



# Service Standard 1.2.1

## NSW RFS Ranking and Rank Insignia

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**Date of Issue** 19 August 2013

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**Version Number** 4.1

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### 1. Purpose

- 1.1 Effective operational performance requires the development of a clearly defined and easily understood command structure. Section 12(4) of the *Rural Fires Act 1997* (the Act) provides for the Commissioner to determine the ranks of members of the NSW Rural Fire Service (NSW RFS).
- 1.2 The use and display of the official crest of the NSW RFS can only be permitted as approved by the Commissioner. This Service Standard sets out those conditions and approvals.

### 2. Policy

- 2.1 The Commissioner has determined, pursuant to s12(4) of the Act that the ranks of members of the NSW RFS, shall be in accordance with the Instrument shown at SOP 1.2.1 – 1 Table A. The members as designated in SOP 1.2.1-1 Table A may bear up to the rank assigned to that position.
- 2.2 Ranks that hold powers of officers under Sections 22-31 of the *Rural Fires Act* are designated within SOP 1.2.1-1 Table A.
- 2.3 Holders of rank must achieve minimum competencies ascribed in accordance with SOP 1.2.1 – 4 therefore staff who do not meet the minimum competency may be appointed to a lower rank commensurate with their level of competence and experience.
- 2.4 A rank review panel will meet at least annually, to assist in providing determination of eligibility criteria for the designation of rank, and where requested by the Commissioner may review assignments, applications and appeals in special circumstances which are outside the normal assignment process.
- 2.5 The panel will monitor transitional arrangements during the implementation of this Service Standard.

- 2.6** The Commissioner shall consider but is not bound by, the advice of the rank review panel when determining whether to vary or waive requirements for minimum competencies.
- 2.7** A District Manager is delegated to appoint volunteer ranks in accordance with Service Standard 2.1.4 Appointment of Field and Group Officers and Service Standard 1.3.1 Delegations and Authorisations.
- 2.8** The rank insignia to be worn by members of the NSW RFS is shown in graphical format and detailed in SOP 1.2.1 – 1.

### **Rank prior to 1 July 2001**

- 2.9** This Service Standard becomes effective as of 1 January 2013 and terminates the transitional arrangements embodied in version 3.1 dated 2 November 2007.

### **Rank Appointment for State Mitigation Support Services (SMSS) Crew Leaders**

- 2.10** SMSS Crew Leaders who are employed on a temporary basis may be appointed to the rank of SMSS Crew Leader. Due to the temporary nature of this employment, the appointment of staff rank does not affect or interfere with the appointment of a SMSS Crew Leader's volunteer rank.
- 2.11** SMSS Crew Leader rank insignia is only to be displayed whilst on duty as an SMSS temporary employee.

### **Collection of NSW RFS Ranking and Insignia**

- 2.12** A person must not, without the approval of the Commissioner:
- (a)** use or display an official emblem of the NSW RFS, or
  - (b)** sell, hire, lend or otherwise surrender possession of an insignia of the NSW RFS to a person who is not a member of the Service.

Such approval may be given unconditionally or subject to conditions determined by the Commissioner.

- 2.13** This Service Standard gives the approval of the Commissioner for bona fide collectors of emblems, insignia and similar memorabilia to acquire and display sample NSW RFS crests or insignia as part of their collection and in accordance with SOP 1.2.1 – 5.

## **3. Links**

- *Rural Fires Act 1997*
- Service Standard 2.1.4 Appointment of Field and Group Officers
- Service Standard 6.1.2 Qualifications for NSW RFS Members

- Service Standard 1.3.1 Delegations and Authorisations
- Service Standard 1.3.2 Powers of Officers
- Service Standard 1.4.2 Corporate Visual Identity

#### **4. Who is responsible for implementing the Service Standard?**

- Director Operational Services

#### **5. Amendments**

- SOP 1.2.1-1 Table A amended to include appointment of Assistant Commissioner to positions other than Director.

18 August 2013



# SOP 1.2.1 - 1

## Instrument for the Determination of NSW RFS Rank

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This SOP forms part of SS 1.2.1 NSW RFS Ranking and Rank Insignia

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Related forms None

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### DETERMINATION PURSUANT TO SECTION 12(4) OF THE RURAL FIRES ACT, 1997 IN RELATION TO RANKING

In accordance with the provisions of section 12(4) of the *Rural Fires Act 1997*, I, Shane Alan Fitzsimmons, Commissioner of the NSW Rural Fire Service, hereby:

1. Determine that the operational ranks of members of the NSW RFS are:
  - 1.1 **Operations**
    - (a) Commissioner
    - (b) Deputy Commissioner
    - (c) Assistant Commissioner
    - (d) Chief Superintendent
    - (e) Superintendent
    - (f) Inspector
    - (g) Officer L3/Group Captain
    - (h) Officer L2/Deputy Group Captain
    - (i) Captain
    - (j) Officer L1
    - (k) Senior Deputy Captain
    - (l) Deputy Captain
    - (m) State Mitigation Support Service (SMSS) Crew Leader
2. Determine that the persons holding an operational rank identified in Table A Powers of Officers, to be officers for the purpose of the *Rural Fires Act 1997*.
3. Determine that insignia for members of the NSW RFS (Table B) are:
  - 3.1 **Operational Brigade Members**
    - (a) Firefighter
    - (b) Member
  - 3.2 **Operational Support eg Communications, Catering, Transport etc**
    - (a) <insert support brigade function> Captain
    - (b) <insert support brigade function> Senior Deputy Captain
    - (c) <insert support brigade function> Deputy Captain
    - (d) <insert support brigade function> Member

**3.3 Chaplain**

- (a) Senior Chaplain
- (b) Chaplain

**3.4 Critical Incident Support Services (CISS)**




- (a) CISS Manager
- (b) CISS Team Member







**3.5 Cadets**





- (a) Cadet Coordinator
- (b) Cadet Deputy Coordinator
- (c) Cadet Leader
- (d) Cadet Adult Member
- (e) Cadet Captain
- (f) Cadet Senior Deputy Captain
- (g) Cadet Deputy Captain
- (h) Cadet Member

4. Determine that the persons appointed to the positions set out in the tables below may bear up to the rank assigned to that position:

**TABLE A – POWERS OF OFFICERS**

Maximum Attainable Rank	Insignia (Epaulette)	Position/s
Commissioner	 Crown, Impeller, Crest	Commissioner
Deputy Commissioner	 Crown, Crest	Director Operational Services
Assistant Commissioner	 Crest	Other Officers as determined by the Commissioner

Maximum Attainable Rank	Insignia (Epaulette)	Position/s
Chief Superintendent	 Crown, Two Impellers	Regional Managers as determined by the Commissioner  Group Managers Operations as determined by Commissioner
Superintendent	 Crown, Impeller	District Manager (FCO) Regional Operational Services Manager State Operations Manager/Coordinator
Inspector	 Crown Large	State Operations Officer/Coordinator Regional Fire Investigator District Staff (DFCO)
Group Captain/ Officer L3	 Three Impellers (Large)	District Manager is delegated to appoint volunteer ranks in accordance with <i>SS 2.1.4 Appointment of Field and Group Officers</i>  Rank for staff positions as determined by the Commissioner
Deputy Group Captain/ Officer L2	 Two Impellers (Large)	District Manager is delegated to appoint volunteer ranks in accordance with <i>Service Standard 2.1.4 Appointment of Field and Group Officers</i>  Rank for staff positions as determined by the Commissioner
Officer L1	 One Impeller (Large)	Rank for staff positions as determined by the Commissioner








Maximum Attainable Rank	Insignia (Epaulette)	Position/s
Captain	 Three Bars	District Manager is delegated to appoint volunteer ranks in accordance with <i>Service Standard 2.1.4 Appointment of Field and Group Officers</i>
Senior Deputy Captain	 Two Bars	District Manager has delegation for the appointment of volunteer ranks in accordance with <i>Service Standard 2.1.4 Appointment of Field and Group Officers</i>
Deputy Captain	 One Bar	District Manager is delegated to appoint volunteer ranks in accordance with <i>Service Standard 2.1.4 Appointment of Field and Group Officers</i>
SMSS Crew Leader		Director Operational Services is delegated to appoint SMSS Crew Leader rank

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Shane Fitzsimmons, AFSM  
**Commissioner**







Dated this      day of July 2013




**TABLE B – INSIGNIA TO DETERMINE HIERARCHY/STRUCTURE ONLY**

Brigade/Area/Type	Rank/Position	Insignia (Epaulette)	
Operational Brigades	Firefighter		Brigade member holding minimum qualification of BF
	Member Ordinary		Brigade member not holding firefighter qualifications or not wishing to wear Firefighter epaulette
	Member Ordinary 16 -18 years		For regular young members 16 - 18 years of age who are part of an ordinary brigade and have attained BF
Operational Support Brigades such as: <ul style="list-style-type: none"> <li>• Communications</li> <li>• Catering</li> <li>• Transport</li> <li>• Support</li> <li>• Protocol</li> <li>• Other</li> </ul>	Captain	 Three Bars (Small)	Include brigade type eg communications
	Senior Deputy Captain	 Two Bars (Small)	Include brigade type eg communications
	Deputy Captain	 One Bar (Small)	Include brigade type eg communications
	Member		Include brigade type eg communications



Brigade/Area/Type	Rank/Position	Insignia (Epaulette)	
Chaplaincy	Senior Chaplain	 <p>White symbol of faith of Chaplain within a Wreath (dependant on denomination) CHAPLAIN</p>	
	Chaplain	 <p>White symbol of faith of Chaplain CHAPLAIN</p>	
Critical Incident Support Services (CISS)	Manager	 <p>White symbol of Psychology MANAGER</p>	
	Member	 <p>CISS Team Member</p>	
Cadets	Cadet Coordinator	 <p>Three bars (Small) CADETS</p>	Adult member

	Cadet Deputy Coordinator	 Two bars (Small) CADETS	Adult member
	Cadet Leader	 One bar (Small) CADETS	Adult member
	Cadets	 CADETS	Cadet adult member
	Cadet Captain	 Three bars (Large) CADETS	<18 years of age. Captain of a dedicated cadet brigade
	Cadet Senior Deputy Captain	 Two bars (Large) CADETS	<18 years of age. Senior Deputy Captain of a dedicated cadet brigade
	Cadet Deputy Captain	 One bar (Large) CADETS	<18 years of age. Deputy Captain of a dedicated cadet brigade

	Cadet	 CADETS	<18 years of age. Worn by a member of a dedicated cadet brigade or SSCP
	Junior Member under 16 years of age		For regular young members <16yrs who are part of an ordinary Brigade but have not yet attained BF
	Ordinary Member 16-18 years		For regular members 16 -18 years of age who are part of an ordinary brigade and have not yet attained BF

**Notes:**

1. With the exception of the insignia for Group Captain, Deputy Group Captain and District Officer, all other impellers are medium sized.
2. Brigade Captain, Brigade Senior Deputy Captain and Brigade Captain epaulette slides are navy blue with broad silver bars.
3. Operational Support epaulette slides are navy blue with thin light blue bars including functional description at the base.
4. Senior Chaplain epaulette slides are purple and Chaplain epaulette slides are navy blue.
5. Cadet ranking insignia will be similar to regular NSW RFS insignia with the exception that all Cadet Epaulette slides are green and have the words "CADETS" at the base of the epaulettes.
6. Cadet Adult Officer, Leader or Member epaulette slides are navy blue with thin light blue bars and have the words "CADETS" at their base.
7. Junior members under 16 years of age who are not an ordinary member and have not attained BF, epaulette is green with the words "NSW RURAL FIRE SERVICE" at the base.
8. Ordinary Members 16 – 18 years of age who are part of an ordinary brigade and have attained BF, epaulette is light blue with the words "FIREFIGHTER" at the base.
9. Ordinary members 16 – 18 years of age who have not attained BF, epaulette is light blue with the words "RURAL FIRE SERVICE" at the base.



# SOP 1.2.1 - 2

## Assignment of Rank

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**This SOP forms part of** SS 1.2.1 NSW RFS Ranking and Rank Insignia

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**Related forms** Assignment of FCO/DFCO and Rank Template  
Assignment of Rank Template

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### 1. Purpose

1.1 This Standard Operating Procedure (SOP) provides guidance when assignment of rank is required to enable a permanent or temporary staff appointment to be made.

### 2. Procedures

- 2.1 Where operational rank is assigned to a staff position and a permanent or temporary position appointment occurs, a written assignment of rank letter authorised by the Commissioner is required to assign rank to the position holder upon appointment.
- 2.2 The template for permanent or temporary appointment of Fire Control Officers, Deputy Fire Control Officers and rank associated with NSW RFS operational staff positions can be accessed from the intranet.
- 2.3 The template for permanent or temporary assignment of rank associated with NSW RFS operational staff positions can be accessed from the intranet.
- 2.4 The submission must be supported by the staff member's Director and requires the approval of the Commissioner.
- 2.5 The original signed assignment of rank letter is to be retained by the Membership Coordination Unit (MCU) and a copy retained by the appropriate Directorate.
- 2.6 SOP 1.2.1-1 Table A articulates the types of positions which have operational rank assigned.



# SOP 1.2.1 – 3

## Rank Review Panel

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**This SOP forms part of** SS 1.2.1 NSW RFS Ranking and Rank Insignia

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**Related forms** None

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### 1. Purpose

- 1.1 This Standard Operating Procedure (SOP) outlines the roles and responsibilities of the Rank Review Panel (the Panel).
- 1.2 The Panel's role is to assist with ensuring:
  - (a) compliance with this Service Standard and associated SOPs;
  - (b) all relevant information and material is duly considered when forming recommendations for submission to the Commissioner; and,
  - (c) there is a consistency of assignment of rank across the NSW RFS.

### 2. Procedures

- 2.1 The role of the Panel will be to monitor the process and act as an advisory committee to the Commissioner by reviewing rank assignments in accordance with this Service Standard and associated SOPs.
- 2.2 The Panel as constituted below shall, where requested by the Commissioner, assist in providing determination of eligibility criteria for ranks and, where requested by the Commissioner, may review assignments, applications and appeals in special circumstances which are outside the normal assignment process e.g. organisational re-alignment or policy review.
- 2.3 The Panel will consist of:
  - (a) NSW RFS Director (Chair);
  - (b) District Manager (Regional Services Representative);
  - (c) RFSA Delegate (Volunteer Representative);
  - (d) NSW RFS Group Manager (Operational Services Representative);
  - (e) The NSW RFS Protocol Officer.

- 2.4** The Panel is not an approval authority for assignment of ranks.
- 2.5** The Panel shall meet annually and as required by the Commissioner, to consider any requests for advice. The Panel will conclude its deliberations by 30 June of that financial year and provide a report to the Commissioner through the Rank Review Panel Chair.



# SOP 1.2.1 - 4

## Criteria for Operational Ranks in the NSW RFS

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**This SOP forms part of** SS 1.2.1 NSW RFS Ranking and Rank Insignia

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**Related forms** Application for Eligibility of Rank

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### 1. Purpose

1.1 This Standard Operating Procedure (SOP) outlines the ranks of the NSW Rural Fire Service and the minimum criterion for award.

### 2. Procedure

2.1 Table 1.2.1 - C below sets out the Commissioner's determination of NSW RFS operational rank and the minimum criterion for appointment.

2.2 Table 1.2.1 - C has been prepared, in consideration of applicable standards and Service needs, to show operational ranks and minimum criterion for appointment. Refer Table 1.2.1 – C below.

2.3 Qualifications required by volunteer and employee officers are noted in Table 1.2.1 – C.

2.4 A District Manager may amend the minimum qualification set for volunteer officer ranks in Table 1.2.1 – C provided it is in conjunction with Service Standard 6.1.2 *Qualifications for NSW RFS Members*. District Managers who amend the minimum qualification prescribed within this SOP shall seek review from the Regional Manager.

2.5 The panel may, in making a recommendation to the Commissioner for the allocation of a rank, take into account the principles of competency based evidence and the provision of sufficient evidence that demonstrates the applicant is working towards the qualification to recommend eligibility.

2.6 Where an application for eligibility is received, an assessment and recommendation shall consider time served at current rank (if applicable) to ensure competence, currency and capability.

**Table 1.2.1 – C MINIMUM GENERAL AND OPERATIONAL QUALIFICATIONS**

Rank	Minimum General Qualifications					Minimum Operational Qualification								Minimum Operational Roles	Legal Status
	Tertiary	Advanced Diploma	Diploma	Cert IV	Cert III	S44 / ICMI	IMC	IMO	IML	IMP	GL/G	Intro ICS	CL		
SMSS Crew Leader (Employee)													•	Control a single crew / resource	Service Standard 2.1.4
Deputy Captain (Volunteer)													•	As above <i>plus</i> Control a small scale incident Control a small sector	
Senior Deputy Captain (Volunteer)													•		
Captain (Volunteer)													•	As above <i>plus</i> Control a strike team or taskforce Control a level 2 Staging Area	
Officer L1 (Employee)					•								•	•	Service Standard 2.3.1
Deputy Group Captain (Volunteer)													•	•	
Officer L2 (Employee)					•								•	•	Service Standard 2.1.4
Group Captain (Volunteer)													•	•	
Officer L3 (Employee)				•				Any one of the following					•	•	
Inspector (Employee)			•					Any one of the following					•	•	Service Standard 2.3.1
Superintendent (Employee)		•						Any one of the following					•	•	
Chief Superintendent (Employee)	•							Any one of the following					•	•	
Assistant Commissioner	Qualifications and operational experience at the discretion of the Commissioner and subject to appointment processes												As above plus State wide emergency coordination Interstate ESLO	Commissioners' Appointment	
Deputy Commissioner	Qualifications and operational experience at the discretion of the Commissioner and subject to appointment processes														
Commissioner	Qualifications and operational experience at the discretion of the Minister and subject to appointment processes												As above plus Declare Section 44 emergencies Appoint Section 44 Incident Controllers	Ministers Appointment	





# SOP 1.2.1 - 5

## Collection of NSW RFS Ranking and Insignia

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**This SOP forms part of** SS 1.2.1 NSW RFS Ranking and Rank Insignia

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**Related forms** None

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### 1. Purpose

1.1 This Standard Operating Procedure (SOP) outlines the requirements associated with the collection of NSW RFS ranking and insignia.

### 2. Procedure

- 2.1 A person who is a bona fide collector of emblems, insignia and similar memorabilia may display samples of NSW RFS Crests or insignia, provided it is clear to an observer that they are part of a collection and do not indicate membership of the NSW RFS.
- 2.2 A person who can show evidence of being a bona fide collector of emblems, insignia and similar memorabilia may acquire samples of NSW RFS Crests or insignia, provided it is done with the written permission of the NSW RFS Commissioner.
- 2.3 In all other cases, the specific approval of the Commissioner is needed for persons who are not members of the NSW RFS to acquire, wear or display NSW RFS Crests or insignia.
- 2.4 Enquiries relating to the collection of NSW RFS insignia are to be directed to the Executive Support Group within the Executive Services Directorate.