

To: Wattie Watson, National Secretary NZPFU

From: Georgia Choveaux, Principal Advisor Workplace Relations

Date: 2 November 2023.

Overview

This memo shares how Fire and Emergency New Zealand will give effect to the health checks as agreed in the Terms of Settlement at Clause 31. The intent is to promote and enable easy access to this benefit. We are grateful for the PFU feedback we received.

Claims Process

Overall, the claims process will follow the standard expense claim reimbursement. Practically, this means completing the following Microsoft Form <https://forms.office.com/r/XuKYVjtzQc>, where staff will provide eligibility information and submit an expense claim form with a GST receipt. Fire and Emergency will pilot paying these once a month at the end of the month. We are seeking to ensure timely payments, whilst ensuring the work is manageable for the staff member administering the claims. Personnel will need to login with their Fire and Emergency email address to access the Microsoft Form.

Claim Parameters

Fire and Emergency will consider any claim from firefighters or officers as well as trainers and fire investigators (as defined in 2 February 2023 letter) for health services purchased after ratification, 18 December 2022. Fire and Emergency will pay a maximum of one claim per year and the 'year' will be calculated based on the date of eligibility for these health checks. This will see those covered at ratification having their year being calculated commencing from 18 December. For staff not covered at date of ratification, their entitlement will be calculated based on the first day of eligibility. Eligible staff can access the full value of the two-year maximum immediately. Fire and Emergency respects patient-doctor confidentiality and acknowledge that there is no requirement for a description of services or checks provided. As such the only required information for a claim to be processed is confirmation that the claimant received health services from a suitably qualified and registered health provider.

Health Check Promotion

Given our Terms of Settlement commitment to baseline testing we will ensure there is easy to access and understand material about how to claim on the portal and will share with the PFU the information we place on the portal.