

1. Executive summary for People and Capability

The main activities and functions carried out by the People and Capability Group over the last quarter were:

- Providing advice and assistance to the Council on governance matters, including Māori constituencies
- Managing change management processes within the organisation and undertaking recruitment for new positions
- Undertaking a review of the first yearly cycle of the performance management system and salary review process
- Beginning the next phase of Greater Managers programme
- Commencing organisational training on identifying, managing and eliminating discrimination and harassment in the workplace. The name of the programme is titled "Fostering Positive, Durable Relationships at Work"
- Managing the ACC external Work Safety Management Practices (WSMP) audit

1.1 Group overview

Report on Democratic Services

1.1.1 Support to Council

During the quarter Democratic Services provided advice to assist Council decision-making on:

- Māori representation
- The payment of a meeting fee to the non-Councillor members of Te Upoko Taiao – Natural Resource Management Committee advisory groups
- An application for the remission of rates

1.1.2 Reports for Hutt City Council community boards and committees

Reports were prepared for the Hutt City Council community board and community committee meetings held in November 2011.

1.1.3 Whitireia Park Board

Democratic Services made arrangements for the meeting of the Whitireia Park Board on 3 November 2011 and provided advisory and administrative support to the meeting.

1.1.4 Servicing of meetings

During this quarter Democratic Services provided advisory and administrative services to 24 Council, committee, company and advisory group meetings.

1.1.5 Delegations

Democratic Services worked with the relevant General Managers to put new delegations in place for the new Water Supply and Development Groups and for the parks function within the Environmental Management Group.

1.1.6 Policy reviews

Democratic Services prepared Greater Wellington's submissions on:

- The review of the Local Authorities (Members' Interests) Act 1968
- The review of the Remuneration Authority's approach to setting elected members' remuneration

1.1.7 Representation review

A discussion paper, containing background information for the purposes of the 2012 representation review, was provided to Councillors on 15 December 2011.

1.1.8 Legislation

Councillors were informed about the introduction of the Local Electoral Amendment Bill. The Bill proposes modifications to the provisions of the Local Electoral Act 2001 in the following areas:

- Representation issues
- Candidacy and candidate documentation
- Election timetables
- Offences and processing
- E-voting

1.1.9 Decision-making templates

The decision-making templates for reports to Council and committee meetings were refined to reference the "importance" of a decision as distinct from the statutory test of "significance".

1.1.10 Councillor professional development

Three Councillors attended training courses or workshops relating to:

- Second generation RMA plans
- Economic leadership
- Representation reviews

1.1.11 Report on Human Resources

(a) Recruitment:

This has been a busy quarter. A total of 62 vacancies (permanent, fixed term and casual) were advertised during the quarter ending 31 December 2011.

Of the 62 vacancies advertised, 34 were a result of new roles created through organisation change management processes, while 28 of these were outside of the change management processes.

Roles created through the change management processes were advertised either internally and only to affected staff, or in some cases both internally and externally according to the applicable change management principles.

The table attached as *Attachment 1* provides a detailed analysis of the vacancies which have been advertised internally as compared with vacancies advertised internally/externally. This table also provides an overview of the recruitment process including the time taken to recruit, the number of applications, the location of the vacancies, and identifies whether the successful candidate was an internal or external applicant.

The following table shows the number of vacancies within each Group.

	Environment Management	Catchment Management	Development	Finance & Support	Public Transport	S & CE	Water	P & C
Total Vacancies advertised in this quarter (ending 31 December 2011)	15 (2 change management roles)	22 (18 change management roles)	1	3	12 (10 change management roles)	2	5 (4 change management roles)	1
Total Vacancies advertised in the previous quarter (ending 30 Sept 2011)	4	3	-	3	2	2	-	0

- Change management has resulted in a number of vacancies being filled internally. Of the 22 placed roles, 18 were internal candidates, (the remaining roles are still being recruited)

- Of the four external candidates filling the new roles created from change management, one was a previous Greater Wellington Biodiversity volunteer and the other was an ex Greater Wellington employee
- Through change management, resignation and promotion, there has been an unusually high number of management roles recruited, these include a new General Manager (filled internally), four manager roles (two fill internally, one filled by an ex Greater Wellington employee, and one is yet to be appointed)
- In the team leader tier there were six new roles, of which three were filled internally, one by an ex Greater Wellington employee and two are yet to be appointed
- Hard to fill roles include roles within our Bioworks team in Masterton, and the Principal Ranger – Eastern role
- During this quarter we had our annual summer recruitment resulting from an increase in summer projects and work loads, ie Summer Rangers in Parks, Survey staff in Marketing and Design (monitoring people accessing our parks and the activities they are doing), Didymo Social Marketing Officer, and Engineering Students with Flood Protection
- Secondments:
 - A Greater Wellington Senior Public Transport Planner was seconded to Environment Canterbury for a period of four months
 - Two fixed term roles have been advertised as internal secondment opportunities. One was the Emergency Management Officer (which was subsequently filled externally by a regional volunteer), and an Assistant Accountant role (to back fill while the incumbent was on parental leave) which was filled internally
- In the last quarter Greater Wellington has used a variety of media to advertise vacancies. We are upholding our trend towards using online media such as Trade Me and Seek for entry to mid level roles, and where appropriate, advertising in specialist e-newsletters and industry job boards (such as Biosecurity Institute for our Bioworks roles, Conjobs for our Biodiversity and parks roles, and Student Job Search for our survey roles)
- There was a large response for both the Graphic Designer role (105) and for the two Biodiversity Adviser roles (97). Both of these were new roles

The number of responses to advertised positions per group is as follows:

Environment Management	Catchment Management	Development	Finance & Support	Public Transport	S&CE	Water	P & C
143	140	1	70	7	110	27	0

(b) Appointments:

There were 32 new appointments during the quarter ending 31 December 2011, of these, 13 were internal staff directly affected by change management.

Excluding movements through change management, there were 17 new appointments.

- Permanent Appointments - there were nine permanent appointments:
 - Two of the permanent commencements were ex Greater Wellington employees rejoining the organisation
 - One fixed term staff member became permanent following the resignation of the parental leave staff member they were filling in for
- Fixed term appointments - there were nine fixed term appointments:
 - One as a result of maternity leave
 - Others to undertake project work and annual summer project work
- Casual appointments - there were two casual appointments

(c) Preferred supplier agreement to 30 December 2011:

Our review of the preferred supplier agreements shows the following activity:

	Perm	Fixed Term	Temps (hours)	Commentary
GBL	0	0	1 x 40 1 x 16 4 x 8	Department Secretary Promotions Assistant Promotions Assistant
Ranstad	0	1	1 x 160	Fixed Term Events Assistant Temp Department Secretary
Hays	0	1	0	Contracts Engineer (Water Supply)
Powerhouse	0	0	0	
Total		2	248 hours	

Other: We also used GBL to perform a credit check for a Finance role.

(d) Turnover

Forty-seven staff members ended their employment with Greater Wellington during the year ending 31 December 2011. This represents an annual turnover of 11.4%.

The forty-seven employees that left in the last twelve months had collectively served 460 years. This represents 13.5% of the total collective time served by current employees at Greater Wellington being 3414 years.

The average length of service of employees leaving was 9.8 years. The average for women was 8.1 years and the average for men was 10.5 years.

These turnover figures have historically reported all cessations of employment including redundancies and terminations, but excluded the expiry of fixed term or casual employment agreements.

The breakdown of reasons for staff leaving Greater Wellington is as follows:

Redundancy	19.1%	Personal	8.5%
Retired	10.6%	Family	8.5%
Advancement	27.6%	Career Change	8.5%
Travel Overseas	12.7%	Mutual	2.1%
Did not return from parental leave	2.1%		

(e) Training and development

Training Course	Attendance	Training Course	Attendance
Induction	28	Outlook	19
Media	3	Train the Trainer	9
Building Positive and Durable Relationships	52	Writing for the web	7
Health & Safety			
First Aid	52	Site Safety	8
Driving	11	Health and Safety Representative training	1
Traffic Management	7	Chainsaw	4
Total			201

- Training Hub: The training hub has been developed as an electronic tool to book core training courses. Information about this tool and “how to use it” is being communicated to the organisation via managers and secretarial staff
- Most managers have attended the organisation’s training programme on identifying, managing and eliminating discrimination and harassment in the workplace. This programme is titled “Fostering Positive Durable Relationships at Work”. Half day training sessions for staff will be scheduled throughout March 2011
- Workforce Planning: Data analysis and ratification with managers is now underway and a draft report is to be produced by the end of January 2012. Due to the large amount of data and interpretation required, this analysis has taken far longer than expected

(f) Employee Assistance Programme (EAP)

There has been steady usage of our EAP between September and November 2011.

The following table outlines the number of cases over the last quarter from 1 September to 30 November 2011:

Activity Summary	Number of cases
Total number of cases	11
Number of new cases	4
Number of re-opened cases	2
Number of pre-existing cases with activity	5
Contact hours for cases	17
Average hours per client	1.7

The following table categorises the problems which have been assessed as the primary reason for staff seeking EAP assistance:

Primary Assessed Problem	Number of Staff
Marital / Primary Conflict	2
Family Parenting Issues	2
Redundancy / Restructuring	2
Work Stress	2
Career Issues	1
Depression / Anxiety	1

Physical Health	1
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(g) “Greater Managers” management development programme

In the last quarter we have run the following modules:

- Career Planning and Goal Setting – Learning Groups 6 and 7
- Facilitation – Learning Group 8
- Building Personal Effectiveness – Learning Groups 9 and 10

In addition two further groups of people managers (LG 9 and LG10) commenced the revised Greater Managers programme, with Building Personal Effectiveness. The next Greater Managers cohort will consist of potential people managers, who will be developed to take on management roles in the future.

(h) Policies

The Learning and Development Policy, Flexible Work Policy, Secondment Policy and the Leaving Functions Policy were reviewed and minor updates made.

(i) Change management

Following the changes to the organisational structure last quarter, the final structures are now in place.

Utilities and Services group underwent the following changes:

- Parks department is now part of the Environment Management Group
- A new Group incorporating Forestry, Emergency Management, and Development projects has been established
- Water Supply is a stand alone Group

Recruitment is continuing for the Bioworks teams.

Changes to the Biodiversity structure are pending following confirmation of the State of the Environment Monitoring programme.

Strategy and Systems teams within Biodiversity have been confirmed and roles appointed.

Public Transport

In November 2011 an announcement was made to staff about proposed changes to the Public Transport Group. After a period of consultation with the Group the final structure was confirmed in December 2011. This has created a

number of new positions, of which 10 are currently being advertised. The new structure will be effective in March 2012.

Civil Defence

Appointment of the new Regional Civil Defence and Emergency Management (CDEM) Wellington Manager/Group Controller was made. The appointee commenced work in October 2011 and has been reviewing the needs of civil defence across the region. The aim is to build a unified CDEM group and retain the working knowledge and expertise of current employees where possible.

1.1.12 Report on health and safety

(a) Greater Wellington health and safety activity

In addition to business as usual, key health and safety activity that occurred during the last quarter included:

- Greater Wellington's entry of the Bioworks' motorcycle exhaust cage (the Muzzle) received second prize in the 3M Award in Health Safety
- Greater Wellington's Health and Safety Policy and Keeping Employees Safe at Work (KESAW) documents have been reviewed and signed off by Dave Benham
- The Contractor Health and Safety Management Policy has been reviewed. There were only minor amendments this time pending a more comprehensive review of the documents and related systems planned for early 2012
- The biannual ACC WSMP external audit was successfully completed. See point (c) below for further information

(b) Workplace injury and occurrence reporting trends

There were six "Lost Time Injuries" (LTIs) to Greater Wellington employees recorded during the last quarter. All of the employees injured only required several days off before returning to normal duties. The LTIs included:

- **10 November 2011** – A Flood Protection employee's knee was badly bruised when they were struck by a log. The unseen log was in a pile of material that was being moved by a contractor's digger when it swung unexpectedly and struck the employee
- **14 November 2011** – An IT employee sprained their ankle when they misjudged the last step, caught their foot, tripped and fell, in the RCC stairwell
- **14 November 2011** – A Park's employee strained their back while pulling weeds in QEP

- **21 November 2011** – A Biosecurity employee, in the field checking bait station and traps, slipped on the loose uneven surface while ducking under tree branches. This jolt resulted in a strain injury to their back
- **28 November 2011** – A Bioworks employee bumped their head quite hard on the door frame when getting out of their work vehicle. Due to a previous serious neck injury this employee was recommended to take several days off by their GP
- **8 December 2011** – A Biodiversity employee suffered a strain injury to their shoulder and arm while maintaining bait stations in the Wainuiomata mainland island

Other significant incidents reported during this quarter included:

- **8 November 2011** – A battery that supplies backup power to the RCC alarm system shorted resulting in a small electrical fire. RCC was evacuated and emergency services were called
- **8 November 2011** – A contractor doing pest plant removal on a steep bank using a petrol powered hedge trimmer slipped. They lost control of the hedge trimmer and unfortunately cut the tip off their little finger off. This was reported to the Department of Labour as serious harm by both Greater Wellington and the contractor
- **15 December 2011** – The roof rack and flashing light fell off the roof of a Water Supply utility vehicle while driving along the Hutt motorway resulting in damage to a following vehicle. No one was injured as a result of the incident. The roof rack mount had failed and this was replaced on both this vehicle and another one with a similar mount
- **13 December 2011** – Members of a family staying at the Kaitoke Regional Park campsite had an argument resulting in a person attacking a vehicle at the campsite with an axe. Police were called and responded. The rangers observed from a safe distance. No one was injured during the attack

(c) ACC WSMP Audit

The ACC WSMP external audit of Greater Wellington's health and safety management systems was successfully completed at Masterton on 24 November 2011. Greater Wellington has been formally notified by ACC that we have maintained our secondary status in the WSMP discount programme with the corresponding 15% discount on Greater Wellington's ACC premiums.

(d) Business Group Health and Safety Performance Summary

The following graphs summarise Greater Wellington's health and safety performance over the last 12 months.

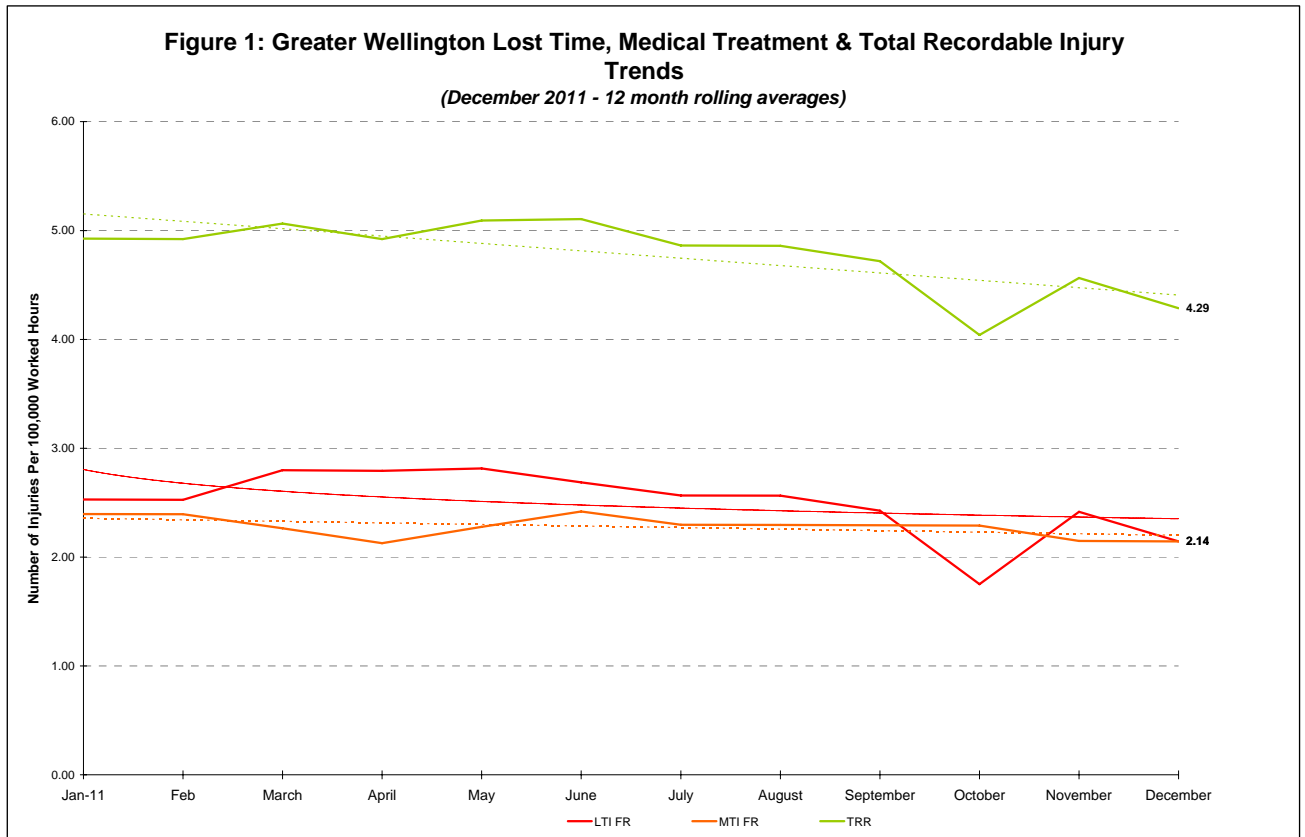


Figure 1 shows the relationship between frequency of LTIs which result in time off work (LTIFR) and Medical Treatment Injuries which require treatment by a registered medical practitioner (MTIFR). The Total Recordable Rate (TRR) is the combination of the LTIFR and MTIFR.

The graph shows that our TRR appears to be continuing to show a downward trend that began in the first quarter of 2011 - 2012. During the last quarter the LTI Frequency Rate decreased to 2.14 LTI's/100,000 hours worked which is down from 2.43 LTI's/100,000 hours worked at the end of September 2011.

The MTIFR Frequency Rate has also decreased slightly over this quarter at 2.14 MTI's/100,000 hours worked down from the end of the previous quarter when it was at 2.29 MTI's/100,000 hours worked.

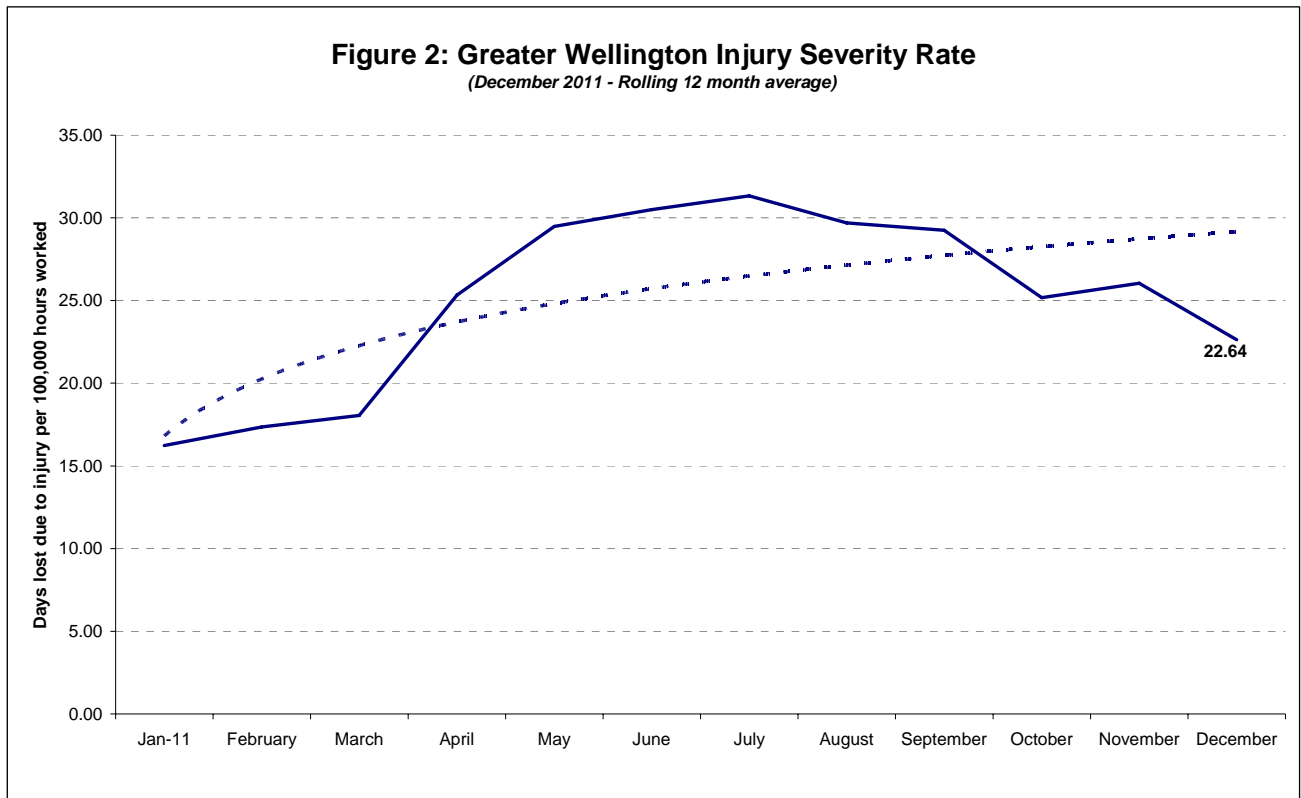


Figure 2 shows the days lost per 100,000 hours worked due to work related injuries. This graph shows that our Severity Rate continues to decrease to 22.64 days lost due to injury/100,000 hours worked. During the last quarter there were 19 days lost across the business due to LTIs.

The following table shows the breakdown of LTI Frequency Rates across the various Groups.

Business Group Health and Safety Performance Summary

Business Group	Lost Time Injury Frequency Rate (Lost time injuries/100,000 hours worked)	
	Current	12 months ago
Catchment Management	5.32	6.79
CEO	0	0
Development	*	*
Environmental Management	0.60	0
Finance & Support	1.67	0
People & Capability	0	0
Public Transport	0	0
Strategy & Community Engagement	0	0
Water Supply	*	*
Greater Wellington	2.14	2.35

Note: *There is insufficient data to calculate LTIFR's for these new business groups.

The following table shows the total number of reported health and safety occurrences within the organisation over the last quarter. This includes proactive reporting such as audits, reviews and hazards as well as reactive reporting involving injury or property damage.

Occurrence Report Summary

		December 2011	November 2011	October 2011
Total number of occurrences	67	19	27	21
LTI s	6	1	5	0
MTI s	2	0	1	1
Proactive Occurrences	36	13	6	17
Reactive Occurrences	31	6	21	4
High risk occurrence[#]	9	2	5	2
Corrective Actions	23	3	12	8

Note: # High risk occurrences can be reported either proactively or reactively but have a risk score greater than 8 and the potential for serious consequences.

(e) **Health and Safety Reporting**

The Senior Health and Safety Adviser provides a monthly health and safety report to the Executive Leadership Team.

2. Group financial summary

2.1 Financial summary

Direct expenditure of \$3.0 million is \$84,000 less than budget. Personnel costs are traditionally at this level early in the year. Many of the projects which require external consultants are underway.

2.2 Group consolidated financial statements

Last Year YTD Actual \$000	YTD Actual \$000	YTD Budget \$000	YTD Variance \$000	People & Capability Group Financial Performance Statement 6 Months ended 31 December 2011	Last Year FY Actual \$000	Full Year Forecast \$000	Full Year Budget \$000	Full Year Variance \$000
9	9	9	-	External Revenue	19	18	18	-
2	3	3	-	Investment Revenue	8	6	6	-
1,292	1,516	1,495	21	Internal Revenue	2,584	3,011	2,991	20
2,765	3,083	3,062	21	TOTAL INCOME	5,535	6,145	6,125	20
				less:				
794	808	874	66	Personnel Costs	1,534	1,698	1,747	49
692	776	758	(18)	Materials,Supplies & Services	1,449	1,509	1,516	7
48	40	61	21	Travel & Transport Costs	93	122	122	-
170	54	91	37	Contractor & Consultants	472	180	180	-
-	-	-	-	Grants and Subsidies Expenditure	-	-	-	-
1,054	1,301	1,279	(22)	Internal Charges	2,103	2,578	2,558	(20)
2,758	2,979	3,063	84	Total Direct Expenditure	5,651	6,087	6,123	36
-	1	-	(1)	Financial Costs	-	-	-	-
-	-	-	-	Bad Debts	-	-	-	-
(34)	(45)	(45)	-	Corporate & Department Overheads	(68)	(89)	(89)	-
26	22	22	49	Depreciation	49	43	43	-
(7)	-	(4)	(4)	Loss / (Gain) on Sale of Assets / Investments	(6)	(4)	(4)	-
(15)	(22)	(27)	(5)	Total Indirect Expenditure	(25)	(50)	(50)	-
2,743	2,957	3,036	79	TOTAL EXPENDITURE	5,626	6,037	6,073	36
22	126	26	100	OPERATING SURPLUS / (DEFICIT)	(91)	108	52	(16)
26	22	22	-	Add Back Depreciation	49	43	43	-
(7)	-	(4)	4	Other Non Cash	(6)	(4)	(4)	-
(35)	(153)	(107)	(46)	Net Asset Acquisitions	(93)	(157)	(107)	(50)
-	-	-	-	Net External Investment Movements	-	-	-	-
6	(5)	(63)	58	NET FUNDING BEFORE DEBT & RESERVE MO	(141)	(10)	(16)	(66)
-	-	-	-	Debt Additions / (decrease)	-	-	-	-
-	-	-	-	Debt Repaid	-	-	-	-
87	79	59	20	Net Reserves (Increase) / decrease	162	16	16	-
93	74	(4)	78	NET FUNDING SURPLUS (DEFICIT)	21	6	-	(66)

Last Year YTD Actual \$000	YTD Actual \$000	YTD Budget \$000	YTD Variance \$000	6 Months ended 31 December 2011 Capital Expenditure Statement People & Capability Group	Last Year FY Actual \$000	Full Year Forecast \$000	Full Year Budget \$000	Full Year Variance \$000
35	60	117	57	Total Asset Acquisitions	111	61	117	56
-	93	-	(93)	Capital Project Expenditure	4	106	-	(106)
-	-	(10)	(10)	Asset Disposal Cash Proceeds	(20)	(10)	(10)	-
35	153	107	(46)	Net Capital Expenditure	95	157	107	(50)
-	-	-	-	Investments Additions	-	-	-	-
35	153	107	(46)	NET CAPITAL AND INVESTMENT EXPEND	95	157	107	(50)

2.3 Risk Analysis

The risks identified for the Group were reviewed and there are no significant changes in the risk profile.

Recruitment Stats 1 October 2011-31 December 2011

Group	Dept	Role	Location	Reason for Recruitment	Commentary	Advertised on	Letter of offer created	Days to recruit	stage	Applicants	Internal or FTE
Catchment Mgmt	Biodiversity	Biodiversity Coordinator	RCC	New Role - Change Management	Open to affected staff	19/10/2011	28/11/2011	40	placed	6	internal Permanent - full time
Catchment Mgmt	Biodiversity	Biodiversity Coordinator	RCC	New Role - Change Management	Open to affected staff	19/10/2011	28/11/2011	40	placed	6	internal Permanent - full time
Catchment Mgmt	Biodiversity	Biodiversity Coordinator	RCC	New Role - Change Management	Open to affected staff	19/10/2011	28/11/2011	40	placed	6	internal Permanent - full time
Catchment Mgmt	Biodiversity	Biodiversity Coordinator	RCC	New Role - Change Management	Open to affected staff	19/10/2011	28/11/2011	40	placed	6	internal Permanent - full time
Catchment Mgmt	Biodiversity	Biodiversity Coordinator - Support	RCC	New Role - Change Management	Open to affected staff	19/10/2011	28/11/2011	40	placed	2	internal Permanent - full time
Catchment Mgmt	Biodiversity	Team Leader, Strategy & Systems	RCC	New Role - Change Management	Open to affected staff	19/10/2011	17/11/2011	29	placed	1	internal Permanent - full time
Catchment Mgmt	Biodiversity	Biodiversity Adviser	RCC	New Role - Change Management	Open to affected staff	19/10/2011	22/12/2011	64	placed	97	external Permanent - full time
Catchment Mgmt	Biodiversity	Biodiversity Adviser	RCC	New Role - Change Management	Open to affected staff	19/10/2011	22/12/2011	64	placed	97	external Permanent - full time
Catchment Mgmt	Flood Protection	Department Secretary	RCC	Replace Resignation	Support from GBL, internal & external	6/10/2011	N/A	N/A	on hold	22	on hold Permanent - full time
Catchment Mgmt	Flood Protection	Student Engineering Field Officer	RCC	Temp Resource - Annual Role	Annual summer student	N/A	27/10/2011	N/A	placed	1	external Fixed Term - full time
Catchment Mgmt	Flood Protection	Student Engineering Field Officer	RCC	Temp Resource - Annual Role	Annual summer student	N/A	27/10/2011	N/A	placed	1	external Fixed Term - full time
Catchment Mgmt	Bioworks	Team Leader Bioworks	Masterton	New Role - Change Management	Open to affected staff	19/10/2011	7/11/2011	19	placed	1	internal Permanent - full time
Catchment Mgmt	Bioworks	Field Operator, Bioworks	Masterton	New Role - Change Management	Open to affected staff	21/10/2011	N/A	N/A	placed	1	internal Permanent - full time
Catchment Mgmt	Bioworks	Field Operator, Bioworks	Masterton	New Role - Change Management	Open to affected staff	21/10/2011	N/A	N/A	placed	1	internal Permanent - full time
Catchment Mgmt	Bioworks	Senior Field Operator, Bioworks	Masterton	New Role - Change Management	Open to affected staff	21/10/2011	18/11/2011	28	placed	4	internal Permanent - full time
Catchment Mgmt	Bioworks	Senior Field Operator, Bioworks	Masterton	New Role - Change Management	Open to affected staff	21/10/2011	18/11/2011	28	placed	4	internal Permanent - full time
Catchment Mgmt	Bioworks	Senior Field Operator, Bioworks	Masterton	New Role - Change Management	Open to affected staff	21/10/2011	18/11/2011	28	placed	4	internal Permanent - full time
Catchment Mgmt	Bioworks	Senior Field Operator, Bioworks	Masterton	New Role - Change Management	Open to affected staff	21/10/2011	18/11/2011	28	placed	4	internal Permanent - full time
Catchment Mgmt	Bioworks	Field Supervisor, BioWorks	Masterton	New Role - Change Management	Open to affected & external staff	21/10/2011	22/11/2011	32	placed	8	internal Permanent - full time
Catchment Mgmt	Bioworks	Field Supervisor, BioWorks	Masterton	New Role - Change Management	Open to affected & external staff	21/10/2011	N/A	N/A	open	N/A	N/A Permanent - full time
Catchment Mgmt	Bioworks	Field Supervisor, BioWorks	Masterton	New Role - Change Management	Open to affected & external staff	21/10/2011	N/A	N/A	open	N/A	N/A Permanent - full time
Catchment Mgmt	Biosecurity	Dydimio Social Marketing Officer	Masterton	Temp Resource - Annual Role	Annual summer student	N/A	18/11/2011	N/A	placed	1	N/A Fixed term - part time
										140	
CEO/Chair of CEG		Regional Manager Wgtn CDEM, Group Controller	RCC	New Role	Recruitment Management by KCDC	29/08/2011	18/10/2011	50	placed	39	external Permanent - full time
Development Group		Emergency Management Officer	RCC	Replace resignation	Internal & External	9/12/2011	23/12/2011	14	placed	1	external Fixed term - part time
Environment Mgmt	Parks	Ranger's Assistant	QEP	Temp Resource - Annual Role	Annual role, internal & external	7/10/2011	26/10/2011	19	placed	1	external Fixed Term - Full time
Environment Mgmt	Parks	Ranger's Assistant	Kaitoke	Temp Resource - Annual Role	Annual role, internal & external	7/10/2011	4/11/2011	28	placed	33	external Fixed Term Full time
Environment Mgmt	Parks	Manager, Parks	RCC	New Role - Change Management	Open to affected & external staff	23/09/2011	2/11/2011	40	placed	26	internal Permanent - Full Time
Environment Mgmt	Parks	Team Leader, Marketing & Design	RCC	New Role - Change Management	Open to affected & external staff	19/10/2011	1/12/2011	43	placed	16	previous ir Permanent - Full Time
Environment Mgmt	Policy	Policy Advisor	Masterton	Replace Internal Promotion	Internal & External	6/10/2011	15/12/2011	70	placed	36	external Permanent - Full Time
Environment Mgmt	EMI	Manager, EMI	RCC	Replace Retirement/Resignation	Internal & External	7/11/2011	14/12/2011	37	placed	14	previous ir Permanent - Full Time
Environment Mgmt	Parks	Community Projects Assistant	QEP	Temp Resource - Annual Role	Annual role, internal & external	21/10/2011	4/11/2011	14	placed	1	external Fixed Term Part Time
Environment Mgmt	Environment Support	Fixed Term Assistant Accountant	RCC	Temporary Resource - parental leave	Internally only	19/12/2011	22/12/2011	3	placed	1	external Permanent - full time
Environment Mgmt	Parks	Principal Ranger - Eastern	RCC	Replace - Resignation	Hard to fill, advertised internal & external	15/12/2011	N/A	N/A	open	1	external Permanent - full time
Environment Mgmt	Parks	Survey Assistant	RCC	Temp Resource - Annual Role	Annual role, internal & external	2/12/2011	N/A	N/A	interviewin	11	external casual
Environment Mgmt	Parks	Survey Assistant	RCC	Temp Resource - Annual Role	Annual role, internal & external	2/12/2011	N/A	N/A	interviewin	11	external casual
Environment Mgmt	Parks	Survey Assistant	RCC	Temp Resource - Annual Role	Annual role, internal & external	2/12/2011	N/A	N/A	interviewin	11	external casual
Environment Mgmt	Parks	Survey Supervisor	RCC	Temp Resource - Annual Role	Annual role, internal & external	2/12/2011	N/A	N/A	interviewin	4	external casual
Environment Mgmt	Parks	Ranger's Assistant Queen Elizabeth Park	RCC	Temp Resource - Annual Role	Annual role, internal & external	14/11/2011	28/11/2011	14	placed	2	external Fxed term - full time
								0		143	
Finance & Support	ICT	Information Management Coordinator	RCC	Replace internal promotion	Internal & External	22/11/2011	N/A	N/A	interview	32	external Permanent - full time
Finance & Support	Finance & Support	Customer Support Officer	RCC	Temp Resource	Fixed term role to support warm nz initiatives, internal & external	15/12/2011	N/A	N/A	short listing	37	N/A Fixed - full time
Finance & Support	Finance	Assistant Accountant	RCC	Replace - did not return partental leave	Internally only	15/11/2011	1/12/2011	16	filled	1	internal Permanent - full time
								0			
People & Capability	Human Resources	HR Coordinator	RCC	Replace Resignation	Internal & External	14/12/2011	N/A	N/A	open	35	N/A Permanent - full time
								0			
Public Transport	Rail Projects	Fleet Engineer	RCC	New Role	Internal & External	3/10/2011	10/10/2011	7	placed	1	external Fixed Term - full time
Public Transport	Rail Operations	Senior Service Delivery Adviser	RCC	New Role - Change Management	Open to affected & external staff	16/12/2011	N/A	N/A	open	N/A	Permanent - full time
Public Transport	Rail Operations	Team Leader, Rail Assets	RCC	New Role - Change Management	Open to affected & external staff	16/12/2011	N/A	N/A	open	N/A	Permanent - full time
Public Transport	Bus & Ferry	Senior Assets Adviser	RCC	New Role - Change Management	Open to affected & external staff	16/12/2011	N/A	N/A	open	N/A	Permanent - full time
Public Transport	Bus & Ferry	Public Transport Planner	RCC	New Role - Change Management	Open to affected & external staff	16/12/2011	N/A	N/A	open	N/A	Permanent - full time
Public Transport	Customer Service	Team Leader, Marketing & Information	RCC	New Role - Change Management	Open to affected & external staff	16/12/2011	N/A	N/A	open	N/A	Permanent - full time
Public Transport	Public Transport	Policy Adviser	RCC	New Role - Change Management	Open to affected & external staff	16/12/2011	N/A	N/A	open	N/A	Permanent - full time
Public Transport	Customer Service	Systems Analyst	RCC	New Role - Change Management	Open to affected & external staff	16/12/2011	N/A	N/A	open	N/A	Permanent - full time
Public Transport	Bus & Ferry	Team Leader, Service Design	RCC	New Role - Change Management	Open to affected & external staff	16/12/2011	N/A	N/A	open	N/A	Permanent - full time
Public Transport	Finance	Business Analyst	RCC	New Role - Change Management	Open to affected & external staff	16/12/2011	N/A	N/A	open	N/A	Permanent - full time
Public Transport	Projects & Planning	Manager, Projects & Planning	RCC	New Role - Change Management	Open to affected & external staff	16/12/2011	N/A	N/A	open	N/A	Permanent - full time
Public Transport	Metlink	Assistant Team Leader	RCC	New Role	Internally only	16/12/2011	N/A	N/A	interviewin	1	internal Permanent - full time
SCEG	Communications	Graphic Designer	RCC	New Role	Large response, Internal & External	20/10/2011	6/12/2011	47	placed	105	external Permanent - full time
SCEG	Sustainable Transport	Data Entry Assistant	RCC	Temp Resource - Replacement Resignation	Internal & External	28/11/2011	7/12/2011	9	placed	5	external Casual
Water Supply	Water Supply	GM, Water Supply	RCC	New Role - Change Management	Open to affected staff	23/09/2011	25/11/2011	63	placed	1	internal Permanent - full time
Water Supply	Operations	Manager, Operations	Waterloo	Replace - Internal Promotion from Change	Open to affected staff	19/10/2011	7/11/2011	19	placed	1	internal Permanent - full time
Water Supply	Water Supply	Team Leader, Marketing	RCC	New Role - Change Management	Open to affected staff	19/10/2011	7/11/2011	19	placed	1	internal Permanent - full time
Water Supply	Water Supply	Group Accountant	RCC	New Role - Change Management	Open to affected & external staff	19/10/2011	6/12/2011	48	placed	23	external Permanent - full time
Water Supply	Water Supply	Contracts Engineer	RCC	Temp Resource	Placed through hays, internal & externa	14/12/2011	22/12/2011	8	placed	1	external Fxed term - full time