



10 September 2019

Rhys.Jones@fireandemergency.nz

Chief Executive  
Fire and Emergency New Zealand  
National Headquarters  
Level 12  
80 The Terrace  
Wellington

Dear Rhys

### **Notice of Dispute**

1. This is formal notification of a dispute in accordance with:
  - (a) Clause 21 of the Collective Employment Agreement between Fire and Emergency NZ (FENZ) and Fire Emergency Commanders Association FECA) 1 April 2018 to 31 March 2021; and
  - (b) Section 129 Employment Relations Act 2000.

### **Nature of the problem**

2. The dispute relates to the interpretation and application of job descriptions for Area Managers (AM) and Assistant Area Managers (AAM) used by FENZ in the Position Impact Assessment (PIA) process for the proposed organisational structure and positions within the Service Delivery Branch (**Doc A and Doc B**).
3. This has resulted in embargoed draft PIAs which materially understate the nature, scope and scale of the work currently done by AMs and AAMs.
4. The PIAs undervalue the work currently being undertaken by AMs and AAMs in comparison with the Principal Rural Fire Officers (PRFO) and Deputy Principal Rural Fire Officers (DPRFO).
5. FENZ has attempted to hold one-on-one meetings with our Members to advise them of how their individual circumstances will be affected in the Employee Transition, which will, in part, have been assessed on these erroneous job descriptions and the unsound PIAs produced from them.

### **Particulars**

6. The implementation of the PIA process for the proposed organisational structure and positions within the Service Delivery Branch document (**Doc C**) Steps Three and Four



have resulted in two embargoed draft PIA statement dated 5 August 2019 prepared by the HR Consultants from the Integration People Team comparing:

- (a) Proposed new District Manager role (DM) with an AM and PRFO;
  - (b) Proposed new Group Manager, Service Delivery (GM) with PRFO, DPRFO, AM, and AAM.
7. Embargoed copies of these Step 4 draft PIA's have been released to FECA. (**Doc D and Doc E**).
8. The preparatory Explanation on each PIA says:
- The purpose of the Position Impact Statement (PIA) is to assess the impact of the positions within the proposed new organisational structure with current positions. The PIA does this by reviewing information about the current and proposed positions with position descriptions being the primary source of information. The PIA focuses on any points of difference and so does not detail the full content information for each position, i.e. all accountabilities, skills and experience. So, where an accountability or skill is the same between the current and proposed position this is not shown. (emphasis added)
9. The position descriptions for AMs and AAMs used by the HR Consultants, said in the Explanation to be "the primary source of information", are over seven years old (April 2012) and are in fact based on job descriptions dating back to 2009.
10. The job descriptions used in these draft PIAs bare little semblance to and grossly understate the scale and scope of duties currently being undertaken by AM and AAMs.
11. As a result, the PIAs make inaccurate assumptions and comparative assessments of the AM and AM roles against the new DM and GM roles, and against the PRFO and DPRFO roles.
12. FENZ has purported to hold one-on-one consultation meetings with our members on 16 and 17 September 2019 to advise them of Consultation Brief and Role Impact via an Outlook invitation.

#### **Actions required of FENZ**

13. Immediately set aside these out of date AM and AAM job descriptions.
14. Immediately set aside the draft PIAs based on them.
15. Prepare new job descriptions for AMs and AAMs based on AM and AAMs' current roles, scope and responsibilities, in consultation with FECA.
16. Ensure all roles currently being undertaken by our Members have accurate and up to date job descriptions, and sound evidence-based assessments of the scope and scale of their duties and responsibilities, before any further PIA assessments are carried out.



17. Prepare new draft PIA's based on updated job descriptions approved by FECA.

**Solution sought**

18. A fair and equitable basis for assessing the impact of proposed new positions in the proposed new organisational structure.
19. A fair and sound evidence-based comparative assessment of the scale and scope of our Members' roles and responsibilities, starting with AMs and AAMs.

Yours sincerely

Roy Breeze  
**President**

Des Irving  
**Secretary**

