

# Chatham Islands Council

## Marine Oil Spill Contingency Plan 2023



# Plan Review

This Plan will be amended as and when pertinent information changes or better information comes to hand, or as required by the Director of Maritime NZ.

Contact details of key personnel and organisations will be reviewed at least every 12 months including the Appendix.

All organisations named in this Plan must notify the ROSC when their nominated personnel, or their contact details, change.

Any updates to this Plan will be made as required and uploaded to WebEOC.

**Controlled document:** The Chatham Islands Marine Oil Spill Contingency Plan is a controlled document. The Director of Maritime New Zealand must approve all reviews and significant amendments to this plan.

**Disclaimer:** While all care and diligence have been used in extracting, analysing, and compiling this information, Chatham Islands Council gives no warranty that the information provided is without error.

Published in February 2023  
Chatham Islands Council  
9 Tuku Road  
Waitangi  
Chatham Islands

Prepared by: Rana Solomon Emergency Manager for the Chatham Islands Council  
Approved by: Director of Maritime New Zealand

This document is also available on our website: [www.cic.govt.nz](http://www.cic.govt.nz)

# Marine Oil Spill Tier 2 Contingency Plan

In the event of a marine oil spill contact:

- Chatham Islands Council Ph: (03)3050 033 (8:30 am-4:30 pm weekdays)
- Harbour Master Josh Thomas (03) 3050 315
- Emergency Manager Rana Solomon (03) 3050005
- The RCCNZ Maritime New Zealand Ph: (04) 5778 030

Note: It is important to contact Emergency Management CI Council and Maritime NZ as early notification of a possible spill is necessary for providing effective assistance promptly.

This Plan consists of two parts.

- Operational Arrangements - guides the overall response.
- Annexes - contains regionally specific information that will assist with each stage of the response.

## Supporting Documents:

- Chatham Islands Council Emergency Coordination Centre standard operational procedures
- Maritime NZ's Oil Spill Management Manual
- Chatham Island Resource Management Document
- NZ Nautical Almanac
- Hydrographical Charts
- NZ Tidal Streams Atlas

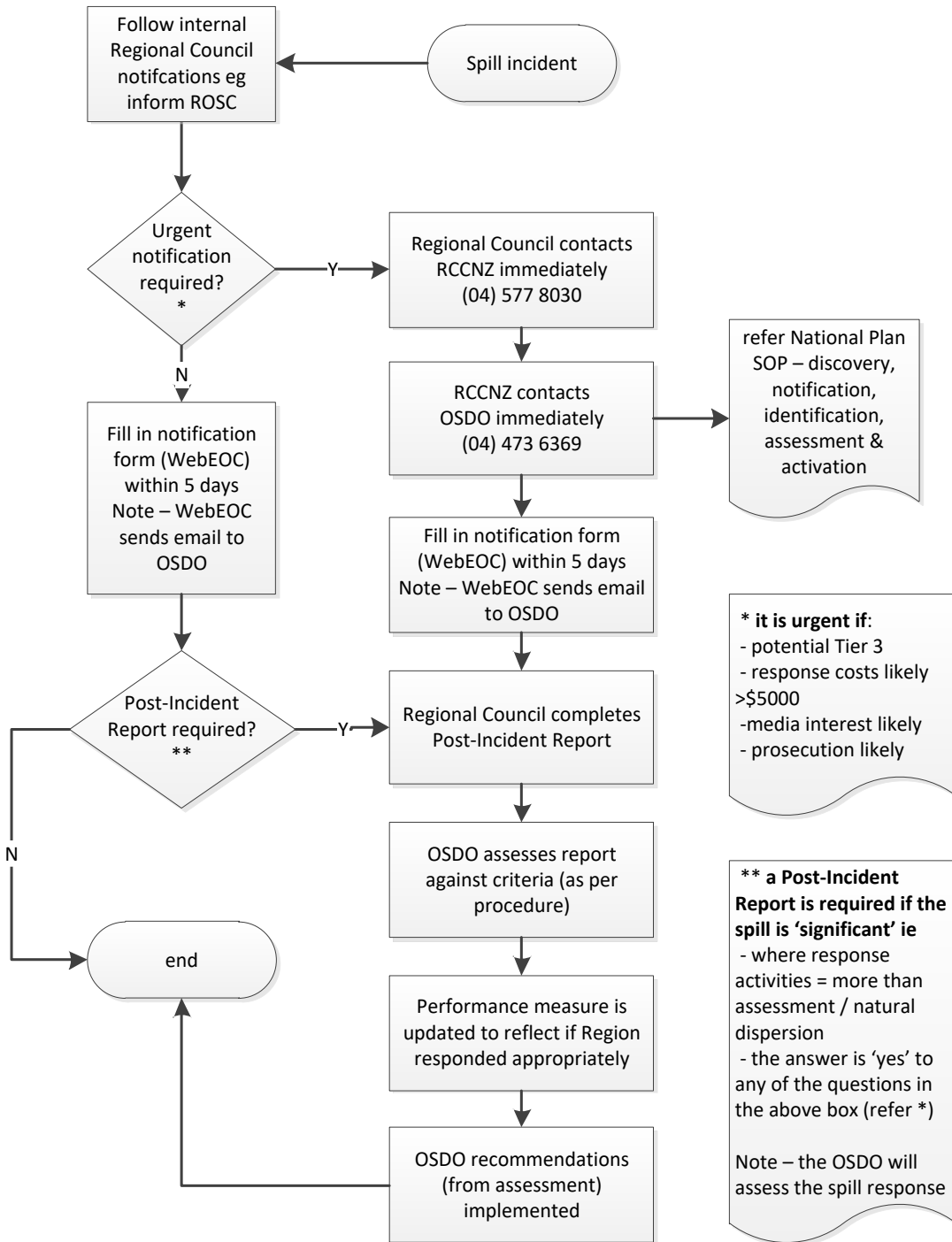
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# Standard Operating Procedure Flowchart



# **1.0 Operations Section**

## **1.1 Introduction Operations Section**

The Chatham Islands Council has been granted regional powers under the Local Government Commission Re-Organisation Scheme with effect 31<sup>st</sup> October 1989, and as such, the Chatham Islands Council has formed an emergency management system which includes Civil Defence, Marine Oil Spill and all emergency events that required or when an emergency service becomes stretched or requires support.

Emergency Management on the Chatham Islands is intended as a mechanism to support all emergency services. This plan is designed to be used in conjunction with the emergency coordinating centre standard operating procedures produced by emergency management. Regional contingency plans are required to be consistent with the national plan, for that reason the terms contained in this plan may not be consistent with those in the emergency coordinating centre standard operating procedures.

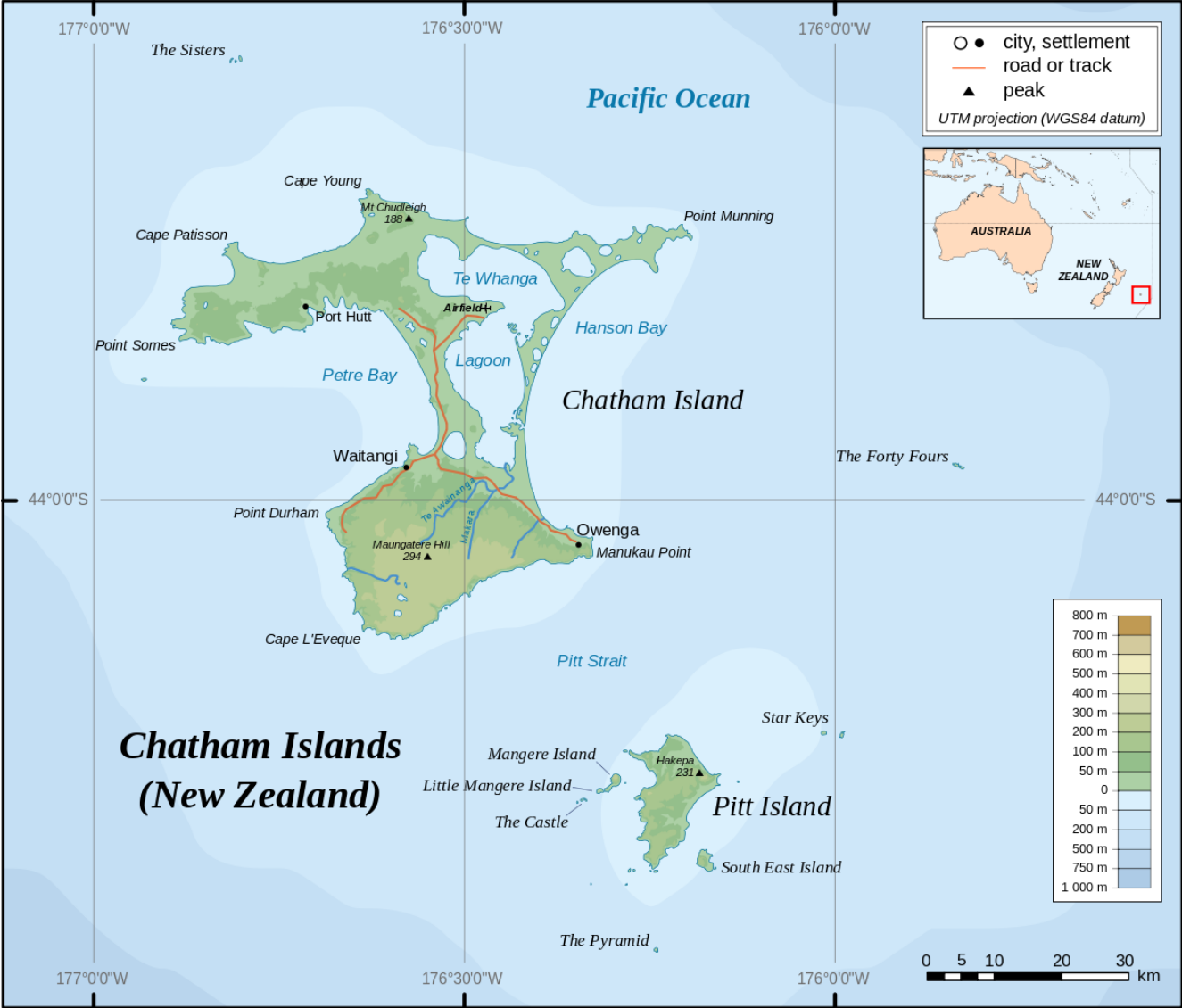
## **1.2 Statutory Responsibility**

The Chatham Islands Council has a statutory responsibility under the Maritime Act 1994 to conduct a respond to marine oil spills that occur within its area of responsibility. Accordingly, this Plan forms the Chatham Islands Regions element of the New Zealand Marine Oil Spill Response Strategy and has been prepared in accordance with the Maritime Transport Act 1994, Rules, and Amendment's, in particular Marine Protection Rule 130C.

## **1.3 Internal Regional Council Notification**

Ref to Appendix 2 contact details and CDEM Group Plan

# 2.0 Regional and Coastline Map



## 3.0 Purpose of the Plan

The purpose of this Plan is to provide a planned and regionally co-ordinated response to any oil spill that reaches or is likely to reach the marine environment within the Chatham Islands Region where:

- The oil spill has not been appropriately responded to by the persons who have caused the spill, or the spiller is taking no clean up action.
- A spill from an approve oil transfer site has exceeded the resources and capability of the site operator.
- The spiller is unknown.
- This plan provides a framework from which to approach a spill incident. It includes an available resource in terms of equipment personal and contractors. Environmental data is provided to assist in decision making.

This Plan provides a framework from which to approach a spill incident. It includes available resources in terms of equipment personal and contractors. Environmental data is provided to assist in decision making. In the event of the spill being beyond regional resources or other factors cause it to escalate to a Tier 3 this plan will provide Maritime New Zealand with regional specific information to assist in building their response to the incident. For the purpose of the plan reference to an oil spill also includes a protentional oil spill.

### 3.1 Objectives of the Plan

The principal objectives are set out in section 303 of the Maritime Transport act 1994.

- (a) prevent further pollution from the marine oil spill; and
- (b) contain and clean up the oil spill in accordance with the relevant regional marine oil spill contingency plan or the National Oil Spill Contingency Plan in such a way that does not cause any unreasonable danger to human life or cause an unreasonable risk of injury to any person.
  - **Evaluate** a report of an oil spill within one hour of the report being reported,
  - **Alert** concerned and interested parties of an oil spill that affects them within two hours of the spill are reported.
  - **Mobilise** appropriate personnel and equipment in support of a Tier 2 response operation within three hours of the spill is reported.
  - **Commence** any necessary clean-up operations which avoid, remedy, or mitigate the effects of the spilled oil and contribute to the restoration of the environment within six hours of the spill being reported:
  - **Complete** clean-up operations as quickly and efficiently as available resources allow.
  - **Recover** costs of clean-up under the Maritime Transport Act.
  - **Sensitive areas** information refers to Annex 4

### 3.2 Document control and Plan Maintenance

This Plan is a controlled document, and the plan is made available on WEBEOC under the Chatham Islands regional Plan section. This site is only available to maritime personnel, access to the Chatham Islands Council web page also has an electronic copy available to the public.

### 3.3 Relationship with other Oil Spill Response Plans

This Plan integrates with:

- The National Marine Oil Spill Contingency Plan by providing Maritime New Zealand (MNZ) with specific regional information to assist in responding effectively to a nationally significant spill (Tier 3). The Plan also helps to provide for a seamless transfer from a Tier 2 regional response to a Tier 3 National response should the need arise.
- Site Marine Oil Spill Contingency Plans by providing specific local information to assist in responding effectively where a Transfer site owner is not.

## 4.0 Criteria for Escalation

### 4.1 Tier 1

A Tier 1 response will escalate to a Regional Tier 2 response when the Tier 1 response is unlikely to adequately respond to the spill. Such escalation may be at the request of the Tier 1 site operator or when, in the judgement of the Chatham Island Councils ROSC, this action is necessary to deal with the spill effectively.

### 4.2 Tier 2

An oil spill response will be declared to be a Tier 2 response in the following circumstances:

- (i) The spiller cannot adequately respond to the spill; or
- (ii) The spill is within 12 nautical miles; and
- (iii) The Chatham Islands can respond adequately to the spill within the resources available; and

If these criteria cannot be met, then the ROSC (or any person authorized by them) should request the National On-scene Commander to declare a Tier 3 response. The NOSC may if in their judgement determine that the spill cannot be adequately dealt with at the regional level, elevate a Tier 2 response to a Tier 3 response.

### 4.3 Tier 3

This request will be made via the OSDO ph. (04) 473 6369. The ROSC should undertake such actions as are necessary to assist the NOSC under the National Marine Oil Spill Contingency Plan. In a Tier 3 response, the National Oil Spill Contingency Plan will take priority over the Regional Plan.

If a Tier 3 response is declared an Emergency Operations Centre will be activated, and ECC personnel will.

- Provide information and carry out such tasks as required by the NOSC
- Open the ECC for National Response Team
- Support where possible

## 5.0 Phase One: Procedures

### 5.1 Discovery, Notification and Reporting

Discovery and notification of a marine oil spill incident in Chatham Island. Where there is an actual or probable marine oil spill the spiller is responsible for notifying the MNZ or CIC by the quickest means possible. Recording the spill details as they are received including photographs are also useful records. Spills should also be logged in the Chatham Islands WebEOC. Spills involving hazardous substances, may be toxic or otherwise hazardous, then the incident must be reported immediately to the Fire Service, the Harbour Master and the Biosecurity.

Emergency Management  
Chatham Island's Council  
Ph: (03) 305 0033 ex 720 (8.00 AM – 4.30PM weekdays)

The RCCNZ (Maritime New Zealand)  
Ph: (04) 577 8030

ECAN Biosecurity  
Ph: 033050013

FENZ  
Ph: 033050064  
Urgent: 111

### 5.1 Engagement with Imi/Iwi

The marine environment, and its ecosystems and indigenous species are of high significance to Māori/Moriori. As such, the Chatham Islands Council seeks to cooperate with Māori/Moriori when events such as marine oil spills occur.

- Consults with Imi/Iwi on contingency planning and response, during the process of writing Regional Marine Oil Spill Contingency Plan
- Involves, as appropriate, Imi/iwi in oil spill responses.
- Takes steps, in the Action Plan, to address the interests and concerns of Iwi/Imi that may be identified through the above processes.

### 5.2 Assessment and Identification

On receiving a report of an oil spill or shipping incident, the Oil Spill Investigating Officer shall:

- Assess, or arrange for an assessment to be immediately carried out to confirm the details surrounding the report.
- Complete as much detail on the pollution incident evaluation form as possible.
- Notify all potentially interested parties, particularly the Department of Conservation and Iwi/Imi of an incident.
- Contact the Regional On-scene Commander and deliver the information on the pollution incident evaluation form.

The pollution incident evaluation form may be used as evidence in any legal proceedings against the spiller as well as being of assistance concerning the response, particularly when notifying the RCCNZ.

### **5.3 Determining Responsibility Tiers 1,2,3.**

Upon receiving notification, the Regional Oil Spill Coordinator (ROSC) will promptly assess the spill incident and determine the appropriate tier of response required. This assessment will involve evaluating the size, location, and potential impact of the spill. Based on this assessment, the ROSC will make informed decisions regarding the course of action to be taken.

The ROSC's decision-making process will involve the following steps:

**Spill Assessment:** The ROSC will gather all available information about the spill, including its magnitude, location, and potential environmental and public health risks. This assessment will help determine the level of response required.

**Tier Classification:** Based on the spill assessment, the ROSC will assign a tier classification to the spill. This tier classification system may vary depending on the region and governing authority but generally involves categorizing spills into different response levels, such as Tier 1, Tier 2, or Tier 3, based on their severity and impact.

**Response Planning:** Once the spill is classified into a specific tier, the ROSC will refer to the pre-established response plans and protocols. These plans outline the necessary actions, resources, and agencies involved at each tier level. The ROSC will review these plans to determine the appropriate response actions for the given spill scenario.

**Decision-Making:** Using the spill assessment, tier classification, and response plans as guidance, the ROSC will make informed decisions regarding the course of action to be taken. This may include activating specific response teams, coordinating with relevant agencies and stakeholders, initiating containment and clean-up measures, and implementing environmental protection strategies.

**Ongoing Evaluation:** Throughout the response operation, the ROSC will continuously evaluate the effectiveness of the chosen course of action. Adjustments or modifications may be made based on the evolving situation, new information, or changes in environmental conditions.

By following this process, the ROSC ensures a systematic and efficient approach to spill response, allowing for timely and appropriate actions to mitigate the impact of the spill and protect the affected environment and communities.

### **5.4 Adjoining Regional Council Activation**

If the ROSC assesses the spill to be within an area of responsibility of an adjacent regional council, then they are to refer the report (and any relevant information) to the appropriate contact person within that region and inform the Chatham Islands Chief Executive.

### **5.5 Response Required Minor Spill**

The Oil Spill Investigating Officer is to initiate immediate actions to control and clean-up the spill (with the support of other trained or experienced equipment operators, as required). This will not involve the activation of the CDEM Group.

### **5.6 Response Required Significant Spill**

If a response is required, the ROSC will:

- Determine whether the response should be a regional tier 2 response or request that a tier 3 response be declared by the National On-Scene Commander (NOSC).
- Advise the RCCNZ ph. (04) 577 8030 (24 hrs.). The Maritime NZ Notification Form should be completed in WebEOC.
- Instruct the Oil Spill Investigating Officer or nominee to obtain samples of the spilled oil and photos of the event under the sampling instructions outlined in the National Plan supporting documents.

## 5.7 Action, Mobilising Response Personnel and Equipment

The Regional On-scene Commander (ROSC) will decide upon the appropriate course of action concerning an oil spill, which may include:

No response required
<p>Fill in notification form in WebEOC within 5 days of incident. WebEOC automatically sends an email to the OSD0.</p> <p>Persons evaluating a report of an oil spill/pollution for which no response is required are to log the incident on the Harbours Oil Spill database.</p>
No immediate response required – standby mode
<p>If no immediate response is required (e.g., because oil is heading offshore), then ROSC will:</p> <p>Put Incident Command Team on "standby" mode.</p> <ul style="list-style-type: none"><li>– Advise the RCCNZ ph. (04) 577 8030 (24 hrs.). If required, the Maritime New Zealand Notification Form should be completed on WebEOC</li><li>– Establish monitoring of the slick and its likely direction of travel, using forecast weather and current conditions; and</li><li>– Be prepared to declare a response; and</li><li>– In circumstances where a response was avoided, prepare a brief report for the Council and MNZ.</li></ul>
Oil transfer site response
<p>A site-specific incident that can be managed by the party responsible for the spill.</p> <p>Monitor the response and seek feedback from the site operator on cause, extent, and response effectiveness.</p>

## Tier 2

Can be initiated by or at the direction of the ROSC without reference to the CEO, CIC. The ROSC will assume responsibility for the response.

Confirm the existence of the spill, that is of significant magnitude, and that clean-up operations will be required.

Arrange for an evidence collection and respond to the spill as appropriate. Log the incident in the Oil Spill database and WebEOC.

Consider which of the following interested parties should be notified, if any.

- Department of Conservation
- Iwi/Imi
- Wildlife liaisons
- Public Health
- Interested parties.
- Arrange the clean-up operation.
- Assume control, establish the control Centre, and inform the appropriate people.
- Complete initial pollution report.
- 

If a ship is involved, harbour Master will obtain samples and other evidence from the ship if necessary. If the spillage is from a shore installation, pipeline etc., the Environment protection team will obtain samples and photographs.

- Update WebEOC incident information
- Inform the CEO, Ecan, Regulation officer and if a major clean up the CDEM Group Manager.
- Issue service orders to support organisations.
- If required, request the assistance of ECC.
- Coordinate response from supporting organization.
- Advise the CEO as soon as possible if the spill is significant.

## Tier 3 Response

Initiated when the Tier 2, response escalates so that it is beyond the resources and capability of Chatham Islands Council.

In this case the MNZ representative, OSDO, or NOSC should be notified as soon as possible and the NOSC will take control of the response, which will be escalated to Tier 3.

The request for MNZ assistance, or for a Tier 3 response to an oil spill, may be made by the CEO Harbourmaster, The ROSC or a designated representative of those persons.

Establishment of IMT (Incident Management Team) that will include the ROSC advisory team.

A generalized IMT structure is outline in annex 2 The roles and responsibilities of each team member are outline in Chapter 3 of the National Plan. The ROSC will determine the appropriate response structure to deal with the specific oil spill incident. The positions may be filled with the Tier 1 responders, CIC ECC staff, MNZ personnel, and representatives of organisations with specialist functions. e.g., FENZ liaison officer and or people who are present in an advisory capacity. E.g., NIWA, oil industry, Iwi/Imi. A list of personnel available to be assigned to the ICT listed in annex 2.

Notification of IMT members

The ROSC will notify the required staff from annex 2 by the most appropriate means using the resources available and ask them to assemble at a place specified.  
  
A support unit may be established within ECC to mobilise and position personnel and equipment identified in this Plan at the site designated by the ROSC.

Establishment of ECC

In the event of an oil spill, the ROSC will determine the location of the any in field EOC but can also use the ECC building and comm's.

Mobilisation of oil response equipment

Equipment will be mobilised by the ROSC, or by a support unit on the ROSCs behalf in accordance with the instructions. Oil response equipment should be mobilized within three hours of the spill being reported to CIC or sooner if possible. The location and releasing authorities of equipment available for a Tier 2 response operation are listed in Annex 1. Equipment owned by the MNZ and located in the Chatham Islands region is included in this equipment list. The ROSC may also request that some or all the national resources of the MNZ be mobilised to support a Tier 2 operation. These requests are to be made to the OSD0.

<b>Mobilisation of oil response personnel</b>
<p>Personnel will be mobilised by the ROSC or support unit on the ROSC behalf, in accordance with the instructions given in Annex 2. Oil response personnel should be mobilised within three hours of the spill being reported to CIC or sooner if possible. Personnel required to deploy the equipment and undertake the priority clean-up will depend on the techniques involved and the amount of specialised equipment to be deployed. Trained personnel available to assist in a response operation are listed in annex 2 and in WebEOC. For some spills additional resources may be required, particularly for labour intensive operations such as shoreline clean-up. Supplementary labour may be contracted from commercial labour pools or from other regional council.</p>
<b>Interested party notifications</b>
<p>Investigating officer and/or the ROSC, must ensure that interested parties are informed of incidents that affect them. What constitutes interested parties will vary with each spill. However, those with wide regional interests are to be informed of each significant spill, and they are listed in annex 2. The ROSC will determine who needs notification and will keep them informed with situation reports. (Sitreps)</p>

## 5.8 Shipping incidents

Upon receiving a report of a shipping incident, it should be considered whether there may be a consequent risk of marine pollution, irrespective of this being included in the report or not. Shipping incidents must be reported to the Manager, Harbour master as soon as possible. If they assess that a risk of oil pollution exists, they are to implement the following measures:

- Notification
- Standby
- Gather personnel and equipment.

## 5.9 Incidents involving immediate danger to life or property.

FENZ is responsible for handling any type of incident where lives or properties are in imminent danger, irrespective of whether there is a fire or the risk of fire.

When FENZ is called to a non-fire incident and there is no danger to life and/or property, the Fire Service should not become involved in tasks that the occupier (ship) of agent or other authority can carry out.

The Police are responsible for the co-ordination of non-fire emergencies (Hazardous Material Incidents) (NZFS I.P./III/1) operational procedures. However, the fire service will usually continue to handle and stabilise the incident under the overall guidance of the Hazardous substance's technical liaison committee.

## 5.10 Notification

Any reports of a marine oil spill or potential spill should be passed to the Chatham Islands Harbour Master or call the council office and have him located.



Any other useful info?

## 8.0 Regional Activation

The ROSC should initiate the following actions (Note: Maritime New Zealand should have already been contacted and appropriate sampling personnel dispatched under the “Response Required” section above):

- Appoint personnel to monitor the spill.
- Establish an Incident Coordination Centre as appropriate for the scale of the response. This could be a simple incident control point based out of a vehicle or the full ECC. ECC is to be used for a full response check that it is open by contacting the Emergency Manager.
- Activate required members of the response team and inform them where to meet and the time of pre-response briefing. Ensure that there are adequate personnel available to allow for an ongoing response (i.e. greater than 6-8 hours).
- Establish Communications as required between the ECC and responders in “the field”. Ref to attached annexe 3.
- 

If required and available the ECC personnel can assist during a tier 2 oil spill response until the NRT are mobilised and are on the Chatham Island: however, they can continue to assist if available.

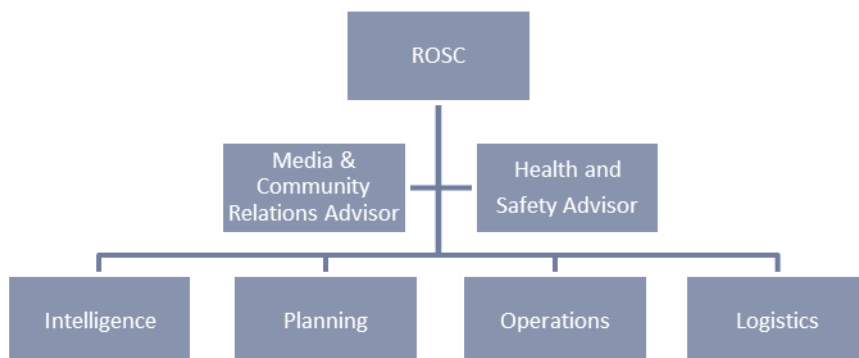
### 8.1 Authority of the Regional On-scene Commander

During a Tier 2 incident, the ROSC will assume responsibility for the response operation. The ROSC shall decide whether it is appropriate for any action to be taken in response to a marine oil spill.

The powers of an On-scene commander are set out in Sections 300 - 328 of the Maritime Transport Act 1994, authorises the Regional On-Scene Commander to take whatever measures are necessary, within the powers set out in the Act, to respond to a spill if notified by the Director of Maritime New Zealand or if they otherwise become aware of the spill. All designated ROSCs are to be fully familiar with these provisions.

The roles and responsibilities of the ROSC are also set out in the Act. Financial Authority is delegated to the ROSC by the Chatham Islands CEO during an oil spill event, to be exercised jointly with senior CIC official on duty that also have delegated authority.

## 9.0 Chatham Island ECC Oil Spill Response Structure



In the event of a Tier 3 response being declared, the National Plan supporting documents provides an expanded structure of the roles under planning, operations and admin/logistics and a description of the associated roles and responsibilities.

During a Tier 2 spill, most of the positions in the ECC Team may be filled by one or more persons, given the need to ensure that any response operation occurs in 6 to 8-hour shifts at most. This structure may change for smaller spills, as some positions may not be required.

## 10.0 Phase Two: Incident Action Plan

### 10.1 Action Plan Development Team

Where the IMT is activated, the ROSC together with the Planning Section and with assistance from the Operations Section, will develop an IAP that is appropriate to reduce, control and clean up the spilled oil, which may include:

- The strategy for the response and necessary actions to be undertaken.
- Objectives for all actions
- Timelines for actions
- Who is responsible for the actions and tasks set?
- The ROSC will communicate the IAP to the entire IMT.

### 10.2 Clean-up operations

The ROSC will determine, in conjunction with the IMT, the most suitable clean-up methods after assessing the volume and type of pollutant involved and the areas at risk.

Clean-up operations should be started within six hours of a spill being reported to CIC, or sooner if possible.

Clean-up options will depend on the chemical composition/grade of the oil and the prevailing weather and will be determined using the decision guidelines.

- ROSC will be on the Incident Action Plan Development Team
- Each spill event requires a specific Action Plan tailored to the incident. The AP sets out a clear strategy for spill responses, which is then converted into an operational plan/response by the field teams.
- The Action Plan Development Team must assess the appropriateness of any immediate actions already in place for the current spill response and modify if necessary.

### 10.3 Development Team tasks:

- Evaluate the spill incident and any current spill Action Plan. The Regional Plan: Coastal contains information on Sensitive Areas and other Coastal Information. Besides the National Plan Supporting Documents outline clean up and response options for different environments and guidance on response techniques ref annex 4.
- Determine both short-term and long-term objectives of the response.
- Develop an Incident Action Plan, which should include:
  - The strategy for the response and necessary actions to be undertaken, including a strategy for wildlife rescue and rehabilitation (Refer to Wildlife Nat Plan supporting document)
  - Clear objectives.
  - Clear timeline for all actions to achieve objectives; and
  - A clear statement of responsibility (i.e. which members of the Team are responsible) for the actions and tasks.
- Determine the resources and expertise needed, and those available. Annex 1 and 2 provide equipment and personnel lists. Mobilization instructions are outlined in these Annexes.
- Provide a mechanism for feedback, with continuous monitoring of the spill response and modification of the IAP as appropriate.
- The ROSC will communicate the AP to the IMT and is responsible for ensuring that the NOSC is also briefed of the action if required.

## 11.0 Phase Three: Activate an Action Plan

### 11.1 Notify interested parties.

- Appendix 2 contains a list of interested parties who must be notified of any spill on the island. The ROSC (in consultation with the IMT) may determine other interested parties and when to contact them if required (i.e., before or after the IAP is developed).
- Notification of DOC, Iwi/Imi should be a priority.
- It is the ultimate responsibility of the ROSC to ensure that all the Interested Parties are appropriately informed.

### 11.2 Health and Safety

The safety of human life is to take precedence over all aspects of the response operation. Responders are to comply with the Chatham Island Council Health and Safety Management Plan 2005, as in accordance with the Health and Safety at work Act 2015.

### 11.3 Media Relations

Cooperative media relations must be developed early in the response, and regular press releases made during the response by the ECC Media Liaison Advisor and Mayor subject to ROSC approval. Unless otherwise approved by the ROSC, the only people in the Response Team who will communicate with the media during an oil spill response will be the ROSC, the ECC Media Liaison Advisor or the Mayor.

The Media Liaison Advisor should forward media queries outside the subject of the spill response to the appropriate organisations or individual to provide that comment.

Media releases during Tier 3 response operations

Releases of information regarding a Tier 3 response operation to the media are to be made only with the authority of the Director, Maritime New Zealand, or the National On-scene commander. Regional responders in a Tier 3 operation are to decline comment with the media and refer all enquires to the persons.

### 11.4 Cost Tracking and accounting

Cost tracking must be rigorously applied throughout the response, in accordance with Chatham Island Council accounting procedures and financial requirements. See Accounts personnel to establish tracking procedures. High priority must be given to the gathering of sufficient and accurate information to enable recovery of costs from the spiller.

- MNZ must be advised as soon as:
- The estimated cost of clean-up response exceeds \$5000 at which time the MNZ is to be invited to view the situation.
- The estimated cost of a clean-up response is likely to exceed \$10,000 and
- The response costs may become prohibitive for CIC to manage.

### 11.5 Financial Authority

The Harbourmaster, who also holds the role of the Regional On Scene Commander (ROSC), does not currently possess financial delegation authority. However, in the event of an oil spill response, the Harbourmaster has the authority to take necessary actions.

While the Harbourmaster may not have financial delegation authority, it is important to note that immediate response actions to mitigate an oil spill are prioritized over financial considerations. The primary focus is on initiating appropriate response measures to minimize the impact of the spill and protect the environment.

In such situations, the Harbourmaster, as the ROSC, is empowered to make critical decisions and coordinate the necessary response activities. This includes mobilizing response teams, activating relevant resources and equipment, implementing containment and clean-up measures, and coordinating with other stakeholders and agencies involved in the response efforts.

If financial approvals or authorizations are required for specific response actions beyond the immediate and necessary measures, the Harbourmaster can escalate the matter to the appropriate authorities or agencies that have the financial delegation authority. This ensures that the required funding and resources are secured to support the ongoing response operations.

The primary objective is to effectively and promptly address the oil spill incident, and any financial considerations can be managed through the established processes and channels once the immediate response actions have been initiated by the Harbourmaster as the ROSC.

## **11.6 Evidence Collection**

For details on how to obtain samples and gather information to enable a successful prosecution and/or civil action to be taken, refer to the National Plan Supporting Documents listed in the WebEOC. Full and accurate documentation of all decisions, response actions and associated costs support the critical evidence that is required.

## **11.7 Documentation**

Records of all communications (telephone conversations, faxes and file notes) must be recorded, as well as all financial transactions and expenditure. A chronological account of the incident must be kept. For procedures on document control, refer to the National Plan Supporting Documents on the WebEOC.

## **11.8 Security**

Security for both the ECC and the response operation in the field must be put in place to ensure the safety of response personnel and the public, protection of equipment and maintaining access to those area affected by the spill. Consideration needs to be given when bringing a team in from New Zealand as there is no security available on the island.

## **11.9 Disposal of Oily Waste**

Recovered oil and associated oily waste material resulting from the response operation is to be segregated and stored in suitable containers and vessels while awaiting disposal. The Chatham Islands Council will dispose of the oil through a practicable means that complies with legislation and under the National Plan Supporting Documents. Consideration will be given to transporting any recovered oil to mainland New Zealand, where it may then be transported to a reception facility for oily waste.

## **11.10 Oiled Wildlife Response**

If an oiled wildlife response is required during a Tier 2 or Tier 3 response this should be first discussed with the ROSC to ascertain whether it is appropriate. If deemed necessary, oiled wildlife response can then requested through the MNZ Oil Spill Duty Officer (OSDO).

The OSDO will contact Wild base and mobilise the NOWRT (National Oiled Wildlife Response Team).

## 12.0 Phase Four: Termination, Demobilisation,

The ROSC may terminate any marine oil spill response by the Chatham Island's Section 304 (2) Maritime Transport Act 1994. The decision should be made considering whether the objectives of the response have been achieved, the NOSC expertise and other expert advice e.g., from DOC, MPI, FENZ may be consulted to assist with this decision.

Before seeking termination of the response, the ROSC will hold a debriefing with the IMT. The purpose of this meeting is to determine whether the IAP objectives have been achieved and the response has been adequately completed. If this decision is likely to be contentious then the decision may be referred to the Director, Maritime New Zealand, for resolution.

Response termination involves the recovery, cleaning and maintenance of all equipment used during the response and the demobilization of all personnel involved in the response. Also, it involves the collation and completion of all documentation associated with the spill response, including expenditure reports.

Before the response personnel depart their stations, they should attend a debriefing meeting with their section Manager. Managers will then attend a debriefing with the ROSC.

## 13.0 Phases Five: Post Operations Policy

### 13.1 Debriefing

A debriefing of the Managers, chaired by the ROSC or nominee, will be held following termination of the response. This will enable a review of the Regional Plan and will highlight areas, where the response and planning could be improved, refer Annex 7 - Exercising the Plan and Plan Review.

The ROSC is responsible for arranging the time and venue of the debriefing and shall inform those persons / or representatives of supporting organisations of such arrangements. Those persons and/or representatives are expected to attend the debriefing. Costs associated with attending the debriefing or the completion of reports shall be considered as part of the overall incident response.

### 13.2 Cost Recovery

It is the policy of the Chatham Islands Council to recover the costs of marine oil pollution clean-up operations from the spiller.

### 13.3 Response Audit

The Director, MNZ may direct a review and audit of a Tier 2 response operation Accordingly, the ROSC is to ensure that a complete record is kept of significant details. For smaller incidents may be reviewed by the ROSC.

### 13.4 Council Reporting Procedure

On completion of the debriefing, the ROSC is to ensure that all pertinent information is collated and forwarded together with a report to the Chatham Island Council's CEO as soon as practical after the debriefing. It is the policy of the Chatham Island's Council to recover the costs of marine oil pollution clean-up operations from the spiller.

### 13.5 Financial systems

Chatham's Island Councils procedure for tracking cost are to be done via the council accounts department for detail on the financial delegations and procedures for tracking expenditure during the response and the

process for cost recovery on completion of a response ref to the accounting personnel, emergency manager operation Manager or CEO.

It must be noted that costs will still be incurred after the termination of the clean-up phase of the incident and these need to be accounted for in the overall response cost.

### **13.6 Enforcement**

Both the Maritime Transport Act 1994 and the Resource Management Act 1991 contain marine pollution offence provisions. CIC may initiate proceedings for an offence if an offence was committed within the coastal marine area of the Chatham Islands region. The MNZ may commence proceedings if the offence is committed outside the 12nm territorial jurisdiction.

### **13.7 Civil Liability**

Damage to private property is a matter to be resolved between the parties involved. This shall be by civil litigation if necessary.

### **13.8 Initial Actions**

- On notification from the spiller ensure that the Waitangi Wharf OTS MOSCP is being implemented
- Get status of spill and response actions and confirm if the spill can be managed at the Tier 1 level of if additional support is required.
- Mobilise Oil Spill Investigating Officer to go to the wharf and oversee the Tier 1 response and ensure that the spill is being responded to effectively appropriately. Ensure:
  - the spill has been effectively stopped at the source and no risk of a further spill is possible.
  - the spill has been effectively contained; or
  - the spill is naturally dispersing/evaporating with minimal environmental impacts.

### **13.9 Notifications**

- Chatham Island Trust – Do they oversee wharf operations that may be affected by a spill and response activities?
- Iwi – Imi
- Maritime NZ/OSDO
- DOC

### **13.10 Tier 2 Response Required**

Mobilise appropriate response team.

Review and update the templated Waitangi Wharf Action Plan and implement as appropriate.

### **13.11 MNZ Equipment**

CIC is to keep MNZ equipment positioned in the Chatham Islands region in a high state of preparedness and availability and is to keep the MNZ informed of its location and serviceability and how this equipment may be immediately obtained, as per the service agreement with the MNZ.

### **13.12 Re-deployment**

MNZ equipment positioned in the Chatham Islands Region is to be immediately available for re-deployment by the MNZ in an emergency or otherwise anywhere in New Zealand or overseas. If requested to do so by the MNZ, CUC will assist in the emergency re-deployment by the of this equipment with NZ. By advising on or procuring transport arrangements. At the MNZ expense.

### **13.13 Location and Storage**

Equipment and its storage location are detailed in annex 1. Notwithstanding this and except when deployed for actual or simulated oil spills, MNZ equipment is to be stored in accordance with the terms and conditions of the Regional Marine Oil Spill Equipment Loan Agreement.

### **13.14 MNZ Equipment**

MNZ equipment can only be used during a marine oil spill response under the conditions given in Annex 1 of the National Response plan when authorised by the ROSC. It is only to be deployed under the supervision of person trained in its use by the MNZ.

### **13.15 Review of the Plan**

As required by section 290 of the Maritime Transport Act 1994 this Plan will be reviewed under the guidance of the CEO at least once every three years or sooner if deemed necessary. Recommendations for any amendments should be forwarded to the CEO, and Emergency Manager the author of this plan.

### **13.16 Keeping Plan Current**

All organisations named in this Plan are asked to notify the CEO, Harbour master when their nominated personnel or their contact details, change. At the time of every check any information in the Plan that is not current shall be updated and any new information relevant to the Plan shall be incorporated in the plan after approval has been received from the Director. The Director, MNZ and every person holding a copy of this Plan shall be notified of any changes made to the Plan.

### **13.17 Post use review**

The effectiveness of the Plan shall be evaluated and recorded by the ROSC within three months after its use in response to an oil spill. The Director, MNZ shall be invited to participate in any post-use review of the plan. Any proposed amendments to increase the effectiveness of the Plan shall be submitted by CIC as soon as practicable for approval under section 293(2) of the Maritime Transport Act 1994.

## **14.0 Spill Scenario(s)**

Te Whanga is the most sensitive location from an oil spill risk perspective however fortunately few spill scenarios threaten the lagoon / Hikurangi channel. The most likely spill scenario is a vessel casualty resulting in an oil spill that threatens to enter the lagoon entrance.

### **14.1 Initial Actions**

- On notification of an oil spill or vessel casualty in the vicinity of the lagoon, entrance confirm spill or incident details.
- If the scenario involves a vessel casualty, ensure that the vessel casualty SOP is being implemented.
- Confirm the status of the Hikurangi channel if this is closed or open to the sea.

- If the entrance is open assess the likelihood of oil entering the channel based on wind, tide, and currents.
- If the oil spill is likely to enter the channel assess feasible options to prevent oil from entering the channel and review, update and implement the templated Te Whanga Action Plan Attached.

## 14.2 Notifications

- Iwi – Imi
- DOC
- Community
- Maritime NZ/OSDO

## 15.0 Vessel Casualty

### 15.1 Spill Scenario(s)

The most likely spill scenario in the Chatham Islands is that resulting from a vessel casualty fishing around the entire coastline. Due to the isolated and rugged nature of the Chatham Islands, a vessel casualty may also occur in a very remote and difficult to access location.

### 15.2 Tier 1 Response Capability(s)

- If the casualty is a larger fishing vessel, it may have a SOPEP and therefore an associated response capability.
- This response capability however is largely limited to undertaking actions to prevent, stop or minimise the release of oil into the sea.

### 15.3 Initial Actions

On notification of a vessel casualty obtain as many details relating to the incident and potential spill as possible:

- Location of the vessel and nature of casualty
- Vessel details: size, owner/operator
- Amount of oil on board and location of tanks
- Possible actions the master/owner can take to avoid, stop or minimise the amount of oil being released.
- Get status of spill and owners response actions and confirm if the spill can be managed at the Tier 1 level or if additional support is required.
- Mobilise Oil Spill Investigating Officer to go to the casualty and oversee the Tier 1 response and ensure that the spill is being responded to effectively appropriately.
- the spill has been effectively stopped at the source and no risk of a further spill is possible.
- the spill has been effectively contained; or
- the spill is naturally dispersing/evaporating with minimal environmental impacts.

### 15.4 Notifications

- Vessel owner/operator
- Iwi – Imi
- Maritime NZ/OSDO
- DOC

## 15.5 Tier 2 response required.

- Mobilise response team.
- Review and update the templated small vessel Action Plan and implement as appropriate.

## 16.0 Response in a remote location

### 16.1 Response Scenario

Much of the Chatham Islands coastline is difficult to access via road, therefore an oil spill in these remote areas will have associated access and logistical challenges.

### 16.2 Initial Actions

- Confirm the location and details of the spill/casualty.
- Undertake basic spill impact assessment and NEBA to determine appropriate response options.
- Identify access options, either by land or sea (or both)
- Confirm if response options are feasible.
- Assess response requirements considering health and safety.
- Confirm response requirements (equipment and personnel)
- Mobilise required transport arrangements.
- Confirm communication channels.

### 16.3 Vessel based response.

Waitangi - Pita Thomas - F/V Cat O Nine PH-3050121

Owenga - Marlon Thomas F/V Melissa PH: 03 3050383

Kaingaroa - Nathaniel Whaitiri - F/V Joint Venture PH-3050409

Port Hutt - Anthony Tuanui - F/V Miss Racheal PH-3050216

### 16.4 Land-based response

All responders have 4WD vehicles and some have 4X4 and tractors.

### 16.5 Notifications

- Relevant landowner
- Iwi
- DOC
- Maritime NZ/OSDO

### 16.6 Spill Scenario

Waitangi Wharf is the main location on the island for oil transfers and bunkering and therefore at risk of spills associated with these operations. The Chatham's Enterprise Trust manages the oil transfer site operating at the wharf and is therefore initially responsible for the response to any spills associated with the site.

## 16.7 Tier 1 Response Capability(s)

- Containment on wharf via....
- On water containment with ...sorbent booms?

## 17.0 Response Action Plan Templates

### Action Plan Template

Scenario	Oil Spill that threatens Te Whaaga lagoon		
Date:		Task Plan #	
Issued By:		Contact details: (Email/Ph #)	
Period Covered			
Aim	'To minimise the environmental impact of the oil spill from ( <i>insert source</i> ) on te Whaanga Lagoon and the wider Chatham Islands coastline		
Summary of Incident / Assessment	Oil spill that has the potential to enter the Whaanga Lagoon via the Hikurangi Channel. Include assessment of likely volume of oil entering the Lagoon and the potential impacts. Discuss during Chathams visit		
Plan of Action / Strategy	Te Whaanga Lagoon is one of the most important resources on Chatham Islands and every effort should be made to prevent oil entering it.  All available options should be considered to do so.		

	Every attempt should be made to consult with Imi/Iwi and DOC prior to proceeding with the chosen response option, especially if this is to mechanically close the Hikurangi Channel.	
Objective 1.	To prevent oil entering the Whaanga Lagoon by containing the oil at the source of the spill.	
Task 1.	Undertake vessel salvage activities to remove, mitigate or minimise the risk of any oil spill from a vessel casualty.	
	Task Description	To stop an on-going oil spill from a vessel casualty. To remove the risk of further release of oil from a vessel casualty
	Recommended Method(s)	As per the vessel casualty SOP
	Task Completion Criteria	No risk of release of oil from the vessel
Objective 2.	To prevent oil entering the Whaanga Lagoon by blocking the entrance to the Lagoon	
Task 2.	Deploy protection boom in the entrance to Te Whaanga Lagoon	
	Task Description	
	Recommended Method(s)	Deploy land sea boom from northern/southern end of lagoon entrance. Deploy boom from vessel launch site at abandoned flying boat base and tow to lagoon entrance.
	Task Completion Criteria	Boom in place which stops oil entering the lagoon
	Mechanically close the entrance to the Lagoon	

Task 3.		
	Task Description	Close the entrance to the lagoon using earthmoving machinery.
	Recommended Method(s)	
	Task Completion Criteria	Entrance to the lagoon closed
	General Considerations	<p>When the Hikurangi Channel is open, Te Whanga behaves like a tidal inlet near the mouth, but the northern basin continues to behave like a shallow lake:</p> <ul style="list-style-type: none"> <li>• Flows in the Hikurangi Channel reach up to c. 100 cumecs outflow on an ebbing tide and c. 200 cumecs inflow on a flooding tide, depending on the tidal range at sea.</li> <li>• The extent of tidal influence in the lagoon is limited to the region near the mouth, representing between 5 and 25% of the total lagoon area.</li> </ul>
	Restrictions	Discuss any decision to mechanically close the entrance to the lagoon with DOC and tanagata whenua prior to doing so.
	Limitations	Currents in Hikurangi Channel, Access to the Channel
	Background Info: Oil Type	Marine Diesel, hydraulic and lube oils
	Background Info: Sensitive Resources	<p>Chatham Island Shag roosting</p> <p>Red-billed Gull breeding colonies</p> <p>The lagoon is extensively used as a food source, especially for flounder, eel and whitebait.</p> <p>Shellfish (cockles)</p> <p>Tens of thousands of waterfowl including various duck species and Swans inhabit the lagoon</p>

	Background Info: Attachments	See appendix 1
	Logistics	
	Total Resources:	<p>Task 1.</p> <ul style="list-style-type: none"> <li>• Pump to transfer or remove oil.</li> <li>• Oil storage containers for removal of oil</li> </ul> <p>Task 2.</p> <ul style="list-style-type: none"> <li>• X lengths of land sea boom and ancillaries (anchors, ropes, ballast and air pumps</li> <li>• Waratahs for securing ends of booms</li> <li>• Vessel to assist with boom deployment.</li> </ul> <p>Task 3.</p> <ul style="list-style-type: none"> <li>• Heavy Machinery</li> </ul>
	Total Personnel:	<p>Task 1.</p> <ul style="list-style-type: none"> <li>• Vessel salvage contractors</li> <li>• Responders x 3</li> </ul> <p>Task 2.</p> <ul style="list-style-type: none"> <li>• Responders x 6</li> </ul> <p>Task 3.</p> <ul style="list-style-type: none"> <li>• Contractors</li> </ul>
	Transport:	

	Decontamination:	
	Communications:	
	Security:	
	Waste Management:	
	Safety:	Refer to Site Safety Plan
	Welfare:	Catering Shelter Toilets First Aid

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Intelligence Plan	Aerial Observations, SCAT program, Wildlife Surveys etc
Information Flow	Team Briefings, Media releases, Sitreps etc, Field progress reports
Public Information Plan	
Telecommunications Plan	
Organisation	(Org Chart – names ph. numbers etc)
Health and Safety	
Waste Plan	
Appendices	
Approval and Distribution	
AP prepared by	
AP approved by	
Distribution	

## Action Plan Template

Scenario	Small vessel casualty that requires a Tier 2 response to supplement actions being taken by the vessel owner / operator		
Date:		Task Plan #	
Issued By:		Contact details: (Email/Ph #)	
Period Covered			
Aim	'To minimise the environmental impact of the oil spill from the vessel ..... casualty		
Summary of Incident / Assessment	Insert description of incident, details of oil spill risk, vessel owner / operator proposed or current actions		
Plan of Action / Strategy	<p>To ensure that the vessel owner / operator is taking appropriate actions to avoid or minimise the threat of an oil spill, and to take any intervention actions if the owner / operator is not undertaking the necessary actions.</p> <p>To contain and recover any oil spilled from the vessel during the incident or salvage activities.</p>		
Objective 1.	To ensure that the vessel owner / operator is taking appropriate actions to avoid or minimise the threat of an oil spill, and to take any intervention actions if the owner / operator is not undertaking the necessary actions.		

Task 1.	To ensure that the vessel owner is undertaking vessel salvage activities to remove, mitigate or minimise the risk of any oil spill from a vessel casualty.	
	Task Description	To stop an on-going oil spill from a vessel casualty. To remove the risk of further release of oil from a vessel casualty
	Recommended Method(s)	Liasion with vessel master / owner  Use of ROSC powers to intervene and direct vessel owner / operator
	Task Completion Criteria	No risk of release of oil from the vessel
Task 2.	Undertake vessel salvage activities to remove, mitigate or minimise the risk of any oil spill from a vessel casualty.	
	Task Description	To stop an on-going oil spill from a vessel casualty. To remove the risk of further release of oil from a vessel casualty
	Recommended Method(s)	Secure oil on board the vessel  Remove oil from the vessel.  Move vessel to a safer location
	Task Completion Criteria	No risk of release of oil from the vessel
Objective 2.	To contain and recover any oil spilled from the vessel.	
	Deploy containment booms around the vessel	

Task 3.		
	Task Description	
	Recommended Method(s)	Deploy sorbent boom. Deploy rapid deployment boom. Deploy harbour boom
	Task Completion Criteria	Boom in place which contains oil
Task 4.	Recover oil from containment boom	
	Task Description	
	Recommended Method(s)	Use of sorbents Deploy weir skimmer
	Task Completion Criteria	No more oil in boom that requires removal
Restrictions	Discuss any decision to mechanically close the entrance to the lagoon with DOC and tanagata whenua prior to doing so.	
Limitations	Currents in Hikurangi Channel, Access to the Channel	
Background Info: Oil Type	Marine Diesel, hydraulic and lube oils	
Background Info: Sensitive Resources		
Logistics		
Total Resources:	Task 2. <ul style="list-style-type: none"> <li>• Pump to transfer or remove oil.</li> <li>• Oil storage containers for removal of oil</li> </ul> Task 3.	

	<ul style="list-style-type: none"> <li>• X lengths of land sea boom/sorbent boom/rapid deployment boom and ancillaries (anchors, ropes, ballast and air pumps)</li> <li>• Waratahs for securing ends of booms</li> <li>• Vessel to assist with boom deployment</li> </ul> <p>Task 4.</p> <ul style="list-style-type: none"> <li>• Sorbents</li> <li>• Weir skimmer and pump</li> <li>• Container for temporary storage of oil</li> </ul>
Total Personnel:	<p>Task 1.</p> <ul style="list-style-type: none"> <li>• Vessel salvage contractors</li> <li>• Responders x 2</li> </ul> <p>Task 2 and 3.</p> <ul style="list-style-type: none"> <li>• Responders x 6</li> </ul>
Transport:	
Decontamination:	
Communications:	
Security:	
Waste Management:	

Safety:	Refer to Site Safety Plan
Welfare:	Catering Shelter Toilets First Aid
Intelligence Plan	Aerial Observations, SCAT program, Wildlife Surveys etc
Information Flow	Team Briefings, Media releases, Sitreps etc, Field progress reports
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Health and Safety	
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AP prepared by	
AP approved by	

Distribution	
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## Action Plan Template

Scenario	Oil Spill at Waitangi Wharf		
Date:		Task Plan #	
Issued By:		Contact details: (Email/Ph #)	
Period Covered			
Aim	To minimise the environmental impact of the oil spill in the vicinity of the Waitangi Wharf		
Summary of Incident / Assessment	Oil spill from a vessel or oil transfer facility at Waitangi wharf. Include assessment of likely volume of oil spilled and the potential impacts. Discuss during Chathams visit		
Plan of Action / Strategy	To ensure that the oil transfer site operator or vessel skipper / master / owner takes appropriate actions to stop the spill and to contain and recover oil spilled in the vicinity of the wharf.		
Objective 1.	To determine the source of the spill and ensure that the spill is stopped or minimised.		

Task 1.	Liaise with vessel master / owner to ensure that they are taking appropriate actions to stop the spill	
	Task Description	To stop an on-going oil spill.
	Recommended Method(s)	Liase with vessel owner/ operator is taking appropriate actions to stop or minimise the spill.  Use ROSC powers to ensure that owner / operator is taking appropriate actions to stop or minimise the spill
	Task Completion Criteria	No risk of release of oil from the vessel
Objective 2.	To contain and recover oil spilled in the vicinity of Waitangi wharf.	
Task 1.	Deploy containment boom at Waitangi wharf	
	Task Description	
	Recommended Method(s)	Deploy rapid deployment.  Deploy fence boom.  Deploy boom around vessel
	Task Completion Criteria	Boom in place which prevents oil spreading outside of wharf area.
Task 2.	Recover oil from containment boom	
	Task Description	Recover oil from within containment boom using.

	Recommended Method(s)	
	Task Completion Criteria	No oil remaining in containment area that can be recovered.
General Considerations	Ongoing wharf operations	
Restrictions		
Limitations		
Background Info: Oil Type	Marine Diesel, hydraulic and lube oils	
Logistics	Total Resources:	<p>Task 1.</p> <ul style="list-style-type: none"> <li>• Pump to transfer or remove oil.</li> <li>• Oil storage containers for removal of oil</li> </ul> <p>Task 2.</p> <ul style="list-style-type: none"> <li>• X lengths of land sea boom and ancillaries (anchors, ropes, ballast, and air pumps)</li> <li>• Vessel to assist with boom deployment</li> </ul>
	Total Personnel:	<p>Task 1.</p> <ul style="list-style-type: none"> <li>• Vessel salvage contractors</li> <li>• Responders x 3</li> </ul> <p>Task 2.</p> <ul style="list-style-type: none"> <li>• Responders x 6</li> </ul> <p>Task 3.</p> <ul style="list-style-type: none"> <li>• Contractors</li> </ul>
	Transport:	

	Decontamination:	
	Welfare:	Catering Shelter Toilets First Aid

Intelligence Plan	Aerial Observations, SCAT program, Wildlife Surveys etc
Information Flow	Team Briefings, Media releases, Sitreps etc, Field progress reports
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## Acronyms

ACC	Accident Compensation Corporation
Authority	five-member board of Maritime New Zealand
BPTW	Best Places to Work survey.
CEO	chief executive officer
EEO	equal employment opportunity
EEZ	exclusive economic zone
FTE	full-time equivalent
GST	goods and services tax
HSE	Health and Safety in Employment Act 1992
HSNO	Hazardous Substances and New Organisms Act 1996
ILO	International Labour Organization
IMO	International Maritime Organization
IS	information systems?
ISPS	International Ship and Port Facility Security Code
LRIT	Long Range Identification and Tracking (of ships)
LUT	local user terminal
KR	key role
MEOSAR	Medium Earth Orbit Search and Rescue
MFAT	Ministry of Foreign Affairs and Trade
MIRT	Maritime Incident Response Team
MNZ	Maritime New Zealand
MOSS	Maritime Operator Safety System
MoT	Ministry of Transport
MOU	memorandum of understanding
MPRS	Marine Pollution Response Service
MSC	marine safety charge
MTA	Maritime Transport Act 1994
NZ GAAP	New Zealand's generally accepted accounting practice
NZ IFRS	New Zealand International Financial Reporting Standards
OPF	Oil Pollution Fund
OPL	Oil Pollution Levy
PFS	prospective financial statements
RCCNZ	Rescue Coordination Centre New Zealand
RMP	Regional Maritime Programme
SAR	search and rescue
SLA	service level agreement
SOI	Statement of Intent

SOLAS	International Convention for the Safety of Life at Sea 1974
SOP	standard operating procedure
SSM	safe ship management
SSP	statement of service performance
STCW	International Convention on Standards of Training, Certification and Watchkeeping for Seafarers 1978
TAIC	Transport Accident Investigation Commission

## Glossary

Act	Refers to the Maritime Transport Act 1994 the main domestic legislation for Maritime NZ and its oil spill response responsibilities. The Act's purpose is to continue Maritime NZ; enable the implementation of New Zealand's obligations under international maritime agreements; ensure participants in the maritime transport system are responsible for their actions; consolidate and amend maritime transport law; protect the marine environment; continue, or enable, the implementation of obligations on New Zealand under various international conventions relating to pollution of the marine environment; regulate maritime activities in New Zealand and New Zealand waters, and regulate maritime activities and the marine environment in the exclusive economic zone and on the continental shelf as permitted under international law.
clean-up	Actions were taken to confirm the presence of an oil spill, stop the oil's flow from the source, contain the oil, collect it, protect areas from damage by it, mitigate its effects on the environment, and clean up wildlife and areas contaminated by it.
coastal waters	All sea from the high-water mark out to the 12-nautical mile limit of the territorial sea of New Zealand
continental waters	New Zealand marine waters and the waters beyond the outer limits of the Exclusive Economic Zone of New Zealand but over the continental shelf of New Zealand
contingency plan	A plan for action prepared in anticipation of an oil spill. The contingency plan prepared for a site or region usually consists of guidelines and operating instructions intended to increase the efficiency and effectiveness of clean-up operations and to protect areas of biological, social, and economic importance.
(CIMS)	Coordinated Incident Management System New Zealand's framework for systematically managing an incident, particularly one involving multiple responding agencies.

Director	The Director is the Chief Executive of the Authority (MNZ), with statutory powers to act in response to pollution incidents under Part 20 MTA, and responsibility to prepare and review the National Oil Spill Contingency Plan under Part 23 MTA.
Dispersant	A chemical formulation containing non-ionic surface-active agents that lower the surface tension between oil and water and enable oil Film to break up more easily and disperse within the water with natural or mechanical agitation.
ECC	<p>Emergency Coordination Centre (ECC) A centre established in a regional setting (at the response front) to coordinate response functions that may be a regional or national level. The ECC is managed by the Regional Controller.</p> <p>The Emergency Coordination Centre based at the Chatham Island Council provides a central location from which deliver interagency coordination and executive decisions for managing emergency response and recovery.</p>
ECC Personnel	ECC personnel consist of a Controller, Admin, PIM (media), Operation, Logistics, Planning Intel, Comm's, Recovery, Welfare, Health and Safety
HSTLC	Hazardous Substances Technical Liaison Committee is a committee established by the New Zealand Fire Service that includes the regional council, territorial local authority dangerous goods officers, New Zealand Police, and health care representatives. This committee advises and supports the Fire Service when it is dealing with hazardous chemical incidents.
Incident	An instance of something happening; an event or occurrence that poses an actual or potential threat to life, the environment, or property.
IMT	Incident Management Team is the group of incident management personnel that supports the NOSC. Includes the NOSC, and the managers of Planning, Intelligence, Operations, and Logistics. It also may include other advisors and technical experts.
IRT	Incident Response Team is a group of oil spill responders to a specific incident, largely drawn from the National Response Team.
IMIRP	Integrated Maritime Incident Response Plan outlines Maritime NZ's approach to all maritime incidents, but with a particular focus on the response to major incidents (including, but also beyond, a major oil spill). The plan outlines what needs to be done to manage all aspects of these incidents – whatever their scale, duration, and level of complexity. The National Marine Oil Spill Contingency Plan is a separate, legally mandated plan that sits alongside the integrated plan.
IMIRS	Integrated Maritime Incident Response Strategy articulating Maritime NZ's approach to all maritime incidents but with a particular focus on the response to major incidents (whether involving oil or not). The New Zealand Marine Oil Spill Response Strategy is a separate, legally mandated strategy that sits alongside the broader integrated strategy.

interested parties	the citizens of the local area (including iwi), environmental advisory groups from government and the community, and oil user/industry groups of the region.
ICOP	International Convention on Oil Pollution Preparedness, Response and Co-operation, 1990 is a convention the International Maritime Organization developed that sets out the principles for establishing national oil spill readiness and response capabilities. This convention is a key driver for setting up the New Zealand readiness and response system. It establishes measures for dealing with marine oil pollution incidents nationally and in cooperation with other countries.
marine oil spills	an actual or probable release, discharge, or escape of oil into the internal or marine waters of New Zealand.
MPR	Marine Protection Rules is the technical standards containing comprehensive provisions in New Zealand maritime law to protect the marine environment from pollution by ships and offshore installations and from dumping at sea.
MIRT	Maritime Incident Response Team Wellington-based team of advisors that is mobilised at the onset of a major maritime incident to provide strategic advice and support to the Director of Maritime NZ and the Emergency Coordination Centre and to monitor, oversee, and intervene, as appropriate, on the Director's behalf. The team may be mobilised on Maritime NZ premises or at the National Crisis Management Centre.
Maritime NZ	A Crown entity that is the national regulatory, compliance, and response agency responsible for ensuring the safety, security, and environmental protection of New Zealand waters, including providing effective marine pollution prevention and an effective marine oil pollution response system. An independent board appointed under the Maritime Transport Act 1994 governs Maritime NZ.
MPRS	Marine Pollution Response Service A service of Maritime NZ that is New Zealand's lead national oil spill response agency. MPRS is responsible for maintaining a nationwide capability to respond to marine oil spills.
MIRT Controller	National Controller The position that leads the Maritime Incident Response Team (MIRT) in response to a significant or major incident. This position acts on the Director's behalf and has delegated powers under sections 248 and 249 of the Maritime Transport Act 1994. When the MIRT is set up in the National Crisis Management Centre, this role is titled 'National
National Plan	refers to the National Marine Oil Spill Contingency Plan which the Director of Maritime NZ is required to prepare and review (under the Maritime Transport Act 1994). Its purpose is to promote a planned and nationally coordinated response to any marine oil spill that is beyond the resources of the regional council within whose region it is located, or outside the region of any regional council, but within the Exclusive Economic Zone, and is an oil spill for which Maritime NZ considers a national response is required.

NOSC	National On-Scene Commander is the person appointed by the Director of Maritime NZ who has statutory authority to manage and coordinate Maritime NZ's oil spill response.
NRT	National Response Team is a group of oil spill responders who receive specialist training to enable them to perform essential functions during a tier 3 response. During a response, members of the NRT make up the core Incident Response Team, supplemented by oil spill responders who have received basic training. The NRT is maintained through tier 3 training and exercising and has more than 100 members.
NEBA	net environmental benefit analysis is a process of weighing the advantages and disadvantages of taking a particular course of action (such as spraying dispersant), including recognising the likely outcomes if the course of action is not taken (the impact of doing nothing). The result will determine whether the action will have a likely net (overall) beneficial or detrimental outcome.
NZMOPRS	New Zealand Marine Oil Spill Response Strategy which the Director of Maritime NZ is required to prepare and review (under s 284 of the Maritime Transport Act 1994) – the purpose of which is to describe the action to be taken, and by whom, in response to a marine oil spill in New Zealand marine waters; promote a standard response to marine oil spills in New Zealand, and promote the coordination of marine oil spill contingency plans and the action taken in response to marine oil spills under such plans.
NZ Marine Waters	New Zealand marine waters are the territorial sea of New Zealand and the waters of the Exclusive Economic Zone of New Zealand.
Oil	Petroleum in any form including crude oil, fuel oil, sludge, oil refuse, and refined products (other than some petrochemicals).
oil industry	Producers, refiners, and marketers of oil, and associated carriers and service contractors.
Oil Pollution Fund	A Fund Maritime NZ manages that receives its income from the oil pollution levy. It is used to provide money for New Zealand's reparations for oil spill response and to meet the costs of clean-up where no spiller can be found to meet the costs
oil pollution levy	A differential levy imposed on all vessels that carry oil as cargo (tankers) or as fuel, according to a formula based on the risk of an oil spill from the operation. Some offshore installations also pay a set levy based on their risk factor.
OSDP	Oil Spill Duty Officer A rostered staff position in Maritime NZ that provides a 24-hour alert for marine oil spills within the National Marine Oil Spill Contingency Plan.
OSC	on-scene commander is the person responsible for controlling and managing a marine oil spill clean-up at tier 2 or tier 3 level.
persistent oil	Oils and petroleum products such as crude oils, fuel oils, and lubrication oils that, when spilled, remain after weathering in a residual form in the environment for an appreciable period.

place of refuge	A place where a vessel can safely anchor or berth to enable measures to be taken to forestall or minimise the effects of damage (for example, to minimise the leakage of oil).
P&I	protection and indemnity the insurer of the ship's third-party liabilities that might arise from any action the ship is involved in (for example, compensation for pollution clean-up, damage to a wharf or other ship, liabilities to salvors when the property value of the ship is exceeded, or the removal of a ship should it be declared a wreck and be required to be removed by a regulatory authority). The P&I insurer will usually have a local correspondent based in the country who is, essentially, the agent for the P&I Club with specific financial limitations.
RCCNZ	Rescue Coordination Centre New Zealand is a national service centre operated by Maritime NZ that provides a search and rescue coordination service for the sea, air, and land as well as alerting for maritime incidents and accidents, including oil spills and at-sea collisions. The RCCNZ is co-located with Maritime NZ's Maritime Operations Centre in Avalon, Wellington, and is staffed 24 hours a day, 7 days a week. The RCCNZ is the first point of contact for maritime security alerts, oil spill reports, and maritime and aviation accident reports. RCCNZ works closely with domestic and international search and rescue stakeholders, and providers in New Zealand, so the response to all class III search and rescue incidents and requests for assistance is timely, appropriate, and professional.
Regional Controller	The role that manages the Emergency Coordination Centre (often set up at the operational front line in a response to a major incident) and works closely with the MIRT Controller and NOSC.
regional councils	the 11 regional councils and 6 territorial authorities (city and district councils) that have the powers of a regional council that are responsible for harbour navigation and safety, oil spills and other marine pollution, and regional emergency management and civil defence preparedness.
regional council waters	Those internal waters and parts of the territorial sea under the jurisdiction of a regional council (generally analogous to coastal marine waters as defined under the RMA, and within limits of the territorial sea).
RM Oil Spill Plan	Refers to a regional marine oil spill contingency plan a plan that a regional council prepares, and the Director of Maritime New Zealand approves under section 292 of the Maritime Transport Act 1994.
ROSC	Regional On-Scene Commander is the person appointed by the relevant regional council who has statutory authority to manage and coordinate a tier 2 marine oil spill response.
RCCNZ	Rescue Coordination Centre New Zealand is a national service centre operated by Maritime NZ that provides a search and rescue coordination service for the sea, air, and land as well as alerting for maritime incidents and accidents, including oil spills and at-sea collisions. The RCCNZ is co-located with Maritime NZ's Maritime Operations Centre in Avalon, Wellington, and is staffed 24 hours a day, 7 days a week. The RCCNZ is the first point of contact for maritime security alerts, oil spill reports, and maritime and aviation accident reports.

RCCNZ works closely with domestic and international search and rescue stakeholders, and providers in New Zealand, so the response to all class III search and rescue incidents and requests for assistance is timely, appropriate, and professional.

Response	The actions are taken immediately before, during, or directly after an incident to save or protect lives and property and to bring the consequences of the incident to a point of stability to enable recovery.
risk sites	Sites where the probability of an oil spill occurring is high or where an accident might give rise to a significant oil spill.
Salvage	The external assistance required for a reported maritime casualty (for example, a collision, fire, grounding, stranding, ingress, pollution), the response of which is beyond the physical capabilities of the crew of the vessel and/or ships' equipment. Salvage includes the initial emergency response, subsequent salvage operations, and any wreck-removal operations.
SOP	Standard Operating Procedure an established or prescribed method to be followed for the performance of specific operations or in designated situations.
territorial sea	Those areas of the sea having, as their inner limits, the baseline (as described in sections 5, 6, and 6A of the Territorial Sea, Contiguous Zone, and Exclusive Economic Zone Act 1977) and, as their outer limits, a line measured seaward from that baseline – every point of which line is distant 12 nautical miles from the nearest point of the baseline.
threat sites	Areas that interested parties of a region consider would be threatened should an oil spill occur in or near the area.
tier 2 oil spill	A spill that is generally beyond the capability of the operator acting alone, so the local regional council leads and resolves the spill. The capacity the council needs is based on the risks at its location. Regional councils are expected to plan for and respond to marine oil spills within their part of the territorial sea where the spills exceed the clean-up capability of the operator, or for which no responsible party can be identified.
tier 3 oil spill	A spill that is generally more complex, of longer duration and impact, and beyond the response capability of the regional council or operator. The response is nationally led and coordinated by Maritime NZ, which manages the National Marine Oil Spill Contingency Plan. Tier 3 spills might also be beyond the resources of the region or may occur within the Exclusive Economic Zone but outside regional council boundaries.
Web EOC	A web-enabled information management system that provides secure real-time information sharing and is used during a tier 3 response.

