



10 steps to becoming a volunteer

Step 1: The Decision

Make a decision to join the NSW Rural Fire Service ("the Service") and approach the nearest brigade or fire control centre for an application form.

Step 2: The Application

Complete all "essential" information on the application form and submit it to the brigade or fire control centre. You may be told at this stage whether the brigade is recruiting members or whether they have enough members at that time.

Step 3: The Interview

You are interviewed by the Manager of that Rural Fire District or by their delegate/s as soon as practical.

The interview covers the Service's expectations of volunteering and volunteers. At the interview, you will discuss what volunteering involves. You will discuss what brigade area you might join and whether they need more members to meet standards of fire cover within their area. You also discuss the criteria for membership - namely that applicants can be refused membership if the Service doesn't consider them "fit and proper".

You will be asked to provide 100 points of identification.

Step 4: Criminal History Record Check

Complete the "Consent to obtain personal information" form which allows the Service to undertake a criminal history record check. This consent needs to be sent directly to the Service Membership Unit to comply with privacy requirements.

The Service will protect your privacy in dealing with such information.

Step 5: Processing of the Application

During the 21 days of processing, the Service checks your application against its central database of brigade information. If you are a transferring member, or have previously been a member of the Service, a reference check of previous service will be conducted.

Step 6: Success or Rejection of Application

If your application is successful, the Service advises you by way of a letter within 7 days of the decision. This letter is sent to you and you should pass this to the relevant brigade Captain.

If your application is unsuccessful you will also be advised of this in writing. You are able to appeal this decision within 21 days of receiving the Services letter.

Step 7: Probationary Membership

The brigade either accepts you as a *probationary member* for 6 months or declines your application. This is done on the basis of need and the numbers of members required to meet the standards of fire cover in the area. The brigade advises you of their decision. If you become a probationary member, that information is entered onto your personal record on the Service's central database.

Step 8: Training and Assessment

As a probationary member you will be required to undertake the first (basic) level of training and assessment prior to being able to attend fire calls.

Step 9: Brigade Endorsement

Once your training is complete and at the end of six months, the brigade votes to accept or reject you as a member or extends the probationary period.

Step 10: Active Membership

You will receive internal notification from your brigade that you are an *ordinary member* of the brigade and able to undertake duties as an active member. Your personal record is amended on the central database to reflect the change in status.

For further information, please contact your local Fire Control Office or www.rfs.nsw.gov.au.

becoming a volunteer

