MARINE SEARCH AND RESCUE ARRANGEMENTS

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Working in conjunction with Communities, Government, Agencies and Business.
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1. Introduction

This document details the arrangements for the provision of Marine Search and Rescue (MSAR) services in Victoria to achieve the following objectives:

- appropriately identify and approve organisations to assist in the provision of MSAR response for Victorian waterways
- ensure organisations are approved and formally accredited as MSAR Service Providers to conduct MSAR operations
- confirm the minimum qualifications, vessel standards, equipment standards and operational requirements for MSAR Service Providers to conduct MSAR activities in Victoria
- establish an MSAR Office within EMV
- establish the MSAR Reform Implementation Board
- establish the MSAR Working Group
- confirm the authorising environment for the management of MSAR in Victoria

1.1 Glossary of Terms and Definitions

Applicable Marine legislation – includes but is not limited to the:

- Marine Safety Act 2010 (MSA) (Vic.) and Marine Safety Regulations 2012 (Vic.),
- EX24 – Marine Safety (Emergency service vessels & crew) Exemption 2016 (AMSA EX24)
- Inter-Governmental Agreement (IGA) on National Search and Rescue Response Arrangements (2012), and
- all future reviews/updates of these legislative documents

Australian Maritime Safety Authority (AMSA) - has legislative responsibility for the setting and regulation of standards for MSAR vessels, classified as Marine Safety (Emergency services vessels) or Scheme R vessels under the National Law.

Certificates of Competency (COC) – Issued to individuals who have demonstrated that they meet the required training standard and have adequate experience to operate the relevant size and type of commercial vessel.

Certificate of Survey (COS) – this attests that the vessel and its safety equipment has been verified as meeting the relevant standards for operating in the specified area and manner.

Certificate of Operation (COO) – This attests that the MSAR Service Provider has demonstrated it has the competency and capacity to conduct its specified activities safely. This certificate sets out operational parameters and conditions applying to the use of the vessel, including the requirement for crew. All MSAR Service Providers that own a vessel must hold a valid COO.

Control Agency – an agency nominated to control the response activities to a specified type of emergency. Victoria Police is the control agency for MSAR operations.

Incident Controller – the Officer (usually appointed by the control agency) with overall responsibility for an emergency response operation.

Joint Rescue Coordination Centre Australia (JRCC Australia). The Joint (aeronautical and maritime) Rescue Coordination Centre is administered by AMSA and is located in Canberra, Australia. It is staffed continuously and is responsible for the national coordination of both maritime and aviation search and rescue.

Marine Search and Rescue (MSAR) – is an operation, normally coordinated by a rescue coordination centre, whereby personnel and resources are used to locate and retrieve persons in distress, provide for their initial medical or other needs, and deliver them to a place of safety.

Marine Search and Rescue Incident – any situation requiring notification and alerting of the MSAR system which may require search and rescue operations.

Marine Search and Rescue (MSAR) Office – is an Office established in Emergency Management Victoria (EMV) that provides overall direction and coordination of the MSAR service delivery in Victoria. It reports to and makes recommendations to the Emergency Management Commissioner (EMC) in respect of these arrangements. It liaises with Service providers, Victoria Police, Transport Safety Victoria (TSV) and other parties to develop strategy, policy and direction for the MSAR sector.

MSAR Service Provider – is the operational unit of an approved organisation which is tasked to undertake MSAR operations in Victorian waters.

Marine Rescue Communications Centre (MRCC) – a facility which is equipped with appropriate communications equipment and trained operators which can establish and maintain contact with persons in distress and emergency responders.

Minister – is the Minister for Emergency Services.

National Search and Rescue Council (NATSAR Council) – Responsible for the national the national search and rescue response arrangements in Australia.

Periodic Review - is a systematic and independent examination undertaken by the MSAR Office to determine whether specified vessel, crew and capability standards are being meet by all recognised MSAR Service Providers.

Point of Entry – site whether man-made or natural where a vessel is launched into the water.

Safe Haven – a protected body of water or the deck of a vessel used by craft operating offshore for refuge from storms or heavy seas.

State Marine Coordinator – the Inspector Water Police.

State Rescue Coordination Centre (SRCC) – The SRCC is located in Williamstown, Victoria. It is active 24 hours a day, 7 days a week and is responsible for the state-wide coordination of both land and marine search and rescue - as detailed in Appendix B of National Search and Rescue Manual (2016) (NATSAR Manual 2016).

Transport Safety Victoria (TSV) – develops strategy, policy and direction for the MSAR sector by administering the National Law in Victoria on behalf of AMSA, overseeing compliance, and functions as the regulator for recreational boating and waterway management for Victoria, among other responsibilities.
1.2 Legislation, Policy, and Authorising Environment

MSAR service provision in Australia is the responsibility of State and Territory Governments. These arrangements are formalised in the Inter-Governmental Agreement (IGA) on National Search and Rescue Response Arrangements (2012), which designates responsibility of coordinating MSAR incident responses to the police of each state.

At a national level, MSAR arrangements are detailed in the NATSAR Manual 2016. This is prepared by the Australian Maritime Safety Authority (AMSA) and endorsed by the National Search and Rescue Council (NATSAR Council). This manual is intended to guide MSAR operations at a State or Territory level.

Emergency Management Victoria (EMV) is the central body for emergency management in Victoria. Section 17 (2) of the Emergency Management Act (2013) details the functions of EMV, which includes:

- implementing the emergency management reform initiatives given to EMV by the Minister

In February 2016, Cabinet approved EMV to lead the implementation of the government’s response to the Parliamentary Inquiry into Marine Services in Victoria (2014). This response outlines a range of key reforms, including:

- establishing new, accountable governance arrangements that sit within emergency management structures, including the establishment of an MSAR Office. The Manager of the MSAR Office will play a key role in the reform process with a clear responsibility to foster and build MSAR capability and support volunteers
- establishing a common set of MSAR standards
- establishing a common framework and process for ongoing capability assessments
- developing a common MSAR training and exercising program
- considering mechanisms for more reliable funding for the MSAR sector

Part of the implementation of the new governance arrangements includes the establishment, under the committee structure of the State Crisis and Resilience Council (SCRC) of two entities:

- the MSAR Reform Implementation Board
- the MSAR Working Group

These arrangements provide for the authorising environment to implement the reforms detailed in the government’s response. The arrangements detailed in this document support the implementation of this response.

MSAR vessels are classified as Domestic Commercial Vessels (DCVs) regulated under the Marine Safety (Domestic Commercial Vessel) National Law Act 2012 (National Law) administered by the national regulator, AMSA.
1.3 Transition Arrangements

Existing MSAR Service Providers will be supported to transition to the standards set out in these arrangements where not already in practice.

Progress towards achievement of capability in line with the standards will be reviewed annually by the MSAR Office and the MSAR Reform Implementation Board. An agreed plan to address capability will be developed by the MSAR Service Provider and submitted to the MSAR Office.

Failure to achieve progress towards the standards that is within the control of the MSAR Service Provider will be dealt with as unsatisfactory performance in accordance with section 9.4 of these arrangements.
2. Structures and Chain of Command

The Marine Search and Rescue Arrangements operate within the emergency management framework in Victoria. Under Victoria’s emergency management arrangements, Victoria Police is the control agency for MSAR in Victoria.

Transport Safety Victoria (TSV), through delegation, has the responsibility for administering the National Law in Victoria on behalf of AMSA. This function is delivered through the surveying of vessels, issuing Certificates of Competency (COC) and issuing Certificates of Operation (COO).

The Safety Director (TSV) may also have functions as a delegate under the National Law in relation to investigating incidents.

The Safety Director has functions under the Marine Safety Act 2010 (MSA) which include but are not limited to:

- developing and enforcing standards and procedures for navigation and maritime safety on State waters
- investigating incidents adequately in order to identify deficiencies in operational procedures, vessel standards or crew training
- providing vessel surveys and consultancy services
- monitoring compliance with relevant marine safety laws
- investigating alleged breaches of a relevant marine safety law and to prosecute for them

TSV set rules under the Vessel Operating and Zoning Rules for Victorian waterways as well as auditing event managers for compliance to exemptions to those rules.

Note - The Safety Director may also have functions as a delegate under the National Law.

TSV is the response agency for a Marine Casualty – non SAR – (commercial ship) in coastal waters under the Emergency Management Manual Victoria (EMMV). TSV is responsible for co-ordinating the State’s Marine Incident Reporting systems and supporting databases. In addition, TSV is the regulator for recreational boating and waterway management for the State.

Responsibility for the overall policy direction and oversight of all MSAR services in Victoria is vested in the MSAR Reform Implementation Board.
An overview of the structure of MSAR operations in Victoria is as follows:

**MARINE SEARCH AND RESCUE STRUCTURE**

### 2.1 Marine Search and Rescue Implementation Board

The responsibilities of the MSAR Reform Implementation Board are to:

a. oversee the development and implementation of an MSAR Reform Implementation Plan that includes:

- developing a state MSAR strategy based on a risk assessment informed by local knowledge
- understanding the current and required MSAR capability
- developing common MSAR standards and training and exercising programs
- establishing a common accreditation process
- developing common communication protocols
- identifying any necessary changes to statutory and policy frameworks to ensure that volunteer MSAR Service Providers have the authority to undertake the MSAR activities they perform and have the necessary protections from liability when doing so
b. determine the funding implications of the proposed reforms

c. explore mechanisms for more adequate and reliable funding for the MSAR sector and processes for procuring and allocating resources based on risk

d. explore opportunities for building and strengthening a sustainable MSAR capability for the state, including supporting the recruitment and retention of volunteers

e. oversee any other measures that will give effect to the reform of the state’s MSAR arrangements as envisaged by the Government Response

In accordance with the IGA, Victoria Police is currently and will remain the MSAR control agency.

Proposed reforms will take into account the importance of each volunteer organisation retaining its identity, independence and connection to its community.

The MSAR Reform Implementation Board will comprise:

- Emergency Management Commissioner (EMC) (Chair)
- Department of Economic Development, Jobs, Transport and Resources
- EMV
- TSV
- Victoria Police
- Manager of the MSAR Office

The MSAR Implementation Board will be supported by two nominated representatives of the volunteer MSAR Service Providers, acting in an advisory capacity.

- One representative will be nominated by the Victorian State Council of the Australian Volunteer Coast Guard
- One representative will be nominated by the independent MSAR Service Providers

The Board will meet at least quarterly and more often if required.

EMV will provide secretariat support to the Board.

The Board will report to the EMC.

The Board will be guided by the advice of the MSAR Working Group.

The Board will provide updates to the State Capability and Response Committee as required.
2.2 Marine Search and Rescue Working Group

The responsibilities of the MSAR Working Group are to:

a. develop and implement an MSAR Reform Implementation Plan that includes:
   - developing a state MSAR strategy based on a risk assessment informed by local knowledge
   - understanding the current and required MSAR capability
   - developing common MSAR standards and training and exercising programs
   - establishing a common accreditation process
   - developing common communication protocols
   - identifying any necessary changes to statutory and policy frameworks to ensure that volunteer MSAR Service Providers have the authority to undertake the MSAR activities they perform and have the necessary protections from liability when doing so

b. advise on funding requirements for the proposed reforms

c. develop processes for coordinated procurement and resource allocation based on risk

d. identify opportunities for building and strengthening a sustainable MSAR capability for the state, including supporting the recruitment and retention of volunteers

e. develop any other measures as requested by the MSAR Reform Implementation Board to give effect to the reform of the state’s MSAR arrangements as envisaged by the Government Response

The MSAR Working Group will comprise a representative of each of the following:

- Manager of the MSAR Office
- MSAR organisations
  - Victoria Police (control agency) (Chair)
  - Southern Peninsula Rescue Squad
  - Volunteer Marine Rescue Mornington & Hastings
  - Metropolitan Fire and Emergency Services Board
  - Victoria State Emergency Service
  - Port Fairy Marine Rescue Service
  - Torquay Marine Rescue
  - Country Fire Authority
  - Life Saving Victoria
  - Ambulance Victoria
  - Apollo Bay Marine Rescue
  - Ocean Grove Coast Watch
  - Australian Volunteer Coast Guard Association 2 nominees
• Supporting agencies
  o Emergency Services Telecommunications Authority
  o Parks Victoria
• Relevant government departments/agencies
  o Department of Economic Development, Jobs, Transport and Resources
  o EMV
  o TSV
• Volunteer advisors appointed to the MSAR Reform Implementation Board are ex-officio members of this Working Group

The Working Group will meet at least quarterly and more often if required.

Members of the Working Group will also participate in the MSAR Regional Forums held by the EMC for their relevant area.

EMV will provide secretariat support to the Working Group.

During the transitional reform period, the MSAR Working Group will report directly to the MSAR Reform Implementation Board. On completion of the term of the MSAR Reform Implementation Board, the MSAR Working Group will report to the State Capability and Response Sub-Committee.
3 Marine Search and Rescue Principles

State and Territory Ministers responsible for search and rescue response have signed an IGA. The IGA confirmed NATSAR Council’s role as the national coordinating body for Search and Rescue procedures (NATSAR Manual 2016). The Victorian Water Police and Search & Rescue Squads hold membership on the NATSAR Council and this is used to inform and contribute to State MSAR deliberations.

Victoria Police as the State Authority is responsible for search and rescue of persons and vessels (commercial and recreational) on all state waters including inland waterways and in waters within the limits of the ports of Victoria as guided by the EMMV. Victoria Police is responsible for search and rescue of all persons on land as guided by the EMMV. The response to any emergency will be determined following a risk assessment; resources will be tasked considering the current and future conditions and the capability of available resources to operate safely in that environment.

Victoria Police also has the responsibility for Emergency Position Indicating Radio Beacon (EPIRB) Response. EPIRB Response is initially the responsibility of JRCC Australia. The Control Agency (Victoria Police) take over responsibility once the nature of the distress situation is determined.

Marine search and rescue incidents may include but are not limited to:

- A vessel that has suffered hull damage and is in danger of sinking
- A vessel that is sinking, with its passengers and crew abandoning ship
- A vessel that has suffered mechanical failure, equipment damage, can no longer maintain a desired course and is drifting or has become subject to the vagaries of wind and tide
- A vessel containing injured or sick persons
- A vessel where the person in command and responsible for safe navigation is injured, or incapable, and no other person on board being able to bring the vessel back to safety
- A vessel that has run aground and cannot free itself
- An aircraft that has crashed or has had to make an emergency landing on the water
- A person or persons who have fallen overboard from a vessel
- A person or persons who have been swept out to sea or are in difficulties in the water
- Evacuation of a person or persons from islands or shore locations which other land vehicles or aircraft cannot access
- A situation where the master of a vessel believes the vessel is in grave or imminent danger
- A lost or overdue vessel or persons on water
- Responding to EPIRB or other marine distress signals.
- Assisting control agencies in other activities as requested
These arrangements are aimed at MSAR operations conducted primarily with a vessel or vessels. They are not intended to address specialist SAR arrangements such as “Swift water” or “Surf Rescue”. Where interaction between a vessels based MSAR and a land based SAR is necessary, a procedure must be agreed between all parties and the incident controller at the site.

Victoria Police is responsible for the callout of MSAR Service Providers. This will occur in accordance with notification protocols stated in Schedule 1.

Victoria Police may request any MSAR Service Provider, resources or crew to participate in MSAR operations. Victoria Police may utilise other vessels to respond or assist in the response to an incident if it is deemed necessary i.e. if available approved MSAR Service Providers cannot meet the response requirements of the incident.

Victoria Police have a Duty of Care, as part of the function of Control Agency, to ensure that any MSAR Service Provider tasking to an MSAR incident is only made following the completion of standard procedures relating to risk assessment and that it is safe for the crew to respond i.e. a crew would not be tasked/requested to respond where conditions have been deemed to be dangerous.

The MSAR Service Provider undertaking response activities (both during 'patrol' and in response to a request from Victoria Police) are responsible for ensuring the safety and well-being of all their members undertaking response activities. The master of any vessel undertaking an MSAR response activity always has overall responsibility for the safety of the vessel and crew and must ensure that Duty of Care principles are at the forefront of all requests/tasks assigned to the crew during response.

This includes that the crew is trained and capable of the tasking allocated. It is important that there is an on scene risk assessment to validate that the tasking is safe and appropriate. MSAR Service Providers should continually assess the safe operations of their vessel and crew, and advise Victoria Police when conditions are such that tasking is no longer safe and appropriate.
4 State MSAR Risk Assessment

Marine Search and Rescue Risk Assessment: Methodology (adapted from NSW and consistent with AS/NZS ISO 31000:2009)

1. Describe the location for which the risk assessment applies. This should be done by a written description and where appropriate attaching a map. It also needs to reference the types of boating to which the risk applies, including reference to other boating that is excluded from the risk assessment.

The use of local reference points is useful, as is describing the limitations of the assessment to seaward.

Also describe any physical or other changes that change the risk profile, e.g., additional boat access, change in bar conditions, commercial or tourist impacts.

2. Describe the activity in the area, including the past history of events. This may be described by types of boating for recreational and commercial use, any seasonality, and any trends or other measures that would impact on risk.

In describing event history the frequency and consequences of events is important, as well the type of event.

3. Look at the standard risk tables and decide which ones apply for this location. Delete those that do not apply.

4. For each risk table use the consequence and the likelihood rating tables to complete the risk assessment based on the risk rating matrix. Be sure to include the numbers as this is an additional measure of risk as well as the standard rating. Repeat this activity for each of the three operating environments, favourable, moderate and severe. In carrying out this activity be sure to consider that likelihood may vary considerably with the severity of conditions, and that generally consequence will increase.

5. Once complete this process requires review to normalise responses across locations. This is a subjective process to remove anomalies and balance the assessment on a state-wide basis. Once this is complete a local validation should be conducted to test the ratings with the local service providers. This should provide the opportunity to modify the ratings to remove any glaring omissions or inconsistencies.

6. The completed risk assessment is endorsed by the MSA Working Group and approved for publication by the MSAR Reform Implementation Board.

The completed and approved state wide risk assessment is attached as an appendix to this document.
### Descriptor Examples

#### CONSEQUENCE RATINGS

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Low (1)</td>
<td>• Disabled/grounded vessel on small enclosed water waterway (e.g. creek)</td>
</tr>
<tr>
<td>Low (2)</td>
<td>• Disabled/grounded vessel on larger body of enclosed waters (e.g. river, bay)</td>
</tr>
<tr>
<td>Medium (3)</td>
<td>• Disabled vessel on open waters</td>
</tr>
<tr>
<td></td>
<td>• Capsizing/swamping/sinking of small vessel on enclosed waters</td>
</tr>
<tr>
<td>High (4)</td>
<td>• Capsizing/swamping/sinking of small vessel on bar</td>
</tr>
<tr>
<td></td>
<td>• Capsizing/swamping/sinking of small vessel on open waters</td>
</tr>
<tr>
<td></td>
<td>• Collision between vessels</td>
</tr>
<tr>
<td></td>
<td>• Collision with fixed object</td>
</tr>
<tr>
<td>Very High (5)</td>
<td>• Capsizing/swamping/sinking of passenger vessel</td>
</tr>
</tbody>
</table>

#### LIKELIHOOD RATING

<table>
<thead>
<tr>
<th>Descriptor</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain (5)</td>
<td>• The risk consequence is expected to occur often (every 1 – 3 months)</td>
</tr>
<tr>
<td></td>
<td>• Very many incidents with this consequence experienced and/or recorded</td>
</tr>
<tr>
<td></td>
<td>• High likelihood of reoccurring, with many opportunities to occur</td>
</tr>
<tr>
<td>Likely (4)</td>
<td>• The risk consequence will probably occur every 4 - 12 months</td>
</tr>
<tr>
<td></td>
<td>• Many incidents with this consequence experienced and/or recorded</td>
</tr>
<tr>
<td></td>
<td>• Considerable opportunity and means to occur</td>
</tr>
<tr>
<td>Possible (3)</td>
<td>• The risk consequence will occur at some time (every few years)</td>
</tr>
<tr>
<td></td>
<td>• Few, infrequent occurrences recorded and/or experienced</td>
</tr>
<tr>
<td></td>
<td>• Some opportunity and means to occur</td>
</tr>
<tr>
<td>Unlikely (2)</td>
<td>• The risk consequence could occur at some time (4 - 10 years)</td>
</tr>
<tr>
<td></td>
<td>• No known recent incidents recorded or experienced</td>
</tr>
<tr>
<td></td>
<td>• Little opportunity and means or reason to occur</td>
</tr>
<tr>
<td>Rare (1)</td>
<td>• The risk consequence may occur only in exceptional circumstances (&gt; 10 years)</td>
</tr>
<tr>
<td></td>
<td>• Unheard of</td>
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<tr>
<td></td>
<td>• Almost no opportunity to occur</td>
</tr>
</tbody>
</table>
### Example of Assessment Table

#### RISK ASSESSMENT LOCATION

<table>
<thead>
<tr>
<th>LOCATION:</th>
<th>NEXT MSAR</th>
<th>DISTANCE - ROAD</th>
<th>DISTANCE - WATER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ACTIVITY AND HISTORY:</th>
<th>MIR DATA</th>
<th>2012</th>
<th>2013</th>
<th>2014</th>
<th>2015</th>
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</thead>
<tbody>
<tr>
<td>DISABLEMENT</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>CAPSIZE/SWAMP</td>
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<tr>
<td>COLLISION</td>
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<td>OTHER</td>
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<td></td>
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<tr>
<td>FATAL</td>
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<tr>
<td>SERIOUS INJ</td>
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</table>

#### RISK RATING MATRIX

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Consequence</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Very High (5)</td>
</tr>
<tr>
<td>Almost Certain (5)</td>
<td>Extreme 25</td>
</tr>
<tr>
<td>Likely (4)</td>
<td>Extreme 20</td>
</tr>
<tr>
<td>Possible (3)</td>
<td>Extreme 15</td>
</tr>
<tr>
<td>Unlikely (2)</td>
<td>Major 10</td>
</tr>
<tr>
<td>Rare (1)</td>
<td>Major 5</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>RISK ASSESSMENT LOCATION</th>
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<tbody>
<tr>
<td>CONDITION</td>
</tr>
<tr>
<td>LOCATION:</td>
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<table>
<thead>
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<tr>
<td>CAPSIZE/SWAMP</td>
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<tr>
<td>COLLISION</td>
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<td>SERIOUS INJ</td>
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5 Standards: Vessels, Crew and Equipment

5.1 General Principles

The following general principles in relation to vessels and their equipment, the safe operation of vessels and requirements for crew, apply to all MSAR Service Providers:

- Proposals for MSAR vessels, their equipment and crewing, specialist MSAR equipment and MSAR training should be determined by the MSAR Service Provider taking into account the specific needs of MSAR activities and align to the marine environment where operations will be undertaken.

- It is the responsibility of the MSAR Service Provider to ensure that its vessels, equipment and personnel are adequate to address all the risks they may encounter when conducting activities in their designated operational area, to a level so far as is reasonably practicable.

- Vessels and crews will be required to comply with relevant requirements as discussed in 5.2

- An initial and ongoing compliance programme to review vessel condition and safe operation will be undertaken by TSV where indicated at section 5.2.1.

- Compliance with agreed requirements is to be audited through a periodic review process

5.2 Vessels, Vessel Operations and Vessel Operator Standards

AMSA has legislative responsibility for the setting and regulation of standards for MSAR vessels, classified as Marine Safety (Emergency services vessels), or Scheme R vessels under the National Law. This Scheme contains vessel and operator standards that apply to MSAR and fire rescue vessels.

Standards include those for vessel and vessel equipment, for safe operations including crewing and for minimum qualifications and qualification requirements for persons involved in MSAR vessel operations.

The National Law also includes provisions regarding safety duties for MSAR vessel owners, operators and crew.

In order to assure the State Capability and Response Sub-Committee that AMSA’s regulations are being complied with (due to the limited interactions with AMSA and/or its service providers) over each 5 year survey cycle, the AMSA survey cycle will be supplemented by TSV who will carry out programmed and spot audits (see section 9).

The National Law requirements for MSAR vessels are contained in EX24 – Marine Safety (Emergency service vessels & crew) Exemption 2016 (AMSA EX24).

The standards and survey schedule that apply to conventional Domestic Commercial Vessels have been modified by AMSA for MSAR vessels.
The tables below detail the standards and inspection regimes that apply to vessels based on the area of operation. Vessels that are less than 12m in length and operate in sheltered waters only are included within the scope of EX02 - Marine Safety (Certificates of Survey) Exemption 2016 (AMSAR EX02) that allows these vessels to comply with the requirements of the General Safety Requirements (GSR) of the NSCV.

<table>
<thead>
<tr>
<th>Operational Area</th>
<th>Vessel Standard</th>
<th>Periodic Survey Requirements</th>
<th>Operational Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Class Waters (Offshore Operations) i.e. &gt; 30 nautical miles</td>
<td>S (survey) NSCV</td>
<td>Initial Survey and 5 yearly renewal &gt; 15 years (year 2 of cycle)</td>
<td>NSCV Part E – excluding Core Compliment Requirements</td>
</tr>
<tr>
<td>C Class Waters (Restricted Offshore) i.e. Bass Straight to 30 nautical miles</td>
<td>S (Survey) NSCV</td>
<td>Initial Survey &amp; 5 yearly renewal &gt; 15 years (year 2 of cycle)</td>
<td>NSCV Part E – excluding Core Compliment Requirements</td>
</tr>
<tr>
<td>D &amp; E Class Waters (Sheltered - Partially Smooth &amp; Smooth waters) i.e. Port Phillip - Western Port &amp; Inland Waters</td>
<td>NS (Non Survey) GSR Standard*</td>
<td>Annual Declaration of compliance with GSR**</td>
<td>NSCV Part E – excluding Core Compliment Requirements</td>
</tr>
</tbody>
</table>

* National Standard for General Safety Requirements
** See Division 3, VMR Vessels – EX02 - Marine Safety (Certificates of Survey) Exemption 2016

### 5.2.1 Certifications of Operations and Safety Management Systems (SMS)

One or more of the following types of certificate will be issued under the National Law (as indicated in the table above):

- **Certificate of Survey (COS):** This attests that the vessel and its safety equipment has been verified as meeting the relevant standards for the vessels operating area.

- **Certificate of Operation (COO):** This certificate attests that the MSAR Service Provider has satisfied the national regulator that it has the competence and capacity to conduct its specified activities safely. The development and implementation of an effective Safety Management System (SMS) may be used to demonstrate competence and capacity.

All MSAR Service Providers must operate under a COO issued by AMSA. In order to obtain a COO, the MSAR Service Providers must be operating under a SMS. In addition, the relevant sections of NSCV Part E, as modified by AMSA EX24 must be complied with.

1. All MSAR Service Providers will be required to have a COO. The SMS of an organisation should be scaled to the operating profile as determined by the MSAR Service Provider and will require the service provider to demonstrate the competency and capacity of the unit to operate MSAR vessels safely.

2. Vessels greater than 12m in length or that operate in coastal waters are required to hold a COO for the MSAR Service Provider plus a COS for each vessel. Vessels will be subject to an inspection by an accredited surveyor at Year 0 of the survey cycle and at the 5-year time of renewal of the COS. The Scheme R requirements place the obligation on the owner to complete and retain an annual declaration that the vessel meets the required standards.
3. Vessels less than 12m in length that operate on enclosed or inland waters must hold a COO based on a declaration by the owner that there is a system in place to address identified risks to safety for the group. The owner must also provide for each vessel an initial declaration stating the vessel complies with the GSR requirements, but with no COS issued. Owners of these vessels are also required to complete an annual declaration stating the vessel continues to meet the criteria of the GSR. Vessels will not be inspected on a pre-set schedule but may be subject to specific audits as necessary. There is no requirement under Scheme R to audit the SMS of the organisation.

4. Many MSAR vessels that currently operate within the enclosed waters of Port Phillip Bay and Westernport Bay are certified to operate in coastal waters. This means that they will continue to comply with standards contained within the NSCV.

5. Vessels that only comply with the criteria of the GSR may not be appropriate for MSAR operations in the environmental conditions that occur within Port Phillip Bay and Westernport Bay. The MSAR Office in conjunction with the Risk & Capability Working Group and TSV will determine the appropriate vessel standard for all new vessels operating on D & E Class Waters (Sheltered - Partially Smooth & Smooth waters).

6. TSV will provide an audit function in conjunction with the MSAR Office to enhance the Scheme R requirements. This will ensure that that appropriate measures are contained within the SMS of each MSAR Service Provider as well as that appropriately skilled personnel are overseeing the ongoing compliance of each vessel used in MSAR operations. This oversight will complement the annual declarations by owners of MSAR vessels.

5.2.2 Vessel & Crew Qualifications

MSAR Masters and crew must meet the minimum requirements specified by AMSA. This includes the current exemption (AMSA EX24) and any future standard that may be applied. Crews will be required under these to have completed a number of MAR Maritime Training Package (MAR) courses as well as complete training particular to MSAR vessel operations.

Existing Crew

AMSA EX24 provides that crew on Scheme R vessels are not required to hold a Certificate of Competency, unless required to do so by the relevant MSAR organization. Therefore, in the interim all crew certified by a MSAR organisation as competent to operate a MSAR vessel can continue to operate Scheme R vessels in accordance with their existing certification and training requirements. In addition, the master and each member of the crew must be at least sixteen years of age and meet the medical and eyesight requirements determined by the relevant MSAR organization. AMSA may review this grandfathering arrangement periodically over time.
### Requirements after 30 June 2018

AMSA EX24 introduces three new minimum standards that apply to MSAR masters and crew after 30 June 2018. The operational limits and minimum requirements are detailed in the following table.

<table>
<thead>
<tr>
<th>Operational Limits</th>
<th>VMR Crew or Deckhand</th>
<th>Command or Operate to 3 nm</th>
<th>Command or Operate beyond 3 nm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>&lt; 24 metres long</td>
<td>Up to 30 nm from point of departure from port or sheltered waters</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Up to 3 nm from point of departure of port, or sheltered waters</td>
<td>Beyond 30 nm (only after risk assessment)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt; 240 kW inboard propulsion</td>
<td>Unlimited outboard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt; 24 metres long</td>
<td>Up to 30 nm from point of departure from port or sheltered waters</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&lt; 240 kW inboard propulsion</td>
<td>Unlimited outboard</td>
</tr>
<tr>
<td>Requirements</td>
<td></td>
<td>Apply First Aid - HLTAID003</td>
<td>MARF001, MARF002, MARF004, MARN002</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MARC005, MARF001, MARF002, MARF004, MARN002</td>
<td>MARF001, MARF002, MARF004, MARN002</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Long Range Operator Certificate of Proficiency or equivalent competency for operating environment</td>
<td>Long Range Operator Certificate of Proficiency or equivalent competency for operating environment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Training &amp; Induction</td>
<td>Training &amp; Induction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Assessed as competent to carry out duties</td>
<td>Assessed as competent to carry out duties</td>
</tr>
</tbody>
</table>

The regulatory oversight applied by AMSA will vary between different types of MSAR operator dependant on the risk profile associated with the scope and area of operations and the vessels used.

Holders of appropriate commercial Certificate of Competency for the specific vessel type (coastal, sheltered waters, inland) may only need to complete additional modules regarding MSAR vessel operations to be able to operate MSAR vessels.

All vessels issued with a COO must include within their SMS adequate crewing requirements which outline the competency requirements required for their vessels with reference to AMSA Standards.

Masters and crew of MSAR vessels must have undertaken the training specified within the MSAR Service Provider’s SMS for each type of vessel they are required to operate.
6 Training and Assessment of Crews

A consistent training and assessment policy that will apply to all MSAR units will be developed as part of the Training and Assessment Working Group.

6.1 Fitness for Duty

All crew members must ensure that at all times while working on board a vessel, they are not prevented from safely carrying out their duties or responsibilities due to illness, injury, fatigue or the effects of medicinal preparations.

Under the requirements of the Marine (Drug, Alcohol and Pollution Control) Act 1988 (Vic.) Masters must maintain 0.00% BAC.

Master and crew members must not be affected by alcohol or other drugs while carrying out their duties.

6.2 Training and Equipment

MSAR Service Providers are required to conduct ongoing training programs and maintain appropriate numbers of trained members and equipment as to meet capability standards for MSAR Service Providers.

6.3 Skills Maintenance

Members of MSAR Service Providers are required to maintain their skills and demonstrate operational competence.

Skills maintenance records must be maintained by each approved MSAR Service Provider and be made available to the TSV and/or the MSAR Office upon request.

7 Finance and Insurance Arrangements

This section is currently under development through the Finance and Insurance Working Group.
8 Administrative Procedures

8.1 Provider Approval Procedure

Victoria Police is mandated as the Control Agency for MSAR in the State of Victoria, and has predetermined internal standards for MSAR operations and capability. The following sets out the standards that organisations are required to be able to meet to be approved as a formally recognised MSAR Service Provider.

Acceptance as an approved MSAR Service Provider is achieved following an assessment of the organisation’s capability, equipment and training standards. This assessment is coordinated by the MSAR Office.

Once approval to equip and train has been granted, and an organisation is ready to seek approval to operate, an assessment of the provider’s capability, equipment and training standards must be demonstrated, documented and certified by the MSAR Office. Once the MSAR Office is satisfied that all components required to operate as a MSAR Service Provider have been met, an application on behalf of the organisation will be prepared. This is then sent to the MSAR Reform Implementation Board for final endorsement.

For periodic review purposes, an approved MSAR Service Provider must also maintain records of maintenance of skills, equipment and risk analysis.

Note: The standards applicable to the criteria listed are base-level standards. Any approved MSAR Service Provider may set and apply more exacting standards for all or part of its operation.

The following process must be followed by agencies/groups seeking to gain approval to operate as an approved MSAR Service Provider in the State of Victoria. This process ensures that the need for any additional MSAR Service Provider is established prior to an applicant committing time to training and/or equipping an MSAR Service Provider for a particular capability gap.
8.2 Stage 1–Approval to Equip and Train

1. An application for Approval to Equip and Train must be made by the head of the requesting organisation to the MSAR Office. The application must justify the formation of a new provider/crew on the basis of the established criteria in Schedule 5.

2. Applications are to be considered by the MSAR Office having regard to the location and capability evidence supplied by the proposing agency. The MSAR Office will consult with Victoria Police, TSV and any other affected agencies and providers.

3. Where the application is supported, the MSAR Office will recommend the application for approval to the EMC via the MSAR Working Group and the MSAR Reform Implementation Board.

4. Where the application receives approval from the EMC, the applicant will be notified in writing and may then equip and train the crew in accordance with the approval.

5. An Approval to Equip and Train will lapse after a 12-month period unless an application to extend that approval or an application for Approval to Operate is sought from the MSAR Office.

6. Where an application is not approved, the applicant will be provided with written advice detailing the reasons (or the criteria that have not been met) that the application was rejected. Where the deficiencies are subsequently addressed or the circumstances of the application have changed in accordance with that advice, the agency may re-apply for Approval to Equip and Train.

8.2.1 Information to be provided for Organisation’s Approval to Equip and Train

Organisations making application must provide the following information to the MSAR Office:

**Location**

Applications for Approval to Equip and Train must:

- identify a proposed operational base for the provider
- demonstrate the need for an MSAR Service Provider and identify the capability gap in service provision, and
- provide documentation endorsing the application from the area’s current MSAR Service Provider(s), where applicable

**Capability**

Applications for Approval to Equip and Train must:

- demonstrate the ongoing viability of the organisation including membership numbers, community support including appropriate local and regional supporting documentation
- where relevant, financial viability such as strategic business plan and financial plan and appropriate insurance coverage
• demonstrate that the required standards of service delivery as specified in this document can be achieved, and more importantly, maintained on an ongoing basis
• demonstrate the capability to provide the required crewing and equipment including full details of the proposed vessels(s) and how it is intended that compliance with AMSA requirements will be met
• demonstrate that specified competency requirements can be fulfilled
• declare a willingness to comply with operational and periodic review requirements, and
• demonstrate that infrastructure and systems are capable of supporting response requirements

8.2.2 Guidelines for Applications for Approval to Equip and Train

The following steps are involved to process an application for Approval to Equip and Train. The checklist below may be used as a guide to aid the consideration of applications:

1. Consider the application in terms of location and capability
2. Sight evidence of support from the operational head of the agency concerned
3. If supported, recommend the application to the MSAR Working Group and the MSAR Reform Implementation Board

Checklist - Application for Approval to Equip and Train

☐ Marine incident history within proposed area justifies new provider
☐ Agency Head and current MSAR Service Providers support application
☐ Application fulfils the following capability criteria
☐ Crewing, including membership numbers
☐ Turnout Time
☐ Availability
☐ Risk management process used to determine equipment and competency requirements
☐ Capacity of members to acquire skills and gain qualifications
☐ Communication capability and capacity
☐ Agreement of the nominating organisation to provide MSAR equipment
☐ Agreement of the nominating organisation to provide personal protective equipment
☐ Strategic business plan and/or financial plan
☐ Insurance coverage including public liability, director and Officer legal liability, personal accident cover, major assets
☐ Local government, regional and community support
☐ Full details of proposed vessel(s)
8.3 Stage 2 – Approval to Operate

1. When an organisation approved to equip and train is considered qualified to operate, the Head of the proposed organisation may apply to the MSAR Office for the provider’s formal Approval to Operate.

2. Capability certification must be supplied to support the application. The MSAR Office will consider the application for Approval to Operate and will consult with Victoria Police, TSV and any other affected agencies and providers to either:
   - Support the application, or
   - Defer the consideration of the application subject to further requirement being met, or
   - Reject the application, in which case the Approval to Equip and Train lapses

3. The organisation must provide the following information to the MSAR Office
   - Documentation to support that the vessels(s) and their equipment is compliant with AMSA EX24 requirements comprising either
     - A copy of an AMSA issued Certificate of Survey, or
     - A declaration from the organisation attesting to compliance with the relevant NSCV standards, including provision of any certification from TSV or AMSA, and/or
     - an audit report from an AMSA accredited surveyor attesting that the vessel is in compliance with the relevant NSCV Standards
   - Documentation to support that the vessels(s) Marine Search and Rescue Equipment is compliant with the list in Schedule 5.
   - Documentation to support that the organisation has developed an adequate SMS and is compliant with NSCV Part E Operations as amended by AMSA EX 24 comprising:
     - A copy of an AMSA issued COO, and
     - A copy of the SMS
   - Documentation to support that the members of the proposed MSAR Service Provider hold required COC or equivalent as per the requirements of AMSA EX 24

If the application is supported by the MSAR Office a recommendation will be made to the EMC via the MSAR Reform Implementation Board and the MSAR Working Group for formal approval of the Approval to Operate application.

4. Upon receipt of the formal Approval to Operate from the EMC, the MSAR Office must advise the organisation of the formal approval and the relevant dispatch organisation(s) that the new MSAR Service Provider is available for dispatch.

5. Each MSAR Service Provider will be assessed for maintenance of the specified performance standards by and within its own organisational structure and be subject to periodic reviews conducted by the MSAR Office.

6. The MSAR Service Provider is also subject to the standard review process.
Certificate of Capability to Operate

This certificate must be presented by an organisation approved to equip and train in its application for approval to operate.

| Agency/Organisation: ________________________ | Provider: ________________ |
| Assessing Officers(s): ________________________ |
|                                                      |
| Date of Assessment: _____________________ | Result: ________________ |

Confirmed by:

Name: ________________________ Position: ________________________

(staff member)

Signature: ________________________ Date: ________________________

### Operational Capability: Summary of Provider’s Results

Assessing Officer to tick (✓) to show satisfactory achievement

<table>
<thead>
<tr>
<th></th>
<th>Personnel/Crewing</th>
<th>Turnout system</th>
<th>Availability</th>
<th>Member Skills and qualifications</th>
<th>Communications</th>
<th>Equipment: minimum</th>
<th>Equipment: enhanced</th>
<th>Turnout and MSAR skill demonstration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tr>
</tbody>
</table>

**Note:** All boxes (except № 7 if not applicable) must be ticked to establish capability.
9 Performance Management – Self Audits and Spot Checks

9.1 Maintenance of Operational Standards

MSAR Service Providers are responsible for ensuring that the requirements set out in this document are met and maintained. The MSAR Office is responsible for the management of these arrangements, including the periodic review process.

9.2 MSAR Service Provider’s Internal Review Role

Each MSAR Service Provider is obliged to ensure that their operational standards and capability (equipment and training) meet the specified requirements for their operational area(s) on an ongoing basis. It is the responsibility of the MSAR Service Provider to internally audit and report on all aspects of their MSAR system on a regular basis and to provide the MSAR Office with an annual status report. Further details are contained in Sections 10.1 and 10.2.

9.3 MSAR Office’s Periodic Review Role

The MSAR Office will periodically review the capability and operational standards of MSAR Service Providers.

The selection of MSAR Service Providers for audit will be the responsibility of the MSAR Office and may be based on a number of selection criteria, including randomised selection, selection in response to feedback from various sources and/or selection as a follow up to reporting outcomes from incidents etcetera.

The MSAR Office may appoint a representative to undertake a review on their behalf, if deemed necessary. This representative will be permitted to undertake the specified review(s) on behalf of the MSAR Office.

To supplement the MSAR Service Provider’s internal audit process, TSV will undertake random spot checks on any recognised MSAR Service Provider, and programmed audits on a selected basis. Further details are contained in Section 10.4.

Failure to satisfy review requirements will incur the following, in order of listing:

1. First failure occurrence will require the MSAR Service Provider to attend to all listed components that are not currently meeting the MSAR criteria. The reviewing personnel will specify a timeframe for the MSAR Service Provider to bring their capability/operational equipment up to standard. A follow up review visit will occur at the expiry of the specified timeframe.

2. Failure to meet all requirements at follow up review visit will mean that the MSAR Service Provider (location specific) will be no longer recognised as an MSAR Service Provider and will be removed from the list held by the MSAR Office.
9.4 Unsatisfactory Performance

Unsatisfactory service may include, but is not limited to:

- inability to provide adequate service
- failure to meet or maintain the minimum crewing standard
- failure to meet or maintain vessel standards
- failure to comply with reporting requirements
- failure to comply with SMS requirements
- the existence of an adverse incident history

Where the performance of an MSAR Service Provider is unsatisfactory, improvement strategies determined by the MSAR Office must be implemented as a matter of priority. Such improvement strategies may include:

- increased reporting requirements
- remedial training
- any other improvement strategy devised in consultation with the provider and monitored by the MSAR Office or
- no action, due to the unique circumstances of the unsatisfactory performance

In serious cases, the MSAR Service Provider will be taken “offline” and responsibility allocated to an adjoining or alternative MSAR Service Provider pending a resolution of the unsatisfactory performance issue.

The decision to withdraw an MSAR Service Provider’s approval within the MSAR arrangements will be made by the EMC on recommendation of the MSAR Reform Implementation Board.
9.5 Incident Reporting Requirements in Victoria

At the completion of each MSAR response, each MSAR Service Provider involved in the incident must complete a response only Marine Incident Report (MIR) within 24 hours of the incident.

The following reporting requirements apply to both recreational and domestic commercial vessels:

- Under section 173(1) (i) of the Transport Integration Act 2010 (Vic) one of the functions of the Director, Transport Safety is to "collect information and data about, and commission and sponsor research into, transport safety matters". TSV uses the data it collects from marine operators to monitor trends and safety risks in the marine environment across Victoria and identify regulatory interventions accordingly.

- Victoria’s marine operators are required to report certain types of marine incidents to the Victoria Water Police under the MSA.

- Sect 94 of the MSA requires masters of all domestic commercial vessels to report full particulars in writing of incidents to TSV as soon as possible after the incident occurs.

- Although not a specific legislative requirement, recreational incidents involving a request to Victoria Water Police for search and rescue assistance are reported to TSV by Victoria Water Police through the Marine Safety System.

Details of the Marine Incident Reporting process and incident reporting forms are available from the TSV web site at www.transportsafety.vic.gov.au.

9.6 National Law Reporting

Additional reporting requirements apply to commercial vessels under the National Law.

- Sections 88(2) and 89(2) of the National Law state that a written marine incident report is required to be sent to the National Regulator within 72 hours of the owner/master becoming aware of the incident and it must be made in the form approved by the National Regulator.

The completed marine incident report form must then be sent to TSV (National Regulator delegate) with any supporting documents as required.
10 Performance Reporting, Audit and Review

10.1 MSAR Service Provider Annual Report

The following details are required to be submitted to the MSAR Office by 1 October each year.

<table>
<thead>
<tr>
<th>MSAR UNIT ANNUAL REPORT</th>
<th>Year to 30th June………</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit Name:</strong></td>
<td><strong>Unit Parent Organisation:</strong></td>
</tr>
<tr>
<td><strong>Number of Incidents Notified:</strong></td>
<td><strong>Incidents Notified by Police:</strong></td>
</tr>
<tr>
<td><strong>Number of Incidents NOT ATTENDED:</strong></td>
<td><strong>Number of MIRs involving vessels:</strong></td>
</tr>
<tr>
<td>Number of persons rescued from MIRs involving vessels:</td>
<td></td>
</tr>
<tr>
<td>Number of persons rescued from MIRs not involving vessels:</td>
<td></td>
</tr>
<tr>
<td>Estimated value ($) of vessels assisted:</td>
<td></td>
</tr>
<tr>
<td>Total number of engine hours used to effect MIRs involving vessels:</td>
<td></td>
</tr>
<tr>
<td>Total number of engine hours used to effect MIRs not involving vessels:</td>
<td></td>
</tr>
<tr>
<td>Total number of personnel hours to effect MIRs (crew &amp; radio operator etc.):</td>
<td></td>
</tr>
<tr>
<td>Total fuel used to effect MIRs involving vessels:</td>
<td>Litres $</td>
</tr>
<tr>
<td>Total fuel used to effect MIRs not involving vessels:</td>
<td>Litres $</td>
</tr>
<tr>
<td>Total number of staff for unit:</td>
<td></td>
</tr>
<tr>
<td>Total number of staff fully trained:</td>
<td></td>
</tr>
<tr>
<td>Total number of staff under training:</td>
<td></td>
</tr>
<tr>
<td>Number of assets (vessels) that are available for deployment:</td>
<td></td>
</tr>
<tr>
<td>(attach a brief description of each asset):</td>
<td></td>
</tr>
<tr>
<td>General statement/summary of performance:</td>
<td></td>
</tr>
</tbody>
</table>

Additional Information:

Name: Title: Signature: Date:
10.2 MSAR Service Provider Internal Audits and Reporting

MSAR Service Providers are required to undertake regular documented internal audits.

An annual program of audit should be developed.

Parts of the audit may be carried out by competent third parties.

Reports should be kept of each internal audit including issues found and actions taken to improve the system.

The program should include, but not be limited to

Vessel(s)
- audit of vessel condition against AMSA requirements
- regular checks of all equipment (safety and MSAR)
- maintenance program

SMS
- Regular audits of risk register. Risk register must be reviewed following any reported vessel incident.
- Review of each element within a 12-month period.

Operational Safety
- Each on board Safety Procedure should be drilled regularly. Should drills indicate issues, then the Safety Procedure should be formally modified and updated.

Crew Competency
- Each crew member should be subject to regular checks to confirm that competency is maintained.
- Audit of crew training records and assessments.

10.3 Financial and Administrative Arrangements

The financial governance and reporting arrangements are currently being developed through the Finance & Insurance Project Group.

10.4 MSAR Office Periodic Audit and Review

The MSAR Office – or its representative – may carry out audits of any aspect of the MSAR Service Provider systems including but not limited to the items listed in 10.2.
11 Disputes and Grievance Principles

11.1 General

Every effort should be made to resolve a dispute or grievance at the local level at the earliest available opportunity after the event, series of events or decision that led to the dispute or grievance. Progression of the resolution process through to the State level under this procedure will only occur after the failure to resolve the dispute/grievance at the local level.

Disputes and grievances involving other organisations or complaints from members of the public should be addressed through the normal channels of the MSAR Service Provider.

11.2 Disputes between members within an MSAR Service Provider

These disputes must be resolved by the relevant MSAR Service Provider concerned, utilising the dispute resolution procedures established by that organisation.

11.3 Disputes between members of two or more MSAR Service Providers

These disputes are to be resolved in accordance with the procedure specified in Schedule 3.
Schedule 1  Operational Standards and System Protocols

1.1 Overall Coordination

Victoria Police will control and coordinate all MSAR operations. The relevant Water Police or Regional Police Unit is responsible for the coordination of a search for, and rescue of a vessel and/or its occupants that may need assistance. Where possible, Victoria Police will authorise the use of a Regional (accredited) Marine Rescue Communications Centre (MRCC) to be used to maintain radio contact with the distressed vessel and MSAR Service Providers.

Victoria Police and MSAR Service Providers must be familiar with the capabilities and limitations of Regional resources available for use in MSAR situations. Victoria Police is responsible for obtaining additional Regional resources.

Where an MSAR situation exceeds the capabilities of Victoria Police, coordination of the situation will be taken over, by mutual agreement, by JRCC Australia.

1.2 Control and Coordination

MSAR is a multi-agency activity, which involves:
1. the activation of MSAR Service Providers,
2. response by those providers and
3. a post incident review

The effective control of MSAR operations requires MSAR Service Providers to provide operational assistance to Victoria Police under the auspices of the Incident Controller. MSAR Service Providers will provide assistance and functions as determined by the Incident Controller which may include, but are not limited to:

- receiving and collating data relevant to the incident
- calculating and promulgating the most accurate search datum point
- directing rescue crews to the search area when requested by Victoria Police
- establishing appropriate search patterns, and
- controlling radio distress traffic.
1.2.1 On Scene Co-ordination

The senior police member in attendance at the scene of a MSAR incident will assume the duties of Incident Controller. The Incident Controller is to immediately liaise with the State Rescue Coordination Centre (SRCC), who may in turn advise the Water Region Emergency Response Coordinator (RERC) of any notable incidents or escalating situations. The Water RERC or delegate will ensure that the appropriate Incident Controller is in place.

When the Water Police or another Victoria Police member arrives at the incident scene, the Water Police or Victoria Police member will assume the role of Incident Controller.

No additional resources are to be utilised without the authorisation of Victoria Police. It is the responsibility of the Incident Controller to notify and keep in regular contact with the (SRCC) to seek situational advice and directions.

Where no police are in attendance or on scene, the MSAR Service Provider on scene will communicate with the SRCC and on advice carry out such functions and direct MSAR activity on scene as appropriate until Victoria Police are in attendance.

1.2.2 Notification

Victoria Police, as the designated Control Agency for MSAR in Victoria, must be notified of all MSAR incidents (as specified in section 3) at the earliest opportunity.

Where a rescue is performed by a MSAR Service Provider without being tasked directly by Victoria Police (for example whilst on patrol), the crew must immediately notify Victoria Police of its attendance after detection of a Marine Incident. Victoria Police will advise if another MSAR provider has already been tasked to this incident and coordinate the response between service providers. At the completion of a Marine Incident, the responding crew must advise Victoria Police of the details pertaining to the rescue/incident attended and any resulting outcomes.

Where Victoria Police or another control agency directly tasks an MSAR Service Provider in support of a non MSAR emergency, the MSAR Service Provider should notify the SRCC of their tasking and operational commitment. Such operational tasking is to be recorded as an incident response, non MSAR.

1.2.3 Marine Rescue Communications Centre (MRCC)

All requests for MSAR operations i.e. distress telephone or radio calls, must be communicated and formally reported to the SRCC. The SRCC will always be the central point for the purposes of coordination of all sea and inland waterway searches.

If required, the Victoria Police will arrange and authorise the activation of a Regional MRCC to establish and maintain contact with the vessel and response crews throughout the emergency. The Victoria Police are to notify the Water Police who may attend the established MRCC to monitor proceedings depending on the escalation of the incident.
The Regionally based MRCC must maintain communication with the SRCC at all times during the emergency.

1.2.4 Incident Response Reporting

MSAR Service Providers are required to complete a Marine Incident Report after every incident. (see www.transportsafety.vic.gov.au). This includes non MSAR incidents where an MSAR Service Provider is tasked by another control agency.

1.2.5 Availability

All MSAR Service Providers must be available 24 hours 7 days per week. Formal arrangements that vary this requirement may exist between Victoria Police and MSAR Service Provider.

In accordance with good practice, the MSAR Service Providers are required to meet the minimum benchmarks for acknowledging receipt calls and to respond to incidents.

- 5 minutes regional to acknowledge the receipt of a call for a MSAR response

Where an MSAR Service Provider does not acknowledge receipt of the call within the agreed time or is unable to respond to the incident within the agreed response time, another provider may be requested to respond to the incident.

1.2.6 Unavailability

When an MSAR Service Provider becomes unavailable to respond to marine incidents or a vessel is unavailable due to damage, maintenance or other reasons, the SRCC is to be immediately notified.

Where a non-Victoria Police MSAR vessel is the area's primary rescue vessel, Victoria Police will ensure that alternate arrangements are made to ensure an MSAR response capability for that area.

When an MSAR Service Provider becomes unavailable they are required to notify the SRCC of the period that they will be “off the water”. The SRCC will then advise neighbouring MSAR Service Providers what arrangements have been made to cover the area while the regular provider is unavailable.

When a communications centre has to close down any of its radio frequency coverage, the SRCC is to be informed of the close down together with any alternate arrangements made with other centres to ensure continuity of service.
1.2.7 Dangerous Conditions

Where an MSAR Service Provider becomes unavailable for call-out due to concerns for the safety of vessel and/or crew prior to or during a callout, the Master of the vessel, as the responsible person for the safety of the vessel and its crew, must notify the Incident Controller and the SRCC. Victoria Police will support decisions by MSAR Service Providers to discontinue with a rescue operation based on the safety of the vessel and/or crew. However, the Master of the vessel must detail the reasons for its decision and if/when it will be available for activation again.

1.2.8 Stand Down

MSAR Service Providers will stand down upon the direction of Victoria Police. MSAR Service Providers that wish to stand down other than at the direction of Victoria Police must notify the Incident Controller or SRCC before doing so.

1.2.9 Body Recovery Tasks

Victoria Police is responsible for and will undertake body recovery. Only in exceptional circumstances will an MSAR Service Provider be requested by Victoria Police to provide assistance in the recovery of a body. An MSAR Service Provider has the right to refuse such a request.

All MSAR personnel must be debriefed immediately afterwards and appropriate counselling provided as per section 1.2.10

1.2.10 Debriefings

MSAR Service Providers are responsible for the conduct of operational debriefings after the conclusion of every rescue operation.

Following these debriefings, the municipal or RERC may convene a debriefing conference. All agencies that participated in the operation should attend the debriefing to assess the adequacy of the response and to discuss the need for any remedial action.

MSAR Service Providers must have a Critical Incident Stress Management Protocol in place to provide support to crews involved in MSAR incidents.

1.2.11 National Law Incident Reports

MSAR Service Providers must ensure AMSA reporting requirements are met should one of their vessels be involved in an incident.
Schedule 2 – Emergency Management Volunteer Statement (May 2016)

Volunteers play a critical role in the delivery of emergency management across Victoria. There are over 100,000 emergency management volunteers throughout the State across a wide range of agencies. A community focussed service delivery approach, with volunteers working together with agencies and paid staff, provides the best outcome for Victorian communities.

Through reference to the key principles set down in this Emergency Management Volunteer Statement, the parties commit to use and apply the Statement to strengthen the culture of volunteering in Victoria and build a shared understanding of, and respect for, the critical role that volunteers play in the emergency management sector.

The Emergency Management Volunteer Statement:

- Is an agreed commitment between the State of Victoria and emergency management volunteers, from agencies listed in the EMMV;
- Ensures the State of Victoria and the emergency management volunteer agencies will commit to consult with volunteers on matters which affect them, through volunteer engagement arrangements within the emergency management sector, including the Volunteer Consultative Forum, and in line with their agencies’ obligations;
- Is the framework for an enduring commitment between the parties. The Statement will be reviewed as required by the parties or at the end of four years from its date of commencement;
- The parties commit to maintaining and further building emergency management volunteer capacity as required, to plan, prepare, respond and recover from emergencies and build community safety and resilience; and
- Coexists and complements the enduring effect of the CFA Volunteer Charter.

Emergency Management Volunteers:

- Selflessly give their time to protect and help others;
- Are essential to the State’s response before, during and after both routine and major emergencies;
- Are part of their communities and, as such, are fundamental to community safety and resilience;
- Give of their time without expectation of financial reward, but to gain satisfaction from service, achievement, personal development and camaraderie;
• Depend on the goodwill and practical support of their families, friends and employers to enable them to serve;

• Provide their services for the protection of life and property, to create a safer community;

• Work with all emergency management volunteers and paid staff in a mutually respectful and active partnership, having regard to the principles of their agencies, other organisations, government and the community;

• Operate safely and undertake appropriate training and planning to ensure their personal safety and enhance the delivery of services in creating a safer community;

• Are committed to maintaining positive and collaborative relationships with emergency management agencies, government and each other; and

• Bring an extensive and unique range of community and industry skills to Victoria’s emergency management capability.

Emergency Management Volunteer Agencies:

• Recognise, value, respect, promote and support emergency management volunteers who come from widely diverse communities with differing needs and characteristics;

• Recognise and acknowledge that a primary responsibility of agencies’ paid staff is to nurture and encourage volunteers and to facilitate and develop their skills and competencies, and maintain and build volunteer capacity at all levels of emergency management;

• Recognise and acknowledge the value of the time that volunteers provide and ensure that their time is optimally utilised;

• Work with and support a positive integration of paid and volunteer emergency management workers;

• Develop and maintain an organisational culture and organisational relationships that support volunteer engagement in all emergency management functions;

• Ensure that volunteer views, opinions and concerns are considered before adopting any new or changed policies, procedures or approaches that impact on them as volunteers;

• Provide administrative, operational and infrastructure support in a timely manner to enable volunteers to perform their roles safely and effectively with appropriate resources; and

• Commit to maintaining and building individual and overall emergency management volunteer capacity to carry out emergency management roles;

• Recognise and value the unique range of community and industry skills that volunteers provide to emergency management;

• Endeavour to utilise suitably qualified and experienced volunteers in key leadership positions; and

• Recognise the value of volunteers and their local knowledge during emergencies.
The State of Victoria:

- Recognises, values, respects and promotes emergency management volunteers, their families and employers for their contributions to the well-being and safety of Victorian communities;

- Commits to engage and consult with emergency management volunteers and their representative bodies on emergency management issues and matters that affect them, through the Volunteer Consultative Forum and other volunteer engagement arrangements within the emergency management sector taking into account the recognition of the importance of volunteers in Victoria’s emergency management arrangements under the Emergency Management Act 2013; and

- Will ensure that the commitments and principles in this statement are supported across government and by emergency management volunteer agencies.

The Emergency Management Commissioner (EMC):

- Commits to perform the functions having regard to the fundamental importance of the role that volunteers play in the performance of emergency management functions in Victoria.

These commitments are made within a legislative and policy framework that includes the:

- obligations of the EMC and EMV to have regard to the fundamental importance of the role that volunteers play in the performance of emergency management functions in Victoria, under the Emergency Management Act 2013;

- the roles of emergency management volunteer agencies under the State Emergency Response Plan and the State Emergency Recovery Plan; and


Schedule 3 – Service Provider Charter

To be developed.
Schedule 4 – Grievance and Dispute Resolution Process

This process relates to disputes between crews or individuals of two or more MSAR Service Providers.

Local Resolution

The dispute/grievance must be lodged in writing by the aggrieved MSAR Service Provider with the Municipal Emergency Response Coordinator (MERC) and the other provider(s) concerned.

The MERC must convene a meeting within ten days of the lodgement of the dispute/grievance. The meeting shall be chaired by the MERC and involve the providers’ on scene personnel with a view to resolving the grievance by agreement.

If the matter cannot be resolved at that meeting, the MERC must refer the matter to the Regional Emergency Management Superintendent (or Inspector) (REMS) to attempt to resolve the grievance at the Regional level.

The referral should include a copy of the original written dispute/grievance, details of any contributing factors, identification of any initiatives that have been undertaken in attempts to resolve the issue thus far, and, any other possible additional proposed solutions that may be engaged to resolve the issue.

Regional Resolution

Upon receipt of the written dispute/grievance notice, the REMS must convene a meeting within five working days, of the MSAR Service Provider’s involved, with the aim of seeking a resolution through mediation.

This process may involve more than one meeting and may result in written recommendations for consideration by the relevant agencies. Improvement strategies for unsatisfactory performance may be considered and applied where appropriate.

If the matter cannot be resolved at the Regional level, the existing Regional response arrangements will remain in place while the matter is referred to the Superintendent Water Police (as the control agency).

A comprehensive report, including the process undertaken to date and recommendations, must be forwarded by the REMS to the Superintendent Water Police within five working days of the date of a determination that the grievance has not been able to be resolved at the Regional level.
State Resolution

Upon receipt of an unresolved dispute/grievance report from the REMS, the Superintendent Water Police shall meet with the Manager of the MSAR Office within ten working days to consider the matter.

The Superintendent Water Police and the Manager of the MSAR Office may request the REMS and the MSAR Service Provider’s involved to provide information on the matter at a meeting or through other processes.

Having considered the matter the Manager of the MSAR Office, on behalf of the superintendent of Water Police will report to the EMC on the dispute/grievance, any progress made and the recommendations considered necessary to achieve a final determination.

Final Determination

The EMC, having considered all available information, including the report form the MSAR Office will make the final determination on the unresolved matter.

The decision will be conveyed in writing to all agencies for dissemination to all levels. The decision and any recommended actions must be implemented and actioned immediately by the MSAR Service Provider. In addition, a requirement for ongoing monitoring as specified by the recommendation may be included.
## Schedule 5 – Application for New Service Provider

**MARINE SEARCH AND RESCUE OFFICE PROPOSAL FOR NEW MSAR SERVICE PROVIDER**

Separate forms to be submitted for each type of application.

<table>
<thead>
<tr>
<th>Organisation (Insert Organisation Name)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of Unit:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Unit Postal Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Unit Location:</strong> (If different from above)</td>
<td></td>
</tr>
<tr>
<td><strong>Name of Unit Commander:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Unit Commander:</strong></td>
<td><strong>Phone:</strong></td>
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<tr>
<td></td>
<td><strong>E-mail:</strong></td>
</tr>
<tr>
<td><strong>Name of Person submitting Application:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Applicant details:</strong></td>
<td><strong>Phone:</strong></td>
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<tr>
<td></td>
<td><strong>E-mail:</strong></td>
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<tr>
<td><strong>Applicant’s Signature:</strong></td>
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<tr>
<td><strong>Date:</strong></td>
<td></td>
</tr>
</tbody>
</table>
PART 1 – ACCREDITATION PROPOSAL

(Part 1 to be completed by applicant)

Proposal Justification/ Needs Analysis

1. Briefly describe the reason why the proposal is being submitted.

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

(If additional space required please continue on the back of this page.)

2. Briefly explain why the existing accredited marine rescue service is deficient or incapable of adequately servicing the geographic area being proposed:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

(If additional space required please attach pages as required.)

Geographical Area:

3. Using a map (reduced to A4 size) or an A4 sketch (drawn to scale) show:
   a. Proposed unit location
   b. Name, location and accreditation levels of the two nearest accredited MSAR Service Providers in relation to (a)
   c. Proposed area of operations

(The map / sketch is to be attached as the last page to this proposal.)
Statistical Information:

4. What statistical information can you provide in support of the proposal? (This may include number of searches and or calls for assistance received per annum, history of fatalities, or other evidence that the existing rescue service has either not been able to deal with or had difficulties dealing with calls for assistance in the area.)

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
(If additional space required please attach as required.)

Operational Information

Personnel:

5. The following information is essential in ensuring the operational viability of the unit and its ability to provide the service being proposed.

The numbers are to include only those personnel that are/will be registered with the MSAR Service Provider and whose qualifications are current in accordance with the MSAR Arrangements Victoria:

<table>
<thead>
<tr>
<th></th>
<th>Master</th>
<th>MSAR Coxswain</th>
<th>Other</th>
<th>Accredited</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>No. of Skippers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>No. of Crew</strong></td>
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</tbody>
</table>

List of qualifications / accreditations

Hours of Operation:

6. Detail the proposed days / hours of operation of the unit. Please use 24 hr. times.

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit / Base Manned</strong></td>
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<tr>
<td><strong>On Call</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Not Operational</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>


**Call-Out Arrangements**

7. Detail the proposed unit call-out arrangements:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

8. Will the Unit be providing Marine Radio Coverage? Yes/ No.
   If yes, detail the type of frequencies that will be monitored.
   HF, VHF, 27meg. (Circle)
   Other…………………………

   If yes, detail the proposed days / hours of the radio coverage of the unit. Please use 24 hour times.

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Week</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
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</thead>
<tbody>
<tr>
<td>Holiday Periods</td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

**Mandatory Equipment Requirements**

9. The applicant must be aware that all proposals are submitted on the understanding that the MSAR Service Provider will acquire all mandatory equipment as applicable to the proposal. Shared equipment between other MSAR Service Providers will not be accepted.

**Note:** Applicants are not expected to purchase the mandatory equipment prior to consideration of this proposal. If the proposal is endorsed however, applicants must be aware that accreditation will only be granted subject to a MSAR Office inspection team report confirming that the proposal as approved has been implemented including the acquisition by the unit of all the mandatory pieces of equipment.
MARINE SEARCH AND RESCUE VESSEL

- All vessels are to carry the equipment as required to meet their AMSA survey standard
- The following equipment is the minimum standard required to operate in the Marine Search and Rescue environment
- All operators, crew and other personnel are to wear PFD’s appropriate to their area of operation.
- All equipment is to be properly maintained, serviced and stowed in an appropriate location
- All personnel are to be familiar with the equipment that they will be required to use

**Indicative Minimum Equipment List (this list to be further developed and refined by the Risk and Capability Project Group)**

### Safety
- PFD’ suitable for each crew member on board
- 406 EPIRB
- Personal EPIRB or Personal Locator Beacon for each crew member
- Wet weather clothing including jacket, over pants, sea boots, gloves and beanie
- 2 x red parachute flares – coastal operations only
- Crew protection items – sun block, hats coats, fresh water
- Provisions

### Search and Rescue
- Spot lights x 2
- Boat hooks x 2
- Rescue throw bags x 3
- Tow ropes and bridle if needed
- Mooring lines
- Fenders
- SAR fire extinguisher
- Binoculars
- Tool kit
- Charts for area of operation
- Advanced First Aid.- Basic Life Support, Airway Management, Resuscitation, AED, Haemorrhage Control, Splints, neck braces
- Blankets/Hypothermia suit/sheet
- Appropriate navigation instruments - dividers, parallel rule, pencils
- Radar reflector
- Hand bearing compass
- Stretcher
- Line thrower
- Life buoys
- Sea drogue
- RDF – offshore and seagoing
- Bilge pumps – portable
- Loud hailer/PA system
- Battery pack/jump start kit
- Spare fuel tank – 20lts
- Bolt cutters
- Spare floating/water proof torch

### Electronics
- Radios:
  - 27meg
  - VHF Marine
  - Mobile telephone
- Radar – 24 nautical mile interfaced to GPS
- Mounted GPS and plotter with the appropriate up to date card for the area of operation
- Depth sounder
## Vessel Specifications:

10. In this section the applicant is required to provide the specifications of the vessel as applicable to the proposal. A separate Vessel Specification form is required for each vessel. The minimum information required is as follows:

Information required for all vessels (accredited or otherwise):

<table>
<thead>
<tr>
<th>Information required for all vessels (accredited or otherwise):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the vessel being proposed already MSAR accredited (Yes/No):</td>
</tr>
<tr>
<td>If yes: Name of vessel:</td>
</tr>
<tr>
<td>Registration Number:</td>
</tr>
<tr>
<td>Vessel Category:</td>
</tr>
<tr>
<td>Last unit at which the vessel operated:</td>
</tr>
<tr>
<td>a) Age of vessel (If not a new vessel) in years:</td>
</tr>
<tr>
<td>Vessel manufacturer:</td>
</tr>
<tr>
<td>b) Type of hull design &amp; material:</td>
</tr>
<tr>
<td>c) Details of superstructure &amp; material (if any):</td>
</tr>
<tr>
<td>d) Overall length of vessel: metres</td>
</tr>
<tr>
<td>Beam: metres.</td>
</tr>
<tr>
<td>e) Type of engine and fuel usage proposed is: (Tick as appropriate)</td>
</tr>
<tr>
<td>Inboard</td>
</tr>
<tr>
<td>Petrol</td>
</tr>
<tr>
<td>Diesel</td>
</tr>
<tr>
<td>f) The proposed Engine Horsepower will be: HP</td>
</tr>
<tr>
<td>Number of Engines:</td>
</tr>
<tr>
<td>g) Class of survey being sought</td>
</tr>
<tr>
<td>h) The vessel will be owned/leased by the unit. owned/leased (circle appropriate)</td>
</tr>
<tr>
<td>i) Vessel licensed carrying capacity will be: persons</td>
</tr>
<tr>
<td>j) The MSAR Operational Range will be approx. (allow 20% reserve): ____ hours or ____ nm</td>
</tr>
<tr>
<td>k) It is mandatory for accredited rescue vessels to be insured. Will the new vessel be appropriately insured? Yes / No (Circle as appropriate)</td>
</tr>
<tr>
<td>l) Details of any previous commercial vessel survey and/or certification:</td>
</tr>
<tr>
<td>m) Picture(s) of vessel</td>
</tr>
<tr>
<td>n) Other Information considered relevant:</td>
</tr>
</tbody>
</table>
(If additional space required please attach as required.)

Declaration to be completed by the applicant

I __________________________________________ submit this proposal for consideration.

(Name in Block Letters)

I acknowledge that accreditation is dependent on:

- the attached proposal being supported by the MSAR Working Group, and
- the proposal being accepted by the MSAR Reform Implementation Board and approved by the EMC

I understand that any expenditure of funds in advance of formal notification of approval of the proposal does not obligate nor will it influence the decision of the EMC.

That the proposal is submitted in consultation with and consent of the organisation’s principal Victorian State Executive Officer or delegate (as appropriate).

(Copy of the letter of consent from the organisation’s Principal Victorian State Executive Officer or delegate must be attached to this proposal)

_____________________________________   ____________________
(Signature of applicant)         (Date)

When complete, the applicant is to forward the Original Copy of this proposal complete with attachments (i.e. map showing geographic areas and accredited marine rescue units within 20 nm radius, letter from Principle Executive Officer or delegate and photo of proposed vessel) to the Manager of the MSAR Office.
PART 2 – PROPOSAL ENDORSEMENT

MSAR Working Group

The MSAR Working Group considered the proposal forwarded by __________________ (insert name of unit) and at its meeting on ____________ (Insert meeting date), Minute No. ___.

The Committee resolved to endorse/not endorse (strike out as appropriate) the proposal

A synopsis of the considerations is to be provided below or attached

__________________________________________
__________________________________________
__________________________________________
__________________________________________

(Signature)                        (Date)

Chair MSAR Working Group

After the proposal has been considered, the Chairman of the MSAR Working Group is to arrange for the Original Copy of this Proposal to be forwarded to the MSAR Reform Implementation Board.

PART 3 – MSAR REFORM IMPLEMENTATION BOARD

1. Proposal was endorsed/not endorsed by the MSAR Reform Implementation Board at its meeting on ____________ (Insert meeting date). The EMC approved the endorsement on ___________ (insert date)

2. Unit Commander advised of EMC decision and subsequent action on ______________ (insert date.)

PART 4 – ACCREDITATION APPROVAL

3. Unit Inspection conducted on ______________ (insert date). Result was satisfactory / not satisfactory

4. Working Group recommendation: Recommended / Not Recommended

5. EMC approved / not approved on ____________

6. Unit advised __________

7. MSAR Office records amended on ____________
## Schedule 6 – Approval Proposal for Additional Vessels

### Proposal for Additional Vessels to MSAR Working Group

Separate forms to be submitted for each type of application.

<table>
<thead>
<tr>
<th>Insert MSAR Service Provider Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of MSAR Service Provider:</td>
<td></td>
</tr>
<tr>
<td>Unit Postal Address:</td>
<td></td>
</tr>
<tr>
<td>Unit Location:</td>
<td>(If different from above)</td>
</tr>
<tr>
<td>Name of Unit Commander:</td>
<td></td>
</tr>
<tr>
<td>Unit Commander:</td>
<td>Phone: Fax:</td>
</tr>
<tr>
<td></td>
<td>E-mail:</td>
</tr>
<tr>
<td>Name of person submitting application:</td>
<td>Phone: Fax:</td>
</tr>
<tr>
<td></td>
<td>E-mail:</td>
</tr>
</tbody>
</table>

| Applicant details:               |                      |
|                                 | Phone: Fax:          |
|                                 | E-mail:              |

| Applicant’s Signature:           |                      |
| Date:                            |                      |

The unit is currently MSAR accredited as: (Please list all accreditations currently held including the Registration Number of all vessels registered with the MSAR Service Provider and their categories.)

This proposal is for: (tick one only)

- a) Additional Vessel   
- b) Amendment to a classification.

The approval level being proposed is: Category _______ (C1, D2) for vessel ________________ (name of proposed vessel if avail.)

Registration Number ________________ (Insert Registration No. if available). Vessel is already accredited? Yes / No Category ____.
PART 1 – APPROVAL PROPOSAL

(Part 1 to be completed by Unit Commander)

Proposal Justification / Needs Analysis

1. Briefly describe the reason why the proposal is being submitted.

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

(If additional space required please continue on the back of this page.)

2. Briefly explain why the existing approved marine rescue vessels are deficient or incapable of adequately servicing the geographic area being proposed:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

(If additional space required please attach pages as required.)

Geographical Area:

3. Using a map (reduced to A4 size) or an A4 sketch (drawn to scale) show:
   a. Proposed or current unit location
   b. Name, location and approval levels of the two nearest accredited MSAR Service Providers in relation to (a)
   c. Proposed vessel's operational base and capability

(The map / sketch is to be attached as the last page to this proposal).
**Statistical Information:**

4. What statistical information can you provide in support of the proposal? (This may include number of searches and or calls for assistance received per annum, history of fatalities, or other evidence that the existing rescue service has either not been able to deal with or had difficulties dealing with calls for assistance in the area.)

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

(If additional space required please attach as required.)

**Operational Information**

**Personnel:**

5. The following information is essential in ensuring the operational viability of the vessel and its ability to provide the service being proposed.

   The numbers are to include only those personnel that are/will be registered with the MSAR Service Provider and whose qualifications are current in accordance with the MSAR Arrangements Victoria:

<table>
<thead>
<tr>
<th></th>
<th>Master V</th>
<th>MSAR Coxswain</th>
<th>Accredited</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full</td>
<td>Restricted</td>
<td>Full</td>
<td>Restricted</td>
</tr>
<tr>
<td>No. of Skippers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of Crew</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Hours of Operation**

6. Detail the current (or proposed) days / hours of operation of the vessel. Please use 24 hr. times.

<table>
<thead>
<tr>
<th>Hours of Operation</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit / Base Manned</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Call</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Not Operational</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Mandatory Equipment Requirements**

7. The Unit Commander must be aware that the proposals are submitted is on the understanding that the unit will acquire all mandatory equipment (as applicable to the proposal) detailed in the attached appendix on the basis of a set per accredited vessel. **Shared equipment between vessels will not be accepted.**

**Note:** Unit Commanders are not expected to purchase the mandatory equipment prior to the consideration of the proposal. If the proposal is endorsed however, Unit Commanders must be aware that **approval and accreditation** will only be granted subject to an inspection team report confirming that the proposal as approved has been implemented to the satisfaction of the MSAR Office including the acquisition by the unit of all the mandatory pieces of equipment.

**Picture of Proposed Additional Vessel**

Attach a photograph or picture of the type of vessel being considered under this proposal.
### Vessel Specifications:

8. In this section the Unit Commander is required to provide the specifications of the vessel as applicable to the proposal. A separate Vessel Specification form is required for each vessel. The minimum information required is as follows:

*Information required for all vessels (accredited or otherwise):*

<table>
<thead>
<tr>
<th>Specification</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the vessel being proposed already MSAR accredited</td>
<td>Yes/No: Name of vessel; Registration Number</td>
</tr>
<tr>
<td>Vessel Category:</td>
<td></td>
</tr>
<tr>
<td>Last unit at which the vessel operated:</td>
<td></td>
</tr>
<tr>
<td>a) Age of vessel (If not a new vessel) in years:</td>
<td></td>
</tr>
<tr>
<td>Vessel manufacturer:</td>
<td></td>
</tr>
<tr>
<td>b) Type of hull design &amp; material (if any):</td>
<td></td>
</tr>
<tr>
<td>c) Details of superstructure &amp; material (if any):</td>
<td></td>
</tr>
<tr>
<td>d) Overall length of vessel:</td>
<td>metres</td>
</tr>
<tr>
<td>Beam:</td>
<td>metres.</td>
</tr>
<tr>
<td>e) Type of engine and fuel usage proposed is:</td>
<td>Inboard, Outboard, Petrol, Inboard/Outboard, Diesel</td>
</tr>
<tr>
<td>(Tick as appropriate)</td>
<td></td>
</tr>
<tr>
<td>f) The proposed Engine Horsepower will be:</td>
<td>HP</td>
</tr>
<tr>
<td>Number of Engines:</td>
<td></td>
</tr>
<tr>
<td>g) Class of survey being sought</td>
<td></td>
</tr>
<tr>
<td>h) The vessel will be owned/leased by the unit.</td>
<td>owned/leased (circle appropriate)</td>
</tr>
<tr>
<td>i) Vessel licensed carrying capacity will be:</td>
<td>persons</td>
</tr>
<tr>
<td>j) The MSAR Operational Range will be approx. (allow</td>
<td>hours or nm</td>
</tr>
<tr>
<td>20% reserve):</td>
<td></td>
</tr>
<tr>
<td>k) It is mandatory for accredited rescue vessels to</td>
<td>Yes / No (Circle as appropriate)</td>
</tr>
<tr>
<td>be insured. Will the new vessel be appropriately</td>
<td></td>
</tr>
<tr>
<td>insured?</td>
<td></td>
</tr>
<tr>
<td>l) Details of any previous commercial vessel survey</td>
<td></td>
</tr>
<tr>
<td>and/or certification:</td>
<td></td>
</tr>
<tr>
<td>m) Picture(s) of vessel</td>
<td></td>
</tr>
<tr>
<td>n) Other Information considered relevant:</td>
<td></td>
</tr>
</tbody>
</table>
Declaration to be completed by the Unit Commander

I ________________________________________ (Name of Unit Commander in Block Letters) submit this proposal for consideration.

I acknowledge that approval is dependent on the attached proposal being supported by the MSAR Working Group and approved by the EMC, after endorsement by the MSAR Reform Implementation Board.

That the proposal is submitted in consultation with and consent of the organisation’s principal Victorian State Executive Officer or delegate.

(Copy of the letter of consent from the organisation’s Principal Victorian State Executive Officer or delegate must be attached to this proposal)

____________________________________  __________________

(Signature of Unit Commander)                (Date)
PART 2 – PROPOSAL ENDORSEMENT

MSAR Working Group

The MSAR Working Group considered the proposal forwarded by ____________________________
____________________ (insert name of unit) and at its meeting on _____________ (Insert meeting date), Minute No. ________.

The working group resolved to endorse/not endorse (strike out as appropriate) the proposal

A synopsis of the considerations is to be provided below or attached

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

________________________________________  _______________
(Signature)                  (Date)

PART 3 – MSAR REFORM IMPLEMENTATION BOARD

1. Proposal was endorsed / not endorsed by the MSAR Reform Implementation Board at its meeting on ____________ (Insert meeting date).

2. Unit Commander advised of EMC decision and subsequent action on ____________ (insert date.)

PART 4 – ACCREDITATION APPROVAL

3. Unit Inspection conducted on ____________ (insert date). Result was satisfactory/not satisfactory

4. MSAR Office recommendation: Recommended / Not Recommended

5. EMC approved / not approved on ____________

6. Unit advised ____________

7. MSAR Office records amended on ____________