





Whakaari / White Island Response Plan

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OPERATIONAL DRAFT

Bay of Plenty Civil Defence Emergency
Management Group
C/- Bay of Plenty Regional Council
5 Quay Street
PO Box 364
Whakatāne 3158
New Zealand

Acronyms

BOPDHB	Bay of Plenty District Health Board
BOPCDEM	Bay of Plenty Civil Defence Emergency Management
BOPRC	Bay of Plenty Regional Council
CDEM	Civil Defence Emergency Management
CEG	Coordinating Executive Group
DIA	Department of Internal Affairs
EMBOP	Emergency Management Bay of Plenty
GEMO	Group Emergency Management Office
GNS	Institute of Geological and Nuclear Sciences Limited
ICAO	International Civil Aviation Organisation
IAWW	International Airways Volcano Watch System
MCDEM	Ministry of Civil Defence Emergency Management
REMA	Regional Emergency Management Advisor
RDM	Regional Duty Manager
S&R	Search and Rescue
VAL	Volcanic Alert Level
VAB	Volcanic Alert Bulletin
WDC	Whakatāne District Council

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1 Quick reference information

1.1 Key agencies and responsibilities

Table 1.1 Key agencies and responsibilities.

Agency	Responsibility	Comments
GNS	GNS are responsible for volcanic surveillance and provide volcanic alert bulletins advising (VAB) of changes in activity of the volcano.	VAB alerts can be subscribed to through GeoNet. While GNS are able to provide advice on the volcanic activity and hazard it is not their role to advise against visiting the island.
Minister of Local Government (DIA) via Memorandum of Understanding (MOU)	The Minister of Local Government acts as the territorial authority for Whakaari/White Island. Among these responsibilities is the requirement to undertake CDEM planning. EMBOP deliver CDEM services for DIA (MOU attached)	The Minister of Local Government office is part of DIA. Liaison is undertaken through Senior Operations Analyst Jodie Cayford. Jodie_cayford@dia.govt.nz
MCDEM	MCDEM are responsible for providing national coordination and advice. MCDEM are also the point of contact with the Minister of Local Government.	Liaison with MCDEM is through the REMA.
BOP CDEM Group	The BOP CDEM Group is responsible for managing the hazard and risks associated with Whakaari/White Island. In the event of an emergency resulting from a volcanic event the BOP CDEM Group will be the lead agency. Group operational delivery is provided through Emergency Management Bay of Plenty.	The Group are able to inform the public of the risks associated with the island and if necessary implement measures to minimise the risks. If a decision is made to restrict access to the Island this will be made by the Group.
Emergency Management Bay of Plenty Duty System (Duty Manger, Duty PIM and Duty Group Controller)	The group notifies the public of changes to the volcanic hazard, and liaises with the Tour operators and key stakeholders to identify risks on the Island. The EMBOP Duty Manager is responsible for contacting local operators and key stakeholders when changes in volcanic hazard from Whakaari/White Island arise.	EMBOP Duty Manager will disseminate warnings and information in accordance with the EMBOP Duty Matrix and processes. Duty Manager will contact Tour Operators to ascertain if visitors are on the Island at time of eruption. cd.dutymanager@boprc.govt.nz
Worksafe	Worksafe is responsible for overseeing the Health and Safety in Employment Act, and are responsible for ensuring tour operators compliance with the act.	Any review of the tour operators risk management plans should be led by Worksafe. Worksafe to be advised when additional caution to the public is being advised. Worksafe Phone - 0800 030 040
BOPRC - Harbourmaster	Responsible for managing hazards to shipping.	Can implement an exclusion if there is an actual navigational hazard present.
BOPDHB	Responsible for managing public health issues.	Will be responsible for triage and treatment of any mass casualties arising from an event on the Island.
NZ Police	Responsible for leading S&R planning and operation.	S&R planning for Whakaari/White Island is led through the Whakatāne Police. NZP have a rescue plan for Whakaari/White Island.

1.2 What to do when a VAB is issued

Table 1.2 VAL, public notifications and operational response relationships.

Volcanic Alert Level	Volcanic activity	Most likely hazards	Public messaging	Communication tools	Duty Manager tasks	
Eruption	5	Major volcanic eruption	Eruption hazards on and beyond volcano	EMBOP Duty Manager/PIM to release all public messaging in accordance with the Duty Manager Matrix and Processes	Website – Status change. CD Alerts (fwd VAB) Facebook Twitter Txt – dependant on messaging EMA – If appropriate	Contact Duty Volcanologist. Notify Controller. Contact tour operators via primary contact. Circulate information noting specific advice determined by Controller. Controller to decide if media release appropriate. Contact MBIE.
	4	Moderate Volcanic Eruption	Eruption hazards on and near volcano	EMBOP Duty Manager/PIM to release all public messaging in accordance with the Duty Manager Matrix and Processes	Website – Status change. CD Alerts – (fwd VAB) Facebook Twitter Txt – dependant on messaging EMA – If appropriate	Contact Duty Volcanologist. Notify Controller. Contact tour operators via primary contact. Circulate information noting specific advice determined by Controller. Controller to decide if media release appropriate. Contact MBIE.
	3	Minor Volcanic Eruption	Eruption hazards near vent	EMBOP Duty Manager/PIM to release all public messaging in accordance with the Duty Manager Matrix and Processes	Website – Status. CD Alerts (fwd VAB) Facebook Twitter Txt – dependant on messaging EMA – If appropriate	Contact Duty Volcanologist. Notify Controller. Contact tour operators via primary contact. Circulate information noting increased risk and level of advice determined by Controller. Controller decides if media release appropriate. Contact MBIE.
Unrest	2	Moderate to Heightened Volcanic unrest	Volcanic Unrest Hazards, potential for eruption hazards	EMBOP Duty Manager/PIM to release all public messaging in accordance with the Duty Manager Matrix and Processes	Website – Update on current situation. CD Alerts –(fwd VAB) Facebook Twitter	Circulate information noting increased risk and notify Controller. Controller decides if media release appropriate.
	1	Minor Volcanic Unrest	Volcanic Unrest Hazards	EMBOP Duty Manager/PIM to release all public messaging in accordance with the Duty Manager Matrix and Processes	Website –Update on current situation if required. CD Alerts – (forward VAB)	Circulate information
	0	No Volcanic Unrest	Volcanic Environment Hazards		CD Alerts –(fwd VAB)	Circulate information

1.3 Tour operators permitted to land on Whakaari/White Island

Table 1.3 Tour operators permitted to land on Whakaari/White Island.

Operator	Phone	Email	Address
Whakaari/White Island Tours (Boat) (Media liaison, and first point of contact) Accounts & Compliance Officer	[REDACTED]	[REDACTED]	15 The Strand East Whakatāne
Frontier Helicopters (Helicopter)	[REDACTED]	[REDACTED]	PO Box 558 Whakatāne New Zealand
Volcanic Air Safaris (Helicopter)	[REDACTED]	[REDACTED]	PO Box 640 Rotorua, 3040
INFLITE Charters Ltd (Helicopter)	[REDACTED] [REDACTED] [REDACTED] [REDACTED]	[REDACTED]	Taupo Airport 1105 Anzac Memorial Drive Taupo 3378 & Solent Street Mechanics Bay Auckland
Aerius Helicopters	[REDACTED] [REDACTED]	[REDACTED]	Hangar 8 Tauranga Airport Mount Maunganui

1.4 Public advisory messages

“Civil Defence urges you to take this latest information into careful consideration when making the decision to visit Whakaari/White Island”.

“Due to the increased volcanic activity and significant risk toward people landing on Whakaari/White Island, Civil Defence advises against visiting the Island at this time. Civil Defence and GNS Science will continue to monitor the situation and notify relevant parties should this advice change”.

2 Background

Whakaari/White Island or Whakaari is an active volcano 49 km of the coast north east of Whakatāne. An eruption of Whakaari/White Island is unlikely to have a significant impact on the mainland, there may be some ash fall should the prevailing winds be blowing from the northerly quarter. Whakaari/White Island is a popular tourist attraction (over 10,000 visitors a year) and is frequently visited by tour operators flying over/around the island, helicopters and boats landing on the island, and boats mooring near the island. The most significant risk to the public is from an explosive event occurring while people are on or near the island.

Large scale volcanic events, which may affect the whole island, are more likely to have some precursors so that there will sometimes be forewarning of such events. Smaller scale events, which may affect a smaller area, but still result in injury or death, often do not have observable or timely precursors. Therefore, when people are in the vicinity of Whakaari/White Island volcano, there always exists some risk of death or serious injury to those people.

GNS' role is to provide the best possible scientific advice to Civil Defence Emergency Management, local authorities, key stakeholders and the general public so that informed decisions can be made about whether it is deemed safe to access the island. Whakaari/White Island is unique in that it is a privately owned island that lies outside the local authority boundaries. It is administered by the Department of Internal Affairs and the Minister of Local Government acts as the territorial authority for Whakaari/White Island. Whakaari/White Island is within the Bay of Plenty Civil Defence and Emergency Management Group Boundary.

There are several parties that have an interest in any increase in activity on Whakaari/White Island. The purpose of this document is to provide a clear procedure for the Bay of Plenty Civil Defence Emergency Management Group to follow in response to changes in activity on Whakaari/White Island.

3 Monitoring of Whakaari/White Island

GNS Science are responsible for undertaking volcanic surveillance of Whakaari/White Island this includes visual and camera, seismic, gas, ground deformation, chemistry and crater lake monitoring and observations. GNS notify other agencies and key stakeholders (including CDEM) of any changes in the volcanoes' activity. This is usually in the form of a Volcanic Alert Bulletin (VAB), outlining the latest volcanic surveillance observations and any changes to the Volcanic Alert Level and the Aviation Colour Code, outlined in the tables below.

Table 3.1 New Zealand Volcanic Alert Level System (source GNS Science www.geonet.org.nz).

New Zealand Volcanic Alert Level System			
	Volcanic Alert Level	Volcanic Activity	Most Likely Hazards
Eruption	5	Major volcanic eruption	Eruption hazards on and beyond volcano*
	4	Moderate volcanic eruption	Eruption hazards on and near volcano*
	3	Minor volcanic eruption	Eruption hazards near vent*
Unrest	2	Moderate to heightened volcanic unrest	Volcanic unrest hazards, potential for eruption hazards
	1	Minor volcanic unrest	Volcanic unrest hazards
	0	No volcanic unrest	Volcanic environment hazards

An eruption may occur at any level, and levels may not move in sequence as activity can change rapidly.

Eruption hazards depend on the volcano and eruption style, and may include explosions, ballistics (flying rocks), pyroclastic density currents (fast moving hot ash clouds), lava flows, lava domes, landslides, ash, volcanic gases, lightning, lahars (mudflows), tsunamis, and/or earthquakes.

Volcanic unrest hazards occur on and near the volcano, and may include steam eruptions, volcanic gases, earthquakes, landslides, uplift, subsidence, changes to hot springs, and/or lahars (mudflows).

Volcanic environment hazards may include hydrothermal activity, earthquakes, landslides, volcanic gases, and/or lahars (mudflows).

***Ash, lava flow, and lahar (mudflow) hazards may impact areas distant from the volcano.**

This system applies to all of New Zealand's volcanoes. The Volcanic Alert Level is set by GNS Science, based on the level of volcanic activity. For more information, see geonet.org.nz/volcano for alert levels and current volcanic activity, gns.cri.nz/volcano for volcanic hazards, and getthru.govt.nz for what to do before, during and after volcanic activity. Version 3.0, 2014.

Aviation Colour Codes are based on four colours and are intended for quick reference only in the international civil aviation community; they are part of the ICAO International Airways Volcano Watch System (IAVW). The Aviation Colour Code reflects conditions at or near a volcano and are not intended to pertain to hazards posed at a distance or downwind by drifting ash. The codes range from GREEN to RED.

Table 3.2 Aviation Colour Code (Source GNS Science www.geonet.org.nz).

ICAO Colour Code	Status of Volcano's Activity
GREEN	Volcano is in normal, non-eruptive state. <i>Or, after a change from a higher level:</i> Volcanic activity considered to have ceased and volcano reverted to its normal, non-eruptive state.
YELLOW	Volcano is experiencing signs of elevated unrest above known background levels. <i>Or, after a change from higher level:</i> Volcanic activity has decreased significantly but continues to be closely monitored for possible renewed increase.
ORANGE	Volcano is exhibiting heightened unrest with increased likelihood of eruption. <i>Or:</i> Volcanic eruption is underway with no or minor ash emission.
RED	Eruption is forecast to be imminent with significant emission of ash into the atmosphere likely. <i>Or:</i> Eruption is underway with significant emission of ash into the atmosphere.

4 Issue of VAB or change in VAL

4.1 GNS Science

GNS Science issue a VAB or change in VAL and distribute this information to a large distribution list, including the BOP CDEM Group, EMBOP Duty Manager, Whakaari/White Island Tours, BOPRC Harbourmaster (Whakatāne), Red Cross Hazard App in addition to posting the bulletin on the Geonet website (www.geonet.org.nz).

4.2 MCDEM

MCDEM receives VAB's from GNS and disseminates this to the BOP CDEM Group through the national warning system. If deemed appropriate, MCDEM issues an appropriate advisory or warning via the National Warning System.

4.3 BOP CDEM Group and EMBOP

On receipt of a VAB or alert level change for Whakaari/White Island the EMBOP Duty Manager is responsible for distributing the information on behalf of the BOP CDEM Group (see Table 1.2) and may seek further clarification on the state of the volcano by contacting the GNS Duty Volcanologist.

<i>GNS Duty Volcanologist</i> <i>Phone (07) 374 8211</i>
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4.3.1 Public Notifications (Table 1.2)

To inform the public the BOP CDEM public website is updated, a summary of the VAB will be displayed including the date, volcanic alert level and aviation colour code and a link to the full VAB on the Geonet website. To inform stakeholders of a new VAL it will be circulated out through CD Alerts email. This message will also be disseminated through the group Facebook and Twitter accounts. This process will apply to VAL 0, 1 and 2. Subscribers to text alerts will not receive any notification unless the VAL is increased to level 3 and the Duty Controller considers there is a significant risk to the public or the group considers that the risk to visiting the island is too great and advises against visiting the island. When the VAL is changed to 3 or the Group considers that the risk to visiting the island is too great and advises against visiting the island, the emergency status will be changed to Yellow (Activated – Monitoring). Due to the sometimes prolonged ongoing nature of volcanic activity at Whakaari the status is to be reviewed after 1 month of change and the Group Controller will decide if the status notification remains until the activity drops or the information shall be provided in the current information section.

4.3.2 CDEM Sector Notifications

The primary notification to the CDEM sector is by subscription to VAB alerts via GeoNet. Upon receipt of a VAB or volcanic alert level change for Whakaari/White Island the EMBOP Duty Manager shall upload the VAB to the document list on the members website and distribute this to all members as a situation report, to reinforce the GNS notification. The VAB shall also be distributed to CDEM Group members via a CD Alerts email.

CEO's, CEG, Group and Local Controllers and the Bay of Plenty CDEM Group Joint Committee will be updated through the regional duty manager in consultation with the Group Controller.

4.3.3 Emergency Management Bay of Plenty

EMBOP Duty Officer distributes the VAB out to all known operators that work on or around Whakaari/White Island (detailed below) when the VAL raises to 3 or above:

Fishing/Diving		Tour operators		Other Agencies	
Dive White (Whakatāne Sportsworld)	[REDACTED]	Frontier Helicopters	[REDACTED] [REDACTED]	Coastguard	[REDACTED]
Phantom Charters	[REDACTED]	Volcanic air (Rotorua)	[REDACTED] [REDACTED] [REDACTED]		[REDACTED]
Dive Works	[REDACTED]	Whakaari/White Island Tours	[REDACTED]		[REDACTED]
Cascade Charters	[REDACTED]	Whakaari/White Island Flights	[REDACTED]		
Gambler Charters	[REDACTED]	Aerius Helicopters	[REDACTED] [REDACTED]		
Let's Go Fishing Charters	[REDACTED]				
His Nibs Charters	[REDACTED]				
Ma Cherie Charters	[REDACTED]				

5 Public risk

5.1 Island owners

Whakaari/White Island is privately owned by the Buttle family and operators require permission from the owners to land on the Island. There are no residents who live on Whakaari/White Island.

The Buttle family contact details are:

Name	Email	Phone number
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]

5.2 Operators landing on Whakaari/White Island

There are five operators who have permission to land on Whakaari/White Island; Whakaari/White Island Tours, Frontier Helicopters, Volcanic Air Safaris, INFLITE Charters Ltd and Aeriis Helicopters. The operators have joined together to form a user group and have appointed Whakaari/White Island Tours as the media spokesperson for Whakaari/White Island and is a first point of contact for the group. See Table 1.3 for details.

5.2.1 Tour operators risk management

Tour operators have agreed to provide their risk management plans to the BOP CDEM Group on request if required.

All operators are aware of the risks to themselves and customers when visiting Whakaari/White Island and manage the risk in essentially the same way as outlined below:

- Regular communication with other tour operators to share knowledge of observations while on the island.
- Regular direct communication with GNS.
- Individual assessment on the island before landing (pilot fly around or in the case of WIT a walk around by one of the guides prior to landing customers).
- If necessary they will adjust the walking route around the island and keep clear of the areas of increased activity.
- Visitors are provided with gas masks and hard hats.
- Daily assessments of the activity and risk of visiting.

All operators receive direct communication from GNS and emails from the EMBOP Duty Manager and have indicated that they will take advice from GNS on the activity status of the island. In addition they use their personal experience (most are on the island daily during the peak season) to make a decision whether or not to visit.

5.2.2 Warning to consider risk

All operators are aware of the risks visiting, landing and walking on an active volcano and communicate this openly to their customers. To reinforce this practice all communication from the BOP CDEM Group to the tour operators should contain the message:

“Civil Defence urges you to take this latest information into careful consideration when making the decision to visit Whakaari/White Island”.

5.3 Activities in the vicinity of Whakaari/White Island

In addition to landing on Whakaari/White Island, the vicinity is a popular area for fishing, diving and sightseeing by air and boat. There is a minor risk to these individuals should a sudden explosive event spread debris into the vicinity of the island itself.

In order to manage the risk to these individuals they are notified as outlined in Section 4.3.3.

6 Unacceptable risk to the public

There may be a point in time when the BOP CDEM Group, considers that the risk to the public is too great for people to be walking on the Island or be in its immediate vicinity. This decision will be made by the BOP CDEM Group Controller in consultation with GNS, MCDEM, New Zealand Police and the tour operators, cognisant of the significant financial impact to tour operator, but with a primary focus on managing risk to life and safety.

Following this decision the BOP CDEM Group Controller shall notify all the tour operators in writing (email) that the BOP CDEM Group considers the risk to the public safety to be significantly great that it **advises** tours landing on the island to cease until such time as the risk to the public has reduced. This message will also be reflected on the group website and any media releases. At this point WorkSafe NZ are also to be advised through 0800 030 040 or <https://worksafe.govt.nz/contact-us/>

“Due to the increased volcanic activity and significant risk toward people landing on Whakaari/White Island, Civil Defence advises against visiting the Island at this time. Civil Defence and GNS Science will continue to monitor the situation and notify relevant parties should this advice change”.

6.1 Options to restrict access

There are several options available to CDEM in order to manage the public access when it considers that the risk to visiting the Island is too high.

6.1.1 Option 1

The first and preferred option is to come to a mutual agreement with the tour operators. This would be the result of considered discussion and dialogue between the tour operators, CDEM Group, and GNS Science. The end result would be that visitors are restricted from landing on the Island while the situation is constantly monitored and assessed.

Should the tour operators and CDEM Group be unable to come to an agreement the Group may need to take some other more formal action. Options for more formal action include:

6.1.2 Option 2

Engaging with the island owners to gain agreement to restrict access while the situation is constantly monitored and assessed.

6.1.3 Option 3

Section 18(2) of the CDEM Act 2002 allows the CDEM Group to erect signs in order to manage the risk to the public. Signs warning the public of the danger may be erected on the island or the mainland if the Group Controller deemed this was necessary.

6.1.4 Option 4

Section 68 of the CDEM Act 2002 allows for a local declaration to be made by the Bay of Plenty CDEM Group Joint Committee chair on the recommendation of the Group Controller that they consider an emergency may occur. A declaration would be considered a final option after all other processes had been tested. It is important to note that a declaration will only be in place for seven days before it either lapses or requires to be extended.

WorkSafe has a programme of proactive and reactive action. If they became aware of increased risk then they would appraise what next steps they should take. In recognition of the Whakaari/White Island situation and increased inquiries that Worksafe has received

about the island, they have engaged with operators to see how they are managing the risks and we will continue to monitor.

The BOPRC Harbourmaster can issue a maritime advisory requiring people to keep their distance from the Island should there be a significant risk to maritime safety. A maritime exclusion zone can only be established if there is an actual maritime hazard present. This would require information from GNS detailing the potential expected range of debris fall. It is important to note that an exclusion zone is only likely to be able to be established after or during an eruption.

6.2 Search and Rescue Plan

In the event of a mass casualty occurrence on the Island the New Zealand Police will lead the coordination of any rescue operation to bring them back to the mainland for treatment. The Bay of Plenty District Health Board will support the police in the search and rescue effort providing triage and treatment facilities as will the Bay of Plenty CDEM Group in providing emergency welfare support where required.

Appendices

Memorandum of Understanding

Bay of Plenty Civil Defence Emergency Management Group

And

the Minister of Local Government

Memorandum of Understanding

Part A: Introduction

The Parties

1. The Parties to this Memorandum of Understanding (Memorandum) are:
 - Bay of Plenty Civil Defence Emergency Management Group (the Civil Defence Group); and
 - Minister of Local Government (the Minister).
2. Each one a Party and together referred to as the Parties

The Civil Defence Group

3. The Civil Defence Group is made up of seven councils of the Bay of Plenty Region and its role is to provide a co-ordinated and integrated approach to the way significant risks and hazards are managed in the Bay of Plenty. The Civil Defence Group is required under section 12 of the Civil Defence Emergency Management Act 2002 (the Civil Defence Act) and is governed by the Group's Constitution (dated July 2013). The Group is a joint standing committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002.

The Minister

4. The Minister is the territorial authority for Whakaari/White Island, under the Local Government Act 2002. As such, the Minister is required by section 64(1) of the Civil Defence Act to plan and provide for civil defence emergency management for Whakaari/White Island.

Part B: Fundamental matters

Shared Acknowledgements

5. The Parties acknowledge that:
 - a. the Civil Defence Group is the appropriate body to plan for, and undertake, certain response and readiness functions for Whakaari/White Island on behalf of the Minister;
 - b. the Minister must plan for, and undertake, certain response and readiness functions to support the Civil Defence Group in carrying out functions on the Minister's behalf in an effective way; and
 - c. this Memorandum does not relieve the Minister of liability or the legal responsibility to perform or ensure the performance of the functions described in this Memorandum.

Purpose

6. The purpose of this Memorandum is to formally describe the specific response and readiness functions that will be undertaken by the Civil Defence Group and the Minister to fulfil the Minister's responsibilities under section 64(1) of the Civil Defence Act in relation to Whakaari/White Island. The Parties are not legally bound by this Memorandum.

Scope

7. The Parties agree that this Memorandum covers specific functions in relation to response and readiness that have been described in this Memorandum. The Parties also agree that this Memorandum does not cover risk reduction and recovery functions and acknowledge that the Minister may plan for, and undertake, these particular functions.
8. The Parties agree that, subject to relevant statutory obligations, the Parties may enter into discussions to extend the scope of this Memorandum to include other civil defence and emergency management functions.
9. The Parties agree that this Memorandum does not cover civil defence and emergency management responsibilities for other islands for which the Minister is the territorial authority. The Parties also acknowledge that other arrangements may be necessary to cover other islands for which the Minister is the territorial authority and the Parties may enter into discussions at any time to explore such arrangements.

Part C: Ancillary matters

The Civil Defence Group

- a. The Parties agree that, to fulfil part of the Minister's responsibility set out under section 64(1) of the Civil Defence Act, the Civil Defence Group will:
 - b. prepare and make any necessary changes to the Whakaari/White Island Response Plan, in consultation with the Department;
 - c. develop an annual work programme for Whakaari/White Island, with the specifics of this work programme to be determined by the Department and Emergency Management Bay of Plenty;
 - d. support the development of other agencies' emergency management plans;
 - e. provide and maintain an emergency operations/co-ordination centre to an acceptable operational standard;
 - f. own and add any necessary equipment and associated infrastructure to an acceptable operational standard;
 - g. promote and test alerting systems and any signage;

- h. provide training to appropriate staff and volunteers, and may request Department staff to be available for training;
- i. liaise and build relationships with land owners, tour operators, GNS Science and any other key stakeholders;
- j. provide public information, if the Civil Defence Group considers this appropriate, online and through other media;
- k. advise Department staff on public communications, as the Civil Defence Group may consider necessary, to achieve integrated communications and consistent public messaging;
- l. maintain appropriate communications with the Department during a response;
- m. appoint an appropriate person to declare a state of local emergency and notifying the Department when a state of local emergency is declared;
- n. deploy, and co-ordinate the deployment of, response teams in an emergency and providing any necessary support to the response teams;
- o. monitor and validate response team training levels and response readiness;
- p. assist the Minister in making expense reimbursement claims to the Ministry of Civil Defence and Emergency Management for response activities; and
- q. provide the Minister with an annual forecast of the reasonable costs and expenses for other routine activity contemplated by this Memorandum.

The Minister

10. The Parties agree that to fulfil, and support the Civil Defence Group in fulfilling, the Minister's responsibility set out under section 64(1) of the Civil Defence Act, the Minister:
- a. may appoint a representative to attend, and participate in, a meeting of the Civil Defence Group, on behalf of the Minister;
 - b. will manage business continuity by directing the Department to plan for business continuity management for civil defence and emergency management;
 - c. will ensure the Department has appropriate capability to support the Civil Defence Group at its request by directing the Department to make staff available for training, integrated communications and consistent messaging;
 - d. may make a claim directly to the Ministry of Civil Defence and Emergency Management for reimbursement for response expenses; and
 - e. meet any reasonable costs and expenses incurred by the Civil Defence Group for other routine activity contemplated by this Memorandum.

Part D: Administrative matters

Disputes resolution

11. The Parties agree they must resolve any issues between them in a constructive, co-operative and timely manner.
12. The Parties may follow a resolution process as follows:
 - i. If one Party considers that there has been a breach of this Memorandum, that Party may give notice to the other Party that they are in dispute.
 - ii. As soon as practicable upon receipt of the notice, the Director Emergency Management Bay of Plenty and the Director Local Government will meet to work in good faith to resolve the issue.
 - iii. If the dispute has not been resolved within 30 working days of receipt of the notice, the Chair of the Bay of Plenty Civil Defence Emergency Management Group Co-ordinating Executive Group (the Executive Group) and the Chief Executive of the Department will meet to work in good faith to resolve the issue.
 - iv. If the dispute has not been resolved within 20 working days of the meeting under clause 13c., the Chair of the Civil Defence Group and the Minister will meet to work in good faith to resolve the issue.

Commencement, Review and Duration

13. The Parties agree that this Memorandum will be effective on the date that it is signed by the Parties (the Commencement Date).
14. The Parties agree that this Memorandum is a living document that may be updated and adapted at any time and with the written agreement of both Parties to take account of future developments.
15. The Parties agree that this Memorandum will remain in force in perpetuity, unless terminated. This Memorandum may be terminated at any time by either Party, one month after written notice by either Party that this Memorandum is to be terminated.

Communication

16. The Parties agree that communication on operational matters relating to civil defence response and readiness for Whakaari/White Island will be determined by Emergency Management Bay of Plenty and the Department.

Definitions

17. Terms used in this Memorandum, but not defined below, shall have the same meaning as set out in the Civil Defence Act.

“The Minister” means the Minister of Local Government, the territorial authority for Whakaari/White Island.

“The Civil Defence Group” refers to the Bay of Plenty Civil Defence Emergency Management Group.

“The Civil Defence Act” refers to the Civil Defence Emergency Management Act 2002.

“The Department” refers to the Department of Internal Affairs, which advises the Minister on civil defence responsibilities for Whakaari/White Island.

“The Director Local Government” refers to the Director Local Government, Policy Regulatory and Ethnic Affairs, Department of Internal Affairs.

“Emergency Management Bay of Plenty” refers to the Group Emergency Management Office for the Civil Defence Group, established in July 2015, which provides operational service delivery of civil defence and emergency management activities for nearly all Bay of Plenty councils.

“The Executive Group” refers to the Bay of Plenty Civil Defence Emergency Management Group Coordinating Executive Group.

“Memorandum” refers to this Memorandum of Understanding.

“The Parties” refers to the Minister and the Civil Defence Group.

Signatories

The undersigned hereby execute this Memorandum of Understanding: **SIGNED for and on behalf of the:**

BAY OF PLENTY CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

Signature: _____

(Full Name)

Date: _____

Witness

Signature: _____

Address: _____

