|  |
| --- |
| Registration Requirements – Assistant Chief Fire Officer November 2024 (v1.2) |

Table of contents

[1. Introduction 3](#_Toc183776359)

[2. Operational requirements for registration 3](#_Toc183776360)

[2.1 Fire service experience 4](#_Toc183776361)

[2.2 Technical skills 5](#_Toc183776362)

[2.3 Knowledge and experience 7](#_Toc183776363)

[3. Applying for registration 8](#_Toc183776364)

[3.1 Initial registration 8](#_Toc183776365)

[3.2 Renewal of registration 8](#_Toc183776366)

[4. Privacy collection notice 9](#_Toc183776367)

[5. Document information 9](#_Toc183776368)

# Introduction

The Firefighters Registration Scheme is administered by the Firefighters Registration Board (the Board) in accordance with the *Fire Rescue Victoria Act 1958* (Act) and the Fire Rescue Victoria (Firefighters Registration Board) Regulations 2022 (Regulations).

The purpose of the Firefighters Registration Scheme is to support the secondment arrangements outlined in the Act. Any decision relating to employment of individuals and eligibility for secondment to the Country Fire Authority (CFA) is outside the scope of the scheme and remains a matter for Fire Rescue Victoria (FRV) and, if applicable, CFA. This means that registration does not guarantee employment by FRV or a secondment to CFA.

This document sets out the registration requirements, the accompanying evidence required and application process for eligible individuals seeking inclusion on the Firefighter Register at the Assistant Chief Fire Officer (ACFO) rank.

The requirements apply to the following persons seeking registration for inclusion on the Firefighter Register at the rank of ACFO:

* a current officer or employee of FRV currently seconded to the CFA under a secondment agreement
* a current officer or employee of FRV who would like to be made available to the CFA under a secondment agreement
* a person not currently employed by FRV, who would like to be employed by FRV in order to be made available to the CFA under a secondment agreement. This applies to lateral entries to FRV (domestic/international).

There is no fee for registration, and once registered, individuals will be required to renew their registration every five years.

The requirements outlined in this document will guide both initial registration and renewal of registration.

# Operational requirements for registration

The Board has defined the requirements for inclusion on the Firefighter Register at the rank of ACFO across three core categories:

1. Fire service experience
2. Technical skills
3. Knowledge and experience.

In the preparation of these registration requirements, the Board has considered the position description of ACFO as outlined in the *Fire Rescue Victoria Operational Employees Interim Enterprise Agreement 2020.*

The Board will assess eligibility for inclusion on the Firefighters Register through the consideration of formal qualifications and additional information as detailed below. The information requested for this application supports the Board to complete the assessment process for each applicant in an objective and transparent way.

In assessing all applications for registrations, the Board will consider that each applicant may have worked across a variety of roles and fire services within Victoria and in other domestic and international jurisdictions.

## Fire service experience

Applicants must meet the fire service experience requirements listed in the table below at a senior role in a recognised fire service in order to be eligible to apply. The Board regards fire service experience as ‘mandatory’ for initial registration for inclusion on the Firefighters Register.

For the purposes of the Firefighters Register, a recognised fire service means a state, territory or commonwealth government-controlled fire service within Australia or such other fire service, domestic or international.

The Board will engage with FRV and CFA as part of the assessment process on this matter.

| Service experience |
| --- |
| **Current officer or employee of FRV** | * hold the rank of ACFO or be eligible to apply for promotion to ACFO.
 |
| **Lateral entry – domestic/international** | * hold the same or equivalent rank of ACFO; and
* currently be employed by a recognised fire service or have held employment within the previous two years.
 |

Fire service experience, as outlined in the table below, will need to be demonstrated by all applicants at the time of initial registration.

| Evidence | Description |
| --- | --- |
| **Current officer or employee of FRV** |
| Service and rank attainment | Record of service and rank attainment that meets the requirement (required):* certified record from employer outlining attainment to ACFO rank or eligibility to apply for promotion to ACFO.
 |
| **Lateral entry – domestic/international** |
| Service and rank attainment | Record of service and rank attainment that meets the requirement from domestic/international recognised fire service (required):* certified record from employer(s) outlining attainment to the same or equivalent rank of ACFO; and
* certified statement of employment from a recognised fire service including dates of employment.
 |

##

## Technical skills

All applicants must demonstrate competence across a range of technical skills at the time of initial registration and again for any subsequent applications for renewal of registration.

In setting the requirements for registration, the Board has taken into consideration legislative requirements of the CFA as the organisation that will receive secondees included on the Firefighters Register. This includes the obligations on statutory authorities to comply with child safe standards.

The table below provides details of the competency to be demonstrated, and the format of the information required.

| Evidence | Description |
| --- | --- |
| **Current officer or employee of FRV** |
| Qualifications | **Certified record of completion for the following qualifications:** 1. PUA60519 Advanced Diploma of Public Safety (Firefighting Management) or equivalent (required); and
2. Level 2 Incident Controller (PUAOPE018 or equivalent) (required if not included under PUA60519 qualification).
 |
| Additional information | **Confirmation that you have the ability to demonstrate the following:** 1. Ability to lead an emergency management response (significant event) in accordance with the AIIMS functional roles.
2. Ability to understand and demonstrate compliance with Victoria’s emergency management arrangements, including the State Emergency Management Plan (SEMP).
3. Ability to support organisational priorities across key senior leadership roles, for example, District Duty Officer role.
4. Ability to comply with all relevant child safety regulations, policy and guidelines and the ability to maintain a safe environment for children and young people.
 |
| **Lateral entry – domestic** |
| Qualifications | **Certified record of completion for each of the following qualifications:** 1. PUA60519 Advanced Diploma of Public Safety (Firefighting Management) or equivalent.
2. Level 2 Incident Controller (PUAOPE018 or equivalent) if not included under PUA60519 qualification.
 |
| Additional information  | **Confirmation that you have the ability to demonstrate the following:**1. Ability to lead an emergency management response (significant event) in accordance with the AIIMS functional roles.
2. Ability to support organisational priorities across key senior leadership roles.
3. Ability to understand and demonstrate compliance with emergency management arrangements. For example, in Victoria a firefighter would be required to operate in a way that is consistent with the SEMP.
4. Ability to comply with all relevant child safety regulations, policy and guidelines and the ability to maintain a safe environment for children and young people.
 |
| **Lateral entry – international** |
| Qualifications | **Certified record of completion for each of the following qualifications:** 1. Appropriate firefighting training or qualification equivalent to PUA60519 Advanced Diploma of Public Safety (Firefighting Management) required for the equivalent rank.

Where available, please provide a certified record of training and outcomes from an international fire service through an equivalency assessment and/or Recognition of Prior Learning/ Recognition of Current Competency process.  |
| Additional information | **Confirmation that you have the ability to demonstrate the following:** 1. Leading an emergency management response in accordance with Command-and-Control doctrine.
2. Supporting organisational priorities across key senior leadership roles.
3. Ability to understand and demonstrate compliance with emergency management arrangements. E.g. in Victoria a firefighter would be required to operate in a way that is consistent with the SEMP.
4. Ability to comply with all relevant child safety regulations, policy and guidelines and the ability to maintain a safe environment for Children and Young people.
 |

## Knowledge and experience

The CFA is Victoria’s volunteer fire service and has responsibility for firefighting and other emergency response across the country area of Victoria.

Supporting a volunteer workforce is central to the work of an ACFO seconded to the CFA. It is important that the secondee is equipped to succeed within the CFA environment and supported to develop skills and expertise over their career.

Successful operation of an ACFO seconded to the CFA may require a range of competencies and skillsets beyond the core responsibilities of an ACFO in a career fire service. The Board understands the responsibilities of a seconded ACFO may include management and working with a volunteer base, wildfire suppression in grasslands, bush and coastal areas, management of prescribed burns, and working with Forestry Industry Brigades in suppression of fires in heavily forested privately owned areas.

It is important for applicants to understand that while there are universal firefighting competencies essential for the ACFO role, there are organisational differences between a career fire service and a volunteer fire service. The registration requirements include provisions to support these differences, while appreciating that not all applicants would have had the opportunity to work within a volunteer organisation as part of their career to date.

The Board encourages applicants to provide an attestation and additional information, where relevant, confirming **that you have the** ability to acquire knowledge and the application of it in leading and supporting volunteers and communities, where you have not directly worked within a volunteer organisation.

The table below provides details of the competencies, and the format of the information required.

| Evidence | Description |
| --- | --- |
| **Current officer or employee of FRV or lateral entry (domestic/international)** |
| Attestation - such as a statement of claims that provides evidence or examples | **Confirmation that you have the ability to demonstrate 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.
2. Ability to acquire and apply an understanding of training requirements for volunteers and the development of training plans for future operational requirements.
3. 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.
4. Ability to acquire knowledge of relevant legislation, including but not limited to OH&S, and how it is applied in the CFA environment.
5. Ability to acquire and apply knowledge of risk management principles relevant to a volunteer environment, including reputational risk.
6. 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.
 |

# Applying for registration

Application forms can be found on the Board’s website.

For both initial registration and renewal of registration applications, the Board will provide an outcome to applicants within 28 days after receiving an application.

Should additional information be requested by the Board, an outcome will be provided instead within 45 days after receiving an application. Please note, this timeframe is dependent on the applicant’s prompt submission of additional information.

## Initial registration

To apply for initial registration:

* Complete the *Application for Registration Form – ACFO*
* Submit completed application form with all supporting documentation attached to firefightersregistrationboard@justice.vic.gov.au

## Renewal of registration

Renewal of registration is only available to persons who are currently registered on the Firefighters Register. Renewal of registration applications must be submitted to the Board at least 1 month before their registration expiry date.

The Board will send a renewal notice to currently registered persons at least 2 months before their registration expiry date.

To apply for renewal of registration:

* Complete the *Application for Renewal of Registration – ACFO*
* Submit completed application form with all supporting documentation attached to firefightersregistrationboard@justice.vic.gov.au

# Privacy collection notice

The Firefighters Registration Board (the Board) is committed to protecting the privacy of information. The Board will handle all personal information in accordance with 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 an individual or as authorised by law.

Under the *Freedom of Information Act 1982* (Vic)*,* individualscan request access to personal information held by the Board. An individual can also request that the Board correct information if necessary.

If an individual 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).

# Document information

**Document details**

| Criteria | Details |
| --- | --- |
| **Document title:** | Assistant Chief Fire Officer – Registration Requirements |
| **Document owner:** | Firefighters Registration Board |
| **Status:** | Final v1.2 |
| **Date:** | 29 November 2024 |

**Acronyms**

| Acronyms | Description |
| --- | --- |
| **CFA** | Country Fire Authority |
| **FRV** | Fire Rescue Victoria |
| **FRB** | Firefighters Registration Board |