz)

### UFBA SECONDED MOTIONS

Seconded motions must be received by the CEO by **7 August 2025**. The form to submit a motion is available on the UFBA website.

### UFBA VICE PRESIDENT NOMINATIONS

Nominations for the UFBA Vice President will close on **7 September 2025**. The nomination form is available on the UFBA website.

### UFBA BOARD DIRECTOR NOMINATIONS (2)

Nominations for the UFBA Board Directors will close on **7 September 2025**. The nomination form is available on 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.



# CONFERENCE HUI SCHEDULE

## SATURDAY 8 NOVEMBER 2025

## CONFERENCE HUI DAY 1

- 0830 hrs** Karakia, Welcome and Opening Addresses
- 0900 hrs** Conference Hui Day starts in Te Pae Auditorium
- 1230 hrs** Lunch in Exhibition Hall
- 1730 hrs** End of Conference Hui Day 1
- 1930 hrs** Conference Dinner Function in Te Pae River Room
- *Cashless venue, EFTPOS available*
  - *Limited tickets available for partners*

## SUNDAY 9 NOVEMBER 2025

## CONFERENCE HUI DAY 2

- 0800 hrs** Exhibition Hall opens
- 0900 hrs** Brunch with Exhibitors
- 0945 hrs** Conference Hui Day 2 starts in Te Pae Auditorium
- 1215 hrs** End of Conference Hui

## KEYNOTE SPEAKERS AND FACILITATORS

Keep an eye on the UFBA social media for announcements on our exciting line up of expert keynote speakers, presenters, and facilitators!



## DRESS CODE

### FRIDAY

Service Uniform or equivalent business attire

### SATURDAY & SUNDAY

Dark blues / Level 1 Uniform or equivalent

### CONFERENCE DINNER

Smart casual

## IMPORTANT FUNDING INFORMATION

UFBA will be funding AGM delegates for Friday. Fire and Emergency are funding Delegates for the Conference Hui on Saturday and Sunday. Delegates who are funded are required to attend the 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 Conference Hui will be not tolerated unless there are extenuating circumstances, and you have permission from the Chair of the Board.



# YOUR NEEDS CATERED FOR

## 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 Christchurch. 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 Christchurch, and may be reimbursed up to \$25.00 per day. Pre-booking parking and car sharing is recommended. 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.

The Exhibitors' Brunch and the Dinner are at Te Pae and transfers are not required for those staying in UFBA provided accommodation. 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 NOMINATED DELEGATES

We have many accommodation providers for Delegates in Christchurch 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. Ensure that your coperson has agreed to share.

## FUNCTIONS & MEALS

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

### FOR DELEGATES

One breakfast per day for **Friday and Saturday only** is charged back to your hotel room and will be paid for by the UFBA (excluding room service delivery charges). **Sunday** breakfast will be catered for at the Exhibitors Brunch function in the Te Pae Exhibition Hall. Any other costs must be settled at the hotel during checkout.

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

The UFBA 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**

**UFBA Events Team**

[events@ufba.org.nz](mailto:events@ufba.org.nz)

Lisa Mead - 027 238 8975

Alex Nolan - 027 213 4646

Makayla Patel - 027 580 7930

**Gilpin Corporate Travel Ltd**

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