



# Service Standard 3.1.2

## Rank and Insignia

The ACT Rural Fire Service Chief Officer has issued this service standard under Section 38(1) of the *Emergencies Act 2004* – A Chief Officer may determine standards and protocols.

### Purpose

This service standard quantifies the skills, qualifications, experience and other requirements to hold a ranked position within the ACT Rural Fire Service (ACTRFS) and to define the various methods of identification for both rank and qualifications.

### Scope

This service standard is applicable to all ACTRFS personnel.

### Background

The RFS Chief Officer (CO) approves the issue of all rank for RFS members. Before approval of rank, the CO requires the following evidence:

- qualifications in Appendix A or the ability to undertake a recognition of prior learning (RPL) process in an approved timeframe
- ability to comply with the 3.1.3 Work Capacity Test Service Standard
- leadership, attitude and behaviours in line with 3.1.1 Code of Conduct and Ethics of RFS Members Service Standard and the ACT Public Sector Management Standards.

### Responsibilities

Members	Ensure they understand and attain required competencies, behaviours and fitness levels before applying for rank approval.  Wear badges and insignia as specified.
Brigade Captain/Crew Leader	Ensures fitness results and rank of members are recorded and forwarded to the RFS Membership Manager.  Recommend members for appointment to rank.
Chief Officer or delegate	Approves granting of rank for RFS members.

### Service standard

This service standard describes the requirement for wearing badges and insignia, and attainment of:

1. rank within the ACT Rural Fire Service
2. qualifications on achieving key bushfire fighting competencies.

From time to time, RFS may need to amend training according to changes in the Public Safety Units of Competency and Australian Qualification Framework (AQF). This may mean that members need to update their qualifications when advised by RFS HQ. RFS will use a combination of coursework and RPL to ensure the update is conducted as efficiently as possible. For details of current RFS qualifications, see the *ACT RFS Training Information Book*.

## Rank

Each position within the RFS holds a rank which is dependent on the member's qualifications and years of service.

Note: While it is recognised that there may be RFS members who have attained requirements for senior rank levels, some of those levels are restricted in number as they are assigned to designated positions, based on the position's responsibilities and the service structure. This is described in the Service Standard, 3.1.5 Appointment and Powers of Group Officers.

Rank is identified on helmets and the insignia worn on the epaulette.

Members must not wear insignia for a rank which has not been approved for them by the CO.

No member is permitted to wear non-agency helmets or insignia, during any RFS activity or while representing the RFS, without the written approval of the Chief Officer.

Appendix A lists the ACT RFS ranks, insignia and requirements.

## Qualifications

Qualification badges are issued when members attain the following mainstream RFS competencies:

- Advanced Firefighter (AF)
- Village Firefighter (VF)
- Crew Leader (CL)
- Divisional Commander (GL)
- First Aid (✚)

Members should attach the badge to the left side pocket flap of their PPE jacket using wool or cotton thread. Wear only the badge for the highest qualification in which you have been assessed as competent. For example, a member who is qualified as Bush Firefighter, Advanced Firefighter and Crew Leader would wear the Crew Leader badge. Any additional badges, such as ✚, should be worn to the left of the firefighting competency badge.

Badges for these competencies are listed in Appendix B.

## Document information

### Version history

Author	Version	Version Approval Date	Summary of Changes
Andrew Stark	1.0	09/09/2014	Previously SOP 1.21
Rohan Scott	2.0	03/12/2019	Reviewed and updated
Lynda Scanes	3.0	03/12/2021	Administrative Review

### Approved by

Name	Title/Role	Signature	Date
Rohan Scott	CO ACT RFS		03/12/2019

### Document Owner

Position	Section
RFS Director	Operations

Next review due: 03/12/2022

### Related documents

Document name
3.1.1 Code of Conduct and Ethics of RFS Members Service Standard
3.1.5 Appointment and Powers of Group Officers Service Standard
1.2.2 Issuing Personal Protective Equipment and Clothing Standard Operating Procedure
3.1.3 Work Capacity Test Service Standard
Australian Qualification Framework (AQF)
Public Safety Units of Competency
ACT RFS Training Information Book
<a href="#">ACT Public Sector Management Standards</a>

Signed documents will be scanned and filed in TRIM.



## APPENDIX A – Rank and insignia

The following table lists the requirements for rank and the insignia associated with each rank.

Rank	Qualification Unless otherwise specified, qualification requirements are those defined in the ACT RFS Training Manual	Minimum years of service	Helmet description	Helmets	Insignia description	Insignia
Unranked	N/A	N/A	Lime green helmet		"Rural Fire Service" in silver across the bottom of a navy blue epaulette	
Deputy Captain	ACT RFS Crew Leader	5 years	Lime green helmet with two red stripes on the apex and "Deputy Captain" written in red on both sides		One silver bar on the bottom of a navy blue epaulette	

Rank	Qualification Unless otherwise specified, qualification requirements are those defined in the ACT RFS Training Manual	Minimum years of service	Helmet description	Helmets	Insignia description	Insignia
Senior Deputy Captain	ACT RFS Crew Leader	5 years	Red helmet with two white stripes on the apex and "Senior Deputy Captain" written in white on both sides		Two silver bars on the bottom of a navy blue epaulette	
Captain	ACT RFS Crew Leader	5 years	Red helmet with "Captain" written in white on both sides		Three silver bars on the bottom of a navy blue epaulette	



Rank	Qualification Unless otherwise specified, qualification requirements are those defined in the ACT RFS Training Manual	Minimum years of service	Helmet description	Helmets	Insignia description	Insignia
Deputy Group Officer	Crew Leader + PUAOPE005A Manage a multi-team Response or PUAOPE016A Manage a multi team sector		Orange helmet with two white stripes on the apex and "Deputy Group Officer" written in white on both sides		Two large silver impellers on the bottom of a navy blue epaulette	
Group Officer	Crew Leader + PUAOPE005A Manage a multi-team Response or PUAOPE016A Manage a multi team sector		Orange helmet with two white stripes on the apex and "Group Officer" written in white on both sides		Three large silver impellers on a navy blue epaulette	

Rank	Qualification Unless otherwise specified, qualification requirements are those defined in the ACT RFS Training Manual	Minimum years of service	Helmet description	Helmets	Insignia description	Insignia
Inspector	Diploma of Public Safety (Firefighting Management) or <i>equivalent</i> Diploma as determined by the RFS CO and Level 3 ICS unit of competency or endorsed course/program in Incident Control, Operations or Planning or Refer to Position Description		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> Diploma as determined by the RFS CO and Level 3 ICS unit of competency or endorsed course/program in Incident Control, Operations or Planning or Refer to Position Description		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	







Rank	Qualification Unless otherwise specified, qualification requirements are those defined in the ACT RFS Training Manual	Minimum years of service	Helmet description	Helmets	Insignia description	Insignia
Deputy Chief Officer	Refer to Position Description	TBA	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	
Chief Officer	Refer to Position Description	TBA	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	
RFS Instructor	ACT RFS Trainer/Assessor Skills	Nil	Blue Helmet with "Instructor" written in white on both sides		N/A	N/A



Rank	Qualification Unless otherwise specified, qualification requirements are those defined in the ACT RFS Training Manual	Minimum years of service	Helmet description	Helmets	Insignia description	Insignia
Junior Member	Nil	Nil	Lime green helmet.		"Junior" in navy blue on light grey epaulette	

## APPENDIX B - Badges

The following table lists the badges associated with key qualifications in the ACT RFS.

<b>Badge</b>	<b>Competency</b> Unless otherwise specified, competency requirements are those defined in the ACT RFS Training Manual	<b>Insignia description</b>	<b>Insignia</b>
<b>Advanced Firefighter</b>	ACT RFS Advanced Firefighter	Round badge with "AF" written in green, with a green edge on a white background	
<b>Village Firefighter</b>	ACT RFS Village Firefighter	Round badge with "VF" written in black, with a black edge on a white background	
<b>Crew Leader</b>	ACT RFS Crew Leader	Square badge with "CL" written in red, with a red edge on a white background	
<b>Group Leader</b>	ACT RFS Divisional Commander	Triangular badge with "GL" written in orange, with an orange edge on a white background	

<b>Badge</b>	<b>Competency</b> Unless otherwise specified, competency requirements are those defined in the ACT RFS Training Manual	<b>Insignia description</b>	<b>Insignia</b>
<b>First Aid</b>	First Aid	Round badge with a cross in white on a green background, with a green edge.	