BAY OF PLENTY REGIONAL COUNCIL
TOI MOANA

Bay of Plenty Marine Oil Spill Contingency Plan (Tier II Response)

12 July 2021

Bay of Plenty Marine Oil Spill Contingency Plan

(Tier II Response)

All reports of oil spills within the Coastal Marine Area of the Bay of Plenty, are to be reported to:

Bay of Plenty Regional Council Pollution Hotline 0800 884 883

and

The Regional On-Scene Commander (ROSC)
Bay of Plenty Regional Council
Tauranga Office

ROSC e-mail	ROSC@boprc.govt.nz
ROSC Phone	027 405 8995

(Phone and email activated for significant spill lasting more than 24 hours)

Harbourmaster On-duty Officer 0800 5 KNOTS

ROSC: Scott Robinson 021 274 2472

Alternate ROSC

Matt Harrex	027 742 7349
John Morris	021 758 420
Derek Hartley	0800 800 401 (to be appointed) (WRC)

This Plan consists of two parts:

- An operational section
  (The Operations Section guides the overall response)
- A set of annexes
  (The Annexes contain supporting information that will assist with each stage of the response)

Important supporting documents

Emergency Operations Centre (EOC) Command Centre Resource Kit
National Marine Oil Spill Contingency Plan
Bay of Plenty Regional Council Regional Coastal Plan
New Zealand Nautical Almanac
Hydrographic Charts (In the chart table adjacent to the Maritime Team in Regional House)
New Zealand Tidal Streams Atlas – Maritime Team Library
Web EOC Library - Online
MSA's Oil Spill Dispersants Guidelines

Prepared by:	Bay of Plenty Regional Council
Approved by:	Director Maritime New Zealand

Controlled Copy No: _____

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Introduction

Bay of Plenty Regional Council (BOPRC) has a statutory responsibility under the Maritime Transport Act 1994 to conduct a Tier 2 Response to marine oil spills that occur within the coastal marine area. A Tier 2 Response is an incident that is within the Regional Council's capability to respond to. Accordingly, this Regional Spill Plan forms part of the New Zealand Marine Oil Spill Response Strategy and has been prepared in accordance with the Maritime Transport Act 1994, Rules and Amendments.

Purpose of the Plan

This Plan details how a Tier 2 Response operation is to be undertaken and should be referenced in response to a marine oil spill that occurs within the coastal marine area under the jurisdiction of Bay of Plenty Regional Council.

Where spills relate to marine oil transfer sites, reference should also be made to the current and relevant Site Marine Oil Spill Contingency Plan (Site Plans) for the relevant Oil Transfer Site (OTS).

In the event of a Tier 3 Response in the Bay of Plenty, this Plan will provide MNZ with specific regional information to assist in responding effectively to the spill.

Objectives of the regional marine oil spill response

The primary objectives of this contingency Plan are to safely:

Prevent further pollution from the marine oil spill.

- Contain and clean up the marine oil spill.

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 will be undertaken (e.g. diesel spill into a warm, rough sea).

Human health and safety have the highest priority in this Plan. The requirements of the Health and Safety at Work Act 2015 (HSWA) must be incorporated within any oil spill response undertaken.

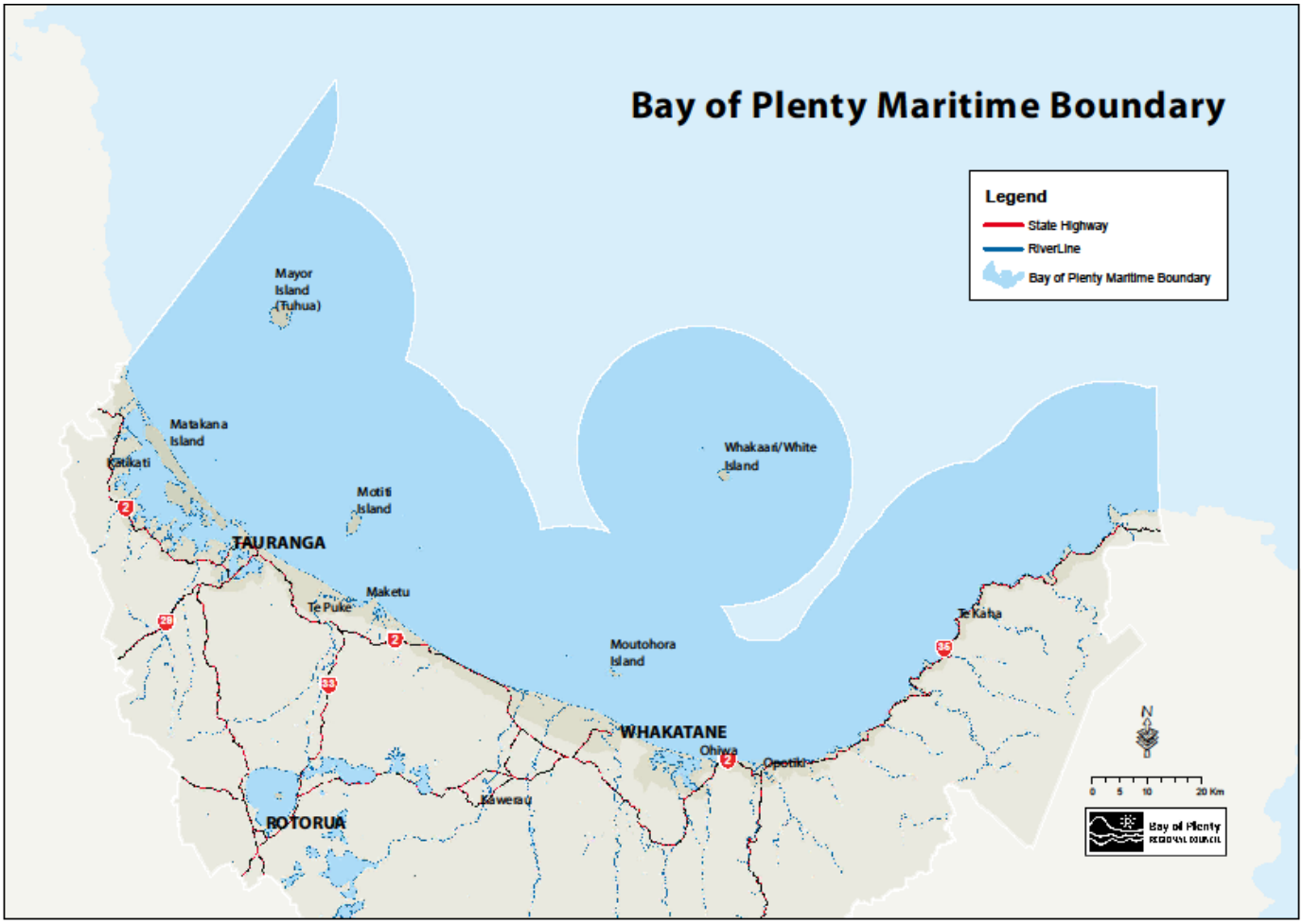
Specific objectives are to safely:

- Mobilise appropriate personnel and equipment in support of a Tier 2 Response operation anywhere in the Bay of Plenty's coastal marine area.
- Undertake appropriate containment, recovery and clean-up operations, where required, which mitigate the effects of the spilled oil and contribute to the restoration of the environment.
- Initiate, when appropriate, wildlife deterrence, rescue and rehabilitation operations.
- Complete clean-up operations as quickly and efficiently as available resources allow.
- Minimise the extent of the impact as far as practical, taking into account 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 continuously assessed.

Bay of Plenty Coastal Marine Area

A general description is the marine area extending twelve miles to seaward of the high water mark anywhere within the Bay of Plenty region. Broadly, the region is all that area of New Zealand from Potikirua Point in the east, to Orokawa Bay in the west. A more detailed outline of the Coastal Marine Area is contained in the Bay of Plenty Regional Coastal Environment Plan shown on the boundary map below:



Maritime New Zealand Web Emergency Operations Centre Database

Maritime New Zealand (MNZ) has a customised information management system called WebEOC (WebEOC) to assist with managing and sharing the information required by and generated during an incident response.

For example, WebEOC contains:

- A database of National Response Team (NRT) and regional responders.
- An equipment database.
- Oil spill response standard operating procedures (SOPS), guidelines and advisories.
- Position descriptions.
- Systems for developing action plans during a response.
- Systems for tracking costs during a response.
- Systems for managing assets during a response.

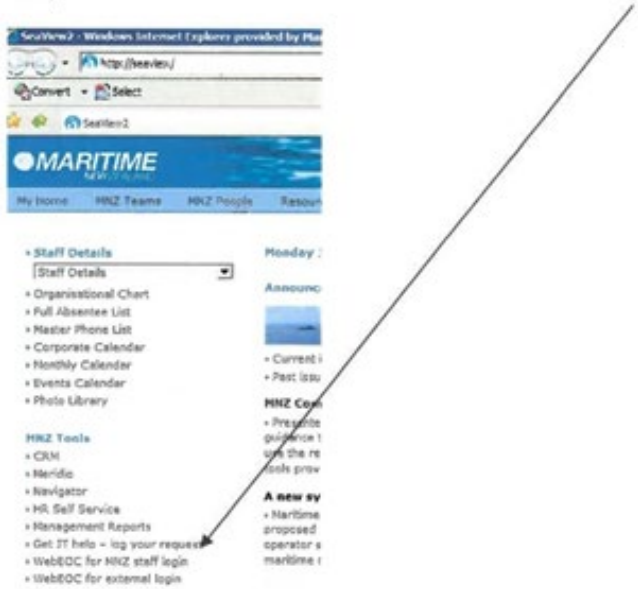
The system is primarily designed for use during a national (Tier 3) response but is easily adapted for use during a regional (Tier 2) response. In order to use WebEOC during a Tier 2 response, contact Marine Pollution Response Service (MPRS) staff to set up an incident and provide staff logins. The system can also be used for exercises and training. Bay of Plenty Regional Council NRT staff will also already have access to WebEOC for incident response. In addition to use during a response, WebEOC is used to report all marine oil spills, to nominate responders for training, for planning exercises and managing the maintenance and deployment of MNZ equipment.

WEBEOC
Login Quick User Guide

MARITIME NEW ZEALAND

LOGIN DETAILS

There are several ways to log in; firstly you can login thru Seaview (for MNZ staff):



Or
External address
http://webeoc.maritimenz.govt.nz/eoc7/

If for any reason these addresses do not work, contact IS Help or MPRS for assistance.

USER NAME AND PASSWORDS

Enter your user name, usually firstname.lastname
Enter your password. Passwords are case sensitive.

If you enter the incorrect password you will see the above screen. **Re-enter your password**, ensuring CAPS and NUMBER Lock are not turned on.

You have 5 attempts to get this correct.

Select 'Forgot Username/Password' if you have forgotten your details. Follow the prompts to re-set yourself a new password.

If you lock yourself out, please see MPRS, MIRT Administrator or IS Help.

WEBEOC
Login Quick User Guide Continued…

MARITIME NEW ZEALAND

PASSWORDS

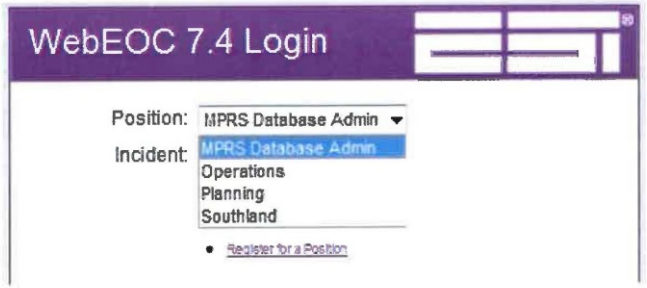
After 3 months your password will expire, you will be prompted to enter a new password:

Passwords need to be at least 5 characters long and include both Letters and numbers. You can not have a password that is similar to your old password.

If you are having password issues please contact MPRS, MIRT Administrators or IS HELP.

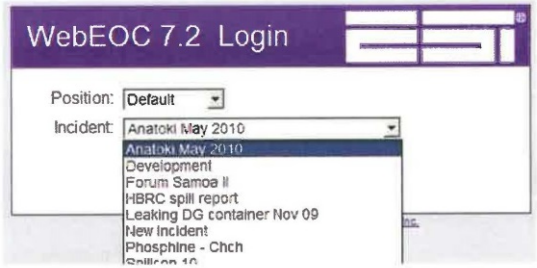
CHOOSING A POSITION

Select the Position you are logging in as. If you are wanting to access the Database, select your Database Position, if you are a Regional Council staff member select your Region Name. However, if you are responding to an incident you need to log in using your Team name, for example 'Operations', or 'Media'.



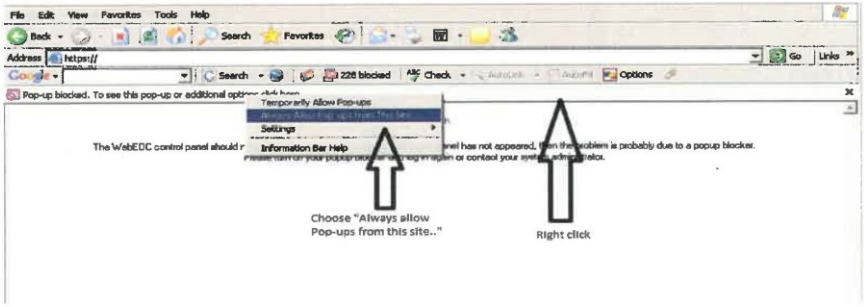
CHOOSING AN INCIDENT

Select **the Incident** you would like to view. If you are logging in to view the MPRS Database, it does not matter what incident you select.



TROUBLESHOOTING

* If you have a message appear saying "popup blocker detected", follow the instructions below



* If your screen is not displaying correctly you may need to click on the blue compatibility mode icon in the top right of the screen. See below image.

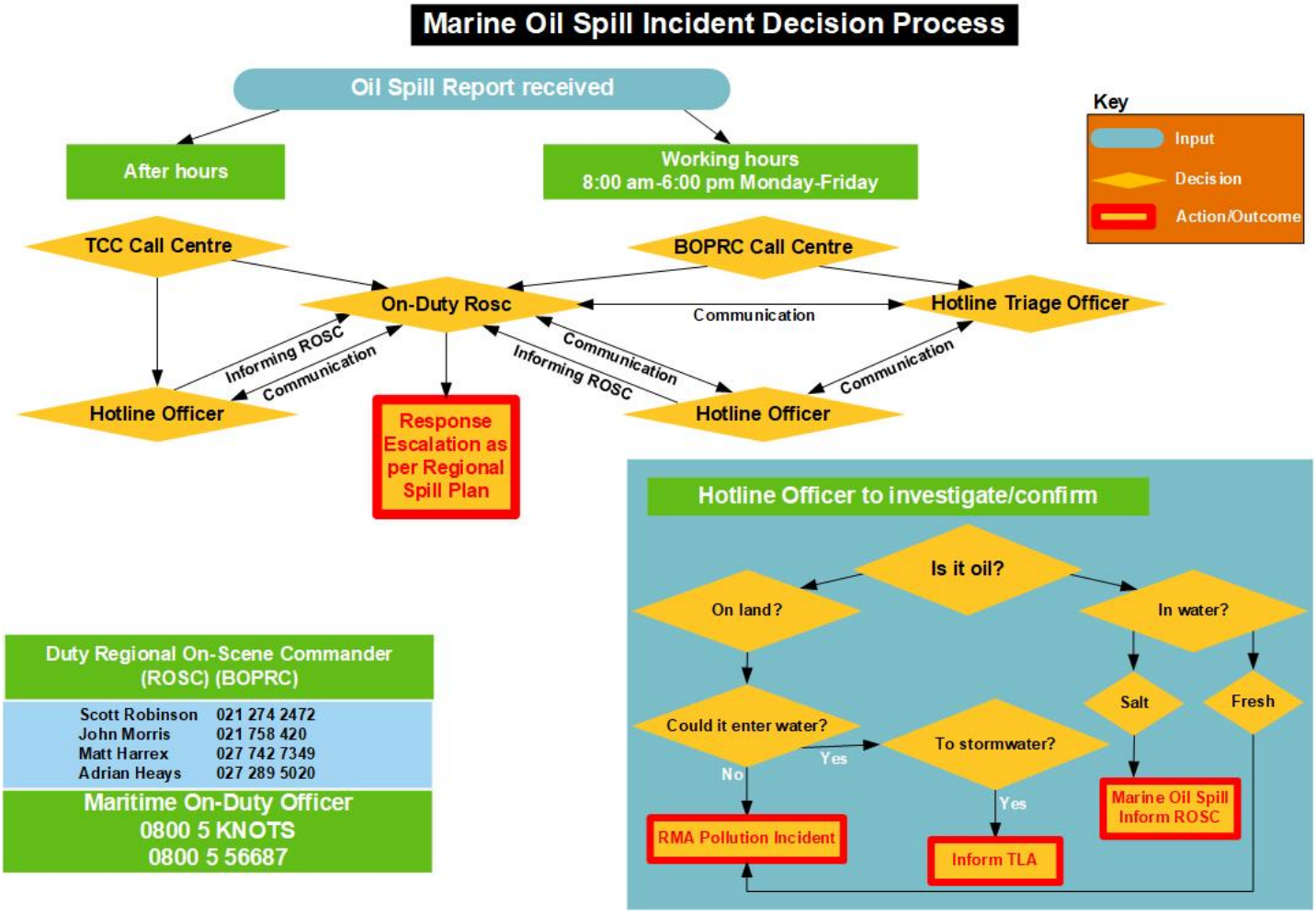
Standard Operating Procedures

Phase One - Discovery, notification, evaluation, identification, declaration, activation

Discovery and notification of a marine oil spill incident to Bay of Plenty Regional Council

An oil spill report will require follow-up action to be taken in accordance with this Plan. All reports of oil spills within the Coastal Marine Area are to be directed to:

Bay of Plenty Regional Council **POLLUTION HOTLINE 0800 884 883**



Evaluation and identification of a marine oil spill incident

On receiving a report of an oil spill, the receiving officer shall:

- Collect as much detail as possible by either completing the Pollution Incident Evaluation Form (WebEOC), or following normal complaint response procedures.
- Investigate or arrange for an investigation to be immediately carried out in order to confirm the details surrounding the report.
- Once verified notify the on-duty Regional On-Scene Commander (ROSC) by calling the 0800 5 KNOTS (0800 55 66 87) 24/7 number and provide all available information.
- If the ROSC is unavailable, then contact an alternate OSC (On-Scene Commander). To do this, call the Duty Harbour Master on 0800 5 KNOTS (0800 55 66 87) and ask to be put in touch with the available OSC.
- Contact the Group Manager of Regulatory Services or Chief Executive Officer (CEO) when an alternate On-Scene Commander (OSC) is required from outside BOPRC.

The ROSC will assess the information provided and decide upon the appropriate course of action with respect to a marine oil spill. These actions may include the following:

No response required

The ROSC will confirm that no response is required and notify spills and incidents via MNZs data management website: WebEOC.

No immediate response required - Standby Mode

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

- Put Incident Command Team on "standby" mode.
- Advise RCCNZ via WebEOC or by phone 0508 472 269 (24 hours).
- Establish monitoring of the slick and likely fate of the oil.
- Be prepared to declare a response.

Advise stakeholders as required.

Response required

If a response is required the ROSC will:

- Determine whether the response should be part of a Regional (Tier 2) Response or a National (Tier 3) Response and make or request a declaration as appropriate (Refer to criteria in Section 2.7 and Escalation Matrix).
- Advise RCCNZ by phone (0508 472 269) or notify via WebEOC.
- Instruct the duty officer or nominee to initiate evidence collection (including obtaining samples of the spilled oil and photos). The enforcement section of the Compliance Team can assist and will generally lead an investigation in parallel to the response.
- Advise stakeholders as required.
- Refer to Annex 2, Mobilisation and Contacts.

Declaration – Tier 1, Tier 2 or Tier 3

Tier 1 Oil Spill Response

A Tier 1 response is a spill that is within the capability of the OTS to respond to. Table 1 in Annex 4 – Sensitive Areas and Coastal Information, outlines the main oil transfer locations in the region. It shows the types of oil transferred, and expected order of spill magnitude. This is representative of the risk posed within the bunkering and bulk transfer stations in the Bay of Plenty. There are a number of bunker transfer sites located along the entire frontage of the Mount Maunganui Wharf at the Port of Tauranga. They are identified by the Port in terms of their location in metres from the northern end of the wharf as indicated on the map in Annex 4. Significant volumes of slops are also transferred from vessels at the container terminal at Sulphur Point, to tanker trucks. Details of all Oil Transfer Sites in the region, including current response plans may also be accessed in WebEOC.

The major oil industry sites have developed a port booming (Industry) plan with spill equipment maintained at the northern end of Mount Maunganui wharves at Berth 1 (on a spill trailer) and at the southern end of the wharves at Butters Landing. There is also a sorbent booming plan for the tanker terminal with industry spill equipment stored in storage boxes at the tanker berth. All major sites (tank farms) can initiate boom deployment. Bay Marine Works are the marine contractor for industry and can also deploy the equipment. Note there may be costs for deployment in cases where the spiller was not one of the major industry sites.

Diesel, lube and waste oil may be transferred via mobile plant from any of the wharves in the region and in the commercial port area. This includes refuelling activities in Whakatāne, on Lake Rotorua and the ferry at Ōmokoroa Wharf. These activities are considered a potential source of an oil spill. All transfer sites are required to have a current Transfer Site Spill Plan and a response capability relative to risk. This includes a ‘first strike’ containment capability and an on-water response to contain the estimated spill volume at the source. At the time of writing, there are 25 current Oil Transfer Site Plans that authorise oil transfers in the region.

The powers and authorities for marine oil spill response in this plan do not apply in freshwater environments except where there is a potential for the oil to enter the coastal marine environment. Permission to use MNZ equipment for freshwater spills is required and may be subject to charges for use.

Tier 2 criteria

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

- The spill is within 12 nautical miles of land.
- Bay of Plenty Regional Council is able to respond adequately to the spill within the resources available.
- The response costs are within the capability and willingness of the Regional Council to pay. (The National On-Scene Commander (NOSC) can escalate a spill at any time).
- The spill exceeds the response capabilities of any Oil Transfer Site operator or for which no responsible party can be identified or is responsible.

If all of these criteria cannot be met, the ROSC (or any person authorised by them) should request the National On-Scene Commander to declare a Tier 3 response.

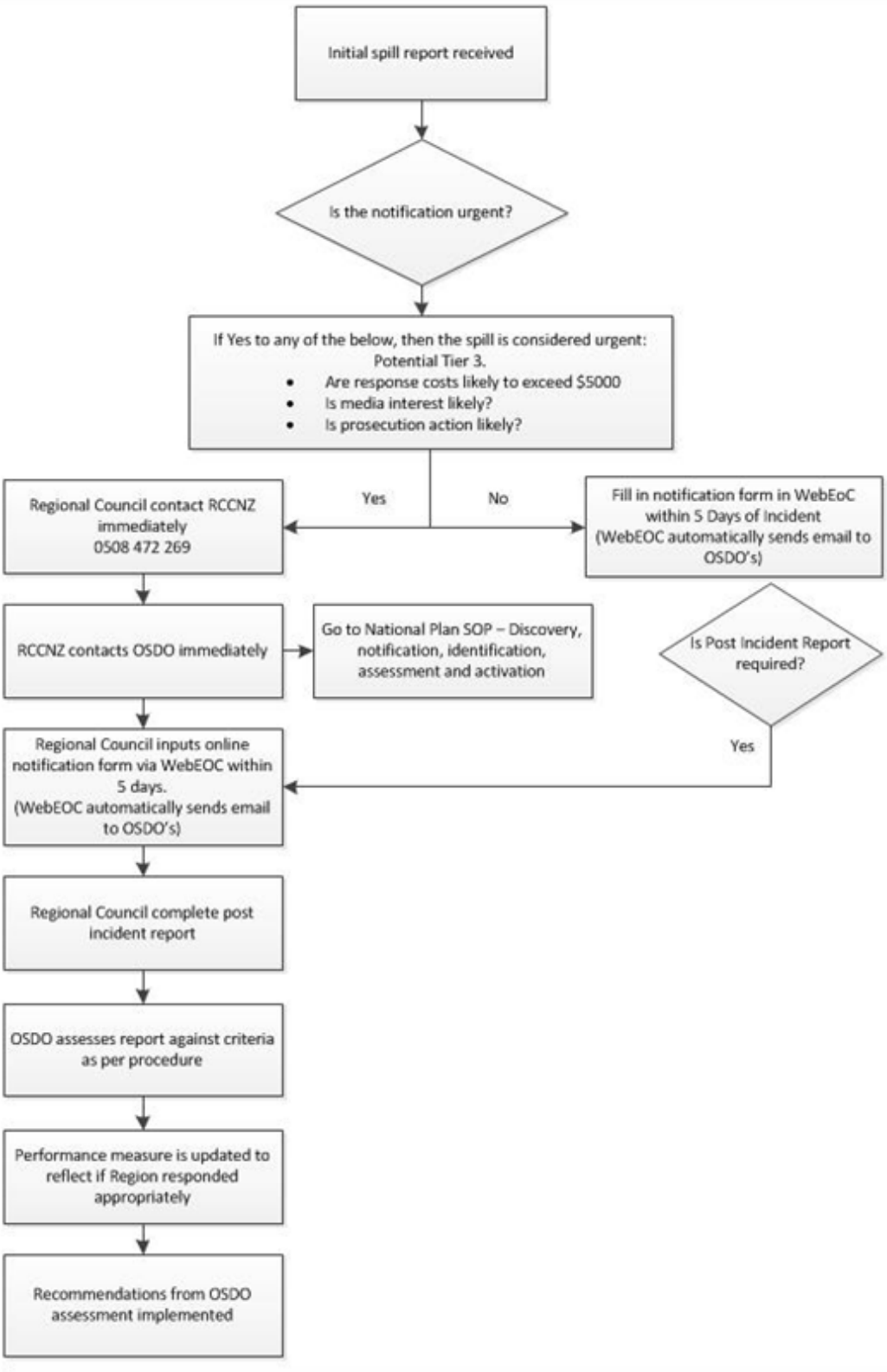
Request for a Tier 3 response

This request will be made via the Oil Spill Duty Officer (OSDO) phone 0508 472269 (24 hours). The ROSC should undertake such actions as are necessary to assist the National On-Scene Commander (NOSC) in accordance with the National Marine Oil Spill Contingency Plan.

Link to the National Marine Oil Spill Contingency Plan:

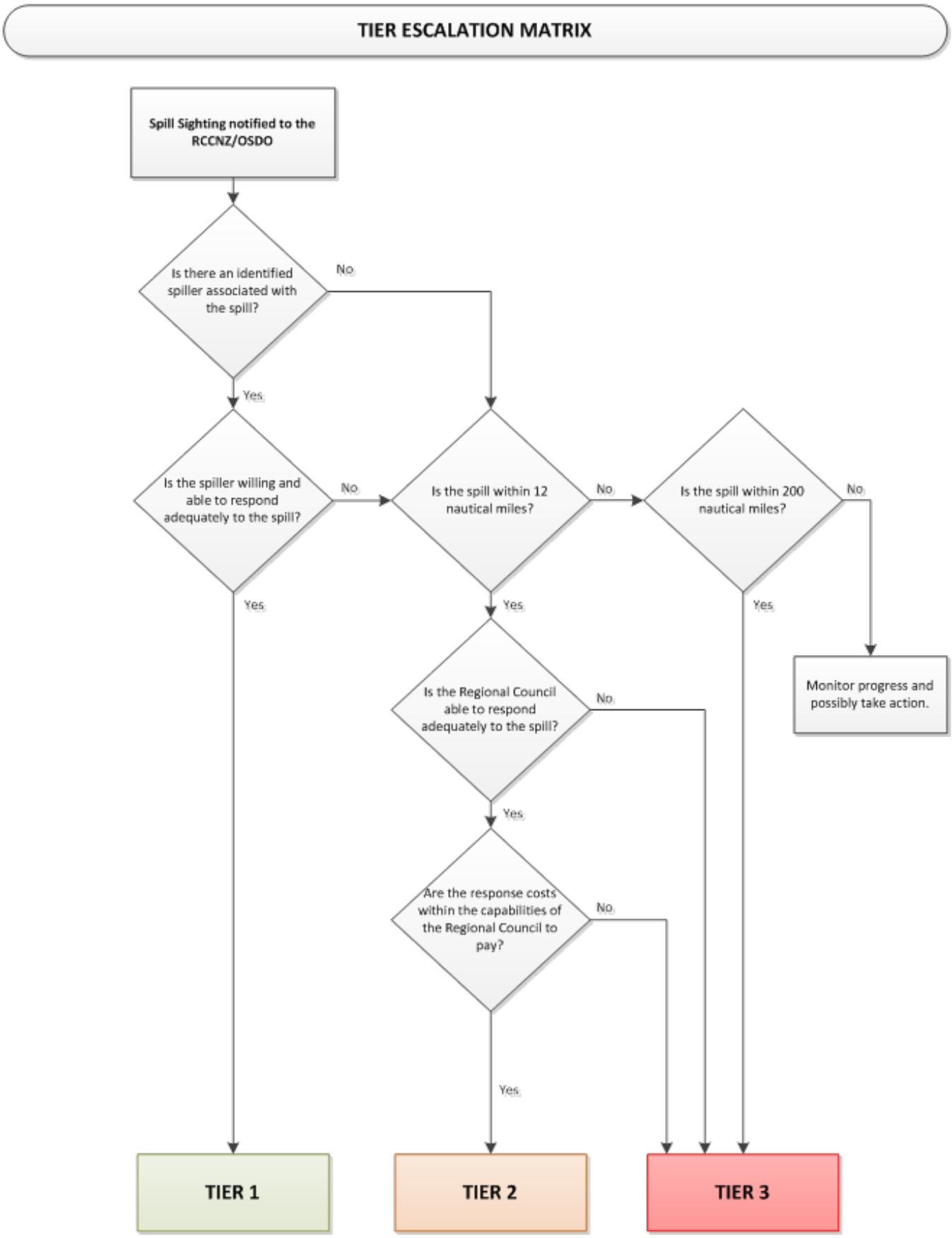
National Oil Spill Contingency Plan

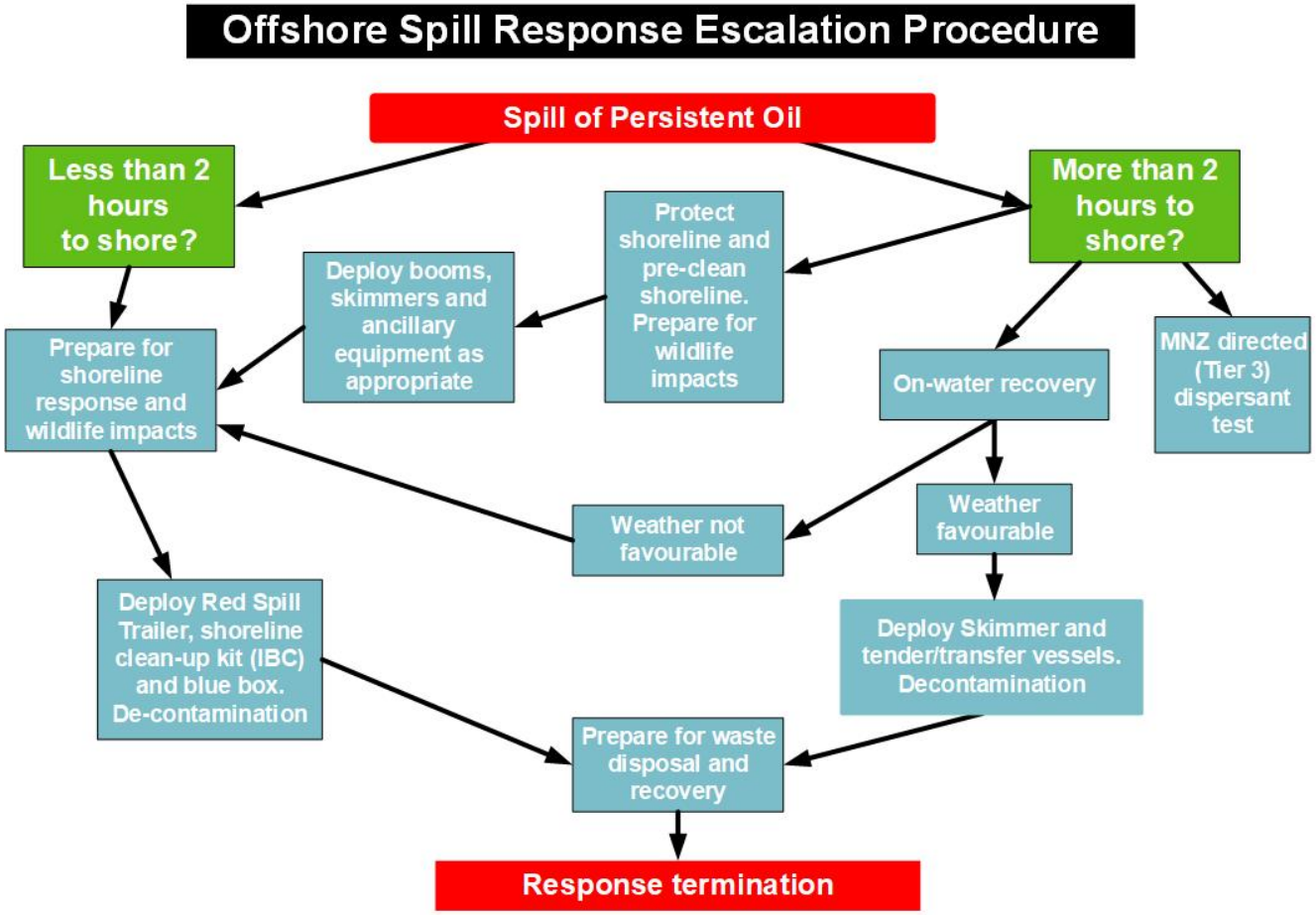
REGIONAL COUNCIL OIL SPILL NOTIFICATION PROCEDURE



Regional Councils will be required to complete a "Regional Council Oil Spill Response Report' for every significant oil spill repsonse that they are involved in.
A "significant oil spill" is defined as:
a) A spill response where response activities involved more than an initial assessment and leaving a spill to disperse naturally; and/or
b) The answer is Yes to any one of the four questions contained at the beginning of this procedure.

The NOSC assume responsibility for managing a response if they consider it is beyond the capacity of Tier 2 resources, due to size, complexity or environmental impact.





Declaration of a Tier 2 response within an adjoining region

If the ROSC assesses the spill to be within Gisborne or Waikato regions 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:

Gisborne Unitary Authority	Reception Hotline Duty Officer ROSC	(06) 867 2049 027 652 7919 Mick Courtnell (MPRS)
Waikato Regional Council	Reception 24 Hours ROSC ROSC EMO Duty Officer	0800 800 401 hold and ask for: Derek Hartley Kelly Hosking Additional contact, EMO Duty Officer 0274 992 120

Activation of Bay of Plenty Regional Council's regional marine oil spill responder group

The ROSC should initiate the following actions as appropriate, but not necessarily in this order. Maritime New Zealand should have already been contacted and appropriate sampling personnel dispatched in accordance with the "Response required" section above.

- Appoint personnel to monitor the spill/take initial actions to minimise the effects of the spill as are practical and appropriate.
- Arrange for investigation and sampling.
- Tier 1 operator should be notified and briefed as soon as possible with respect of transfer of responsibility.
- Establish the Emergency Operations Centre (EOC) as appropriate for the scale of the response.
- Designate personnel in each position who will assume the first roster.
- 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 eight hours).
- Establish communications as required between the EOC and responders in the field.
- Notify stakeholders as appropriate.
- Arrange for preparation of media release.
- Ensure the chief executive, councillors and staff are kept informed.

Incident Management Team (IMT) and the Emergency Operations Centre (EOC)

In the early stages of an oil spill clean-up operation, it is likely that an interim communications base will be established in one of the responder's vehicles or maritime operations vessels fitted with a cell phone and Marine VHF radios.

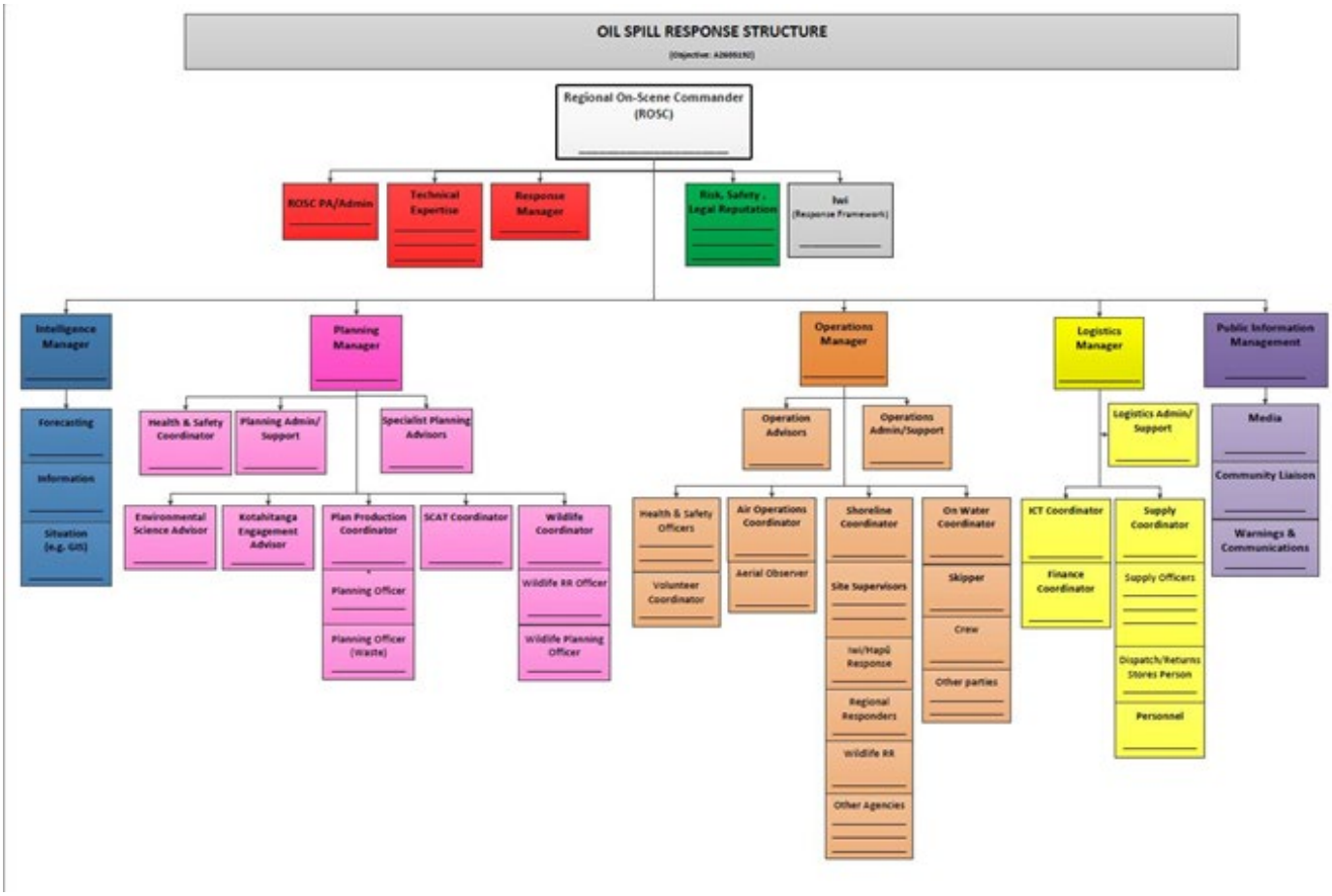
When a response requires significant coordination, the Incident Management Team will operate out of an EOC. The EOC is the centre of operations during the oil spill response. Where there is a need to establish an EOC, Emergency Management Bay of Plenty will lead the activation a facility under direction of the ROSC. The location and scale of the facility will be determined by the requirements of the response.

The positions and colour coding in the EOC for oil spill response adheres to the Co-ordinated Incident Management Structure (CIMS). The Co-ordinated Incident Management Structure establishes a framework of consistent principles, structures, functions, processes and terminology that agencies can apply in any emergency response. It is the primary reference for incident management in New Zealand.

The following diagram outlines the general Incident Management Team Structure for a Tier 2 Response.

General Incident Management Team Structure for a Tier 2 Response

Link for A2 print-out to use in an EOC - (Objective ID:A2605197) -
Response Structure PDF



During a large Tier 2 Spill, most positions in the team may be filled by one or more persons, given the need to ensure that any response operation occurs in eight hour shifts plus changeovers at most. If the response is relatively short term, shifts may be up to 12 hours plus change overs, at the ROSC's discretion, having consideration for resourcing, knowledge transfer, effectiveness and health and safety.

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 – Equipment and Resources details equipment available in the EOC.

Annex 2 – Outlines personnel in the EOC and Regional Responder Team.

Legal Authority of the ROSC – The powers of a ROSC are set out in sections 300-328 of the Maritime Transport Act 1994. The roles and responsibilities of the ROSC, including financial authority, are given in Chapter 3 of the national plan (see the WebEOC Library and the Guidance for Regional Councils' information shown in Annex 2).

Incident Management Team (IMT) (Planning/Operations/Logistics) – Once notified by the ROSC, the Logistics Manager will notify the other selected team managers, and selected team members and request they proceed to the EOC where they will be tasked with their duties.

Notification of interested parties

The ROSC, in consultation with the IMT, will determine which interested parties to contact and when to contact them (i.e. before or after the Response Action Plan 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 Response Action Plan.

Iwi and key stakeholder notifications: Key Iwi representatives and key stakeholders are to be notified via text message list at the initial declaration stage. The Duty Communications person will then notify the wider Iwi and key stakeholders as appropriate.

Notification 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 interested parties are appropriately informed. What constitutes the interested parties will vary with each particular spill. Reference should be made to **Annex 2** when determining which parties to notify.

As a general guide, other interested parties may include one or more of the following:

- The Department of Conservation
- Bay of Plenty District Health Board
- Port of Tauranga
- Ministry of Primary Industries
- Local iwi and hapu groups (via iwi contacts tree maintained by Communications)
- Heritage New Zealand – in case of archaeological discovery or to apply for an Archaeological Authority. In case skeletal remains are discovered, also notify the New Zealand Police.
- Massey University/Waikato University
- Marina owners and/or affected industry (check for industrial water takes in the affected area)
- Local residents, commercial operators
- Other wildlife groups (Forest and Bird, Project Jonah (marine mammals), Bird Rescue, Mauao Trust, etc).
- District Councils/Neighbouring Regional Councils
- Emergency Services (Police, Fire & Emergency New Zealand (FENZ) etc.)
- Maritime New Zealand must be notified of every marine oil spill

Any proposed wildlife response requiring the mobilisation of the national oiled wildlife response capability (Wildbase and/or Wildlife response equipment) shall be authorised by the OSDO or NOSC.

Phase Two - Development of a Spill Incident Action Plan

WebEOC provides templates for IAP's, task plans and site safety plans.

The following order of events is typical of the procedure that will take place at the EOC with the arrival of the Incident Command Centre Team.

- ROSC convenes a briefing meeting with the Incident Management Team (briefing forms are available in WebEOC).
- ROSC forms an Incident Action Plan (IAP).

Each spill event requires an IAP tailored to the incident. The IAP sets out a clear strategy for spill responses, which is converted into an operational plan by the IMT. The draft IAP will normally be developed by the planning manager/team but for smaller responses may be done by the IMT.

The IAP Development Team must assess the appropriateness of any current spill response plan implemented at the Tier 1 level, and modify this as necessary.

IAP development team tasks

Evaluate the spill incident and any current spill Incident Action Plan. Annex 4 – Sensitive Areas and Coastal Information; (see the WebEOC Library and the Guidance for Regional Councils' information shown in Annex 2) outlines clean-up and response options for different environments. In addition, the Regional Coastal Environment Plan contains information on Sensitive Areas and other Coastal Information (boprc.govt.nz/plans.) Annex 4 is to be used in the first instance.

- Determine both short term and long term objectives of the response.
- Development of the IAP should include:
  - the strategy for the response and necessary actions to be undertaken, including a strategy for wildlife rescue and rehabilitation if required. Any proposed wildlife response requiring the mobilisation of the National Oiled Wildlife Response capability (Wildbase and or Wildlife response equipment) shall be authorised by the OSDO or NOSC,
  - clear aims and objectives for all actions,
  - clear timeline for all actions to achieve objectives, and
  - clear statement of responsibility (i.e. which members of the team are responsible) for the actions and tasks.

Determine the resources and expertise needed, and those available. **Annex 1 and 2** provide equipment and personnel lists along with mobilisation instructions.

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 Incident Command Centre Team, and is responsible for ensuring that the OSDO or NOSC is also briefed of the action.

Phase Three - Incident Action Plan implementation

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 a significant number of responders, it is advisable to introduce a Health and Safety Advisor in the response team to manage this area. See WebEOC for more information including Health and Safety procedures and protocols.

A Health and Safety Advisor is also a specialist role in the NRT and MNZ may be able to provide a coordinator from the NRT. Depending on the nature of the spill, an odour specialist may also be used to assess the health risks to responders who may be being exposed to volatile organic compounds (VOCs).

Also refer to the Bay of Plenty Regional Council Health and Safety Policy and procedures for guidance.

Regional On-Scene Commander and Incident Command Centre Team financial authority

On-Scene Commander

What follows is a guide on all expenditure of up to $250,000 with the following provisos:

1 That the Chief Executive approves the delegation to the Regional On-Scene Commander to spend a maximum of $100,000 (inclusive of GST) for any one event without further reference. If the expenditure exceeds or is likely to exceed $100,000, the Regional On-Scene Commander will seek approval from their General Manager and in their absence, the Chief Executive.

2 That the Chief Executive approves the delegation to the alternate Regional On-Scene Commanders to spend a maximum of $50,000, (inclusive of GST) for any one event without further reference. If expenditure exceeds or is likely to exceed $50,000, then the alternate On-Scene Commander will seek approval from the Regional On-Scene Commander who may approve expenditures up to $100,000. For expenditure beyond $100,000, the Regional On-Scene Commander will seek approval from the General Manager and in their absence, the Chief Executive. Should the Regional On-Scene Commander not be available, approvals above $50,000 should be sought from the General Manager/Chief Executive.

3 In the circumstances of an extreme emergency, where the approval process set out above cannot be followed because of either the difficulties in communications or the unavailability of all of those in the approval chain, then all parties should act in good faith. They should make the decisions that they feel are appropriate at the time, reporting on the decision that they have made at the earliest possible date following the approval process set out in 1 and 2 above.

Incident Command Team

The ROSC can delegate expenditure limits up to $100,000.00 as is appropriate for the efficiency of the response. The ROSC needs to instruct Finance to make the delegation operational in the event that the funds are required. The ROSC delegation is set and authorised in the Regional Council's Delegations Manual.

The Incident Command Team has, in general, an overall limit on all expenditure of $5,000. Any expenditure over the above limits must be authorised by the Regional On-Scene Commander.

Cost tracking and accounting

Cost tracking must be rigorously applied throughout the response. **WebEOC contains guidance on the financial procedures** 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.

A finance recording spreadsheet template can be found here:

Objective Link: (A2629706) Oil Spill Finance Tracking.

Objective Link: (A3488100) 2020 BOPRC Boat Charge-out rates

Media relations

Co-operative media relations must be developed early in the response and regular press releases made during the response (by the Public Information Manager (PIM)) are to be approved by the ROSC. Unless otherwise approved by ROSC, the only people in the Response Team who will communicate with the media during an oil spill response will be the ROSC and the Media Liaison Advisor.

Refer to the Maritime New Zealand: ***National Oil Spill Contingency Plan***

Also refer to guidance for regional councils in WebEOC

Incident Command Roles and Responsibilities
Media and Community Relations

The Media Liaison Advisor should forward media queries outside the subject of the spill response to the appropriate organisation or individual to provide that comment.

Media releases during Tier 3 response operations

Releases of information regarding a Tier 3 Response operation to the media are to be made only with the authority of the Director, MNZ, or the National On-Scene Commander. Regional responders in a Tier 3 operation are to decline comment with the media and refer all enquires to the aforementioned persons.

Equipment deployment

Accurate records of equipment dispatch as well as the use/disposal of disposable items must be maintained. All dispatch should be channelled through a controlled area using manual or electronic dispatch and return forms. A procurement/dispatch officer may be appointed at the outset of a large spill.

Documentation

Records of all communications (telephone conversations, emails and file notes must be recorded), all financial transactions and expenditure, and a chronological account of the incident must be kept.

Sampling and evidence collection

Refer to the Maritime New Zealand National Oil Spill Contingency Plan Guidance for Regional Councils in WebEOC:

Refer to MNZ Guidelines for Regional Councils – Prosecution and Cost Recovery, located in the WebEOC file library.

Security

Security for the Incident Command Centre, and the response operation in the field must be installed for the safety of response personnel and the public, protection of equipment and maintaining accessibility to those area affected by the spill.

Phase Four - Response termination and demobilisation

Transition from Response to Recovery and Termination

The ROSC may terminate any marine oil spill response by Bay of Plenty Regional Council (Section 304 (2) MTA 1994). The decision should be made on reaching all objectives and agreed transition points.

Prior to seeking termination of the response, the ROSC will hold a meeting with the Incident Command Centre 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 a National On-Scene Commander or Director, Maritime New Zealand, for resolution.

Response termination involves the recovery, cleaning and maintenance of all equipment used during the response, as well as the demobilisation of all personnel involved in the response and the replacement of consumables. Also, it involves the collation and completion of all documentation associated with the spill response, including expenditure reports.

The recovery phase consists of the period of time following the completion of physical oil containment and removal that the activities such as environmental and cultural monitoring related to the incident continue.

Equipment cleaning and demobilisation

The cleaning of response equipment used during a response will be carried out in such a way as to not cause further contamination of other areas or sites. Cleaning should be carried out in a contained area where oil and contaminant residues can be contained for final disposal.

All renewable equipment should be thoroughly inspected for damage and maintenance prior to being cleaned/repacked for storage. Accurate demobilisation records must be kept.

Debriefing

A debriefing of key personnel will be held following termination of the response. This will enable a review of the appropriate Plans and 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 considered to be part of the overall incident response.

Council reporting procedure

For oil spills with costs in excess of $10,000.00

On completion of the debriefing, the ROSC is to ensure that all pertinent information is collated and forwarded together with a report to the Chief Executive, Bay of Plenty Regional Council, within 20 working days of the debriefing.

If no response is required, then a brief report should be drafted for inclusion in the maritime report to Council. A more comprehensive report is required if clean-up operations are undertaken, particularly if cost recovery is to be undertaken.

Phase Five - Post operations: Documentation of costs/litigation

Policy

It is the policy of Bay of Plenty Regional Council, and MNZ, to recover the costs of marine oil pollution clean-up operations from the spiller.

Financial systems

Refer to the Maritime New Zealand – National oil Spill Contingency Plan and supporting documents in WebEOC. In particular the Guidelines for Regional Councils found in the Library Section of WebEOC.

Also ***Objective Link: (A2629706)*** ***Oil Spill Finance Tracking***

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

For information and costing related to environmental and baseline monitoring and analysis please see:

Objective Link: (A2956616) 2018-09-05 Costs and Process for Environmental Monitoring

Links

Introduction and Operations	
Objective ID:A2605197 ***For A2 print-out for use in an EOC***	*Response Structure PDF*
Maritime New Zealand National Oil Spill Contingency Plan	*National Oil Spill Contingency Plan*
Objective ID: A2629706	*Oil Spill Finance Tracking*
Objective ID: A3718750	*Collection of oiled wildlife for evidence*
Objective ID: A3749135	*Confidential Contacts for marine oil spill response*

Annex 1	
Objective ID: A2749992	*2017-11-24 Sign-in/site induction/timesheets*
Objective ID: A2692405	*2017-09-05 Site Supervisors Induction Checklist*
Objective ID: A2860162	Skippers Training Record *(This file is protected – please see a BOPRC Maritime staff member to open)*
Objective ID: A2216535	*2015-11-06 Oil Spill Response Inventory*
For a link to a folder containing information on vessel fleet operating limits, charge-out rates and all vessel manuals	Objective Link (folder): (fA178077)
Regional On-Site Commander email	*ROSC@boprc.govt.nz*
MNZ Equipment and Contract Objective ID: A3529046	2019-12-04 Recent changes to the oil spill equipment held by BOPRC
Intergroup Liquid/Solid Waste Objective ID: A2552915	*2017-02-22 Intergroup Price and Services Guide*
EnviroNZ Services MNZ Contract **Objective ID: A2627864**	*ESL-MNZ Final Service Contract - valid until 2022*
EnviroNZ Price Lists **Objective ID: A2704309**	*2020-11-05 ESL Price List - 1 November 2020*
Pacific Dive Information **Objective ID: A2717121**	*2017-10-12 Glenn Ladkin Pacific Diving Capability, Services and Pricing*

Diving and Salvage Contractors **Pacific Diving** **Bay Underwater Services New Zealand Limited** **Greenfields Diving Services**	*www.pacificdiving.co.nz* *www.bayunderwater.co.nz* *http://greenfielddiving.co.nz/*
Objective ID: A2658058	*2020-11-11 Updated & Suitable Oiled Wildlife Recovery Site Information*
Glencoe Marine	*www.glencoemarine.co.nz*
Objective ID: A3712788	Major Incident Air Shelter – see the user's manual
Objective ID: A2277509	*Guidance for the Appointment and Development of Oil Spill Responders*
Objective ID: fA178077	BOPRC Boat Fleet Folder *Objective folder only – no link available*
Objective ID: A2682071	*Awanui's Operating Manual Sections 3.11-3.10*
Objective ID: fA959926	2017-11-24 Final Approved Industry Plan *Objective folder only – no link available*
Objective ID: A3749135	*Confidential contacts for marine oil spill response.docx*
Objective ID: A3749136	*Care Group Leader Contact Details*
Objective ID: A3816908	*Korimako Customer Information May 2021*
Objective ID: A3816907	*Albatros Dredge at Port of Tauranga*
Objective ID: A3816911	*Albatros Skimmer System Koseq Compact*
Objective ID: A3817159	2021-06-04 FINAL MNZ Stockpile Equipment List

Annex 2	
Objective ID: A2763843	*Regional Responders List*
Objective ID: A2600582	*Maritime Duty Harbourmaster Contacts*
Bay of Plenty Regional Council	*https://www.boprc.govt.nz/about-council/kaupapa-maori/hapuiwi-resource-management-plans/*
Objective ID: A3749135	*Confidential Contacts List*

Annex 3	
For vessel information **Objective Link: (A2546762)**	*2017-02-14 Hand-Held Radio Specifications*
Spark **2Degrees** **Vodafone**	*http://www.spark.co.nz/coverage* *http://www.2degreesmobile.co.nz/coverage;* *https://www.vodafone.co.nz/network/coverage/*

Annex 4	
Objective ID: fA959926	Port/Industry Booming Plan *Objective folder only – no link available*
Health and Safety Induction	*www.port-tauranga.co.nz/health-safety/port-inductions/*
IUCN Classification Scheme	*www.iucnredlist.org*
	http://www.moutohora.co.nz/ *www.volcanicair.co.nz*
Objective ID: fA342204	Site Maps
White Island general information	*www.geonet.org.nz*.
	www.nzbirds.com/birds/takapu.html
	mandyart.blogspot.com/2011/02/seal-census-white-island.html
	nzbirds.com/birds/greyternlet.html
	Waste Management FINAL Approved Tier 1 Plans
	https://www.boprc.govt.nz/your-council/plans-and-policies/plans/regional-plans/regional-coastal-environment-plan
Objective ID: A3703087	*Notated Bunker Line Lateral Layout Mt Maunganui – 2020-12-15* *Objective folder only – no link available*
Objective ID: A3703051	2020-12-12 PoT Updated Stormwater Lines for Mt Maunganui 337-05 *Objective folder only – no link available*
Objective ID: A3703087	Waste Management Oil Recovery FINAL Approved OTS Plan and signoffs Waste Management Technical Services FINAL Approved OTS Plan and signoffs *Objective folder only – no link available*
Objective ID: A3703051	2020-12-12 PoT Updated Stormwater Lines for Mount Maunganui 337-05 (ID 70066) Model (1) *Objective folder only – no link available*
Objective ID: A3611516	2020-07-16 Waste Management Technical Services FINAL Approved Marine Oil Spill Contingency Plan *Objective folders only – no links available*
Objective ID: A3718750	2021-01-06 Guide for the Collection of oiled wildlife for evidence

	Objective folder only – no link available
Objective ID: A3752596	2021-03-08 End-point criteria for bulk oil removal and site sign-off procedures *Objective folder only – no link available*
Objective ID: ID A3816904	Procedure for Managing Archaelogical sites – Flowchart *Objective folder only – no link available*
Objective ID: A3817761	Korimako's Ship On-Board Pollution Emergency Plan or SOPEP *Objective folder only – no link available*

Annex 5	
Land Information New Zealand **Current predictions, tide tables and current information**	*www.linz.govt.nz/hydro*
MetService	*www.metservice.co.nz*
Port of Tauranga **Wind, tide and current information**	*www.port-tauranga.co.nz/Harbour-Conditions*

Annex 6	
Bay of Plenty Regional Council **Plans and policies. *Note: This is an intranet link available only to BOPRC staff***	*http://sam.envbop.net/working-here/resources/procedures-and-guidelines/*
Regional On-Scene Commander - BOPRC	*ROSC@boprc.govt.nz.*

Site Maps

Index

Site Maps available in Objective – Folder ID fA342204

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	Port of Tauranga – Mt Maunganui
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02	North Tanners Point
03	Upper Tuapiro Estuary
04	Tuapiro Estuary Spit
05	Uretara Upper
06	Uretara East
07	Waikoura Point
08	Rereatukahia
09	Puketutu Point
10	Matakana North
11	Maheka Point
12	Matakana South
13	Aongatete
14	Wainui
15	Central Mangroves
16	Te Hopai Island
17	Apata Estuary
18	Blue Gum Bay
19	Pahoia North
20	Pahoia South
21	Tahunamanu Spit/Island
22	Hunter Creek
23	Opureora Spit

24	Motungaio Island
25	Te Puna
26	Rangiwāea East
27	Rangiwāea West Estuary
28	Panepane Point
29	Wairoa River
30	Matua
31	Mauao – Mount Maunganui
32	Moturiki (Leisure) Island
33	Motuotau (Rabbit) Island
34	Waikareao Estuary
35	Waimapu – Yatton Park
36	Waimapu – Windermere
37	Waipu Bay/Tauranga Airport
38	Rangataua Bay North
39	Welcome Bay
40	Rangataua Bay South
41	Motiti Island
42	Taumaihi Island (‘The Knoll’)
43	Maketū Estuary, beach and spit
44	Ōkurei Point
45	Little Waihī Estuary
46	Waitahanui Stream
47	Hauone Stream
48	Pikowai Stream
49	Herepuru Stream
50	Matatā Lagoon
51	Rangitāiki River East
52	Whakatāne River/Estuary
53	Kōhī Point
54	Ōhiwa Harbour/Estuary

55	Waiotahi Estuary
56	Waioeka Estuary
57	Waiaua Estuary
58	Waiiti River and Tōrere
59	Mōtū River
60	Haparapara
61	Kereru River Mouth
62	Raukōkore River
63	Orete Point
64	Oruatiti and Waikanapanapa
65	Whangaparaoa River
66	Otarawhata Island
67	Whakaari (White Island/Volkner Rocks)
68	Karewa Island
69	Tūhua (Mayor Island)
70	Moutoki Island
71	Rūrima Island
72	Motunau (Plate) Island
73	Motuhora (Whale) Island
74	**Motuhaku (Schooner Rocks)**
75	Whakatohea Mussels (Opotiki) Limited