



**ACT Rural Fire Service  
Standard Operating Procedure 3.10  
Group Officers**

**3.10**  
Operational  
Management

### **Purpose**

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

Group Officers work closely with 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.



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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.
- 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:** Andrew Stark

**Position:** Chief Officer RFS

**Signature:**

A handwritten signature in black ink, appearing to be 'Andrew Stark', written over a light green rectangular background.

**Date:** 15/02/2011

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



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**Amendments:**