



## NSW RFS VOLUNTEER MEMBERSHIP APPLICATION PACK 2018

### General Instructions

June 2018

The NSW RFS Volunteer Membership Application Pack 2018 comprises of 4 parts:

- › The NSW RFS Volunteer Membership Application Form V1-0718
- › The Nationally Coordinated Criminal History Check (NCCHC)/Application and Informed Consent Form (for applicants 16 years and over)
- › Guide to the National Police Checking Service, Nationally Coordinated Criminal History Check (NCCHC)/Application and Informed Consent Form 2018
- › Service Standard 1.1.7 Code of Conduct and Ethics

All sections of the NSW RFS Volunteer Membership Application Form and the Nationally Coordinated Criminal History Check (NCCHC) Form are mandatory and must be completed by the applicant in full. The only exception is Section 7 – Statistical Information on the Membership Form where provision of this information is voluntary.

The completed Volunteer Membership Application Form and the NCCHC Application and Informed Consent Form should be returned to the Membership Coordination Unit (MCU) for processing. The Service Standard 1.1.7 Code of Conduct and Ethics should be retained by the applicant.

A quick overview of who is responsible for completing the various sections of the forms is as follows:

<b>Volunteer Membership Application Form</b>	<b>Applicant</b>	<b>Brigade</b>	<b>District</b>
Section 1 – Type of Application	✓		
Section 2 – Personal Details	✓		
Section 3 – Emergency Contact Details	✓		
Section 4 – Medical Information	✓		
Section 5 – Child Related Activities	✓		
Section 6 – Rural Fire Service Association (RFSA)	✓		
Section 7 – Information for Statistics Purposes	✓		
Section 8 – Applicant Declaration	✓		
Section 9 – Parental or Guardian’s Consent (for applicants under 18 years of age)	✓ (Parent/Guardian)		
Section 10 – Brigade Validation		✓	
Section 11 – Confirmation of Interview		✓	
Section 12 – District Validation			✓ (District Manager)
<b>NCCHC Application and Informed Consent Form</b>			
Section A – Personal Information	✓		
Section B – Purpose of NCCHC (NSW RFS has completed this section)			
Section C1 – Informed Consent (NSW RFS has completed this section)			
Section C2 (1-11) – Informed Consent	✓		
Section C2 (11) – Parent or legal guardian consent (under 18)	✓ (Parent/Guardian)		
Section D – NSW RFS Office use only		✓	or ✓

### Volunteer Membership Application Form - Changes

What has changed	Why has it changed
Section 5 Child Related Activities – section update	The agency is now the Office of the Children’s Guardian (formerly the Commission for Children and Young People)
Section 8 Applicant Declaration – section update	Updated to address changes in legislation concerning personal information, privacy, child related activities and the Australian Criminal Intelligence Commission’s (ACIC) National Police Checking Service requirements.
Section 9 Parental or Guardian’s Consent – section update	Additional information and two check boxes added for the parent or guardian to give their consent based on the applicant’s age at the time of joining.
Section 10 Brigade Validation – section update	The addition of a Brigade checklist with three checkboxes to ensure the Nationally Coordinated Criminal History Check/Application and Informed Consent Form has been reviewed and relevant documents have been sighted.
Section 11 Confirmation of Interview – section update	The addition of checkboxes for the Brigade to consider the applicant’s suitability for membership.

### Nationally Coordinated Criminal History Check/Application and Informed Consent Form (for applicants 16 years and over) - Changes

What has changed	Why has it changed
The 100-point check has been replaced with minimum proof of identity documents and we must verify that these documents have been sighted.	<p>To meet the ACIC’s acceptable proof of identity document standards, we must be satisfied as to the applicant’s identity and the link between the application and the claimed identity.</p> <p>To meet the minimum proof of identity document requirements, we must request and sight:</p> <ul style="list-style-type: none"> <li>› One commencement of identity document</li> <li>› One primary use in the community document</li> <li>› Two secondary use in the community document</li> </ul> <p>Further information is provided in the <i>‘Guide to the National Police Checking Service Nationally Coordinated Criminal History Check Application/Consent Form 2018’</i></p>

For further information regarding the NSW RFS Volunteer Membership Application Pack 2018, please contact the MCU team on 8741 5236 or email: [MCUMembershipApplication@rfs.nsw.gov.au](mailto:MCUMembershipApplication@rfs.nsw.gov.au)