

Top of the South Island Marine Biosecurity Partnership



Marine Biosecurity Incident Response Manual Version 3.3

4 November 2021 (2nd version)

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Introduction

Purpose

The purpose of this Manual is to provide an agreed process for TOS Partners responding to an incident that poses a marine biosecurity risk within the Top of the South Island region. Incidents include reports of marine risk organism incursions and suspect risk vectors. This Manual sets out guidance so that decisions and processes are approached in a consistent and agreed manner by all Councils and stakeholders with regional responsibilities under the Partnership.

Background

Roles and responsibilities for marine pest management are set out in the Biosecurity Act 1993 and the Pest Management National Plan of Action 2011. Within the Top of the South Island Marine Biosecurity Partnership there are ongoing efforts to clarify how the roles and responsibilities that are set out in statute and policy apply to marine incursions within the region. This Manual reflects the ongoing discussions and understanding of how marine incursions are managed at a regional level and outlines the roles and responsibilities for regional incursion responses.

Structure of Incident Response Manual

This Manual contains the decision making processes and rationale, roles and responsibilities and contact details that will be used in the event of a regional incident. The appendices contain supporting information. Where additional information is available but not critical to the Manual, there are footnotes, with links to websites for further detail (also see Appendix 6).

How to use this manual

All partners of the TOSMBP are encouraged to follow the guidance set out in this Manual in the event of an incident. It remains open, however, to the lead agency to tailor the processes and guidance in the Manual to suit the scale and type of incident and internal processes and systems. The Manual is intended to support individual Council Marine Biosecurity Management Plans. Various decision guides and templates for recording are in the supporting appendices.

Incident response plan

Incident response systems

The incident response system documented in this plan is split into the two most likely incidents:

- Report of a high risk vessel (Figure 1).
- Report of a high risk organism in a place e.g. Wharf piles (Figure 2).

A high risk vessel is defined as a vessel with known or suspect harmful organism or conspicuous fouling (3 - 5 on the level of fouling scale or >5% hull fouling cover). This could include a vessel from a known high risk area in NZ.

A high risk organism is potentially harmful, new to New Zealand and or new to the region. Formal identification by MITS may confirm its identity. A high risk organism could also be something that is considered potentially harmful regionally. Referred to in this manual as potential harmful or unknown organism.

Each figure includes steps through the four main stages of a regional led marine biosecurity incident response in top of the south;

1. Report of a potential high risk vessel or high risk organism.
2. Assigning responsibility.
3. Initial Investigation of the problem and instigation of immediate measures.
4. Responding to the incident.

At each phase there will be decisions that need to be made, these are expanded on in the next section.

Figure 1: Process for responding to a report of a potential high risk vessel

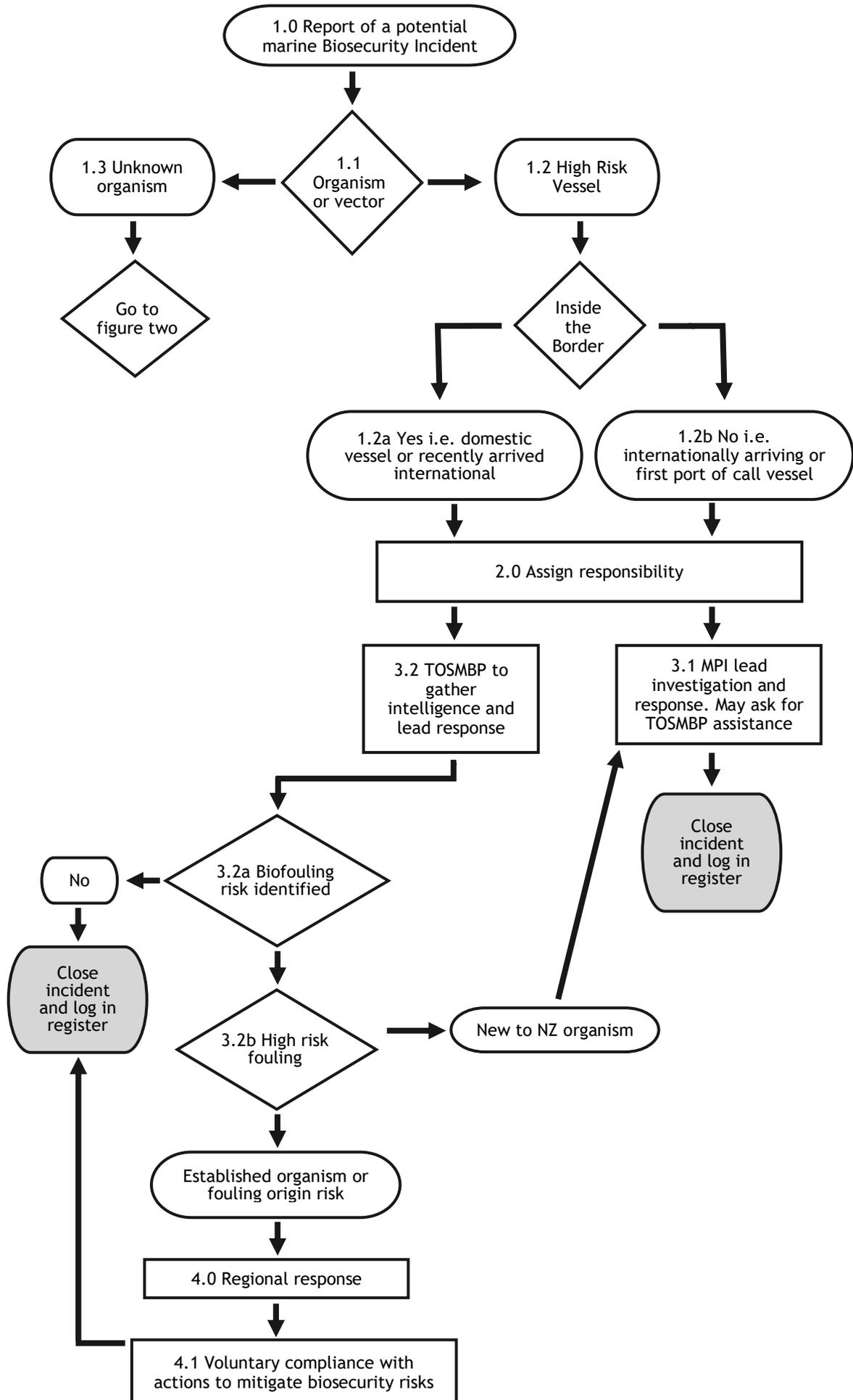
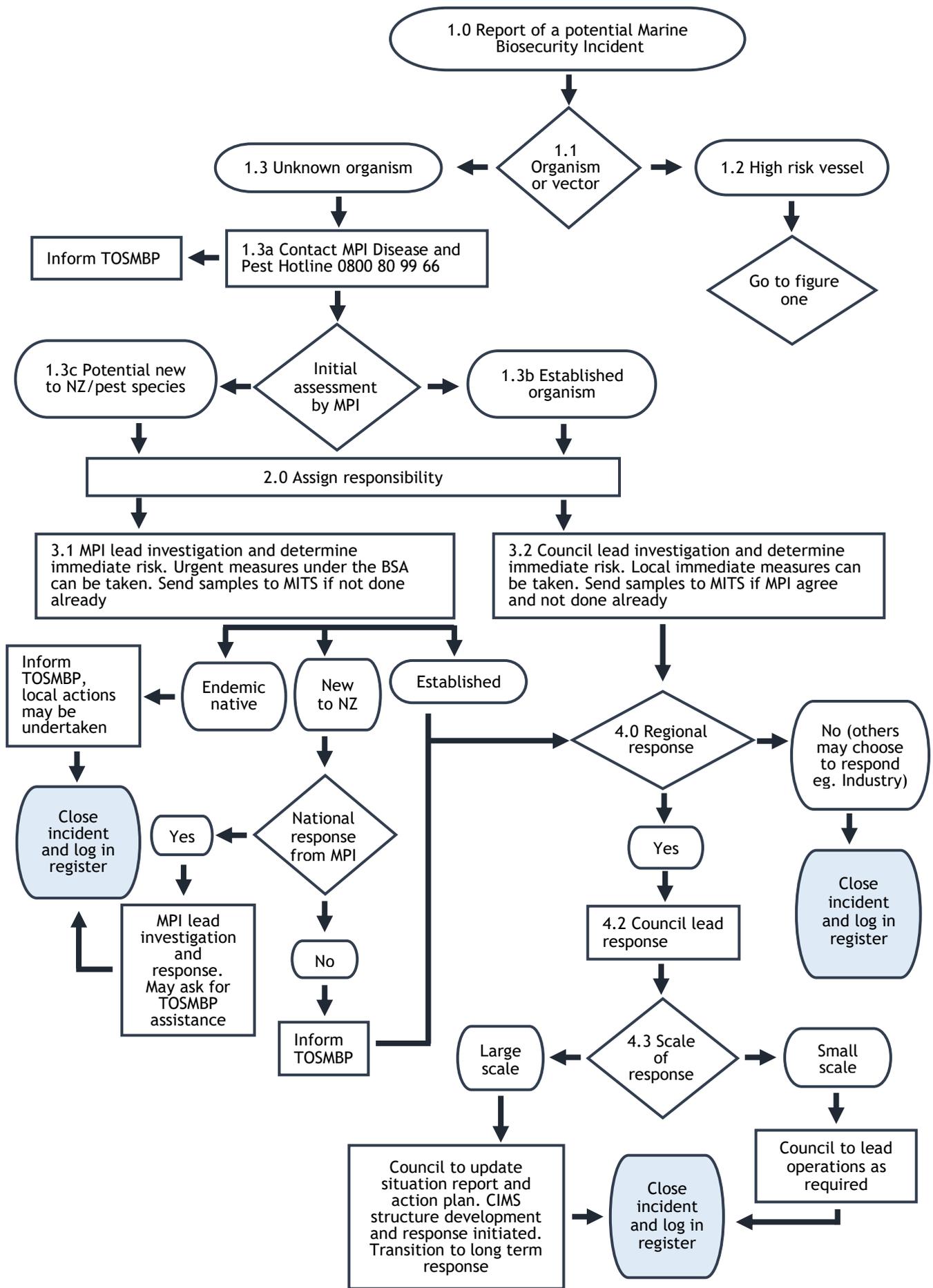


Figure 2: Process for responding to a report of a potential harmful organism



Incident response phases

1. Report

Reports of incidents may be received by MPI, a council or the coordination team. These are typically reports of a possible high risk organism at a place or on a vessel, or a risk vector such as a highly fouled vessel.

Following receipt of a report of a potentially harmful organism call the MPI Pest and Disease hotline 0800 809 966 (except for established organisms).

The coordination team may, by agreement of the management committee, manage the report phase of the incident until the lead agency is determined.

Action		Supporting documents and information
1.0	Report of a potential marine biosecurity incident. <ul style="list-style-type: none"> Fill in the incident log template. 	Incident Log Template (Appendix One).
1.1	Organism or Vector?	Refer definitions on pages 2 & 3
1.2	High risk vessel: <ul style="list-style-type: none"> Go to the next phase in Figure 1. 	
1.2a	Inside the border: This step determines whether the potentially high risk vessel is inside or outside the border, and also its origin.	Refer 2.0 for responsibility.
1.2b	Outside the border: This step determines whether the potentially high risk vessel is inside or outside the border, and also its origin.	Refer 2.0 for responsibility.
1.3	High Risk organism: <ul style="list-style-type: none"> Go to the Figure 2. 	
1.3a	Contact MPI Pest and Disease hotline 0800 80 99 66.	
1.3b	Initial assessment: Established organisms. This step determines whether the organism is established or unidentified therefore potentially harmful.	Refer 2.0 for responsibility.
1.3c	Initial assessment: Unidentified organisms. This step determines whether the organism is established or unidentified therefore potentially harmful.	Refer 2.0 for responsibility.

2. Assigning responsibility

Once the nature of the incident has been determined, it needs to be decided who will lead the response to the incursion. The following guidelines should be used to determine who has the lead responsibility. Where there is uncertainty, the lead defaults to the council until more information is gathered and the most appropriate lead agency can be more clearly defined. The lead agency may work with other agencies and/or industry in a joint response.

Generally international vessels are the responsibility of MPI and domestic vessels the Regional Council.

Generally harmful organisms, new to NZ, or that are unknown are the responsibility of MPI. Organisms established in New Zealand are the responsibility of Regional Councils unless MPI has established a national programme of action for them.

Situation		Lead responsibility
2.0	Potential high risk vessel outside of the border (i.e. international or first port of all vessel).	MPI Border Staff (go to 3.1).
2.0	Potential high risk vessel inside of the border (i.e. domestic vessel).	Regional Council that has jurisdiction in the location of the vessel (go to 3.2).
2.0	Potential harmful organism that is new to New Zealand or of unknown origin.	MPI Incursion Investigators and Response staff (go to 3.1).
2.0	Potential harmful organism that is established elsewhere in NZ or the TOS.	Regional Council that has jurisdiction in the location of the organism (go to 3.2).

3. Investigation and immediate measures

There is usually a need for initial intelligence to be gathered to assess the nature of the risk and whether any immediate measures are required (i.e. to address immediately apparent risk or uncertainty). The risk assessment will generally be undertaken by the lead agency, in the case of local investigations MPI can be approached to assist.

Action	Supporting documents and information
3.1 This step determines that MPI is the lead investigation and response agency. <ul style="list-style-type: none"> MPI may request assistance from the TOSMBP. 	MPI has its own procedures.
3.2 This step determines that the Council is the lead investigation agency. <ul style="list-style-type: none"> Gather intelligence to determine immediate risk. Send samples to MITS if MPI agree. Council undertake immediate measures to prevent further risk. Partnership details and resources available to assist in investigations are summarised in the appendices. 	Partnership details and resources (Appendix 2).

	Action	Supporting documents and information
3.2a	<p>Biofouling Risk Identified: This step determines if a biofouling risk has been identified, either reported or physically identified (e.g. high Level of Fouling).</p> <ul style="list-style-type: none"> • Council gathers information to assess if a biofouling risk exists. • If biofouling risk confirmed, determine if high risk. 	(Go to 3.2b)
3.2b	<p>High Risk Fouling: This step determines that confirmation has been received of high risk fouling. This could be determined by the vessel history or confirmation from MITS.</p> <ul style="list-style-type: none"> • Council gathers information to assess if high risk fouling exists. • If established organism then council led response. • If new to NZ organism or unknown then MPI led response. 	(Go to 4.1) (Go to 3.1)

3.1 MPI investigations and response

MPI Investigations will be led by an Incursion Investigator who may request more information, including the collection of samples. The Incursion Investigator will advise on the sample collection, handling and transport protocols. MPI investigators can undertake urgent measures under the Biosecurity Act 1993. Quarantine Officers also have powers for First Port of Call vessels.

MPI lead responses follow a single scalable response model to respond to all organisms or goods that pose a biosecurity risk to the values of New Zealand (economic, environmental, human health and socio-cultural). This system is used for responses of all sizes across all sectors, and is applied both for new incursions and for managing established pests.

Where MPI is leading the response, the Partnership's principal role is support and assist as requested.

The Management Committee may be required to meet and discuss proposed actions and also decide on what resources and staff are available to assist. The resources available are summarised in Appendix 2 along with Partnership contact details. Resources include what is immediately available to assist in an incident response such as boats, divers, maps, staff etc.

3.2 Regional Council investigations

Regional Council investigations will be led by the Regional Council representative. Samples may be taken but MPI must be notified and agree if they are intended to be sent to MITS for identification. Immediate measures by a Council may involve securing a site or containing a vector to prevent any immediate risk from potentially harmful organisms. In all cases, such measures will require gaining the voluntary cooperation of parties. If this is not possible, use of powers under Section 6 of the Biosecurity Act 1993 will need to be considered and will depend on the status of the organism and powers of the regional council. The chair of the

Management Committee has the discretionary powers to spend up to \$5,000 for immediate response activities.

The resources available are summarised in Appendix 2 along with Partnership contact details. Resources include what is immediately available to assist in an incident investigation and response such as boats, divers, maps, staff etc.

3.2a Biofouling risk identified

Where a high risk vessel is suspected to contain a biofouling risk, this needs to be documented and investigated. Details on the vessel itself, recent history, location and nature of risk need to be obtained. Samples may be taken but MPI must be notified and agree if they are intended to be sent to MITS for identification.

A biofouling risk on a vessel is a vessel with a suspect harmful organism or conspicuous fouling (3-5 on the level of fouling scale or >5% hull fouling cover). This could also include a vessel from a known high risk area in NZ

There may be instances when a response is undertaken without formal identification such as a vessel from a high risk area and intends to stay in the top of the south

3.2b High risk fouling

Confirmation of high risk fouling will generally be supported by appropriate identification of a harmful organism. The actions will depend on whether the organism is already established in NZ or new.

High risk fouling on a vessel is the confirmed presence of a high risk or potentially harmful organism on that vessel. In addition to identification, high risk fouling could be determined by the travel history of the vessel.

4. Regional response

Once the investigation has collected more information, a decision needs to be made about whether to progress to a response or not and what size response is appropriate. MPI have their own response procedures, this section relates to a council led response. There may be instances of joint agency responses and this section can be used as a guide. There may also be instances where another agency may choose to respond such as the Aquaculture industry.

- In all Council led response situations, the key questions to ask are:
- Is the organism regionally significant? How? Why? What will it impact?
- Can anything be done about it? What? How much will it cost and how long will we need to respond for?
- What responses are feasible with the resources (including funding) available?
- Will the responses cure or control the problem? Will it recur?

The incident response prioritisation tool (based on MPI's response system) located in Appendix 4 will assist the responding agency/ies in deciding on response and management options.

Action		Supporting documents and information
4.0	<p>Regional Response:</p> <p>This step determines whether a regional response is to be undertaken.</p> <ul style="list-style-type: none"> • TOSMBP review response prioritisation tool to assist in decision making. • Interested parties consultation 	<p>Response prioritisation tool (Appendix 4).</p> <p>Partnership details and resources (Appendix 2)</p>
4.1	<p>Council response to fouled vessel with established organisms:</p> <ul style="list-style-type: none"> • TOSMBP Complete situation report. • Council to instigate voluntary compliance measures. 	<p>Situation Report Template (Appendix 3).</p>
4.2	<p>Council response to established organisms:</p> <ul style="list-style-type: none"> • TOSMBP Complete situation report. • TOSMBP Complete response action plan. 	<p>Situation Report Template (Appendix 3).</p> <p>Response Prioritisation Tool (Appendix 4).</p> <p>Response Action Plan Template (Appendix 5).</p>
4.3	<p>Response scale:</p> <p>This step determines whether the scale of the response is small or large.</p> <ul style="list-style-type: none"> • Update situation report. • Update response action plan. • Determine scale of response. 	<p>Situation Report Template (Appendix 3).</p> <p>Response Prioritisation Tool (Appendix 4).</p> <p>Response Action Plan Template (Appendix 5).</p>
	<p>Small scale response:</p> <ul style="list-style-type: none"> • Council to lead operations as required. 	
	<p>Large scale response:</p> <ul style="list-style-type: none"> • CIMS structure development and response initiated. • Transition to long term response 	<p>Key website and document links (Appendix 6).</p>

4.1 Council response to fouled vessel with established organisms

Ask vessel to voluntarily comply with actions to mitigate biosecurity risk. Consult with MPI if Biosecurity Act provisions can be used. Local marina or port rules may enable some action to be taken. Harbourmaster powers may also be able to be used for established organisms.

Initial actions include the completion of a situation report (see Appendix 3 for template) to reflect the current situation.

4.2 Council response to established organisms

Regional councils will follow their organisational processes where these exist, or the guidance in this Manual where they do not.

Initial actions include the completion of a situation report (see Appendix 3 for template) to reflect the current situation.

A Response Action Plan (template in Appendix 5) detailing the response action can be developed which includes:

1. What specific actions are to be undertaken and their expected outcomes
2. Why those actions have been chosen over other options?
3. Who will undertake the actions?
4. Where the actions will occur
5. How the actions will be carried out
6. Estimated resources and costs of actions.

The Response Action Plan provides a general overview of actions, and each agency can develop detailed plans for each of the identified tasks. It is designed to be updated on whatever timeframe is required; i.e. initially it might be daily and after a period of time it might be monthly or longer, depending on the response.

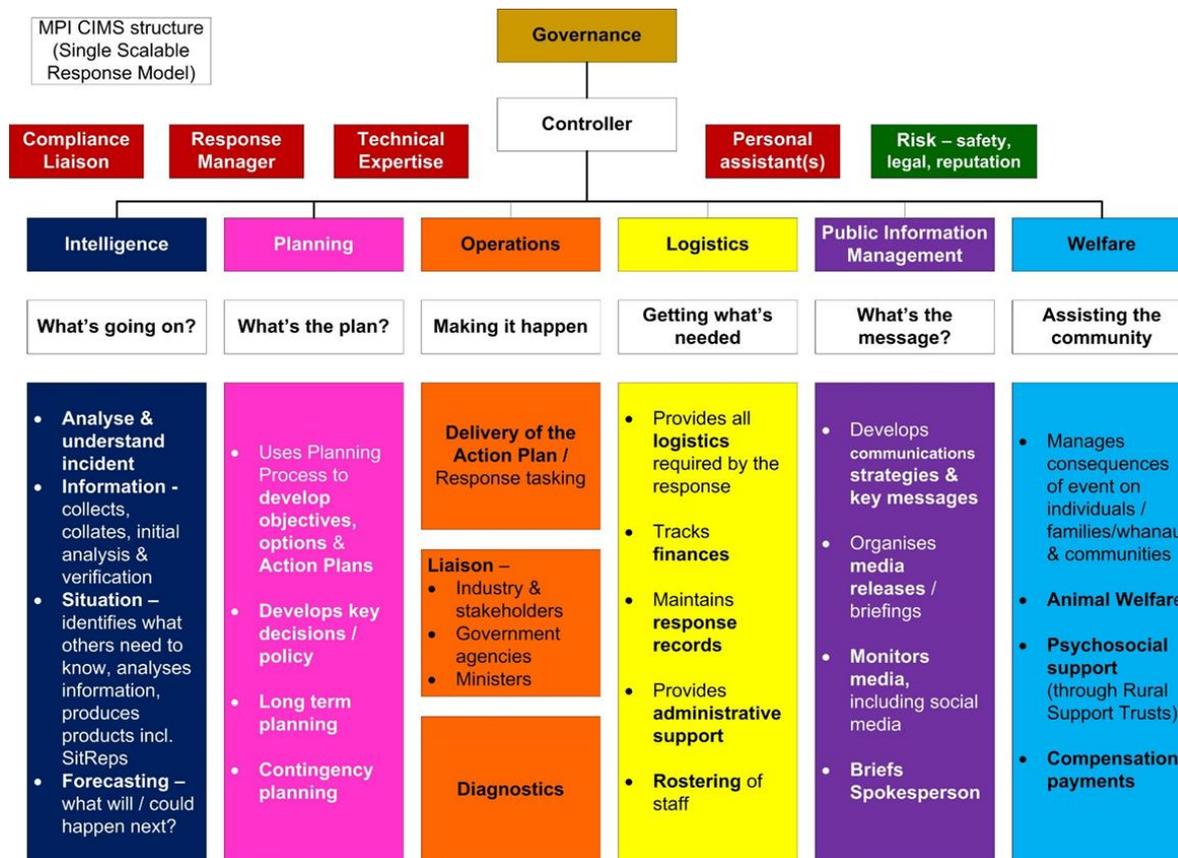
Many additional things will have to be considered during an incident such as predicted costs (medium and long term), funding availability (medium and long term), likelihood of success in removing or controlling the organism, and availability of resources. The response prioritisation tool can also assist.

4.3 Response scale

Many incidents may not warrant a response or may only need a small scale response. Where other stakeholders want a greater response than is decided by the council, they may choose to mount their own response. Small scale responses can be completed without invoking a CIMS response, although elements may be involved as appropriate.

Any large scale response, whether led by MPI or by a council or combination of agencies, is managed under the Coordinated Incident Management System (CIMS) used by government agencies in New Zealand. The Top of the South marine biosecurity response follows the current MPI response model, which is based on the 2nd edition of CIMS¹. Large scale actions will always be based on the scalable CIMS structure, which is represented below.

¹ www.civildefence.govt.nz/assets/Uploads/publications/CIMS-2nd-edition.pdf



If the organism or vector is already present in the TOS then the incident may require the current action, or lack of it, to be re-assessed.

Appendices

- Appendix 1 Incident Log template
- Appendix 2 Partnership Details and Resources
- Appendix 3 Situation Report Template
- Appendix 4 Response Prioritisation Tool
- Appendix 5 Response Action Plan Template
- Appendix 6 Key Websites and Document Links

Appendix 2. Partnership details and resources

Management Committee

Partners	Contact person	Phone	Address	E-mail	Resources/comments
Marlborough District Council	Liam Falconer Senior Biosecurity Officer Operations Lead	03 520 7400 027 242 1132	PO Box 443 Blenheim 7240	Liam.Falconer@marlborough.govt.nz	Specialist knowledge in biosecurity, Council processes, resource consents, enforcement, CIMS, regional planning. Warranted staff under Biosecurity Act.
	Biosecurity Coordinator: Jono Underwood	03 520 7503 021 869 808		jono.underwood@marlborough.govt.nz	
MPI	Principal contact: Jen Geange	04 894 0847 029 894 0847	PO Box 2526 Wellington 6140	Jen.Geange@mpi.govt.nz	Specialist knowledge in biosecurity, aquaculture, incident response, government policy.
	Bailey Lovett	03 266 1986		Bailey.Lovett@mpi.govt.nz	
	John Sanson	04 894 0100		john.sanson@mpi.govt.nz	
Nelson City Council	Principal contact: Richard Frizzell	03 546 0423 021 077 5928	PO Box 645 Nelson 7040	richard.frizzell@ncc.govt.nz	Specialist knowledge in biosecurity, Council processes, resource consents, enforcement, CIMS, regional planning, owns Nelson marina and 50% shareholder in Port Nelson. Warranted staff under Biosecurity Act.
	Vikki Ambrose	03 539 5558 022 011 6693		vikki.ambrose@ncc.govt.nz	
Tasman District Council	Principal contact: Guinevere Coleman	027 213 2476 03 543 8400	Private Bag 4 Richmond 7050	guinny.coleman@tasman.govt.nz	Specialist knowledge in biosecurity, Council processes, resource consents, enforcement, CIMS, regional planning, 50% shareholder in Port Nelson, owns/operates Port Tarakoe in Golden Bay. Warranted staff under Biosecurity Act. Fab dock and trailer stored at

Partners	Contact person	Phone	Address	E-mail	Resources/comments
					Richmond Biosecurity Depot.
Iwi 8 Forum	Fred Te Miha	03 548 1740 021 661 662		pouawhina@ngati-tama.iwi.nz	Identified for follow up at next customary fisheries forum.
Regional Coordination Team	Principal contact: Peter Lawless Barrie Forrest Charmayne King Leigh Stevens Tom Scott-Simmonds	021 894 363 027 627 4631 027 489 5949 021 417 936 021 851 862	P O Box 303 Nelson 7040	thelawlessedge@gmail.com mbarrie@saltecolgy.co.nz char.shane@xtra.co.nz leigh@saltecolgy.co.nz thomas@tcenviro.co.nz	Specialist technical knowledge (marine organisms, incursions - CIMS, facilitation, science, risk management), media, marine policy & legislation. Summer Survey Summer Survey

Partnership details

Partners	Contact person	Phone	Address	E-mail	Resources/comments
Aquaculture NZ	Karen Morley	03 546 2660 021 244 4156	Level 1 Wakatu House Montgomery Square Nelson 7010	karen.morley@aquaculture.org.nz	Specialist knowledge in biosecurity and aquaculture. Two staff available with technical expertise.
Cawthron Institute	Oli Floerl Grant Hopkins	03 548 2319 (Ext 407) 027 836 7177 03 539 3226 021 548 264	Private Bag 2, Nelson 7042	Oliver.Floerl@cawthron.org.nz grant.hopkins@cawthron.org.nz	We are a large organisation with capability (and equipment) relevant to marine biosecurity issues. During a response situation, we can mobilize a large team at short notice. We have newly developed molecular tools available that can be used to identify various potential pest organisms. We have supplies of chemicals useful in

Partners	Contact person	Phone	Address	E-mail	Resources/comments
					treating incursions (eg. acetic acid, chlorine). We also have experience in delivery chemicals at required doses.
Department of Conservation	Dirk de Vries, Motueka Phil Clerke, Picton	03 528 1810 03 520 3002	Private Bag 5 Nelson 7042	ddevries@doc.govt.nz pclerke@doc.govt.nz	Specialist knowledge on marine organisms, control programmes, hydrology, local coastlines, NZ Coastal Policy Statement. Large government organisation with head office locally in Nelson and area offices in Motueka, Takaka and Picton. Some staff have CIMS knowledge and experience
Marine Farming Assn (MFA)	Grant Boyd	03 574 2021 027 498 5429	PO Box 86 Blenheim 7240	Gboyd@sanford.co.nz	Specialist knowledge on aquaculture industry, marine farm locations, local marine contacts (including diving equipment), government industry links.
MPI	Aquaculture: Timoti Gallagher (Manager Aquaculture & Operational Policy)	04 260 5175	Charles Fergusson Building, 38 Bowen St, Wellington	Timoti.Gallagher@mpi.govt.nz	These parts of MPI contain aquaculture, biosecurity and quarantine officers. Some staff have been involved in incursions in the past and may have powers to act under Fisheries and Biosecurity legislation.
	Quarantine: Mark Fortune (Chief Quarantine Officer, Christchurch)	027 405 1470	Sir William Pickering Drive, Private Bag 4765, Christchurch	Mark.Fortune2@mpi.govt.nz	
	Fisheries: Anthony (Butch) Little (Nelson/Marl District Team Leader, Fisheries Compliance)	03 545 7752	118 Vickerman Street, Nelson	Anthony.Little@mpi.govt.nz	
National Institute of Water and	Dr Stephen Brown Marine Ecologist	03 545 7741 027 692 5430	PO Box 893 Nelson 7040	Stephen.Brown@niwa.co.nz	Laboratory services; Sorting, preserving, microscopes etc. Able to provide advice on

Partners	Contact person	Phone	Address	E-mail	Resources/comments
Atmospheric Research (NIWA)					survey techniques, probability of detection.
Port Marlborough Ltd	Steve McKeown	03 520 3399	PO Box 111 Picton 7250	steve.mckeown@pmnz.co.nz	Have specialist knowledge on Port operation, local hydrology, vessel movements. Require permission to access certain parts of Port Marlborough. Waikawa marina has state of the art cleaning facilities, including travel lift.
Port Nelson Ltd	Kelly Leonard	03 548 2099	PO Box 844 Nelson 7040	Kelly.Leonard@portnelson.co.nz	Have specialist knowledge on Port operation, local hydrology, vessel movements. Require permission to access certain parts of Port Nelson.

Additional contacts

Organisation	Contact Person	Phone	Address	Email	Resources/comments
Harbourmaster Nelson	Stuart Whitehouse	03 546 0200 (24hr) 021 369 912	Nelson City Council	stuart.whitehouse@portnelson.co.nz	24 hour access, someone always on-call (resources linked to NCC)
Harbourmaster - Tasman	Dan Cairney	03 543 8400 (24hr) DD 03 543 8433 027 246 1904	Tasman District Council	Dan.Cairney@tasman.govt.nz	24 hour access, someone always on-call (resources linked to TDC)
	Jimmy Mackay	027 611 0804		jimmy.mackay@tasman.govt.nz	
Harbourmaster - Marlborough	Luke Grogan	03 520 7400 (24hr)	Marlborough District Council	luke.grogan@marlborough.govt.nz	24 hour access, someone always on-call (resources linked to MDC)
Calwell Slipway (operated by Unimar)	Andy Wills	027 2783 777	Port Nelson	Andy.Wills@portnelson.co.nz	Operates slipway and have haul out, cleaning and waste disposal equipment.

Organisation	Contact Person	Phone	Address	Email	Resources/comments
Environment Southland	Robert Win (Biosecurity Officer)	0800 76 88 45 (24 hr telephone service)	Private Bag 90116, Invercargill 9840	robert.win@es.govt.nz	Biosecurity contact for Fiordland
Northland Regional Council	Don McKenzie (Biosecurity Senior Programme Manager)	09 470 1132	Private Bag 9021, Whangarei Mail Centre Whangarei 0148	donm@nrc.govt.nz	Biosecurity contact in Northland.
Northland Underwater Technical Services	Matt & Kathy Conmee	027 492 3018 A/H 09 433 5880	PO Box 7040 Tikipunga Whangarei	mattkathy@actrix.gen.nz	Used by Northland Regional Council for diving services inspections and organism removal.
MPI	Abraham Growcott	04 894 2433 021 907 384	PO Box 2526 Wellington 6140	abraham.growcott@mpi.govt.nz	Manages the Port Surveillance and MITS programs for NIWA, and marine incident investigations.
Nelson Marina	Nigel Skeggs	03 546 0275 022 011 6477		nigel.skeggs@ncc.govt.nz	Manager Nelson Marina.
Picton, Havelock & Waikawa Marinas	Steve McKeown	03 520 3399	PO Box 111 Picton 7250	steve.mckeown@pmnz.co.nz	The marinas in Picton, Havelock and Waikawa are managed by Port Marlborough
Diving Services NZ Ltd	Bruce Lines	546 9964 (office) 548 1907 (wrkshop) 021 407 740	Wildman Avenue Port Nelson	divingservicesnz@xtra.co.nz	Undertakes commercial diving services in the top of the south, including inspections and organism removal.

Top of the South Iwi contacts¹

Iwi	Contact	Phone	Email
Te Atiawa	Glenice Paine, Trust Chair (Additional contact Ian Shapcott)	03 573 5170	rm@teatiawatrust.co.nz
Ngati Kuia	Raymond Smith	027 253 5043	raymond@ngatikuia.iwi.nz
Ngāti Apa ki te Rā Tō Trust	Simon Karipa, General Manager	027 569 7004	office@ngatiapakiterato.iwi.nz
Ngāti Koata	Alice Woodward	021 678 944	alice@ngatikoata.com
Ngāti Toa	Tracey Williams Debbie Rene, EA to GM		tracey.williams@ngatitoea.iwi.nz Debbie.rene@ngatitoea.iwi.nz
Ngāti Tama	Trust Chair - Fred Te Miha	03 548 1740 021 661 662	pouawhina@ngati-tama.iwi.nz
Ministry for Primary Industries	Carmen James, Maori Policy & Partnerships	04 819 4683	carmen.james@mpi.govt.nz

¹ Note: all marine biosecurity issues in the top of the south are directed to Tama Ruruku in the first instance (see Management Committee for contact details)

Emergency Operations Centre ()

Comments	
Nelson City Council	EoC available at Nelson City Council. Contact Richard Frizzell.
Tasman District Council	EoC available at TDC Richmond, Motueka and Takaka. Contact Guinevere Coleman.
Marlborough District Council	EoC available at MDC. Contact Jono Underwood 03 520 7400.
Cawthron Institute	Several large meeting rooms with internet and phone access. Video conferencing also available on site.
NIWA	Seminar room available for ~20 people
Port Marlborough	Port Marlborough amenities room and workshop could be used - Contact Steve McKeown.
Additional information	<p>Possible locations for operational bases:</p> <p>NZ Fire Service have a dedicated mobile Command and Control vehicle with satellite internet and telephone capability, based in Nelson. It can be deployed to anywhere accessible by road in the region. Phone 546 2100</p> <p>Pohara Beach Boat Club has a large clubroom building with VHF radio, telephone, internet, kitchen and ablution facilities at Port Tarakohe. Call the Harbour Manager on 03 525 8174.</p> <p>Department of Conservation has a camp office at Totaranui, phone 03 528 8083.</p>

Staff

Comments	
Nelson City Council	Multiple staff could be made available depending on the scale of the response.
Tasman District Council	Multiple staff could be made available depending on the scale of the response.
Marlborough District Council	Multiple staff could be made available depending on the scale of the response.
Cawthron Institute	More than 10 staff can be made available with different levels of field experience, scientific, identification and technical knowledge. Cost between \$135 - \$205/hr.
NIWA	Up to 15 staff with different levels of field experience, scientific, identification and technical knowledge. Availability depends on operational requirements, price negotiable.
MPI	6 x Fisheries officers (plus Marlborough), 2 x Biosecurity Inspectors. Contact Ian Bright.
Port Nelson	Up to 3 staff, voluntary in short-term eg. 8 hours. \$40/hr after this.
Port Marlborough	Up to four staff and stevedores depending on availability - Contact Steve McKeown (cost recovery may apply)

Comments	
DOC	Over 25 staff available throughout the top of the south island. Contact Dave Hayes 03 520 3002 for Marlborough Sounds and Chris Golding 03 528 1810 for Motueka. Outside work hours call the DOC hotline: 0800 362 468.

Communications

Comments	
Nelson City Council	Multiple vehicles with VHF and RT's (radio telephones). Satellite and cellphones available. Additional information in NCC/TDC Oil Spill Manual. Contact Richard Frizzell NCC or Stuart Whitehouse Harbourmaster.
Tasman District Council	Multiple vehicles with VHF and RT's (radio telephones). Satellite and cellphones available. Additional information in NCC/TDC Oil Spill Manual. Contact Guinevere Coleman TDC or Dan Cairney Harbourmaster.
Marlborough District Council	Multiple vehicles with VHF and RT's (radio telephones). Satellite and cellphones available. Additional information in MDC Oil Spill Manual. Contact Jono Underwood MDC or Luke Grogan Harbourmaster.
Cawthron Institute	Internet, landlines, cell phones, satellite phone, video conferencing, VHF. Quotes can be provided at short notice.
NIWA	High-speed internet, phones, faxes
Port Nelson	Hand held radios and VHF
Port Marlborough	Hand held radios and VHF
MFA	Have e-mail addresses to all manufacturers. Contact Grant Boyd.
DOC	DOC radio system. Hand held radios and VHP at multiple sites in Tasman & Marlborough
Iwi 8 Forum	Contact details and links to customary fisheries and iwi.
Nelson Marina	Fixed VHF Unit in Office and 6 x VHF/UHF Hand Held Radios with private UHF channel and NCC Emergency Response Channel. Contact Nigel Skeggs.

Transport, including boats

Comments	
Nelson City Council	Harbourmaster vessel - Kaiarataki o Otamaiea (8.5m Rayglass Protector) - Contact Andrew Hogg. Additional information in NCC/TDC Oil Spill Manual. Contact Chris Ward NCC or Andrew Hogg Harbourmaster. NCC may have pool vehicles available.
Tasman District Council	Harbourmaster vessel - Sentinel and Hydro (4m Osprey) - Contact Dan Cairney. Additional information in NCC/TDC Oil Spill Manual. Contact Guinevere Coleman TDC or Dan Cairney Harbourmaster. TDC may have pool vehicles available.
Marlborough District Council	Harbourmaster vessel - Additional information in MDC Oil Spill Manual - Contact Jono Underwood MDC or Luke Grogan Harbourmaster. MDC may have pool vehicles available.
Cawthron Institute	4x 4wd vehicles, 3x cars, 1x van Some available during weekdays - often in high demand. A per km charge applies (\$0.74 - \$1.06). A 7.2m alloy boat, plus a 4.6 m rigid inflatable, available at short notice, Costs 7.2 m alloy (\$750/day) 4.6 m inflatable (\$400/day).
NIWA	2 x 4WD vehicles, 1 X 6m trailer boat, both available depending on operational requirements. Prices negotiable.
MPI	Various cars and utes. One trailer boat in Nelson. Cost recovery may apply. Contact Ian Bright.
Port Nelson	Harbourmaster vessel - Punawai (6.5m stabicraft) - Contact Andrew Hogg. Huria Matenga (36m tug), WH Parr (26m tug), Workboat #1 (6m), Waimea 2 -pilot boat (13m Naiad). Price negotiable. Contact Troy Dando (Marine Services Supervisor) phone 03 539 3822 or 027 221 2899.
Port Marlborough	Pilot vessel, tug, 5m inflatable and floating work platform (operators have commercial tickets). Various vehicles could be available. Prices negotiable.
MFA	Potential access to 20 x large (>20m) and 20 x small (<20m) vessels throughout the top of the south. Contributions may be in kind, cost recovery may apply. Contact Grant Boyd.
DOC	Marlborough office has access to 5 x 4WD vehicles, a 5.8m Naiad (Picton based) on trailer, Waitohi 8m catamaran (Picton based) and Waita 8m catamaran (Havelock based). Contact Dave Hayes 03 520 3002. Motueka office has access to 4 vehicles (4WD and 2WD) and 1 x 629 stabicraft boat. Contact Chris Golding 03 528 1810.
Nelson Marina	1 x Ford Ranger Utility Vehicle with Tow Bar (always kept on site). 1 x Alloy Osprey 4m Dinghy (kept in water for fast access). Contact Nigel Skeggs.

Diving

Comments	
Cawthron Institute	10+ sets available at short notice, \$50/day each + labour costs of divers (\$135 - \$205/hr).
NIWA	5 sets + ROV Fully trained NIWA divers
Port Marlborough	Port Marlborough use Jim Brodie and Mike Baker for diving activities (including plastic wrapping of piles) Contact Steve McKeown for contact details.
MFA	Various diving contacts. Contact Grant Boyd.
DOC	Motueka office has dive team of 1 x skipper, 3 x divers, 1 x stabicraft and a 4WD vehicle. Price negotiable contact Chris Golding 03 528 1810. Marlborough office has dive tanks available and 2 staff with dive tickets. Contact Dave Hayes 03 520 3002.
Bruce Lines -Diving Services NZ	Commercial diving, has undertaken work for NCC/TDC in the past. Bruce Lines. Wildman Avenue, Port Nelson. 546 9964 (office), 548 1907 (workshop), 021 407 740 (mobile 24/7). All divers have DoL Part 2 (surface supplied air to 30m) and some have Part 3 (ss air to 50m) certification. Underwater photography and Closed-circuit TV / video with diver-surface communications. Underwater cutting and wet welding. Salvage and recovery expertise and equipment, including transfer pumps and ready-to-go emergency hull patches. Confined space and contaminated-environment diving systems. ROV to 150m. Dedicated support vessel with heavy lifting capability.
MDC	Have a dive team and an ROV. Contact Liam Falconer 03 520 7400.

GIS /MAPS

Comments	
Nelson City Council	Full aerial photos of district on GIS system. Topographical and nautical charts.
Tasman District Council	Full aerial photos of district on GIS system. Topographical and nautical charts.
Marlborough District Council	Full aerial photos of district on GIS system. Topographical and nautical charts.
Cawthron Institute	We have a dedicated GIS server plus a highly experienced GIS analyst on staff. Numerous staff are also trained in using GIS software. 15 GIS licenses and staff costs between \$135 - \$205/hr.
NIWA	Access to Map toaster, ArcGIS etc.
MPI	Numerous maps and information databases available.
Port Nelson	Aerial and hydrological maps of the immediate port environment.
Port Marlborough	Aerial and hydrological maps of the immediate port environment.
MFA	Marine farm location guide, has more than 600 marine farm sites.
DOC	Maps of marine coastal environment of most of top of south island.

Appendix 3. Situation report template

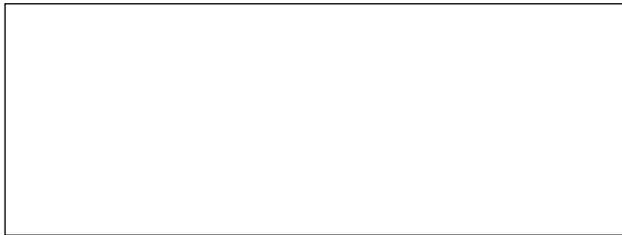
Insert Title - Situation Report, dd/mm/yy at xxhrs

Response:	Date/time of issue: dd/mm/yy xxhrs
Control :	Contact for enquiries:

Not for public release - IN CONFIDENCE

New information highlighted

Situation summary	xxxxx xxxxx
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Map showing locations of xxx

PLANNING

- xxx

OPERATIONS

Planned actions/actions underway:

- xxxx

LOGISTICS

- xxxx

LIAISON

- xxx

PUBLIC INFORMATION MANAGEMENT

- xxx

DIAGNOSTICS

- xxx

Appendix 4. Response Prioritisation Tool

Regional Coordinator:
Date:
Risk organism:

Key:

Most likely fit
Less likely
Not applicable

IMPORTANCE OF RISK ORGANISM				
	Priority 1: High importance.	Priority 2: Medium importance.	Priority 3: Low importance.	Comments: Key factors influencing importance/priority rating.
Economic Impact	Likely to have significant impacts for trade (or stops trade) or production in industries with medium-large contribution to TOS economy.	Likely to have small impacts for trade or production in industries with relatively large contribution to TOS economy or large impacts to trade or production in industries with relatively small contribution to TOS economy.	Likely to have small or no impacts for trade or production in industries with relatively small contribution to TOS economy.	
Environmental Impact	Likely to have impacts for iconic species or locations or severe ecological disturbance affecting biodiversity or conservation values.	Possible but unknown impacts for iconic species or locations, or likelihood of small-scale ecological disturbance.	Not likely to impact iconic species or locations, ecological disturbance unlikely.	
Health Impact	Likely to kill or negatively impact human health on a significant scale	Likely to moderately impact human health on a moderate scale.	Small or no human health impacts likely.	
Socio-cultural Impact	Likely to have significant impacts on Maori, TOS identity or way of life, animal welfare, or culturally important amenity values.	Likely to have medium impacts on Maori, TOS identity or way of life, animal welfare, or culturally important amenity values.	Small or no significant socio-cultural impacts likely.	

COMPLEXITY OF RESPONSE				
	Lower complexity	Medium complexity	Higher complexity	Comments: Key factors influencing complexity rating
What is the current distribution of the organism in TOS?	Distribution is known and limited	Distribution is unknown but probably limited	Distribution is widespread, or unknown but probably widespread throughout TOS	
What is the ability of the organism to spread and establish?	Low invasive potential	Unknown	High or significant based on overseas experience or TOS-specific analysis	
To what degree do the methods exist for detection?	Surveillance systems can achieve high sensitivity and specificity	Surveillance systems can achieve satisfactory sensitivity and specificity	Sensitivity or specificity of surveillance systems likely to be problematic	
To what degree will vector controls slow the spread or contain the organism?	Controls are likely to contain or significantly slow spread	Control systems can probably contain or slow spread, but we don't know how much	Control systems unlikely to contain or slow spread	
Do the methods exist to control the organism?	Effective methods exist for eliminating organism populations	Effective methods exist for control/contain populations and may achieve local elimination	Effective methods for control or elimination do not exist or control/elimination would be difficult to achieve	
What level/skill of human resource is required?/ Are they accessible?	Taking action would require easily accessible technical/operational skills/expertise	Required technical/operational skills/expertise is generally available, but some critical resource may be difficult or take time to access. This could affect or delay taking action	Getting access to critical technical/operational skills/experience to support taking action will present a major challenge	
Are the tools/equipment required for taking action available/accessible?	Tools and equipment required for taking action are ready to go, or should be easy to access	We should be able to access the tools and equipment required for taking action, but it may take some time	Getting access to the tools and equipment required for taking action is likely to present a major challenge and this may affect or delay a response	

BARRIERS TO SUCCESS / OPPORTUNITIES TO EFFECTIVELY MANAGING THE RISKS POSED BY THE ORGANISM				
	Low	Medium	Significant	COMMENTS: Key factors influencing barriers / opportunities rating
What is the existing regulatory status?	New Organisms, Prohibited Organisms, Notifiable Organisms, Genetically Modified Organisms, Illegal imports with high prosecution potential, unauthorised goods	Unwanted organisms, regulated pests, risk goods	Non-regulated pests	
Stakeholder concern / support	Stakeholders/specific interest groups are unlikely to oppose attempts at control. Stakeholders are likely to support taking action or may be willing to contribute	There may be some concern about attempts at control. The stakeholder community is likely to be divided, but some specific interest groups may have high expectations about taking action	Stakeholders/specific interest groups are likely to strongly oppose attempts at control	
Public concern / support	Attempts at control are unlikely to cause wider public concern. The public are likely to support taking action	There is likely to be some public concern about attempts at control	There is likely to be high public concern around attempts at control	
Are there any legislative barriers to taking action? eg.RMA, HSNO	There are no legislative barriers	There are legislative barriers but these can be resolved	Legislative barriers will affect the outcome or delay the response	
Is the organism associated with a controllable pathway?	The organism is clearly associated with an identifiable pathway and there are likely to be actions we can take to mitigate the risk of future events	The organism-pathway association is likely to be random (eg. hitchhiker), but mitigation measures are likely to exist that could reduce the risk of future events	The likely pathway of entry cannot be easily identified and/or it would be difficult to take action to mitigate the risk of future events (eg. organisms blown in on the wind)	
DECISION ON PRIORITY:		(Consider overall importance and complexity and barriers/opportunities)		
KEY FACTORS INFLUENCING DECISION:				
CHALLENGES:				
OPPORTUNITIES / BARRIERS TO SUCCESS:				

Appendix 5. Response Action Plan

Response:	Sabella	Workstream/s:	Planning, Intelligence & Operations	Action Plan #:	1
Time & Date	This action plan comes into effect as of dd/mm/yy and will remain in place until dd/mm/yy.				
Response Tasks	<ol style="list-style-type: none"> 1. Task one... 2. Task two... 3. Task three... 4. Task four... 5. Task five... 				

Objectives/ Activity	Strategies	Tasks	Comments/Risks/Issues	Who is leading work? When completed?
Mitigate risk posed by fouled vessels	Surveillance	Identify all high risk vessels in harbour (includes vessels moving to/from mussel farms - refer to mussel farms).	Some high risk vessels may have been absent from the harbour during recent inspection, or new high risk vessels arrived afterwards. Risk that Sabella on these vessels spawned while in the harbour - refer to harbour surveillance.	
	Tracing	Trace back & trace forward high risk vessels (also refer to mussel farms).	Some high risk vessels may have moved to other locations within the harbour & wider region.	
	Organism management	Clear all Sabella from high risk vessels - urgent measures.	Mitigate immediate risk posed by Sabella. Risk that not all Sabella recovered.	
		Defoul high risk vessels or remove from region.	Ensure defouling is undertaken with minimal risk of spread of marine pests (e.g. Styela clava, Undaria as well as Sabella). Vessel owners should be encouraged to apply antifouling after defouling the hull. Without antifouling, there is a high risk of new UO's settling on the hull.	
		Provide infrastructure for vessel hull defouling & antifouling.	Provide fabledock/s & local slip facilities for range of vessel sizes.	
Mitigate risk posed by potentially infested	Surveillance	Identify all high risk moorings in region.	Part of a continuous mooring inspection programme. Should begin immediately with high risk moorings - those in Harbour - to	

moorings			assess presence.	
	Organism management	Defoul all moorings which have more than light biofouling.	Even light biofouling may harbour juvenile Sabella, so should be treated to mitigate risk. Resource consent to use Chlorine (dichlor) to spray mooring, chain & block?	
Mitigate risk posed by infested mussel farms	Surveillance	Identify all infested mussel farms in region.	Should begin immediately with high risk mussel farms. Carry out risk profiling followed by inspection of farms.	
	Tracing	Backwards & forwards tracing of infested farms, equipment & vessels.	Urgent - begin with infested farms & identify other at-risk farms. Key risks are transfer of mussels from infested farms to new areas, movement of infested vessels between farms.	
	Organism management	Treat infested mussel farms.	Identify all feasible treatments, prioritise for on-farm use. Aim to collaborate with mussel farmers in first instance. May need to serve Notice of Direction & RPN if there is a lack of co-operation.	
Harbour surveillance	Surveillance	Ongoing programme - moorings, vessels, structures, mussel farms, seabed.	Supports ongoing elimination programme, started dd/mm/yy. Sabella on mussel farms not detected by surveillance programme - to adjust future surveillance programme.	
	Organism management	Hand removal of any Sabella found.	Supports ongoing elimination programme, started dd/mm/yy. Dependent on densities found & habitat found on.	
Regional marine biosecurity surveillance	Surveillance	Develop surveillance plan for the coast region.	Regional surveillance to begin 2015/16 as part of long term plan for marine pests.	
		Implement regional surveillance 2015/16.	Risk of detection of Sabella in other locations requiring further resources to achieve elimination from the region.	
	Organism management	Identify & undertake appropriate treatment methods.	Dependent on marine pest species, densities found & habitat found on.	

Expected Resource Requirements for this Response

- E.g. Staff numbers...
- E.g. Physical resources...
- Etc...

Action Plan prepared by:

Action Plan approved by:

Name:		Name:	
Position:		Position:	Incident Controller
Date:		Date:	

Appendix 6. Key website and document links

Top of the South Marine Biosecurity Partnership (<http://www.marinebiosecurity.co.nz/>)

Shipping schedules

Port Nelson <http://www.portnelson.co.nz/shipping-information/shipping-schedule-14-day-history/>

Port Marlborough <http://portmarlborough.co.nz/Shipping%20Schedules>

Top of the South and covers all New Zealand. <http://www.marinetraffic.com/>

Appendix 7. Haul-out and hard stand directory - Lower North Island, South Island and Chatham Islands

HAUL-OUT & HARD STAND DIRECTORY - LOWER NORTH ISLAND, SOUTH ISLAND, & CHATHAM ISLANDS										
FACILITY TYPE	FACILITY NAME	PHYSICAL LOCATION	CONTACT PHONE	CONTACT EMAIL	WEBSITE	MAX LENGTH	MAX BEAM	MAX DRAUGHT	MAX TONNAGE	NOTES
TARANAKI										
Crane (see note)	Port Taranaki Ltd		06 751 0200	info@porttaranaki.co.nz	https://www.porttaranaki.co.nz					No hard stand or haul-out facilities at Port Taranaki but a crane is available if needed to lift vessels out of the water
WHANGANUI										
	Whanganui Port (2010)	Tod Street, Castlecliff Wharf, Whanganui	06 344 7684	Rachel.Haapu@whanganui.govt.nz or Phil.McBride@whanganui.govt.nz	http://www.whanganui.govt.nz	80m		5m		Services offered include: Loading & unloading of vessels, storage facilities, short & long-term berthage. Also, entering and exiting port is tide dependant.
WELLINGTON										
Boat lift, no hard stand	Chaffers Marina	Clyde Quay Wharf, Herd Street, Wellington	04 382 9300	office@chaffersmarina.co.nz	www.chaffersmarina.co.nz	20m	5.5m	3m	35	Advanced notification required prior to use.
Haul-out	Seaview Marina Ltd	100 Port Road, Seaview, Lower Hutt, Wellington	04 568 3736	admin@seaviewmarina.co.nz	www.seaviewmarina.co.nz	22m	5.4m	3.5m @ high tide	50	50 tonne Marine Travel Lift Machine
NELSON										
Haul-out and hardstand	Nelson Marina	3 Cross Quay, Nelson	03 546 7768	hardstand@nelmac.co.nz	http://nelson.govt.nz/services/facilities/nelson-marina/	23m	5.8m	3m	48	50 tonne travel lift on site. Bookings required.
Slipway	Calwell Slipway Nelson Ltd	6 Rogers St, Port Nelson, Nelson 7010	03 539 3801; 027 278 3777	andy.wills@portnelson.co.nz	http://www.portnelson.co.nz	Max:75m Min: 18m	13m	5.5m	Max: 2500 displacement tonnes Min: 100	Prior booking required with variable waiting times depending on demand.
Slipway	Nelson Slipway Ltd	95-107 Vickerman St, Port Nelson	03 545 6645; 021 248 9139	nelsonslipway@marineandgeneral.co.nz	http://www.nelsonslipway.co.nz	25m	6.8m boat cradle. Flat bottom barge 9.5m	3.2m	up to 130	Marine railway with traverse and side rails. Blasting and wash down facilities, engineering, painting, boat builders, marine electrical etc.available. Bookings needed.
HAVELOCK										
Slipway	Havelock Slipway	14 Rose Street, Havelock 7100	03 574 2476	info@havelockslipway.co.nz	www.havelockslipway.co.nz	50m	~7.5m	2.5m	Mono 120 ton, Barge 200 ton	Have bookings throughout the year but can shuffle to accommodate.
MARLBOROUGH										
Haul out and hardstand	Tory Channel Contracting Ltd	Lagoon Road, Picton	03 573 7975	slipway@tccboats.com	http://tccboats.com/	30 m	10m	4m	200	
Haul-out and hardstand	Waikawa Marina	Beach Rd, Waikawa 7220	03 520 3395	waikawahardstand@msmarinas.co.nz		60 feet	5.1m	2.4m	35	35 tonne travel lift. Bookings required.

FACILITY TYPE	FACILITY NAME	PHYSICAL LOCATION	CONTACT PHONE	CONTACT EMAIL	WEBSITE	MAX LENGTH	MAX BEAM	MAX DRAUGHT	MAX TONNAGE	NOTES
KAIKOURA										
Slipway	Kaikoura Fishermans Slipway		03 319 5026		https://www.kaikoura.govt.nz/					Contact Kaikoura District Council.
CANTERBURY										
Slipway	Christchurch Yacht Club	Moncks Bay, Redcliffs, Christchurch			https://sailcyc.wixsite.com/mysite					
Haul-out	Naval Point Club	16 Marina Accessway, Magazine Bay, Lyttelton, Christchurch	Office: 03 328 7029 Haul-out: 03 328 8067	haulout@navalpoint.co.nz	www.navalpoint.co.nz	13m	3.4m	2.2m	13	Call the haul-out number and leave a message. Dan will call back.
Slipway	Stark Bros	Cyrus Williams Quay, Lyttelton	03 328 8550	info@starkbros.co.nz	www.starkbros.co.nz	20m	4.9m	2.1m	45	
Dry dock	Lyttelton, Port of Christchurch	Godley Quay, Lyttelton	03 328 7821	Moses.Shirkolkar@lpc.co.nz	www.lpc.co.nz	Floor length: 137.15m Top length: 146.75m	Entrance width: 18.80m Floor width: 14m	5.8 (subject to vessel type)		Please contact Dry Dock Master for confirmation Electric Pumps take three hours to pump the dock dry.
Patent slip	Lyttelton, Port of Christchurch	Godley Quay, Lyttelton	03 328 7821	Moses.Shirkolkar@lpc.co.nz	www.lpc.co.nz	Please contact Dry Dock Master for confirmation	Please contact Dry Dock Master for confirmation	3m	150 Metric Ton	South of the patent slip there is a one-lane slipway for trailer boats.
Slipway	Akaroa Yacht Club	Akaroa Yacht Club Inc, Beach Road, Akaroa	Club House 03 304 7532 Club Secretary 03 304 7651	secretary@akaroayachtclub.com	www.akaroayachtclub.com					The club offers a haul out service on the slipway. Please contact John Dampier Crossley for availability and haul out specifications on 03 304 8092 or 027 445 4828.
GREYMOUTH										
Haul-out	Port of Greymouth	Erua Moana Lagoon, Blaketown, Greymouth	03 768 5666	port@greydc.govt.nz	www.greydc.govt.nz	18m	6m	Depends on the lagoon depth at the time, ~3m at low tide	80	Advanced notification required prior to use.
OTAGO										
Slipway	Port Otago	15 Beach St, Port Chalmers 9023	03 472 7890		https://www.portotago.co.nz/				Several hundred tonnes	There is a range of private and commercial haul out facilities available in Otago Harbour. Contact Port Otago directly and/or visit https://www.portotago.co.nz/
Haul-out	Oamaru		Rachel McNeill 03 433 0300; 027 702 3802	rmcneill@waitaki.govt.nz	www.waitaki.govt.nz				7	Contact Rachel McNeill from the Waitaki District Council for further information.

FACILITY TYPE	FACILITY NAME	PHYSICAL LOCATION	CONTACT PHONE	CONTACT EMAIL	WEBSITE	MAX LENGTH	MAX BEAM	MAX DRAUGHT	MAX TONNAGE	NOTES
SOUTHLAND										
Syncrolift dry dock	Southport	Bluff	03 212 8159	pilot@southport.co.nz	www.southport.co.nz	41m	13.5m	6.0m	1050	Prior booking is required.
Haul-out cradles	Murray Anderson	Riverton	03 234 8140 Murray Anderson			15m	4.0m	4.0m	40	Privately owned. Prior booking is required.
CHATHAM ISLANDS										
Haul-out (see note)	n/a	n/a	n/a	info@cic.govt.nz		n/a	n/a	n/a	n/a	A haul-out facility is soon to be constructed in Waitangi as part of the new port facility