



NSW RURAL FIRE SERVICE Membership Application Form

Thank you for considering becoming a member of the NSW Rural Fire Service.

NSW RFS is the largest volunteer fire service in the world and has a proud history of volunteering for more than 100 years.

This application form is the first step in the process of becoming part of the Service. After completing all the essential information on the application form please submit the form at your local brigade or fire control centre.

You will be contacted for an interview where you can discuss what volunteering involves and learn more about the NSW RFS.

If you are over 16 years of age you will also need to complete the National Police Checking Service Application/Consent form. This means you are consenting to the Service undertaking a criminal history record check. The Service will protect your privacy in dealing with such information.

If your application is successful, the Service advises you by way of a letter. This letter is sent to you and you should pass this to the relevant brigade Captain.

If your application is unsuccessful you will also be advised of this in writing.



All sections of this form are compulsory and must be completed except for Section 7 – Information for Statistical Purposes

Section 1: Type of Application: (please select)

Office Use Only
Member No. _____

<input type="checkbox"/> New Member	Brigade you wish to join:	<input type="text"/>		
<input type="checkbox"/> Junior/Cadet Member (12 to 16 yrs)	Brigade you wish to join:	<input type="text"/>		
<input type="checkbox"/> Community Fire Unit (CFU)	Brigade you wish to join:	<input type="text"/>		
<input type="checkbox"/> Junior/Cadet to 16yr+ Member	Existing Brigade:	<input type="text"/>		
	New Brigade (if applicable):	<input type="text"/>		
<input type="checkbox"/> Rejoining Member	Former Brigade:	<input type="text"/>	New Brigade:	<input type="text"/>
<input type="checkbox"/> Transferring Member	From Brigade:	<input type="text"/>	To Brigade:	<input type="text"/>
<input type="checkbox"/> Dual Member	Existing Brigade:	<input type="text"/>	Additional Brigade:	<input type="text"/>

Section 2: Personal Details

Gender: Male Female Date of Birth:

Title: Given Name(s): Surname:

Address: Suburb:

State: Postcode: Email address:

Home No: Work No: Mobile No:

Section 3: Emergency Contact Details

Name of Contact: Relationship to Applicant:

Phone: (Business Hours) Phone: (After Hours) Mobile No:

Section 4: Medical Information

Are you aware of any medical condition that could adversely affect your safety or the safety of others while participating in NSW RFS activities including emergency operations?

Yes

No

If you answer yes to this section, please provide details.

Section 5: Child Related Activities

Have you ever had any reportable conduct as defined in section 33 of the *Commission for Children and Young People Act 1998* (NSW) referred to the Commissioner for Children and Young People (CCYP)?

Yes

No

Reportable conduct means:

- (a) any sexual offence, or sexual misconduct, committed against, with or in the presence of a child, or
- (aa1) any offence or misconduct involving child abuse material (within the meaning of Division 15A of Part 3 of the [Crimes Act 1900](#)), or
- (a1) any child pornography offence or misconduct involving child pornography, or
- (a2) any child-related personal violence offence (within the meaning of Division 2), or
- (a3) an offence under section 91J, 91K, 91L or 91M of the [Crimes Act 1900](#) committed against, with or in the presence of a child, or
- (a4) an offence that was reportable conduct at the time that it was committed, or
- (b) any assault, ill-treatment or neglect of a child, or
- (c) any behaviour that causes psychological harm to a child, whether or not, in any case, with the consent of the child.

Reportable conduct does not extend to:

- (a) conduct that is reasonable for the purposes of the discipline, management or care of children, having regard to the age, maturity, health or other characteristics of the children and to any relevant codes of conduct or professional standards, or
- (b) the use of physical force that, in all the circumstances, is trivial or negligible, but only if the employer is an agency to which Part 3A of the [Ombudsman Act 1974](#) applies and the matter is to be investigated and the result of the investigation recorded under workplace employment procedures, or
- (c) conduct of a class or kind that is exempted from being reportable conduct by the guidelines under section 35.

If you answered yes to this section, please provide details.

Section 6: Rural Fire Service Association (RFSA)

If you **do not** want to become a member of the NSW Rural Fire Service Association please cross this box

(If you do not tick this box, your name, address and telephone number will be disclosed to the RFSA). For more information please visit: www.rfsa.org.au

Section 7: Information for Statistical Purposes (Completion of this section is voluntary)

<p>Are you: Aboriginal? Torres Strait Islander? Both?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Are you from a racial, ethnic or migrant background? If yes: a. Where were you born? b. Where were your parents born? c. What language/s do you speak at home? d. What cultural group/s do you identify with?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No a. <input type="checkbox"/> b. <input type="checkbox"/> c. d. <input type="checkbox"/></p>
<p>Are you a person with a disability? You should answer 'yes' if you have any one or more of the limitations or restrictions listed below:</p> <ul style="list-style-type: none"> • A long term medical condition or ailment • Disfigurement or deformity • Speech difficulties in your native language • A psychiatric condition • Head injury, stroke or any other brain damage • Loss of sight or hearing • Incomplete use of any part of your body • Restriction in physical activities or physical work • Blackouts, fits or loss of consciousness 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Are you a member of another volunteer organisation? If yes, please state the type of volunteer organisation.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Emergency Service <input type="checkbox"/> Arts / Heritage <input type="checkbox"/> Sport and physical recreation <input type="checkbox"/> Religious <input type="checkbox"/> Welfare / community <input type="checkbox"/> Education and Training <input type="checkbox"/> Parenting, Children and Youth <input type="checkbox"/> Other</p>

Section 8: Applicant Declaration:

I, _____,
Family Name (current) Given Name (current)

1. Understand that (for applicants 16 years of age and over) part of my application for volunteer membership with the NSW RFS includes the completion of a National Police Checking Service (NPCS) Application/Consent Form.
2. Acknowledge that I have read the Spent Convictions Schemes section of the NPCS Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure, except in certain circumstances (for example sexual offences) or when a partial exclusion is obtained, such as that obtained by the NSW RFS in relation to offences concerning arson or attempted arson (Section 15(2) *Criminal Records Act 1991* (NSW)).
3. Consent to the NSW RFS conducting a disciplinary record check pertaining to my past and /or current membership or employment within NSW RFS, and if relevant, with other emergency services.
4. Acknowledge that any information provided by me on this application form, or the National Police Checking Service (NPCS) Application/Consent Form, or by the Australian police services or other emergency services, may be taken into account by the NSW RFS in assessing my application for and ongoing membership of the NSW RFS, including, but not limited to, whether my membership should be terminated.
5. Have read and agree to abide by the conditions of the NSW RFS Service Standard 1.1.7 Code of Conduct and Ethics, available on the NSW RFS website (www.rfs.nsw.gov.au) under Publications - Law and Policy - Service Standards & Policies, or from your local brigade or Fire Control Centre.
6. Acknowledge and agree to my personal information, which is collected by the NSW RFS at the time I apply for membership using this form or when I provide updated information, being used to assess my application. If my application is successful, my personal information (including medical information) may be disclosed to District Office staff, and group and brigade officers for operational and statistical purposes. My name, address and telephone details may also be disclosed to other members of the NSW Rural Fire Service.
7. Consent to the information contained in this application being stored in the brigade register, in the NSW Rural Fire Service's Membership Record Keeping system. I am aware that District Office staff and group and brigade officers have access to these records. I am aware that all persons with access to my information must comply with Service Standard 1.1.14 Personal Information and Privacy. I understand any information received from NPCS pertaining to me will be retained by the NSW RFS for a period of three (3) months.
8. Acknowledge that I am not required to provide any personal information, however, if I choose not to provide the information required to assess my application, my application will not be processed.
9. I agree to be bound by the Brigade Constitution and to comply with the provisions of the *Rural Fires Act*, *Rural Fires Regulation*, the Service Standards and the directions of officers of the NSW RFS. I understand that contravention of the Act, Regulations or failure to comply with a Service Standard may result in disciplinary action.

Applicant Signature:

Date: / /

Note: The information you provide on this, and the NPCS Application/Consent form, and which the CrimTrac Agency provides to the NSW RFS on receipt of the form, will only be used for the purposes stated above unless otherwise required by law.

Section 9: Parental Consent (required for applicants under 18 years of age):

If your child is applying for membership and is 16 to 18 years, by signing this section you are consenting for them to participate in normal brigade activities. Normal brigade activities can include attending fires and other emergencies as well as other approved brigade activities. If you would like more information please contact the brigade captain.

If you do not wish your child to participate in these activities, junior or cadet membership (whichever applicable) should be selected in Section 1.

Parent/Guardian:

Print Name

Signature

Date

Thank you for your application. Please return this form to your local brigade or Fire Control Centre.

All applicants 16 years and over must also complete the National Police Checking Service (NPCS) Application / Consent Form which forms part of this application.

Section 10: Brigade Validation (to be completed by the àrigade)

Applicant Name:

Does the brigade have cadets? No Yes. If yes, please consider the information provided in section 5 of the application.

All current and prospective members of cadet brigades must also complete a **Commissioner for Children and Young Persons (CCYP) Volunteer Declaration** form. These forms are accessible directly from CCYP at <https://check.kids.nsw.gov.au/volunteer-declaration.php> or from the Membership Coordination Unit (MCU).

Fire Control Centre – District / Team / Zone:

Brigade SAP No:

Region:

North

East

South

West

Section 11: Confirmation of Interview

Date of Interview:

Location:

Panel Member:

Name

Signature

Position

Panel Member:

Name

Signature

Position

Panel Member:

Name

Signature

Position

Interview Comments (optional):

If medical information has been disclosed (refer Section 4 of this application), has due consideration been given by the brigade to this medical condition and can this be accommodated? Not Applicable Yes No

Does the brigade accept the applicant as a probationary member subject to MCU clearance? Yes No

Name:

Signature:

Position:

Section 12: District Validation (to be completed by District Manager)

I verify the information required on this application form and agree to list this person as a probationary member following clearance by the Membership Coordination Unit.

District Manager Name:

Signature:

Please return form to:
NSW Rural Fire Service - Membership Coordination Unit
Reply Paid 67059, GRANVILLE NSW 2142

Phone: 02 8741 5236
Fax: 02 8741 5269
Email: mcu@rfs.nsw.gov.au

MCU use only

Date processed:

Officer:

INFORMED CONSENT FORM

NATIONAL POLICE CHECKING SERVICE

SECTION 1: PERSONAL INFORMATION

Please select appropriate box only:

Employee Contractor/Consultant Volunteer Individual Other (Please specify)

Is this a renewal check? Yes No

Names by which I am, or have been, known

If more room is required, list on a separate sheet, sign and attach the sheet to this form.

Additional sheet included? Yes No

Surname (Primary) First Middle

Surname First Middle
 Maiden Alias Previous

Surname First Middle
 Maiden Alias Previous

Date of birth / /
dd mm yyyy Sex Male Female Unspecified

Place of birth

Suburb/Town State/Territory

Country

Permanent residential address over the last five years

If more room is required, list on a separate sheet, sign and attach the sheet to this form. If full details are unavailable, include as much information as possible.

Additional sheet included? Yes No

Current

Number/Street

Suburb/Town State/Territory Postcode

Previous (if applicable)

Number/Street

Suburb/Town State/Territory Postcode

Previous (if applicable)

Number/Street

Suburb/Town State/Territory Postcode

Period of residence

/ / to / /

Country

Period of residence

/ / to / /

Country

Period of residence

/ / to / /

Country

Contact details

Phone Home Work Mobile

Email

Other details (if applicable)

Australian driver's licence no. Issued by

Firearms licence no. Issued by

INFORMED CONSENT FORM

NATIONAL POLICE CHECKING SERVICE

SECTION 2: PROOF OF IDENTITY

Documents must be selected from the list below

When applying for a National Police History Check, you must provide proof of your identity with this form (see Minimum Identity Requirements below). All documents must be originals or certified true copies. A certified copy means a document that has been certified as a true copy of an original by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth) which is available from <http://www.comlaw.gov.au> by searching for “*Statutory Declarations Regulations 1993*”.

Change of Name

If all documents provided for 100 points are under the same name you will not be required to provide additional ID documentation if you provide a maiden/alias name. If the 100 points provided are under two or more different names (e.g. birth certificate in maiden name and driver’s licence in married name) then further ID documents will need to be provided as evidence of a name change (e.g. Change of Name or Marriage Certificate issued by a State or Territory Registry of Birth, Deaths and Marriages, or Divorce Papers issued by the Family Court). These documents must be originals or certified true copies and DO NOT count towards the 100 Points. If you use a change of name document you must have provided the other names you have used in section 1 of this form.

Minimum Identity Requirements

You must provide:

- at least one document from either Category A or Category B, that is, you do not need to provide documents from both categories as long as all other minimum requirements are satisfied;
- at least one of your identity documents must contain a photograph. If you are unable to provide a listed document containing a photograph you must submit a passport style photograph of yourself certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth);
- the combination of documents supplied should, as a minimum equal a total of 100 points; and
- evidence of your full name and date of birth.

Document	Points Scored
Category A—Each document is worth 70 points <ul style="list-style-type: none">• Birth Certificate• Australian Passport (current, or expired within the previous two years, but not cancelled)• Australian Citizenship Certificate• International Passport (current, or expired within the previous two years, but not cancelled)• Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)	<input type="text"/>
Category B—The first document is worth 40 points and each additional document is worth 25 points <ul style="list-style-type: none">• Current Licence or Permit (Government Issued)• Working With Children/Teachers Registration Card• Aviation Security Identification Card/Maritime Security Identification Card• Public Employee Photo ID Card (Government Issued)• Department of Veterans’ Affairs Card• Centrelink Pensioner Concession Card or Health Care Card• Current Tertiary Education Institution Photo ID• Reference from a medical practitioner (must have known the Applicant for a period of at least 12 months)	<input type="text"/>
Category C—Each document is worth 25 points <ul style="list-style-type: none">• Birth Extract• Foreign/International Drivers Licence• Proof of Age Card (Government Issued)• Medicare Card/Private Health Care Card• Council Rates Notice• Property Lease/Rental Agreement• Property Insurance Papers• Australian Tax Office Assessment• Superannuation Statement• Seniors Card• Electoral Roll Registration• Motor Vehicle Registration or Insurance Documents• Professional or Trade Association Card <p>If relied upon, the following documents must be from different organisations:</p> <ul style="list-style-type: none">• Utility Bills (e.g. Telephone, Gas, Electricity, Water)• Credit/Debit Card• Bank Statement/Passbook	<input type="text"/>

INFORMED CONSENT FORM

NATIONAL POLICE CHECKING SERVICE

SPECIAL PROVISIONS ONLY TO BE USED IF MINIMUM IDENTITY REQUIREMENTS ABOVE CANNOT BE MET			
Applicant Category	Document	Points Value	Points Scored
Recent Arrival - have been in Australia for 6 weeks or less	Current passport and proof of date of arrival	100	<input type="text"/>
Aboriginal people, Torres Strait Islander people or resident in a remote area/community	Please complete the <i>National Police Checking Service (NPCS) Proof of Identity (Special Provision) for Aboriginal and Torres Strait Islander People</i> and attach it to this document	100	<input type="text"/>
Child under 18	Please provide one of the following documents: <ul style="list-style-type: none">• Birth Certificate/Birth Extract• Australian Passport (current, or expired within the previous two years, but not cancelled)• Australian Citizenship Certificate• International Passport (current, or expired within the previous two years, but not cancelled)• Other document of identity having same characteristics as a passport eg. diplomatic/refugee (Photo or Signature)• Statement from an educational institution, signed by the Principal or Deputy Principal, confirming that the child attends the institution (statement must be on the institution's letterhead)	100	<input type="text"/>
TOTAL POINTS			
		Total points scored	<input type="text"/>
VERIFICATION (OFFICE USE ONLY)			
NOTE: To be completed by the Accredited Organisation or its Customer (as defined in the Australian Criminal Intelligence Commission Terms of Service).			
I declare that I have sighted the Applicant's original or certified true copy of documents and that the Applicant has met the Minimum Identity Requirements above. I am satisfied as to the correctness of the Applicant's identity.			
Signature <input type="text"/>		Date <input type="text"/> / <input type="text"/> / <input type="text"/>	Printed name <input type="text"/>

SECTION 3: ACCREDITED ORGANISATION DETAILS

Accredited Organisation (Legal name)	<input type="text" value="NSW Rural Fire Service"/>	ABN	<input type="text" value="25 003 129 221"/>
Address	<input type="text" value="15 Carter Street Lidcombe NSW"/>		

SECTION 4: ACCREDITED ORGANISATION NOTES (OFFICE USE ONLY)

Notes	<input type="text"/>
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SECTION 5: AUTHORISATION TO DISCLOSE PERSONAL INFORMATION

Is the result of the National Police History Check to be forwarded/disclosed only to the Accredited Organisation named in Section 3 above?

Yes No If No: I authorise the result of the National Police History Check to be forwarded/disclosed to the following employer/ organisation to assess my suitability:

Employer/Organisation (Legal name)	<input type="text" value="NSW Rural Fire Service"/>	ABN	<input type="text" value="25 003 129 221"/>
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INFORMED CONSENT FORM

NATIONAL POLICE CHECKING SERVICE

SECTION 6: PURPOSE OF THE NATIONAL POLICE HISTORY CHECK

Provide details of the purpose for which the check is required. Such as relevant position/role, place of work and whether you have contact with vulnerable groups e.g. Client Services Officer in a call centre, janitor at a school, volunteer in aged care facility with direct care of disabled and aged persons.

Purpose or Role

SECTION 7: GENERAL INFORMATION

General information

Australian Criminal Intelligence Commission (ACIC) is collecting your personal information in this form in order to conduct a National Police History Check (NPHC) on you. It does this through a contractual arrangement with the Accredited Organisation named at Section 3. ACIC has contractual arrangements with its Accredited Organisations to collect personal information on its behalf to support processes assessing the suitability of people applying for employment, Australian citizenship, appointment to positions of trust, volunteer service or for various licensing or registration schemes. Accredited Organisations and their customers (such as employers) use the personal information collected on this form and the resulting NPHC as part of their assessment process to determine your application. Some Accredited Organisations have a legislative basis for the collection, use and disclosure of your personal information.

ACIC recommends that you seek further information about any relevant/applicable legislative framework from the Accredited Organisation.

In some circumstances Accredited Organisations may have arrangements with overseas entities for administrative or other purposes. ACIC recommends that you seek further information from the Accredited Organisation at Section 3 in circumstances where your information is likely to be disclosed to overseas recipients.

Unless statutory obligations require otherwise, the information provided on this form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability; or to maintain the records of ACIC and police agencies; or for law enforcement purposes. You will be required to complete another consent form for any future NPHCs.

National Police History Check (NPHC)

Information on this form will be used by ACIC and police agencies for checking action; it will also be used to update records held about you by ACIC and police agencies.

ACIC and police agencies will access their records to obtain and disclose Police History Information (PHI) that relates to you to:

- the Accredited Organisation named in Section 3 above; and
- where applicable the employer/Organisation named in Section 5 above.

PHI may include outstanding charges, warrant information and criminal convictions/findings/pleas of guilt recorded against you.

PHI is disclosed according to applicable laws of the relevant jurisdiction and, in accordance with the relevant jurisdiction's information release policies. Applicable laws include but are not limited to spent convictions legislation.

The following links may be helpful in sourcing information on spent convictions in your State/Territory:

Commonwealth	www.comlaw.gov.au
New South Wales	www.legislation.nsw.gov.au
Queensland	www.legislation.qld.gov.au
South Australia	www.legislation.sa.gov.au
Victoria Police	www.police.vic.gov.au
Western Australia	www.slp.wa.gov.au
Northern Territory	www.nt.gov.au/dcm/legislation/current.html
Australian Capital Territory	www.legislation.act.gov.au
Tasmania	www.thelaw.tas.gov.au

Limitations on accuracy and use of PHI

While every care has been taken by ACIC and police agencies to conduct a search of PHI that relates to the Applicant, the accuracy and quality of an NPHC issued by ACIC depends on accurate identification of the Applicant (including aliases), the comprehensiveness of police records and is based on the information provided in this form. If the Applicant does not complete the information requirements in this form the success and validity of the NPHC will be compromised. It is in your interest to provide full and complete details in this form.

If for any reason you do not agree with the results of your NPHC, please notify the Accredited Organisation that submitted the request for a NPHC on you so that the NPHC dispute process can be initiated.

ACIC contact details

For more information regarding the NPHC process or the handling of Personal Information and Police History Information, you can contact the ACIC's National Police Checking Service on:

Phone: 02 6268 7900

Email: npcs@acic.gov.au

Provision of incomplete, false or misleading information

An Accredited Organisation and an Applicant must take reasonable steps to ensure that the personal information collected or disclosed is accurate, complete and up to date.

You are asked to certify that the personal information you have provided on this form is correct.

It is a serious offence to provide false or misleading information on this form.

INFORMED CONSENT FORM

NATIONAL POLICE CHECKING SERVICE

SECTION 8: CONSENT TO OBTAIN PERSONAL INFORMATION

National Police History Check

(BLOCK LETTERS)

I, hereby:
Surname (Primary) First and middle (Primary)

1. acknowledge that I have read the General Information in Section 7 of this form and understand that information will be disclosed in accordance with applicable legislation and information release policies (including spent convictions legislation (however described) in the Commonwealth, States and Territories);
2. understand that the purpose for which I am seeking a NPHC may be in a category for which exclusions from spent convictions legislation may apply;
3. have fully and correctly completed this form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me;
4. acknowledge that the provision of false or misleading information on this form is a serious offence;
5. acknowledge that the Accredited Organisation named in Section 3 of this form is collecting information in this form to provide to Australian Criminal Intelligence Commission (ACIC) (an Agency of the Commonwealth of Australia) and police agencies;
6. consent to:
 - (i) ACIC and police agencies using and disclosing my personal information to conduct a National Police History Check;
 - (ii) the police agencies disclosing to ACIC, from their records, Police History information that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and in accordance with the relevant jurisdiction's information release policies;
 - (iii) ACIC disclosing the information sourced from the police agencies to the Accredited Organisation named in Section 3 of this form, and
 - (iv) the Accredited Organisation named in Section 3 of this form disclosing to the employer/organisation named in Section 5 of this form personal information to assess my suitability in relation to the purpose identified in this form.
7. acknowledge that any information provided by me on this form relates specifically to the purpose identified in Section 6 of this form;
8. acknowledge that any information provided by the police agencies or ACIC relates specifically to the purpose identified in Section 6 of this form;
9. acknowledge that any information sent, by mail or electronically, in relation to this form, including any identity documents, is sent at my own risk and I am aware of the consequences of these methods of lodgement;
10. acknowledge that personal information that I provide in this form may be disclosed to the Accredited Organisation named in Section 3 of this form (including contractors or related bodies) located in Australia or overseas (refer to attached list if applicable); and
11. acknowledge that it is usual practice for an Applicant's personal information to be disclosed to police agencies for law enforcement purposes including the investigation of any outstanding criminal offences.

Note: The information you provide on this form will be used only for the purpose stated above unless statutory obligations require otherwise.

Applicant's Signature Date / /
dd mm yyyy

Parent/Guardian Consent—If you are under 18 years of age provide consent below from a parent /guardian.

Parent/Guardian Signature Date / /
dd mm yyyy

Parent/Guardian name printed in full