

# Hawke's Bay Marine Oil Spill Contingency Plan

## Annex 2 Personnel



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## 3. Mobilising personnel

The decision to mobilise personnel for response will be made by the ROSC.

Notification of interested parties will be determined as part of the initial action plan.

### 1.1. Safety

The safety of all responders and the general public must take precedence over all other aspects of the response. All personnel mobilised to respond to a spill will do so in accordance with the Health and Safety at Work Act 2015. All personnel mobilised to respond must be suitably trained and briefed prior to undertaking any work.

#### 1.1.1. Personal Protective equipment (PPE)

All responders should be supplied with appropriate PPE for the tasks they will undertake in response. Responders are expected to have overalls, boots, and wet weather gear. HBRC has a limited amount of additional PPE stored at Guppy Road and in the Oil spill response trailer. This includes disposable gloves and overalls, safety gumboots, safety hats, ear defenders, safety glasses and filtered breathing apparatus. Supplementary PPE can be sourced from NZ Safety Limited.

### 1.2. Priorities for mobilisation

The following personnel should be mobilised in order of priority for cost and administrative purposes:

- Regional On-Scene Commander (and Alternate if required)
- Regional Response Team Incident Management Team (IMT) members
- Regional Response Team Field operations staff
- HBRC Pollution Response staff (Investigations)
- ECC Support staff (CDEM Team and other HBRC Staff)
- Port of Napier staff (if spill occurs within the Port, or required for additional manpower)
- Department of Conservation / Wildlife staff (NOWRT)
- MPI Staff
- Oil company contractors
- City and District Council Staff
- Adjacent regional council staff

DOC and wildlife staff may need to be activated earlier to address any wildlife impacts. Maritime New Zealand will be notified in all spill events and will assess their required level of involvement at the time.

### 1.3. Mobilisation Requirements

Any person mobilised as part of a response must:

- Have an appropriate level of training for the task they will be undertaking
- Wear appropriate PPE to undertake the task including life jackets when working on, or around the water
- Have transport to and from the work site
- Have the appropriate security clearance (e.g. Port of Napier Port Pass)
- Be briefed where they are working, how long for and who they should report to
- Have adequate accommodation arrangements

To support personnel mobilisation the following must occur:

- The Operations Manager should be informed of the ETA of personnel to the response site
- Adequate first aid and medical facilities must be arranged for work sites
- Sufficient and timely relief personnel must be arranged to allow adequate rest for response staff
- The Logistics Manager / Team must be informed of the responder's name, hourly pay rate, and start / finish times for all activities undertaken
- Responders emergency contact details have been collected in case of any serious incident involving them
- Responders are debriefed at the conclusion of their deployment

#### 1.4. Requirements of the Safety function

The Safety function within the IMT is to ensure that:

- Responders are not employed in any situations that may present a hazard, or exceed their level of training and experience
- Responders wear the appropriate PPE for the task they are undertaking and have adequate supervision
- Responders have adequate arrangements for rest and recuperation, including refreshments and sustenance
- Responders do not exceed their allocated shift duration
- Responders receive the appropriate level of medical attention and rest should they be injured

The role of Health and safety as part of a response is outlined in Section of the Operations Plan.

#### 1.5. Insurance and payment of responders

Responders need to be adequately covered by their employing organisation for the tasks they will be undertaking. Special payments will not be made to responders outside of normal wages and salaries. All wages / salaries incurred as part of a response can be reimbursed direct from the polluter or the Marine Oil Pollution Fund if no spiller can be found.

## 2. Function Roles and Responsibilities

### 2.1. Regional Response Structure

The diagram below shows the regional response structure. Not all these roles will be required in every response, or several roles may be performed by a single person in smaller responses.



## 2.2. Regional On-scene Commander

The Regional On-scene Commander will:

- Establish the ECC management structure
- Ensure staffing and resourcing requirements are met
- Determine the response priorities and any critical resource needs
- Lead and manage the ECC
- Enable health and safety best practice to be adhered to and maintained
- Liaise with responders from other organisations so roles and responsibilities are clear and the response is integrated
- Liaise with stakeholders, in particular the community, and iwi, keeping them informed, enabling them to contribute vital local knowledge and support, and consulting with them – when practicable in the circumstances
- Coordinate public information and media and act as a spokesperson for the response
- Conduct a debrief after the event

## 2.3. Intelligence function

The Intelligence function will:

- Coordinate the collection and analysis of Intelligence related to the event, including spill information (trajectory, amount, type etc), weather conditions, likely impacts, deployed resources overview
- Liaise with all aspects of the response to maintain situational awareness
- Maintain a situation status board within the ECC including operational activities being undertaken
- Create situation reports and disseminate amongst responders and agencies
- Provide and coordinate any technical information requirements
- Coordinate shoreline assessments of the impacted and potentially impacted coastline
- Coordinate wildlife information collection
- Coordinate the GIS mapping requirements of the response
- Maintain the response contacts list

## 2.4. Planning function

The Planning function will:

- Undertake the development of an Action Plan for the response in conjunction with other functions detailing response priorities, objectives and tasks
- Conduct any forward planning requirements including potential resource needs and tasking
- Conduct contingency planning for any unforeseen events that may occur
- Identify any additional intelligence needs to inform the planning process

## 2.5. Operations function

The operations function will:

- Oversee the development of operational task plans
- Coordinate the use of personnel and resources in the field

- Manage the establishment of Incident Control Points and beach head facilities including decontamination and security
- Establish wildlife response including oiled wildlife facilities (Wildlife response Coordinator)
- Provide information from the field to the Intelligence function
- Identify any additional resource requirements to support response activities
- Identify any additional response activities

## 2.6. Logistics function

The Logistics function will:

- Manage the personnel requirements of the response including shift rosters
- Support the ROSC to establish the ECC by activating response personnel as required and ensuring the facility is setup
- Manage communications across the response
- Ensure the right resources are available to respond effectively
- Track all deployments of personnel and equipment and ensure financial records are maintained
- Ensure that all accommodation and welfare needs of responders are met e.g. catering, rest facilities etc

## 2.7. Public Information Management (PIM) function

The PIM function will:

- Coordinate all media requirements of the response including press releases, briefings, social media and websites
- Coordinate any VIP visits
- Coordinate any community engagement requirements e.g. community meetings

## 2.8. Iwi Advisor / Iwi liaison

The Iwi Advisor / Liaison function will:

- Advise the ROSC on all issues that may affect Tangata Whenua
- Actively engage in the response planning process to ensure that all Tangata Whenua values, customs and interests are identified and addressed in plans
- Engage with Tangata Whenua to build good working relationships, ensure they are engaged in the response and have the ability to provide advice and support to the response where required

### 3. Marine oil spill response staff

Hawke's Bay has a trained pool of 23 response staff who have undertaken responder training through MNZ's Marine Pollution Response Services (MPRS). In addition, there are a number of other staff from within Hawke's Bay Regional Council who can be called upon to perform duties as part of any response.

MPRS deliver three levels of training for responders and each course is outlined below:

**ROSC** – This training is for those nominated to act as a Regional On-scene Commander within Hawke's Bay. Anyone attending this training must have completed the other two courses prior. ROSC's undertake a full revalidation every six years and interim revalidation at regional exercises every two years.

**Senior Regional Responder** – This course is intended for staff who will be managing spill response sites and staff. It covers site setup and management in detail, along with deployment options for equipment. Staff are revalidated for this at exercises every six years.

**Regional Responder** – This is the introduction course for staff involved in spill response and covers the basics of marine oil spill response including oil types, response options and equipment deployment. Staff with this training will be revalidated at exercises every three years.

In addition, MPRS also run specific course for Wildlife responders and Shoreline assessment staff.

MPRS also have a huge amount of information regarding oil spill response on their website which is available to any staff that may be involved. This is available at:

<https://www.maritimenz.govt.nz/public/environment/responding-to-spills/response-process.asp>

Maritime New Zealand have a National Response Team (NRT) made up of responders across the entire of New Zealand who are able to activate for a Tier 3 response. Hawke's Bay has a number of staff who are part of the NRT.

The table on the following page identifies all persons allocated a role within the Hawke's Bay regional response structure.



### 3.1. Hawke's Bay marine oil spill regional response Team

Position	Name	Contact details	MNZ Training level
<b>Regional On-scene Commander (ROSC)</b>	Steve Smithers		ROSC
	Iain Maxwell		ROSC
	Ian Lilburn		ROSC / NRT Member
	Edaan Lennan		Identified to train to ROSC
<b>Safety Coordinator</b>	Marius Handcock		Senior Regional Responder / NRT Member
	Simon Osborne - (PoN)		
<b>Operations Manager</b>	Hamish Fraser		Regional Responder
	Graeme Clark		Senior Regional Responder
	Peter Manson		Senior Regional Responder
<b>Foreshore Operations</b>	Keith Peacock		Regional Responder
	Jeff Cooke		Regional Responder / NRT member
	Glen Drummond		Regional Responder
	Lee Christianson		Regional Responder
	Paul Hales		Regional Responder
	Richie Makin		Regional Responder
	Phillip Deadman		
<b>Equipment Coordinator</b>	Nigel Stevens		Regional Responder
<b>On-water operations</b>	Joe Genet		Regional Responder
	Peter Frizell		
<b>Waste Management</b>	Graham Edmondson		Senior Regional Responder
<b>Logistics</b>	Barbara Mear		
	Haley McCoskery		
<b>Intelligence</b>	Teresa Simcox		Regional Responder / NRT member
	Campbell Leckie		

Position	Name	Contact details	MNZ Training level
Intelligence Shoreline assessment & Environmental	Anna Madraz-Smith		NRT member
	Shane Gilmer		
Intelligence GIS Coordinator	Hellen Simpson		
Planning	Lisa Pearce		Regional Responder
	Natasha Blunden		NRT Member
Public Information Management (PIM)	Drew Broadley		NRT Member
Iwi Advisor / Liaison	Pieri Munro		
Harbour Master	Martin Moore		

### 3.2. Hawke's Bay oiled wildlife response staff

Role	Name	Contact details	Training
<b>National Oiled Wildlife Response Management Team – Field Assessment Advisor</b>	Brent Stephenson – Eco Vista	<a href="mailto:brent@eco-vista.com">brent@eco-vista.com</a>	NOWRT
<b>HB National Oiled Wildlife Response Team Members Regional Coordination</b>	Te Kaha (TK) Hawaikirangi – Port of Napier	<a href="mailto:tekahah@napierport.co.nz">tekahah@napierport.co.nz</a>	NOWRT
<b>Wildlife Vet</b>	Mike Lintott, Carlye Vet Clinic	<a href="mailto:info@calylevet.co.nz">info@calylevet.co.nz</a>	F & WPM
	Helen Taylor, Vet Services Hawke's Bay	<a href="mailto:napier@vshb.co.nz">napier@vshb.co.nz</a>	
	Veronica Pipe, Vet Services Hawke's Bay	<a href="mailto:veronika.pipe@vshb.co.nz">veronika.pipe@vshb.co.nz</a>	
<b>Wildlife Operations</b>	Helen Jonas – DOC Wairoa	<a href="mailto:hjonas@doc.govt.nz">hjonas@doc.govt.nz</a>	WPM
	Tamsin Ward-Smith – Wild Solutions	<a href="mailto:tamsin@wildsolutions.co.nz">tamsin@wildsolutions.co.nz</a>	
	Jacque Wilton – National Aquarium	<a href="mailto:jacquew@nationalaquarium.co.nz">jacquew@nationalaquarium.co.nz</a>	OP31
	Keiko Hashiba – HBRC	<a href="mailto:keiko@hbrc.govt.nz">keiko@hbrc.govt.nz</a>	
	Paul Rose – Napier Port	<a href="mailto:paulr@napierport.co.nz">paulr@napierport.co.nz</a>	
	Alice McNatty – HBRC	<a href="mailto:mcnatty@hbrc.govt.nz">mcnatty@hbrc.govt.nz</a>	
	Shade Smith - Ngāti Kahungunu Iwi	<a href="mailto:shade@kahungunu.iwi.nz">shade@kahungunu.iwi.nz</a>	
	Ngaio Tiuka - Ngāti Kahungunu Iwi	<a href="mailto:Ngaio@kahungunu.iwi.nz">Ngaio@kahungunu.iwi.nz</a>	
	Michelle Mcllroy - Wairoa	<a href="mailto:hinemih316@gmail.com">hinemih316@gmail.com</a>	

Role	Name	Contact details	Training
	Elmaadi TeAho - Ngāti Pāhauwera	<a href="mailto:elmaadi.teaho@npdt.co.nz">elmaadi.teaho@npdt.co.nz</a>	
	Rangitane Taurima - Maungaharuru-Tangitū	<a href="mailto:tekoe10@hotmail.com">tekoe10@hotmail.com</a>	
	Kelly Eton – DOC Hawkes Bay	<a href="mailto:keaton@doc.govt.nz">keaton@doc.govt.nz</a>	
	Liz Flynn - HB Bird and Wildlife Rescue	<a href="mailto:liv8704@gmail.com">liv8704@gmail.com</a>	
	Jenny Nelson Smith – DOC Hawke's Bay	<a href="mailto:jnsmith@doc.govt.nz">jnsmith@doc.govt.nz</a>	
<b>Massey University Oiled Wildlife Response NOWRT</b>	Louise Chilvers Bridey White		

### 3.3. Contact list of interested and affected parties

Organisation/Group	Contact	Work	Mobile	Afterhours
<b>ALL OF REGION</b>				
Maritime New Zealand	Rescue Coordination Centre, NZ	04 577 8030 (24/7)		
Maritime New Zealand	National Oil Spill Response Centre	09 834 3908		
MNZ Napier		06 835 4889		
Pacific Trawling Limited		06 835 3336		
B&A Penn, Oil Company Contractors		06 835 6150		06 844 0004
Takatimu Seafoods		0508 663 254		
Department of Conservation (DOC)		06 834 3111		06 873 3660
Ministry of Primary Industries		06 835 1065		06 835 1065
Napier Harbour Radio	Port Security Services	06 833 4440		06 833 4440
Moana Pacific Fisheries		06 835 7349		06 844 6775
Hawke's Bay Coast Radio		06 836 6376		06 836 6376
Health Protection Unit HBDHB	On call Health Protection Officer	06 834 1815		06 878 8109
Hawke's Bay District Health Board		06 878 8109		
Hastings District Council – Omarunui Landfill		06 871 5000 ext 5060		
NZ Oil Services Limited		06 834 2151		
NZ Oil Services Limited	Terminal Manager			
Forest and Bird	Hastings Branch	06 877 4708		
Heritage New Zealand/ Pouhere Taonga	Finbar Kiddle Central Region	04 494 8320		
Z Energy		06 834 0924		

Organisation/Group	Contact	Work	Mobile	Afterhours
<b>SOUTHERN COAST – WHANGAEHU TO KAIRAKAU BEACH</b>				
Central HB District Council	Reception	06 857 8060		06 857 8060
Porangahau - Res		06 855 5281		06 855 5281
Porangahau Police	Police Station	06 855 5005		06 855 5005 or Waipukurau Police 06 858 9140
Blackhead Beach - Res	Blackhead Station	06 857 7833		06 857 7833
Aramoana – Res		06 8577 854		
Pourerere – Res		06 857 5185		
Mangakuri – Res	Mangakuri Stn	06 858 4280 06 858 4308		06 858 4280
Kairakau Beach - Res		06 858 4251		
<b>CENTRAL COAST – WAIMARAMA TO WAIKERE RIVER INC. NAPIER</b>				
Eastern Region - NZ Fire Service	Duty Officer	06 835 2114		
Napier City Council - HB Aquarium Marineland Parks and Reserves (Beaches) Westshore Wildlife Reserve Inner Harbour	Reception	06 835 7579		
Hastings District Council	Reception	06 871 5000		06 871 5000
Napier Police	Police Station, Duty Senior Sargent	06 831 0700		06 831 0700
Port of Napier Ltd	Marine Manager	06 833 4495		

Organisation/Group	Contact	Work	Mobile	Afterhours
HB Sports Fishing Club	President	06 835 8911		
Napier Sailing Club	Club Manager	06 835 3811		
Coastguard Hawkes Bay	Duty Officer	06 834 1345	0274 841 161	
Westshore Surf Lifesaving Club	Ferguson Ave, PO Box 595, Napier.	06 835 9553		
Waimarama Waimarama Seaside Resort Waimarama Holiday Park		06 874 6859 06 874 6813 06 874 6049		06 874 6859 06 874 6813 06 874 6049
Clifton Motor Camp		06 875 0263		06 875 0263
Clive Police	Police Station (or Hastings Police if above cannot be contacted)	06 870 0250		06 870 0250
<b>NORTHERN HAWKE'S BAY – WAIKARI RIVER TO MAHANGA INC. WAIROA</b>				
Wairoa District Council	HB CDEM Emergency Management Advisor	06 838 7309		
Wairoa Police (or Gisborne Police if above cannot be contacted)		06 838 8345		06 838 8345
Nuhaka Police (or Gisborne Police if above cannot be contacted)		06 837 8800		06 837 8807
Onenui Station (Southern Mahia Penin)	Manager	06 837 5671		
Mahia Beach Motel and Holiday Park		06 837 5830		06 837 5830

**NOTE:** For Iwi contacts refer to Annex 10 or <https://hbmaps.hbrc.govt.nz/hbrcmaps/>