

---

**From:** Marree Doherty  
**Sent:** Tuesday, 12 July 2022 5:31 PM  
**To:** Floods Committee  
**Subject:** CM: RE: Select Committee on the Response to Major Flooding across New South Wales in 2022 - Post-hearing responses - 15 June 2022  
**Attachments:** MARINE RESCUE NSW RISK ASSESSMENT APP.pdf

Good afternoon Andrew

The Marine Rescue NSW risk assessment is an electronic App. The attached document provides details of the App and risk assessment process.

Please contact me if further information is required.

Kind regards

Marree Doherty // Executive Assistant to the Commissioner  
**Marine Rescue NSW**



HQ Address: PO Box 579, Cronulla NSW 2230 (202 Nicholson Parade)  
Web: [www.marinerescuensw.com.au](http://www.marinerescuensw.com.au)



# MARINE RESCUE NEW SOUTH WALES

---

## MRNSW Risk Assessment App

Author: Matt Sims

v1.1

17 September 2018

## Introduction

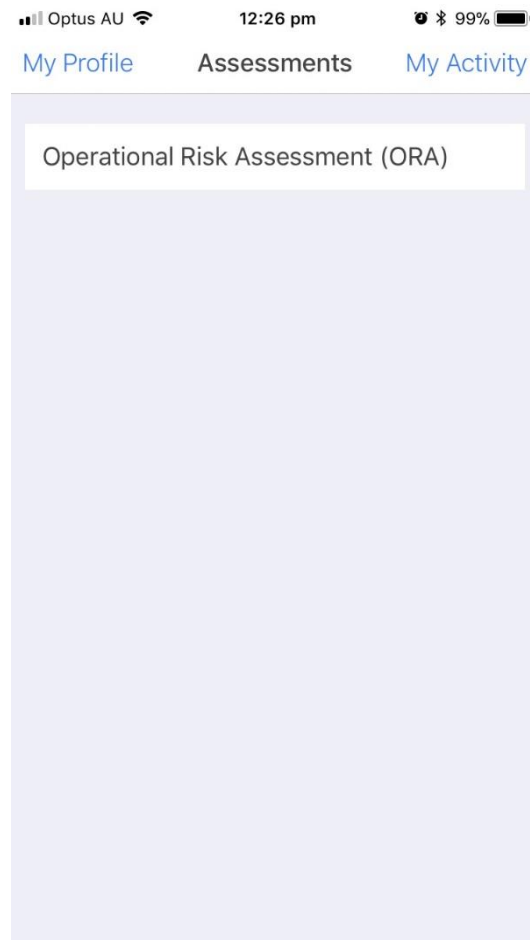
All of the vessels in the Marine Rescue NSW fleet have been issued with iPads, preloaded with the Marine Rescue Risk App. This app allows risk assessments to be easily completed and centrally stored online.

The risk app can also be installed on any other Apple mobile device, instructions near the end of this booklet, starting on page 15.

## Table of Contents

Introduction .....	2
Risk Assessment App Home Screen .....	3
The My Profile Screen .....	4
Creating a Risk Assessment with the Risk Assessment App .....	6
The My Activity Screen .....	11
Logging on the the Risk App Webpage .....	14
To Download and Install the Marine Rescue NSW Risk Assessment App on Apple Devices.....	15
Connecting the Provided iPad to a Data Connection.....	18
Setting Up and Connecting the iPad to an iPhone Hotspot.....	18
Disconnect iPad from iPhone Hotspot.....	18

## Risk Assessment App Home Screen



[My Profile](#) or [Login](#)

Selecting this will display the Profiles page or bring up the Profile Login screen. See page 4

[My Activity](#)

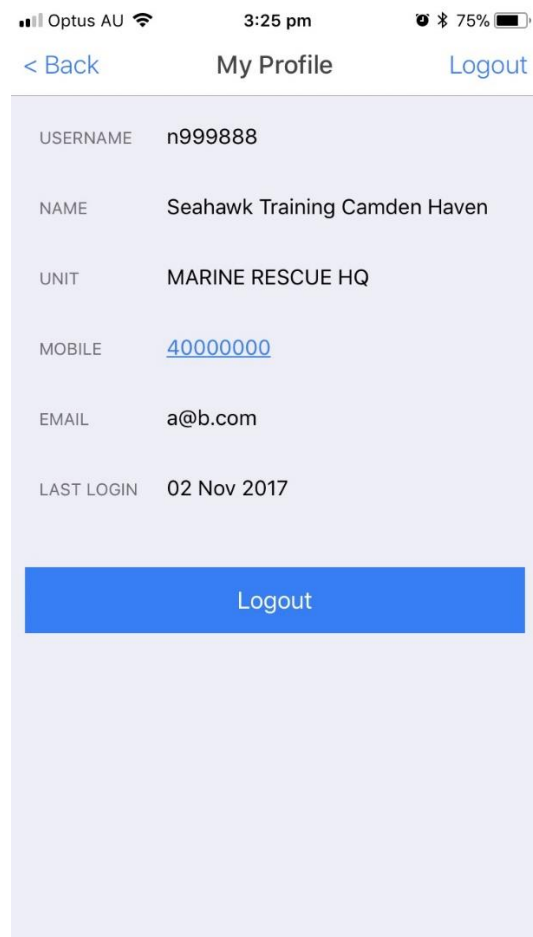
Selecting this option will display any completed and incomplete risk assessments. See page 11

Main window, currently only *Operational Risk Assessment (ORA)*

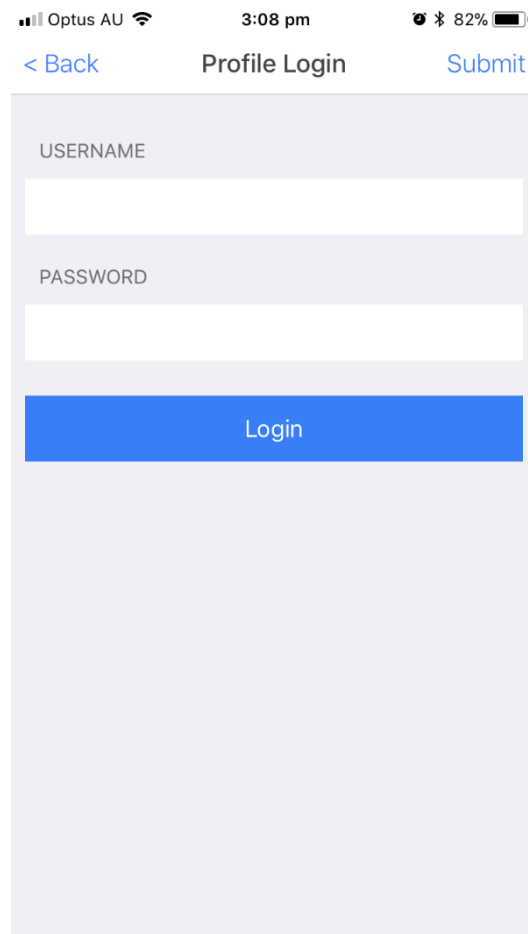
Opens a blank Operational Risk Assessment form. See page 6

## The My Profile Screen

This page displays the details of the person currently logged on the risk app on this device. It also gives the option to log out.



If no person is logged into the app then the profile will be blank.



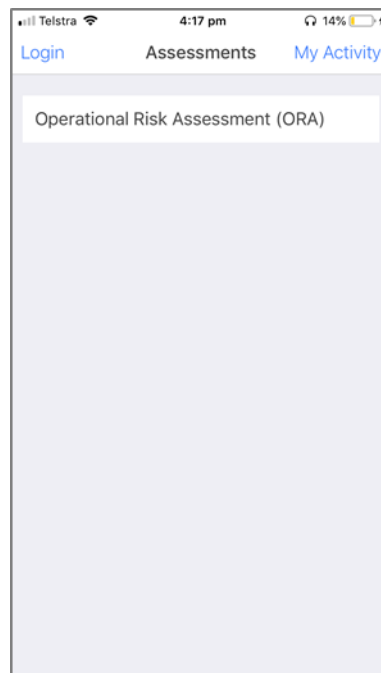
The screenshot shows a mobile app interface for 'Profile Login'. At the top, the status bar displays 'Optus AU', '3:08 pm', and '82%' battery. Below the status bar, there are three navigation links: '< Back' on the left, 'Profile Login' in the center, and 'Submit' on the right. The main content area has a light purple background. It contains two input fields: 'USERNAME' and 'PASSWORD', each with a white text box. Below these fields is a blue button labeled 'Login'.

The app needs to have an active logon in order to submit a completed risk assessment. The username and password will be the normal Marine Rescue NSW Otter ID, usually in the format n000000.

### Creating a Risk Assessment with the Risk Assessment App

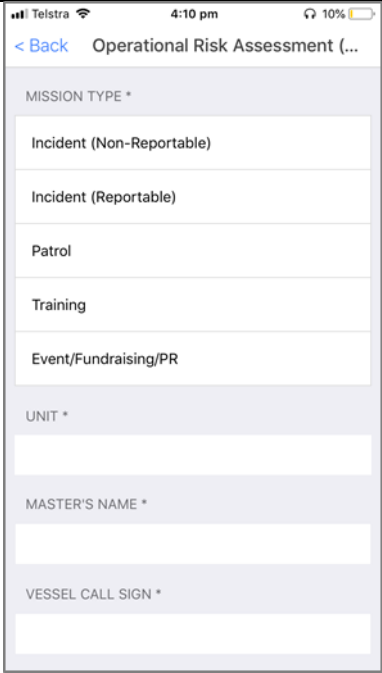
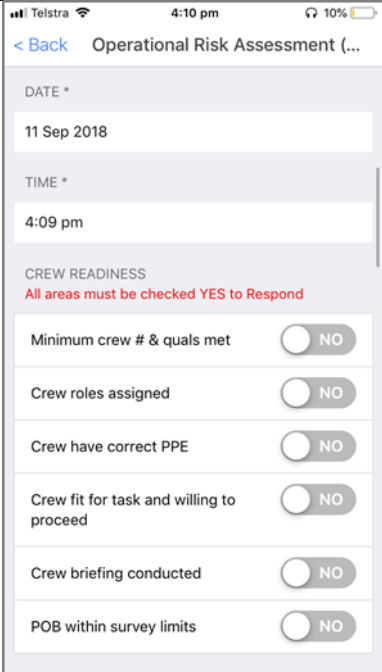
A user must be logged in to the app in order to raise a new risk assessment.

From the front page of the app select *Operational Risk Assessment (ORA)*

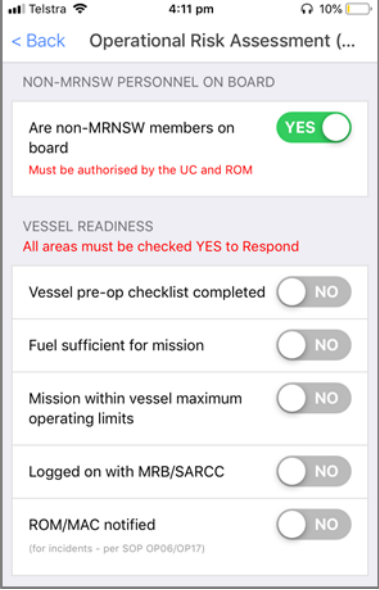
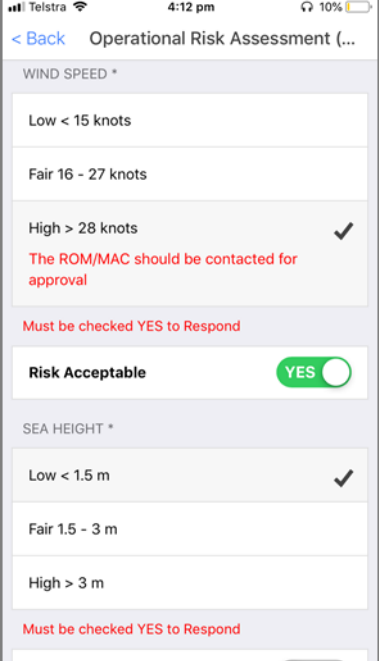


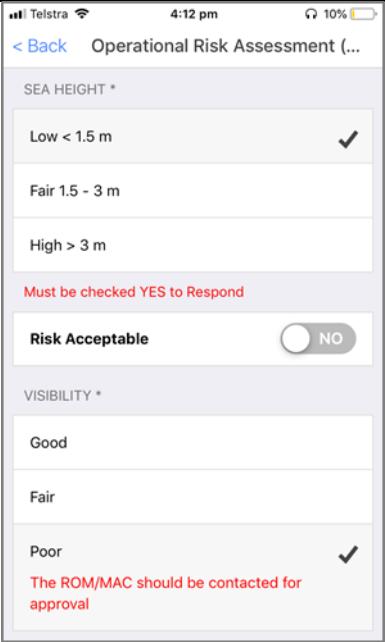
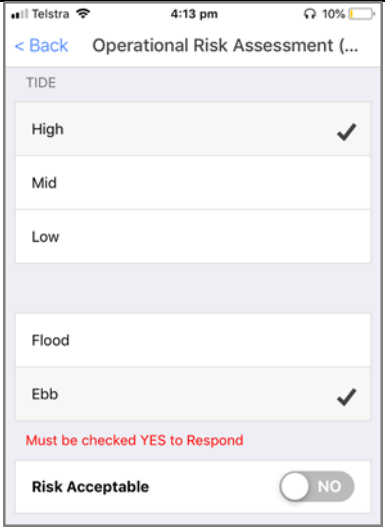

This will open up a new, blank risk assessment form which can be scrolled up and down. All compulsory fields are marked with an asterisk \*.

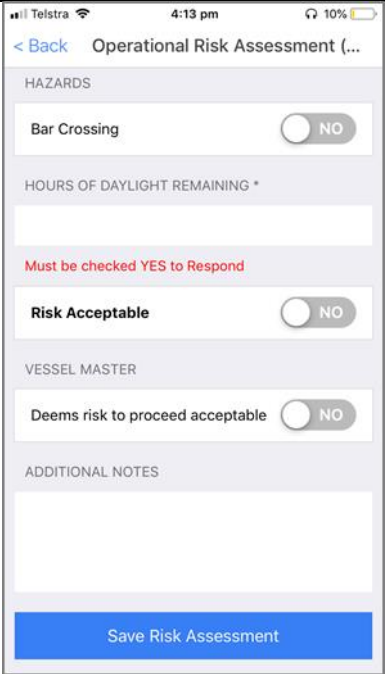
The assessment can be saved to the device at any point, at any stage of completion but cannot be submitted to the server until all compulsory fields are completed.

 <p>The screenshot shows the 'Operational Risk Assessment' form with the following fields: MISSION TYPE * (dropdown menu with options: Incident (Non-Reportable), Incident (Reportable), Patrol, Training, Event/Fundraising/PR), UNIT * (text field), MASTER'S NAME * (text field), and VESSEL CALL SIGN * (text field).</p>	<p><b>Mission Type</b></p> <p>Select one from the list</p> <p><b>Unit</b></p> <p>Compulsory field, automatically filled with logged in user's unit but can be changed to any from the dropdown list</p> <p><b>Master's Name</b></p> <p>Compulsory field, automatically filled with logged in user name</p> <p><b>Vessel Call Sign</b></p> <p>Compulsory field</p>
 <p>The screenshot shows the 'Operational Risk Assessment' form with the following fields: DATE * (text field with value 11 Sep 2018), TIME * (text field with value 4:09 pm), and CREW READINESS section. The CREW READINESS section includes a red warning: 'All areas must be checked YES to Respond'. Below this are six toggle switches, all currently set to 'NO': Minimum crew # &amp; quals met, Crew roles assigned, Crew have correct PPE, Crew fit for task and willing to proceed, Crew briefing conducted, and POB within survey limits.</p>	<p><b>Date</b></p> <p>Automatically completed with date assessment created</p> <p><b>Time</b></p> <p>Automatically completed with time assessment created</p> <p><b>Crew Readiness</b></p> <p>All items must be checked and marked to yes before submitting assessment</p>



	<p><b>Non MRNSW Members</b></p> <p>If yes selected, authorisation must be obtained from both UC and ROM</p> <p><b>Vessel Readiness</b></p> <p>All items must be checked and marked to yes before submitting assessment</p>
	<p><b>Wind Speed</b></p> <p>Select one of the three options and declare if the risk is acceptable.</p> <p>If High is selected then approval from ROM/MAC required.</p>

	<p><b>Sea Height</b></p> <p>Select one of the three options and declare if the risk is acceptable.</p> <p>If High is selected then approval from ROM/MAC required.</p>
	<p><b>Visibility</b></p> <p>Select one of the three options and declare if the risk is acceptable.</p> <p>If Poor is selected then approval from ROM/MAC required.</p>
	<p><b>Tide</b></p> <p>Select one of the three options and whether is flood or ebb then declare if the risk is acceptable.</p>

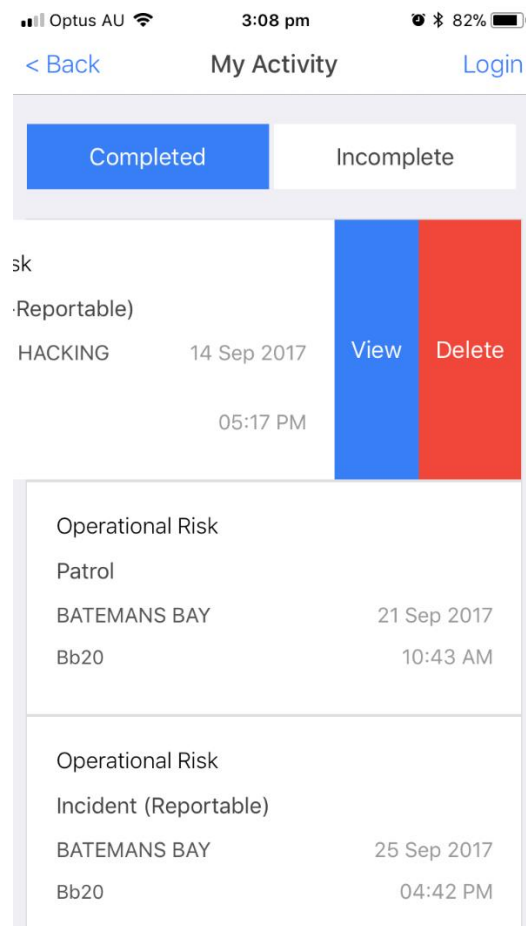
	<p><b>Hazards</b></p> <p>Select if a Bar Crossing is required</p> <p><b>Hours of Daylight Remaining</b></p> <p>Compulsory field along with acknowledging that risk is acceptable</p> <p><b>Vessel Master</b></p> <p>The Vessel Master acknowledges that all of the above risks are acceptable.</p> <p><b>Additional Notes</b></p> <p>Any additional comments, notes risks and acknowledgments etc.</p> <p><b>Save Risk Assessment</b></p> <p>Saves the assessment to the current device. Does not submit the assessment to the risk server or ROM, UC etc.</p> <p>To submit an assessment, see page 13</p>
---	--

## The My Activity Screen

This screen displays two sections, Completed and Incomplete.

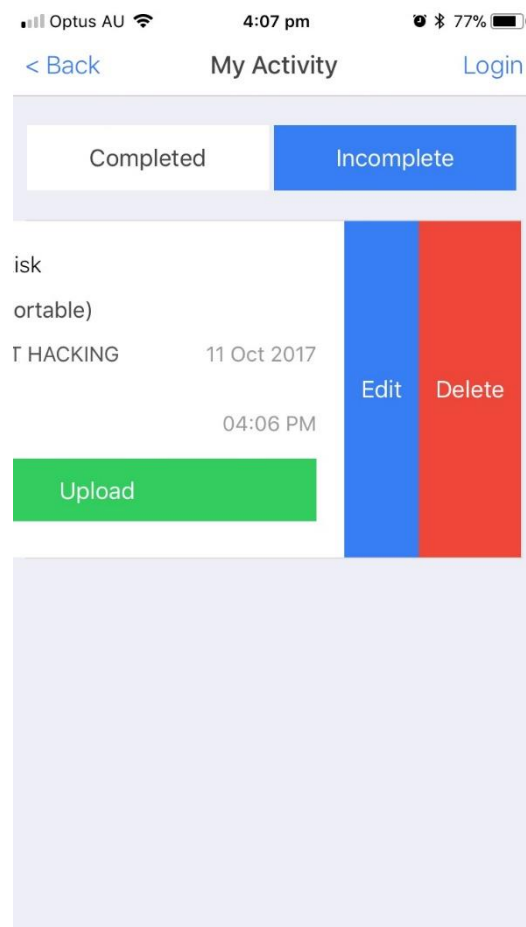
Clicking on the *Completed* icon displays any risk assessments completed on this device and uploaded to the server. If the operator logs onto another device, these assessments will not be visible.

Swiping the assessment to the left displays the *View* and *Delete* options.



This allows viewing of completed assessments or to delete them from the device. Completed assessments will not be deleted from the server.

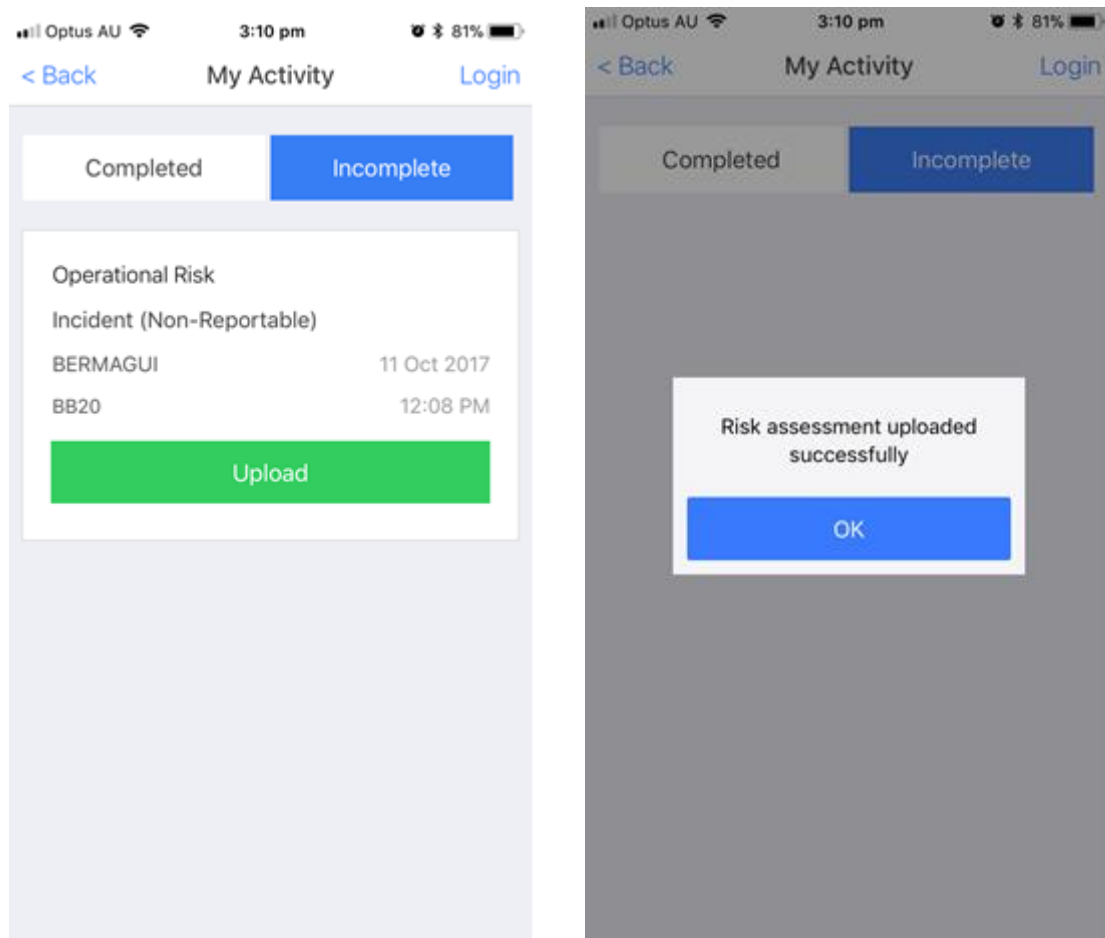
Clicking on the *Incomplete* icon displays assessments which have been saved on the device but not uploaded to the server.



Swiping an Incomplete assessment to the left allows it to be edited or deleted from the device.

Only if an assessment is marked as Incomplete can it be edited and can still be edited until it is uploaded to the server.

Once the assessment is ready to be submitted, press the *Upload* icon to complete the submission.



Completed risk assessments are stored on the risk server with PDF copies emailed to the Unit Commander, Regional Operations Manager and HQ.

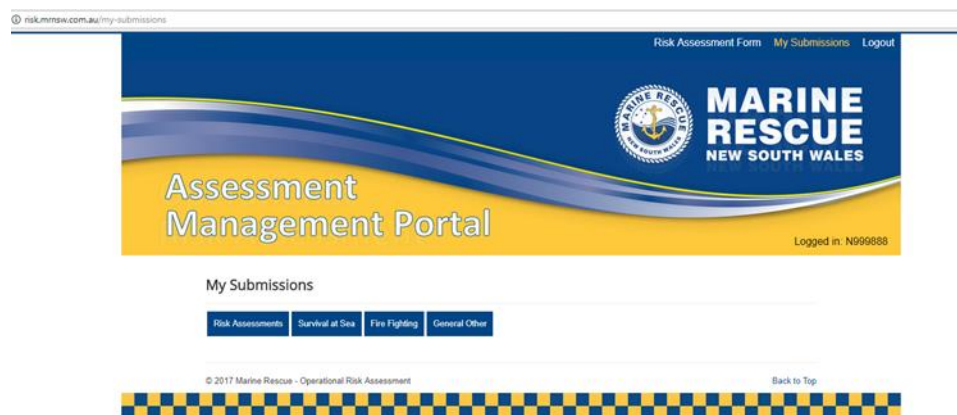
## Logging on the the Risk App Webpage

Completed and uploaded risk assessments are stored centrally on the risk server.

The risk server can be accessed through an internet interface at <http://risk.mrnsw.com.au> with the logon being the Marine Rescue NSW Otter ID and password



A login form for the Marine Rescue NSW Risk App. It features a blue background with a yellow and black checkered border at the bottom. The form includes two input fields: 'Username' and 'Password'. Below the password field is a 'LOG IN' button. The Marine Rescue NSW logo is displayed on the left, and the text 'MARINE RESCUE NEW SOUTH WALES' is prominently shown on the right.



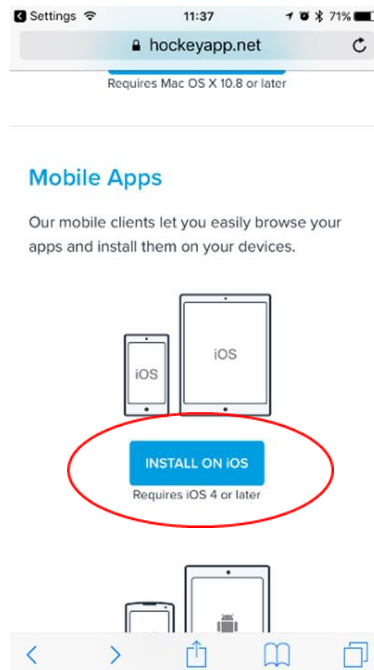
A screenshot of the 'Assessment Management Portal' for Marine Rescue NSW. The page has a blue header with the Marine Rescue NSW logo and the text 'MARINE RESCUE NEW SOUTH WALES'. Below the header, the title 'Assessment Management Portal' is displayed in large white letters. A navigation bar includes links for 'Risk Assessment Form', 'My Submissions', and 'Logout'. The 'My Submissions' section is active, showing a list of submissions with columns for 'Risk Assessments', 'Survival at Sea', 'Fire Fighting', and 'General Other'. The page footer includes the copyright notice '© 2017 Marine Rescue - Operational Risk Assessment' and a 'Back to Top' link. The page is logged in as 'N999888'.

Once logged in, users own completed risk assessments can be viewed and new risk assessments can be submitted as an alternative to using the app.

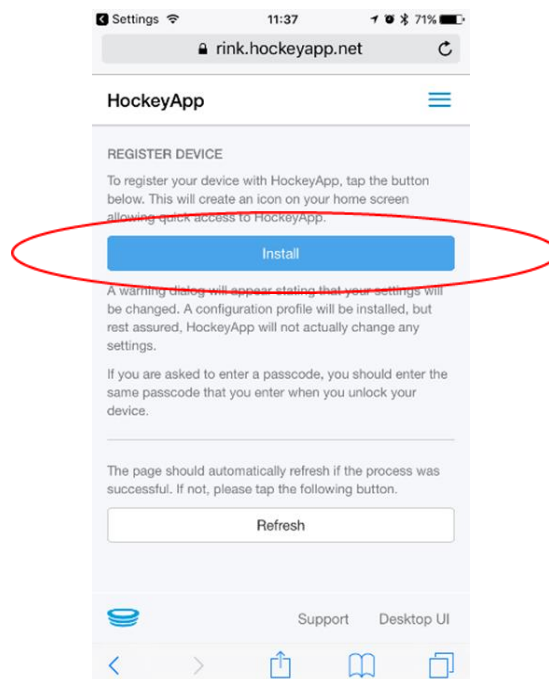
## To Download and Install the Marine Rescue NSW Risk Assessment App on Apple Devices

Open Safari and browse to <https://hockeyapp.net/apps/>

1. Scroll down to Mobile Apps and select *Install on iOS*

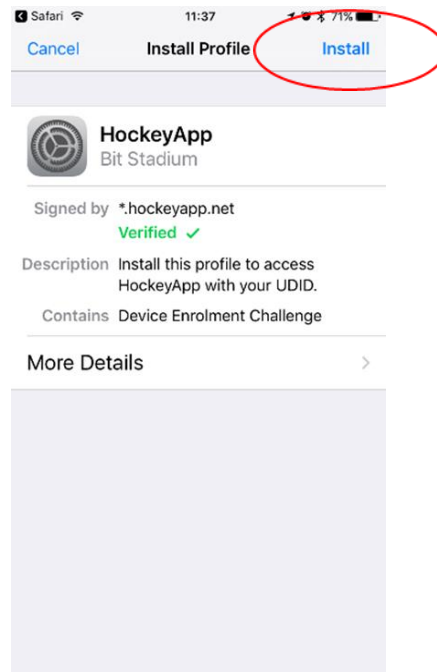


2. Register Device page will open, select *Install*

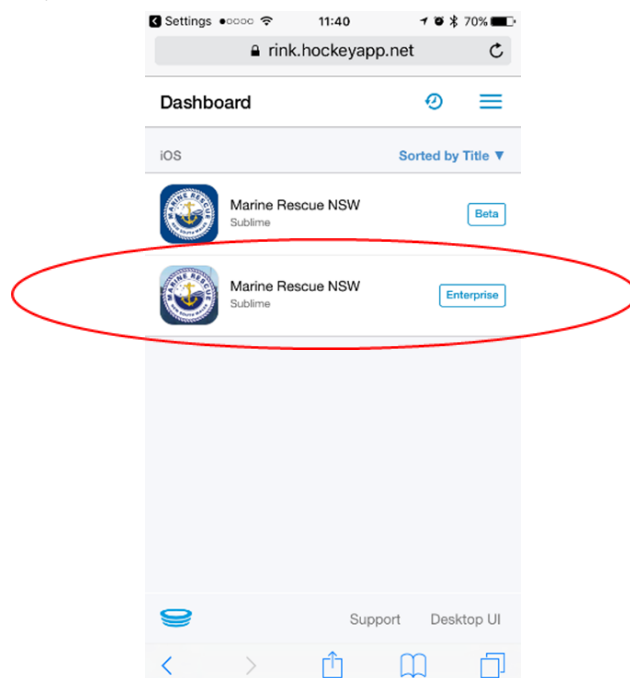




3. On Install Profile page, select *Install* then *Install* again.



4. Once installed you will be returned to the Safari page. Select *Sign In* and login using [risk@marinrescuensw.com.au](mailto:risk@marinrescuensw.com.au) and the provided password.
5. Select the Marine Rescue NSW Enterprise App (the one with the 2 colour background on the icon) and select *Install, Install*



6. Before the app can be used, it must be set as Trusted. On the iPhone or iPad, go to *Settings, General, Profiles and Device Management*. Select *Volunteer Marine Rescue NSW* then press *Trust "Volunteer Marine Rescue NSW"* and press *Trust* again. The app is now ready to be used.

### Connecting the Provided iPad to a Data Connection

There are various ways to connect the iPad to a data connection to upload completed risk assessments to the server.

There is no Sim card supplied with the iPad. If the unit wishes to purchase a prepaid Sim card or has a spare data Sim card available to them to connect to the internet, they are more than welcome to do so. Whenever the iPad is near a wireless data connection, the iPad can always be connected to this.

Another option is to use the hotspot functionality of the iPhone or Android. This allows the iPad to share the data connection of the iPhone or Android when there is no wireless network available.

### Setting Up and Connecting the iPad to an iPhone Hotspot

On the iPhone that you want to connect to, go to *Settings > Personal Hotspot* and make sure that it is on. Then verify the Wi-Fi password and name of the phone. Stay on this screen until you have connected the iPad to the Wi-Fi network.



On the iPad, go to *Settings > Wi-Fi* and look for your iPhone in the list. Then tap the Wi-Fi network to join. If prompted, enter the password for your Personal Hotspot.

### Disconnect iPad from iPhone Hotspot

To disconnect a device, simply turn off Personal Hotspot on the iPhone.