



**ACT Rural Fire Service
Standard Operating Procedure 1.21
Rank & Insignia**

1.21
Administrative
Management

Purpose

All members of the Rural Fire Service need to have the knowledge, skills and attitude necessary to perform their assigned role/function/position in ways that are safe and effective. The purpose of this SOP is to quantify the skills, qualifications, fitness and experience required to hold a ranked position within the RFS and to define the various methods of identification for both Rank and Qualifications.

All issuing of rank requires the approval of the Chief Officer. To be eligible to hold a position of rank members must be able to demonstrate to the Chief Officer;

- Evidence of the qualifications in appendix A or the ability to undertake an RPL process in an approved timeframe,
- Their ability to comply with SOP 4.3 Work Capacity Test, and
- The leadership, attitude and behaviours in line with SOP 1.10 Code of Conduct and Ethics of RFS Members.

The appointment of a person to a position of rank, where the individual does meet the requirements, is subject to the discretion of the Chief Officer.

No member is permitted to wear any helmet or insignia outside of this structure, during any RFS activity or whilst representing the Service, without the written approval of the Chief Officer.

Operating Procedure

Appendix A identifies the rank applicable to each position within the RFS, as well as the qualifications required before the person holding the position is issued the rank.

Whilst it is recognised that there may be a number of members of the RFS who have the experience and qualifications to gain senior levels of rank, it must be understood that rank is assigned to designated positions, based on the position's responsibilities and Service structure. For example, some members of a brigade may have the experience and qualifications necessary to obtain the rank of Captain. However, in line with the Service structure, unless they have been elected brigade Captain, they are not entitled to wear that rank. The same can be said for all positions of rank within the Service.

Appendix B identifies the qualification badge issued after being deemed competent in one of the following mainstream RFS courses, Advanced Fire-Fighter, Crew Leader or Group Leader.



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Members are to attach the badge to the left hand side (as you are wearing the jacket) pocket flap of their PPE jacket, using wool or cotton thread, and are to wear the highest level qualification that they have been assessed competent in. E.g. A member who has Basic Fire-fighter, Advanced Fire-fighter and Crew Leader would display the Crew leader badge.

Maintained By: Manager, Operations

Approved By: Andrew Stark

Position: Chief Officer RFS

Signature:

Date: 8 / 9 / 2014

Cross Reference SOP/s: SOP 1.5 Proper use of RFS property and resources
SOP 1.7 Issue of personal protective equipment
SOP 1.10 Code of Conduct and Ethics of RFS
Members
SOP 4.3 Work Capacity Test







Amendments: Version 3 – ___ / ___ / 201



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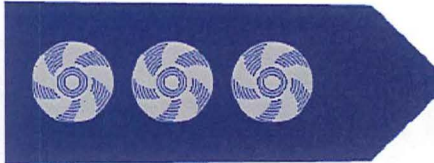
APPENDIX A

Rank	Qualification	Helmet Description	Helmets	Insignia Description	Insignia
Unranked	Nil	Lime green helmet		"Rural Fire Service" in silver across the bottom of a navy blue epaulette	
Deputy Captain	PUAFIR303A Suppress Wildfire	Lime green helmet with two red strips on the apex and "Deputy Captain" written in red on both sides		1 silver bar on the bottom of a navy blue epaulette	
Senior Deputy Captain	PUAOPE001A Supervise Response and PUAFIR303A Suppress Wildfire	Red helmet with two white strips on the apex and "Senior Deputy Captain" written in white on both sides		2 silver bars on the bottom of a navy blue epaulette	



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Captain	PUAOPE001A Supervise Response and PUAFIR303A Suppress Wildfire	Red helmet with "Captain" written in white on both sides		3 silver bars on the bottom of a navy blue epaulette	
Deputy Group Officer	PUAOPE005A Manage a Multi-Team Response	Orange helmet with two white strips on the apex and "Deputy Group Officer" written in white on both sides		2 large silver impellers on the bottom of a navy blue epaulette	
Group Officer	PUAOPE005A Manage a Multi-Team Response	Orange helmet with "Group Officer" written in white on both sides		3 large silver impellers on a navy blue epaulette	



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Inspector	Diploma of Public Safety (Firefighting Management) or <i>equivalent</i> Diploma and a Level 3 ICS unit of competency or endorsed course/program in Incident Control, Operations or Planning	Orange helmet with "Inspector" written in black on both sides		large silver and red crown on the bottom of a navy blue epaulette	
Superintendent	Advanced Diploma of Public Safety (Firefighting Management) or <i>equivalent</i> Advanced Diploma and Level 3 ICS units of competency or endorsed course/program in Incident Control, Operations or Planning	Orange helmet with "Superintendent" written in black on both sides		small silver impeller, small silver and red crown on the bottom of a navy blue epaulette	
Deputy Chief Officer	Refer to position description	Black helmet with "Deputy Chief Officer" written in white on both sides		silver wreath, small silver impeller, small silver and red crown on the bottom of a navy blue epaulette	



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Chief Officer	Refer to position description	Black helmet with "Chief Officer" written in white on both sides		silver wreath, two small silver impeller, small silver and red crown on the bottom of a navy blue epaulette	
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Position	Qualification	Helmet Description	Helmet	Insignia Description	Insignia
Fire Investigator	PUAFIR501B Conduct Fire Investigation and Analysis Activities and PUALAW003B Give Evidence in a Judicial or Quasi – Judicial Setting	Blue Helmet with "Fire Investigator" written in white on both sides		n/a	n/a
RFS Instructor	See ESA Training Procedures Manual	Blue Helmet with "Instructor" written in white on both sides		n/a	n/a
RFS Cadet	Nil	Yellow Helmet with two green strips on the apex and "Cadet" written in Green on both sides		"Cadet" in white across dark green epaulette	



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APPENDIX B

Badge	Course	Insignia Description	Insignia
Advanced Fire-fighter	Advanced Fire-fighter – PUATEA002B Work Autonomously, PUAOHS002B Maintain Safety at an Incident Site,PUAFIR319 take local Weather Observations , PUAFIR309A Operate Pumps, PUAOPE014 Navigate to an Incident , PUAEQU001 Prepare, Maintain & Test Response Equipment PUAFIR208A Participate in Community Safety Activities PUAOPE003A Navigate in Urban and Rural Environments	Round badge with “AF” written in green, with a green edge on a white background	
Crew Leader	Crew Leader Wildfire - PUAFIR303B Suppress Wildfire	Square badge with “CL” written in red, with a red edge on a white background	
Group Leader	Group Leader - PUAOPE005A Manage a Multi-Team Response PUAOPE016A Manage a multi team sector	Triangular badge with “GL” written in orange, with a orange edge on a white background	