

Part 35 Industry Specific Training Plan

Full name of Maritime Transport Operation covered by this plan:

Horizons Regional Council



October 02, 2024.

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1. Contact details

Main Contact person for this industry training plan

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Brown

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Contact numbers

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021 2277115

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Person responsible for managing the organisation (Taken as responsible for Maritime Operation)

Name

Craig Allan

Grant

Contact address

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Email address

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Contact numbers

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2. Overview of the organisation

2 a. Purpose of our organisation.

Horizons Regional Council is a statutory body which operates under the local government act.

Regional councils' responsibilities include:

- Sustainable regional well-being.
- Managing the effects of using freshwater, land, air and coastal waters, by developing regional policy statements and the issuing of consents.
- Managing rivers, mitigating soil erosion and flood control.
- Regional emergency management and civil defence preparedness.
- Regional land transport planning and contracting passenger services.
- Harbour navigation and safety, oil spills and other marine pollution.

Horizons Regional Council undertakes the following maritime related activities operating under an approved Maritime Transport Operator Certificate:

- Hydrological survey
- Water quality monitoring
- Scientific research
- Vegetation survey
- Environmental maintenance
- Pollution response (including oil spills)
- Weed Harvesting
- Harbour Master

Our normal maritime operation takes place in daylight hours.

We have four vessels which are all are non-passenger ships, under 15 metres in length. We operate outboard driven vessels under 6 metres in length (approx. 60 hours per year), one jet boat (approx. 60 hours per year) under 6 metres in length and a weed harvester under 15 metres in length generally operating for 40 hours per week for around 8 weeks a year.

Horizons Regional council will use external trainers to provide the theory component of our training plans (Coastguard, New Zealand Power boat training centre), and will supervise trainees on each vessel type prior to issuing them with a "Permit to Operate" a vessel in our fleet.

Horizons have been operating under a Part 35 industry training system since 09-December- 2011. We have been using the Harbour Master Special Interest Group template, latter updated to the newer MNZ template in 2018.

2. Overview of the organisation continued

Our normal operating area is within the Horizons Regional Council territorial limits:



Our operation will primarily take place on the major rivers, lakes, and coastlines in the Horizons Regional Council territorial limits as per the map above. From time to time we may be asked to assist outside of this region for survey assistance or marine pollution / oil spill response, as per our approved activities.

Maritime operating areas:

Enclosed waters:

All North Island enclosed water limits, lakes, navigable rivers and waterways.

Restricted Inshore limits:

For the west coast: From the mouth of the Otaki River in a direction 270° for 12 Nm, from that point following the coast line in a northerly direction to a point 200° from the mouth of the Waitotara River and from that point to the mouth of the Waitotara River.

For the east coast: From Cape Turnagain in a direction 110° for 12 Nm, from that point following the coast line in a southerly direction to a point 270° from Mataikona and from that point to Mataikona.

The above operating limits are further restricted by the vessels survey conditions. Please note, at this time all Horizons vessels are in survey for enclosed waters only.

2. Overview of the organisation continued

2 b. Responsibility.

Horizons Regional Council has elected councillors and a CEO. Our Corporate Group manager (Craig Grant) reports directly to the CEO, and has overall responsibility for the maritime operation of the council. One of our skippers (David Brown) takes a lead role in the management of the safety systems and training requirements. Our Health and Safety advisor, or Harbour master, or Craig Grant signs off the “permit to operate” documents and ensures all our requirements for our maritime operation have been met.

Our prerequisite courses are all with external course providers; our internal training takes place with regular meetings of the staff and management involved in the maritime operation.

Overall Responsibility	Craig Grant
Management of Part 35	David Brown
Internal trainers	David Brown, Andrew Swanney,
Issuing permits to operate	David Brown

3. Training framework

3 a. The title of the industry-specific certificate(s) we will be issuing.

“Permit to Operate Vessels”

3 b. The duties to be performed by the holder of the industry-specific certificate.

To act as master and / or trainer on Horizons vessels.

3 c. The training we will provide to enable the holder to undertake these duties.

Minimum training requirements (all vessels):

- NZ Day Skipper Certificate (or equivalent certificate)
- RYA practical boat handling (Level 2)
- Engine maintenance course
- VHF Certificate – where vessel type fitted with VHF equipment
- Minimum experience of 100 hours on boats
- Comprehensive First Aid Certificate (current)
- Attend in-house training / meetings
- Read and been trained in the relevant Horizons hazard management plans
- Read and understand Horizons MTOP and boat manuals

Or a higher maritime qualification such as:

- SRL

SRL: (formally ILM, LLO)

Additional specific training:

Outboard driven boats up to 6 metres in length operating within Horizons regional council enclosed waters, including rivers and lakes (minimum requirement):

- Minimum 10 hours supervised^{*1} on vessel type required to operate

Jet propelled craft up to 6 metres in length operating within Horizons regional council enclosed waters, including rivers and lakes (minimum requirement):

- NZ Boat masters Certificate (minimum) - endorsed with 100 hours sea time
- RYA practical boat handling (Level 2) with a jet boat endorsement
- Minimum 50 hours on jet boats
- Minimum of 20 hours supervised^{*1}.

Vessels (excluding jet boats) up to 8 metres in length operating within our restricted inshore limits:

- NZ Boat masters Certificate (minimum) - endorsed with 100 hours sea time
- RYA practical boat handling (Level 2) with a jet boat endorsement
- Minimum of 200 hours boating experience
- Minimum 100 hours on vessel type
- Minimum of 20 hours supervised^{*1}.

Notes

1. “Supervised” means supervised by Horizons Regional Council approved trainer, which includes internal staff, or approved external contractors.

3. Training framework continued

Weed Harvester up to 15 metres in length operating within Horizons regional council enclosed waters, including rivers and lakes (minimum requirement):

- NZ Boat masters Certificate (minimum) - endorsed with 100 hours sea time
- RYA practical boat handling (Level 2)
- Received vessel specific training for the conveyors and cutting blades
- Received vessel specific training for the safe loading and unloading of harvested vegetation
- Minimum of 20 hours supervised*¹.

Note the Maritime Qualification changes (2014)
–refer Maritime New Zealand website:

Former certificate or endorsement	Equivalent new certificate or endorsement
ILM	SCO SRL endorsed to 24m with or without one or more national certificate endorsements
LLO	SRL with or without one or more endorsements
NZOM	Master <500GT (Near-Coastal) restricted to coastal limits

3 d. What risks are involved in our operation for any vessel to which the industry-specific certificate relates. This includes any health and safety and environmental risks.

All vessels operated by Horizons Regional Council are in current survey. All risks including activity related risk and specific vessel risks have been identified in Horizons **Maritime Transport Operator Plan**. Please refer to Horizons Regional Council **MTOP**

Horizons Regional Council manages its obligations under the Health and Safety At Work Act 2015 with:

- Health and Safety Policy document
- Health and Safety Management Manual
- Hazard Management plans
- Hazard registers
- Health monitoring register
- Maritime Transport Operator Plan

3 e. Training that will be given to enable applicants to recognise and avoid or respond to each risk identified in our **MTOP**.

Horizons Regional Council operates a comprehensive health and safety system.

- Skippers (masters) and trainees must have read and must comply with our supporting safety systems (**Hazard Management Plans**)

Notes

1. "Supervised" means supervised by Horizons Regional Council approved trainer, which includes internal staff, or approved external contractors.

3. Training framework continued

- Relevant Hazard Management plans to the boating operation:
 - HMP 3. Use of boats
 - HMP 9. Four wheel drive vehicles –Off road use
 - HMP 17. Overexposure to ultraviolet radiation (Sunlight)
 - HMP 18. Working around water
 - HMP 20. Motor vehicles use
 - HMP 22. Discovery of criminal activities
 - HMP 24. Working in Isolation
 - HMP 35. Sample bottle handling
 - HMP 36. Weed Harvesting
 - HMP 38. Lake Horowhenua
- Some of our **HMP**'s require additional training, for example 4WD training, which must be completed before using a 4WD off road.
- All crew, trainers, skippers, and trainees must be inducted to each vessel
- All skippers or trainers must have achieved our minimum qualification levels as specified in 3 (c) for example, passed a practical RYA power boat level 2 course.
- All skippers, trainers, and trainees will attend training / meetings with the maritime group.
- Drills are required as defined in our **MTOP** for example man over board drills are carried out monthly.
- All staff take part in the annual review of hazards.

3 f. Trainer(s)

For the external courses Horizons Regional Council recognise Maritime New Zealand approved trainers. We use external providers for our theory courses:

- Day Skipper
- Boat master

We use an external provider for our practical boating courses:

- RYA power boat level 2

For our RYA power boat level 2 course –Jet boat endorsement we use an external provider, Power Boat Training New Zealand. <http://www.powerboat-training.co.nz/> Andrew Flanagan their chief instructor is an RYA Trainer which meaning he is qualified to train Instructors. Andrew Flanagan also has a jet boat back ground.

Internal trainers Name	Experience and qualifications		
David Brown	30+ years of recreational boating, including powerboats, sailing vessels, coastal, blue water, and competitive sailing (NZ representative). Owns several boats personally. Involved in developing the MOSS systems, part 35, and former SSM system for Horizons. > Ten years driving non-passenger powerboats and jet boats for Horizons Regional Council. > 1000 hours logged in vessels with motors (3.6 – 16 metres LOA) in last 5 years.		
	Certificates/endorsements	MNZ reference	Certificate
	Horizons Regional Council Permit to Operate	Part 35	10/03/2026
	New Zealand Boat Master	46830	NA
	Maritime Restricted Operators Certificate	NZL7324	NA
	RYA National Powerboat Certificate –Level 2	P2 1006509	NA
	Jet Boat endorsement (RYA Powerboat level 2)	P2 1006509	NA
	New Zealand outboard maintenance	2010	NA
	Medical Fitness for Seafarers	NA	09/03/2024
Andrew Swanney	Excess of 1000 hours on yachts, including search and rescue experience, sailing instruction, and yacht delivery trips mainly around the Mediterranean. Previous employment as a Marine Engineer, Advanced Trade Qualified in Automotive Engineering. Excess of 100 hours Jet boat work for Environment Canterbury and Horizons Regional Council. Excess of 200 hours in small powered vessels for ECAN, Horizons, Ecowise, Sailing Holidays, and personal use. > Ten years driving non-passenger powerboats and jet boats for Horizons Regional Council.		
	Certificates/endorsements	MNZ reference	Certificate
	Horizons Regional Council Permit to Operate	Part 35	10/03/2026
	New Zealand Boat Master	44511	NA
	Maritime Restricted Operators Certificate	NZL7311	NA
	RYA National Powerboat Certificate –Level 2	P2 1006515	NA
	Jet Boat endorsement (RYA Powerboat level 2)	P2 1006515	NA
	Advanced Trade Cert Automotive Engineering	94-11247	NA
	Medical Fitness for Seafarers	NA	10/03/2024

3 g. How our trainers will maintain their level of proficiency.

Trainers will maintain their level of proficiency by attending training sessions with the maritime group. They must also have a current "Permit to Operate".

3 h. What training we will provide to applicants for our industry-specific certificate.

Coastguard day skipper	or	Classroom based	15 hours
Coastguard boatmaster		Classroom based	30 hours
Sea time endorsement		Practical on water	100 hours
Coastguard engine maintenance		Classroom based	6 hours
Coast guard VHF Course		Classroom based	6 hours
RYA Power boat level 2 course		Practical on water	16 hours
Jet boat endorsement RYA Level 2		Practical on water	16 hours
Supervised hours (in house)		Practical on water	10 – 40 hours
MOSS and safety systems (in house)		Classroom based	6 hours /y

No training will take place in darkness. Course lengths are shown above.

How will the applicants be assessed?

External courses (in blue above) are assessed externally by qualified trainers (Powerboat Training New Zealand). Internal supervision is logged in boat operator log books. Our internal trainer(s) will sign off the trainee before a permit to operate is issued.

The training schedule.

- Trainees will read and sign off on Horizons Regional Council Hazard Management Plans and attend any training that is required
- Trainees will be inducted for each vessel before they come aboard
- Trainees will attend the maritime groups meetings / training
- Trainees will log their hours on all motorised vessels
- Trainees will attend / pass the external courses as required
- Trainees will complete the minimum hours on each vessel type
- Trainees will complete the minimum supervised hours on each vessel and the trainer will assess whether the person is competent.
- Once all of the above is complete, our permit issuer will confirm the requirements are met in consultation with the trainer before issuing a certificate / "Permit to Operate".

3. Training framework continued

Trainee requirements

- 3 i. The minimum number of hours of boating experience required for the granting of the industry specific certificate.

Trainees shall have completed a minimum of 100 hours boating before they are considered for a permit to operate. These hours can be accumulated recreationally or commercially.

Additionally, the following minimum hours apply for the vessel type / area combinations:

Area:	Vessels < 15m	Jet powered vessels < 6m	Weed Harvester
Enclosed waters including rivers and lakes	100 boating 10 on power boats 10 Supervised	100 boating 50 on jet boats 20 Supervised	100 boating 40 on harvester 40 Supervised
Restricted Inshore waters	200 boating 100 on power boats 20 Supervised	200 boating 100 on power boats 50 on jet boats 20 Supervised	-

The medical and eyesight standards that will be required for the holder of the industry-specific certificate.

Horizons Regional Council requires our operators to have:

- a current maritime certificate of medical fitness including eye sight test

This medical, which expires every two years, may result in “daytime only” or other restrictions which need to be added to the certificate.

What existing experience and qualifications of a trainee would be equivalent to this training?

All experience in vessels of a similar type can contribute. An existing higher commercial maritime qualification such as SRL will allow a Horizons Regional Council “Permit to Operate” to be issued. Staff coming from another similar organisation (another regional council or environmental agency) who operate a similar permit to operate system will also be considered on a case by case basis subject to the vessel type restrictions and experience.

Outline how certificate holder(s) can maintain their level of proficiency. For example, a refresher course of three hours is available.

Skippers of vessels and internal trainers can maintain their level of proficiency by attending the Maritime groups training sessions and continuing to carry out their duties on the vessels. The Maritime group meets most months. They must maintain their first aid and medical fitness as prescribed in this plan.

4. Vessel details

Vessels in our organisation.



Kingfisher (VP 1602)

Passenger & Non-passenger ship

Crew during training 2 - 4

MNZ 142436

Primarily used on lakes and rivers, built 2020

4.8 metre Alloy Jet Boat

Power 313 kw

Trailer registration: 64J47



VP 1663 (Rubber Ducky)

Non-passenger ship

Crew during training 2 - 3

MNZ 142762

Primarily used on lakes, built 2021

3.7 metre inflatable

Power 17 kw

Trailer registration: 96N94



VP1727 (Grey Smartwave)

Passenger & Non-passenger ship

Crew during training 2 - 4

MNZ 143388

Primarily used on lakes and rivers, built 2023

4.3 metre Plastic molded Boat

Power 29.4 kw

Trailer registration: 551P7



Te Wai Tapu o Punahau (VP 1421)

Non-passenger ship

Crew during training 2 - 4

MNZ 135533

Primarily used on lakes, built 2015

12.3 metre Weed Harvester

Power 35 kw

Trailer registration: 2U264



5. Certificates to be issued to trainees

Person(s) issuing the certificates

Maritime New Zealand needs to see the fit and proper person for each person you list. Send these forms with your application. Your application cannot be processed without these forms:

Name

David Eden

Brown

Position

Senior Coordinator, Environmental Data

Contact address

11-15 Victoria Avenue, Palmerston North

Email address

david.brown@horizons.govt.nz

Contact numbers

06 9522 992

021 2277115

Name

Craig Allan

Grant

Position

Group Manager, Corporate

Contact address

11-15 Victoria Avenue, Palmerston North

Email address

Craig.grant@horizons.govt.nz

Contact numbers

06 9522 863

021 2277083



Person(s) issuing the certificates continued

Name

Jenny

Ferry

Position

Harbour Master (Senior Emergency Management Coordinator)

Contact address

11-15 Victoria Avenue, Waiararua North

Email address

Jenny.Ferry@horizons.govt.nz

Contact numbers

06 9522 992

021 2277800

Name

Evan

Lloyd

Position

Health and Safety Advisor

Contact address

11-15 Victoria Avenue, Waiararua North

Email address

evan.lloyd@horizons.govt.nz

Contact numbers

06 9522 829

021 2277207

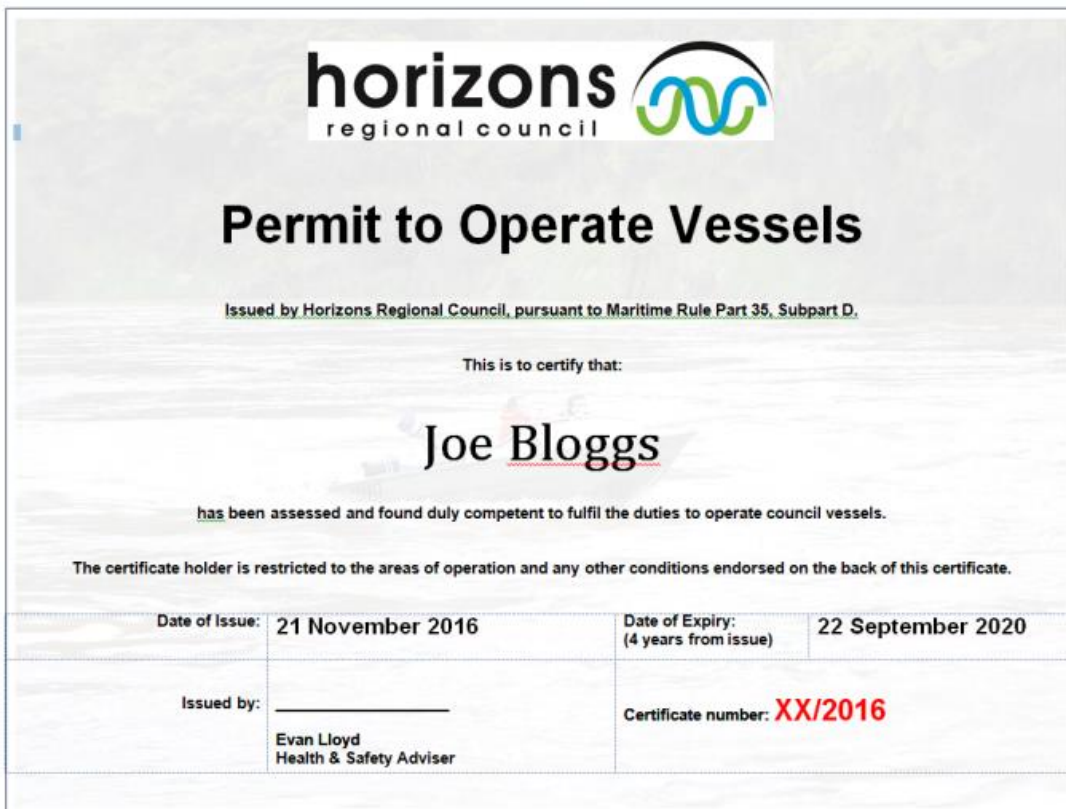
5. Certificates to be issued to trainees continued

Sample certificate(s)

Attach sample copies of the certificates you will issue to trainees.

Include any conditions that need to be specified. Identify the vessel(s) that the certificate holder may operate on with this certificate.

Front:



horizons
regional council

Permit to Operate Vessels

Issued by Horizons Regional Council, pursuant to Maritime Rule Part 35, Subpart D.

This is to certify that:

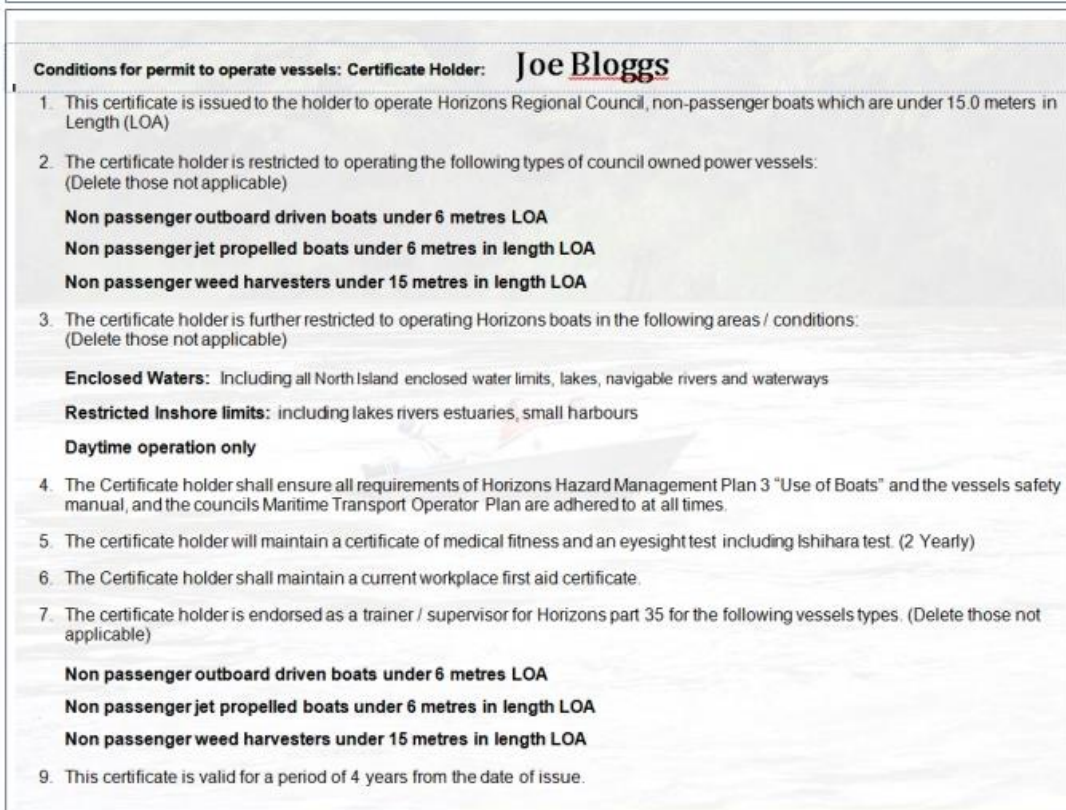
Joe Bloggs

has been assessed and found duly competent to fulfil the duties to operate council vessels.

The certificate holder is restricted to the areas of operation and any other conditions endorsed on the back of this certificate.

Date of Issue:	21 November 2016	Date of Expiry: (4 years from issue)	22 September 2020
Issued by:	Evan Lloyd Health & Safety Adviser		Certificate number: XX/2016

Reverse:



Conditions for permit to operate vessels: Certificate Holder: Joe Bloggs

- This certificate is issued to the holder to operate Horizons Regional Council, non-passenger boats which are under 15.0 meters in Length (LOA)
- The certificate holder is restricted to operating the following types of council owned power vessels:
(Delete those not applicable)
Non passenger outboard driven boats under 6 metres LOA
Non passenger jet propelled boats under 6 metres in length LOA
Non passenger weed harvesters under 15 metres in length LOA
- The certificate holder is further restricted to operating Horizons boats in the following areas / conditions:
(Delete those not applicable)
Enclosed Waters: Including all North Island enclosed water limits, lakes, navigable rivers and waterways
Restricted inshore limits: including lakes rivers estuaries, small harbours
Daytime operation only
- The Certificate holder shall ensure all requirements of Horizons Hazard Management Plan 3 "Use of Boats" and the vessels safety manual, and the councils Maritime Transport Operator Plan are adhered to at all times.
- The certificate holder will maintain a certificate of medical fitness and an eyesight test including Ishihara test. (2 Yearly)
- The Certificate holder shall maintain a current workplace first aid certificate.
- The certificate holder is endorsed as a trainer / supervisor for Horizons part 35 for the following vessels types. (Delete those not applicable)
Non passenger outboard driven boats under 6 metres LOA
Non passenger jet propelled boats under 6 metres in length LOA
Non passenger weed harvesters under 15 metres in length LOA
- This certificate is valid for a period of 4 years from the date of issue.

6. Document Revision History

Version Number	Date	Comment
1.0		Submitted to Maritime New Zealand
2.0	30-11-2011	Following comments of Maritime New Zealand. -Section 3.1 –Added clarification excluding this section for the jet boat. -Section 3.2 added “Jet boat endorsement” to the RYA level 2 boat handling course. -Section 3.3 added “Jet boat endorsement” to the RYA level 2 boat handling course.
	09-01-2013	MNZ Part 35 Audit / Review
	14-02-2014	MNZ Part 35 Audit / Review
3.0	18-02-2014	Internal Management Review: Changed header to bring into ISO 9001:2008 Horizons system Section 1: -Added option for declarations of medical fitness. -Added option for driver's license in lieu of eyesight tests Section 2: Added new section and included appendix A for training. Section 3: Made reference to SSM, MOSS & HMP3 Section 4: 4.1: made it clearer that it did not apply to the jetboat. 4.2: clarified the level 2 course requirements for jetboats. 4.3 clarified the level 2 course requirements for jetboats. 4.4 added new SeaCert qualification. Section 6: Added “times” to the list of limits for permits to operate. Section 7: Added new section 7 for document revision history.
3.1	22-03-2016	Internal review no changes, however note this does not cover the new weed harvester which is not in service.
4.0	21-11-2016	Significant rewrite of plan to fit new Maritime New Zealand template. (not submitted to MNZ as pending approvals at Horizons. (our one expires December 2016)
4.1	18-01-2018	Final tidy up of plan to send to Maritime New Zealand
4.2	18-08-2020	Added Kingfisher and removed River Rat
4.3	12-05-2021	Internal review, Corrected training certificate expiry dates
4.4	19-10-2022	Internal review. Added vessel VP1663 and removed vessel VP848
4.5	10-01-2023	Review prior to submission to MNZ for renewal of part 35: 2b: Removed Ross Brannigan, added Jenny Ferry 3e: Added Horowhenua HMP 3f: updated expiry dates for trainer certificates. 5: Removed Ross Brannigan, added Jenny Ferry
4.6	03-03-2023	Added David Brown as permit issuer. Removed Craig, Evan, and Jeannie, pending fit and proper persons forms.
4.7	02-10-2024	Management review. Section 4 updated vessels removed Te Tuna Tapo o punahau and added VP1727. Also added passenger status to VP1727. Small typo and numbering fixed.

