



Document Control

Category	Operations
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1. Purpose

1.1 The purpose of this LOP is to provide protocols for watch attendance to ensure all watches are appropriately staffed and responsibilities are understood. LOP OP 22 Radio Room Roster Management.

2. Procedure – Watches are Appropriately Serviced

- 2.1** A Roster Officer (RO) is appointed. The role of the RO is to ensure the appropriate number of officers have been appointed to manage the watch.
- 2.2** Once appointed, it is the responsibility of the Duty Officer (DO) to ensure they arrive 15 minutes prior to the appointed watch to be part of the handover briefing. It is the responsibility of the DO of the previous watch to provide a thorough briefing to ensure the transfer of duties occurs effectively to the officers responsible for the proceeding watch.
- 2.3** During peak periods of the year, a member from the 0600hrs watch is to commence at 0500hrs to assist the 0130hrs DO. For the remainder of the year, a member of the 0600hrs watch is to commence at 0530hrs to assist the 0130hrs DO. The 0600hrs officer arriving earlier may end their normal watch earlier in lieu of the time commencing earlier.
- 2.4** Refer LOP OP 22 for procedure in the event a member is no longer able to attend their appointed watch, non attendance should be advised with as much prior notice as possible to the RO .
- 2.5** If a member is delayed in attending a watch, as soon as delay is known, make contact with the base and advise the estimated time of arrival.
- 2.6** Any member who is a “no show” and has not notified the DO, after 15 mins from the start of the watch, DO will attempt to contact the absent member. If unsuccessful, message is to be left on VM for the member to call the base and the DO may wish to attempt to contact the absent member again periodically until contact is made and the status of the member is understood. All attempts are to be recorded in the Comms Log on Seahawk. If the no show is the DO, a watch member is to try and make contact with the “no show” member and also advise RO by phone. The RO together with the member(s) on watch, will ascertain whether a relieving officer is required to be urgently called. If it is more convenient, the RO try and contact the “no show” member.
- 2.7** Officer on the 1600hr watch will ring the officer appointed to the 2100hr and 0130hr at approximately 1800hrs to confirm their attendance and record details of call on Seahawk.

3. Duty Officer (DO) – Responsibility

- 3.1** Ideally the Roster Officer will appoint a Watch Officer (WO) to this role.
- 3.2** The DO is totally responsible for the running of the watch and is responsible to the Unit Commander and MR NSW for the watch's performance.
- 3.3** DO is responsible for accepting the hand over from the previous watch. Refer LOP OP 2 Addendum 1. All conversations and hand overs should occur in the training room when it is not occupied. Otherwise conversations and background noise and volume in the radio room should be limited.
- 3.4** DO must take management in the allocation of duties to watch members, check all radio settings and equipment set up and the functioning of the equipment are the first priorities.
- 3.5** Clear duty allocation appropriate to watch officer members is vital to ensure an efficient functioning team providing an effective and high level of service to members of the public. DO is to take into account the competency level of any trainee to ensure the trainee is appropriately exposed to the practical operations of radio base and is trained to meet the practical operational standards and service levels.
- 3.6** If there is a Securite present, it is to be well understood.
- 3.7** Exercise sensible "house keeping" protocol with respect to orderliness and cleanliness. It is the responsibility of all officers to ensure adherence to workplace health and safety standards. Place bags clear of operational space. All officers **to clean after themselves** and maintain a clean and tidy kitchen area at all times – including placing scraped/ rinsed dirty items in dishwasher.
- 3.8** Adherence to watch methodology as dictated by SOPs as well as Unit LOPs and practice. It is the DO's responsibility to monitor, manage the correct procedure throughout the watch for the ultimate benefit of volunteers and those who rely on our service.
- 3.9** DO is responsible to ensure any systems issues are reported in accordance to MR NSW LOPs
- 3.10** DO is to understand and accept that the watch is under the direct name of the DO and the authority that is attached to that is supported by the Unit Commander. DO therefore understands that if in doubt, or assistance is required, they are not to hesitate to call for assistance, using the call system if appropriate.

4. Leave of Absence

- 4.1** Members are to record all leave by notifying the Roster Officer by email (Trainees are to notify the Trainee Roster Officer).
- 4.2** For leave longer than six weeks, in addition to 4.1 above, the Administration Officer must be notified by email and approved by the Unit Commander.

Addendum 1 to LOP OP 2 - Guide to Handover

And

Addendum 2 to LOP OP 2 - Responsibilities Unique to Watches

Refer Next Pages

Addendum 1 to LOP OP 2 Guide to Handover

Refer to the appropriate LOP OPs associated with monitoring calls for remote and/or closed bases particularly LOP OP 5; 5A; and 18.

All watches handover briefing is to cover the following (this is meant to be a guide only and not an exhaustive list of matters to cover):

- All systems/screens are set up according to MR Sydney operating procedure.
- Resources are placed in their correct location otherwise advise incoming watch where to locate.
- Data on all systems (Seahawk and Asset Monitoring Board) are up to date.
- Status of all active vessels correctly recorded, fully briefed to incoming DO and well understood.
- Advise of any systems issues to be aware of and confirmation issues have been reported with resolution under management or otherwise.
- Highlight any occupational health and safety concerns to be aware of the confirmation it has been reported with resolution under management or otherwise.
- Weather warnings current.
- Other hazardous conditions current.
- Other special instructions to be delivered to ensure the continuation of effective operations.

After handover is completed following checks are to be performed:

- Log in on systems are correct (Seahawk and Sea Owl).
- All radios (including local radios) are on correct frequencies and volumes.
- Mayday manual and SOPs/LOPs are easily accessible.
- Outlook on the designated computer to be opened and screen reduced – check INBOX for unread messages
- Check for phone messages.
- Sanitise microphones, phones and the like.
- Scrap paper and pens are readily accessible.
- Weather scripts accessible.
- Advise RO by email if an officer fails to attend a watch.

Addendum 2 to LOP OP 2 Responsibilities Unique to Watches

Table below specifies unique tasks required to be performed at specific watch. It excludes what is considered to be standard operational responsibilities (eg weather broadcast)

0130hrs – 0600hrs	0600hrs -1100hrs
<ul style="list-style-type: none"> ● Load and turn on dishwasher, run the cycle. ● Unstack dishwasher and pack in cupboards ● Handback to remote bases (follow standard watch handover protocols plus radio testing) – refer “Note 3” below. ● 	<ul style="list-style-type: none"> ● Handback to remote bases (LOP OP 5) “Note 3” below – Summer handover schedule requires one officer to arrive at 0500hrs to assist 0130hrs officer during handover time. ● Handback to remote Bases – refer “Note 3” below.
1100hrs – 1600hrs	1600hrs – 2100hrs
Nothing unique to perform	<ul style="list-style-type: none"> ● Handovers from remote bases (LOP OP 5) – refer “Note 1” below. ● Call DO for 2100hrs and 0130hrs to

	remind/confirm attendance and record response on Seahawk at approximately 1800hrs.
2100hrs – 0130hrs	
<ul style="list-style-type: none"> • Nothing Unique to perform 	

Note 1 (0130hrs – 0600hrs, 0600hrs-1100hrs 1600hrs – 2100hrs and as required 2100hrs – 0130hrs):

Conduct radio checks at handover with remote bases and turn off applicable radios as per Schedule of Times for Handover using either the Winter or Summer Schedule (whichever is applicable). Refer to schedules posted in MRS Radio room and LOP OP 5. Times are subject to seasonal variations.