



## NICMA Governance Group Agenda

<b>Date:</b>	Friday 13 November 2020
<b>Time:</b>	3.30pm – 4.30pm
<b>Location:</b>	Pastoral House, 125 The Terrace, Meeting Room L04 05M

### Agenda

	Time	Item	Papers	Lead Discussant	Action sought
<b>Administrative</b>					
1		Welcome	Oral	Chair	None
2		Apologies	Oral	Chair	None
<b>Business</b>					
3		Draft Terms of Reference	Attachment	Chair	Agree
4		NICMA Risk Framework	Attachment	Pip Fox	Endorse
5		Forward Activity Forecast	Attachment	Erina Phillips	None
6		Operational Response	Oral	Ruth Bowater	None
<b>Closing</b>					
7		Any other business	Oral	Chair	None
8		Review of actions	Oral	Chair	None

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# Minutes – NICMA Governance Group Meeting

## Meeting information

<b>Date and location</b>	Friday 13 November, 3.30pm, Pastoral House, L04 05M
<b>Attendees:</b>	Chris Bunny (Chair), Keith Manch, Nic Brown
<b>In attendance:</b>	Phillippa Fox, Ruth Bowater, Erina Phillips (Secretariat)
<b>Apologies:</b>	Matt Williams

## Minutes

Item	Description	Action
1	<b>Welcome</b> CB welcomed the members of the Governance Group (Group).	
2	<b>Apologies</b> Apologies had been received from Matt Williams.	
3	<p><b>NICMA Governance Group draft Terms of Reference</b></p> <p>Before the Group discussed terms of reference the Chair revisited the context for the Group and the work undertaken over the past year to refresh NICMA activities.</p> <p>The Chair introduced the draft terms of reference (TOR) and noted that the key functions of the Group are to:</p> <ul style="list-style-type: none"> <li>provide regime-level governance of NICMA, and</li> <li>take overall responsibility for NICMA, including end-to-end effectiveness and identifying obstacles to delivery.</li> </ul> <p>The Group discussed the TOR and approved it subject to the following amendments:</p> <ul style="list-style-type: none"> <li>giving the Chair final decision-making rights in the event that consensus cannot be reached, and</li> <li>increasing the size of the quorum for the Group from two to three.</li> </ul> <p>The Secretariat will amend the TOR and provide the final revised copy at the Group's next meeting.</p>	EP to amend the TOR and table final version at the next Group meeting
4	<p><b>NICMA Risk Framework</b></p> <p>PF spoke to the NICMA Risk Framework, noting that it provides an overview of how risk is assessed and managed in the context of off-shore exploration and drilling activities as defined by the Crown Minerals Act 1991 (CMA). PF</p>	

Item	Description	Action
	advised that the risk framework is intended to support scalable and proportionate responses to incidents.	
5	<b>Forward Forecast Activity</b> EP spoke to the Forward Forecast Activity for the period for November 2020 – December 2021. EP noted that while not an exhaustive list, the Forward Forecast contains all currently known possible activity for the next year for which a NIZ could be sought.	
6	<b>Operational Response</b> RB advised the Group that a NICMA Operational Handbook (the Handbook) had been drafted by MBIE and partner agencies to support the operationalisation of the National Plan. The Handbook sets out how agencies collectively plan for, and respond to, incidents of interference that are alleged breaches of the CMA.  The Group discussed the Handbook and what operational responses might look like under different scenarios. It was agreed that a table-top scenario exercise between some or all partner agencies would be a useful exercise to undertake.	RB to circulate draft Handbook to Group members  RB to consider table-top scenario exercise among partner agencies.
7	<b>Other business</b> There was no other business.	
8	<b>Review of actions</b> The Group reviewed the actions from the meeting.	
	<i>The meeting concluded at 4.18pm</i>	

## NICMA Governance Group Meeting –actions

Action no.	Minute Ref	Action item	Owner(s)	Due date	Status
1	13/11/20	Amend the TOR and table final version at the next Group meeting	EP	Next Group meeting	
2	13/11/20	Circulate draft Handbook to Group members	RB	Within two weeks	
3	13/11/20	Consider table-top scenario exercise among partner agencies	RB	Next Group meeting	



## NICMA Governance Group Agenda

<b>Date:</b>	Thursday 2 September
<b>Time:</b>	1.00pm – 2.30pm
<b>Location:</b>	By Teams

### Agenda

	Time	Item	Papers	Lead Discussant	Action sought
<b>Administrative</b>					
1		Welcome	Oral	Chair	None
2		Apologies	Oral	Chair	None
3		Minutes of last meeting	Attachments	Chair	Note
<b>Closing</b>					
4		NIZ activity since last meeting	Oral	Phil Latimer	None
5		NICMA Planning exercise with Police & MBIE	Attachment	Ruth Bowater	None
6		Forward Activity Forecast	Attachments	Phil Latimer	None
7		Review of National Plan	Attachment	Ruth Bowater	Note/Agree
8		Any other business	Oral	Chair	None
9		Review of actions	Oral	Chair	None

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## Minutes – NICMA Governance Group Meeting

### Meeting information

<b>Date and location</b>	Thursday 2 September 2021, 1pm, By Teams
<b>Attendees:</b>	Chris Bunny (Chair), Simon Kernahan, Jason Ross, Andrew Mahoney, Renny VanderVelde
<b>In attendance:</b>	Phillippa Fox, Phil Latimer, Ruth Bowater, Erina Phillips (Secretariat)
<b>Apologies:</b>	Kirstie Hewlett

### Minutes

Item	Description	Action
1	<b>Welcome</b> Chris Bunny, Chair, welcomed the members of the Governance Group (Group).	
2	<b>Apologies</b> Apologies had been received from Kirstie Hewlett.	
3	<b>Minutes of last meeting</b> The Minutes of the Group's meeting of 13 November 2020 were accepted. It was noted that all actions from that meeting had been completed. Chris noted that the Group's Terms of Reference had been finalised, and reminded Group members to raise any real or perceived conflicts of interest.	
4	<b>NIZ activity since last meeting</b> Phil Latimer, National Manager Compliance, spoke to the item. Phil advised that one application for a NIZ had been received and granted in the period since the Group last met. The NIZ was sought by Greymouth Petroleum in relation to seismic survey activity in offshore Taranaki. The application process went smoothly and a NIZ was granted for a 250m zone around two small vessels. The seismic survey was conducted by over March/April 2021 without incident.	
5	<b>NICMA Planning exercise with Police</b> Ruth Bowater, Principal Operations Advisor, spoke to the item. Ruth advised that on 16 April 2021, staff from MBIE's Energy and Resource Markets branch (ERM) and Police undertook a NICMA planning exercise. Together the agencies worked through a number of scenarios of interference, through the lens of a Coordinated Incident Management System (CIMS) model. Ruth noted that the exercise was particularly helpful in working through practical aspects of a CIMS response – e.g. resourcing requirements over the life of an incident. As a result of the exercise with Police, MBIE ERM will run a similar internal exercise for its compliance team for the purpose of ensuring a sufficient depth of resource to	EP to check if any notes were generated from the NICMA planning exercise and circulate them to the Group if there were.

Item	Description	Action
	<p>staff a sustained response if required. MBIE ERM is also liaising with MBIE's central emergency response team to leverage its resources and expertise. The Group asked questions regarding the exercise, particularly regarding the roles identified for each of the NICMA agencies within the various scenarios. MBIE expressed its appreciation to Police for organising and hosting the exercise.</p>	
	<p><b>Forward forecast activity</b></p> <p>Phil Latimer spoke to the item. Phil advised that MBIE's Petroleum Team reached out to permit owners to understand planned/potential activity over the upcoming season for where a NIZ might be sought. Two pieces of activity are currently anticipated.</p> <p>The first is a seismic survey in offshore Taranaki for a short period in the New Year. The permit holder has advised it is likely to seek a NIZ for this activity. The second, for which a NIZ application has already been made, is in relation to development drilling in offshore Taranaki. This activity is scheduled to commence in November/December 2021, and carry through to March 2023. As a NIZ can only be specified for a period of up to 3 months, the permit holder will be required to reapply over the drilling period for an exclusion zone to remain around the specified area. Phil advised that NICMA agencies have been in discussions regarding this NIZ application for planning purposes.</p> <p>Phil also advised that MBIE would be meeting with some industry participants in the next week to explain MBIE's role in relation to NIZ applications and facilitate the process.</p> <p>The Group discussed the role of NICMA agencies under a response scenario, and reflected on lessons learned from the last response incident. The Group agreed there would be value in undertaking another planning exercise among the wider group of NICMA agencies using the two pieces of activity currently identified as scenarios. In particular, it would be helpful to focus on identifying transfer of control triggers.</p>	<p>PL to arrange NICMA agency planning exercise.</p>
7	<p><b>Review of National Plan</b></p> <p>Ruth Bowater spoke to the item. Ruth advised that the refreshed National Plan (the Plan) was published in September of 2020. There is a requirement to update the plan annually.</p> <p>Ruth proposed that, given there has not been a significant amount of NICMA activity since the Plan was published, a high-level review to ensure that the Plan was still fit for purpose would be appropriate. The Group agreed.</p> <p>The high-level review will be coordinated by the ERM compliance team and will seek input from the NICMA operational group (which includes all NICMA agencies). The ERM compliance team will report back to the Group on the review with recommendations.</p>	<p>RB to manage review of the National Plan and report back to the Group with recommendations</p>
7	<p><b>Other business</b></p> <p>There was no other business.</p>	
8	<p><b>Review of actions</b></p> <p>The Group reviewed the actions from the meeting.</p>	

## NICMA Governance Group Meeting – current actions

Action no.	Minute Ref	Action item	Owner(s)	Due date	Status
4	02/09/21	Check if any notes were generated from the NICMA planning exercise and circulate them to the Group if there were.	EP	Oct 2021	Open
5	02/09/21	Arrange NICMA agency planning exercise.	PL	Nov 2021	Open
6	02/09/21	Manage review of the National Plan and report back to the Group with recommendations	RB	Dec 2021	Open

## NICMA Governance Group Meeting – previous actions

Action no.	Minute Ref	Action item	Owner(s)	Due date	Status
1	13/11/20	Amend the TOR and table final version at the next Group meeting	EP	Next Group meeting	Completed
2	13/11/20	Circulate draft Handbook to Group members	RB	Within two weeks	Completed
3	13/11/20	Consider table-top scenario exercise among partner agencies	RB	Next Group meeting	Completed



## NICMA Governance Group Agenda

<b>Date:</b>	Tuesday 2 November 2021
<b>Time:</b>	2.00pm – 3.30pm
<b>Location:</b>	By Teams

### Agenda

	Time	Item	Papers	Lead Discussant	Action sought
<b>Administrative</b>					
1		Welcome	Oral	Chair	None
2		Apologies	Oral	Chair	None
3		Minutes of last meeting	Attachment	Chair	Accept
<b>Business</b>					
4		NIZ activity since last meeting	Oral	Phil Latimer	None
5		NICMA Planning exercise	Attachment	Phil Latimer	None
6		Review of National Plan	Oral	Ruth Bowater	None
<b>Closing</b>					
7		Any other business	Oral	Chair	None
8		Review of actions	Oral	Chair	None

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## Minutes – NICMA Governance Group Meeting

### Meeting information

<b>Date and location</b>	Thursday 2 September 2021, 2pm, By Teams
<b>Attendees:</b>	Phillippa Fox (Chair), Jason Ross, Garin Golding, Renny VanderVelde
<b>In attendance:</b>	Justine Cannon, Phil Latimer, Ruth Bowater, Erina Phillips (Secretariat)
<b>Apologies:</b>	Kirstie Hewlett

### Minutes

Item	Description	Action
1	<b>Welcome</b> Pip Fox, Chair, welcomed the members of the Governance Group (Group).	
2	<b>Apologies</b> Apologies had been received from Kirstie Hewlett.	
3	<b>Minutes of last meeting</b> The Minutes of the Group's meeting of 2 September 2021 were accepted. It was noted that all actions from that meeting had been completed.	
4	<b>NIZ activity since last meeting</b> Phil Latimer, National Manager Compliance, spoke to the item.  Phil advised that OMV's request to specify a NIZ in relation to its upcoming drilling activities at Maui could not be progressed as the Maui field is subject to a Petroleum Mining Licence, and a NIZ can only be specified for activities conducted under a Petroleum Mining Permit.  Phil advised that the general interference offence provisions under section 101B(1) of the Crown Minerals Act 1991 (CMA) are still applicable – i.e., it would still be an offence under the CMA to interfere with OMV's activities.	
5	<b>NICMA Planning Exercise</b> Phil Latimer spoke to the item.  Phil advised that on 27 October, officials from MBIE, NZ Police, NMCC, NZDF and Maritime NZ attended a table top exercise and discussion. The key purpose of the session was to enable NICMA agencies to share strategic, operational, and tactical information and improve preparedness for any potential events.	PL to arrange a stakeholder meeting with OMV

Item	Description	Action
	<p>Phil advised that the exercise was very useful – particularly for discussing different scenarios and identifying the capability and resources of the different agencies involved. The exercise highlighted the complexity of the legislative landscape, and that there would be no standard response to an interference event – i.e., a response would be determined by the specifics of the context under which it takes place.</p> <p>Phil advised that the next steps following the exercise were to set up a further stakeholder meeting with OMV and keep a watching brief on the arrival of its rig.</p> <p>The Group discussed escalation points and response options in different scenarios. NZ Police advised it would plan for different scenarios in relation to the arrival of OMV's rig in New Zealand. The Chair advised that MBIE will stand up an IMT when the rig arrives in New Zealand to ensure agencies are coordinated and information is being shared with the agencies and stakeholders who require it.</p>	
6	<p><b>Review of National Plan</b> Ruth Bowater spoke to the item.</p> <p>Ruth advised that, as mentioned at the last Group meeting, the refreshed National Plan (published in September 2020) was due for its annual review.</p> <p>The review was discussed at the NICMA Planning Exercise, where Ruth took the opportunity to circulate the National Plan and request feedback. Ruth advised she was not expecting to see requests for significant changes to the National Plan given it has largely been untested to date.</p> <p>Once agencies have provided their feedback, Ruth will present a revised draft to the Governance Group for review and approval before it goes to MSOC for endorsement.</p>	RB to manage review of the National Plan and report back to the Governance Group with recommendations
7	<p><b>Other business</b> There was no other business.</p>	
8	<p><b>Review of actions</b> The Group reviewed the actions from the meeting.</p>	

## NICMA Governance Group Meeting – current actions

Action no.	Minute Ref	Action item	Owner(s)	Due date	Status
7		Arrange a stakeholder meeting with OMV.	PL	Dec 2021	Open

Action no.	Minute Ref	Action item	Owner(s)	Due date	Status
6	02/09/21	Manage review of the National Plan and report back to the Group with recommendations	RB	Dec 2021	Open

### NICMA Governance Group Meeting – closed actions

Action no.	Minute Ref	Action item	Owner(s)	Due date	Status
5	02/09/21	Arrange NICMA agency planning exercise.	PL	Nov 2021	Completed
4	02/09/21	Check if any notes were generated from the NICMA planning exercise and circulate them to the Group if there were.	EP	Oct 2021	Completed

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## NICMA Governance Group Agenda

<b>Date:</b>	Friday 17 December 2021
<b>Time:</b>	9.30am – 10.30am
<b>Location:</b>	By Teams

### Agenda

	Time	Item	Papers	Lead Discussant	Action sought
<b>Administrative</b>					
1		Welcome	Oral	Chair	None
2		Apologies	Oral	Chair	None
3		Minutes of last meeting	Attachment	Chair	Accept
<b>Business</b>					
4		Update on OMV rig arrival	Oral	Ruth Bowater	None
5		Stakeholder engagement <ul style="list-style-type: none"><li>• Minister Woods</li><li>• DPMC</li><li>• OMV</li></ul>	Oral	Ruth Bowater	None
6		Review of National Plan	Oral	Ruth Bowater	None
7		First meeting(s) 2022	Oral	Chair	None
<b>Closing</b>					
8		Any other business	Oral	Chair	None
9		Review of actions	Oral	Chair	None

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## Minutes – NICMA Governance Group Meeting

### Meeting information

<b>Date and location</b>	Friday 17 December 2021, 2pm, By Teams
<b>Attendees:</b>	Phillippa Fox (Chair), Jason Ross, Garin Golding, Renny VanderVelde
<b>In attendance:</b>	Justine Cannon, Phil Latimer, Ruth Bowater, Erina Phillips (Secretariat)
<b>Apologies:</b>	Kirstie Hewlett

### Minutes

Item	Description	Action
1	<b>Welcome</b> Pip Fox, Chair, welcomed the members of the Governance Group (Group).	
2	<b>Apologies</b> Apologies had been received from Garin Golding.	
3	<b>Minutes of last meeting</b> The Minutes of the Group's meeting of 2 November 2021 were accepted. Accepted change to date	
4	<b>Update on OMV rig arrival</b> Ruth Bowater, Principal Operations Advisor, provided an update on the expected arrival time of the OMV rig. The group discussed primary risk concerns and noted pressures on agency resources given the time of year and COVID-response work.	
5	<b>Stakeholder engagement</b> Phil advised that an operational meeting was held with OMV, MBIE, Police and Customs. The purpose of the meeting was to discuss preparations and clarify the roles of the various parties. Ruth advised that OMV and MBIE officials had met with Minister Woods to discuss the arrival of the rig and preparations that had been made. 9(2)(f)(iv) Phil advised that MBIE had prepared a draft communications plan which it was about to circulate to other agencies' communications functions. The communications plan includes proactive messages around the rig's arrival, its purpose and activities being undertaken.	Ruth – circulate presentation from DPMC mtg Jason will check media contact and advise Sean Martin (MBIE)

Item	Description	Action
6	<p><b>Review of National Plan</b></p> <p>Ruth advised that the current national plan had been distributed to NICMA agencies after the table-top exercise in October. Comments and suggested changes had been received from NMCC. The next step is to finalise the draft revised plan and table it at MSOC.</p>	
7	<p><b>First meeting(s) 2022</b></p> <p>The group agreed to next meet towards the end of February 2022.</p>	Erina to arrange mtg for end of Feb/early March 2022.
8	<p><b>Other business</b></p> <p>There was no other business.</p> <p>Pip Fox thanked all the agencies for their efforts in preparing for the rig's arrival, and for participating in the table-top exercises.</p>	
9	<p><b>Review of actions</b></p> <p>The Group reviewed the actions from the meeting.</p>	

## NICMA Governance Group Meeting – current actions

Action no.	Minute Ref	Action item	Owner(s)	Due date	Status
6	02/09/21	Manage review of the National Plan and report back to the Group with recommendations	RB	Dec 2021	Open
8	17/12/21	Circulate presentation from DPMC meeting	RB	Dec 2021	Open
9	17/12/21	Notify MBIE Comms of Police media contact	JR	Dec 2021	Open
10	17/12/21	Arrange next Governance Group mtg for late February 2022.	EP	January 2021	Open

## NICMA Governance Group Meeting – closed actions

Action no.	Minute Ref	Action item	Owner(s)	Due date	Status
7	02/09/21	Arrange a stakeholder meeting with OMV.	PL	Dec 2021	Completed
5	02/09/21	Arrange NICMA agency planning exercise.	PL	Nov 2021	Completed

Action no.	Minute Ref	Action item	Owner(s)	Due date	Status
4	02/09/21	Check if any notes were generated from the NICMA planning exercise and circulate them to the Group if there were.	EP	Oct 2021	Completed

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## NICMA Governance Group Agenda

<b>Date:</b>	Friday 4 March 2022
<b>Time:</b>	10.00am – 11.00am
<b>Location:</b>	By Teams

### Agenda

	Time	Item	Papers	Lead Discussant	Action sought
<b>Administrative</b>					
1		Welcome	Oral	Chair	None
2		Apologies	Oral	Chair	None
3		Minutes of last meeting	Attachment	Chair	Accept
<b>Closing</b>					
4		Debrief on OMV rig arrival	Oral	Phil Latimer	None
5		Review of National Plan	Attachments	Ruth Bowater	Note and agree next steps
6		Date of next Governance Group meeting	Oral	Chair	Agree
7		Any other business	Oral	Chair	None
8		Review of actions	Oral	Chair	None

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# Minutes – NICMA Governance Group Meeting

## Meeting information

<b>Date and location</b>	Friday 4 March 2022, 10.00am, By Teams
<b>Attendees:</b>	Phillippa Fox (Chair, MBIE), Nigel Clifford (MNZ), Andy Mahoney (Navy)
<b>In attendance:</b>	Phil Latimer, Ruth Bowater, Emma Davies (Secretariat)
<b>Apologies:</b>	Justine Cannon (MBIE) Non-arrivals: Dave Greig (NZ Police), Garin Golding (NZDF),

## Minutes

Item	Description	Action
1	<b>Welcome</b> Pip Fox, Chair, welcomed the members of the Governance Group (Group).	
2	<b>Apologies</b> Apologies had been received from: Justine Cannon (MBIE)	
3	<b>Minutes of last meeting</b> The Minutes of the Group's meeting of 17 December 2021 were accepted. <ul style="list-style-type: none"><li>• <i>No comments on minutes</i></li></ul> [note completion/update of any actions.	
4	<b>Debrief on OMV rig arrival</b> Phil Latimer, National Manager Compliance, provided a debrief on the arrival of the OMV rig. Phil advised that: <ul style="list-style-type: none"><li>• <i>Arrival of Rig was supposed to be 3<sup>rd</sup> Jan but pushed out to 12<sup>th</sup> Jan</i></li><li>• <i>Phil wanted to thank Police and NMCC for their assistance</i></li><li>• <i>OMV admitted damage to wharf when loading supplies and support staff out to the Rig and are already making good on paying for the repairs.</i></li><li>• <i>It was a good, low-key event</i></li></ul>	<i>Pip proposed that Phil prepares a letter that she can send to Police and NMCC to thank them for their help and assistance</i>

Item	Description	Action
5	<p><b>Review of National Plan</b></p> <p>Ruth Bowater, Principal Operations Adviser, advised that :</p> <ul style="list-style-type: none"> <li>• Attended 15 Feb JMAG meeting – talking points available in supporting docs.</li> <li>• JMAG members happy with approach and will endorse on behalf of MSOC but asked for until end of February to review the document.</li> <li>• Only feedback – was from DPMC / Dylan Page, minor changes to clarify the role of the hazard and risk board and expand MSOC description</li> </ul> <p>Next steps questions:</p> <ul style="list-style-type: none"> <li>• Would governance like to take the same approach as last republishing for consultation?</li> <li>• Change wording for annual review – to review will be at the discretion of the governance board?</li> </ul> <p>The group discussed/endorsed/agreed</p> <ul style="list-style-type: none"> <li>• Pip suggested different wording to Ruth for the annual review requirement.</li> <li>• Nigel felt that it should come back up annually – even if it's a question “do we need to review?” and action if the Governance Group think that changes need to made.</li> </ul> <p>Ruth agreed and will talk to Design team regarding suggestions.</p>	
6	<p><b>First meeting(s) 2022</b></p> <p>The group agreed to next [when].</p>	Secretariat to arrange mtg for August
7	<p><b>Other business</b></p>	
8	<p><b>Review of actions</b></p> <p>The Group reviewed the actions from the meeting.</p>	

## NICMA Governance Group Meeting – current actions

Action no.	Minute Ref	Action item	Owner(s)	Due date	Status
	4	Phil to draft thanks letter to Police for Pip to send	Phil		
	6	Erina to organise next meeting	Erina		