



FIREFIGHTER RECRUITMENT INFORMATION PACKAGE 2016

The following information is intended to provide a general overview of the firefighter recruitment process undertaken by the Department of Fire and Emergency Services (DFES). Candidates should be aware that the selection process is very competitive, thorough and time consuming.

DFES is committed to ensuring that our workforce reflects the diversity of the community we serve and encourages women, indigenous people and people from cultural and linguistically diverse backgrounds to register their interest in a Firefighter position. For further information about DFES, please visit our website, www.dfes.wa.gov.au.

SELECTION PROCESS

GENERAL INFORMATION

While dates have been provided below, these may be subject to change if circumstances arise and applicants will be provided as much notice as possible.

In order to progress through stages, you must be in the shortlisted group of applicants. If not shortlisted, this means your ratings were not deemed competitive. Please also note that the HR Licence qualification **MUST** be provided by the date advised. Failure to provide evidence **WILL** result in removal from the process and **NO** exceptions can be granted.

Applicants should be aware that throughout all stages of the recruitment process, you will be assessed on your conduct. Any observation of discriminatory behaviour, harassment, racial bias, inappropriate language, or lack of respect, may result in you being removed from the process immediately.

COMMUNICATION DURING RECRUITMENT

Communication to candidates will occur by email so please ensure you regularly check your email to give you the greatest opportunity to be available for each assessment stage. Further you will be required to book in your own session times and dates. Therefore, the earlier you book, the greater opportunities you have to select your desired time.

Additionally, during active recruitment campaigns, it may be more difficult to contact Firefighter Recruitment. Therefore, if you leave a telephone message or email, please allow at least 24 hours for a response, with additional time over weekends and public holidays.

EXCEPTIONAL CIRCUMSTANCES

Due to the large number of applicants undertaking the process, applicants must be able to attend each stage at specific dates and times. You must be available for all stages throughout the selection process and failure to arrive to a test session or a stage will result in you no longer be considered.

If you are scheduled for a test and cannot make it, you may be able to re-book for a later date depending if there is a place available for you. If there is not, no special considerations will be made and you will no longer be considered.

SELECTION PROCESS

The stages for the Firefighter Recruitment Campaign are detailed below. DFES reserves the right to change these stages, including throughout the selection process, with minimal notice. Blue shaded stages are internal stages and will result in candidates being shortlisted or not shortlisted. Pink cells outline the requirement for provision of prerequisites. Candidates who are not shortlisted or removed due to failure to provide prerequisites will be notified regarding feedback at the time of notification.

Date/s (all 2016)	Stage		Description
8 July to 22 July	ONE		Online Applications
25 July to 11 Aug	Shortlisting		Assessment of Applications
12 August	Notification		Shortlisted / Not Shortlisted
13 August to 28 August	TWO	A	Aptitude Test (and Profile Test*)
18 August to 4 September		B	Fitness Testing
5 September to 8 September	Shortlisting		Assessment of results from Stages One and Two
9 September	Notification		Shortlisted / Not Shortlisted
17 September to 25 September	THREE	A	Physical Aptitude Test
17 September to 25 September		B	Realistic Job Previews
27 September	HR LICENCE evidence required by this date		
27 September	RESUME DUE (template to be provided by us at a later date)		
3 October to 28 October	THREE	C	Interviews
1 November to 10 November	Shortlisting		Assessment of results from Stages One to Three
11 November	Notification		Shortlisted / Not Shortlisted
18 November to 2 December	FOUR	A	Physical Work Capacity Assessment
		B	Medical Assessment
		C	Driving Validation
5 December to 8 December	Final Selection		Assessment of results from all Stages
9 December	Notification		Conditional Offers Reserve Positions Not Shortlisted

* While the Profile Test is undertaken at Stage Two, results will not be used nor considered until shortlisting after Stage Three.

FIREFIGHTER ASSESSMENT CRITERIA

ESSENTIAL PREREQUISITES

In order to become a Firefighter, there are a number of essential prerequisites that must be met. Originals or certified copies of **ALL** of these prerequisites **MUST** be provided to DFES at various stages of the recruitment process. If you have not obtained the pre-requisites within the outlined timeframe, you will be unable to continue through the process and will be deemed unsuitable. The pre-requisites are:

1. Australian citizenship or Permanent Residency for Australia as defined in the *Migration Act 1958* or a Special Category Visa Holder (New Zealand citizen).
 - **Candidates must hold one of the above in order to apply for the position of Firefighter.**
2. Possession of a current Provide First Aid (Competency HLTAID003). **This must be provided in your initial application or you will be ineligible to continue. Older competencies will not be accepted.**
3. Possession of a current Australian manual HR-B (Heavy Rigid) class driver's licence (minimum). **This must be provided by 27 September 2016.**

ASSESSMENT CRITERIA

The following assessment criteria will be used to determine which candidates will be selected for employment. The Criteria will be assessed in a variety of formats throughout the recruitment process.

	Assessment Criteria	Stages for Assessment
1	High level of fitness with no medical conditions that may inhibit performance as a Firefighter.	Physical Assessment Test Physical Work Capacity Assessment Medical Assessment
2	Displays ethical behaviour and works effectively as a team member in work or community settings.	Online Application Interview Profile Test
3	Demonstrated problem solving ability, including the capacity to learn and follow instructions.	Online Application Aptitude Test Profile Test Physical Assessment Test Interview Driving Validation
4	Good written, oral and interpersonal communication skills.	Online Application Aptitude Test Physical Assessment Test Interview
5	Demonstrated understanding of the role of DFES within the WA community and of a career Firefighter.	Online Application Interview
6	Ability to cope with difficult and stressful circumstances.	Online Application Profile Test Physical Assessment Test Interview Driving Validation

STAGE ONE

ONLINE APPLICATION

Applications for the position of Trainee Firefighter are only open for a short period of time. When applications are open, this will be advertised in the West Australian, on DFES' website, www.dfes.wa.gov.au, and the WA Government Jobs Board, www.jobs.wa.gov.au.

HOW TO APPLY

Go to the WA Government Jobs Board, www.jobs.wa.gov.au, search for 'Firefighter' and click the 'Apply for job' button. The application asks a series of questions regarding your background and also poses a number of questions relating to the Assessment Criteria. The application is relatively long and you should allow yourself sufficient time to complete the application, including time to review. Partially completed applications will not be considered.

If you experience difficulties applying, please contact Firefighter Recruitment on 1800 889 140 or email recruitment@dfes.wa.gov.au during office hours for assistance.

Please do not leave your application until the last minute as you may run out of time and DFES will not be held responsible for any issue relating to the online application system.

RESPONSES TO THE QUESTIONS

Make sure you **fully and honestly** complete the online application. In submitting the application you acknowledge that the details provided are complete, true and correct.

Toward the end of the application, there will be a number of questions relating to the Assessment Criteria. Your responses to these questions will be assessed in relation to the criteria.

ATTACHMENTS

It is important that you attach a number of documents to your application. These may include, but are not limited to:

- ESSENTIAL – Evidence of Australian Residency (copy of passport, birth certificate, Special Category Visa (New Zealand citizen).etc.)
- ESSENTIAL – Evidence of First Aid qualification HLTAID003.
- Evidence of Heavy Rigid Driver's Licence (if already obtained).

*Please note that it is **ESSENTIAL** that you provide a copy of your evidence of Australian Residency and Evidence of First Aid qualifications. Failure to do so will result in you being considered unsuitable due to your inability to follow instructions and will make you ineligible to continue the process.*

*You **DO NOT** need to provide us with your resume at the time of your application. This will be required on 27 September 2016 during Stage 3 of the FF Recruitment process. DFES will supply the resume template to be used for this process.*

ASSESSMENT OF THE ONLINE APPLICATION

Your online application will be assessed by a panel of DFES personnel. Candidates will be closely assessed on their ability to adequately answer the questions directly relating to the selection criteria. The application will be assessed in three main areas:

1. **Australian Residency** - If you are not eligible to apply because you do not meet the eligibility relating to residency, your application will be deemed unsuitable and you will receive notification that you will not continue through the process.

2. **Attachments** – If you do not upload your evidence that you have the Provide First Aid Qualification (HLTAID003) this will result in you not following instructions and therefore deemed unsuccessful.
3. **Responses to Questions** – Applications containing incomplete or low level responses that lack sufficient detail or are of a frivolous, vexatious or mischievous nature will be deemed unsuitable.

As this is a highly competitive process, following the instructions in the application and providing well thought out responses are very important as up to 50% of applicants will not be shortlisted at this stage.

Deceptive Information – Any candidate who knowingly provides inaccurate or deceptive information in their application will be excluded from further consideration. If this information is discovered at any stage through the recruitment process or once employment has commenced, your application or employment will be terminated immediately.

PREPARATION

To ensure you have the best opportunity in progressing beyond this stage, and to set you up for future stages, you may wish to have electronic copies of any relevant documentation so that you can attach these to your application.

When completing your application:

- Write clearly and succinctly (and follow the instructions regarding level of detail required);
- Ensure you have presented yourself in the best possible light;
- Be honest; and
- Consider seeking a second opinion on your responses.

STAGE TWO: A

APTITUDE AND PROFILE TESTS

ABOUT THE APTITUDE AND PROFILE TESTS

The aptitude tests are designed to assess your suitability to undertake the academic content of the Trainee Firefighter School and your ability to deal with the subsequent demands of the job. The tests may be comprised of a number of elements. The most common areas tested include verbal reasoning, numerical reasoning, error checking, spatial awareness, mechanical reasoning and diagrammatic reasoning.

The profile tests are used to ascertain your suitability to the role of a Firefighter, based on your personal traits and preferences, by looking at a number of different dimensions. These dimensions include, but are not limited to honesty, emotionality, extraversion, agreeableness, conscientiousness and openness. It also provides an overall assessment of areas such as communication preferences, decision making, and working styles. Please note that profile test results will not be examined or considered at this stage. Examination of profile results will be undertaken at Stage Three.

ASSESSMENT

Minimum standards are determined for each of the aptitude tests and candidates that meet at least the minimum standard in all tests are suitable for further consideration. Results are then rated.

Results from the profile test are unlikely to be used at this stage but for administrative purposes this test is completed with the aptitude test. The profile results are only used for consideration toward the final stages of the process at which time an assessment is made of each applicant's individual suitability to the position compared to other candidates.

PREPARATION

There is no specific preparation that can be done for this stage. Almost all sections of the test are multiple choice so practice in these types of tests may be advantageous. DFES does not provide recommendations or endorsement of any specific practice tests or training providers.

FURTHER INFORMATION

These tests will be undertaken online, where candidates are able to complete testing at times suitable to them. DFES will also undertake validation tests where a random selection of candidates will be requested to re-sit the test in a venue of DFES' choice. Where large discrepancies in test scores are unable to be explained, the candidate will be removed immediately from the process.

DFES is strongly opposed to cheating and WILL identify any candidates who have misled DFES during any stage of the process. This will result in immediate removal and DFES may elect to ban the candidate from applying in the future.

STAGE TWO: B FITNESS TESTING

ABOUT THE FITNESS TESTING

The Beep Test (also known as Shuttle Run Test) is used to measure an applicant's level of cardiovascular fitness. This test may also be used at later stages in the process to confirm that a candidate is able to maintain the minimum required level.

The object of this test is to run for as long as possible, at an increasing pace, between two markers set 20 metres apart. The starting pace is very slow (about a slow jog pace), and it increases over time. Your final result will be recorded.

Prior to commencing the beep test you will also be required to undertake a grip strength test with only the measurement of the highest result for each hand from 2-3 trials to be recorded.

ASSESSMENT

For the beep test, you must attain a level of 9.6 to be considered further. However, you should continue beyond 9.6 to your maximum level as your final result will be rated and used for comparative purposes.

If you are unsuccessful in meeting the minimum standard of 9.6 you will be deemed unsuitable and will receive notification that you will not continue through the process.

PREPARATION

For the beep test, as this is a running test, candidates can prepare and improve their performance by undertaking running training, including practising the beep test. Remember, before beginning any exercise program it is wise to consult a doctor.

FURTHER INFORMATION

This testing will most likely be conducted at the University of Western Australia on a small number of dates and times. You **MUST** provide photo ID on the day of the test. Additionally, you may be required to complete a medical self-assessment that may require evidence of support by a medical practitioner to undertake the test. Further information will be supplied to all candidates invited to undertake this stage.

Exemptions will not be granted for failure to attend on the specified dates (once available). DFES will provide as much notice as possible of exact dates and times.

SHORTLISTING

Results from Stages One and Two will be collated and used for comparative purposes with only the most competitive candidates being offered the opportunity to undertake the physical aptitude testing stage. It is expected that only the top 200-240 applicants will progress.

If you are unsuccessful you will receive notification that you will not continue through the process. As this is an ***extremely competitive*** selection process, failure to progress beyond this stage does not infer that you would be unsuitable for the role of Firefighter.

STAGE THREE: A

PHYSICAL APTITUDE TESTS

ABOUT THE PHYSICAL APTITUDE TESTS

Firefighting can be a physically demanding occupation. Firefighting duties such as carrying heavy equipment up stairs, dragging hoses, search and rescue, using heavy manual tools and handling ladders require a high level of fitness as well as muscular strength and endurance. In addition to fitness, strength and endurance, a Firefighter must be able to quickly access and use all items available to them on their vehicle.

The following physical aptitude tests measure an applicant's ability to meet the physical standards required to undertake the role of Firefighter. They are based on physical tasks expected of Firefighters in the course of their duties.

Candidates who are invited to take part in the physical aptitude tests will undertake them in a pre-determined order. While this may differ slightly between candidates, the purpose of the order will be to reduce the time between tests, simulating the element of fatigue that would be experienced by Firefighters at incidents. The order below does not represent the final order of tests.

Please note that DFES also reserves the right to vary the actual tests but any changes will be made available to candidates as it becomes available.

This stage may be conducted in smaller groups. The allocation to groups will be on a pre-determined basis and DFES is unable to consider individual requests.

As at the time of publication, the Physical Aptitude Tests are comprised of the following:

Simulated Heavy Tool Operation

This assessment is designed to simulate the critical task of using rescue equipment to gain access in an emergency situation. This tests the candidate's upper and lower body strength and muscular endurance where candidates are required to hold cutters and spreaders (weighing just under 20kg) against a variety of points on a vehicle for specified times, without excessive movement.

Simulated Hose Drag

This test is designed to simulate the critical task of advancing a charged (water filled) hose line to the scene of a fire. This test assesses a candidate's physical strength and endurance, and ability to follow instructions where the candidate drags a water-filled hose to multiple specified points within a designated timeframe.

Height Anxiety Test

This test aims to simulate the demands of the critical task of climbing multi-storey stairwells carrying essential firefighting equipment and hauling equipment up through a vertical distance. This is a functional capacity test designed to test an applicant's endurance, physical strength, the ability to follow instructions and identify their susceptibility to vertigo and/or acrophobia where the candidate climbs a ladder and then a stairwell, carrying equipment, to a tower, hauls up equipment, and subsequently returns to the ground.

Confined Space Anxiety Tunnel Crawl

This test is designed to test an applicant's ability to operate in a confined, dark environment and to identify their susceptibility to claustrophobia or high levels of frustration caused either through wearing a face mask or the confined space. Candidates crawl through a tunnel system undertaking tasks and manoeuvring through various shapes within a specified timeframe. The crawl increases in difficulty throughout the course.

Simulated Casualty Rescue

This task simulates the critical task of removing a victim from an emergency situation. It tests the applicants' aerobic and anaerobic capacity and upper and lower body strength. The candidate carefully drags a dummy through a course as directed within a specified timeframe.

Equipment Handling

These tests are designed to simulate the demands of accessing, removing and replacing essential firefighting equipment from a firefighting appliance. They assess the applicant's upper body strength and ability to follow instructions. Candidates are required to remove and replace a ladder from the top of a fire appliance as well as remove, handle and replace equipment stored in a locker on the vehicle.

Hose Coupling Test

This test is designed to assess an applicant's manual dexterity and mechanical reasoning skills, along with their ability to follow a set of instructions by requiring candidates to place and remove a number of pieces of equipment on a fire appliance within a specified timeframe.

PREPARATION

Some of these tests are physically demanding due to the weight of equipment being used. It is important that Firefighters have good upper body and core strength and this is tested during this process. Therefore, it is recommended that, in addition to having a high level of aerobic fitness, you should also work on building up overall strength. Also, situations where candidates have not followed instructions and made mistakes will lead to a failure. Tests have been made to avoid technique wherever possible.

ADDITIONAL ASSESSMENTS

In addition to your assessment on each of the above tests, DFES and FRS personnel will also be observing behaviour throughout the entire assessment day, both during tests and before and after. Ratings may be given to candidates on their interpersonal and communication skills, and physical effort and commitment to excellence. These ratings may be taken into consideration when determining suitability for interview and in the final assessment and rankings.

FURTHER INFORMATION

These tests will be conducted at The Academy in Forrestfield on a set number of dates. Candidates will be assessed at each test by FRS staff. You **MUST** provide photo ID on the day of the test.

STAGE THREE: B

REALISTIC JOB PREVIEW

ABOUT THE REALISTIC JOB PREVIEW

Being a Firefighter is a very rewarding job, but it is also physically, emotionally and mentally demanding. Although most people tend to be more aware of the physical danger encountered by Firefighters; the significant emotional challenges of the role, the mental pressure that recruits undergo during Firefighter Trainee School and the impact the role can have on personal and family life are less well known.

Consequently, candidates in the 2016 Firefighter Recruitment and Selection process are being asked to attend a Realistic Job Preview (RJP). The purpose of the RJP is to provide candidates with a clear and accurate understanding of the Firefighter role as well as some of the key challenges they can expect to encounter during their service. The topics covered in the RJP session by Operational Firefighters include:

- The day-to-day duties and tasks e.g. what a typical day shift and night shift looks like.
- The impact of the role on personal life (e.g. shift work).
- The Firefighter Development Program (FDP).
- What to expect when recruits complete training and commence on Station.
- The emotional demands and stress encountered by Firefighters.
- Domestic duties.
- Stress in the FF Recruitment School.

These Realistic Job Previews will be held every evening after the Physical Assessment Test as well as in the evenings during between the 19 September and 23 September 2016. Attendance to one of these sessions is mandatory and failure to attend will result in your application no longer being considered.

If you are traveling intra or interstate, it is recommended that you either book a late return flight or return early the next day so you can attend one of these sessions after your Physical Assessment Test.

STAGE THREE: C

INTERVIEWS, RESUME AND REFEREE CHECKS

ABOUT THE INTERVIEWS

Interviews are used to assist in reviewing and validating the suitability of candidates who are rated the most competitive following testing undertaken in the earlier parts of the recruitment process.

The standard interview is in front of a panel of 3 or 4 members, including operational and senior operational FRS staff and a representative from Human Resources. Questions may also be used to validate results from the profile testing stage.

RESUME

Applicants invited to the Physical Assessment Testing will also be given a template Resume, which they are to fill out and provide to us by 27 September 2016.

The resume provided **MUST** be presented on the template provided and not in any other format. Failure to follow these instructions may result in your application no longer being strongly considered.

REFEREE CHECKS

All applicants may undergo referee checks. A minimum of two checks will be sought and one of these referee checks must be obtained from the applicant's current or immediate past supervisor. DFES also reserves the right to seek alternative referees.

Referee Checks:

- Ensure you have provided a minimum of two referees;
- One of your referees must be your current or immediate past employer (supervisor or manager, not peer).
- Inform your referees that they may be contacted.

ASSESSMENT

The interview panel will assess each candidate against Assessment Criteria used at interview and also taken into consideration information received through referee checks. They will then consider all other assessments and ratings given to the candidate and provide an overall rating. These overall ratings will be used in comparing candidates for selection into the final stage.

PREPARATION

The questions asked in interview vary from year to year. They are based on the Assessment Criteria and you may be asked to prove your experience and suitability based on those criteria.

To prepare for the interview:

- Make sure you have a good understanding of the role of a Firefighter (how you find this information out is up to you);
- Think of examples of situations where you have applied the skills, knowledge and abilities in the Assessment Criteria;
- Decide what questions, if any, you need to ask of the interview panel.

At interview:

- Don't assume the interview panel know anything about you or your background, or understand the finer details of the positions you have been in before;
- Don't use industry specific terminology;
- Take time to answer each question;

- Give direct questions to answers. Be honest if you don't know the answer;
- Where possible, relate your answers to direct experience you have had.

FURTHER INFORMATION

Interviews will be conducted at a site to be confirmed later during the process, on a set number of dates. Candidates must make themselves available as no exceptions will be granted.

SHORTLISTING

Results from Stages One to Three will be collated and used for comparative purposes with only the most competitive candidates being offered the opportunity to undertake the final assessments in Stage Four. It is expected that only the top 90-110 applicants will progress.

If you are unsuccessful in being in the most competitive group of candidates for this stage, you will receive notification that you will not continue through the process. As this is an ***extremely competitive*** selection process, failure to progress beyond this stage does not infer that you would be unsuitable for the role of Firefighter.

STAGE FOUR

FINAL ASSESSMENTS

The final assessments in Stage Four mainly provide validation that candidates are suitable for employment as a Firefighter. The number of candidates being assessed at this stage is 90-110 for 72 positions. This means that even if successful in passing all stages, candidates may still not be offered a position.

In the further assessments listed below, candidates will be required to meet with and be subject to testing, uniform fitting etc., with external providers to DFES. Candidates will be required to adhere to DFES' Code of Conduct and any inappropriate behaviour will result in immediate removal from the process.

STAGE FOUR A: PHYSICAL WORKPLACE CAPACITY ASSESSMENT

The Physical Workplace Capacity Assessment (PWCA) is designed to simulate tasks performed by Firefighters and applicants are required to perform the tasks multiple times. It provides a realistic assessment of the applicants functional mobility (e.g. stable shoulders under load, spine flexion etc.). Candidates will be rated on their ability to complete the test and any potential for increased risk of injury when undertaking Firefighting tasks. The outcome of the PWCA is provided to the medical practitioner and is considered individually and as part of your medical assessment.

STAGE FOUR B: MEDICAL ASSESSMENT

These examinations, undertaken by a medical practitioner appointed by DFES, are designed to reveal any conditions that would prevent or hinder an applicant from effectively carrying out firefighting duties and which may put the individual, colleagues, or others at risk. The medical practitioner provides DFES with an applicants' suitability for the role of Firefighter based on all the information available to them.

Applicants who do not meet the required standards for any part of the medical examination will not be offered a position as a Firefighter. Where it is identified that due to injury, posture, or for other reasons there is any increased risk of injury or other potential issues, these will be considered, taking into account the nature of the concern and the likelihood of injury or other impact in the short term.

While not an exhaustive list, the following points provide information on some questions that DFES receives on a regular basis in relation to medical requirements:

General Assessment - Candidates are required to fall within the category of being occupationally, physically and medically fit and free of any disease, disability or impairment that would prevent them from carrying out the duties of a Firefighter. Asthma, diabetes, epilepsy, hearing or eyesight disorders may disqualify candidates.

Medical History - Emphasis is placed on an applicant's medical history and the applicant may be questioned closely about specific aspects.

Colour Vision - Colour vision testing is performed using the "Ishihara Plate Test". In the event of failure, applicants may be referred for a further test with a specialist in that field.

Hearing - Hearing disorders that affect safe performance as a Firefighter or of a permanent type may exclude an applicant from selection.

Drug and Alcohol Screening - Applicants will be tested for alcohol, amphetamine type substances, benzodiazepines, cannabinoids, cocaine, methadone, and opiates. The tests also checks for adulterants, creatine levels and specimen temperature in compliance with the current Australian/New Zealand Drug and Alcohol Testing Standards.

STAGE FOUR C: DRIVING VALIDATION ASSESSMENT

The Driving Validation Assessment is overseen by appropriately qualified Driving Instructors from the DFES Training Academy. The assessment will review each applicant's ability to safely handle a heavy rigid vehicle, and capacity to be easily trained to a level sufficient to drive safely and efficiently in emergency situations. This assessment is likely to occur at the same time as the Physical Workplace Capacity Assessment.

FINAL SELECTION

Results from all stages will be collated and used for comparative purposes with only the most competitive candidates being offered the opportunity to undertake the physical aptitude testing stage.

After all information is received from the previous stages, a selection will be made as follows:

1. Conditional offer for a school in 2017. The offer may be conditional on a number of factors including an offer to a regional location, subject to further assessments, etc.
2. Conditional offer as a reserve for schools in 2017 in the event that someone offered a school position becomes injured, does not accept a position, withdraws etc. This offer does not guarantee a position and if no vacancies become available, reserves will not be held over to the following year and will need to reapply.
3. Notification of being not offered a position. This does not mean the person is unsuitable but due to the competitive process, DFES has considered the applicant and its organisational requirements and is unable to offer a position at that time.

INTEGRITY REQUIREMENTS

Applicants recommended for appointment to the position of Firefighter will be required to provide a satisfactory "National Police Certificate" prior to being offered a position in the Firefighter recruitment pool. This may be asked for earlier in the process if decided by DFES.

Additionally, all applicants are required to obtain a "Working with Children Check" upon receiving a formal offer of employment as a Firefighter with the FRS of DFES.

CRIMINAL RECORDS

A criminal record will not automatically disqualify an applicant from the selection process. Generally, single non-recent petty offences do not disqualify an applicant. Multiple offences, sex offences, violence, dishonesty and habitual theft may disqualify an applicant. If rejection of an applicant is considered purely because of a criminal record, they will be given the opportunity to discuss the matter before a final decision is made.

INVESTIGATIONS, SUSPENSIONS FROM EMPLOYMENT AND PENDING CRIMINAL CHARGES

Applicants will be required to provide information as to whether they are under investigation for any matter or are suspended from employment. Applicants will similarly be required to provide information as to whether they have had any legal proceedings against them or whether they are subject to any pending criminal charges. It is important to note that if an applicant was subject to a disciplinary investigation with the WA public sector and either leaves the sector or is employed by another agency, the investigation may continue and this may impact on future employment.

Declarations associated with the above will not automatically disqualify an applicant from the selection process. If rejection of an applicant is considered appropriate on the basis of the information provided in a declaration, they will be given the opportunity to discuss the matter before a final decision is made.

TRAINEE FIREFIGHTER SCHOOL

Successful applicants are placed into a pool from which they may be offered a place in a Trainee Firefighter School. The training school is a fixed-term paid, intensive training program of approximately 17 weeks' duration at the WA Fire and Emergency Services Academy located at Forrestfield. This school is not a live in program and trainees may be required to arrange their own accommodation where necessary. The school is designed to train recruits in the following areas:

- Breathing Apparatus
- Fire Prevention and Fire Safety Awareness
- Communication and Teamwork
- Firefighting Skills
- Practices and Procedures
- Driving
- Specialist Equipment
- Rescue Awareness (Road, Confined Space, Urban)
- Hydrants and Extinguishers
- Radio Procedures and Signals
- Ropes and Knots and Hose Layouts
- Hazardous Materials

The majority of the training is conducted at The Academy, with excursions to other areas when required. The hours of duty at the school are generally Monday to Friday between 0700 and 1700; however, trainees may be required to work weekends and/or evenings, often with little notice. Therefore, it is advised to clear your schedule over this period.

Upon graduation from the school, a Firefighter has gained the necessary competencies to undertake the role of a Firefighter. It is at this stage that permanent appointment to the position of Firefighter may be offered. Failure to complete the school and graduate will result in employment being terminated. Additionally, other circumstances may result in DFES not offering a permanent position and therefore the employment contract would cease.

Please find further information on our website regarding the Trainee Firefighter Program and 5 Year Firefighter Development Program.

THE ROLE OF FIREFIGHTER

A Firefighter must work as a member of a cohesive and cooperative team, under supervision, whether involved in emergency response or more routine work associated with maintaining readiness or community safety activities.

Specific roles include:

Emergency Response

- Directly participates in emergency incidents to assist and safeguard people, property and/or the environment.
- Responds to fires, vehicle accidents, hazardous material incidents, rescues and other emergencies.
- Assists casualties at accidents/incidents.
- Operates vehicles and equipment in emergency and non-emergency situations.
- Undertakes incident related communication including logging details of emergency reports for action and future reference, receiving, processing and transmitting information via radio, telephone and computer and completing post-incident reports.

Community Safety and Hazard Prevention

- Participates in community education programs.
- Participates in community centred emergency management activities related to community safety and fire prevention.
- Carries out or assists with inspections of premises and/or properties to check and advise on compliance with building codes and fire safety rules.
- Contributes to environmental care through appropriate activities including bushland wildfire planning.

Maintaining Readiness

- Prepares equipment and vehicles for emergency response through the application of, and compliance with, routine checking procedures.
- Performs routine station duties including the cleaning and maintenance of vehicles, equipment and facilities.
- Undertakes training and courses of study to ensure current competence.
- Assists with the development and delivery of training programs for career and volunteer staff.
- Maintains physical fitness in order to participate in emergency incidents.

The work of a Firefighter is subject to a wide range of circumstances, depending on the tasks being undertaken, including:

- Rapid transition from rest to maximum exertion.
- Spends extensive time outdoors exposed to the elements.
- Tolerates extreme fluctuations in temperature while performing duties. Must perform physically demanding work in extremely hot and humid atmospheres while wearing equipment that significantly impairs body cooling, and experience frequent transition from hot to cold and from humid to dry atmospheres.
- Sustained performance of physically demanding work in extremes of temperature and restricting clothing and equipment.
- Operates in environments of high noise, poor visibility, limited mobility, at height, and in enclosed or confined spaces.
- Faces exposure to physical, chemical and biological hazards that require the safe and effective use of appropriate protective equipment.
- Works in areas where traumatic or thermal injury is possible.
- Performs a variety of tasks on slippery, hazardous surfaces such as on rooftops or from ladders.
- Faces life or death decisions during emergency conditions and is exposed to situations that may give rise to critical incident stress.
- Performs complex tasks during life-threatening emergencies.
- Risk of personal injury.

Firefighters will be required to interact with:

- Principally their own team and other DFES employees.
- Employees of Police and other emergency services.
- Members of the public, including accident and incident victims.

FIREFIGHTER EMPLOYMENT CONDITIONS

TRAINEE FIREFIGHTER SCHOOL (TFFS) - HOURS OF DUTY

During the TFFS, hours of work are generally Monday to Friday, 0730 – 1700. However, the days may vary, with early morning starts, late finishes, and some weekends. You cannot leave any session until you are dismissed by the Instructor.

SHIFT WORK PATTERN

Once commenced on station, Firefighters work a cycle of four days on duty followed by four days off. This amounts to an average of 42 hours per week and consists of two 10-hour day shifts (0800 to 1800) followed by two 14-hour night shifts (1800 to 0800). Firefighters are paid for 40 hours per week with the additional two (2) hours per week accruing as additional annual leave.

SUPERANNUATION

Membership of the Fire and Emergency Services Superannuation Fund (FESSuper) is compulsory for Firefighters. FESSuper is a Defined Benefit Fund, designed to provide a lump sum benefit based on the member's period of service, final average salary, and accrual rate (currently 18%). Members are required to contribute 6.25% of their gross salary per week with FESA contributing 11.75%. Salary sacrificing of the employee contribution is available. For further information regarding the FESSuper Fund, please visit www.fessuper.com.au or call them on (08) 9382 8444.

ANNUAL LEAVE

Shift staff accrue 56 calendar days of annual leave per annum taken on a roster of 32 calendar days every 208 day cycle. As the leave is rostered, there is minimal opportunity to change the leave a firefighter is allocated.

LONG SERVICE LEAVE

13 weeks accrued after the first 10 years of service and every seven years thereafter. This leave is also taken in accordance with a roster.

PUBLIC HOLIDAYS AND WEEKENDS

Firefighters rostered on shift on public holidays and weekends do not receive time off in lieu or additional pay. The firefighter rate of pay incorporates loadings for this work.

PERSONAL LEAVE (FOR ILLNESS, INJURY, CARERS LEAVE ETC.)

A total of 126 hours per annum (16.8 hours per annum non-cumulative). Cumulative credits not used during the year are carried forward into the next year. Evidence is required for in excess of five days in any calendar year or more than two consecutive days.

OVERTIME

Overtime is payable for any time worked outside your ordinary rostered hours. Additional allowances for meals and travel may also apply in some instances.

PROMOTIONAL OPPORTUNITIES

Once firefighters have completed their Firefighter Development Program, they have obtained all the necessary competencies to be considered for other opportunities. This includes promotion to Station Officer and higher, with further extensive training provided. There are also opportunities to work in more specialist areas including training, state operations, rescue, and many more. The rank structure is included below in the Rates of Pay.

CURRENT FIREFIGHTER RATES OF PAY (INCLUSIVE OF ALLOWANCES)

Other allowances may apply for some regional locations and higher ranks beyond Senior Firefighter.

Classification	Weekly	Yearly
Trainee	\$1,340.56	\$69,932
5 th Class Firefighter	\$1,460.10	\$76,168
4 th Class Firefighter	\$1,490.00	\$77,728
3 rd Class Firefighter	\$1,564.75	\$81,627
2 nd Class Firefighter	\$1,609.59	\$83,966
1 st Class Firefighter	\$1,759.06	\$91,764
Senior Firefighter	\$1,833.80	\$95,663
Station Officer 1	\$2,058.02	\$107,360
Station Officer 2	\$2,132.74	\$111,258
Area Officer*	\$2,320.35	\$121,045
Instructor*	Various	
District Officer	\$2,507.92	\$130,829
Superintendent	\$2,684.78	\$140,056
Chief Superintendent	\$2,872.71	\$149,859

*The Area Officer and Instructor classifications do not form part of the rank structure but are other opportunities available to FRS personnel under the WA Fire Service EBA.

There are higher ranks outside the EBA, including Assistant Commissioner, Deputy Commissioner and Fire and Emergency Services Commissioner.

Further information regarding rates of pay and other terms and conditions can be found in the Western Australian Fire Service Enterprise Bargaining Agreement 2014, available on the Western Australian Industrial Relations Commission website, www.wairc.wa.gov.au.

FURTHER INFORMATION

For specific enquiries not covered in this information pack or on DFES' website, www.dfes.wa.gov.au, please email recruitment@dfes.wa.gov.au. Alternatively, call the Firefighter Recruitment Office on 1800 889 140 during normal business hours. Please note that we are unable to always take calls so please be patient while waiting for a return phone call.