



Service Standard 3.1.5

Appointment and Duties of Group Officers

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 defines the appointment process and role of Group Officers within the ACT Rural Fire Services (ACT RFS).

Scope

This service standard applies to members of the ACT RFS.

Background

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 ACT RFS Chief Officer (ACT RFS CO) and ACT RFS staff on issues relating to brigades, members and the ACT RFS.

Responsibilities

Members	Nominate for the position of Group Officer or Deputy Group Officer.
Review Panel	Reviews nominations and recommends appointment to RFS CO.
Group Officer / Deputy Group Officer	Undertake any operational role as directed by the ACT RFS CO. 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 fire ground or supporting roles to assist the IC (predominantly ACT RFS Liaison Officer). At Level 2/3 incidents a Group Officer may undertake a variety of fire ground or supporting roles at the request of the incident management team (IMT).
ACT RFS Chief Officer or delegate	Calls for nominations for the positions of Group Officer or Deputy Group Officer.

	Reviews recommendations and approves appointments.
--	--

Service standard

Nominations

Nominations are called by the ACT RFS CO every two years or when required.

Members who wish to be considered for a position of Group Officer or Deputy Group Officer must lodge a written application to the ACT RFS CO 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 Service Standard 3.1.2, Rank and Insignia.

Review process

Applications will be reviewed by the Review Panel, consisting of two ACT RFS Captains, two ACT RFS staff and one fully independent person. No member of the panel can be a nominee for a Group Officer position.

The panel will make recommendations to the ACT RFS CO for consideration for appointment. The panel recommendation does not bind the ACT RFS CO.

Appointment

The ACT RFS CO may appoint members of the ACT RFS as Group Officers or Deputy Group Officers for a period of up to two years.

The ACT RFS CO announces the appointments to the Service and provides the reasons, based on the recommendations of the Review Panel. If the CO has chosen to appoint a Group Officer or Deputy Group Officer who was not recommended by the Review Panel, the CO will provide the reasons for this appointment.

On appointment, a Group Officer or Deputy Group Officer must relinquish any other ranked field officer position they hold within the Service. Group Officers or Deputy Group Officers should not hold management positions within brigades. They remain a member of their parent brigade for service administrative reasons.

The ACT RFS CO may suspend a Group Officer or Deputy Group Officer's appointment, if:

- they believe that the appointee is unable to meet the responsibilities of the role or duties of a Group Officer or Deputy Group Officer
- the conduct of the appointee is adversely affecting the efficient operations of the Service or the safety of members or others.

Key Roles of Group Officers or Deputy Group Officers

- 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 IMT effectiveness, where appropriate, and participate as an incident management team member.
- Provide leadership and direction within the ACT RFS.
- Encourage and foster a positive image of the ACT 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 Senior Officers' Group Meeting and attend other meetings as required.

Document information

Version history

Author	Version	Version Approval Date	Summary of Changes
Joe Murphy	1.0	18/08/2016	Previously SOP 3.10
Rohan Scott	2.0	16/03/2020	Reviewed and adapted to new template & numbering
Lynda Scanes	3.0	08/06/2021	Administrative Review

Approved by

Name	Title/Role	Signature	Date
Rohan Scott	CO ACT RFS		23.07.21

Document Owner

Position	Section
Director	Operations

Next review due: 01/07/2022

Related documents

Document name
3.1.1 Code of Conduct and Ethics of RFS Members Service Standard
3.1.2 Rank and Insignia Service Standard
Australian Qualification Framework (AQF)
Public Safety Units of Competency
ACT RFS Training Information Book
ACT Public Sector Management Standards

Signed documents will be scanned and filed in TRIM.