

Quarterly
REPORT 

31 December 2013

PEOPLE AND CAPABILITY
GROUP

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1 EXECUTIVE SUMMARY FOR AUDIT, RISK AND ASSURANCE COMMITTEE

1.1 Group overview

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

- ▶ Managing the project to relocate staff from the RCC building to Shed 39
- ▶ Commencing the project to run the Gallup engagement survey in February/March 2014
- ▶ Commencing the project to replace the current health and safety database
- ▶ Running interactive workshops focusing on building personal resilience
- ▶ Running a number of health and safety focused workshops
- ▶ Finalising and implementing the review of quad bikes used across the organisation
- ▶ Reviewing and updating health and safety policies
- ▶ Preparing for the external ACC WSMP audit
- ▶ Undertaking the ACC WSMP audit
- ▶ Reporting to Council on: the changes to the Resource Management Act and Maritime Transport Act; the impact of the legislative changes to the powers retained by Council and delegated to committees and officers; new ministerial delegations under the Reserves Act
- ▶ Conducting the 2013 triennial Council elections, being the first GWRC elections held under the Single Transferable Vote electoral system
- ▶ Arranging alternative meeting venues due to the closure of the Regional Council Centre
- ▶ Managing the process for the end of the Council's 2013-16 triennium, arranging the inaugural meeting of the new Council and initial briefing for Councillors on their legal responsibilities
- ▶ Preparing the GWRC submission to the Justice and Electoral Committee's inquiry into the conduct of the 2013 local government elections
- ▶ Providing advice to Council to assist the establishment of the Council's new governance structure, including committee establishment, membership and terms of reference, and remuneration for positions of additional responsibility

Annual Plan performance measures

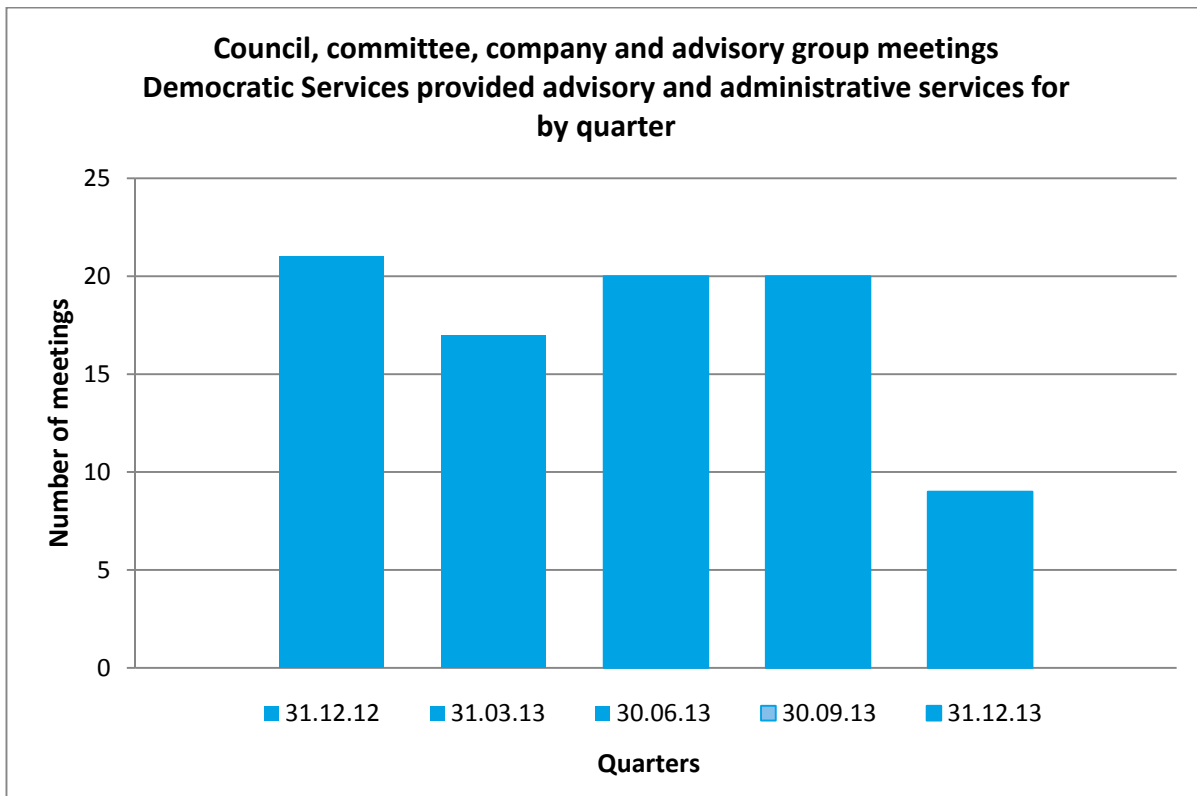
		Performance Targets		
Level of Service	Performance Measure	Baseline	2013/14 Planned	2013/14 Actual
Provide information to enable the public to be informed of, and participate in, Council and committee meetings	Percentage of time meeting agenda is available to the public at least two working days prior to each meeting	100%	100%	
	Percentage of residents satisfied that they have had an opportunity to participate in decision making	In 2012/13 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) consultancy to be engaged to survey residents

1.2 Quarterly Report on Democratic Services

Servicing of meetings

During this quarter Democratic Services provided advisory and administrative services to nine Council, committee, company and advisory group meetings. This number was significantly less than usual due to the hiatus caused by the 2013 triennial Council elections. The following graph shows the number of meetings serviced by the Democratic Services Department over the past 12 months.



2013 Council elections

The Council's triennial elections were held on 12 October 2013. These were the first GWRC elections held under STV, and the first STV elections for any regional council in New Zealand. Preliminary results for all constituencies were issued by 9.00pm on election day, with iteration reports available the following day. The formal declaration of results was publicly notified on 19 October 2013. The election process went smoothly, with no significant issues arising.

Following the elections the Justice and Electoral Committee initiated its inquiry into the conduct of the 2013 local government elections. This is a standard inquiry undertaken by the Committee after each set of triennial elections. The GWRC officer submission addressed several technical issues with the legislation and provided information on the impact of common or different voting systems being used in the GWRC and territorial authority elections.

Governance structure

At its meeting on 21 November 2013 the Council adopted its governance structure (committees and advisory groups) for the 2013-2016 triennium. Officers provided advice to the Council to inform its adoption of the terms of reference for committee and advisory groups at its meeting on 12 December 2013. At that meeting the Council also adopted a remuneration proposal regarding positions of additional responsibility for Remuneration Authority approval. We are waiting for advice of the Remuneration Authority's decision.

Legislative changes

At its December 2013 meeting the Council considered the impact of changes made to the Resource Management Act and the Maritime Transport Act on the powers retained by Council and delegated to committees.

At its December workshop the Council was briefed on the proposals contained in the Local Government Act 2002 Amendment Bill No. 3, noting that officers would prepare a draft submission for consideration by Councillors in February 2014.

Councillor professional development

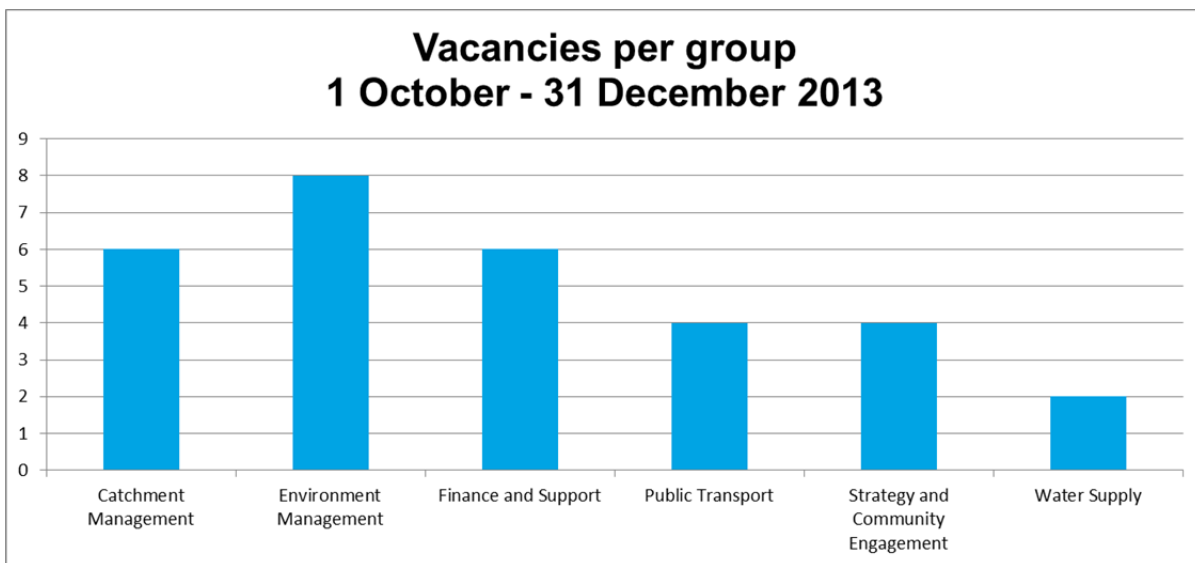
Cr Kedgley attended the LGNZ workshop for newly elected councillors. Crs Kedgley and Laban received training from Allfields on the use of their GWRC iPads, applications and the Councillor Information Portal.

1.3 Quarterly Report on Human Resources

Recruitment

Vacancies

The number of vacancies per group is outlined in the following graph. The Environment Management Group had a higher number of vacancies than other groups due to three fixed term positions being advertised, one position to cover a parental leave vacancy and two fixed term summer Ranger positions in the Parks Department.

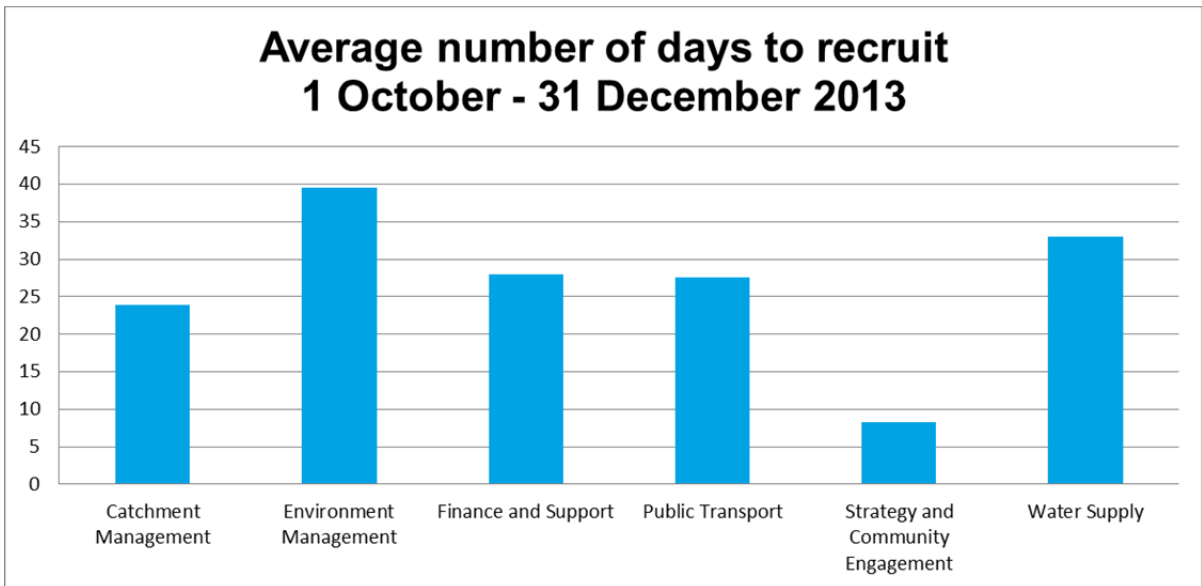


Average days taken to recruit

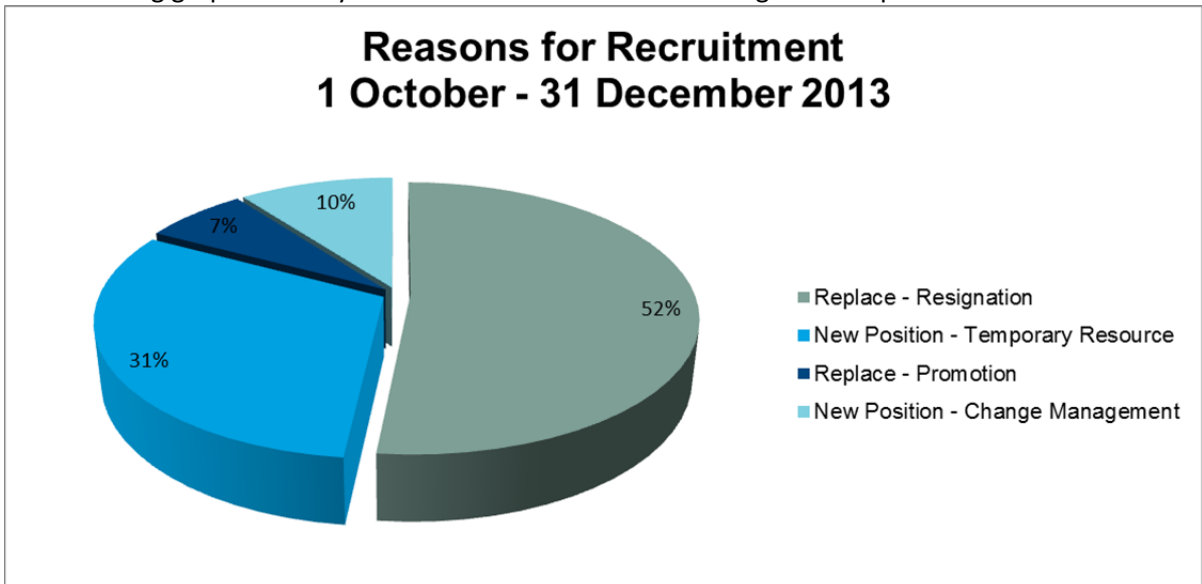
The “Average days to recruit per Group” graph (below) provides an overview of how long it has taken to recruit vacancies within each Group. Where vacancies have been difficult to fill, the recruitment period has been longer.

In the Water Supply Group a vacancy had to be recruited twice after the successful applicant resigned from the position before commencing his employment, due to potential changes with the Water Supply Group transferring to a CCO.

In the Environment Management Group, there were a large number of applications for several positions which meant that it took longer to complete the recruitment process.



The following graphs identify the reasons for recruitment during the last quarter:



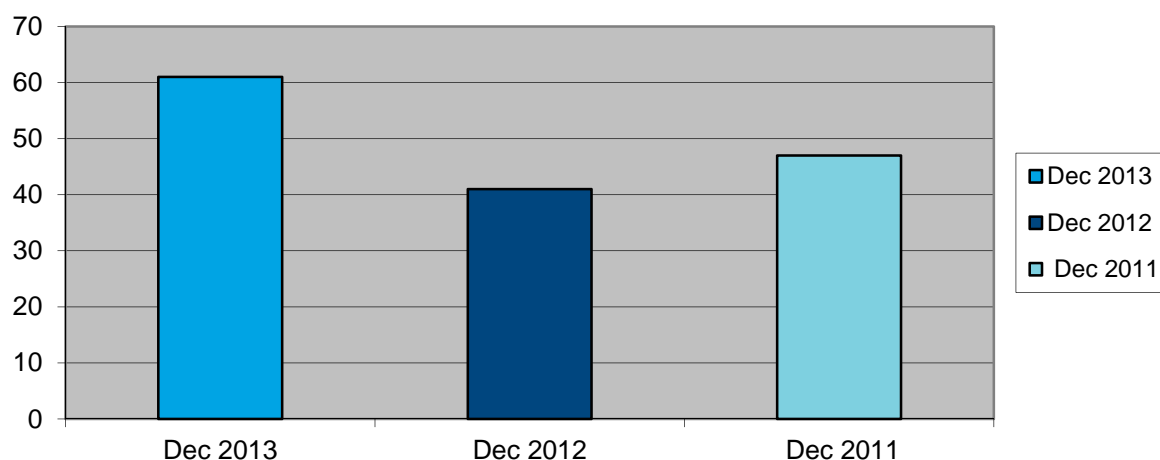
Staff turnover

The annual turnover statistic for the last quarter was 13.7%. This has increased slightly from a steady period of turnover being around 12.1%. The annual turnover statistic represents the departure of 61 staff from Greater Wellington Regional Council's employment during the previous 12 months.

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

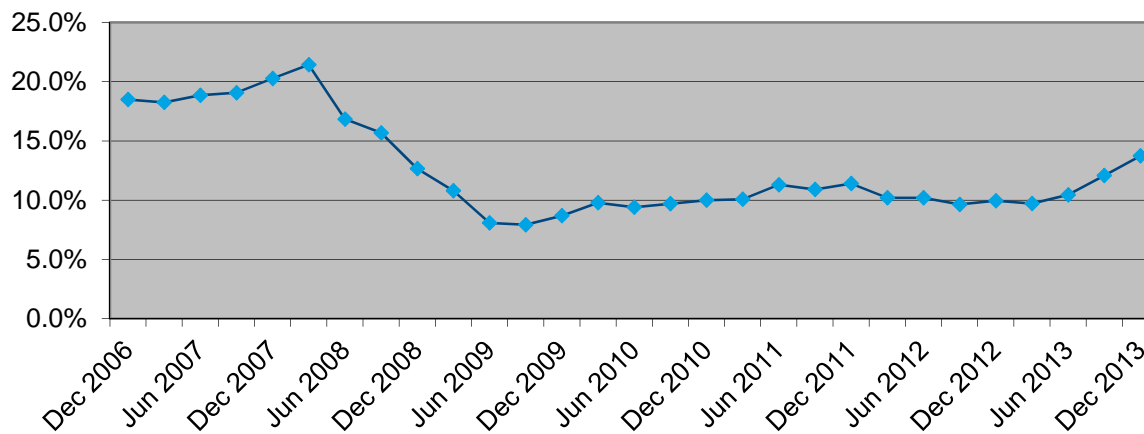
The first graph identifies the turnover trend during the last three years.

Historical Turnover Trend

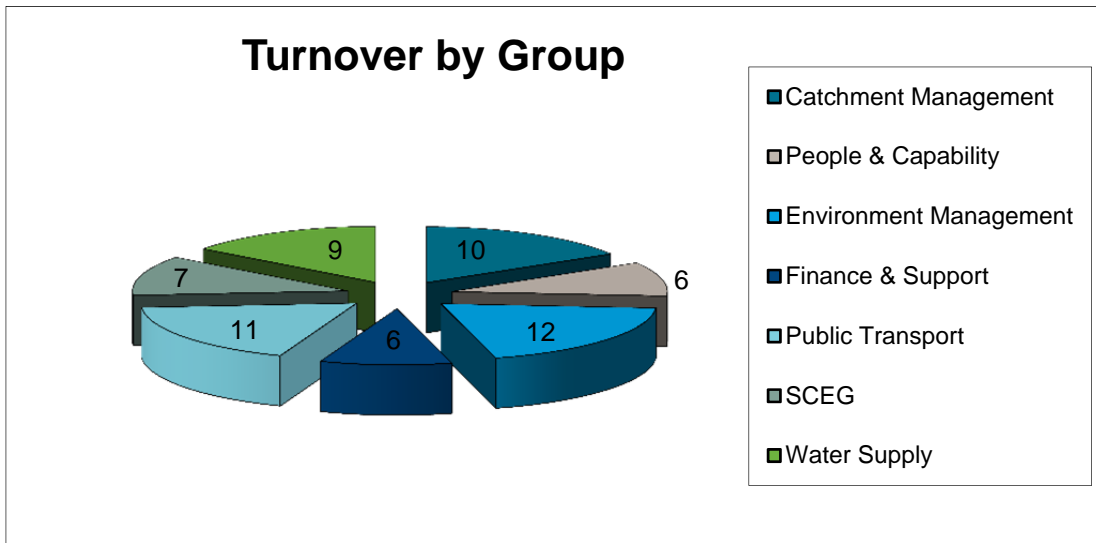


- ▶ The second graph identifies the historical trend since December 2006. The average turnover rate during this period has been 13%, with a high in March 2008 of 21.4% and a low in September 2009 of 7.9%.

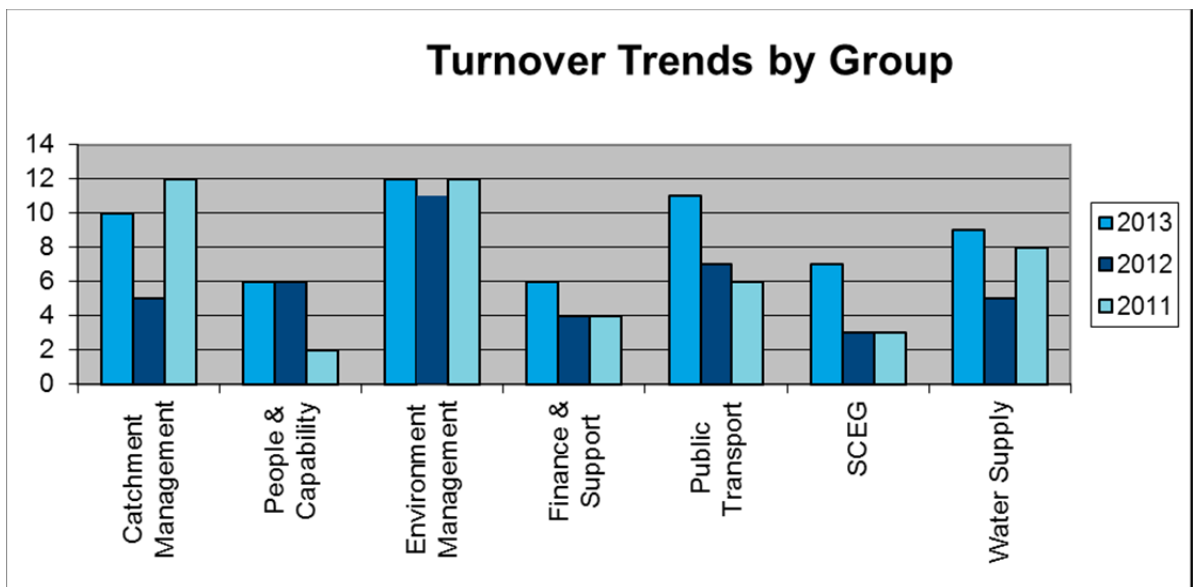
Historical Turnover



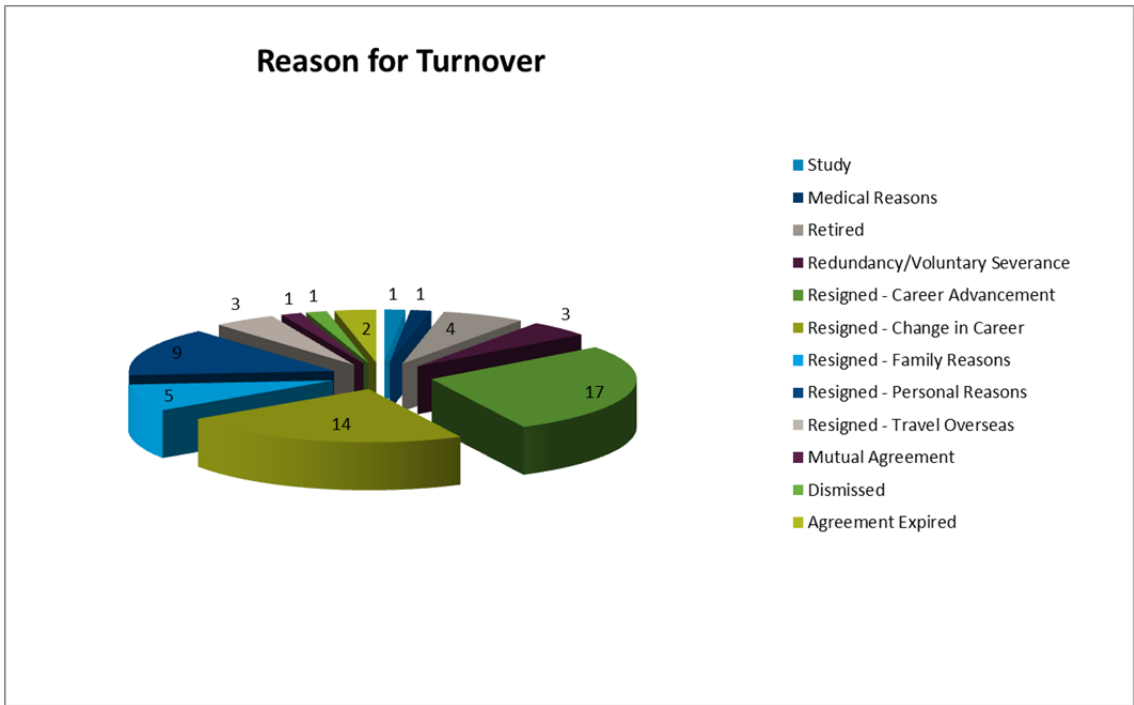
- ▶ The turnover by Group during the last 12 months is outlined in the following chart:



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

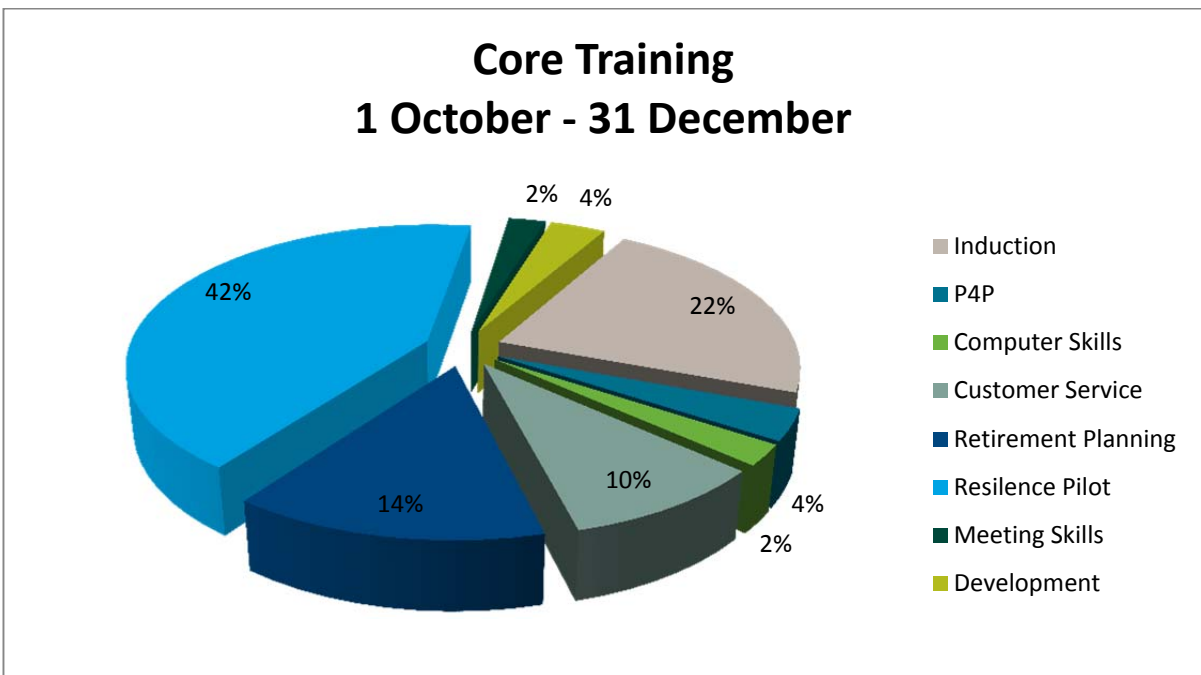


Reasons for Turnover

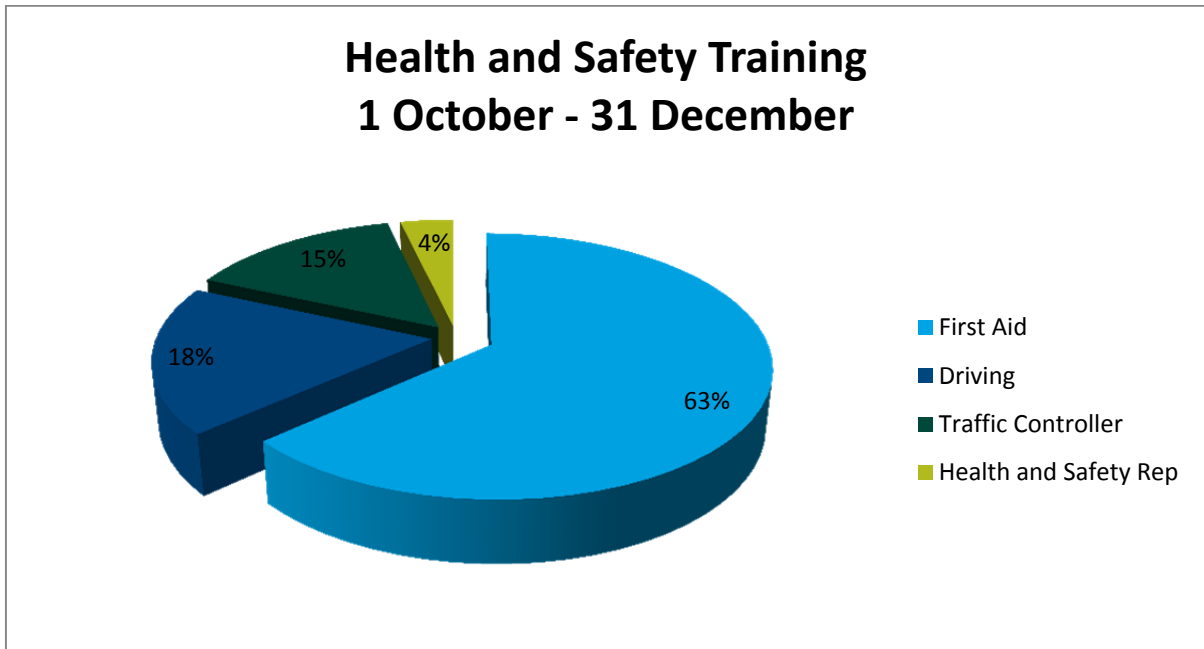


Training and Development

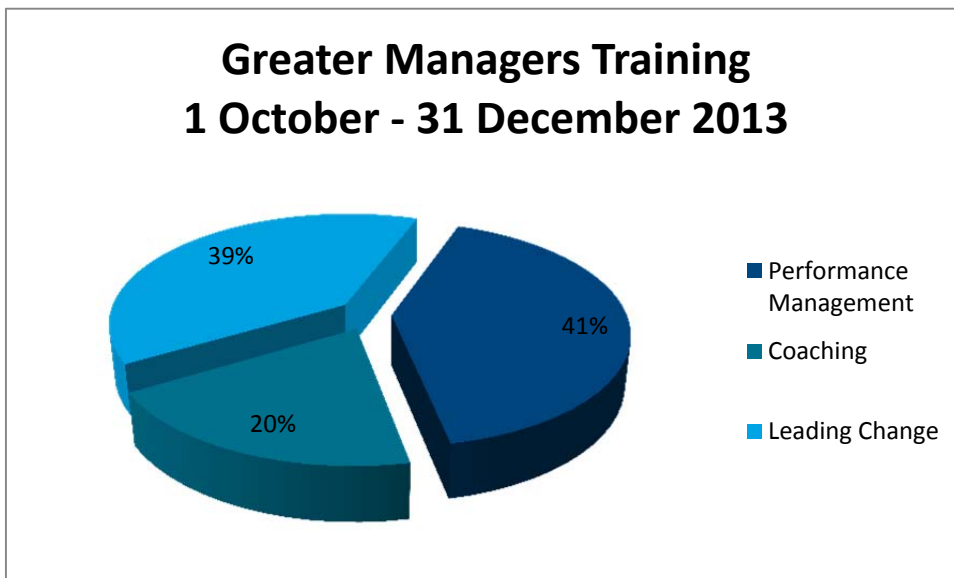
Course attendance



Health and Safety training courses



“Greater Managers” Management Development programme



Engagement survey

The Gallup organisation has been engaged to run an engagement survey in February/March 2014 and preparations are well under way to communicate the plan to staff, to encourage their participation. The format of this survey is similar to past Gallup engagement surveys with the exception of the questions relating to action planning as we did not require staff to action plan after our internal engagement survey, which took place during July/August last year. An action plan was developed after the internal engagement survey to pick up the main issues staff had identified relating to the relocation of offices (ie. Petone and CentrePort), local governance reorganisation and increasing ICT resources.

1.4 Quarterly Report on WREMO

Overview

The second quarter of the financial year saw WREMO recover progress against planned activities that had slowed due to issues from June's storm and July and August's series of earthquakes. All three events generated considerable follow-up work as business owners, Government Departments, and other organisations sought to quickly address many deficiencies highlighted during those events.

Wins

Marketing and messaging

Facebook. WREMO's following in Facebook continues to grow – now 36,490. This compares with 1291 for Canterbury. Our page is believed to have the largest following in the world for an Emergency Management Office by population and the second largest in the world in absolute numbers. *(Facebook is a good means of engaging and exchanging information with the public as evidenced during the recent 20 January earthquake where a photograph of the Weta eagle was sent to us by the public and was on our page within minutes of it crashing to the deck at the airport. This means our brand is sufficiently strong for people to help us develop situational awareness in the immediate aftermath of an emergency).*

New website. The new WREMO website was released in November 2013. This website provides a consolidated location for civil defence messaging both in peacetime and during an emergency. A user guide for Public Information Managers (PIMs) has been produced, and PIMs from all nine councils in the region have been trained to use the website to provide information in an emergency. Further work on the site over the next six months will improve both its functionality as a community resilience tool and accessibility using mobile devices.

Operations

Strategy. An operational readiness strategy was presented to the CEG Sub Committee and CEG, and was approved for implementation.

Events. There were no high profile events during the quarter. There were however a number of severe gales, bringing the number of days where severe gales were experienced to 18 for 2013. The definition of a severe gale is winds on land of at least 120 km/h recorded at one of the following weather stations: Paraparaumu Airport, Mana Island, Mt Kaukau, Kelburn, Wellington Airport, Rimutaka Hill Summit, and Masterton (Hood) Aerodrome. While these severe gales receive little media coverage, there is often a lot of activity in the background, liaising with the Met Service and Greater Wellington's Flood Protection Department to better ascertain possible consequences, such as road closures in Hutt City and the Wairarapa.

Exercises and Planning

WREMO staff tested and refined EOC and ECC activation procedures as part of the region's support for a Taranaki Group volcanic exercise. We also supported an exercise in November which tested NZTA's response to a major Wellington earthquake.

EOC Activation and Familiarisation Training

Initial training for EOC staff has been delivered to 4 councils. The remaining councils will receive the training by the end of February. Further training modules are being developed and tested, they will be delivered from March 2014.

Preparedness Enablers

200 litre water tanks. During a significant disaster, water will be our biggest challenge. In the 5 months to Christmas nearly 3525 water tanks were sold, 3225 in the Wellington Region alone (council figures include WREMO 60, Wairarapa 98, Porirua 399, Kapiti 444, Hutt City 545, Wellington 704, and the stand-out performer, Upper Hutt with 975). In Upper Hutt we estimate 7% of households now have these tanks. Other councils (Palmerston North, Napier, Taupo, and Taranaki) and some commercial operators in the Wellington Region have acquired the balance.

Grab and Go Bags. This concept was developed in conjunction with a local businessman to meet a gap in the market (caused by price and availability). The items continue to be popular and are on sale at Mitre 10, Moore Wilson and New World outlets. Grab and Go advise that since May 2012, sales have been:

1 Person Kits	18203
4 person Kits	2114
Torches	2999

Approximately 60% of these would be within the Wellington Region.

“It’s Easy” Guide books. The new household preparedness guide has been printed and is in circulation. It represents a considerable improvement on our previous award winning document. Its two companion documents – for businesses and neighbourhoods, are about to go to print. The neighbours guide will act as a tool to help neighbours get to know each other while also preparing for an emergency as connected communities are prepared communities. The business guide includes a simplified guide to help small to medium businesses complete a continuity plan.

WREMO Database

In July 2013, WREMO entered a contract with DevCore to develop a new database to manage WREMO contacts, training, and events. This database was based on the database that DevCore have developed for the NZRT 8 (Wellington Response Team).

The first phase of the database was the migration of all volunteer information from WREMO’s existing database. This migration was successfully completed in September 2013, and the database is now in use by the WREMO Community Resilience team. The next phase will involve council welfare teams and wider WREMO staff to be trained in using the database during activation.

WREMO Database

The review is now essentially complete. The two Area Coordinator positions have been disestablished and two new Senior Emergency Management Advisor positions have been established in the Operational Readiness team. The incumbents who were employed as Area Coordinators have been redeployed as Senior Emergency Management Advisors. In addition, two new positions (one permanent and one fixed term) have been established in the Operational Readiness team and incumbents will commence in these positions in late January 2014. We will advertise for an additional two, part-time staff for the Community Resilience Team in January 2014, approved and funded from the operating reserve.

Developments

Community Response Plans

These plans are developed by communities throughout the region with facilitation from WREMO staff. They are designed to empower communities to self-activate and respond as appropriate during the first 72 hours of a large scale emergency with limited or no outside assistance from emergency services. During the past 3 months, Otaki/Te Horo, Eastbourne, Western Ward (Naenae) and Titahi Bay completed their plans and Otaki/Te Horo conducted an exercise to test their plans. Plans were progressed in Tawa, Mangaroa/Whiteman’s Valley, and Paekakariki. Planning is about to commence in Thorndon, Newtown, Waikanae, Petone, Khandallah and Karori.

Blue Lines

This initiative was devised entirely by local communities to increase tsunami awareness and provide a simple guide for what to do when a potential tsunami threatens. It has been implemented in Island Bay, Houghton Bay and Owhiro Bay. Planning has commenced with residents in the Lyaill Bay, Kilbirnie and Rongotai region with a proposed roll out in March 2014.

Volunteers

Four Civil Defence Volunteer courses occurred last quarter with 92 people completing training across the region. Two courses took place in Wellington, one in the Hutt Valley and one in Porirua. This brings the total number of Civil Defence volunteers trained to approx. 500.

International Centre of Excellence

During the first half of 2013, WREMO in conjunction with the Joint Centre for Disaster Research - JCDR (collaboration between Massey University and GNS Science) applied for and was designated one of five International Centres of Excellence (ICoE) under the United Nations International Strategy for Disaster Reduction (UN-ISDR). Each of these ICoEs has an area of specialisation with Wellington focusing specifically on Community Resilience. Planning on the form and content of the virtual ICoE advanced during the quarter with the concept going to the CDEM Joint Committee in November and the JCDR Board in December, for approval. The ICoE will be officially launched in March to coincide with Massey University's Emergency Management Summer Institute.

Tsunami Planning

During October and November planning workshops were held with all CDEM Group members across the region to review and update existing tsunami response plans. As a result of this work a consolidated regional plan is being developed which will for the first time address both pre and immediately post tsunami actions at the local and regional level in one document. The draft plan will be distributed to all participants by the end of January in order to obtain feedback in time to enable the final plan to be completed by end of March. The intent is to exercise and test the plan during the second quarter of the year.

Resilience Metrics

WREMO is formulating a fresh set of metrics that captures a more holistic and multifaceted picture of a resilient community. These include data representing sociological issues, governance, infrastructure, housing, health, community and general preparedness. WREMO is working with a wide range of stakeholders representing these categories with a goal of capturing this data in a consistent way across the region.

EOC/ECC Infrastructure Improvements

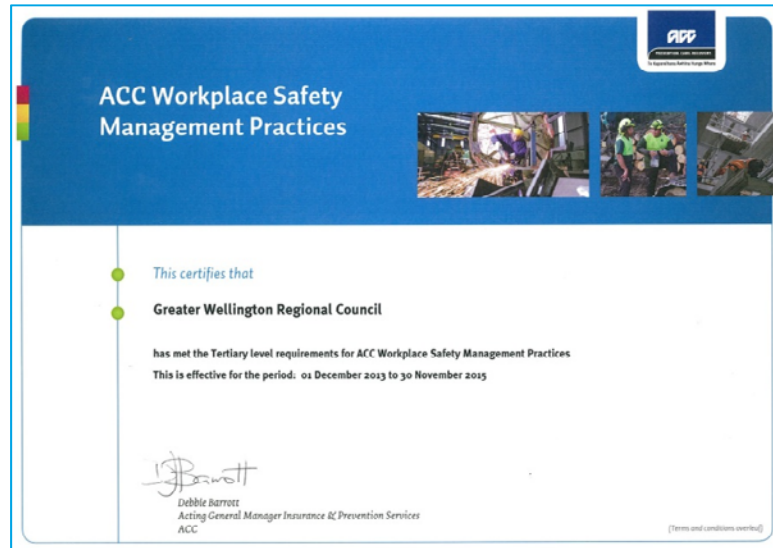
Subject to staff availability, the intent is to prepare a detailed EOC project upgrade plan by the end of March. We are currently undertaking reviews of response management, information management and communications systems which will then enable detailed requirements to be developed in the last quarter of the financial year so that a business case is completed by September. Small trials of equipment will be undertaken during the next 6 months to inform the business case and to deliver immediate improvements to EOC capability.

1.5 Quarterly Report on Health and Safety

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:

The biannual external ACC Worksafe Safety Management Practices (WSMP) audit was completed at the end of November. GWRC was successfully awarded Tertiary level recognition, which is the highest audit standard in the WSMP programme.



An additional Senior Health and Safety Adviser has been appointed in the People and Capability Group as a one year internal secondment to help progress GWRC's health and safety management system development and implementation.

A review panel was established to review GWRC's use and operation of quad bikes. The review panel reported back to ELT in October with a report on GWRC's use of quad bikes, risks associated with quad bike use and actions to be taken to minimise the risks. An organisational Standard Operating Procedure (SOP) was developed to ensure that there were consistent practices across the organisation. The SOP is now being circulated to staff who ride quad bikes to read and comply with. We are also working to identify some staff to be internal quad bike coaches to build and maintain staff competency and confidence with their quad bike use.

Several health and safety related pilot courses were run and following consideration of participant and trainer feedback we will be looking to roll these courses out to general staff as part of core health and safety training. These pilot courses included:

Survival first aid and workplace first refresher – the course is designed to recognise the risks faced by staff who work in remote locations and potentially are working alone. The course focuses on what individuals can do after an accident to manage their injury and issues such as exposure or heat stroke which may occur while waiting to be rescued.

Targeted driver safety awareness training – the current course has been adapted to incorporate operations that are part of GWRC's everyday use of vehicles, such as loading quad bikes onto utilities.

Review of Health and Safety Policies

The Keeping Employees Safe at Work (“KESAW”) document was reviewed during this quarter and approved by ELT in December. This document sets out the health and safety management system framework.

The new vision for health and safety, as approved by ELT is:

We work together to make best practice in health and safety common practice in our workplace

Changes have been made in our health and safety management system to increase the number of elected Health and Safety representatives to ensure that there is sufficient coverage across the organisation.

There were a number of other policies reviewed during the last quarter. They include:

Incident Management Policy – this policy has been simplified and there are clearer links to our organisational risk management matrix. This policy was approved by ELT in December.

Hazard Management Policy – as part of the review of KESAW, the hazard management provisions have been developed into a new policy focusing on hazard management. This policy also has clearer links to our organisational risk management matrix. It is expected that this policy will be approved by ELT in February 2014.

Contractor Management Policy – this policy has been simplified to ensure that clear steps are identified in the contractor management process. It is expected that this policy will be approved by ELT in February 2014.

Health and Safety Database Project

The preliminary project management work has begun on setting up a project team to look at options in relation to replacing our health and safety database. Our current health and safety database is still functional, but is no longer supported by its developer. This means that the database is not being upgraded and we will continue to have issues with functionality as our organisational systems continue to be upgraded.

Business group health and safety performance summary

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

Figure 1: Lost Time, Medical Treatment & Total Recordable Injury Frequency Rates

(12 Month rolling average as of December 2013)

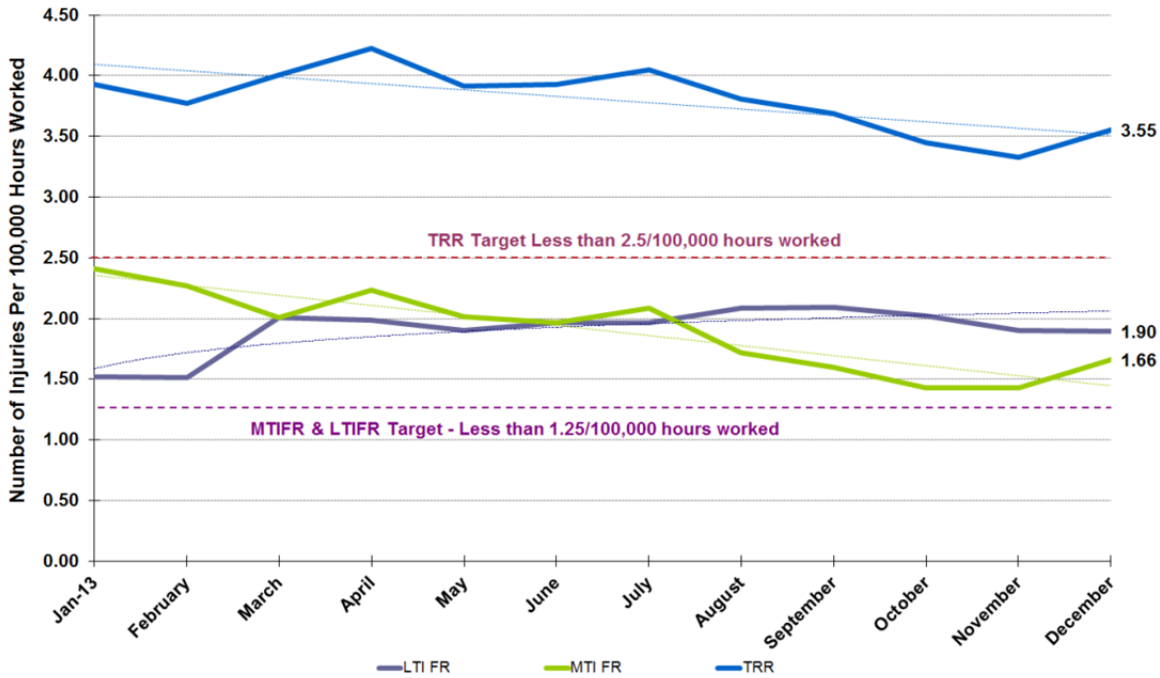


Figure 1 shows the relationship between frequency of Lost Time Injuries which result in time off work (LTIFR) and Medical Treatment Injuries which require treatment by a registered medical practitioner (MTIFR). The Total Recordable Rate (TRR) is the combination of the LTIFR and MTIFR.

The graph shows that our TRR has decreased over this quarter with five LTI’s and three MTI’s. The performance target for TRR is 2.5 TRR occurrences/100,000 hours worked. The TRR has ended the first quarter at 3.55/100,000 hours worked.

The LTIFR target is 1.25/100,000 hours worked. With three lost time injuries in the first quarter the LTIFR has decreased slightly from to 2.06 to 1.90 LTIs/100,000 hours worked over the quarter.

The MTIFR target is 1.25/100,000 hours worked. Due to eight MTIs to staff this quarter the MTIFR has increased over this quarter from 1.60 to 1.66 MTIs/100,000 hours worked.

Figure 2: Severity Rate
(12 month rolling average as of December 2013)

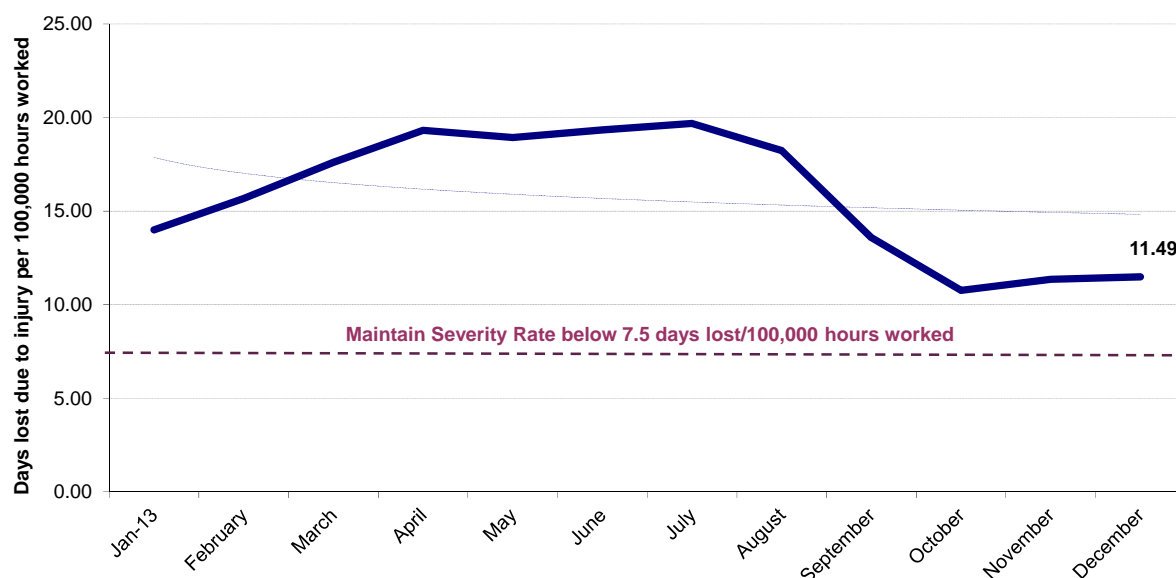


Figure 2 shows the days lost per 100,000 hours worked due to work related injuries. The Severity Rate performance target is currently 7.5 days lost/100,000 hours worked.

This graph shows that our Severity Rate decreased across this quarter from 13.58 to 11.49 days lost due to injury/100,000 hours worked. During the last quarter there were 19 recorded days lost across the business due to LTIs.

Reportable “serious harm” accidents

There was one reported serious harm injury to a volunteer reported to Worksafe NZ (Previously MBIE) during the last quarter.

7 November 2013 – A volunteer for the Environmental Science Department slipped on a wet root and fell while completing pest animal monitoring work in East Harbour Regional Park. The person suffered a broken arm as a result.

The incident was reported to Worksafe New Zealand as ‘serious harm’. Worksafe New Zealand have informed GWRC that they are taking no further action

An internal investigation has been completed and concludes that the actual fall was an unfortunate accident where the volunteer’s feet slipped out from under him while leaning on a log and repacking his back pack.

This accident has led to a proactive review of the emergency plans for all volunteers completing similar work for the Environmental Science Department. The learnings from this investigation will be shared with other parts of the organisation who work with volunteers in similar ways.

1.6 Quarterly Report on Project Management

Shed 39 relocation project – this project has proceeded in accordance with expected timeframes. We obtained possession of the main part of Shed 39 on 25 November, but as expected, it has taken the rest of the year to relocate furniture and fittings. Finishing work will continue into the new year.

CentrePort has commenced landscaping work outside the main entrance to Shed 39 which means that alternative access ways have been put in place to provide access to the main doors.

Health and Safety database project – we have commenced the preliminary stages of this project as the project has been scoped, project documentation developed and a project team identified.

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 \$2.8 million of direct operational costs for the first quarter. Expenditure for the year to date is \$95,000 less than expected. Personnel costs are more than expected due to training programmes in the first quarter being delivered sooner than expected. Payroll costs for the group are less than budgeted.

Contractors and consultants are \$70k less than budgeted. This is spread across all the departments and includes an allowance for costs arising out of the Local Government Elections.

All other operational budgets are running within expectations.

Depreciation for the quarter is higher than expected. This is due to the refurbishment of the Council chambers. With the shift in premises from Wakefield Street to Shed 39 the depreciation has been accelerated.

2.2 Group consolidated financial statements

People & Capability Group (ex WREMO) Financial Performance Statement 6 Months ended 31 December 2013	Year to date			Full Year			Last Year FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
Rates & Levies	1,572	1,572	-	3,144	3,144	-	3,418
External Revenue	12	9	3	18	18	-	18
Investment Revenue	3	3	-	5	5	-	10
Internal Revenue	126	126	-	252	252	-	252
TOTAL INCOME	1,713	1,710	3	3,419	3,419	-	3,698
less:							
Personnel Costs	917	896	(21)	1,793	1,793	-	1,699
Materials,Supplies & Services	723	740	17	1,464	1,464	-	1,391
Travel & Transport Costs	27	58	31	122	122	-	84
Contractor & Consultants	297	367	70	523	523	-	90
Grants and Subsidies Expenditure	-	-	-	-	-	-	-
Internal Charges	733	731	(2)	1,463	1,463	-	1,949
Total Direct Expenditure	2,697	2,792	95	5,365	5,365	-	5,213
Financial Costs	-	-	-	-	-	-	1
Bad Debts	-	-	-	-	-	-	-
Corporate & Department Overheads	(882)	(882)	-	(1,764)	(1,764)	-	(1,599)
Depreciation	67	25	(42)	50	50	-	89
Loss / (Gain) on Sale of Assets / Investments	-	3	3	3	3	-	-
Total Indirect Expenditure	(815)	(854)	(39)	(1,711)	(1,711)	-	(1,509)
TOTAL EXPENDITURE	1,882	1,938	56	3,654	3,654	-	3,704
OPERATING SURPLUS / (DEFICIT)	(169)	(228)	59	(235)	(235)	-	(6)
Add Back Depreciation	67	25	42	50	50	-	89
Other Non Cash	-	3	(3)	3	3	-	-
Net Asset Acquisitions	-	(46)	46	(46)	(46)	-	11
Net External Investment Movements	-	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	(102)	(246)	144	(228)	(228)	-	94
Debt Additions / (decrease)	-	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-	-
Net Reserves (Increase) / decrease	101	230	(129)	228	228	-	(90)
NET FUNDING SURPLUS (DEFICIT)	(1)	(16)	15	-	-	-	4

6 Months ended 31 December 2013 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	-	62	62	62	62	-	93
Capital Project Expenditure	-	-	-	-	-	-	93
Asset Disposal Cash Proceeds	-	(16)	(16)	(16)	(16)	-	(11)
Net Capital Expenditure	-	46	46	46	46	-	175
Investments Additions	-	-	-	-	-	-	-
NET CAPITAL AND INVESTMENT EXPENDITURE	-	46	46	46	46	-	175

2.3 Group financial summary for Audit, Risk and Assurance

Human Resources department financial report

Human Resources Financial Performance Statement 6 Months ended 31 December 2013	Year to date			Full Year			Last Year 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	693	637	(56)	1,275	1,275	-	1,280
Materials,Supplies & Services	40	18	(22)	61	61	-	34
Travel & Transport Costs	4	-	(4)	6	6	-	12
Contractor & Consultants	85	84	(1)	188	188	-	80
Grants and Subsidies Expenditure	-	-	-	-	-	-	-
Internal Charges	65	63	(2)	126	126	-	224
Total Direct Expenditure	887	802	(85)	1,656	1,656	-	1,630
Financial Costs	-	-	-	-	-	-	1
Bad Debts	-	-	-	-	-	-	-
Corporate & Department Overheads	(828)	(828)	-	(1,656)	(1,656)	-	(1,633)
Depreciation	4	4	-	7	7	-	7
Loss / (Gain) on Sale of Assets / Investments	-	-	-	-	-	-	-
Total Indirect Expenditure	(824)	(824)	-	(1,649)	(1,649)	-	(1,625)
TOTAL EXPENDITURE	63	(22)	(85)	7	7	-	5
OPERATING SURPLUS / (DEFICIT)	(63)	22	(85)	(7)	(7)	-	347
Add Back Depreciation	4	4	-	7	7	-	7
Other Non Cash	-	-	-	-	-	-	-
Net Asset Acquisitions	-	-	-	-	-	-	-
Net External Investment Movements	-	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	(59)	26	(85)	-	-	-	354
Debt Additions / (decrease)	-	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	-	-	-	-
NET FUNDING SURPLUS (DEFICIT)	(59)	26	(85)	-	-	-	354

Human Resources department financial summary

The department has spent \$887,000 in direct operational expenditure. The costs are marginally ahead of schedule. The main variance relates to training where we have invested \$56,000 in the staff resilience programme. The Training programme is on schedule and we expect costs to be within budget at year end.

Democratic Services department financial report

Democratic Services Financial Performance Statement 6 Months ended 31 December 2013	Year to date			Full Year			Last Year FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
External Revenue	8	8	-	15	15	-	15
Investment Revenue	-	-	-	-	-	-	-
Internal Revenue	126	126	-	252	252	-	252
TOTAL INCOME	134	134	-	267	267	-	267
less:							
Personnel Costs	211	237	26	474	474	-	395
Materials,Supplies & Services	11	15	4	30	30	-	15
Travel & Transport Costs	4	4	-	7	7	-	8
Contractor & Consultants	-	20	20	40	40	-	-
Grants and Subsidies Expenditure	-	-	-	-	-	-	-
Internal Charges	33	35	2	70	70	-	212
Total Direct Expenditure	259	311	52	621	621	-	630
Financial Costs	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-
Corporate & Department Overheads	(177)	(177)	-	(354)	(354)	-	(353)
Depreciation	4	(2)	(6)	(5)	(5)	-	9
Loss / (Gain) on Sale of Assets / Investments	-	-	-	-	-	-	-
Total Indirect Expenditure	(173)	(179)	(6)	(359)	(359)	-	(344)
TOTAL EXPENDITURE	86	132	46	262	262	-	286
OPERATING SURPLUS / (DEFICIT)	48	2	46	5	5	-	(19)
Add Back Depreciation	4	(2)	6	(5)	(5)	-	9
Other Non Cash	-	-	-	-	-	-	-
Net Asset (Acquisitions)/disposals	-	-	-	-	-	-	11
Net External Investment Movements	-	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	52	-	52	-	-	-	1
Debt Additions / (decrease)	-	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	-	-	-	-
NET FUNDING SURPLUS (DEFICIT)	52	-	52	-	-	-	1

Democratic Services Capital Expenditure Statement 6 Months ended 31 December 2013	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	(1)	-	1	-	-	-	-
Capital Project Expenditure	-	-	-	-	-	-	-
Asset Disposal Cash Proceeds	-	-	-	-	-	-	(11)
Net Capital Expenditure	(1)	-	1	-	-	-	(11)
Investments Additions	-	-	-	-	-	-	-
Net Capital and Investment Expenditure	(1)	-	1	-	-	-	(11)

Democratic Services department financial summary

The department recorded a net funding surplus of \$52,000. Expenditure is on budget, with the exception of Consultants and contractors. Budget is available to deal with technical issues relating to the establishment of governance structures.

Elected members financial report

Elected Members Financial Performance Statement 6 Months ended 31 December 2013	YTD			Full Year			Last Year FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
External Revenue	4	2	2	3	3	-	3
Investment Revenue	3	3	-	5	5	-	10
Internal Revenue	-	-	-	-	-	-	-
TOTAL INCOME	1,579	1,577	2	3,152	3,152	-	3,431
less:							
Councillor costs	12	22	10	44	44	-	25
Materials, Supplies & Services	672	707	35	1,374	1,374	-	1,341
Travel & Transport Costs	18	54	36	109	109	-	63
Contractor & Consultants	212	263	51	295	295	-	9
Grants and Subsidies Expenditure	-	-	-	-	-	-	-
Internal Charges	635	633	(2)	1,266	1,266	-	1,513
Total Direct Expenditure	1,554	1,691	137	3,111	3,111	-	2,956
Financial Costs	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-
Corporate & Department Overheads	123	123	-	246	246	-	387
Depreciation	59	24	(35)	47	47	-	73
Loss / (Gain) on Sale of Assets / Investments	-	3	3	3	3	-	-
Total Indirect Expenditure	182	150	(32)	296	296	-	460
TOTAL EXPENDITURE	1,736	1,841	105	3,407	3,407	-	3,416
OPERATING SURPLUS / (DEFICIT)	(157)	(264)	107	(255)	(255)	-	15
Add Back Depreciation	59	24	35	47	47	-	73
Other Non Cash	-	3	(3)	3	3	-	-
Net Asset Acquisitions	-	(46)	46	(46)	(46)	-	-
Net External Investment Movements	-	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENT	(98)	(283)	185	(251)	(251)	-	88
Debt Additions / (decrease)	-	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-	-
Net Reserves (Increase) / decrease	101	230	(129)	228	228	-	(90)
NET FUNDING SURPLUS (DEFICIT)	3	(53)	56	(23)	(23)	-	(2)

Elected Members Capital Expenditure Statement 6 Months ended 31 December 2013	YTD			Full Year			Last Year FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
Total Asset Acquisitions	-	62	62	62	62	-	93
Capital Project Expenditure	-	-	-	-	-	-	93
Asset Disposal Cash Proceeds	-	(16)	(16)	(16)	(16)	-	-
Net Capital Expenditure	-	46	46	46	46	-	186
Investments Additions	-	-	-	-	-	-	-
Net Capital and Investment Expenditure	-	46	46	46	46	-	186

Elected members financial summary

Elected member department has spent \$1.6 million of total direct operating expenditure. All costs are in line with expectations. A large portion of the costs relate to the elections which will be incurred during the October – January period. The majority of these costs are reimbursed to the Territorial Authorities.

The department has benefited from unexpected contributions by Territorial Authorities relating to shared advertising costs.

WREMO financial summary

Whereas the original 2012/13 WREMO budget was merely an amalgamation of those funds provided by contributing councils, this year funds are contributed on a pro rata basis based on population (with GWRC having a notional population the same as WCC).

Features of the report provided include:

1. GWRC has yet to invoice local councils for the first quarter funding;
2. Expenditure is below budget forecasts, the result of staff vacancies, reduced planned activity arising from the earthquakes, plus an even budget spread whereas major expenditure items won't necessarily follow this pattern; and,
3. It is expected that the full year's programme of activities will place pressure on the budget and any initial underspend should not be seen as indicative of a surplus.

WREMO Income Statement For the 6 months ended 31 December 2013	YTD as at 31 December			Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Rates & Levies	371	384	(13)	768	768	-
Government Grants & Subsidies	-	-	-	-	-	-
External Revenue	921	921	-	1,791	1,791	-
Investment Revenue	-	-	-	-	-	-
Internal Revenue	-	-	-	-	-	-
TOTAL INCOME	1,292	1,305	(13)	2,559	2,559	-
less:						
Personnel Costs	928	943	15	1,887	1,888	1
Materials, Supplies & Services	98	216	118	432	432	-
Travel & Transport Costs	36	54	18	109	109	-
Contractor & Consultants	66	105	39	210	210	-
Grants and Subsidies Expenditure	-	3	3	5	5	-
Internal Charges	63	58	(5)	116	116	-
Total Direct Expenditure	1,191	1,379	188	2,759	2,760	1
Financial Costs	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-
Transition Costs - operational	-	-	-	-	-	-
Depreciation	36	16	(20)	32	32	-
Loss(Gain) on Sale of Assets / Investments	-	-	-	-	-	-
TOTAL EXPENDITURE	1,227	1,395	168	2,791	2,792	(1)
OPERATING SURPLUS/(DEFICIT)	65	(90)	155	(232)	(233)	1
Add Back Depreciation	36	16	20	32	32	-
Other Non Cash	-	-	-	-	-	-
Transition Costs - vehicles purchased & other items	-	(35)	35	-	-	-
Net External Investment Movements	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	101	(109)	210	(200)	(201)	1
Debt Additions / (decrease)	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	-	-	-
NET FUNDING SURPLUS (DEFICIT)	101	(109)	210	(200)	(201)	1



greater WELLINGTON

REGIONAL COUNCIL

Te Pane Matua Taiao