

	<p>ACT Rural Fire Service Standard Operating Procedure 2.7</p> <h2>Use of Agency Representatives and Liaison Officers</h2>	<h1>2.7</h1> <p>Incident Management</p>
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Purpose

This Operating Procedure is to be used to outline the roles and responsibilities of Land Management Agency Representatives at Fires and Liaison Officers working within an Incident Management Team.

Operating Procedure.

ROLE OF AN AGENCY REPRESENTATIVE

The Agency Representative is a member of a Land Management Agency and their role is:

- to provide feedback to their agency on the incident;
- to provide the Incident Management Team with relevant land management information; and
- to coordinate the management of agency resources to the incident.

The Agency Representative has no control, command or coordination role with regard to the incident management.

The officer assigned as Agency Representative should have knowledge of the agency's land management policies and objectives as well as the relevant ACT Rural Fire Service procedures. They should have authority to make decisions on behalf of the Agency in relation to the incident on all matters that affect the Agency's management objectives or its participation in or the allocation of their agency's resources to the incident.

In a significant incident a Liaison Officer, as a member of the Incident Management Team, will be the point of contact for the assisting and co-operating agency representatives. If there is no Liaison Officer, the Agency Representative should report directly to the Incident Controller.

Assisting agencies may assign an Agency Representative to an incident or the ACT RFS may request the assignment of an Agency Representative.

An Agency Representative must:

- Check in and report to the Liaison Officer or Incident Controller for a briefing;
- Establish a working position and maintain communication links with their agency;
- Work with the Incident Management Team to;



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- Provide timely advice on Agency concerns;
- Attend planning meetings;
- Impart specialised area and specific land use advice;
- Secure additional agency resources if requested; and
- Supply specialist maps and documents to assist the Incident Management team.

- Co-ordinate the changeover of the Agency's resources through the Planning Unit;
- Attend briefing sessions as required; and
- Attend debriefing sessions after the incident if the Agency considers it necessary.

ROLE OF A LIAISON OFFICER

A Liaison Officer is a person who is appointed by a particular agency to work within an Incident Management Team (IMT) to provide advice to the IMT and to be the conduit of information to and from their respective agency.

The Liaison Officer will undertake the following tasks:

- Obtain briefing from Incident Controller;
- Provide a point of contact for assisting/co-operating agency representatives;
- Provide advice to the IMT regarding their respective agencies business, concerns, requirements etc;
- Identify agency representatives from each agency including communications link and location;
- Respond to requests from incident management personnel for external contacts; and
- Monitor incident operations to identify current or potential liaison problems.

Shift change for Liaison Officers should take place in consultation with the Incident Controller, and take place after the field crews have changed over.

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 2.1 Acceptable use of aircraft



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Amendments: