

File Ref. No: FRN13/135
TRIM Ref. No: D13/29614

12 July 2013

Mr Jim Casey
State Secretary
Fire Brigade Employees' Union of NSW
1-7 Belmore Street
SURRY HILLS NSW 2010

Dear Mr Casey

Thank you for your letter dated 11 July 2013 regarding the Pre-Entry test for the Inspectors Promotion Program (IPP).

I must say that I am extremely disappointed by your response and, in particular, the assertion that the changes I made were not significant. As outlined previously, I have attempted to accommodate matters raised by the FBEU without eroding the intent of a merit based approach to selection for the IPP. I have considered all the matters you have raised in your correspondence and through our discussions and have compromised on a number of issues in order to foster agreement.

As I discussed at our meeting on 1 July 2013, the FBEU have a history of unnecessarily obstructing reform by continually seeking to delay matters by either not providing timely responses, articulating all the concerns at once, raising matters that can only be described as trivial, or consistently raising the same matters when they have been previously addressed. Your letter highlights my point: it was received some 7 days after my original correspondence; you state my letter raises "as many questions" yet fail to outline all those issues except "For but one example" and "this is of course only one point of many" ; you question why the Deputies would sign off on a selection report notwithstanding it is a long standing requirement that all selection reports are signed off the Commissioner or delegate; the issue of appeal was discussed at length at our meeting on 1 July yet it has been raised again.

Specifically in relation to the questions you have asked:

- It is a requirement for the Commissioner or delegate to sign off on the selection report. Natural justice would not allow the Commissioner to both sign off the report and then determine a review.
- A selection report may not be signed off if the position no longer exists or if there was some anomaly with the selection process.

- Feedback to applicants is expected to take up to two days at the end of the selection process (subject to the number of applications received). Applicants will then have two days from the date they receive their feedback in which to seek a review.
- The review is a genuine review.
- As previously discussed, there is no capacity for external review.

I have also consulted widely with the workforce who are overwhelming supportive of the change to the Pre-Entry test, including the majority of those who had been studying for the 'old' test. Numerous firefighters have personally contacted me to express relief in not having to commit further studying time and having the stress of managing work, home and study.

Nothing you have raised goes to the key components of the Pre-Entry test requirements nor would it prevent the test from being implemented. To the extent that you believe the process is not being administered correctly I am confident oversight by IRC, if necessary, will assist the parties. Accordingly given the pressing need to commence the IPP, I have concluded that consultation has been exhausted. I now intend to implement the new Pre-Entry test as outlined in the attached Commissioner's Orders. I have also taken steps to notify the workforce of my decision and the changes to the Pre-Entry test.

I remain hopeful that you will be supportive of the new Pre-Entry test and appreciate the imperative for the IPP to proceed given the shortage of Inspectors as I have exhaustively explained before.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Greg Mullins', with a large, stylized flourish extending from the end of the signature.

Greg Mullins AFSM
Commissioner

Commissioner's Orders



12 July 2013

2013/15

CURRENT NATIONAL SECURITY ALERT LEVEL: MEDIUM

Inspectors Promotional Program Pre-entry Test

An Inspectors Promotional Program (IPP) will be held in 2013 to fill vacant and projected Duty Commander positions. The *Inspectors Promotional Program Pre-entry Test procedure* will be published on the [Administration Policies](#) page of the Intranet.

Positions Available

Current vacancies are as follows:

- RW1 Bathurst 1 position
- RW3 Leeton 2 positions
- MN3 Maitland 2 positions

Based on workforce planning needs an additional 5 positions will be available on the IPP. Successful candidates will be offered available Duty Commander positions as and when they occur.

Applicants may either nominate for current vacancies in order of preference and/or for the 5 additional positions on the IPP.

All candidates who accept an Inspector's role and successfully complete the IPP must serve in that position for a minimum of 2 years.

The closing date for Portfolio submission is **1700hrs on Friday 2 August 2013**.

Candidates with Special Needs

Any applicant who believes he or she requires assistance to facilitate participation in the Pre-Entry Test must contact the Contact Officer listed below before the closing date.

This instruction rescinds In Orders 2012/6, *Inspectors Promotional Program 2012 Entry Test for Duty Commander Special Roster positions* and In Orders 2004/26, *Inspectors Promotional Program*.

Contact Officer: Chief Superintendent Craig Brierley, Assistant Director Recruitment and Staffing, (02) 9265 2869

File Reference: FRN13/135

A handwritten signature in black ink, appearing to read 'Greg Mullins'.

Greg Mullins AFSM
Commissioner
12 July 2013



**Fire &
Rescue NSW**

Inspectors Promotional Program Pre-entry Test

**Recruitment and Staffing
Human Resources**

Policy no CG05-002
Version 01 – 12 July 2013



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1 Purpose

To describe the process by which a Station Officer may gain entry to the Inspectors Promotion Program (IPP).

2 Scope and application

This procedure applies to Permanent Firefighters that have held the Station Officer rank for a minimum of two years.

3 Legal and policy framework

This procedure is in accordance with Clause 13.11 of the *Crown Employees (NSW Fire and Rescue Permanent Firefighting Staff) Award 2011*.

4 Pre-entry test

4.1 Test overview

The IPP Pre-Entry Test will comprise of four stages to assess skills, experience, qualifications, leadership qualities and operational knowledge as follows:

- 4.1.1 Submission of an evidence based Portfolio to demonstrate skills and experience;
- 4.1.2 Psychometric test comprising of a cognitive, emotional intelligence and behavioural assessment;
- 4.1.3 Merit based interview and referees; and
- 4.1.4 Practical 'desktop' test based on a short scenario (the 2013 IPP applicants will have the option to elect to undertake a "rote" test instead of the practical test).

4.2 Stage 1: Evidence based portfolio

In Stage 1, candidates are required to submit a Portfolio of work demonstrating skills and experience. Competency will be tested against 7 criteria; minimum 2 years as a Station Officer, incident management, Firefighter management, community engagement, experience in a range of non-operational fields, emergency management and fire investigation. A description of the knowledge and skills required to meet these criteria is outlined in the following table.

Criteria	Knowledge / Skills
Minimum 2 years experience as a Station Officer	<ul style="list-style-type: none"> • Range of skills in command, leadership and management at station level. • Experience in a range of operational positions. • Knowledge of FRNSW policies, procedures and operational requirements.
Incident Management	<ul style="list-style-type: none"> • High level of skills and experience in incident management including: <ul style="list-style-type: none"> • Command • Operations • Safety • Planning • Logistics
Competencies in Firefighter Management	<ul style="list-style-type: none"> • Skills and experience in promoting learning in the workplace. • Skills and experience in training. • Extensive experience in managing front line firefighting and supervision of fire fighting tasks.
Community Engagement	<ul style="list-style-type: none"> • Skills and experience in: <ul style="list-style-type: none"> • Building and sustaining relationships with the community; • Risk assessments of communities; and • Preparing and implementing risk mitigation and sustaining relationships with the community.
Experience in a range of non-operational fields or equivalent tertiary studies	<ul style="list-style-type: none"> • Experience in managing non-operational business activities in FRNSW. • Or equivalent tertiary studies in frontline management or in areas such as Finance, Human Resources, Logistics, Administration or Service Industry experience.
Emergency Management	<ul style="list-style-type: none"> • Understanding and experience in Emergency Management: <ul style="list-style-type: none"> • Prevention • Preparedness • Response • Recovery • Liaison with inter-agency operations • Or equivalent tertiary studies such as a diploma.
Fire Investigation	<ul style="list-style-type: none"> • Skills and experience in conducting fire scene investigations. • Ability to gather information through interviews and compile an investigation report. • An understanding of presenting reports, statistics or giving evidence in quasi / judicial settings.

Applicants are required to submit their Portfolio of Work online, via post or in person as follows:

Online via email to IPPSubmission@fire.nsw.gov.au

Post to: Assistant Director, Recruitment and Staffing
Level 11, 227 Elizabeth Street, Sydney NSW 2000

In person to: Assistant Director, Recruitment and Staffing
Level 11, 227 Elizabeth Street, Sydney NSW 2000

Candidates that submit their portfolio via post or in person must notify FRNSW of their submission by emailing IPPSubmission@fire.nsw.gov.au.

All candidates, regardless of submission method, will receive an email from IPPSubmission@fire.nsw.gov.au confirming that their Portfolio has been received. All candidates are to ensure that they have received this confirmation email. Failure to receive an email means a candidate's application has not been received and therefore cannot be progressed.

4.3 Stage 2: Psychometric test

All candidates who submit an evidence based Portfolio will be invited to complete the psychometric test. This test consists of a cognitive, emotional intelligence and behavioural assessment. These tests will be conducted at assessment centres based on requirements.

4.4 Stage 3: Merit-based interview

A selection panel will assess both the evidence based portfolio and psychometric test results to shortlist suitable applicants to complete Stage 3 and 4.

Stage 3 consists of a merit based interview that tests skills and experience against the 7 criteria. Interviews will be conducted by the same panel that assess the evidence based portfolio. Successful candidates will be determined on merit.

At this stage, candidates must nominate two referees. One referee must be the candidate's current manager/supervisor.

4.5 Stage 4: Practical Test

All candidates shortlisted for the merit based interview will also sit the practical test based on a short scenario (the 2013 IPP applicants will have the option to elect to undertake a "rote" test instead of the practical test). This test will occur on the same day as the merit based interview. Performance will be assessed by the same panel that assess the evidence based portfolio and conduct the merit based interview. Successful candidates will be determined on merit.

4.6 Feedback

Feedback is compulsory for all candidates regardless of which stage they progress to. All candidates will be invited to attend a meeting with a panel member to discuss their feedback following the completion of the selection process.

5 Appeal

Candidates who are unsuccessful will be able to seek a review of the selection panel's decision. Following sign-off on the selection panel's report by the Deputy Chief Executive and Deputy Commissioner, applicants will have a two day period following receipt of their feedback to request a review. A request for a review may be made by email to IPPsubmission@fire.nsw.gov.au or by contacting the Assistant Director, Recruitment and Staffing. This request must include the grounds or evidence for review. The review will be undertaken by a two person panel comprising the Commissioner FRNSW and a high level external person from a comparable agency within the Attorney General cluster.

6 Training and support

A summary of the Information Forums and Portfolio and Interview Development Seminars is available on the IPP [intranet page](#).

Interested Station Officers are encouraged to contact their Commanders and/or Line Managers for support and advice throughout the process.

In addition, questions and concerns can be sent to IPPfeedback@fire.nsw.gov.au.

The IPP [intranet page](#) will be updated as additional information becomes available.

7 Further information

For further information on this procedure contact Assistant Director, Recruitment and Staffing (02) 9265 2869.

8 Document information

8.1 Document control

Procedure Manager	Director of Human Resources
Contact Officer	Assistant Director, Recruitment and Staffing
Contact No	(02) 9265 2869
Document type	Procedure
Applies to	<input checked="" type="checkbox"/> Permanent Firefighters <input type="checkbox"/> Retained Firefighters <input type="checkbox"/> Community Fire Unit Members <input type="checkbox"/> Administrative and Trades Staff <input type="checkbox"/> Contractors and Consultants
Status	Approved
Security	Unclassified
File Reference	FRN13/135
Review Date	31 August 2014
Rescinds	This procedure rescinds In Orders 2012/6, <i>Inspectors Promotional Program 2012 Entry Test for Duty Commander Special Roster positions</i> and In Orders 2004/26, <i>Inspectors Promotional Program</i> .
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8.2 Revision history

Version	Date	Status	TRIM Ref	Details
1	12/07/2013	Approved	D13/29646	