UFBA
UNITED FIRE BRIGADES' ASSOCIATION
AGM & Hui 26

DRIVEN to RESPOND

2026 Registration Pack

The UFBA AGM & Conference Hui 2026 has been purposefully designed based on membership feedback over the years.

This is an interactive, in-person event, where delegates can engage with 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 and Motions. It is important that Member Brigades nominate their delegate to represent them at the AGM & Conference Hui.

The theme of the hui is "Driven to Respond" - it brings together experience, learning, and reflection with a clear purpose: to better understand the realities of brigade life and strengthen the support around it. It is about learning from one another, building confidence through shared practice, and ensuring every member is equipped to perform at their best. Because when the alarm sounds, readiness is tested, and our members are driven to respond.

NZ INTERNATIONAL CONVENTION CENTRE

We are excited to host the UFBA AGM & Conference Hui at the beautiful new NZ International Convention Centre (NZICC) in Tāmaki Makaurau Auckland. This purpose built conference venue will support an unforgettable experience for our 2026 delegates.

KEY DATES 2026

23 JUNE	**UFBA AGM & Conference Hui 2026 Registration opens** - visit www.ufba.org.nz UFBA Notice of AGM, vacancies, call for motions and Delegate Nomination forms sent to members
23 JULY	UFBA seconded motions received by the Chief Executive.
23 AUGUST	Nominations close for Vice President and received by Chief Executive. **UFBA AGM & Conference Hui 2026 Registration closes.** No late registrations will be accepted. • Close off for all AGM & Conference Hui Delegate Nomination Forms and online registrations.
23 SEPTEMBER	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.
23 OCTOBER	**148TH UFBA AGM 2026** New Zealand International Convention Centre 101 Hobson Street, Auckland
24-25 OCTOBER	**UFBA CONFERENCE HUI 2026** New Zealand International Convention Centre 101 Hobson Street, Auckland
25 NOVEMBER	Last date to submit expense claim forms.

UFBA PRESIDENT **LESINA WALDEN**

Kia ora members,

I warmly invite and encourage all member brigades to send delegates to the UFBA AGM & Conference Hui 2026, being held at the brand-new NZ International Convention Centre in Tāmaki Makaurau Auckland.

This year's theme, Driven to Respond, recognises the people at the heart of our fire and emergency service — our members who answer the call when their communities need them most. It reflects the commitment, pride, trust, and sense of duty that unite volunteer and career members alike and acknowledges the vital role our people play in keeping communities safe across Aotearoa.

The Hui is more than a conference. It is an opportunity to come together as one fire and emergency whānau to strengthen capability, share experiences, and learn from one another. It is a chance to reflect on the realities of brigade life, acknowledge the contribution of our frontline workforce, and continue building the support and connections that enable our members to serve safely and effectively.

This kaupapa is especially meaningful as 2026 marks the International Volunteer Year, recognising the enormous contribution volunteers make to our communities and to Fire and Emergency New Zealand. This Hui is an important opportunity for both the UFBA and FENZ to show manaakitanga and value to those who continue to serve with dedication and professionalism.

The programme has been designed with input from members, ensuring the topics, speakers, and workshops are grounded in the realities and challenges faced across our brigades. Together, we will explore practical ways to strengthen readiness, better understand our drivers, protect ourselves, and support our people feel heard and valued.

The AGM also remains an important part of this event. It is not only a constitutional requirement, but a valuable opportunity for members to engage directly with their Association, have their say, and participate in shaping the future direction of the UFBA through elections and decision-making through motions.

I encourage every brigade to make the effort to attend, participate, and contribute. Alongside the formal programme, the Hui provides an invaluable opportunity to network with colleagues from across the country, connect with sector leaders and exhibitors, and strengthen the relationships that underpin our service.

One delegate per FENZ brigade is fully funded to attend. However, I strongly encourage brigades to consider supporting additional delegates to share in the learning, development, and connections this event provides. Investing in our people strengthens our brigades and our collective future.

I look forward to seeing you there as we come together, learn together, and continue strengthening the people who are truly driven to respond.

Kia kaha, kia kotahi rā
Our strength is our unity

Ngā mihi,
Lesina

Proudly brought to you by:

UFBA
UNITED FIRE BRIGADES' ASSOCIATION
Serving firefighters for over 140 years

With support from:

WHAKARATONGA IWI
FIRE EMERGENCY
NEW ZEALAND

REGISTRATION INFORMATION

Please carefully read the information below regarding the different registration types and funding information.

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 at the AGM 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
Delegate (FENZ Brigades - 1 per brigade**)**	*Included (UFBA funded)*	*Included (FENZ funded)*	*Included (FENZ funded)*	*Included (FENZ funded)*	*2 nights (FENZ funded)*	*Included (FENZ funded)*
Delegate (Non-FENZ Brigade, Industrial, Military)	*Included (UFBA funded)*	*$300*	*$80*	*At own cost*	*At own cost*	*Included*
Additional Delegate (includes NZFBI & IFE) *formerly observer*	*Included (UFBA funded)*	*$300*	*$80*	*At own cost*	*At own cost*	*Included*
UFBA Past Presidents & Benevolent Fund Trustees	*Included (UFBA funded)*	*Included (UFBA funded)*	*Included (UFBA funded)*	*Included (UFBA funded)*	*Thursday night funded by UFBA (additional nights at own cost)*	*Included*
UFBA LHMs	*Included (UFBA funded)*	*Included (UFBA funded)*	*Included (UFBA funded)*	*Included (UFBA funded)*	*At own cost*	*Included*
Fire & Emergency ELT & Board	*N/A*	*Included*	*Included*	*At own cost*	*At own cost*	*At own cost*
Fire & Emergency Staff & Management	*N/A*	*$300*	*$80*	*At own cost*	*At own cost*	*At own cost*

All costs above are excluding GST.

UFBA AGM TRAVEL DAY

FRIDAY 23 OCTOBER	UFBA AGM
0800 hrs	Registration opens at NZICC 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 voting 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 voting 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 your next **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.**

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**

UFBA SECONDED MOTIONS

Seconded motions must be received by the CE by **23 July 2026**. 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 **23 August 2026**. 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 24 OCTOBER 2026 — CONFERENCE HUI DAY 1

0730hrs	Shared breakfast with Exhibitors in the NZICC Exhibition Hall
0830hrs	Karakia, Welcome and Opening Addresses from UFBA and FENZ Board Chairs in the NZICC Auditorium
0900hrs	**Keynote: Dave (Buttabean) Letele - What Drives Us**
0920hrs	**Spotlight: Bill Butzbach, UFBA CE - United in Purpose. Driven by our Members**
1015hrs	Morning tea
1045hrs	**Learning Lab*** rotation 1
1145hrs	**Learning Lab*** rotation 2
1245hrs	Lunch
1345hrs	**Learning Lab*** rotation 3
1445hrs	**Q & A with** Fire and Emergency
1515hrs	Afternoon tea
1545hrs	**Keynote: Lance Burdett - Drivers to Predict PTS**
1630hrs	End of Hui Day 1
1900hrs	Conference Dinner in the Auditorium (cashless venue, EFTPOS available)
2300hrs	End of Dinner

***Learning Labs** *are facilitated interactive workshops that provide unique opportunities for UFBA and FENZ to learn from our members and hear about what they need to be a sustainable workforce. The three Learning Labs will run concurrently so that all delegates are rotated through each workshop to have the opportunity to feed into each topic. The three Learning Labs are:*

- **FENZ Prevention:** how can members utilise FENZ resources for community engagement and building stronger communities.
- **FENZ People:** gathering insights.
- **UFBA:** gathering insights about what members want from their association.

SUNDAY 25 OCTOBER 2026 — CONFERENCE HUI DAY 2

0730hrs	Exhibition Halls open for you to visit
0800hrs	Breakfast in the Auditorium
	Member Spotlight: What Drives You to Respond, hosted by MC
0845hrs	**Panel: Driving Emergency Response**
0945hrs	**Case Study: FENZ Level 2 Investigation - Driving Continuous Improvement**
1025hrs	Tea & Coffee Break
1100hrs	**Keynote: What Drives Māori Community Response**
1140hrs	**Celebrating International Volunteer Year: Brigade of the Year**
1215hrs	End of hui

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 all 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.

TRAVEL

BY AIR

If you are eligible for flights, 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 once rooms are allocated. 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 Auckland. 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 Auckland, 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 breakfasts and the Saturday dinner are at NZICC 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 Auckland 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

If you are funded to have Thursday night accommodation, one breakfast for **Friday only** is charged back to your hotel room and will be paid for by the UFBA (excluding room service delivery charges). **Saturday and Sunday** breakfasts will be catered for at NZICC. Any other costs must be settled at the hotel upon checkout.

Friday night is a free night, funded delegates can spend up to $50 inc. GST and arrange their own meal. Please keep your GST receipt for your expense claim.

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

The UFBA Dinner ticket for Saturday night 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**.

United Fire Brigades' Association (UFBA)
86 Main Rd, PO Box 56079, Tawa, Wellington 5028
04 237 0265 / events@ufba.org.nz

UFBA
UNITED FIRE BRIGADES' ASSOCIATION
AGM & Hui 26

DRIVEN to RESPOND

CONTACT DETAILS

UFBA Events Team
events@ufba.org.nz
Lisa Mead - 027 238 8975
Lilla Rutherford - 027 580 7930

Gilpin Corporate Travel Ltd
ufba@gilpin.co.nz
09 361 4730 opt 5