

Performance Report

Hutt City Emergency Response Team

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Compilation Report

Hutt City Emergency Response Team For the year ended 30 June 2018

Compilation Report to the Management Committee of Hutt City Emergency Response Team.

Scope

These statements have been prepared in accordance with the accounting policies described in the Notes to these financial statements.

Responsibilities

The HCERT Management Team acknowledge that they are solely responsible for the information contained in this financial report and have determined that the accounting policies used are appropriate to meet your needs and for the purpose that the financial statements were prepared.

The financial statements were prepared exclusively for the members' benefit. We do not accept responsibility to any other person for the contents of the financial statements.

No Audit or Review Engagement Undertaken

The HCERT constitution does not require the organisation to conduct an independent audit or review. The HCERT policy is to have a chartered accountant as Treasurer and to use the cloud based Xero accounting with any member of the management committee having full read access to the accounting records. This means the Treasurer is bound by the professional standards of the Chartered Accountants of Australia and New Zealand and that other members of the management team have online visibility of the accounting transactions, reconciliations and reports.

Entity Information

Hutt City Emergency Response Team For the year ended 30 June 2018

'Who are we?', 'Why do we exist?'

Legal Name of Entity

Hutt City Emergency Response Team

Entity Type and Legal Basis

A Trust and Registered Charity

Registration Number

Charities Commission CC53967

Entity's Purpose or Mission

Hutt City Emergency Response Team (HCERT) is one of New Zealand Civil Defence response teams with the registration number NZRT18.

All members are volunteers who continuously train to ensure they are ready and able to respond at a moment's notice.

HCERT is based in Lower Hutt and responds to civil emergencies, both locally and across the greater Wellington region, under the direction of the local Civil Defence Controllers or other emergency services. HCERT responds to national emergencies e.g. Christchurch earthquake 2011 and has also deployed members internationally e.g. Queensland floods 2012.

In late 2016 a trust was established and registered as a charity.

HCERT has a team of 26 trained responders with a wide range of skills in the rescue environment. Responders meet very strict Ministry of Civil Defence and Emergency Management guidelines around number of hours trained and type/quality of training. Given the dangerous work undertaking all equipment must meet strict industry standards to ensure it is fit for purpose. Failure to meet any compliance standard would result in the de-registration of the team.

Entity Structure

Trust Officials / Management Committee

Chair	Anna Cook
Team Leader	Matt Page
Deputy Team Leader	Keri Te Kawa
Health & Safety Officer	Oscar Barnett
Logistic Officer	Peter Page
Training Officer	Adam Duffin
Treasurer	Terry Hughes CA
Team Manager / Secretary	Andrzej Kowalczyk
Media and Fundraising	Sonja Cabrera

Main Sources of Entity's Cash and Resources

Hutt City Council

Main Methods Used by Entity to Raise Funds

Grants from Hutt City Council and Community Groups

Entity's Reliance on Volunteers and Donated Goods or Services

The majority of the HCERT equipment is donated by the Hutt City Council and all the training, rescue activities and administration is provided by unpaid volunteers

Physical Address

25 Laings Road, Lower Hutt, Lower Hutt, New Zealand, 5010

Postal Address

Att: Terry Hughes ,C/- 20b Witako St,Lower Hutt,Lower Hutt,New Zealand,5011

Approval of Financial Report

Hutt City Emergency Response Team For the year ended 30 June 2018

The Management Committee are pleased to present the approved financial report including the historical financial statements of Hutt City Emergency Response Team for year ended 30 June 2018.

APPROVED

Terry Hughes CA

Treasurer

Date

Anna Cook

Chair

Date

Matt Page

Team Leader

Date

Statement of Service Performance

Hutt City Emergency Response Team For the year ended 30 June 2018

Description of Entity's Outcomes

HCERT has a team of 24 trained responders with a wide range of skills in the rescue environment.

Responders meet very strict Ministry of Civil Defence and Emergency Management guidelines around number of hours trained and type/quality of training.

Given the dangerous work undertaking all equipment must meet strict industry standards to ensure it is fit for purpose. Failure to meet any compliance standard would result in the de-registration of the team.

HCERT provides the following response capability:

	Actual FY 18	Budget
Responders 1 July 2017	23	
Recruits	3	
Resignations	2	
Responders 30 June 2018	24	23

1. Reconnaissance and light rescue following major events such as an earthquake.
2. Ability to provide medical triage facility (Pre hospital) for up to 50 patients.
3. Ability to link in and work with USAR task force in a support role once USAR is deployed on the ground.
4. Provide a storm response pre, during and post event.
5. Provide a flood response.
6. Respond to any request from emergency services to support and enhance their response when requested.
7. Provide and maintain a suburban search capability for missing person's events

These response capabilities form the basis of the service agreement the team has with Hutt City Council and the wider emergency services community.

Hutt City Emergency Response Team's Roles in the Emergency Sector			
	Emergency services	NZRT18 (Hutt City Emergency Response Team)	USAR and international support agencies
Business as usual	Emergencies are handled by the regular emergency services (Police, Fire and Ambulance) via the 111 system	Provide specialist support on request e.g.: Suburban search for missing persons, crew welfare for rural fire	Not needed for response
Local state of emergency	Emergency services are generally overwhelmed by the demand for service and implement major incident protocols	Activated by the local emergency controller to provide specialist rescue and reconnaissance. Able to carry out duties in support of emergency services such as responding to calls they are unable to reach	Available on request should the situation require their specific skill set

Large scale regional disaster	Emergency services work alongside Civil Defence to respond to areas of greatest need	Activated and respond to the disaster directly. Work alongside the local controller and operations team to provide specialist response to the emergency	Are available on request from FENZ or via the local controller should heavy USAR be required
Nationally declared state of emergency	Emergency Services fall under direct control of the lead agency (generally CD or FENZ)	Respond directly to the event alongside local authorities if the event is in the region. Otherwise are available to respond nationally on request from MCDEM, the local CD controller, any NZRT or lead agency	Are active and deployed as required. Provide direct control over USAR sites.
* other NZRTs work in a similar way to HCERT (NZRT18) there are currently 17 registered teams active in New Zealand			

Description and Quantification of the Entity's Outputs

Training:

Training is a huge focus of HCERT's operations, the main component of which is the time of the volunteers. This is mainly due to the high standard of training that must be maintained, the cost of properly qualified trainers and the hiring of venues to undertake the training.

The target is to run weekly team training events and to fund the attendance of team members on specialist skills training to maintain and increase their certifications

2017/18 has been a year where the team has been in a period of increased recruitment and capability. We have concentrated on training a new batch of responders in the necessary skills for them to obtain a USAR Cat.1R qualification. This qualification will enable them to operate as responders on an incident ground.

HCERT also support initiatives of the Wellington Regional Emergency Management Office (WREMO) in providing training to the community. This year the team attended a number of national meetings to work to establish a new national registration framework for Civil Defence who respond to civil disasters. HCERT also assisted the local community by attending planning meetings, provided training and advice to the public.

In the 2018 year HCERT continued to support the Hutt Valley Secondary Schools Civil Defence competition. The competition runs over 3 months at the start of the year and requires members to take time off work to attend 3 full days to train and then judge the competition.

In addition members are called upon to attend individual schools to provide additional coaching.

This is a huge time commitment for the team but is important and worthwhile to assist our community get prepared.

Training Events;

Training has been well attended with on average of 18 members attending each training session. In addition there have been a number of new courses offered that have helped to increase the team's capability.

The team have held three major rescue exercises, these are designed to create a realistic rescue environment for responders to practice critical skills in a realistic setting.

	Actual FY18	Budget
Regular Fortnightly Training	20	20
Average Responder Attendance	18	
External Training Events Courses	7	

Responses/Deployments

Over the last 12 months HCERT was deployed to six incidents and was requested to stand by at a further 7 incidents. The more significant of these were:

1. Land search and rescue Wainuiomata area.
2. Flood response Hutt City (reconnaissance only)
1. 3 Assist Police SAR in searching the Hutt area for missing male.

	Actual FY18	Actual FY18
Incidents Deployed	6	12
Incidents stand by	7	6
Secondary Schools Civil Defence Competition	1	1

The vast majority of standby events were weather related (four) with the remainder being related to police search and rescue requests for suburban search teams.

Statement of Financial Performance

Hutt City Emergency Response Team

For the year ended 30 June 2018

'How was it funded?' and 'What did it cost?'

The majority of the HCERT revenue was sourced from the Hutt City Council either as operating cash or replacement supplies and equipment.

Given the dangerous nature of rescue/disaster work, Health and Safety statutory requirements and the need to meet inter-operability standards of the other fully funded agencies HCERT has an ongoing requirement to upgrade/maintain each responders personal protective equipment and supplies

The responders' time is donated and not included as a \$ value in the accounts.

The Councils funding of the HCERT provides the community with a response team capability/resilience of over 20 trained, equipped responders for about the same cost as one full time equivalent employee and their individual equipment.

	NOTES	2018	2017
Revenue			
Donations, fundraising and other similar revenue	1	68,620	18,136
Interest, dividends and other investment revenue	1	9	-
Total Revenue		68,629	18,136
Expenses			
Costs related to providing goods or service	2	62,359	8,648
Other expenses	2	936	-
Total Expenses		63,295	8,648
Surplus/(Deficit) for the Year		5,334	9,488

Statement of Financial Position

Hutt City Emergency Response Team As at 30 June 2018

'What the entity owns?' and 'What the entity owes?'

	NOTES	30 JUN 2018	30 JUN 2017
Assets			
Current Assets			
Bank accounts and cash	3	12,608	26,758
Debtors and prepayments	3	17,480	-
Total Current Assets		30,088	26,758
Non-Current Assets			
Property, Plant and Equipment	5	3,744	-
Total Non-Current Assets		3,744	-
Total Assets		33,832	26,758
Liabilities			
Current Liabilities			
Creditors and accrued expenses	4	2,280	540
Total Current Liabilities		2,280	540
Total Liabilities		2,280	540
Total Assets less Total Liabilities (Net Assets)		31,552	26,218
Accumulated Funds			
Accumulated surpluses or (deficits)	6	30,552	25,218
Reserves	6	1,000	1,000
Total Accumulated Funds		31,552	26,218

This statement has been prepared without conducting an audit or review engagement, and should be read in conjunction with the attached Compilation Report.

Statement of Cash Flows

Hutt City Emergency Response Team For the year ended 30 June 2018

'How the entity has received and used cash'

	2018	2017
Cash Flows from Operating Activities		
Donations, fundraising and other similar receipts	8,405	18,136
Receipts from providing goods or services	-	575
Interest, dividends and other investment receipts	9	-
Payments to suppliers and employees	(22,564)	(8,108)
Total Cash Flows from Operating Activities	(14,150)	10,603
Net Increase/(Decrease) in Cash	(14,150)	10,603
Bank Accounts and Cash		
Opening cash	(26,758)	(16,155)
Closing cash	(12,608)	(26,758)
Net change in cash for period	14,150	(10,603)

Statement of Accounting Policies

Hutt City Emergency Response Team For the year ended 30 June 2018

Basis of Preparation

The entity has elected to apply PBE SFR-A (NFP) Public Benefit Entity Simple Format Reporting - Accrual (Not-For-Profit) on the basis that it does not have public accountability and has total annual expenses equal to or less than \$2,000,000. All transactions in the Performance Report are reported using the accrual basis of accounting. The Performance Report is prepared under the assumption that the entity will continue to operate in the foreseeable future.

Goods and Services Tax (GST) (Alternate Note)

The entity is not registered for GST in 2018. Therefore all amounts are stated inclusive of GST (if any). HCERT has registered for GST from 1 July 2018 and this will effect future reporting periods.

Income Tax

Hutt City Emergency Response Team is wholly exempt from New Zealand income tax having fully complied with all statutory conditions for these exemptions.

Bank Accounts and Cash

Bank accounts and cash in the Statement of Cash Flows comprise cash balances and bank balances (including short term deposits) with original maturities of 90 days or less.

Changes in Accounting Policies

There have been no changes in accounting policies. Policies have been applied on a consistent basis with those of the previous reporting period.

Notes to the Performance Report

Hutt City Emergency Response Team For the year ended 30 June 2018

	2018	2017
1. Analysis of Revenue		
Donations, fundraising and other similar revenue		
Donations & Grants	1,704	2,936
Funding from HCC	15,200	15,200
HCC Direct Funding of Assets	4,680	-
HCC Direct Funding of HCERT Consumables and Expenses	40,335	-
HCC Reimburse HCERT Expenses	6,701	-
Total Donations, fundraising and other similar revenue	68,620	18,136
Interest, dividends and other investment revenue		
Interest Income	9	-
Total Interest, dividends and other investment revenue	9	-
	2018	2017

2. Analysis of Expenses

Costs related to providing goods or services		
Advertising Website Hosting	86	212
Bank Fees	34	17
Catering	1,510	173
Community Events & Activities	53	-
Consulting & Expert Advice	-	540
General Expenses	140	138
Insurance Plant & Equipt	5,067	-
Insurance Trust	1,725	-
Light, Power, Heating	342	-
Medical Supplies	2,178	418
Operating Consumables & Supplies	4,515	-
Personal Protective Equipment	25,155	5,864
Printing & Stationery	60	-
Property & Site Costs Paid directly by HCC	9,798	-
Property & Site Security Costs	2,317	-
Property New Building Costs	1,150	-
Repairs and Maintenance	9	45
Small Assets	7,447	706
Subscriptions	280	261
System Costs Google & Website	492	63
Training	-	210
Total Costs related to providing goods or services	62,359	8,648
Other expenses		
Depreciation Donated Assets	936	-
Total Other expenses	936	-

	2018	2017
3. Analysis of Assets		
Bank accounts and cash		
Business Current Account	12,608	26,758
Total Bank accounts and cash	12,608	26,758
Debtors and prepayments		
Accounts Receivable	17,480	-
Total Debtors and prepayments	17,480	-
	2018	2017

4. Analysis of Liabilities

	2018	2017
Creditors and accrued expenses		
Accounts Payable	-	540
GST	2,280	-
Total Creditors and accrued expenses	2,280	540
	2018	2017

5. Property, Plant and Equipment

	2018	2017
Other Fixed Assets		
Owned fixed assets	3,744	-
Total Other Fixed Assets	3,744	-
Total Property, Plant and Equipment	3,744	-

Significant Donated Assets Recorded

Equipment purchased and donated by third parties is recorded as Revenue and as an equivalent purchase at the price invoiced to the donor by their supplier.

Significant Donated Assets - Not Recorded

The time donated by the HCERT team members, while substantial and extremely valuable, is not included in the accounts as it is not fully recorded and extremely difficult to value.

	2018	2017
6. Accumulated Funds		
Accumulated Funds		
Opening Balance	26,218	16,730
Accumulated surpluses or (deficits)	5,334	9,488
Total Accumulated Funds	31,552	26,218
Total Accumulated Funds	31,552	26,218

	2018	2017
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7. Breakdown of Reserves

Reserves		
Historical Adjustment	1,000	1,000
Total Reserves	1,000	1,000

This reserve was a balancing entry resulting from the creation of the current trust, the adoption of accrual accounting and the recording of the initial assets

8. Commitments

There are no commitments as at 30 June 2018 (Last year - nil).

9. Contingent Liabilities and Guarantees (Alternative)

There are no contingent liabilities or guarantees as at 30 June 2018 Last year - nil).

10. Related Parties

There were no transactions involving related parties during the financial year.

11. Events After the Balance Date

There were no events that have occurred after the balance date that would have a material impact on the Performance Report (Last year - nil).

12. Ability to Continue Operating

The entity will continue to operate for the foreseeable future.