

CFA Lateral Entry Applicant Information

Selection Process and Training

General:

Lateral Entry criteria for operational Fire Station personnel is detailed by Clause 45.11 of the CFA / UFU Operational Staff Enterprise Agreement (2002).

Operational Fire Station employees are usually selected by an internal advertisement and selection process. In the event that *no suitably qualified internal applicant exists* after *advertising internally on two occasions*, CFA can seek to fill the vacancy through Lateral Entry.

Applicants:

Applications will be sought from applicants who satisfy the following criteria;

- ❑ Must be able to prove and validate they have the requisite skills, competence and experience within their application for the position sought
- ❑ Have the required years of service as a career Firefighter or Fire Officer
- ❑ Satisfy criteria for unbroken service as per Clause 45.11 unless special circumstances exist.
- ❑ Has service with an accepted and recognized career Fire Service

External Applicant Selection Process

The process will conform to CFA Recruitment and Selection Policy.

The selection process for external applicants will include the following;

- ❑ Confirmation of satisfaction of the four (4) application criteria regarding proof of skills, years of service, unbroken service and recognized service.
- ❑ Evaluation of application against the Key Selection Criteria (KSC) of the position sought.
- ❑ Successful completion of selection testing of applicants.
 - i. Psychological testing
 - ii. Medical Assessment by CFA doctor
 - iii. Physical Assessment

- ❑ An Interview
- ❑ Referee checking
- ❑ Criminal Record Checking

Lateral Entry Appointee Training Process

The training process will include the following areas of training;

- CFA induction / transition program including assessment
- Leading Firefighter (LFF) or Fire Officer (FO) assessment as the case may be.

Successful completion of all aspects of this training will be required prior to appointment.

This training will be conducted at the CFA Training College at Fiskville via Ballan and will require appointees to live in at this location for the weekdays of training.

Appointment at Station

On station training will include a station induction program plus any further or ongoing training identified in the training process.

Probation

Appointees continued employment is subject to satisfactory completion of a six (6) month probation period (from date of initial appointment to CFA).

Drivers Licence

The operational requirements of positions require appointees to hold as a minimum a medium rigid endorsed Driver's Licence.

Physical fitness

Personnel are required to maintain an appropriate level of physical fitness to meet the requirements of their position.

Work Location

Personnel may be required to work at any CFA career fire station across the State of Victoria in accordance with the Order of Transfer Policy. If designated as a Reliever, incumbents may be notified verbally and in writing that they are required to relieve and fill vacancies at any integrated fire station in the State of Victoria.

Volunteer Membership

CFA allows permanent members to commence or continue service as volunteer firefighters. To do this, the following conditions apply:

- A permanent operational firefighter may be a registered volunteer member of a brigade other than at his / her substantive work location.
- Personnel are not permitted to hold senior volunteer positions in either:
 - a fully volunteer brigade, those being Brigade Captain and First Lieutenant, or
 - an A or A1 station, that being First Lieutenant.
- For competition purposes, firefighters should compete with the brigade with whom they are registered. If not a registered volunteer member, they should compete with the brigade to which they are appointed.

Smoke Free Workplace

CFA is a smoke free environment and smoking is prohibited within CFA buildings and motor vehicles.

Security Clearance

Employment is conditional upon a police criminal record check clearance which is satisfactory to CFA.

Termination Of Employment

Either CFA or yourself may terminate your employment by giving notice in accordance with the Award and/or Operational Staff Agreement.

Conditions Of Employment

Award / Certified Agreement

The Victoria Firefighting Industry Employees Interim Award 2000 and the CFA/UFU Operational Staff Certified Agreement 2002 cover appointee's terms and conditions of employment generally.

Remuneration

Current wage rates (as at March 2003) inclusive of shift and overtime penalties are as follows;

Leading Firefighter	\$ 52,387.84 pa
Fire Officer 1	\$ 56,806.32 pa
Fire Officer 2	\$ 61,225.85 pa

Hours Of Work

When on Station, your normal working hours are forty-two (42) hours per week over a shift roster cycle of eight (8) weeks.

Superannuation

You will be required to become a member of the Emergency Services Superannuation Scheme. (ESSS) This is a defined benefit superannuation fund to which you contribute according to the rate you nominate on your superannuation form. CFA also makes contributions to the fund at a level determined by your personal contribution rate and by the fund actuary.

You may also voluntarily make contributions to the ESSPlan Scheme. These contributions are kept in a separate account, where they accrue interest at a rate declared annually by the fund.

Annual Leave

Sixty-five and 6/100 (65.06) calendar days entitlement per annum, inclusive of public holidays, to be taken as rostered.

Sick Leave

Thirty (30) shifts on full pay on joining. After two (2) years service, sick leave shall accrue at the rate of fifteen (15) shifts on full pay.

Long Service Leave

Three (3) months after ten (10) years of service, plus 1.5 months for each completed five (5) years of service thereafter.

CFA / UFU Operational Staff Agreement 2002

Clause 45.11

Lateral Entry

Where it can be demonstrated that no suitably qualified internal applicant exists and after advertising internally on two occasions, CFA will seek to fill the vacant position through the lateral entry of a currently paid firefighter or fire officer from another Recognised and Professional Career Fire Service. Prior to seeking external advertisement, CFA will consult with the UFU who will be provided with seven working days to offer suggested alternatives for consideration by CFA.

Lateral entry will not be sought for positions below the rank of Qualified Firefighter with Leading Firefighter qualifications.

Applicants through external advertisements must be able to demonstrate that they have the requisite skills, competence and experience to perform the tasks required of the position being advertised consistent with the key selection criteria of the position description.

Such applicants will be required to undergo a suitable transitional training program and assessment determined by the parties, to ensure the applicant is competent and proficient to perform the required roles in CFA. A period of induction will be required to be undertaken on Station prior to the successful applicant being part of minimum staffing.

The parties agree that the required transitional training program and induction requirements will be included in the training framework when finalized.

In the case of a Fire Officer 1, the applicant must have a minimum of five years continuous experience as a career firefighter, in addition to the required competencies.

In cases where currently paid firefighters are not available and lateral entry is to be sought by CFA no person shall be accepted for lateral entry if their service as a paid career firefighter or Fire officer has been broken with any period exceeding.

- Leading Firefighter 24 months
- Fire Officer 12 months

Under special circumstances where the above cannot be met then the CFA will consult with the UFU prior to any employment or offer of employment.

In cases where the above results in employment then appropriate training arrangements will be developed on a case-by-case basis.

An acceptable and recognised Fire Service for the purpose of this agreement is a State or Territory Government fire service within Australia or such other fire service as agreed between the parties on a case-by-case basis.

A paid career firefighter or Fire Officer does not include a retained firefighter or Fire Officer.