8.01 Incident Controller and CFA Agency Commander SOP

Section 1 - Purpose and Objectives

(1) To provide a process for the identification of the Incident Controller at fires and incidents where CFA is the Control Agency or identification of the CFA Agency Commander at an incident where CFA is a Support Agency.

Section 2 - Scope

(2) This procedure applies to all CFA members.

Section 3 - Procedure

Incident Controller (Level 1 and Level 2 Incidents)

(3) A member shall be identified as the Incident Controller for each fire or incident where CFA is the Control Agency.

(4) The first arriving appliance at a fire or incident must establish control and appoint an incident controller.

(5) Control of a fire or incident may be transferred from one Incident Controller to another in accordance with 8.04 – Transfer of Control SOP. A CFA officer of or above the rank of Commander may direct a transfer of control to a new Incident Controller in accordance with 8.04.

(6) The Incident Controller must at all times:

a. Identify themselves as the Incident Controller;
b. Establish control of all resources; and
c. Make contact with Agency Commanders of any support agencies.
d. Convene where necessary Emergency Management Team (EMT) meetings
e. Wear an Incident Controller Tabard.

(7) Where an Incident Controller due to the complexity of an incident, or does not believe they have the appropriate skills and experience, the Incident Controller must:

a. Seek an alternate incident controller from CFA members in attendance who is suitably competent and experienced to perform the role, otherwise:
    i. Advise the State Duty Officer (SDO)/District Duty Officer (DDO).
    ii. The SDO or DDO must take all reasonable steps to cause the appointment of another Incident Controller with sufficient qualification and experience to fulfil the role of Incident Controller.

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Incident Controller Chief Officers Endorsement

(8) The Chief Officer provides an endorsement process for CFA members who hold the appropriate competencies and experience for the role of Incident Controller in accordance with 8.03 – Endorsement of Incident Management Team Members procedure.

Incident Controller (Level 3 Incidents – Major Emergencies)

(9) Appointment of Incident Controllers at Level 3 incidents (Major Emergencies) shall be made in accordance with the relevant EMV Joint Standard Operating Procedures (JSOPs).

Incident Controller EMV Endorsement

(10) The Emergency Management Commissioner provides an accreditation and endorsement process for any CFA members performing the role of Incident Controller for major emergencies.

CFA Incident Controllers in the FRV District or on Public Land

(11) In some circumstances, CFA appliances will arrive on scene prior to FRV or Forest Fire Management Victoria (FFMV) appliances in the FRV District or on public land. In this circumstance, CFA assumes the role of Incident Controller.

(12) Upon arrival of the first FRV or FFMV appliance and as soon as operationally practicable the CFA Incident Controller must undertake the transfer of control from CFA to the appropriate agency in accordance with 8.04 Transfer of Control Procedure. The CFA Incident Controller should then become part of the Incident Emergency Management Team.

FRV/FFMV as Incident Controllers in the Country Area of Victoria

(13) In some circumstances, FRV or FFMV appliances will arrive on scene prior to CFA appliances in the Country Area of Victoria. In this circumstance, FRV or FFMV will assume the role of Incident Controller.

(14) Upon the arrival of the first CFA appliance and as soon as operationally practicable the FRV or FFMV Incident Controller must undertake the transfer of control from FRV or FFMV to CFA. Transfer from FRV will occur in accordance with clause 5.2.3 of the CFA / FRV Joint Operational Activities - Memorandum of Understanding (MOU). The FRV or FFMV Incident Controller should then become part of the Incident Emergency Management Team.

CFA Agency Commander

(15) A member shall be identified as the CFA Agency Commander for each incident where CFA is a Support Agency.

(16) The first arriving appliance at an incident must appoint a CFA Agency Commander.

(17) The CFA Agency Commander must at all times:

a. Make and maintain contact with the Incident Controller;
b. Report to the Incident Controller appointed by the Control Agency.
c. Take command of all CFA resources; and
d. Wear a CFA Agency Commander tabard.

(18) Where an CFA Agency Commander due to the complexity of an incident, or does not believe they have the appropriate skills and experience, the CFA Agency Commander must:

a. Seek an alternate CFA agency commander from CFA members in attendance who is more suitably competent

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and experienced to perform the role, otherwise:

i. Advise the State Duty Officer (SDO)/District Duty Officer (DDO).
ii. The SDO or DDO must take all reasonable steps to cause the appointment of another CFA Agency Commander with sufficient qualification and experience to fulfil the role of CFA Agency Commander.

(19) Members endorsed as Incident Controllers in accordance with 8.03 – Endorsement of Incident Management Team Members SOP may perform the role CFA Agency Commanders for the same incident levels.

Safety Notes

(20) Incident Controllers are to ensure potential tree hazards are considered during briefings and the development of strategies and tactics for any relevant incidents. Refer JSOP 8.03 – Tree Hazard – Fire.

(21) Incident Controllers are to ensure potential entrapment hazards are considered during briefings and the development of strategies and tactics for any relevant incidents, including LACES.

Environmental Notes

(22) Nil

Section 4 - Definitions

(23) Commonly defined terms are located in the CFA centralised glossary.

Section 5 - Related Documents

(24) 8.03 Endorsement of Incident Management Team Members SOP

(25) 8.04 Transfer of Control SOP

(26) EMV Joint Standard Operating Procedures (JSOPs)

(27) CFA / FRV Joint Operational Activities - Memorandum of Understanding (MOU)

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Status and Details

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Accountable Officer	Jason Heffernan Chief Officer
Responsible Officer	Garry Cook Deputy Chief Officer Operational Response & Coordination
Author	Tim Connor
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Glossary Terms and Definitions

"CFA member" - Refers to all CFA volunteers, volunteer auxiliary workers, officers, employees and secondees.

"Control Agency" - The agency nominated to control the response activities to a specified type of emergency.

"Support Agency" - An agency which provides essential services, personnel or material to support or assist a control agency or another agency managing the response to an emergency.

"CFA Agency Commander" - A CFA member with overall management of CFA resources at a fire or incident for which CFA is a support agency.

"CFA officer" - Chief Officer, Deputy Chief Officer, Group Officers, Deputy Group Officers, Captains, Lieutenants, and any seconded Assistant Chief Fire Officer and Commander.

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