**State Rescue Board of NSW (SRB)**

**Rescue Accreditation Proposal**

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| Rescue Agency |  |
| Rescue Unit |  |

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| Version | 2.2 |
| Status | Endorsed |
| Approved by | State Rescue Board of NSW |
| Last updated | 10 March 2021 |

### Introduction

The Rescue Accreditation Proposal template is suitable for pre-accreditation and full accreditation applications for General Land Rescue (GLR), Road Crash Rescue (RCR), Vertical Rescue (VR), Flood Rescue (FR) and Marine Rescue (MR). If additional space is required when completing the Rescue Accreditation Proposal, please attach additional pages as required.

Unless there is a clear rationale, applications for accreditation should not be considered if there is an existing rescue unit, or a pending application already submitted. Determination of appropriate capabilities rests with the Local Rescue Committee (LRC) in the first instance. If a risk is identified by the LRC then the appropriate accreditation process is to be followed.

**General Land Rescue**

GLR units are equipped with all necessary skills and competencies to meet SRB accreditation standards to undertake all rescue activities involving the safe removal of persons or domestic animals from actual or threatened danger of physical harm.

A GLR unit has the skills and equipment required to undertake:

* Road Crash Rescue
* Industrial and Domestic Rescue
* Urban Search and Rescue Category 1

**Road Crash Rescue**

RCR units are equipped with all the necessary skills and competencies to meet SRB accreditation standards to carry out road crash rescues.

RCR units are not trained in Industrial and Domestic Rescue or Urban Search and Rescue Category 1 capability.

**Vertical Rescue**

VR can be a stand-alone specialist accreditation, without the need for the unit to hold GLR accreditation. Requests for stand-alone VR accreditation should only be done in exceptional circumstances where the risk has been identified and assessed by the LRC as an appropriate mitigation strategy

**Flood Rescue**

There are five levels of FR. Accreditation is required for On Water and In Water Flood FR capabilities. Accreditation applies to all agencies undertaking FR.

The use of helicopters\* is at the direction the NSW Police Force Radio Operations Group Rescue Coordinator (NSWPF ROG RCO) or if a Flood Rescue Area of Operations (FRAO) has established by the NSW SES, the NSW SES Incident Controller.

* Flood Rescue Awareness
* Flood Rescue Land Based
* Flood Rescue On Water
* Flood Rescue In Water
* Flood Rescue Over Water\*

**Marine Rescue (MR)**

Marine rescue is a rescue performed on open, enclosed or inland waterways where there is a threat.

An accredited Marine Rescue Unit is comprised of one or a combination of Marine Rescue Vessels and/or a Search and Rescue Co-ordination Centre or Marine Radio Base.

The NSW Police Force Marine Area Command (NSWPF MAC) has state-wide responsibility for coordination and control of all marine search and rescue incidents. The MAC’s area of responsibility is 200 nautical miles out to sea, as well as the whole coastline of NSW.

The NSWPF MAC operates the State Marine Rescue Coordination Centre (SMRCC) at Sydney Water Police, Balmain. The NSWPF MAC is supported in search and rescue operations by Marine Rescue NSW (MRNSW).

MRNSW is the only recognised provider of volunteer marine rescue services in NSW. MRNSW maintains units along the NSW coastline and at key inland waterways.

### Recue accreditation process

The rescue accreditation process occurs in two stages, Pre-Accreditation and Full Accreditation.

##### Stage 1 – Pre-Accreditation

In the first instance, the unit is to liaise with an official delegate from their respective agency in order to acquire an endorsed letter of consent.

The Rescue Accreditation Proposal is completed, with the letter of consent included as an attachment, for consideration by the LRC and the Regional Rescue Committee (RRC).

If endorsed by the LRC and RRC, the Rescue Accreditation Proposal is then progressed by the agency requesting accreditation for consideration by the Policy Advisory Committee (PAC) and the State Rescue Board of NSW (SRB).

The agency requesting accreditation is responsible for completing an agenda paper, with the fully completed Rescue Accreditation Proposal included as an attachment, for the PAC and SRB meetings and for briefing their agency representatives.

If endorsed, the SRB Secretariat will progress the Rescue Accreditation Proposal with a Briefing Note to the Minister for Police and Emergency Services. Once an application is approved by the Minister, the SRB Secretariat will forward a letter advising of the Minister’s decision to the:

* relevant agency
* RRC via the Regional Emergency Management Officer (REMO)
* NSWPF Emergency Management Unit (EMU) and Radio Operations Group (ROG)

If the Rescue Accreditation Proposal is for FR, the NSW State Emergency Service (NSW SES) will also be informed of the Minister’s decision.

Pre-accreditation status remains in force for up to 12 months. After that time, pre-accreditation will expire and a new application will need to be submitted.

Pre-accreditation may be extended by the Board, beyond 12 months in extenuating circumstances. To seek an extension of pre-accreditation, application must be made to the Board setting out the reasons that an extension is required. Extensions will only be granted where a unit has been prevented from completing the requirements due to circumstances outside of the unit’s control.

Pre-accreditation entitles the unit to:

* acquire a suitable facility in accordance with the in-principle endorsed proposal
* acquire a suitable vehicle/vessel in accordance with the in-principle endorsed proposal
* commence the recruitment and training of personnel (rescue operators)
* commence procuring equipment/ facilities in accordance with the relevant SRB equipment lists.

Pre-accredited Units **are not authorised** to conduct or respond to rescue incidents.

##### Stage 2 – Full Accreditation

When the unit is ready for operations, the REMO will coordinate an inspection of the unit by a Regional Inspection Team (RIT) or Marine Inspection Team (MIT) as appropriate.

The RIT/MIT must complete an Operational Capability Inspection Reportindicating whether the unit has satisfactorily met all necessary requirements for accreditation.

The agency requesting accreditation is to submit the Rescue Accreditation Proposal for consideration by the SRB (use the same form from the pre-accreditation application, change/amend the tick box from pre-accreditation to full accreditation application). There is no requirement for the Rescue Accreditation Proposal to again be considered and endorsed by the LRC, RRC and PAC at the Full Accreditation stage

The agency requesting accreditation is responsible for completing an agenda paper, with the fully completed Rescue Accreditation Proposal and Operational Inspection Form included as attachments, for the SRB meeting and for briefing their agency representatives.

If endorsed, the SRB Secretariat will progress the Rescue Accreditation Proposal with a Briefing Note to the Minister for Police and Emergency Services. Once an application is approved by the Minister, the SRB Secretariat will forward a letter advising of the Minister’s decision to the:

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* relevant agency
* RRC via the Regional Emergency Management Officer (REMO)
* NSWPF Emergency Management Unit (EMU) and Radio Operations Group (ROG)

If the Rescue Accreditation Proposal is for FR, the NSW State Emergency Service (NSW SES) will also be informed of the Minister’s decision.

The Board assumes all proposals submitted are on the understanding that the unit will have equipment that is sufficient, serviceable and appropriate for the types of rescues for which the unit is seeking accreditation. The State Rescue Policy details the minimum equipment list requirements for GLR, RCR, VR, FR and MR.

Units are not expected to purchase equipment prior to the Minister’s approval of pre-accreditation. Unit Commanders must be aware that full accreditation will only be granted subject to a RIT/MIT Operational Capability Inspection Report confirming that the proposal has been implemented to the satisfaction of the Board, including the acquisition by the Unit of all equipment on the relevant minimum equipment list.

### Unit information

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| Rescue Organisation: |  |
| Rescue unit name: |  |
| Accreditations currently held by the unit: |  |
| Unit postal address: |  |
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| Unit location: (if different from above) |  |
| Name of Unit Commander, Unit Manager or Delegate: |  |
| Phone / Mobile: |  |
| Email: |  |

Local and Regional Rescue Committee

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| Local Rescue Committee: |  |
| Regional Rescue Committee: |  |

Application details

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| Pre-accreditation: | ☐ | General Land Rescue: | ☐ |
| Full accreditation: | ☐ | Road Crash Rescue: | ☐ |
| Does the application relate to one of the 11 identified areas in the Report Review of Land Rescue Arrangements in NSW for improved service delivery? | ☐ Yes  ☐ No  1. Putty /St Albans  2. Ellerston/Nowendoc  3. Boggabilla/Boomi/Yetman  4. Bourke/Cobar/Nyngan  5. Cobar/Nyngan/Hillston/Condobolin  6.BrokenHill/Menindee/Balranald/Wentworth  7. Balranald/Hay/Deniliquin  8. Ivanhoe/Hay  9. Tibooburra/Wanaaring/Bourke  10. Wilcannia/Cobar  11. Tibooburra/Broken Hill | Vertical Rescue: | ☐ |
| Flood Rescue:  On water  In water | ☐  ☐ |
| Marine Rescue: | ☐ |

### Part 1 - Rescue Accreditation Proposal (to be completed by rescue agency representative)

##### Proposal Justification / Needs Analysis

1. Is the location of the proposed unit serviced by an existing accredited rescue unit?

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2. Describe the reason why the proposal is being submitted:

* If an existing accredited rescue unit has been identified above, provide a clear rationale as to why the additional capability is needed.
* Where appropriate, evidence or statistics should be included to support the application.

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##### Area of Operations

3. Provide a map **as an attachment to this document**, reduced to A4 size or an A4 sketch, clearing showing:

* proposed area of operations for new units / current area of operations for exiting units
* name, location and accreditation of the four nearest accredited rescue units.

4. Is the unit location subject to isolation by natural occurrences, such as floods and fire?

* If so, what is the nature of the occurrences, approximate frequency and date of last occurrence?
* Is the area totally isolated by road from outside assistance at these times?
* How will these occurrences affect the rescue capability of your unit?

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5. Demonstrate how the unit will maintain the requirements of the State Rescue Policy in relation to rescue training and 24 hour response capability.

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6. Demonstrate how the unit will maintain sufficient rescue operators to remain effective.

* For Pre-accreditation applications - how many members has the unit identified to undertake training?
* For Full accreditation applications - how many members are currently trained to SRB requirements?

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7. Demonstrate how the unit will be supported in relation to communications, response, equipment, vehicles and premises?

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8. Please provide a training and exercise plan for the next 12 months to demonstrate how the unit will continue to build its capability and participate in training and exercises.

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##### Operational Information

9. Hours of Operation - detail the current (or proposed) days / hours of operation of the unit. Please use 24 hour times.

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| Hours of Operation | Monday | Tuesday | Wed. | Thursday | Friday | Saturday | Sunday |
| Unit / Base Staffed |  |  |  |  |  |  |  |
| On Call |  |  |  |  |  |  |  |
| Not Operational |  |  |  |  |  |  |  |

10. Call-Out Arrangements - detail the current or proposed unit call-out arrangements:

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11. Rescue Vehicles / Marine Vessel **(Photographs of the vehicle/vessel being considered are to be included as an attachment to this document).**

A rescue vehicle or marine vessel must be designed, adapted or equipped as appropriate for the types of rescues for which the unit is accredited. Rescue vehicles must be clearly marked with the word “RESCUE”, and/or fitted with warning devices such as flashing lights or a siren, or both.

Only 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.

12. Automatic Vehicle Location (AVL)

Does the unit have AVL capability? Yes ☐ No ☐ Marine Vessel ☐

13. Units Premises

The following information relates to the premises where the proposed rescue unit will be headquartered.

* Is the proposed land for the unit’s headquarters owned or leased? If leased, detail the lease arrangements.
* It is mandatory for accredited facilities to be insured. Will the new facility be appropriately insured?

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Detail the communications equipment that the unit uses/proposes to use (including radio, telecommunications, internet access and capability)

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#### Declaration to be completed by Unit Commander, Manager or Delegate

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| I |  | submit this proposal for consideration. |
|  | Name of Unit Commander, Manger or Delegate in Block Letters |  |

I acknowledge that accreditation is dependent on:

* the attached Rescue Accreditation Proposal being accepted by the State Rescue Board of NSW and the Minister
* the proposal accepted by the State Rescue Board of NSW being implemented to its satisfaction.

I understand that any expenditure of funds in advance of formal notification of approval of the proposal from the State Rescue Board of NSW does not obligate nor will it influence the decision of the State Rescue Board of NSW.

That the proposal is submitted in consultation with and consent of the organisation’s Commissioner, Chief Executive Officer or Delegate.

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| Name of Unit Commander, Manager or Delegate: |  |
| Signature: |  |
| Date: |  |

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| When complete, the Unit Commander is to forward the Rescue Accreditation Proposal to Local Rescue Committee for consideration.  Documents to be provided to the Local Rescue Committee:   1. Letter of consent from the organisation’s Commissioner, Chief Executive Officer or delegate. 2. A4 Map or sketch of the area of operations. 3. Photographs of the vehicle/vessel being considered under this proposal. |

### Part 2 – Proposal Endorsement

#### Local Rescue Committee

The Rescue Accreditation Proposal was considered by the Local Rescue Committee.

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| Name of Local Rescue Committee: |  |
| Date of meeting: |  |
| Agenda item: |  |
| Name of unit: |  |
| Comments: |  |

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| The Committee acknowledge that: | The location is currently serviced by an existing unit ☐ | The location is not currently serviced by an existing unit ☐ |

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| Did the Local Rescue Committee endorse the proposal? | Yes ☐ | No ☐ |

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| Name of Chair of Local Rescue Committee: |  |
| Signature: |  |
| Date: |  |

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| After the Rescue Accreditation Proposal has been considered, the Chair of the Local Rescue Committee is to arrange for the Rescue Accreditation Proposal to be forwarded to the Regional Rescue Committee for consideration, regardless of whether the proposal was endorsed by the Committee.  Documents to be provided to the Regional Rescue Committee   1. Letter of consent. 2. Map or sketch of the area of operations. 3. Photographs of the vehicle/vessel being considered under this proposal. 4. Minutes of the Local Rescue Committee. |

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#### Regional Rescue Committee

The Rescue Accreditation Proposal was considered by the Regional Rescue Committee.

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| Name of Regional Rescue Committee: |  |
| Date of meeting: |  |
| Agenda item: |  |
| Name of unit: |  |
| Comments: |  |

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| The Committee acknowledge that: | The location is currently serviced by an existing unit ☐ | The location is not currently serviced by an existing unit ☐ |

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| Did the Regional Rescue Committee endorse the proposal? | Yes ☐ | No ☐ |

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| Name of Chair of Regional Rescue Committee: |  |
| Signature: |  |
| Date: |  |

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| After the Rescue Accreditation Proposal has been considered, the Chair of the Regional Rescue Committee is to arrange for the Rescue Accreditation to be forwarded as a single document to the SRB Secretariat.  Documents to be provided to the SRB Secretariat   1. Letter of consent 2. Map or sketch of the area of operations 3. Photographs of the vehicle/vessel being considered under this proposal 4. Minutes of the Local Rescue Committee 5. Minutes of the Regional Rescue Committee.   Please ensure all the documents are included in the Rescue Accreditation Proposal. The SRB Secretariat is unable to process the Rescue Accreditation Proposal without all requested documentation.  An **electronic copy** should be emailed to: [srb@resilience.nsw.gov.au](mailto:srb@resilience.nsw.gov.au). There is no requirement for a hard copy to be forwarded separately.  If you have any questions you can contact the SRB Secretariat for assistance. |