



Notice is given that an ordinary meeting of the Nelson Tasman Civil Defence Emergency Management Group will be held on:

Date:	Tuesday 17 November 2020
Time:	3.30pm
Meeting Room:	Tasman District Council Chamber
Venue:	189 Queen Street
	Richmond
	<i>Attendance also via Zoom Audivisual Conference</i>

Nelson Tasman Civil Defence Emergency Management Group

AGENDA

AGENDA

1 OPENING, WELCOME

2 APOLOGIES AND LEAVE OF ABSENCE

Recommendation

That apologies be accepted.

3 DECLARATIONS OF INTEREST

4 CONFIRMATION OF MINUTES OF THE NELSON TASMAN CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP

Recommendation

That the minutes of the Nelson Tasman Civil Defence Emergency Management Group meeting held on Tuesday, 20 August 2019, be confirmed as a true and correct record of the meeting.

That the minutes of the Nelson Tasman Civil Defence Emergency Management Group meeting held on Tuesday, 25 August 2020, be confirmed as a true and correct record of the meeting.

5 RECEIPT OF MINUTES OF THE COORDINATING EXECUTIVE GROUP (CEG)

Recommendation

That the Nelson Tasman Civil Defence Emergency Management Group receives the minutes of the Coordinating Executive Group meeting held on Thursday, 28 November 2019.

That the Nelson Tasman Civil Defence Emergency Management Group receives the minutes of the Coordinating Executive Group meeting held on Monday, 30 March 2020.

That the Nelson Tasman Civil Defence Emergency Management Group receives the minutes of the Coordinating Executive Group meeting held on Wednesday, 21 October 2020.

5 REPORTS

- 6.1 Report of the Nelson Tasman Emergency Management Office and its
Attachments..... 5

6 REPORTS

6.1 REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE AND ATTACHMENTS

Decision Required

Report To:	Nelson Tasman Civil Defence Emergency Management Group
Meeting Date:	17 November 2020
Report Author:	Joe Kennedy, Manager Emergency Management on behalf of the Nelson Tasman Emergency Management Office
Report Number:	REMC20-11-1

1 Summary

- 1.1 To provide an update from the Emergency Management (EM) Office on activity since the last Civil Defence Emergency Management Group meeting held on 25 August 2020.
- 1.2 A meeting of the Coordinating Executive Group (CEG) was held on 21 October 2020 and the report of the Emergency Management Office that went to that meeting is attached for members' information.

2 Draft Resolution

That the Nelson Tasman Civil Defence Emergency Management Group receives the Report of the Nelson Tasman Emergency Management Office and Attachments REMC20-11-1.

3 Attachments

- | | | |
|----|------------------------------------------------------------------------------------------|----|
| 1. | Nelson Tasman Emergency Management Office Report to CEG - 21 October 2020 | 7 |
| 2. | Nelson Tasman Emergency Management Office Attachments to Report to CEG - 21 October 2020 | 15 |



Nelson Tasman CDEM Coordinating Executive Group

- 21 October 2020

6.1 REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**Decision Required**

Report To: Nelson Tasman CDEM Coordinating Executive Group

Meeting Date: 21 October 2020

Report Author: Joe Kennedy, Manager Emergency Management

Report Number: RCEG20-10-1

1 Purpose of the Report

- 1.1 This report provides an update from the Emergency Management (EM) Office on activity since the meeting of the Nelson Tasman CDEM Coordinating Executive Group held on 3 August 2020.

2 Draft Resolution

That the Nelson Tasman CDEM Coordinating Executive Group

- 2.1 receives the Report of the Nelson Tasman Emergency Management Office 0.0 and its attachments; and
- 2.2 endorses the use of the Nelson Tasman Group Emergency Operations Centre by Police Search and Rescue, as outlined in Attachment 1; and
- 2.3 approves the financial statements for the year ending 30 June 2020 for presentation to Nelson City Council and Tasman District Council (Attachment 2); and
- 2.4 approves the draft Long Term Plan 2021-31 budget of the Emergency Management Office for presentation to the Nelson City Council and the Tasman District Council for review and provision of feedback if required (Attachment 3).

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Nelson Tasman CDEM Coordinating Executive Group

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REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE**3 National Emergency Management Developments****Response and Recovery Leadership Programme**

- 3.1 The impact of COVID-19 provided a chance to reflect on the structure and future delivery of the Response and Recovery Leadership Programme. Previously Tier 1 consisted of a combined six week online component with a five day face-to-face component. These two elements have been separated and re-designed, enabling the face-to-face element to be reduced to four days. This allows leadership development to continue with improved flexibility for participants from a time and budget perspective.
- 3.2 The first online component commenced on 17 August 2020. With 25 participants, it was split into two cohorts to ensure a good ratio of facilitator to participant level. Another online component is planned to start in October 2020. A face-to-face course is provisionally planned for 23 November 2020.
- 3.3 Further details are available at <https://www.civildefence.govt.nz/cdem-sector/capability-development/response-and-recovery-leadership-capability-development/>

New Zealand Tsunami Monitoring and Detection Network

- 3.4 On 28 August, the second deployment voyage to establish New Zealand's Deep-ocean Assessment and Reporting of Tsunamis (DART) buoy network commenced. The NIWA vessel RV Tangaroa is deploying five DART buoys near the Tonga and Kermadec Trench. Four DART buoys were deployed in December 2019 along the Hikurangi and southern Kermadec Trenches. If the voyage goes according to plan this will complete the eastern part of the network. The final three buoys to complete the whole network will be deployed in 2021 near the New Hebrides Trench.
- 3.5 DART buoys are the most reliable method that has been determined to detect if a tsunami has been generated following large earthquakes or other sea floor disturbances. DART buoy data will be interpreted by GNS Science staff at the National Geohazards Monitoring Centre. DART buoys have already 'triggered' during recent large earthquakes near the Kermadec Trench, and confirmed that no tsunami had been generated on these occasions. The DART buoy data also feeds into the Pacific Tsunami Warning System, contributing to more timely and accurate warnings for our Pacific neighbours. Further information regarding the New Zealand DART buoy network can be found on the NEMA website.

New Zealand Response Team (NZRT) Accreditation and Registration Project

- 3.6 The NZRT Steering Group are developing a programme of work to establish a new NZRT registration process and to implement other NZRT initiatives.
- 3.7 An interim Capability and Competency Framework is close to being finalised. This will provide certainty to teams about their role in emergency management, to guide training and exercise plans and allow for a greater understanding within tasking agencies of the competencies and capabilities NZRTs offer. The framework will evolve over the next few

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REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE

years in response to the Emergency Management System Reform and Reform of Vocational Education.

- 3.8 Work is underway to determine how a NEMA-based NZRT Secretariat should be structured and resourced. The Secretariat will coordinate and oversee the NZRT system into the future and will provide a central point to manage the audit and registration process for response teams.

New Zealand Lifelines Infrastructure National Vulnerability Assessment

- 3.9 The New Zealand Lifelines Council has released the 2020 Edition of the New Zealand Critical Lifelines Infrastructure National Vulnerability Assessment. The assessment aims to provide government, industry and communities with a better understanding of a) what is nationally significant infrastructure; and b) infrastructure vulnerabilities and resilience to hazards.
- 3.10 The assessment is being progressively updated as knowledge improves, and new information becomes available. First produced in 2017, this 2020 edition strengthens previous reports with:
- New information on nationally significant critical infrastructure gathered through national lifeline utilities.
 - New information from a number of major studies relating to significant New Zealand hazards.
 - A new section on climate change risk and additional material on fire and pandemic hazards.
 - An overview of major resilience investment programmes for each sector.
 - A stronger community and critical customer perspective to recommend national investment in regional resilience business cases that recognise infrastructure interdependencies and prioritise across all infrastructure.
- 3.11 The reports can be downloaded at <https://www.civildefence.govt.nz/cdem-sector/lifeline-utilities/lifelines-reports-and-resources/>

4 Nelson Tasman Civil Defence Emergency Management**Regional Fuel Study**

- 4.1 Following a successful bid to the NEMA Resilience Fund, WSP New Zealand Limited, in conjunction with Emergency Management Office staff, are putting the finishing touches to the Nelson Tasman Regional Fuel Study 2020. Stakeholder engagement with lifeline utility representatives has been completed and a register of critical fuel suppliers and users compiled. The study has been divided into two key sections:

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REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE

Section A - Planning for a fuel emergency – This section looks at roles and responsibilities and aligns the Nelson Tasman Regional Fuel Study with the National Fuel Plan.

Section B - Responding to a fuel emergency – This section focuses on the regional and local levels looking at our critical users, vulnerabilities, communication and public messaging.

- 4.2 Additionally, a supporting GIS component has been developed to aid in the identification of 'pinch point' areas where critical fuel lines and/or transportation routes align with potentially vulnerable aspects of the region's topography and infrastructure.
- 4.3 The Study, Fuel Register and associated GIS mapping include information that may be commercially sensitive and therefore is confidential. The information contained within has been released to us on the basis that it is solely used by CDEM for emergency planning and response purposes.
- 4.4 Once the finishing touches have been applied the study will be presented at a future meeting of the Coordinating Executive Group with an accompanying recommendation that the Nelson Tasman Regional Fuel Study 2020 be received.

Community Engagement, Public Education and Speaking Engagements

- 4.5 Since the last meeting of the Coordinating Executive Group, members of the Emergency Management team have been invited to attend a number of public events and speaking engagements. These include, though are not limited to, NZ Shakeout, Clued Up Kids, Motueka Districts Neighbourhood Support, Motueka Community Board and the Victory Primary School. The office continues to receive a large number of requests for speakers and where work programmes and resources permit, we will endeavor to meet these demands.
- 4.6 Additionally Emergency Management Office representatives have visited a number of our community groups that have existing volunteer emergency management frameworks. At the time of writing the Golden Bay, Murchison, St Arnaud, Motueka and Wakefield communities have been visited.

New Zealand Response Team 2 (NZRT2)

- 4.7 The team currently comprises of 25 members, 17 operational, three non-operational and five probationary members.
- 4.8 Representatives of the team recently conducted a joint training exercise in Blenheim with the Marlborough Response Team and attended an emergency services open day in Takaka. The open day provided team members with the opportunity to speak to the public regarding the importance of being prepared and, where possible, having a plan in place before an emergency event occurs.
- 4.9 We are grateful to both the Nelson Regional Sewerage Business Unit (NRSBU) and Gibbons Holdings for the provision of training areas and facilities. They have provided the team with temporary access to two buildings to conduct building search, victim extraction

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REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE

training and access to a concrete recycling plant enabling the team to practice rubble pile search techniques.

- 4.10 Looking forward, the team plans to attend and have a stall at the Murchison A&P show in February 2021.

CDEM Training Programme

- 4.11 Nelson Tasman CDEM Group has recently facilitated training for the immediate Emergency Management Office team, staff from both Nelson City and Tasman District Councils, partnering agencies and volunteers.
- 4.12 The training consisted of:
- Two x Psychological First Aid (PFA) courses – 38 participants
 - Two x Integrated Training Framework (ITF) Intermediate courses – 27 participants
 - Two x Coordinated Incident Management Systems (CIMS) courses – 36 participants
 - One x Multi-agency Public Information Management (PIM) function training – 15 participants.
- 4.13 Going forward, subject to the occurrence of emergency events, training will take place in March and September each year as follows:
- Week one – ITF Intermediate and CIMS courses
 - Week two – Function specific courses (eg, Planning, Operations, Intelligence)
 - Week three – PFA, Civil Defence Centre and First Aid courses (largely community community-based)
- 4.14 Additionally, a guide to Group Emergency Operations Centre (GEOC) staffing has been developed in draft form. The guide sets out the rationale and process behind ascertaining the number of staff required to work in the GEOC, their selection, the subsequent training process, assigning to functions, rostering and activation during emergency events. The draft guidance will be presented at both Tasman District Council and Nelson City Council Senior Leadership Team meetings prior to being tabled at a future meeting of the Coordinating Executive Group.

Alpine Fault Magnitude 8 (AF8) Exercise and Presentation*Exercise Ru Whenua*

- 4.15 The Emergency Management Office has engaged Toa Consulting to lead the coordination and development of the Alpine Fault exercise, Exercise Ru Whenua. The exercise is planned for mid-April 2021. Partnering agencies and neighbouring CDEM groups have been approached and asked to express levels of interest for their involvement and a planning meeting is scheduled for 19 November 2020.
- 4.16 The exercise will use the scenario developed for the AF8 project. This is based around a Mg.8 maximum credible event occurring in the portion of the Alpine Fault that runs from

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Fiordland to Kelly, with the fault rupturing for approximately 400km from the south to the north, causing widespread damage throughout a large part of the South Island. Shaking in the Nelson Tasman region is expected to last between 120 – 180 seconds with intensities of MM7 to MM8 being experienced.

- 4.17 The scenario will begin 24-hours after the earthquake has occurred with several severe aftershocks resulting in further impacts within the region.
- 4.18 The following objectives have been set for the exercise.
- A coordinated response from the Group EOC is established in accordance with the NT CDEM Group Plan.
 - Plans and procedures outlined within the AF8 Framework are reviewed as part of the response.
 - An effective Action Plan is developed in accordance with the NT CDEM Group Plan for the operational period of the response.
 - Functional activities that enable clear coordination of the event are practiced.
 - Effective consultation of key stakeholders in the decision-making process occurs.
 - Response systems are utilised to support information sharing and decision making.
 - CDEM Partners practice liaison and coordination and have the ability to support the response.
 - The exercise provides a suitable environment for participation and learning.

AF8 Presentation

- 4.19 To complement previous AF8 presentations within our region Dr. Caroline Orchiston (AF8 Science Lead, University of Otago) and Alice Lake-Hammond (AF8 Programme Lead) will be holding an additional Zoom presentation between 10:30am-11:30am on Monday 16 November 2020. They will be speaking about the Alpine Fault hazard and the work being done to understand the potential impacts of the next Alpine Fault earthquake, so we and our communities can plan ahead and be better prepared. There will be the opportunity to ask them questions.
- 4.20 Mayors, Councillors, Community Boards, Local Controllers, Local Alternate Controllers, interested Council staff, partnering agencies and Lifeline utility representatives have all received an invitation to this event.

Rural Advisory Group (RAG)

- 4.21 At their September meeting, members of the RAG discussed how to widen the membership and build on a model that is currently used in Marlborough where good representation from a wider membership including forestry, viticulture, and horticulture has been achieved. A focus on establishing and improving connections with key people in our rural communities was also discussed.

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REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE

- 4.22 To date Ministry for Primary Industries (MPI) has been coordinating the RAG until a Chair is appointed. We are hoping that a Chair will be confirmed in the near future. This will mean that the group will be led from the rural community, which has always been the intent.
- 4.23 We are planning to conduct a half-day desktop exercise in November. The Animal Welfare sub function will also hold a desktop exercise later the same day. The hope is that there will be some cross-pollination of ideas and attendance from both groups.

Police use of the Nelson Tasman Group Emergency Operations Centre (GEOC)

- 4.24 **Attachment 1** outlines a proposal that we received from the New Zealand Police regarding the ongoing use of the Nelson Tasman GEOC by Police Search and Rescue (Police SAR).
- 4.25 The request seeks continued use of the Nelson Tasman GEOC for Police SAR operations with the inclusion of an annual review to ensure that the agreement is still viable and meets the expectations of both parties. The Police will cover any costs associated with the setting up and running of SAR operations during a Police SAR event.
- 4.26 The EM office has confirmed that the proposal does not disadvantage Councils' insurance arrangements and recommends that the CEG endorses the proposal.

Pigeon Valley Fire Event Report Recommendations: Reporting Back

- 4.27 At a previous meeting of the CEG the Emergency Management Office was asked to work with partnering agencies to review the recommendations and report back.
- 4.28 The Emergency Management Office and partnering agencies agreed with all of the recommendations contained within the report, noting that further consideration needs to be given to the scope of work required.
- 4.29 As a result, the recommendations will be worked through, prioritised and incorporated into future work programmes accordingly.

5 Emergency Management Office Financial Reporting

- 5.1 The Annual Financial report for 2020 is attached (**Attachment 2**) for approval.
- The net deficit was \$197,000 compared with a budget deficit of \$268,000. This reduction of the deficit of \$71,000 compared to budget was largely due to the COVID-19 event interrupting other work streams.
 - Other revenue is \$818,594 over budget due to subsidies received of which \$753,585 related to the COVID-19 Welfare claim and \$45,191 for a deployable multi-purpose habitation unit from NEMA.
 - Expenses were \$753,048 over budget due to unbudgeted COVID-19 event costs of \$853,098. Operational expenditure was under budget across the expenditure

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REPORT OF THE NELSON TASMAN EMERGENCY MANAGEMENT OFFICE

categories, including depreciation, CDEM Plan, training, office rental costs, audit fees and professional fees.

- 5.2 It is recommended that CEG approves the financial statements for the year ending 30 June 2020 for presentation to Nelson City Council and Tasman District Council.
- 5.3 The Long Term Plan 2021-31 budget is attached (**Attachment 3**) for approval.
- Levies from Council have increased by \$237,000 from 2020/21 due to fully funding expenditure as the 2020/21 deficit fully utilised the available reserve.
 - Total expenditure has remained the same as the 2020/21 budget with an increase of \$39,000 in operational costs offset by a \$39,000 reduction in depreciation.
- 5.4 It is recommended that CEG approves the draft Long Term Plan 2021-31 budget of the Emergency Management Office for presentation to the Nelson City Council and the Tasman District Council for review and provision of feedback if required.

6 Attachments

- | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none">1. NZ Police Search and Rescue and CDEM request to use GEOC2. NTCDEM Financial Statement for the Year Ended 30 June 20213. CDEM - Emergency Management Office - 2021 LTP Budget |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Date: Wednesday 21 October 2020
Time: 1600hrs
Meeting Room: Emergency Operations Centre
Venue: 28 Oxford Street
 Richmond

Nelson Tasman CDEM Coordinating Executive Group

ATTACHMENTS UNDER SEPARATE COVER

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1. NZ Police Search and Rescue and CDEM request to use GEOC	3
2. NTCDEM Financial Statement for the Year Ended 30 June 2021	7
3. CDEM - Emergency Management Office - 2021 LTP Budget.....	17

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted.



12 October 2020

Joe Kennedy
Manager Emergency Management
Nelson Tasman Emergency Management
28 Oxford Street
Richmond

Dear Joe,

Re: Use of Nelson Tasman CDEM Group Emergency Operations Centre (GEOC) by Nelson Bays Police Search and Rescue

Introduction

This memo serves both as a request for the continued shared use of the Nelson Tasman GEOC by the Nelson Bays Police Search and Rescue Squad (SAR), and in the spirit of partnership, as a refreshed document agreeing on a number of points to successfully enable the ongoing sharing of the space.

Background

In March 2019, the then O/C SAR, Sergeant Mal York prepared a proposal for the shared use of the GEOC. Part of that proposal (abbreviated) said:

"Approximately 20 percent of these operations require a small Incident Management Team (IMT) made up of police staff and volunteers and are generally completed within the first operational period (one day or part thereof). A smaller number of operations, approximately 3-7 per year require full IMT teams and can run for multiple days.

To date police have run the Nelson land-based operations from the police district headquarters but this location is no longer available. To provide a SAR response that is often a time critical event Police SAR requires the use of an operations room that can be up and running at very short notice. It is the suggestion of this proposal that the current workload of SAR events in the Nelson Bays police area do not justify its own standalone operations room but that the co-sharing of the Nelson Tasman Civil Defence EOC would provide the best solution."

What followed was a 6-month trial period which was to finish on 31 October 2019, at which stage a review was to have taken place. As sometimes happens at that time of year and with the onset COVID-19 into 2020 that review didn't take place until 1 July when I met with you in the GEOC.

Review

The consensus from the review was that the use of the GEOC as a SAR Operation base had worked and that both Emergency Management and SAR are happy to make this a permanent arrangement with an ongoing annual review. It was felt that in the year (plus) that SAR have used the GEOC operationally there have been enough operations, with a breadth of operation scenarios in terms of type and duration, to give both parties an awareness of each other's requirements. It would be fair to say that both parties have learnt from the trial, which is the intent of a trial after all, and have together worked through some challenges.

The Future

The trial provided a number of points for discussion, which I suggest become clauses which will facilitate the smooth sharing of the GEOC:

- Nelson Tasman CDEM precedence: ultimately NTCDEM requirements (BAU or Event) take precedent and the GEOC will be made available to SAR on a 'best endeavours' basis. SAR must have a contingency location in place, 24/7 365, to run operations should the GEOC be unavailable. Outside of emergency situations NTCDEM will endeavour to advise police ahead of time of circumstances when the GEOC is going to be unavailable for SAR use.
- Activation procedures: when Police SAR become aware of a SAR event and wish to request use of the GEOC, Police SAR will advise the NTCDEM Duty Officer via a text to the NTCDEM Duty Phone. If this occurs outside of normal working hours Police SAR can proceed with using the GEOC without waiting for a response from the NTCDEM Duty Officer.
- Building security & Health and Safety: when being used for SAR operations Police have a responsibility to ensure the security of the GEOC, especially when it is un-staffed, and the safety of SAR staff. It is their responsibility to ensure the building is secure and that GEOC signing-in protocols are being adhered to. Police and SAR staff are to keep GEOC swipe cards and alarm codes secure, ensuring that they are not disseminated further than approved staff and only used for legitimate purposes. Requests for replacement and/or additional swipe cards can be made to NTCDEM. SAR staff are to remain in authorized areas (Operations room, Communications room, Meeting Room 1, Storeroom and communal areas). Upon completion of a SAR event the GEOC is to be restored to its original setting.
- SAR storage space: NTCDEM have identified storage space for Police SAR equipment. The space allocation is not to be altered unless agreed to by both NTCDEM and Police SAR.
- Car parking: Only car parking spaces marked 'CD' can be used by SAR staff. Non 'CD' marked spaces have been assigned to other tenants of the building and are unavailable for use.
- IT system: in agreement with NTCDEM some low-tech police IT equipment has been installed in the GEOC. The existing IT system infrastructure is not to be altered unless discussed with and agreed to by both NTCDEM and Police SAR.

3

- Media arrangements: media conferences can significantly disrupt a work premise, therefore in the event of police holding media conferences there must be a realisation that the GEOC is not a media centre and is not set-up to act as one. Media conferences should be held on police property away from the GEOC. If there is an over-riding need to hold a media conference at the GEOC this must first be discussed with the Manager Emergency Management.
- Cost recuperation: while the GEOC have extended their generosity in relation to small amounts of sundry items (tea/coffee/food/stationery) during some operations, it is understood that operations can quickly consume large amounts of these items. In these situations, the GEOC can expect to be compensated and Police will cover any associated costs with the setting up and running of SAR operations during a SAR event. This includes staff messing and any stationery or consumable items used. This should be brought to the attention of the O/C of the operation in the first instance or the Area Response Manager: Tasman, by the Manager Emergency Management
- Replacing damaged goods: if any GEOC property is damaged by police and/or partners during a SAR operation, Police will replace or remunerate the GEOC for the cost of the damage. All that is required is a simple email outlining the circumstances and costs to the O/C SAR Operation and/or the Area Response Manager: Tasman.
- Governance of issues arising: if issues arise with the implementation of the agreement, during the shared use of the GEOC by SAR and/or search partners, then contact in the first instance will be between the Manager Emergency Management and the O/C SAR, and/or the Area Response Manager: Tasman.
- Annual review: An annual review of the continued use of the GEOC will take place on or about 1 July.

Yours sincerely,

M. Tunley

Martin Tunley
Senior Sergeant
Area Response Manager: Tasman

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Item 6.1

Attachment 1

Attachment 2

Item 6.1

NELSON TASMAN CIVIL DEFENCE AND EMERGENCY MANAGEMENT GROUP
(formerly known as Nelson Tasman Combined Civil Defence Organisation)

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2020

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Item 6.1

Nelson Tasman CDEM Coordinating Executive Group Attachments – 21 October 2020

1

Entity Information
Nelson Tasman Civil Defence and Emergency Management Group
 As at 30 June 2020

Legal Name

Nelson Tasman Civil Defence and Emergency Management Group (the CDEM Group)
 formerly known as Nelson Tasman Combined Civil Defence Organisation.

Type of entity and legal basis

The Nelson Tasman Civil Defence Emergency and Management Group was created under the Civil Defence Emergency Management (CDEM) Act 2002 and has the status of a Joint Standing Committee of the Nelson City Council and Tasman District Council (the two Councils) under the Local Government Act 2002.

The entity's purpose and outputs

The vision of the CDEM Group is a resilient Nelson Tasman community. We assist families and businesses to understand their risks, and to prepare for and recover from emergency events. We make plans, conduct training and provide education, so that our community and the agencies we work with are ready for the unexpected.

Structure of the entity's operations

The group is governed by the Co-ordinating Executive Group appointed by the two Councils. Nelson City Council is the Administering Authority of the CDEM group. The CDEM Group works in partnership with key partner agencies through the Civil Defence Emergency Management Co-ordinating Executive Group. The group employs 5.5 staff and has a voluntary specialist Civil Defence response team (also known as NZRT2).

Main Sources of the entity's cash and resources

Operating grants received from the two Councils are the primary source of funding for the CDEM Group.
 If a major event occurs then grants from the National Emergency Management Agency may be received.

1. Accounting Period

The financial statements are for the year to 30 June 2020. The financial statements were authorised for issue by the Nelson Tasman Civil Defence and Emergency Management Group on 16 October 2020.

2. Other Information

Bankers - Nelson City Council.

These accounts have not been audited. Assurance will be attained under the Nelson City Council Audit.

**Nelson Tasman Civil Defence and Emergency Management Group
Statement of Financial Performance
For the year ended 30 June 2020**

2019 Actual \$	Note	2020 Actual \$	2020 Budget \$
Revenue			
564,370		609,600	596,472
13,914		4,604	0
0	5	813,990	0
29,451		22,297	30,012
607,735		1,450,490	626,484
Expenses			
322,067		411,098	419,800
577,837		1,180,891	381,860
73,884	2	55,431	92,712
973,787		1,647,420	894,372
(366,052) Net Surplus / (deficit)		(196,930)	(267,887)

**Nelson Tasman Civil Defence and Emergency Management Group
Statement of Changes in Equity
For the year ended 30 June 2020**

2019 \$	2019 \$
1,455,101	1,089,049
(366,052)	(196,930)
1,089,049 Balance at 30 June	892,119

The Statement of Accounting Policies and Notes form an integral part of, and should be read in conjunction with, these financial statements.

Explanations of major variances against budget are provided in note 9.

Item 6.1

Attachment 2

Nelson Tasman CDEM Coordinating Executive Group Attachments – 21 October 2020

3

Nelson Tasman Civil Defence and Emergency Management Group
Statement of Financial Position
As at 30 June 2020

2019 \$	Note	2020 \$
Assets		
Current Assets		
887,494 NCC Current Account	7	0
13,143 Prepayments		55,216
4,370 Accounts Receivable		790,049
905,007 <i>Total current assets</i>		845,265
Non Current Assets		
263,945 Property, plant and equipment	3	248,189
9,000 Intangible assets	4	7,500
272,945 <i>Total non-current assets</i>		255,689
1,177,953 Total assets		1,100,954
Current Liabilities		
0 NCC Current Account	7	184,013
88,904 Creditors and accrued expenses		24,822
88,904 Total Current Liabilities		208,835
1,089,049 Net Assets		892,119
Equity		
1,089,049 Accumulated surpluses		892,119
1,089,049 Total equity		892,119

P Dougherty
Chief Executive

The Statement of Accounting Policies and Notes form an integral part of, and should be read in conjunction with, these financial statements.

4

**Nelson Tasman Civil Defence and Emergency Management Group
Statement of Cash Flows
For the year ended 30 June 2020**

2019 \$	Note	2020 \$
Cash flows from operating activities		
564,370	Levies, Fees & Charges, Subsidies	674,609
29,451	Interest Received	22,297
(829,441)	Payments to Suppliers and Employees	(1,730,238)
(235,620)	<i>Net cash from operating activities</i>	(1,033,332)
Cash flows from investing activities		
(68,044)	Payments to acquire property, plant and equipment	(53,875)
13,914	Receipts from sale of property, plant and equipment	15,700
(54,130)	<i>Net cash from investing activities</i>	(38,175)
(289,750)	Net increase in cash held for year	(1,071,507)
1,177,245	Add opening cash balance brought forward	887,494
887,495	Closing cash balance for the year	(184,013)
Represented By:		
887,494	NCC Current Account	(184,013)
887,494	Balance for the year	(184,013)

The Statement of Accounting Policies and Notes form an integral part of, and should be read in conjunction with, these financial statements.

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Statement of accounting policies for the year ended 30 June 2020**Basis of Preparation**

These financial statements have been prepared in accordance with PBE SFR-A (PS) Public Benefit Entity Simple Format Reporting - Accrual (Public Sector) on the basis that the entity does not have public accountability (as defined) and has total annual expenses of less than \$2 million.

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

The financial statements have been prepared on the basis of historical cost.

All transactions in the financial statements are reported using the accrual basis of accounting.

The financial statements have been prepared in New Zealand dollars and all values are rounded to the nearest dollar. The functional currency of the entity is New Zealand dollars. The financial statements are prepared on the assumption that the Organisation will continue to operate in the foreseeable future.

Goods and services tax (GST)

All amounts in the financial statements are recorded exclusive of GST except for debtors and creditors, which are stated inclusive of GST.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the statement of financial position.

The net GST paid to, or received from the IRD, including the GST relating to investing and financing activities, is classified as an operating cash flow in the statement of cash flows.

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Income Tax

The committee's operations are a non-taxable activity for each Council and therefore exempt from Income tax.

Significant accounting policies

Revenue

Levies and grants

Council, government and non-government levies and grants are recognised as revenue when they become receivable unless there is an obligation to return the funds if conditions of the grants are not met. If there is such an obligation the grants are initially recorded as grants received in advance, and recognised as revenue when conditions of the grant are satisfied.

Interest

Interest revenue is recorded as it is earned during the year.

Lease expense

Lease payments are recognised as an expense on a straight-line basis over the lease term.

Financial instruments

The Group is party to financial instruments as part of its normal operations. These financial instruments include cash and cash equivalents, trade and other receivables and trade and other payables.

All financial instruments are recognised in the Statement of Financial Position and all revenues and expenses in relation to financial instruments are recognised in the surplus and deficit.

Bank accounts and cash

Bank accounts and cash include the current account with Nelson City Council. It is measured at the amount held.

Debtors

Debtors are initially measured at the amount owed.

A provision for impairment is recognised when there is objective evidence that the entity will not be able to collect all amounts due according to the original terms of the receivables.

Creditors and accruals

Creditors and accrued expenses are measured at the amount owed.

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Nelson Tasman CDEM Coordinating Executive Group Attachments – 21 October 2020

Attachment 2

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Property, plant and equipment

Property, plant and equipment are recorded at cost, less accumulated depreciation and impairment losses.

For an asset to be sold, the asset is impaired if the market price for an equivalent asset falls below its carrying amount.

For an asset to be used by the entity, the asset is impaired if the value to the Organisation in using the asset falls below its carrying amount of the asset.

Additions

The cost of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential will flow to the entity and the cost of the item can be measured reliably.

Disposals

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposal are included in the surplus and deficit.

Depreciation

Depreciation is provided on a straight line basis at rates that will write off the cost of the assets over their useful lives. The useful lives and associated depreciation rates of major classes of assets have been estimated as follows:

Plant, office furniture and equipment - 4% - 25%

Building improvements - 10%

Motor vehicles - 20% - 30%

The residual value and useful life of an asset are reviewed, and adjusted if applicable, at the end of each financial year.

Intangible Assets

The cost associated with the website development of the CDEM Group is recognised as an intangible asset.

The useful life of the website development is amortised on a straight-line basis over its useful life. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised. The amortisation charge for each financial year is expensed in the surplus or deficit.

The useful life of the website has been estimated at 10 years (10%).

Budget figures

The budget figures are those approved by the Joint Committee. The budget figures have been prepared in accordance with Tier 3 standards, using accounting policies that are consistent with those adopted by the entity in preparing these financial statements.

Notes to the Financial Statements

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Note 1. Related Party Transactions

Related party transactions have occurred with related parties Nelson City Council and Tasman District Council and the total value of these transactions during the year amounted to :

- (i) \$304,800 Levies paid by Nelson City Council. Previous year \$282,185
- (ii) \$304,800 Levies paid by Tasman District Council. Previous year \$282,185
- (iii) \$22,992 Administration Charges paid to Nelson City Council. Previous year \$20,105
- (iv) \$79,492 Computer Equipment Rental paid to Nelson City Council. Previous year \$78,240
- (v) \$29,451 Interest received from Nelson City Council. Previous year \$29,451

Note 2. Expenditure

The following disclosures are made -

Depreciation is detailed as follows -

	2020	2019
Building Improvements	14,679	14,368
Motor Vehicles	(593)	10,921
Plant and Equipment	11,678	14,794
Office Furniture and Equipment	28,167	32,301
Intangible Assets	1,500	1,500
	<u>55,431</u>	<u>73,884</u>

Note 3. Property, plant and equipment

Fixed Assets	Building Improvement	Motor Vehicle	Plant & Equipment	Office Furniture & Equipment	Total
Carrying amount at 1 July 2018	135,314	0	36,648	96,322	268,284
Additions	3,388	63,353	1,304	0	68,044
Disposals	0	0	0	0	0
Depreciation Expense	(14,368)	(10,921)	(14,794)	(32,301)	(72,384)
Carrying amount at 30 June 2019	124,334	52,432	23,158	64,021	263,945
Carrying amount at 1 July 2019	124,334	52,432	23,158	64,021	263,945
Additions	0	22,951	3,780	11,443	38,175
Depreciation recovered	0	15,700	0	0	15,700
Depreciation Expense	(14,679)	(15,107)	(11,678)	(28,167)	(69,631)
Carrying amount at 30 June 2020	109,655	75,976	15,260	47,297	248,188

Note 4. Intangible Assets

Intangible Assets	Intangibles
Carrying amount at 1 July 2018	10,500
Additions	0
Disposals	0
Amortisation	(1,500)
Carrying amount at 30 June 2019	9,000
Carrying amount at 1 July 2019	9,000
Additions	0
Disposals	0
Amortisation	(1,500)
Carrying amount at 30 June 2020	7,500

Note 5. Other Grants

The Group received a grants from National Emergency Management Agency (NEMA) for the Regional fuel plan project of \$13,348, A Resilience fund grant of \$45,191 for a deployable multi-purpose habitation unit and reimbursement of Cyclone Gita costs of \$1,866. The group is also due to receive a grant for reimbursement of COVID-19 welfare expenditure from NEMA of \$753,585.
Previous Year - Nil.

Note 6. Statement of Commitments and Contingent Liabilities

Commitments at 30 June 2020 - Lease rental of Emergency Operation Centre building at 28 Oxford Street, Richmond @ \$69,754 per annum plus outgoings for a term of ten years (previous year \$67,464).
Renewal period is December 2023. The total lease commitment is \$244,139 (previous year \$303,588).

Contingent Liabilities at 30 June 2020 - Nil. Previous year Nil

Note 7. NCC Current Account

The organisation does not operate a separate bank account, all expenditure and income is processed and recorded through a current account with the Nelson City Council.

Note 8. Events after balance date

There are no post balance date events that have occurred which would affect the balances disclosed in the financial statements.

Note 9. Explanations of major variances against budget

Other revenue is \$818,594 over budget due to subsidies received of which \$753,585 related to the COVID-19 Welfare claim and \$45,191 for a deployable multi-purpose habitation unit from NEMA.

Expenses were \$753,048 over budget due to unbudgeted Covid-19 event costs of \$853,098. Operational expenditure was under budget across the expenditure categories, including depreciation, CDEM Plan, training, office rental costs, audit fees and professional fees.

Note 10. Statement of Contingent Assets

Contingent Assets at 30 June 2020 - Nil.

Contingent Assets at 30 June 2019 - \$15,941. A claim is being made to the Ministry of Civil Defence Emergency Management for welfare costs incurred in relation to the Pigeon Valley Fire Event (\$13,132) and the Gita Storm Event (\$1,809). The claim is contingent on MCDEM indicating that a claim would be acceptable.

Nelson Tasman Emergency Management Office - Long Term Plan Budget 2021-31

Draft Statement of Budgeted Income and Expenditure

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
	Actuals	Annual Plan	LTP	LTP	LTP	LTP	LTP	LTP	LTP	LTP	LTP	LTP
Total Levy each Council	\$ 304,800	\$ 352,163	\$ 470,800	\$ 474,550	\$ 481,550	\$ 470,550	\$ 472,050	\$ 488,550	\$ 476,050	\$ 475,050	\$ 469,050	\$ 471,550
Income												
Levies	609,600	704,326	941,600	949,100	963,100	941,100	944,100	977,100	952,100	950,100	938,100	943,100
Other Income	818,593	-	-	-	-	-	-	-	-	-	-	-
Interest	22,297	16,687	15,200	15,200	15,200	15,200	15,200	15,200	15,200	15,200	15,200	15,200
Total Income	1,450,490	721,013	956,800	964,300	978,300	956,300	959,300	992,300	967,300	965,300	953,300	958,300
Less Expenditure												
Staffing Costs	411,097	513,970	512,500	512,700	512,700	512,700	512,700	512,700	512,700	512,700	512,700	512,700
Operational Costs	161,298	162,780	210,500	199,800	199,800	189,800	189,800	199,800	189,800	189,800	189,800	189,800
Maintenance	4,392	10,000	7,000	15,000	5,000	5,000	5,000	5,000	15,000	5,000	5,000	5,000
Public Engagement	12,464	14,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000
Consultancy	19,367	20,000	15,000	15,000	30,000	15,000	15,000	15,000	15,000	30,000	15,000	15,000
Conferences	9,126	-	-	-	-	-	-	20,000	-	-	-	-
Fixed Overheads	89,795	100,163	99,800	99,800	99,800	99,800	99,800	99,800	99,800	99,800	99,800	99,800
Depreciation	55,431	100,700	62,000	72,000	78,000	81,000	84,000	87,000	82,000	75,000	78,000	83,000
NZRT-2	27,420	35,000	37,000	37,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Event Costs	857,031	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	1,647,421	956,613	956,800	964,300	978,300	956,300	959,300	992,300	967,300	965,300	953,300	958,300
Net Income (Deficit)	(196,931)	(235,600)	0	0	0	0	0	0	0	0	0	0
Capital Expenditure												
Plant, Furniture and Equipment	11,443	33,400	11,000	58,500	36,000	25,600	19,500	39,000	28,200	21,000	42,400	60,200
Communication Equipment	-	25,500	5,500	16,500	5,500	5,500	36,500	5,500	5,500	16,500	5,500	25,500
NZTR2 (including vehicles)	3,780	13,000	13,000	48,000	20,000	13,000	13,000	13,000	13,000	53,000	13,000	20,000
Vehicles (net)	22,951	-	40,000	-	15,000	25,000	-	25,000	-	-	25,000	15,000
Total Capital expenditure	38,174	71,900	69,500	123,000	76,500	69,100	69,000	82,500	46,700	90,500	85,900	120,700