

	ACT Rural Fire Service Standard Operating Procedure 3.10 Group Officers	3.10 Operational Management
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Purpose

To define the appointment process and role of Group Officers within the ACT Rural Fire Service (RFS).

Group Officers are a service level asset who work closely with RFS Staff and Brigade Officers to provide advice and assistance where needed in operations and to undertake interagency liaison.

Operating Procedure

Group Officers provide operational and managerial leadership and advice to brigades. They participate in the management of the service by providing advice and guidance to the Chief Officer and RFS Staff on issues relating to brigades, members and the RFS.

At Level 1 incidents a Group Officer may take control at the request of the Incident Controller (IC) on scene, or undertake a variety of ICS roles in support of that IC (predominantly RFS Liaison Officer).

At Level 2/3 incidents a Group Officer may undertake a variety of ICS roles at the request of the IMT.

Group Officers may undertake any operational role as directed by the Chief Officer.

Nominations

Nominations are called by the Chief Officer. Individuals wishing to be considered for the position of Group Officer or Deputy Group Officer are to lodge a written application to the Chief Officer providing details of their RFS history, fire experience, qualifications and other relevant information to support their application.

Qualifications required to undertake the role are detailed in SOP 1.21.

On appointment they relinquish any other ranked field officer position they hold within the service.

Group Officers should not hold management positions within brigades. They remain a member of their parent brigade for service administrative reasons.

The Chief Officer will detail the reasons for the appointment to the service including the relevant inclusions from the individual's application.

Appointment Process

Members nominating for a position will have the application assessed by a panel comprised of two (2) RFS Captains, two (2) RFS staff and one (1) fully independent person. No member of the panel can be nominating for a Group Officer position.

The panel will make recommendation to the Chief Officer for consideration and appointment. The panel recommendation does not bind the Chief Officer.

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Appointment

The Chief Officer may appoint a member of the RFS as a Group Officer or Deputy Group Officer for a period of up to 3 years.

The Chief Officer may suspend a group officer's appointment if the Chief Officer believes that the appointee is unable to meet the responsibilities of the role or the duties of a Group Officer, or the conduct of the appointee is adversely affecting the efficient operations of the Service or the safety of members.


Key Roles of a Group Officer

- As required, command and deploy personnel and equipment, enact tactics and strategies, and liaise with other agencies during operations at the request of the Incident Controller. This includes roles of Task Force Leader and Out of Area Commander.
- Enhance incident management and ICS effectiveness where appropriate, and participate as an incident management team member.
- Provide leadership and direction within the RFS.
- Encourage and foster a positive image of the RFS.
- Undertake liaison with other agencies within the ACT and interstate to foster better working relationships.
- Promote the safety and welfare of the RFS.
- Provide mentoring to brigades and members.
- Assist in the effective management of RFS brigades and personnel.
- Participate as a member of the Captains meeting and attend other meetings as required.

Maintained by: Manager, Operations

Approved By: Joe Murphy

Position: Chief Officer RFS

Signature: 

Date: 18/08/2016

Cross Reference SOP/s: SOP 1.10 Code of Conduct
SOP 1.21 Rank, Insignia & Helmets
SOP 3.9 Powers of Service Officers

Amendments: Version 2 - 18/08/2016