

People and Capability Group

Performance Report ended 31 March 2015



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1 EXECUTIVE SUMMARY FOR RISK AND ASSURANCE COMMITTEE

1.1 Group overview

The key performance indicators for the last quarter were:

Human Resources

- ▶ Completing the set up and implementation of the 2015 Gallup Engagement Survey
- ▶ Completing the P4Preview to the drafting and consultation phase

Health and Safety

- ▶ Completed field research into use of Crush Protection Devices (CPD's) on quad bikes
- ▶ Examining options in relation to Light Utility Vehicles (LUV's)
- ▶ Running the first workshops on impairment – wellness briefings
- ▶ Continuing to examine the market for health and safety information management systems (HASMIS)

Democratic Services

- ▶ Amended Standing Orders adopted by Council
- ▶ Councillors updated on the proposed electronic voting trial for the 2016 triennial elections
- ▶ GWRC Privacy Policy updated and Privacy Act seminars arranged.

The key performance indicators for the next quarter are:

Human Resources

- ▶ Renegotiation of the Collective Employment Agreement
- ▶ Releasing the results of the Gallup engagement survey project and launching the activities planning, involving engagement champions across the organisation
- ▶ Participating in change management functions resulting from the organisational change proposal, scheduled for release at the beginning of May
- ▶ Release of the revised P4P system and launch of training modules for staff and managers

Health and Safety

- ▶ Report of the organisation's approach to Crush Protection Devices on quad bikes
- ▶ Decision on the HASMIS

Democratic Services

- ▶ Privacy Act seminars delivered
- ▶ Inventory of personal information held by GWRC developed

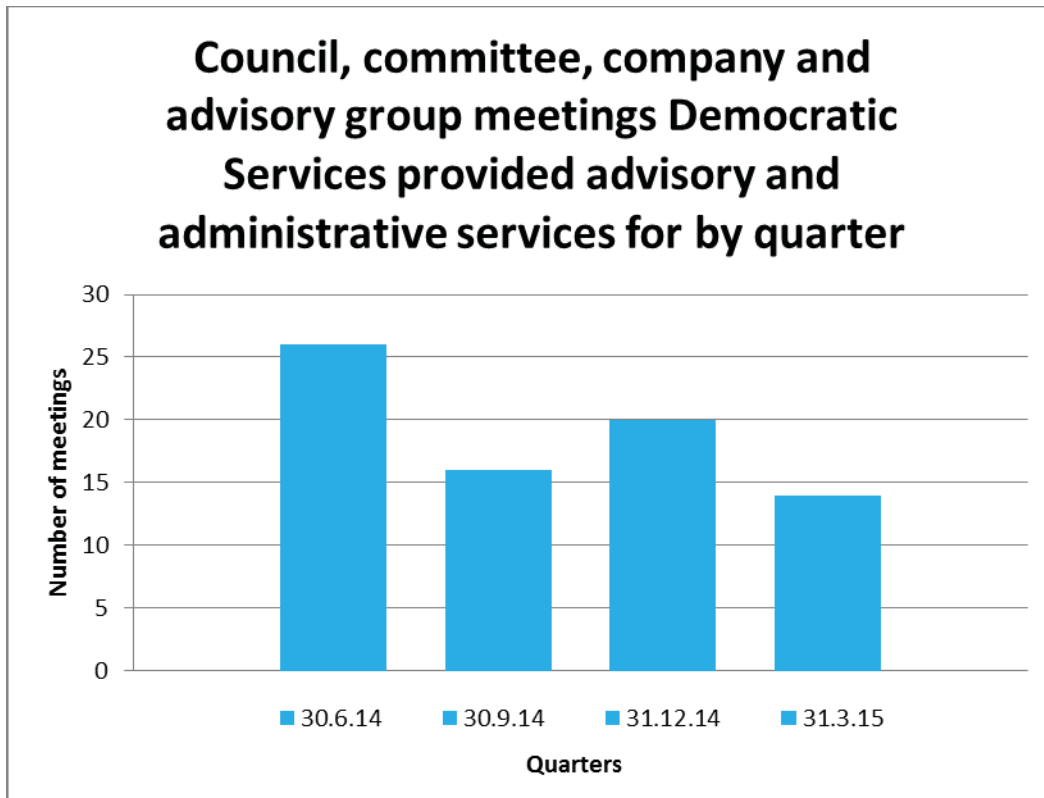
Annual Plan performance measures

		Performance Targets		
Level of Service	Performance Measure	Baseline	2014/15 Planned	2014/15 Actual
Provide information to enable the public to be informed of, and participate in, Council and committee meetings	Percentage of time meeting agenda is available to the public at least two working days prior to each meeting	100%	100%	
	Percentage of residents satisfied that they have had an opportunity to participate in decision making	In 2013/14 eighteen per cent of surveyed residents agreed that they are afforded opportunity to participate, rating their satisfaction 8-10 out of 10 (18%), with a further 45% rating this aspect 5-7 out of 10. A third of residents disagreed that they are provided with sufficient opportunity to participate in Regional Council's decision making (33%), with four per cent of residents unsure how to rate (4% don't know).	Achieve an increase from 18% to 20%.	

1.2 Quarterly Report on Democratic Services

Servicing of meetings

During this quarter Democratic Services provided advisory and administrative services to 14 Council, committee, company and advisory group meetings. The following graph shows the number of meetings serviced by the Democratic Services Department over the past 12 months.



Review of Standing Orders

Changes to the Local Government Act 2002 enacted in August 2014 empower local authorities to enable remote participation in meetings. Enablement would be provided through incorporating relevant provisions in Council’s Standing Orders. Officers discussed this matter in a workshop with Councillors on 15 October, where it was considered that the Standing Orders should be amended to provide for remote participation. Detailed proposals for changes to Standing Orders were discussed at the Council workshop on 11 February and amended Standing Orders were adopted by Council on 25 February.

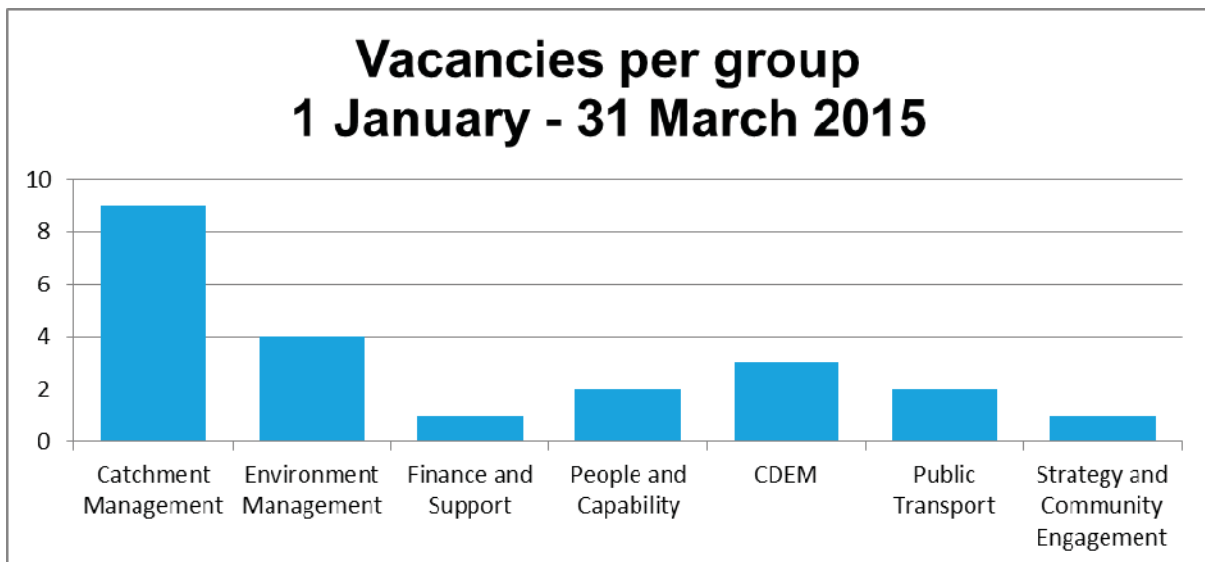
1.3 Quarterly Report on Human Resources

Recruitment

Vacancies

The number of vacancies per group is outlined in the following graph.

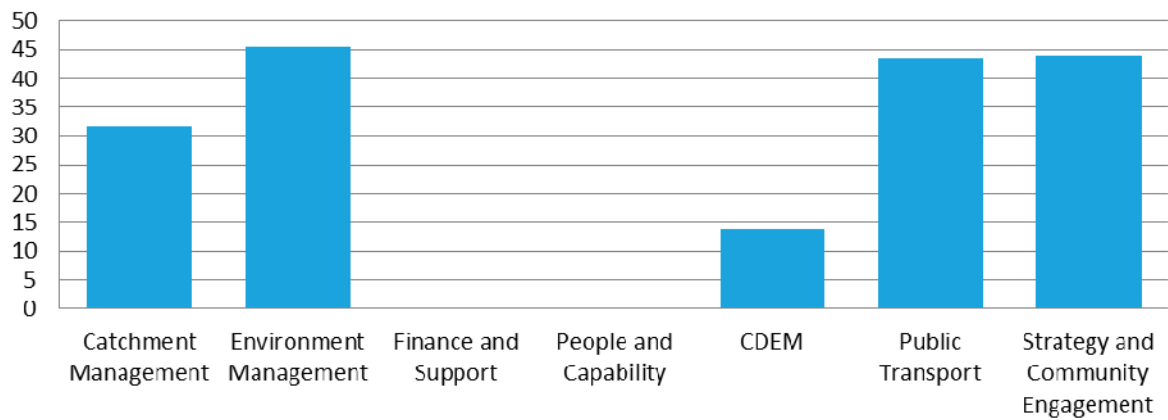
The higher than average number of vacancies for the Catchment Management Group was to recruit two Biodiversity Advisors and a Field Operator – all of which are new fixed term positions, covering parental leave and a project role. There are two permanent roles replacing incumbents retiring and another replacement due to an internal promotion. There are two vacancies for Field Supervisor and Senior Field Operator in the Biosecurity department which are on hold due to not having suitable candidates.



Average days taken to recruit

The “Average days to recruit per Group” graph (below) provides an overview of how long it has taken to recruit vacancies within each Group.

Average number of days to recruit 1 January - 31 March 2015

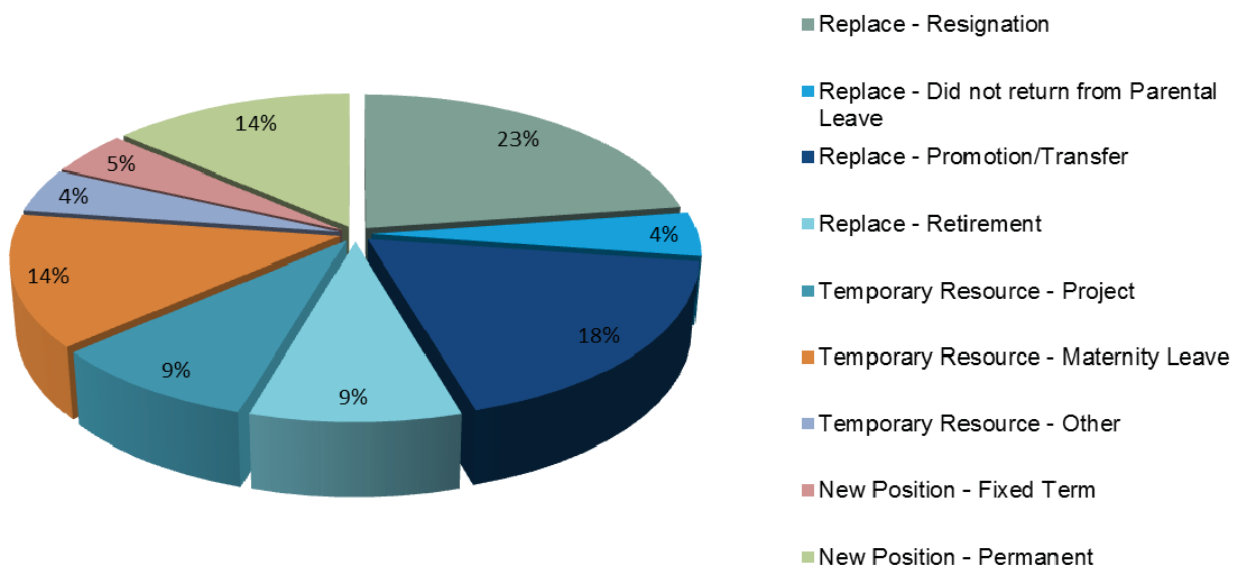


Reason for recruitment

The following chart identifies the reasons for recruitment during the last quarter.

Approximately a quarter of the recruitment was driven from resignations of permanent employees. There were a variety of reasons for recruitment. Of note there were 4 positions which were internal candidates who were promoted.

Reasons for Recruitment 1 January - 31 March 2015

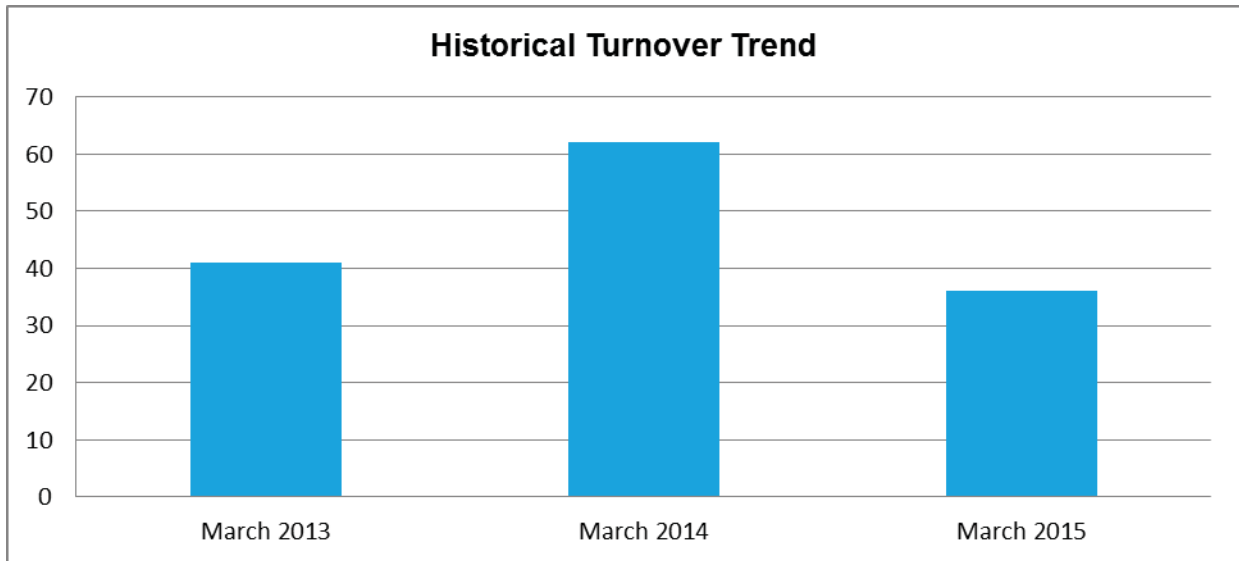


Staff turnover

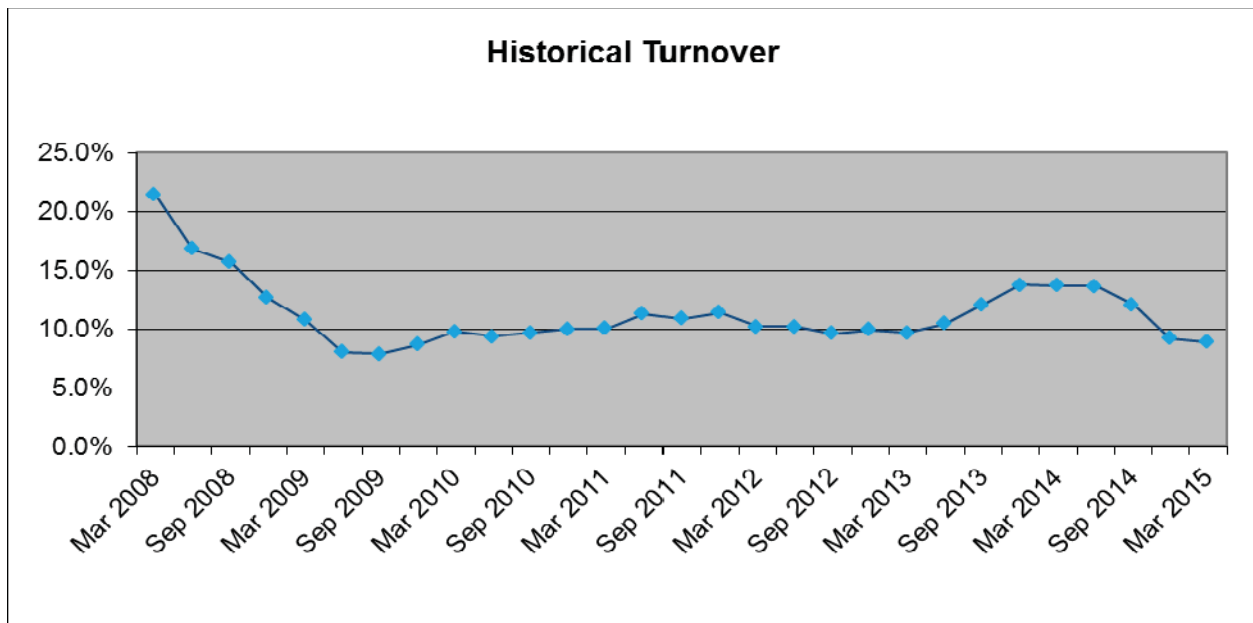
Staff turnover statistic for the last quarter was 8.9%. Interestingly, the latest figures we have about turnover in New Zealand indicates that 12% is the turnover rate in local government over the past year.

The historical turnover rate for Greater Wellington Regional Council is identified in the following two graphs.

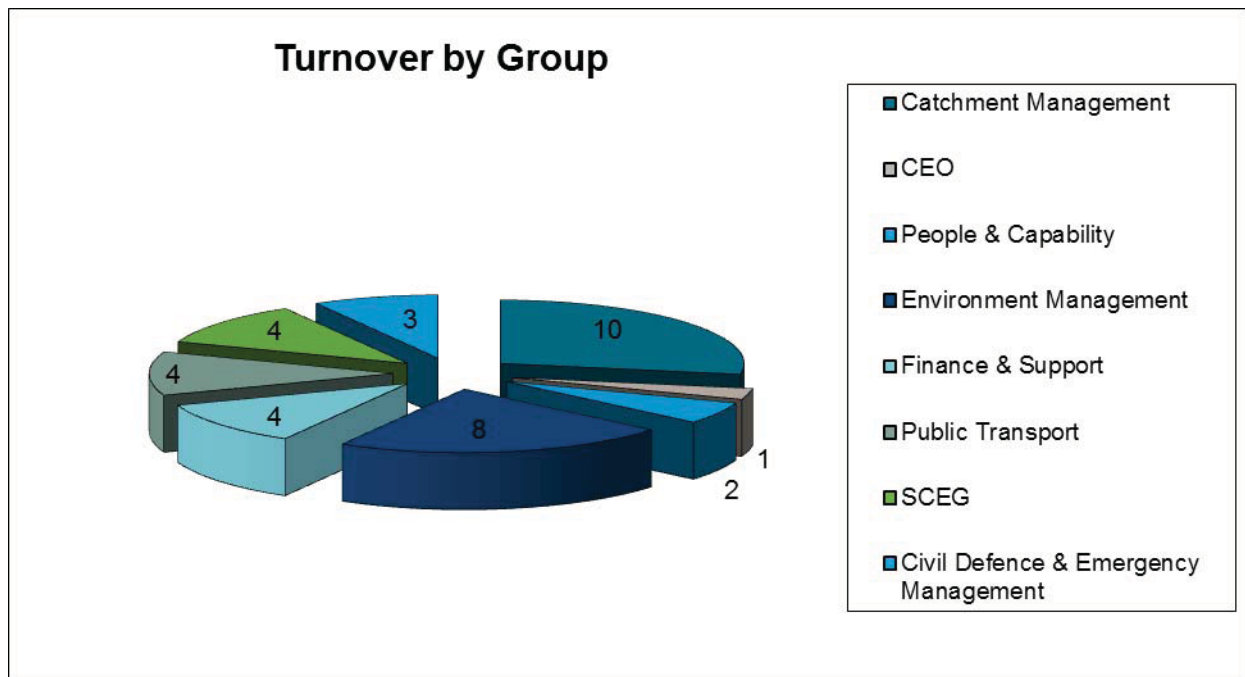
The first graph identifies the turnover trend during the last three years.



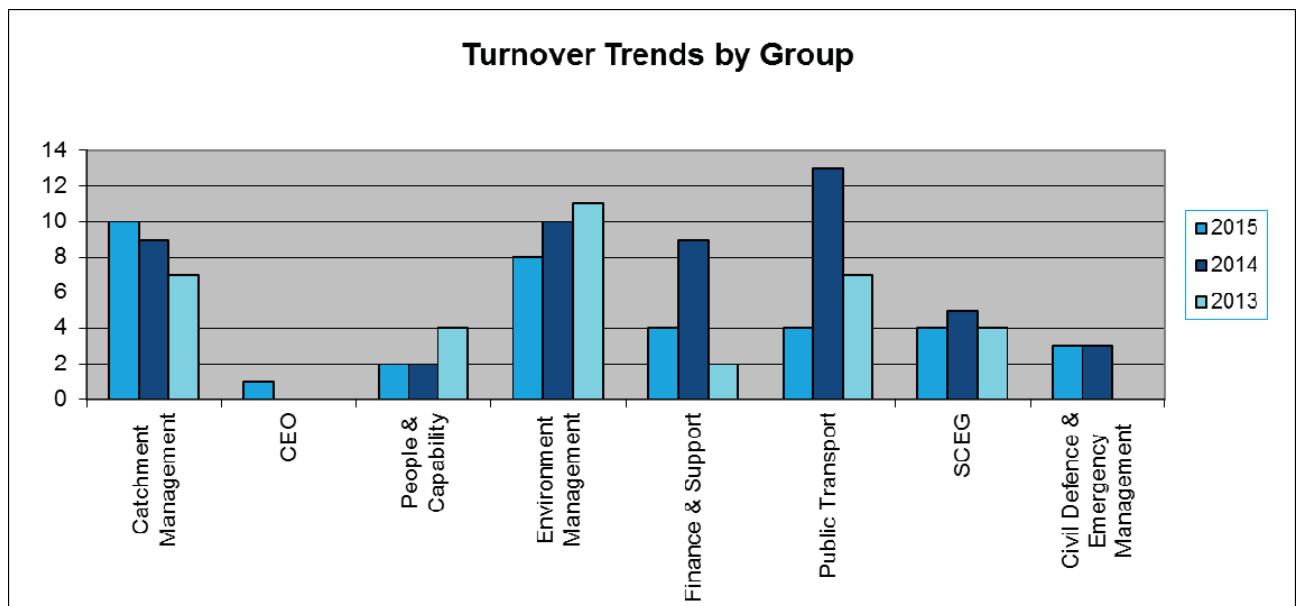
The second graph identifies the historical trend since March 2008. The average turnover rate during this period has been 11.2%, with a high in March 2008 of 21.4% and a low in September 2009 7.9%



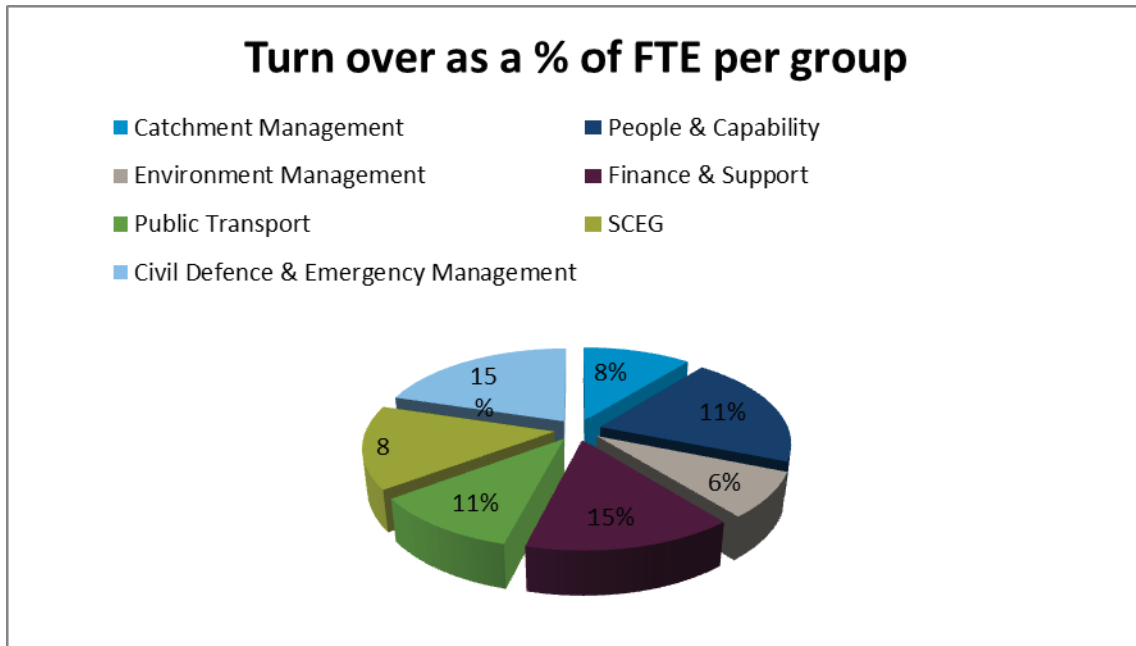
The turnover by Group during the last 12 months is outlined in the following chart.



The following graph shows the historical turnover by Group during the last three years.



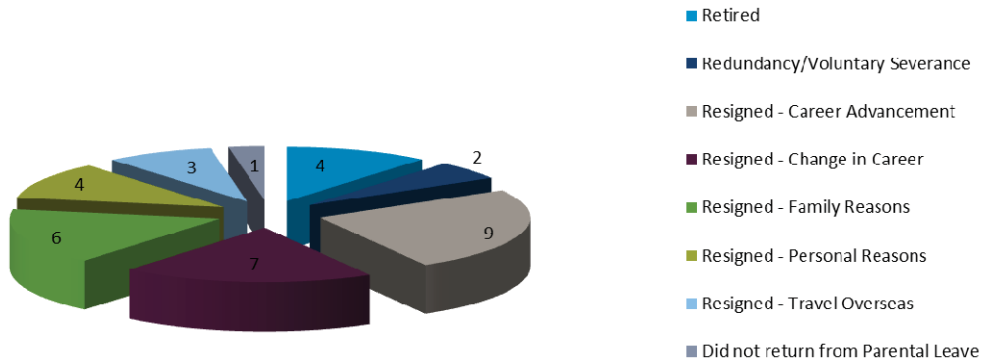
Turnover as a percentage of FTE per group is as follows:



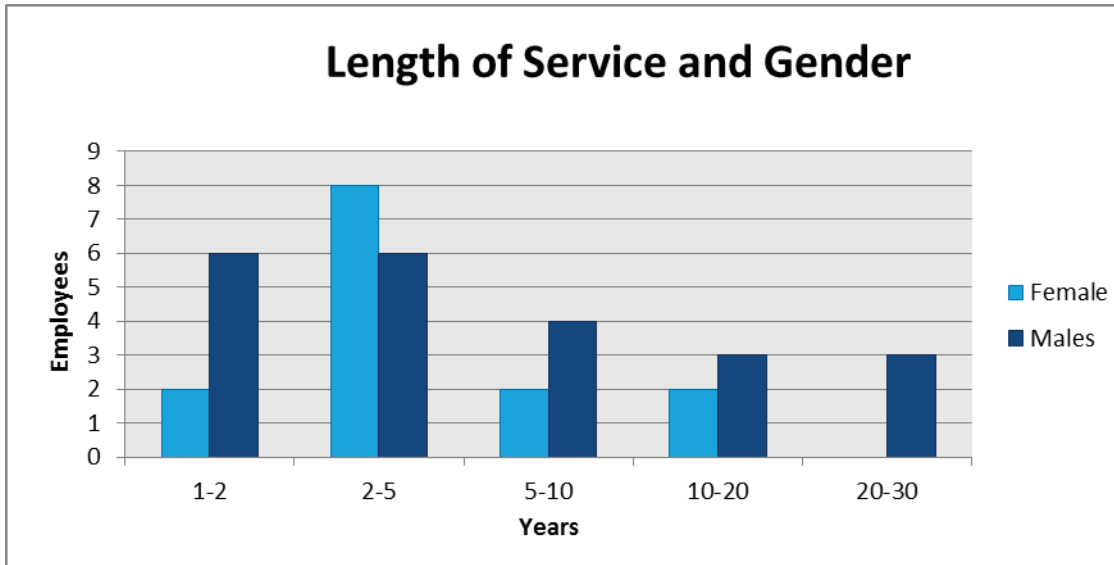
Reasons for Turnover

The reasons for turnover continue to be variable as demonstrated in the graph below. Exit interviews are offered to all staff who leave and individual reports are circulated to managers, as indicated on the exit interview forms.

Reason for Turnover



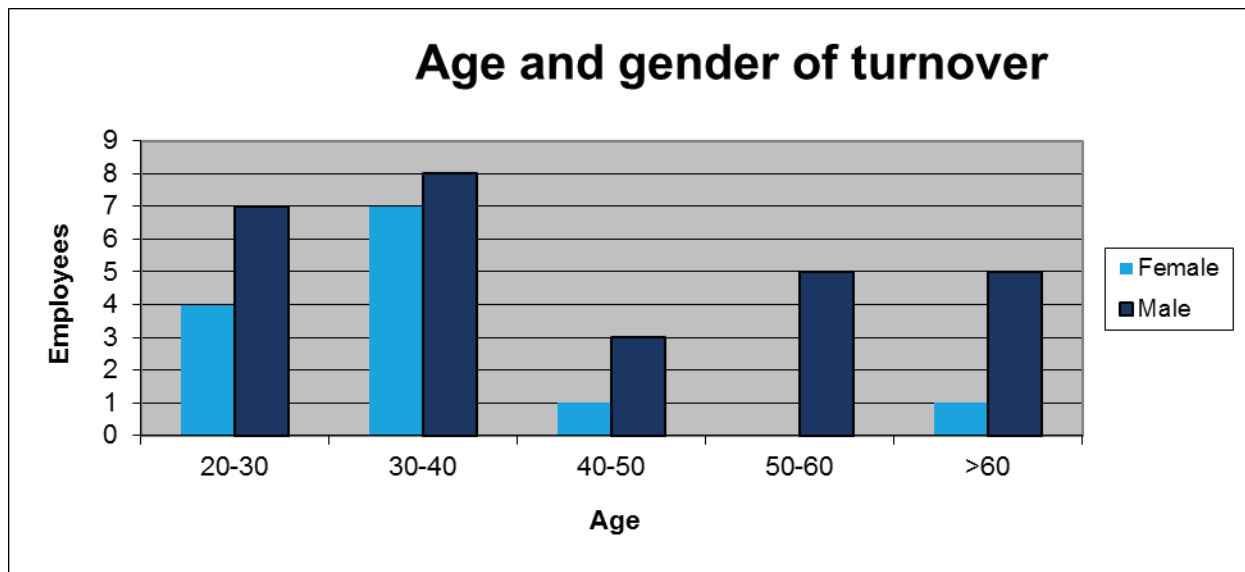
Length of Service and Gender of Staff Leaving



The 36 employees that left in the last 12 months had collectively served 249 years. This represents 7.8% of the total tenure at the Council.

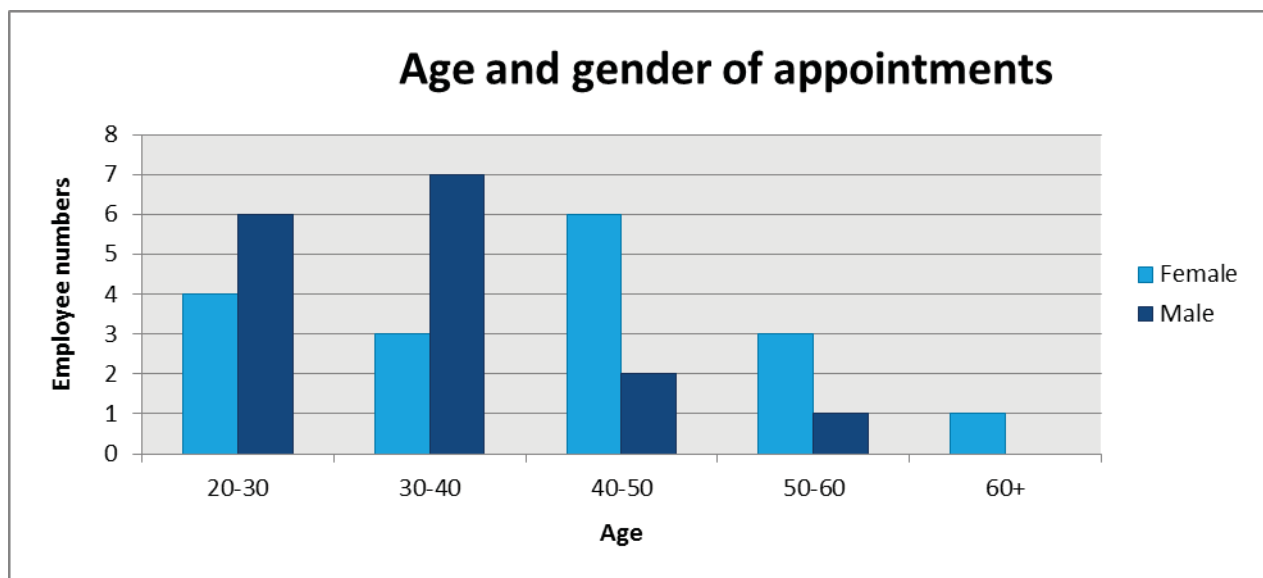
The average length of service of employees leaving was 7 years. The average for women was 5 years and for men was 8 years.

Age and gender of turnover



- ▶ The average age of employees leaving was 40 years.
- ▶ The average age of women leaving was 35 years
- ▶ The average age of men leaving was 43 years.

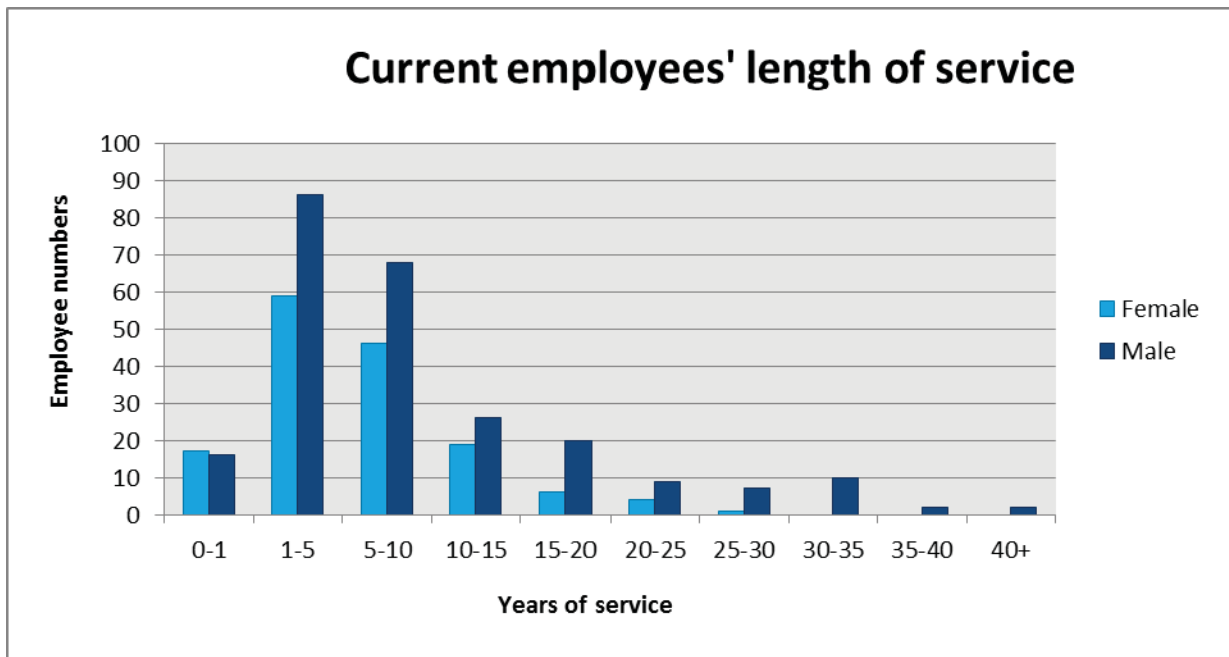
Annual appointments statistics



There were 33 permanent appointments in the year ending 31 March 2015

Seventeen of these appointments were women.

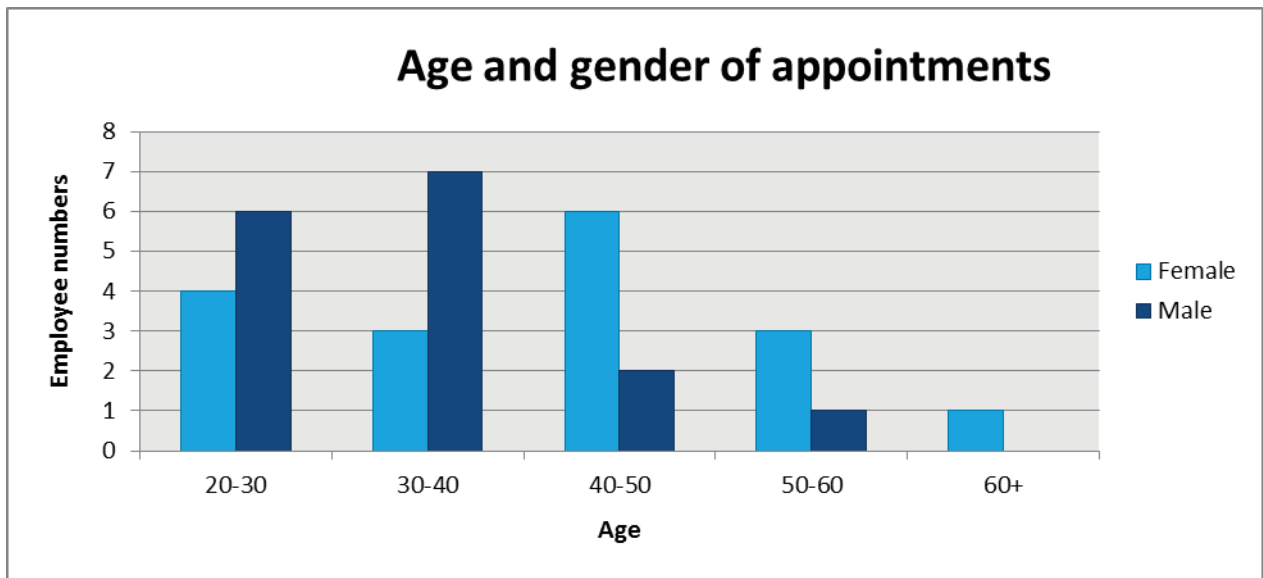
Current permanent employees



There are 33 employees (8.3%) with less than one year's service.

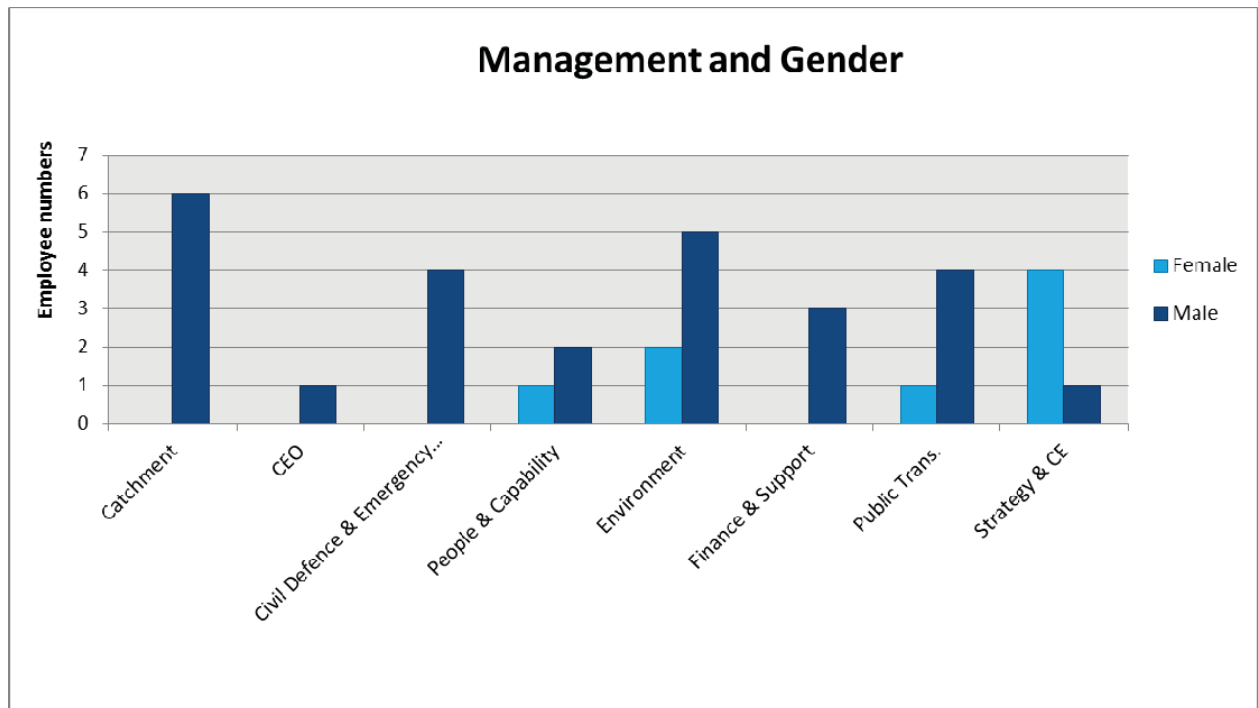
38% of employees are women.

Age and gender of current employees



- ▶ The average age for women is 43 years
- ▶ The average age for men is 46 years

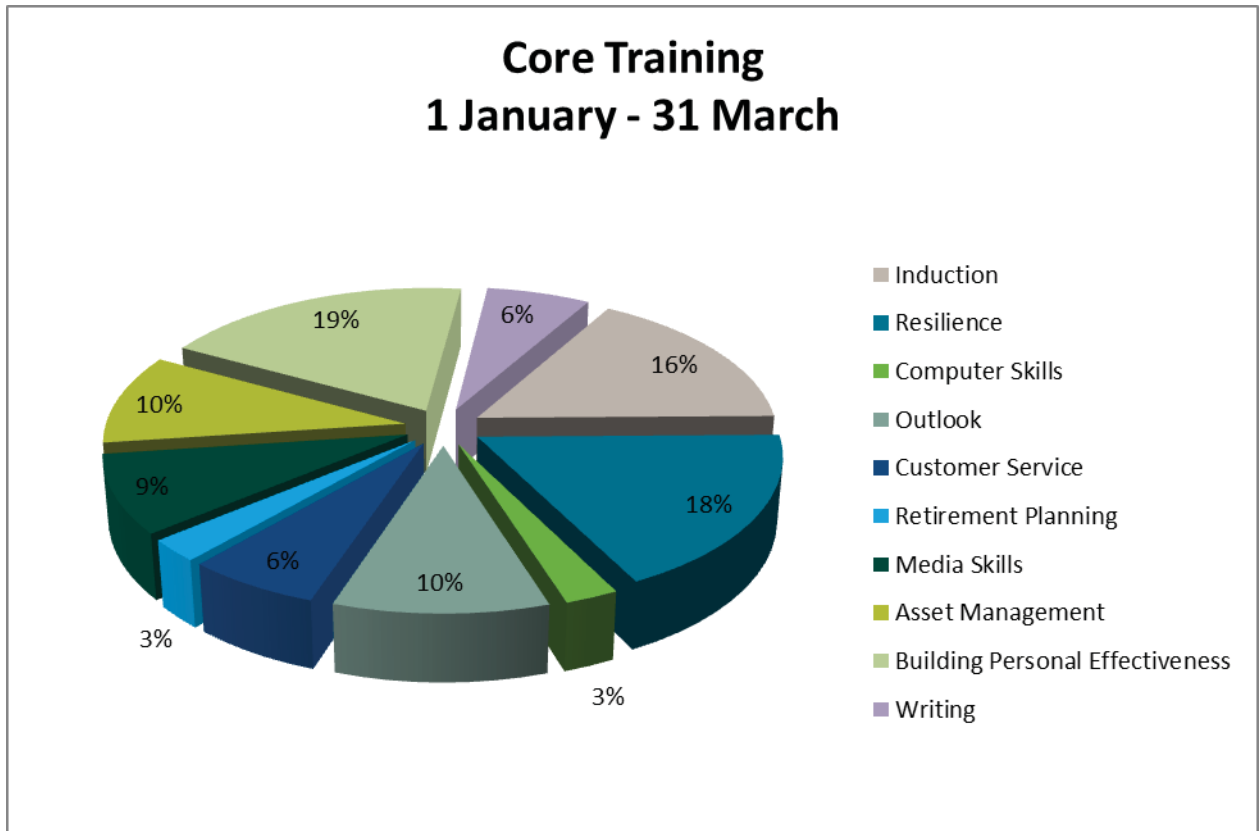
Management and gender



- ▶ 38% of all employees are women
- ▶ 24% of managers are women

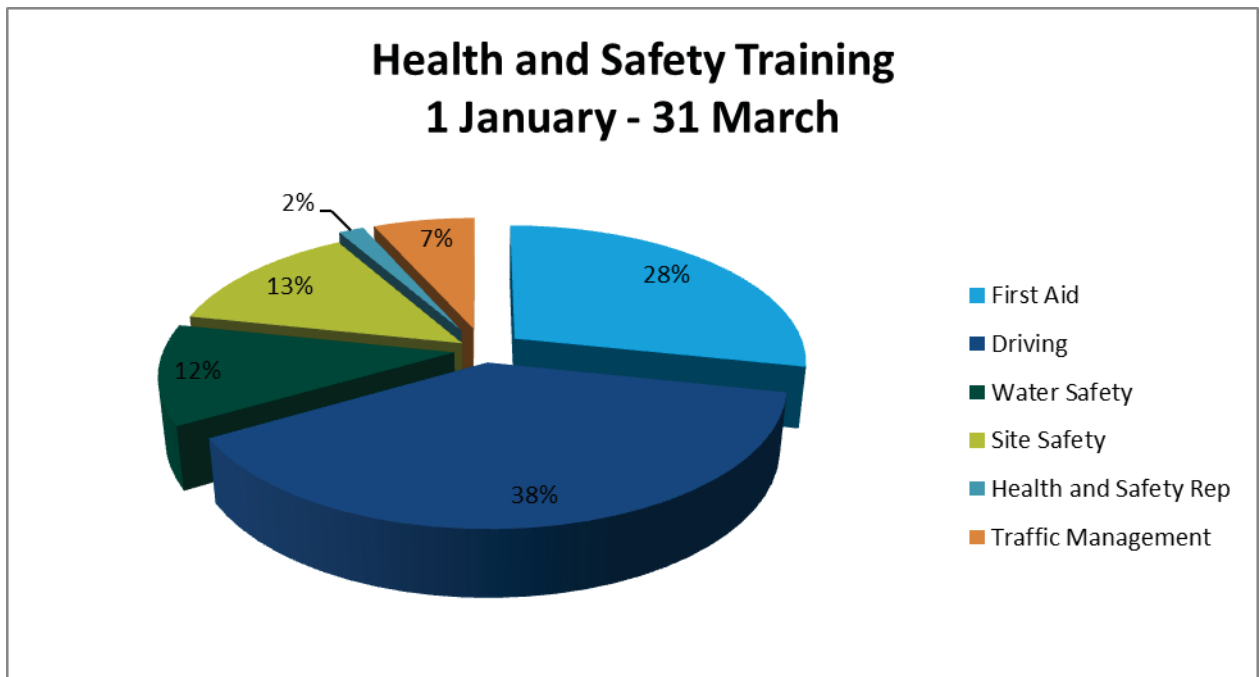
Training and Development

Course attendance



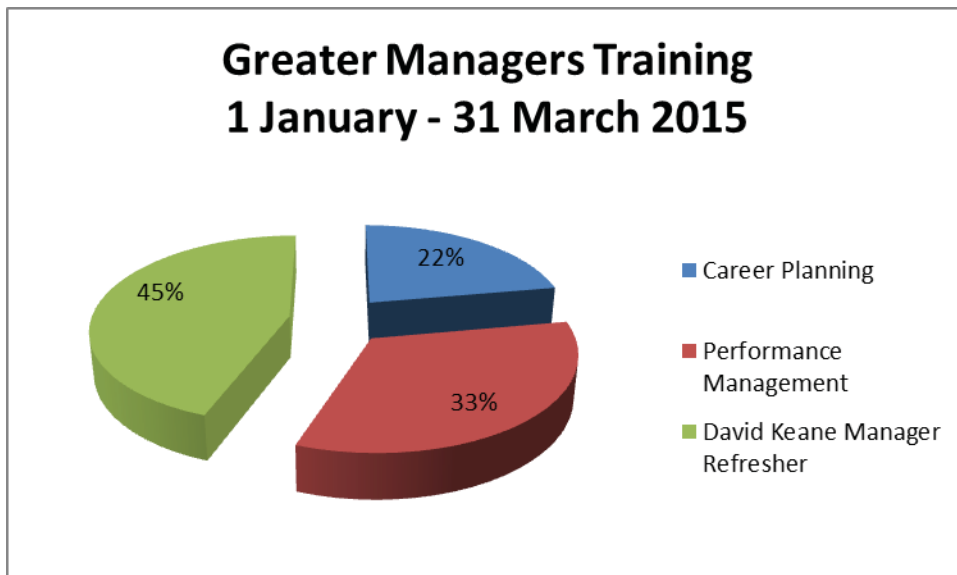
The Human Resources Department has continued to run our existing suite of core training.

Health and Safety training courses



The Human Resources Department has continued to run a range of health and safety training.

“Greater Managers” Management Development programme



The Human Resources Department has continued to run the core six modules of the Greater Managers management development programme for new team leaders and managers, and for other staff who have been identified as having the potential to develop into management roles.

Management and Leadership Development Project

This project has had two themes this quarter.

To progress the Purpose, Values and Goals theme our external consultant (Arch Keenan) conducted a random survey of 50 staff to identify staff perceptions about what they see as the organisation's core purpose, actual values and common goals. The report on this survey was then work-shopped by the Executive Leadership Team.

Subsequent to the workshop a draft plan was produced that outlines how to work with all staff on confirming the overall organisational purpose, values and goals. This will be progressed after the organisational change process has been completed.

The second theme has been designing and developing a set of training modules to support the changes to P4P. These modules will be piloted in April.

Engagement survey

At this point in time the input stage to the survey has been completed and we are expecting results to be available at the end of April. A new initiative this year provides managers with online access to the results for their staff.

P4P review

This project has progressed from endorsement in principle from the Executive Leadership Team through to consultation with staff and managers about proposed changes. Feedback has been positive, both relating to the issues identified by HR as matters for review, and the solutions proposed to address them. Feedback is nearly complete, and HR is progressing the draft through to the next stage of development. The key changes proposed include removing the description of the "exceeded" objective, agreeing simplified and consistent objectives, more robust moderation and a greater focus on partnership and development.

The latest phase also included the design of training modules, and a new performance and development template and manager guide for managers and employees.

1.4 Quarterly Report on WREMO

The quarterly report on WREMO is attached as **Attachment 1**.

1.5 Quarterly Report on Health and Safety

Report on 2014 – 2015 Health and Safety Performance Targets

The following table includes an assessment of progress towards the 2014 – 2015 Health and Safety performance targets agreed by the Executive Leadership Team. The performance measures are colour coded to indicate the trend across the quarter as follows:

Green – positive movement towards, achieved or exceeded the target

Orange – no significant progress towards achieving the target

Red – did not achieve the target and actually went backwards

Performance Measure	Performance Target	2 nd Quarter-end result	Percentage Improvement from 1 July 2014	Comment
Lost time injury frequency rate (LTI/100,000 hours worked)	1.25	0.79	40%	There were two LTI's and two MTI's in this quarter. The LTIFR has stayed relatively constant but the decreases across the quarter in both the MTIFR and TRR have continued.
Medical treatment frequency rate (MTI/100,000 hours worked)	1.25	1.05	32%	
Total Recordable Rates (TRR) (MTI + LTI/100,000 hours worked)	2.50	1.33	36%	
Injury Lost Days / Severity Rate (SR) (days lost due LTI's/100,000 hours worked)	7.5	4.0	66%	



2014 - 2015 Health and Safety Action Plan Scorecard





The key components of the five year GWRC Health and Safety Strategy are:










- ▶ Safe people
- ▶ Safe workplace
- ▶ Safe systems








Below are the Health and Safety targets and actions for 2014 -2015. A summary of progress against each target is indicated by the traffic light in the final column. A descriptor for each of the traffic lights follows this table.

Actions score card key




	Completed action point. Target achieved
	On track with action point. Target on track.
	Behind with action point but able to be resolved without management intervention. Target behind, but still within reach.
	Behind with action point and unable to be resolved without management intervention. Target unlikely to be met.




Strategic aims 2014-2019	Actions 2014-2015	Targets	status	
Safe People				
INSPIRED	Build health and safety leadership capability by embedding health and safety within the Greater Managers programme	Leadership competencies identified for H&S Advisors used to inform development activity for leaders		
		H&S is included in the Greater Managers leadership development programme		
		100% of leaders have received H&S leadership basics training		
CAPABLE	Develop tools, templates and critical risk related guidance material (including SOPs) to support our people to consistently and safely perform their activities and tasks	H&S representatives and people leaders confirm that those they manage / represent have access to relevant tools, templates and critical risk related guidance material and SOPs		
		Provide health and safety basics training for all of our people	All of our people are able to articulate their role and responsibilities for health and safety management when questioned	
		Health and safety basic's training is included in our core training programme		
INFORMED	Develop a new, revitalised and technology supported health and safety induction programme that has regular refresher requirements	All of our people have received a health and safety induction		
		Provide our people with accessible, clear and practical health and safety information relevant to their activities, roles and responsibilities	GWennie has current, engaging health and safety information readily available	
		A communications plan for health and safety information is available and has been implemented		

Safe Workplace

PLANNED	Embed health and safety into procurement practices, design and planning activities	Evidence of safety integration into procurement and design decisions is available	
	Support the organisation to conform to the requirements of the contractor safety management policy	A sample audit of contractors organisation wide demonstrates that all contractors meet our requirements and are working safely	
		Contractor monitoring inspections and audits confirm contractor safety capability has been verified by our people prior to work engagement	
MANAGED	Analyse and standardise all methodologies across the organisation for the inspection, maintenance and monitoring of our workplaces	Spot check audit of assets and workplaces across the organisation demonstrate compliance standards met	
COORDINATED	Determine the key organisations that we need to coordinate health and safety activity with and implement a framework to ensure effective coordination and communication practices	All business areas have identified the key stakeholders at each workplace and they are cooperating and communicating with these stakeholders in respect of health and safety management activity	

Safe Systems

TARGETTED	Identify, assess and manage the risks in our activities. To include evaluation of existing control gaps, and action required to improve risk management	We have an organisational risk profile that clearly defines our critical risks. Control of these risks is communicated to the Council Risk and Assurance Committee quarterly	
		Spot check review shows that risk assessments have been undertaken for all of our activities and workplaces	
IMPROVING	Identify, acquire, configure and implement a health and safety management information system to	A system obtained via RFP has been configured for GWRC and implemented. Subject matter experts have been	

	support our health and safety activity	trained and data entry has commenced	
	Revitalise the organisations reporting framework for health and safety practice and performance metrics and information. This should align with due diligence obligations	Councillors and our people receive health and safety performance information relevant to their role	
ALIGNED	Reorient and rationalise the health and safety management system process and policy documentation to meet the requirements of the new legislative and levy incentive frameworks and to fit with the new HASMIS work flows	All policies have been reviewed in light of the proposed regulatory framework	
		All process documentation has been reviewed and rationalised to align with the work flows in the future HASMIS	

Greater Wellington Regional Council health and safety activity

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

- ▶ Two reportable ‘Serious Harm’ accidents involving staff. Both were formally reported through to WorkSafe NZ who has informed GWRC that they intend not to take any further action. Both accidents involved BioWorks field staff doing pest animal work. The accidents were internally investigated with the reports, including conclusions and recommendations, tabled at the Executive Leadership Team meetings.
 - › 22 January 2015 a BioWorks staff walking up a gentle grassy hill on a farm north of Masterton spontaneously dislocated his knee cap. Emergency services were contacted and he was evacuated by Westpac helicopter directly to hospital. No direct causes to the accident could be identified but several improvements in in relation to the systems and processes were recommended for further consideration.
 - › 3 March 2015 a BioWorks staff member was riding his motorbike across a nearly dry creek bed on a farm north of Masterton. The back wheel of the motorbike slid and kicked out to the side on slime covered rocks. The staff member put his foot down to stabilise the motorbike but unfortunately placed it onto another slime covered rock. This resulted in his foot slipping and twisting his ankle. This action caused a fracture in one of the small ankle bones. Colleagues he was travelling with were able to give him immediate assistance and he was taken directly to hospital. The main direct cause identified was that due to the extremely dry and warm summer, there was very low flow in the creek resulting in extra slime growth. The creek crossing was far more slippery than expected. This hazard has now been added to the relevant register for consideration when planning similar future work.
- ▶ The report on the findings and recommendations from the ACC Workplace Safety Management Practices self-assessment audit conducted at Shed 39 was presented to the Executive. The recommendations coming from the audit aligned well with the targets and objective actions already identified in the 2014 – 2015 GWRC Health and Safety Action Plan.

- ▶ Seasonal influenza clinics have been scheduled for Shed 39, Upper Hutt and Masterton in April and early May. So far 90 staff have taken up the opportunity to receive the vaccination at Shed 39, with another 24 scheduled for Upper Hutt and 20 in Masterton. Other staff have also received it through their GP or at GWRC's occupational health services provider's – OK Health - clinic in Petone.
- ▶ Two further 'Work Related Impairment – Wellness' briefings by Dr Simon Ryder-Lewis (GWRC's occupation physician) were held in February and March in Shed 39 and Masterton. This completed the round of planned briefings. These briefings presented information about a variety of potential impairment sources including:
 - › Fatigue
 - › Dehydration
 - › Metabolic
 - › Prescribed medication
 - › Pre-existing health condition
 - › Aging
 - › Alcohol and other drugs

We will continue to facilitate on-going discussions about factors that may impair performance and how we can manage them.

Health and Safety Database Project (HASMIS)

The selection of a vendor for the HASMIS has required extensive research both in the local and global markets. Health and safety information management vendors, predominantly provide systems that:

- › Are audit driven
- › Do not have the flexibility to support operational health and safety requirements
- › Have not considered the implications of pending new Health & Safety legislation
- › Appear to be difficult to modify to meet GWRC requirements

Over 30 systems have been considered and to date only 2 vendors have been selected for further detailed analysis. The first vendor was discounted when the system was not able to provide the capability around workplace (hazard) management and concerns were raised over a number of contractual conditions in particular excessive licence fees.

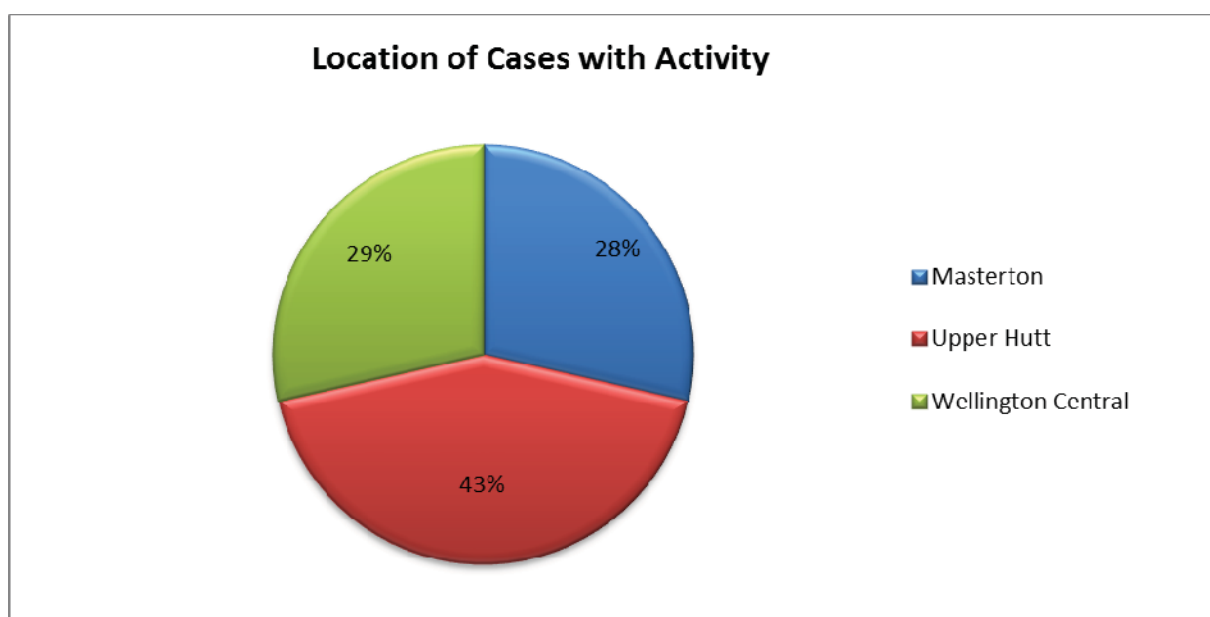
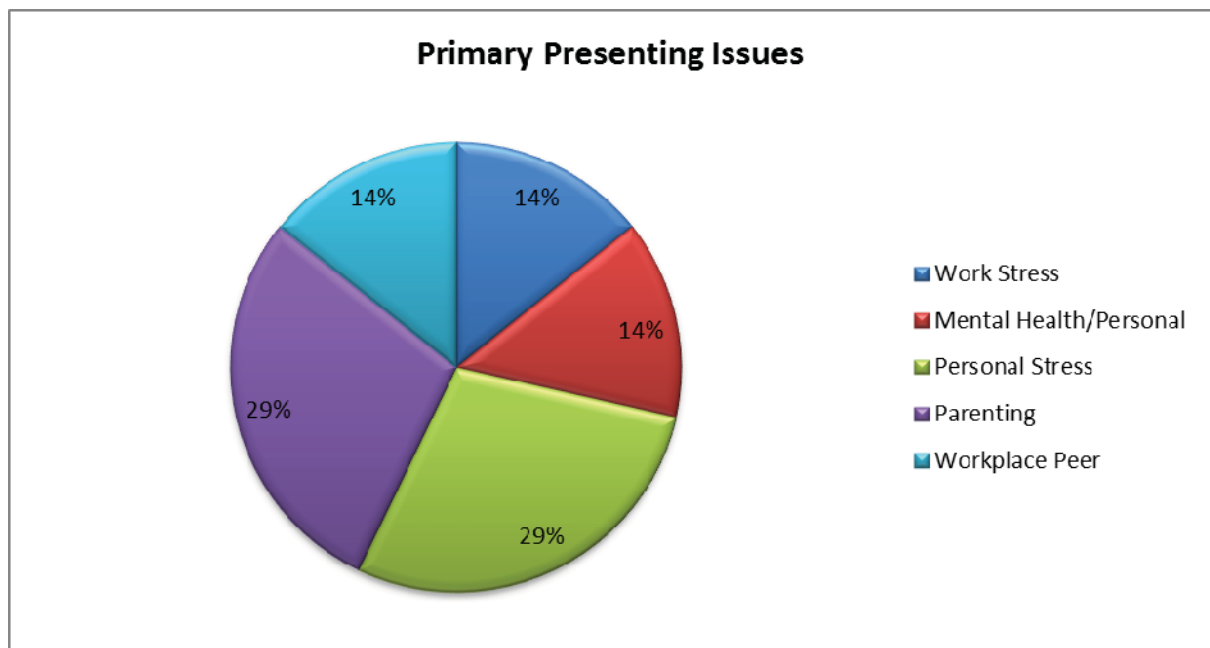
The second vendor system is being reviewed to fully understand its capability. There are a number of areas that require further analysis and modelling before any confirmation for selection can be provided.

Employee Assistant Programme (EAP)

During the quarter, there were seven EAP cases. This total was made up of two new, three re-opened and two pre-existing cases. This quarter was lower than any quarter in 2014. For comparison, the July – September quarter saw 20 total active cases, and the April – June 2014 quarter finished with 15 active cases.

The most common triggers for entry into EAP continue to be Work and Personal Stress. Over the past three years, according to our EAP provider, Personal Stress featured at a relatively high level.

The figure below identifies the primary presenting issue of each case. The 'primary' presenting issue is the one viewed most salient by the EAP professional handling the case.



Business group health and safety performance summary

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

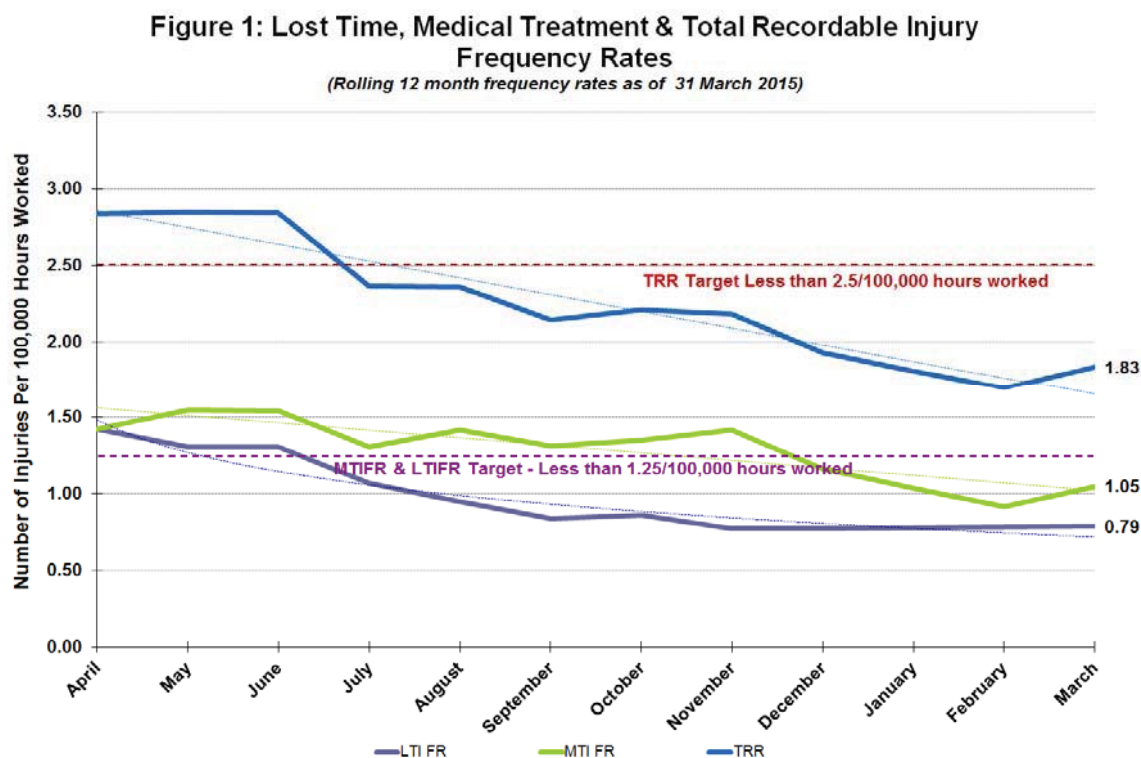


Figure 1 shows the relationship between frequency of Lost Time Injuries which result in time off work (LTIFR) and Medical Treatment Injuries which require treatment by a registered medical practitioner (MTIFR). The Total Recordable Rate (TRR) is the combination of the LTIFR and MTIFR.

The graph shows that our TRR has continued to decrease over this quarter with two LTI's and two MTI's. The performance target for TRR is 2.5 TRR occurrences/100,000 hours worked. The TRR has ended the quarter under the target at 1.83/100,000 hours worked.

The LTIFR target is 1.25/100,000 hours worked. With two lost time injuries in this quarter the LTIFR has decreased from 0.83 to 0.77 LTIs/100,000 hours worked over the quarter.

The MTIFR target is 1.25/100,000 hours worked. There were three MTI's to staff this quarter which means that the MTIFR decreased from 1.31 to 1.16 MTIs/100,000 hours worked and now sits below the performance target set.

Figure 2: Injury Days Lost / Severity Rate
 (Rolling 12 months frequency rate as of 31 March 2015)

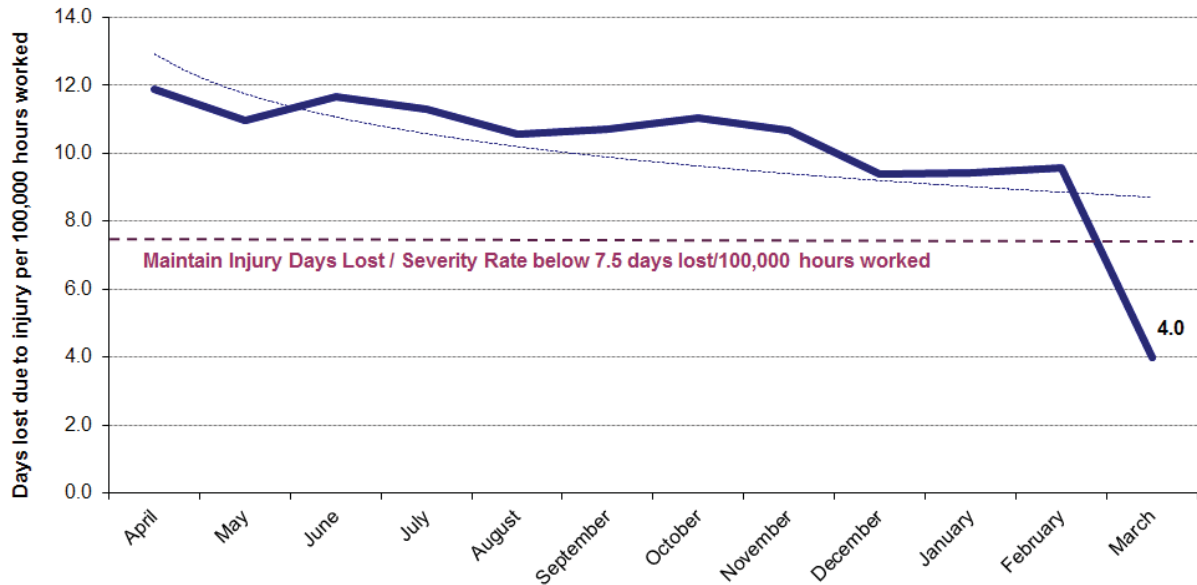


Figure 2 shows the days lost per 100,000 hours worked due to work related injuries. The Injury Days Lost / Severity Rate performance target is currently 7.5 days lost/100,000 hours worked.

This graph shows that our Injury Days lost / Severity Rate decreased from 9.4 to 4.0 days lost due to injury/100,000 hours worked over this quarter. During the last quarter there were only 2 recorded days lost across the business due to LTIs.

Quarterly Report on Project Management

Health and Safety Management Information System Project

This project is running behind time as our investigation of the market has demonstrated that there are no systems which closely meet our requirements. Investigations are continuing on one vendor.

2 GROUP FINANCIAL SUMMARY

2.1 Financial summary

The Group results exclude the autonomous Wellington Regional Emergency Management Office (WREMO) which is reported separately in this section.

The group has a budget of \$3.8 million of direct operational costs for the year to date. Expenditure for the year was \$78k less than expected.

All operational budgets are running within expectations.

2.2 Group consolidated financial statements

People & Capability Group (ex WREMO) Financial Performance Statement 9 Months ended 31 March 2015	Year to date			Full Year			Last Year FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
Rates & Levies	2,243	2,243	-	2,990	2,990	-	3,144
External Revenue	23	14	9	28	18	10	32
Investment Revenue	7	2	5	10	3	7	8
Internal Revenue	189	189	-	252	252	-	252
TOTAL INCOME	2,462	2,448	14	3,280	3,263	17	3,436
less:							
Personnel Costs	1,450	1,475	25	1,949	1,967	18	1,783
Materials, Supplies & Services	995	1,079	84	1,439	1,439	-	1,391
Travel & Transport Costs	35	97	62	109	129	20	63
Contractor & Consultants	304	214	(90)	379	344	(35)	418
Grants and Subsidies Expenditure	-	-	-	-	-	-	-
Internal Charges	925	922	(3)	1,287	1,287	-	1,464
Total Direct Expenditure	3,709	3,787	78	5,163	5,166	3	5,119
Financial Costs	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-
Corporate & Department Overheads	(1,515)	(1,515)	-	(2,021)	(2,021)	-	(1,764)
Depreciation	34	22	(12)	29	29	-	97
Loss / (Gain) on Sale of Assets / Investments	(3)	(4)	(1)	(4)	(4)	-	(2)
Total Indirect Expenditure	(1,484)	(1,497)	(13)	(1,996)	(1,996)	-	(1,669)
TOTAL EXPENDITURE	2,225	2,290	65	3,167	3,170	3	3,450
OPERATING SURPLUS / (DEFICIT)	237	158	79	113	93	20	(14)
Add Back Depreciation	34	22	12	29	29	-	97
Other Non Cash	(3)	(4)	1	(4)	(4)	-	(2)
Net Asset Acquisitions	(31)	(35)	4	(35)	(35)	-	(31)
Net External Investment Movements	-	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	237	141	96	103	83	20	50
Debt Additions / (decrease)	-	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-	-
Net Reserves (Increase) / decrease	(7)	(2)	(5)	(90)	(83)	(7)	56
NET FUNDING SURPLUS (DEFICIT)	230	139	91	13	-	13	106

9 Months ended 31 March 2015 Capital Expenditure Statement People & Capability Group (ex WREMO)	Year to date			Full Year			Last Year FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
Total Asset Acquisitions	40	45	5	45	45	-	51
Capital Project Expenditure	-	-	-	-	-	-	-
Asset Disposal Cash Proceeds	(9)	(10)	(1)	(10)	(10)	-	(20)
Net Capital Expenditure	31	35	4	35	35	-	31
Investments Additions	-	-	-	-	-	-	-
NET CAPITAL AND INVESTMENT EXPENDITURE	31	35	4	35	35	-	31

2.3 Group financial summary for Risk and Assurance

Human Resources department financial report

Human Resources Financial Performance Statement 9 Months ended 31 March 2015	Year to date			Full Year			31 March 14 FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
External Revenue	-	-	-	-	-	-	-
Investment Revenue	-	-	-	-	-	-	-
Internal Revenue	-	-	-	-	-	-	-
TOTAL INCOME	-	-	-	-	-	-	-
less:							
Personnel Costs	1,078	1,029	(49)	1,423	1,371	(52)	1,298
Materials,Supplies & Services	32	29	(3)	39	39	-	47
Travel & Transport Costs	11	10	(1)	13	13	-	11
Contractor & Consultants	287	169	(118)	349	284	(65)	145
Grants and Subsidies Expenditure	-	-	-	-	-	-	-
Internal Charges	108	96	(12)	128	128	-	128
Total Direct Expenditure	1,516	1,333	(183)	1,952	1,835	(117)	1,629
Financial Costs	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-
Corporate & Department Overheads	(1,398)	(1,398)	-	(1,865)	(1,865)	-	(1,656)
Depreciation	6	4	(2)	5	5	-	7
Loss / (Gain) on Sale of Assets / Investments	(3)	(4)	(1)	(4)	(4)	-	-
Total Indirect Expenditure	(1,395)	(1,398)	(3)	(1,864)	(1,864)	-	(1,649)
TOTAL EXPENDITURE	121	(65)	(186)	88	(29)	(117)	(20)
OPERATING SURPLUS / (DEFICIT)	(121)	65	(186)	(88)	29	(117)	334
Add Back Depreciation	6	4	2	5	5	-	7
Other Non Cash	(3)	(4)	1	(4)	(4)	-	-
Net Asset Acquisitions	(31)	(30)	1	(30)	(30)	-	-
Net External Investment Movements	-	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	(149)	35	(182)	(117)	-	(117)	341
Debt Additions / (decrease)	-	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	-	-	-	-
NET FUNDING SURPLUS (DEFICIT)	(149)	35	(182)	(117)	-	(117)	341

9 Months ended 31 March 2015 Capital Expenditure Statement Human Resources	Year to date			Full Year			31 March 14 FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
Total Asset Acquisitions	40	40	-	40	40	-	-
Capital Project Expenditure	-	-	-	-	-	-	-
Asset Disposal Cash Proceeds	(9)	(10)	(1)	(10)	(10)	-	-
Net Capital Expenditure	31	30	(1)	30	30	-	-
Investments Additions	-	-	-	-	-	-	-
NET CAPITAL AND INVESTMENT EXPENDITURE	31	30	(1)	30	30	-	-

Human Resources department financial summary

The department has spent \$1.5 million in direct operational expenditure.

The department has engaged additional resource for Health and Safety, adding to the unfavourable variance. Work in this area is essential to the HASMIS and HSE general work programme. The CFO department has matched the additional \$52k expenditure from its accounts. In addition, additional

consultancy resource has been engaged to develop the management and leadership development programme.

Democratic Services department financial report

Democratic Services Financial Performance Statement 9 Months ended 31 March 2015	Year to date			Full Year			Last Year FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
External Revenue	11	11	-	15	15	-	14
Investment Revenue	-	-	-	-	-	-	-
Internal Revenue	189	189	-	252	252	-	252
TOTAL INCOME	200	200	-	267	267	-	266
less:							
Personnel Costs	358	413	55	481	551	70	459
Materials,Supplies & Services	11	22	11	29	29	-	23
Travel & Transport Costs	6	5	(1)	7	7	-	9
Contractor & Consultants	4	30	26	10	40	30	7
Grants and Subsidies Expenditure	-	-	-	-	-	-	-
Internal Charges	50	53	3	71	71	-	65
Total Direct Expenditure	429	523	94	598	698	100	563
Financial Costs	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-
Corporate & Department Overheads	(323)	(323)	-	(431)	(431)	-	(354)
Depreciation	4	4	-	5	5	-	13
Loss / (Gain) on Sale of Assets / Investments	-	-	-	-	-	-	-
Total Indirect Expenditure	(319)	(319)	-	(426)	(426)	-	(341)
TOTAL EXPENDITURE	110	204	94	172	272	100	222
OPERATING SURPLUS / (DEFICIT)	90	(4)	94	95	(5)	100	44
Add Back Depreciation	6	(4)	10	(5)	(5)	-	13
Other Non Cash	-	-	-	-	-	-	-
Net Asset (Acquisitions)/disposals	-	-	-	-	-	-	-
Net External Investment Movements	-	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	96	(8)	104	90	(10)	100	57
Debt Additions / (decrease)	-	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	-	-	-	-
NET FUNDING SURPLUS (DEFICIT)	96	(8)	104	90	(10)	100	57

Democratic Services department financial summary

The department currently has a \$94k favourable variance. Expenditure is on budget, with the exception of consultants and contractors.

Elected members financial report

Elected Members Financial Performance Statement 9 Months ended 31 March 2015	Year to date			Full Year			Last year FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
External Revenue	12	2	10	13	3	10	18
Investment Revenue	7	2	5	10	3	7	8
Internal Revenue	-	-	-	-	-	-	-
TOTAL INCOME	2,262	2,247	15	3,013	2,996	17	3,170
less:							
Councillor costs	14	33	19	44	44	-	27
Materials,Supplies & Services	952	1,028	76	1,371	1,371	-	1,322
Travel & Transport Costs	18	82	64	89	109	20	44
Contractor & Consultants	14	15	1	20	20	-	266
Grants and Subsidies Expenditure	-	-	-	-	-	-	-
Internal Charges	767	772	5	1,089	1,089	-	1,271
Total Direct Expenditure	1,769	1,948	179	2,636	2,656	20	2,941
Financial Costs	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-
Corporate & Department Overheads	207	207	-	275	275	-	246
Depreciation	22	21	(1)	29	29	-	77
Loss / (Gain) on Sale of Assets / Investments	-	-	-	-	-	-	(2)
Total Indirect Expenditure	229	228	(1)	304	304	-	321
TOTAL EXPENDITURE	1,998	2,176	178	2,940	2,960	20	3,262
OPERATING SURPLUS / (DEFICIT)	264	71	193	73	36	37	(92)
Add Back Depreciation	22	21	1	29	29	-	77
Other Non Cash	-	-	-	-	-	-	(2)
Net Asset Acquisitions	-	(5)	5	(5)	(5)	-	(31)
Net External Investment Movements	-	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENT	286	87	199	97	60	37	(48)
Debt Additions / (decrease)	-	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-	-
Net Reserves (Increase) / decrease	(7)	(2)	(5)	(90)	(83)	(7)	56
NET FUNDING SURPLUS (DEFICIT)	279	85	194	7	(23)	30	8

Elected Members Capital Expenditure Statement 9 Months ended 31 March 2015	Year to date			Full Year			Last year FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
Total Asset Acquisitions	-	5	5	5	5	-	51
Capital Project Expenditure	-	-	-	-	-	-	-
Asset Disposal Cash Proceeds	-	-	-	-	-	-	(20)
Net Capital Expenditure	-	5	5	5	5	-	31
Investments Additions	-	-	-	-	-	-	-
Net Capital and Investment Expenditure	-	5	5	5	5	-	31

Elected members financial summary

The Elected Members budget has spent \$1.9m of total direct operating expenditure. Materials and supplies are \$76k underspent mainly due to savings in processing order papers. Travel costs are less than expected resulting in the \$64k underspend.

Election Reserves as at 31 March 2015

				Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Opening balance	195	195	0 F	195	195	0 F
Transfers to reserves	0	0	0 F	80	80	0 F
Transfers to reserves - interest	8	2	6 F	10	3	7 F
Transfers from reserves	0	0	0 F	0	0	0 F
Closing Balance	203	197	6 F	285	278	7 F

Represented by:

	Actual \$000	Forecast \$000
ICT reserve	203	285
Closing Balance	203	285

Notes

Variations are stated favourable or unfavourable depending on their effect on the reserve balance

WREMO Reserve as at 31 March 2015

				Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Opening balance	571	563	8 F	571	563	8 F
Transfers to reserves	0	0	0 F	0	0	0 F
Transfers to reserves - interest	11	9	2 F	13	13	0 F
Transfers from reserves	0	0	0 F	-51	-353	302 F
Closing Balance	582	572	10 F	533	223	310 F

Represented by:

	Actual \$000	Forecast \$000
WREMO (TA contributions) reserve	582	533
Closing Balance	582	533

Notes

Variations are stated favourable or unfavourable depending on their effect on the reserve balance

WREMO financial report

WREMO Income Statement For the 9 months ended 31 March 2015	YTD as at 31 March			Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Rates & Levies	590	590	-	786	786	-
Government Grants & Subsidies	-	-	-	-	-	-
External Revenue	1,437	1,437	-	1,917	1,917	-
Investment Revenue	12	9	3	13	13	-
Internal Revenue	-	-	-	-	-	-
TOTAL INCOME	2,039	2,036	3	2,716	2,716	-
less:						
Personnel Costs	1,463	1,618	155	1,942	2,115	173
Materials, Supplies & Services	282	384	102	451	521	70
Travel & Transport Costs	73	76	3	110	110	-
Contractor & Consultants	21	80	59	48	107	59
Grants and Subsidies Expenditure	-	-	-	-	-	-
Internal Charges	73	82	9	109	109	-
Total Direct Expenditure	1,912	2,240	328	2,660	2,962	302
Financial Costs	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-
Transition Costs - operational	-	-	-	-	-	-
Depreciation	48	50	2	66	66	-
Loss(Gain) on Sale of Assets / Investments	-	-	-	-	-	-
TOTAL EXPENDITURE	1,960	2,290	330	2,726	3,028	(302)
OPERATING SURPLUS/(DEFICIT)	79	(254)	333	(10)	(312)	302
Add Back Depreciation	48	50	(2)	66	66	-
Other Non Cash	-	-	-	-	-	-
Vehicles and other plant purchases	(67)	(70)	3	(70)	(70)	-
Net External Investment Movements	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	60	(274)	334	(14)	(316)	302
Debt Additions / (decrease)	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-
Reserve Investments Interest	(12)	(9)	3	(13)	(13)	-
Reserve Investments Transfer Out	-	-	-	51	353	(302)
NET FUNDING SURPLUS (DEFICIT)	60	(283)	325	24	24	-



greater WELLINGTON

REGIONAL COUNCIL

Te Pane Matua Taiao