



Document Control

Category	Administration
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Authorised By	Unit Commander
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1. Purpose

1.1 The purpose of this document is to outline the procedure for the distribution of information outside of Marine Rescue Sydney (MRS) into the public domain.

1.2 Guidance is provided as to whom has authority to manage, authorise and distribute information relating to the public.

MR NSW SOP ADM01 Organisational Communication, MR NSW SOP ADM03 Unit Websites and Internet Postings, MR NSW SOP ADM07 Media Relations and Consent Form and MR NSW SOP ADM25 Privacy Policy are to be referred and adhered to unless varied below.

2. Policy

MRNSW Code of Conduct addresses the following:

2.1 Members must not use their position or knowledge to promote personal agendas or for personal gain.

2.2 Members must ensure that they treat as confidential all information gained in the course of their involvement with MRNSW

2.3 Information relating to members personal information is confidential and subject to the privacy act.

2.4 **Members must not make** public comment **or** enter into public debate on social and political issues, unless it is clear that such views do not represent the views of MRNSW or could not be construed as representing MRNSW or the unit.

2.5 **Members must not make** official comment on matters relating to MRNSW unless authorised by the Marine Rescue Sydney Unit Commander (MRS UC).

2.6 Unit material intended for publication in any medium is to be reviewed and approved before publication by MRS UC or delegate.

3. Procedures for MRS

- 3.1** Articles may be prepared by any member on matters which could include such topics as training, exercises with other SAR services, items of general interest to the public, articles reporting on our support of major public or sporting events, etc.
- 3.2** Where individuals are identified, their approval to use images or personal information such as names shall be explicitly obtained.
- 3.3** Once the article is drafted it should be passed to the MRS UC or delegate for editorial/content review, spelling and grammar checks and for conformance with MR NSW SOPS.
- 3.4** When the MRS UC is satisfied the article is then ready for publication.
- 3.5** For the avoidance of doubt, MRS UC, or an officer who has been delegated by MRS UC, is the only person who can approve any and all materials headed for the public domain.
- 3.6** At this time all 'social media' outlets are embargoed at unit level unless consent and access has been provided to specific members.
- 3.7** Any external media contacting MRS base, direct it to the attention media relations personnel at MRNSW HQ or ROM.