Annex 6 – Document Control

Contents

Document control and Plan maintenance 3

Plan format 3

Original issue of Controlled Copies 3

Requests for change or amendment to details in the Plan 3

Updates 3

Document control 3

Uncontrolled Copies 3

Appendix 1 - Plan updates 7

Appendix 2 - Controlled Document circulation list 8

Exercising the Plan and Plan Review 9

Exercising the Plan 9

Plan Review 9

Training 9

Annual budget 9

Document Control and Plan maintenance

The Regional Marine Oil Spill Contingency Plan is a controlled document. Either official printed or electronic copies of the Plan will be issued to holders of the roles listed in (Appendix 2). The online version of the Plan is dynamic and will be updated as often as necessary to improve and enhance response capabilities. In addition, a number of supporting documents linked to the online version of the Plan will be updated regularly to keep them current. The most up-to-date version of the Plan will be the online version available at:

https://www.boprc.govt.nz/your-council/plans-and-policies/plans/oil-spill-response

The print/electronic version will be fully renewed every three years when the Plan review process is completed.

Plan format

The footer on every page of the Operations Section will contain the date of issue and page number.

The footer on every page of each annex will contain the date of issue and page number.

Original issue of Controlled Copies

A letter will be sent to all recipients of Controlled Copies of this Plan. This letter specifies the title of the person or role responsible for the copy. The letter should be kept with the Plan. A Transfer Form and a Change of Address Notification Form are included in Annex 6 for use if required.

Requests for change or amendment to details in the Plan

If there is a need to amend the content of this Plan, such as a change to personal contact details, then e-mail the Regional On-Site Commander (ROSC) as follows:

ROSC@boprc.govt.nz

The ROSC will then determine whether a change is necessary and update as required.

Updates

Updates will be issued on an ‘as required’ basis. The online version will not include Annex 2, as this section contains personal details of Bay of Plenty Regional Council (BOPRC) staff and other regional responder staff.

Document Control

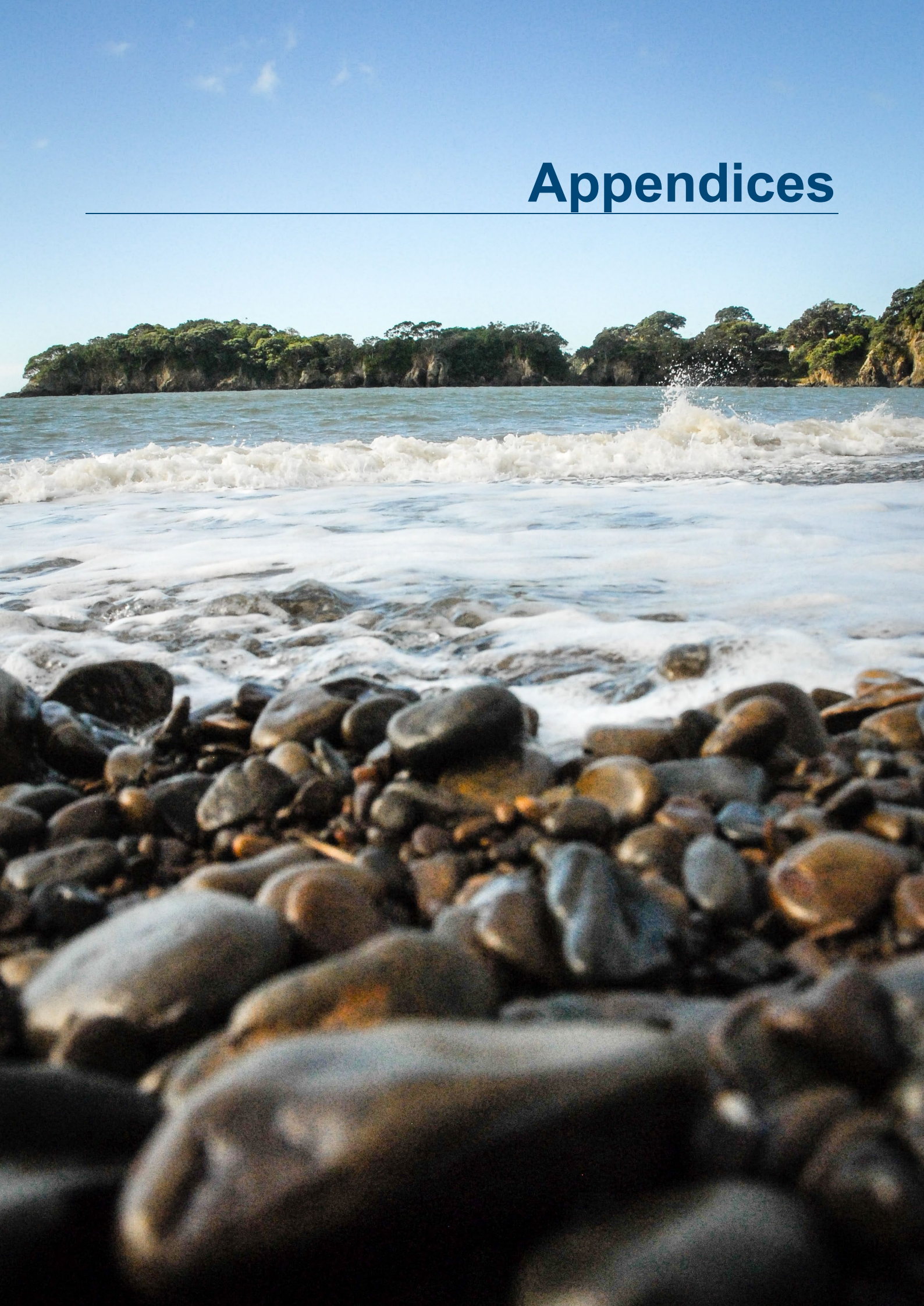
The register of Controlled Copies will be maintained by the Regional On-Scene Commander (ROSC).

The ROSC shall be responsible for ensuring that the Controlled Copy Register accurately reflects the status of the Controlled Copies of the Plan on issue.

Uncontrolled Copies

Uncontrolled Copies will be available to any person/organisation on a reasonable request basis. There may be a charge for these.

Appendices



Appendix 1

Plan updates

Date	Section and page	Update
3 November 2021	Introduction and Operations and Annex 1	• Removed Adrian Heays and Sonny Ali from all contact information
	Introduction and Operations	• Add bullet point under "Response Required" section – *"Refer to Annex 2, Mobilisation and Contacts"*
	Annex 1	• Replaced Wildlife Blue Box Contents table with updated table
	Annex 4 Page 41	• Add risk rating 2 for the Port of Tauranga (Mt Maunganui) site page
	Annex 6	• Name change: Previously titled *"Document Control"* Now titled *"Memorandums of Understanding (MOUs)"*
	Annex 7	• Name change: Previously titled *"Glossary"* (now Annex 12) Now titled *"Document Control"*
	Annex 8	• New: Title – *"HSW Procedures and Protocols"*
	Annex 9	• New: Title – *"Financial Procedure and Protocols"*
	Annex 10	• New: Title – *"Media, Māori and Community Engagement"*
	Annex 11	• New: Title – *"Document Procedures, Protocols and Plan Administration"*
	Annex 12	• *"Glossary"*
11 November 2024	Annex 4	• Multiple changes – most of chapter revamped
	Annex 7	• Removed Matt Harrex and John Morris from Controlled Document Circulation List and replaced with "Alternate Rosc's"

Appendix 2

Controlled Document circulation list

(E = Electronic Version)

Copy No	Holder
1	Maritime New Zealand – RCCNZ - Wellington
2	Maritime New Zealand - NOSC
3	BOPRC - Chief Executive (E)
4	BOPRC – Deputy Harbourmaster (E)
5	BOPRC - Regional Harbourmaster/ROSC (E)
6	BOPRC – Senior Maritime Officer (E)
7	BOPRC – Emergency Management Office
8	BOPRC – ROSC
9	BOPRC – GM Regulatory Services (E)
10	Manager Operations Port of Tauranga (E)
11	New Zealand Fire Service – Area Manager Tauranga Fire Station (E)
12	Department of Conservation – Conservation Services Manager – Greerton Office (E)
13	BOPRC Alternate ROSC's (E)
14	BOPRC Alternate ROSC's (E)
15	Bay of Plenty Library – Whakatāne
16	Waikato Regional Council – ROSC (E)
17	Gisborne District Council - ROSC (E)

Exercising the Plan and Plan Review

Exercising the Plan

The Plan will be exercised in accordance with Part 130C Marine Protection Rules.

Plan Review

The Regional Marine Oil Spill Contingency Plan must be reviewed after the following circumstances arise:

After three years has elapsed, unless a review is called earlier due to:

- The Plan being used in a response to a spill,
- The Regional On Scene Commander or the Director of Maritime New Zealand (MNZ) determines that a review is necessary (e.g. after an exercise).

This Plan is a controlled document. All reviews and significant amendments to this Plan must be approved by Maritime New Zealand, following consultation with the Regional On-Scene Commander. Critical updates and new material for inclusion in the Plan will be forwarded to the "Controlled Plan" holders, who must insert the updates and file the update letter at the rear of the Plan.

NB: Any recommendations for amendments should be forwarded to the Regional On-Scene Commander, Bay of Plenty Regional Council, Private Bag 364, Whakatane. All organisations named in this Plan are asked to notify the ROSC when their nominated personnel, or their contact details, change. Refer to Appendix D of this section for further information.

Training

The ROSC shall ensure that personnel identified in this Plan are appropriately trained and familiar with their duties. Maritime New Zealand Marine Pollution Response Service Centre will conduct training, in accordance with the latest training schedule. The ROSC should liaise with MNZ to determine the appropriate level of training, including refresher courses as required.

Annual budget

The annual budget in terms of exercising, training, purchase of equipment and maintenance costs necessary to adequately respond to an oil spill, will be outlined in the Regional Council Annual Plan.

As these costs are to be paid by MNZ, they will be approved by MNZ prior to publication in the Annual Plan.