

Volunteer Brigade Leader Renewal

Introduction

When to use

These guidelines should be used by Volunteer Brigade Leaders and Group Managers to work through the process of renewing the Volunteer Brigade Leader's position leading up to the conclusion of their 5-year term.

This process should be triggered to start 6-months prior to the Volunteer Brigade Leader renewal date to allow the Group Manager and Volunteer Brigade Leader time to prepare for the process.

The Group Manager must utilise the [Group Manager checklist at end of term - Volunteer Brigade Leader](#) in conjunction with this process.

This process is for all new Volunteer Brigade Leaders appointed after 01 October 2024(tbc). Volunteer Brigade Leaders that were appointed prior to 01 October 2024 may choose to adopt the 5-Year Term Process along with the [Volunteer Brigade Leader Annual Support and Development](#) If so, they should contact their Group Manager to agree on their annual progress review dates and end of term date for renewal.

Included positions

This renewal process is driven by the Group Manager and the Volunteer Brigade Leader. The term 'Volunteer Brigade Leader' in this process is inclusive of the following roles:

- Chief Fire Officer
 - Deputy Chief Fire Officer
 - Controller
 - Deputy Controller
 - Brigade OIC
 - Brigade 2IC
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Purpose of this process

This renewal process is initiated before the conclusion of the Volunteer Brigade Leader's 5-year term, and enables the following to be explored:

- Does the Volunteer Brigade Leader wish to continue in their current position?
- Is a renewal the best course of action for the brigade and wider community?
- When renewed, what will be the agreed focus areas for the next 12 months' Support and Development plan for the Volunteer Brigade Leader?
- Ensure that we provide our leaders with the tools to create a positive, supportive, diverse and inclusive brigade culture.

This process should be conducted in a manner encompassing our core values of:

Whanaungatanga – We are better together; recognising that the Volunteer Brigade Leader and Group Manager support each other in sharing knowledge and understanding.

Auahatanga – We strive to improve; enabling a future focus and promoting collaboration around improvement. Nāku te rourou, nāu te rourou, ka ora ai te iwi – With my basket and your basket, the people will thrive.

Kia Tika – We do the right thing; making decisions that are beneficial to our brigades and their communities.

Manaakitanga – We serve and support; at every opportunity, we actively seek ways to fill up or care for the mana of others.

Consideration should always be given to our relevant Volunteerism Principles:

- Appreciate that volunteering is always a matter of choice.
- Demonstrate openness, transparency and fairness.
- Operate with trust and respect.
- Build an environment that enables volunteerism to thrive.
- Be inclusive and embrace difference.
- Involve volunteer perspectives in decision making.
- Be responsive to local needs.

Renewal process

Step	Role	Action
1	Group Manager	<p>6-months before the end of the Volunteer Brigade Leaders' term, the Group Manager shall initiate a conversation with the Volunteer Brigade Leader to establish the brigade leader's intention to continue in the role. It should be determined whether:</p> <ol style="list-style-type: none"> 1. Yes, the Volunteer Brigade Leader wishes to continue (move on to step 2 of this process); or 2. No, the Volunteer Brigade Leader wishes to stand down from their position (initiate the Volunteer Brigade Leader Non-Renewal process).
2	Group Manager	<p>Information Gathering</p> <p>Once the Group Manager has been informed that the Volunteer Brigade Leader wishes to renew their term, they should collect and review information to assist with the renewal decision. Recommended information for collation is included in the Group Manager checklist at end of term - Volunteer Brigade Leader</p> <p>Once the Group Manager has gathered appropriate information, they should arrange the 'end of term' conversation for a time and place suitable to both parties and share all relevant data and information with their brigade leader. <i>It is recommended that this discussion take place in person.</i></p>
3	Group Manager/ Brigade Leader	<p>End of Term Conversation Preparation</p> <p>Both the Volunteer Brigade Leader and Group Manager are encouraged to prepare for the 'end of term' conversation by reviewing the previous 5 years, considering achievements over this period against the identified key areas (goals) and all relevant data and information.</p>
4	Group Manager/ Brigade Leader	<p>End of Term Conversation</p> <p>The Volunteer Brigade Leader and the Group Manager discuss progress referencing the previous Support and Development Plans over the 5-year term, and all relevant data and information. <i>The key areas in the preceding plans will have been previously discussed and agreed on, by both the Volunteer Brigade Leader and the Group Manager.</i></p> <p>When reviewing the previous Support and Development Plans, there may be areas that have not been fully achieved. These should be examined, and consideration given to whether they impact on the Brigade Leader fulfilling their role in a manner that is in the best interests of their brigade. The discussion should include whether further support and development would help address these concerns.</p>

		<p>In addition to this, any information gathered by the Group Manager during Step 2 of this process, including reference to the Core selection criteria - Volunteer Brigade Leader and Volunteer Brigade Leader position description or Deputy Volunteer Brigade Leader position description should also be discussed, drawing attention to areas of strength, and areas that may need further work.</p> <p>At the end of this conversation, the Group Manager should inform the Volunteer Brigade Leader whether they will be recommending their term be renewed.</p> <p>If the Group Manager is unsure as to whether renewing the term is in the best interest of the Brigade and community, they should inform the Volunteer Brigade Leader of this, and seek further information to enable them to reach a decision.</p> <p>If the Group Manager recommends the term not be renewed, the Volunteer Brigade Leader Non-Renewal process should be initiated at this point.</p>
5	Group Manager/ Brigade Leader	<p>Looking at the future</p> <p>If the Brigade Leader will be commencing a new term, a new Support and Development Plan should be agreed on, in accordance with the Volunteer Brigade Leader Annual Support and Development</p>
6	Group Manager or Delegate/ People Support Team	<p>Group Manager to notify People Support Team of intention to renew.</p> <p>People Support Team to produce Volunteer Brigade Leader renewal letter.</p>
7	Brigade Leader and Group Manager	<p>Where applicable, if operational response limitations are required until the Volunteer Brigade Leader gains further skills and experience, a Risk Management Plan (Conditions of role) must be completed in the Volunteer Brigade Leader renewal letter.</p> <p>Volunteer Brigade Leader signs and accepts the new term offer with the Group Manager.</p>
8	Group Manager	<p>Communicate the renewal of the Volunteer Brigade Leader's term by notifying renewal details to:</p> <ul style="list-style-type: none"> • All brigade members in-person, by email and notice as appropriate. • People Advisory (HR) Team, NHQjobs@fireandemergency.nz and vollydatasupport@fireandemergency.nz (see form: Notification of renewal - Volunteer Brigade Leader)

		<ul style="list-style-type: none">• District and Region Office
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Document Storage

All paperwork related to this process will be stored by the Group Manager in an appropriate secure location, with copies provided to the Volunteer Brigade Leader.

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Consultation Links

QR Code and link to feedback survey:



Link: <https://forms.office.com/r/24fknismHp>

Or email EkeTaumata@fireandemergency.nz to place feedback.

See other guidelines and supporting documents:

[Recruit for a Volunteer Brigade Leader](#)

[Volunteer Brigade Leader Annual Support and Development](#)

[Volunteer Brigade Leader Renewal](#)

[Volunteer Brigade Leader Non-Renewal](#)

[Core selection criteria - Volunteer Brigade Leader](#)

[Volunteer Brigade Leader position description](#)

[Deputy Volunteer Brigade Leader position description](#)

[12-month support and development plan - Volunteer Brigade Leader](#)

[Group Manager checklist at end of term - Volunteer Brigade Leader](#)

Brigade feedback on shortlist applicants:

[Option 1 - Using core selection criteria](#)

[Option 2 - Values alignment](#)

[Option 3 - Current process](#)