

# Joint Standard Operating Procedure



Department of  
Environment and  
Primary Industries



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J2.04

JOINT SOP	
<b>Title</b>	Local Knowledge - Bushfire
<b>Purpose</b>	To maximise the safety of incident response personnel and the safety of the community by integrating local knowledge into incident management teams.
<b>Scope</b>	This Joint Standard Operating Procedure applies to all CFA, DEPI and MFB personnel engaged in integrated responses to bushfire.
<b>Content</b>	This Joint Standard Operating Procedure outlines the need to integrate local knowledge in incident management teams.
<b>Responsibilities</b>	Regional Controllers, Incident Controllers and Agency Commanders.
<b>Definitions</b>	<p>Within this document, the following definitions apply:</p> <ul style="list-style-type: none"> <li>• <b>Agency commander:</b> Agency operational supervisor operating within the agency chain-of-command. During an emergency response, agency commanders supervise and task their agency personnel in accordance with the direction of the controller at their respective tier.</li> <li>• <b>Control:</b> The direction of response activities across all agencies responding to an emergency. Control operates horizontally across agencies.</li> <li>• <b>Incident Controller:</b> The person accountable and responsible for the direction of response and support activities at an incident.</li> <li>• <b>Incident Management Team (IMT):</b> The team assembled to assist the Incident Controller perform the control function, applied using the principles of the Australasian Inter-service Incident Management System (AIIMS).</li> <li>• <b>Local knowledge:</b> The knowledge held by an individual or group of individuals familiar with the local geography, history and community in which an emergency event occurs</li> <li>• <b>Regional Controller:</b> Agency personnel appointed by the EMC, acting on behalf of the EMC and rostered in each Region to exercise control over regional readiness and response to emergencies that are or that may become Class 1 emergencies.</li> <li>• <b>Responder agencies:</b> Country Fire Authority (CFA), Department of Environment and Primary Industries (DEPI), Metropolitan Fire Brigade (MFB) and Victoria State Emergency Service (VICSES).</li> </ul>

**PROCEDURE**

1. Regional Controllers and Regional Agency Commanders must ensure that readiness and rostering arrangements provide Incident Controllers with access to personnel with local knowledge. These personnel do not need to be members of the responder agencies.
2. The Incident Controller must ensure that as far as is practicable, personnel who are able to contribute a local perspective and have knowledge of local issues are involved in the planning and conduct of incident response, including the provision of warnings and advice to communities.
3. IMTs will incorporate Local Knowledge, where available and appropriate, by including local people in:
  - 3.1 Relevant incident management roles, where appropriately trained;
  - 3.2 As advisors to IMT members; and
  - 3.3 The incident control structure, including guides and local resources in visiting teams.

**REFERENCE**

Related Documents	Emergency Management Act 1986 Emergency Management Act 2013 State Emergency Response Plan July 2014 (EMMV Part 3) SOP J2.03 IMT Readiness Arrangements SOP J3.03 Incident Action Plan SOP J3.15 Transfer of Control and IMT Relocation for Class 1 Emergencies SOP J3.10 Traffic Management During Bushfires SOP J3.11 Red Flag Warnings SOP J3.14 Control of Class 1 Emergencies
<b>Safety</b>	Ensure that all personnel tasked with providing local knowledge at the incident are equipped with the required competencies and personal protective clothing and equipment.
<b>Environment</b>	Nil

<b>REVIEW</b>		
<b>Date Issue</b>	1 October 2014	
<b>Date Effective</b>	1 November 2014	
<b>Date To Be Reviewed</b>	1 August 2016	
<b>Date To Cease</b>	N/A	
<b>AUTHORITY</b>		
The Emergency Management Commissioner (EMC) has issued this SOP under section 50 of the <i>Emergency Management Act 2013</i> (EM Act 2013).		
<b>Approved</b>	<b>Signature</b>	<b>Date</b>
Craig Lapsley Emergency Management Commissioner		
<b>Endorsed</b>	<b>Signature</b>	<b>Date</b>
Euan Ferguson Chief Officer, CFA		
Alan Goodwin Chief Fire Officer, DEPI		
Peter Rau Chief Officer, MFB		
Trevor White Chief Officer Operations, VICSES		

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