

Annex 7 – Plan Administration



Chatham Islands Council

Plan Administration

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Training

Chatham Islands response personnel responsible for implementing the plan and dealing with oil spills shall receive training appropriate to their responsibilities under that plan in accordance with Maritime NZ policy. These personnel are required to meet the Maritime NZ training revalidation requirements. The council shall ensure that accurate details of all trained responders are kept.

Exercising

Chatham Island council must ensure that the plan is regularly tested in accordance with an exercise programme approved by the Director for each year and which includes at least—

- (i) One desktop exercise designed to test the plan and response procedures every 12 months; and
- (ii) One field exercise, involving the production of an incident action plan or site operations plan and the deployment of equipment, every 12 months.

Accurate records of each exercise and its results will be kept.

Maintenance and Amendment of Regional Marine Oil Spill Contingency Plan

(1) The regional marine oil spill contingency plan must be checked by the regional council not less than once every 12 months to verify the currency and completeness of the information contained in it.

(2) At the time of every check the regional council must ensure that—

- (a) Any information in the regional marine oil spill contingency plan which is not current is updated; and
- (b) Any new information relevant to the regional marine oil spill contingency plan is incorporated in the plan after approval has been received from the Director under section 293(2) of the Maritime Transport Act.

(3) The regional council must ensure that any amendments that would increase the effectiveness of the plan resulting from exercises are -

- (i) Submitted to the Director as soon as practicable for approval under section 293(2) of the Maritime Transport Act 1994; and
- (ii) Added to the regional marine oil spill contingency plan and provided to all persons who hold a copy of that plan, once approval has been given by the Director under section 293(2) of the Maritime Transport Act 1994.

(4) The Director and every other person holding a copy of a regional marine oil spill contingency plan must be notified by the regional council of any changes made to the plan as a result of a check made under this rule.

Document Control

The Chatham Island Marine Oil Spill Response Plan is a controlled document. Official copies of the plan will be issued to holders of the roles as indicated below:

Controlled Document Circulation List

Copy Number	Holder
1	Maritime New Zealand
2	Maritime New Zealand
3	CIC General Manager (Owen Pickles)
4	First Point of Contact (Nigel Ryan)
5	Regional On Scene Commander (Alex van Wijngaarden)
6	Iwi Representative – Hokotehi Moriori Trust PO Box 188 Chatham Islands 8942
8	Iwi Representative -Ngati Mutunga o Wharekauri Iwi Trust PO Box 50
9	Iwi Representative - Te Runanga o Wharekauri / Rekohu Chair/Charlie Preece PO Box 102
10	Harbour Master – Joseph Thomas PO Box 6
13	Foreshore / Wildlife Coordinator - Dept of Conservation PO Box 114
14	Marine Clean-up Supervisor - MoF Fisheries Enforcement Officer George Ririnui PO Box 72
15	Aviation Coordinator - Air Chatham' s PO Box 52
16	Resource / Finance Coordinator
17	CI Fire Brigade –Waitangi PO Box 81
18	CI Police c/- Chatham Islands
19	Emergency Manager Rana Solomon PO Box 24