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1. Introduction

The Taranaki Regional Council is responsible for responding to a regional (Tier 2) marine oil spill incident on the Taranaki Coast of the North Island within the Council’s maritime area of jurisdiction shown on Figure 1. The Maritime Transport Act 1994 requires the Taranaki Regional Council to prepare this document, the “Taranaki Regional Council Marine Oil Spill Contingency Plan” (“the Plan”). The Plan applies to coastal waters within the 12 nautical miles and in some instances coastal estuaries.



Figure 1 Extent of coastal area covered by the Taranaki Regional Council Marine Oil Spill Contingency Plan

Accordingly, this is the Taranaki Regional Council's operational plan for responding to marine oil spills. This Plan follows the format and, as far as practicable, the content of the National Oil Spill Contingency Plan prepared by Maritime New Zealand (MNZ). This is to ensure a co-ordinated approach should a regional (Tier 2) response escalate to a national (Tier 3) response.

The Taranaki region is the home of the New Zealand oil and gas industry and has six onshore production facilities and three offshore facilities, two further facilities are still under construction. The offshore Pohokura Field is within the Council's 12 nm limit and has onshore processing facilities. As such the risk of an oil spill from the industry is increased and the industry, Maritime New Zealand and the Council need to work co-operatively towards addressing the risk. Oil spills have occurred in the past and enforcement action has been undertaken. As a result this plan has been tested and learnings incorporated into its review. A further outcome of the oil spills has been the recognition that media and community relations are very important and potentially high risk and can involve considerable resources.

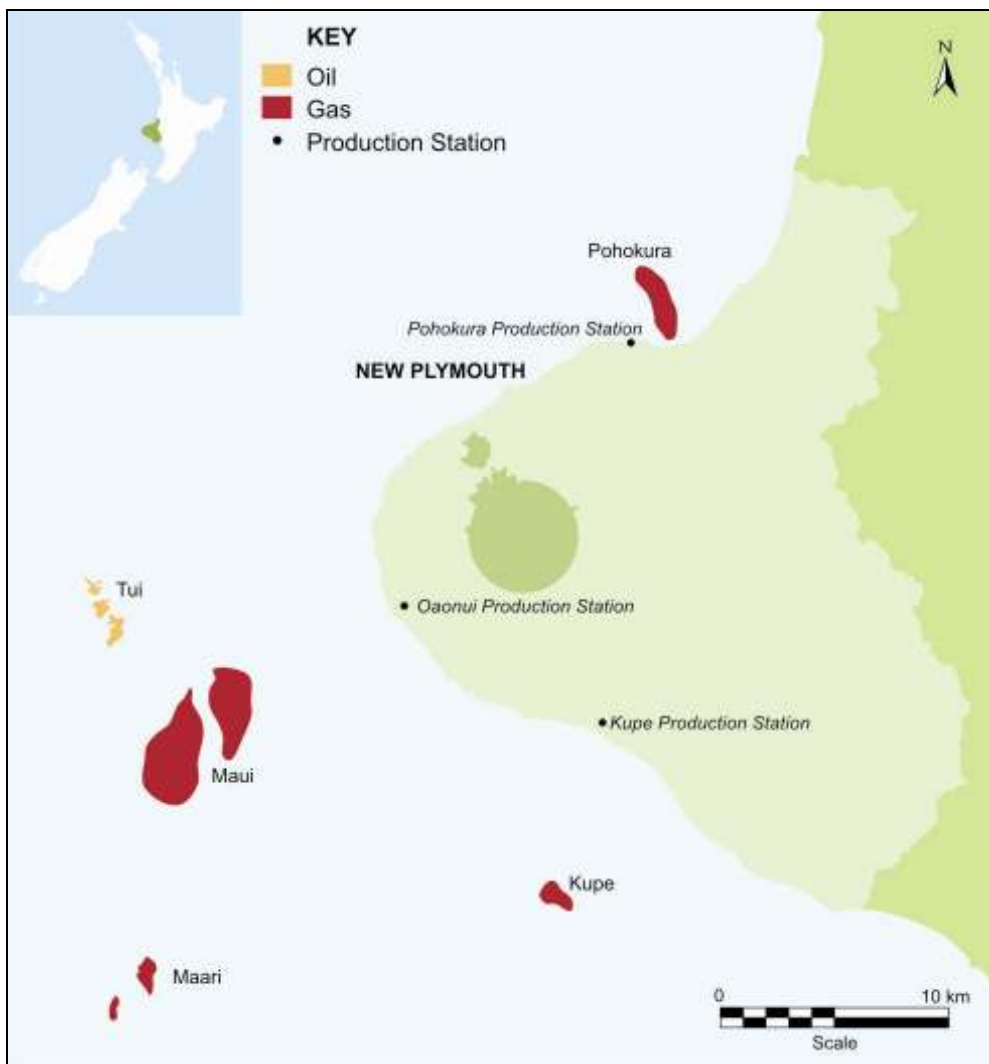


Figure 2 Hydrocarbon fields in Taranaki 2010 (red gas, orange oil)

This Plan replaces that prepared by Council in 2002 and draws on changes in oil spill practices and local experience in responding to spills. The plan has been reviewed by MNZ and approved in June 2008.

The Plan includes Chapters from the National Response Plan so that contingency plans throughout New Zealand are standardised and staff who utilise them from beyond a region are assisted through a consistent approach.

1.1 Purpose of the Plan

The purpose of the Taranaki Regional Council Marine Oil Spill Contingency Plan as set out in section 288 of the Maritime Transport Act 1994 is to promote a planned and regionally co-ordinated response to any Tier 2 marine oil spill within the Taranaki region coast.

In the event of a Tier 3 response in Taranaki, this Plan will provide Maritime New Zealand with specific regional information to assist in responding effectively to the spill.

A Tier 2 marine oil spill is one that:

- (a) occurs within the regional council's area of jurisdiction;
- (b) is beyond the resources and/or expertise of any Tier 1 site operators located within the Taranaki region or is not being appropriately responded to, or there is no identified spiller;
- (c) is within the capabilities of the Taranaki Regional Council to respond;
and
- (d) for which the response will not exceed a cost of \$250,000 (GST inclusive).

The Plan describes the Taranaki Regional Council's marine oil spill response organisation and procedures, and information on spill response resources and cleanup techniques. The Plan is intended to provide guidance on the administrative and operational procedures involved in preparation, mobilisation, operation and termination of a marine oil spill response on the Taranaki coast.

1.2 Objectives of the Taranaki Regional Council Marine Oil Spill Contingency Plan

The primary objectives of any Tier 2 response, and therefore this Plan, are:

- (a) to prevent further pollution from the marine oil spill; and
- (b) to contain and clean-up the marine oil spill;

in a manner that does not cause further damage to the marine environment, or any unreasonable danger to human life, or cause an unreasonable risk of injury to any person.

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 (eg diesel spill into a warm, rough sea).

Human safety and health have the highest priority in this Plan. Occupational safety and health requirements must be incorporated within any oil spill response undertaken and are described in Chapter 8.

1.3 Target response times

Target response times for the Taranaki coast in the event of a marine oil spill in the region are set out in Table 1.

Table 1 Target response times for Taranaki coast

Response Action	Within Port Taranaki	Outside of the Port Area
Evaluate the spill.	1 hour	Within 1 hour of reaching the spill site
Alert response personnel	1 hour	Within 30 minutes of completing the evaluation
Carry out sampling	As soon as practicable	As soon as practicable
Mobilise equipment and personnel	2 hours	Within 2 hours of completing the evaluation
Commence the clean-up	2 hours	Within 4 hours of equipment and personnel reaching the spill site

2. Standard operating procedures

2.1 Phase One – Discovery, Notification, Evaluation, Identification, Activation

The actions to be carried out in Phase 1 (Discovery, notification, evaluation, identification, activation) of an oil spill response are summarised in Flowcharts 1-4 on the following pages:

- Flowchart 1: Phase 1, Spill Notification (page 8)
- Flowchart 2: Phase 1, Spill Evaluation (page 10)
- Flowchart 3: Phase 1, MNZ Notification (page 13)
- Flowchart 4: Phase 1, Response Activation (page 14)

Instructions for the personnel involved in Phase 1 of an oil spill response are also described in more detail below.

2.1.1 **Discovery and Notification of a Marine Oil Spill Incident to the Taranaki Regional Council**

Instructions for Anyone Reporting a Marine Oil Spill

In all instances a person reporting a marine oil spill must call the Taranaki Regional Council (TRC) **0800-736222** or **06-7657127** (24 hrs) and state immediately that they are reporting a marine oil spill.

Additional Instructions for Tier 1 Site Operators

In all instances, upon receipt of a report of an oil spill, the Tier 1 operator must immediately notify the TRC verbally.

If the spill meets one of the following criteria:

- the oil spill is/may be beyond the capability of the Tier 1 site to respond; and/or
- there is media interest in the incident;

then the Tier 1 operator must follow up this verbal notification as soon as possible with a fax of the marine oil spill notification form “Initial Notification of Marine Oil Spill to TRC by Tier 1 Operators” provided in Chapter 2. Instructions for filling in this form are provided on the actual form.

If the spill is small and not attracting media attention then this form should be faxed through within 48 hours.

Contact details for the TRC are:

Telephone	0800-736222 or 06-7657127 (24 hours)
Fax	06-7655097

Notification of an Oil Spill from Maritime New Zealand

If MNZ receives a report of a marine oil spill within the 12 nautical mile (nm) limit the responsibility to investigate and respond to a marine oil spill rests with the relevant regional council. In accordance with section 231 of Maritime Transport Act 1994 the Oil Spill Duty Officer (“OSDO”) from MNZ will inform the Council of any spill notified to the MNZ within that Council’s area of jurisdiction. The Council will investigate and respond as required, keeping the OSDO informed of both progress and outcome.

If a spill occurs beyond the 12 nm limit and could potentially move within 12 nm then the OSDO notifies the Council as soon as possible.

Instructions for Taranaki Regional Council Receptionist Receiving a Report of a Marine Oil Spill (Daytime Procedure)

The Taranaki Regional Council receptionist, on receipt of notification of a marine oil spill should follow the instructions below. For clarity these actions are also depicted in Flowchart 1 on page 8.

1. Transfer the call to TRC staff, either the:
 - (a) Compliance Manager; or
 - (b) Administration Officer (Inspectorate), who will advise the Duty Investigating Officer; and

ensure that the person reporting the oil spill reaches either of these parties directly and does not just leave a message on an answer-phone.

2. If both of the parties listed in 1 above are not available, report the details of the reported oil spill to any other Investigating Officer of the Inspectorate Section.
3. The response is then the responsibility of the Investigating Officer notified of the oil spill as given above.

Instructions for the After Hours Call Centre Operator, Receiving a Report of a Marine Oil Spill (After Hours Procedure)

The Call Centre Operator, on receipt of notification of a marine oil spill should follow the following instructions:

1. Record the details of the reported oil spill on the standard incident form; and
2. Immediately phone the current TRC Duty Investigating Officer or his/her back-up as per the procedure.

In the unlikely event that neither the Duty Investigating Officer nor the back-up can be contacted the operator should phone one of the following Taranaki Regional Council personnel:

Bruce Pope (Compliance Manager), Ph06-7511821 or mobile Ph 027-442 7492.

Fred McLay (Director – Resource Management), Ph 06-753 5724 or mobile 027-4467651.

3. The response is then the responsibility of the person notified of the oil spill as given above.

Instructions for the Taranaki Regional Council Person Notified of an Oil Spill

On receiving a notification of a marine oil spill, the Taranaki Regional Council person should immediately notify either of the Regional On-Scene Commanders listed in Table 1, verbally in the first instance, followed by a hard copy of any information obtained/notified.

Regional On-Scene Commander Designates and Contact Details

In anticipation of an oil pollution incident requiring involvement of the Taranaki Regional Council, the officers identified in Table 1 are appointed as Regional On-Scene Commanders for Taranaki. In the unlikely event of an incident occurring in which the officers named in Table 1 are unavailable, Regional On-Scene Commanders from other regions may be used. Contact details for personnel from other regions are given in the National Marine Oil Spill Contingency Plan, Annex 2.

Flowchart 1: Phase 1, Spill Notification

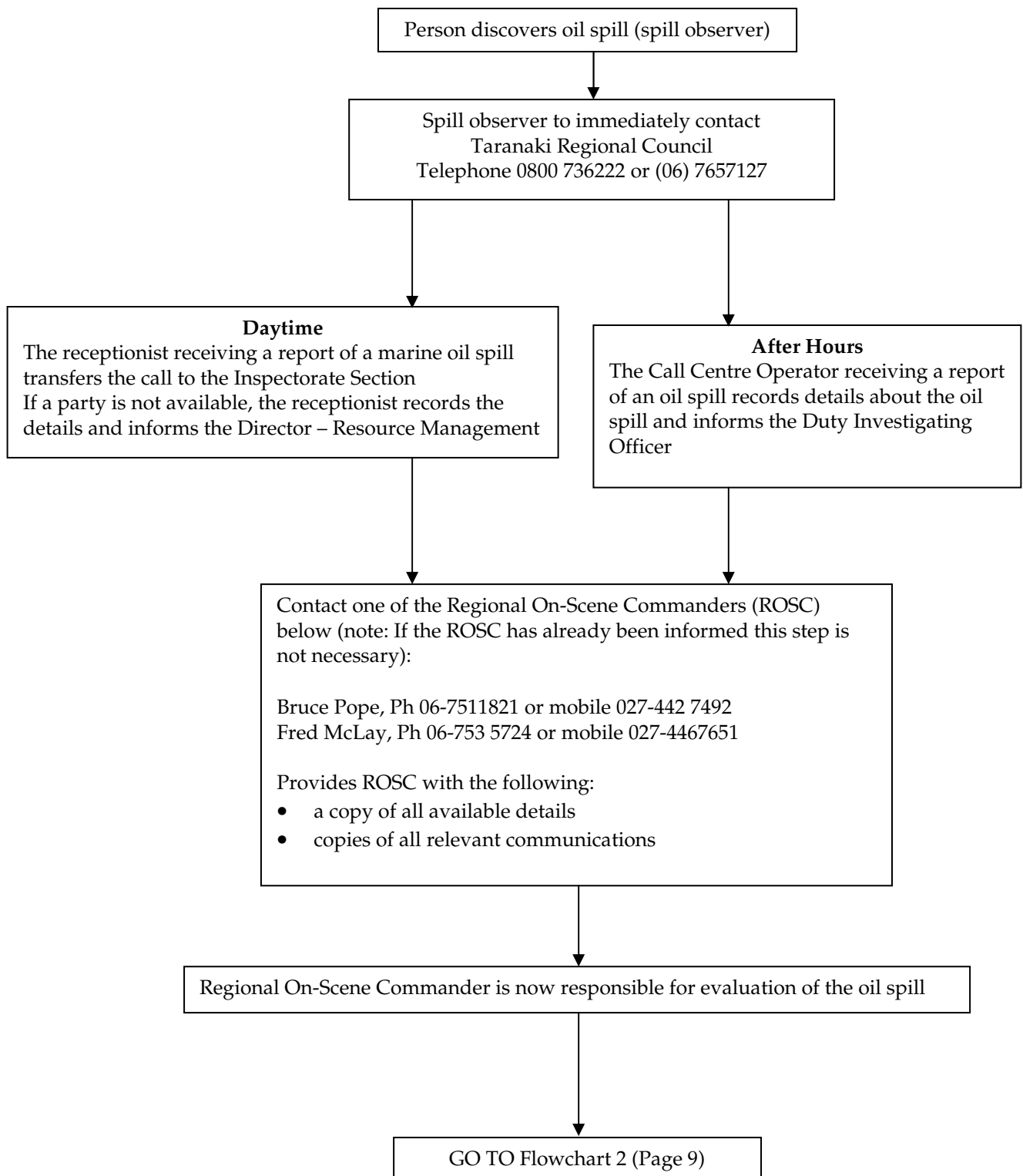


Table 2 Taranaki Regional Council Designated Regional On-Scene Commanders' Contact Details

Name	Work Contact Details		After Hours Contact Details	
	Address	Phone/Fax	Address	Phone/Fax
Bruce Pope Regional On-Scene Commander	TRC, 47 Cloten Road, Stratford	Ph: 06-7657127 Mobile: 027-4427492 Fax: 06-7655097	7 Ash Pl New Plymouth	Ph: 06-7514352 Mobile: 027-4427492
		Email: bruce.pope@trc.govt.nz		
Fred McLay Regional On-Scene Commander	TRC, 47 Cloten Road, Stratford	Ph: 06-7657127 Mobile: 027-4467651 Fax: 06-7655097	88B Brois St New Plymouth	Ph: 06-7535724 Mobile: 027-4467651
		Email: fred.mclay@trc.govt.nz		

2.1.2 Evaluation and Identification of a Marine Oil Spill Incident

Investigation and/or assessment of the spill is the Regional On-Scene Commander's first task following receipt of the notification. Flowchart 2 (Page 10) summarises the key steps in an oil spill evaluation and gives cross-references to important information in this Plan.

The evaluation should be guided using the MNZ form "Initial Notification of Oil Spills to the Maritime New Zealand by Councils". This form is shown in Chapter 2 and is in template form on TRC's computer system.

Key information to obtain during the spill evaluation includes:

- Spill location;
- Size and extent of the spill (see Annex 5);
- Oil type (see Chapter 4);
- Position of the spill in relation to marine and coastal resources (see Annex 4);
- Movement of the oil (see Annex 5);
- Spill source and sampling (see Chapter 10); and
- Weather Conditions (see Annex 5).

Flowchart 2 should also be used to determine whether the responsibility for responding lies with a Tier 1 operator, the Regional Council or Maritime New Zealand.

Tier 1 Response Required

If there is an identified spiller who is willing and able to respond adequately to the spill then a Tier 1 response is required. The Regional On-Scene Commander must immediately inform the Tier 1 site operator and pass on any relevant information. The Tier 1 site operators on the Taranaki Coast and their contact details are listed in Table 3.

Flowchart 2: Phase 1, Spill Response

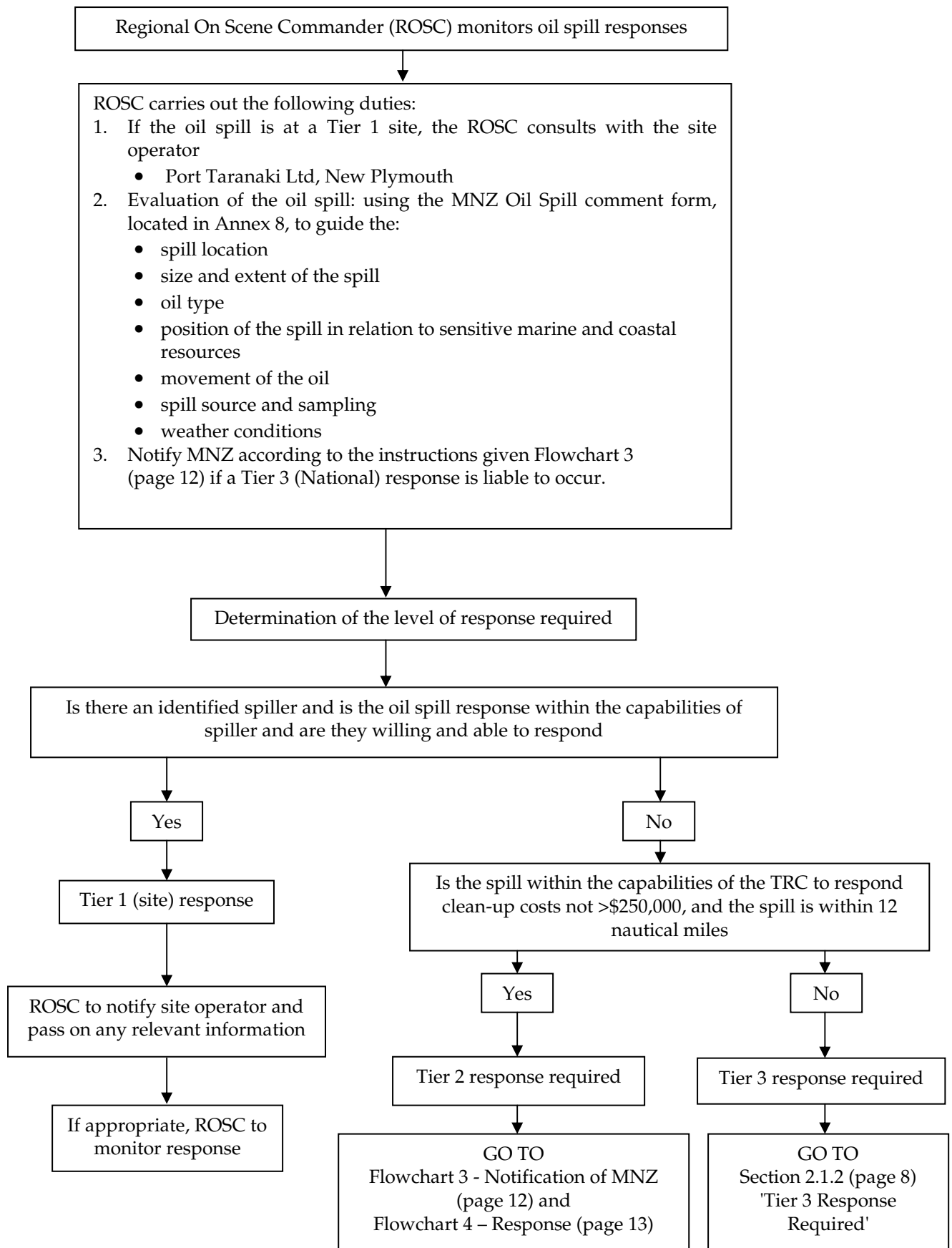


Table 3 Tier 1 Site Operators on the Taranaki Coast and Contact Details

Tier 1 Site Operators on the Taranaki Coast		
Name	Location	Contact Details
Port Taranaki Ltd	Port Taranaki, New Plymouth	Ph 06 7510200 or 06 7599740 (Watch House)
TRC Duty Officer	Taranaki Regional Council Stratford	Ph 06 7657127 or 0800 736 222

The Regional On-Scene Commander must provide all information relating to the spill to the Tier 1 site operator and may monitor the oil spill response. At any stage, should the Regional On-Scene Commander consider that the response is not adequate, the Regional On-Scene Commander has the designated authority to declare that a Tier 2 response is necessary and take control of the spill response. The Tier 1 operator will be advised in writing at the time this decision is taken.

Tier 2 Response Required

If a regional council Tier 2 response is required the Regional On-Scene Commander takes control of the oil spill response.

Key steps for activation of a Tier 2 response are summarised in:

- Flowchart 3: MNZ Notification (Page 13), and
- Flowchart 4: Tier 2 Response Activation (Page 14).

Activation of a Tier 2 response is discussed in detail in Sections 2.1.3 – 2.1.4.

Tier 3 Response Required

If the response required:

- is beyond the capabilities of the TRC;
- will cost more than \$250,000; or
- is for a spill outside 12 nautical miles;

the National On-Scene Commander will take control of the response.

If it appears likely that a Tier 3 response may be required MNZ should be notified immediately as follows:

1. Telephone the Rescue Co-ordination Centre (RCCNZ), MNZ
Tel: (04) 914 8380 (24 hrs); and
2. Fax at least the first page of the form “Initial Notification of Marine Oil Spills to MNZ by Councils” to: (04) 914 8388.

The RCCNZ will pass this information to the Oil Spill Duty Officer (OSDO) who will establish a line of communication with the Regional On-Scene Commander. If a Tier 3 response is declared, subsequent communication will probably be via the National On-Scene Commander.

While the oil spill response is now the responsibility of MNZ, the Regional On-Scene Commander should ensure that a line of communication is maintained with the Oil Spill Duty Officer or National On-Scene Commander and provide all reasonable assistance requested by MNZ. This may include investigations, establishment of the Incident Command Centre, mobilisation of personnel or equipment or any other response activities as required by the National On-Scene Commander.

Declaration of a National (Tier 3) Response by MNZ

If the National On-Scene Commander considers that a Tier 1 response operation (outside 12 nm) or a regional council is unable to, or is inadequately managing the response to an oil spill incident, the National On-Scene Commander may declare the incident to be a nationally significant oil spill, and have the responsibility for the response transferred to the National On-Scene Commander.

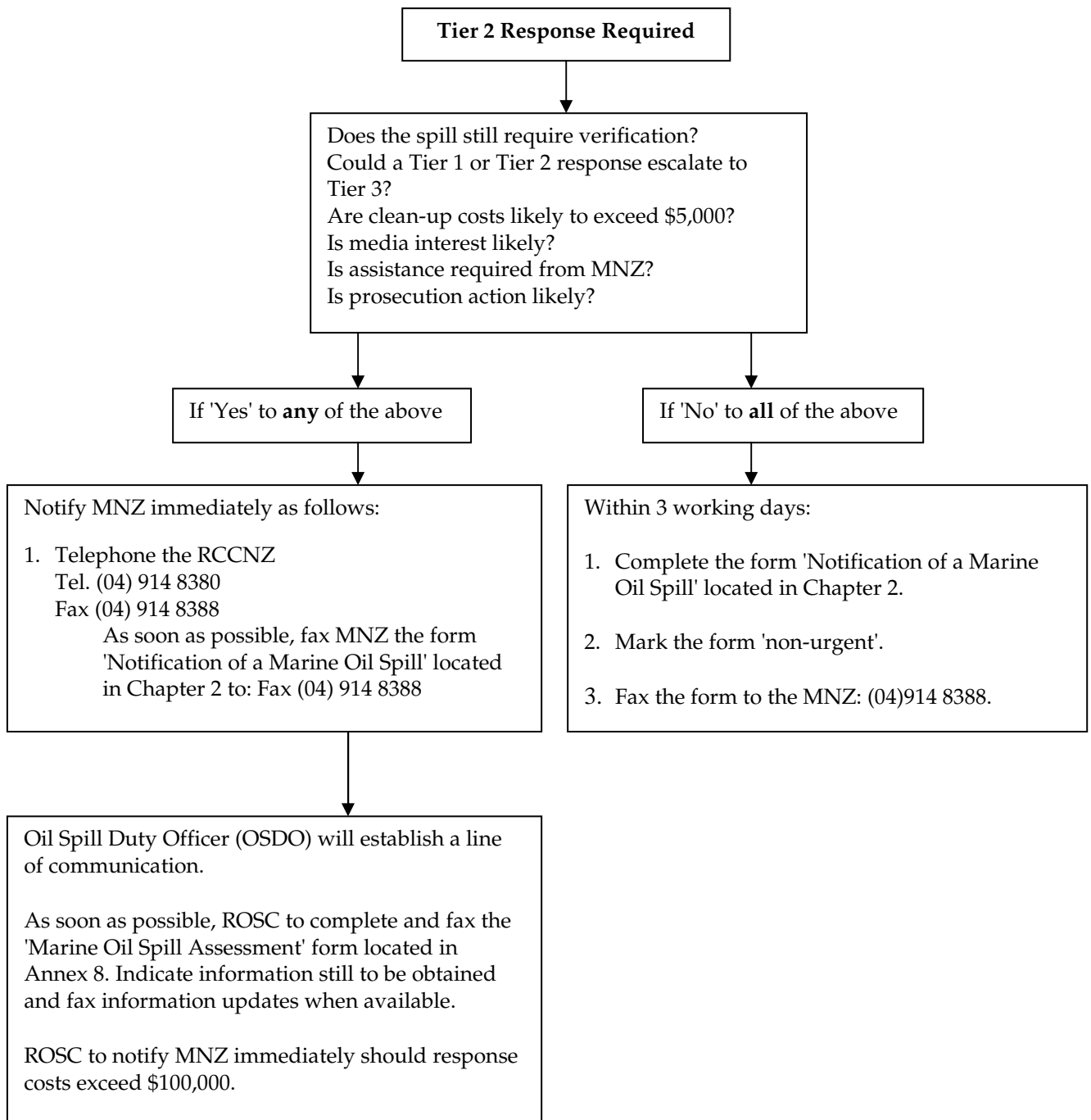
The Tier 1 responder or Regional On-Scene Commander will be advised in writing of this decision at the time it is taken. The Regional On-Scene Commander should continue to provide all reasonable assistance requested by MNZ and may be required to carry out the response until the National On-Scene Commander (NOSC) arrives.

Cost of Clean-up Likely to Exceed \$250,000

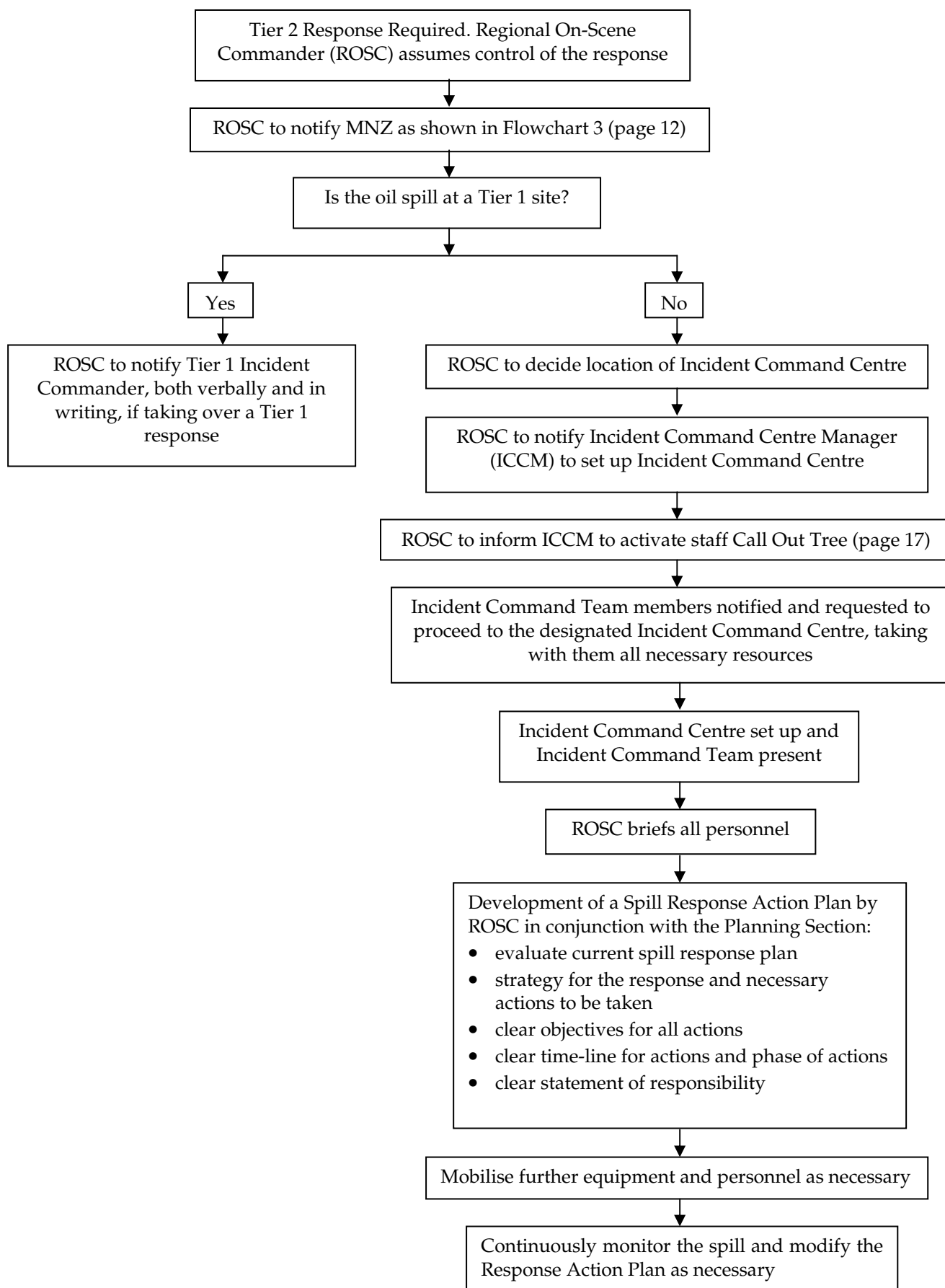
Where a regional council is coping adequately with the oil spill response, but the cost of that clean-up is likely to exceed NZ\$250,000, the NOSC can declare the response to be a national (Tier 3) response. This ensures that the costs associated with a nationally significant response operation become the responsibility of the NOSC and MNZ.

If it appears that a Tier 2 response is likely to be of national significance the NOSC and National Incident Command Team will need time to arrange the transition of responsibility. For this reason the MNZ has advised regional councils to notify when a regional response operation exceeds or is estimated to exceed \$100,000.

Flowchart 3: Phase 1, MNZ Notification



Flowchart 4: Phase 1, Tier 2 Response Activation



2.1.3 If a Tier 2 Response Is Declared/Identified

If a Tier 2 response is declared/identified, the following actions will be taken:

- Regional On-Scene Commander (ROSC) assumes full responsibility for the response operation;
- Taranaki Regional Council person initially notified of the oil spill assists the ROSC to notify MNZ as depicted in Flowchart 3 (page 13) and activates the call-out tree (page 17);
- ROSC activates the response operation as summarised in Flowchart 4 (page 14) and Section 2.1.4.

Regional On-Scene Commander Assumes Control

The ROSC is responsible to the Chief Executive, Taranaki Regional Council for the entire marine oil spill response and clean up operation, and is authorised to assume responsibility for the response operations whenever he/she considers it appropriate.

Briefing of the Regional On-Scene Commander

When the ROSC has assumed responsibility for the response operation, all the information collected about the spill should be made available to the ROSC by the person receiving the initial notification of the oil spill. This will also include the initial notification form, details of any other communications and appropriate nautical charts.

Transfer of Responsibility for Response from the Tier 1 Incident Commander to the Regional On-Scene Commander

Once the ROSC has determined that a regional response will be necessary the appropriate Tier 1 Incident Commander should be notified and briefed as soon as possible. The Tier 1 Incident Commander will be notified in writing that the response is now under the control of the ROSC. This is the responsibility of the ROSC.

Legal Authority of the Regional On-Scene Commander

Section 300 of the Maritime Transport Act 1994 authorises the Regional On-Scene Commander to take whatever measures are necessary, within the powers set out in the Act, to respond to a spill if notified by the Director of Maritime New Zealand or if they otherwise become aware of the spill. Sections 305 and 311 in particular set out the specific powers of the Regional On-Scene Commander, whilst section 312 sets out specific limits. All designated Regional On-Scene Commanders are to be fully familiar with these provisions.

The role and responsibilities, of the Regional On-Scene Commander are given in Annex 2 and Chapter 3, with financial procedures and delegations given in Chapter 15.

Response Costs

The Regional On-Scene Commander has approval from the Director of Maritime New Zealand for financial expenditure up to \$250,000 (GST inclusive). Above this threshold the response becomes a Tier 3 response and is the responsibility of MNZ.

The Regional On-Scene Commander is required to inform the OSDO should the expenditure for a Tier 2 response reach \$100,000. This is to ensure that MNZ is aware that a Tier 2 response may potentially escalate to a Tier 3 response.

All costs incurred shall be separately accounted for. For the purposes of a potential claim under the Civil Liability Convention and/or Fund Convention, claims against the spiller must be supported by certain specific details. These are set out in Chapter 15.

2.1.4 Activation of the Taranaki Regional Council's Marine Oil Spill Response

The Taranaki Regional Council's Marine Oil Spill Response

A summary of the key steps in the Tier 2 response is shown in Flowchart 4 (page 14). The Taranaki Regional Council's marine oil spill response involves an integrated system which is designed to either escalate from and complement a site (Tier 1); or to form the foundation for a Tier 3 national response. It is also designed to link in with and utilise the response systems of the spiller (if present). The operational part of the regional structure is under the overall command of the Regional On-Scene Commander.

For all issues related to the marine oil spill the Regional On-Scene Commander has the legislative responsibility to act. All other parties with an interest in supporting the actions of the Regional On-Scene Commander, including the spiller, must recognise this role. However, where issues or problems directly or indirectly associated with the incident or response is clearly the responsibility of other parties or agencies, which are in a better position to act, then they should be able to do so.

Establishment of the Incident Command Centre

The Regional On-Scene Commander (ROSC) will notify the Incident Command Centre Manager (ICCM) to set up an Incident Command Centre (ICC). The extent of the ICC will be determined by the ROSC to suit the size of the response required. The location of the ICC will depend on the location of the oil spill and will be decided by the ROSC.

The ICC may augment an existing Tier 1 Command Centre and arrangements will need to be made on a case-by-case basis between the ROSC and the Tier 1 On-Scene Commander. Potential locations for Incident Command Centres in Taranaki are summarised in Table 4 below.

Table 4 Potential Incident Command Centre Locations for Taranaki

Potential Incident Command Centres	Address	Contact
Emergency Management Office	45 Robe Street, New Plymouth	Mike Langford Ph 06-7657127 (wk) Ph 06-7575056 (ah) Mob 027-3032177
TRC Boardroom	47 Cloten Road, Stratford	Ph 06-7657127 (24 hrs)

Incident Command Team Structure

The Incident Command Team Structure is outlined in Figure 3 below. The roles and responsibilities of each member of the team are detailed in Chapter 3. The Incident Command Team works from the Incident Command Centre (ICC).

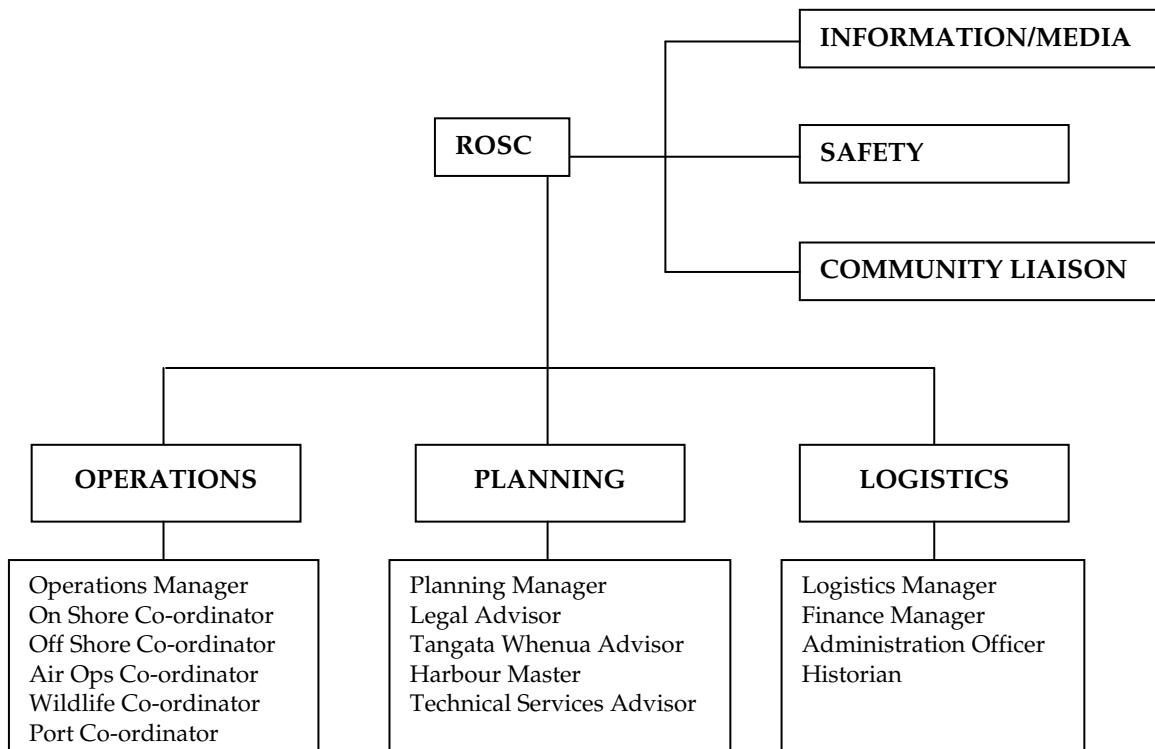


Figure 3 Taranaki Regional Council Incident Command Team Structure

Notification of Incident Command Team Members

Once notified by the ROSC, the Administration Officer (Inspectorate) will activate the staff call-out tree in Figure 4 below to the extent required by the ROSC. The Chief Executive will generally be notified as opposed to being directly involved in an oil spill incident. Contact details for potential Incident Command Team members are set out in Annex 2. All Incident Command Team members are to proceed to the designated ICC, taking with them the necessary resources as set out below.

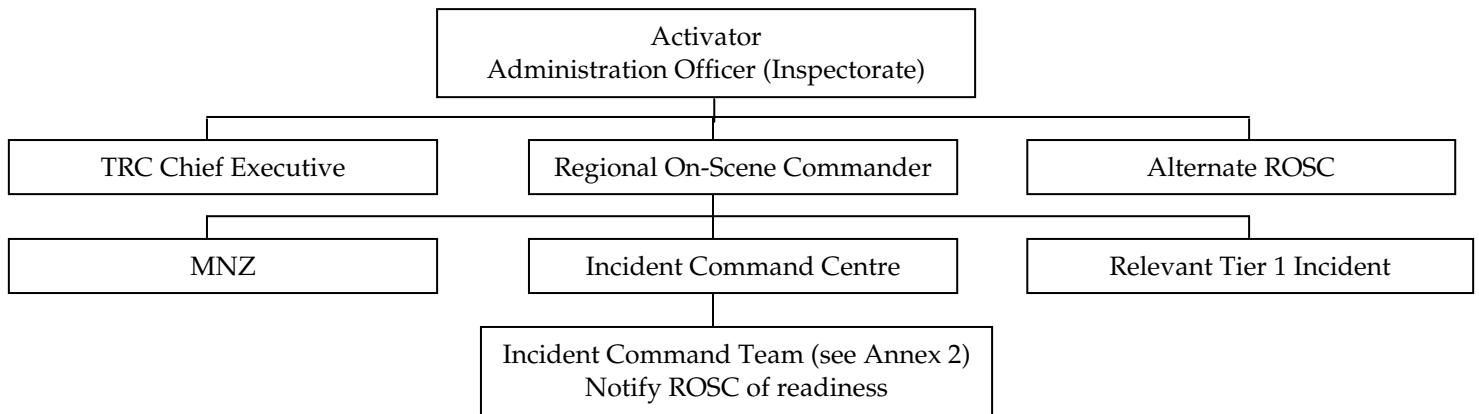


Figure 4 Staff callout tree

Mobilisation of Taranaki Regional Council Oil Spill Response Equipment

Annex 1 contains details of equipment and related mobilisation and contact information.

The following are authorised to mobilise MNZ's oil spill equipment from the Taranaki Regional Council equipment stores:

- Regional On-Scene Commander; and
- Regional On-Scene Commander alternates.

Mobilisation of MNZ Equipment from Other Regions

Details of MNZ equipment and its locations are listed in Annex 1. Should any other MNZ equipment be required, either from other regional council stores or from the National Oil Spill Service Centre, the request for equipment should be made via the Oil Spill Duty Officer at MNZ. If contact has not already been made with MNZ, initial contact must be made via the RCCNZ (04) 914 8380.

2.2 Phase Two - Development of a Response Action Plan

The following order of events is typical of the procedure that will take place with the arrival of the Regional On-Scene Commander at the Incident Command Centre:

- Regional On-Scene Commander arrives at the Incident Command Centre and a Tier 2 response is declared/confirmed;

-
- Regional On-Scene Commander convenes a briefing meeting with the Tier 1 Incident Command Teams (as appropriate);
 - If a spill is at the Tier 1 site, all Tier 1 response personnel at Incident Command Centre become part of the regional response team; and
 - Regional On-Scene Commander develops and approves a Response Action Plan (RAP) (see below).

Each spill event requires a specific Response Action Plan tailored to the incident. The Response Action Plan sets out a clear strategy for spill response, which is then converted into an operational plan/response by staff at the Incident Command Centre. It is the responsibility of the Planning Section within the Incident Command Centre to facilitate and coordinate the preparation of the Response Action Plan, for sign-off by the Regional On-Scene Commander.

The development of the Response Action Plan must include an assessment of the appropriateness of any current spill response plan implemented at the Tier 1 level, and modified as necessary.

The Planning Section will carry out the following tasks:

- Evaluate the spill incident and any current spill response plan. Chapters 4, 5, and 7, Annexes 4 and 5, and the Marine Oil Spill Management Resource Manual provide criteria, procedures and decision trees which will be of assistance;
- Determine both short-term and long-term objectives of the response;
- Develop a draft Response Action Plan, which should include:
 - the strategy for the response and necessary actions to be undertaken;
 - clear objectives for all actions;
 - clear time-line for actions and phases of action; and
 - clear statement of responsibility for the actions and tasks set.
- Determine the resources and expertise needed, and available staff. Annexes 1 and 2 provide equipment and personnel lists, and mobilisation instructions; and
- Provide a mechanism for feedback, with continuous monitoring of the spill response and modification of the Response Action Plan as appropriate.

The Regional On-Scene Commander will approve the draft Response Action Plan and communicate the plan to the entire Incident Command Team.

Chapters and Annexes relevant to the Response Action Plan are:

Chapter 4	Oils Types/Characteristics in NZ
Chapter 6	Clean-up/Response Options For Different Environments
Chapter 7	Dispersant Use
Chapter 8	Occupational Safety and Health
Chapter 9	Wildlife Rescue and Rehabilitation
Chapter 10	Evidence Collection and Cost Recovery
Chapter 11	Oily Waste
Chapter 12	Control and Management of Incident Area
Chapter 13	Places of Refuge
Annex 1	Equipment List and Mobilisation Instructions
Annex 2	Personnel Lists and Mobilisation Instructions
Annex 3	Communications
Annex 4	Sensitive Areas and Coastal Information
Annex 5	Prediction of Oil Movement, Spreading, Currents, etc.
Annex 8	Forms.

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

- Maritime Transport Act 1994
- Port Taranaki Ltd Tier 1 Oil Spill Contingency Plan
- Marine Oil Spill Management Resource Manual
- New Zealand Atlas of Coastal Resources
- Code of Practice for Cost Recovery and Prosecution Following Discharges of Oil
- DOC's Coastal Resources Inventory
- NZ Nautical Almanac
- IMO Manuals on Oil Pollution Section III (Salvage), IV (Combating Oil Spills), V (Administration Aspects) and VI (Sampling)
- IMO/UNEP Guidelines on Oil Spill Dispersant Application (including environmental considerations)
- IOPC Fund Convention Claims Manuals (1998)

-
- ITOPF “Response to Marine Oil Spills” (1993)
 - REM Ltd 1999 “Oil Waste Material – Landfill Disposal Options in New Zealand”
 - AMNZ/MNZ “Waste Reception Facilities in Australia and New Zealand Ports”.

The above resources are available from Maritime New Zealand, Taranaki Regional Council and Department of Conservation.

2.3 Phase Three - Response Action Plan Implementation

2.3.1 Media relations

Co-operative media relations must be developed early in the response, and regular press releases made during the response. Chapter 14 sets out general procedures and guidelines to be used when working with the media. Unless otherwise approved by the Regional On-Scene Commander, the only people in the Incident Command Team who will communicate with the media during an oil spill response will be the Regional On-Scene Commander and the Incident Command Centre Media Co-ordinator (Figure 3).

All other operations personnel on the regional marine oil spill response clean-up team are asked to refer media courteously to the media centre and/or the appropriate phone numbers for members of the media team.

Media queries outside the subject of the spill clean-up should be forwarded by the Media Co-ordinator to the appropriate organisation or individual to provide that comment.

Given the media team’s primary job is to effectively communicate the ROSC’s plans and the response team’s actions to the media, the public and other concerned groups, the ROSC must give the highest priority to providing access and information to the media team. Operational details need to be delegated effectively by the ROSC to allow time for this access.

News media releases

The Director-Resource Management, or such other person(s) authorised by him/her or, generally liaises with the media. Although the ROSC can also make media releases. This is in line with TRC delegations. This person will be known as the Information/Liaison Advisor as outlined in Annex 2.

Progress to Tier 3

For incidents that have progressed to Tier 3 level, Maritime New Zealand will be responsible for initiating media releases as outlined in the National Oil Marine Contingency Plan, Chapter 14 – the National Media Plan.

Financial Instruction

The Regional Council has delegated provisions for contingency expenditure in the document ‘*Working for Taranaki Regional Council*’.

In the event of contingencies arising in respect of civil defence emergencies, flooding, pest disease outbreaks, or any other matter within the responsibility of the Taranaki Regional Council, contingency expenditure delegations (not necessarily within approved budgets) are as follows:

ROSC	\$250,000
Chairperson	\$ 30,000
Chief Executive	\$ 20,000
Director-Resource Management	\$ 10,000
Corporate Services Manager	\$ 10,000
Harbourmaster	\$ 5,000

2.3.2 Financial delegations

Progressive information on cost accrual will be supplied to MNZ as practicable.

The exercise of contingency expenditure delegation shall be reported to the Council as soon as practicable.

In the event of expenditure above the delegation limits the MNZ protocol (Chapter 15) will be followed to access MNZ funds.

The purchase of services requires the TRC standard order process, and subsequent accounts will be processed by the administration section, and will be subject to TRC policy.

The engagement of temporary labour will require individuals to sign an individual employment contract, which will state the conditions under which such labour would be employed, including responsibilities under Occupational Safety and Health.

All of the above will be undertaken under the control of the officer giving guidance for Finance in the Logistics team.

2.3.3 Cost Tracking and Accounting

Cost tracking must be rigorously applied throughout the response. Chapter 15 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. In many instances, the spiller will be known. Therefore, they (via their insurers, or P&I Club) will agree to meet costs (although the exact magnitude of those costs may be debated; hence the need for a quantity surveyor or P&I Club representative in the ICC). In other instances, either the spiller will not be known and the MNZ Oil Spill Pollution Fund will meet the reasonable costs or the spiller may not

agree to pay costs. In these instances, costs can be recovered in two ways, via a successful prosecution or a civil action in Court.

2.3.4 Sampling and Evidential Collection

Chapter 10 sets out details for obtaining samples and gathering information to enable a successful prosecution and/or civil action to be taken. Full and accurate documentation of all response actions and associated costs is also a critical component of this process.

Guidance on evidence collection is available in the Taranaki Regional Council document '*Enforcement Provisions and Procedures*'.

2.3.5 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. The procedure for this is detailed in Chapter 16.

2.3.6 Communications and community liaison

Effective communication with the media and local community are critical spill response activities. Details about local communication networks and standards are given in Annex 3.

2.3.7 Security

Security for the Incident Command Centre and the response operation in the field must be in place for the safety of response personnel and the public, and the protection of equipment. It is also important for maintaining accessibility to those areas affected by the spill. A security person will be nominated to ensure that authorised personnel only gain access to the Incident Command Centre.

2.4 Phase Four: Response Termination and Demobilisation

2.4.1 Response Termination

The Regional On-Scene Commander may terminate any marine oil spill response by the Council. This decision will be made considering whether the objectives of the response have been achieved. Prior to seeking termination of the response, the Regional On-Scene Commander will hold a meeting of all Incident Command Centre Managers and senior response staff. The purpose of this meeting is to determine whether the response action plan objectives have been achieved and the incident response has been adequately completed.

Response termination involves the recovery, cleaning and maintenance of all equipment used during the clean-up, the demobilisation of all personnel

involved in the response, and 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 section supervisor. These supervisors will then attend debriefings (“hot debrief”) with their managers and the Regional On-Scene Commander.

As part of the termination process, all section managers within the Incident Command Centre shall compile a detailed events log, which should be passed to the Regional On-Scene Commander. The Regional On-Scene Commander is responsible for ensuring that the event history is compiled, costs are recovered, enforcement procedures are undertaken (if warranted), and for arranging the running of the post-incident (“cold”) debriefs.

2.4.2 Debriefing

A debriefing of senior response staff and managers will be held following the termination of the response. This will enable a review of the appropriate Tier 1 or Regional Oil Spill Contingency Plans and will highlight areas where the response (and planning) could be improved. An objective of this Plan is continual improvement that can be achieved by firm and frank assessment of performance.

The Regional On-Scene Commander is responsible for arranging the time and venue of the debriefing and shall inform those persons and/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.

2.4.3 Community Liaison

Communities affected by a spill are likely to have an interest in the response, economic/environmental impact and what enforcement action will be undertaken by the regional council or Maritime New Zealand. The community are also likely to be very interested in the decision to cease the clean-up (i.e. determining how ‘clean’ is ‘clean’). Tangata whenua are likely to have a very keen interest given the actual/potential effects of the spill on kaimoana. Hence the ROSC needs to establish, given the scale of the spill, effective community relationships and these may best be accomplished for large spills by encouraging locals to form a community liaison group.

2.5 Phase Five - Post Operations - Documentation of Costs/Litigation

Every effort must be made to recover the costs of the clean-up from the spiller under the polluter pays principle.

Chapter 15 details the financial delegations and procedures that must be followed during the response. Chapter 10 sets out MNZ's best practice relating to prosecution and cost recovery. It is imperative that careful records are kept of all expenditure throughout the response so that there is financial accountability.

It should be noted that costs may be incurred after the termination of the clean-up phase of the incident and these need to be accounted for as well.

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