



Port of Tauranga

Connecting New Zealand and the World

Port of Tauranga
**Navigational Safety
Management System (NSMS)**

May 2024

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Introduction

Under the Local Government Act, Bay of Plenty Regional Council (BOPRC) takes the role of Harbour Authority for Waterways within its jurisdiction. Accordingly, it has an obligation under the Port and Harbour Marine Safety Code (the code) to introduce a Navigational Safety Management System (NSMS).

Port of Tauranga Ltd (POTL) has an obligation to contribute a Port Navigational Safety Management System which forms part of the NSMS.

The Port NSMS covers;

- Traffic management
- Pilotage
- Harbour management
- Tugs and towage
- Harbour craft (Pilot Launches, survey vessels)

Purpose

The purpose of this manual is to describe the POTL Navigational Safety Management System and the relationship to the BOPRC's Navigational Safety Management System.

Statement of commitment

Port of Tauranga Ltd has committed itself to comply with the requirements of the New Zealand Port and Harbour Marine Safety Code. It aims to achieve this by:

- Conducting marine operations in a way that safeguards the harbour, its users and stakeholders, the public and the environment
- Ensuring the relevant assets of the harbour are managed safely and efficiently
- Ensuring the provision of adequate resources (including training of staff) to discharge navigational safety obligations
- Obtaining stakeholder input on matters of navigational safety and disseminating information to and from users of the waterways

Port Navigational Safety Management System (NSMS)

The Port NSMS is not a single document or manual. Rather it is all the individual components that ensure safe marine operations within the commercial Port limits. It specifically focuses on the operational and administrative output of the POTL marine operations.

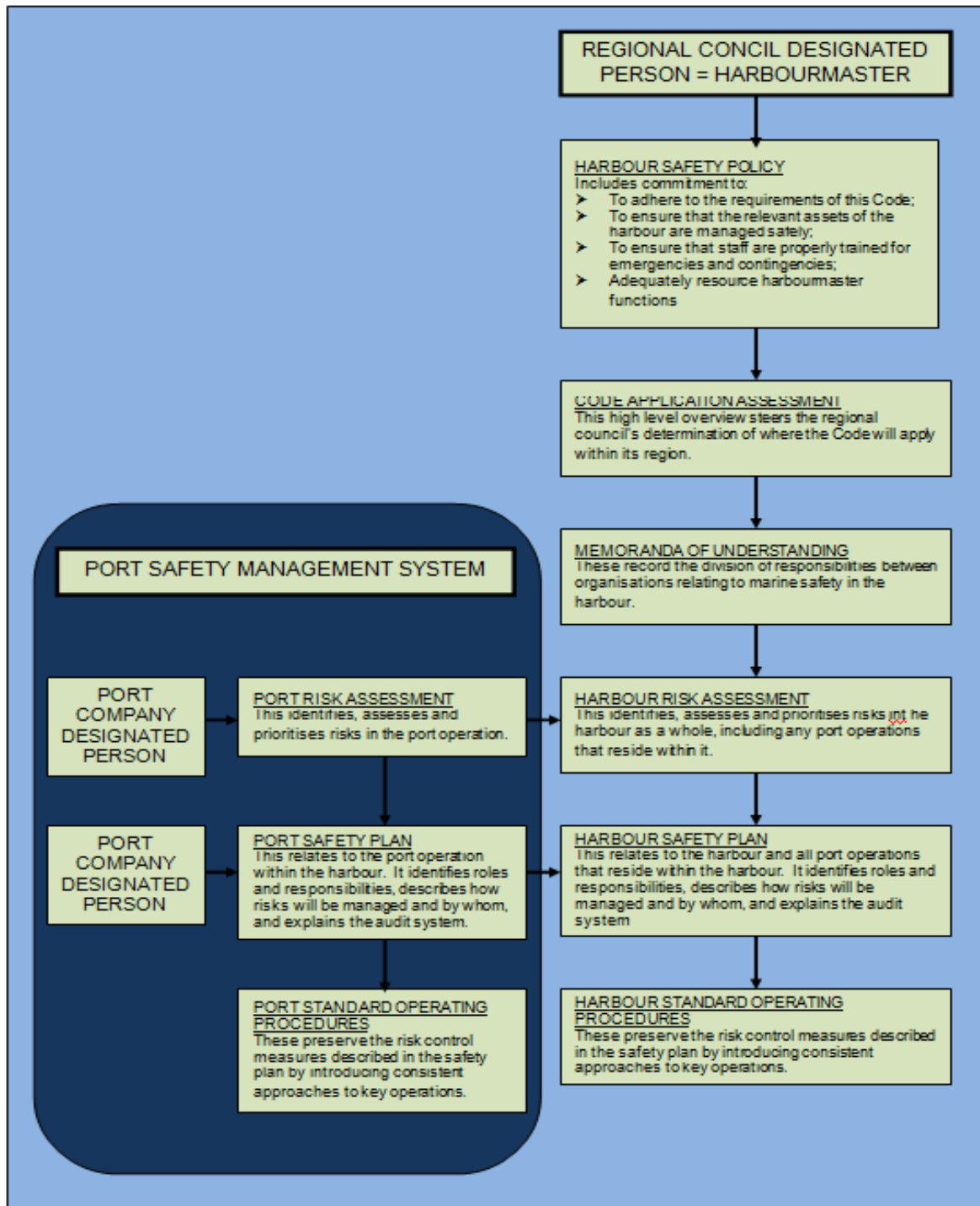
It is a requirement that POTL have an NSMS. This NSMS 'plugs in' to the BOPRC Harbour Navigational Safety Management System. Therefore, it needs to be constructed in consultation with and under the guidance of the BOPRC designated person. This is the Harbour Master.

Every five years, BOPRC conduct a Formal Risk Assessment for the Tauranga Harbour, including the commercial area where POTL operate. This Risk Assessment forms the basis for the BOPRC Harbour Navigational Safety Management System. **Figure 1** shows the relationship between the Port NSMS and the BOPRC Harbour Safety Management System.



Figure 1

BOPRC Navigational Safety Management System



System Components

The system is a collection of many components. It begins with the external documents such as rules, codes, guidelines and risk assessments. It then has the individual responsibilities of organisations and persons, Policies and SOPs and the physical components. Communications, document control, reviews and audits tie the components together and make it a living system.

These include:

Internal Documents

- Board minutes
- Statement of Corporate intent
- Personnel records
- Incident/Accident reviews
- Policies
- Navigational Risk Assessment
- Safe Operating Procedures (SOPs)
- Pilotage and Navigational Safety Policies
- Emergency Management Plan
- Pilots Training Manual
- Environmental Management Plan
- Dangerous Goods (DG) Plan
- Tug & Launch MTOP & Manuals
- MOU with BOPRC

Reference Page 8 Figure 1: SMS Supporting Documentation

External Documents

These documents are requirements from Central and Local governments and include:

- Maritime Transport Act and amendments
- BOPRC Bylaws
- Port and Harbour Safety Code and associated guidelines including, Hydrographic and Aids to Navigation

- Navigation bylaws
- Pilotage directions
- Notices to Mariners
- Maritime NZ rules

Reference Page 8 Figure 2: External documentation relative to the SMS

Responsibilities

Individual and organisation responsibilities are identified. This includes:

- Designated Persons
- Memoranda of understanding between POTL and BOPRC which covers Tug and Pilotage services, Aids to Navigation and the operation of Tauranga Port Radio
- Standard Operating Procedures (SOP's)
- POTL Policies such as Health & Safety, Drug and Alcohol, Inductions, training and assessments.

Physical components

- Radar
- AIS receivers
- Tugs and Pilot Launches
- VHF Communication
- Traffic Management System
- Environmental measuring devices including, Enview, wind, tide, temperature and pressure gauges and wave measuring equipment
- Aids to Navigation
- Anchorages
- Charts and publications

Accident, incident and Near Misses

- Accident, incident and near miss reporting and investigation is a key component of the NSMS.
- Recorded in Port Vault and reported to Harbour Master and MNZ

- Accident, Incident and Near Miss reports from MNZ, TAIC and international equivalents

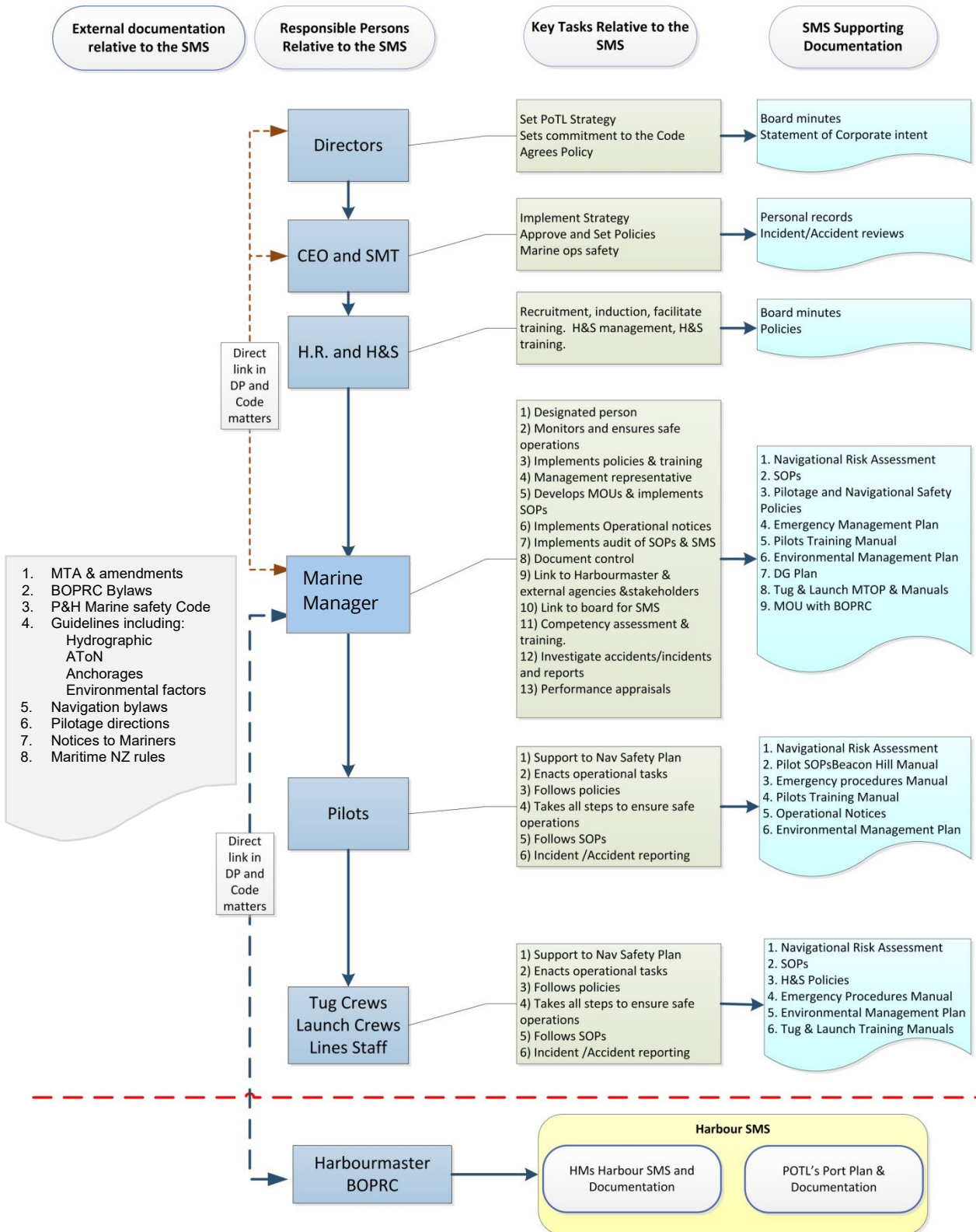
Communications, Documentation, Audit and Review

- Accident, incident and near miss reporting and investigation systems. Vault and MNZ reports
- Emergency response plans
- Monthly meetings with Harbour Master
- Safety meetings
- Monthly reports to Board
- Yearly document review
- Five yearly Risk Assessment review
- Pilot proficiency
- Pilots, Launch, Tug and Lines Safe Operating Practice



Overview of Port SMS – POTL

Figure 2



Policy

Policy Development and Communication

The navigational safety policies were developed by the POTL Marine department and are approved by POTL Senior Management Team. The policies have been communicated to staff and BOPRC. They are available on the POTL website and the POTL intranet. POTL are committed to working closely with the Harbour Master to aid the development of this NSMS, which will contribute to compliance with the Port and Harbour Marine Safety Code. There is a continuing process of briefing and updating information with regard to navigational safety. This includes monthly meetings with Harbour Master, POTL staff meetings, audits and reviews.

Navigational Safety Policy

POTL's Navigational Safety Policy specifically relates to the area inside the Pilotage Limit which includes the commercial area of the Port of Tauranga. POTL are committed to the following overall navigational safety policy objectives:

1. Comply with all legal duties and responsibilities for the regulation of vessel traffic and the safety of navigation
2. Participate with the Regional Council in the identification and management of risk in accordance with the requirements of the PHMSC for Tauranga Harbour
3. Maintain an effective interface with the BOPRC for promulgation of information
4. Develop and maintain an effective Safety Management System for port operations
5. Maintain access to port services, by ensuring the provision of appropriate pilotage, traffic management, towage, and berthing services
6. Develop a consensus for safe navigation to/from POTL berths through Port stakeholder input
7. Assist the Harbour Master to ensure that suitable anchorages, mooring locations and the best channels for navigation, are determined, marked, monitored and maintained
8. Sustain Port management functions in respect of hydrographic surveying, navigation, dredging, and the provision and maintenance of navigation aids
9. Promulgate relevant navigational, tidal and weather information to port users as determined by the navigational risk assessment

10. Maintain contingency plans to cover emergency situations relating to the safety of life, property or the environment
11. Maintain appropriate emergency and oil spill response (Tier 1) capabilities and ensure that all operational staff are trained to required standards and have appropriate experience for their roles and duties
12. Maintain a traffic monitoring interface for vessels transiting port waters to/from POTL berths, along the principles of a Traffic Information Service.
13. Keep under review the cost effectiveness of modern technology for harbour monitoring

Pilotage Policy

Pilotage is regulated in New Zealand under the Maritime Transport Act 1994 and Maritime rules Part 90. POTL has responsibilities for pilotage under the statutory authority of BORCC and MNZ. POTL are committed to the following overall Pilotage policy objectives:

1. Ensure that to the needs of vessels that use the port waters and POTL facilities pilots are recruited, trained, examined, authorized and adequately rested to required industry standards and current pilotage legislation, as amended
2. Assist the Harbour Master to examine masters and mates of vessels regularly using the port, for pilotage exemption certificates (PECs)
3. Maintain a record of PEC holder transits and supply to Harbour Master as required
4. Promote a close and integrated working relationship between pilots, PEC holders, Tauranga Port Radio, Harbour Master and MNZ.
5. Ensure use of port passage plans by Piloted vessels using pilotage waters
6. Periodically review, in liaison with the Harbour Master, the requirements for compulsory pilotage, reporting requirements and boarding and disembarkation areas
7. Periodically review, in liaison with the Harbour Master, the pilotage service and exemption system to ensure that they continue to reflect the requirements of the port with regard to the safety of navigation
8. Develop and maintain pilotage procedures to achieve the objectives set out in this subsection.
9. Maintain close liaison with the Harbour Master with regard to the Pilotage Policy to ensure that the Pilotage Policies of the two organizations are mutually supportive.

Towage Policy

It has been determined that tug assistance is required for the commercial operation the Port of Tauranga Ltd. Towage is available to all commercial vessels on request or as determined by the towage guidelines.

1. Determine, in liaison with the Harbour Master, the requirements for adequate towage capacity in the harbour, for the size, draught and windage of vessels using POTL facilities;
2. Develop and maintain towage guidelines for the types and size of vessels using POTL facilities. Periodically review in conjunction with the Harbour Master;
3. Develop and maintain tug SOP's in accordance with towage guidelines;
4. Ensure that tug crew are correctly recruited, trained, licenced, adequately rested and have appropriate experience for their roles and duties;
5. Ensure that tugs are fit for purpose and operated to appropriate safety standards;
6. Maintain an approved Safety Management System for their operation (MOSS);
7. Promote a close and integrated working relationship between tug crew, pilots, PEC holders, port control, Harbour Master and MNZ.
8. Maintain close liaison with the Harbour Master with regard to Pilotage Policy to ensure that the Pilotage Policies of the two organizations are mutually supportive.

Health and Safety Policy

Health and Safety for marine operations is governed by the requirements of Health and Safety in Employment Act, Maritime New Zealand rules and POTL Health and Safety Policies. This document can be located on the POTL intranet.

Control of Dangerous Goods and Substances

Control of Dangerous Goods and Hazardous Substances is governed by the Hazardous Substances and New Organisms (HSNO) Act 1996. All information is contained in the Port of Tauranga Dangerous Goods and Hazardous Substances Code of Practice. This document can be located on the company website and intranet. <http://www.port-tauranga.co.nz/Shipping-Information/Dangerous-Goods-Information>

Environmental Policy

Port of Tauranga Limited will;

- Seek continual improvement to environmental and social outcomes by ensuring that these
- are considered as part of the day-to-day management of all business units;
- Seek to minimise the use of resources by implementation of new technologies, processes
- and practices;
- Identify and take into account community aspirations and needs;
- Comply with all relevant environmental legislation; Establish procedures for setting, reviewing and achieving environmental objectives;

And

- Communicate policy and procedures, as required and appropriate, to all stakeholders, including employees, other port users, government, iwi and other community interest groups

Individual Accountability and Responsibilities

Bay of Plenty Regional Council

In respect to Navigational Safety, BOPRC discharges the duties and exercises the powers given to it, both directly and in delegation in accordance with the Local Government Act, 2002. It also discharges the function of Harbour Authority as defined in the New Zealand Port and Harbour Marine Safety Code by ensuring compliance with the Code, and the safe management of navigation.

Harbour Master

Harbour Masters are appointed by Council to discharge the statutory role of Harbour Master in accordance with the Local Government Act and the Code. They are responsible for delivering navigational safety policy, keeping their Chief Executive and Council advised. This role is key to ensuring that the NSMS fulfils the marine aspects of the Council's statutory duties and relevant non-statutory obligations.



Port of Tauranga Ltd

POTL are accountable for managing marine operations within the Port safely. POTL operate the commercial berths at Mount Maunganui, Sulphur Point Container Terminal and the Tanker Terminal. The company also provides pilotage and towage services and is therefore the entity responsible for the delivery of these services, including training. POTL retains responsibility to the NSMS to put in place systems to safely assist vessels and craft making approaches to its berths.

POTL Chief Executive

The Chief Executive is accountable for approving the Safety Management system.

POTL Marine Manager

The Marine Manager is accountable for managing Port marine operations safely. The Marine Manager is also responsible for maintaining the effectiveness and the overall safety management system.

Designated Person

The Designated Person (DP) as required under the Code is the Marine Manager. The DP maintains a right of direct access to the Board of Directors to report on and promote compliance with the Code.

Marine Team Members (Pilots, Tug Crew, Launch Crew, Operational Servicemen)

Marine team members are responsible for discharging their duties in line with POTL SOP's, Maritime Rules and obligations under the Health and Safety at Work Act.

Port Control (Port Control)

Port Planners and Port Control Officers are responsible for the operation of the Port Control. Port Control is the operational centre and Tauranga Port Radio. They are responsible for discharging their duties in line with POTL SOP's and obligations under the Health and Safety at Work Act.

Memorandum of Understanding (MOU) between POTL and BOPRC

The BOPRC and POTL MOU is located in a document collection in M-Files>Collab>MoU-BOPRC & POTL ID 22647.

Relationship with Bay of Plenty Regional Council (BOPRC)

Port of Tauranga Ltd operates the commercial berths at Mount Maunganui, including the Sulphur Point Container Terminal, the Tanker Terminal and the general purpose wharves. The Regional Council is a majority shareholder and is potentially able to provide considerable influence over the Port's Operations. The Port is an independent entity, operated by a management structure in the interests of all its shareholders. As the Port of Tauranga is by far the largest Port operator in the region, it retains its own operational policies of relevance to the BOPRC Safety Management System. There is a connection between the BOPRC Navigational Policies and those of POTL. This is both in terms of Governance as well as Navigational Safety Policy.

The relationship between both organisations is shown in **Figure 3**.

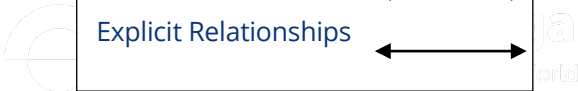
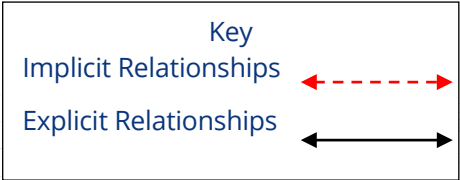
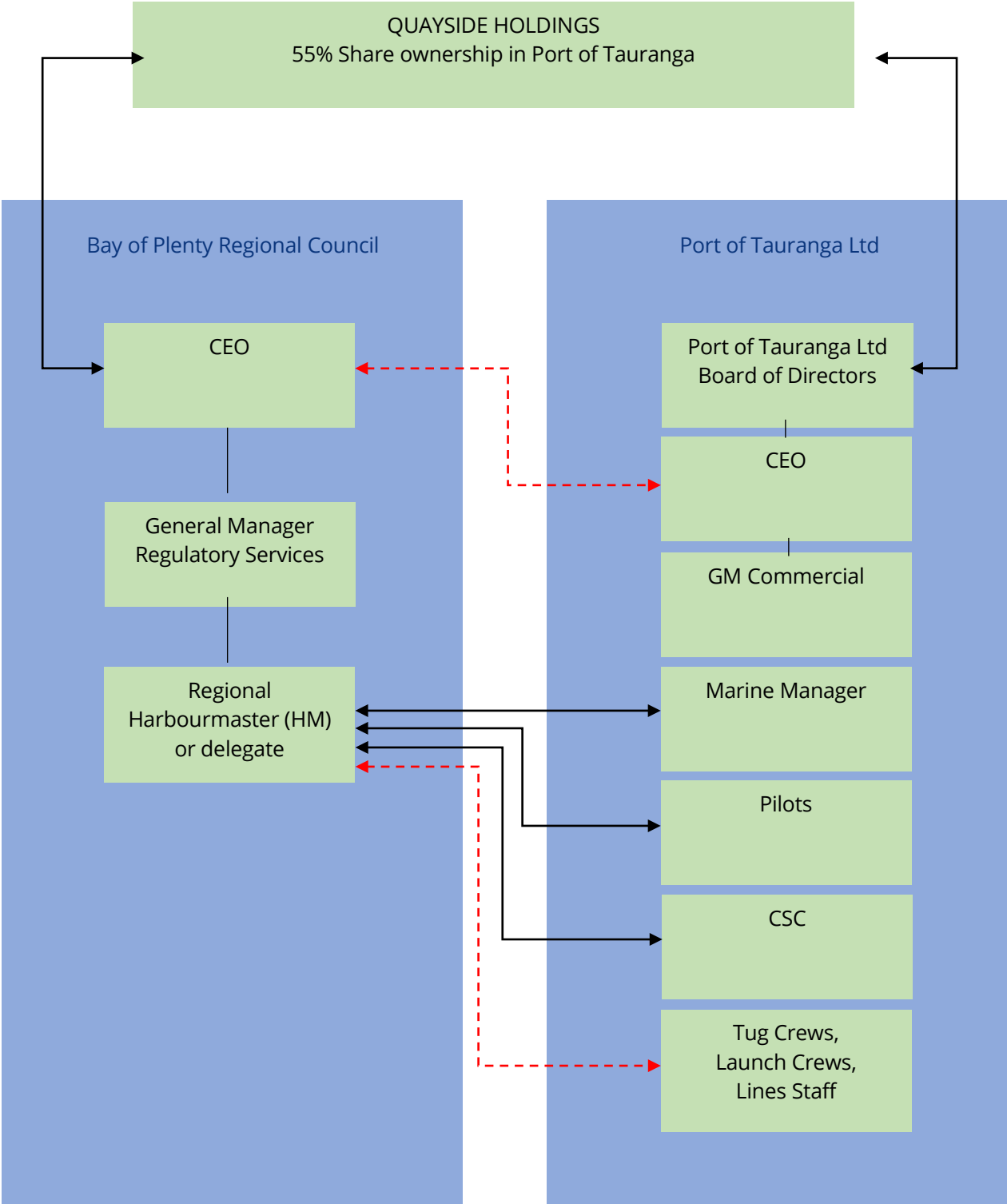
Management of Conflicts of Interest

POTL recognises the importance of managing any potential conflict of interest between itself and BORCC, its majority shareholder. The operational relationship between the organisations have been considered and recorded. Both explicit and implicit relational points of contacts are shown in **Figure 3**. The Designated Person for navigational safety matters within the Port of Tauranga organisation is the Port's Marine Manager. The Designated Person for BOPRC is the Harbour Master.



Figure 3

Operational relationships between Environment BOP Maritime Operations Department and Port of Tauranga Ltd



Standard Operating Procedures (SOP's)

SOP's have been developed in close consultation with individual work groups. SOPs that pertain to this SMS include:

- Pilots SOPs
- Tug SOPs
- Port Control SOP's
- Mooring Team SOPs
- Hydrographic SOP's
- Dredging SOP's

All of these SOP's are available on M Files.

Qualifications, Training and Competencies

- Pre-employment qualification checks are made to ensure properly qualified personnel
- Training varies between work groups and requirements are set out in internal training documentation.
- Pilot training is governed by the Pilot Training and Proficiency Manual.
- Competencies are audited as set out in internal training documentation and Pilot Training and Proficiency Manual.
- Additional training is provided as it is identified. Additional or irregular training needs are identified through incident, accident or near miss, as well as the emergence of new technology or equipment. This may be raised by Regulator, Management or workers.

Communication

Communication between the BOPRC and POTL occurs as follows:

- As required through email and direct contact between the Marine Manager and Harbour Master.
- Through a series of quarterly meetings attended by both DP's. These include Stevedore and Marshalls, Agents, Tanker Berth Users.
- Monthly dedicated Port and Safety Harbour Code meetings
- Pilot and PEC examinations
- Functions

Internal communication within POTL include:

- Day to day interaction
- Work group meetings
- Safety meetings
- Operational notices
- Company communication

In addition, this document and BOPRC NSMS is available on the POTL intranet and via the MTOP document for marine staff.

Document Control

All documents within the NSMS are reviewed and approved by the Marine Manager prior to issue. A record of changes is to be maintained within the relevant document.

Review and Audits

The review of hazards and control measures are prompted by three circumstances:

1. Planned, periodic, formal review of established hazards and risk controls. Currently, BOPRC conduct a five year review of hazards which includes the POTL operation.
2. Review of hazards and associated risk controls following an incident; and
3. The identification and assessment of potential hazards arising from changes to circumstances including introduction of new trade and/ or marine operations.

Individual documents, procedures and systems within the NSMS commit to an appropriate review period. This document will be reviewed five yearly, or as required.

Review and Amendment Log

The following is a record of reviews and amendments made to this document.

DOCUMENT REVIEW DATE	REVIEWER (NAME)	ITEM REVIEWED OR AMMENDED
Created June 2016	P Julian	
Reviewed June 2018	P Julian	
Reviewed June 2019	P Julian	
Reviewed June 2020	P Julian/T Evans	
Reviewed August 2021	P Julian/T Evans	Modified internal documents, added accident, incident and near misses, added qualifications, training and competencies.
Reviewed August 2022	D Bishop	Update to H&S Policy location, positional titles, the Health and Safety at Work Act references, and the BOPRC / POTL MOU location.
Reviewed 05/05/23	D Bishop	BOPRC / POTL operational relationship chart updated
Reviewed 13/05/24	D Bishop	Rebranded. Updated to include Anchorage guidance in Figure 2, and references to Port Control
Reviewed 16/01/25	D Bishop	Updated roles and responsibilities. Date set with BOPRC HM to conduct a joint review in May 25.