

New South Wales



State Rescue Policy 3rd Edition

Dated 19 January 2006



The Hon Tony Kelly MLC
Minister for Justice
Minister for Juvenile Justice
Minister for Emergency Services
Minister for Lands
Minister for Rural Affairs
Leader of the House - Legislative Council

FOREWORD

This policy details the principles and procedures for the conduct of rescue in New South Wales. It compliments the rescue provisions of the State Emergency and Rescue Management Act, 1989 (as amended). This 3rd Edition of the State Rescue Policy has been developed as a result of a comprehensive review undertaken on behalf of the State Rescue Board by Major General B.W. Howard, AO, MC, ESM.

It is issued under the authority vested in me by the State Emergency and Rescue Management Act, 1989 as the Minister responsible for the administration of the Act. It is to be adhered to by the authority responsible for the control and coordination of rescue operations (the New South Wales Police), agencies and organisations that provide rescue services, accredited rescue units and rescue operators.

A handwritten signature in blue ink that reads 'Tony Kelly'.

Tony Kelly MLC
Minister for Emergency Services

19 January 2006

TABLE OF CONTENTS

CHAPTER ONE – GENERAL

Introduction

The State Rescue Board	1.01.....	p1
The Board's Function	1.02.....	p1
Board Membership	1.05.....	p1
Responsible Minister	1.06.....	p2
Secretariat	1.07.....	p2

Rescue

Definition	1.08.....	p2
Rescue Unit	1.09.....	p2
Body Recovery Tasks	1.10.....	p3

Response Policy

Principle	1.11.....	p3
Unavailability	1.13.....	p3
Interim Response Arrangements	1.15.....	p3

Accreditation

General	1.16.....	p4
The Principles	1.19.....	p4
Pre-accreditation	1.24.....	p5
Rescue Operator Physical Requirements	1.25.....	p5
Infectious Disease Policy	1.26.....	p5
Critical Incident Support Policy	1.27.....	p5
General Land Rescue	1.28.....	p5
Vertical Rescue	1.29.....	p5
Marine Rescue	1.30.....	p6
Specialist Rescue	1.31.....	p6
Underwater Search and Recovery	1.33.....	p6
Flood Rescue	1.34.....	p6
Cross Border Rescue Units	1.35.....	p6
Support Units	1.37.....	p6
Identification	1.40.....	p7

Operational Capability Audits of Accredited Rescue Units

	1.41.....	p7
--	-----------	----

Complaints

	1.44.....	p7
--	-----------	----

Photographic Policy

	1.46.....	p8
--	-----------	----

Debriefings and Reviews

Debriefing Rescue Operations	1.47.....	p8
Review Panels	1.49.....	p8
Rescue Capability Reviews	1.50.....	p8

Statements to the Media

	1.51.....	p9
--	-----------	----

CHAPTER TWO –LAND RESCUE

Land Rescue Units

Primary Rescue Units	2.01.....	p10
Secondary Units	2.02.....	p10
Rescue Crews	2.03.....	p10
Rescue Vehicles	2.04.....	p10
Response Policy Land	2.08.....	p11
Call-Out	2.11.....	p11
Unavailability	2.15.....	p12
Call-Off	2.17.....	p12
Areas of Responsibility	2.18.....	p12
On Scene Control	2.20.....	p12
Calls for Additional Rescue Units	2.21.....	p13
Accreditation	2.22.....	p13
Land and Inland Waterway Search and Recovery Operations	2.25.....	p13
Responsibility for Rescue Clean Up	2.27.....	p13

CHAPTER THREE – MARINE RESCUE

General	3.01.....	p14
Marine Rescue Units		
Marine Rescue Unit	3.06.....	p14
Rescue Crews	3.07.....	p15
Rescue Vessels	3.08.....	p15
Equipment	3.15.....	p16
Search and Rescue Co-ordination Centres	3.16.....	p16
Marine Radio Bases	3.20.....	p16
Response Policy Marine		
Overall Control	3.23.....	p17
Call-Out	3.25.....	p17
Notification	3.27.....	p17
On Scene Control	3.28.....	p18
Unavailability	3.31.....	p18
Call-Off	3.34.....	p18
Areas of Responsibility	3.35.....	p18
Accreditation	3.37.....	p19
Operational Readiness Inspections	3.40.....	p19
Requests for Government Funding by Volunteer Marine Organisations	3.41.....	p19

CHAPTER FOUR – ADVISORY BODIES

Volunteer Marine Rescue Committee	4.01	p20
Council Membership	4.02.....	p20
Corporate Objectives	4.03.....	p20
Mission Statement	4.04.....	p21
Organisation	4.05.....	p21
Voting	4.09.....	p21
Meetings	4.11.....	p21
Operations	4.14.....	p22
Funding	4.15.....	p22
Reports	4.20.....	p23
Office of the VMRC	4.21.....	p23
Communications	4.22.....	p23

CHAPTER FIVE – COMMITTEES

Training Policy Committee	5.02	p24
Duties of the Committee	5.03.....	p24
Technical Rescue Sub-Committee	5.04	p25
Marine Technical Sub-Committee	5.09	p25
Control Room Committees	5.14	p26
District Emergency Management Officers	5.17	p27
Local and District Rescue Committees	5.18	p27
Membership – Local	5.19.....	p27
Membership - District	5.20.....	p27
Responsibilities	5.22.....	p27
Functions	5.23.....	p27
Meetings	5.24.....	p27
Minutes of Meetings	5.25.....	p28
Resolution of Problems	5.26.....	p28
Marine Advisory Sub-Committees	5.27	p28

CHAPTER SIX – TRAINING

General	6.01.....	p29
Training Funding	6.08.....	p29

ANNEXES

- A. Operational Capability Report Requirements
- B. Taking Photographic Images at and from a Rescue Incident
- C. Land Rescue Accreditation Process
- D. Marine Rescue Accreditation Process
- E. Local and District Rescue Committee Functions

CHAPTER ONE

GENERAL

INTRODUCTION

The State Rescue Board

- 1.01 The State Rescue Board (Board) is a Statutory Body constituted under section 42 of the State Emergency and Rescue Management (SERM) Act, 1989 (as amended).

The Board's Function

- 1.02 The Board's principal function is to ensure the maintenance of efficient and effective rescue services throughout the State. The Board will carry out its responsibilities through the Heads of the agencies which provide accredited rescue units and the NSW Police, who are responsible for the coordination of rescue within the State.
- 1.03 The Board is generally responsible for the development and promulgation of rescue policy, the setting, promulgation and monitoring of standards of training, and for providing advice on equipment levels for all rescue units in the State. The Board is also responsible for recommending to the Minister the accreditation of units to undertake those forms of rescue for which the Board has decided that accreditation is required.
- 1.04 At the direction of the Council of Australian Governments the Productivity Commission is to report annually on the efficiency of road rescue in all States and Territories. The Board contributes to this report and the agencies are to provide information as required.

Board Membership

- 1.05 The Board; Chaired by a Member of the Board appointed by the Minister; currently consists of:
- a. State Emergency Operations Controller;
 - b. Commander Inner Metropolitan Region, NSW Police;
 - c. Chief Executive Officer, Ambulance Service of NSW;
 - d. Commissioner, NSW Fire Brigades;
 - e. Director General, NSW State Emergency Service;

- f. Commissioner, NSW Rural Fire Services;
 - g. President, NSW Volunteer Rescue Association Inc;
 - h. Chairman, Volunteer Marine Rescue Council of NSW; and
 - i. the Heads of other volunteer rescue agencies approved by the Minister;
- and may vary depending agency priorities.

Responsible Minister

- 1.06 The Board is responsible to the Minister administering the SERM Act.

Secretariat

- 1.07 The Board is supported in the execution of its function by a Secretariat in the Office for Emergency Services. The composition of the Secretariat includes:
- a. Secretary,
 - b. Assistant Secretary, and
 - c. Marine Rescue Administrator.

RESCUE

Definition

- 1.08 The Act defines 'rescue' as the safe removal of persons or domestic animals from actual or threatened danger of physical harm.

Rescue Unit

- 1.09 Section 52 of the Act defines 'rescue unit' as meaning a unit (comprising a group of persons) which carries out rescue operations for the protection of the public or a section of the public. A rescue unit comprises four elements:
- a. **Registered Crew.** Competent and current rescue operators;
 - b. **Rescue Vehicle/ Vessel.** An appropriate and clearly marked rescue vehicle/ vessel;
 - c. **Rescue Equipment.** Sufficient and appropriate to the tasks for which the unit has been accredited; and
 - d. **Operating Procedures.** Procedures for call-out, response, operation and training.

Body Recovery Tasks

- 1.10 The NSW Police are responsible for body recovery and body recovery tasks, vide the Coroners Act 1980. With the exception of Police Rescue Squads and Police Operations Support Units, accredited rescue units are only to be employed in a body recovery task at the direction of Police.

RESPONSE POLICY

Principle

- 1.11 Rescue units are to respond within accreditation limits, to any perceived or actual rescue incident in a timely and safe manner.
- 1.12 Police have the authority to call-out any resource whether accredited or not to undertake a rescue or to assist in a rescue.

Unavailability

- 1.13 When an accredited rescue unit becomes temporarily unavailable for tasking, the responsible agency must immediately notify the VKG RCO.
- 1.14 In the event that a rescue unit is already fully engaged in one task and is called for another task; therefore unavailable for immediate response; the VKG RCO is to be advised.

Interim Response Arrangements

- 1.15 If a situation occurs where an accredited rescue unit is unable to respond to the types of rescue for which it is accredited, the following principles apply:
- a. **Alternative Unit.** Rescue tasks may be allocated to another accredited rescue unit by the NSW Police Local Area Commander (LAC). The arrangement should be endorsed at District level and notified to the Board.
 - b. **Joint Response.** Where a rescue unit is temporarily understaffed, the LAC may endorse another rescue unit, which has the capability and agrees to provide support, to be called out and respond jointly to rescue incidents. In these instances the LAC is to advise Police Communications and the DEMO; who in turn advises all District Rescue Committee members; of the interim arrangement and new call-out regime.
 - c. If the situation is not resolved refer to paragraph 1.22.

ACCREDITATION

General

- 1.16 ‘Accreditation’ means formal approval by the Minister to undertake rescue in New South Wales. The approval provides the authority to undertake general land, marine or specialist rescue operations under the coordination of the NSW Police. Accreditation is not required by organisations, or elements of them for their statutory roles.
- 1.17 Applications for accreditation are to be submitted to the Board using the prescribed form, through Local and District Rescue Committees.
- 1.18 Once the Minister accredits a rescue unit that Unit is obliged to respond in accordance with their accreditation on a 24 hours, seven days a week basis.

The Principles

- 1.19 The principles for the consideration of applications for accreditation are:
- a. the rescue needs of the community should be based on the all-hazards approach;
 - b. the Board will consider the organisational affiliations of any unit applying for accreditation when making a recommendation to the Minister (to be eligible for accreditation a unit must be a member or an affiliate of one of the agencies which operates accredited rescue units); and
 - c. within the Sydney, Newcastle and Wollongong City areas, the accreditation for units of full time agencies is to have priority over volunteer units.
- 1.20 Accreditations are for periods determined by the Minister, and remain valid until a rescue unit is notified that the Minister has withdrawn accreditation in accordance with the provisions of Section 56 (2) of the Act.
- 1.21 Agencies which provide accredited rescue units are required to maintain a register of personnel who comprise each unit, including the currency of qualifications. This register is to be provided to the Secretariat in accordance with the Act.
- 1.22 If a situation occurs where an accredited rescue unit is not capable of undertaking all the types of rescue for which it is accredited or is unable to provide two competent and current operators for call-out, the following principles apply:
- a. In the first instance, the Unit itself and its parent agency are responsible for overcoming deficiencies. The Local Rescue Committee may provide support.

- b. Where these efforts fail, a report outlining the problem, together with the Local Rescue Committee's recommendation, is to be submitted to the District Rescue Committee for reference to the State Rescue Board. Similarly, if the problem is not resolved within six months a report is to be submitted to the Board.
 - c. Rescue tasks may be allocated to another accredited rescue unit.
- 1.23 Police must be aware of the rescue capabilities of all emergency services units within their areas of responsibility, whether accredited or not.

Pre-accreditation Policy

- 1.24 Pre-accreditation is a status granted to new rescue units that authorises them to commence training, purchase equipment, acquire facilities and develop operating procedures. Pre-accreditation is formal acknowledgement that a new rescue unit can expect to attain accreditation once an operational inspection has been undertaken. Pre-accreditation status only lasts for 12 months before new applications need to be submitted. Pre-accredited units are not authorised to undertake rescue operations.

Rescue Operator Physical Pre-requisites

- 1.25 All rescue operators are to be 18 years of age or older and of sufficient physical and mental fitness to undertake the full range of tasks likely to be required as a result of accreditation.

Infectious Disease Policy

- 1.26 Parent organisations of accredited rescue units are to ensure that all members of accredited rescue units are appropriately protected against infectious diseases.

Critical Incident Support Policy

- 1.27 Critical incident support for members of accredited rescue units is the responsibility of their parent agencies.

General Land Rescue

- 1.28 Accreditation for general land rescue includes primary and secondary accreditation. See Chapter Two – Land Rescue.

Vertical Rescue

- 1.29 Accreditation is required for vertical rescue. See Vertical Rescue Directive.

Marine Rescue

- 1.30 Accreditation is required for marine rescue. See Chapter Three – Marine Rescue.

Specialist Rescue

- 1.31 The Board may determine the types of specialist rescue which require accreditation. The Board may need to seek technical advice about the standards of specialist organisations before either recommending their accreditation to the Minister or accepting their standards.
- 1.32 In accordance with the all-hazards approach, units accredited for general land rescue should be trained and equipped to undertake all types of rescue within their area, wherever possible. However, where there are efficiency or effectiveness advantages, a specialist unit may be accredited to perform particular types of rescue.

Underwater Search and Recovery

- 1.33 NSW Police are responsible for underwater search and recovery. Other agencies must be accredited to undertake underwater search and recovery operations.

Flood Rescue

- 1.34 The NSW State Emergency Service is the legislated combat agency for dealing with floods, which includes flood rescue. Other agencies must be accredited to undertake flood rescue operations in accordance with SES requirements.

Cross Border Rescue Operations

- 1.35 **Inter-State/ Territory rescue units operating in New South Wales** require the approval of the Board in accordance with the provisions of Section 58 of the Act. These units must be accredited or recognised within their own State/ Territory. Local cross border arrangements must be endorsed by the Board.
- 1.36 **New South Wales rescue units operating outside the State** must be accredited or recognised by the Board.

Support Units

- 1.37 Support Units are those units that provide support services to rescue units. Support Units include, but are not limited to, communications groups, aerial observation patrols, canine search and rescue groups and helicopter units.
- 1.38 Support Units do not require accreditation and members are not authorised to participate in the conduct of rescue operations without the consent of the Police Officer in charge of the rescue operation. This does not preclude activation by another authority for operations within that authorities jurisdiction e.g. AUSSAR.

- 1.39 Support Unit members may be considered authorised volunteers and covered under Section 59 of the Act for liability purposes. To be afforded this protection, Support Units must be recognised by the Board as providing services which are required, have the structure and organisation to do so and accept the coordination role of NSW Police.

Identification

- 1.40 The word "RESCUE" is only to be used on rescue vehicles, vessels and aircraft belonging to rescue units having been accredited by the Minister on the recommendation of the Board. Ancillary and other Agency vehicles are not to display the word.

OPERATIONAL CAPABILITY AUDITS OF ACCREDITED RESCUE UNITS

- 1.41 It is the responsibility of the head of each organisation providing accredited units to carry out such inspections as may be required to ensure that those units are capable in all aspects of carrying out the tasks for which they have been accredited, and sufficient personnel within them are qualified to do so.
- 1.42 The Board may initiate an audit, including inspections, of any accredited rescue unit. The Chair of a District Rescue Committee may request to Board arrange for an audit of any accredited rescue unit.
- 1.43 Organisations providing accredited rescue units are to provide annual Operational Capability Reports to the Board in accordance with Annex A. The Board may issue additional instructions covering how the operational capability audits are to be conducted, or concerning the checking of particular items.

COMPLAINTS

- 1.44 Complaints regarding rescue are to be handled as follows:
- a. **Complaints from Agency Members.** Through Local or District Rescue Committees or through their respective Board Members, as appropriate. The Board is to deal with complaints referred to the Board by District Rescue Committees or by Board Members. However, complaints received directly from members will be referred back to the appropriate Rescue Committees.

- b. **Complaints from Members of the Public received by Local or District Rescue Committees or the Volunteer Marine Rescue Council.** Complaints received by Local or District Rescue Committees or the VMRC are to be dealt with promptly. Complaints are only referred to the Board where satisfactory resolution of the complaint cannot be achieved. Local Rescue Committees may only refer complaints to the Board through their District Rescue Committee.
- 1.45 The Board is to be notified in writing of the outcomes of all complaints and any action required by the Board.

PHOTOGRAPHIC IMAGE POLICY

- 1.46 The Board's policy in relation to the taking and use of photographic images by State Rescue Board registered rescue operators at any rescue incident is specified at Annex B.

DEBRIEFINGS AND REVIEWS

Debriefing Rescue Operations

- 1.47 Individual rescue units and agencies are responsible for the conduct of unit and agency debriefings after the conclusion of a rescue operation. The Chairman of the appropriate Rescue Committee is responsible to conduct a combined unit/agency debrief after conclusion of a major rescue operation. Time must be allowed for the prior conduct of unit/agency debriefs.
- 1.48 The Chairman of the appropriate Rescue Committee is to submit to the Board a report on rescue operations as soon as possible after the conduct of the combined debriefs.

Review Panels

- 1.49 The Board may convene a panel to review rescue incidents where concerns about procedures have been expressed. Reports of such panels are to be provided to the relevant agencies for any rectification action required.

Rescue Capability Reviews

- 1.50 District Rescue Committees are to periodically; at least annually; review the need for rescue units within their area of responsibility and submit reports to the Board.

STATEMENTS TO THE MEDIA AND THE PUBLIC

- 1.51 Individual rescue units, agencies and organisations are responsible for developing policy for making statements to the media and the public. Unit public comment should be limited to factual circumstances on the conduct of the incident. There should be no volunteering of personal opinion or criticism of other organisations.
- 1.52 Any request for public comment over and above the foregoing provisions and covering matters of policy should be referred to the NSW Police LAC or to the nominated media officer of the organisation concerned.

CHAPTER TWO

LAND RESCUE

LAND RESCUE UNITS

Primary Rescue Units

- 2.01 A Primary Rescue Unit is a unit with trained crew, rescue vehicle and rescue equipment which has been accredited to respond first to rescue situations, on a 24 hour, seven day a week basis.

Secondary Rescue Units

- 2.02 A Secondary Rescue Unit is a unit which has the capability to respond to rescue situations when the primary unit is already committed to a rescue incident, is otherwise unavailable to attend or when a primary rescue unit requests assistance. These units are accredited for secondary response, on a 24 hour, seven day a week basis.

Rescue Crews

- 2.03 The minimum crew required to respond to a rescue incident is two qualified and current operators. Trainees may attend to conduct on the job training, in addition to the two qualified rescue operators, but must be supervised by a qualified and currently competent rescue operator not actively involved in the rescue.

Rescue Vehicles

- 2.04 **Definition.** The Act defines a "rescue vehicle" to mean a vehicle that is designed, adapted or equipped for use in rescue work and:
- a. is clearly marked with the word "RESCUE"; or
 - b. is fitted with warning devices, such as flashing lights or a siren, or both.
- 2.05 **Emergency Service Vehicles.** Emergency Service agencies or organisations that are authorised to fit lights and audible warning devices to their vehicles and operate them in accordance with the national Road Transport (Vehicle Registration) Regulations 1998, for the conduct of their core functions are exempt compliance with the following requirements.
- 2.06 **Volunteer Rescue Vehicles.** State Rescue Board accredited Volunteer Rescue Units may fit flashing lights to their rescue vehicles and operate them in accordance with the national Road Transport (Vehicle Registration) Regulations 1998 and NSW Vehicle Standards Information Bulletins.

- 2.07 **Volunteer Rescue Vehicles - Exemptions from the national Road Transport (Vehicle Registration) Regulations 1998.** There are no exemptions from the requirements of the national Road Transport (Vehicle Registration) Regulations 1998 for volunteer rescue vehicles. Specifically, drivers of volunteer rescue vehicles are to comply with all road signs, traffic lights and posted speed limits, even when proceeding to a rescue incident or emergency situation.

RESPONSE POLICY - LAND

- 2.08 Land rescue units are to respond within accreditation limits, to any perceived or actual rescue incident in a timely and safe manner.
- 2.09 A **standard response** to a **road accident rescue** incident will include:
- a. NSW Police – responsible for coordinating and determining the priorities of action of the agencies engaged in the rescue operation.
 - b. The Fire Service with operational jurisdiction for the area – to provide fire protection.
 - c. Ambulance Service of NSW – to provide pre-hospital triage; and
 - d. A rescue unit – to provide general or specialist rescue skills.
- 2.10 The Emergency Services response to other land rescue incidents will be determined by the specific nature of the incident. Not all Emergency Services may be required.

Call-Out

- 2.11 Responsibility for calling out rescue units is vested in the NSW Police. However, if an accredited primary rescue unit is contacted directly by a person other than by NSW Police, it is to respond to incidents within its Area of Responsibility and must advise the Police Communications (VKG) Rescue Coordination Officer (RCO) as soon as possible.
- 2.12 The guiding principle is that the appropriate accredited rescue unit, with the shortest response time to the incident scene is to be responded. In some cases this will not be the nearest unit.
- 2.13 In the event of a rescue incident where NSW Police have not yet assumed on-site control, the VKG RCO is to respond direct to any request for assistance from emergency services units already on scene. Once NSW Police have commenced on-site control, the VKG RCO is to respond directly to any request from the Police Site Controller or the senior member of the NSW Police present at the scene.

- 2.14 It is illegal under the provisions of the Act for non-accredited units to respond to call-outs for rescue without the approval of the NSW Police. However, all members of the Emergency Services have a responsibility to preserve life, so if a non-accredited Emergency Services unit is in close proximity to an incident requiring rescue, it may commence the rescue, within its capabilities and training, but must advise NSW Police as soon as possible and hand over to an accredited unit on its arrival, if requested to do so.

Unavailability

- 2.15 When an accredited rescue unit becomes temporarily unavailable for tasking, the responsible agency must immediately notify the VKG RCO.
- 2.16 In the event that a rescue unit is already fully engaged in one task and is called for another task; therefore unavailable for immediate response; the VKG RCO is to be advised.

Call-Off

- 2.17 The Police Site Controller at the scene of a rescue incident is responsible for ensuring that appropriate rescue assets are in attendance. Where the Police Site Controller at the scene of the rescue incident is aware of information which changes the initial rescue response requirements, he/ she should issue directions to VKG RCO to call-off responding units. Once a police Site Controller is at the scene of the rescue incident, Police may call-off rescue units, after they have determined, in consultation with the senior ambulance officer present, that no extrication or specialised support requirements exist. Responding units are to acknowledge the call-off.

Areas of Responsibility

- 2.18 In Sydney and Newcastle, Areas of Responsibility (AOR) for rescue units are not allocated; the VKG RCO will respond the most appropriate unit.
- 2.19 For regional and remote areas, it is the responsibility of Rescue Committees to determine local rescue AOR for rescue units. Once determined, AOR are to be promulgated to the VKG RCO.

On Scene Control

- 2.20 At any rescue incident where a rescue requires a multi-agency response, it is the responsibility of the Police Site Controller at the scene to appoint a Rescue Function Coordinator. The Rescue Function Coordinator is responsible for coordinating those activities directly related to the actual rescue operation. The Senior Ambulance Officer at the scene will determine the priority for the release of the trapped patient(s). The Police Site Controller remains responsible for overall control of the incident.

Calls for Additional Rescue Units

- 2.21 Where a rescue unit attends a rescue and determines that additional rescue resources are required, all requests for additional assets are to be directed to the Police Site Controller and passed to VKG. The VKG RCO is responsible for dispatching an appropriate rescue unit to reinforce rescue assets.

ACCREDITATION

- 2.22 Land rescue unit accreditation is based on the general accreditation principles specified in Chapter One and is formal approval to undertake general land and specialist rescue operations, within NSW.
- 2.23 Accreditation is not required by organisations, or elements of them, which have statutory roles in land search and rescue. The Board will not recommend accreditation of independent general land or specialist organisations which are not part of or affiliated with specified organisations.
- 2.24 Applications for general land or specialist accreditation are to be submitted to the Board in accordance with the processes detailed at Annex C.

LAND AND INLAND WATERWAY SEARCH AND RECOVERY OPERATIONS

- 2.25 The NSW Police are responsible for Land Search Operations. Police must be aware of the capabilities of all emergency services to provide assistance.
- 2.26 The NSW Police are responsible for Inland Waterway Search and Recovery. Police must be aware of the capabilities of all Emergency Services to provide assistance. Units must meet any standards laid down by the NSW Police.

RESPONSIBILITIES FOR RESCUE SCENE CLEAN UP

- 2.27 Police have the responsibility to ensure that clean up occurs at the scene of a rescue operation before the incident is concluded and units return to base. Police may direct clean up to occur as part of their responsibility for control and coordination of rescue. Individual agencies and rescue units are responsible for the clean up of agency generated medical, contaminated wastes and consumables resulting from their attendance at the scene.

CHAPTER THREE

MARINE RESCUE

GENERAL

- 3.01 This policy recognises the established roles and guidelines laid down in the Australian National Search and Rescue Manual; the Australian and International boundaries for areas of Rescue Coordination Centre responsibilities, including Australian Search and Rescue Regions and the Inter Governmental Maritime Search and Rescue Agreement.
- 3.02 Under the Inter Governmental Agreement, the NSW Police are the authority responsible for arranging and coordinating marine search and rescue operations in respect to pleasure craft and fishing vessels at sea, unregistered aircraft, persons missing in a coastal environment, persons and vessels on inland waters and all non military vessels in port. The NSW Police Marine Area Command (MAC) is responsible for this function.
- 3.03 Section 50 of the Act, states "The Senior Police Officer present at the scene of a rescue operation is responsible for coordinating and determining the priorities of action of the agencies engaged in the rescue operation."
- 3.04 Marine Rescue includes the locating of vessels in distress at sea or in sheltered waters and bringing the vessels and their occupants to safety. If that is not feasible, rescuing the occupants and bringing them to safety.
- 3.05 In order to execute a marine rescue, the vessel in distress must first be located. Therefore, a coordinated search operation is normally required before a marine rescue can take place.

MARINE RESCUE UNITS

Marine Rescue Unit

- 3.06 Marine Rescue Units (MRU) are those units that are specifically trained, crewed and equipped to carry out marine rescue operations. MRU are equipped with rescue vessels which have been accredited to respond within a specified rescue operational area, on a 24 hour, seven days a week basis.

Rescue Crews

- 3.07 The minimum crew required to respond to a rescue incident is two accredited and registered operators. Should the MRUs vessel have a Commercial Survey/Vessel Operating Certificate, crew levels must also comply with NSW Maritime Authority requirements. Trainees may attend to conduct on the job training, in addition to the two qualified rescue operators, but must be supervised by a qualified and currently competent trainer.

Rescue Vessels

- 3.08 **Definition.** The title "RESCUE" is only to be used on rescue vessels owned and operated by an accredited unit or agency and certified by the Board on advice from the Volunteer Marine Rescue Council (VMRC). Ancillary vessels are not to display the title.
- 3.09 **Volunteer Rescue Vessels – The Fitting of Flashing Lights.** State Rescue Board accredited Volunteer Marine Rescue Units may fit flashing lights to their rescue vessels in accordance with Article 27 of the Second Geneva Convention 1949, Chapter XIV of the International Code of Signals.
- 3.10 **Volunteer Marine Rescue Vessels - The Use of Flashing Lights.** Flashing lights are only activated:
- a. when proceeding to a rescue incident or emergency situation,
 - b. to indicate a dangerous or hazardous situation in public,
 - c. to provide visual identification for the safety of the rescue vessel and its crew, and
 - d. as directed by NSW Police or NSW Maritime Authority for specified duties.
- 3.11 At all times the use of flashing lights is to be kept to a minimum.
- 3.12 **Volunteer Marine Rescue Vessel - Exemptions from NSW Maritime Services Act 1935.** There is a specific exemption from the requirements of NSW Maritime Services Act 1935, Section 38 (4A)(a) for volunteer marine rescue vessels; in relation to compliance with posted speed and ‘no wash’ signs; when responding to a ‘May Day’ call, ‘Pan Pan’ call or request for assistance from NSW Police for the purpose of securing the safety of any person, but not property.
- 3.13 **Movement of Vessels.** Organisations which manage or control an accredited MRU and/or the MRU Commander must notify the appropriate Local and District Rescue Committees and NSW Police MAC in writing of any relocation of any vessel from the base at which it is accredited.

- 3.14 **Vessel Registration/ Operating Certificate.** Vessels are to be registered or comply with a Vessel Operating Certificate in accordance with the agreement between the Board and NSW Maritime Authority.

Equipment

- 3.15 Vessels of accredited MRUs are to be equipped in accordance with the provisions of the NSW Boating (Safety Equipment) or Commercial Vessels Regulations, plus those items of equipment listed in the Standing Orders/ Standing Operating Procedures of the organisation to which they belong or those of the Board.

SEARCH AND RESCUE COORDINATION CENTRES

- 3.16 A Search and Rescue Coordination Centre (SARCC) is a specially designated facility, equipped and accredited to monitor maritime radio distress frequencies for the purpose of receiving distress calls and coordinating marine search and rescue operations.
- 3.17 The NSW Police MAC maintains a State Marine SARCC in Sydney Harbour. However, along the remainder of the NSW coast all accredited SARCC are provided by volunteer marine rescue organisations.
- 3.18 SARCC are to be operational, ideally, 24 hours per day, but as a minimum, between the hours of sunrise and sunset daily. At other times they are to monitor distress frequencies at a place equipped for that purpose. SARCC are to be prepared for activation at any time at the request or direction of NSW Police.
- 3.19 SARCC are to be licenced in accordance with the Radio Communications Act 1992 and are to be staffed by qualified radio operators and have qualified search and rescue coordinators on standby and available for call out 24 hours per day.

MARINE RADIO BASES

- 3.20 Marine Radio Bases (MRB) are a specially designated facility, equipped and accredited to monitor maritime radio distress frequencies for the purpose of receiving distress calls. MRB operate for the purpose of receiving distress calls, monitoring routine radio calls, notifying the NSW Police MAC in the event that a marine rescue is required and maintaining communications with vessels in distress until rescue is effected. MRB do not coordinate rescues.
- 3.21 MRB are to be operational, ideally, 24 hours per day, but as a minimum, between the hours of sunrise and sunset daily on weekends and public holidays. MRB are to be prepared for activation at any time at the request or direction of NSW Police.
- 3.22 MRB are to be licenced in accordance with the Radio Communications Act 1992 and are to be staffed by qualified radio operators.

RESPONSE POLICY - MARINE

Overall Control

- 3.23 NSW Police are responsible for the overall control of marine search and rescue operations in NSW. The NSW Police MAC will coordinate the search and rescue of a vessel in the following circumstances:
- a. When they so determine,
 - b. The vessel at sea cannot be classed as being close inshore,
 - c. The vessel is missing or overdue between ports, or
 - d. Where local resources are exhausted, not readily available or inadequate for the task.
- 3.24 Both Police and members of marine rescue agencies must be conversant with the capabilities of the relevant local resources and their limitations. Should the accredited vessel be inadequate or unavailable for an operation, the Police are responsible for the acquisition of appropriate resources for the task.

Call-Out

- 3.25 Whilst responsibility for the call-out of rescue units is vested in the NSW Police, responsibility for alerting the Police to the need for a marine rescue operation will frequently fall upon the accredited SARCC or MRB which receives the "distress" or "urgency" call. Any SARCC or MRB, receiving a "distress" or "urgency" call, or which receives other intelligence of a vessel or persons in distress on the water is to immediately inform NSW Police MAC and respond an MRU within limits of it's accreditation.
- 3.26 If information about a vessel being in distress or missing is received by the NSW Police MAC, they will notify, and if necessary, seek assistance from the appropriate SARCC or MRB to monitor or establish and maintain radio communications with the vessel. They will also notify and, if necessary, seek assistance from the local Police.

Notification

- 3.27 Where a rescue is performed by an accredited MRU, the MRU must notify the Local Police Communications Centre (VKG) and NSW Police MAC of their response to the rescue. They must also notify the Police of any unusual circumstances, including if any breach of the regulations is evident or injury is occasioned to a person and/or serious damage is occasioned to a vessel. There is no requirement to notify Police of a vessel recovery or vessel assistance task where actual rescue was not required.

On Scene Control

- 3.28 In a multi-vessel search situation, the SARCC for the area is to nominate a vessel master as the On-Scene Controller, to coordinate the search under the SARCC's directions until a NSW Police vessel arrives at the scene. If a NSW Police vessel does not attend the scene, the nominated vessel master is to maintain on scene coordination under the direction of a SARCC.
- 3.29 If NSW Police are involved, the senior police officer on board will assume the duties of the On-Scene Controller. The SARCC remains responsible for the coordination of the search.
- 3.30 If, prior to Police arrival at the scene, the relevant SARCC believes that air assistance is required, NSW Police MAC are to be requested to seek authorisation for such aerial assistance.

Unavailability

- 3.31 **MRU.** When an accredited marine rescue vessel becomes unavailable for tasking, the relevant SARCC and NSW Police MAC are to be notified immediately.
- 3.32 **SARCC.** When a Coordination Centre has to close down any of its radio coverage, NSW Police MAC are to be informed, along with any alternate arrangements made with other centres to ensure the continuity of service.
- 3.33 **MRB.** When a Radio Base has to close down any of its normal radio coverage, NSW Police MAC are to be informed, along with any alternate arrangements made with other centres to ensure the continuity of service.

Call-Off

- 3.34 NSW Police MAC will call-off MRU when appropriate.

Areas of Responsibility

- 3.35 Specific Areas of Responsibility (AOR) are not included in the accreditation process. NSW Police MAC is responsible for the coordination of marine rescue along the entire NSW coastline. NSW Police MAC is therefore responsible for defining response AOR. Once the geographical position of the distressed vessel is determined, the SARCC with the best reception is to coordinate the response, unless or until directed otherwise by the responsible Police Officer.
- 3.36 Where the area of operations of two or more accredited SARCC overlap, NSW Police MAC will determine the coordination arrangements for the area, so as to ensure that efficient and effective marine rescue services are provided.

ACCREDITATION

- 3.37 Marine accreditation is based on the general accreditation principles specified in Chapter One and is formal approval to undertake marine search and rescue operations, within operational rescue areas in NSW waters, in response to "distress" or "urgent" radio calls or messages (as defined in the Radio Communications Act 1992).
- 3.38 Accreditation is not required by organisations, or elements of them, which have statutory roles in marine search and rescue. The Board will not recommend accreditation of independent marine organisations which are not part of or affiliated with specified organisations.
- 3.39 Applications for marine accreditation are to be submitted to the Board in accordance with the processes detailed at Annex D and the Board's Marine Standing Operating Procedures.

OPERATIONAL READINESS INSPECTIONS

- 3.40 NSW Police MAC may conduct operational readiness inspections on MRU, SARCC and MRB, in conjunction with representatives from volunteer marine rescue organisations; and provide copies of reports to the VMRC.

REQUESTS FOR NSW GOVERNMENT FUNDING BY VOLUNTEER MARINE ORGANISATIONS

- 3.41 Requests/ proposals for NSW Government funding of accredited marine rescue units or groups are to be dealt with as follows:
- a. Requests/ proposals from individuals/ groups/ units belonging to accredited volunteer marine rescue organisations are to be submitted in the first instance to the Executive of the Volunteer Organisation concerned,
 - b. Requests/ proposals from the Executive of Volunteer Organisations represented on the Committee are to be submitted in the first instance to the VMRC, and
 - c. Requests/ proposals from the VMRC are to be submitted to the Board.
- 3.42 A request/ proposal may be declined at any level.

CHAPTER FOUR

ADVISORY BODIES

VOLUNTER MARINE RESCUE COUNCIL

- 4.01 A Volunteer Marine Rescue Council of NSW (VMRC) is established at State level to advise the Board on all aspects of Marine rescue.

Council Membership

- 4.02 The VMRC comprises appropriate Executive Members of the:
- a. NSW Police Marine Area Command;
 - b. Royal Volunteer Coastal Patrol (Marine Division);
 - c. Australian Volunteer Coast Guard Inc; and
 - d. NSW Volunteer Rescue Association Inc.

Corporate Objectives

- 4.03 The Corporate Objectives of the VMRC are to:
- a. ensure that member organisations implement the State's Rescue Policy;
 - b. assist in the further development of Rescue Policy;
 - c. ensure that member organisations continue to equip and train members and units to the standards required by the Board;
 - d. assist in the further development of marine rescue procedures and marine rescue resource capabilities;
 - e. provide advice and recommendations to the Board on the status of Marine Rescue Units, Search and Rescue Coordination Centres and Marine Radio Bases and on the funding needs of the volunteer organisations;
 - f. provide a coordinating body to the Board on marine rescue matters, and
 - g. ensure that member organisations continue to accept that NSW Police have responsibility for the control and coordination of rescue.

Mission Statement

- 4.04 The Volunteer Marine Rescue Council of New South Wales is to provide the necessary climate and environment for the achievement of a fully integrated and coordinated marine rescue service for the New South Wales coastline.

Organisation

- 4.05 VMRC-NSW membership is to comprise of State representatives for each member organisation. From this membership, an Executive Committee will be formed comprising:
- a. Chairperson;
 - b. Deputy Chairperson, who is the Commander, NSW Police Marine Area Command or an officer nominated by the Commander;
 - c. Secretary; and
 - d. Treasurer.
- 4.06 The positions of Chairperson, Secretary and Treasurer are to be maintained by the representatives of the three volunteer organisations. Council elections are to be held every two years using normal election processes, or as otherwise directed by the Board.
- 4.07 Pursuant to section 43 of the State Emergency and Rescue Management Act, the Chairperson is to represent the VMRC on the Board. In the event of the Chairperson not being able to attend a meeting of the Board, the Chairperson's nominated representative from the Council Executive is to represent the VMRC.
- 4.08 State representatives of the VMRC shall be appointed by their parent organisations.

Voting

- 4.09 There will be one vote per organisation on the VMRC.
- 4.10 In the event of an equal number of votes, the Chairman will have a casting vote (except in elections).

Meetings

- 4.11 The VMRC is to meet at least quarterly.
- 4.12 The Secretary, State Rescue Board is to be invited to all meetings of the VMRC.

- 4.13 A nominated representative of the NSW Maritime Authority is to be invited to be present at meetings of the VMRC at which funding distribution recommendations are determined.

Operations

- 4.14 The following operational limitations apply to the Council:
- a. Where a requirement exists to obtain action from a Local or District Rescue Committee, the matter is to be signed by the Chairman and is to be referred to the Board for consideration and further action as required.
 - b. No correspondence is to be initiated by the VMRC which directs any NSW Police or any Emergency Services. VMRC directions are to be confined to the member organisations of the VMRC.
 - c. The VMRC may liaise with any other body but is not to enter into any commitment which seeks to bind any other organisation.
 - d. Members of the VMRC Executive are to maintain close contact with the Board with the view to ensuring that VMRC policies and activities are both coordinated and appropriate.

Funding

- 4.15 The VMRC is responsible for recommending to the Board the appropriate disbursement of annual Government funding made available for the accredited volunteer marine rescue elements of the member volunteer organisations. In so doing, the VMRC will take into account the Board's guidance on funding and the needs of accredited volunteer units, regardless of the organisation to which they belong.
- 4.16 All recommendations on the disbursement of funding, levels of training and vessel standards shall be in accordance with the Agreement between the NSW Maritime Authority and the State Rescue Board.
- 4.17 The funds made available to the Board in accordance with the Agreement with the NSW Maritime Authority will be available for distribution to the marine rescue organisations as of 1 July each year.
- 4.18 The distribution of the funds will be in accordance with the formula set out in the Agreement between the NSW Maritime Authority and the Board or as further modified by the Board.
- 4.19 In order to provide the VMRC with funding to cover administrative expenses, the Board will provide the VMRC with an annual budget sufficient to support Council's functions and activities.

Reports

- 4.20 The Chair of the VMRC will submit a report for inclusion in the Annual Report of the Board. The report is to be formatted in accordance with the guidance and direction provided by the Secretary of the Board.

Office of the VMRC

- 4.21 Facilities for the Council Secretary and for meetings of the VMRC will be provided by the NSW Police Marine Area Command.

Communications

- 4.22 A permanent mailing address is to be provided.
- 4.23 Telephone and Facsimile communications for the VMRC are to be directed to the Secretariat.

CHAPTER FIVE

COMMITTEES

- 5.01 The Board has a hierarchy of committees to provide advice on rescue matters and assist in the passage of information in all directions throughout the NSW rescue community.

TRAINING POLICY COMMITTEE

- 5.02 The Board has a Training Policy Committee (TPC). Schedule 3 of the Act applies to the procedures of the TPC. The TPC consists of:
- a. The Assistant Secretary to the State Rescue Board, (Chairperson);
 - b. NSW Police Rescue Squad – Rescue Training Manager;
 - c. Ambulance Service of NSW - Rescue Training Manager;
 - d. NSW Fire Brigades - Rescue Training Manager;
 - e. NSW State Emergency Service - Rescue Training Manager;
 - f. NSW Volunteer Rescue Association Inc - Rescue Training Manager;
 - g. Australian Volunteer Coast Guard Association – Rescue Training Manager;
 - h. Royal Volunteer Coastal Patrol – Rescue Training Manager;
 - i. NSW Volunteer Rescue Association (Marine) – Rescue Training Manager;
and
 - j. Representation from other agencies as required.

Duties of the Committee

- 5.03 The TPC has the following duties:
- a. Advise on all aspects of rescue training as requested by the Board;
 - b. Recommend those competencies, from the Public Safety Industry Training Package and other relevant Training Packages, that apply to rescue trainers and operators;
 - c. Contribute to National reviews of relevant training packages;
 - d. Develop Rescue Trainer/ Assessor workshop refresher programs;

- e. Provide advice or to make submissions to the Board in relation to inquiries or complaints of a skills nature;
- f. Advise on the frequency and conduct of multi-agency rescue training exercises;
- g. Advise on rescue equipment and rescue technique issues on the advice of the Rescue Technical Sub-Committee;
- h. Establish and monitor assessment processes; and
- i. Keep their Service Heads fully informed.

TECHNICAL RESCUE SUB-COMMITTEE

- 5.04 The Technical Rescue Sub-Committee (TRSC) is established to advise the TPC on technical rescue training, techniques, procedures and equipment.
- 5.05 The TRSC will be convened at the request of the Chairperson of the TPC to address specific issues, as they arise.
- 5.06 The composition of the TRSC is to meet the following requirements:
- a. Each agency is to be represented,
 - b. Agencies are to provide appropriate subject matter experts (SME) in the specific area of enquiry,
 - c. Agencies may be represented by more than one SME, and
 - d. The Chairperson of the TPC will appoint individual Chairpersons to each TRSC for each specific evolution.
- 5.07 Subject matter experts in a specific area of enquiry from outside rescue agencies can be members of the TRSC, once approved by the Chairperson of the TPC.
- 5.08 The TRSC is to submit formal responses to the TPC within the timeframe determined by the Chairperson of the TPC.

MARINE TECHNICAL SUB-COMMITTEE

- 5.09 The Marine Technical Sub-Committee (MTSC) is established to advise the TPC on technical marine rescue training, techniques, procedures and equipment.
- 5.10 The MTSC will be convened at the request of the Chairperson of the TPC to address specific issues, as they arise.

- 5.11 The composition of the MTSC is to meet the following requirements:
- a. Each agency providing a marine rescue capability is to be represented,
 - b. Agencies are to provide appropriate subject matter experts (SME) in the specific area of enquiry,
 - c. Agencies may be represented by more than one SME, and
 - d. The Chairperson of the TPC will appoint individual Chairpersons to each MTSC, on the advice of the VMRC, for each specific evolution.
- 5.12 Subject matter experts in a specific area of enquiry from outside rescue agencies can be members of the TRSC, once approved by the Chairperson of the TPC.
- 5.13 The MRSC is to submit formal responses to the TPC within the timeframe determined by the Chairperson of the TPC.

CONTROL ROOM COMMITTEES

- 5.14 Control Room Committees (CRC) are to operate in areas serviced by Police, Fire and Ambulance radio control centres. They are designed to provide a forum for effective professional communication and resolution of response disputes between the senior members of the control centres of the three Services. The Chairperson is to be the Senior Operations Officer, Police Communications Unit.
- 5.15 CRC's have the following functions:-
- a. Monitor the coordination of response of accredited rescue resources within the area for which it is responsible;
 - b. Ensure rapid exchange of information between Service Control Centres relating to call-out and call-off of accredited rescue units;
 - c. Be aware of the rescue response requirements and rescue plans for adjoining areas;
 - d. Resolve day to day disputes relating to call-out or call-off of accredited rescue resources within the designated rescue area; and
 - e. Bring to the notice of the appropriate Rescue Committee and to the Board, those matters which cannot be satisfactorily resolved.
- 5.16 CRC's must ensure that problems of response which effect adjoining areas and which are the responsibility of adjoining Local and District Rescue Committees, are referred to those Local and District Rescue Committees.

DISTRICT EMERGENCY MANAGEMENT OFFICERS

- 5.17 The Chairperson of each District Rescue Committee has the services of the District Emergency Management Officer (DEMO) to assist them with rescue matters; provide operational assistance; support Local Rescue Committees; and provide executive support to the District Rescue Committee.

LOCAL AND DISTRICT RESCUE COMMITTEES

- 5.18 Rescue Committees are to coincide with Emergency Management Districts and Local Areas designated by District Rescue Committees.

Membership – Local

- 5.19 Local Rescue Committees are to be chaired by the NSW Police Local Area Commander. Other membership is to comprise a senior representative from each of the emergency services organisation operating in the local area.

Membership – District

- 5.20 District Rescue Committees are to be chaired by the District Emergency Operations Controller. Other membership is to comprise a senior representative from each of the emergency services organisation operating in the relevant District.
- 5.21 Managers of Emergency Service Agency Call Centres which operate within a relevant District should be invited to attend District Rescue Committees as observers.

Responsibilities

- 5.22 Local and District Rescue Committees are responsible to the Board, not to Local and District Emergency Management Committees. Local Rescue Committees are responsible to the Board through the appropriate District Rescue Committee.

Functions

- 5.23 The functions of Local and District Rescue Committees are detailed at Annex E.

Meetings

- 5.24 Local and District Rescue Committees are to meet at least bi-annually and after multi-agency rescue operations.

Minutes of Meetings

- 5.25 Copies of Local Rescue Committee Minutes of Meetings are to be forwarded to the appropriate District Rescue Committee. Similarly, copies of the District Rescue Committee Minutes of Meetings and items of major significance are to be forwarded to the Board.

Resolution of Problems

- 5.26 Problems arising at Local and District levels are to be resolved at the lowest possible level. As a guiding principle, the Board will not address issues which have not been referred by District Rescue Committees, including proposals to change accreditations.

MARINE ADVISORY SUB-COMMITTEES

- 5.27 Where Local/ District Rescue Committees have multiple marine rescue units, the relevant Local Emergency Operations Controller/ District Emergency Operations Controller is encouraged to establish a Marine Advisory Sub-Committee. These Sub-Committees are subordinate to Rescue Committees. They should be chaired by a senior member of NSW Police Marine Area Command, if present in the area or another appropriate person with access to secretarial functions, and comprise of representatives of the marine organisations/ units operating in the Local/ District area. Where this is not appropriate at local level, representatives of locally based Marine Rescue Units should be invited to become members of the Local Rescue Committee.
- 5.28 There is to be one District level Marine Advisory Sub-Committee in the Sydney Metropolitan Area. The Chairman of the Sydney Metropolitan Area Marine Advisory Sub-Committee is to be appointed by the Commander, NSW Police Marine Area Command.
- 5.29 The functions of a Local/ District Marine Advisory Sub-Committee are:
- a. provide advice and recommendations to Rescue Committees on all marine matters;
 - b. assist Rescue Committees in the exercise of their functions;
 - c. provide a forum for discussion and resolution of marine rescue matters; &
 - d. carry out functions and tasks allocated to it by the Rescue Committee.

CHAPTER SIX

TRAINING

General

- 6.01 The Board has adopted the National Training Framework as the basis for the training of rescue trainers and operators.
- 6.02 The individual competencies required by rescue trainers and operators are contained in the State Rescue Board Training Directives. These competencies have been derived from the Public Safety Industry Training Package and other relevant Training Packages, as required.
- 6.03 The Board has established the Training Policy Committee (TPC) to provide subject matter advice on rescue training and technical issues. The composition and responsibilities of the TPC are detailed in Chapter Five.
- 6.04 It is the responsibility of each agency which provides accredited rescue units, to ensure that their rescue operators are trained in accordance with the Board's policy, and their skills are kept current.
- 6.05 The Board will assist the organisations which provide accredited rescue units by conducting periodic, cross agency, activities in accordance with requirements recommended by the Training Policy Committee.
- 6.06 The Board will liaise with individual organisations in scheduling these activities, to ensure that there is no duplication.
- 6.07 Organisations conducting training or exercises for accredited rescue units are encouraged to invite participation from other emergency organisations which operate accredited rescue units in the area.

Training Funding

- 6.08 The funding for training of trainers and operators and maintenance of competencies is the responsibility of the agencies.
- 6.09 The Board will conduct or sponsor relevant National Competency Standards in the delivery of training activities for instructors and multi-agency exercises.
- 6.10 Applications for multi-agency training activity funding, from District Rescue Committees, are to be submitted to the TPC by no later than 31 May each year.
- 6.11 The TPC will be responsible to recommend, for approval by the Board, an annual training programme of training activities for instructors and multi-agency exercises by no later than 31 May each year.

- 6.12 Applications for training funds are to contain complete indicative costs including costs of training, accommodation, meals, travel expenses and sundry training items.

**Annex A to
State Rescue Policy
Dated 19 Jan 2006**

OPERATIONAL CAPABILITY REPORT REQUIREMENTS

- A.01 The following areas are to be reported on when submitting annual Operational Capability Reports to the Board:
- a. The number of rescue units:
 - i. Currently accredited.
 - ii. New accreditations since last reporting period.
 - iii. De-registered units since last reporting period.
 - b. Dates rescue units were last inspected, either internally or externally.
 - c. The number of accredited rescue operators by Unit:
 - i. Current qualified operators.
 - ii. Newly qualified operators since last reporting period.
 - iii. Non-current operators since last reporting period.
 - d. The number of accredited rescue trainers by Unit:
 - i. Current qualified trainers.
 - ii. Newly qualified trainers since last reporting period.
 - iii. Non-current trainers since last reporting period.
 - e. The number and serviceability of rescue assets in each unit (vehicles/ vessels).
 - f. The equipment used is sufficient, serviceable and appropriate for the types of rescue for which each unit is accredited.
 - g. A synopsis of the number and type of rescues conducted by the organisation since the last reporting period.

**Annex B to
State Rescue Policy
Dated 19 Jan 2006**

TAKING OF PHOTOGRAPHIC IMAGES AT AND FROM A RESCUE INCIDENT

Introduction

- B.01 The taking of photographic images or film at a rescue incident can result in considerable undue stress to those people involved as well as their friends and relatives. In addition the taking and use of such images may be in breach of the *Privacy and Personal Information Protection Act 1998* or the *Occupational Health and Safety Act 2000*.
- B.02 Members of accredited rescue units are to comply with the directions of this policy in relation to the taking of photographic images or film at a rescue incident.

When is it appropriate to take these images?

- B.03 In most circumstances, there is no legitimate reason for rescuers to take photographs of dead, injured or victims of a rescue incident.
- B.04 The Board does however recognise that there are a limited number of circumstances where it may be appropriate or even necessary to take photographic images at a rescue incident. They are:
- a. when directed to do so by a Police Officer at the scene for the purpose of collecting evidence, and
 - b. for use as instructional material where the images so taken can significantly enhance the delivery of rescue training.
- B.05 Regardless of the circumstances photographic images including film are not to be taken by any rescuer at any rescue incident without the expressed permission of the NSW Police. Further, any such photographic images or film are not to include deceased, injured or other victims of a rescue operation unless specifically directed by the NSW Police. If such permission or direction is given by the NSW Police the taking of such photos should be conducted discretely and with dignity and under direct Police supervision.
- B.06 Whenever possible photographic images or film should only be taken once all deceased, injured or other victims involved in the rescue incident have been extricated and are clear of the accident site.

Ownership of photographs and videos

- B.07 All photographic images taken at a rescue incident are considered to be the property of the NSW Police in the first instance. Any person seeking to use or acquire copies of photographic images or film must apply to the NSW Police explaining the reason for requesting such images, the intended use and how any duplication or circulation of such photographic images will be controlled.

Public display of images

- B.08 The Board considers that it is not acceptable to publicly display any images of dead or injured people. The only exceptions are when such images are presented in court or with the written permission of the NSW Police Commissioner.

- B.09 Public display includes:

- a. publication in State Rescue Board or Emergency Service Organisations books, manuals, journals, videos, or other publications that can or could be accessible to the public;
- b. publication in external publications such as newspapers, journals or conference papers;
- c. use of images on display stands at events;
- d. images displayed in premises used by Board accredited rescue units including notice boards, lockers, etc;
- e. images on internet sites; and
- f. any other use where the images would be accessible by the public.

Using images for training

- B.10 Only the Senior Training Manager of the emergency service organisation to which a rescue operator or a rescue unit seeking a photographic image from a rescue incident is a member, may apply to the NSW Police for a copy. If the NSW Police release or approve the use of a photographic image from a rescue incident the Senior Training Manager is responsible for ensuring the images are used appropriately and in accordance with this Policy. Whilst the Senior Training Manager cannot be responsible for controlling the circulation of such images, they are responsible for ensuring the users of such images are aware of this Policy and an assurance from the users that the images will be used in strict adherence to this Policy.

- B.11 An image does not have to contain a picture of a dead or injured person to be distressing. Consider the feelings of the people who may be viewing the image before using any image. In some cases, warnings may be appropriate. The production of any training materials containing images from a rescue incident released by the NSW Police must be done in consultation with the Senior Training Manager of the emergency service organisation to which the rescue unit or rescue operator belongs.

Storage of images

- B.12 Any accredited rescue unit that has images of dead or injured people must ensure that:
- a. accurate records are kept of the images held,
 - b. they are kept in a secure place,
 - c. access to the images is restricted,
 - d. film processing contractors are warned of the content of the film,
 - e. users are warned of the content of the images before use, and
 - f. images are securely destroyed when no longer required.

**Annex C to
State Rescue Policy
Dated 19 Jan 2006**

LAND RESCUE ACCREDITATION PROCESS

- C.01 The general land or specialist unit accreditation process is dealt with in two stages:
- a. **Stage 1** –Submitting, Consideration, Endorsement of an Accreditation Proposal and granting of Pre-accreditation; and
 - b. **Stage 2** –Implementation of an Endorsed Accreditation Proposal, Confirmation that the Proposal has been implemented as submitted, and finally Accreditation.

The accreditation process is designed to guide units and organisations to submit a proposal for accreditation before expending or allocating any funds acquiring new facilities or equipment. The purpose for this process is to prevent an organisation establishing a unit that may not in the opinion of the State Rescue Board be required.

Organisations are advised that the pre-emptive acquisition of facilities or equipment will not influence the State Rescue Board in its deliberations towards endorsing unit accreditation, nor will it influence the Minister towards approving unit accreditation.

Submission, Consideration and Endorsement of an Accreditation Proposal

- C.02 **Step 1** – The Organisation forwards a letter that briefly explains their intention to the Board Secretariat.
- C.03 **Step 2** - The Board Secretariat will forward electronic Accreditation Proposal Form(s) with a Proposal Registration Number specific to that application, to the Organisation representative submitting the proposal.
- C.04 **Step 3** - The Organisation representative completes the relevant section of the Proposal Form (including all attachments as requested in the proposal forms) and forwards the information to the Local Rescue Committee via their organisation's representative on the Local Committee. The Local Committee then considers and makes a recommendation in the appropriate section on the accreditation proposal form and forward to the District Rescue Committee. (Irrespective of the recommendation of the Local Rescue Committee the original Proposal Form must be forwarded to the District Rescue Committee for consideration.)

- C.05 **Step 4** - The District Rescue Committee then considers and makes a recommendation in the appropriate section on the accreditation proposal. The accreditation proposal is then to be forwarded by the District Rescue Committee to the Board Secretariat. (Irrespective of the recommendation of the District Rescue Committee the original Proposal Form must be forwarded to the Board Secretariat.)
- C.06 **Step 5** - The Board Secretariat will then table the proposal for consideration by the Board. The recommendation will then be forwarded to the Minister for Pre-accreditation. When a decision has been made, the Board Secretariat will advise: the appropriate District Rescue Committee and Organisation representative of the outcome of the Accreditation Proposal. Specifically, the Board Secretariat will advise as to whether the Pre-accreditation has been granted.

Implementation of an Endorsed Accreditation Proposal, Confirmation that the Proposal has been implemented as submitted, and Accreditation

- C.07 **Step 6** - If the unit is given Pre-accreditation by the Minister, the unit should then go ahead and commence training, develop procedures, purchase/ build/ acquire the appropriate facility and equipment. Facilities and equipment that the unit acquires must comply with the Board endorsed accreditation proposal including any stipulations the Board might make.

Note that Pre-accreditation does not equate to accreditation. What it means is that so long as the unit implements the proposal that was approved by the Minister, and this is independently verified by the Board Inspection Team, the unit is assured that accreditation will be granted.

- C.08 **Step 7** - When the crew, operating procedures, facility and equipment are ready for operations, the Unit Commander is to arrange an inspection of the unit by a Technical Rescue Sub-Committee, constituted as a Board Inspection Team. This is normally coordinated through the District Emergency Management Officer.
- C.09 **Step 8** - If the Board Inspection Team reports to the Board Secretariat that the unit has implemented the proposal satisfactorily, the Board Secretariat will automatically arrange for accreditation to be processed through the Board and the Minister.
- C.10 **Step 9** – The Board Secretariat will then forward a letter advising the Unit Commander and District Rescue Committee of the Minister’s decision on accreditation.

**Annex D to
State Rescue Policy
Dated 19 Jan 2006**

MARINE RESCUE ACCREDITATION PROCESS

General

- D.01 In addition to legislation requiring the Minister to accredit rescue units, the inherent nature of the marine environment necessitates a requirement to accredit a vessels suitability to be used in rescue incidents. Therefore, the following principles apply to the marine accreditation process:
- a. Units including MRUs, SARCCs and MRBs are accredited by the Minister;
 - b. Vessels are accredited by the Board;
 - c. NSW Police Marine Area Command (MAC) are instrumental in determining the desirability for new Units and the capability requirements of vessels, in consultation with the VMRC;
 - d. Organisations or Units needing to replace accredited vessels in a specific location are only required to notify MAC, VMRC, LRC, DRC and the Board of such 'like for like' replacements. The replacement vessels are to be inspected prior to being introduced into service; and
 - e. Additional new vessels or categorisation upgrades are to be processed in accordance with this Policy.

Vessel Categorisation

- D.02 Vessels are accredited to operate within specific limitations, which are categorised as:
- a. **Category 1** - vessels are restricted to enclosed waters with a specific bar limitation, if required;
 - b. **Category 2** - vessels are authorised to operate out to 7 Nm from shore; and
 - c. **Category 3** - vessels are authorised to operate out to 15 Nm from shore.

Pre-accreditation.

- D.03 Pre-accreditation remains in force for 12 months, after which time it expires and the submission of a new proposal will become necessary.
- D.04 Pre-accreditation entitles the Unit to:
- a. Acquire a suitable facility in accordance with the in - principle endorsed proposal.
 - b. Acquire a suitable vessel in accordance with the in - principle endorsed proposal.
 - c. To commence the recruitment and training of personnel (marine rescue operators).
 - d. Commence procuring equipment/ facilities in accordance with the relevant SRB Equipment lists.
- D.05 Pre-accredited Units are not authorised to conduct or respond to rescue situations.

State Rescue Board Marine Inspection Team.

- D.06 When the Unit is ready for operations, the Unit Commander is to arrange an inspection by the SRB Marine Inspection Team. This is normally coordinated through the District Emergency Management Officer and/or the Search & Rescue Coordinator, NSW Police Marine Area Command.
- D.07 The Marine Inspection Team reports to the SRB Secretariat that the unit has implemented the details of the proposal satisfactorily. Amongst other things this will include:
- a. Satisfactorily equipped MRU facility.
 - b. Evidence of qualified marine rescue operators (personnel) to staff the Unit and operate vessel(s).
 - c. Evidence of an accredited rescue vessel(s).
 - d. Evidence that equipment procured satisfies the relevant SRB equipment lists.
 - e. Confirmation that operating procedures are in place.
- D.08 When the inspection team reports to the Board's Secretariat that the proposal has been implemented satisfactorily, the Secretariat will proceed with the Accreditation process.

D.09 Applicable application forms and equipment lists are detailed in the State Rescue Board Marine Rescue Standing Operating Procedures.

Appendices:

1. Marine Unit Accreditation Process
2. Rescue Vessel Accreditation Process

**Appendix 1 to
Annex D to
State Rescue Policy
Dated 19 Jan 2006**

UNIT ACCREDITATION PROCESS

D1.01 The marine unit accreditation process is inclusive of MRUs, SARCCs and MRB. The Process is dealt with in two stages:

- a. **Stage 1** – Submitting, Consideration, Endorsement of an Accreditation Proposal and granting of Pre-accreditation; and
- b. **Stage 2** – Implementation of an Endorsed Accreditation Proposal, Confirmation that the Proposal has been implemented as submitted, and finally Accreditation.

The accreditation process is designed to guide units and organisations to submit a proposal for accreditation before expending or allocating any funds acquiring a new vessel or facility. The purpose for this process is to prevent an organisation establishing a unit that may not in the opinion of the State Rescue Board be required.

Organisations are advised that the pre-emptive acquisition of a vessel or facility will not influence the State Rescue Board in its deliberations towards endorsing unit accreditation, nor will it influence the Minister towards approving unit accreditation.

Submission, Consideration and Endorsement of an Accreditation Proposal

D1.02 **Step 1** – The organisation is to liaise with their respective Volunteer Marine Rescue Council (VMRC) representative about their intended proposal and receive from the VMRC representative a letter of endorsement (written on behalf of the organisation they represent) for the accreditation proposal. (The Board Secretariat will not action any proposal without a letter of endorsement from the VMRC representative.)

D1.03 **Step 2** – The Organisation then attaches a copy of the VMRC representative's letter of endorsement to a letter from the Organisation that briefly explains their intention. Both letters are then forwarded to the Board Secretariat.

D1.04 **Step 3** - The Board Secretariat will forward electronic Accreditation Proposal Form(s) with a Proposal Registration Number specific to that application, to the Organisation representative submitting the proposal.

- D1.05 **Step 4** - The Organisation representative completes the relevant section of the Proposal Form (including all attachments as requested in the proposal forms) and forwards the information to the Local Rescue Committee via their organisation's representative on the Local Committee. The Local Committee then considers and makes a recommendation in the appropriate section on the accreditation proposal form and forward to the District Rescue Committee. (Irrespective of the recommendation of the Local Rescue Committee the original Proposal Form must be forwarded to the District Rescue Committee for consideration.)
- D1.06 **Step 5** - The District Rescue Committee then considers and makes a recommendation in the appropriate section on the accreditation proposal. The accreditation proposal is then to be forwarded by the District Rescue Committee to the Board Secretariat. (Irrespective of the recommendation of the District Rescue Committee the original Proposal Form must be forwarded to the Board Secretariat.)
- D1.07 **Step 6** - The Board Secretariat will then table the proposal for consideration by the VMRC and subsequently the Board. The recommendation will then be forwarded to the Minister for Pre-accreditation. When a decision has been made, the Board Secretariat will advise: the appropriate District Rescue Committee, VMRC Representative and Organisation representative of the outcome of the Accreditation Proposal. Specifically, the Board Secretariat will advise as to whether the Pre-accreditation has been granted.

Implementation of an Endorsed Accreditation Proposal, Confirmation that the Proposal has been implemented as submitted, and Accreditation

- D1.08 **Step 7** - If the unit is given Pre-accreditation by the Minister, the unit should then go ahead and commence training, develop procedures, purchase/ build/ acquire the appropriate vessel or facility and equipment. Note that vessels must be accredited in accordance with the procedures articulated in this Policy. Facilities that the unit acquires must comply with the Board endorsed accreditation proposal including any stipulations the Board might make).

Note that Pre-accreditation does not equate to accreditation. What it means is that so long as the unit implements the proposal that was approved by the Minister, and this is independently verified by the Board Marine Inspection Team, the unit is assured that accreditation will be granted.

- D1.09 **Step 8** - When the crew, operating procedures, facility and vessel are ready for operations, the Unit Commander is to arrange an inspection of the unit by the Board Marine Inspection Team. This is normally coordinated through the District Emergency Management Officer.

- D1.10 **Step 9** - If the Board Marine Inspection Team reports to the Board Secretariat that the unit has implemented the proposal satisfactorily, the Board Secretariat will automatically arrange for accreditation to be processed through the Board and the Minister.
- D1.11 **Step 10** – The Board Secretariat will then forward a letter advising the Unit Commander, appropriate VMRC representative and District Rescue Committee of the Minister's decision on accreditation.

**Appendix 2 to
Annex D to
State Rescue Policy
Dated 19 Jan 2006**

VESSEL ACCREDITATION PROCESS

- D2.01 The marine vessel accreditation process, although seamless to the applicant, Local and District Rescue Committees, is actually dealt with in two stages:
- a. **Stage 1** –Submitting, Consideration and Endorsement of an Accreditation Proposal; and
 - b. **Stage 2** –Implementation of an Endorsed Accreditation Proposal, Confirmation that the Proposal has been implemented as submitted, and finally Category Accreditation.

The accreditation process is designed to guide units and organisations to submit a proposal for accreditation before expending or allocating any funds acquiring a new vessel. The purpose for this process is to prevent a unit or organisation acquiring a vessel that may not in the opinion of the State Rescue Board be required or where a proposed acquisition might be deemed to be unsuitable for the task.

Units and organisations are advised that the pre-emptive acquisition of a vessel will not influence the State Rescue Board in its deliberations towards approving vessel accreditation.

Submission, Consideration and Endorsement of an Accreditation Proposal

- D2.02 **Step 1** – The unit is to liaise with their respective Volunteer Marine Rescue Council (VMRC) representative about their intended proposal and receive from the VMRC representative a letter of endorsement (written on behalf of the organisation they represent) for the accreditation proposal. (The Board Secretariat will not action any proposal without a letter of endorsement from the VMRC representative.)
- D2.03 **Step 2** – The Unit then attaches a copy of the VMRC representative’s letter of endorsement to a letter from the Unit that briefly explains their intention. Both letters are then forwarded to the Board Secretariat.
- D2.04 **Step 3** - The Board Secretariat will forward electronic Accreditation Proposal Form(s) with a Proposal Registration Number specific to that application, to the Unit Commander submitting the proposal.

- D2.05 **Step 4** - The Unit Commander completes the relevant section of the Proposal Form (including all attachments as requested in the proposal forms) and forwards the information to the Local Rescue Committee (LRC) via their organisation's representative on the LRC. The LRC then considers and makes a recommendation in the appropriate section on the accreditation proposal form and forward to the District Rescue Committee (DRC). (Irrespective of the recommendation of the LRC the original Proposal Form must be forwarded to the DRC for consideration.)
- D2.06 **Step 5** - The DRC then considers and makes a recommendation in the appropriate section on the accreditation proposal. The accreditation proposal is then to be forwarded by the DRC to the Board Secretariat. (Irrespective of the recommendation of the DRC the original Proposal Form must be forwarded to the Board Secretariat.)
- D2.07 **Step 6** - The Board Secretariat will then table the proposal for consideration by the VMRC and subsequently the Board. When a decision has been made, the Board Secretariat will advise: the appropriate DRC, VMRC Representative and the Unit Commander of the outcome of the Accreditation Proposal. Specifically, the Board Secretariat will advise as to whether the Board resolved to give in-principle endorsement to the proposal.

Implementation of an Endorsed Accreditation Proposal, Confirmation that the Proposal has been implemented as submitted, and Accreditation

- D2.08 **Step 7** - If the proposal is given in-principle endorsement by the Board, the unit should then go ahead and purchase/ build/ acquire the appropriate vessel. (Note that the vessel that the unit acquires must comply with the Board endorsed accreditation proposal including any stipulations the Board might make).

Note that in-principle endorsement does not equate to accreditation. Endorsement means is that so long as the Unit implements the proposal that was endorsed by the Board, and this is independently verified by the Board Marine Inspection Team, the unit is assured that accreditation will be granted.

- D2.09 **Step 8** - When the vessel is ready for operations, the Unit Commander is to arrange an inspection of the vessel by the Board Marine Inspection Team. This is normally coordinated through the VMRC.
- D2.10 **Step 9** - If the Board Marine Inspection Team reports to the Board Secretariat that the unit has implemented the proposal satisfactorily, the Board Secretariat will automatically arrange for accreditation to be processed through the Board.
- D2.11 **Step 10** – The Board Secretariat will then forward a letter advising the Unit Commander, appropriate VMRC representative and DRC of the Board's decision on accreditation.

**Annex E to
State Rescue Policy
Dated 19 Jan 2006**

RESCUE COMMITTEE FUNCTIONS

Local Committees

E.01 Local Rescue Committees are required to:

- a. Implement the policy directions of the State Rescue Board and District Rescue Committee.
- b. Make recommendations to the District Rescue Committee on policy matters relating to rescue.
- c. Prepare, co-ordinate and review planning for rescue within the local area.
- d. Produce and disseminate local standing orders and instructions and local standing operating procedures for rescue operations.
- e. Ensure proper liaison and co-ordination with other organisations in the local area in connection with rescue and the provision of rescue services.
- f. Provide endorsement to rescue unit applications for Service Head approval to purchase rescue equipment and provide advice and recommendations to the District Rescue Committee on the purchase, allocation and compatibility of rescue equipment, including communications equipment.
- g. Make recommendations to the District Rescue Committee on the accreditation of rescue units (both permanent and volunteer) for participation in rescue operations.
- h. Identify and arrange for training in those areas pertinent to local rescue requirements.
- i. Conduct training exercises in rescue operations pertinent to local rescue requirements.
- j. Make recommendations to the District Rescue Committee on any matter referred by the District Rescue Committee.
- k. Periodically review the need for rescue units within their area of responsibility.

District Committees

E.02 District Rescue Committees are required to:

- a. Implement the policy directions of the State Rescue Board within the District.
- b. Make recommendations to the State Rescue Board on policy matters relating to rescue.
- c. Coordinate and review planning for rescue within the District.
- d. Provide guidance and direction to Local Rescue Committees established within the District.
- e. Produce and disseminate standing orders and instructions and standing operating procedures for rescue operations.
- f. Ensure proper liaison and coordination with other organisations in the District in connection with rescue and the provision of rescue services.
- g. Provide endorsement to rescue unit applications for Service Head approval to purchase rescue equipment and provide advice and recommendations to the State Rescue Board on the purchase, allocation and compatibility of rescue equipment, including communications equipment.
- h. Make recommendations to the State Rescue Board on the accreditation of rescue units (both permanent and volunteer) for participation in rescue operations.
- i. Identify and arrange for training in those District Rescue Committee areas pertinent to District rescue requirements.
- j. Conduct training exercises in rescue operations pertinent to District rescue requirements.
- k. Make recommendations to the State Rescue Board on any matter referred by the Board
- l. Periodically review the need for rescue units within their area of responsibility.