



6 June 2017

[insert first name] {insert surname}

C\-[insert manager name]

Dear [insert first name]

Transition to Fire and Emergency New Zealand

As you are aware, Fire and Emergency New Zealand will be established on 1 July 2017 and will assume responsibility for urban and rural fire functions, powers and duties. This includes the functions undertaken by your role within the New Zealand Fire Service. The formation of Fire and Emergency New Zealand is a significant step for our sector and New Zealand as a whole. The Board wants to see Fire and Emergency New Zealand become a world-leading integrated fire & emergency service.

On 1 July 2017 the New Zealand Fire Service becomes Fire and Emergency New Zealand. I am pleased to confirm that your employment in the role of [insert business title] remains unchanged along with your terms and conditions of employment as detailed in your Individual or Collective Employment Agreement and your service remains continuous. From an employment perspective the only change is to the name of your employer to Fire and Emergency New Zealand. I can also confirm that the commitments made to you by New Zealand Fire Service on such things as Safety, Health and Wellbeing and Training will also remain.

For other individuals transferring and transitioning to Fire and Emergency New Zealand, the changes are more significant; for individuals transferring from Rural Fire Authorities there is an actual change of employer, whilst Rural and Urban Volunteers will now have a new relationship with Fire and Emergency New Zealand. This means that these individuals will be receiving more detailed advice and information about Fire and Emergency New Zealand's commitments to them.

In recognising your contribution to the wellbeing and safety of our communities we are delighted to transition your position to the new organisation and look forward to your continued contribution to help all of us make Fire and Emergency New Zealand the huge success that it must be.

If you have any questions, please contact your manager.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Paul Swain'.

Hon. Paul Swain

Board Chair

New Zealand Fire Service Commission