

ANNEX 7 PLAN ADMINISTRATION

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7.1 DOCUMENT CONTROL AND PLAN MAINTENANCE

The Regional Marine Oil Spill Contingency Plan is a controlled document. Official copies of the Plan will be issued to holders of the roles listed in the Plan Distribution List. The Plan is dynamic and will be updated as often as necessary to improve and enhance response capabilities.

7.1.1 PLAN FORMAT

The Operations Section of the plan is continuously numbered. The Annexes are individually identified and numbered. This method will allow for whole sections to be replaced without having to renumber (reprint) the entire document.

The footer on every page of the Operations Section will contain the issue number, date of issue, and page number.

The footer on every page of each Annex will contain the issue number, date of issue, Annex number, and page number.

7.1.2 CONTROLLED COPIES

Controlled copies will be issued to the holder of each function listed in Appendix A. Where two or more functions are carried out by the same person, only one controlled copy of the plan will be issued. Plan holders should notify the Hawke's Bay Regional Council of any change of address if required.

7.1.3 UPDATES

Updates will be issued on an 'as required' basis, and will be accompanied by an Update Summary which should be filed after Appendix C in this Annex as it shows the most up-to-date version of each section on issue and can be used for checking purposes.

The Summary will be issued in duplicate with the recipient required to acknowledge receipt of the update and confirm that it has been actioned.

7.1.4 TRANSFER OF CONTROLLED COPIES

Although the Plan is issued to a named individual, it is issued to that individual in his/her capacity as the holder of a particular function within an organisation. Therefore, organisations which hold plans should notify the Hawke's Bay Regional Council of any change of personnel as changes occur.

7.1.5 DOCUMENT CONTROL

The register of Controlled Copies will be maintained by the Emergency Management Coordinator – Hazards based at the Hawke's Bay Regional Council.

The Emergency Management Coordinator – Hazards shall be responsible for ensuring that all Update Receipts are returned within a reasonable time and that the Controlled Document Circulation List accurately reflects the status of the Controlled copies of the Plan on issue.

7.1.6 UNCONTROLLED COPIES

Uncontrolled copies will be available to any person/organisation on a reasonable request basis.

To avoid confusion, all blank pages required for copying purposes will be clearly identified with the words ***this page intentionally left blank.***

7.2 EXERCISING AND PLAN REVIEW

The plan will be exercised in accordance with Part 130C Marine Protection Rules which states that the plan shall be regularly tested in accordance with an exercise programme approved by the Director for each year and which includes a minimum of –

- Two field exercises involving the deployment of equipment, at least one of which shall involve the production of an incident action plan and/or a site operation plan.

The particular exercise selected will vary and will aim to test various components of the response operation. This will enable all those likely to be involved in an oil spill response to become fully familiar with their responsibilities and/or support functions, and to learn the particular problems of a site before an incident occurs. The cost of exercising will be met by the Maritime New Zealand.

Accurate details of training provided, and of each exercise and its results shall be kept and any amendments that would increase the effectiveness of this plan will be –

- i. submitted to the Director as soon as practicable for approval under section 293(2) of the MTA; and
- ii. added to the plan and provided to all persons who hold a copy of the plan, once approval has been given by the Director.

7.3 UPDATE OF INFORMATION

This plan shall be checked not less than once every 12 months to verify the currency and completeness of the information contained in it.

At the time of every check any information in the plan which is not current shall be updated and any new information relevant to the plan shall be incorporated in the plan after approval has been received from the Director.

The Director and every person holding a copy of the plan shall be notified of any changes made to the plan as a result of a check.

7.3.1 POST USE REVIEW

The effectiveness of the plan must be evaluated and recorded after its use in response to an oil spill. The Director shall be invited to participate in any post use review of the plan.

Any proposed amendments to increase the effectiveness of the plan shall be submitted by Council as soon as practicable for approval under section 293(2) of the MTA.

As this Plan is a controlled document, all reviews and significant amendments to this plan must be approved by the Maritime New Zealand following consultation with the Regional On Scene Commander. Any updates and new material for inclusion in the Plan will be forwarded to the "Controlled Plan" holders, who must insert the updates and file the update letter at the rear of the Plan.

NB: Any recommendations for amendments should be forwarded to the Regional On Scene Commander, Hawke's Bay Regional Council, Private Bag 6006, Napier, Tel. (06) 835 9200. All organisations named in this Plan are asked to notify the Regional On Scene Commander when their nominated personnel, or their contact details, change.

7.4 TRAINING

The Regional On Scene Commander shall ensure that personnel identified in this Plan are appropriately trained and familiar with their duties. Maritime New Zealand National Oil Spill Services Centre will conduct training, in accordance with the latest training schedule which is maintained on the MNZ website www.maritimenz.govt.nz along with details of the courses available. The Regional On Scene Commander should liase with Maritime NZ to determine the appropriate level of training, including refresher courses as required. Accurate details of training provided shall be kept as outlined above.

7.5 ANNUAL BUDGET

The annual budget in terms of exercising, training, purchase of equipment and maintenance costs necessary to adequately respond to an oil spill will be outlined in the Regional Council Annual Plan.

As these costs are to be paid by Maritime NZ, they will be approved by Maritime NZ prior to publication in the Annual Plan.

APPENDIX A CONTROLLED DOCUMENT CIRCULATION LIST

| PRINTED COPY NO | ORGANISATION | HOLDER |
|-----------------|---|-----------------------------|
| 1 | Maritime New Zealand – Te Atatu | National On-Scene Commander |
| 2 | Maritime New Zealand – Te Atatu | MPRS Planning Leader |
| 3 | Chief Executive | L Lambert |
| 4 | Regional On-Scene Commander & Group Manager - Resource Management Group | I Maxwell |
| 5 | Regional On Scene Commander | I Lilburn |
| 6 | Regional On-Scene Commander | Don Scott |
| 7 | Gisborne District Council – Alternate OSC | L Bennett |
| 8 | Harbour Master | P Norman |
| 9 | Planning Manager (Controls Updates) | L Pearse |
| 10 | Planning Manager | H Codlin |
| 11 | Operations Manager | H Fraser |
| 12 | Operations Manager | P Atkins |
| 13 | Operations Manager | P Manson |
| 14 | Logistics Manager | J Powrie |
| 15 | Logistics Manager | T Kilkolly |
| 16 | Health & Safety Coordinator | V Moule |
| 17 | Health & Safety Coordinator | F Assenmacher |
| 18 | Media Community Relations Advisor | D Broadley |
| 19 | Media Community Relations Advisor | H Shea |
| 20 | Oiled Wildlife Response Team | R Dickson |
| 21 | Oiled Wildlife Response Team | H Rook |
| 22 | Oiled Wildlife Response Team – DOC | D Carlton |
| 23 | Oiled Wildlife Response Team | B Stephensen |
| 24 | Oiled Wildlife Response Team - DOC Wairoa | H Jonas |
| 25 | Oiled Wildlife Management Team Leader (Massey) | |
| 26 | Sampling & Dispersant Coordinator | T Hawaikirangi |
| 27 | Foreshore Co-ordinator | K Peacock |
| 28 | Waste Coordinator | G Edmondson |
| 29 | Manager Resource Use | W Wright |
| 30 | SCAT Team Leader | A Madarasz-Smith |
| 31 | Spare | CDEM Office |
| 32 | Napier Port - Health & Safety Coordinator | S Hart |
| 33 | Hawke's Bay Regional Council Library | |

| ELECTRONIC COPY | ORGANISATION | HOLDER |
|------------------------|---|-------------------------|
| 34 | Air Operations Co-ordinator | G Peacock |
| 35 | Air Operations Co-ordinator | P Deadman |
| 36 | Napier Port Ltd - Nautical Advisors | |
| 37 | Napier Port Ltd Security | |
| 38 | Maritime Safety Inspector Maritime NZ Napier | A Low |
| 39 | Ministry of Fisheries | C Petheric |
| 40 | New Zealand Police – Eastern District | M O’Leary |
| 41 | New Zealand Fire Service – Eastern Fire Region | C Nicoll |
| 42 | NZ Oil Services – Terminal Manager | |
| 43 | Caltex Terminal Manager | |
| 44 | Napier City Council Community Resilience & Communications Manager | M Hayes-Jones |
| 45 | Hastings District Council Senior Emergency Management Officer | T Mitchell |
| 46 | Central Hawke’s Bay District Council Civil Defence Manager | G Howse |
| 47 | Wairoa District Council Emergency Management Officer | T Allan |
| 48 | National Library of NZ | Legal Deposit Librarian |
| 49 | Silver Fern Shipping Ltd – Marine Superintendent | |
| 50 | Oil Wildlife Temporary Rehab Centre – Napier | T Billing |
| 51 | Mauri Protection Agency | M Black |
| 52 | Manawatu Wanganui DC Regional On Scene Commander | |
| 53 | | |
| 54 | HB Coastguard | |
| 55 | Ngāti Kahungunu Iwi Incorporated | Ngaio Tiuka |

APPENDIX B REQUEST FOR CONSIDERATION OF PLAN CHANGE

| | |
|-----------------------|---|
| To: | Hawke's Bay Regional Council Regional On Scene Commander Fax: 06 835 3601 or email info@hbrc.govt.nz |
| From: | |
| Date Received: | |

| | |
|---------------|--|
| What: | |
| Where: | |
| Why: | |

(use separate sheet if more space required)

| | | |
|-----------------------------|------------|--|
| Request Acknowledged | By: | |
| Request Logged | By: | |

| |
|----------------|
| Action: |
|----------------|

(use separate sheet if more space required)

| | | | |
|---|--------------|------------------------------|-----------|
| Change Required to National Plan | Y / N | Change Request Number | CR |
| Authorised by: | | | |
| Date: | | | |

APPENDIX C PLAN AMENDMENTS

Copies of any HBRC covering letters outlining amendments to this Plan should be inserted after this page. This will serve as the Plan amendment record.