# MEMBER PROGRESSION GUIDE

1. Complete Application Forms / Police Check
   Candidates are allowed to attend and watch training / meetings in smart casual clothes with enclosed leather shoes/boots.

2. On receipt of Police Check Clearance, Candidate attends next Brigade Meeting for Introduction.

3. Candidates meet with Management Team for briefing on expectations, Code of Conduct and receive Welcome Pack. PPE (jacket, pants, standard helmet, gloves, boots, name badge etc) ordered. They are issued SOP's, a SharePoint Login and have their mobile number added to the SMS List.

4. Brigade / RFS Induction Training as soon as possible. Refresher on SOP's.

5. Issue of PPE when all received as part of First Celebration.
   Rookies can attend hazard reduction burns and participate in training activities under direct supervision (one on one).

6. New Members Course and FMS Modules to be undertaken.
   New members can attend all activities and incidents under direct supervision.

7. FMS Assessments undertaken as soon as New Member exposed to all aspects of brigade operation.

8. On successful completion, Issue of Bushranger helmet and Firefighter epaulette, Pager and Station Login as part of Second Celebration.
   Firefighters can now attend all activities and incidents under supervision (Crew Leader)

9. Firefighters undertake FAS Modules / Training

10. FAS Assessments undertaken when all operational and learning requirements met.

11. On successful completion, Issue of Senior Firefighter epaulette in Third Celebration.
    SFF's can now expect to be asked to lead crews (Appliance OIC's) and Control Level One incidents under supervision.

12. Nominated SFF to be assessed for leadership abilities.

13. Nominated SFF's with endorsed competencies to undertake Crew Leader Course.

14. On successful completion, Issue of Yellow Helmet and Crew Leader epaulettes in Fourth Celebration.
    Crew Leaders can now expect to be asked to control Level 1 Incidents.

15. Nominated Crew Leaders with endorsed competencies to undertake Officer Course.

16. On successful completion, Officer is expected to be able to control higher level incidents and play a senior role within the brigade operations.

**Explanation Notes:**

The First Officer has a duty of care for the well being of all members all of the time. Safety will always be our first priority. The reputation of the brigade as a professional service provider is also of paramount importance to the future operations of the brigade.

**Initial Stages of the Progression Guide:**

The brigade needs to encourage new member enquiries and may even need to actively recruit in the future. We need to professionally handle all enquiries in a timely manner. Whilst it is preferential for the Secretary to do so, any member of the management team should be able to initiate the application paperwork.

It is important that at least two members of the management team meet with a candidate ASAP when police check clearances are received to discuss service expectations, Code of Conduct and give out the brigade welcome pack. This meeting may occur before or on the brigade introduction night. We need to weed out people who are trying to join for the wrong reasons or with the wrong expectations.

They can attend and watch training activities but until they are fully accepted into the brigade and receive their PPE; they will not be exposed to dangers (activities that require PPE). As totally new to fire operations, if they are not in yellows, they will not be mistaken as experienced by people and they will not accidentally be used as operational members in a problem situation. This is a WH&S Issue as well as a brigade reputation issue.

The candidates need to be introduced at a brigade meeting properly and give a decent overview of themselves. This establishes the basis for future relationships with the brigade's members. The Rookies PPE will be ordered at that meeting. They need to receive a SharePoint login and have their number added to the SMS list. Through this small delay in between initial paperwork and brigade welcoming meeting, the brigade can test the candidate's commitment. We need to weed out new members who are not really committed before we consume time and energy to their development.

The Rookies undertake Brigade and RFS Induction training as soon as possible. We need to run these courses at least once every two months. As soon as their PPE arrives including their name badges, we have our first 'Celebration' with them. This can occur at any function where a number of members are present, eg training.

If the Rookie does not show up again for three months, they will be sent a reminder letter to attend and that if they don't want to proceed with membership, the brigade needs to know. Their membership will be closed after six months of no attendance. Their PPE will be used for the next suitable new candidate. This is another test of commitment. People can rejoin if circumstances change.

Rookies can now attend hazard reduction fires and other incidents under 'Direct Supervision'. This has been spelt out by QFRS Area Office as 'one on one' supervision by an experienced firefighter.

**Firefighter Development**

After successfully completing FMS, members become Firefighters and we have the next 'Celebration'. Firefighters can now operate at all incidents but still under 'Supervision'. This means Crew Leaders must recognise that they have inexperienced members in their team and develop plans accordingly to give them experience in a safe manner.

Firefighters need to be issued a Pager and also a station security login. If the brigade builds up a supply of handed in PPE from members leaving; these will be made available as 'second sets' to Firefighters just completing their FMS.

Over the coming year; we will hopefully have all of the Firefighter Advanced Skills (FAS) modules released and we will be able to progress those members interested in advancing to that level. Once again, on successful completion of the course; there is a 'Celebration'. Senior Firefighters can be expected to act as Appliance OIC's and run small incidents under supervision as part of their personal development.

As the brigade requires further Crew Leaders and Officers under new operating environments, experienced candidates identified by the First Officer will undergo an assessment by a team of Brigade Officers to determine their state of readiness in terms of leadership potential. Once approved, they will then be nominated for the Crew Leaders course. Crew Leaders need a set of Brigade Keys and a set of Station Blues.

In the future; brigade elections will involve greater reliance on criteria based elections of officers. To establish a greater depth of experienced and qualified firefighters, the brigade must start a formalised training and positioning of operational members as soon as possible. This may also involve the brigade agreeing to voluntary criteria for Officer selections at the 2011 AGM based on operational guidelines such as experience, qualifications, roster participation etc. This improvement in operational capacity will also put the brigade in a better position to deliver under Co-Service delivery model. Further work will be required here under a separate exercise.

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