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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 in 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 (nm) from the Taranaki coastline 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. The 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 thirteen onshore production facilities and two offshore facilities. The offshore Pohokura Field is within the Council’s 12 nm limit and has onshore processing facilities. The offshore Kupe and Maui Fields are outside the Council’s 12 nm limit and have onshore pipeline and processing facilities. Maari and Tui offshore facilities are also outside the 12 nm limit. 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 action (including enforcement measures) undertaken by regulators. The previous versions of this plan have therefore been field tested and the resulting learnings incorporated into its review. A further outcome of the oil spills has been the recognition that media and community relations are both very important and potentially high risk, and are also likely to involve considerable resources.



Figure 2 Operational hydrocarbon fields in Taranaki 2015

This Plan replaces that prepared by Council in March 2016 and draws on changes in oil spill practices and local and national experience in responding to spills. The plan has been reviewed by MNZ and was approved in October 2020.

Contingency plans throughout New Zealand are standardised and staff that 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 oil transfer 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 costs of the response will not exceed the capability of the Council to support the response.

The Plan describes the Taranaki Regional Council's marine oil spill response organisation and procedures, and information on spill response resources and clean-up 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 paragraphs 2.3.9 of this Operations Section.

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 7)

Flowchart 2: Phase 1, Spill Evaluation (page 9)

Flowchart 3: Phase 1, MNZ Notification (page 12)

Flowchart 4: Phase 1, Response Activation (page 13)

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) **0800-736 222** or **06-765 7127** (24 hours) and state immediately that they are reporting a marine oil spill.

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 the *Maritime Transport Act 1994* the Oil Spill Duty Officer (OSDO) from MNZ will inform the Council of any spill notified to MNZ within that Council's area of jurisdiction. The Council will investigate and respond as required, keeping the OSDO informed of both progress and the outcome.

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

Instructions for the 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 described in Flowchart 1 on page 7.

1. Transfer the call to TRC staff, either the:
 - (a) Compliance Manager; or
 - (b) Administration Officer (Inspectorate), who will advise an 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 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 in the recording system and
2. Immediately phone the 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 senior Taranaki Regional Council personnel:

Bruce Pope (Compliance Manager)	Mobile 027-442 7492
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Fred McLay (Director – Resource Management)	Phone 06-753 5724 or Mobile 027-446 7651
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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 the Regional On-Scene Commander listed in Table 2, 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 2 are appointed as Regional On-Scene Commanders for Taranaki. In the unlikely event of an incident occurring in which the officers named in Table 2 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

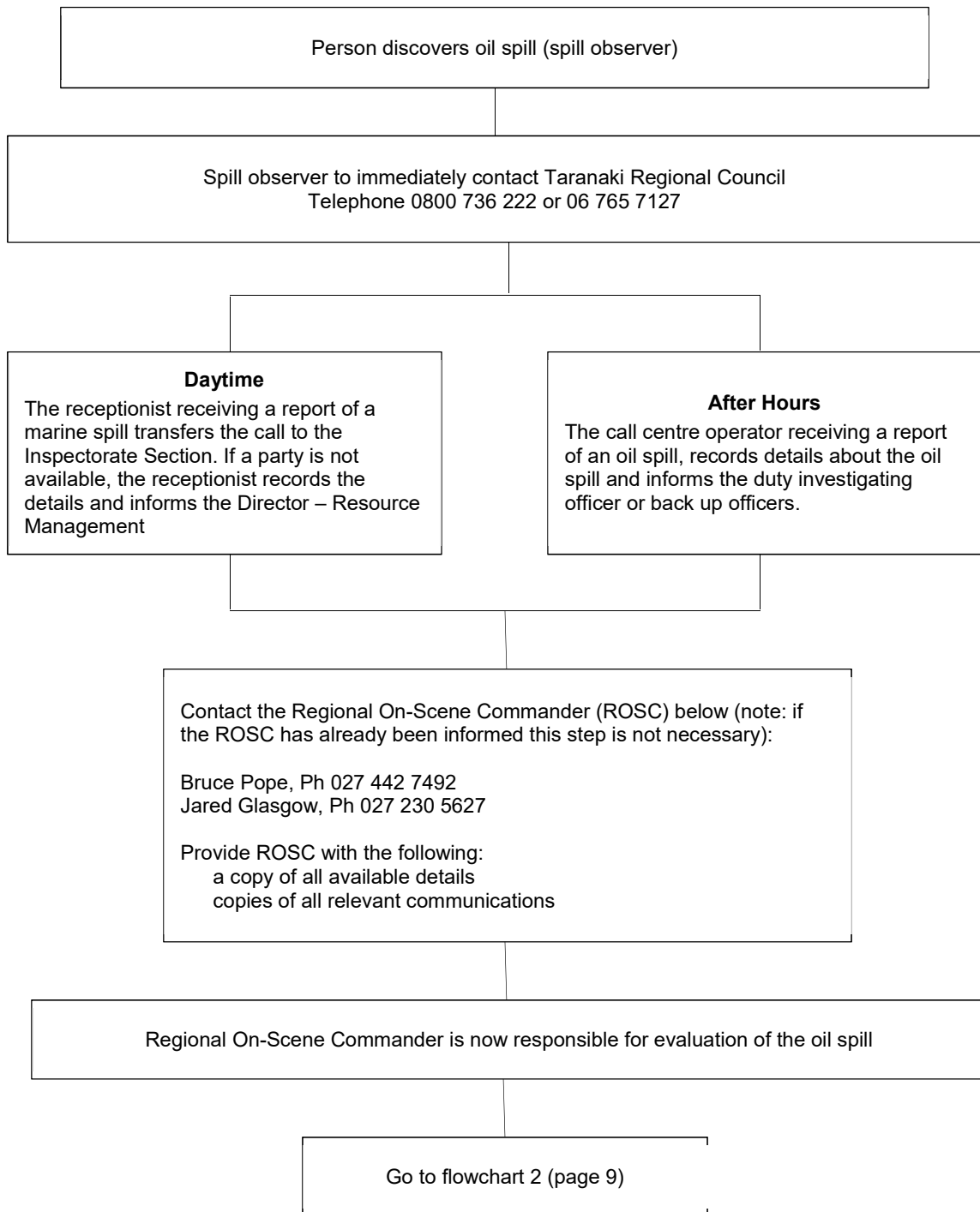


Table 2 Contact details for the designated Regional On-Scene Commander

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: 06-765 7127 Mobile: 027-442 7492 Fax: 06-765 5097	Frankley Road New Plymouth	Mobile: 027-442 7492
		Email: bruce.pope@trc.govt.nz		
Jared Glasgow Regional On-Scene Commander	TRC, 47 Cloten Road, Stratford	Ph: 06-765 7127 Mobile 027 230 5627 Fax: 06-765 5097	Wairau Road Oakura	Mobile 027 230 5627
		Email: jarde.glasgow@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 9) 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 'Responder Aide Memoire', which all responders should have and a copy can be found in WEBOC library.

Key information to obtain during the spill evaluation includes:

- Spill location;
- Size and extent of the spill (see Annex 5);
- Oil type (refer Responder Aide Memoire);
- 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 (refer Prosecution and Cost Recovery Guideline); and
- Weather Conditions (see Annex 5).

Flowchart 2 should also be used to determine whether the responsibility for responding lies with an oil transfer site 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 oil transfer site or offshore installation operator and pass on any relevant information. The oil transfer site or offshore installation operators on the Taranaki Coast and their contact details are listed in Table 3.

Flowchart 2: Phase 1 Spill Response

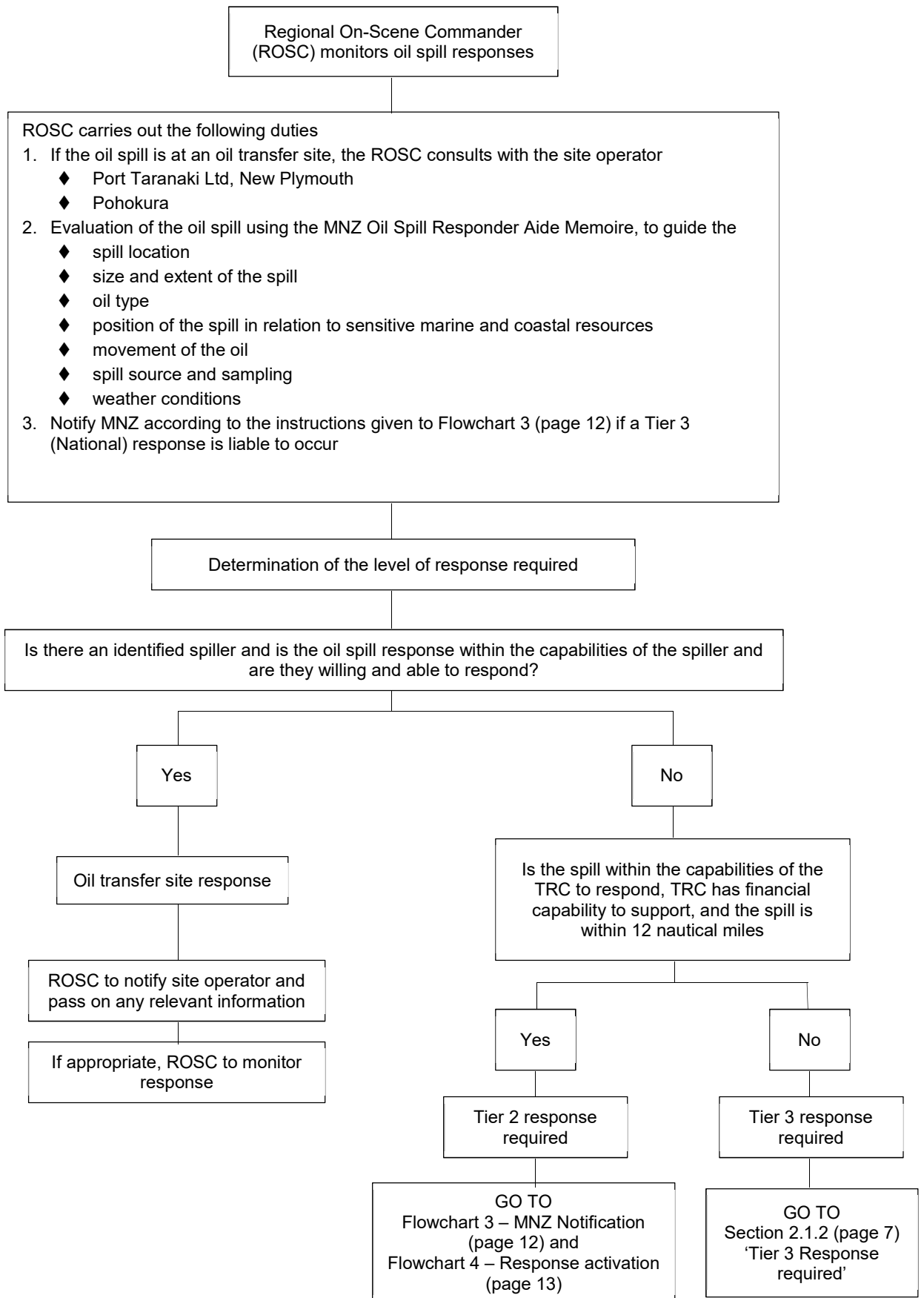


Table 3 Oil transfer site operators on the Taranaki Coast and contact details

Oil Transfer Site Operators on the Taranaki Coast		
Name	Location	Contact Details
Port Taranaki Ltd	Port Taranaki, New Plymouth	Ph 06 751 0200 or 06 759 9740 (Watch House)
Pohokura production station and offshore installation – OMV Taranaki	Motunui and 8.5km from shoreline	Ph 06 757 7207 or 06 757 7126 (Control room)
Kupe – production station and offshore installation – Beach Energy	Manaia and 30 km from shoreline	Kupe Control Room 06 274 9712
Maui – Production station – OMV Taranaki	Oaonui	06 75 87 609 (Office hours) Emergency Response Co-ordinator 026 256 0347

The Regional On-Scene Commander must provide all information relating to the spill to the oil transfer 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 oil transfer site 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: RCCNZ and MNZ Notification procedure (Page 12); and
- Flowchart 4: Tier 2 Response Activation (Page 13).

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;
- the costs exceed the capability of the Council to support the response; 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 Coordination Centre (RCCNZ), MNZ
Tel: 0508 472269 or (04) 577 8030 (24 hours); and
2. Log on to WEBEOC and fill out the Notification form which is sent to RCCNZ and MNZ OSDO or fax at least the first page of the form 'Initial Notification of Marine Oil Spills to MNZ by Councils' to: (04) 577 8038, or email to rccnz@maritimenz.co.nz

The Oil Spill Duty Officer (OSDO) 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 OSDO or National On-Scene Commander and provide all reasonable assistance requested by MNZ. This may include investigations, establishment of the Emergency Operations 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 take responsibility for the response.

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.

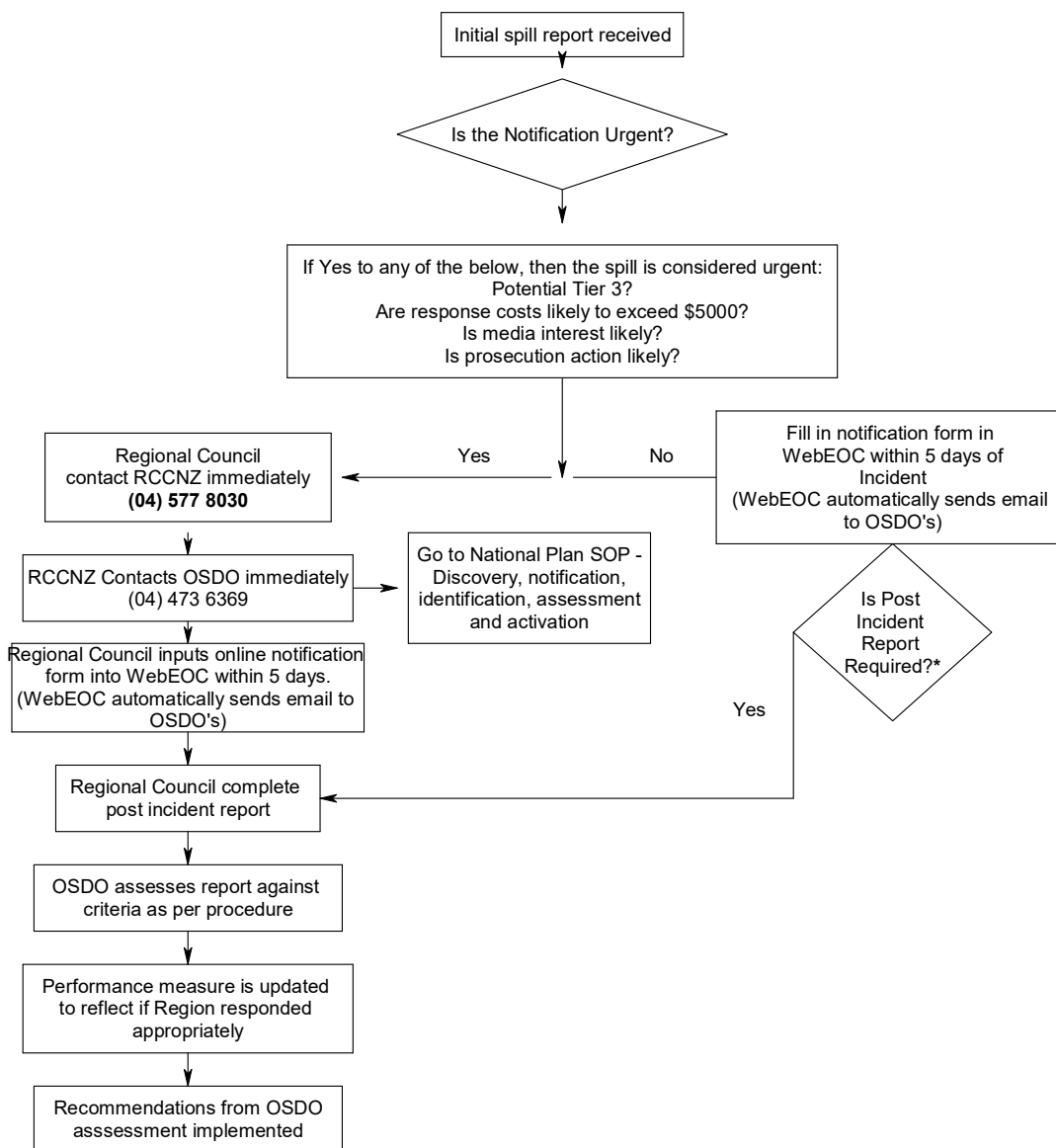
Cost of Clean-up Likely to Exceed the Capability of the Council to Support the Response

Where a regional council is coping adequately with the oil spill response, but the cost of that clean-up is likely to be beyond the financial capability of TRC, 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 Response 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.

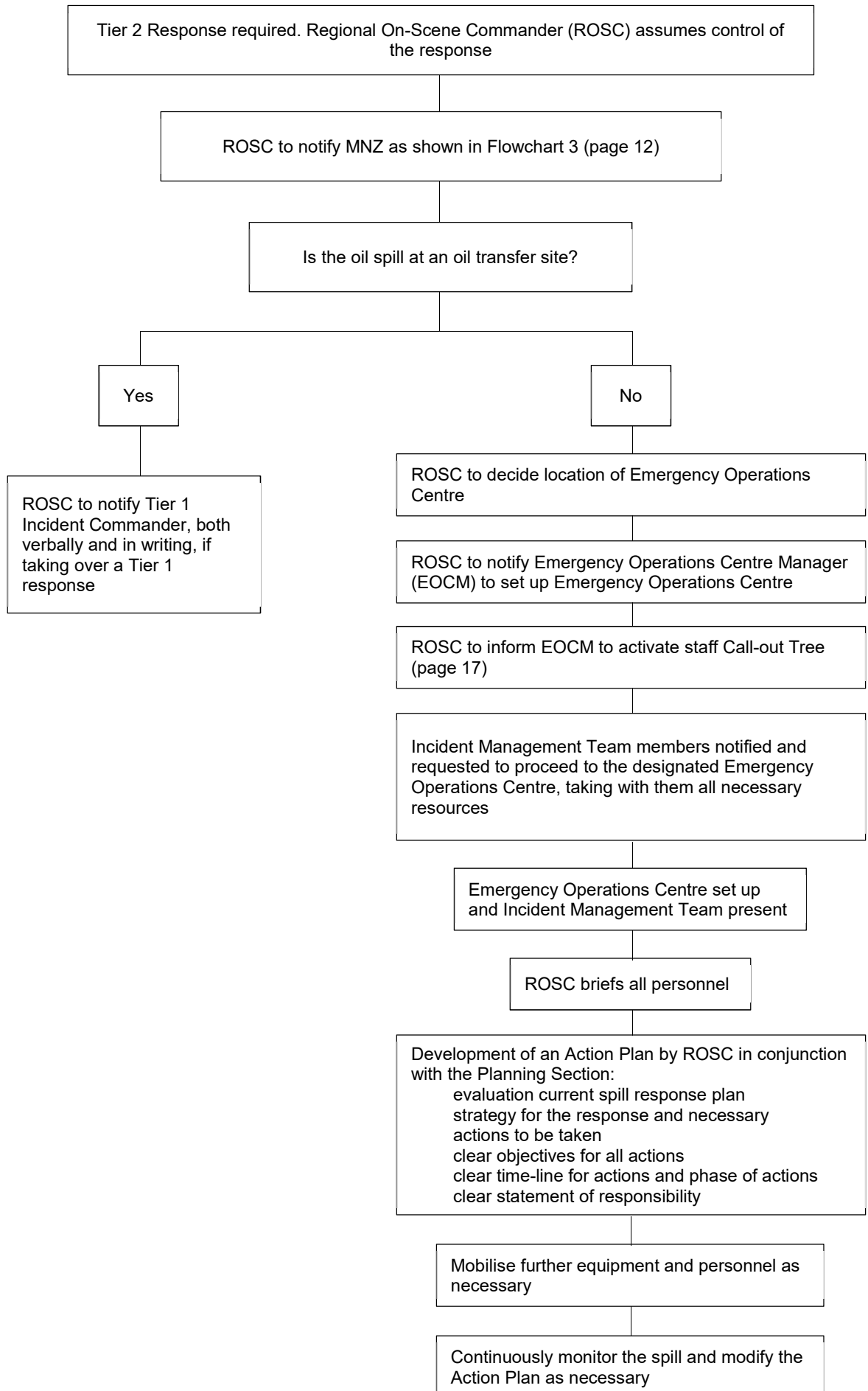
Flowchart 3: RCCNZ and MNZ notification procedure (from WEBEOC)

Regional Council Oil Spill Notification Procedure



* 1. Regional Councils will be required to complete a "Regional Council Oil Spill Response Report" for every significant oil spill response that they are involved in, which will be assessed by the on-call OSDO at the time of the spill response.
 A "significant oil spill" is defined as:
 a. A spill response where response activities involved more than an initial assessment and leaving a spill to disperse naturally; and / or
 b. The answer is yes to any one of the four questions contained at the beginning of this procedure.

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 12) and activates the call-out tree (page 17); and
- ROSC activates the response operation as summarised in Flowchart 4 (page 13) 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, with financial procedures and delegations given in WEBEOC library – 'Finance'.

Response Costs

If the response costs exceeds the capability of the Regional Council to support the response then a request can be made to make the response a Tier 3 response, which becomes 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 WEBEOC library – ‘Finance’.

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 13). 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 response); 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 Emergency Operations Centre

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

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

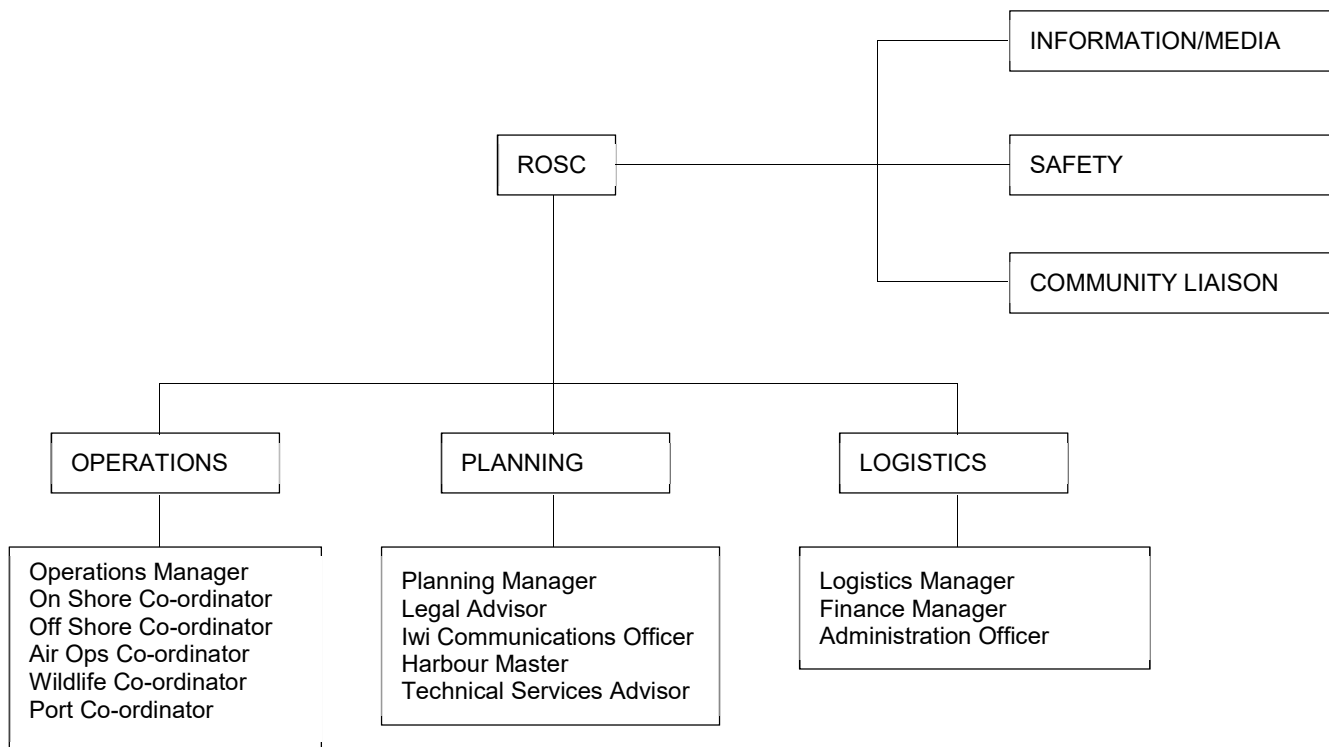
Table 4 Potential Emergency Operations Centre Locations for Taranaki

Potential Emergency Operations Centres	Address	Contact
Emergency Management Office	45 Robe Street, New Plymouth	Craig Campbell-Smart Ph 06-7581110 (wk) Mob 027-2435796
TRC Boardroom	47 Cloten Road, Stratford	Ph 06-7657127 (24 hrs)

Incident Management Team Structure

The Incident Management Team Structure is outlined in Figure 3 below. The Incident Management Team (IMT) works from the Emergency Operations Centre (EOC).

Figure 3 Taranaki Regional Council Incident Management Team Structure



Notification of Incident Management 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 IMT members are set out in Annex 2. All IMT members are to proceed to the designated EOC, taking with them the necessary resources as set out below.

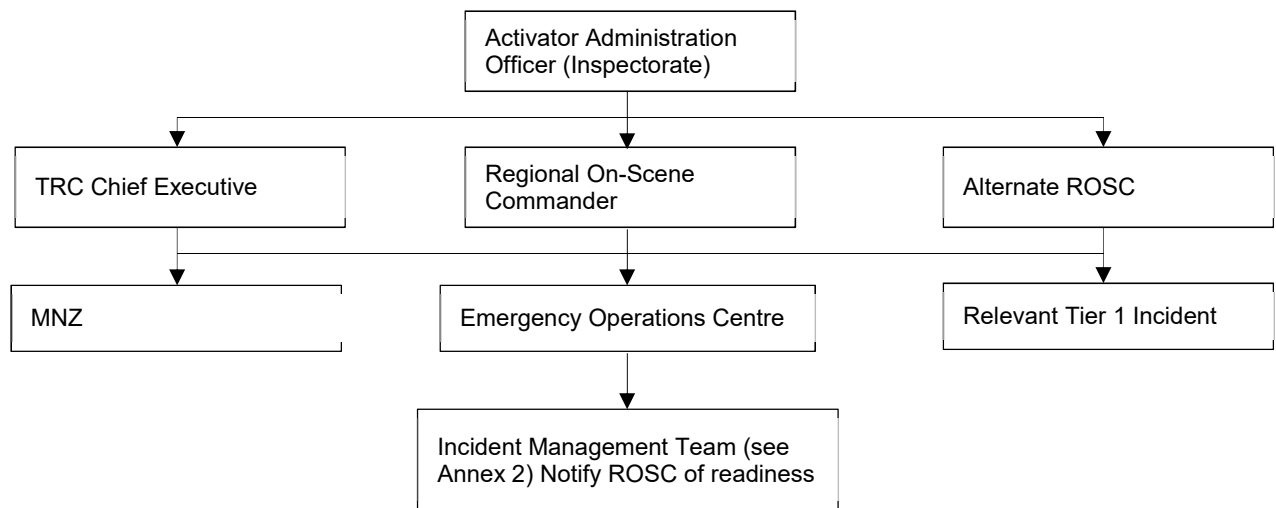


Figure 4 Staff call-out tree

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 MPRS, 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) 577 8030 or 0508 472 269.

2.2 Phase Two - Development of an 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 Emergency Operations Centre (EOC):

- Regional On-Scene Commander arrives at the EOC and a Tier 2 response is declared/confirmed;
- Regional On-Scene Commander convenes a briefing meeting with the Tier 1 Incident Management Teams (IMT) (as appropriate);
- If a spill is at the Tier 1 site, all Tier 1 response personnel at EOC become part of the regional response team; and
- Regional On-Scene Commander develops and approves an Action Plan (see below).

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

The development of the 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. The Responders Aide Memoire and the MNZ Guidelines On Dispersant Use, 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 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 Action Plan as appropriate.

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

Annexes relevant to the Action Plan are:

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:

- Responders Aide Memoir
- 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)
- MNZ Guidelines On Dispersant Use
- IOPC Fund Convention Claims Manuals (1998)
- ITOPIF "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".
- Tui field – Umuroa FPSO – Discharge Management Plan
- Maui field – Maui Field Marine Oil Spill Contingency Plan
- Kupe field – Offshore Spill Contingency Plan and Discharge Management Plan
- Pohokura field – SENZL Pohokura Marine Spill Contingency Plan
- Maari field – Maari Field Oil Spill Contingency Plan and Emergency Spill Response Plan

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

2.3 Phase Three - Action Plan Implementation

2.3.1 Media relations

Co-operative media relations must be developed early in the response, and regular press releases made throughout the response period.

Media relations will be undertaken within Media, Maori & Community Relation Procedures & Protocols (Annex 10).

2.3.2 Iwi liaison

The intrinsic relationship that tangata whenua have with the natural environment and the role and responsibilities associated with Kaitiakitanga, are a clear indication that the iwi and hapu of Taranaki have an important role in a marine oil spill response. The coastal marine area of Taranaki contain many sites of significance for iwi and hapu as well as areas that are important for the harvest of kaimoana and other cultural activities (e.g. rahui).

Iwi liaison will be undertaken within Media, Maori & Community Relation Procedures & Protocols (Annex 10).

2.3.3 Sampling and Evidential Collection

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 EOC). 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.

The Prosecution and Cost Recovery procedure in WEBEOC library 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*'.

2.3.4 Finance

The response will be undertaken within the Council's and MNZ Financials Procedures and Protocols (Annex 9).

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.

WEBEOC is available for use during a Tier 2 response to assist with recording/documentation.

2.3.6 Communications and Community liaison

Effective communication with the media and local community are critical spill response activities.

Communications and community liaison will be undertaken within Media, Maori & Community Relation Procedures & Protocols (Annex 10).

2.3.7 Health and Safety

The response will be undertaken under Council's Health and Safety Procedures and Protocols (Annex 8).

2.3.8 Security

Security for the Emergency Operations Centre (EOC) 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 only authorised personnel gain access to the EOC.

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 based on consideration as to 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 with the Incident Management Team and senior response staff. The purpose of this meeting will be 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 EOC 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 recorded, recovered, enforcement procedures are undertaken (if warranted), and for arranging the running of the post-incident ('cold') debriefs.

2.4.2 Debrief

A debriefing of senior response staff and managers will be held following the termination of the response. This will enable review of the appropriate oil transfer tie or Regional Oil Spill Contingency Plan and will highlight areas where the response (and planning) could be improved. An objective of this Plan is continual improvement, which can be achieved by constructive and frank assessment of performance.

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

2.4.3 Community Liaison

Communications and community liaison will be undertaken within Media, Maori & Community Relation Procedures & Protocols (Annex 10).

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

Under the polluter pays principle, every effort must be made to recover the costs of the response and clean-up from the spiller.

The Finance protocol in WEBEOC library details the financial delegations and procedures that must be followed during the response. The Prosecution and Cost Recovery procedure in WEBEOC library 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 transparency and 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 and recovered.