

Employer Recognition Programme (ERP)

Introduction

When to use	Use this guide to understand how the Fire and Emergency New Zealand Employer Recognition Programme (ERP) works and information on how to join.
Who	This guide will be used by all Fire and Emergency New Zealand volunteers.
Contents	<ul style="list-style-type: none">• Eligibility Criteria• ERP Joining/Revalidation Process
About the programme	<p>The Employer Recognition Programme (ERP) publicly acknowledges the importance of employers who support volunteers and the self-employed who volunteer in their local brigade/fire force. The programme is based on building partnerships with employers and the self-employed who share similar values and a commitment to help build strong, safe and caring communities.</p> <p>The Programme aims to make sure employers and self-employed are publicly recognised for their commitment to help build strong, safe and caring communities.</p> <p>Without Fire and Emergency New Zealand volunteers, there would be no local fire brigades or fire forces to respond to emergencies. That's why employer's support is every bit as important as the work of the volunteers they employ.</p>

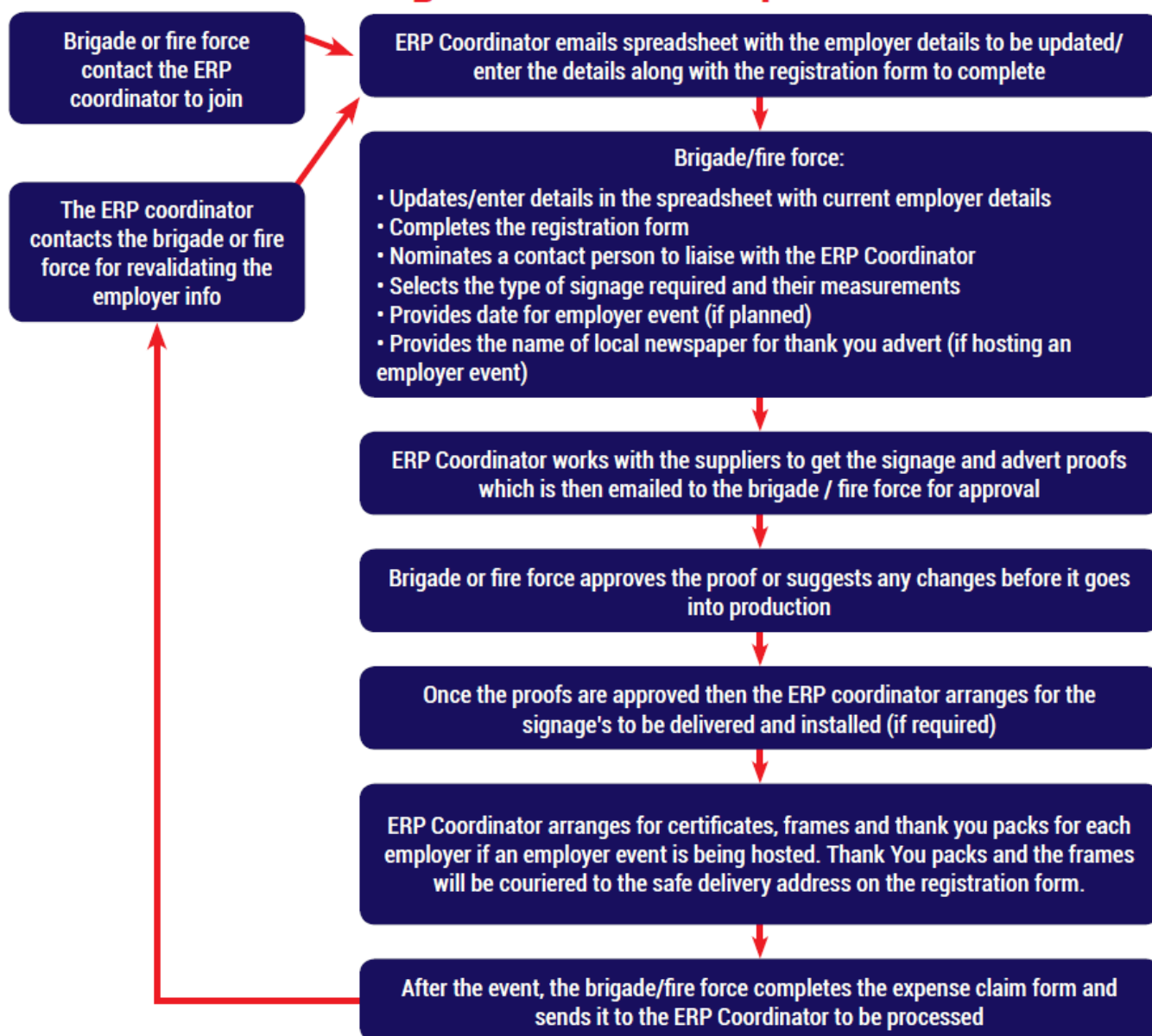
Benefits of joining	<p>The Employer Recognition Programme is built around recognising the important role employers play in supporting their volunteers and hence strengthening the relationship between employers, employees (volunteers) and their local brigade / fire force.</p> <p>Supporting Fire and Emergency New Zealand volunteers and joining the Employer Recognition Programme offers real benefits for employers.</p> <p>The programme offers public acknowledgement of support from employers and the self-employed through display of the employer's name on station signage, fire appliance signage and local, newspaper adverts etc.</p> <p>The benefit created for the employer / self-employed is:</p> <ul style="list-style-type: none"> • the ability to demonstrate that you are a socially responsible business • increased visibility of the business / your employer within the local community. The potential to attract new customers, clients and business partners who trust the Fire and Emergency New Zealand brand and wish to support volunteerism • to make yourself and employer of choice. In the competitive recruitment market, staff seek to align themselves with businesses with values they relate to. Corporate volunteering shows that staff are enabled to give back to their community • acknowledging the employer support to the local community by enabling volunteerism • increase employee loyalty. Employees have greater pride and loyalty for employers who are seen to 'walk the talk' and show that they care, which can increase productivity and therefore business success • the volunteer employee will have current First Aid skills and be trained in emergency management and fire risk assessment, assisting in Health & Safety efforts for employer 								
ERP Components	<p>The Employer Recognition Programme includes:</p> <ul style="list-style-type: none"> • "Volunteers good for your business, good for your community" - a guide for employers of prospective volunteers • a "Thank You" pack, containing detailed information on the programme and a sticker that the business can display to show the public their support of Fire and Emergency volunteers • framed recognition certificates • displaying of employer business name on volunteer stations and fire trucks • an annual advertising supplement thanking employers in the community paper • annual funding for the brigade to host a recognition event for employers 								
ERP event contribution	<p>Each year brigades and fire forces that are part of the programme have the ability to apply for funding to host an Employer recognition event.</p> <p>The funding allocation is based on the number of employers that the brigade has registered and is set out below:</p> <table border="1" data-bbox="418 1785 1415 2027"> <thead> <tr> <th>If the brigade has</th><th>then the event contribution is a maximum of</th></tr> </thead> <tbody> <tr> <td>0-10 employers</td><td>\$500 per year</td></tr> <tr> <td>11-20 employers</td><td>\$700 per year</td></tr> <tr> <td>21+ employers</td><td>\$850 per year</td></tr> </tbody> </table>	If the brigade has	then the event contribution is a maximum of	0-10 employers	\$500 per year	11-20 employers	\$700 per year	21+ employers	\$850 per year
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11-20 employers	\$700 per year								
21+ employers	\$850 per year								

Eligibility

Criteria

All Fire and Emergency New Zealand volunteer brigades and volunteer rural fire forces¹ are eligible to join the Employer Recognition Programme. Please get in touch with the Employer Recognition Programme Coordinator at erp@fireandemergency.nz if you have any questions about the programme or if your brigade/fire force would like to join the programme.

ERP Joining/ Revalidation process



¹ The ERP programme will be rolled out progressively to our volunteer rural fire forces in 2018.

Document information

Owner	ERP Coordinator, Volunteer Resilience
Last reviewed	17 July 2017
Review period	Yearly

Record of amendment

Date	Brief description of amendment
1 July 2017	This guide was developed as part of the implementation of the Fire and Emergency New Zealand Act 2017.

Employer Recognition Programme Registration Form

Please send completed forms to:

ERP Coordinator • Fire and Emergency NZ • National Headquarters • PO Box 2133 • Wellington • erp@fireandemergency.nz

Brigade/Fire Force Information

Brigade/Fire Force Name: Region: (circle) 1 2 3 4 5

Chief Fire Officer/OIC/Controller:

Contact Person:

Email Address:

Phone Number (for ERP programme):

Safe Delivery Address for Signage, Certificates, Frames and Thank you packs (this cannot be a PO Box):

Type of Recognition Signage

☐ Truck Decal's (replacement of all)

☐ Truck Decal's (updated with new employers only)

Please specify:

Width and height of total slatted door area: (W) (H)

Height of the individual slat (as this can vary from truck to truck): (H)

Main appliance type:

Select One Sign and Option

☐ Freestanding Sign (please tick one of the following based on the number of employer names to be displayed) freestanding signs based on height from ground to bottom of sign) **OR**

☐ Building/Wall Sign (please tick one of the following based on the number of employer names to be displayed)

Please specify:

☐ Option A: 950 mmw x 1155 mmh; 8 available slats (Small)

☐ Option C: 2375 mmw x 1155 mmh; 24 available slats (Large)

☐ Option B: 1650 mmw x 1155 mmh; 24 available slats (Medium)

☐ Option D: Customised (24+ available slats)

Local paper for "Thank You" advertisement (provide name of paper):

Date of proposed recognition event (if known):

Information provided by employers will be used to administer the Employer Recognition Programme, including publicly recognising participating employers. Where employers provide personal information, the Fire and Emergency New Zealand will hold and use that information in accordance with the Privacy Act 1993. Employers may access and correct their personal information that is held by Fire and Emergency New Zealand.



Employer Recognition Programme Expense Claim Form

Please send completed forms to:

ERP Coordinator • Fire and Emergency NZ • National Headquarters • PO Box 2133 • Wellington • erp@fireandemergency.nz

Brigade/Fire Force Name:	Region: (circle) 1 2 3 4 5	
Email address (for remittance):		
Bank Account Details: <small>(FIRST TIME CLAIMANTS & ACCOUNT CHANGES - PLEASE ATTACH DEPOSIT SLIP)</small>		
Date of the recognition event:		
Employer Recognition Programme Contribution: (Tick the box based on the number of employers that attended the event) <div style="margin-left: 40px;"> <input type="checkbox"/> 0 - 10 employers: \$500 event contribution per year <input type="checkbox"/> 11 - 20 employers: \$700 event contribution per year <input type="checkbox"/> 21+ employers: \$850 event contribution per year </div>		
NAME OF EMPLOYERS IN THE ATTENDANCE AT RECOGNITION EVENT		
1.	17.	33.
2.	18.	34.
3.	19.	35.
4.	20.	36.
5.	21.	37.
6.	22.	38.
7.	23.	39.
8.	24.	40.
9.	25.	41.
10.	26.	42.
11.	27.	43.
12.	28.	44.
13.	29.	45.
14.	30.	46.
15.	31.	47.
16.	32.	48.

Employer Recognition Programme Contribution	BU: #5340	Cost Code: 2735	Total (no GST): \$ _____
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I certify that the information provided is correct and the amount claimed is in accordance with Fire and Emergency NZ policy.

Contact Phone Number: _____

Chief Fire Officer/OIC/Controller: _____

SIGNATURE
DATE



Employer Recognition Programme Expense Claim Form

I approve and authorise payment of the above expenses in accordance with policy.

Service Resilience &
Development Manager: _____

SIGNATURE DATE

FOR NHQ USE ONLY	
Address Book #	
GST Content	
TOTAL	

Sample employer invitation



<Date>

<Name>

<Address>

Dear ,

As a person, business or organisation that has assisted and/or supported the ____ Volunteer Fire Brigade/ Fire Force throughout <INSERT YEAR> we sincerely thank you for your contribution.

The significant input from volunteer firefighters is never provided in isolation and without the support of employers we would not be able to function and operate as successfully as we do to provide a Fire and Rescue Service to the community of ____ and the surrounding districts.

The ____ Volunteer Fire Brigade/ Fire Force is part of the Fire and Emergency New Zealand 'Employer Recognition Programme' which reflects the invaluable contribution employers make. This partnership between Fire and Emergency New Zealand, volunteers and their employers is based on mutual benefit and this programme aims to assist in the acknowledgement of this contribution.

As a token of our appreciation we would like to invite you or your representative to our employer and associate evening to be held at the ____ Fire Station on ____<INSERT DATE> from <INSERT TIME>. Region Management will also be present to formally recognise and acknowledge your commitment to the "____ Volunteer Fire Brigade/ Fire Force" and Fire and Emergency New Zealand.

We look forward to seeing you, and once again many thanks for your continued support in <INSERT YEAR>.

.....

Chief Fire Officer / OIC/ Controller

.....

Deputy Chief Fire Officer

R.S.V.P by: <INSERT DATE> to <INSERT PHONE NUMBER AND NAME>

Sample employer speech (for the brigade/fire force to use)

The Minister of Internal Affairs and the Fire and Emergency New Zealand Board strongly support Fire and Emergency New Zealand in its commitment to fostering volunteering relationships within New Zealand communities. The significant input from volunteer firefighters is never provided in isolation and without the support of employers our service would not be able to function at the high level it currently does.

The partnership between Fire and Emergency New Zealand, volunteers and their employers is based on mutual benefit. Our Employer Recognition Programme aims to assist in the acknowledgement of this contribution to Fire and Emergency New Zealand and the community.

Fire and Emergency New Zealand takes this opportunity to THANK YOU the employers of our volunteers for allowing your staff the ability to respond to emergency calls in line with the Fire and Emergency New Zealand Board's Vision of "Working with communities to protect what they value". This includes the self-employed whose contribution is no less and at times is indeed greater than others.

From Fire and Emergency New Zealand's perspective having Employers and business people out there helping, encouraging and supporting our volunteer fire fighters, your employees, is wonderful. The contribution you make is helping to build the overall health of the community, which in turn we know will lead to a better business climate.

The good corporate citizenship demonstrated by having your employees involved in voluntary activities sends a strong message to the local community that your business is concerned about local issues and is willing to work with it to achieve the greater good for all.

Your willingness to allow staff to respond as members of the volunteer fire brigade/ fire force enables them to give of their time and effort whilst gaining benefits in return, such as new skills, team building, leadership, a sense of belonging and achievement all essential elements of a communal society. We know these benefits will result in the strengthening of your staff morale and increase pride in the company they work for.

We trust that the award we make today as part of our Employer Recognition Programme will result in increased community visibility and awareness of your business.

To assist you in gaining a return from your Corporate volunteerism we present to you with this certificate of appreciation.

Thank You.