



HR to Complete:

Existing employee: [REDACTED]

Agreement: NZPFU CEA 2021

Org Unit: [REDACTED]

Cost centre: [REDACTED]

Watch: [REDACTED]

Leave Group: [REDACTED]

22 April 2026

[REDACTED]
[REDACTED]

Kia ora [REDACTED]

CONDITIONAL OFFER OF EMPLOYMENT

I am pleased to offer you the permanent position of Senior Station Officer within the [REDACTED] District with Fire and Emergency New Zealand on a conditional basis.

As you are a member of the New Zealand Professional Firefighter's Union (NZPFU) and the NZPFU Collective Employment Agreement (CEA) covers the role you are being offered, if you accept this offer, your terms and conditions of employment will be the terms and conditions in this letter and in the attached CEA. The CEA will cover you on a collective basis while you remain a member of the NZPFU.

Your Specific Terms & Conditions of Employment

We confirm that the additional terms and conditions in this letter, which are to be mutually agreed to by you and us, are no less favourable to you than the terms and conditions in the collective agreement.

We are an emergency response organisation charged with supporting communities in need. Accordingly, you may be expected to undertake any and all such work as may reasonably fall within your capability, according to the circumstances of the time.

Parties

- The parties to this agreement are the Chief Executive on behalf of Fire and Emergency New Zealand (the employer, us/we); and [REDACTED] (the employee/you).

Start Date

- If you accept this offer your start date will be 27 April 2026. Your original start date with the organisation remains the same.

Report to

- You will report to the Assistant District Commander [REDACTED].

Place of Work

- You will be assigned to the [REDACTED] District but may be required to travel around the country to work from our various locations from time to time. Your usual station will be the [REDACTED] station.

Remuneration

- The base salary for this role is \$108,564.68 gross per annum pro rata for the hours worked.

Hours of Work

- Your hours of work will be as set out in the CEA.

Uniform

- We will provide the uniform and protective clothing, including the required replacement/s necessary for the efficient performance of your duties.

Leave

- Leave is set out in the attached CEA, but further information on your minimum entitlements under the Holidays Act are available at <https://www.employment.govt.nz/leave-and-holidays/> or by contacting a union.

Policies, guidelines, rules and instructions

By signing this agreement and accepting this offer you agree that you will comply with all policies, standards, guidelines, rules, instructions, codes of conduct or practice, of both Fire and Emergency New Zealand and the Public Service. Copies of the ICT Acceptable Use Policy and our Code of Conduct are available on the Portal. You are able to find other policies and guidelines on our Portal (intranet) once you start. Included in this is the Public Service Commission Standards of Integrity and Conduct (the Code) which can be found at <https://www.publicservice.govt.nz/guidance/standards-of-integrity-and-conduct>.

This agreement includes complying with Fire and Emergency New Zealand's Vetting Policy, which requires all personnel to be re-vetted every ten years, or earlier if moving into another role that involves people leadership, has access to confidential/ sensitive information or has a broad span of influence.

Appointment reviews

Fire and Emergency New Zealand is required by law to have a process whereby existing members of Fire and Emergency New Zealand can formally challenge an appointment to any position, including the position you are now being offered. They have 14 days in which to lodge a request for review. In the event that a request for review is lodged, we shall make every effort to notify you that this has occurred. You should be aware that if a request for review is lodged, the employee making the request may be entitled to your assessment and selection information. This offer is therefore conditional upon there not being any successful application for review of your appointment as any successful review of appointment could result in your offer being revoked or your employment being terminated if you have already commenced work.

Superannuation

You have two options for superannuation – KiwiSaver and FireSuper. If you choose to belong to both schemes, then Fire and Emergency New Zealand will meet the employer contribution costs for the FireSuper scheme only.

KiwiSaver

If you are eligible to join KiwiSaver you will be automatically enrolled from your start date. Enclosed is a leaflet, 'Your Introduction to KiwiSaver', which will provide you with more information around eligibility.

If you would like to join KiwiSaver or are already a member (including if you are on a contributions holiday), please complete and return the KiwiSaver Deduction Form (KS2). If you are already a member of KiwiSaver we are required to make deductions for you at the rate of 3.5%, unless you request otherwise using the appropriate KiwiSaver form. We will pay an employer contribution at the rate of 3.5%.

You can opt-out of KiwiSaver from day 14 to day 56 of employment. Please complete the New Employee Opt-Out Request (KS10). This needs to be returned to me to give to Payroll any time from day 14 (and before or on day 56) of employment. You will automatically have KiwiSaver deductions made until the opt-out date. These will later be refunded to you by Inland Revenue.

As you are not able to opt-out in the first 13 days of employment, the opt-out form may not be signed and dated earlier than day 14 of employment.

FireSuper

As an alternative to KiwiSaver you may join the New Zealand Fire Service Superannuation Scheme (FireSuper). FireSuper is an exempt scheme for the purposes of KiwiSaver which means if you are in FireSuper you do not have to be in KiwiSaver.

The rate of your contribution is set at 6% of your superable earnings, and FENZ will also provide an employer contribution. The current employer contribution rate is \$1.52 for every dollar, matched up to 6%. For more information about FireSuper please visit their website at <https://www.firesuper.org.nz/about-us.html>.

Conditional offer

This offer is conditional upon:

- Results from a Police or Ministry of Justice vetting check that is satisfactory to Fire and Emergency New Zealand.
- There not being any successful application for review of your appointment.

If the above conditions are not satisfied then the offer may be revoked, or if you had already commenced work then your employment may be terminated.

Acceptance

Please let me know if you have any questions about this offer. You are entitled to seek independent advice about the offer.

To accept this offer please sign below and return a signed copy within ten working days of the date of this letter. This offer will automatically be revoked if we have not heard from you within this time frame.

We look forward to continuing our working relationship with you.

Nāku noa nā,



ASSISTANT DISTRICT COMMANDER