

ANNEX 7

Plan administration

Document control and plan maintenance

The Taranaki Regional Council's *Marine Oil Spill Contingency Plan* is a controlled document. Official copies of the Plan will be issued to holders of the roles listed in the Plan Distribution List. The Plan is dynamic and will be updated as often as necessary to improve and enhance response capabilities, and plan holders updated accordingly.

Plan format

This document is structured as follows:

- The front section of the Plan, the 'Operations Section', specifies the basic response procedures. Essential information to assist with the response is presented in the Annexes which follow.
- The Operations Section of the plan is numbered. The Annexes are individually identified and numbered. This will allow for whole sections to be replaced without having to renumber (or reprint) the entire document.
- The footer on every page of the Operations Section will contain the issue number, date of issue, and page number/total pages.
- The footer on every page of each Annex will contain the issue number, date of issue, Annex number, and page number/total pages.
- To avoid confusion, all blank pages required for copying purposes will be clearly identified with the words '*this page intentionally left blank*'.

Controlled copies

A controlled copy of the Plan will be available on the Taranaki Regional Council website in PDF format.

Controlled copies will be issued to the holder of each major function listed in Figure 3. Where two or more such functions are carried out by the same person, only one controlled copy of the Plan will be issued.

In this Annex a list of controlled copies of the Plan will be maintained. When the Plan is first issued this section will contain a 'Transfer Form' and a 'Change of Address Notification' form for use by the holder as required. The holder's copy of the Registration Form and Update summaries should also be filed in this section.

Controlled copies will be:

- double-sided
- presented in a ring-binder
- have a coloured cover
- bear an identification number
- provide for an update log.

Or

Controlled copies will be:

- in electronic format, either on disc or memory stick
- in PDF format
- identified as a controlled copy of Marine Oil Spill Contingency Plan for Taranaki

Original Issue of Controlled Copies

A Registration form will be sent to all recipients of Controlled Copies of the *Taranaki Regional Council Marine Oil Spill Contingency Plan*.

Updates

Updates will be issued on an 'as required' basis, and will be accompanied by an Update Summary. The Summary will be issued in duplicate with the recipient required to acknowledge receipt of the update and confirm that it has been actioned.

The other copy of the Update Summary should be retained by the recipient as it shows the most up-to-date version of each section on issue and can be used for checking purposes.

Transfer of Controlled Copies

Although the Plan is issued to a named individual, it is issued to that individual in his/her capacity as the holder of a particular function. Therefore, each Controlled Copy will include a transfer form that can be completed should the holder of that function change.

Document Control

The register of Controlled Copies will be maintained by the Administration Officer (Inspectorate), Taranaki Regional Council.

The Administration Officer (Inspectorate) shall be responsible for ensuring that all Registration Forms and Update Receipts are returned within a reasonable time and that the register accurately reflects the status of the Controlled Copies of the Taranaki Plan on issue.

Uncontrolled Copies

Uncontrolled copies are copies of the document that can be issued but will not receive updates.

Uncontrolled copies will be:

- in electronic format, either on disc or memory stick
- in PDF format
- identified as an uncontrolled copy of Marine Oil Spill Contingency Plan for Taranaki

Exercising the plan and plan review

Exercising the plan

Requirements under the Marine Protection Rules, Part 130C - Regional Oil spill Contingency Plans

130C.16 Exercising

Every regional council to which this Part applies –

- (a) must ensure that the plan is regularly tested in accordance with an exercise programme approved by the Director for each year, which includes at least two field exercises involving the deployment of equipment, at least one of which shall involve the production of an incident action plan and/or a site operations plan; and
- (b) must ensure that accurate records of each exercise and its results are kept; and
- (c) may be required to participate in a Maritime New Zealand directed combined exercise in lieu of one of the exercises required in sub-rule (a).

The Taranaki Regional Council, is responsible for the development of local training programmes for local stakeholders at all levels. Training programmes will be drawn up by the Taranaki Regional Council in conjunction with Maritime NZ and plan stakeholders.

Over a period of two years at least one desktop exercise and three field oil pollution response exercise will be held to ensure that the Plan functions correctly. The site chosen for practical exercises will be rotated amongst the region's areas of concern. This will enable all those likely to be involved in an oil spill response to become fully familiar with their responsibilities and/or support functions, and to learn the particular problems of a site before an incident occurs. The training exercises will include assessment of compliance with health and safety requirements.

A list of trained personnel for the region is available on WEBEOC.

Plan review

This plan will be amended as and when pertinent information changes, or better information comes to hand, or as required by the Director of Maritime NZ. It will be reviewed under the direction of the Regional On-Scene Commander (ROSC) at least once every three years and after every major spill and exercise. Contact details of key personnel and organisations will be reviewed at least every 12 months. Recommendations for any amendments should be forwarded to the **Regional On-Scene Commander, Taranaki Regional Council, Private Bag 713, Stratford**. All organisations named in this Plan must notify the ROSC when their nominated personnel, or their contact details, change (see the 'Transfer/Change of address notification' form in the Administration section at the back of the Plan).

Any amendments to the Plan will be identified by date and sections altered, in the Record of plan amendments table in the administration section at the back of the Plan.

The review of this plan is due in 2023 and every three years thereafter.

Transfer/change of address notification form for controlled copies

Plan Number: _____

Currently issued to: _____

Address: _____

Phone Number: _____

Plan being transferred to: _____

New address: _____

Phone number: _____

Please send notification form to:

**Administration Officer (Inspectorate)
Taranaki Regional Council
Private Bag 713
Stratford 4352**

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