# Application Instructions

### This form is for applicants seeking renewal of registration only.

### New applicants should complete a ‘Assistant Chief Fire Officer – Application for Registration’ form.

## Personal details

Provide your personal details, complete all fields and provide your registration number.

## Certification of documents

You must submit certified documents, where indicated, supporting your application. Please ensure you gather all necessary information before submitting.

Information about what is a certified document and how to have a document certified is available on the Department of Justice and Community Safety website: [justice.vic.gov.au/certifiedcopies](https://www.justice.vic.gov.au/certifiedcopies).

## Evidence of competency, qualifications, and skills

Complete all questions and provide additional information, where appropriate, to further strengthen your application.

Please check the relevant box at each section to confirm evidence has been provided as part of your completed application.

## Attach supporting documentation

You must attach supporting documents that will demonstrate you meet the competencies and criteria as set by the Board. Please ensure all evidence and supporting statements are certified (where indicated) before submission.

Please use the following naming convention to label your attachments to assist the Board in reviewing your application. For example:

* Name – Fire Service Experience – Service and rank attainment – 1
* Name – Technical Skills – Qualifications – 1
* Name – Technical Skills – Qualifications – 2
* Name – Technical Skills – Additional information – 1

## Review

Please ensure you carefully review your entire application for accuracy and completeness prior to submission.

## Submit your completed application

Submit your completed application with all supporting documentation to [firefightersregistrationboard@justice.vic.gov.au](mailto:firefightersregistrationboard@justice.vic.gov.au).

# Personal Details

|  |  |
| --- | --- |
| **First Name** |  |
| **Last Name** |  |
| **Date of Birth** |  |
| **Address** |  |
| **Email** |  |
| **Phone number** |  |

## Firefighter Register Registration Number (Please provide)

|  |
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|  |

# Fire Service Experience

Applicants applying for renewal of registration will have had their required fire service experience validated and verified as part of their initial application for registration.

Applicants are not required to further demonstrate fire experience as part of this renewal process.

**If you have now been promoted above the rank of ACFO, registration is not required.**

# Technical Skills

Applicants are encouraged to demonstrate additional competence or qualifications they may have developed across a range of technical skills over the past five years as part of their application for renewal of registration. This may include formal qualifications, professional development courses, or other relevant training applicable to the role of an ACFO.

Please ensure that your technical skills are clearly demonstrated by providing the required evidence listed below. You may also include additional supporting evidence as listed in your written statement.

*Use the checkboxes provided to confirm all documentation that has been provided.*

| **Evidence** | **Description** | |
| --- | --- | --- |
| Qualifications |  | **Certified record of completion for the following competencies:** |
|  | 1. Level 2 Incident Controller (PUAOPE018 or equivalent). |
|  | 1. Level 3 Incident Controller (PUAOPE019 or equivalent). |
|  | 1. Regional tier Command and Control training. |
|  | 1. District Duty Officer course. |
| Additional information |  | **Mandatory - Confirm, via ticking the appropriate boxes, you continue to meet following:** |
|  | 1. Ability to lead an emergency management response (significant event) in accordance with the AIIMS functional roles. |
|  | 1. Ability to understand and demonstrate compliance with Victoria’s emergency management arrangements, including the State Emergency Management Plan (SEMP). |
|  | 1. Ability to support organisational priorities across key senior leadership roles. E.g. District Duty Officer role. |
|  | 1. Understanding of, and demonstrating compliance with, the *Country Fire Authority Act 1958*, regulations, values, behaviour standards, policies and procedures, including CFA’s delegation framework. |
|  | 1. Any other technical skills relevant to the ACFO role in a CFA environment.   **Attach a short-written example (3-5 sentences) for each explaining how you have met or can demonstrate this competency. You may also wish to confirm the relevant qualification or training (where appropriate) or attach any other further evidence.** |

# Knowledge and Experience

Applicants are required to attest that they are able to continue meeting the knowledge and skills outlined in the table below. You may wish to provide additional information or evidence to support your attestation*.*

Your attestation can take the form of a statement of claims that provides evidence or examples for consideration by the Board.

| **Evidence** | **Description** | |
| --- | --- | --- |
| Attestation |  | **Mandatory - Confirm, via ticking the appropriate boxes, you continue to meet the following:** |
|  | 1. Ability to acquire and apply knowledge in managing a combined volunteer and employee workforce, including understanding the challenges faced by volunteer organisations, impacts of changing volunteerism culture and strategies to mitigate these impacts. |
|  | 1. Ability to acquire and apply an understanding of training requirements for volunteers and the development of training plans for future operational requirements. |
|  | 1. Ability to work as part of an integrated emergency service and provide clear strategic leadership and advocate for the needs of the volunteers alongside other emergency service providers and partner agencies. |
|  | 1. Ability to acquire knowledge of relevant legislation, including but not limited to OH&S, and how it is applied in the CFA environment. |
|  | 1. Ability to acquire and apply knowledge of risk management principles relevant to a volunteer environment, including reputational risk. |
|  | 1. Ability to acquire and apply knowledge of succession planning for staff and volunteers, business planning, performance management, coaching/mentoring and the management of complex disciplinary matters.   **Attach a short-written example (3-5 sentences) for each explaining how you have met or can demonstrate this competency. You may also wish to confirm the relevant qualification or training (where appropriate) or attach any other further evidence.** |

# Validation of Evidence

**Please ensure that you read and fully understand each of the following statements.**

|  |  |  |
| --- | --- | --- |
| Yes | No | I hereby consent to the Firefighters Registration Board undertaking reasonable steps to validate and verify information contained within this application form for the sole purpose of processing my application for renewal of registration. |
| Yes | No | I further consent to the Firefighters Registration Board conducting checks of records kept by the fire agencies referred to within this application, which may be relevant in relation to my application. |

If you have selected **No** to any of the above, you will be contacted by the Firefighters Registration Board and your application may not be considered.

# Your Signature

**Please ensure that you read and fully understand each of the following statements.**

|  |  |
| --- | --- |
|  | I hereby confirm that all information contained within my application is true and accurate. |
|  | I understand that the Firefighters Registration Board may request additional information from me to assist in determining the approval of my application to the Firefighters Register. |
|  | If my application is approved, I understand that, subject to regulations 44(2) and 47(6) of the Fire Rescue Victoria (Firefighters Registration Board) Regulations 2022, my registration will expire on the fifth anniversary of the registration renewal date on the Firefighters Register*.* |
|  | I acknowledge that if my application is refused, the Firefighters Registration Board will provide reasons for their decision in accordance with regulation 43(6) of the *Fire Rescue Victoria (Firefighters Registration Board) Regulations 2022.* |

Signature of applicant Date of signature

|  |  |  |  |  |  |  |  |  |  |  |  |
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# Privacy Collection Notice

The Firefighters Registration Board (the Board) is committed to protecting the privacy of your information. We will handle your personal information in accordance the requirements of the *Privacy and Data Protection Act 2014*(Vic).

The Board may access and share information that relates to an individual’s registration on the Firefighters Register. The primary use of an individual’s information is solely for the Board to undertake assessment of eligibility for inclusion on the Firefighters Register. The Board is required to notify the CFA and FRV of your successful registration on the Firefighters Register in accordance with the *Fire Recue Victoria (Firefighters Registration Board) Regulations 2022*. Examples of use may include:

* to enable assessment of suitability of applicants for registration.
* to maintain records.
* to enable contact with registered individuals.
* to support the individual through the registration process.

The Board will not disclose personal or health information to any other parties unless authorised by you or as authorised by law.

Under the *Freedom of Information Act 1982* (Vic)you can request access to the personal information that we hold about you. You can also request that we correct it if necessary.

If you would like to find out more about the Information Privacy Policy that guides the Board, please visit the Victorian Government’s website: [Information on Privacy](https://www.vic.gov.au/privacy-vicgovau).