

# Statement of Co-operation

Between

**Fire and Emergency New Zealand (FENZ)**



And

**New Zealand Firefighters Welfare Society (NZFWS)**



## **Purpose**

Fire and Emergency New Zealand (FENZ) and the New Zealand Firefighters' Welfare Society (NZFWS) acknowledge that they have certain objectives in common and see value in co-operation where appropriate.

Whilst maintaining their independence, both parties strive to attend to the welfare and wellbeing of FENZ personnel and their families. Furthermore, FENZ encourages the NZ Firefighters' Welfare Society to maximise the benefits attainable to members based on their collective purchasing power.

The parties have agreed to a series of protocols to ensure that co-operation and mutual recognition are maintained.

The parties will, from time to time, enter in to other agreements and protocols to give effect to the intent of this Statement of Co-operation. These will be recorded as Schedules to this Statement of Co-Operation and will have affect according to their tenor, as and when entered into or amended from time to time.

These Schedules will be deemed to be part of this Statement of Co-operation and are expected to include the parties expectations as to the role of the NZFWS in relation to National Welfare Response scenarios, the relationship of NZFWS to specific business units of FENZ such as the Injury Management Unit, Safety Health and Wellbeing, and Human Resources, and details of other means of operationalising this agreement such as details of the Annual Discretionary Grant and local engagement protocols as appropriate.

## **The New Zealand Firefighters' Welfare Society Benefits and Services**

The NZ Firefighters' Welfare Society offers membership to all those who are or who have been associated with FENZ. Specifically, membership is open to volunteer, Urban, Rural and Career Firefighters, management, clerical and support staff.

The Society offers its benefits and services primarily to its members but has a policy of addressing situations of need amongst non-members where appropriate. This is valued by FENZ and recognised by way of an Annual Discretionary Grant to NZFWS. Details of the Grant will be recorded in a Schedule to this Statement of Co-Operation.

The NZ Firefighters' Welfare Society currently provides the following benefits and services.

- A network of representatives at District and brigade level that can provide some assistance to members in a range of areas and circumstances including guidance and direction as to services available and an independent person with whom to discuss needs

- **Hospital / Home Visits to members or their spouses in the event of hospitalisation beyond 24 hours or a home visit if incapacitated through sickness or injury for more than 7 days**
- **Gift Baskets to recognise bereavement or celebrate special occasions**
- **Ambulance Transport**
- **Medical travel assistance for out of town appointments**
- **Hospital Television Hire for those in hospital relieving family of the financial burden**
- **Corrective Lenses to improve quality of life and improve function**
- **Funeral Assistance up to age 65 to reduce the burden in difficult times**
- **Hospital Parking to support families to support those in hospital**
- **Home Help to support recovery for those unable to fend for themselves or whose partners and family are unable to manage otherwise**
- **Hearing Aids to improve quality of life**
- **Birth Benefit for members having children as a small token to recognise the immediate extra costs associated with new born**
- **Adoption Assistance for those going through the adoption process**
- **Counselling services to support those in need**
- **Discretionary Grants and Loans for financial support**
- **Mobility Aid to encourage and support recovery and independence**
- **Holiday Convalescent Homes for rest and recreation and recovery away from home**
- **Disaster Fund to provide cash grants to members in situations of hardship and need**
- **Optional access to discounted services based on a collective purchasing power such as Health Care 99 (This is not an Insurance) which pays out for medical claims.**
- **General insurance and life insurance**

# Agreement

In the interests of encouraging the NZ Firefighters' Welfare Society's activities, the parties have agreed the following

- The NZFWS is recognised by FENZ as a valued provider of services for the welfare and wellbeing benefits of all those associated with FENZ. This statement of co-operation will be promulgated by NZFWS and FENZ.
- FENZ will provide NZFWS representatives with reasonable access to IT communication services, available at the locations for the activities of the Society provided such access does not otherwise interfere or impede the normal BAU. Local management may also provide access to other facilities at their discretion and subject to budget constraints such as use of photocopiers and, if available, a motor vehicle on a case by case basis where there is a need identified and a Welfare Representative is on hand to provide support.
- Membership of NZFWS will be promoted to new members of FENZ through recruitment material provided by NZFWS and general induction. The principle responsibility for promoting membership remains with NZFWS. However, access to all FENZ personnel be they volunteers or employees, and endorsement of the NZFWS will be provided by FENZ.
- Generally, NZFWS will identify through its own personnel those members who may require a visit or other support. However, where personnel in need are identified by others (such as through the Injury Management Unit (IMU), Safety Health and Wellbeing, or Human Resources). This information will be passed on provided permission is *first* given to do so by the individual concerned. Information will not otherwise be shared, recognising the privacy and dignity of individuals. This co-operation is primarily to enable NZFWS to make hospital or home visits where appropriate or provide other appropriate support.
- Where an automatic pay deduction facility is available and FENZ's general policy provides such deductions, FENZ will continue to make authorised deductions from staff members' pay and credit this to NZFWS, at no cost to the society.
- NZFWS and representatives of FENZ' People and Capability team will meet bi monthly (every two months) at a National Level to discuss issues of mutual interest. There is an expectation that the local NZFWS representatives will make themselves known to the respective local HR Manager to encourage the development of closer relationships between NZFWS and HR/Safety Health and Wellbeing to their mutual benefit.

- NZFWS will make available holiday/convalescent homes to personnel of FENZ when referred and approved by People and Capability representatives of FENZ for reasons of the need of compassionate/convalescent leave. This availability is subject to existing commitments on the homes and FENZ and NZFWS having agreed the financial arrangements on a case by case basis. Generally, the costs of this will be regarded as being reflected in the Annual Discretionary Grant to NZFWS by FENZ. Local Management and HR/SHW staff are encouraged to recognise the availability of this facility and consider it where appropriate by way of offer to non-members.
- FENZ recognises that the majority of NZFWS work is voluntary and unpaid in respect of the individuals delivering the service - albeit that the costs themselves may be funded on a membership basis. As a not for profit membership entity the membership contributions are returned in kind to members by way of services, benefits and support.
- FENZ also recognises the mutual benefit of being associated with an independent support agency such as NZFWS, particularly in times of significant hardship or emergency for personnel, but also on a day to day basis where hardship or other vagaries of life and matters of personal significance impact on FENZ personnel.
- In support of the unpaid nature of NZFWS work, FENZ will provide paid reasonable release time for NZFWS representatives where required in-order-to facilitate and support attendance by NZFWS to meetings and working groups of mutual interest and benefit. This includes but is not limited to the NZFWS AGM and Board meetings, and UFBA conference.
- Release will be managed by the Manager Workplace Relations and HR Services in conjunction with relevant line management, subject to operational need. This is discretionary and to be monitored for the first year of this agreement, and reviewed to inform an agreed level of release expectation for the future. It is recognised that there may still be extraordinary events that require extraordinary consideration from time to time e.g. Regional and National Disasters.
- The availability of non-institutional support and welfare to all FENZ personnel over and above membership only services, is valued and recognised in an Annual Discretionary Grant to NZFWS. The amount of the grant is at the absolute discretion of FENZ and subject to review from time to time on a no less than annual basis, as provided for in a schedule to this agreement.
- For the absolute avoidance of doubt – the discretionary grant is not a membership fee, nor is it payment for services rendered or a commercial arrangement– it is a grant recognising the contribution of the NZFWS to “the greater good” of all FENZ personnel.

- This Statement of Co-Operation will be reviewed at no less than two yearly intervals, but may be amended by agreement of the parties at any time. It is intended to be a living document reflective of the current circumstances, reflecting the shared interest of the parties in providing Welfare and Support to personnel through this and other means.

**Signed for the New Zealand Firefighters 'Welfare Society**



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**K Nixon**

**Chair Person**

**Signed for Fire and Emergency New Zealand**



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**R Jones**

**Chief Executive**

**Dated:** ..... *8 February 2018* .....

## **Schedule 1 – Annual Discretionary Grant**

The New Zealand Firefighters Welfare Society NZFWS offers its benefits and services primarily to its members but has a policy of addressing situations of need amongst non-members where appropriate. This is valued by FENZ and recognised by way of an Annual Discretionary Grant to NZFFWS. Details of the Grant will be recorded in a Schedule to this Statement of Co-Operation.

The Grant does not imply membership of non-members, or any commercial arrangement for the provision of services between FENZ and NZFFWS. It simply recognises the joint interest in the maintenance of support and welfare for all FENZ personnel.

The Grant reflects in a nominal way the non-discriminatory provision of support, to a certain level, for all FENZ personnel and the value that independent support provides in returning personnel to a fully functioning level of wellness and engagement following illness, injury or other matters of significance in their life that could otherwise detract from their ability to operate at normal levels.

On signing of this Statement of Co-Operation, the grant will be \$10,000.00 per annum (plus GST if any).

This will be paid quarterly on invoice from the NZ Firefighters' Welfare Society.

In return the NZFWS will maintain a register of non-member support provided on a case by case basis, including any identified costs associated with the provision of those services where directly attributable.

Information shared will be provided on an anonymised/statistical basis (without names) in order to ensure the maintenance of privacy and dignity of those who have received support.

## **Schedule 2 – NZFWS Role in Relation to National Welfare Response**

(TBA)



## **Schedule 3 – Relationship with Injury Management Unit (IMU)**

(TBA)

