

Group Manager checklist at end of term - Volunteer Brigade Leader

Potential renewal or non-renewal of a Volunteer Brigade Leader term

When to use This document is for the Group Manager to use 6-months before the end of term. Work through this list when undertaking the renewal process and before escalating concerns about renewing the Volunteer Brigade Leader for another 5-year term to the District Manager.

This will always be a particularly sensitive process and the appropriate support and respect must always be given to the Volunteer Brigade Leader. Maintain frequent and valuable communication with the Volunteer Brigade Leader throughout.

- 1. Gather as much of the following documentation as possible to make intelligence-led, evidence-based decisions about recommendations for Volunteer Brigade Leader next steps:**

Checklist item	Yes	No
Appointment letter and agreement (If Risk Management Plan/conditions of appointment were implemented).	<input type="checkbox"/>	<input type="checkbox"/>
Support and Development plans and annual conversation records and evidence of successful development (course completion, course enrolment, initiative success information etc...)	<input type="checkbox"/>	<input type="checkbox"/>
Volunteer Brigade Dashboard/OSM	<input type="checkbox"/>	<input type="checkbox"/>
Brigade Health Survey results	<input type="checkbox"/>	<input type="checkbox"/>
FENZ "Your Say" survey results	<input type="checkbox"/>	<input type="checkbox"/>
Brigade goals and business/development plan	<input type="checkbox"/>	<input type="checkbox"/>
OER Audit results (If within last 2 years)	<input type="checkbox"/>	<input type="checkbox"/>
Annual operational readiness audit / quarterly checks	<input type="checkbox"/>	<input type="checkbox"/>
Community feedback (where provided)	<input type="checkbox"/>	<input type="checkbox"/>
Other relevant documentation	<input type="checkbox"/>	<input type="checkbox"/>

- 2. Are there any concerns the Group Manager has that are potentially preventing them from renewing the Volunteer Brigade Leader for another term?**

Consider:

Checklist item	Yes	No
Has the Group Manager provided the Volunteer Brigade Leader with regular and effective Support and Development over the course of their term? Ensure this is evidenced in the support and development documentation.	<input type="checkbox"/>	<input type="checkbox"/>
Have any concerns been previously discussed with the Volunteer Brigade Leader during their term to date and solutions agreed and acted upon?	<input type="checkbox"/>	<input type="checkbox"/>

Checklist item	Yes	No
Are there factors outside of the Volunteer Brigade leader's control contributing to the Group Manager's concerns?	<input type="checkbox"/>	<input type="checkbox"/>
Are there other potential leadership succession options within the brigade?	<input type="checkbox"/>	<input type="checkbox"/>

3. Consider the critical question:

Checklist item	Yes	No
Can further Volunteer Brigade Leader Annual Support and Development be offered that would address these concerns?	<input type="checkbox"/> Go to 4	<input type="checkbox"/> Go to 5

4. If yes, initiate/consider the following:

Checklist item	Yes	No
Have an open discussion with the Volunteer Brigade Leader around Group Manager concerns and reasons and consider any contributing factors.	<input type="checkbox"/>	<input type="checkbox"/>
Collaborate on further support and development planning to address these concerns.	<input type="checkbox"/>	<input type="checkbox"/>
Consider a reduced term (maximum of 5 years) to allow time for the support and development to be implemented or further decision timeframes if not achieving the desired result.	<input type="checkbox"/>	<input type="checkbox"/>
Achieve effective collaboration with the Volunteer Brigade Leader to ensure both parties are acting in the best interests of the Volunteer Brigade Leader and the Brigade.	<input type="checkbox"/>	<input type="checkbox"/>
Complete the renewal documentation and update the support and development plan	<input type="checkbox"/>	<input type="checkbox"/>

5. If no, initiate the following:

Checklist item	Yes	No
Group Manager discusses evidence with District Manager and People Business Partner, and informs them of the Group Manager recommendation and next steps.	<input type="checkbox"/>	<input type="checkbox"/>
Have an open discussion with the Volunteer Brigade Leader around concerns and reasons for the Group Manager recommendation (<i>i.e. Non-Renewal</i>) and consider any contributing factors. Explain the next steps in the process.	<input type="checkbox"/>	<input type="checkbox"/>
Complete the required documentation for the District Manager and the Volunteer Brigade Leader as per the Volunteer Brigade Leader Non-Renewal guideline.	<input type="checkbox"/>	<input type="checkbox"/>

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](#)