

# ACT FIRE & RESCUE COMMUNITY FIRE UNITS

## Auxiliary Member



ACT Fire & Rescue Community Fire Units (CFU) Auxiliary Members play a key role in assisting with the administrative tasks of running a unit. They are non-operational members and ***must not*** be present during fire ground activities.

### Duties/Responsibilities

Typically, a CFU Auxiliary Member will perform duties including but not limited to:

- Assisting the Team Leader to maintain up to date records of membership and training.
- Maintaining contact with unit members throughout the year.
- Helping to prepare reports of compliance before each fire season.
- Participating in community engagement and education activities.

### Minimum Requirements of Membership

- Must reside within the Units Recruitment Area.
- Must hold and maintain an unrestricted Working with Vulnerable People (WWVP) registration.
- Must be willing to support and uphold the ACT Emergency Services Agency (ESA) Volunteer Code of Conduct and ACT Public Service values and behaviours of: Respect, Integrity, Collaboration, Innovation, Trust, and Commitment.

### Minimum Qualifications Required

- ACTF&R CFU eLearning

### Professional Skills and Knowledge

- An effective communicator and listener.
- An ability to follow instructions.
- Informed of the CFU Objects and Functions.
- A working knowledge of *the Emergencies Act 2004* as well as ACT Fire & Rescue Standards and Protocols for Community fire Units.
- Understanding of Primary Duty of Care and responsibilities of the individual in relation to the Work Health and Safety Act 2011.
- Commitment to working as part of a positive and supportive team.

### Desirable Qualifications

- Class C or higher Driver's Licence
- Current First Aid and CPR
- Asbestos Awareness

### Uniform to be issued.

- CFU T Shirt
- Broad Brimmed Hat or Cap