



FIREFIGHTER RECRUITMENT INFORMATION PACKAGE 2019

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 apply.

SELECTION PROCESS

GENERAL INFORMATION

The application period will open on 8 January 2019 and close on 22 January 2019. Applications must be made via the DFES website or jobs.wa.gov.au.

Applicants should be aware that you will be assessed throughout all stages of the recruitment process. 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 48 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.

Stage	Details
Online Applications	Applicants required to submit <ul style="list-style-type: none">- CV- Evidence of Provide First Aid HLTAID003- Evidence of Australian Citizenship or Permanent Resident with full work rights
Stage 1 - Video interviewing	Shortlisted applicants invited to online video interviewing processes.
Stage 2 – Group interviews and task based assessments	Shortlisted applicants invited to attend group interviews and participate in group task based assessments.
Stage 3 – Beep test and round robin physical aptitude testing	Shortlisted applicants will be invited to attend a beep test and participate in a round robin physical assessment (both assessments on the same day)
Stage 4 – Confined Space and Height Anxiety	Shortlisted applicants invited to attend confined space and height anxiety physical assessments.
Stage 5 – Aptitude testing	Shortlisted applicants invited to complete cognitive, mechanical reasoning, spatial awareness and personality indicators testing.
Stage 6 – Panel interviews	Shortlisted applicants invited to attend a panel interview
Stage 7 – Medical assessment (including Physical Workplace Capacity Assessment and Driving Validation).	Selection of applicants from pool to attend medical assessments and driving validations.
Final determination of applicants to be offered a position in the Trainee Firefighter School	

It is important to note that not all applicants who are successful in each stage will progress to the next stage of assessment. Details of dates, times and location for each assessment stage will be provided to applicants as they progress through the selection process.

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. DFES do not provide

Recognition of Prior Learning through this process so each applicant must provide evidence of the exact code above. Higher qualifications will not be accepted.

3. Possession of a current Australian manual HR-B (Heavy Rigid) class driver's licence (minimum). **Evidence of this must be provided by Friday 10 May 2019.**

ASSESSMENT CRITERIA

The assessment criteria below has been taken from the Firefighter job description form and this will be used, in conjunction with other criteria aligned to the DFES Values and Behaviours and the DFES Firefighter Profile, to determine which candidates will be selected for employment. Candidates will be assessed in a variety of formats throughout the recruitment process.

- High level of fitness with no medical conditions that may inhibit performance as a Firefighter.
- Displays ethical behaviour and works effectively as a team member in work or community settings.
- Demonstrated problem solving ability, including the capacity to learn and follow instructions.
- Good written, oral and interpersonal communication skills.
- Demonstrated understanding of the role of DFES within the WA community and of a career Firefighter.
- Ability to cope with difficult and stressful circumstances.

IMPORTANT INFORMATION

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 on the DFES website, www.dfes.wa.gov.au, and the WA Government Jobs Board, www.jobs.wa.gov.au.

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. Late or incomplete applications will not be accepted.

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.
- CV (preferably in the template format provided)

Please note that it is ESSENTIAL that you provide a copy of your evidence of Australian Citizenship/Permanent Residency and Evidence of First Aid qualification. Failure to do so will result in you being removed from the selection process.

VIDEO INTERVIEWING

Candidates will be invited to complete a video interview. This will not be a 'live' interview, but an automated process where applicants are provided with a link to a secure platform where they will record their answers to a series of questions. The questions will be provided once the interview commences.

Applicants can access the platform using any device that has functionality to recorded (smart phone, tablet, laptop, desk top). Applicants are encourages to test their device's capability prior to commencing the interview. Applicants cannot re-record their responses once

submitted, so it is important to ensure that the lighting, the location (avoid busy or noisy environments) and personal presentation is considered before starting the interview.

GROUP INTERVIEWS AND GROUP TASK BASED ASSESSMENTS

The group interview and task based assessment stage will involve small groups of applicants being interviewed and assessed by DFES staff in a single session. The interview questions and task assessments will be designed to assess candidate's behaviours, competencies and experiences.

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

PHYSICAL APTITUDE TESTING

The following physical aptitude tests measure an applicant's ability to meet the physical standards required to undertake the role of Firefighter. Candidate assessment is not based on technique, however all assessments must be completed in a safe manner. The aptitude tests are based on physical tasks expected of Firefighters in the course of their duties.

Beep Test

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 of fitness. The required level that applicants must meet is 9.6. Applicants will be stopped once they have reached this level. Applicants who fail to reach 9.6 will be removed from the process.

Round Robin

Following the beep test, applicants will be provided with a 30 minute rest time and then progress to a round robin style of physical assessment (continuous movement from one task to the next). Elements of the round robin are:

1. Simulated rescue – the candidate wearing breathing apparatus will lift or drag an 80kg dummy around a 30 meter course. Candidates can use an under arm grip or shoulder strap to completed the drag and maintain control of the dummy at all times.
2. Equipment handling stage 1 – the candidate with the assistance of a firefighter removes a long extension ladder from the appliance to the ground. The candidate then flips the ladder and underruns it to the vertical position, hold for 5 seconds and the return to the ground.
3. Candidate then must connect six items of minor equipment to a pump panel where they fit. These pieces remain in place while Equipment Stage 2 is completed.
4. Equipment handling stage 2 – the candidate with the assistance of a firefighter rehuses the ladder.
5. Candidate then removes the minor equipment from the pump panel.
6. Hose drag – candidate must drag a fully charged 40mm hose a total of 180m. The hose length is 30 meters. The drag is completed in increments (30m, 60m, 60m and 30 meters) and water is shown on 3 occasions.
7. Heavy tool lift – candidate is required to hold both heavy tools in three different positions at varied heights for 20 seconds each. The heavy tools weigh 19.3kgs and 19.7kgs.

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.

Height Anxiety

This test is a stand-alone physical aptitude test (separate from the round robin). Candidates, dressed in breathing apparatus and harness, will climb the combined ladder platform. They cross a 1 meter gap to the tower (approximately 30 meters tall) and relay a message given to them at the commencement of the climb. They will return to the ground via the internal stairwell.

Confined Space Tunnel Crawl

Similar to the height anxiety aptitude assessment, the confined space tunnel crawl is a stand-alone assessment (separate from the round robin). The candidate wears breathing apparatus and frosted mask must navigate a series of tunnels and obstacles to be completed in 10 minutes. Candidates must complete two tasks while navigating the course.

Demonstration videos of the round robin, confined space and height anxiety are available on the DFES website.

APTITUDE AND PERSONALITY INDICATORS 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 personality indicators test is 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.

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.

Panel Interview

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

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.

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.

The final assessments mainly provide validation that candidates are suitable for employment as a Firefighter.

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.

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.

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.

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.

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 may be offered a place as a Trainee Firefighter 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 that you clear your schedule over this period, including participation in team sports and other non-essential major commitments you may have.

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 appointment to the position of Firefighter may be offered. Failure to complete the school (including behavioural requirements) and graduate will result in employment being terminated. Additionally, other

circumstances may result in DFES not offering a position and therefore the employment contract would cease.

FIREFIGHTER EMPLOYMENT CONDITIONS

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 DFES 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 mandatory five year 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)

Classification	Existing Rate of Pay	Effective from the first pay period on or after 9 June 2017	Effective from the first pay period on or after 9 June 2018	Effective from the first pay period on or after 9 June 2019
		Wage Increase 1.5%	Wage Increase 1.5%	Wage Increase 1.5%
Trainee	1,340.56	1,360.67	1,381.08	1,401.79
5th Class Firefighter	1,460.10	1,482.00	1,504.23	1,526.79
4th Class Firefighter	1,490.00	1,512.35	1,535.04	1,558.06
3rd Class Firefighter	1,564.75	1,588.22	1,612.04	1,636.23
2nd Class Firefighter	1,609.59	1,633.73	1,658.24	1,683.11
1st Class Firefighter	1,759.06	1,785.45	1,812.23	1,839.41
Senior Firefighter	1,833.80	1,861.31	1,889.23	1,917.57
Station Officer 1	2,058.02	2,088.89	2,120.22	2,152.03
Station Officer 2	2,132.74	2,164.73	2,197.20	2,230.16
Area Officer	2,320.35	2,355.16	2,390.48	2,426.34
District Officer	2,507.92	2,545.54	2,583.72	2,622.48
Superintendent	2,684.78	2,725.05	2,765.93	2,807.42
Leading Firefighter	1,908.52	1,937.15	1,966.21	1,995.70

*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 2017, available on the Western Australian Industrial Relations Commission website, www.wairc.wa.gov.au.

CV TEMPLATE

Full Name
Street Address
Suburb, Postcode
Phone No/Mobile
Email

WORK SUMMARY

Position Title –	Employer Name	Date to Present
Position Title –	Employer Name	Start date – Finish Date
Position Title –	Employer Name	Start Date – Finish Date
Position Title –	Employer Name	Start Date – Finish Date

WORK EXPERIENCE

Position Title Start Date to Present
Name of Employer

Key Responsibilities: (3 – 5 dot points)

-

Achievements: (5 dot points)

-

Position Title Start Date to Present
Name of Employer

Key Responsibilities: (3 – 5 dot points)

-

Achievements: (5 dot points)

-

Position Title Start Date to Present
Name of Employer

Key Responsibilities: (3 – 5 dot points)

-

Achievements: (5 dot points)

-

EDUCATION & QUALIFICATIONS

Qualification Name (in full) - Training Provider Name	Date Completed
Qualification Name (in full) - Training Provider Name	Date Completed
Qualification Name (in full) - Training Provider Name	Date Completed

MEMBERSHIPS & KEY ROLES

Current:

-

Previous:

-

REFEREES

Full Name
Position Title
Contact Number(s)

Full Name
Position Title
Contact Number(s)