



ACT Rural Fire Service  
Standard Operating Procedure  
**Activation Procedures for Wildfire  
Investigators**

**2.4**

Operations

**Purpose**

There is a responsibility for the ACT ESA to determine the cause of fires it attends. This procedure is to provide guidance to the RFS Duty Officer (RFS DO) and Incident Controllers (IC) to help identify which fires require formal investigations and the process of activating investigators.

**Operating Procedure.**

**Does the fire involve:**

- Significant damage to property or serious injury, death to any person;
- Suspicious/deliberate activity (particularly where it is deemed to be one of a series of deliberately lit fires in the area);
- Significant public interest;
- Other circumstances as directed by the Chief Officer/Commissioner?

**Yes**

**No**

The IC requests Comcen to notify the RFS DO to request an investigation and for them to notify *Australian Federal Police (AFP)*.

The RFS DO notifies an Investigator, providing details of the fire location and associated circumstances.

The Investigator will liaise with the AFP and ACT Fire Brigade Duty Operations Supt. (for response of Fire Investigation Unit (FIU)), to co-ordinate their attendance.

The examination of the Fire Scene should occur as soon as practical.

The IC of the fire is to report the suspected cause to Comcen for supply to the RFS DO for entry into their event report.

The RFS Investigator will attend the scene and complete a scene examination report. (The assistance of the ESA Spatial Services may be engaged). The original report is to be retained by the Investigator with an electronic copy (including photographs) supplied to the RFS Manager, Operations and AFP Investigating Officer (if applicable).



ACT Rural Fire Service  
Standard Operating Procedure  
**Activation Procedures for Wildfire  
Investigators**

**2.4**

Operations

The RFS Manager, Operations enters report information into the Fire Investigation data base & retains an electronic copy. A copy of this report is supplied to the ACT Coroner's Office (fires where the AFP does not attend).

**Maintained By:** Manager, Operations

**Approved By:** Joe Murphy      **Position:** Chief Officer RFS

**Signature:**

A handwritten signature in black ink that reads 'J. Murphy'.

**Date:** 22/12/2016

**Cross Reference SOP/s:** 2010 ACT RFS Fire Investigation Guidelines

**Amendments:** 22 December 2016 – removal of list of fire investigators