Appendix 17

Northland Marine Oil Spill Contingency Plan

Northland
REGIONAL COUNCIL

2020

NORTHLAND MARINE OIL SPILL CONTINGENCY PLAN

OPERATIONAL SECTION

NORTHLAND MARINE OIL SPILL CONTINGENCY PLAN

IN THE EVENT OF A MARINE OIL SPILL
Call Northland Regional Councils Environmental Hotline

Ph: 0800 504 639

Or (outside of the Northland Region)
09 470 1200

Prepared by
Northland Regional Council

Approved by
Director, Maritime New Zealand

THIS PLAN CONSISTS OF TWO PARTS

An operational section
A set of regionally specific annexes

The Operations Section guides the overall response. The annexes contain supporting information that will assist with each stage of the response.

IMPORTANT SUPPORTING DOCUMENTS

National Marine Oil Spill Contingency Plan
Maritime New Zealand's Regional Responder Aide Memoir
Regional Coastal Plan for Northland
NZ Nautical Almanac
Hydrographic Charts
NZ Tidal Streams Atlas

IMPORTANT SUPPORTING RESOURCES

Emergency Operations Centre Resource Kit (large black briefcase kept in Maritime area)

Operational Section

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1. LIST OF ANNEXES

2. Acronyms

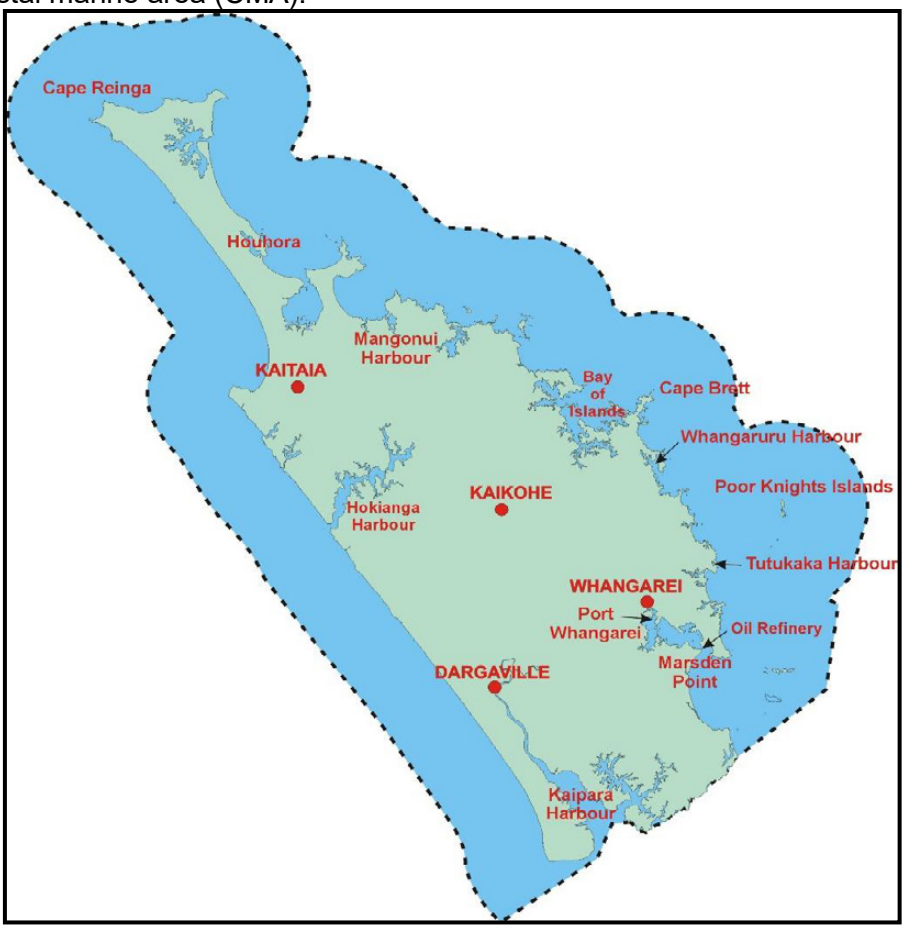
Bay of Islands	BOI	National Institute of Water and Atmosphere Research	NIWA
Coordinated incident management system	CIMS	National On-Scene Commander	NOSC
Civil Defence Emergency Management	CDEM	Northland Regional Council	NRC
Department of Conservation	DOC	National Response Team	NRT
Emergency Operations Centre	EOC	Oil Spill Duty Officer	OSDO
Incident Action Plan	IAP	Oiled Wildlife Fund	OWF
Incident Command Team	ICT	Protection and indemnity	P & I
Land and Information New Zealand	LINZ	Public Information Management	PIM
Mandatory area to be avoided	MATBA	Regional On-Scene Commander	ROSC
Maritime New Zealand	MNZ	Refining New Zealand	RNZ
Marine Pollution Response Service	MPRS	Rescue Coordinator Centre New Zealand	RCCNZ
Maritime Transport Act 1994	MTA 1994	Single Side Band	SSB
Maritime Operator Safety System	MOSS		
Memorandum of Understanding	MOU	Web enabled information management system	Web EOC
Ministry of Fisheries	MPI	Whangarei District Council	WDC

3. INTRODUCTION

The Northland Regional Council (NRC) has a statutory responsibility under the Maritime Transport Act 1994 to conduct a Tier 2 response for marine oil spills that occur within the coastal marine area of the Northland region. Accordingly, this Tier 2 Plan forms the Northland region element of the New Zealand Marine Oil Spill Response Strategy and has been prepared in accordance with the Maritime Transport Act 1994 (MTA) and Marine Protection Rule 130C.

4. DEFINITION OF THE NORTHLAND REGION

A general description is the marine area extending twelve miles to seaward of the high-water mark anywhere within the Northland region. This is commonly known as the coastal marine area (CMA).



Broadly, the region is all that area of New Zealand lying to the north west of a line bisecting the Kaipara Harbour entrance, up the Port Albert Channel to Kaiwaka and across to the east coast through a line 2 kilometres south of Mangawhai Heads. **Refer to figures on the following page.** The region includes the off-shore islands of the Hen and Chickens and Poor Knights Islands. It does not include the Moko Hinau Islands or the Three Kings Islands, which are part of the Auckland region and the responsibility of Maritime New Zealand (MNZ) respectively. MNZ will respond to a spill at the Three Kings Islands in accordance with the National Plan.

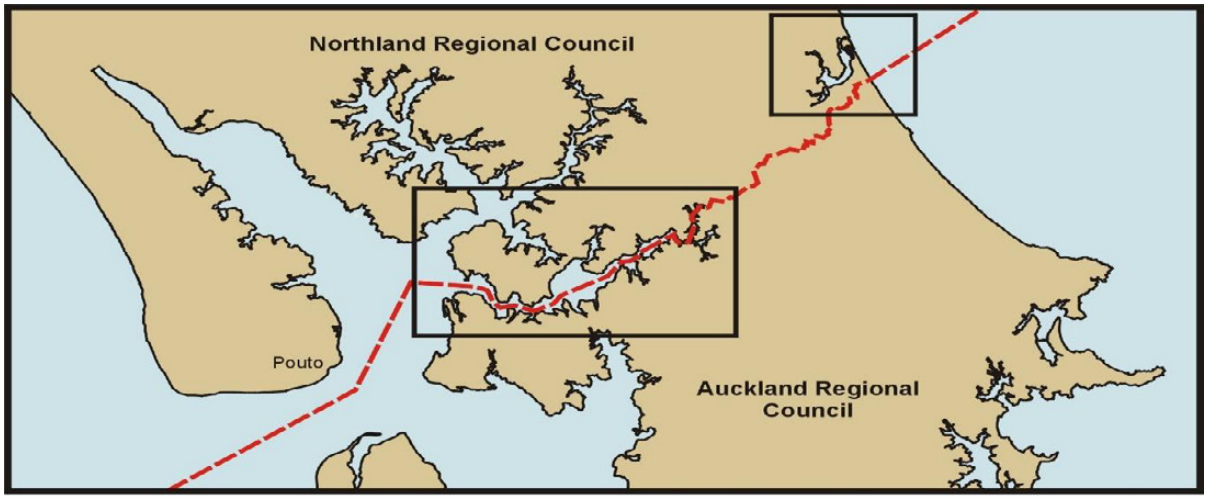
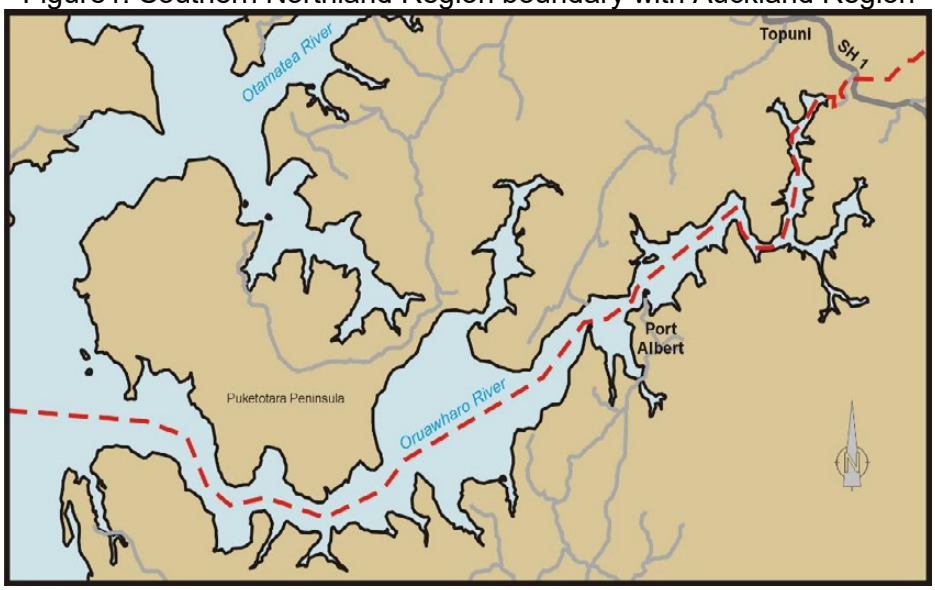


Figure1: Southern Northland Region boundary with Auckland Region



Southern Boundary – East Coast

3 PURPOSE OF THE PLAN

This plan details how a Tier 2 response operation is to be carried out in response to a marine oil spill that occurs within the coastal marine area under the jurisdiction of the Northland Regional Council.

A joint agreement for Marsden Point in Whangarei Harbour between the NRC, Refining New Zealand (RNZ), Northport and Marsden Cove Marina is also in place. This Lower Whangarei Harbour agreement forms the basis of a Tier 2 response. The agreement has the advantage of forming a rapid response to a spill in this area, which will be responded to by all parties under control of the ROSC. See Annex 6, Appendix 1
5.

4 OBJECTIVES OF THE REGIONAL MARINE OIL SPILL RESPONSE

The primary objectives of this Contingency Plan are:

1) To prevent further pollution from the marine oil spill; and

2) (b) To contain and clean up the marine oil spill; in a manner that does not cause any unreasonable danger to human life or cause an unreasonable risk of injury to any person or cause further damage to the marine environment.

It must also be noted that in some spill situations the spill will simply be monitored to ensure that no environmental damage occurs, and that no physical clean-up activities may be undertaken (e.g. diesel spill into a warm, rough sea).

Human health and safety have the highest priority in this Plan. Occupational health and safety requirements must be incorporated within any oil spill response undertaken.

The specific secondary objectives are:

Within **two** hours of the report being received, evaluate a report of the spill.

- Evaluate reported oil spill;

Within **six** hours of an oil spill being reported:

- Notify interested and affected parties.
- Mobilise personnel and equipment and activate Tier 2 response.
- Commence clean-up operations as quickly and efficiently as available resources allow.
- Minimise the extent of the impact as far as practical, considering ecological, physical, chemical, social, historical and cultural matters.
- Gather evidence throughout the operation for possible legal action.
- Maintain accurate records so that the cost of the operation can be accurately and continuous assessed

Northland is provided with sufficient equipment, training and other resources to allow it to effectively respond to most of the minor operational spills likely to occur within

the region. At any time, but more especially in the event of a larger or more catastrophic spill, the NRC can expect the support of MNZ. This support could range from providing advice, resources or support personnel to assist the regional (Tier 2) response to escalating the response to a national (Tier 3) response.

5 HEALTH AND SAFETY

Protection of human health and safety are fundamental objectives in any oil spill response operation. The safety of all responders should supersede all other considerations during an oil spill cleanup. The use of safe work procedures and practices help to reduce health and safety risks to the response workers, the surrounding community (onlookers), and the environment. Curtailing access to affected areas is an important means of protecting the public by avoiding exposure to the spilled oil. Health and safety procedures are outlined in **Annex 8** to reinforce training and procedures common to most oil spill response operations.

6 RESPONSE PHASES – STANDARD OPERATING PROCEDURES

There are 5 phases for responding to an oil spill;

Phase 1: (Discovery, notification), (evaluation, identification), Declaration and activation.
Phase 2: Development of an incident plan (IAP)
Phase 3: AIP implementation
Phase 4: Response termination and demobilisation
Phase 5: Post operations – documentation of costs and litigation.

7 PHASE ONE – DISCOVERY AND NOTIFICATION

An oil spill report will require follow-up action to be taken in accordance with this plan. All reports of oil spills incidents within the coastal marine area are to be directed to:

NRC Environmental Hotline (After Hours) 0800 504 639
During office hours, the call will be routed to one of the maritime officers who will assess the incident and report to the ROSC.

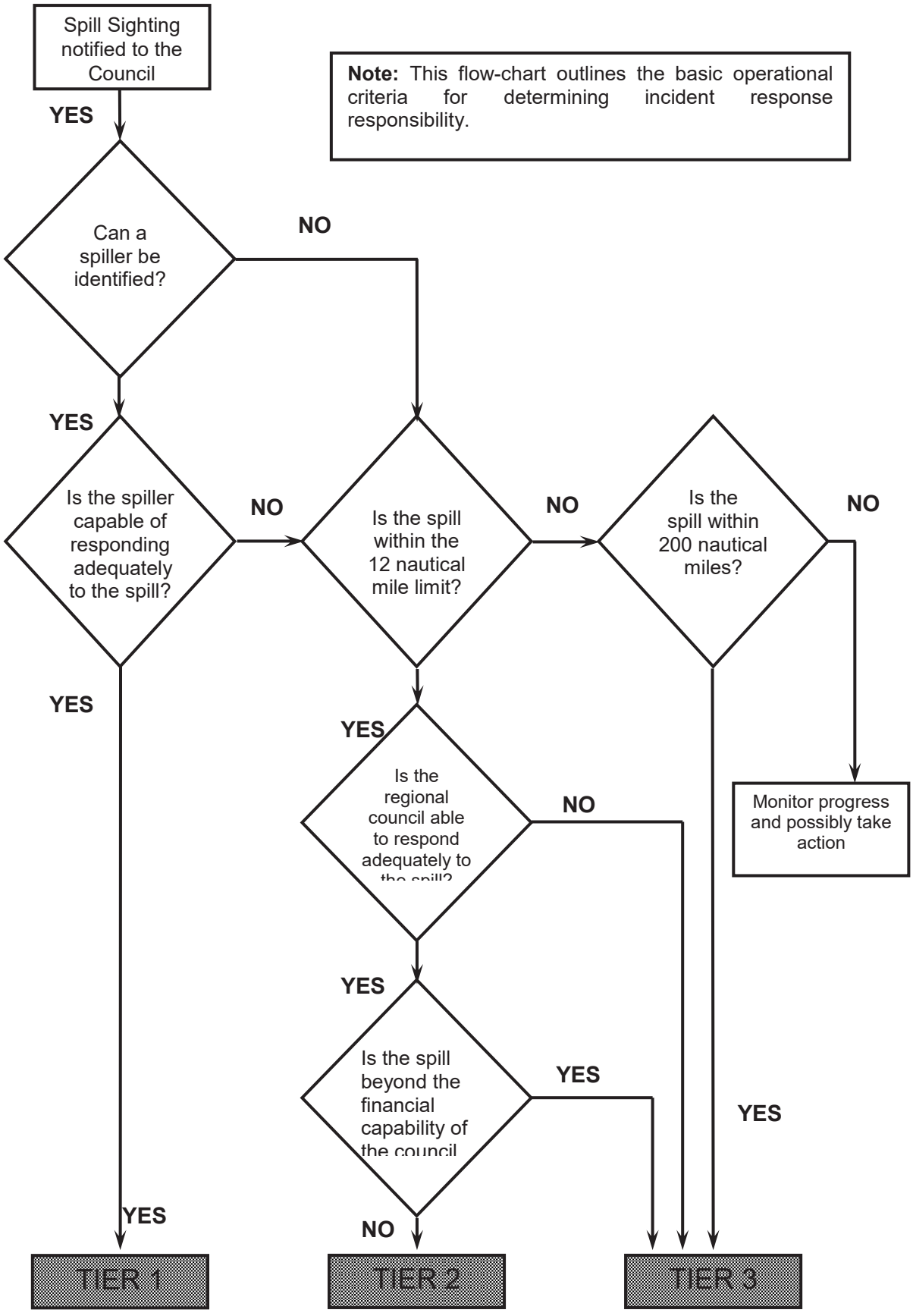
The designated ROSC for Northland are:

- ROSC: Peter Thomas 027 444 4583
- Regional Harbourmaster and Alternative ROSC: Jim Lyle 027 444 4583
- Alternative ROSC: Peter Wiessing 027 473 0597

United Security (the after-hours service provider) will contact the Duty Maritime Response Officer who in turn should notify the Duty ROSC to discuss if a response is required.

If the Duty ROSC cannot be reached for any reason, one of the other ROSC's above will be contacted by the maritime officer taking the initial call.

7.1.1 Tier 1 / Tier 2 / Tier 3 response interface for determining responsibility.



Note: This flow-chart outlines the basic operational criteria for determining incident response responsibility.

7.1.2 Evaluation and Identification Of An Oil Spill

The officer shall on receiving a report of an oil spill or potential for an oil spill:

1. Investigate or arrange for an investigation to be immediately carried out in order to confirm the details surrounding the report.
2. The officer may be able to make a determination based on initial information and/or investigation that no response is required or monitoring is sufficient. If the officer thinks the incident is not minimal or will not resolve easily or is in doubt, then the ROSC should be contacted.
3. Complete a Maritime Incident record in IRIS (Request) for the oil spill in accordance with IRIS procedures (refer IRIS Instructions in the Maritime Incidents QPM - https://thehub/id:A14269).
4. Record the information on the **Pollution Incident Evaluation Form***, if required by the ROSC.

***The Pollution Incident Evaluation Form of this plan and a link to the document is in **Annex 8**. This form provides a checklist to ensure appropriate information is obtained from the person reporting the spill.

Once notified, the ROSC will decide upon the appropriate course of action with respect to an oil spill, which may include one of the following:

No Response is required:

The ROSC will confirm that no response is required. The officer shall then arrange for the completion of a 'Spill Notification' to be sent to the Oil Spill Duty Officer (OSDO) using Web EOC, which is an online system used by Maritime New Zealand for oil spill response administration.

No Immediate Response Required - Standby Mode:

If no immediate response is required (e.g. because oil is heading offshore), then the ROSC will assess the situation and where necessary:

- Put the response team on "standby" mode; and
- Give interested parties a "heads up".
- Advise the OSDO via the RCCNZ phone 04 577 8030 (24 hrs).
- Complete a 'Spill Notification' to the OSDO using Web EOC.
- Be prepared to set up and activate the EOC.
- Predict the spill movement, using forecast weather and current conditions.
- Estimate the effect that weathering of the oil will have on natural clean-up.
- Monitor the slick movement and the effects from weathering, evaporation and natural dispersion.
- Be prepared to declare a response.

Response is under $5,000:

The officer is to:

- Collect evidence (samples, photos, statements).
- Complete the Pollution Incident Evaluation Form.
- Ensure 'Spill Notification' has been forwarded to the OSDO using Web EOC.

- Advise the Oil Spill Duty Officer (OSDO) via the Rescue Co-Ordination Centre New Zealand phone 04 577 8030 (24 hrs).

The EOC Team will **not** be activated.

Response Required:
If a response is required, the ROSC will:

- Determine whether the response should be a Regional response or a National response and make a declaration as appropriate (refer to tier criteria).
- Advise the RCCNZ phone 04 577 8030 (24 hrs). A 'Spill Notification' should be forwarded to the OSDO using Web EOC as soon as possible. If spill incident is not urgent, this notification can be forwarded no later than three days of the incident.
- Activate the officer or nominee to take photos, gather other evidence including witness statements and obtain oil samples.
- Instruct the officer or nominee to log the incident in the system (if this has not been done already). This will generate an incident number, which must then be communicated to all response personnel.

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7.1.3 Tier 1 Criteria and Response

A spill response that is site specific and lead by the operator. Most shore side industry with oil transfer sites, offshore installations and all vessels are required to have a MOSC Plan which identifies their first response to pollution incidents for which they are responsible.

7.1.4 Tier 2 Criteria

A Tier 2 oil spill response will be declared in the following circumstances:

- The spill is within 12 nautical miles; and
- NRC can respond adequately respond to the spill within the resources available; and
- The spill is not beyond the financial capability of the regional council.

Declaration of a Tier 2 Response in an adjoining region:

If the ROSC assesses the spill to be within Auckland region area of responsibility, then they are to refer the report (and any relevant information) to the appropriate contact person within that region. The contact telephone numbers are:

Auckland Transport	Harbourmaster main number	09 362 0397 (ext 0 emergency line)
	Harbourmaster 24 hours	0800 80 60 40
	Pollution Response Hotline	09 377 3107
ROSCS	Bruce Goff	Christiaan Moss (DHM), Marc Davis

If criteria cannot be met, then the ROSC should request the National on Scene Commander (NOSC) to declare a Tier 3 response.

7.1.5 Tier 3 Response Request

This request will be made via the RCCNZ: phone 04 577 8030, fax number 04 577 8038, or email address rccnz@maritime.govt.nz. The ROSC will undertake such actions as are necessary to assist the NOSC in accordance with the National Marine Oil Spill Contingency Plan.

7.1.6 Activation of NRC's Tier 2 Response system

The ROSC shall initiate the following actions as appropriate, but not necessarily in this order.

1. Appoint personnel to monitor the spill.
2. Arrange for investigation and sampling.
3. Tier 1 Incident Commander (if applicable) should be notified and briefed as soon as possible with respect to transfer of responsibility.
4. Establish the Tier 2 EOC as appropriate for the scale of the response. (Refer **Annex 1** for procedures).
5. Designate individuals to each position.
6. Activate required members of the response team and inform them of the location of the EOC and the time of briefings. Ensure that there is an adequate pool of personnel to allow for an ongoing response (i.e. greater than 6-8 hours).
7. Establish Communications as required between the EOC and responders in "the field".
8. Notify Interested Parties –

OSDO at Maritime New Zealand	Department of Conservation (DOC)
Northland Health	Refining NZ
Northport Limited	NorthTugz Limited
Ministry of Fisheries (MPI)	Local Community Groups
Local Iwi Groups	National Institue of Water and Atmosphere Research – fish farming operation at Marsden Point (NIWA)
Whangarei Native Bird Recovery Centre	Massey University WildBase
Specific local residents	Commercial operators
Other Wildlife Groups	District Council/s
Other Emergency Services (Police, Fire Service etc).	

9. Arrange for preparation of a media release, ensuring that the public are kept fully informed.
10. Ensure that the Chief Executive Officer, Councillors and council's media team are kept informed.

7.1.7 EOC Team and EOC

The EOC Team works from the EOC. The EOC is the centre of the operations during an oil spill response.

The primary EOC for Northland is the Kaipara Room and the adjacent Whangaroa Room, located on the second floor of the NRC Water Street building in Whangarei. These rooms are designated as the EOC for civil defence emergencies too. This EOC may be activated for a medium to large sized local Tier 2 response.

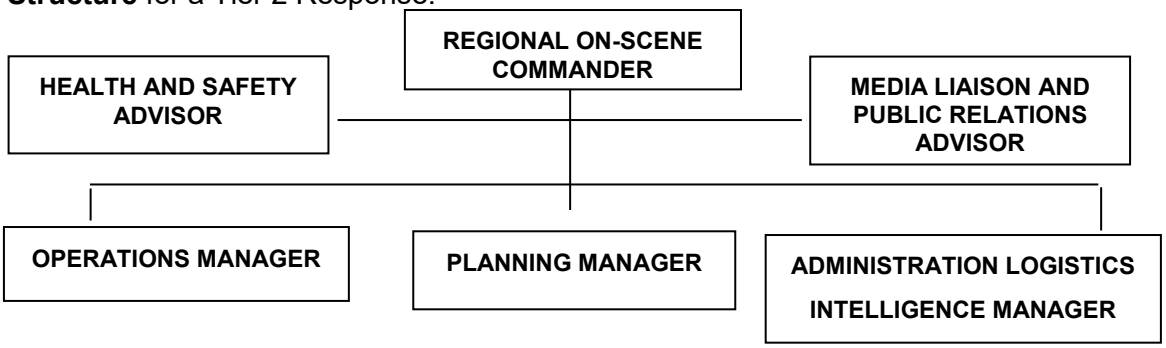
Where the spill is likely to escalate to a Tier 3 response and more space, personnel and other resources will be required, the ROSC in liaison with the NOSC (or other) will determine the location of a suitable EOC.
Possible options are:

- Whangarei Racing Club at Ruakaka
- Refining NZ
- Northport
- Events Centre – Okara Park
- Forum North
- Regional and/or district councils' commercial building managers may be contacted for availability of large properties that are un-occupied and available.

The composition of the NRC EOC Team and the EOC has been developed to compliment the national framework, to provide for a smooth transition from a Tier 2 response to a Tier 3 response.

7.1.8 Incident Command Management Team Structure for a Tier 2 Response

The following diagram outlines the general **Incident Command Team (ICT) Structure** for a Tier 2 Response.



During a large Tier 2 response, most of the positions in the team may be filled by one or more persons, given the need to ensure that any response operation occurs in 6 to 8 hour shifts at most. This structure may change for smaller spills, as some positions may not be required.

Alternatively, one person may be responsible for more than one of these roles.

Annex 1 Details equipment available in the EOC.
Annex 2 Outlines identified personnel to fill positions in the EOC Team.

7.1.9 Notification of Interested Parties

Refer Annex 2 and 3. The ROSC in consultation with the team will determine which interested parties to contact and when to contact them i.e. before or after the Incident Action Plan (IAP) is developed. It must be remembered that some, if not all the interested parties will be able to provide some valuable input into development of the IAP.
As a general guide, interested parties may include one or more of the following:

OSDO at Maritime New Zealand	Department of Conservation (DOC)
Northland Health	Refining NZ
Northport Limited	North Tugz Limited
Ministry of Fisheries (MPI)	Local Community Groups
Local Iwi Groups	National Institue of Water and Atmosphere Research – fish farming operation at Marsden Point (NIWA)
Whnagarei Native Bird Recovery Centre	Massey University WildBase
Specific local residents	Commercial operators
Other Wildlife Groups	District Council/s
Other Emergency Services (Police, Fire Service etc).	

Notification of interested parties must be carried out on a case by case basis depending upon the circumstances surrounding the spill.

It is the ultimate responsibility of the ROSC to ensure that all the necessary interested parties are informed. Refer to **Annex 2 and 3** for contact details.

8 PHASE TWO – DEVELOPMENT OF AN INCIDENT ACTION PLAN

The following order of events is typical of the procedure that will take place in the EOC with the arrival of the EOC Team.

- The EOC team arrive at the EOC location.
- The ROSC convenes a briefing meeting with the Tier 2 ICT.
- An IAP (see below) is developed by the EOC team and then approved by the ROSC.

Each spill event requires a specific IAP tailored to the incident. The IAP sets out a clear strategy for spill response, which is then converted into an operational plan/response by the EOC. It is the responsibility of the Planning Section within the EOC to facilitate and coordinate the preparation of the IAP for sign-off by the ROSC.

The development of the IAP must include an assessment of the appropriateness of any current spill response plan implemented at the Tier 1 level (if appropriate) and be modified as necessary. The Planning Section will carry out the following tasks:

1 Evaluate the spill incident and any current spill response plan.
2 Determine both short-term and long-term objectives of the response.
3 The IAP should include:
   - The strategy for the response and necessary actions to be undertaken,
   - Clear objectives,

- Actions to be taken,
- A clear time-line for actions and phases of action, and
- A clear statement of responsibility for the actions and tasks set.

4 Determine the resources and expertise needed, and those available. **Annexes 1 and 2** provide equipment and personnel lists, and mobilisation instructions.

5 Provide a mechanism for feedback, with continuous monitoring of the spill response and modification of the IAP as appropriate.

The ROSC will communicate the IAP to the entire EOC Team and shall also be responsible for ensuring that the NOSC (via the OSDO) is also briefed of the action.

For further pertinent and useful supporting information, reference should be made to:

- Tier 1 Site Plans
- Regional Coastal Plans
- Resources available through DOC
- NZ Nautical Almanac
- Oil Spill Dispersants – guidelines for use in New Zealand*
- Oil Spill Monitoring Handbook (refer to National Contingency Plan)

Annex 4 of this Plan outlines priority areas for protection. A copy of the MNZ "Guidelines for Use of Oil Dispersants in New Zealand" is kept in the EOC resource kit.

9 PHASE THREE – INCIDENT ACTION PLAN IMPLEMENTATION

9.3.1 Safety

The safety of human life is to take precedence over all aspects of the response operation. Persons employed in the response operation are to comply with the Health and Safety at work act 2015. In the event of a response requiring significant numbers of response persons, it may be necessary to introduce a Health and Safety Advisor in the response team to manage this area.

9.3.2 Media and Community Relations

Co-operative media relations must be developed early in the response. Regular press releases are to be made during the response by the Public information Manager (PIM) subject to the approval of the ROSC. Unless otherwise approved by ROSC, the only people in the ICT who will communicate with the media during an oil spill response will be ROSC and the PIM.

9.3.3 Cost Tracking and Accounting

Cost tracking must be rigorously applied throughout the response. **Annex 9** of this Plan sets out Financial Protocols that must be followed during an oil spill response. High priority must be given to the gathering of sufficient and accurate information to enable recovery of costs from the spiller.

9.3.4 Sampling and Evidence Collection

NRC have officers with access to sample bottles and correct sampling techniques as well as the correct chain of custody protocols. Additional assistance may also be sought from MNZ investigation team and Refining New Zealand.

9.3.5 Documentation

Records of all communications (telephone conversations, faxes and file notes must be recorded), all financial transactions and expenditure, and a chronological account of the incident must be kept. Refer to **Annex 11** of this Plan.

9.3.6 Security

Security for the EOC and the response operation in the field (including equipment staging areas) must be in place to ensure the safety of response personnel and the public, for the protection of equipment and for maintaining accessibility to those area(s) affected by the spill.

10 PHASE FOUR – RESPONSE TERMINATION AND DEMOBILISATION

10.4.1 Response Termination

The ROSC may terminate any Tier 2 marine oil spill response carried out by the NRC in accordance with Section 304 (2) of the MTA. The decision should be made considering whether the objectives of the response have been achieved, and expert advice can be sought from the NOSC and other groups (e.g. DOC, MPI, the Fire Department etc).

Prior to seeking termination of the response, the ROSC will hold a meeting with the EOC Team. The purpose of this meeting is to determine whether the IAP objectives have been achieved and the incident response has been adequately completed.

If this decision is likely to be contentious then the decision may be referred to the Director, MNZ, for resolution.

Response termination involves the recovery, cleaning and maintenance of all equipment used during the response. The termination also involves the collation and completion of all documentation associated with the spill response, including expenditure reports.

Before the response personnel depart their stations, they should attend a debriefing meeting with their function Manager. The Managers will then attend a debriefing with the ROSC.

10.4.2 Equipment Cleaning

Response equipment will be cleaned to not cause further contamination at other areas or sites. Cleaning should be carried out in a contained area where oil and contaminant residues can be contained for final disposal.

Refining NZ has facilities on site at Marsden Point to clean contaminated equipment. Waste from the cleaning process is contained on site and recovered oil placed into the RNZ ‘slops’ system for reprocessing.

10.4.3 Debriefing

A debriefing of the response team, chaired by the ROSC or nominee, will be held following termination of the response. This will enable a review of the appropriate Tier 1 Plan and the Regional Plan and will highlight areas where the response (and planning) could be improved.

The ROSC is responsible for arranging the time and venue of the debriefing and shall inform those persons / or representatives of supporting organisations of such arrangements. Those persons and/or representatives are expected to attend the debriefing. Costs associated with attending the debriefing or the completion of reports shall be part of the overall incident response.

10.4.4 Council Reporting Procedure

A report should be drafted for inclusion in the monthly report to Council. This can be logged as an event in the IRIS (Request) record.

11 PHASE FIVE – POST OPERATIONS – DOCUMENTATIONS OF COSTS/LITIGATION

11.5.1 Cost Recovery Policy

It is the policy of the Northland Regional Council and Maritime New Zealand to recover the costs of marine oil pollution clean-up operations from the spiller. If the costs can not be recovered from the spiller or the spiller is unknown, then response costs are recoverable from the Oil Pollution Fund upon application to MNZ. Refer New Zealand Oil Spill Response Strategy.

11.5.2 Financial Systems

Annex 9 of this Plan details the financial delegations and procedures for tracking expenditure during the response and for cost recovery on completion of the response.

It must be noted that costs will still be incurred after the termination of the clean-up phase of the incident and will need to be accounted for in finalising the overall response cost.

12 STANDARD OPERATION PROCEDURES FOR TIER 2 RESPONSES

12.6.1 Marsden Point Integrated Response Agreement

An agreement detailing a joint response between NRC, RNZ, Northport, Northtugz and Marsden Cove Marina is operational for any spills in the Lower Whangarei Harbour. This agreement details the establishment of an EOC at RNZ and its manning to ensure that prompt actions are taken to mitigate the effects of any spill in this area.

Task plans have been developed for possible scenarios which sit inside the Refining NZ OTSMOSCP and should be able to be enacted quickly. Ongoing exercising will add to these.

Refining NZ Oil Transfer Site Marine Oil Spill Contingency Plan (2019)
https://thehub:8443/documents/A1329414/details

Once the incident is handed to the ROSC the ROSCP will become the plan that is phased in and adhered too.

12.6.2 Incidents With Small Fishing Vessels And Large Pleasure Craft

There are a lot of incidents where small fishing vessels or large pleasure craft get into trouble. These can happen at any location in Northland's waters or harbours. It will not always be necessary to set up an EOC in these instances as it can be managed by the ROSC either from office or home, with staff in the field reporting back to the ROSC. A lot of these incidents are Business as Usual for Maritime staff who are well equipped with vehicles, vessels, equipment and personnel to be able to manage these. Health and Safety and Hazard and Risk registers are covered by MOSS systems and other council policies, procedures and manuals.

Note: The council has a dedicated 12volt fuel pump and assorted suction hoses kept in the Opua Workshop.

Buoys for marking wrecks are available from Opua and Whangarei with a dedicated wreck buoy located in Opua.

12.6.3 While The Vessel Is Still Manned

- Make contact with responsible persons on board. Get owners and insurers details.
- Notifications to affected parties.
- Assist with response to ensure crew and vessel are safe.
- Determine how much fuel and oil they have on board and access points to oil.
- If the vessel is to be abandoned ensure fuel is shut off and vents are blocked.
- If the vessel is aground, get a full assessment from skipper including a site report.
- Plan an operation to remove fuel.
- Mobilise team and equipment.
- Remove oils from vessel.

12.6.4 When The Vessel Is Unmanned

- Determine situation from owner, skipper or Insurer if able to.
- Determine amount of fuel and oil on board, access points and agree to remove oil if required.
- Notification to affected parties
- Plan an operation to remove fuel.
- Mobilise team to site with equipment.
- Site visit to vessel to finalise an operational plan.
- Remove oil.

12.6.5 If The Vessel Has Sunk

- Try to make contact with the owners.
- Notifications to affected parties.
- Determine position and depth of vessel.
- Determine amount of oil on board and whether tanks were isolated, as well as fuel vent locations for Dive team.
- Mobilise team with booming equipment to site.
- Mark the Wreck
- Assist in the operational plan with Owner, Insurer, salvors and dive team.

- Annex 1 -

EQUIPMENT AND RESOURCES

Annex 1
Equipment Resources

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Emergency Operations Centre

Location

The EOC utilises the Kaipara Room and the adjacent Whangaroa Room, both of which are located on the second level of the NRC building at 36 Water Street, Whangarei. These two rooms are separated by a concertina door and are accessible to all staff during office hours. Entry to these rooms is restricted to those that are required to be in the EOC. All NRC staff can access the building afterhours with the swipe card at the side front door. Non-NRC staff will be allocated a swipe card when they register at reception during office hours. After working hours (before 0700 and after 1730), the back gate and back entrance door will automatically lock, and staff can gain access through the security tag issued. Each person appointed to or visiting the EOC will be issued with a name and title tag which identifies the persons and the role that they are undertaking.

The EOC may be activated for a Tier 2 or Tier 3 response. EOC managers have authority to requisition the Kaipara and Whangaroa Rooms and other facilities if they are already in use.

The PIM and Media team will likely utilise their own workstations during a response. If further space is needed, the Council Chamber and the Committee Room located on the first floor can be utilised, along with the smaller meeting rooms which are located on the ground floor. All these meeting rooms are set up with at least one telephone and at least one computer network port.

In the event of a response required in the Lower Whangarei Harbour, an EOC may be set up at the Refining New Zealand auditorium or Emergency response centre.

Emergency Operations Centre Support Equipment

Telephones & Fax

The EOC has in total 15 dedicated Direct Dial telephone numbers. Jack points for the telephones are located around the room. The EOC Phone Extension List in **Annex 11** of this plan is to be completed and a copy of the list is to be circulated to the NRC reception staff on the ground floor and to the EOC team
https://thehub:443/id:A117837 (Maritime Operations / Oil Pollution Response / EOC Forms & templates / Forms).

The telephones are kept in the photocopy room at the far end of level 2.in the small store-room off to the side of the EOC. Additional telephone services and extensions can be set up with the assistance of the Council's Information Services Team. The Councils IT Team will have to activate the phone points and allocated extensions as per the extension list in Annex 11.

A **fax printer** into the EOC can be arranged with assistance from the Council's Information Services team, however most correspondence is now electronic, and faxes can be sent electronically if required.

Computers

Laptops will needAccess to the NRC servers and all (live) systems is initially only available to NRC staff due to restricted security login requirements. Once access is obtained other persons are able to utilise the system. Available programs include: IRIS – for logging the incident and updating events, Outlook for E-mail and E-fax, Internet, GIS for digital maps, and Microsoft products such as Word and Excel.

Electronic versions of NRC Oil Spill Response Contingency Plan can be found in WEBEOC and Objective (EDMS) in the Maritime Operations / Oil Pollution Response / Contingency Plan folder:
https://thehub/id:fA9677. This folder contains:

- electronic oil spill response programmes such as ADIOS
- a copy of the Northland Marine Oil Spill Contingency Plan
- a copy of the National Marine Oil Spill Contingency Plan

Radios

The office of the Civil Defence Emergency Management (CDEM) Manager adjacent to the EOC is equipped with one VHF/FM radio capable of communication on marine (only channels 19 and 64 marine channels) and Emergency Services channels. The Maritime office has 2 mobile VHF radios.

Channel	User/Use
11	Whangarei Harbour Radio (can be used for oil spill response in Whangarei Harbour with permission from Northport)
16	International Calling
18	Channel used by marinas in Whangarei
67	Whangarei Maritime Radio
12,14,15,68	Working channel for oil spill response
05	Coastguard Northern Region

Visual Aids Available

Three large fixed whiteboards
One double-sided mobile electronic white board
Datashow projector is also available
Three TVs

Additional Administration Equipment

The following items, most of which are easily accessible from the NRC Maritime work area/or other area, can be made available for the Emergency Operations Centre.

- EOC Briefcase
- National Marine Oil Spill Contingency Plan; found in WebEOC
- Regional Coastal Plan (Coastal Planning Team)
- NZ Nautical Almanac
- ITOPF Response to Marine Oil Spills
- Guidelines for the use of Oil Spill Dispersants March 2006
- Waste Reception Facilities in Australia and New Zealand Ports
- EOC desk / place labels (EOC Storeroom)
- Fax forms/template (Refer Annex 8)
- Hydrographic charts (https://thehub/id:fA64680)
- Topographic Maps (https://thehub/id:fA64679)
- Incident Command Team phone list (Refer Annex 8)

Coloured vests

Vests of different colours are provided to identify key personnel within groups working in the Emergency Operations Centre for civil defence emergency response. These can be adapted for use by EOC staff.

The vests are stored adjacent the Kaipara Room – see Civil Defence Staff.

Northland Regional Council Owned Field Response Equipment

The **Kaitaia** and **Dargaville** regional offices each keep a wheelie bin full of sorbent materials to assist with the clean up of very small spills only.

The **Whangārei** office keeps an oil spill response trailer parked in **Shed 9** at the **Union East Street** yard for a rapid response to small to medium oil spills. The trailer is stocked with a variety of sorbent materials including pads and pillows, booms, gardening equipment, some dispersant and a backpack sprayer. The sorbent materials and the dispersant are owned by Maritime New Zealand.

Oil Spill Response Trailer

Lower Front Storage	Lower Main Deck Storage
2 x 220 plastic containment drums	2 x 30 metre Rapid Deployment Booms
4 fish bins	
2x boxes of simple green	
2 x Danforth anchors, 1 medium, 1 small	
5 metres galvanised chain	
25 metres 12mm rope	
Mid Cage Storage	
Tool box & assorted tools	Fish bin with lids - 25 x Tyvek disposable overalls
1 x 50 mt 8mm rope	Fish bin with lids - Gloves, masks, ear plugs
2 x 50 mt 6 mm rope	Fish bin with lids - Rubbish bags
3 x whiteboards plus pens	Oil spill collection & sample kit
1x Roll of plastic bags	2 x towing floats for rapid deployment booms
First Aid box & sunscreen	1 x roll danger tape
Box consisting of hand cleaner & sanitisers	8 x hi-viz safety cones
2 x mooring buoys	1 x large float buoy
Assorted short ropes	10 x plastic buckets
2 x packets of paper towels	1 x accident register
Assorted rags	1 x fish pole net
5 x square shovels	1 x round shovels
1 x spade	1 x long sledge hammer
2 x sampling poles	1 x broom
5 x rakes	5 x waratah poles
Top Cage Storage	
12 x absorbent booms	2 x packets absorbent pads
6 x absorbent pillows	Hazard ID information pack

See OSR Trailer and Equipment (A597054)

NRC Vessels

Waikare	16.4 metre Catamaran moored at Opua Wharf. This vessel provides an excellent operational platform with the ability to deploy 200 metres of Ro-Boom from its deck. It is fitted with a deck-mounted knuckle boom crane, capable of lifting approximately 2 tonnes. It is also fitted with a deck wire winch. An ideal vessel for deploying large boom and for on water recovery operations. The operating limit for the Waikare is 12-mile Inshore Limit - Northland, Auckland Barrier and Bay of Plenty Coastal Limit - Restricted to West Coast (Hokianga and Kaipara).
Ruawai	6.7 metre aluminium mono-hull Surtees based in Whangarei. This vessel is fitted with 2 outboards and is capable of carrying 6 persons. It is useful for observation and sample taking operations and lightweight boom deployment operations. Could be used for dispersant application operations especially with the portable dispersant set or back spraying equipment.
Karetu	5 metre aluminium catamaran is kept in the Opua Workshop. This vessel is fitted with 2 outboards and provides a useful work platform and has proved useful for towing and deploying boom including Ro-Boom. Would be ideal to carry out dispersant spraying operations especially with the portable dispersant set or backpack spraying equipment.
Mangapai	4.5 metre aluminium catamaran based in Whangarei. This vessel is fitted with 1 outboard and is useful for observation and sample taking operations and lightweight boom deployment operations. Designed to provide access to shallow water. Also useful for dispersant application operations using backpack sprayers and the portable dispersant set.

NRC Vehicles

The Council operates a vehicle fleet that includes a number of 4x4 utilities. The 3L 4WD vehicles are rated for towing the vessels, the Ruawai and the Mangapai. The 2.5L vehicles are not rated for towing the maritime vessels. The Fuso truck is usually used for towing the Karetu and has a knuckle boom crane capable of lifting 1.6 tonne. The Fuso also has a flat-bed for moving oil spill equipment, and a tip hoist.

NRC Trailers

The Events Trailer can be used as a mobile Command centre. It has awnings, whiteboards, tables and chairs. There is also power available once a generator is hooked in. The outside of the trailer can also be used as a whiteboard.

The show trailer can also be used as a mobile command centre and would be suitable for a forward operation base.

There is a twin axle, caged 4x2m trailer suitable for transporting Intermediate Bulk Container's (IBC). Two 2.5x1.2m trailers are also available.

Shoreline Clean-up Tools and PPE

A spread sheet detailing Personal Protective Equipment (PPE) and shoreline clean-up equipment is in Objective: Maritime Operations / Oil Pollution Response / NRC Oil Spill Response Equipment / NRC PPE equipment list for beach clean: https://thehub:443/id:A242935

Maritime New Zealand Owned Equipment

Taranui - ORV

The Northland Region has at its disposal the oil recovery vessel Taranui. The vessel is kept at the oil spill store at Marsden Point along with the other equipment.

The onboard storage capacity for this vessel is 1500 ltrs (1.5m^3) in each of her three tanks, giving a total capacity of ~ 4500 ltrs (4.5m^3).
LOA – 8.3m
Beam -2.43m
Depth of hull at perpendicular - 0.9m

The trained skippers for the Taranui are:

Ross Watters	NRC
Mike Swanson	North Tugz
Rodger Girvin	NRC
Sam Meldrum	NRC
Alan Stewart	RNZ
Thomas Flood	RNZ
Daniel Bramley	NRC

All skippers are also trained as crew.

Trained crew are:

Derek Heiwari	Refining NZ
Richard Civil	Northtugz
Alan Milton	Northtugz

Equipment Kept at NRC Opua

Notes:

* Items marked in the affirmative for **2 high stack** can be stacked two high for both storage and transport
* items marked in the affirmative for **top stow** are relatively light and can be placed on top of single stacked cases for both storage and transport

	QUANTITY	UNITS					STORAGE REQUIREMENTS						WEIGHT DETAILS	
				Dimensions in metres					*floor area req'd*		*cubic metres*		*kilograms*	
Item		**number**	**MNZ crate**	**length**	**breadth**	**height**	**2 high stack?**	**top stow?**		**total sq m**	**per unit**	**total**	**per unit**	**total**
BOOM SYSTEMS														
Rapid Deployment Boom (metres)	99	2	Y	2.30	1.50	1.15	Y		3.45	3.45	3.97	7.94	550.00	1,100
RECOVERY EQUIPMENT														
Vikoma Kopmara 7k skimmer	1	2	Y	1.50	1.20	1.47	Y		1.80	1.80	2.65	2.65	380.00	380
Delta head skimmer	1	18	Y	1.30	0.80	0.35	N	Y	1.28	1.28	0.36	0.36	60.00	60
PUMP SYSTEMS														
Spate pumps	1	1	Y	1.30	0.85	0.90	Y		1.11	1.11	0.99	0.99	105.00	105
TEMPORARY STORAGE														
Flexidams (25,000 Litre)	1	1	N	1.80	1.40	0.50	N	Y	2.52	2.52	1.26	1.26	112.00	112
Frame Tanks (15,000 Litre	1	1	N	1.75	0.90	0.80	N	Y	0.90	0.90	0.45	0.45	58.00	58
SORBENTS														
Pads Absorbent (units)	800	1	N	1.00	1.00	1.00		Y	1.00	0.50	1.00	0.50		
Booms absorbent (units)	8	1	N	3.00	1.20	0.70		Y	3.60	1.80	2.52	2.52		

Equipment kept at Marsden Point Store

Notes:

* Items marked in the affirmative for **2 high stack** can be stacked two high for both storage and transport
* Items marked in the affirmative for **top stow** are relatively light and can be placed on top of single stacked cases for both storage and transport

	QUANTITY	UNITS					STORAGE REQUIREMENTS						WEIGHT DETAILS	
				Dimensions in metres					*floor area req'd*		*cubic metres*		*kilograms*	
Item		**number**	**MNZ crate**	**length**	**breadth**	**height**	**2 high stack?**	**top stow?**		**total sq m**	**per unit**	**total**	**per unit**	**total**
BOOM SYSTEMS														
Fence boom 750mm (100 metres)	800	8	Y	2.40	1.38	1.43	Y		3.31	6.62	4.74	18.94	740	2,960
Land/sea boom (80 metres)	480	6	Y	1.85	1.45	1.15	Y		2.68	13.41	3.08	30.85	560	5,600
Ro-boom 1500 (200 metres)	600	3	Y	2.28	2.04	2.02	N	N	4.65	13.95	9.40	28.20	3,950	11,850
Ro-Boom ancillary gear	1	3	Y	2.05	1.25	1.20	N		2.56	7.68	3.08	9.24	1,290	3,870
Ro-Boom power pack	1	1	Y	1.38	0.98	1.86	N		1.35	1.35	2.52	2.52	750	750
Lamor raid deployment (oil spill trailer)	90	3		30										
RECOVERY EQUIPMENT														
Dip 420 Skimmer used with Taranui	1	1	N											
Desmi Minimax skimmer	1	1	Y	0.95	0.95	0.38	N		0.90	0.90	0.34	0.34	25	25
Global Spill Weir skimmer	1	1	Y	1.23	0.83	0.74	N		1.02	1.02	0.76	0.76	120	120
Terminator Powerpack	1	1	Y	2.02	1.02	1.27	N		2.06	2.06	2.61	2.61	1000	1000
Terminator Controller	1	1	Y	0.9	0.725	1.4	N		0.652	0.652	0.913	0.913	200	200
Terminator Cassette	1	1	Y	2.0	2.0	1.10	N		4.0	4.0	4.4	4.4	450	450
Terminator Cassette Ancillaries	1	1	Y	1.2	1.05	0.85	N		1.26	1.26	1.071	1.071	110	110
Desmi Terminator Weir Skimmer	1	1	Y	1.85	1.28	1.185	N		2.368	2.368	2.806	2.806	425	425
Terminator Reel	1	1	Y	1.010	0.92	1.185	N		0.929	0.929	1.101	1.101	220	220
Komara 12K Disc Skimmer head	1	1	Y	1.25	1.25	0.95	N		1.56	1.56	1.48	1.48	190.00	190
Komara 12K power pack	1	1	Y	1.10	0.95	1.00	N		1.05	1.05	1.05	1.05	290.00	290
Vikoma Delta head	1	1		1.3	0.80	0.35	N	Y	1.28	1.28	0.36	0.36	60.00	60
PUMP SYSTEMS														
Moyno pumps for skimmers	2	2	Y	1.30	0.85	0.90	Y		1.11	3.32	0.99	4.97	105.00	525
Spate pumps – 30 tonne per hour	3	3	Y	1.30	0.85	0.90	Y		1.11	3.32	0.99	4.97	105.00	525

TEMPORARY STORAGE														
	QUANTITY	**UNITS**					**STORAGE REQUIREMENTS**						**WEIGHT DETAILS**	
				Dimensions in metres					***floor area req'd***		***cubic metres***		***kilograms***	
Item		**number**	**MNZ crate**	**length**	**breadth**	**height**	**2 high stack?**	**top stow?**		**total sq m**	**per unit**	**total**	**per unit**	**total**
Flexidams (25,000 Litre)	1	1	N	1.80	1.40	0.50	N	Y	2.52	2.52	1.26	1.26	112	112
Frame Tanks (25,000 Litre) liner	2	2	N	1.50	0.60	0.50	N	Y	0.90	1.80	0.45	0.90	80	160
Frame sets	2	4	N	2.10	0.20	0.20	N	Y	0.42	1.68	0.08	0.34	69	276
Cover	2	2	N	0.90	0.50	0.35	N	Y	0.45	0.90	0.16	0.32	26	52
Frame Tanks (15,000 Litre) liner	1	1	N	1.50	0.60	0.50	N	Y	0.90	0.90	0.45	0.45	58	58
Frame sets	1	2	N	1.75	0.20	0.20	N	Y	0.35	0.70	0.07	0.14	55	110
Cover	1	1	N	0.90	0.50	0.35	N	Y	0.45	0.45	0.16	0.16	15	15
Dolev Fish bins (700 litres)	1	2	N											
SEABORNE STORAGE														
Tow tank (10,000 Litre)	1	1	Y	1.25	1.25	1.38	N		1.56	1.56	2.16	2.16	390.00	390
Tow tank (5,000 Litre)	1	1	Y	2.33	0.98	1.00	N		2.28	2.28	2.28	2.28	340.0	340
DISPERSANT														
Slickgone (litres) 200l drums	1600		N	1.20	1.20	1.04	Y		1.44	8.64	1.50	17.97	910.00	10,920
Gamlen OSD LT (litres) 200l drums	2600		N	1.20	1.20	1.04	Y		1.44	4.32	1.50	7.49	910.00	4,550
Corexit 9527	60													
DISPERSANT APPLICATION														
Dispersant pump set	1	1	Y	1.32	0.83	0.91	Y		1.10	1.10	1.00	1.00	165.00	165
Portable dispersant set	1	1	Y	1.25	0.7	1.30			0.875	0.875	1.13	1.13	140.00	140.00
Bulwark mounting sets	1	1	Y	1.02	0.83	0.65	N	N	0.85	0.85	0.55	0.55	230.00	230
Breaker boards	6	6	N	2.00	1.00	0.40	N		2.00	12.00	0.80	4.80	164.00	984
ANCILLARY EQUIPMENT														
Helicopter nozzle TK 10	50		N				N/A							
Helicopter tips only	60		N				N/A							
Stihl Blower (inflator)s	1	2	N	0.80	0.50	0.50		Y	0.40	0.80	0.20	0.40	22.00	22
Wildlife Response Kits	1	2	Y	1.25	0.93	1.33	Y		1.16	0.58	1.55	3.09		
SORBENTS														
Pads Absorbent (units)	3200	2	N	1.00	1.00	1.00		Y	1.00	0.50	1.00	2.00		
Booms absorbent (units)	96	2	N	3.00	1.20	0.70		Y	3.60	1.80	2.52	5.04		

Access to Maritime NZ Owned Oil Spill Response Equipment

Keys to open the Opua and Marsden Point equipment stores are held by the following people or in the locations indicated:

Opua Workshop	Marsden Point Store
Northland Regional Council • Jim Lyle • Peter Thomas • Rodger Girvin • Sam Meldrum • Rachel Kennedy • Jules Noble	A mechanical door keypad provides access to the oil spill shed. Combination is C4328 For further assistance contact the refinery gatehouse and ask for assistance from emergency services.

Mobilisation of Equipment from Marsden Point Store (MERC Shed)

If equipment is required for a response to an oil spill incident from the refinery at Marsden Point, then Refining NZ personnel will open the equipment store and commence preparation of equipment as shall be directed by the Regional on-Scene Commander (ROSC). Refer to **Refining NZ Oil Transfer Site Marine Oil Spill Contingency Plan** for further information. For an after-hours response, mobilisation of equipment from the Marsden Point store will be co-ordinated by the people detailed above who have access to the Marsden Point store, as directed by the ROSC.

If the equipment is required for any other oil spill incident other than one originating from the refinery, then the ROSC will most likely request one or more of the Whangarei based NRC persons (as listed above), a member of Refining NZ staff to enter the equipment store to commence preparation of equipment for transport. A forklift supplied by Northport Limited is kept on site – also **refer Forklift Services on the following page.**

When transportation of the equipment is required off site, then one of the transport companies can be arranged - **refer Transportation Services on the following page**. When ordering transport ensure that:

- the type of equipment and pick up point is specified;
- the destination of the equipment is clearly specified, and repeated back by the transport dispatcher;
- the driver is asked to relay his/her time of departure from the store to the destination, and ETA at the destination; and
- the driver reports any unforeseen delay en route to the scene, and his/her arrival at the destination.

Additional MNZ Equipment Stockpiled Around NZ

Figure 4 of the National Marine Oil Spill Contingency Plan lists items of equipment owned by MNZ that are stored in other regions, and at the National Oil Spill Services Centre. If additional equipment is needed during a response, this list should be referred to first, as the items of equipment are compatible with those listed above.

Mobilising Additional MNZ Equipment Stockpiled Around NZ

Requests to mobilise additional equipment should be made through the Oil Spill Duty Officer (OSDO) from MNZ using the appropriate Form in **Annex 8** of this Plan. (Regional Council Request for Maritime NZ Assistance: https://thehub/id:A591515)

Most MNZ equipment is pre-packaged in numbered boxes with collapsible sides, a pallet type base, and of a size appropriate to the equipment contained. The dimensions and weight of the loaded boxes vary per equipment type, but all are intended to fit road trailers and into commercial aircraft that have been converted to a cargo configuration. The boxes will not fit into a Boeing 737/Bae 146 in the passenger configuration.
Because of the nature of their construction they may be stacked only two high. These boxes are marked to show their general contents and loaded weight, a more detailed list of contents is enclosed within the box.

Support Services and Equipment

Refer to List of Maritime Contractors: https://thehub/id:A584599

Forklift Services (Marsden Point)

Northport Limited Contact Jae Staite directly or through Northport Gatehouse to arrange access	2 x 40 tonne forklift 2 x 32 tonne forklift 1 x 25 tonne forklift 1 x 12 tonne forklift 1 x 8 tonne forklift 1 x 7 tonne forklift 9 x 4.5 tonne forklift 2 x 3 tonne forklift	09 432 5018 (Gatehouse) Jae Staite 027 539 4962
Refining NZ Contact Mike Swords / Refinery Gatehouse	There are several different cranes and forklifts available on site with sufficient capacity to load oil spill response equipment onto trucks.	09 432 8311 Mike Swords Ext 5890

Transportation Services

Toll Tranzlink	09 986 9019
Lawson Cartage – Ruakaka Rob Hislop Flat deck truck with 5 tonne rear mounted hiab, 8Tonne front mount.	09 432 8418 021 768 940
Mahalo Transport (based at Waipapa) Taylor Teixeira 4 Hiab trucks up to 13.5 Tonne	021 784 305

General Contractor Services – Earth Works

McKenzie Bobcats – Hamish (Grub) McKenzie 1 digger, 1 x runner tracked bobcat, 1 x 12 tonne excavator, 1 x digger, 1 x roller	0272 930 066

Macca (Onerahi) 1 x 12 tonne excavators, 3 x trucks & trailers, 4 x D6 bulldozer. Can arrange graders and other excavators from other contractors if required.	0272 858 762
Lawson Cartage – Rob Hislop 021 768940 Tip trucks - Tracked Bobcats - 12 tonne Diggers - 20 tonne Digger - Tip Trailer and Truck	09 432 8418
Refining NZ – C/- Mike Swords	09 432 8311 Ext 5890

Additional Resource Suppliers

Far North Holdings Ltd – Marina operator, BOI moorings & wharfs etc.	09 402 5659
Graham Parkes Ltd – Machinery supplier	09 438 6984
Fire Emergency New Zealand - Whangarei	09 438 9199
Fullers Northland – Opua	09 402 7421
McBreen Jenkins Construction Ltd	09 438 4839
Focus Paihia - Beach Groomer, contact Grant Harnish	09 402 8338

Waste Oil Recovery Services – Sucker Trucks

Inter Group, Manager Dave Cook Robin Ngaia 2 A3 compliant trucks. 7800 litres and 6000 litres. Based at refinery	021 215 7032 027 536 5284
SRG GLOBAL, SP Botha Ops Manager Back up Phil Cooper 1 x A3 (suitable for flammable liquids) vacuum truck with a storage capacity of 7300 litres	027 4053033 021 598516
Enviro-waste (Enviro-waste Services Limited)	0800 240 120
Salters Cartage – Waste Oil Collection and Fuel Delivery Disposal	09 278 6563

Temporary Oily Waste Storage Facilities

The following companies have facilities available for the temporary storage of both liquid oily waste and solid oily waste.

Waste Management Ltd - Whangarei Ross Flanagan – Manager 1 sucker truck with storage capacity of 10000 litres. Various skip bins for storage of solid oily waste	09 438 5585 021 976633
Refining NZ There are several possible facilities that may be available at the refinery for the storage of both liquid oily waste and solid oily waste. Contact Mike Swords in the first instance.	09 432 8311

Oily Waste Disposal

Further information is available in WebEOC which lists instructions on the disposal of oily waste material and includes the location of landfills suitable for disposing of oily waste material. There are no suitable landfill oil disposal facilities in Northland. Enviro-waste can be contacted to co-ordinate the disposal of oily waste, although they do not actually operate in Northland. There may be a possibility that liquid oil could be de-cantered off and processed by Refining NZ, but this would be dependent on the types, volumes and quality of the oil and would be assessed on a case by case basis.

Oiled Equipment Cleaning Facilities

Enviro-waste can co-ordinate the cleaning of oiled equipment, although they do not actually operate in Northland. Additionally, Refining NZ may be able to provide facilities for the cleaning of oiled equipment using their bundle bay facility. If facilities are required, contact Mike Swords at Refining NZ in the first instance.

North Tugz Limited Vessels

The following North Tugz Limited vessels are available for a waterborne response if required.

Vessel	Details	Comment
Hobson	13.7 m LOA 1.0m draught	This vessel is not fitted with any oil spill response equipment.
Kemp	15m LOA 3.0m draught	This vessel is not fitted with any oil spill response equipment
Marsden Bay	17 m LOA 3.4m draught	This vessel is able to be fitted with a knuckle boom crane. 2.65 tonne at 7.9m lift capacity. But fitting is by request only.
Takahiwai	22.45m LOA 4 - 4.5m draught	This vessel is not fitted with any oil spill response equipment
Jack Guy	Pilot vessel	This vessel is not fitted with any oil spill response equipment
Bream Bay	24m LOA 4 - 4.5m draught	This vessel is not fitted with any oil spill response equipment

In addition to the above vessels, North Tugz Limited has a contractual arrangement with Refining NZ, to crew and operate the self-propelled oil-skimming vessel "**Taranui**" for their Tier 1 response. This arrangement would apply in a Tier 2 response too, provided crew were available. Also see list of approved 'Taranui Skippers.

Northport Vessels

Manaia	8.5m Blackdog cat with 220kg SWL davit	MOSS approved
Barge	6m x 2.5 m barge	MOSS approved
Rangihou	4m Blackdog cat	MOSS approved

Aviation Services

Refer to List of Maritime Contractors: https://thehub/id:A584599

Helicopters – Reconnaissance & Dispersant Application	
Preferred Operator: **Northland Helicopters Limited – Dispersant capability** Jay Bryant – 500 litre capacity	 09 435 4041 0274 996 741
Skywork Helicopters Ltd – Dispersant capability Head Office Warkworth Whangarei Office Greg Stevenson Link to Emergency Management Contact Details: https://thehub/id:A621713	 09 422 7018 09 436 5155 021 276 0075
Salt Air Helicopters – Lifting equipment; no spray equipment Marsden Rd, Paihia, info@saltair.co.nz Grant Harnish, 3x Bell Long Rangers Saltair are available to transport the ROSC from Paihia or their current location in Northland to Marsden Point during daylight hours.	 09 402 8338 0274 924 665
Fixed Wing Aircraft - Reconnaissance	
Salt Air 7-seater air van	09 402 8338
Go North Ltd Murray Hargreaves (Maungaturoto)	09 431 8325 021 281 5551
Northern Region Coast Guard (Kerikeri) May be able to assist under a training exercise	09 303 1303
Fixed Wing Aircraft – Dispersant Application	
Go North Ltd Murray Hargreaves	09 431 8325 021 2815551

Aerial Spraying Units

Further information for aerial support is available through the National Marine Oil Spill Contingency Plan in WebEOC.

Two of the helicopter companies listed above have aerial spraying units available.

NRC Remote Piloted Aerial System operations

Council craft

- DJI Spark – 2 batteries
- DJI Phantom 3 – 3 batteries (potential for 4 more on extended responses).
- DJI Phantom 4 – 2 batteries
- HexH2O – 4 batteries. Can collect water sample.

Each battery may last ~15-20 minutes depending on conditions.
Contact Ricky Eyre 027 476 7981

Personal Protective Safety Equipment

New Zealand Safety/Blackwoods Limited Whangarei Branch Manager – Jana Conn Mobile Snr Account Manager A/Hrs Dennis Henson	09 438 1863

Please note that New Zealand Safety Limited is the preferred supplier of personal safety equipment and can organise equipment from around NZ if not available locally.

Salvage Equipment & Resources

Commercial Dive Specialists Limited Brook McRae brook@commercialdivespecialists.co.nz	021 731 775
Mahalo Transport Taylor Teixeira 12 Pataka Lane Waipapa	021 784 305 A/h 09 407 7305
MacKenzie Welding - Kaitaia Don MacKenzie Hydraulic telescopic crane 12 tonne and 25 tonne	09 408 0535 027 269 5463
Pukenui Excavators Robin Gemmel Excavators and loader. Will organise other equipment as needed	09 4098194 027 2745409

Marine Services

Moorings and Marine Services and STF Hamish Stanaway Scott Fickler 8 various barges, tugs including a crane tug, work boats, All terrain 4WD crane, crane trucks, 4WD Utes	0274 146766 027 291 0086
Total Marine Services, Opua Tim Yates 2 barges and two tugs, two cranes, Dredge Barges	021 412 954 09 402 8456
Moorings Northland, Opua Rob Lang Two mooring barges	09 402 6939
Kawau Barge & Charters Ltd, Sandspit Dave Searle Dredging barge with digger	021 544 301
Hauraki Marine Services 2016 Ltd, Matakana Laurence Wall One mooring barge	027 492 6041
Abel Marine Jeremy Wall One Mooring Barge and winches	021 1882216
Robert Burling, Kerikeri One barge 23 ton carry capacity with crane	0274 454 3349
Moturoa Island Ltd Stuart Crothers Linda Crothers 12m drop ramp barge	027 244 6658 027 755 8380

Sample Analysis Laboratories

AsureQuality Level 1, 7A Pacific Rise, Mt Wellington, Auckland 1741	09 573 8000 0508 001122
Hill Laboratories 28 Duke Street, Frankton, Hamilton 3204	07 858 2000 0508 HILL LAB (0508 44 555 22)
Leeder Consulting Pty Ltd (Melbourne Office & Laboratory) 33 Steane Street, Fairfield Victoria 3078, Australia	Ph. 61 3 981 4617 www.leederconsulting.com Leeder Consulting Pty Ltd. provides consulting services. The Company specializes in environmental analytical services, food analysis services, toxicology services, and investigative chemistry. Leeder Consulting serves customers throughout Australia.

Note: Only Leeder Consulting can provide oil sample finger printing services. If oil sampling and analysis is required, refer to the MNZ prosecution guidelines booklet and consult with the MNZ OSDO about which lab should be used.

Wildlife Equipment and Logistical Recourses

Wildlife Rescue and Rehabilitation Equipment

The MNZ owned Oiled Wildlife Response Kit, comprising one blue crate of wildlife response equipment (The Regional Blue Box), is stored with the other oil spill equipment in the equipment store at Marsden Point. Refer to pages 13 and 14 of this Annex (1) for details for access.

The contents of the blue box (A738995) are designed to provide for the initial 24 hours of a response, with a capability of 50 oiled wildlife causalities and 20 field personnel. The contents of the blue box must be audited on an annual basis. Out of date equipment (e.g. Nitrile gloves) and all equipment used during exercises or spills from the blue box must be replaced immediately via cost recovery from the 'spiller' or by NRC (ROSC/MNZ approval).

Additional equipment and support from Wildbase, Massey University (027 246 2267, 24/7) for a Tier 2 or Tier 3 response, including the Wildlife Response Trailers and Mobile Bird Washing facilities are available, but permission can only be granted by an MPRS NOSC.

Wildlife Response Trailers, containing supplementary wildlife response equipment are stationed in the following cities: Auckland, Palmerston North, Christchurch and Invercargill. The response trailers are designed to back up the blue boxes with further stabilisation equipment and basic bird wash equipment. Trailer equipment (A772713) is designed to provide for an additional 50 oiled wildlife casualties, 20 field personnel and 12 wash personnel. To request a trailer, contact Massey University (Wildbase) via the On-Scene Duty Officer for access protocols and daily charge-out rates.

The mobile bird washing facilities are contained in modified shipping containers and held at Massey University. At the instruction of the MPRS NOSC, one or both containers (1 and 2) will be mobilised form Massey to arrive at a designated on-scene location. The containers must be accompanied by qualified staff members from DwyerTech services. The current charge-out rates for the mobile bird washing facilities can be provided by Massey University on enquiry. The mobile bird washing facilities may form part of the temporary Oiled Wildlife Facility. They are not designed to be OWF substitutes.

Additional bird deterrent, bird capture and bird recovery equipment may also be available from the following organisations.

Contact	Telephone
Department of Conservation (After Hours DOC HOT) **Northland Ops Managers:** Whangarei Office, Whangarei – Louisa Gritt Bay of Islands Office, Kerikeri – Rolien Elliot Kauri Coast Office, Dargaville – Stephen Soole Kaitaia Office, Kaitaia – DJ Neho Bird deterrence, capture and recovery equipment including a vessel fleet. See Memorandum of Understanding in Annex 6	0800 362 468 09 470 3300 09 407 0300 09 439 3450 09 408 6014
RNZSPCA - Whangarei (24 hrs) Bird and animal capture and recovery equipment	09 438 9161
Whangarei Native Bird Recovery Centre Robert Webb Bird capture and recovery equipment including boat (5.1m aluminium, 50HP)	09 438 1457
Ornithological Society Les Feasey – Opua (Far North Regional Rep) Anne McCraken – Whangarei (Northland Regional Rep) Bird deterrence, capture and recovery equipment: mist-nets	 09 402 8917 09 438 1145 0211075489
Fish and Game NZ Northland Region Bird deterrence equipment	09 438 4135 021 856 228
Longview Wine Estate Bird deterrence equipment	09 438 7227
Project Jonah Mammal recovery equipment	09 302 3106

Oiled Wildlife Recovery Sites

Oiled Wildlife Facility (OWF):

Ideally the OWF will house both cleaning and rehabilitation areas at the one site. However, if space constraints exist and/or distance from the contaminated site is significant, these two aspects of the wildlife facilities may need to be separate.

Facility Name	Link to OWF evaluation form / Details of facility	Facility (capacity)	Contact Person
Whangarei Racing Club Peter Snell Rd, Marsden Point	OWF - Whangarei Racing Club (A586658)	OWF / Temp Holding Facility (500+ birds)	Ace Williams 09 432 7249 027 455 2242
Refining NZ Point Marsden Highway Marsden Pt, Ruakaka, Whangarei NB: (assessed Nov-2007; re-confirmed Oct-2015) - Located to southwest of refinery, off Mair Rd) - Used for equipment storage till May-2016 	OWF - Marsden Pt - RefiningNZ (A586666)	OWF / Temp Holding Facility (500+ birds)	Mike Swords 09 432 8311
Whangarei RNZSPCA Kioreroa Road, Whangarei	• Animal holding room • Work room • 100 amp 3 phase power • High pressure hose • Locked yard • Shower/toilet • Coffee room • Telephone/fax	OWF / Temp Holding Facility 10 oiled birds	Francine Shields 09 438 9161
DOC Field Centre, Kaitaia Matthews Ave, Kaitaia	• Concrete floor warehouse • 3 phase power • Amenities VHF, telephone fax	OWF / Temp Holding Facility 10 oiled birds	09 406 7420 408 6014 470 3300
Dargaville (Awakino Point) Racecourse Dargaville Racing Club Awakino Point North Road, SH14, Dargaville	OWF - Dargaville Racecourse (A586669)	OWF / Temp Holding Facility	09 439 8149; email: dargracing@quicksilver.net.nz (Basil Smith, Secretary)

Awanui Sports Complex State Highway 1, Awanui Far North District Council	OWF - Awanui Sports Complex (A586671)	OWF for small spill in Far North or Temp Holding Facility	09 406 7149 Delwyn Stevenson
Kaeo Rugby Union Football Club Inc Waikoura Road, Whangaroa	OWF - Kaeo Rugby Union Football Club (A586676)	OWF	09 405 0397

Temporary Holding Centres:

Facility Name	Link to OWF evaluation form / Details of facility	Facility (capacity)
Whangarei Native Bird Recovery Centre State Highway 12, Maunu, (behind the Whangarei Museum) Robert Webb: 09 438 1457	• Animal holding • Treatment room • Telephone/fax • Coffee room • Concrete floored warehouse nearby	Temporary Holding Facility
Araiawa Hall Far North Road, Pukenui, Houhora Far North District Council	OWF - Araiawa Hall (A586674)	Temporary Holding Facility
Centennial Community Centre View Street, Maungaturoto	OWF - Centennial Community Centre (A586665)	Temporary Holding Facility
Dargaville Rugby Football Club Rugby Park, Murdoch Street, Dargaville 0310	OWF - Dargaville Rugby Football Club (A586659)	Temporary Holding Facility
Eastern United Rugby Football Club East Street, Taipa	OWF - Eastern United Rugby Football Club (A586673)	Staging and cleaning site
Kerikeri Cruising Club and Marina Opito Bay Road, Kerikeri	OWF - Kerikeri Cruising Club and Marina (A586656)	Staging site
Pahi Community Hall Fenwicks Point Road (off Pahi Road), Pahi, Kaipara	OWF - Pahi Community Hall (A586670)	Staging site
Taipa Sailing Club Taipa Point Road, Doubtless Bay	OWF - Taipa Sailing Club (A586672)	Staging site

Bledisloe Domain and Pavilion, Waitangi Rugby and Netball Club Haruru Falls Road, Paihia Far North District Council	OWF - Waitangi Rugby and Netball Club (A586655)	Temporary Holding Facility
Kaeo (Whangaroa) Memorial Hall State Highway 10 (Leigh Street) Kaeo Far North District Council	OWF - Whangaroa Memorial Hall (A586675)	Temporary Holding Facility

Additional Wildlife Logistical Resources

Products	Company Name	Address	Phone Number	Fax Number	Email	Web address
PPE	NZ Safety Blackwoods	46 Port Road, Whangarei 0110	09 430 3055 0800 660 660	09 438 2820	custservice@nzsafetyblackwoods.co.nz	www.nzsafetyblackwoods.co.nz
Building Supplies	Mitre 10	46 Porowini Avenue, Morningside, Whangarei 0110	09 430 4009	09 430 8190	whangarei@mitre10.co.nz	www.mitre10.co.nz
	Placemakers	8 Kioreroa Road, Port Whangarei, Whangarei 0110	09 470 3970	09 430 2901	anna.soper@placemakers.co.nz admin.whangarei@placemakers.co.nz	www.placemakers.co.nz
	Carters	32 Commerce Street, Whangarei 0110	09 438 3659	09 438 2288	dylan.jelsma@carters.co.nz	www.carters.co.nz
	Whangarei ITM (formerly Rosvall ITM)	Kioreroa Road, Port Whangarei, Whangarei	09 437 9420	09 430 3418	sales@whgitm.co.nz	www.whangareiitm.co.nz
Plumbing Supplies	Plumbing World	33 Okara Drive, Whangarei 0110	09 430 4272		lance.walters@plumbingworld.co.nz	www.plumbingworld.co.nz
Gas suppliers	Service stations					
	BOC Gases	54 Rewarewa Rd, Whangarei	0800 111 333		customer-service-nz@boc.com	www.boc.co.nz
Hire Centres	Cowley's Hire Centre	54 Commerce St, Whangarei	09 438 3613	09 438 2150	info@cowleyshire.co.nz	www.cowleyshire.co.nz
	Hirepool	26 Rewa Rewa Road, Whangarei	09 430 3628	09 430 3629	whangarei.branch@hirepool.co.nz	www.hirepool.co.nz
Veterinary supplies	Northland Veterinary Group	16-18 Maunu Road, Whangarei 0110	09 470 1060	09 470 1069	admin@northvets.co.nz	www.northvets.co.nz

Products	Company Name	Address	Phone Number	Fax Number	Email	Web address
	Mill Road Veterinary Clinic	116 Mill Rd, Whangarei	09 437 1101	09 437 1121	millroadvet@xtra.co.nz	www.millroadvet.co.nz
	Kamo Veterinary Ltd	3 Springs Flat Rd, Springs Flat, Whangarei	09 435 1924	09 435 3136	kamovet@xtra.co.nz	www.kamovets.co.nz
	Kauri Veterinary Hospital	Cnr Taylor Rd & Great North Rd, Springs Flat, Whangarei	09 435 1100	09 435 0040	kaurivet@xtra.co.nz	www.nzva.org.nz
Electrolytes, PPE, feeds	PGG Wrightsons	38 Finlayson St, Whangarei	09 470 2521	09 430 2506		www.pggwrightson.co.nz
	Farm Source Whangarei	18 Kioreroa Rd, Port Whangarei, Whangarei 0110	09 430 0050	09 459 6072	nzfss.whangarei@fonterra.com	www.nzfarmsource.co.nz
	Farmlands	10 Southend Avenue, Whangarei 0110	09 438 8824	09 438 8154	whangarei@farmlands.co.nz	www.farmlands.co.nz
Transportation	TR Group (truck rental)	781 Great South Road, Auckland 0161	0800 504 050		office_admin@trgroup.co.nz	www.trgroup.co.nz
	Auxiliary Express Company Ltd	376 Ngunguru Rd, Tikipunga, Whangarei	09 437 5520 027 232 3060	09-437 5580		
	Budget Rent-A-Car	Whangarei Airport, Terminal Building, Handforth St, Onerahi Whangarei 0110	09 438 7292		rent@budgetnthld.co.nz	www.budget.co.nz
Waste Management	Waste Management NZ Ltd (Ross Flanagan)	310 Port Road, Whangarei 3620	09 438 5585		wredestatch@wastemanagement.co.nz	www.wastemanagement.co.nz
	Refining NZ (Mike Swords)	Marsden Point Oil Refinery	09 432 8311 x 8890		corporate@refiningnz.com	https://www.refiningnz.com/

Products	Company Name	Address	Phone Number	Fax Number	Email	Web address
Fish supplies*	The New Zealand King Salmon Company Ltd, Tracy Dawson)	11-18 Bullen St, P O Box 1180, Nelson	03 548 5714 029 622 4916 (Tracy)	03 38 0874	tracy.dawson@kingsalmon.co.nz contact@kingsalmon.co.nz	www.kingsalmon.co.nz
Live insects	Biosuppliers Ltd	201 Eskdale Rd, Birkenhead Auckland 0626	022 135 4740 09 418 2352	09 418 2352	bio@pl.net	http://biosuppliers.nz/ http://biosuppliers.nz/crimson_006.htm
Accommodation	Ruakaka Beach Holiday Park	21 Beach Road, Ruakaka Northland	09 432 7590		ruakaka@motorcamp.co.nz	www.motorcamp.co.nz
	Bream Bay Lodge	609 Cove Road, RD2, Waipu Cove	09 432 1081 021 912 208	09 432 1081	sales@breambaylodge.com	www.breambaylodge.com
	Bream Bay Motel	67 Bream Bay Dr, Ruakaka	09 432 7166	09 432 7166	enquiries@breambaymotel.co.nz	www.breambaymotel.co.nz
	One Tree Point Motel	115 One Tree Point Rd, Ruakaka 0118	09 432 8116		enquiries@otpmotel.co.nz	www.otpmotel.co.nz
	One Tree Point Beach Resort	156 One Tree Point Road, Marsden Point, Whangarei	09 432 8043	09 432 8043	info@otpbeach.co.nz	www.otpbeach.co.nz
	Waipu Hotel	4 South Rd, Waipu, Whangarei	09 432 0306		contact@waipuhotel.co.nz	www.waipuhotel.co.nz www.facebook.com/waipuhotel
	Camp Waipu Cove	869 Cove Road RD2, Waipu, Whangarei	09 432 0410	09 432 0412		www.campwaipucove.com
	Waipu Cove Resort	891 Cove Road, Waipu Cove	09 432 0348	09 432 0376	info@waipucoveresort.co.nz	www.waipucoveresort.co.nz
	Waipu Cove Cottages	685 Cove Road, RD2, Waipu 0582	09 432 0851 027 415 7375		covecottages@xtra.co.nz	www.waipucovecottages.co.nz
	Waipu Clansman Motel	30 Cove Road, Waipu	09 432 0424	09 432 0995	clansmanmotel@clear.net.nz mariaclark68@xtra.co.nz	www.waipuclansmanmotel.co.nz
	Marsden Bay Christian Camp	89A One Tree Point, Ruakaka,	09 433 0167 021 686 397		mbccbook@gmail.com	www.marsdenbay.co.nz

* Able to supply up to 2 tonne of salmon smoults within 2 days

- Annex 2 -

PERSONNEL LISTS AND MOBILISATION INSTRUCTIONS

Annex 2
Personnel Lists and Mobilisation Instructions

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Mobilisation Procedures

The decision with respect to which personnel to use will be made by the ROSC and will depend largely on whether these persons have more important commitments.

Contacting NRC Response Personnel

Aside from the key personnel listed below, all other members of the Northland Regional Council response team are to be contacted by the ROSC or a person so nominated by the ROSC.

Key NRC Response Personnel Contact Details

Peter Thomas ROSC	Home Mobile	09 402 8081 0274 444 583
Jim Lyle Regional Harbourmaster / Alternate ROSC	Mobile	0274 343 571
Peter Wiessing Alternate ROSC	Home Mobile	09 406 7033 0274 730 597
Murray Soljak Communications Manager	Mobile	027 404 7432
Graeme MacDonald Emergency Management Manager	Home Mobile	09 434 6386 0274 767 978
Tony Phipps Group Manager	Home Mobile	09 434 0255 0274 286 1725
Malcolm Nicolson - CEO	Mobile	0272 849249

In recognition of the Memorandums of Understanding (MOU) for oil spill response between the Council and some agencies/companies, the contact arrangements for team members employed from these agencies/companies are as follows. The person nominated by the ROSC to arrange personnel will contact the following persons to arrange personnel from within their organisation.

Refining NZ	Mike Swords Damian Southorn
North Tugz Limited	Tom Greig
Northport Limited	John Moore – CEO Jae Staite – Marine Operations
Department of Conservation	Sue Reed Thomas

Contact phone numbers for the above organisations are listed in the General Directory (commencing Page 6 of this Annex).

Safety

The safety of human life, both responders and the general public, is to take precedence over all aspects of the response operation. Persons employed in these operations are to do so in compliance with the Health and Safety At work Act 2015. Persons mobilising responders are to verify that they have been trained and briefed in the hazardous nature/danger of this work.

The ROSC or Health and Safety Advisor are to ensure that:

- Responders are not employed in hazardous situations beyond their training and/or experience;

- Responders wear safety equipment appropriate to the conditions under which they are working;
- Responders are given adequate supervision, rest and refreshments;
- The times worked by individual responders are noted for payment purposes; and
- Responders receive adequate medical care and rest, as and when required.

Mobilisation Requirements

Persons mobilising responders are to ensure that:

- Responders are trained;
- Responders are adequately attired and have adequate safety equipment, including personal flotation devices, if appropriate;
- Transport to the appropriate site is arranged for the responders (as required), and the responders are informed of these arrangements;
- Responders are briefed where they will be working, for approximately how long they will be required (hours, days or longer), where they are to report and who they are to report to on arrival;
- The Operations Manager is informed who the responders are and their Estimated Time of Arrival (ETA);
- Adequate accommodation is arranged for the responders (if required), with transport to and from the site at which they will be working;
- Adequate first aid and medical facilities are arranged;
- Sufficient and timely relief personnel are provided to allow adequate rest for response staff. The relief staff are to be treated as for first-call staff above;
- The Administration Manager, is informed of the responder's name, hourly pay rate, commencement and finish times for pay; and
- Return transport and debriefing is arranged on their release by the ROSC.

Response Structure and Personnel

Emergency Operations Centre Persons/Positions and Contact Details

The following personnel have been identified as suitable to fill the duties as designated.

Position	Organisation	Contact Phone Number
Regional On-Scene Commanders		
Peter Thomas	NRC	027 444 4583
Jim Lyle	NRC	027 434 3571
Peter Wiessing	NRC	027 473 0597
Harbourmasters		
Jim Lyle (Regional)	NRC	027 434 3571
Laurence Walkinshaw (Deputy)	NRC	027 601 8573
Media and Public Relations		
Murray Soljak	NRC	027 404 7432
Matt Johnson	NRC	027 452 2151
Media Team	NRC	
Health and Safety Co-ordinator		
Paul Maxwell	NRC	027 839 6920
Kelcie Mills	NRC	Extn 9214
Operations		
Operations Manager		
Mike Swords	Refining NZ	027 494 8413
Peter Wiessing	NRC	027 473 0597
Peter Thomas	NRC	027 444 4583
James Harvey	Refining NZ	021 222 2646
Damian Southorn	Refining NZ	021 222 7032
Onshore Co-ordinator		
Peter Thomas	NRC	027 444 4583
Mike Swords	Refining NZ	027 494 8413
Derek Heiwari	Refining NZ	027 499 0235
Rodger Girvin	NRC	027 273 0437
Damian Southorn	Refining NZ	021 222 7032
Offshore Co-ordinator		
Peter Thomas	NRC	027 444 4583
Avinash Murthy	North Tugz	027 706 6525
Richard Oliver	North Tugz	027 403 3413
Rodger Girvin	NRC	027 273 0437
Police and Security Co-ordinator		
Whangarei Police – Duty Watch Officer		(09) 430 4500
Wildlife Co-ordinator		
Katrina Hansen	NRC	027 470 1014 or 021 152 7370 (pvte)
Carol Nicholson	NRC	027 43333 120 or 021 0267 4820 (pvte)

Waste Management Officer

Adam Phillips	NRC	027 520 1396

Planning

Planning Manager

Peter Weissing	NRC	027 473 0597
Paul Maxwell	NRC	027 839 6920
Ricky Eyre	NRC	027 476 7981
James Harvey	Refining NZ	021 222 2646

Environmental Advisor

Richard Griffiths	NRC	027 715 9923
Cathy Orevich	NRC	027 488 1925
Ricky Eyre	NRC	027 476 7981
Laura Shaft	NRC	027 435 7578

Wildlife Advisor

Tony Beauchamp	DOC	027 420 3333
Katrina Hansen	NRC	027 470 1014
Pete Graham	NRC	027 801 9079

Iwi Liaison Advisor

Auriole Ruka	NRC	027 715 9911
Arama Morunga	NRC	027 202 1988

Logistics/Administration

Administration Manager

Claire Nyberg	NRC	027 607 9525
Pip Dickson	NRC	(DDI) 09 470 1250
Ian Crayton-Brown	NRC	027 703 6652

Emergency Operations Centre Facility Manager

Graeme MacDonald	NRC	027 476 7978
Dean Alderton	NRC	027 470 0069
Claire Nyberg	NRC	027 607 9525

Accountant & Finance Officer

NRC finance officer	NRC	

Admin Support

Leslie Webb	NRC	(DDI) 09 470 9148
Sue Hicks	NRC	(DDI) 09 470 9231
Ellie McClintock	NRC	(DDI) 09 470 9500
Debbie Welsh	NRC	(DDI) 09 470 9208
Kathryn Pabirowski	NRC	(DDI) 09 470 9160
Jacqui Wallace	NRC	(DDI) 09 470 9159
Pip Dickson	NRC	(DDI) 09 470 9250

Note:
Positions in the structure of the EOC or in the Response team generally are indicated in this Appendix. While these positions are mostly taken up by Regional Council staff, this does not

preclude the possibility of these positions being filled by more qualified personnel who may be requested or provided from other organisations.

Maritime NZ Trained Oil Spill Response Personnel - Northland

A list of appropriately trained personnel is maintained in a separate file. As the list is continually changing, an updated version can be obtained by following this link:
https://thehub:443/id:A117904
(Maritime Operations / Oil Pollution Response / MNZ / MNZ Training)

The list includes the names of response personnel, their employer, training courses completed, and their likely role in a response.

In the event that additional NRC staff are required to supplement a response team, then staff will be arranged with the assistance of the Human Resources team.

General Phone Directory for Other Organisations

Regional Councils

Auckland Council	09 362 0397
Waikato Regional Council	0800 800 401 or 07 859 0999

District Councils

Whangarei District Council	09 430 4200
Kaipara District Council	Dargaville: 09 439 3123 Mangawhai: 09 431 3161
Far North District Council	09 401 5200

Department of Conservation

Initial contact may be made via the National Hotline – 24 hr	0800 362 468
Whangarei Office (South End Ave, Whangarei)	09 470 3300
Kauri Coast Office (Colville Rd)	09 439 3450
Bay of Islands Office (Landing Rd, Kerikeri)	09 407 0300
Kaitaia Office (Matthews Ave, Kaitaia)	09 408 6014

Maritime New Zealand

Rescue Co-ordination Centre of NZ (RCCNZ) - Hotline 24 hr Fax 24 hr	04 577 8030 04 577 8038
Marine pollution Response Service, Te Atatu, Auckland Fax	09 834 3908 09 834 3907
Maritime New Zealand – Whangarei Office Maritime Officers Fax	09 438 1909 09 438 0950
Oil Spill Duty Officer (OSDO)	04 473 6369

Massey University – Oiled Wildlife Response (WildBase)

Phone Duty Officer	027 246 2267

Ministry for Primary Industry

Phone Fax Whangarei District Compliance Manager	09 470 0580 09 470 0569

Refining NZ

Main Office, Marine Manager, Loading Masters and Emergency Services can be reached via 24/7 Refinery Gatehouse number 09 432 8311. Contact the same number for forklifts, cranes and other equipment needs.	09 432 8311

Aquaculture (Marine) Farms

All Marine farms are on a GIS layer. The information can be accessed through councils GIS systems for Consents monitoring or Maritime. Contact the GIS officers if assistance is required.

NIWA Marine Research Centre (NMRC) – Ruakaka

Main office	09 432 5500 / 432 5506
Stephen Pope (s.pope@niwa.co.nz)	027 473 0621
Steve Pether (s.pether@niwa.co.nz)	027 286 5259
(Moana Blue Abalone also operates from same facility)	
Moana contact Ryan Lanauze	021 227 7019

Northland Health

Medical Officer of Health (After Hours) request telephonist to page	09 430 4100

Northport Limited

Entry to Northport Premises at Marsden Point is restricted, as the area is operated under the Maritime Security Act 2004 and Customs Excise Act 1996. Proof of identity (photo ID) is required. Drivers licence, passports or NZ Defence force ID is accepted. All personal entering from the Seaward side must contact the Security staff (Whangarei Harbour Radio VHF 11 or 094325018) before coming alongside and must also have identification with them.

Any person accessing the port is required to undertake a Port Induction. In the event of an emergency an onsite group induction can be arranged.

The response management team/ROSC/Operations Manager is to provide Northport with the names of persons entering the port area so that the Security Officer (Gatehouse) has a list of names to check off. Should the boarding of a ship alongside the wharf be required, then response personnel will need to communicate with the ship's Security Officer via the Gatehouse prior to entry.

All vehicles require an amber 360 degree flashing light. All personal require a minimum of steel capped footwear, high-viz vest and PFD if within 1m of the berth edge.

Northport Security/Gatehouse (24 hours)	09 432 5018
Main Office Jon Moore (Chief Executive)	09 432 5010 0274 5325011
Operations Manager David Finchett	09 432 5062 021 921 086
Marine/Port Operations Port Duty Operations Bruce Goodchild Jae Staite	 09 432 5060 021 404539 0275394962

North Tugz Limited

Tom Greig – General Manager	09 432 7655
Avinash Murthy – Operations Manager	027 7066525

Oil Companies (for Tier 1 sites)

Contact details for Oil Companies are listed in the following link: https://thehub/id:A279818
They are also available in Webeoc under Tier 1 sites

Northland Iwi Contacts

Contact details for Iwi groups are held by the NRC's Iwi Liaison Officer. In the event of an oil spill, the Iwi Liaison Officer should be consulted for the area specific contacts.

The main Iwi contacts are listed in the following link:
https://thehub:443/id:A255118

Northland CoastCare Contacts

Contact details for CoastCare groups are held by the NRC's CoastCare Co-ordinator. In the event of an oil spill, the CoastCare Co-ordinator should be consulted for the area specific contacts.

The CoastCare contacts are listed in the following link:
https://thehub/id:A918564

Northland Wildlife Contacts

Department of Conservation Whangarei Office (South End Ave, Whangarei) Kauri Coast Office (Colville Rd) Bay of Islands Office (Landing Rd, Kerikeri) Kaitaia Office (Matthews Ave, Kaitaia)	 09 470 3300 09 439 3450 09 407 0300 09 408 6014
Whangarei Native Bird Recovery Centre Robert Webb (info@nbr.org.nz)	09 438 1457 027 675 0564
RNZSPCA - Whangarei Francine Shields	09 438 9161
Ornithological Society	

Les Feasey – Opua (Far North Regional Representative) Anne McCracken – Whangarei (Northland Regional Representative)	09 407 3874 09 438 1145 or 021 107 5489
Fish and Game NZ Northland Region Rudi Hoetjes - Manager	09 438 4135 021 856 228
Project Jonah Equipment	09 302 3106
Orca Research Trust Ingrid Visser (ingrid@orca.org.nz)	09 434 3043 0274 727 627

Community Response Plan

The Whangarei District Council (WDC) in partnership with emergency services and local industry has formulated a Community Response Plan for the Marsden Point area. This plan outlines, amongst other things, any responsibilities and actions to be undertaken by Marsden Point community organisations or individuals in the event of an emergency. Reference to this document could be useful in the event of an oil spill response in that area. Please contact the Civil Defence/Emergency Management Officer for the Whangarei District Council for further information.

- Annex 3 -

COMMUNICATIONS

Annex 3
Communications

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Communication Procedures

Establishing a reliable communications network is a vital part of any oil spill response. There are a number of different communication links that may be required for any particular response across the media of ground, air and water. In addition, the communication requirements will change over time as the spill response progresses through its various stages. For example, the communication requirements for an aerial observation to verify a spill will differ from the communication requirements for a beach clean-up.

From the commencement of the response, all communications between the field response team(s) and the EOC will be by the most appropriate means, most likely mobile phone, VHF radio, land line telephone or a combination of these. Supporting organisations employed to assist in the response will usually have and use their own communication systems.

In the event of a major clean-up operation, the ROSC may designate a suitable local site as a forward communications base and designate an appropriate mode of communication between that site and the EOC.

Safety Note:
Radios, mobile phones, pagers and certain cameras must not be taken on board tankers or into a hazardous spill situation unless they are intrinsically safe.

Communication Resources

EOC Resources

The EOC serves as the communication hub throughout the oil spill response. It is also the centre from which the news media can receive information. The communications equipment available for use in an oil spill response is listed in **Annex 1**.

Field Operations Resources

All of the Council's vessels are equipped with maritime VHF radio. In addition, the Council's maritime team maintains eight portable handheld VHF radios. Three are kept in Whangarei, four at Opua and the Harbourmaster has one.

All council staff have mobile phones connected to Spark and the 3CX system.

NRC have three INMARSAT phones. One each at Whangarei. Kaitaia and Dargaville.
These can be booked with the respective Customer services officer at each site.

Additional Communication Systems outlined in the National Plan

In WebEOC supporting documents of the National Plan outlines the communications systems used within New Zealand that may be utilised during a national response. It is important that the ICT is familiar with the systems, as they may be useful to assist with a Tier 2 response and the EOC Team may be called upon to assist with a Tier 3 response centred in Northland.

Marine Radio Communications

The main types of Marine Radio Communications are VHF-FM radio, MF/HF - Single-Side Band (SSB) radio and International Marine Satellite (INMARSAT). There are no limits on the extent of coverage using SSB and Inmarsat systems. Where practicable, the RCCNZ should be used to communicate with ships using these systems.

In addition, a well-established network of harbour and coastguard radio stations provides full coverage over all of Northland's waters. Details of their respective **VHF operating channels** are listed below.

Outer Hauraki Gulf	Coastguard VHF Channel 60 Mobile phone *500 Phone 09 303 1303
Mangawhai Harbour	Coastguard VHF Channel 05 Mobile phone * 500 Phone 09 303 1303
Whangarei Harbour Radio (Operated by Northport)	VHF Channel 11, 16 Phone 09 432 5018
Whangarei Harbour and Bream Bay	Coastguard VHF Channel 05 Mobile phone *500 Phone 09 303 1303
Tutukaka Coastguard	Coastguard VHF Channel 62,07 Mobile phone *500 Phone 09 303 1303
Whangaruru Coastguard	Coastguard VHF Channel 62,07 Mobile phone *500 Phone 09 303 1303
Bay of Islands	Coastguard VHF Channel 04 Mobile phone *500 Phone 09 303 1303
Russell Radio, Bay of Islands (Limited hours of watch on VHF)	VHF Channel 63, 16 Phone 09 403 7218
Whangaroa Coastguard	Coastguard VHF Channel 05 Mobile phone *500 Phone 09 303 1303
Far North – East Coast, Houhora, Doubtless Bay, Rangaunu and North Cape	Coastguard VHF Channel 60, 61 Phone 09 406 1423
Far North – West Coast	Coastguard VHF Channel 02 Phone 09 406 1423
Hokianga Coastguard	Coastguard VHF Channel 65 Mobile phone *500 Phone 09 303 1303
Kaipara Coastguard	**North Kaipara Coastguard** VHF Channel 66,61 **South Kaipara Coastguard** VHF Channel 01 Mobile phone *500 Phone 09 303 1303
Weather Forecast Coverage along most of Northland	Nowcasting - continuous VHF Channel 19, 20

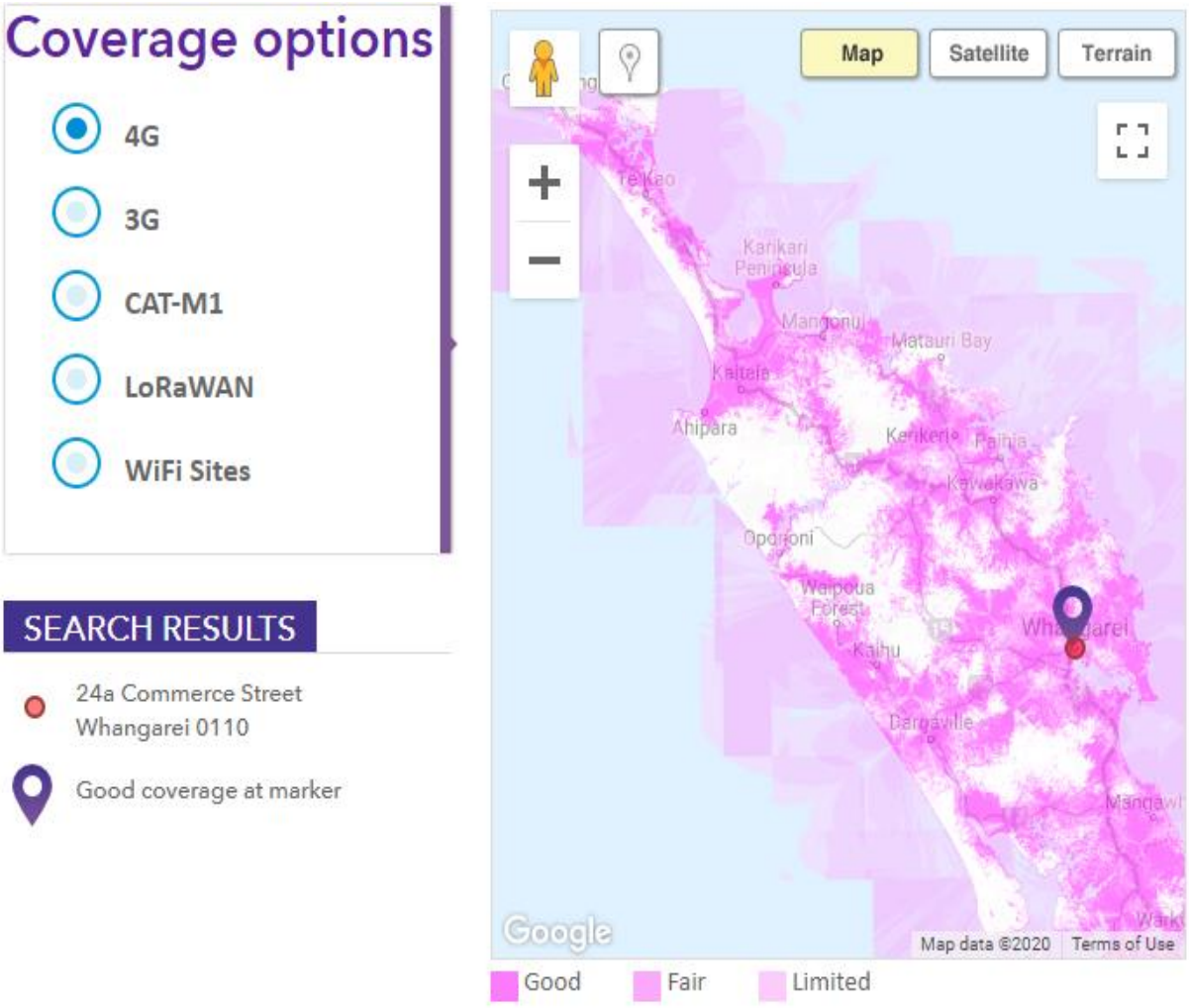
Designated Channels

VHF-FM channels 12,14 and 15 have been identified for use during a spill response on the Whangarei Harbour or its approaches. Northport Limited maintains a repeater station on the Western Hills and operate on Channel 11. Channels 13 and 09 are ship to ship. Consideration would be given to using Ch 18 if the identified channels were unsuitable.

Communication Constraints

NRC as a business uses the Spark (027) mobile network. As such, communication between field operations teams and the management team will in most situations utilise mobile phones for their convenience and portability.

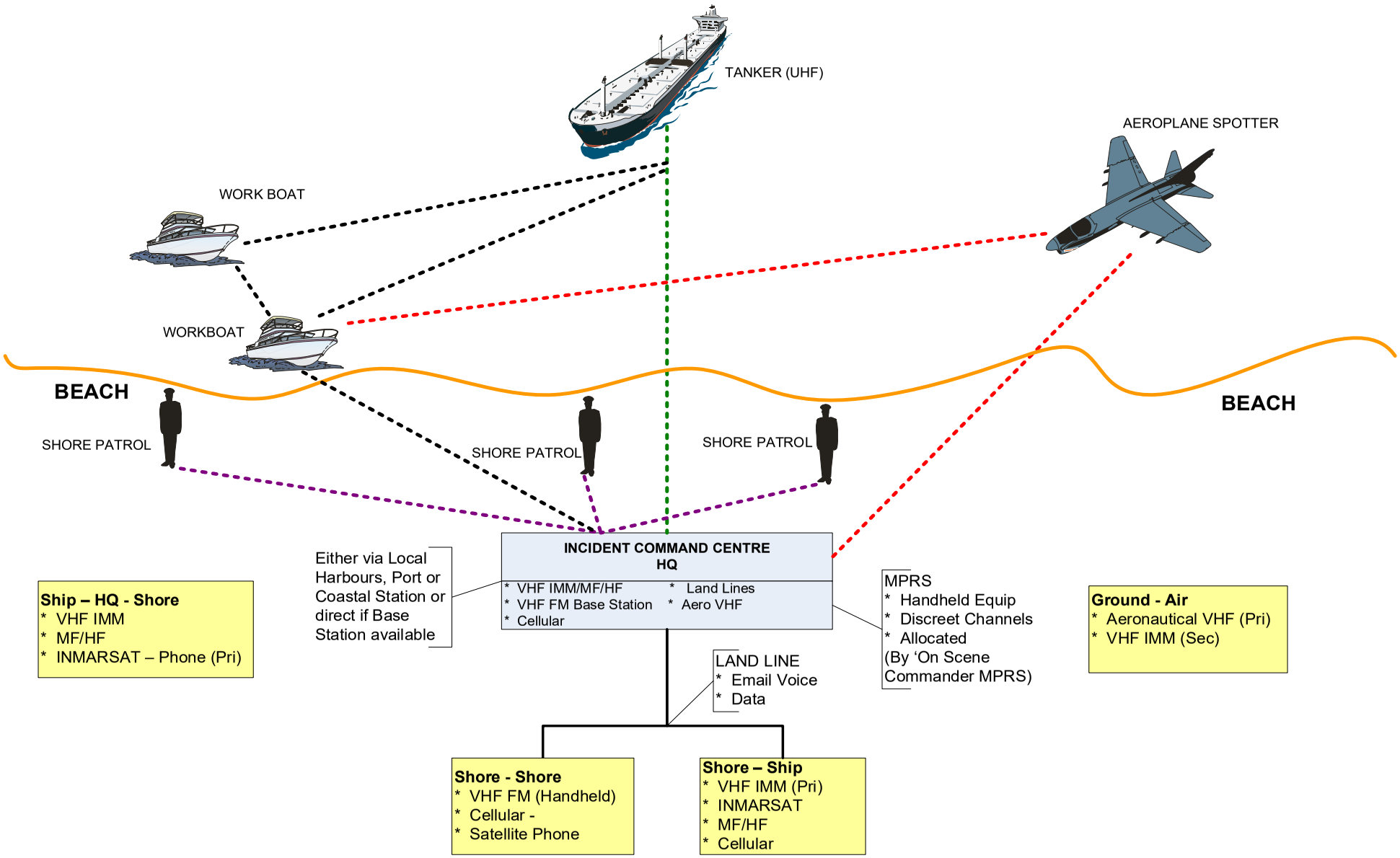
However, it must be recognised that Spark (027) mobile coverage is incomplete in Northland, particularly in the Far North and the Vodafone (021) mobile coverage is no better. In some of the more remote areas there will be small pockets of mobile coverage, but this will be intermittent at best. This could be a significant communication constraint for the response team if a response was required in one of these remote areas, and as such careful consideration should be given to prearranging communication check times beforehand. Refer below for Spark coverage details.



Oil Spill Response Communications Plan Template

(Also refer to the Boating in Northland booklet: www.nrc.govt.nz/boatiesbook for details on Northland marine contacts and channels)

Circuit / User	Band	Channel	Frequency	Callsign	Remarks
SHORE – SHORE (HQ/Shore/ Cleanup parties)	VHF Land Mobile Mobile Phone Networks	ES/ESB Bands	Various – Region Dependant	As directed by user of equip	1. FM Voice 2. Equipment as provided by region i.e DOC, CD, Wildlife 3. MNZ Ch ES127 & ESX8 1. Cellular coverage dependant on differing networks.
SHORE – SHIP (HQ/Workboats/Tanker)	VHF IMM Mobile Phone Networks	CH 16 Ch 4 – 88*	156.800Mhz	International	1. FM Voice 2. Ch16 – Intl Distress/Safety 3. * VHF IMM Channels are working channels and used as directed by Harbour authorities and Coastal stations. 4. Channels MM83-MM88 are reserved for Coast Guard operations. 5. Equipment - Hand Held or Fixed station radios. 6. Intrinsically Approved radios only to be used on tankers. 1. Cellular coverage dependant on differing networks.
SHORE – SHIP (HQ/Workboats/Tanker)	MH / HF	As directed	Various	International	1. SSB Voice 2. Used for long haul communication links or when line of sight VHF links unsuitable.
GROUND – AIR (HQ/Spotter/Workboats Tanker)	VHF Aeronautical	As directed	As directed	International	1. FM Voice 2. Linked directly to Incident control or relay via landline from Control tower.
					Notes 1. Maritime NZ portable Aeronautical handheld radios and Base station equipment available to be deployed as required. 2. Maritime NZ portable handheld radios and Base station equipment (land mobile) available to be deployed as required. Can be used to supplement local regional resources.


TANKER (UHF)
AEROPLANE SPOTTER
WORK BOAT
WORKBOAT
BEACH
BEACH
SHORE PATROL
SHORE PATROL
SHORE PATROL
INCIDENT COMMAND CENTRE
HQ
* VHF IMM/MF/HF
* VHF FM Base Station
* Cellular
* Land Lines
* Aero VHF
Either via Local Harbours, Port or Coastal Station or direct if Base Station available
MPRS
* Handheld Equip
* Discreet Channels
* Allocated
(By 'On Scene Commander MPRS)
LAND LINE
* Email Voice
* Data
Ship – HQ - Shore
* VHF IMM
* MF/HF
* INMARSAT – Phone (Pri)
Ground - Air
* Aeronautical VHF (Pri)
* VHF IMM (Sec)
Shore - Shore
* VHF FM (Handheld)
* Cellular -
* Satellite Phone
Shore – Ship
* VHF IMM (Pri)
* INMARSAT
* MF/HF
* Cellular

- Annex 4 -

SENSITIVE AREAS AND COASTAL INFORMATION

Annex 4
Sensitive Areas and Coastal Information

Table of Contents

OIL SPILL RISK

Overview of Spill Risk

Historical records show that most significant spills in the Northland region occur in Whangarei Harbour during ballasting of oil tankers, bunkering of vessels, tank loading/discharge operations or the internal transfer of oil within a ship. Such spills rarely exceed 5 tonnes.

Spills that occur in other harbours or the coastal area of the region are generally very small, are of a non-persistent oil nature (petrol, diesel) and occur during pleasure/fishing boat refuelling operations or vessel groundings. However, international shipping casualties in recent years illustrate the potential for a large spill.

Target Spill Size

For planning and equipment deployment purposes, the Northland region has been assessed as having a target spill size of 50 tonnes of Heavy Fuel Oil.

RISK SITES

Small Tier 1 Oil Transfer Sites

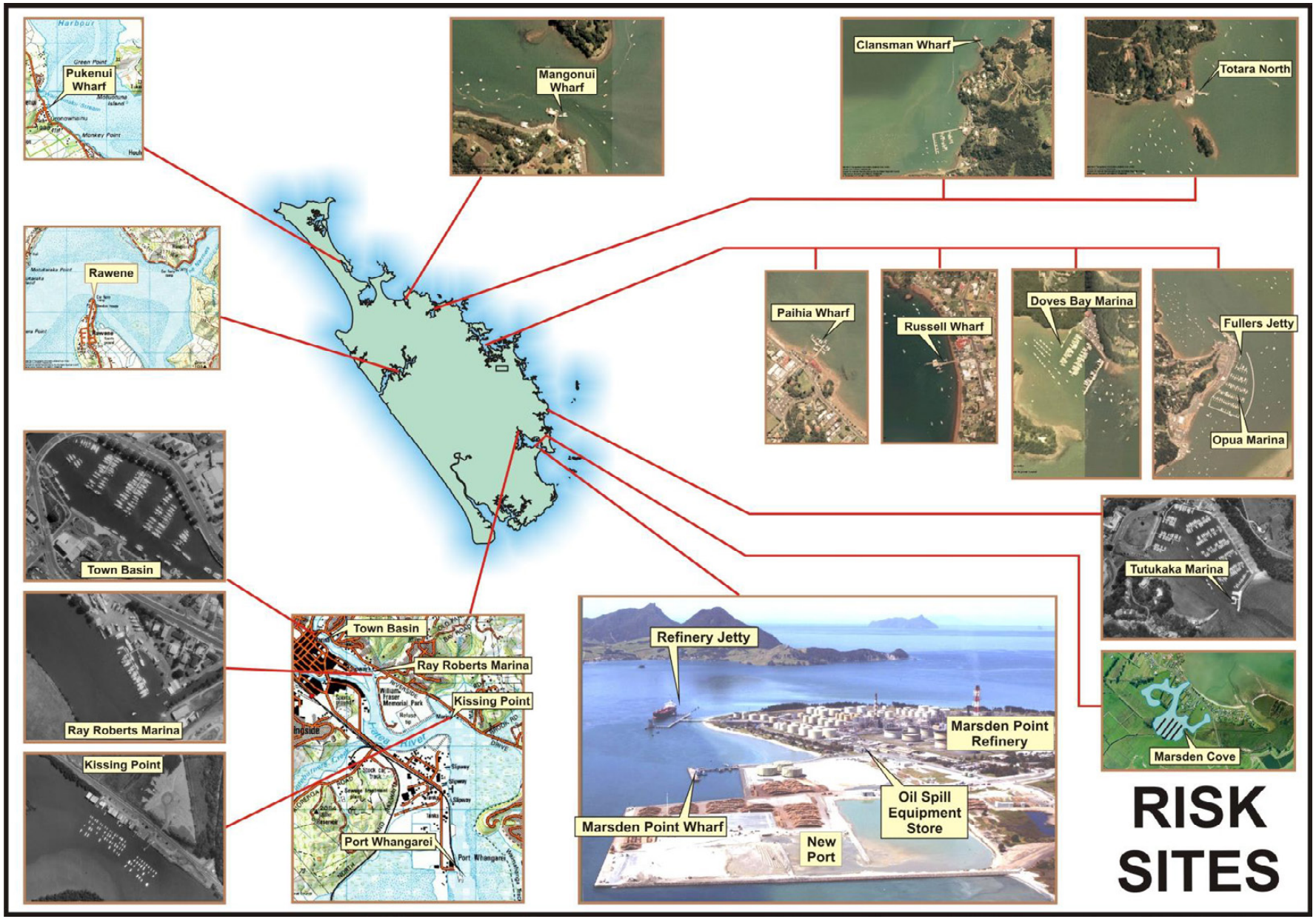
There are a number of small Tier 1 oil transfer sites in the Northland region and most are refuelling sites with shore based pumping systems for the transfer of petrol or diesel oil. Oil transfers from these sites are expected to generally involve no more than 500 litres for each operation. These oil transfer sites have Tier 1 plans in place and have very limited response capability in the form of sorbent materials for the recovery of oil before it reaches the water.

Larger deliveries of oil (generally greater than 500 litres) are carried out from road tankers. The transfer of oil from road tankers is subject to stricter operating procedures and the road tanker driver supervises the oil transfer. These mobile oil transfer sites have Tier 1 plans in place and have limited response capability in the form of sorbent materials for the recovery of oil before it reaches the water.

The table listed on page 4 of this Annex lists those smaller areas (excluding Marsden Point and Port Whangarei) where, perhaps historically, there is a high probability of an oil spill occurring, or alternatively, where there is a possibility that an accident could occur, giving rise to an oil spill. These are known as **risk sites**.

The Expected Spill Volume is the estimated amount of oil likely to be spilt accidentally into the water during routine ship movement or refuelling/bunkering operations.

When an oil spill is beyond the response capability of the Tier 1 site involved, an escalation would occur to a Tier 2 response.



Location Map of Tier 1 Sites

Site	Approved Tier 1 Plan	Type of Oil	Expected Spill Volume
Whangarei			
Town Basin	Tanker truck plans	Diesel	50 litres
Main 3	Tanker truck plans	Diesel	50 litres
Northport, Marsden Point (North Tugz vessel bunkers)	Tanker truck plans	Diesel	50 litres
Marsden Cove Marina	Yes	Petrol and Diesel	50 litres
Tutukaka Harbour			
Tutukaka Marina	Yes	Petrol and diesel	50 litres
	Tanker truck plans	Diesel	50 litres
Bay of Islands			
Russell Wharf	Yes	Petrol and diesel	50 litres
Paihia Wharf	Yes	Diesel	50 litres
Opua Marina	Yes	Diesel	50 litres
Doves Bay Marina	Yes	Diesel	50 litres
Opua Wharf	Tanker truck plans	Diesel	50 litres
Whangaroa Harbour			
Totara North Wharf	Yes	Diesel	50 litres
Whangaroa (Clansman) Wharf	Yes	Diesel	50 litres
Mangonui Harbour			
Mangonui Wharf	Yes	Diesel	50 litres
Houhora Harbour			
Houhora Wharf	Yes	Petrol and diesel	50 litres
Hokianga Harbour			
Vehicle Ferry bunker	Tanker truck plans	Diesel	50 litres

The full list of current Tier 1 sites is held in NRC's document system: https://thehub/id:A279818[1]

Large Tier 1 Oil Transfer Sites

Northport Limited - Port Whangarei (Marsden Point)

Northport Ltd is not required to have a Tier 1 plan in place for its operations at Marsden Point as all oil transfers to and from vessels are carried out by contractor tanker trucks which already have their own Tier 1 Plan.

Northport Ltd does hold response equipment on site (refer **Annex 1** and **Annex 6**) and have Maritime New Zealand trained personnel (refer **Annex 2** and **Annex 6**) available, who also form part of the Tier 2 response team.

New Zealand Refining Company – Tier 1 Site

Oil is loaded and discharged to coastal and foreign tankers at the New Zealand Refining Company jetties. In addition, there is extensive storage of crude feed-stocks, blend-stocks and finished products within the confines of the New Zealand Refining Company tank farm. The New Zealand Refining Company has a Tier 1 plan in place for its operations at Marsden Point. A copy of the Tier 1 Plan is kept in the EOC briefcase. The plan aims primarily at responding to oil spills at the Marsden Point refinery site but also recognises the need for

[1] This is the full Tier 1 list

mmediate Tier 1 response capability for oil that reaches the harbour. The Tier 1 plan categorises oil spills as follows:

Tier 1 – Type A – A spill that can be contained before it reaches the water and can be cleaned up by NZRC, or its contractors, within the scope of the Tier 1 plan.

Tier 1 – Type B – A spill which reaches the water, but can still be contained and cleaned up by NZRC, or its contractors, within the scope of the Tier 1 plan.

Tier 2 – Regional Response – A spill which can not be contained and reaches the water or threatens to do so. The spill cannot be cleaned up without external resources. There is, or may be a threat to local resources. The response required is beyond the scope of this plan and should be under the control of the ROSC.

New Zealand Refining Company hold response equipment on site (**refer Annex 1** and **Annex 6**) and have MNZ trained personnel (**refer Annex 2** and **Annex 6**) available, who also form part of the Tier 2 response team.

Any Tier 1 or Tier 2 response at Marsden Point relies heavily on the speedy and effective evaluation and, where necessary, mobilisation of equipment due to the strong tidal streams that flow in this part of the Whangarei Harbour. NZRC personnel have access to the MNZ equipment stored in the Marsden Point Store.

Vessel Movements Around Northland's Coastline

The primary shipping routes for vessels approaching the major ports of Whangarei, Auckland and Tauranga from the north run down the full extent of Northland's east coast. It is estimated that there are approximately 4,000 vessel (over 45 metres in length) movements per year in this area, including oil tankers, container ships, bulk carriers, general cargo ships, cruise ships, cement carriers and log carriers. The Northland coast is also a popular cruising area for recreational craft and there are significant commercial fishing activities carried out over the whole of Northland's east coast.

The number of shipping movements on the west coast is much lower, with the Taharoa Express and a small number of ships entering/leaving the Manakau Harbour passing along the coast.

Bay of Islands (BOI)

The Bay of Islands holds significant value for both commercial and recreational vessel operations and is considered to be one of New Zealand's foremost cruising and tourist destinations. International cruise ships visit the Bay of Islands during New Zealand's summer (October to March). There are on average 65 ships per year and these ships are subject to compulsory pilotage to facilitate their safe passage. There are also a number of super-yacht visits to Northland waters with vessels in the 40 to 100m length range.

There are a considerable number of tourist operators using the area and recreational vessels that number in the vicinity of 4000 per year are common especially during the summer. Further information can be obtained from the BOI Harbour Risk Assessment which has been prepared by the Council.

Whangarei Harbour

Generally, large vessels entering Whangarei Harbour are either tankers (up to 150,000 dwt) entering/leaving the New Zealand Refining Company, or general cargo and logging ships entering/leaving Port Whangarei (Marsden Point), or the cement carriers entering/leaving Portland. There are a number of commercial fishing vessels that use facilities at Main 3 wharf and at the Town Basin. There are also considerable numbers of small recreational vessels operating on the Whangarei Harbour and its approaches. Further information can

be obtained from the Whangarei Harbour Risk Assessment which has been prepared by the Council.

Poor Knights Mandatory Area to Be Avoided

Following two reasonably significant oil spill events in the late 1990's, both of which had the potential to adversely affect the internationally recognised Poor Knights Island Marine Reserve, a Mandatory Area to be Avoided (MATBA) was created. This came into force on 1 December 2005. The MATBA prevents any ship with a length overall greater than 45 metres (unless that vessel is engaged in fishing operations or is a barge under tow with cargo that does not include oil or other harmful liquid substances) from entering this area. It has international status through the International Maritime Organisation and is enforced by Maritime New Zealand using Marine Protection Rule Part 190.

Maritime NZ are now approving some exemptions for large super-yachts to enter the Poor Knights.

The area runs along the eastern coast of Northland between Cape Brett and Bream Head and extends 5 nautical miles outside of the Poor Knights Islands. **Refer to Hydrographic Chart NZ521** for details.

General Environmental Information

Predominant Northland Coastlines and Vulnerablity – General Description

The Northland coastline can be divided into three broad physical environmental types on the basis of wave exposure regimes, namely:

- Exposed high energy shores of the west coast;
- Low energy lee shores of the northern and eastern coasts, and eastern offshore islands; and
- Protected shores and waters within harbours and estuaries.

Relative vulnerability of these various physical shoreline types to long-term environmental damage from oil spills are summarised in the following table:

Wave Regime	Areas Present	Coastal Type	Vulnerability
Type A Exposed, high energy shores.	West Coast	Bluffs and steeply dipping rock	Low
		Sand beaches	Low
		Inter-tidal rock platforms, and sand-gravel pocket beaches	Intermediate
Type B Low energy lee shores.	Northern and eastern coasts and offshore islands. Shores exposed to northerly and easterly quarter swell and waves.	Bluffs and steeply dipping rock	Intermediate
		Sandy beaches.	Intermediate
		Inter-tidal rock platforms, and sand-gravel pocket beaches	High
	West and south facing shores.	Inter-tidal rock platforms, and sand-gravel pocket beaches	High
Type C Harbours and estuaries.		Muddy, sandy, gravel and shelly tidal flats, beaches and banks; rocky coasts	High
		Mangrove forest, salt marsh, eelgrass beds	High

In general terms, the natural dispersal of oil spills by wave action is likely to occur most rapidly on type A coasts, and most slowly on type C coasts. On type B coasts, natural dispersion is likely to be more rapid on shores directly exposed to northerly and easterly oceanic swell and storm waves (i.e. comprising the most frequent wave approach directions), than on south and west-facing coasts and those in the lee of headlands and islands.

For a given wave regime on open coasts, steeply dipping rocky coasts and bluffs are likely to be least vulnerable to long-term environmental damage from oil spills. Sand beaches will have intermediate vulnerability although penetration of oil into sediments will inevitably occur, and rocky coasts with inter-tidal platforms and sand-gravel pocket beaches will be most vulnerable to long-term damage resulting from the penetration of oil. All coastal types in harbours and estuaries are highly vulnerable to long-term environmental damage from oil spills, with mangrove forest, salt marsh and eelgrass beds being the most susceptible.

Bird species present in Northland

Priority Category	*Species Scientific Name*	*Species Common Name*	*NZ threat classification*	*IUCN category*	*Status Code*	*Breeds in Northland*	*Breeding Season*	*Seasonal Distribution*
1C	*Anarhynchus frontalis*	Wrybill	Nationally vulnerable	VU	E	n	n/a	year round
2B	*Anas chlorotis*	Brown teal	Recovering	VU	E	y	Variable	year round
5	*Anas gracilis*	Grey teal	Not threatened	LC	N	y	Sept-Jan	year round
6	*Anas platyrhynchos*	Mallard	Introduced & naturalised	LC	I	y	Aug-Feb	year round
3	*Anas rhynchotis*	NZ (Australasian) shoveler	Not threatened	LC	E	y	Oct – Feb	year round
1A	*Anas superciliosa*	Grey duck	Nationally critical	LC	N	y	Aug-Feb (Peaking Oct-Nov)	year round
6	*Anser anser*	Feral goose	Introduced & naturalised	LC	I	y	Sep – Jan	year round
4	*Ardea ibis coromandus*	Cattle egret	Migrant	LC	M	n	n/a	year round
1A	*Ardea modesta*	White heron	Nationally critical	Not listed	N	n	n/a	year round
4	*Arenaria interpres*	Turnstone	Migrant	LC	M	n	n/a	year round
3	*Aythya novaeseelandiae*	NZ scaup	Not threatened	LC	E	y	Oct - Apr	year round
1B	*Botaurus poiciloptilus*	Australasian bittern	Nationally endangered	EN	N	y	Sep – Jan	year round
6	*Branta canadensis*	Canada goose	Introduced & naturalised	LC	I	y	Sep – Jan	year round
6	*Cairina moschata*	Muscovy duck	Not listed	LC	I	n	n/a	W, Sp
4	*Calidris acuminata*	Sharp-tailed sandpiper	Migrant	LC	M	n	n/a	Sp, S
4	*Calidris canutus rogersi*	Lesser (red) knot	Migrant	LC	M	n	n/a	year round

Priority Category	*Species Scientific Name*	Species Common Name	NZ threat classification	IUCN category	Status Code	Breeds in Northland	Breeding Season	Seasonal Distribution
4	*Calidris ferruginea*	Curlew sandpiper	Migrant	LC	M	n	n/a	Sp, S, A
4	*Calidris melanotos*	Pectoral sandpiper	Vagrant	LC	S	n	n/a	S
4	*Calidris ruficollis*	Red-necked stint	Migrant	LC	M	n	n/a	year round
6	*Cereopsis novaehollandiae*	Cape Barren goose	Introduced & naturalised	LC	I	n	n/a	year round
1C	*Charadrius obscurus aquilonius*	Northern NZ dotterel	Nationally vulnerable	EN	E	y	Aug-Feb	year round
1C	*Charandrius b. bicinctus*	Banded dotterel	Nationally vulnerable	Not listed	E	y	Jul - Feb	year round
4	*Chlidonias leucopterus*	White-winged black tern	Migrant	LC	S	n	n/a	S, A
1B	*Chlidonias albostriata*	Black-fronted tern	Nationally endangered	EN	E	n	n/a	S, A
5	*Cygnus atratus*	Black swan	Not threatened	LC	N	y	variable	year round
4	*Daption capense capense*	Cape pigeon	Migrant	LC	N	n	n/a	S, W
4	*Egretta garzetta immaculata*	Little egret	Vagrant	LC	N	n	n/a	A
1C	*Egretta sacra*	Reef heron	Nationally vulnerable	LC	N	y	Sep - Feb	year round
2A	*Eudyptula minor*	Blue penguin	Declining	LC	N	y	Jul - Feb	year round
5	*Egretta novaehollandiae*	White-faced heron	Not threatened	LC	N	y	Jun - Dec	year round
4	*Elseyornis melanops*	Black-fronted dotterel	Coloniser	LC	N	n	n/a	S, W
2A	*Gallirallus philippensis*	Banded rail	Declining	LC	N	Y		All seasons
2A	*Haematopus finschi*	NZ pied oystercatcher	Declining	LC	E	n	n/a	year round
2B	*Haematopus unicolor*	Variable oystercatcher	Recovering	LC	E	y	Sep - Mar	year round

Priority Category	*Species Scientific Name*	Species Common Name	NZ threat classification	IUCN category	Status Code	Breeds in Northland	Breeding Season	Seasonal Distribution
2A	*Himantopus himantopus leucocephalus*	Pied stilt	Declining	LC	N	y	Jul-Jan	year round
1A	*Himantopus novaezelandiae*	Black stilt	Nationally critical	CR	E	n	n/a	A
1C	*Hydroprogne caspia*	Caspian tern	Nationally vulnerable	LC	N	y	Sep - Feb	year round
1B	*Larus bulleri*	Black-billed gull	Nationally endangered	EN	E	n	n/a	year round
5	*Larus dominicanus dominicanus*	Southern black-backed gull	Not threatened	LC	N	y	All Year	year round
1C	*Larus novaehollandiae scopulinus*	Red-billed gull	Nationally vulnerable	LC	E	y	All Year	year round
4	*Limosa lapponica baueri*	Eastern bar-tailed godwit	Migrant	LC	M	n	n/a	year round
4	*Limosa limosa melanuroides*	Asiatic black-tailed godwit	Vagrant	LC	S	n	n/a	Sp, A
2D	*Macronectes halli*	Northern giant petrel	Naturally uncommon	NT	N	n	n/a	Sp
5	*Morus serrator*	Australasian gannet	Not threatened	LC	N	y	Jul - Dec	year round
4	*Numenius madagascariensis*	Far-Eastern curlew	Migrant	LC	M	n	n/a	Sp, S, A
4	*Numensis phaeopus sp.*	Whimbrel – Asiatic / American	Migrant/ Vagrant	LC	M	n	n/a	year round
2C	*Pachyptila turtur*	Fairy prion	Relict	LC	N	y	Oct - Feb	S
2C	*Pelagodroma marina maoriana*	NZ white-faced storm petrel	Relict	LC	N	y	Oct - Mar	Sp, S
2C	*Pelecanoides u. urinatrix*	Northern diving petrel	Relict	LC	N	y	Aug - Dec	year round

Priority Category	*Species Scientific Name*	Species Common Name	NZ threat classification	IUCN category	Status Code	Breeds in Northland	Breeding Season	Seasonal Distribution
2D	*Phalacrocorax carbo novaehollandiae*	Black shag	Naturally uncommon	LC	N	y	All Year	year round
3	*Phalacrocorax melanoleucos brevirostris*	Little shag	Not threatened	LC	E	y	Aug - Feb	year round
2D	*Phalacrocorax sulcirostris*	Little back shag	Naturally uncommon	LC	N	y	Nov - Mar	year round
1C	*Phalacrocorax varius varius*	Pied shag	Nationally vulnerable	LC	N	y	Aug-Sep/Mar-Apr	year round
2D	*Platalea regia*	Royal spoonbill	Naturally uncommon	LC	N	n	n/a	year round
4	*Pluvialis fulva*	Pacific golden plover	Migrant	LC	M	n	n/a	year round
1C	*Poliocephalus rufopectus*	NZ dabchick	Nationally vulnerable	VU	E	y	Sep - Mar	year round
5	*Porphyrio m. melanotus*	Pukeko	Not threatened	LC	N	y	variable	year round
2C	*Porzana pusilla affinis*	Marsh crake	Relict	LC	N	n	n/a	year round
2C	*Porzana t. tabuensis*	Spotless crake	Relict	LC	N	n	n/a	year round
1C	*Procellaria parkinsoni*	Black petrel	Nationally vulnerable	VU	E	n	n/a	S, A
2D	*Procelsterna cerulea albivitta*	Grey ternlet	Naturally uncommon	LC	N	n	n/a	S, A
2C	*Pterodroma cookii*	Cook's petrel	Relict	EN	N	n	n/a	S
3	*Pterodroma macroptera gouldi*	Grey-faced petrel	Not threatened	LC	E	y	Jun - Jan	year round
2D	*Puffinus bulleri*	Buller's shearwater	Naturally uncommon	VU	E	y	Nov - May	year round
2A	*Puffinus carneipes*	Flesh-footed shearwater	Declining	LC	N	y	Nov - May	Sp, S, A

Priority Category	*Species Scientific Name*	Species Common Name	NZ threat classification	IUCN category	Status Code	Breeds in Northland	Breeding Season	Seasonal Distribution
2C	*Puffinus gavia*	Fluttering shearwater	Relict	LC	E	y	Sep - Feb	year round
2A	*Puffinus griseus*	Sooty shearwater	Declining	NT	N	y	Nov - May	Sp, S, A
4	*Stercorarius parasiticus*	Arctic skua	Migrant	LC	M	n	n/a	Sp, S, A
4	*Sternula albifrons sinensis*	Little tern	Migrant	LC	M	n	n/a	year round
1A	*Sternula nereis davisae*	NZ fairy tern	Nationally critical	LC	E	y	Sept-Jan	year round
2A	*Sterna s. striata*	White-fronted tern	Declining	LC	N	y	Aug-Feb	year round
3	*Strictocarbo punctatus punctatus*	Spotted shag	Not threatened	LC	E	n	n/a	W
4	*Tachybaptus novaehollandiae*	Australasian little grebe	Coloniser	LC	N	y	Jan- Apr	year round
3	*Tadorna variegata*	Paradise shelduck	Not threatened	LC	E	y	Aug-Jan	year round
4	*Tringa brevipes*	Siberian tattler	Vagrant	LC	S	n	n/a	Sp, S, A
4	*Tringa cinerea*	Terek sandpiper	Vagrant	LC	S	n	n/a	S, A, W
5	*Vannelus miles novaehollandiae*	Spur-winged plover	Not threatened	LC	N	y	June-Jan	year round
2A	*Bowdleria punctata vealeae*	NI fernbird	Declining	NT	E	Y		All seasons

Key

Status Code:

E	*Endemic*	*Breeds only in NZ territories*
N	*Native*	*Breeds in NZ territories and elsewhere*
M	*Migrant*	*A reasonable number migrate to NZ territories but do not breed*
S	*Straggler/vagrant*	*Not a regular migrant or few migrate to NZ territories but do not breed*
I	*Introduced*	*Introduced by humans*

IUCN Classification scheme: ***(http://www.iucnredlist.org)***

CR	*Critically Endangered*
EN	*Endangered*
VU	*Vulnerable*
NT	*Near Threatened*
LC	*Least Concern*

Seasons:

Sp	*Spring*
S	*Summer*
A	*Autumn*
W	Winter

Priority Category:

Category 1: First priority for deterrence, rescue and/or rehabilitation

Species with a New Zealand Threat Classification of 'Threatened' and/or IUCN Red-list classification (www.iucnredlist.org) of critically endangered (CR), endangered (EN) or vulnerable (VU). These are ranked from 1A to 1C for further prioritization using the New Zealand Threat Classification system.

- 1A Nationally critical
- 1B Nationally endangered
- 1C Nationally vulnerable

Category 2: Second priority for deterrence, rescue and rehabilitation

Species with a New Zealand Threat Classification of 'At Risk' and/or IUCN Red-list classification (www.iucnredlist.org) of critically endangered (CR), endangered (EN) or vulnerable (VU). These are ranked from 2A to 2E for further prioritization using the New Zealand Threat Classification system.

- 2A Declining
- 2B Recovering
- 2C Relict
- 2D Naturally uncommon
- 2E Data deficient

Category 3: Third priority for deterrence, rescue and rehabilitation

Species which are endemic to New Zealand and are considered to be 'Not Threatened' under the NZ Threat Classification System, and with an IUCN Red-list classification of lower risk (LR) or not listed.

Category 4: Fourth priority for deterrence, rescue and rehabilitation

Species considered as migrants, vagrants or colonizers under the NZ Threat Classification System, and with an IUCN Red-list classification of lower risk (LR) or not listed.

Category 5: Fifth priority for deterrence, rescue and rehabilitation

Species which are native to New Zealand and are considered to be 'Not Threatened' under the NZ Threat Classification System, and with an IUCN Red-list classification of lower risk (LR) or not listed.

Category 6: Sixth priority for deterrence, rescue and rehabilitation

Species considered to be 'Introduced & Naturalised' under the NZ Threat Classification System, and with an IUCN Red-list classification of lower risk (LR) or not listed.

LC Least Concern

Sensitive Areas

Areas with Special Ecological Value

Northland's entire coastline has some degree of ecological importance with the following areas having particularly high ecological value.

1. Kaipara Harbour - internationally important for migratory seabirds and wading birds.
2. Hokianga Harbour - nationally important for wading birds.
3. Matapia Island - a regionally important fur seal haul-out area.
4. Scott Point to North Cape - nationally important because of local endemism.
5. Parengarenga Harbour - internationally important for migratory wading birds.
6. Houhora Harbour - internationally important for migratory wading birds.
7. Rangaunu Harbour - internationally important for migratory wading birds.
8. Karikari Peninsula - nationally important for biodiversity of coastal reef habitats.
9. Cape Brett Peninsula - nationally important for biodiversity of coastal reef habitats.
10. Whangaruru Harbour & Mimiwhangata - nationally important for brown teal.
11. Whananaki Estuary - nationally important for wading birds and brown teal.
12. Ngunguru, Pataua & Horahora Estuaries - nationally important for wading birds.
13. Whangarei Harbour - internationally important for migratory wading birds.
14. Ruakaka River - nationally important for migratory wading birds.
15. Waipu River - nationally important for migratory wading birds and seabirds.
16. Mangawhai Estuary - nationally important for migratory wading birds and seabirds.
17. Poor Knights Islands - internationally important for biodiversity of coastal reef habitats, and as a seabird breeding area
18. Hen and Chickens Islands - nationally important as a seabird breeding area.

Northland Marine Library

The Department of Conservation, in partnership with a number of other organisations, has prepared an information resource for use in marine planning and conservation. Called the Northland Marine Library, http://www.marinenz.org.nz/nml/, it brings together vast amounts of information about Northland's marine environment. It contains an interactive map index created from a wide variety of information sources, and a documents index with reports on the Northland coastline, plus background papers on marine conservation, management and planning. While this resource does not cover the whole of Northland's coastline, it would be provide an invaluable tool to assist in the planning aspect of an oil spill response.

Coastal Information – Site Sheets

For the purposes of this Annex and the Plan in general, Northland's coastline has been segmented into specific areas. The coastline within each of these specific areas has been further segmented and is represented by individually catalogued site sheets.

The number of site sheets prepared for each area has been based on the vulnerability of each area to an oil spill event, taking into consideration the probability of a spill, the oil types and volumes likely to be encountered in the area, and the likely impact of a spill on the

environment. For example, more site sheets have been prepared for Whangarei Harbour than say a west coast area because of the higher risk of the area.
Each site sheet contains specific information including:

- A geographical/hydrographical description of the area
- A risk rating from 1 to 3 (1 = High) based on the sensitivity of the resources at risk of oil spill damage depending on their local, regional, national and international importance. This will provide priority areas for protection and treatment if required during a response.
- A description of those resources most likely at risk, including, ecological (flora & fauna), social, amenity, cultural, and economic values.
- A preferred response option matrix for each area.
- Where already known, standard operating procedures for equipment deployment.
- Important logistical information including boat ramp locations and beach access points etc that would assist in the preparation of an incident action plan.

Site sheet list

The site sheets representative of Northland's coastline are listed below.

Site Sheet Code	Site Description
MGH/01	Te Arai, Mangawhai Harbour and Bream Tail
BBC/01	Bream Tail to Marsden Point coastline
BBC/02	Waipu River
BBC/03	Ruakaka Estuary
BBC/04	Hen & Chicken Islands & Bream Bay
WHG/01	Marsden Point to One Tree Point
WHG/02	One Tree Point to Limestone Island
WHG/03	Onerahi and Upper Harbour to Town Basin
WHG/04	Onerahi to Darch Point
WHG/05	Reotahi to Home Point
WHG/06	Home Point to Bream Head
WEC/01	Bream Head to Ngunguru
WEC/02	Tutukaka to Mimiwhangata
WEC/03	Mimiwhangata and Whangaruru Harbour
WEC/04	Whangaruru to Cape Brett
PKI/01	Poor Knights Islands
BOI/01	Cape Brett to Albert Channel
BOI/02	Outer Islands – Urupukakaka Island to Roberton Island
BOI/03	Albert Channel to Tapeka Point
BOI/04	Inner Harbour
BOI/05	Waitangi to Cape Wiwiki, incl. Moturua Is.
BOI/06	Kerikeri Inlet
BOI/07	Te Puna Inlet
WHC/01	Cape Wiwiki to Matauri Bay
WHC/02	Cavalli Islands
WHC/03	Matauri Bay to Whangaroa Harbour, incl. Stephensons Is.
WHO/01	Whangaroa Harbour
WHC/04	Whangaroa Harbour to Bird Rock
DBC/01	Bird Rock to Berghan Point
DBC/02	Berghan Point to Mangonui Harbour entrance
MGN/01	Mangonui Harbour
DBC/03	Coopers Beach, Cable Bay, Taipa Bay to Tokerau Beach
DBC/04	Tokerau Beach to Knuckle Point

DBC/05	Knuckle Point to Cape Karikari
HOC/01	Cape Karikari to Rangaunu Harbour entrance
HOC/02	Rangaunu Harbour entrance to Rarewa Beach
RGN/01	Rangaunu Harbour
HOU/01	Houhora Harbour
FNC/01	Rarewa Beach to North Cape
PAR/01	Parengarenga Harbour
FNC/02	North Cape to Hooper Point
FNC/03	Hooper Point to Cape Reinga
FNC/04	Cape Reinga to Scotts Point
FNC/05	Ninety Mile Beach to Tauroa Point
HKC/01	Coast between Tauroa Point and Hokianga Harbour (north head)
HKC/02	Whangape Harbour
HKC/03	Herekino Harbour
HOK/01	Hokianga Harbour
HKC/04	Hokianga Harbour (south head) to Maungonui Bluff
KPC/01	Maungonui Bluff to Pouto Point
KAI/01	Kaipara Harbour – Wairoa River / Pouto Point to Dargaville
KAI/02	Kaipara Harbour – Otamatea River, Oruawharo River, Arapaoa River and Pahi

These sites sheets can be accessed by following this link: https://thehub/id:fA64682.

NB: The preparation of these site sheets continues to be a work in progress, therefore some of the sheets may be incomplete.

NIWA Fish Hatchery at Bream Bay

The National Institute of Water & Atmospheric Research Limited (NIWA) has established an extensive fish hatchery in Bream Bay. The hatchery operation is located in this area due to its need for high quality seawater for continuous circulation, an operational component that is critical to the success of the hatchery.

The hatchery seawater is piped to the hatchery via the old Marsden B cooling water intake, which is in Bream Bay. Recirculation of water within the hatchery system is not an option and shutting down the water intake for any period greater than two hours is not viable.

Any oil or oil/dispersant mix that entered the hatchery water supply would be terminal for the hatchery operation and therefore it is vitally important that NIWA staff are notified if there is any risk of this happening (see Annex 2 for contact details).

Agreement has been reached that NIWA will be notified of any oil spill in the lower Whangarei Harbour area. This is to allow NIWA staff time to put alternative water supplies in operation and if necessary, to place the cover over the end of the water intake pipe to avoid contamination of the pipe.

NIWA have agreed to make a person available to participate with decision-making at the EOC if necessary.

Places of Safety

Because of the nature of the coastline and the sensitive nature of the environment, the Northland region provides few options for establishing a 'place of refuge' for commercial shipping in difficulty. The decision to establish a 'place of refuge' will be made at the time of the incident and will be based on an assessment of the relevant factors. These factors will include, but not be limited to, the size and type of vessel, the quantity and type of oil(s) carried, the risk to the environment from a spill, cultural concerns, the weather and sea conditions at the time and forecast and the risk to wildlife. Where possible, this response capability is to be in place before the vessel arrives at any safe haven. As a general comment, provided weather permits, it is the intention to boom around a damaged vessel in order to reduce the effects of any escaping oil. This will be carried out as soon as possible.

Chapter 13 of this Plan clearly explains the protocol to be followed when determining a 'place of refuge.'

A limited number of potential safe anchorages have been identified and are described below with endorsements on their use. Other anchorages in bays and harbours along the coast are very dependent on the weather conditions at the time.

	Entry	**Shelter**	**Depth**	**Tidal Conditions**	**Holding**	**Access (repair)**	**Access (containment)**
Bream Bay	good	moderate	Up to 35m	moderate	Moderate	good	Poor/mod
Comment	An anchorage for any size vessel is available in Bream Bay at the Whangarei Harbour entrance. This anchorage is open to the east and southeast. The recommended position for vessels arriving to anchor prior to entering Whangarei Harbour is 1 mile east of the Fairway Buoy.						
Bay of Islands	good	good	Up to 26 m	weak	good	moderate	good
Comment	A number of anchorages for large vessels are available in the Bay of Islands. The best known of these is the "Renown" anchorage. Draft is generally unrestricted and there are few problems associated with the deployment of oil booms. Oil booms may be easily loaded at Opua for transportation to the anchorage or may be deployed off Long Beach near Russell.						
Doubtless Bay	moderate	moderate	Up to 14 m	weak	moderate	poor	poor
Comment	This anchorage is suitable in offshore conditions. There are no ship length limitations although deployment of oil booms is a little more difficult given overland distance from the Marsden Point storage site and beach access.						
Ahipara Bay	good	moderate	Up to 10 m	weak	moderate	poor	poor
Comment	This anchorage is situated on the west coast of Northland and is of limited value. It can be used in conditions between North East and South West only and draft is restricted due to the gently shoaling natural depth contours of the bay.						

- Annex 5 -

PREDICTION OF OIL MOVEMENT AND BEHAVIOUR

Annex 5
Prediction of Oil Movement and Behaviour

Table of Contents

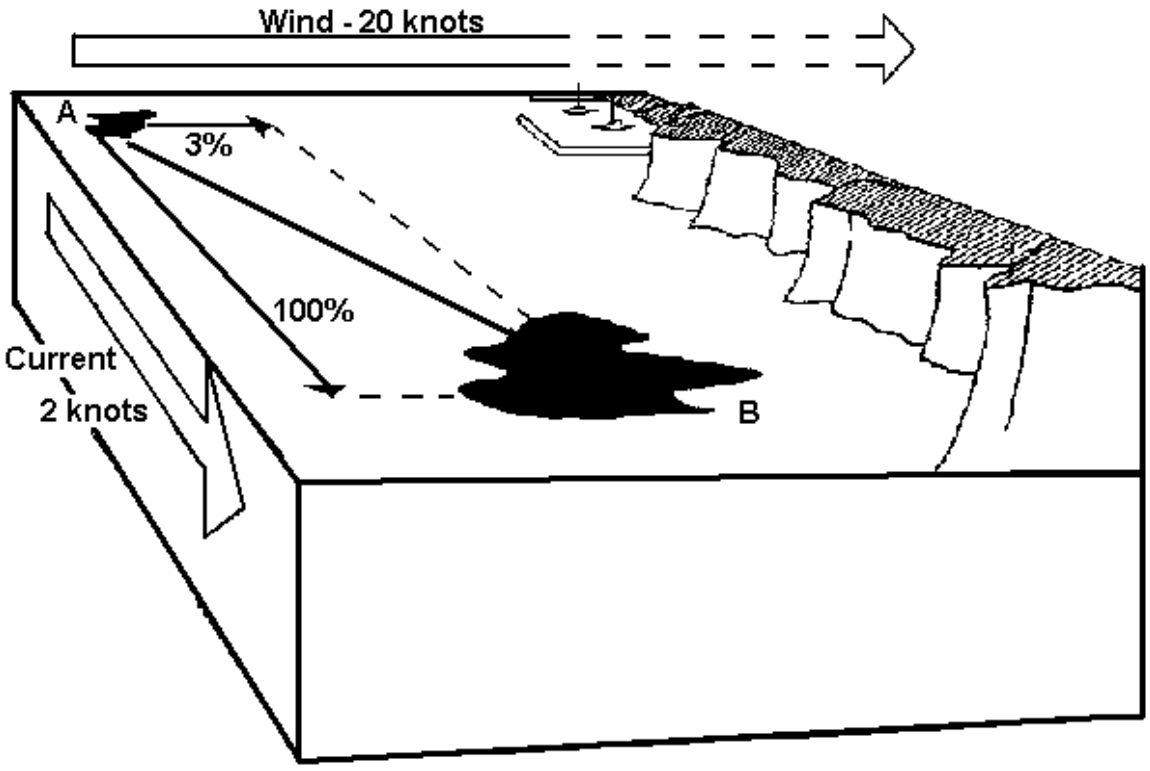
Prediction of Oil Movement

Note: WebEOC has information on oil tracking and a spill calculator in the Library section under OSDO resources.
The Adios application found in the same location can be used to predict the changes in physical and chemical characteristics of an oil slick over time. Hence, it may be used to predict when mousse formation may occur. (NB – ADIOS predictions have not been checked against actual oil weathering and should therefore be used with caution).

MNZ have the oil trajectory software "Oilmap" which is available to use via the OSDO.

To request an oil map trajectory report please contact the OSDO on 04 473 6369

Generally, oil moves at approximately 100 % of surface current and 3 % of wind speed. The influence of 3% of the wind speed combined with 100% of the current speed results in the movement of oil from A to B



NOTE: Winds blow **FROM** the specified direction whereas currents flow **TOWARDS** the specified direction

A cautionary note: this calculation will not predict the movement of emulsified slicks (mousse).

Tidal Flows and Coastal Currents

Broad tidal stream and current predictions are contained in hydrographical charts and should be used in conjunction with tide tables for the appropriate day. Additional tidal stream information can be obtained from the New Zealand Tidal Streams Atlas or from the Land Information New Zealand (LINZ) web site **www.linz.govt.nz**. Special tidal forecasts can be obtained from NIWA. The relevant hydrographical charts, tide tables and the Tidal Streams Atlas will be available at the EOC.

There is limited data available about surface currents on the Northland coast. Generally speaking, the predominant offshore current on the west coast is the West Auckland Current which moves southwards along the coast. The predominant offshore current on the east coast is the southeast flowing East Auckland Current. The edge of this current is not continuous and is often broken by a series of eddies which move down the coast.

In addition, complex and varied tidal streams are experienced on all harbours and wind speed and direction are subject to the vagaries of local conditions. **It is strongly recommended that emphasis be placed on monitoring the actual movement of an oil spill to validate any predictions made during a response.**

Local and specific knowledge for each of the harbours can also be obtained from the NRC maritime staff and harbour wardens.

Water temperature

The NRC's Coastal Monitoring team keep records of water temperatures. Samples are obtained from various sites around the Whangarei Harbour are taken bi-monthly.

The records can also be used to provide a good indication of seasonal water temperatures that could be expected in any of Northland waters. The Mair Bank data is a good indication of typical **eastern coastal** water temperature ranges. The Kissing Point data is a good indication of typical **estuarine** water temperature ranges. While there will be some small variations along the east coast, these are not too large to get too excited about.

Generally, water temperatures on the **west coast** are two degrees cooler than on the east coast.

Weather

Weather forecasts can be obtained from the Meteorological Service web site at **www.metservice.co.nz**.

Additionally, weather forecasts are also available from MetConnect Login. This site is available for CDEM purposes and has been made available for use in oil spill response. This site is password protected to some NRC staff only.

- Annex 6 -

MEMORANDUMS OF UNDERSTANDING

Annex 6

Memorandums of Understanding

NRC have MOU's between Northport, RNZ, DOC and North Tugz.

- Memorandums of understanding between Northport Limited and the Northland Regional Council in respect of Tier 2 Marine Oil Spill Response Activities in Northland

- Memorandums of understanding between Refining NZ and the Northland Regional Council in respect of Tier 2 Marine Oil Spill Response Activities in Northland

- Memorandums of understanding between Department of Conservation and the Northland Regional Council in respect of Tier 2 Marine Oil Spill Response Activities in Northland

- Memorandums of understanding between North Tugz Limited and the Northland Regional Council in respect of Tier 2 Marine Oil Spill Response Activities in Northland

The signed electronic copies of these MoU's are kept in the Northland Regional Council's Objective filing system.

These MoU's are updated every three years. The next review is due in October 2023

Marsden Point Agreement

Marsden Point Agreement

Oil spill response agreement for the lower Whangarei harbour

AREA OF LIMITATION

While this policy is designed to apply to the lower Whangarei Harbour, and specifically the two key marine installations of Refining NZ and Northport including the environment potentially affected by a spill from these installations or ships berthed alongside these installations, it will also encompass the Marsden Cove Marina.
This concept is underpinned by a mutual agreement by all the agencies in the agreement, to work as one effective response agency for the benefit of the Whangarei Harbour environment and the community.

AGREEMENT OF TERMS

This policy agreement reflects a collaborative approach taken by Refining NZ, Northport, North Tugz and Northland Regional Council to deal with marine oil spills in the lower part of the Whangarei Harbour and includes the marine facilities at Refining NZ, Northport and Marsden Cove Marina.
The implementation of this Policy during any marine oil spill response will have the full co-operation of the above agencies.
A key concept of this policy is that all the above agencies will work as one effective response team for the mutual benefit of the environment.
This Agreement came in to effect on 18 July 2018, and will be filed in and reviewed annually along with the Regional oil spill contingency plan.

AIM

Refining NZ, Northport, North Tugz, Marsden Cove Marina and the Northland Regional Council (NRC) agree that an **all of port (multi-agency) response** which incorporates the best available resources from all organisations working as one team is the best approach to ensure a safe, co-ordinated, timely and effective response to a marine oil spill in this part of the Whangarei Harbour.

SCOPE OF AGREEMENT

For clarification, **a marine oil spill is a spill of hydrocarbons that has or may have the potential to enter the coastal marine area (i.e. in to the harbour or on to a coastline below MHWS). The spill must be reported, evaluated and notified, a response declared and if need be a clean-up operation undertaken to effectively mitigate its effect on the environment.**
If a spill is from a ship berthed alongside either facility, **the ship is the spiller** and they must respond to the spill as per their Ship Oil Pollution Emergency Plan (SOPEP) by preventing further hydrocarbons from going into the water. The ship is required to immediately notify relevant authorities (the NRC Environmental Hotline 0800 504 639), or if they can't, then it would be reported by the relevant marine facility owner/operator on their behalf.
If on the other hand **a spill was from the Refining NZ facilities** for example, then **Refining NZ would be the spiller** and they would respond in accordance with their Tier 1

Oil Spill Contingency Plan by notifying the NRC via the NRC Environmental Hotline as well as undertaking a number of immediate response actions including the mobilisation and deployment of equipment and personnel in a safe and timely manner.
Depending on the size and complexity of the spill, there is a high probability the response will escalate to a **Tier 2 (NRC regional level under the control of the Regional On-Scene Commander) or Tier 3 (MNZ national level under the control of the National On-Scene Commander)** response because specific response escalation criteria will be met. At either of these two response levels, Refining NZ, Northport, North Tugz, Marsden Cove Marina and NRC will undertake a number of immediate response actions in accordance with their respective response plan and/or as directed by the relevant On-Scene Commander.

OPERATIONAL CONTINGENCY PLAN

Detailed plans of response options, safety aspects, incident command structures, standard operating procedures and communication instructions are contained within the relevant response contingency plans including already in place memorandums of understanding for each organisation. These documents include:

Northland Regional Council	Tier 2 plan
Refining NZ	RNZ OTSMOSCP
Northport	Crisis Management Plan
North Tugz	MoUs with NRC, RNZ and Northport
Marsden Cove Marina	Tier 1 plan

FINANCIAL EXPENDITURE

Records will be kept of all expenditure by individual organisations, with the normal expectation that any costs will have to be accountable and reasonable to reclaim under the "user pays" principle.
If in doubt, significant costs should be approved by the Regional On-Scene Commander, or National On-Scene Commander depending on the response tier of spill.

TRAINING AND PERSONNEL

Each of the organisations shall in good faith provide personnel and time for training in oil spill response, in readiness for a response.
In particular, each organisation should be able to provide incident management support and assistance to the Incident Controller/On-Scene Commander to enable an effective collaborative management at any level of response. This will allow an effective establishment of a functioning Incident Management Team early on in the event.
Training may be by internal organisation, regional response training, or local industry training. An MOU exists between Refining NZ and Maritime NZ. *As of 2019 liaison between Maritime NZ, the Regional On-Scene commander and the named organisations is ongoing to develop and provide for trained personnel.*

- Annex 7 -

PLAN ADMINISTRATION

Annex 7
Plan Administration

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Exercising the Plan

The plan will be exercised in accordance with Part 130C Marine Protection Rules.

Plan Review

The Regional Marine Oil Spill Contingency Plan must be reviewed after the following circumstances arise:

After 3 years has elapsed, unless a review is called earlier due to:

- The Plan being used in a response to a spill;
- The ROSC or the Director of MNZ determines that a review is necessary (e.g. after an exercise).

This Plan is a controlled document. All reviews and significant amendments to this plan must be approved by MNZ following consultation with the ROSC. 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.

Note*:* Any recommendations for amendments should be forwarded to the ROSC, NRC, Private Bag 9021, Whangarei. All organisations named in this Plan are asked to notify the ROSC when their nominated personnel, or their contact details, change. Refer to 1.3 of this section for further information.

Training

NRC is required to maintain the following minimum number of oil spill response trained staff:
30 Regional Responders

The ROSC shall ensure that personnel identified in this Plan are appropriately trained and familiar with their duties. MPRS will conduct marine oil spill response training, in accordance with the latest training schedule. The ROSC should liaise with MNZ to determine the appropriate level of training, including refresher courses as required.

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 agreed with MNZ.

Plan Administration

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 **(Appendix A)**. The Plan is dynamic and will be updated as often as necessary to improve and enhance response capabilities.

Plan Format

The Operations Section of the plan is continuously numbered. The Annexes are individually identified and numbered.

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

Original Issue of Electronic Copies

A flash drive with the entire plan will be sent to each recipient in Appendix A.

Requests for Change or Amendment to Details in the Plan

If there is a need to amend the content of this plan, such as a change to personal contact details, then corrections should be emailed to the mailroom@nrc.govt.nz for attention Regional On Scene Commander – oil spills. The ROSC will then determine whether a change is necessary and update as required.

Updates

Updates will be issued on an 'as required' basis. The plan is reviewed on an annual basis, and comprehensively every 3 years. It is anticipated that updates, annual or as required, will be sent out as pdf files for a whole section or annex.

At the 3 yearly update a new copy of the whole plan will be re-issued. Updates will be recorded in Appendix B.

The three hard copies listed in Appendix A will be maintained up-to-date in house.

Document Control

The table of Controlled Copies is contained within the Appendix A.

Uncontrolled Copies

Uncontrolled copies will be available to any person/organisation on a reasonable request basis. There may be a charge for these.

Blank Pages

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

Appendix A – Controlled Document Distribution List

Copy No.	Electronic Copies on Flash Drive
1	Jim Lyle – Harbourmaster
2	Peter Wiessing - Kaitaia Office Manager
3	Peter Thomas – Opua Office
4	EOC Resource Kit
5	Maritime New Zealand
6	Refining NZ
7	Northport
8	North Tugz
9	Auckland Harbourmaster
10	Massey University, IVABS
11	Department of Conservation, Northland District Office
12	Laurence Walkinshaw, Whangarei Office
	Hard Copies
1	EOC Resource Kit & Office copy, Whangarei
2	Office copy, Opua
3	Office copy, Kaitaia
4	Working Copy, Peter Thomas, Opua
5	Working Copy, Jim Lyle, ROSC, Opua
6	Working Copy, Peter Weissing
7	Working Copy, Laurence Walkinshaw

Appendix B – Document Update Summary Form

S.No.	Date	Revision (comment)	Section altered
1	April 2014	3-yearly comprehensive revision	All sections
2	November 2017	3-yearly comprehensive review	All sections
3	June 2020	3-yearly comprehensive review	All sections

- Annex 8 -

HEALTH AND SAFETY PROTOCOLS AND PROCEDURES

Annex 8
Health and Safety protocols and procedures

Both the Health and Safety At Work Act 2015 and the MTA have specific health and safety requirements. The former covers all work places within New Zealand but excludes ships crew, while the latter covers all New Zealand registered vessels. The MTA mirrors the requirements of the Health and Safety At Work Act 2015 for New Zealand ships.

Any Regional oil spill response will comply with the Regional Council's Occupational Health, Safety and wellness policy https://thehub:8443/documents/A846487/details and also to be complied with and available on the Express in the Health and Safety section are links to the Northland Regional Councils policies, procedures and risk registers.

The responsibility to comply with the requirements of the Act lies primarily with the Person conducting a Business Undertaking. In a regional oil response this will be the Regional Council. A major requirement of the Act is to systematically identify and control hazards. **Significant hazards** must be controlled by **elimination** or **minimisation**. All hazards must be identified. The hazards must then be assessed to determine the risk involved and an appropriate control measure imposed.

Any organisation or contractor in Sitewise or other approved safety systems such as MOSS or CAA that becomes involved in a regional response will be considered an approved contractor. Any other organisation or contractor should as soon as is practicable, complete a shortform contract document. This contract document is to be signed by the ROSC (or delegated Manager) and the organisation/contractor. An electronic version of this form can be found on Express: To access the template open Microsoft Word then click on New > Shared >1 NRC corporate templates > "Short Form Contract"

Response procedures

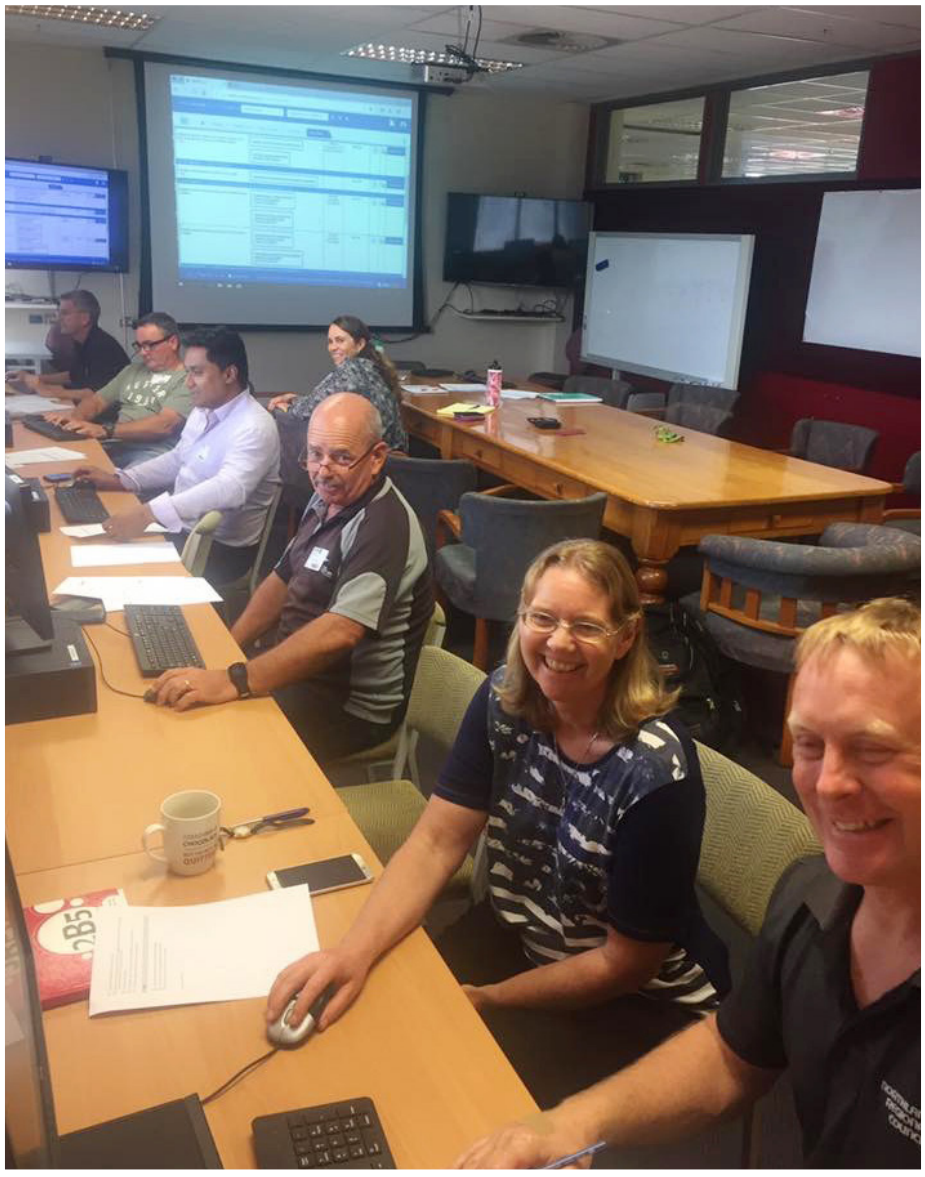
A designated Health and Safety position will be established for any response and Health and Safety plans will be developed for the EOC as well as for the operational action plans.
For a smaller response where the EOC is not activated this position may be filled by the ROSC and or a site supervisor.

MNZ Health and Safety information

Response specific Health and Safety information is also available on WebEOC.
In the library section under Guidelines for Regional Councils are SOPs for equipment use as well as Task and Action plan sheets.

- Annex 9 -

NRC FINANCIAL PROTOCOLS



Annex 9
NRC Financial Protocols

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Purchase Limits

The following positions have the authority to incur expenditure on behalf of the Council for external expenditure:

ROSC

As per the delegated authority listing for maritime emergencies, the ROSC has capacity to spend up to $250,000 for the response operation subject to the conditions outlined in the responsibilities and powers of the ROSC in **section 305** of the MTA. To facilitate purchases and expenditure by the ROSC, a delegation has been set up in NRC's Technology One financial system with the following description and financial limit:
OILSPILLOSC - $250,000

EOC Team Managers

EOC Team Managers have capacity to spend up to $5,000 for any one purchase (item) and up to a maximum of $25,000 total expenditure for the response. Any expenditure over the above these limits must be authorised by the ROSC. To facilitate purchases and expenditure by EOC Team Leaders, a delegation has been set up in council's Technology One financial system with the following description and financial limit:
OILSPILLTM - $5,000

Charging of Time and External Expenditure

Time Recording

For NRC staff

An incident will be set up in council's IRIS system for the oil spill response. All NRC staff time spent responding to an oil spill is to be recorded against this IRIS incident number using the Technology One electronic timesheet system. This incident number will be generated as soon as possible after the commencement of the response. NRC staff will also be expected to first complete a manual daily timesheet as provided by the Administration Manager. This timesheet must be signed by the ROSC and the approved hours transposed to the Technology One electronic timesheet.

For Non-NRC staff

Spill response personnel from other agencies are to record their time on the manual daily timesheet provided by Administration Manager. This timesheet must be signed by the ROSC. Cost recovery by other agencies for their staff time will be by means of invoices.

Link to manual timesheet: https://thehub/id:A621796

Cost Recording

At the time of a spill a request is to be made to the NRC's Finance Department to set up a "job number" on the financial system. The Finance Department's Accountant will form part of the EOC team. All expenditure will be coded to the "job number".

All requests for goods or services are to be recorded on a Logistics Request Form, which are then passed to the finance section in order to generate a purchase order. A manual purchase order book will be provided by the NRC's Finance Department during an oil spill response to maximise flexibility and the responsiveness of the purchasing system.

External suppliers will invoice the NRC using the supplier's standard invoicing system. Invoices should quote the "job number" and purchase order number as generated by the finance section of the EOC. The appropriate manager should sign off all invoices from

external suppliers to verify that the goods and/or services provided by external suppliers have been requested and ordered correctly.

Cost Tracking

During the response, the Finance Officer will collate all financial records and will regularly report to the ROSC on the accrued cost.

Cost Prediction

The financial records can also be used to assist the Finance officer to predict costs as the spill response progresses. Cost predictions form an important part of the decision as to whether to request an escalation of the response to a Tier 3 level. The cost prediction total should be reported to the ROSC on a regular basis, or in any event when predicted costs may exceed $200,000 or more.

Should the computer-based system fail or be inoperative for any reason, the Estimating Response Costs form on the following page should be used to assist a manual cost assessment.

This form provides a framework for estimating the cost of a response based on indicative costs for equipment and personnel, which should be supplied when issuing purchase orders. Each member of the EOC Team should fill in this form as costs are incurred. This form will then be handed to the Finance Officer on a regular basis to calculate the running total associated with the response.

Charge out rates for MNZ owned equipment can be sourced from MPRS.

Charge rates for MNZ owned consumables such as dispersants and sorbent pads can be obtained from MNZ directly.

Estimating Response Costs Form

Monitoring (Including sampling)			**Amount**
Personnel	hrs	@ $	$
Launch Hire	hrs	@ $	$
Aircraft Hire	hrs	@ $	$
Clean Up Sea			
Labour	hrs	@ $	$
Supervision	hrs	@ $	$
Aircraft Hire	hrs	@ $	$
Vessel Hire	hrs	@ $	$
Transport	hrs	@ $	$
Dispersant	ltr	@ $	$
Absorbent Booms	number	@ $	$
Sorbent pads and pillows	number	@ $	$
Mechanical equipment	number	@ $	$
Booms	number	@ $	$
Foreshore			
Labour	hrs	@ $	$
Supervision	hrs	@ $	$
Degreaser	ltr	@ $	$
Absorbents	hrs	@ $	$
Plant	hrs	@ $	$
Disposal			
Labour	hrs	@ $	$
Transport	hrs	@ $	$
Disposal fees		@ $	$
Equipment Clean/Repack			
Labour	hrs	@ $	$
Degreaser	ltr	@ $	$
Material		@ $	$

SUB TOTAL **$** _____

GST **$** _____

TOTAL **$** _____

Cost Recovery

The NRC's accounting system has been structured in such a way as to enable clear identification of costs incurred. It will be the responsibility of the ROSC (or delegated person) to utilise this information and recover costs, either through legal action against the polluter(s) or from the oil pollution fund through MNZ.

- Annex 10 -

MEDIA, MAORI AND COMMUNITY RELATIONS PROCEDURES AND PROTOCOLS

Annex 10
Media, Maori and Community relations Procedures and Protocols

Table of contents

Iwi and hapū involvement in the event of a significant oil spill in Northland, Te Taitokerau

Northland waters are transited by significant amounts of commercial shipping, including oil tankers, log ships and and bulk carriers. It is also one of the premium destinations and home to one of the largest recreational boating regions in the country.

The Northland Regional Council recognise this and also that the Te Taitokerau region marine environment and its ecosystems as well as the many offshore Islands and foreshore are significant to Māori as tangata whenua of Aotearoa. A significant spill could have serious consequences on Kai moana, taonga species, recreational values and the cultural health and well-being of the moana.

Objectives

Iwi and hapū will be informed, consulted and able to participate in any significant oil spill response.

Policies

a) NRC will advise relevant Iwi and hapū contacts of any significant oil spills within Northland coastal waters.

b) NRC will consult on their Oil Spill Response Plan with relevant Iwi and hapū contacts.

c) Iwi and hapū contacts may take part in any oil spill response or exercise within Northland coastal waters.

d) Iwi and hapū will have the option to make personnel available for training as supervisors for shore line clean up and sites of cultural significance.

The Role of Iwi and hapū

Scope

The ROSC will contact an NRC Iwi Liaison Officer/Kaiārahi Tikanga Māori who will contact affected Iwi and hapū to appoint a Lead Advisor who will ensure efficient identification of affected tāngata whenua and appropriate engagement during the spill response and will provide cultural consideration advice relating to the identified areas that are important to tangata whenua and that are potentially threatened by the spill or response options.

The role of the Iwi Liaison functions is to develop material to support liaison activities, support the Liaison Manager to deliver the response liaison plan and respond to internal response queries and assist in setting up and providing ongoing support for the Regional On-Scene Commander (ROSC) and planning manager.

Lead Iwi Advisor (ECC)

The Lead Iwi Advisor duties will:

- Provide advice on the identification of tāngata whenua values, concerns, interests (including areas of significance/importance) and the potential cultural impacts of the spill or response actions; and effective flow of this information from tāngata whenua to the Planning team. This will require identification of the appropriate level of representation, whether it is iwi, hapū, or rūnanga.
- Participate in planning meetings as required.
- Build good relationships and achieve effective engagement with tāngata whenua through Iwi Liaison Coordinator.
- Identify tāngata whenua representatives that can (and are willing to) provide advice on tikanga.
- Collaborate effectively with planning team to ensure decisions across the team take into account relevant cultural information.
- Liaise with Iwi Liaison in the Media and communications team as required.
- Ensure familiarity with the Regional Marine Oil Spill Contingency Plan and acquire knowledge of relevant sections of the plan.
- Provide a complete and thorough handover to rotational replacements.
- Perform any other tasks as requested by the ROSC.

NRC Iwi Liaison Officer/Kaiārahi Tikanga Māori

The Iwi Liaison Officers is responsible for:

- Providing proper communication between the ROSC(s) and Iwi advisors to ensure the response runs smoothly
- liaising with affected and interested iwi communities
- provide cultural advice, guidance, and information on wāhi tapu sites and local knowledge to unit members, the ROSCs and other response leaders
- communicate, with the support of the unit manager, with iwi (hapū or whānau, as relevant) about aspects of the council response
- work closely with the iwi liaison response planning function, as directed
- work closely with iwi planning positions, enabling the coordination of iwi activities and any council oil spill response beach operations and planning
- facilitate hui/meetings between the ROSCs and other response leaders and local iwi
- encourage and provide support to responders enabling them to develop their awareness of culturally sensitive sites and observance of Māori protocol
- responding to public queries effectively and appropriately within a reasonable period
- providing the call centre with the information it needs to respond effectively to public queries
- escalating queries or issues from the public as needed
- work closely with the iwi liaison response planning function, as directed

Iwi/Hapū Distribution list 4/09/2020

Contact details

Mandated Iwi Authorities	CEO / Chair	Contact Details	DDI
Te Rūnanga Nui o Te Aupōuri	Victor Goldsmith – interim CE Chair – John/Hone Witana	24 Te Ahu Road, RD 4 Te Kao Kaitāia 0484 ceo@teaupouri.iwi.nz victor@teaupouri.iwi.nz john.witana@ero.govt.nz	DDI: 09 409 8006 M: 027 293 2326 www.teaupouri.iwi.nz
Te Rūnanga o NgāiTakoto	CE – Wallace Rivers	PO Box 262 Kaitāia 0410 admin@ngaitakotoiwi.co.nz wallace.rivers@ngaitakotoiwi.co.nz	Wallace Rivers: Phone: 09 408 0271 Mobile: 021 839 757 www.ngaitakotoiwi.co.nz
Te Rūnanga o Te Rarawa	Chair: Haami Piripi CEO: Phillip Murray General Manager Iwi Relations: Abe Witana	PO Box 361 Kaitāia 0441 haami@terarawa.co.nz phillip@terarawa.co.nz abe@terarawa.co.nz	09 408 1971 M: 027 441 9426
Te Rūnanga-Ā-Iwi O Ngāpuhi	Acting CE: Te Roopu Poa Chair: Mere Mangu	PO Box 263 Kaikohe 0440 mere.mangu@ngapuhi.org	09 401 5530 Mobile
Te Rūnanga O Whaingaroa	CE: Toa Faneva	PO Box 88 Kāeo 0448 Toa.Faneva@whaingaroa.iwi.nz	M: 0212802841
Ngātiwai Trust Board	Acting General Manager: Jim Smillie Chair: Aperahama Edwards	129 Port Road PO Box 1332, Whangarei 0140 jim@ngatiwai.iwi.nz aperahama.edwards@ngatiwai.iwi.nz	Office: 09 430 0939 DDI: 09 283 9448 M: 027 575 4215

Te Rūnanga O Ngāti Whātua	CE - Alan Riwaka EA - Deslie Gravatt	193 Lower Dent Street PO Box 1784 Whangārei 0140 alan.riwaka@ngatiwhatua.iwi.nz deslie.gravatt@ngatiwhatua.iwi.nz	Office: 09 470 0720 DDI: 09 470 2912 M: 021 227 5289

Ngāti Kuri Trust Board	Harry Burkhardt Sheridan Waitai	5399 Far North Road, Ngataki RD 4, Kaitaia 0484 harry@replassheet.com cc. Sheridan waitangi262@gmail.com	09 409 8151

Te Rūnanga A Iwi O Ngāti Kahu	Anahera Herbert-Graves - CE	PO Box 392, Kaitaia 0441 nkceo@xtra.co.nz	09 408 3013
Te Roroa	Snow Tane – General Manager Thomas Hohaia - Chair	gm@teroroa.iwi.nz	0214396443
Te Uri o Hau	Georgina Connolly	manager.tematarau@gmail.com	021 026 12531

Volunteers Management

Northland Regional Council (NRC) recognises that the use of spontaneous volunteers in a maritime incident response may be appropriate for some oil spill response support. NRC will initiate, where necessary, a coordinated volunteers programme that is appropriate to the incident's location, size and scale.

The scale, size, duration and complexity of the incident determine the nature of the volunteers' function.

Decision to initiate a Volunteers Programme made early

Northland Regional Council will make clear the status of any volunteer programme once the response options have been decided, and the EOC is fully operational.

The Response Controller will communicate the decision to initiate a volunteer's programme to the Operations function lead as soon as practical. This communication may occur at the same time or slightly after other EOC functions have been initiated. It must be very clear which organisation is leading the volunteers programme.

The volunteers programme will be initiated, run and downsized during the response as follows:

Maritime incident occurs
Northland Regional Council:

- Mobilises the maritime incident response team
- Mobilises the emergency operations centre
- Develops its strategic awareness of the incident
- Decides whether it is appropriate to initiate a volunteers' programme.

If a volunteer's programme is to be initiated the Response Controller communicates the decision to appropriate staff.

Volunteers programme is initiated

- EOC logistics collaborates with relevant staff to coordinate the setting up and resourcing of the volunteer's coordination team
- Public Information Management adds the volunteers' registration form to the Northland Regional Council website
- The Regional Controller works closely with PIM to effectively communicate about volunteer activities to the local community
- Volunteer registration form link: https://thehub:8443/documents/A1003426/details

Volunteers programme undertakes clean up

- The Volunteers Coordination Team and EOC operations coordinate beach clean activities
- The Volunteer Coordination Team manages initial beach clean and ongoing cleaning activities until the decision to downsize

Volunteers programme is downsized
The Regional Controller
- Monitors operations
- Decides when to downsize and cease activities
- Communicates the downsizing decision

Health and Safety

Volunteers health and safety is a primary consideration in any emergency response with the Health and Safety at Work Act 2015 a key influence.

Iwi/hapū and independent community groups

Northland Regional Council and the Volunteers Coordination Team will liaise with iwi who may set up their own self-activated volunteer systems. The team will also work with independent community groups such as Coast Care.

Informal volunteer groups, outside the formal volunteer programme, are responsible for managing their own health and safety risks. The Volunteers Coordination Team will monitor such groups' activity and determine whether and how to work with and support them.

Volunteers Coordination Team

The Volunteers Coordination Team will coordinate the volunteer function. It will be integrated into the response as a team embedded in the EOC.

The incident scale, size, duration and complexity will determine the size and nature of the team. In smaller responses one person may be doing more than one role. The team is led by the Volunteers Programme Coordinator who has direct and appropriate access to the ECC and response leaders in the field. Other positions include Volunteers Site Supervisors, Volunteers Operations Planning Manager, Volunteers Communications Advisor plus Volunteers Programme Donations and Gifts Coordinator.

The Volunteers Coordination Team may be involved in a variety of operational functions during the response including, but not limited to
- Registering training and communicating with volunteers
- Providing operational support
- Sourcing volunteers for response functions to support the oiled wildlife team beach operations or beach clean of oil and debris
- Liaising and coordinating iwi operations
- Communicating with the wider response about volunteer operations

All volunteers should be trained, registered, informed, managed and accountable to the organisation in charge of the response operation on the ground.

Media

In the event of a significant oil spill in the Northland Region it is important that the ROSC notify the Media team immediately.
The ROSC may also notify the Maritime New Zealand Media team and call on their services to assist especially if the incident is likely to escalate to Tier 3.
There will be a designated Media liaison officer who will work with the On-scene Commander to start the reports to the community.
There are many specialist roles within the Media team and having one point of contact who can feed the different lines of the media department is essential.
It will be the responsibility of the ROSC to sign off all media communications.

The Media liaison officer will work with the ROSC to put together a media brief with the information the ROSC supplies them. The relevant points will be to:

- Provide the correct facts about the incident.
- Reassure the public a response is underway.
- Informing them of affected areas and what we expect from the public in these areas.
- Any extra information the ECC deem necessary for public safety.
- Volunteer information if required.

The Media briefs would then be updated from each site rep during the incident.
The Media liaison role will also organise any video clips that can then be sent to other relevant organisations.

Social Media will play an important role in helping to get initial messaging to social media users in the area through NRCs social media accounts. Important information to get across is:

- Correctly informing users of the incident facts.
- Reassuring the local community that a response is underway.
- Informing them of affected areas and what we expect from the public in these areas.
- Volunteer information if required.

Social media will be useful for the public reporting in as well. Information received this way can be logged through the EOC and actioned accordingly.

For any interactions in the field between reporters and responders it is recommended that:

- Responders refer Media to the site supervisor who will ensure all is correct with PPE and safety issues before checking with the Media team whether it is appropriate to comment or not. If permission is granted then a brief on the operational actions they are involved in undertaking is all that should be conveyed.
- Record the visit on the site induction sheet.

- Annex 11 -

NRC DOCUMENTATION AND COMMUNICATION PROCEDURES AND RESPONSE FORMS

Annex 11
NRC Documentation and Communication Procedures and Response Forms

Table of Contents

Documentation

The key to any successful response is communication and documentation. Without these two components working smoothly, there is the potential for actions and workflow to be missed or duplicated. To ensure that this does not occur, particularly in the EOC, the following rules should be observed.

General Rules for the EOC

Record Keeping - is a critical element to the effective operation of the EOC. All communications must be recorded on the message forms supplied. There must be a clear record kept of all communications and associated actions taken. A centralised manual log file will be kept to store the completed message forms. An up-to-date event computer log (history) will be maintained throughout the incident. When action has been taken and the message form is completed, the details of the message form are to be entered as an event into the IRIS record. Smaller spills may only require the use of the events records entered against the registered incident within IRIS. **Refer Message forms** below.

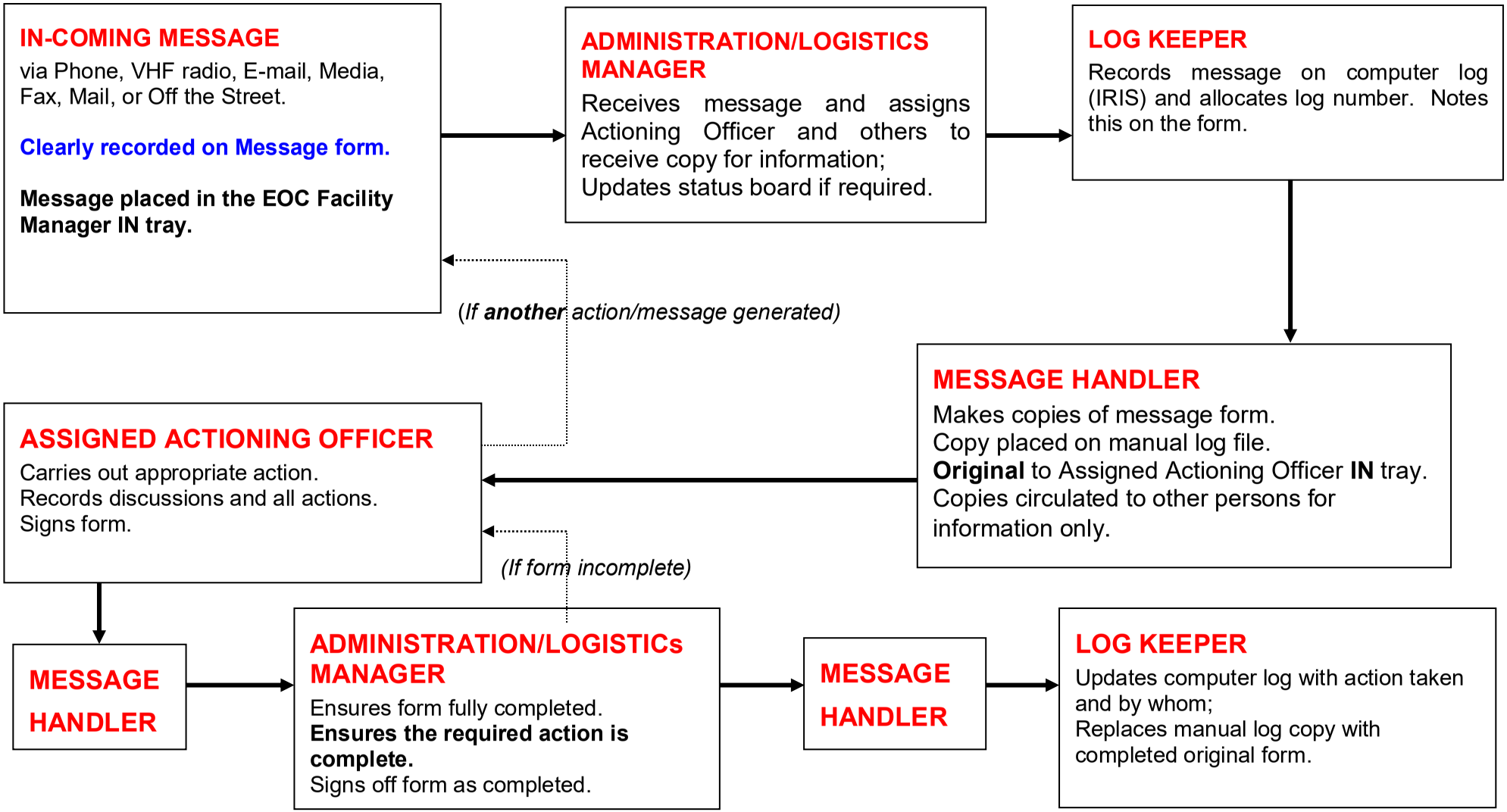
Briefings - regular meetings are vital to ensure that all EOC personnel are fully updated on the current state of the incident and to outline the roles and actions in the planned response. These meetings will be called by the ROSC as appropriate. In a fully functioning EOC for a large Tier 2 response, there would be a briefing at the beginning of each day, midday and at the end of each day. The ROSC will assign a person to record the briefings. These are to be typed up as soon as possible and then passed to the ROSC to be proof read and signed. The record is then to be recorded as an event on the IRIS record and the hard copy placed on the manual log file.

Financial recording - it is critical that all actions and requests involving expenditure are passed promptly to the Finance Officer. In this way an up-to-date record (spreadsheet) of expenditure can be maintained. **Refer Annex 9.**

Message forms - will be provided at each EOC work-station to record all communications, including important decision making discussions and response actions. A blank version of this form can be found by following this link https://thehub/id:A117839 (Oil Spill Response\EOC Forms\Internal message form). The original of each message form will be assigned to the appropriate person for action/information. Each form must be fully completed, detailing all actions taken. The form will then be signed off by the Administration Manager. Both the computer log and the manual log file are to be updated accordingly.

A workflow procedure and supporting information for dealing with communications/ messages has been developed to allow the simple tracking of information and requests. This workflow procedure is set out below.

EOC Message Flow Procedure



Action to be taken following communications received:

Telephone/Radio Communications from External Agencies/Parties Including Response Personnel in the Field

All incoming communications from external agencies/parties to the Emergency Operations Centre will initially be answered by the NRC receptionist / telephonist, VHF radio operator or by other EOC personnel by way of their cell phone.

Any person receiving a call by way of their desk phone, cell phone or VHF radio will be responsible for completing the message form. It will not be the responsibility of the receptionist / telephonist to do this. The NRC receptionist / telephonist will only forward the phone call to the person most likely to deal with the enquiry. If there are any doubts about who should initially take the call, then the call will be forwarded to the Community Relations Officer to deal with first.

The person taking the call will complete a message form with all the necessary information. The form will then be placed in the in tray of the 'Administration Manager'.

The Administration Manager and/or the ROSC (if necessary), will assign the appropriate officer to action/respond and record this on the form. There should only be one person allocated as 'Actioning Officer'. The 'Actioning Officer' will normally be one of the Section Managers. Copies of the message form can be circulated to other officers, but these should be noted on the copy as "Info Only."

The Log Keeper will allocate a log number generated from the computer log and note this on the form and arrange to send the original message form to the appropriate 'Actioning Officer' to respond.

A copy of the original message form is to be placed on the manual log file.

Fax and E-mail Communications from External Agencies/Parties Including Response Personnel in the Field

Fax and E-mail communications in and out of the EOC will be treated in the same manner as telephone and radio communications except for the following:
The original of any fax received or sent is to be stapled to a message form and placed in the 'In' tray of the EOC Facility Manager. The form is then passed to the Administration Manager to assign an Actioning Officer if required, and subsequent allocation of a log number.

A printed copy of any E-mail received or sent is to be stapled to a message form prior to sending to the 'Administration Manager', to assign the 'Actioning Officer' and arrange subsequent allocation of a log number.

EOC persons who are assigned the original message form to action should action the form as appropriate. All phone calls and other communications made in relation to the action response should be recorded in the "Action Taken" portion of the form and any related correspondence attached to the back of the form. The form is to be signed and dated accordingly before sending it back to the 'Administration Manager'.

Once the 'Administration Manager' is satisfied that appropriate actions have been taken and recorded correctly, the form will be stamped "Actioned" and given to the 'Log Keeper' to record these details. The 'Log Keeper' will replace the photocopy on the manual log file with the original message form and destroy the photocopy copy.

If as a result of carrying out an action a further action is required then a new message form is to be completed and forwarded to the 'Administration Manager' to assign an 'Actioning Officer' and to arrange the allocation of a new log number.

Response Forms

Because these forms are too difficult to format to fit within the header and footer of this document, they are stored in their own subdirectory. As such, they are hyperlinked and can be accessed by following the relevant links below.

Contract Template
https://thehub:443/id:A117836

Internal Phone Extension List
https://thehub:443/id:A117837

Incident report – Accidents & Breakdowns
https://thehub:443/id:A117838

Internal Message Form - EOC
https://thehub:443/id:A1242536

Logistics Request
https://thehub:443/id:A117840

Shoreline Assessment
https://thehub:443/id:A117841

Shoreline Equipment – Daily Clean-up work report
https://thehub:443/id:A117842

Situation Update report
https://thehub:443/id:A117843

Waste Handling log
https://thehub:443/id:A117844

Aircraft (Operations Team)
https://thehub:443/id:A117846

Booms (Operations Team)
https://thehub:443/id:A117847

Recovery Devices (Operations Team)
https://thehub:443/id:A117850

Response Vessels (Operations Team)
https://thehub:443/id:A117853

Incident Information (Planning Team)
https://thehub:443/id:A117848

Shoreline(s) Impacted (Planning Team)
https://thehub:443/id:A117854

Situation Report (Planning Team)
https://thehub:443/id:A117855

Tides and Sunrise-Sunset (Planning Team)
https://thehub:443/id:A117856

Weather Details (Planning Team)
https://thehub:443/id:A117858

Other Supplies (Logistics Team)
https://thehub:443/id:A117849

Response Personnel (Logistics Team)
https://thehub:443/id:A117851

Response Vehicles (Logistics Team)
https://thehub:443/id:A117852

Waste Storage (Logistics Team)
https://thehub:443/id:A117857

Regional Council Request for Maritime NZ Assistance
https://thehub/id:A591515

Pollution Incident Evaluation Form
https://thehub/id:A593485

Notification of a Marine Oil Spill
https://thehub/id:A594577

Volunteer response Form
https://thehub:8443/documents/A1003426/details

Task Safety Plan
https://thehub:8443/documents/A899650/details

Site Induction
https://thehub:8443/documents/A1330154/details

Northland
REGIONAL COUNCIL

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