

# Heads of Agreement

The **New Zealand Fire Service** (NZFS) Board and Management are committed to continuing a constructive, productive relationship with the **New Zealand Professional Firefighters Union** (NZPFU) as NZFS transitions to **Fire and Emergency New Zealand** on 1 July 2017.

This is reflected in the way we engage on a day-to-day basis, the assurances outlined below, and our commitment to the existing Memorandum of Understanding re Engagement between the parties (attached).

## 1 Name of employer to change

As of 1 July 2017, the name of the employer of staff currently employed by the NZFS will change to Fire and Emergency New Zealand. This is a name change only, not a change of employer.

## 2 Collective Agreement to continue in force

The current collective agreement (CEA) between the NZFS and the NZPFU will continue in force. From 1 July 2017, Fire and Emergency New Zealand effectively stands in the place of NZFS as a party to the CEA. No change to terms and conditions will result from the change of the name of the employer.

## 3 Renewing the collective agreement in 2018

The parties to the CEA are committed to early constructive engagement and will commence bargaining at the earliest possible opportunity under the law – at least 40 days before expiry.

## 4 Market data approach to remuneration

The annual review of remuneration levels provided for in the CEA will continue utilising the Hay Market movement formula. This is a binding commitment in the CEA and will continue to apply.

## 5 Overtime rates

The mechanism in the current CEA to change overtime rates as recorded in the Record of Agreement dated 20 September 2013 will continue to be honoured as an ongoing legal commitment between the parties.

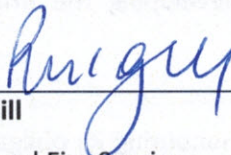
## 6 Gratuities

As confirmed by the Board in its update dated 27 March 2017, gratuities will remain in place for anyone who is currently eligible to receive them. Any new personnel of Fire and Emergency New Zealand, who are employed after 1 July on the CEA will also be eligible to receive gratuities.

## 7 Engaging with recruits

Access facilitated for the NZPFU to address new career recruits and explain the purpose and support offered by the NZPFU.

Signed:



**Paul McGill**

New Zealand Fire Service  
Chief Executive/National Commander

Date: 15 June 2017

Signed:



**Derek Best**

New Zealand Professional Firefighters Union  
Secretary

Date: 15 June 2017

# Memorandum of Understanding re Engagement between:

**New Zealand Fire Service (NZFS)**

and

**New Zealand Professional Firefighters Union (NZPFU)**

as we transition to Fire and Emergency New Zealand on 1 July 2017.

## Principles

Both parties will commit to:

- Early engagement on relevant issues in an open and co-operative manner
- A common ownership of plans, issues and problems as well as the generation of solutions
- Mutual understanding and respect of the respective roles of the parties, acknowledging that both parties may have differing views and interests on particular issues
- An engagement structure, appropriately resourced, that provides opportunities to engage at a national, regional and local level and constructively engage in a timely fashion on issues of importance.

## National Engagement

### Strategy

- The NZPFU will be involved as a key stakeholder in development of Fire and Emergency New Zealand strategy.
- The NZPFU will canvass and represent its members' views to the Fire and Emergency New Zealand when strategy is being formulated.

### Policy/Projects

- Projects planning should consider as part of the planning process, where appropriate, whether:
  - Representatives of the NZPFU should be involved in the project team; and/or
  - When/if the NZPFU should be consulted about the project/workstream, and if so at what stage in the project; and/or
  - When/if the NZPFU should be advised of the outcome/proposed action before it is implemented
- The NZPFU will advise Fire and Emergency New Zealand as to whether a membership endorsement process is appropriate as part of developing the project's terms of reference.

## Change Management

Fire and Emergency New Zealand is committed to honouring its obligations under the Employment Relations Act 2000 and the Collective Agreement with the NZPFU with regards to organisational change.

## Problem resolution

- The parties are committed to swift and informal resolution of problems
- Where appropriate, problems should be raised at a local level in the first instance, with the involvement of the NZPFU National Secretary

- Where problems cannot be addressed informally, the parties will follow the process specified in the collective agreement.

### **NZPFU Annual Conference**

The Chief Executive and Strategic Leadership Team will be invited to attend and address the NZPFU Annual Conference, and will answer questions from the membership.

### **National Engagement Framework**

#### **Strategic Leadership Team**

- The NZPFU Executive will meet with the full Strategic Leadership Team at least twice annually, and may meet at other times as issues and project work dictates.

#### **Monthly meetings**

- Attended by NZPFU Executive, Director People and Capability, Director of Training, National Commander Urban, representatives of Fire Region Managers and Area Managers, Manager ER and HR Services, Principal Advisor Workplace Relations, a Career Board attendee and a regional HR business partner
- Agenda in advance – issues from all parties
- Confidentiality will be maintained
- All issues raised will be discussed
- Content of communication to be agreed if possible
- Timing of communication to be highlighted
- Decision making is to be by consensus where possible
- Each organisation is responsible and accountable for its own actions and resulting outcomes
- Decisions and agreed actions to be recorded at the end of every meeting.

### **Regional Engagement**

#### **Strategy/Policy/Projects**

- The NZPFU will be consulted where appropriate on regional strategy, policy development and projects as a key stakeholder.

#### **Regional Engagement Framework**

- The Executive members of NZPFU locals will meet with management at a regional level at least quarterly. This may be linked with regional management meetings
- The purpose of such meetings is to develop the relationship at a regional level, engage on regional issues, and try to resolve any issues at a regional level.

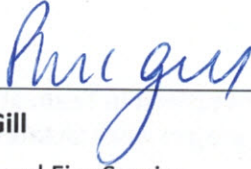
### **Area Engagement**

#### **Area Engagement Framework**

- The parties recognise that effective local relationships are often characterised by frequent, informal contact rather than formal meetings
- In the absence of more frequent informal contact, the Executive members/delegates of NZPFU Locals will meet with area management at least quarterly

- The purpose of such meetings is to develop the relationship at a local level, engage on local issues, and try to resolve any issues at a local level
- The parties are committed to making time to establishing and maintaining a constructive working relationship at a local level.

Signed:

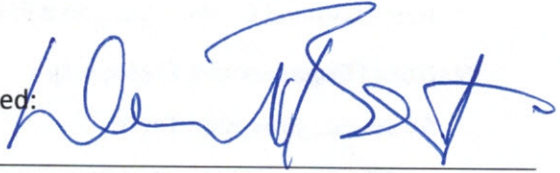


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