



NSW RURAL FIRE SERVICE



**MITIGATION CREW MEMBER AND
CREW LEADER TARGETED RECRUITMENT**
Candidate Information Guide

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WHAT WE DO

The NSW Rural Fire Service (NSW RFS) is the lead combat agency for bush fires in NSW. The NSW RFS is located in various locations right across NSW. The NSW RFS comprises of almost 2,000 Rural Fire Brigades with a total volunteer membership of more than 76,000. In addition, over 1100 staff members are employed across seven (7) Area Commands (Greater Sydney, Hunter, North Eastern, North Western, Western, South Eastern and South Western), 44 Districts, Operational Communications Centre, and Headquarters in Sydney Olympic Park.

Our agency aims to reduce the likelihood and consequence of fires occurring. This involves comprehensive risk management programs to reduce bush fire hazards, reduce fire ignitions and the development of regulations for bush fire prone areas.

NSW RFS Values

The community of NSW expects the NSW RFS to conduct its business with professionalism, accountability, integrity and respect.

The actions, decisions and interactions of NSW RFS members must:

- be consistent with relevant legislation and policy;
- provide transparency to enable public scrutiny; and
- be soundly based on the NSW RFS values and the principles that guide their implementation.

There is no hierarchy among our core values and each is of equal importance.



Mutual Respect

- We actively seek and value everyone's contribution
- We acknowledge differences in people
- Constructive comment is accepted as a positive contribution to the richness of our organisation
- We encourage accepting responsibility and accountability while avoiding a "blaming" culture
- We respect the dignity of each and every person in all our communications



Adaptability and Resourcefulness

- We encourage creativity and flexibility, while approaching our work sensibly and with safety
- Initiative and continuous development are necessary and to be encouraged within our approved standards, procedures and guidelines
- We encourage open mindedness
- We are analytical in our approach to tasks and the Service encourages progression in new methods, alternatives, equipment and processes



One Team, Many Players, One Purpose

- We encourage diversity: our organisation is reflective of our communities
- We encourage contribution from all areas
- Consultation and engagement of stakeholders are essential to the success of the NSW RFS
- We target a diverse range of groups in our communications and the promotion of our organisation



Integrity and Trust

- We communicate clearly what we expect from each other
- We take personal responsibility for actions and commitments that we make
- We are both respectful and open with each other
- We foster a climate of trust and reliability
- Open and informed decision making is promoted and encouraged



Support, Friendship and Camaraderie

- We provide a welcome atmosphere for all
- We support each other in all activities
- We foster a sense of belonging, purpose, enjoyment and involvement
- We mentor our people to help develop their full potential



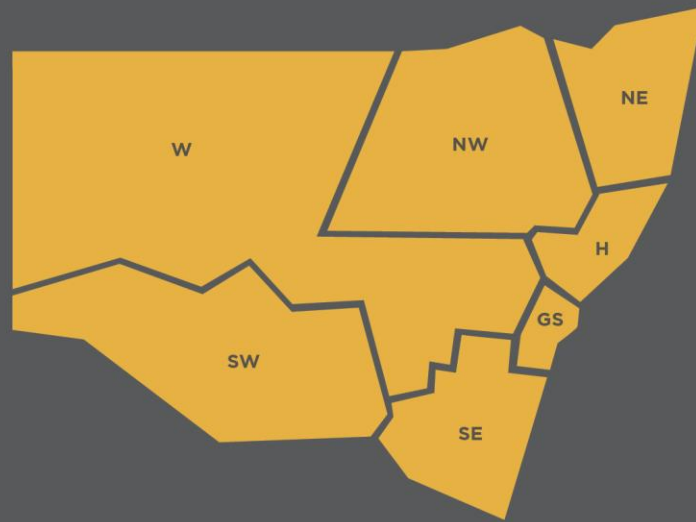
Community and Our Environment

- We go above and beyond to make a difference in the community and our environment
- We undertake our roles and behave in a way that is inspiring to others
- We see building community capacity as central to our mission
- We engage with the youth of our communities to ensure the sustainability of the Service
- We are mindful of the ecological and environmental impact of our activities



Knowledge and Learning

- We foster a climate of continuous learning and sharing of information
- We encourage self-reflection and personal growth
- We enhance our knowledge through participation in a range of forums
- We actively participate in research and embed the learning into our organisation
- Debriefing is important, necessary and to be encouraged to improve our standards, procedures and guidelines



VOLUNTEERS
72,855



STAFF
1,142



APPROXIMATELY
68%

OF NSW RFS STAFF ARE ALSO NSW RFS VOLUNTEERS



BRIGADES
1,993



AREA
COMMANDS
7



NSW RFS
DISTRICTS
44

TOTAL INCIDENTS WE ATTENDED

22,196



BUSH/GRASS
FIRES

4,561



STRUCTURE FIRES

1,238



FLOODS

217



MOTOR VEHICLE
FIRES

1,616



MOTOR VEHICLE
ACCIDENTS

4,220



ASSIST OTHER
AGENCIES

2,401

TOTAL OPERATIONAL VEHICLES, BOATS AND AIRCRAFT

6,282



FIREFIGHTING
APPLIANCES

4,000



RFS-OWNED
AIRCRAFT

10



MARINE CRAFT

32



BULK WATER
CARRIERS

47



SUPPORT
VEHICLES

2,193

MITIGATION CREWS

As a member of our Mitigation Crews, you can expect to undertake hazard reduction work, assist with AIDER (Assist Infirm, Disabled and Elderly Residents) program activities, cultural burns and firefighting support, work closely with internal and external stakeholders, and undertake operational and logistical support roles at incidents.

Aboriginal people are encouraged to apply for targeted opportunities and where found suitable, will be given preference to the available locations. Aboriginal applicants may be required to provide Verification of Aboriginality in addition to the selection criteria.

There are two role levels for Mitigation Crews, including:

- [Mitigation Crew Member - RFS Level 1](#)
- [Mitigation Crew Leader - RFS Level 2/3](#)

The role descriptions for each role level outline key information about the roles, including accountabilities and essential requirements (e.g. qualifications), which differs for each role level.

Understanding the role, what is required and whether you have the right skills and experience are important when preparing your application.

What skills and experience are we looking for?

A role in our Mitigation Crews is a great entry level opportunity where you will be able to learn new skills and obtain qualifications to kick start your career in the NSW RFS.

We are looking for motivated and community minded individuals who have a passion for Emergency Services and want to make a difference.

The following skills and experience would be advantageous to applicants, but are not essential:

- Volunteer and/or emergency services experience
- Basic knowledge of operating different types of machinery and small plant
- Experience in Land Management, Conservation and Forestry based plant operations

About you:

- You are a team player and you enjoy working with a culturally diverse team
- You have an interest in indigenous cultural burning practices
- You have the utmost professionalism and ethics

- You demonstrate strong initiative and problem solving skills
- You are safety orientated
- You have the desire and ability to learn new skills and qualifications
- You like to travel and work in a variety of locations each day
- Ability to meet physically demanding work, in remote outdoor locations
- You are happy to support operational activity including support of other agencies

The right candidate will have the opportunity to upskill and obtain qualifications to progress through the Mitigation Program and prepare themselves to progress into the Operational Officer Program.



ESSENTIAL REQUIREMENTS

Before applying for a Mitigation Crew role, please consider the following essential requirements.

Candidates will be required to provide certified copies of their documents/qualifications during the assessment process.

Our Values

Our Mitigation Crews must embody our core values and uphold the highest level of ethics and professionalism while conducting their work. You must be able to demonstrate how your personal values and actions align with these core values.

Citizenship & Residency Requirements

To be eligible for temporary or ongoing employment with NSW RFS, candidates must be either an Australian Citizen, hold Permanent Residency status, a New Zealand Citizen or a Citizen of another country with a current visa that allows the person to work in Australia.

Candidates must be able to provide evidence in the form of one of the following documents:

- Australian Passport
- Australian Birth Certificate
- Australian Citizenship Certificate
- New Zealand Passport, Birth Certificate, or Citizenship Certificate
- Valid Visa and supporting documents

Mitigation Crew Member

To be eligible for a Mitigation Crew Member role, entry requirements include:

- NSW RFS Bush Firefighter (BF) Certification or its equivalent (or willingness to obtain within 4 weeks)
- A current driver licence, Class P1 or above

Mitigation Crew Leader

To be eligible for a Mitigation Crew Leader role, entry requirements include:

- NSW RFS Crew Leader (CLW and/or CLS) certification or its equivalent
- A current Class Medium Rigid (MR) drivers licence (or a Class Provisional P2 or above and the willingness and ability to obtain a MR Drivers licence within 12 months, for Aboriginal and/or Torres Strait Islander identified roles only)

In addition to the above, all candidates must hold or demonstrate:

- NSW RFS Advanced Firefighter (AF) certification or its equivalent; willingness & ability to undertake 'Operate in Remote Environments' & 'Helicopter Insertion Techniques' (winch) training (*for Water NSW roles only*)
- First Aid certificate (HLTAID003 Provide First Aid) or equivalent (or willingness to obtain within 4 weeks)
- A level of physical fitness appropriate for arduous bush firefighting or similar intense and sustained physical activity
- Ability and willingness to travel regularly throughout NSW
- Aboriginality and/or Torres Strait Islander descent/identity (requirement for identified roles only)
- A willingness to undertake training to obtain NSW RFS mainstream and specialist qualifications, as defined by your Manager
- A willingness to work in remote locations, to stay in base camps, to travel in light aircraft, to obtain and maintain relevant licences and heavy machinery permits, and to train in the use of light machinery.
- Undertake duties consistent with your skills and background as directed during operational incidents, to support fire and emergency services response.
- Genuine appreciation and understanding of a volunteer-based community service

Nationally Coordinated Criminal History Check

The nature of Mitigation Crew roles brings them into contact with members of the general public. Quite often these people can be classified as vulnerable, with Mitigation Crew having access to these people's homes and property during general business and during emergency incidents. It is imperative that the NSW RFS conduct robust screening and checks to ensure our staff members are upholding our values and the Code of Conduct. All successful candidates will have a National Coordinated Criminal History Check (NCCHC) completed by the NSW RFS prior to commencement in the role, and are required to return a satisfactory result.

Verification of Aboriginality

To apply for a targeted position within the NSW Rural Fire service, you must meet the three criteria below:

- Be of Aboriginal or Torres Strait Islander descent
- Identify as being an Aboriginal or Torres Strait Islander person,
- Be accepted as such by the Aboriginal community in which you live, or formerly lived

If you are appointed into an Aboriginal or Torres Strait Islander targeted role within the NSW Rural Fire Service, we will require verification that you identify as an Aboriginal or Torres Strait Islander person.

Qualification Equivalency

There are some qualifications within the Mitigation Crew Member or Crew Leader role descriptions that are internal to the NSW RFS, however, a number have been assessed as equivalent to the below National Units of Competency (UoC).

Please refer table of equivalency below:

Mitigation Crew Member Qualifications	Internal NSW RFS Course	Equivalent National Unit of Competency (UoC)
Bush Firefighter (BF)	<ul style="list-style-type: none"> • BF19 – Bush Firefighter 2019, OR • BF14 – Bush Firefighter 2014, OR • BF11 – Bush Firefighter 2011, OR • BF03 – Bush Firefighter 2003, OR • BFPRE03 – Basic Firefighter Pre 2003 	<ul style="list-style-type: none"> • PUAFIR204 Respond to wildfire, AND • PUAOPE013 Operate communications system and equipment, AND • PUATEA001 Work in a team, AND • PUAEQU001 Prepare, maintain and test response equipment, AND • PUATEA004 Work effectively in a public safety organisation <p>in addition to the prerequisite:</p> <ul style="list-style-type: none"> • PUAFIR210 Prevent injury <p>And demonstrate current competency</p>
Mitigation Crew Leader Qualifications	Internal NSW RFS Course	Equivalent National Unit of Competency (UoC)
Crew Leader Wildfire (CLW)	<ul style="list-style-type: none"> • Crew Leader Wildfire (CLW) 	<ul style="list-style-type: none"> • PUAFIR303 Suppress Wildfire
Crew Leader Supervision (CLS)	<ul style="list-style-type: none"> • CLS19 – Crew Leader Supervision 2019, or • CLS14 – Crew Leader Supervision 2014, or • CLS05 – Crew Leader Supervision 2005 	<ul style="list-style-type: none"> • PUAOPE012 Control a Level 1 Incident, AND • PUAOPE202 Lead a Crew <p>in addition to the prerequisite:</p> <ul style="list-style-type: none"> • PUAFIR302 Suppress urban fire OR • PUAFIR303 Suppress wildfire <p>And demonstrate current competency</p>

Should you be undertaking studies but have not completed them at the time of application, please detail your progress and associated timeframes. This may be further considered during the recruitment process.

Please note that you are required to upload copy of your transcript(s) for the qualification(s) you have completed with your application.

To check which National Units of Competency were assessed in a particular course you may have undertaken, please click [here](#).

BENEFITS & CONDITIONS

Rates of Pay

Role Title	Classification	Annual salary (not including Super)
Mitigation Crew Member	RFS Level 1	\$60,773 - \$65,294
Mitigation Crew Leader	RFS Level 2/3	\$68,892 - \$74,893

The commencing salary will be determined commensurate with skills and experience within the salary range.

The NSW RFS will make superannuation contributions on your behalf as required under superannuation guarantee legislation, into a complying superannuation fund of your choice. The current rate is 10.5%.

Leave Entitlements

You may be entitled to leave from time to time in accordance with the Applicable Instruments and subject to any prescribed notice, evidence, accrual or other requirements, such as Recreation Leave, Sick Leave, Family & Community Services Leave, Personal Carers Leave, Parental Leave, and Extended Leave. The [Crown Employees \(Public Service Conditions of Employment\) Reviewed Award 2009](#) contains the current common conditions of employment for employees in the public service. NSW RFS members are also employed under the [Crown Employees \(Rural Fire Service\) Award](#).

In addition to the above leave entitlements, NSW RFS Staff Members shall be entitled to one day off per calendar month each financial year in recognition of the hours worked and professional commitment to the organisation.

Ongoing Learning & Development

The NSW RFS is committed to developing the capability of members to ensure that you can respond effectively and safely in times of emergency. NSW RFS offers a wide variety of training programs to cater to the different operational and non-operational needs of the Service.

The NSW RFS is a Registered Training Organisation (RTO #6970). Many of our courses are aligned to national units' of competency and qualifications and may be recognised outside the Service.



OVERVIEW OF THE RECRUITMENT PROCESS

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All applications for Mitigation Crew roles must be submitted via [I Work for NSW](#).

The Selection Process

Application Stage

Application, Screening and Longlisting

Complete online application via [I Work for NSW](#). Applications should include:

- **Resume** outlining job history, skills, experience and qualifications and two professional referees
- Copies of your **qualifications** as per the essential requirements of the role

It is important to note that your application will be assessed against the Role Description to ascertain whether you meet the essential requirements, and possess the required skills and experience to undertake the role.

You will have the opportunity to disclose any adjustments you may need during the assessment process. The recruitment team will contact you to discuss how we can assist you during the process.

Once advertising has closed, your application will be reviewed and if you meet the requirements of the role, you will progress to the next stage of the recruitment process.

Unsuccessful candidates will receive their outcome via email.

Assessment Stage 1

Capability and Medical Assessments

If you are successful in progressing to Assessment Stage 1, you will be invited to attend a face-to-face assessment centre which will include:

- Online cognitive assessments
- Medical assessment
- Capability assessments

The cognitive (psychometric) assessments e.g. Basic Skills Test & Workplace Safety Profile typically assess a candidate's job readiness and learning ability and safety attitudes aligned to the requirements of the role. For an optimal experience, we recommend using:

- Google Chrome
- Mozilla Firefox
- Apple Safari

For tips on how to best prepare to undertake these assessments, please review the [Criteria preparation guide](#).

A satisfactory Arduous Medical Assessment is required in order to be considered for Mitigation Crew roles. Medical assessments are required for external candidates and are to be completed through a NSW RFS approved medical provider. Internal candidates will require a medical if their current medical is expired or close to expiry, or if they are a new entrant to the Mitigation Program.

The NSW RFS cover the cost of medicals undertaken through the NSW RFS approved medical provider. The medical assessment process includes:

- Medical questionnaire
- General examination
- Audiometry assessment
- Spirometry assessment
- Blood Works
- Additional assessments as required

The assessment centre process involves completing capability assessment activities and an interview at a face-to-face assessment centre. You will provide your responses to the interview panel.

You will be provided with a candidate briefing which will assist your preparation for the Assessment Centre. You are encouraged to review the briefing in detail and ask questions.

When preparing for your assessment centre activities, ensure you:

1. Review the Role Description including the focus capabilities for the role
2. Review the behavioural indicators for the focus capabilities in the [Public Service Commission Capability Framework](#)
3. Referring to the behavioural indicators, prepare a bank of relevant examples that are detailed and structured and demonstrate your alignment to the focus capabilities of the role
4. When responding to questions at interview, the STAR (Situation, Task, Action and Result) method is a useful tool

Candidates are assessed on their ability to demonstrate their alignment to:

- [Public Service Commission Capability Framework](#)
- The Mitigation Crew Role Description
- Cultural Fit and Values Alignment

Assessment Stage 2

Physical Training and Testing

If you are considering applying for Mitigation Crew opportunities, it is very important that you commence training for the physical testing components of the process as soon as possible.

To prepare for these assessments, it is essential to review the [Area Mitigation – Medical and Physical Capability Assessment Information Booklet](#). The suggested training plan consists of a minimum of eight weeks of preparation to safely undertake these tasks.

Candidates will be required to complete the Arduous Pack Test (APT) and Kinetic Assessment Task (KAT), which assess fitness and ability required for Mitigation roles.

For noting: A current and satisfactory medical assessment is mandatory prior to undertaking the APT and KAT.

Reference and Screening Stage

Employment Checks

Employment checks will be completed for suitable candidates. This includes:

- Referee checks
- Service Checks
- Conduct Checks
- Nationally Coordinated Criminal History Check (completed prior to commencement in a role)

Placements and Outcomes Stage

Placements

Candidates deemed as suitable following assessment centre, medical assessment, physical testing and employment checks will be considered for placement in a role.

Prior to the assessment centre, you will be provided with an opportunity to nominate your location preferences. It is important that you only nominate locations where you would be willing to accept an offer of employment.

You may:

- Receive an offer of ongoing employment (to one of your nominated locations)
- Be placed on the recruitment (talent) pool; or
- Receive an unsuccessful outcome

Placement on the recruitment (talent) pool means you may be considered for any suitable opportunities that arise in the future.

Successful candidates will be required to attend an Induction Program at the NSW RFS State Training Academy located in Dubbo. The Induction program typically runs for 4-5 weeks. Accommodation and meals are provided. Travel to and from the academy is organised by the Area Commands.

Information regarding NSW RFS Induction Program will be provided to candidates who receive an offer of employment. Please refer to the [FAQ's](#) for detail on the NSW RFS Induction Program.

Feedback

All candidates (i.e. recommended, recruitment (talent) pool or unsuccessful) are encouraged to seek feedback via the Mitigation Recruitment Team (RecruitmentPrograms@rfs.nsw.gov.au) to support ongoing learning and development.

We value the candidate experience throughout the recruitment process. You may be invited to participate in a feedback survey to assist with continuous improvement.



FREQUENTLY ASKED QUESTIONS

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Key Information

What are the key recruitment dates?

Please refer to the [Mitigation webpage](#) for the latest information on upcoming Recruitment dates.

What roles are available?

- There are a number of Mitigation Crew Member and Crew Leader opportunities available state-wide. Check the advertisement on [I Work for NSW](#) to review the available locations.
- You will be given the opportunity during the placement phase of the application process to nominate your location preferences.
- Please ensure that you only nominate locations where you are willing to accept an offer of employment.

Where can I access the role descriptions and essential requirements for Mitigation Crew Member and Crew Leader role?

Role descriptions are available below:

- [Mitigation Crew Member - RFS Level 1](#)
- [Mitigation Crew Leader - RFS Level 2/3](#)

All essential requirements for the Mitigation Crew Member and Crew Leader roles are listed within the role descriptions.

What is involved in the induction program?

The induction program will be facilitated by the Operational Training team at the NSW RFS Training Academy in Dubbo. The induction program is designed to equip new Mitigation Crew Members for the tasks they will be required to undertake and obtain occupation specific skills and qualifications required for the role. Candidates will be advised of the indicative induction dates as soon as possible. The induction program typically runs for 4-5 weeks. Accommodation and meals are provided. Travel to and from the academy will be organised by the Area Commands. You will be issued a NSW RFS Uniform and ICT equipment during induction. You will be given the opportunity to provide your uniform sizing during the Recruitment process. For further information on the induction process, please contact Mitigation.Training@rfs.nsw.gov.au.

Who can I contact to find out more specific information about the role of Mitigation Crews?

Your local Area Command can provide detailed information regarding the role of Mitigation Crew Members and Crew Leaders.

Area	Location	Contact Number
Greater Sydney	Glendenning	02 8867 7850
Hunter	Lake Macquarie	02 4914 4550
North Eastern	Coffs Harbour	02 6691 0452
North Western	Tamworth	02 6761 1700
Western	Cowra	02 6342 7700
South Eastern	Batemans Bay	02 4475 1300
South Western	Albury	02 6022 6900

Applications

How do I apply for a role?

Applications for Mitigation Crew roles must be submitted via [Work for NSW](#).

You will need to attach to your application in PDF format:

- A resume outlining your job history, skills, experience and qualifications (including two professional referees)
- A copy of your relevant qualifications (transcripts) and/or licences.

If you require adjustments, please provide details when prompted during the online application process. Please contact the Mitigation Recruitment team via RecruitmentPrograms@rfs.nsw.gov.au if you wish to discuss this further.

I do not have access to a computer or an email address. How do I apply?

You will require access to a computer and email address. Applications must be submitted online via [Work for NSW](#).

All correspondence sent during the recruitment campaign between the NSW RFS Recruitment team and candidates will be via email with supporting SMS reminders. Please use your primary email address and mobile number to register your application to ensure you receive all correspondence throughout the process.

I do not identify as an Aboriginal or Torres Strait Islander Person. Can I apply in this campaign?

Yes, you can apply for the advertised opportunities. However, as these opportunities are targeted, preference will be given to suitable Aboriginal or Torres Strait Islander people.

I am a current Mitigation Crew Member, and I want to be considered for Mitigation Crew Leader Opportunities. Am I required to apply?

Yes, you will be required to apply to be considered for Mitigation Crew Leader opportunities. Each role has a specific set of focus capabilities which must be assessed.

Is there an age limit to apply for these roles?

No. You will need to demonstrate that you are medically and physically capable of undertaking the role, and hold the minimum relevant Driver Licence required for the role.

If I have applied previously do I have to apply again?

Yes. An application is required for each recruitment campaign.

What happens if I am on an existing Recruitment (talent) Pool?

If you are currently on a recruitment (talent) pool for the level of the roles advertised, you do not need to re-apply in this round of recruitment. Individuals on recruitment (talent) pools will be contacted to discuss location preferences and interest in the available opportunities, which will be considered during the placement stage.

Recruitment (talent) pools have an expiry of 18 months. Candidates are required to re-apply once their recruitment (talent) pool tenure expires. If you are unsure whether you are on an existing recruitment (talent) pool, please email RecruitmentPrograms@rfs.nsw.gov.au and a member of the team will assist you.

You may be required to undertake a new medical and APT assessment to be eligible for activation from the recruitment (talent) pool.

Can I apply if I have a Criminal Record?

As part of the Nationally Coordinated Criminal History Check (NCCHC) process, all applications are considered on a case-by-case basis. However, some serious offences may mean applications are not progressed. Each application is reviewed in accordance with NSW RFS procedures.

Benefits and Conditions

What is the salary for the roles?

Role Title	Classification	Annual salary (not including Super)
Mitigation Crew Member	RFS Level 1	\$60,773 - \$65,294
Mitigation Crew Leader	RFS Level 2/3	\$68,892 - \$74,893

The starting salary will be determined commensurate with skills and experience within the salary range.

What leave am I entitled to?

You may be entitled to leave from time to time in accordance with the Applicable Instruments and subject to any prescribed notice, evidence, accrual or other requirements, such as Recreation Leave, Sick Leave, Family & Community Services Leave, Personal Carers Leave, Parental Leave, and Extended Leave. The [Crown Employees \(Public Service Conditions of Employment\) Reviewed Award 2009](#) contains the current common conditions of employment for employees in the public service. NSW RFS members are also employed under the [Crown Employees \(Rural Fire Service\) Award](#).

In addition to the above leave entitlements, NSW RFS Staff Members shall be entitled to one day off per calendar month each financial year in recognition of the hours worked and professional commitment to the organisation.

I am considering a Western Zone location as one of my preferences, what benefits are available?

NSW RFS Staff working in a Western Zone are entitled to an additional 5 days per year of Recreation Leave.

Depending on the location that you are offered, you may be eligible for a Remote Area Allowance.

Qualifications

I am currently undertaking a qualification that is listed as an essential requirement for a role for which I would like to apply. Am I eligible to be considered for this role?

If you are currently enrolled in and undertaking a qualification or certification that is listed as an essential requirement for the Mitigation Crew Member or Crew Leader roles, and you are interested in applying for the opportunities, please ensure that this information is noted within your resume. You also need to select "In Progress" as a response to the relevant question in the application process. You are also required to upload evidence of enrolment and progress with your application. Suitable evidence includes formal documentation confirming your enrolment, or email confirmation from the course coordinator.

Important note: candidates who have demonstrated equivalent expertise must complete Recognition of Prior Learning (RPL) to be eligible for this role. The RPL assessment will be completed by an external organisation. To allow this to proceed, all supporting documents should be uploaded with your application.

What are the equivalent qualifications to the essential requirements mentioned in the role descriptions?

There are some qualifications within the Mitigation Crew Member or Crew Leader role descriptions that are internal to the NSW RFS, however, a number have been assessed as equivalent to National Units of Competency (UoC). You will be required to provide copies of your transcripts, to allow the equivalency of your qualification to be assessed.

Please refer to the table of equivalency in the Candidate Information Guide. If you are still unsure, please contact RecruitmentPrograms@rfs.nsw.gov.au.

I have my learner driver licence, am I able to apply?

No. A learner Driver Licence does not meet the essential requirements for the roles.

All Mitigation Crew Members are required to hold a minimum current Driver Licence, Class P1 or above.

All Mitigation Crew Leaders are required to hold a current Class MR Driver Licence.

Medicals

Am I required to undertake a medical assessment as part of this recruitment process?

Applicants are required to undertake a satisfactory medical assessment in order to be considered for Mitigation roles. The medical assessment process includes a medical questionnaire, general examination, blood works, audiometric assessment and spirometry assessment.

Medical assessments are required for external candidates and are to be completed through a NSW RFS approved medical provider. Internal candidates will require a medical if their current medical is expired or close to expiry, or if they are a new entrant to the Mitigation Program.

A current and satisfactory medical assessment is mandatory prior to undertaking the APT and KAT.

Who will be facilitating the medical assessments?

Medical assessments will be completed through InjuryNet (workplace medical services provided). InjuryNet will contact you directly to book your medical assessments. All medicals need to be completed within the specified period.

It is the applicant's responsibility to ensure that you respond in a timely manner when contacted by InjuryNet, and that you attend your scheduled appointment.

If you cannot attend your scheduled appointment, you will be required to contact InjuryNet prior to your appointment.

Do I have to pay for my medical assessment?

The NSW RFS will be covering the cost of medical assessments through the NSW RFS approved medical provider.

I have a medical condition. Can I apply?

Candidates must be deemed medically fit to perform the role without restriction by InjuryNet to progress through the recruitment process. There are some medical conditions which place you at risk in a mitigation role. These include but are not limited to; uncontrolled asthma, coronary artery disease or stroke, seizures or blackouts, diabetes, some medications and significant psychiatric conditions.

In some instances, candidates with a pre-existing medical condition may be considered on a case-by-case basis.

I have completed a medical for the NSW RFS recently. Do I need to do another medical assessment?

Yes, you will need to complete a new medical as part of the recruitment process.

I have recently undertaken full blood work with my Doctor, do I need to complete these again?

If you have completed blood work which covered Lipids (including total cholesterol and HDL cholesterol) and glucose (blood sugar) within the last 12 months, please advise InjuryNet and provide them with a copy. If you do not advise InjuryNet, the NSW RFS will be charged for your non-attendance at your blood testing appointment. If InjuryNet are satisfied that your results meet the requirements, you will not need to complete additional blood work for this Medical Assessment. Please ensure you bring the results with you to your medical appointment.

APT & Kinetic Assessments

What are the Arduous Pack Test and Kinetic assessments, and how do I prepare for these?

The APT and KAT are designed to test your fitness and ability to safely undertake the role of a Mitigation Crew.

The APT consists of a 4.83km walk over level ground, wearing a 20.4kg weight vest (15.4kg for participants less than 68kg in body weight), and completing the test in under 45 minutes. The test is a brisk walk. No running or jogging is permitted.

The KAT assesses your physical capacity in relation to the specific tasks undertaken in Mitigation roles. This includes 12 work specific tasks with a scorecard on each of the tasks.

APT & KAT sessions will be held in each Area, near the advertised locations. You may need to travel to attend your local session and they are usually scheduled on weekdays with morning and afternoon sessions. More information will be provided in due course regarding the dates and locations of these sessions. For rural and remote areas, travel to the testing site may be arranged by the NSW RFS.

It is essential that you review the [Area Mitigation – Medical and Physical Capability Assessment Information Booklet](#), to ensure that you prepare appropriately for these assessments.

How soon should I start training for the APT & Kinetic Assessments?

The suggested training plan consists of a minimum of eight weeks of preparation to safely undertake the physical capability assessments required for the role.

If you have any concerns about your physical ability to undertake these assessments please speak to your General Practitioner and consider your suitability for the role of Mitigation Crew.

Assessment Centre Process

How long are cognitive test scores valid?

Cognitive test scores are generally valid for up to 12 months. If you have recently completed cognitive testing with the NSW RFS, you may not need to undertake it again for these roles. If you believe you have valid cognitive test scores, please reach out to our team via RecruitmentPrograms@rfs.nsw.gov.au.

How can I prepare for the assessment centre process?

A candidate briefing will be provided to candidates prior to the assessment centre. Ensuring that you have reviewed this briefing will equip you to undertake the assessment centre process.

The assessment process will involve a range of assessment activities to determine your capabilities for the role (aligning to the [NSW PSC Capability Framework](#)).

The face-to-face assessment centre will involve:

- Behavioural interview
- Two assessment activities

Candidates are assessed on their ability to demonstrate their alignment to:

- The NSW PSC Capability Framework
- The Mitigation Crew Role Description
- Cultural Fit and Values Alignment

To prepare for the assessment centre process:

- You should become familiar with the Mitigation Crew role descriptions and focus capabilities identified for the role you are applying for.
- Refer to the [Capability Application Tool](#) for practice interview questions, tailored to the focus capabilities and levels identified in the role description
- Prepare some examples of work/projects that demonstrate your skills and experience.
- Use the STAR method when providing your examples.
 - **Situation:** What was the context?
 - **Task:** What were you required to do?
 - **Action:** What did you do to deliver on the requirement or solve the problem?
 - **Result:** What was the outcome of your actions? Focus on how you achieved positive results.



Tip:

Ensure you provide all relevant information to enable the panel to adequately assess your example against the Capability Framework. We recommend you do not assume that the assessor is familiar with your experience or background information relevant to your examples.



NSW RURAL FIRE SERVICE

CONTACTS

If you have any questions about the information within this guide, please contact:

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