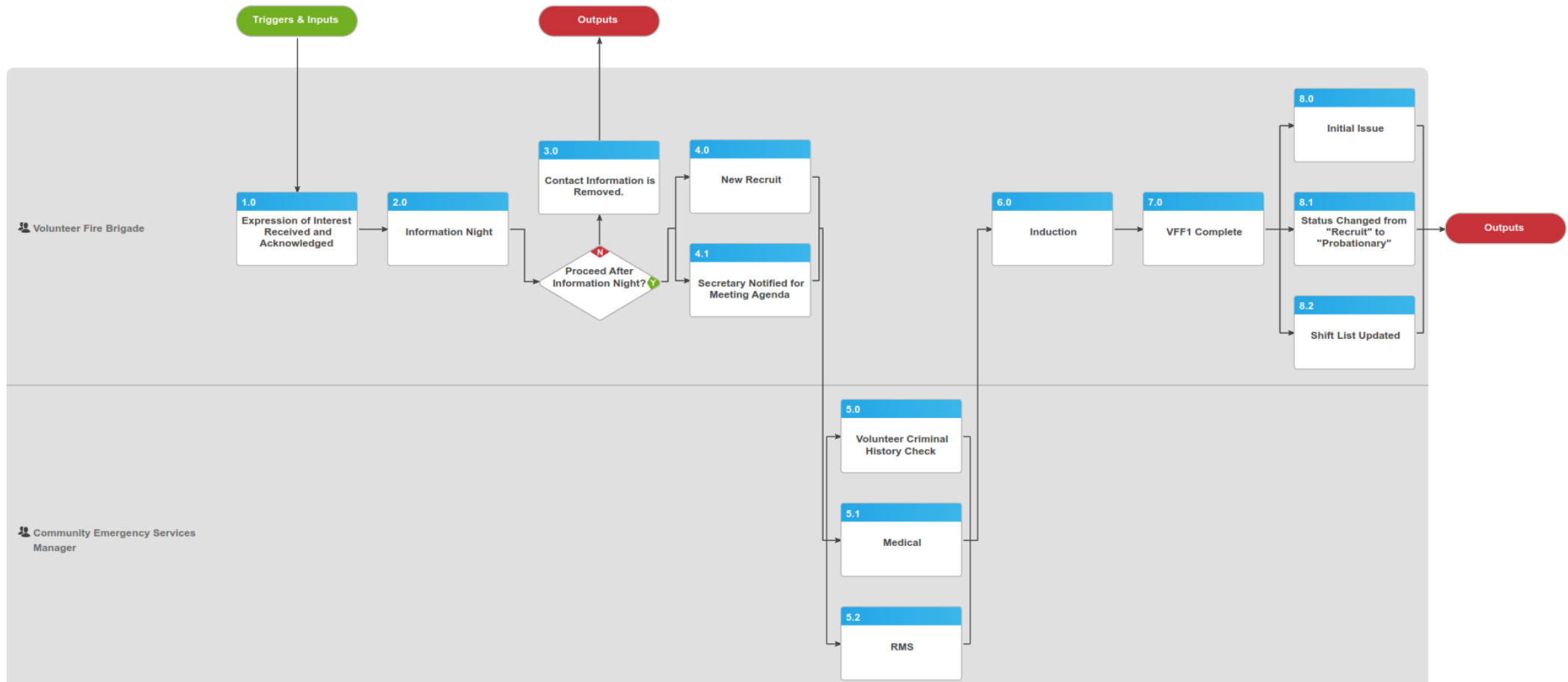


Bush Fire Brigade Recruiting



Summary

Objective

These are the steps the Brigade takes to recruit new members. It describes the full process managed by both the volunteers and the City of Kalamunda staff.

This process is aligned with the Constitution of the Kalamunda Volunteer Bush Fire Brigade which is executed by the members and accepted by the City of Kalamunda Chief Executive Officer.

Owner Steven Lake

Expert Steven Lake

Procedure

1.0 Expression of Interest Received and Acknowledged

Volunteer Fire Brigade

- a** The initial expression of interest is received via web; OR

NOTE <http://www.kalamundabfb.org.au/join-us/>

- b** Expression of Interest is sent to the recruiting officer, and the following details are recorded

NOTE Information Required

- * Full Name
- * E-Mail Address
- * Contact Phone Number
- * Residential Address (Must reside within the City of Kalamunda per Brigade General Instruction 1.1)

- c** Join Request Acknowledged

NOTE Acknowledgement Sent (via e-mail)

A short "Thank you for your interest in joining the Kalamunda Volunteer Bush Fire Brigade.". This provides the initial contact with the applicant, along with details on how to get back to the Brigade if any further questions.

2.0 Information Night

Volunteer Fire Brigade

NOTE Details of Information Night

This is where the details of the commitment are explained to potential recruits. This includes:

- * What the Brigade does, our purpose and responsibility to the community
- * What being a volunteer firefighter is about?
- * The number of training hours required to complete probation
- * The 24/7 commitment once probation has finished

It's reasonable to expect a number of people will decide not to go through with joining at this point

Proceed After Information Night?

Volunteer Fire Brigade

YES.... Continue

NO.... NEXT ACTIVITY

3.0 Contact Information is Removed.

Volunteer Fire Brigade

NOTE Contact is Removed

After being given the full details about what a volunteer firefighter does and the responsibility of the Brigade, it is reasonable to expect people to not proceed with joining. If this is the case, the contact's information is removed from our database.

4.0 New Recruit**Volunteer Fire Brigade****NOTE Recruit**

A recruit is someone who has decided to join the Brigade to be a volunteer firefighter. A person is known as a recruit until they have completed their first basic training.

Recruits may NOT attend any operational Brigade activity such as training or hazard reduction.

- a Brigade Membership Application
- b Volunteer Criminal History Check (along with appropriate identification)

NOTE IMPORTANT - Discuss with Recruit

The recruit MUST be informed that if there are any court appearances or any criminal history, that they call the Chief to discuss immediately after they sign the volunteer criminal history check. This allows a confidential reporting process, plus an early opportunity to decide whether the recruit can continue.

4.1 Secretary Notified for Meeting Agenda**Volunteer Fire Brigade****NOTE New members to be accepted by Brigade Membership**

As per section 10.2.1 of the Brigade Constitution

5.0 Volunteer Criminal History Check**Community Emergency Services Manager**

- a Volunteer Criminal History Check is submitted to People Services by the Chief
- b Volunteer Criminal History Check is reviewed by the Captain and the Chief

5.1 Medical**Community Emergency Services Manager**

- a Medical Order Sent
- b Volunteer books an appointment
- c Results are reviewed by the Chief and Captain if/where appropriate

5.2 RMS**Community Emergency Services Manager**

- a RMS is Updated at DFES
- b DFES ID and details are e-mailed to captain@kalamundabfb.org.au

6.0 Induction**Volunteer Fire Brigade**

- a BART
- b SMSer
- c Office 365
- d File Created
- e TimeKeeper - Sign in / Sign Out Process
- f Station Induction - Egress, Tour, Facilities
- g eAcademy Introduction

7.0 VFF1 Complete**Volunteer Fire Brigade****NOTE VFF1**

Generally, we would like recruits to attend the IFF/BFF courses held by the Brigade. However if they are unable to attend these courses, they can find other courses being run by other BGUs where appropriate.

- a Introduction to Fire Fighting

- b Bush Fire Fighting
- c AIIMS Online

8.0 Initial Issue
Volunteer Fire Brigade

- a Locker Allocated
- b Tags Created
- c @TODO: PPC Issued and Recorded (exactly what can be issued? Secondhand - Helmet, Torch, Tunic, Pants, Boots, New gloves)

8.1 Status Changed from "Recruit" to "Probationary"
Volunteer Fire Brigade

8.2 Shift List Updated
Volunteer Fire Brigade

- a Captain / 1st Lieutenant Updates Shift List
- b Probationary Firefighter is introduced to their officer and crew leader

Triggers & Inputs

TRIGGERS

None Noted

INPUTS

Input	From Process	How Used
Initial Contact	N/A	Details are obtained and stored electronically. The information is captured internally within the Brigade's database

Outputs & Targets

OUTPUTS

None Noted

PERFORMANCE TARGETS

None Noted

RACI

RESPONSIBLE

Roles that perform process activities
Community Emergency Services Manager, Volunteer Fire Brigade

Systems that perform process activities

None Noted

ACCOUNTABLE

For ensuring that process is effective and improving

Process Owner	Steven Lake
Process Expert	Steven Lake

CONSULTED

Those whose opinions are sought

STAKEHOLDERS

Community Emergency Services Manager

STAKEHOLDERS FROM LINKED PROCESSES

None Noted

INFORMED

Those notified of changes

All of the above. These parties are informed via dashboard notifications.

Systems

None Noted

Lean

None Noted