

# SOP 9.05 – RWC Governance

Section 9 – AMSAR Services

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Effective Date – 1 September 2018

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Electronically Controlled Document

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## Purpose

To outline requirements and guidelines for Rescue Water Craft Management and operations for services affiliated with Life Saving Victoria.

## Scope

This Standard Operating Procedure (SOP) applies to all LSV personnel; paid staff, officers and volunteer members of Life Saving Victoria where engaged in Rescue Water Craft Operations, Training, Assessment or Management.

## Position Statement

Life Saving Victoria requires all RWC Operators to adhere to the established policies, procedures and guidelines to ensure safe and effective practices relating to RWC operations.

All Rescue Water Craft Operations are subject to the requirements of, and Life Saving Victoria exemptions under the Marine Safety Act 2010 (The Act).

The Act includes exemptions for Life Saving Victoria for Power Craft Operations. Life Saving Victoria requires affiliated Clubs and Services to abide by Life Saving Victoria Policies and SOPs to meet the requirements of the exemption.

Where any Life Saving Club or service is engaged in any form of Rescue Water Craft Training, Assessment or Operation, that Club or Service is required to be endorsed by the LSV Director – Lifesaving Services and adhere to the following requirements;

1. All relevant members within the definition of this SOP must be approved to undertake Rescue Water Craft Training or Assessment activities.
2. Prior to commencement of RWC activities with the club, the club / Service must have received written approval and endorsement from the LSV Director – Lifesaving Services.
3. Once approved, all training is to be conducted under the supervision of qualified and endorsed Training & Assessment Personnel

## Related Material

This SOP should be read in conjunction with:

- [LSV SOP 9.2 – Rescue Water Craft \(Personal Water Craft Operations\)](#)
- SLISA Policy 4.4 - Gear and Equipment Policy

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## Background

The Rescue Water Craft is a specialised item of rescue equipment and as such, its use is subject to approval and endorsement by Life Saving Victoria.

Life Saving Victoria is committed to the health, safety and wellbeing of all its members and is dedicated to providing a best practise approach to ensure a safe environment for those participating in lifesaving activities.

All Rescue Water Craft Management, Operations and Training & Assessment falls under the portfolio of the LSV Director – Lifesaving Services who is responsible for approving and endorsing all areas of Rescue Water Craft Activities.

In 2013 Maritime Safety Victoria (MSV), a branch of Transport Safety Victoria (TSV) conducted an investigation into an incident involving a Rescue Water Craft and presented Life Saving Victoria with a number of recommendations. Following this, LSV conducted an internal review into RWC operations with particular regard to Safety & Management, Training & Assessment and Equipment and introduced additional policies and processes addressing MSV's Recommendations.

### Ownership and Operating Authority

Clubs are not permitted to operate RWC's under SLSA Policy, however the LSV Director Lifesaving has historically authorised some clubs to operate RWCs. All RWCs will carry an LSV registration to represent that they are being operated on delegated authority of the State Centre.

LSV has not permitted any new clubs to purchase RWCs since 2013. From this date any new services introduced have been done so under a model whereby LSV owns the equipment and manages the operation with the addition of LSV approved localised policies and personnel, safety management system, and safety management plan.

Any existing service may continue to operate under their current arrangements, subject to a business case be submitted to LSV prior to any RWC grant application for additional or replacement vessels. If approved, written endorsement will be provided by the State Director of Lifesaving Services which is to accompany the RWC grant application. It is intended to explore options to transition club owned services to the current model of LSV State Centre ownership to maximise utilisation and efficiency of resources and minimise risk.

### Reporting

As RWC services are operated on behalf of LSV State Centre, all RWC services are required to submit a monthly activity report including date of operation, hours of running time per hull, and hours per operator. Where possible this information will be extracted from LIMSOC and provided to the services to confirm.

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## Responsibilities

### Life Saving Victoria Affiliated Clubs & Services

Must not test, operate or evaluate Rescue Water Craft for lifesaving services or general lifesaving patrol work or commence training without the written approval of the Director – Lifesaving Services or their nominee.

### Rescue Water Craft Services / Clubs

Must retain an accurate record of their services operations through an approved Safety Management Plan and Safety Management System for each Rescue Water Craft the service operates.

Must retain only qualified and endorsed members operate and utilise Rescue Water Craft and associated equipment.

Must not test or evaluate non-approved Rescue Water Craft equipment without prior written authorisation.

Must only conduct Training and Assessment in accordance with the LSV Rescue Water Craft Operations SOP, using approved and fit for purpose equipment and qualified and endorsed Training and/or Assessment personnel.

Must not undertake training or assessment activities during operational activities i.e. water safety, patrolling or incident response.

Should only conduct operations or training in conditions that are within the operators, trainers and crafts abilities and that are not excessive nor expose trainees, trainers or public to an excessive level of risk.

### Director – Lifesaving Services

Responsible for approving and endorsing RWC Members, Members to undertake RWC Training and newly qualified RWC trained Members. They are also responsible for approving any new Rescue Water Craft Service or Club.

### Life Saving Victoria Staff

Assist the Director – Lifesaving Services in carrying out their function in relation to Rescue Water Craft, including assisting with record keeping, collating.

### Members:

Life Saving Victoria may carry out periodic audits of Rescue Water Craft records to ensure compliance of this SOP and other Policies and reviews all services documentation on an annual basis at minimum.

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## New Rescue Water Craft Services

Life Saving Clubs are not permitted to operate, test or evaluate Rescue Water Craft for lifesaving services or general lifesaving patrol work or commence training without the written approval of the Director – Lifesaving Services or their nominee.

Life Saving Clubs wishing to commence a new Rescue Water Craft Service should adhere to the following guidelines:

### Need or Requirement

Clubs are required to contact the LSV Director – Lifesaving Services in writing outlining an evidenced based need for a new Rescue Water Craft Service to be established.

This will include:

- a report on incidents in last 5 years where an RWC service would have been of benefit over other rescue craft available within or external to LSV;
- a demonstrated volunteer capacity to provide the service with a recent history of no patrol defaults; and
- a demonstrated ability to maintain the equipment demonstrated through gear inspection readiness.

RWC's are not intended to and will not replace the IRB at any lifesaving patrol. They operate in addition to IRB fulfilling a different capacity.

RWC's are not to be used as a member recruitment or retention tool but are rather based on the risk profile and operational need of the proposed area of operation, and the capacity of the service to be delivered.

Should it be the case that this process should progress, the LSV Director – Lifesaving Service may request a detailed RWC Service Commencement Plan.

A business case must be submitted to LSV prior to any RWC grant application. If approved, written endorsement will be provided by the State Director of Lifesaving Services which is to accompany the RWC grant application.

### Service Commencement Plan

This document, compiled similar to a project proposal or business plan should include the following information:

- Evidence based need or requirement for the RWC Service
- Detailed outline of Proposal
- Coordination / Management Plan
- Endorsement from the Club's Executive Committee
- Training and recruitment plans
- Demonstration of suitably qualified members to support and maintain the service
- Financial plans
- Details of proposed number of operators and area of residence

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**Definitions:**

- Transport Safety Victoria: The Transport Integration Act 2010 (Vic) established the independent statutory office of the Director, Transport Safety on 1 July 2010 and integrated the former Marine Safety Victoria and Public Transport Safety Victoria to form Transport Safety Victoria. Their primary objective is to independently seek the highest transport safety standards that are reasonably practicable, consistent with the transport system's vision and objectives under the Act.
- RWC: Rescue Water Craft, a customised Personal Water Craft (PWC) fitted with rescue equipment and approved for use in Life Saving Services.
- RWC Service: A Life Saving Club or Service with approval from the LSV Director – Lifesaving Services to operate and maintain Rescue Water Craft and its associated equipment.
- Safety Management Plan: An approved document outlining an RWC's organisational and operating plan including content on the coordination and safety of that service.
- Safety Management System: An approved document which captures the history, servicing and operations of a Rescue Water Craft and is maintained and updated when that craft is used
- Staff: Staff is any person employed in either a full time, part time, casual or licensee and/or contract capacity by LSV or an affiliated club.
- Member: A member is any person who is a current member of an affiliated Life Saving Club and has a current individual membership record on a Life Saving Club's membership register (i.e. SurfGuard).

