Thank you for your interest in a career with the WA Fire and Rescue Service (FRS). The following information is intended to provide a general overview of FESA and the FRS and guidance to people interested in a career as a Firefighter. Applicants should be aware that the selection process is very competitive, thorough and time consuming.

FESA 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.

**SELECTION PROCESS**

The stages for the Firefighter Recruitment Campaign differ slightly from previous years. Timeframes for each stage are unable to be provided, however, as with previous campaigns, applicants must be available on the dates outlined in correspondence or will not be able to continue with their application.

Additionally, communication to applicants 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.

The stages for the Firefighter Recruitment Campaign are detailed below. FESA reserves the right to change these stages.

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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 FESA 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 resident of Australia as defined in the Migration Act 1958 or a Special Category Visa Holder (New Zealand citizen).
   - Applicants must hold one of the above in order to apply for the position of Firefighter.

2. Possession of a current Australian First Aid Certificate (Competency HLTFA301B [Apply First Aid] or higher).
   - Applicants must obtain the above First Aid qualification and provide evidence of this within two weeks, after the close of applications.

3. Possession of a current Australian unrestricted HR (Heavy Rigid) class driver’s licence.
   - Applicants must be in possession of this pre-requisite before an interview is offered.

Assessment Criteria

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

<table>
<thead>
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<th>Assessment Criteria</th>
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<td>1 High level of fitness with no medical conditions that may inhibit performance as a Firefighter.</td>
<td>Beep Test&lt;br&gt;Physical Aptitude Test&lt;br&gt;Functional Movement Assessment&lt;br&gt;Medical Assessment</td>
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<td>2 Ability to work effectively as a team member in work or community settings.</td>
<td>Online Application&lt;br&gt;Interview&lt;br&gt;Written Profile Test</td>
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<td>3 Demonstrated problem solving ability, including the capacity to learn and follow instructions.</td>
<td>Online Application&lt;br&gt;Written Aptitude Test&lt;br&gt;Written Profile Test&lt;br&gt;Physical Aptitude Test&lt;br&gt;Interview</td>
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<tr>
<td>4 Good written, oral and interpersonal communication skills.</td>
<td>Online Application&lt;br&gt;Written Aptitude Test&lt;br&gt;Physical Aptitude Test&lt;br&gt;Interview</td>
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<tr>
<td>5 Demonstrated understanding of the role of FESA within the WA community and of a career Firefighter.</td>
<td>Online Application&lt;br&gt;Interview</td>
</tr>
<tr>
<td>6 Ability to cope with difficult and stressful circumstances.</td>
<td>Online Application&lt;br&gt;Written Profile Test&lt;br&gt;Physical Aptitude Test&lt;br&gt;Interview</td>
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</tbody>
</table>
Applicants will be rated on each of these criteria throughout the process. Being rated as suitable for each of these criteria will not guarantee you a position as a Firefighter. Those rated most highly in all of the criteria will be considered more positively.

**MAJOR CHANGES**

**Drivers Licence History Check** – Being able to drive under emergency conditions, in a safe and responsible manner is an essential requirement of the role of Firefighter. Therefore it is now a requirement that all applicants obtain a full State Traffic Certificate as part of the application process. A State Traffic Certificate can be immediately processed over the counter at your nearest Police Station. For more information please follow this link:

http://www.police.wa.gov.au/LinkClick.aspx?fileticket=mTw4hHdCb%2fO%3d&tabid=1202

Interstate applicants can apply for a similar check in their State; however these checks can take up to 7 days for delivery.

All applicants will be reminded of the requirement to obtain the check at the Application Stage. Once applications have closed, applicants will have a maximum of two (2) weeks to provide their full State Traffic Certificate (or equivalent) to Firefighter Recruitment. Wherever possible, applicants should attach these to their application.

FESA requires the certificate to be less than 6 months old from the date provided. If you wish to apply for FESA’s next Firefighter Recruitment intake we advise you to obtain this check as soon as possible.

The driving history assessment will require the applicant to have the following:
- Manual drivers licence
- Maximum six lost demerit points at time of application
- No recent suspensions (with specified waiting periods), as follows:
  1. Demerit Points – Cannot apply within 2 years from date of suspension.
  2. Alcohol Related Suspensions – Cannot apply within 3 years from return of licence for the 1st offence.
  3. More than one (1) suspension – Cannot apply within a minimum of 5 years from return of licence but may be referred to Professional Standards for permanent exclusion.

Applicants who fail to meet the above criteria will be removed from the process. Additionally, failure to provide the check within the timeframe outlined above will also result in an applicant being removed from the process.

**First Aid** - The First Aid requirement has been brought forward to the Application Stage. Applicants will have a maximum of two (2) weeks, from the close of application, to provide a current Australian First Aid Certificate, equal to competency HLTFA301B - Apply First Aid.

*Failure to provide evidence of your First Aid qualification within two weeks, from the close of applications, will result in an applicant being removed from the recruitment process.*
Heavy Rigid Drivers Licence – Applicants must obtain and provide this pre-requisite to FESA before they are considered for an interview. Applicants wishing to apply for the next Recruitment Campaign must obtain this pre-requisite by 30 April 2012, in order to proceed through to interview stage.

*Failure to obtain your HR license within this timeframe will result in your application not proceeding further through the Recruitment process.*

Please note: Applicants who hold an interstate HR drivers licence are strongly recommended to transfer their licence before commencing the Firefighter Training School. Candidates will not be permitted to commence, upon successful completion of the recruit school, until they can provide a valid Western Australian HR licence.
Applications for the position of Firefighter are only open for a short period of time. When applications are open, this will be advertised in the West Australian, on FESA’s website, www.fesa.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. If you have only partially completed the application by the closing time, your application cannot be submitted.

If you experience difficulties applying, please contact Firefighter Recruitment on (08) 9323 9578 or email recruitment@fesa.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 FESA 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 – A current copy of your resume
- ESSENTIAL – Evidence of Australian Residency (copy of passport, birth certificate, visa etc.)
- Evidence of First Aid qualifications (if already obtained) – Must be provide by 6 April 2012 at the latest.
- Evidence of Heavy Rigid Driver’s Licence (if already obtained)
- Evidence of educational qualifications
- Evidence of relevant course/s undertaken
- State Traffic History Check – Must be provided to FESA within two weeks, from the close of applications.

Please note that it is ESSENTIAL that you provide a copy of your resume. Failure to do so will result in you being considered unsuitable due to your inability to follow instructions and removed from the process and informed that you will not continue through the process.

Assessment of the Online Application

Your online application will be assessed by a panel of Fire Rescue and FESA personnel. Applicants will be closely assessed on their ability to adequately answer the questions directly relating to the selection criteria. The application will be assessed in two 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. **Assessment Criteria** – If your responses to application questions are incomplete, at a low level, lack sufficient detail or of frivolous, vexatious or mischievous nature, you will be deemed unsuitable and you will receive notification that you will not continue through the process.

**Please note this is a new stage of the Firefighter Recruitment Process**.

**Deceptive Information** – Any applicant 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:

1. Create a resume or, if you already have one, update it. A resume contains a brief summary of your personal details, work history, education and skills. Templates of resumes are available on most word processing programs and on the Internet.
2. Have electronic copies of any relevant documentation so that you can attach these to your application.

When completing your application:

- Write clearly and succinctly;
- Ensure you have presented yourself in the best possible light;
- Be honest; and
- Consider seeking a second opinion on your responses.
STAGE TWO: BEEP TEST

Criteria Assessed

- High level of fitness with no medical conditions that may inhibit performance as a Firefighter.
- Ability to cope with difficult and stressful circumstances.

About the 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 an applicant 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 at the end of each minute. You must have part of one foot on or behind the 20 metre line by the time the ‘beep’ is heard and cannot leave the line until the beep before starting the next shuttle if you arrive early.

Assessment

If you attain a level of 9.6 you will be considered suitable for further consideration. However, you should continue beyond 9.6 to your maximum level as your final result will be rated and used for comparative purposes in relation to the Assessment Criteria.

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

As this is a running test, applicants can prepare and improve their performance by undertaking running training. Remember, before beginning any exercise program it is wise to consult a doctor.

You may wish to consider obtaining a copy of the Beep Test. It is available for download from the Internet or a copy may be purchased online from the Australian Sports Commission website, http://www.ausport.gov.au.

Further Information

This test will be conducted in Perth on a small number of dates and times. It will be held in a wooden floored gymnasium. Testing will commence prior to applications closing and will be completed within a maximum of 2 weeks after applications close. Other testing locations may be considered, however this is not guaranteed.

You MUST provide photo ID on the day of the test. Additionally, you will be required to complete a medical self-assessment and may need to get approval of a medical practitioner to undertake the test. Further information will be supplied to all applicants invited to undertake this stage.

Exemptions will not be granted, however, where an applicant can demonstrate to the satisfaction of FESA that they are unable to undertake the test in Perth on the dates specified, an extension of time may be granted for this stage to be completed. If granted, FESA will arrange dates to coincide with the next assessment stage and failure to successfully complete the Beep Test or to attend at the date and time determined by FESA will result in being deemed unsuitable.
STAGE THREE: WRITTEN APTITUDE TESTS

Criteria Assessed

- Demonstrated problem solving ability, including the capacity to learn and follow instructions.
- Good written, oral and interpersonal communication skills.

About the Written Aptitude Tests

These 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 four minimum elements you will be tested on are: writing; basic arithmetic and numeracy; reading and reasoning; and problem solving (relating to mechanical reasoning). There may be additional tests.

As part of this testing, you are required to sign a form indicating that you will not receive feedback on the results of the tests. If you are not successful in this stage, feedback regarding the test/s you were not competitive in is able to be provided. However, further specific feedback is unavailable.

Assessment

Minimum standards are determined for each of the tests in this stage. Applicants are required to meet at least the minimum standard in all tests to be considered suitable for further consideration. Final results from Stages One, Two and Three will be rated and used for comparative purposes. A selection will be made and only the most competitive applicants will proceed through to the Physical Testing Stage. This includes assessment of Traffic History.

If you are unsuccessful in being in the most competitive group of applicants 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.

Preparation

There is no specific preparation that can be done for this stage. However, it would be advantageous to look at the examples provided in the separate information pack so that you have an idea of the type of questions that may be asked. Almost all sections of the test are multiple choice so practice in these types of tests may be advantageous. FESA does not recommend or endorse any specific practice tests or training providers.

Further Information

This test will be conducted in Perth on a small number of dates and times. You MUST provide photo ID on the day of the test. The tests may take two or more hours to complete.

Previous Applicants

Applicants who sat this test in September 2011 are unable to re-sit this test for a minimum of 12 months from the date you originally sat them. You agreed to this by signing the release form when undertaking the test in September 2011. This does not mean that you are ineligible to apply but that your results from September 2011 will be used if you wish to apply for schools in 2012.
Criteria Assessed

- High level of fitness with no medical conditions that may inhibit performance as a Firefighter.
- Good written, oral and interpersonal communication skills.
- Demonstrated problem solving ability, including the capacity to learn and follow instructions.
- Ability to cope with difficult and stressful circumstances.

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.

Applicants 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 applicants, 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 FESA also reserves the right to vary the actual tests but any changes will be made available to applicants as it becomes available.

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

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.

Candidates wearing gloves and helmet must pick up from the ground a set of Lucas KS50IEN Cutters (weighing approximately 19kg) and place the tips of the Cutters on clearly designated areas on a vehicle commonly used for accessing vehicles. The candidate must hold the equipment steady within the marked area for 20 seconds without applying pressure on the tool to hold the Cutters in place. At the completion of each point, the candidate may rest the tip of the equipment on the ground for 5 seconds to enable the tool to be re-gripped if necessary. The candidate should then return the Cutters to where they were picked up.

The candidate should then collect the Lucas Spreaders (weighing approximately 19kg) and place the tips of the Spreaders on clearly designated areas on a vehicle commonly used for accessing vehicles. The candidate must hold the equipment steady within the marked area for 20 seconds without applying pressure on the tool to hold the Spreaders in place. At the completion of each point, the candidate may rest the tip of the equipment on the ground for 5 seconds to enable the tool to be re-gripped if necessary. The candidate should then return the Spreaders to where they were picked up.
The number of holds in this assessment totals 8.

The candidate will be assessed on their ability to safely handle the heavy tools. Additionally, they will be assessed on their ability to keep the tools within the marked areas of the period required without applying significant pressure from the tool on the vehicle. The candidate will receive a maximum of two warnings from the assessor if they are applying pressure. A third warning will result in an immediate fail. If the tool moves out of the marked area for any of the 8 holds, this will constitute a fail.

Applicants are only allowed one attempt for this test. In the event of a failure, the candidate will be deemed unsuccessful and will not continue with the remainder of the process.

**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.

The candidate, wearing a tunic, gloves and helmet will pick up a branch connected to a fully charged (water filled) 40mm length of hose. The hose is connected to a hydrant.

There are two methods of dragging the hose that are acceptable:

1. Placing the hose over the shoulder with the branch in front of the chest.
2. Holding the hose under the arm with on hand holding the pistol grip.

The candidate is to advance the hose 30m along a sand track to a designated point, moving constantly in a forward direction at all times, following advice provided by the assessor. On instruction of the assessor, the candidate must lean forward and using body weight to counter the jet reaction of the hose open the branch and “show water” for 5 seconds.

The candidate will then drag the hose back toward the hydrant and then down a second track and repeat the same procedure. They will then drag the hose back to the hydrant and down the original track, showing water again. To complete the test, the candidate will drag the hose back to the start line. The candidate will not be required to reset the hose.

If at any time the hose crosses and impacts on the candidate’s ability to complete the task, the assessor will rectify this issue. Cross over of the hose will not affect a candidate’s success or failure.

This test is timed and candidates must complete the test within 3 minutes. The candidate will be advised of the time taken as they pass the halfway point, and will also be given notification once 1 minute and 30 seconds has passed. No further advice regarding time or distance will be provided.

The candidate is not permitted to walk backward during this test. The candidate will be assessed on their ability to drag the hose in a continual forward movement without dropping it, displaying a sense of urgency. Additionally, the candidate will be assessed on their ability to show water with being unduly affected by the jet reaction of the hose.

Applicants are only allowed one attempt for this test. In the event of a failure, the candidate will be deemed unsuccessful and will not continue with the remainder of the tests.
**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 a candidate’s endurance, physical strength, the ability to follow instructions and identify their susceptibility to vertigo and/or acrophobia. The candidate, wearing gloves, helmet and safety harness are required to climb an extension ladder to the second level of Tower 6. They must then safely step off the ladder onto the landing, put on a 12kg Forward Entry Kit and climb the internal stairs to the top level. The candidate will then remove the Forward Entry Kit and be harnessed to the tower with a safety line.

The candidate will move to the railing, lean out over the railing and raise a 15kg object attached to a rope to a designated height using a hand over hand technique. Upon instruction, the candidate will then lower the object using the same hand over hand technique as before. Once lowered, they will move away from the railing, be disconnected from the safety line and refit the Forward Entry Kit. The candidate will then descend the internal stairs to the first level, where they will remove the Forward Entry Kit and safely step back onto the ladder and descend to the ground.

Candidates must ensure that they make contact with every step on the ladder and internal stairs, on both ascent and descent. One warning will be given if the applicant does not touch each step. A second warning will be deemed a failure.

This test is timed and candidates must complete the task within 9 minutes from ascending the extension ladder. The candidate will be advised of the time taken once they have reached the top of the tower. Candidates will be assessed on their ability to follow instructions, correctly raise and lower the object using a hand over hand technique. Additionally, they will be assessed on any susceptibility to vertigo and/or acrophobia. If a candidate displays high levels of anxiety (which may also include display of behaviours such as joking around or inappropriate language), or is unable to successfully complete the task, they will be deemed unsuccessful.

There will be no re-test for a fail during this task. In the event of failure the candidate will be deemed unsuccessful and will not continue with the remainder of the tests.

**Confined Space Anxiety Tunnel Crawl**

This test is designed to test a candidate’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.

The candidate, wearing helmet, gloves, Breathing Apparatus and a blackened mask must make their way through a tunnel maze, navigating through obstacles. The mask is not connected to the cylinder and normal air will be breathed by the candidate. Within the first part of the course the instructor will read out a string of letters and numbers and the candidate will be asked to repeat it back. Later in the course the candidate will be asked to recall the string.

This test is timed and candidates must complete the task within 8 minutes from entering the tunnel. The candidate will be advised of the time taken as they pass the halfway point, and will also be given notification once 4 minutes have passed and the approximate percentage of the course they have completed. No further advice regarding time or distance will be provided.

Candidates will be assessed on their ability to negotiate the tunnel in a safe and controlled manner, without displaying undue levels of anxiety or poor levels of extreme behaviour, within the time limit. Signs of anxiety and frustration will include undue swearing and strong levels of aggression. The assessor has the right to remove any candidate displaying anxiety or frustration at any stage during the test and this will be deemed a failure.
Candidates are also assessed on their ability to recall information. Candidates, who do not successfully complete the task, remove their mask and/or BA set during the task, or request assistance that requires opening of emergency exit gates will be deemed to have failed this task.

Applicants are only allowed one attempt for this test. In the event of a failure, the candidate will be deemed unsuccessful and will not continue with the remainder of the tests.

**Simulated Casualty Rescue**

This task simulates the critical task of removing a victim from an urgent, emergency situation. It tests the candidate’s aerobic and anaerobic capacity and upper and lower body strength.

The candidate wearing Breathing Apparatus cylinders (not mask), gloves and helmet must pick up an 80kg mannequin under the arms. They are to walk backwards, dragging the mannequin through a simulated hostel area as directed by the instructor, navigating around obstacles and through doorways as instructed. The candidate may clasp their hands across the chest of the dummy.

The candidate should continue through the course with continuous movement but may rest once, for up to 5 seconds, to adjust their grip on the mannequin if required.

This test is timed and candidates must complete the test within 45 seconds. The candidate will be advised of the time taken as they pass the halfway point, and will also be given notification once 20 seconds have passed and the approximate percentage of the course they have completed. No further advice regarding time or distance will be provided.

Candidates will be assessed on their ability to negotiate the obstacles in a controlled manner without dropping the mannequin within the time limit and displaying a sense of urgency. If the candidate is unable to complete the course with only one rest period or does not complete it within 45 seconds, they will be deemed to have failed.

Applicants are only allowed one attempt for this test. In the event of a failure, the candidate will be deemed unsuccessful and will not continue with the remainder of the process.

**Equipment Handling**

This test is designed to simulate the demands of accessing, removing and replacing essential firefighting equipment from a firefighting appliance. It assesses the candidate’s upper body strength and ability to follow instructions.

The candidate, wearing gloves and helmet is to mount the rear step of a Fire Appliance, unlock the ladder locking device and slide the ladder out. With the assistance of a firefighter the candidate will continue to slide the ladder out until it’s fully removed. The candidate, whilst still holding the ladder, will step down from the appliance and place the ladder safely on the ground. With the assistance of the firefighter, the candidate will pick up the ladder, mount the appliance and return the ladder to its original position and re-lock it into place.

The candidate will then move to the side of the vehicle and slide open the designated locker. They will then remove a bag containing Holton Foot equipment (weighing approximately 15.5kg) from the top shelf of the locker, place it on the ground in a safe and controlled manner and close the locker door. They will then be required to carry the bag at their side to a distance of 10 metres from the appliance. At the 10 metre mark they may place the bag on the ground to change hands or readjust their grip before returning the bag to the appliance, opening the locker door, re-positioning it on the top shelf and closing the locker door.
The candidate will be assessed on their ability to follow instructions and safely handle the equipment. Candidates can be prompted and guided by Instructor’s when undertaking the ladder component of the test and will not be assessed on any elements where training is required (including correct mounting and holding techniques and ability to correctly place the locking mechanism first time). However, applicants will be required to complete all aspects of the equipment carry component, without the assistance from instructors. Applicants who fail to remember or complete any element of the test will be deemed unsuccessful.

Applicants are only allowed one attempt for this test. In the event of a failure, the candidate will be deemed unsuccessful and will not continue with the remainder of the tests.

Preparation

As can be seen, 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.

Additional Assessments

In addition to your assessment on each of the above tests, FESA 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 applicants 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

This test will be conducted at FESA’s Training Centre in Forrestfield on a small number of dates. Applicants will be assessed at each test by FRS staff. You MUST provide photo ID on the day of the test.
STAGE FIVE: WRITTEN PROFILE TEST

Criteria Assessed

- Ability to work effectively as a team member in work or community settings.
- Good written, oral and interpersonal communication skills.
- Demonstrated problem solving ability, including the capacity to learn and follow instructions.
- Ability to cope with difficult and stressful circumstances.

About the Written Profile Test

This test is designed to assess your suitability to undertake the role of Firefighter based on your personal characteristics and views. It provides an overall assessment of areas including (but not limited to) excellent interpersonal skills, good judgement, and strong teamwork ability.

As part of this testing, you are required to sign a form indicating that you will not receive feedback on the results of the tests. Additionally, you will also be unable to re-sit the test for a minimum of 12 months and if you reapply within the 12 months your test results will be carried over.

Assessment

An assessment is made of each applicant’s individual suitability to the position compared to other applicants.

At this stage, final results from Stages One through to Five will be rated and used for comparative purposes. A selection will be made and only the most competitive applicants will proceed through to the Interview Stage.

If you are unsuccessful in being in the most competitive group of applicants 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.

Preparation

There is no specific preparation that can be done for this stage. There is no advantage to be gained by undertaking similar tests as this profile assessment has been specifically designed for screen applicants to the role of Firefighter.

As a word of advice, it is best to be as honest as you can in answering the questions as you can come unstuck by attempting to make yourself look “better” than you are. It is acknowledged that everyone has faults and this does not necessarily impact on your ability to succeed in this test or as a Firefighter. Also, take your time to make sure you fully understand each question before answering it but do not attempt to “think” too much about what your response should be – your first response it usually your best response.

Further Information

This test will be conducted in Perth on a small number of dates and times. You MUST provide photo ID on the day of the test. The test may take up to four hours to complete.

Stages Three and Four will be conducted within 1 week of each other. Therefore, while you may undertake Stage Four, you may be subsequently notified that you were unsuccessful in Stage Three and your results from Stage Four have not been analysed.
Previous Applicants

Applicants who sat this test in September 2011 or within 12 months for another organisation are unable to re-sit this test for a minimum of 12 months from the date you originally sat them. You agreed to this by signing the release form when undertaking the test. This does not mean that you are ineligible to apply but that your results from September 2011 will be used if you wish to apply.
### STAGE SIX: INTERVIEWS

#### Criteria Assessed

- Ability to work effectively as a team member in work or community settings.
- Good written, oral and interpersonal communication skills.
- Demonstrated problem solving ability, including the capacity to learn and follow instructions.
- Demonstrated understanding of the role of FESA within the WA community and of a career Firefighter.
- Ability to cope with difficult and stressful circumstances.

#### Prerequisites

If you are invited to attend an interview, you must provide evidence that you have met all prerequisites. If you have not obtained these by interviews, you will not be interviewed and will be deemed unsuitable.

Additionally you may be requested to provide a National Police Certificate at this time. If this is required, you will be given a minimum of four weeks’ notice (as it may take up to 3 weeks from date of application).

#### 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. Interview questions are based on the Assessment Criteria in the Job Description Form.

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.

The format of the interview may vary from past years. You may be required to give a short presentation and answer questions, or you may just be required to answer questions. Irrespective of the format, you will be given the interview questions and a short time to develop responses. You are allowed to take notes with you to the interview and refer to them as necessary. In addition to the set questions, the panel may ask additional or probing questions to assist them in gaining a full appreciation of your answers or to learn more about who you are.

FESA may also conduct an additional interview with each candidate. This interview will be in relation to the Written Profile Test undertaken at Stage Four of the process and it is anticipated that, due to the confidential nature of information contained with the profile test, it will be conducted one-on-one. Information regarding the outcome of this interview would be provided to the panel and it may be taken into consideration in determining overall ratings and suitability.

#### Assessment

The interview panel will make an assessment of each applicant for each Assessment Criteria assessed at interview. They will then consider all other assessments and ratings given to the applicant and provide an overall rating for each criterion. These overall ratings will be used in comparing applicants for final selection into the pool.
Referee Checks

All applicants who are deemed suitable as a result of the assessments above will 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. FESA also reserves the right to seek alternative referees. At interview, the panel will remind each applicant of the referee checks and confirm the referees provided on application.

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:

- Make sure you are on time for the interview and dressed appropriately;
- Bring ALL prerequisites if you haven’t already provided them;
- 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.

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 you have been accepted for an interview and that they may be contacted.
**FURTHER ASSESSMENTS**

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

Applicants who are progressed after interview are still required to undergo further assessments. Passing all of these assessments will usually result in being offered a place in the Firefighter Pool. However, a place in the pool does not guarantee a position as a Firefighter with the FRS.

In the further assessments below, you will be required to meet with and be subject to testing, fitting etc, with external providers to FESA. You will be required to adhere to FESA’s Code of Conduct and any inappropriate behaviour will result in your immediate removal from the process.

**Functional Movement Assessment**

The Functional Movement Assessment (FMA) is designed to simulate tasks performed by Firefighters and candidates are required to perform the tasks multiple times. It provides a realistic assessment of the candidate’s functional mobility (eg. 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 your FMA is provided to the medical practitioner and is considered individually and as part of your medical assessment.

In the FMA, candidates are required to perform nine (9) movement patterns. All movements must be completed in accordance with the instructions and demonstration provided by the assessor prior to the commencement of each movement. Candidates are required to wear sports shorts and a singlet (or similar) to perform the assessment.

**Medical Assessment**

Candidates being considered for appointment to the position of Firefighter are required to undergo a comprehensive medical examination by a medical practitioner appointed by FESA. These examinations are designed to reveal any conditions that would prevent or hinder a candidate from effectively carrying out firefighting duties and which may put the individual, colleagues, or others at risk. The medical practitioner provides FESA will an applicant’s suitability for the role of Firefighter based on all the information available to them.

Candidates who do not meet the required standards for any part of the medical examination will not be offered a position as a Firefighter. Additionally, where there is any increased risk of injury or other issues that arise, these will be considered, taking into account the nature of the concern and the likelihood of injury in the short term.

While not an exhaustive list, the following points provide information on some questions that FESA 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 applicants.

**Medical History**
Emphasis is placed on a candidate’s medical history and the candidate may be questioned closely about specific aspects.

**Colour Vision**

Colour vision testing is performed using the “Ishihara Plate Test”. In the event of failure, candidates 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 a candidate 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.

**Integrity Requirements**

Candidates 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. 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 FESA.

**Criminal Records**

A criminal record will not automatically disqualify a candidate from the selection process. Generally, single non-recent petty offences do not disqualify a candidate. Multiple offences, sex offences, violence, dishonesty and habitual theft may disqualify a candidate. If rejection of a candidate 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**

Candidates will be required to provide information as to whether they are under investigation for any matter or are suspended from employment. Candidates 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 a candidate 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 a candidate from the selection process. If rejection of a candidate 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.
Successful candidates are placed into a pool from which they may be placed into a Firefighter training school. The training school is a paid, intensive training program of approximately 16 weeks’ duration at FESA’s Training Centre located at Forrestfield. This school is not a live in program and trainees will 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 Training Centre, with excursions to other areas when required.

Upon graduation from the school, a Firefighter has gained the necessary competencies for PUA20601 Certificate II in Public Safety (Firefighting and Emergency Operations). This makes them qualified to be able to perform on-shift operational duties as a member of the WA Fire and Rescue Service.

Please find further information on our website regarding the Recruit Training 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 FESA employees.
• Employees of Police and other emergency services.
• Members of the public, including accident and incident victims.
FIREFIGHTER EMPLOYMENT CONDITIONS

HOURS OF DUTY

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 days shifts (0800 to 1800) followed by two 14-hour night shifts (1800 to 0800).

ANNUAL LEAVE

Shift staff accure 56 calendar days 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.

PUBLIC HOLIDAYS & 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.

SICK LEAVE

A total of 126 hours per annum (16.8 hours per annum non cumulative). Cumulative credits not used during the year are carried into the next year. Evidence may be required.

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 .

DISTRICT ALLOWANCE

A District Allowance applies to Firefighters based at Kalgoorlie Fire Station. Other regional incentives may also apply at this location, subject to meeting eligibility requirements. Additionally, a new District Allowance may apply at Geraldton Fire Station in the future. No regional allowances apply to FESA’s other regional Fire Stations based in Albany and Bunbury.
**REMUNERATION**

**Current Total Firefighter Rates of Pay**

<table>
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<tr>
<th>Classification</th>
<th>Weekly</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee</td>
<td>$1,137.16</td>
<td>$59,321.85</td>
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<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; Class Firefighter</td>
<td>$1,238.57</td>
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<tr>
<td>Senior Firefighter</td>
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Please note these wages increase by 4.50% on 9 June 2012.

**FURTHER INFORMATION**

For specific enquiries not covered in this information pack or on FESA’s website, [www.fesa.wa.gov.au](http://www.fesa.wa.gov.au), please email recruitment@fesa.wa.gov.au. Alternatively, call the Firefighter Recruitment Office on (08) 9323 9578 during normal business hours.

This information is current as at Thursday 1 March 2012.