

## JOINT SOP

<b>Title</b>	Appointment of Class 1, Regional Controllers and Incident Controllers
<b>Purpose</b>	To provide a consistent and pre-determined process for appointment of Class 1, Regional Controllers and Incident Controllers for major and non-major emergencies, including Deputy Incident Controller roles.
<b>Scope</b>	This Joint Standard Operating Procedure (JSOP) applies to applicable agencies and personnel involved in the recommendation and endorsing of Class 1, Regional and Level 3 Incident Controllers, including deputies for Class 1 Emergencies.
<b>Applicable Agencies</b>	This procedure applies to the following agency personnel; <ul style="list-style-type: none"> <li>• CFA</li> <li>• DELWP (FFM Vic)</li> <li>• EMV</li> <li>• MFB</li> <li>• VICSES</li> <li>• Any other agency/department that provides Level 3 Incident Controllers or Regional Controllers.</li> </ul>
<b>Content</b>	The procedural contents of this SOP are: <ul style="list-style-type: none"> <li>• Step 1: Endorsement of Regional Controllers and Level 3 Incident Controllers</li> <li>• Step 2: Appointment of Regional Controllers</li> <li>• Step 3: Appointment of Incident Controllers</li> <li>• Step 4: Appointment of Deputy Incident Controllers</li> <li>• Step 5: Tour of Duty/Deployment</li> <li>• Step 6: Transfer of Control between Incident Controllers</li> </ul>
<b>Responsibilities</b>	Emergency Management Commissioner, Chief Officers, Incident Controllers and Regional Controllers
<b>Definitions</b>	The following definitions apply to this procedure: <p><b>Chain-of-command</b> Refers to the organisational hierarchy of an agency. It is the identifiable line up and down the hierarchy from any individual to and from their supervisor and subordinates. The chain-of-command identifies people or positions at the most senior level of the organisation with accountability.</p> <p><b>Officer in Charge of a Non Responder Agency or department</b> The person responsible for the overall management of an agency or department. For example Secretary or Chief Executive Officer.</p>

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## PROCEDURE

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1. Endorsement of Class 1 Regional Controllers and Level 3 Incident Controllers
  - 1.1. The Chief Officers of each responder agency will provide the Emergency Management Commissioner (EMC) with a list of recommended personnel to undertake the role of Class 1 Regional Controller and Level 3 Incident Controller.
  - 1.2. The Officer in Charge of a non-responder agency or department may provide a list of recommended personnel to undertake the role of Regional Controller and Level 3 Incident Controller for Class 1 Emergencies.
  - 1.3. Level 3 Incident Controller nominees should have undertaken and been recommended for accreditation by the multi-agency Level 3 Incident Controller accreditation process.
  - 1.4. This list will be provided as a minimum on an annual basis or at the request of the EMC.
  - 1.5. Each list is required to contain the name, agency, contact details, accreditation level and proposed endorsement of each nominated person, as a minimum.
  - 1.6. To ensure the currency of the list, amendments are required to be provided, as soon as practicable, to the EMC.
  - 1.7. The EMC will consider the lists and determine the personnel to be endorsed to undertake the role of Regional Controller or Level 3 Incident Controller.
  - 1.8. Where necessary, the EMC may consult a Chief Officer to seek further advice on persons recommended by the responder agency.
  - 1.9. The EMC will in accordance with Emergency Management Act 2013 Section 37(3) maintain a joint register of personnel endorsed to undertake the role of Regional Controller or Level 3 Incident Controller.
  - 1.10. The EMC will provide advice to each responder agency upon amendment to the endorsed list of Regional Controllers and Level 3 Incident Controllers.
2. Appointment of Class 1 Regional Controllers
  - 2.1. The State Response Controller will appoint the Regional Controller in accordance with Section 37(5) of the *Emergency Management Act 2013* and the State Emergency Response Plan.
3. Appointment of Class 1 Incident Controllers
  - 3.1. For Level 1 incidents the Control Agency will appoint (regardless of agency) a suitably experienced, qualified and competent person as Incident Controller.
  - 3.2. For Level 2 incidents the Control Agency will appoint the Incident Controller in accordance with agency arrangements, unless a Regional Controller makes an appointment directly in consultation with the Control Agency
  - 3.3. For Level 3 incidents the Regional Controller will appoint an Incident Controller from the EMC endorsed joint register of personnel as per section 1.9.

- 3.4. For Level 3 incidents where a Regional Controller has yet to be established, the State Response Controller shall appoint a Level 3 Incident Controller from the EMC endorsed list of personnel as per section 1.9 above.
  - 3.5. Except for Level 1 incident, the appointed Incident Controller will generally be located in the nominated ICC at the earliest opportunity in accordance with agency specific requirements.
4. Appointment of Deputy Incident Controllers
- 4.1. The appointed Incident Controller, Regional Controller, in consultation with the State Response Controller if required, may appoint one or more Deputy Incident Controllers from either the Control Agency or supporting agencies to a Level 2 or Level 3 incident.
  - 4.2. Where two or more Deputy Incident Controllers are appointed, the Incident Controller is required to specify who will be the lead Deputy Incident Controller when the Incident Controller is absent from the ICC
  - 4.3. The Incident Controller may assign a Deputy Incident Controller to manage one or more particular functions. These functions may include (but not limited to) the following:
    - Evacuation liaison with VicPol
    - Authorisation of community warnings and advice
    - Media spokesperson
    - IMT contact for information and warnings
    - IMT contact for Traffic Management Points
    - Approvals for resource requests and releases
    - Contact point for agency-specific information flow and issues, e.g. resource management, OH&S and discipline
    - Routine liaison and information to other agencies
    - Development of a Transition to Recovery Plan
    - EMT management
5. Authority of Deputy Incident Controller
- 5.1. Deputy Incident Controllers may not alter the incident objectives in the Incident Action Plan.
  - 5.2. The Deputy Incident Controller may amend the incident strategies within the parameters provided by the Incident Controller. Where the Deputy Incident Controller does amend incident strategies, they are required to discuss the changes with the incoming IMT and Incident Controller at shift changeover.
  - 5.3. A Deputy Incident Controller appointed to a Level 3 incident as Deputy Incident Controller for the management of the hazard should be an agency endorsed Level 2 Incident Controller as a minimum.
  - 5.4. Where a Deputy Incident Controller is appointed to manage a function. That person is required to have relevant expertise in that function.
  - 5.5. Functional roles within the IMT do not report directly to the Deputy Incident Controller, unless directed by the Incident Controller or the Incident Controller is absent.

## 6. Tour of Duty/Deployment

- 6.1. Incident Controllers are appointed for a tour of duty/deployment and retain the responsibility and accountabilities of the position throughout the tour.
- 6.2. The Incident Controller (whilst retaining accountability for the role) may appoint Deputy Incident Controller(s) during times that the Incident Controller is absent from the ICC or to have oversight of specific tasks. The appointment of a Deputy Incident Controller(s) will be recorded by the Incident Controller and Deputy Incident Controller in their logbooks and be communicated through the line of control
- 6.3. The Incident Controller should manage shift arrangements for the Incident Controller role and Deputy Incident Controller role in accordance with the needs of the incident and the fatigue management arrangements of the respective agencies.
- 6.4. Generally, the Incident Controller will work during the day, and be represented in the IMT by a Deputy Incident Controller at night. However, depending on the circumstances there may be at times a requirement for the Incident Controller to be present during night shifts.

## 7. Transfer of Control between Incident Controllers:

- 7.1. Transfer of control will be undertaken in line with JSOP 3.15 Transfer of Control and IMT Relocation for Class 1 Emergencies

## SAFETY

Emergency Personnel need to ensure that the protection and preservation of life is maintained at all times.

In the application of this JSOP the following safety considerations apply:

- Fatigue Management

## REFERENCE

<b>Related Documents</b>	<p><i>Emergency Management Act 1986</i></p> <p><i>Emergency Management Act 2013</i></p> <p>Incident Management – Accreditation – Level 3 Toolkit</p> <p>State Emergency Response Plan 1 August 2016 (EMMV Part 3)</p> <p>SOP J3.15 Transfer of Control and IMT Relocation</p> <p>SOP J3.06 Incident Briefings</p>
<b>Environment</b>	Nil

## REVIEW

<b>Date Issue</b>	27 August 2018
<b>Date Effective</b>	1 October 2018
<b>Date to be Reviewed</b>	October 2021
<b>Date to Cease</b>	N/A

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## AUTHORITY

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The Emergency Management Commissioner has issued this SOP under section 50 of the Emergency Management Act 2013.

<b>Approved</b>	<b>Signature</b>	<b>Date</b>
Andrew Crisp Emergency Management Commissioner		
<b>Endorsed</b>	<b>Signature</b>	<b>Date</b>
Steve Warrington Chief Officer, CFA		
Chris Hardman Chief Fire Officer, DELWP		
Greg Leach Acting Chief Officer, MFB		
Tim Wiebusch Chief Officer Operations, VICSES		