



SERVICE STANDARD 8.1.3 CEREMONIES AND EVENTS

ITEM	DESCRIPTION
Version Number	2.1
SOPs	<ul style="list-style-type: none">> SOP 8.1.3-1 Management and Conduct of Ceremonies and Events> SOP 8.1.3-2 Attending Ceremonies and Events Conducted by Other Organisations
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1 Purpose

- 1.1 As an emergency service and a Department of the NSW State Government, the NSW Rural Fire Service (NSW RFS) management and personnel have a responsibility to ensure the Service is represented as a professional body.
- 1.2 Ceremonial events strengthen and develop a healthy service culture for members and their families. Maintaining the correct ceremonial protocols and procedures sets a standard of respect, pride and acknowledgement necessary each time NSW RFS personnel come together.
- 1.3 This Service Standard and its Standard Operating Procedures (SOPs) provide the governance for the management of NSW RFS ceremonies and events and the attendance of Service personnel at ceremonies and events conducted by other organisations.

2 Definitions

- 2.1 For the purpose of this policy document, the following definitions apply:
 - a. **Ceremony or event:** may include, but is not limited to, any of the following:
 - i. Brigade Station and Fire Control Centre openings, building inspections or sod/soil turning opportunities;
 - ii. Presentation of internally or externally awarded medals to NSW RFS members;
 - iii. Brigade Anniversaries or similar celebratory/appreciation events;
 - iv. Tanker/vehicle/vessel handovers;
 - v. Funerals of NSW RFS personnel;
 - vi. International, National, State or Regional conferences, forums or public displays;
 - vii. Any event where the Commissioner or a Member of Parliament is either invited to attend or hosts.

- b. **The State Protocol Unit:** the group which is trained in all aspects of each ceremony relating to the NSW Rural Fire Service and can assist as required with each of the above.

3 Policy

- 3.1 All NSW RFS personnel are required to observe protocols for the wearing of uniforms, embellishments and non-dress standards as specified in Service Standard 8.1.1 Uniforms for NSW RFS Members.
- 3.2 All NSW RFS ceremonies and events are to be organised and conducted in a way that represents the Service as a professional and disciplined Emergency Service.
- 3.3 All representatives of the NSW RFS at International, National, State or local ceremonies and events will act in a manner that reflects positively on the Service and in accordance with Service Standard 1.1.7 Code of Conduct and Ethics.
- 3.4 All ceremonies and events either hosted or co-ordinated by the NSW RFS must conform to this Service Standard and accompanying Standard Operating Procedures.
- 3.5 Any sponsorship or external funding required to conduct a NSW RFS ceremony or event is to be in accordance with Policy P2.1.4 Corporate Sponsorship.

4 Related documents

- > *Rural Fires Act 1997*
- > Rural Fires Regulation 2013
- > Service Standard 1.1.7 Code of Conduct and Ethics
- > Service Standard 8.1.1 Uniforms for NSW RFS Members
- > Service Standard 9.1.1 Internal Service Awards
- > Service Standard 9.1.2 External Service Awards
- > Policy P2.1.4 Corporate Sponsorship

5 Amendments

AMENDMENT DATE	VERSION NO	DESCRIPTION
1 September 1999	1.0	Initial release
17 October 2001	1.1	<ul style="list-style-type: none"> > Repealed and remade SS 8.1.3 v1.0 > Clause 2.6.10, Appendix 1
13 June 2012	2.0	<ul style="list-style-type: none"> > Repealed and remade SS 8.1.3 v1.1 > Amended to include changes to arrangements for events managed by the Commissioner's Office
9 April 2018	2.1	<ul style="list-style-type: none"> > Repeals and remakes SS 8.1.3 v2.0 > Administrative update

SOP 8.1.3-1

MANAGEMENT AND CONDUCT OF CEREMONIES AND EVENTS

1 Purpose

- 1.1 This Standard Operating Procedure (SOP) details the procedures governing the management of NSW RFS ceremonies and events.

2 Procedures

- 2.1 Full details governing the wearing of uniform are found in NSW RFS Service Standard 8.1.1 Uniforms for NSW RFS Members.

Organising Ceremonies and Events

- 2.2 All Managers are responsible for ensuring the following procedures are adopted when organising a ceremony or event.

Ceremony and Event Notification

- 2.3 For District functions an Event Notification Form is to be emailed to the Regional Office at least six weeks prior to any proposed date (except in relation to events instigated by the Minister's Office or funerals, when advice should be provided as soon as possible). The Regional Office will forward the Event Notification Form to the Executive Support Officer via events@rfs.nsw.gov.au
- 2.4 For Regional and Headquarters functions an Event Notification Form is to be emailed to the Executive Support Officer via events@rfs.nsw.gov.au as soon as possible and no later than six weeks prior to any proposed date.
- 2.5 The appropriate Event Notification Form must be completed in full. Incomplete forms may compromise event planning.

Event Briefings

- 2.6 Districts are to provide a completed Event Briefing form to the Regional Office at least fourteen days prior to the event. The Regional Office will forward the Event Briefing form to the Executive Support Officer via events@rfs.nsw.gov.au.
- 2.7 For Regional and Headquarters functions an Event Briefing form is to be emailed to the Executive Support Officer via events@rfs.nsw.gov.au as soon as possible and no later than fourteen days prior to the event.
- 2.8 The appropriate Event Briefing form must be completed in full. Incomplete forms may compromise event planning.

Invitation of Dignitaries

- 2.9 The Commissioner and the Minister for Emergency Services are officially notified of, and invited to, all NSW RFS events.
- 2.10 The Commissioner's Office will issue invitations for all NSW RFS ceremonies and events to the Premier, Minister/s and Commissioner, and coordinate responses or appointment of representatives.
- 2.11 The ceremony or event organisers are responsible for sending invitations to relevant State and Federal Members of Parliament, local council, family of recipients and any other relevant supporters or local suppliers.

Significant Events

Medal Presentations

- 2.12 The Rural Fires Regulation 2008 provides for the institution of an internal Honours and Awards System. The NSW RFS acknowledges length of service of NSW RFS members as well as the valour, bravery, service and dedication exemplified by its members.
- 2.13 The ceremony is initiated by the District office.
- 2.14 The ceremony should be held no later than six months following the issue of the medals from Headquarters. An exception to this would be the District Office holding an annual medal ceremony.
- 2.15 There is no ceiling on the number of medals to be presented.
- 2.16 The Commissioner or the Commissioner's representative will be the presiding dignitary.

National Medal Presentations

- 2.17 The National Medal was established in 1975 and recognises long and diligent service by members of organisations such as emergency services, police forces and voluntary organisations that help the community during times of crisis.
- 2.18 The list of recipients is determined by the Honours Secretariat, in the Office of Governor General on recommendation from the NSW RFS.
- 2.19 The list of recipients is sent to the NSW RFS Headquarters Awards Section for distribution to each Region for Districts to co-ordinate the ceremonies.
- 2.20 The Commissioner or the Commissioner's representative will be the presiding dignitary.

NSW Rural Fire Service Internal Bravery and Service Awards Ceremony

- 2.21 The Awards were instituted in 1999 by the Commissioner and acknowledge both individual members of the Service and Units or Brigades for acts of valour, bravery and service.
- 2.22 The Awards Ceremony is held annually on 4 May, the Feast Day of St Florian, the Patron Saint of Firefighters.
- 2.23 The Commissioner's office co-ordinates the event.
- 2.24 There is an embargo on the list of recipients until the morning of the ceremony.
- 2.25 Except in extraordinary circumstances the number of recipients should not exceed 90.
- 2.26 Both the Minister for Emergency Services and the Commissioner present the Awards.
- 2.27 Promotion and media coverage of the event is coordinated by the Manager Media Services.

Signing of Memorandum of Understanding (MOU)

- 2.28 The Manager of the section negotiating the MOU shall coordinate the signing of the MOU event and is responsible for the issuing of invitations, other than those covered in paragraph 2.12, in conjunction with the other party/parties involved in the memorandum.
- 2.29 The Commissioner is the signatory for all Memoranda of Understanding involving the NSW RFS.
- 2.30 The Manager of the section negotiating the MOU shall coordinate the promotion and media coverage in consultation with Media Services.

Volunteer Memorial Service

- 2.31 This Memorial was dedicated by the Governor of New South Wales on 3 June 2001 to honour those volunteers of the Emergency Services that have served the communities of New South Wales and who have died in the line of duty.
- 2.32 The Memorial Service is held annually, normally during the month of October.
- 2.33 The Service is organised by a Committee under the auspices of the Minister for Emergency Services but practical coordination and financial arrangements are undertaken by the Finance and Executive Services Section.

- 2.34 The NSW RFS is represented on the Committee by the Director of Membership and Strategic Services, the Senior Chaplain and the State Protocol Officer or their representatives.
- 2.35 Responsibility for the coordination of the Memorial Service is rotated annually between the NSW RFS, State Emergency Service, Marine Rescue NSW and the Volunteer Rescue Association.
- 2.36 The Minister is the host for the Memorial Service.

State Championships

- 2.37 State Championships are intended to showcase the expertise, training and excellence of NSW RFS Brigades and individuals.
- 2.38 State Championships are hosted biennially, rotating between each of the NSW RFS Regions.
- 2.39 The Championships are coordinated by a committee on behalf of the Commissioner.
- 2.40 The Local Council of the hosting district shall be engaged in the planning and promotion of the Championships under the direction of the Organising Committee chairperson.
- 2.41 The Minister, or the Minister's representative, and the Commissioner or Commissioner's representative will preside. If the Commissioner is unable to attend, the Commissioner's representative will be nominated as the official representative.
- 2.42 Promotion and media coverage is coordinated by Media Services.

3 Related forms

- > None

SOP 8.1.3-2

ATTENDING CEREMONIES AND EVENTS CONDUCTED BY OTHER ORGANISATIONS

1 Purpose

- 1.1 This Standard Operating Procedure (SOP) details the procedures governing attendance at ceremonies and events conducted by other organisations.

2 Procedures

- 2.1 Service personnel wishing to accept invitations, submit presentation abstracts or expressions of interest to attend ceremonies and events conducted by other organisations must first obtain prior approval from the:
 - a. District or section manager for local ceremonies or events;
 - b. Regional or Director for State ceremonies or events;
 - c. Executive Director for National ceremonies or events; and
 - d. Commissioner for International ceremonies or events.
- 2.2 Travel to attend international ceremonies or events must have Ministerial approval. A Ministerial Submission is to be prepared and submitted through the office of the Manager Corporate and International Relations at least six weeks prior to the expected departure date.
- 2.3 For State, National and International ceremonies or events where the NSW RFS representative has a role beyond that of an attendee, an Event Notification is to be filed with the Events and Partnership Section within one week of approval of attendance being granted.
- 2.4 For State, National and International ceremonies or events where the NSW RFS representative will be giving a presentation, a copy of the presentation is to be lodged with the Corporate and International Relations Section at least one week prior to the event.

3 Related forms

- > None