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| Version | 1.1 |
| Status | Endorsed |
| Approved by | State Rescue Board of NSW |
| Last updated | February 2021 |

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

**Regional Rescue Committee Reporting Template**

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| Regional Rescue Committee (RRC) |  |
| Regional Emergency Operations Controller (REOCON) |  |
| Regional Emergency Management Officer (REMO) |  |

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| **Issue** | **When to report** | **Information required** |
| **REOCONs Summary of Strategic Issues**   * Identification of any emerging systemic issues * Issues that warrant state level/SRB attention. | When significant/systemic issues identified that cannot be dealt with at local or region level. | Letter to the Chair (format below), SRB, signed by REOCON including:   * Brief details of the issue/ issues * Why the issue cannot be dealt with at the local or region level * Action/ outcome sought |
| **Debriefings - Policy 1.97**  Combined debriefs conducted after a major rescue operation. | As soon as possible after the conduct of the combined debriefs. | Copy of debriefing approved by REOCON, under cover of letter signed by REOCON. |
| **Review Panel - Policy 1.98**  Review Panel convened by SRB to review rescue incidents where there are concerns about procedures. | In accordance with timeframes set by the SRB when it establishes the Panel. | Copy of Review Panel Report, under cover of letter signed by REOCON. |
| **Complaints and Resolution of Problems - Policy 1.124 and 6.15**  If a matter remains unresolved and requires escalation to SRB. | As soon as possible after determination by RRC to refer matter to SRB. | Letter to the Chair (format below), SRB, signed by REOCON including:   * Brief details of the matter/ matters. * Why the issue cannot be dealt with at the local or region level. * Action/ outcome sought. |
| **Response Co-ordination Disputes - Policy 2.71**   * Standing Control Room Committee convened * Matter identified that cannot be satisfactorily resolved at the Region level. | When matter/s identified which cannot be satisfactorily resolved at the Region level. | Letter to the Chair (format below), SRB, signed by REOCON including:   * Brief details of the matter/ matters. * Why the issue cannot be dealt with at the local or region level. * Action/ outcome sought. |
| **Minutes of Meetings - Policy 6.14**   * Copies of RRC meeting minutes. * Items of major significance. | As soon as possible after meeting minutes accepted. | Copies of meeting minutes.  Copies of papers considered by the RRC for items of major significance only. |

Chair

State Rescue Board of NSW

C/- Secretariat

Resilience NSW

GPO Box 5434

Sydney NSW 2001

Via email: srb@resilience.nsw.gov.au

YourReference: XXXXX

Dear

**Issue**

*<<This section should contain a brief two-line opening paragraph on the issue rather than description (context, process, history, consultation). Place background information in the next section.* ***Limit the letter to one page****. More detail can be provided in attachments where required.>>*

**Background**

*<<Use this paragraph to summarise background information relevant to the issue. It should contain purely descriptive content such as timeline and history (if applicable), key facts reported, current process, details or procedures that impacted the current issue.>>*

**Recommendation(s)/ Action(s)**

*<<Information to be provided may include amendments to command, control and co-ordination arrangements, operational policy and plans, contingency plans, Policy amendments>>*

If you require any additional information regarding this matter, please contact *<<insert name and title>>* via email at *<<email address>>* or phone *<<insert number>>.*

Yours sincerely,

Name Position/Title

Date