

# Change of Control Agency Protocol

<b>Reference</b>	Section 2.5 of the National Plan for Maritime Environmental Emergencies
<b>Purpose</b>	This guidance should be observed where there is a formal change of Control Agency during a marine pollution incident with the objective of sustaining or improving the effectiveness of the response operations.
<b>Authority</b>	National Plan Strategic Coordination Committee
<b>Enabler</b>	National Plan for Maritime Environmental Emergencies

## STEP 1: RECEIVE Request to change Control Agency

<b>How requests are RECEIVED</b>	<ul style="list-style-type: none"><li>• <b>Marine Pollution Controller or equivalent</b> receives request from the nominated Control Agency.</li><li>• <b>Request</b> to be provided as per the Transfer of Control Agency pro-forma at Appendix 1.</li></ul>
<b>CONFIRM key information</b>	<ul style="list-style-type: none"><li>• <b>Review</b> the request from the nominated Control Agency.</li><li>• <b>Refer to</b> existing SITUATION REPORT.</li><li>• <b>Contact</b> the requesting agency for further information as required.</li></ul>

## STEP 2: ASSESS the Request

<b>EVALUATE the request</b>	<ul style="list-style-type: none"><li>• <b>Assess</b> the request from the nominated Control Agency.</li><li>• <b>Consider</b> any relevant regulatory or legislative controls or requirements.</li></ul>
<b>CONSULT</b>	<ul style="list-style-type: none"><li>• <b>Consult</b> with the agency(s) and others affected that may be required to assume control of the incident to ensure ability to perform the function.</li></ul>

## STEP 3: EVALUATE

<b>EVALUATE the request</b>	<ul style="list-style-type: none"><li>• <b>Marine Pollution Controller OR other relevant regulator</b> to decide whether to agree to the transfer of Control Agency request as per pro-forma at Appendix 2.</li><li>• <b>Decision to approve request</b> will be based on the evaluation that the effectiveness of the response operation will be sustained or improved by the transfer of Control Agency.</li></ul>
<b>DOCUMENT the decision</b>	<ul style="list-style-type: none"><li>• The decision and reasons for the decision will be formally documented, along with any conditions that will apply to the decision.</li></ul>

## STEP 4: PREPARE for transfer of control

### DEVELOP a formal plan for the transfer of control

#### Current Control Agency to develop Change of Control Plan, including:

- Arrangements for the continuity of control.
- Management of the change of key response personnel.
- Arrangements for the ongoing provision of environmental advice.
- Financial management arrangements.
- Date and time for the orderly transfer of control.
- Media strategy to explain Control Agency transfer.
- Triggers and/or arrangements for the control transferring back to the original Control Agency.
- Transition of health and safety arrangements.

### APPROVAL of plan

- **Agreement** of current and prospective Control Agencies to the transfer of control plan, as per pro-forma at Appendix 3.

### NOTIFICATION

#### Relevant agencies to be notified of the impending transfer of control agency, including:

- Australian Maritime Safety Authority.
- Australian Marine Oil Spill Centre.
- State Disaster Management Committee or equivalent.
- Ministerial.
- Supporting agencies to the response.
- Any other relevant agencies.

## STEP 5: IMPLEMENTATION

### BRIEFING of incoming control staff

#### Briefing to include:

- Situation status.
- Incident objectives and priorities.
- Current organisation.
- Resource assignments.
- Resources en-route or ordered.
- Facilities established.
- Communications plan.
- Financial management arrangements.
- Prognosis, concerns and other issues.
- Introduction of staff.

### BRIEFING of incoming control staff

#### Implement transfer of control plan, including:

- Change of key personnel as required.
- Restatement of the objectives and priorities.
- Implement associated media strategy.

### NOTIFICATION that the control agency has changed

#### Relevant agencies to be notified that control has changed, including:

- Australian Maritime Safety Authority.
- Australian Marine Oil Spill Centre.
- State Disaster Management Committee or equivalent.
- Ministerial.
- Supporting agencies to the response.
- Any other relevant agencies.

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