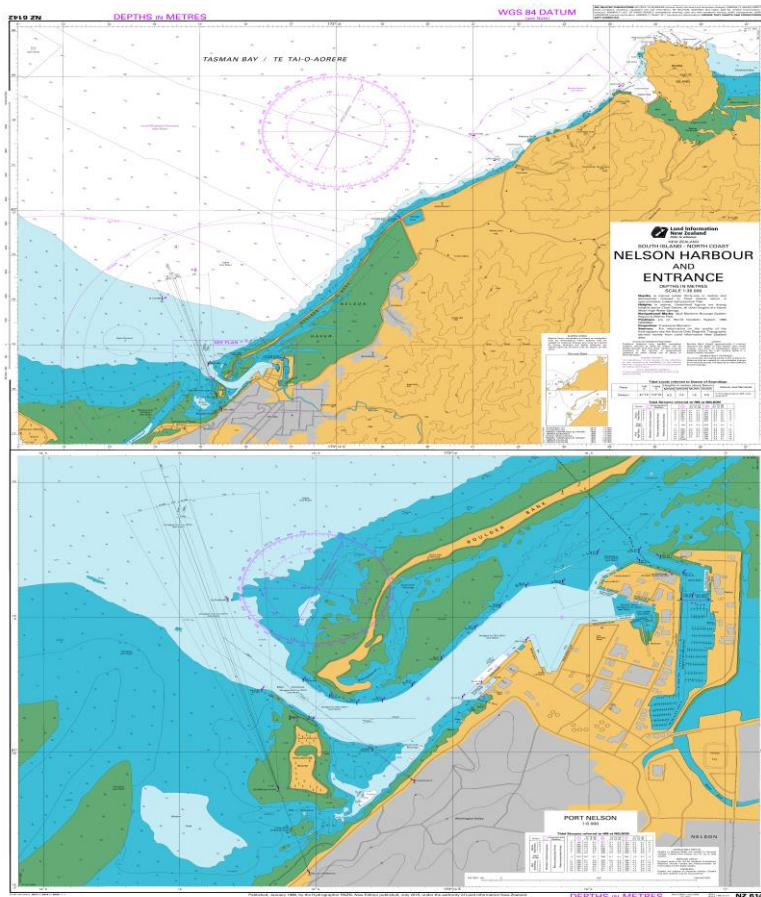




**Nelson City Council**  
Te Kaunihera o **Whakatū**



# HARBOUR SAFETY PLAN

Implementation of Nelson's Harbour Marine Safety  
Management System

# Contents

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Part 1: Introduction.....	2
1.1 Purpose.....	2
1.2 Responsibility .....	2
Part 2: Diagram of the Nelson City Council Marine SMS .....	3
Part 3: Description of the Nelson City Council Marine SMS.....	4
3.1 Overview.....	4
3.2 Functional Levels .....	4
3.2.1 Corporate.....	4
3.2.2 Strategic .....	4
3.2.3 Risk Evaluation.....	4
3.2.4 Policy .....	6
3.2.5 Plans.....	7
3.2.6 Procedure and Records .....	8
Part 4: Document Control & Review .....	9
4.1 Overview.....	9
4.2 Review & Amendment Record .....	9

# Part 1: Introduction

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## 1.1 Purpose

This Harbour Safety Plan defines individual responsibilities at Nelson City Council for maritime safety in the Tasman Bay Code Application Area in accordance with the Memorandum of Understanding (MOU) between Nelson City Council and Port Nelson Ltd (PNL) and (*in draft at time of writing*) the MOU between Nelson City Council and Tasman District Council.

It summarises the processes and documents that comprise the Nelson City Council Marine Safety Management System.

It describes how the Nelson City Council Marine Safety Management System (Nelson City Council Marine SMS) functions in conjunction with Harbour stakeholders, Nelson City Council equipment and infrastructure. It also describes how marine risks are monitored, and how their associated controls are reviewed and improved.

## 1.2 Responsibility

The Nelson Harbourmaster is the Designated Person and reports directly to the Nelson City Council General Manager, Environmental Management, however, has a direct line of communication with the Chief Executive on matters relating to the management of maritime safety.

Responsibility for implementation of the Nelson City Council Marine SMS, monitoring potential sources of marine risk, and monitoring the effectiveness of the Nelson City Council Marine SMS rests with the Harbourmaster, assisted by the Deputy Harbourmaster.

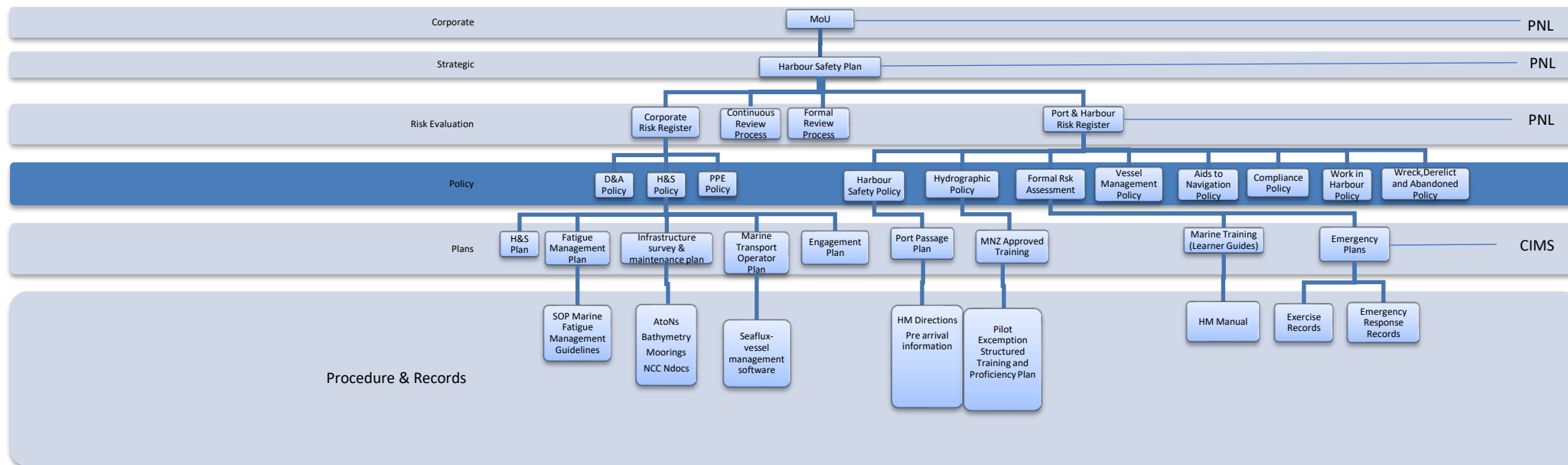
The Harbourmaster is responsible for promoting consistency with the Port & Harbour Marine Safety Code and working collaboratively with Port Nelson Limited, Maritime New Zealand (MNZ), Tasman District Council, Nelson City Council staff, and other Harbour stakeholders, such that there is a shared understanding of marine risk in the Tasman Bay Code Application Area.

The Harbourmaster is responsible for the survey, maintenance and record keeping of Harbourmaster vessel and related Nelson City Council assets.

The Harbourmaster is responsible for maintaining training and certification records for all marine staff.

All Nelson City Council Harbours staff are responsible for their compliance with all relevant regulations and the Nelson City Council Navigation Safety Bylaw 218 in the performance of their roles. They are also responsible for their adherence to the Policies, Plans and Procedures contained within the Nelson City Council Marine SMS and for the timely reporting and recording of incidents, near misses and sources of risk.

## Part 2: Diagram of the Nelson City Council Marine SMS



# Part 3: Description of the Nelson City Council Marine SMS

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## 3.1 Overview

The Nelson City Council Marine SMS functions concurrently with the Port Nelson Limited SMS, Harbour stakeholder SMS, and MNZ regulation and guidance.

A diagram depicting the structure and componentry of the Nelson City Council Marine SMS is located on page three. Each component has auditable documents and records.

It is arranged over six functional levels:

1. Corporate
2. Strategic
3. Risk Evaluation
4. Policy
5. Plans
6. Procedure and Records

## 3.2 Functional Levels

### 3.2.1 Corporate

The MOU between Nelson City Council and Port Nelson Limited defines the responsibilities and functions of the two organisations with respect to the management of marine risk and the provision of marine services in line with their statutory obligations under the Maritime Transport Act 1994, Health & Safety at Work Act 2015, and consistent with the Port & Harbour Marine Safety Code 2020 (hereafter known as the Code).

It also defines and illustrates the Tasman Bay Code Application Area.

### 3.2.2 Strategic

This Harbour Safety Plan serves as the strategic level Marine SMS document for Nelson City Council.

### 3.2.3 Risk Evaluation

Nelson City Council monitors the level of risk in marine operations through the risk evaluation process. The process also informs the appropriate level of response to any identified sources of risk.

Risk is evaluated in two ways – **formal review** and **continuous review**.

## Formal Review

1. Annual Code Joint Self-Assessment  
The Port and Harbour Risk Register (PHRR) and the entire Marine SMS are reviewed wholistically to measure performance against the Code standard.
2. Code Peer Review  
The componentry and cohesiveness of the Harbour SMS are reviewed three yearly by an external panel of Code peers to measure performance against the Code standard.
3. Document Review  
Each SMS component document is assigned a formal review period. Prior to the due date, the document is formally reviewed by the Harbourmaster or suitably qualified Nelson City Council staff appointed by the Harbourmaster, and a record made of the date of the review and any changes made.
4. Formal Risk Assessments  
In line with Marine Policies, formal operational risk assessments are conducted for any operations where risk may be significantly raised for any reason.

## Continuous Review

1. Nelson City Council Incident Reporting System  
Detailed in the Nelson City Council Health & Safety Management Plan.
2. Port & Harbour meetings  
Scheduled meetings between Nelson City Council Harbourmaster and Nelson City Council Marine Operations Manager.
3. Nelson Harbour Safety Group meetings  
Scheduled meetings with Harbour stakeholders; including Port Nelson Limited Marine Operations Manager, local MNZ representatives, commercial users, and recreational users.
4. Port Nelson Limited Marine team meetings  
Scheduled meetings between Port Nelson Limited Marine Operations Manager, Specialist Pilot, Marine Superintendents, and wider members of the Marine Department who operate floating plant.
5. Nelson City Council Health & Safety representatives' meetings.
6. Nelson City Council internal memos and communications.

All risk sources that are observed through either Formal Review or Continuous Review are recorded and shared between Port & Harbour using the Reports section of the PHRR.

## The Port & Harbour Risk Register (PHRR)

The PHRR is a shared document between Port Nelson Ltd and Nelson City Council. It comprises:

1. The Code application area
2. Tasman Bay Code application assessment
3. Areas – geographical zones within the Code application area
4. Vessels – classes of vessels that operate within the Code application area
5. Risk sources – categories of potential causes of events (incidents)
6. Events – categories of event (incident) are defined, and specific events are listed covering all possible interactions between vessels, the environment and infrastructure within each geographical zone within the Code application area.
7. Consequence – the worst-case consequence for each event is considered on a scale of 1 – 5 for each of the following perspectives:
  - a. People
  - b. Environmental harm
  - c. Financial cost
  - d. Reputational harm
8. Controls – all available controls are listed including regulation, policy, plans, procedures, infrastructure, and equipment.
9. Reports – all reported incidents, near misses, and recorded potential risk sources are recorded in the PHRR, along with the events to which they relate, the relevant controls, and any changes or additions to controls brought about by the report.
10. Harbour recreational boating risk assessment.

### 3.2.4 Policy

Policies within the Nelson City Council Marine SMS are:

1. Harbour Safety Policy
2. Vessel Management
3. Hydrography
4. Aids to Navigation
5. Wrecks
6. Derelict and Abandoned Vessels
7. Works in Harbour
8. Compliance

Supporting policies to the Nelson City Council Marine SMS are:

1. Health & Safety Policy
2. PPE Policy
3. Drug & Alcohol Policy

### 3.2.5 Plans

The following plans form part of the Nelson City Council Marine SMS:

1. Port Passage Plan (Port Nelson Limited) – this contains:
  - a. Procedural requirements for compulsory pilotage vessels and pilot exempt vessels, including vessel classes
  - b. Pilot boarding requirements
  - c. Navigational and manoeuvring information
  - d. Towage information – tug specifications
  - e. Aids to Navigation – information on lights, beacons, buoys
  - f. Nelson Harbour Radio – reporting procedures, traffic, and weather information
  - g. Bathymetry – latest surveys available of the area
  - h. Infrastructure – specifications on berths, fendering and mooring capacities.

The Port Passage Plan can be viewed as a complete document or may be accessed via the [Port Nelson Limited website](#) .

2. Shipping Management Plan.
3. MNZ Approved Training Plans – comprising Pilot Exemption Certification (PEC) Training and PEC Proficiency Plans
4. Marine Training Plans – comprising all Learner Guides for marine based roles within the Council.
5. Survey and Maintenance plans for infrastructure and equipment – these include:
  - a. Marine Transport Operator Certificate (Part 19) survey and maintenance plans for all Nelson City Council owned and operated floating plant (part of MOSS).
  - b. Survey and maintenance schedules of all Nelson City Council owned berths and mooring equipment.
  - c. Survey and maintenance schedules of Nelson City Council owned Aids to Navigation (AtoNs).
  - d. Survey and maintenance schedules of Nelson City Council owned communications equipment and environmental sensors.
  - e. Survey and maintenance schedules of PPE.
  - f. Bathymetric survey schedules and records.
6. Emergency Response Plan – Nelson City Council consider emergency scenarios and how the region can prepare for events (exercises and planning). Plans for integration of the Harbours team into an existing CIMS framework or to coordinate an incident are being worked through with the Harbour stakeholders. The Harbours team can integrate with the New Zealand Government Coordinated Incident Management System (CIMS).  
Development of a schedule of exercises involving multiple agencies is being worked on.



As part of Nelson City Council's duties as a PCBU, the following plans support the Nelson City Council Marine SMS:

1. Health & Safety Plan
2. Fatigue Risk Management Plan

### 3.2.6 Procedure and Records

The following Standard Operating Procedures (SOPs), training records, survey records and maintenance records form part of the Nelson City Council Marine SMS:

1. Operating Procedures and Guidelines
  - a. SOP Navigation Safety Notices
  - b. SOP Pilot Exemption Certificates- examination, annual review, and renewal
  - c. SOP AtoN's failure
  - d. SOP Applications for maritime events
  - e. SOP HM vessel operations
  - f. SOP Marine Fatigue Management Guidelines
2. Training and certification records

Records are maintained electronically by the Harbourmaster on Seaflux: vessel management software.
3. Survey and maintenance records of marine plant.

Records are maintained by the Harbours team on Seaflux.
4. [Navigational Safety Notices](#). Procedure is in Nelson City Council Promap.
5. [Abandoned Vessels](#). Procedure is in Nelson City Council Promap.
6. Emergency Response Records
7. Drill and Exercise Records

## Part 4: Document Control & Review

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### 4.1 Overview

All Policies, Plans and Procedures that comprise the Nelson City Council Marine SMS are assigned a document owner and a formal review period.

Controlled copies of the most recent versions of each document are stored on Nelson City Council NDocs.

Amendments to controlled documents must be approved by the document owner prior to storing in the above location.

### 4.2 Review & Amendment Record

Date	Amendment	Author/reviewer	Document owner
Dec 2022	New document published	Stuart Whitehouse	Harbourmaster
March 2023	Updates re. Nelson City Council/Tasman District Council MOU	Stuart Whitehouse	Harbourmaster