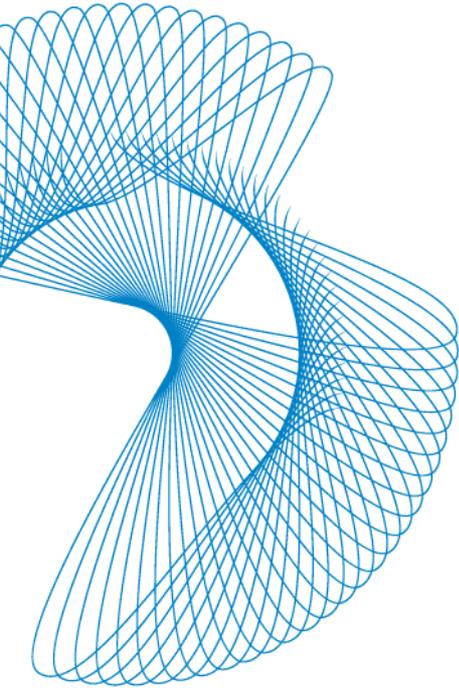


marinepollution**RESPONSE**service



National Oil Spill Contingency Plan

Chapter 3 – Incident Command Centre Team Roles and Responsibilities



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Overview

The structure of the Incident Command Centre (ICC) will be flexible so that it can change in numbers of required personnel, as determined necessary by the On-Scene Commander. Where possible the positions within the management sections of the ICC will also remain flexible, so that at times during a response, Maritime NZ or Regional Council personnel may be called in to assist and fill one or more positions.

If the response effort becomes too large to handle or exceeds Tier 2 response financial limits, an escalation from a regionally based Tier 2 response to a nationally based Tier 3 response would occur. The response would continue to be managed from the Regional Council Incident Command Centre by regional staff, until a number of the key positions within the Incident Command Centre would be filled by more experienced Maritime NZ personnel and other experienced personnel from other regions. Regional council staff would still provide backup support to Maritime NZ personnel if required.

The three management sections are:

- Operations
- Planning
- Administration/Logistics

In addition there are other specialist areas that provide support and advice to the response effort. These areas include:

- Media and Community Relations
- Health and Safety

Management Roles

Operations

The role of the Operations section is to provide specialist advice to the On-Scene Commander on how the effects of the oil spill should be mitigated and to control and co-ordinate the response effort both on-shore and off-shore. As the Operations section requires specialist knowledge, skills and training, Maritime NZ trained personnel will fill these positions as required.

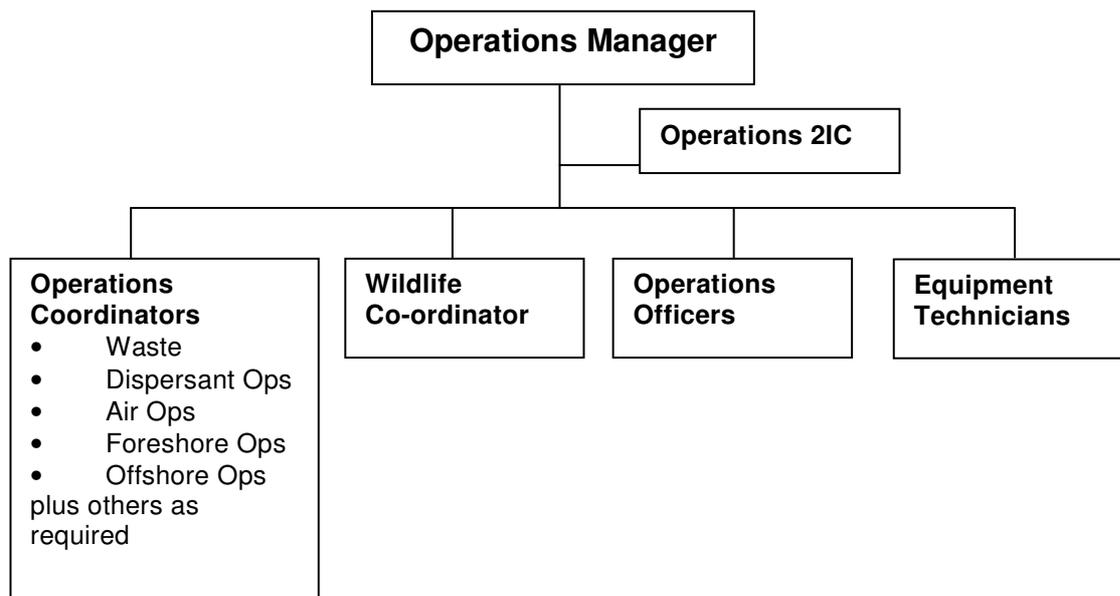


Figure 1 Operations Positions Structure

Planning

The role of the Planning section is to provide any assistance required by the On-Scene Commander to outline resources, strategies, techniques, and information to respond to the spill. This will include disseminating any information received from operational staff and liaison with other organisations such as Department of Conservation, Iwi groups, and Royal Forest & Bird Protection Society.

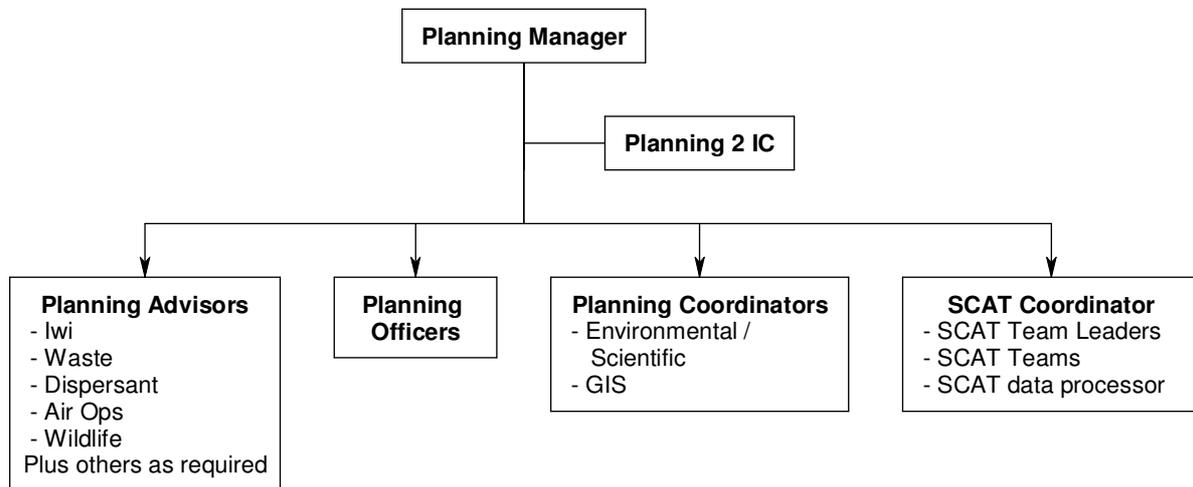


Figure 2 Planning Positions Structures

Administration/Logistics

The Administration section is responsible for the arrangement and co-ordination of the administrative aspects of the response, including documenting all the financial activities resulting from the response and for the procurement of materials and personnel to resource the response operation. This section is also responsible for ensuring that the communications system is running smoothly.

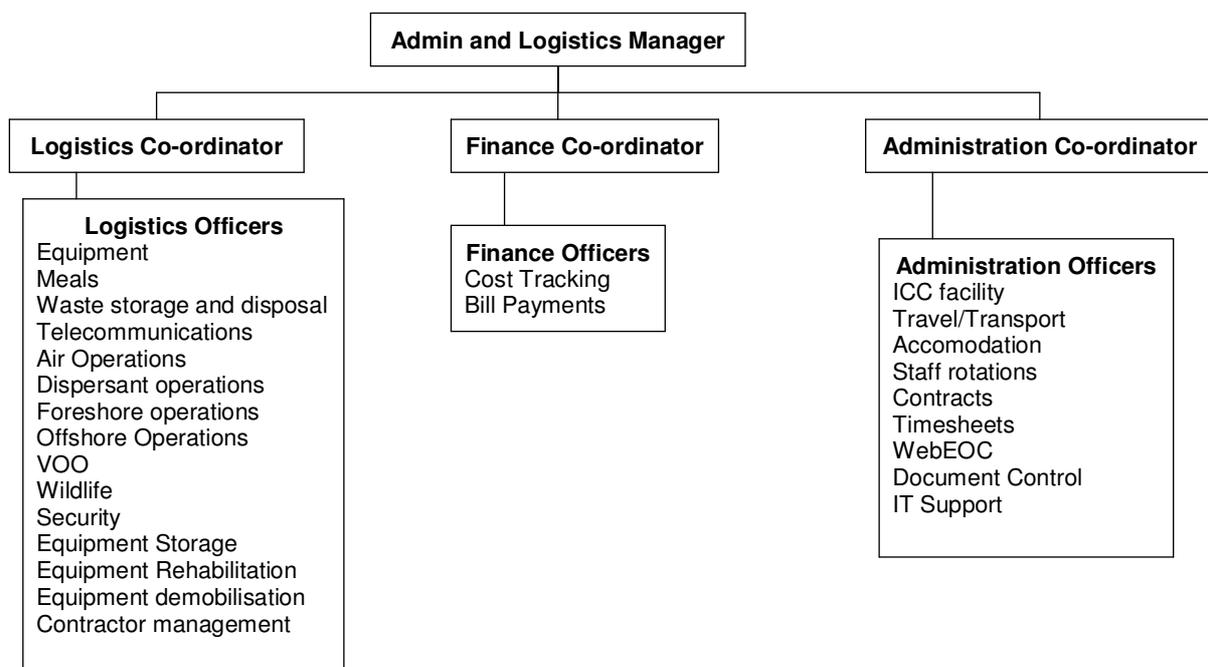


Figure 3 Administration/Logistics Positions Structure

Note on positions

Depending on the size of the spill and response, most of these positions may be filled by more than one person. Alternatively, one person may be responsible for more than one of these roles. The positions identified below may be filled by Tier 1 response, regional council or Maritime NZ personnel, depending on where expertise is found. Many roles are also likely to be filled by representatives of organisations with specialist functions, e.g. Police, contractors. Hours of work will be in accordance with the Health & Safety Requirements for the prevailing conditions, and also in accordance with the Emergency Response Policy.

Common responsibilities

- Receive assignment, notification, reporting location, reporting time, and travel instructions from ICC.
- Upon arrival at the incident, check in at the ICC.
- All radio communications to ICC will be addressed: "(Incident Name) Communications".
- Receive briefing from immediate supervisor.
- Acquire work materials.
- Complete forms and reports required of the assigned position and send material through to Administration/Logistics section.
- Respond to demobilisation orders.
- Ensure continuity using in/out briefings.

WebEOC Responsibilities

- Regularly check emails within WebEOC, and respond accordingly.
- Enter important information into the Log
- Update Incident / Vessel information when new information is given.
- Review Checklist to ensure all steps have been completed, or are underway
- View information on a regular basis.
- Regularly check emails within WebEOC, and respond accordingly.
- Regularly check for assigned tasks.
- Gather and input Timesheet information, keep updated

General management responsibilities

- Participate in management team meetings as required.
- Determine current status of your sections activities.
- Manage and motivate your team and monitor team performance.
- Provide leadership to your team.
- Ensure the response is being carried out at a reasonable cost.
- Enhance the response efficiency where possible.
- Resolve any conflict that may arise.
- Confirm dispatch and estimated time of arrival of staff and supplies.
- Assign specific duties to your staff, and supervise your staff.
- Determine resource needs.
- Supervise your section demobilisation, including storage of supplies.
- Maintain section records, including section/activity log.
- Maintain register team members including names and functions.
- Meet with assisting and cooperating company/agency representatives, as required.

- Review Incident Action Plan and estimate your section needs for next operational period.
- Advise on current service and support capabilities.
- Estimate future service and support requirements.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Recommend release of unit resources in conformance with the Demobilisation Plan.

Protection from liability

Section 327 of the Maritime Transport Act 1994, protects any person taking up the following positions from liability if they act in good faith during a spill response.

“...no action or proceeding shall be brought against the Crown, or any organisation, the Authority, any regional council, or any officer or employee of any of them, or any member of a regional council, any On-Scene Commander, or against any other person, to recover damages for any loss of or damage to property that that is due directly or indirectly to a marine oil spill response having been taken, where the loss or damage is caused by any person acting in good faith who takes or fails to take any action in the exercise or performance of his or her functions, duties, or powers under this part of the Act”

Positions

On-Scene Commander

- Responsible to:** Director of Maritime NZ or Chief Executive – Regional Council
- Staff responsibilities:** Personnel in Incident Command Centre, Incident Support Centre, and Field Teams.
- Purpose of the position:** To manage and coordinate the response, and direct the use, of resources available to the Regional Council/Maritime NZ in relation to the specific marine oil spill in respect of which the Regional Council/Maritime NZ is taking action. (Section 319 (3) of the Maritime Transport Act 1994.)

Operational Responsibilities

Your main responsibilities during an oil spill response are:

- Contact Tier 1 (site or ship) or Regional On-Scene Commander, assess the magnitude of the problem, advise priority actions and determine the Regional/Maritime NZ effort required to respond.
- Prevent further pollution.
- Mitigate the effects of the oil spill.
- Activate the Regional/Maritime NZ response.
- Travel to the incident location as soon as possible after notification and assume control of the response operation.
- If delegated by the Director, take control of a hazardous ship and issue instructions to the master, owner, agent, or and person in charge of any salvage operation in respect of such ship, or its cargo.
- Develop and implement the Incident Action Plan through consultation with Tier 1 or Regional On-Scene Commander and Incident Command Team as appropriate.
- Delegate responsibilities to make optimum use of Tier 1, Regional or Maritime NZ personnel in response to the incident.
- Conduct briefing meetings with direct reports on a regular basis.
- Confirm response objectives and response priorities and communicate them to the Planning, Logistics, Administration and Operations Managers, and others as necessary.

- Evaluate and adjust the Incident Action Plan as appropriate.
- Ensure that response objectives are being achieved.
- Conduct site inspections where necessary.
- Authorise the procurement of agreed-upon equipment, resources and services.

Communications

- Communicate effectively with the senior ICC managers regarding the situation and immediately inform them of significant events.
- Facilitate appropriate information flow systems, especially cross ICC communication at all levels.
- Liaise with the Director/Regional Council Chief Executive as required.
- Ensure communications between ICC and ISC are operating effectively.
- Ensure communications between ICC and MIRT are operating effectively.
- Maintain contact with representatives of the spiller (if known).
- Provide, where possible, prior warning of oil pollution to those persons, or organisations, whose interests are at risk from an oil spill.
- Ensure an accurate record is kept of events, decisions, responses made and expenditure relating to the incident.

Health and safety responsibilities

- Ensure site safety plans are in place for all aspects of the spill response.
- Ensure the safety of all personnel involved in control and/or response operations.
- Ensure proper hazard identification and mitigation procedures are in place and complied with.

Media responsibilities

- Ensure a planned media response.
- Participate (from time to time) in media matters, organised through the Media Community Affairs Coordinator.

WEBEOC Responsibilities

- Review and approve Sections of the Incident Action Plan

Oil Spill Duty Officer (OSDO)

Responsible to: General Manager, Marine Pollution Response Services

Purpose of the position: First point of contact for all significant marine pollution events

Operational responsibilities

Your main duties include;

- Notifying the appropriate Regional Council
- Notifying the on-call National On Scene Commander
- Notifying the Duty Manager and Duty Media as appropriate

WebEOC Responsibilities

- Create an incident in WebEOC, using an appropriate incident name, or delegate someone to this task.
- Enter all information received from notification in regards to the incident into Initial Incident Report Board and Vessel Board
- Review Checklist and tick items that have been completed, i.e. NOSC advised

- Assign tasks in the Action Log as needed
- Add photos, Oil Map AVI's, Regional Plans or relevant information to the Incident File Library

WebEOC Administrator

Responsible to: On Scene Commander

Purpose of the position: Administer the WEBEOC

Operational responsibilities

Your main duties include;

WebEOC Responsibilities

- Create an incident in WebEOC, using an appropriate incident name (if the OSDO has not already done).
- Setup users and Passwords if required
- Use the Resource Loader to upload the latest personnel and equipment databases
- Support all WebEOC users, and ensure information is being entered correctly.
- Support the Finance and Administration/Logistics teams

Deputy On-Scene Commander

Responsible to: On-Scene Commander

Staff responsibilities: Personnel in Incident Command Team and Field Teams.

Purpose of the position: To assist the OSC in the management and co-ordination of the response, and assist the OSC with the direction of the use of resources.

Operational responsibilities not outlined in National Plan

Other responsibilities, which are subject to OSC delegation and approval, may include:

- Facilitate appropriate information flow systems, especially cross ICC communication at all levels.
- Liaise with the Director/CEO as required.
- Ensure communications between ICC and MIRT are operating effectively.
- Ensure appropriate plans are in place for all aspects of the spill response.
- Ensure proper hazard identification and mitigation procedures are in place and complied with.
- Ensure a planned media response.
- Participate (from time to time) in media matters, organised through the Media Community Affairs Coordinator.

WebEOC Responsibilities

- Check Plans are being loaded into Incident Action Plan section of WebEOC

MIRT/ICC Liaison

Responsible to: National On-Scene Commander

Purpose of the position: To facilitate and conduct liaison between Incident Command Centre and MIRT.

Operational Responsibilities

Your main responsibilities during an oil spill response are:

- Request MIRT contacts and circulate to Command Centre personnel.
- Update the ICC on the MIRT structure.
- Keep MIRT aware of incident status.
- Monitor incident operations to identify current or potential inter-organisational issues and advise OSC as appropriate.
- Participate in management meetings; provide current resource status information, including limitations and capabilities of MIRT.
- Provide information and support to MIRT, including immediate written updates of ICC briefing meetings, and management meetings.

WebEOC Responsibilities

- View Sitreps on a regular basis
- Inform WebEOC Administrator/Administration of the MIRT team members and structure, so the Organisation chart can be updated.
- Add action items to the Action Log

Health and Safety Coordinator

Responsible to: On-Scene Commander

Purpose of the position: To ensure that the Incident Action Plan is implemented in such a manner as to provide for the health and safety of all responders. The response must meet the requirements of the Health and Safety in Employment Act 1992.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Provide input into the development of the Incident Action Plan from a health and safety perspective.
- Ensure that the Incident Action Plan is being implemented by personnel in accordance with the health and safety requirements outlined in Chapter 10 of the National Marine Oil Spill Contingency Plan.

WebEOC Responsibilities

- Create Health and Safety Plan in the Incident Action Plan area, and keep updated.
- Enter information into the Accident input form if necessary
- View the Accidents Regularly to check for new incidents
- View the Action Log to find out which staff are requiring inductions
- Update the Action Log when inductions have been completed

Media/Community Relation Advisor

Responsible to: On-Scene Commander

Staff responsibilities: Personnel in Media/Community Relations Team.

Purpose of the position: Manage the protocols and tasks required to effectively support the ICC and MIRT to meet media and community requirements without hindering the operational effectiveness of a response.
Run a media and community information programme that ensures the integrity and positive reputation of Maritime NZ/Regional Council is maintained during a response.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Provide input into the development of the Incident Action Plan from a media & community perspective.
- Provide the OSC with a media plan.
- Ensure that all media releases are developed in consultation with the Director of Maritime NZ/Chief Executive – Regional Council and that the Media Protocols outlined in Annex 16 of the plan are implemented.
- Make an initial release to the media as soon as is practical after a spill event and co-ordinate the content and timing of subsequent releases.
- Manage enquiries and interview requests from the media and give only verified information concerning the response.
- Ensure that members of the media are assisted and escorted as required.
- Consult with appropriate persons within the response operation for professional comment and provide support for interviews.
- Organise and run press conferences, where applicable.
- Ensure that local community is kept informed of response through notice boards and meetings.

WebEOC Responsibilities

- Create a Media Plan from the template in the Incident Action Plan
- Attach media releases to Media Release Board

Legal Advisor

Responsible to: On-Scene Commander

Purpose of the position: To provide advice concerning the legal liabilities and the legal ramifications that could result from anticipated or completed actions and handle legal issues assigned for action.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Evaluate the legal implications of proposed ongoing response actions that can be taken to avoid or minimise legal liabilities.
- Assist Media Co-ordinator in preparing statements and briefings as required.
- Co-ordinate with the On Scene Commander so that records are maintained in a legally sound manner.
- Liaise with the Document Controller so that records are maintained in a legally sound manner.
- Review contracts and agreements for services, equipment and materials.
- Maintain files, documentation and physical evidence for any legal actions that may be filed.
- Provide advice to the Planning Manager concerning the acquisition of necessary permits for the disposal of wastes.
- Liaise with legal representatives of the spiller/responsible parties if known.
- Liaise with Legal Advisor in the Director's Advisory Team to ensure consistency of legal advice.
- Provide guidance and procedures on taking samples and maintaining a chain of custody receipt for legal purposes.

On-Scene Commander Personal Assistant

Responsible to: On-Scene Commander

Purpose of the position: To assist the OSC in performing his/her duties.

Operational responsibilities

Your main responsibilities during an oil spill response, as directed by the OSC, are:

- At the beginning of an incident, collate all information relating to the incident and keep the National On-Scene Commander updated on the situation.
- Assist the On-Scene Commander to prepare to travel to the incident location by preparing his/her kit including relevant charts, clothing, computer, resource information, order book etc.
- At the Incident Command Centre, provide whatever support the On-Scene Commander requests. Duties are most likely to include documentation, reporting, organisation of meetings/briefings.
- During the initial phases of the operation, assist with establishment of the ICC.
- Organising transport, accommodation, and resources for the OSC.
- Taking minutes of management meetings.
- Maintenance of the OSC diary as required.
- Secretarial assistance to the Management Team meetings.
- Ensuring external communications to the OSC are quickly brought to the OSC's attention (e.g. faxes).

WebEOC Responsibilities

- Assign tasks in the Action Log as needed
- Inform the On-Scene Commander when new plans have been added, so they can be approved.

Representative(s) of Spiller

Purpose of the position: The representatives of the spiller, if known, should assist the On-Scene Commander and the Incident Command Team by undertaking the tasks listed below.

Tasks

- Providing any technical advice on the spilled product and/or casualty.
- Providing any advice on the installation or vessel.
- Providing details of persons on board, casualties if required.
- Providing details of organisational access to additional response equipment, personnel and facilities if available.
- Assisting with the development and implementation of the Incident Action Plan.
- Assisting with media and community affairs activities where appropriate.
- Acting as a liaison with their parent organisation and/or senior representatives at the Incident Command Centre.
- If a P&I Club representative is present, advise OSC accordingly as to matters of insurance (including maximum liability), arrange cover or bonds as appropriate and liaise with Fund Managers as appropriate. Specific duties/requests:
 - Will be asked by OSC to confirm the limit of liability of the vessel under CLC or LLMC Conventions.
 - May be asked to assist in advising/passing messages to owner via the Club (especially if overseas).

- Will be asked to arrange a representative of the Club to attend the incident to observe the response and on occasions to comment on the level and appropriateness of the response or parts of it.
- May be asked to arrange surety or bond to cover costs of response or to cover likely costs and fines involved in an investigation and prosecution.
- Depending on arrangements in each specific incident, the P&I Club' Representative/ Correspondent will have a role in post-incident cost recovery activity.

Operations Positions

Operations Manager

Responsible to: On-Scene Commander

Staff responsibilities: Personnel in Operations section of the Incident Command Centre.

Purpose of the position: The Operations Manager is required to manage the operations section of the Incident Command Team, reporting to the National On Scene Commander. You are also responsible for maintaining close liaison with the Planning Manager, Logistics Manager, Administration Manager, and Incident Support Centre.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Manage the operations section of the Incident Command Team.
- Participate in development of the Incident Action Plan (IAP).
- Produce and implement the operational aspects of the IAP.
- Update the On-Scene Commander with respect to the actions taken by the Operations Section and the results of these actions.
- Respond to operational requests made by the On-Scene Commander.
- Manage all operations section coordinators to ensure an efficient and coordinated response.
- Liaise with other ICC Managers as appropriate.
- Attend briefings at all levels including media, if requested by OSC.
- Assist with preparation and review of media releases if requested by MCC.
- Ensure agreed OSH practices are observed.
- Ensure suitable records are maintained.

WebEOC Responsibilities – of Operations Manager and Operations Team

- Check the Action Log for tasks that have been assigned
- View the Log for important information
- View the Incident Action Plans in the Incident Action Plan Section
- Create Site Summary for each site and keep updated
- Update Waste Summary Board as required
- Oil Sampling information and records to be updated
- Equipment Deployment information given to Logistics so the Resources information can be entered

Operations 2IC

Responsible to: On-Scene Commander

Staff responsibilities: Personnel in Operations Team, including Field Staff.

Purpose of the position: To assist the Operations Manager in the management and co-ordination of the Operations Team, and assist the Operations Manager with the direction of the use of resources.

Be ready to assume the role of Operations Manager if required.

Operational responsibilities

Your main responsibilities during an oil spill response will vary according to the requirements of the Operations Manager, but subject to Operations Manager delegation and approval they may include:

- Assist in the management of the operations section of the Incident Command Team.
- Participate in development of the Incident Action Plan (IAP).
- Produce and implement the operational aspects of the IAP.
- Update the On-Scene Commander with respect to the actions taken by the Operations Section and the results of these actions.
- Respond to operational requests made by the On-Scene Commander.
- Assist in the management of all operations section coordinators to ensure an efficient and coordinated response.
- Liaise with other ICC Managers as appropriate.
- Attend briefings at all levels, including media, if and when requested by Operations Manager.
- Assist with preparation and review of media releases if requested by Operations Manager.

Waste Coordinator

Responsible to: Operations Manager

Staff responsibilities: Personnel in Waste Team.

Purpose of the position: To manage and coordinate activities involving the collecting, storing, transporting or disposing of oily waste material during the oil spill response. Also, responsible for coordinating and directing all hazardous material activities related to the incident.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Implement the waste and hazardous substances management portion of the Incident Action Plan, including collection, storage, transportation and disposal activities.
- Manage the storage and disposal of collected oil and oily waste.
- Ensure that waste collection and temporary storage is operated under a system of controlled segregation (e.g. liquids and solids separated, heavily oiled and lightly oiled objects separated).
- Ensure compliance with all relevant rules and regulations.
- Maintain accurate records of recovered material (type, volume, etc).
- Manage contractors.
- Appoint and manage field team supervisors who will oversee contractors.
- Implement protocols for decontamination of personnel, response equipment and clothing.
- Brief Operations Manager on activities.

Decontamination Coordinator

Responsible to: Operations Manager

Staff responsibilities: Personnel in Decontamination Team.

Purpose of the position: To manage and coordinate activities involving decontamination of personnel and response equipment including clothing during the oil spill cleanup.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Establish and implement protocols for decontamination of personnel, response equipment and clothing.
- Participate in development of and review of the Decontamination Plan.
- Implement the Decontamination Plan.
- Coordinate and manage decontamination activities.
- Brief Health and Safety Coordinator on conditions.
- Brief Operations Manager on activities.
- Provide input at management team meetings on decontamination matters.
- Coordinate transportation of decontaminated items.

Dispersant Operations Coordinator

Responsible to: Operations Manager

Staff responsibilities: Personnel in Dispersions Operations Team.

Purpose of the position: To manage and coordinate dispersant application operations.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Liaise with the Dispersants Advisor in the selection of appropriate dispersants.
- Be responsible for the mobilisation and supply of dispersants.
- Assist with development of the dispersant operations portion of the Incident Action Plan, including input into the risk and threat assessment document.
- Assist with development of the dispersant monitoring plan.
- Identify suitable dispersant application staging areas, in consultation with Operations Manager.
- Implement the Dispersant Operations portion of the Incident Action Plan.
- Implement dispersant monitoring as specified in the dispersant monitoring plan.
- Maintain accurate records of dispersants applied (type, volume), environmental conditions, dispersant effectiveness; and provide these to the Dispersant Advisor as required.
- Liaise with the Air, Offshore and Onshore Operations Co-ordinators to ensure that the spraying operation is successful.
- Ensure the application of dispersant does not pose a health hazard to field workers or the public.
- Engage contractors and maintain overall responsibility for them carrying out their assigned roles safely and appropriately.
- Appoint and manage field team supervisors to oversee contractors as appropriate.
- Implement protocols for decontamination of personnel, response equipment and clothing.
- Brief Operations Manager on activities.
- Ensure compliance with all relevant rules and regulations.

Air Operations Coordinator

Responsible to: Operations Manager

Staff responsibilities: Personnel in Air Operations Team.

Purpose of the position: Responsible for coordinating all aircraft involved in the response operation, including spotters and dispersant sprayers.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- The coordination and control of air operations, including directing and supervising all air operations, including spotter planes and dispersant sprayers.
- Participate in development of Incident Action Plan, when and if requested by NOSC or Operations Manager, including the identification of suitable field post locations, cleanup techniques, personnel and equipment requirements.
- Keep records of what aircraft (fixed-wing and helicopters) are operating within the area of assignments.
- Establishment of a communications network for air operations.
- Co-ordinate with on- and off-shore operations.
- Ensure the safety of personnel and that appropriate safety equipment and practices are used at all times.
- Liaise with civil aviation as required and obtain information about air traffic external to the incident.
- Provide daily briefings to air operations staff.
- Coordinate approved flights of non-incident aircraft or non-tactical flights in restricted air space area.
- Coordinate dispersant application from aircraft with the Dispersant Operations Coordinator.
- Receive reports of restricted air space violations.
- Identify remote sensing technology that may enhance surveillance capabilities.
- Coordinate air surveillance observations and provide reports by the most direct methods available (register reports on the intelligence board).
- Report on incidents/accidents.
- Ensure compliance with all relevant aviation regulations.
- Manage contractors.
- Appoint and manage field team supervisors who will oversee contractors.
- Implement protocols for decontamination of personnel, response equipment and clothing.
- Brief Operations Manager on activities.

Foreshore Operations Coordinator

Responsible to: Operations Manager

Staff responsibilities: Personnel in Foreshore Operations Team.

Purpose of the position: Responsible for all on-shore clean-up activities including the protection of priority areas and the containment and removal of oil which comes ashore.

Operations Responsibilities

Your main responsibilities during an oil spill response are:

- Participate in development of Incident Action Plan, when and if requested by NOSC or Operations Manager, including the identification of suitable on-shore field post locations, clean-up techniques, personnel and equipment requirements.
- Manage Foreshore Operations and direct and supervise all on-shore clean-up activities based upon the Incident Action Plan.
- Direct, coordinate and assess the effectiveness of shore side recovery actions.
- Consult with and brief the Operations Manager regularly and as requested.
- Modify recovery actions as required.
- Implement the communications network for on-shore operations.
- Facilitate the organisation of safety clothing, catering, hygiene services, first aid as appropriate.
- Deployment of equipment for containment, recovery and temporary storage.
- Effective and safe utilisation of personnel under fully trained supervision.
- Efficient use of communications network with ICC and other operational areas.
- Ensure the safety of personnel and that appropriate safety equipment and practices are used at all times.
- Keep records of personnel and equipment deployed, costs, and other matters as required by the Operations Manager.
- Ensure that all on-shore personnel have appropriate health and safety training.
- Provide daily briefings to on-shore clean-up staff.
- Prepare daily (or as requested) summary of shoreline cleanup activities and submit to the Operations Manager and Document Controller. Reports should include:
 - number of contractors,
 - number of personnel and functions,
 - equipment deployed,
 - amount of oil recovered, and
 - accidents and injuries.
- Make tactical recommendations to Operations Manager and inform the Planning Manager of tactical recommendations affecting the Foreshore Operations portion of the Incident Action Plan.
- Manage contractors.
- Appoint and manage field team supervisors who will oversee contractors.
- Implement protocols for decontamination of personnel, response equipment and clothing.
- Assign work locations and preliminary work tasks to section personnel.
- Provide input at management team meetings on Foreshore Operations matters.

Offshore Operations Coordinator

Responsible to: Operations Manager

Staff responsibilities: Personnel in Offshore Operations Team.

Purpose of the position: Responsible for all off-shore cleanup activities including the protection of priority areas, the containment and recovery of oil on the water and dispersant operations (from boats).

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Participate in development of Incident Action Plan, when and if requested by the OSC or Operations Manager, including the identification of suitable off-shore staging locations, clean-up techniques, personnel, vessel and equipment requirements.
- Consult with the Operations Manager regularly and as requested.
- Direct and supervise all off-shore clean-up activities.
- Implement the communications network for off-shore operations.
- Facilitate the organisation of safety clothing, catering, hygiene services, and first aid as appropriate.
- Deployment of vessels and operation of equipment for offshore response.
- Provide operational assistance to on-shore co-ordinator where necessary.
- Ensure the safety of personnel and that appropriate safety equipment and practices are used at all times.
- Keep records of personnel and equipment deployed, costs, and other matters as required by the Operations Manager.
- Ensure that all off-shore personnel have appropriate health and safety training.
- Provide daily briefings to off-shore clean-up staff.
- Prepare daily (or as requested) summary of offshore cleanup activities and submit to Operations Manager and Document Controller. Reports should include:
 - the number of contractors,
 - number of personnel and functions,
 - equipment deployed,
 - amount of oil recovered, and
 - accidents and injuries.
- Manage Offshore Operations based upon the Incident Action Plan.
- Direct, coordinate and assess the effectiveness of off-shore recovery actions.
- Modify recovery actions as required.
- Coordinate dispersant application from vessels with the Dispersant Operations Coordinator.
- Make tactical recommendations to Operations Manager and inform Planning Manager of tactical recommendations affecting the Offshore Operations portion of the Incident Action Plan.
- Manage contractors.
- Appoint and manage field team supervisors who will oversee contractors.
- Implement protocols for decontamination of personnel, response equipment and clothing.
- Brief Operations Manager on activities.
- Assign work locations and preliminary work tasks to section personnel.
- Maintain register of Offshore Operations team including names and functions.
- Provide input at management team meetings on Offshore Operations matters.
- Meet with assisting and cooperating company/agency representatives, as required.

Wildlife Operations Coordinator

Responsible to: Operations Manager

Staff responsibilities: Wildlife Field and Facility Supervisors, Personnel in Wildlife Team (excludes Wildlife Advisor).

Purpose of the position: To manage and coordinate activities involving the protection, rescue and rehabilitation of wildlife during the oil spill cleanup.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Participate in development of Incident Action Plan, when and if requested by the OSC or Operations Manager, including the identification of suitable field post locations and facility sites, clean-up techniques, personnel and equipment requirements.
- Integrate shoreline surveillance data with wildlife capture capability.
- Consult with the Operations Manager regularly and as requested.
- Direct and supervise all wildlife protection, rescue and rehabilitation activities.
- Establishment of a communications network for wildlife rehabilitation operations.
- Facilitate the organisation of safety clothing, catering, hygiene services, and first aid as appropriate.
- Establishment of decontamination stations (Temporary Holding and Temporary Rehabilitation Centres).
- Efficient use of wildlife rehabilitation facilities.
- Effective and safe utilisation of personnel under fully-trained supervision.
- Establishment and maintenance of hygiene standards for responders and wildlife.
- Efficient use of communications network with ICC and other operational areas.
- Co-ordination with On-Shore and Off-Shore Operations Co-ordinators and air operations.
- Keep records of personnel and equipment deployed, costs, and other matters as required by the Operations Manager.
- Ensure that all wildlife response staff have appropriate health and safety training.
- Provide daily briefings to wildlife response staff.
- Prepare daily (or as requested) summary of wildlife protection, rescue and rehabilitation activities and submit to the Operations Manager and Document Controller. Reports should include:
 - number of contractors and workers;
 - number and species of animals rescued;
 - number and species of animals found dead or humanely destroyed;
 - areas specifically protected or identified as requiring hazing;
 - equipment deployed; and
 - accidents and injuries.
- Maintain close liaison with Wildlife Advisor (in Planning Section) and any wildlife rescue and rehabilitation providers (including Massey University).
- Assign work locations and preliminary work tasks to section personnel.
- Maintain register of wildlife team including names and functions.
- Provide input at management team meetings on wildlife matters.
- Establish and implement protocols for collection and logging of impacted wildlife.
- Coordinate transportation and release of wildlife.
- Meet with assisting and cooperating company/agency representatives, as required.
- Provide input into the development and update of the wildlife response plan.

Wildlife Field (Shoreline) Supervisor

Responsible to: Wildlife Operations Coordinator

Staff responsibilities: Field Collection Teams and Staging Teams.

Purpose of the position: To supervise field activities involving the protection, surveillance and rescue of wildlife during the oil spill cleanup.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Supervises Field Collection Teams and Staging Teams.
- Communicates outcomes of surveillance to wildlife operations coordinator.
- Communicates daily personnel attendance to incident command.
- Ensures procedures for orientation of new field staff.
- Ensures daily briefings provided to all staff.
- Develops and maintains field safety plan.
- Brings resource needs for field operations to Wildlife Operations Coordinator.
- Catalogue dead wildlife collected during shoreline operations and transfers to safe storage.
- Catalogue live wildlife captured in the field and advise Facility Supervisor.
- Implement field equipment and resources demobilisation.

Wildlife Facility Supervisor

Responsible to: Wildlife Operations Coordinator

Purpose of the position: To manage and coordinate activities at the Wildlife Facility during the oil spill cleanup.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Coordinates activities of supervisors of sections within the facility.
- Communicates accession figures for wildlife intakes at facility.
- Communicates daily personnel attendance to incident command.
- Ensures procedures for orientation of new staff at facility.
- Ensures daily briefings provided to all staff.
- Develops and maintains facility site safety plan.
- Brings projections of resource needs to Wildlife Operations Coordinator.
- Advise Wildlife Operations Coordinator of impending releasable wildlife.
- Implement facility demobilisation plan.

Equipment Technician

Responsible to: Operations Manager

Purpose of the position: To ensure that oil spill equipment is appropriately deployed and maintained during a response.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Respond to any equipment breakdowns in the field.
- Visit operations sites and ensure that equipment is deployed appropriately.
- Coordinate the movement of equipment between sites.
- Coordinate the return of all used and unused equipment to a state of readiness.
- Coordinate the repatriation of all equipment mobilized during the operation.
- Assess equipment requiring major repair and items identified for potential write-off.

Operations Officer

Responsible to: Operations Manager

Purpose of the position: To assist the Operations Manager and Operations 2IC in performing his/her duties.

Operational responsibilities

Your main responsibility is to assist the Operations Manager and Operations 2IC with the implementation of his/her duties in the Incident Command Centre. Responsibilities may include:

- Assistance with establishment and upkeep of the operations section of the ICC.
- Assist with development and implementation of the operational aspects of the IAP.
- Respond to operational requests made by the Operations Manager or Operations 2IC.
- Maintain operations section records, including section/activity log.
- Identify possible resource needs.
- Assist with determining current status of your sections activities.
- Assist with demobilisation, including storage of supplies.
- Secretarial assistance to the Operations Manager or Operations 2IC.

Planning Positions

Planning Manager

Responsible to: On-Scene Commander

Staff responsibilities: Personnel in Planning section of the Incident Command Team.

Purpose of the position: The Planning Manager is required to manage the Planning section of the Incident Command Structure, reporting to the National On Scene Commander. You are also responsible for providing regular situation updates to all ICC Managers and to the Incident Support Centre.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Manage the planning section of the Incident Command Team.
- Coordinate the development of the response assessment, strategy and response objectives for the OSC's approval.
- Supervise and coordinate the collection, evaluation, analysis and dissemination of response information.
- Provide and coordinate scientific/technical support for On-Scene Commander.

- Organise specialist advice and assistance as requested.
- Liaise with and provide regular situation updates to the DAT.

Other topics which may need to be addressed by the Planning Section include the following:

Offshore Planning Advice

- Offshore containment and recovery.
- Salvage.

Onshore Planning Advice

- Onshore containment and recovery.
- Shoreline cleanup.
- Shoreline protection.

Environmental Advice

- Damage Assessment.
- Sensitive areas identification and characterisation.
- Wildlife capture and rehabilitation.

Dispersants Advice

- Dispersant use.

Situation Advice

- Providing situation updates.

Other

- Assisting in preparation and review of media statements/communications.
- Communications.
- Demobilisation.
- Hazardous waste.
- Health and Safety.
- Incident action plan preparation.
- Site characterisation and analysis.
- Spill trajectory.
- Surveillance.
- Volunteer programme.
- Waste disposal.
- Weather and tidal updates.

General management responsibilities

As Planning Manager your major responsibilities will be to:

- Manage and motivate the Planning team.
- Monitor Planning team performance.
- Provide leadership.
- Ensure the response is being carried out at a reasonable cost.
- Enhance the response efficiency where possible.
- Resolve any conflict that may arise.

WebEOC Responsibilities

- Input Weather information into Weather Board, and keep updated
- Create and update the Incident Action Plans
- View and Update the Action Log as necessary
- View the Log for important information
- Input the Situation Summary, Response Aim and Objectives into the Incident Action Plan area

Planning 2IC

Responsible to: Planning Manager

Staff responsibilities: Personnel in Planning Team, including Field Staff.

Purpose of the position: To assist the Planning Manager in the management and coordination of the Planning Team, and assist the Planning Manager with the direction of the use of resources. Be ready to assume the role of Planning Manager if required.

Operational responsibilities

Your main responsibilities during an oil spill response will vary according to the requirements of the Planning Manager, but subject to Planning Manager delegation and approval may include:

- Assist in the management of the Planning section of the Incident Command Team.
- Assist in coordinating the development and update of Incident Action Plan for the OSC's approval.
- Assist in development and update of risk and threat assessment and other plans as required.
- Supervise and co-ordinate the collection, evaluation, analysis and dissemination of operational response information to back-up the command centre.
- Disseminate situation status reports from the Command Centre to planning section members.
- Provide and co-ordinate scientific/technical support for On-Scene Commander.
- Organise technical assistance as requested.
- Liaise with technical/specialists advice organisations.
- Liaise with other ICC Managers as appropriate.
- Attend briefings at all levels, including media, if and when requested by Planning Manager.
Assist with preparation and review of media releases if requested by Planning Manager.

WebEOC Responsibilities

- As directed by the Planning Manager (see also Planning Managers responsibilities above)

Iwi Advisor

Responsible to: Planning Manager

Purpose of the position: To provide advice on all issues related to areas that are important to Iwi (including waahi tapu sites and other taonga) and are threatened by an oil spill or by response actions.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Assist the Planning Manager in the development of the Incident Action Plan, when and if requested, including the identification of areas that are important to Iwi and that are threatened by the spill or response options.

- Identify relevant Iwi groups and their representatives to contact during the spill response.
- Recommend measures for reducing the threat to areas important to Iwi.
- Liaise and organise briefings with local Iwi.
- Assist in organising the mobilisation of local people for shore cleanup – if required.
- Participate in Planning meetings as required.

Environmental and Scientific Coordinator

Responsible to: Planning Manager

Purpose of the position: Responsible for providing specialist advice for all issues related to areas threatened by an oil spill. These areas include areas of environmentally sensitive resources and other areas of cultural, historical, recreational and economic value.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Participate in development of Incident Action Plan, when and if requested, including the identification of environmentally sensitive resources and other areas of cultural, historical, recreational and economic sensitivity areas under threat from the oil spill and assign relative priorities.
- Provide advice about the possible effects of response options and recommend options for specific shoreline types.
- Identify environmentally sensitive resources, cultural, historical, recreational, and economic sensitivity areas under threat from the oil spill and assign relative priorities.
- Evaluate and report on the possible effects of the possible or ongoing response operations.
- Produce a risk assessment at the outset of the incident.
- Provide input on establishing clean-up end points.
- Provide input on establishing monitoring programs.
- Coordinate with the Wildlife Advisor.

WebEOC Responsibilities

- Create the Environmental Plan in the Incident Action Plan section

SCAT Coordinator

Responsible to: Planning Manager

Staff responsibilities: Personnel in SCAT Teams

Purpose of the position: To direct and supervise all SCAT activities.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Establish SCAT Teams.
- Appropriate team members and resources.
- Health and safety and personal well-being.
- Point of contact between field teams and ICC.
- Plan and coordinate SCAT surveys.
- Compile and review daily field reports.
- Analyse field data.

- Establish shoreline protection priorities.
- Facilitate agreement of clean-up endpoints between stakeholders and interested parties.
- Generate shoreline cleanup recommendations.
- Produce shoreline cleanup plans.
- Brief Operations Team, Planning Manager and OSC on recommendations.
- Coordinate ongoing surveys and verify cleanup endpoints achieved.
- Evaluate extent of oiling.
- Determine environmental issues and response priorities in conjunction with the ESC.
- Coordinate the input of SCAT data into WEBEOC.
- Participate in development and updating of the Incident Action Plan.
- Assign work locations and preliminary work tasks to section personnel in conjunction with the Ops Team Manager.
- Provide input at management team meetings on SCAT matters.
- Review Incident Action Plan and estimate your section needs for next operational period.

WebEOC Responsibilities

- Create the SCAT Plan in the Incident Action Plan section

SCAT Team Leader

Responsible to: SCAT Coordinator

Purpose of the position: The SCAT team leader is responsible for managing assessment teams.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Training team members.
- Supervise teams to undertake shoreline assessments.
- Data production.

Wildlife Advisor

Responsible to: Planning Manager

Purpose of the position: Responsible for providing advice on all issues relating to oiled wildlife or wildlife at risk of becoming oiled.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Participate in development of Incident Action Plan including the identification of wildlife under threat from the oil spill and assign relative priorities.
- Provide advice about the possible effects on wildlife from the response options.
- Recommend measures for reducing the risk of wildlife becoming oiled.
- Explore prioritisation of species and habitats for field operations.
- Coordinate closely with the Environment Advisor and Wildlife Operations Coordinator.
- Maintain close liaison with the Wildlife Coordinator.
- Participate in planning meetings as required.
- Make tactical recommendations to Planning Manager.
- Provide input at management team meetings on Wildlife matters.

- Meet with assisting and cooperating company/agency representatives, as required.
- Advise on current service and support capabilities.
- Estimate future service and support requirements.
- Plan demobilisation of wildlife resources.

Dispersant Advisor

Responsible to: Planning Manager

Purpose of the position: To provide specialist advice about all aspects of dispersant use.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Provide technical expertise in the appropriate selection of dispersants (including dispersant effectiveness tests), their mobilization, storage, handling and application, potential environmental impacts, and health and safety requirements.
- Provide recommendations about dispersant use to the On-Scene Commander, Planning Manager, Operations Manager, Off-Shore Operations Co-ordinator, Dispersant Operations Coordinator, and Air Operations Coordinator as required.
- Evaluate results of dispersant applications and recommend modifications if appropriate.
- Document dispersant activities daily (or as required) and provide reports to Planning Manager, Operations Manager, National On-Scene Commander and Document Controller.
- At the end of the response, prepare a full report on all aspects of dispersant application and its effectiveness.
- Assist with development of dispersant operations portion of the Incident Action Plan, including input in to the risk and threat assessment document including estimates of the environmental consequences and fate of dispersed oil.
- Assist with development of dispersant monitoring plan.
- Obtain results of dispersant application and monitoring from Dispersant Operations Coordinator.
- Provide advice on all relevant rules and regulations.
- Assist with development of protocols for decontamination of personnel, response equipment and clothing.
- Participate in planning meetings as required.
- Provide input at management team meetings on dispersant matters.
- Meet with assisting and cooperating company/agency representatives, and public interest or community groups as required.
- Advise on the adequacy and/or potential limitations of current service and support capabilities.
- Estimate future service and support requirements.

WebEOC Responsibilities

- Assist in developing the Dispersant plan in the Incident Action Plan section

Planning Officer

Responsible to: Planning Manager

Purpose of the position: To assist the Planning Manager and Planning 2IC in performing his/her duties.

Operational responsibilities

Your main responsibility is to assist the Planning Manager and Planning 2IC with the implementation of his/her duties in the Incident Command Centre. This may include:

- Assistance with establishment and upkeep of the Planning section of the ICC.
- Assist with development and update of the Incident Action Plan.
- Assist in development and update of risk and threat assessment and other response plans as required.
- Respond to planning requests made by the Planning Manager or Planning 2IC.
- Maintain Planning section records, including section/activity log.
- Identify possible resource needs.
- Assist with determining current status of your sections activities.
- Maintain the Intel Board.
- Assist with organising technical assistance as requested.
- Liaise with technical/specialists advice organisations.
- Liaise with other ICC Managers as appropriate.
- Secretarial assistance to the Planning Manager or Planning 2IC.
- Assist with demobilisation, including saving planning records.

Waste Advisor

Responsible to: Planning Manager

Purpose of the position: Responsible for developing the waste management plan, involving collection, storage, transportation, and disposal activities.

Operation responsibilities

Your main responsibilities during an oil spill response are:

- Develop the waste management portion of the Incident Action Plan, including collection, storage, transportation and disposal activities.
- Assist with the development of the decontamination plan including the cleaning of oiled equipment.
- Identify suitable temporary storage facilities, in consultation with the relevant District/Regional Council.
- Identify suitable decontamination sites for the cleaning of oiled equipment.
- Determine options available for permanent waste disposal and develop the appropriate procedures to be adopted.
- Liaise with the relevant Regional and/or District Council to obtain any necessary waste storage and disposal permits.
- Liaise with the owner of the oil to determine their preference for disposal.
- Liaise with the Police and Fire Service to obtain their assistance in the safe movement of hazardous waste.

WebEOC Responsibilities

- Assist in developing the Waste plan in the Incident Action Plan section

Maritime Advisor

Responsible to: Planning Manager

Purpose of the position: The Maritime Advisor is responsible for providing specialist maritime advice for all issues related to maritime activity associated with an oil spill, including implications of response actions to Port Activities.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Participate in development of Incident Action Plans.
- Provide advice on nautical and maritime activity, feasibility and safety matters.
- Provide advice on currents and other matters affecting oil movement.
- Provide advice on how to influence draft patterns for disabled vessels.
- Maintaining maps and charts of the response areas and the progress of the cleanup.
- Arranging for establishment of maritime prohibited areas, coastal navigation warnings, and NOTAMS (refer below).
- Coordinate with the Planning Manager, other Advisors and, when required, the Operations Manager and OSC.
- Ensure that the Planning Manager is provided with updated details on shipping operations.

General Advisor

Responsible to: Planning Manager

Purpose of the position: To provide specialist advice in relation to your field of expertise.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Provide specialist advice as requested by the Planning Manager.
- Assist with specialist input into the Incident Action Plan, including input in to the risk and threat assessment document.
- Provide advice on all relevant rules and regulations.
- Participate in Planning meetings as required.
- Provide input at management team meetings on matters relating to your expertise.
- Meet with assisting and cooperating company/agency representatives as required.
- Advise on current service and support capabilities.
- Estimate future service and support requirements.

GIS Coordinator

Responsible to: Planning Manager

Purpose of the position: Responsible for ensuring that GIS hardware, software, and technical personnel are ready to support response activities.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Establish and maintain a GIS database with incident and response geospatial data using information received and geospatially display response information.
- Produce Geospatial maps as requested.

- Log and organize digital images of shorelines and impacted resources.
- Where time permits, assist SCAT team with inputting and analysing field survey data and producing assessment maps.
- Liaise with external agencies with regard to geospatial information.

WebEOC Responsibilities

- Input maps into the Incident File Library

Administration and Logistics Positions

Administration/Logistics Manager

Responsible to: On-Scene Commander

Staff responsibilities: Personnel in Administration and Logistics Teams.

Purpose of the position: To manage the Administration and Logistics section of the Incident Command Team, reporting to the On-Scene Commander. You are also responsible for maintaining close liaison with the Planning Manager, and Operations Manager.

Operational Responsibilities

Participate in planning

- To assist in the development of the Incident Action Plan, including identifying appropriate logistical support and communication requirements for the Incident Command Centre and other response personnel.
- To assist in the preparation of the demobilisation plan for personnel and equipment.

Communications

- To ensure that the communication system is functioning smoothly by implementing systems to remove communication bottlenecks.

Procurement of resources

- To use appropriate purchasing procedures to acquire necessary resources identified in the Incident Action Plan, including personnel, food, shelter, protective clothing and equipment, transportation and response equipment, supplies and materials. These include resources for the Incident Command Centre and field posts.
- Maintain adequate levels of consumable cleanup materials.
- Adhere to levels of authority needed for the approval of contracts, purchase orders and approvals of payments.
- Coordinate with customs authorities to ensure the expedient handling and transportation of response equipment arriving from overseas.

Supply arrangements

- Arrange contracts with suppliers as required.
- To the greatest extent possible, have prepared and organised in advance a list of suppliers for services and equipment likely to be required in the event of an oil spill response operation.
- Have in place agreed terms and conditions with major suppliers of services and equipment likely to be needed.

Other responsibilities

These include:

- Assign work locations and preliminary work tasks to section personnel.
- Maintain register of administration and logistics team including names and functions.
- Provide input at management team meetings on financial and cost analysis matters.
- Meet with assisting and cooperating company/agency representatives, as required.
- Provide input into the development of the communications plan.
- Review Incident Action Plan and estimate your section needs for next operational period.
- Advise on current service and support capabilities.
- Estimate future service and support requirements.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Recommend release of unit resources in conformance with the demobilisation plan.

WebEOC Responsibilities – for Administration/Logistics Manager and team

- Keep the Log updated
- Assign tasks in the Action Log as required
- Assign personnel to the incident
- Complete and confirm all tasks assigned to Admin/Logistics
- Keep timesheets up to date, with hourly rates if possible
- Inform Finance teams of expenses incurred
- Create and keep updated the Organisation Chart
- Update Contractors Board when required
- Check emails regularly

Administration/Logistics 2IC

Responsible to: Administration/Logistics Manager

Staff responsibilities: Personnel in Administration and Logistics Teams, including Field Staff.

Purpose of the position: To assist the Administration/Logistics Manager in the management and coordination of the Administration/Logistics Team, and assist the Administration/Logistics Manager with the direction of the use of resources. Be ready to assume the role of Administration/Logistics Manager if required.

Operational responsibilities

Your main responsibilities during an oil spill response will vary according to the requirements of the Administration/Logistics Manager, but subject to Administration/Logistics Manager delegation and approval may include:

- Assist with managing the administration and logistics section of the Incident Command Team.
- Document finance activities and provide financial summaries as required.
- Establish a system to provide for and track the funds expended in the cleanup with hourly reports to the On-Scene Commander, including funds expended on all resources associated with the Response.
- Ensure suitable tracking procedures are in place to record hours worked by response personnel.
- Determine insurance coverage limits, consult with insurance carriers to determine documentation required for claWebEOC, and design accounts and records to satisfy these requirements.

- Establish bank arrangements.
- Work with the Operations and Planning Managers to ensure that contractors are aware of invoice and audit requirements.
- Co-ordinate post-response financial requirements and financial aspects of litigation.
- Provide cash advances and cash accounts for special purposes.
- Provide petty cash.
- Process invoices and disbursement payments.
- Organise suitable insurance cover for all response areas in co-ordination with DAT.

Participate in planning

- To assist in the development of the Incident Action Plan, including identifying appropriate logistical support and communication requirements for the Incident Command Centre and other response personnel.
- Assist in the preparation of the demobilisation plan for personnel and equipment.

Communications

- To ensure that the communication system is functioning smoothly by implementing systems to remove communication bottlenecks.

Procurement of resources

- To use appropriate purchasing procedures to acquire necessary resources identified in the Incident Action Plan, including personnel, food, shelter, protective clothing and equipment, transportation and response equipment, supplies and materials. These include resources for the Incident Command Centre and field posts.
- Maintain adequate levels of consumable cleanup materials.
- Adhere to levels of authority needed for the approval of contracts, purchase orders and approvals of payments.
- Coordinate with customs authorities to ensure the expedient handling and transportation of response equipment arriving from overseas.

Supply arrangements

- Arrange contracts with suppliers as required.
- To the greatest extent possible, have prepared and organised in advance a list of suppliers for services and equipment likely to be required in the event of an oil spill response operation.
- Have in place agreed terms and conditions with major suppliers of services and equipment likely to be needed.

WebEOC Responsibilities

- As directed by the Administration Logistics Manager (see also Administration Logistics Managers responsibilities above)

Tele-Communications Coordinator

Responsible to: Administration/Logistics Manager

Staff responsibilities: Personnel in Tele-Communications Team.

Purpose of the position: Responsible for developing communications plan for the effective use of incident communication equipment and facilities; installing and testing communications equipment; supervising the Communications Centre, distributing communications equipment to incident personnel; and communications equipment repair and maintenance.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Initiate communications with On-Scene Commander and Directors Advisory Team (dedicated direct line).
- Advise on communication capabilities/limitations.
- Prepare and implement the radio communications plan.
- Ensure the Communications Centre and message centre are established.
- Set up telephone and public address system.
- Establish appropriate communications distribution/ maintenance locations.
- Ensure communications systems are installed and tested.
- Ensure an equipment accountability system is established.
- Ensure personal portable radio equipment from cache is distributed per radio plan.
- Provide technical information, as required on: adequacy of communications systems currently in operation; geographic limitation on communications systems; equipment capabilities; amount and types of equipment available; anticipated problems in the use of communications equipment.
- Supervise communications team.
- Maintain records on all communications equipment, as appropriate.
- Ensure equipment is tested and repaired.
- Recover equipment from relieved or released teams.

WebEOC Responsibilities

- As directed by the Administration Logistics Manager (see also Administration Logistics Managers responsibilities above)

Incident Command Centre Facility Coordinator

Responsible to: Administration/Logistics Manager

Purpose of the position: Responsible for integrating the ICC with the Tier 1 or regional command centre (if existing) and managing the facility. Following the initial set-up the Incident Command Centre Facility Manager has the role of co-ordinating Command Centre and ensuring that all requests needing action are dealt with expeditiously.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Develop a floor structure for the ICC specific to the incident.
- In consultation with the regional personnel, adapt the regional Command Centre as appropriate to implement the Incident Action Plan and inform all concerned personnel.
- Provide vests and labels to distinguish specific personnel and functions.
- Inform Incident Command Team of communications, documentation, financial and logistics procedures and assist in their implementation.
- Coordinate with National On-Scene Commander and/or their Assistant.
- Manage the ICC facility.
- Undertake the primary role in managing the distribution of communications for action within the ICC.
- Organise accommodation and post-mobilisation travel arrangements.

WebEOC Responsibilities

- As directed by the Administration Logistics Manager (see also Administration Logistics Managers responsibilities above)

Finance Coordinator

Responsible to: Administration/Logistics Manager

Staff responsibilities: Staff in Finance Team.

Purpose of the position: Responsible for documenting financial activities associated with the response and providing the On-Scene Commander with financial summaries.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Document finance activities and provide financial summaries as required.
- Establish bank/cash arrangements.
- Provide petty cash and pay personnel.
- Identify need for insurance cover for all response areas and determine insurance coverage limits, consult with insurance carriers to determine documentation required for claWebEOC, and design accounts and records to satisfy these requirements.
- Coordinate post-response financial requirements and financial aspects of litigation.
- Provide cash advances and cash accounts for special purposes.
- Supervise the Financial team of the ICC.
- Document finance activities and provide financial summaries as required.
- Work with the Operations Manager to ensure that contractors are aware of invoice and audit requirements.
- Process invoices and disbursement payments.

WebEOC Responsibilities

- As directed by the Administration Logistics Manager (see also Administration Logistics Managers responsibilities above)
- Update all areas of the Finance Board
- Enter all expenses relating to incident (Personnel costs (time) and Resources should update automatically), but checks should be done to ensure this information is coming thru.
- Ensure all timesheets are being completed regularly so cost tracking is accurate.

Personnel Coordinator

Responsible to: Administration/Logistics Manager

Staff responsibilities: Staff in Personnel Team.

Purpose of the position: Responsible for providing for the needs of response personnel.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Coordinate the mobilisation of response personnel.
- Arrange transportation of response personnel to/from accommodation, ICC and field sites.
- Arrange for on-site temporary shelters, washing facilities, showers and toilets.

- Arrange accommodation for response personnel.
- Record hours worked by response personnel.
- Arrange meals for response personnel.

WebEOC Responsibilities

- As directed by the Administration Logistics Manager (see also Administration Logistics Managers responsibilities above)

Duty Officer

Responsible to: Administration/Logistics Manager

Purpose of the position: To ensure the efficient flow of information within the ICC.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Finalise and circulate Incident Command Centre telephone lists.
- Develop and implement documentation procedures for the ICC.
- Field general telephone enquiries and pass on to appropriate personnel.
- Verify that all requests have been actioned.
- Maintain an accurate record of the response action from the ICC and display information as required.

WebEOC Responsibilities

- As directed by the Administration Logistics Manager (see also Administration Logistics Managers responsibilities above)

Document Controller

Responsible to: Administration/Logistics Manager

Purpose of the position: Responsible for ensuring that documentation procedures are in place and being adhered to at the EOC, and that the information flow is adequate.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Develop and implement the documentation procedures for the ICC taking into account the procedures recommended in the National Marine Oil Spill Contingency Plan.
- Maintain a proper system of purchase order numbering and tracking to enable confirmation of materials and equipment ordered, received, invoiced and paid.
- Maintain records or logs of equipment (as appropriate), materials, personnel, and expenses with the response (process and file copies of logs from other sections as appropriate).
- Develop a system to protect all documents relevant to the incident.
- Verify hourly (to be revised as appropriate) that requests have been actioned.
- Maintain an accurate record of the response operation from the ICC and circulate/display this as required by the OSC.

WebEOC Responsibilities

- As directed by the Administration Logistics Manager (see also Administration Logistics Managers responsibilities above)
- Print off important information as necessary in case of internet/power failure

Administration Coordinator

Responsible to: Administration/Logistics Manager

Purpose of the position: Responsible for supervising the administration aspects of the response.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Supervise the Administration team of the ICC.
- Staff movement records and personal information.
- ICC systems and their operation.
- Log and message systems.
- ICC catering, cleaning and security.

WebEOC Responsibilities

- As directed by the Administration Logistics Manager (see also Administration Logistics Managers responsibilities above)

Logistics Officer(s)

Responsible to: Administration/Logistics Manager

Purpose of the position: To assist the Supply and Facilities Coordinator as required.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Operate in accordance with the agreed system for purchasing resources.
- Maintain purchase files.
- Responsible for computer hardware, software and system support required for the Incident Management Team (set up in association with ICC Coordinator).
- Maintain personnel and resources availability and use information.
- Provide equipment, materials or personnel as required by Incident Command Team.
- Ensure that requests for equipment, supplies, resources etc are actioned promptly and lead times for supply are confirmed to person making request.
- Undertakes regular inventory of what is in store and provides copy to Logistics Manager.
- Check overdue expected return dates. Contact responsible person and pursue.
- Inform Admin/Logistics Manager of any losses.
- If quiet or concerned or major equipment, do occasional site audits against Team Record sheets.

WebEOC Responsibilities

- As directed by the Administration Logistics Manager (see also Administration Logistics Managers responsibilities above)

Project Coordinator (Generic)

Responsible to: Administration/Logistics Manager, Operations Manager, Planning Manager

Purpose of the position: Responsible for coordinating a specific project or projects as required by the Administration/Logistics Manager, Operations Manager, or Planning Manager.

Operational responsibilities

Your main responsibilities during an oil spill response are:

- Liaising between functional areas (planning, operations and administration/logistics) to ensure a consistent approach to the project(s).
- Identify resources required to complete the project(s).
- Meet with assisting and cooperating company/agency representatives as required.
- Advise on current service and support capabilities.
- Estimate future service and support requirements.
- Provide immediate supervisor with regular progress updates.