

5 December 2022

File Ref: OIAP-7-26749

Tēnā koe [REDACTED]

Request for information on approved mooring contractors in Wellington.

I refer to your request for information dated 11 November 2022, which was received by Greater Wellington Regional Council (Greater Wellington) on the same day. You have requested the following:

“can you provide me with the quality assurance framework WRC used to appraise potential providers and details of the process used to accredit the approved providers and discount other potential providers”

Greater Wellington’s response follows:

We introduced “Approved mooring inspectors” to get consistency of mooring inspections and reports. The aim being the reduction in mooring breakaway events. The criteria has always been that contractors hold the required commercial diving certificates and meet current requirements. We have not declined any contractor that met these criteria.

Since 2020 this has extended to contractors agreeing to the Memorandum of Understanding found in **Attachment 1**. This sets out the expectations and provides a guide for what is expected in the mooring report. This is to ensure that both we and the mooring owners have the correct information to make decisions on the maintenance requirement for the mooring.

In your email you suggest that our actions have led to the “creation of a monopoly has created significant issues for mooring users both in terms of supply and cost”. As noted above we have not turned down any commercial diver that has the qualifications and applied to be approved.

Likewise, we do not control the charges from the divers. Over time the WorkSafe requirements have seen an increase in the compliance costs for commercial dive work, that is something that would be passed on to customers and something that neither Greater Wellington, nor to a large degree, the contractors can control.

If you have any concerns with the decision(s) referred to in this letter, you have the right to request an investigation and review by the Ombudsman under section 27(3) of the Local Government Official Information and Meetings Act 1987.

Please note that it is our policy to proactively release our responses to official information requests where possible. Our response to your request will be published shortly on Greater Wellington's website with your personal information removed.

Nāku iti noa, nā



Al Cross
Kaiwhakahaere Matua Taiao | General Manager Environment Management Group

Attachment (1)

**Greater Wellington Regional Council, Harbourmaster's Office
(Harbourmaster)**

And

**Approved Swing Mooring Inspector / Contractor
(Contractor)**

**Agreement in respect of mooring construction, placement, maintenance and
inspection of moorings within the Greater Wellington region**

Contains:

1. Memorandum of Understanding
2. Audit Pro-forma
3. Mooring Inspection Report Form
4. Harbourmaster's Mooring Specification

1. FOREWORD

The placement and use of moorings within the Greater Wellington region is regulated by the Resource Management Act 1991 (including the Coastal Plan and proposed Natural Resources Plan and the Greater Wellington Regional Council Navigation and Safety Bylaws.

A number of specified swing mooring areas have been established throughout the Wellington region. Within these areas a mooring may be established after successful application to the Harbourmaster. Outside of an established specified swing mooring area a mooring may only be established where the applicant gains resource consent approval and the prior permission of the Harbourmaster.

Moorings may only be inspected by Approved Swing Mooring inspectors / Contractors,

2. PURPOSE

This document aims to:

- (a) authorise contractors to work as Approved Mooring inspectors / Contractor (Contractor);
- (b) set down the responsibilities of the Contractor
- (c) set down the responsibilities of the Harbourmaster.

3. DEFINITIONS

- “Greater Wellington Regional Council Harbourmaster’s Office” means the Office of the Harbourmaster who is appointed by Greater Wellington Regional Council under Section 650B of the Local Government Act 1974.
- “Authorised Swing Mooring inspector / Contractor” (Contractor) means a contractor authorised by this agreement.
- “Harbourmaster’s Mooring Specifications” means the specifications for the minimum requirement of mooring equipment items.
- “Mooring” means:
 - (a) any weight or article placed in or on the foreshore / the seabed or a waterway for the purpose of securing a vessel, raft, aircraft, or floating structure; and
 - (b) includes any wire, rope, chain, buoy, or other device attached or connected to the weight; but does not include an anchor that is normally removed with the vessel, raft, aircraft, or floating structure when it leaves the site or anchorage.
- “Swing Mooring Inspection Report” means a form, whether electronic or paper, on which the required information of a mooring inspection is recorded and is used to inform the owner and the Harbourmaster about the condition of the mooring.

- “Fit for purpose” means that the mooring is adequate for further use by the vessel / owner registered to that mooring. This “Fit for purpose” statement will accompany a mooring report, where a swing mooring inspector/ contractor considers the mooring is suitable the 2 year period or requires maintenance work within a shorter, defined period. This swing mooring status must be part of a detailed inspection report, which must be provided to the Harbourmaster and mooring owner within 20 working days of completion. The status “Fit for purpose” is required prior to any vessel being able to be moored at that particular site.
- “Swing Mooring Licence” means a Licence, issued by the Harbourmaster, authorising the applicant to place a mooring at a specified location within an approved swing mooring area.
- “Vessel” has the same meaning as a “ship” in the Maritime Transport Act 1994.

4. HARBOURMASTER RESPONSIBILITIES

The Harbourmaster will:

1. Provide the Contractor with information in relation to the individual swing moorings and the contact details of the mooring owners. This information must be requested by the Contractor via email to the Harbourmaster. Depending on circumstance, will depend on information provided. This information is solely used for the purpose of inspecting, repairing, servicing or laying moorings. This information cannot be used for any other purpose without specific written approval from the Harbourmaster.
2. Have the powers to carry out an audit every 12 months and assess the Contractor's compliance with this agreement. This will require the Harbourmaster to review inspections and paper work carried out over the last 12 months and may involve observing at least one swing mooring inspection on the Contractor's vessel.
3. Supply electronic aerial photographs of mooring areas, showing details of each relative mooring position.
4. Supply to the mooring contractor plastic identification tags.

5. CONTRACTOR RESPONSIBILITIES

VESSEL AND OPERATIONS

1. The Contractor's vessel must comply with all relevant current Maritime Rules and regulations.
2. At all times the contractor must comply with the requirements of Worksafe and comply with the current standard industry requirements for construction diving within New Zealand.
3. Operators of any lifting device (Including lift bags) must be suitably trained and familiar with the equipment and safe operating procedures.
4. The mooring position must be recorded using a GPS receiver whether handheld or fitted.
5. The Contractor must refer to the Swing Mooring Inspection Report and compare with the recommended guidelines as per recommendations on the Harbourmasters website and be satisfied that the mooring is equal to or exceeds these

recommendations taking into account but not limited to: depth, tide, wind, swell, vessel draft, windage and other influencing factors.

6. The contractor must not place a swing mooring until such time a swing mooring licence or written confirmation from the Harbourmaster to proceed is provided.

6. MOORING INSPECTION AND REPORTING

1. The Contractor agrees to fully inspect all components of a swing mooring system. If the contractor believes part of that a swing mooring could be buried, the contractor must liaise with mooring owner prior to inspection, and this will enable the owner to make an informed decision. This will enable the owner to take responsibility in making the decision not to lift the entire mooring for inspection. If the owner or the contractors are unsure, they should lift the mooring sufficiently with a lift bag or similar to enable clear visibility of all worn and wearable components in the mooring system.
2. The Contractor is to use the swing mooring inspection forms attached to this document or have their inspection reports preapproved by the Harbourmaster.
3. The Contractor is to use or exceed the swing mooring "construction guidelines" attached and if wishes to deviate away from these this must be approved by the Harbourmaster in writing (An email explaining reasons for change would be appropriate)
4. If the mooring inspection (including any repairs carried out) concludes that the mooring is a Pass (P) a Contractor may issue a Swing Mooring Inspection Report that indicates that it is **fit for purpose**. If the contractor deems that the condition is a Fail (F) and is deemed immediately dangerous, then both the owner and the Harbourmaster should be notified immediately (within 24 hrs.) and the vessel should be removed and the mooring tagged as **DO NOT USE**. If unable to make it safe in the short term
5. Anytime work is carried out on a mooring an updated report should be completed. This report must be supplied to both the Harbourmaster and the mooring owner with the electronic title indicating the date this work was carried out. (To help differentiate between versions)
6. Individual Swing Mooring Inspection Reports must be emailed separately so that they are easily loaded into our system.
7. The Contractor agrees to notify Harbourmaster immediately (within 1 working day) of a mooring inspection where components are sub-standard or dangerous.
8. The Contractor agrees to issue a completed Swing Mooring Inspection Report within **20 working days (1 x month)** to the mooring owner, with a copy to the Harbourmaster, upon completion of an inspection. All information fields on the report/certificate are required to be completed.
9. The Contractor agrees to notify the Harbourmaster of any unregistered, unpermitted or unidentifiable moorings that are noticed during their inspections.
10. Inspection intervals shall not exceed 2 years. If the mooring is found to require maintenance work within a shorter, defined period, this shall be indicated clearly on the report. The Swing Mooring Inspection Report shall identify a "Fit for purpose" status maximum 2 Year (24 month) re-inspection period.

11. Swing moorings are to be given 24 months re inspection period unless prior Harbourmaster approval to reduce to 12 months
12. The Contractor will not relocate a swing mooring unless instructed by the Harbourmaster. On completion of the relocation, the Contractor shall provide a completed Swing Mooring Inspection Report to the Harbourmaster within 20 working days. (1 month)
13. A mooring is to be assessed and graded for a period of up to 24 months. Swing mooring Inspection Reports are to show gradings in the following categories:

P- Pass	Item should last 24 month years (12 month expiry only at Harbourmasters approval)
F - Fail	Item is inadequate and will not last 12 months If the mooring is immediately dangerous (Owner and Harbourmaster is to be immediately notified and the owner is to remove vessel from the mooring)
14. On completion of a satisfactory "Pass" being "fit for purpose" via the swing mooring inspection, the Contractor must ensure an identification tag is attached to the mooring buoy and that it correctly displays a swing mooring identification number.
15. Assist in maintaining a customer/client database by ensuring that client contact details are correct and the name and details of vessel occupying the mooring at time of the inspection are reported, when submitting a completed Swing Mooring Inspection Report by highlighting any changes.
16. It is recommended that the contractors assist in ensuring swing moorings are inspected on or before the due expiry date by creating a simply reminder system to prompt them, the Harbourmaster would prefer the contractor to proactively contact the current swing mooring owners prior to the expiry of their swing mooring inspection, to organize a re-inspection. Lead times should allow for other work commitments and enable swing mooring inspections to be completed before or on due date.

7. PREVENTION.

This is a combined effort to Educate swing mooring owners on best practice; this is an expectation from both the swing mooring inspector / repairer and the Harbourmaster.

1. To educate Swing mooring owners to regularly check their swing moorings by lifting up as much as they safely can (top rope and chain) every month or 2 for a visual inspection.
2. Encourage Swing mooring owners to use good quality chain.
3. Encourage replacement of top ropes every 2 x years regardless of condition
4. Encourage the use / replacement of worn shackles with three piece shackles where appropriate / suitable / advantageous, preferably with twin lock nuts. Any screw shackle should moused unless certain that it is welded. Peening over the end is also suitable if it protrudes enough to be effective.
5. To document and keep a record of the exact specifications in pictorial form.

6. Option: to have a readily available second swing mooring tackle (top rope, top chain and intermediate chain). The idea is this can be made up prior to expiry and be simply swapped over every two years. This enables more thorough cleaning and inspection on dry land as well as saving money on temporary repairs and revisits.
7. Direct swing mooring owners to the online GWRC swing mooring guidelines.
8. Option: Encourage location of swivel directly under the top rope for ease of inspection.
9. Option: Greasable swivels have reduced chain wear on some moorings.

8. LIABILITY

The Approved Swing Mooring Inspector / Contractor shall at all times (both before and after termination) indemnify the GWRC Harbourmaster in respect of all claims, damages, demands, costs and expenses whatsoever, which may arise out of or in connection with the contractor's responsibilities under this agreement.

Greater Wellington Regional Council shall at all times indemnify the Contractor in respect of all other such matters, which may arise out of or in connection with Greater Wellington Regional Council Harbourmaster responsibilities under the agreement.

9. DURATION

This agreement shall have effect from and include 01 December 2019 until 1st December 2020, and thereafter will automatically be renewed for successive periods of 12 months unless terminated in writing by either party.

Contact Details

Harbourmaster

Harbourmaster's Office
Greater Wellington Regional council
Level 1
Meridian Building
55 Lady Elizabeth Lane
Wellington 6142

P.O box 11646
Manners St
Wellington
61 2

Phone (04) 3881911 Beacon Hill 24hr duty ranger
(04) 840 4160 Harbourmasters office
Email harbours@gw.govt.nz

CONTRACTOR

Name:

Address:

Email:

Phone number:

After hours phone number:

Signed by _____

On behalf of _____
Mooring Contractor company name

Date _____

Phone _____

Email _____

Contact Person _____

HARBOUR MASTERS OFFICE

Signed by _____

on behalf of Greater Wellington Regional Council, Harbourmasters' Office.

Date _____

Greater Wellington Regional council Harbour Masters office
ANNUAL MOORING INSPECTOR / CONTRACTOR REVIEW

Mooring Contractor:
 Location:
 Date:

Swing mooring Inspection Report

Are all of the parameters on the Harbourmasters swing mooring Inspection Report used?	Yes	No
Is the report completed correctly with all information?	Yes	No
Is the report sent to the HM in the required timeframe?	Ye	No
Does the contractor ensure that the swing mooring meets or exceeds guidelines?	Yes	No
Does the contractor ensure the mooring buoy correctly marked?	Yes	No
Does the contractor meet or exceed the requirements of this MOU?	Yes	No

General

Contractor complies with Mooring Specification Sheet. Yes No
 Comments:

If all fields are completed with "yes" the contractor will be reviewed in one year on:
 If all fields are completed with "n " the contractor will be reviewed in one month on:

Inspecting Officer Signed

Mooring construction guidelines

Length of Vessel (m)	Dry Block Weight * (Kg)	Steel Weight (Kg)	Ground Chain (mm)	Intermediate Chain (mm)	Riser Chain (mm)	Top Rope (mm)
Less than 6	400	250	18	12	10	16
6-8	700	450	24	15	10	18
8-10	900	600	24	15	12	22
10-12	1300	800	28	18	12	30
12-14	1800	1100	36	22	16	34
14+	Check with GW Harbours Department					

* See "Mooring blocks" below

Chain lengths – Refer diagram on reverse

- D Depth of water at the block, sounded at MHWS.
 F Height above water of the bow roller/fairlead.
 G Distance from the bow roller/fairlead to the securing cleat.
 L Length of vessel.

- Ground Chain length = $0.55D$
 Intermediate Chain = $0.55D$
 Riser Chain = $1.1D$
 Top Rope = $1.5F+G$
 Feeder rope to buoy = to suit

Swinging radius. The approximate swinging radius is $1.7D+L$

Mooring blocks. When a material is submerged, it will lose some of its weight due to buoyancy. E.g. Concrete will lose about 40% once it is submerged, hence the additional dry weight requirement over steel.

Swivel. The size of swivel used should be at least one size greater than the larger of the two sizes of chain being joined. It can be located either between the intermediate chain and riser chain or between the riser chain and top rope.

Use of shackles. The size of shackle used should be at least one size greater than the larger of the two sizes of chain being joined. Shackle pins are to be securely welded or moused.

Note: Shackles should be kept off the seabed when the mooring is in use, to avoid the abrasive effect of the seabed material on the mousing wire etc.

These specifications are to be used as a guide only. Different types of vessels, moored in different locations will require different mooring specifications.

Factors to consider:

- Heavy/Moderate/Light displacement vessel – i.e. its weight compared to its length.
- Where is the mooring located?
 - Is it subject to adverse weather or sea conditions?
 - Is there any current?
 - What is the seabed material?

For further information phone 04 830 4162, or email harbours@gw.govt.nz



GWRC SWING MOORING INSPECTION FORM

- SWING MOORING INSPECTION PASS FAIL
- IS THIS MOORING FIT FOR PURPOSE YES NO
- 1 YEAR OR 2 YEAR APPROVAL 1 YR 2 YR
- RE INSPECTION DATE DUE

PLEASE PRINT ALL DETAILS

Mooring Consent No: Mooring Buoy No:

Mooring Owners Name

Mooring Owners Address:

Mooring Owners Phone No:(W)(H).....(C)

Mooring Area:

GPS Position:

Inspection Date: Inspection Time:

Water Depth at time of Inspection: m

DETAILS OF VESSEL USING MOORING

Boat Name

Type Launch Yacht Other

Length: m Beam: m Draft: m

Vessel Colour(s)

DETAILS OF MOORING

Type of Block: Mooring Buoy No:

Dimensions:

Chain Length: Bottom: m Middle:..... m Top..... m

Chain Diameter: Bottom: mm Middle:..... mm Top mm

Swivel Diameter: mm Swivel Location:.....

Headline Length: m Headline Diameter:..... mm

Headline Chafe Protection Type: Checked:.....

	Checked	Items Replaced	Specify/Comment
Block	<input type="checkbox"/>	<input type="checkbox"/>
Bottom Shackle	<input type="checkbox"/>	<input type="checkbox"/>
Bottom Chain			
av. dia.mm	min. dia..... mm	<input type="checkbox"/>
2nd Shackle	<input type="checkbox"/>	<input type="checkbox"/>
Middle Chain			
av. dia.mm	min. dia..... mm	<input type="checkbox"/>
3rd Shackle	<input type="checkbox"/>	<input type="checkbox"/>
Top Chain			
av. dia.mm	min. dimm	<input type="checkbox"/>
Swivel	<input type="checkbox"/>	<input type="checkbox"/>
4 th Shackle	<input type="checkbox"/>	<input type="checkbox"/>
Head line	<input type="checkbox"/>	<input type="checkbox"/>
Numbered Buoy	<input type="checkbox"/>	<input type="checkbox"/>

Diagram of Mooring required on separate page.

This is to certify that I have inspected and serviced this mooring, and the information noted above is true and correct.

Company Name of Contractor.....

Signature of Contractor

PROACTIVE RELEASE

