

People and Capability Group

Performance Report ended 30 September 2014



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1 EXECUTIVE SUMMARY FOR RISK AND ASSURANCE COMMITTEE

1.1 Group overview

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

- ▶ Implementing the project plan to develop a new Health and Safety Information Management System
- ▶ Running training programmes on incident management investigation training, risk identification and hazard management training
- ▶ Developing the organisational health and safety strategy and action plan
- ▶ Undertaking the annual performance and salary review
- ▶ Commencing a project to extend our management development programmes
- ▶ Working on the project to integrate GWRC's bulk water supply function with Capacity, including the transfer of staff on the same terms and conditions of employment, transferring the payroll function to Wellington City Council, arranging and servicing the inaugural meeting of the Wellington Water Committee, and advice to Council on financial and statutory delegations to Wellington Water Limited
- ▶ Providing administrative support and services for Council meetings, Committee meetings and Advisory Group meetings
- ▶ Running official information training for Wairarapa based staff
- ▶ Preparing a new instrument of delegation from the Council to the Chief Executive
- ▶ Completing the review of GWRC's financial delegations and implementing the new financial delegations framework
- ▶ Advising Council on changes to the Local Government Act 2002 arising from the enactment of the Local Government Act 2002 Amendment Act 2014

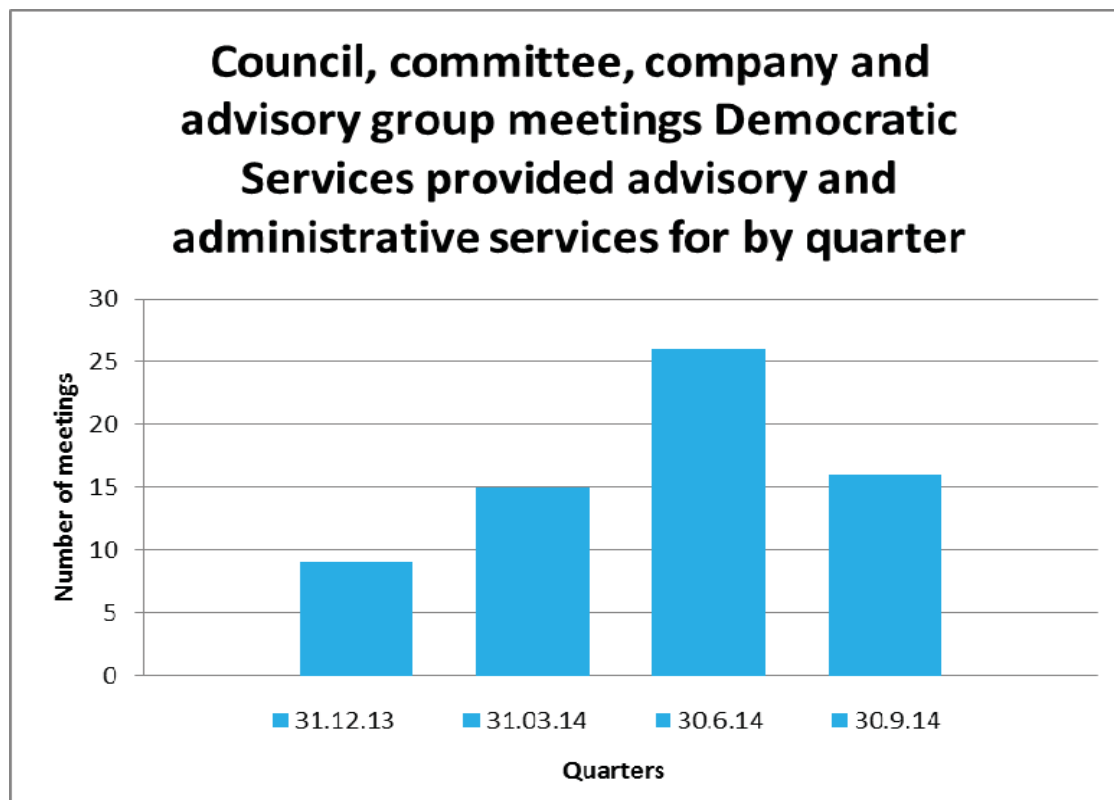
Annual Plan performance measures

		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 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%.	

1.2 Quarterly Report on Democratic Services

Servicing of meetings

During this quarter Democratic Services provided advisory and administrative services to 16 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.



Councillor remuneration

The Remuneration Authority's Local Government Elected Members (2014/15) (Certain Local Authorities) Determination 2014 was published in the New Zealand Gazette on 24 July 2014. The determination sets the remuneration for Councillors and for positions of additional responsibility for 2014/15. The salary changes, backdated to 1 July 2015, were implemented.

Official information training

Democratic Services conducted official information training for Wairarapa based staff in September 2014.

Legislative changes

On 7 August 2014 the Local Government Act 2002 Amendment Act 2014 received the Royal Assent, and most of its provisions immediately came into force. Officers reported to the Council meeting of 27 August 2014 on the changes and their impact on the powers retained by Council.

Officers are awaiting the decision of the next Parliament on whether the Statutes Amendment Bill No.4, introduced in the term of the previous Parliament, will remain on the legislative programme. The Bill includes provisions which make some minor procedural and technical changes to the Local Government Official Information and Meetings Act 1987.

Delegations

In August 2014 the Council issued a refresh instrument of delegation to the Chief Executive, to take effect from the date that the Council's new Chief Executive assumed his role. In September 2014 the Council authorised the Chief Executive to sign deeds on behalf of the Council.

Wellington Water Committee

Officers made arrangements for the inaugural meeting of the Wellington Water Committee, which was held on 11 September 2014. The Committee is a joint committee of GWRC, HCC, PCC, UHCC and WCC. Its primary responsibility is to provide governance oversight of Wellington Water Limited and of the network infrastructure for the delivery of bulk water, water reticulation, wastewater and stormwater services in the areas of the four cities.

Councillor professional development

In August eight Councillors attended training on Facebook and Twitter for Councillor information purposes. Follow up one-to-one training was also offered.

The following approvals were made:

- ▶ Cr Bruce, to attend the LGNZ "Making community governance work for you and your communities" workshop (September 2014)
- ▶ Crs Kedgley, to attend the LGNZ "RMA - How it really works" workshop (December 2014)
- ▶ Cr Lamason, to attend the VUW and MacDiarmid Institute conference "A place to live ... for the life worth living" (November 2014).

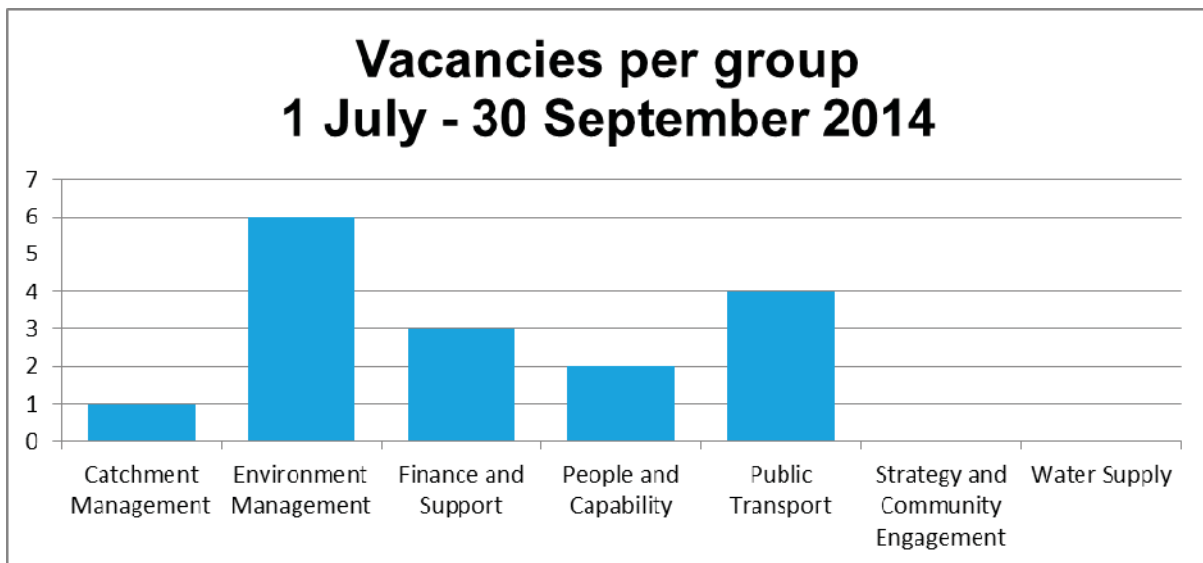
1.3 Quarterly Report on Human Resources

Recruitment

Vacancies

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

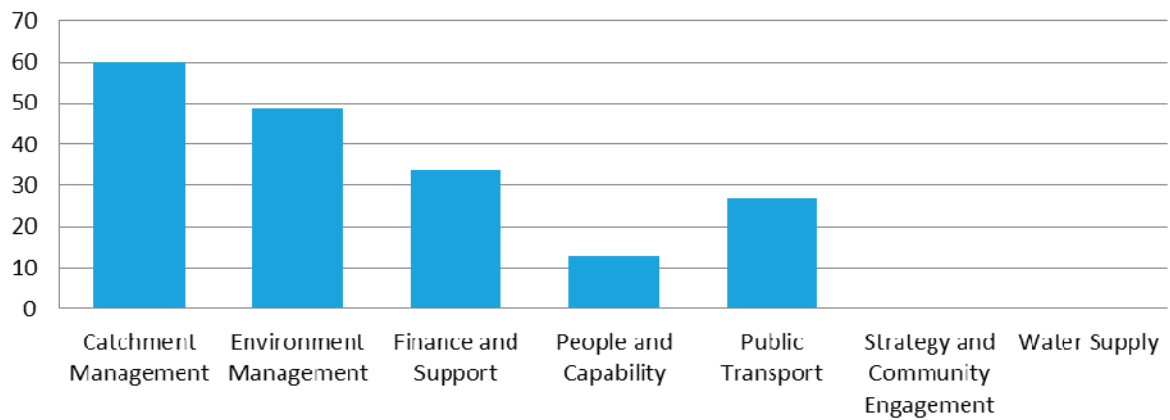
The higher than average number of vacancies for the Environmental Management Group was to recruit two employees who resigned to go overseas; to recruit two fixed term employees to cover for parental leave; and to recruit into a project role.



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. The extended period for Catchment Management recruitment was a result of a candidate accepting an offer of employment, then changing their mind. The recruitment process was revived and the position successfully filled.

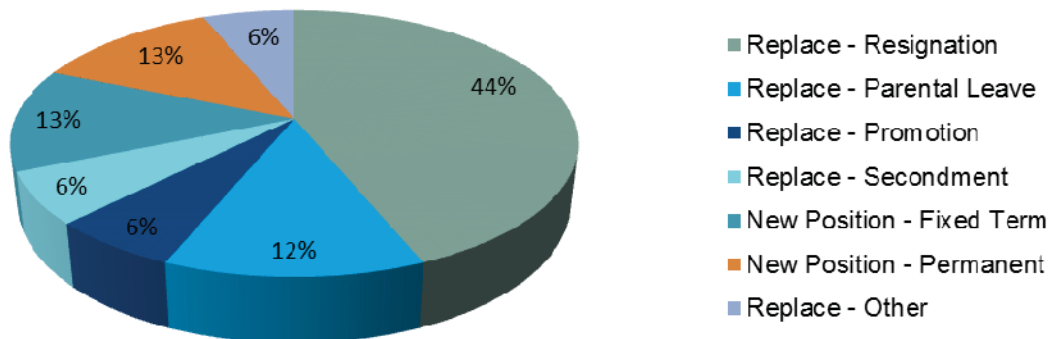
Average number of days to recruit 1 July - 30 September 2014



Reason for recruitment

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

Reasons for Recruitment 1 July - 30 September 2014

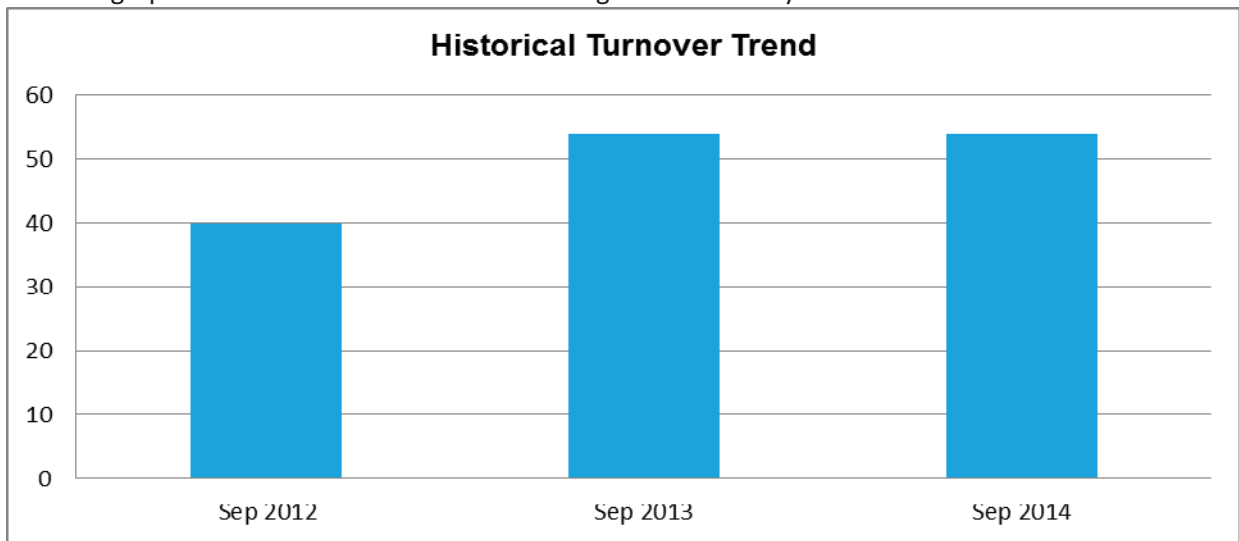


Staff turnover

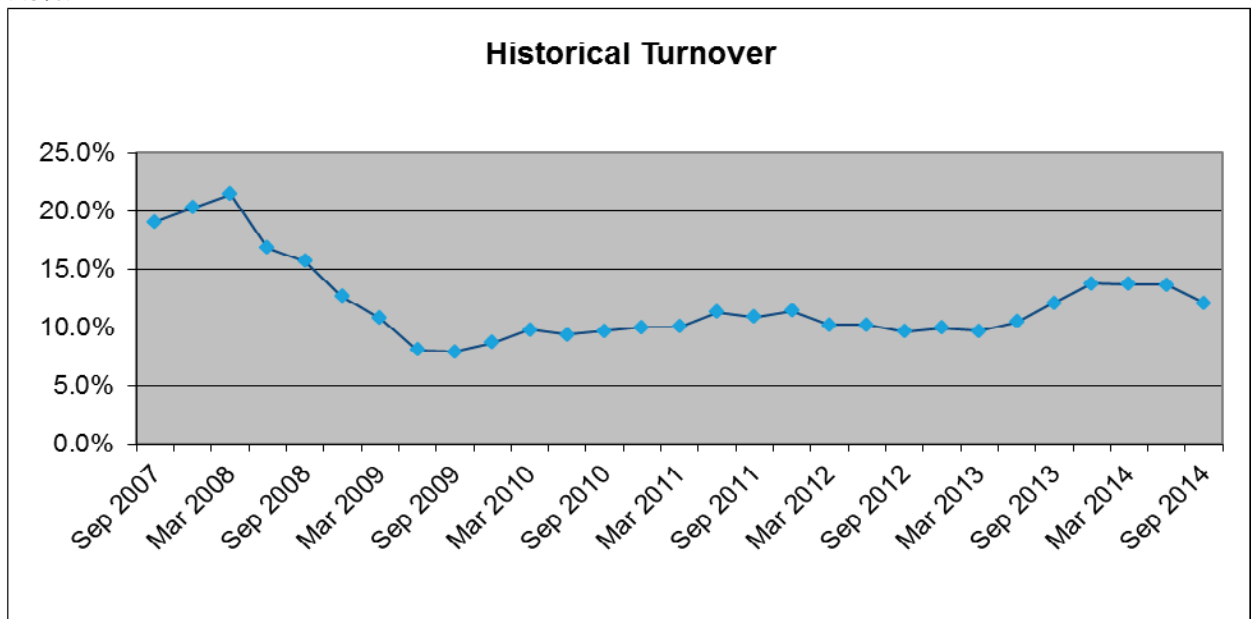
The annual turnover statistic for the last quarter was 12.1%. This has decreased by 1.6% from March 2014 and June 2014, which had a turnover of 13.7%. This turnover figure represents both desirable and undesirable turnover. The annual turnover statistic represents the departure of 54 staff from Greater Wellington Regional Council's employment during the previous 12 months. In addition and not reflected in the turnover data, is the transfer of 57 employees from Greater Wellington Regional Council to Wellington Water.

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.

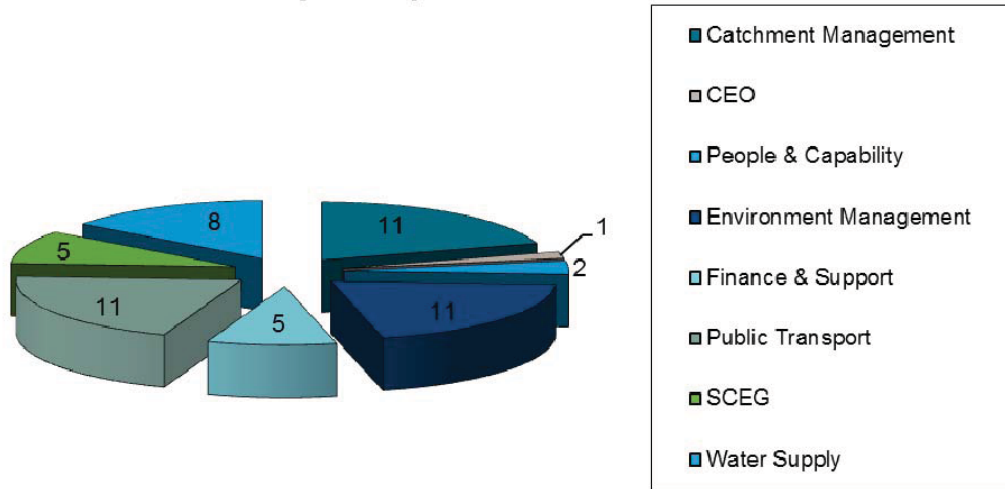


The second graph identifies the historical trend since Sept 2007. The average turnover rate during this period has been 12%, with a high in March 2008 of 21.4% and a low in September 2009 of 7.9%.

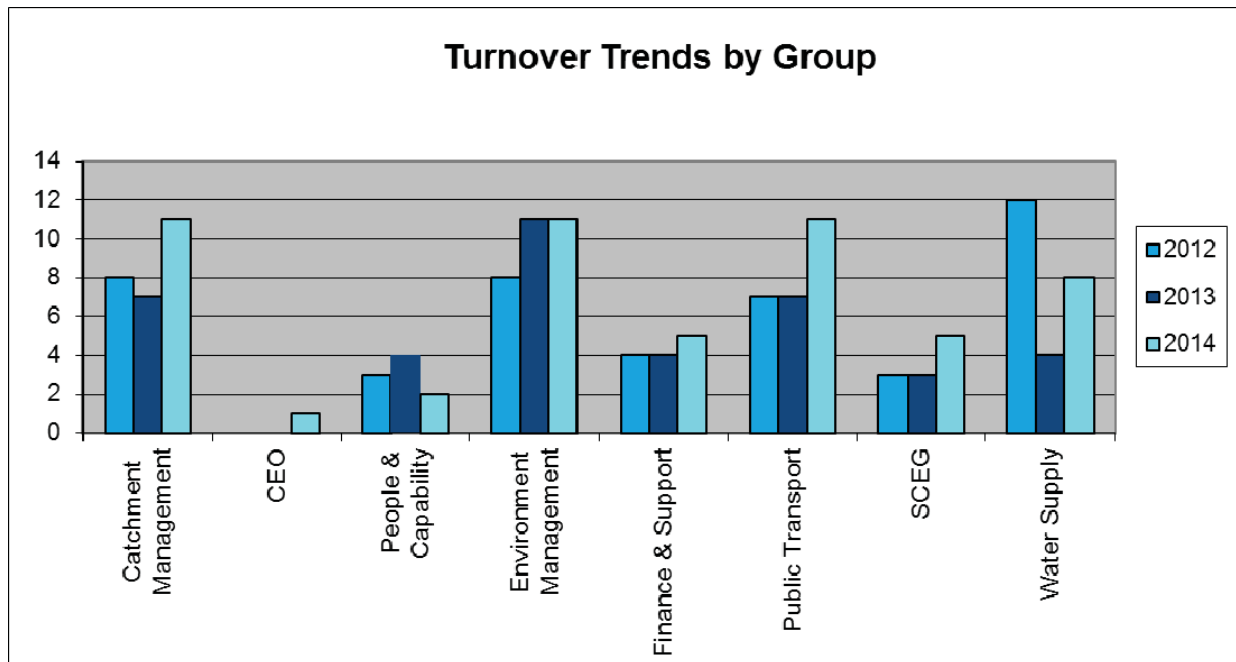


The turnover by Group during the last 12 months is outlined in the following chart:

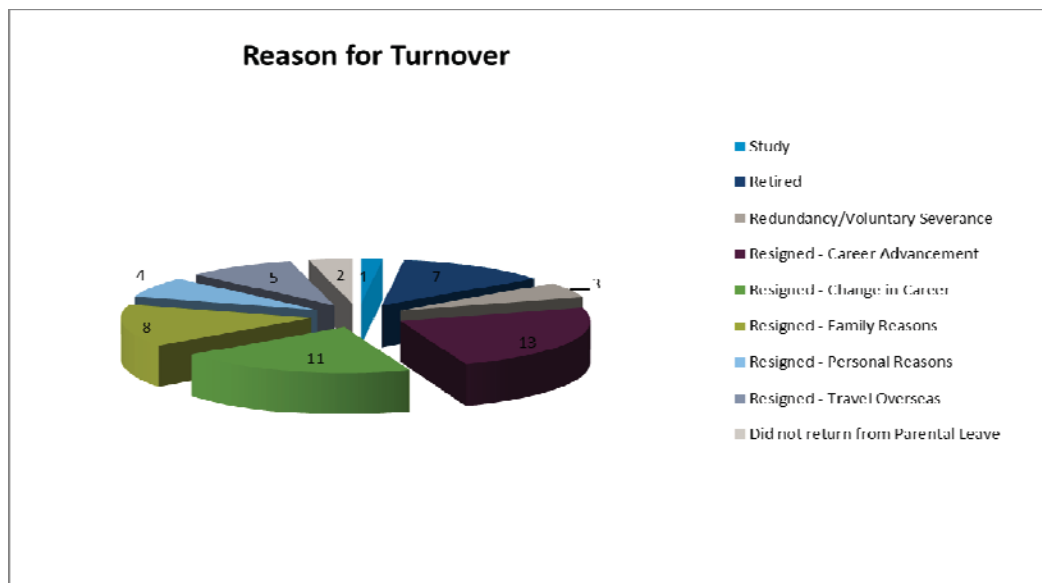
Turnover by Group



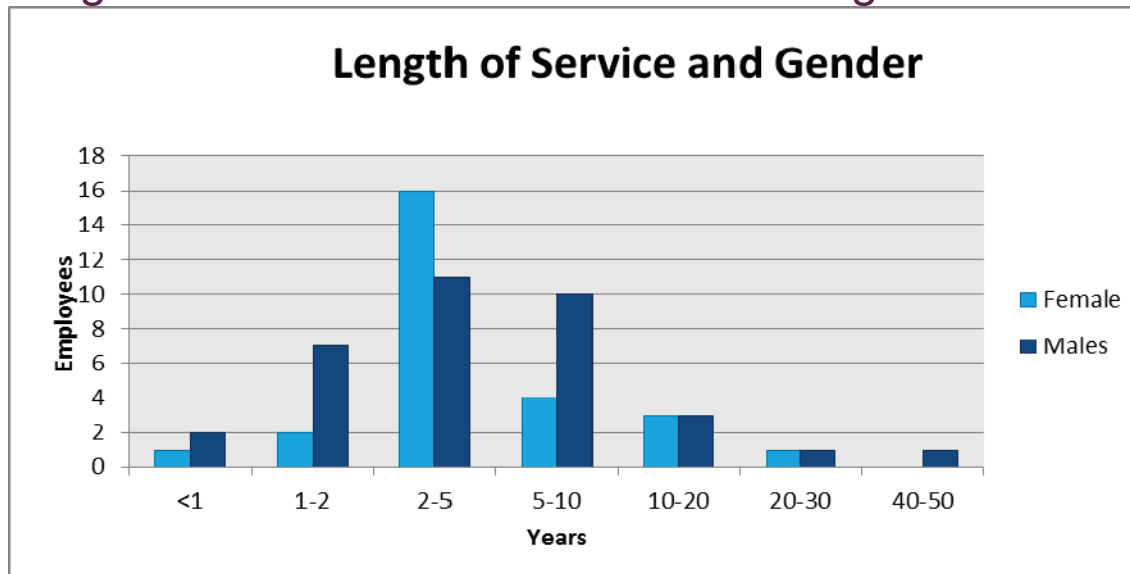
The following graph shows the historical turnover by Group during the last three years.



Reasons for Turnover



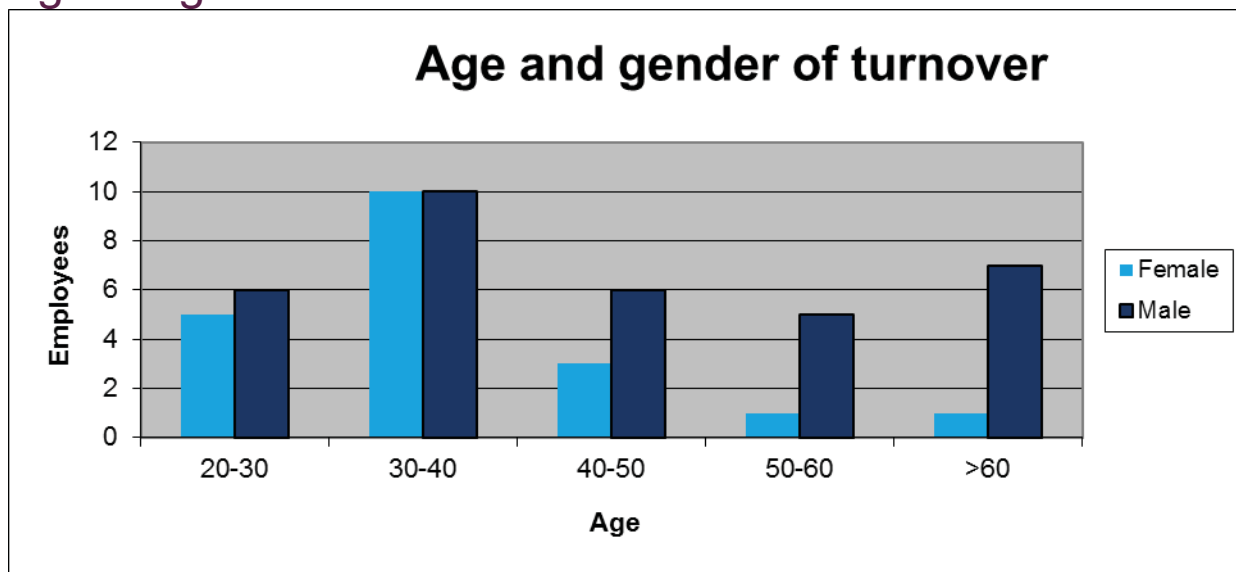
Length of Service and Gender of Staff Leaving



The 54 employees that left in the last 12 months had collectively served 398 years. This represents 12.6% of the total tenure at the Council.

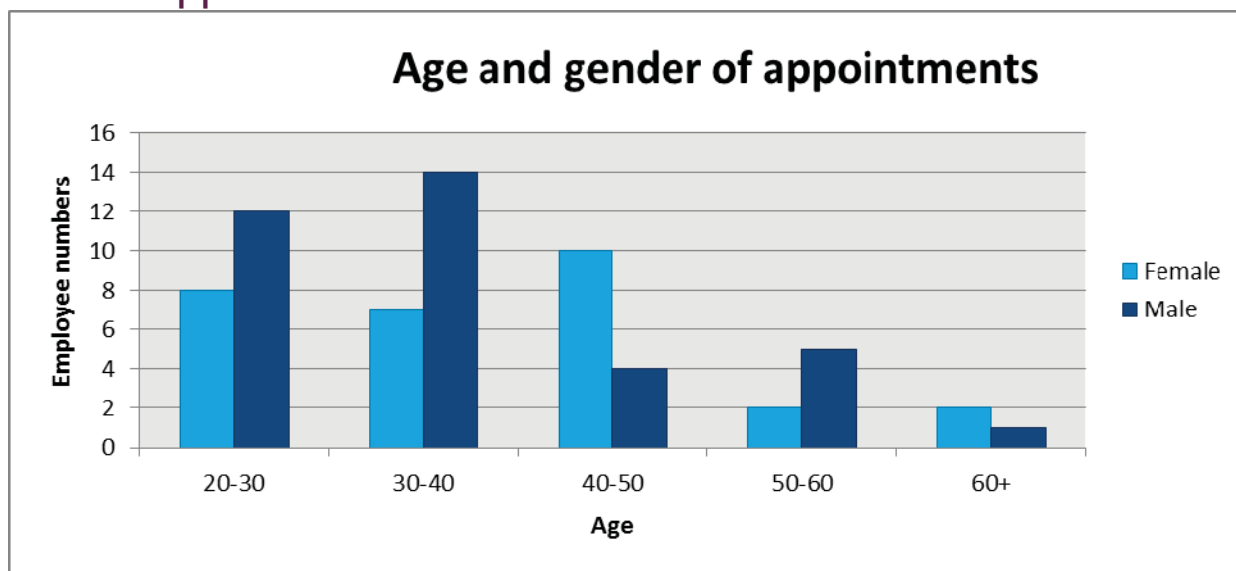
The average length of service of employees leaving was 7.4 years. The average for women was 5.6 years and for men was 8.4 years.

Age and gender of turnover



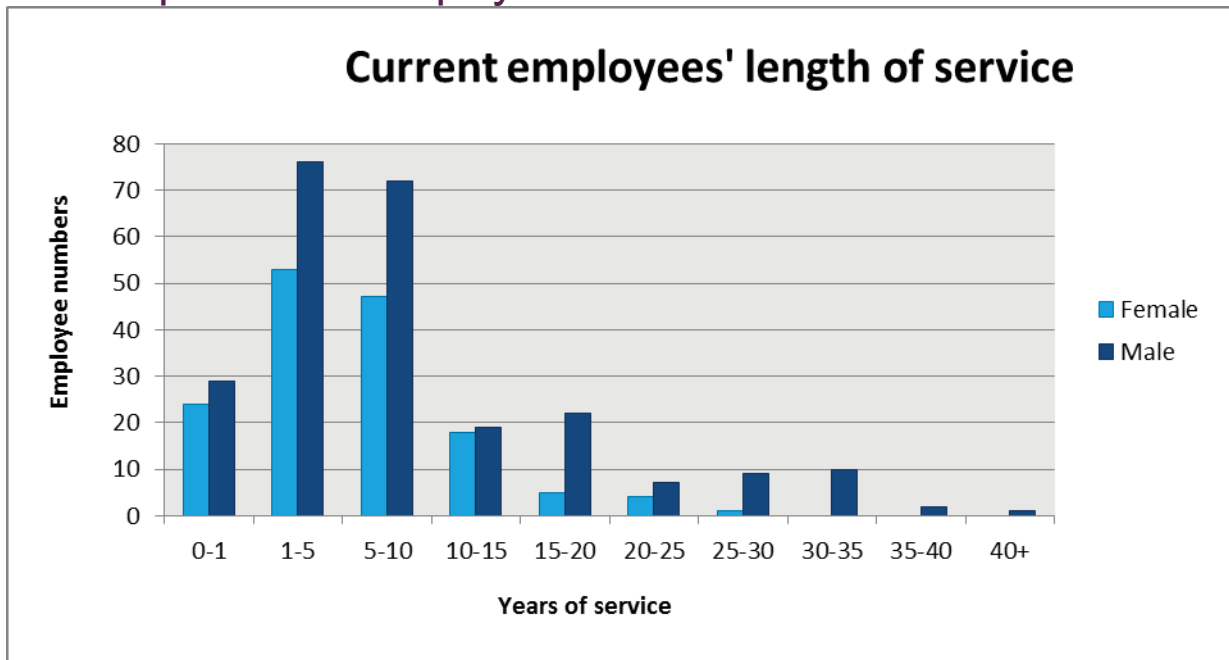
- ▶ The average age of employees leaving was 43 years.
- ▶ The average age of women leaving was 36 years
- ▶ The average age of men leaving was 47 years.

Annual appointments statistics



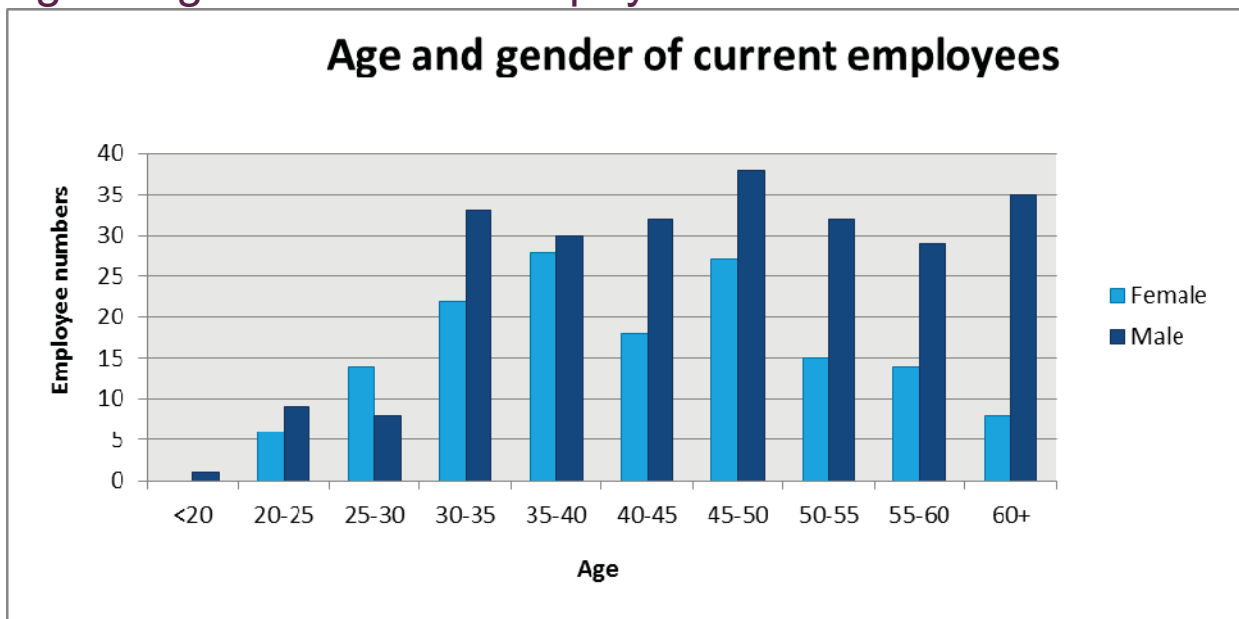
There were 56 permanent appointments in the year ending 30 September 2014. Twenty eight of these appointments were women

Current permanent employees



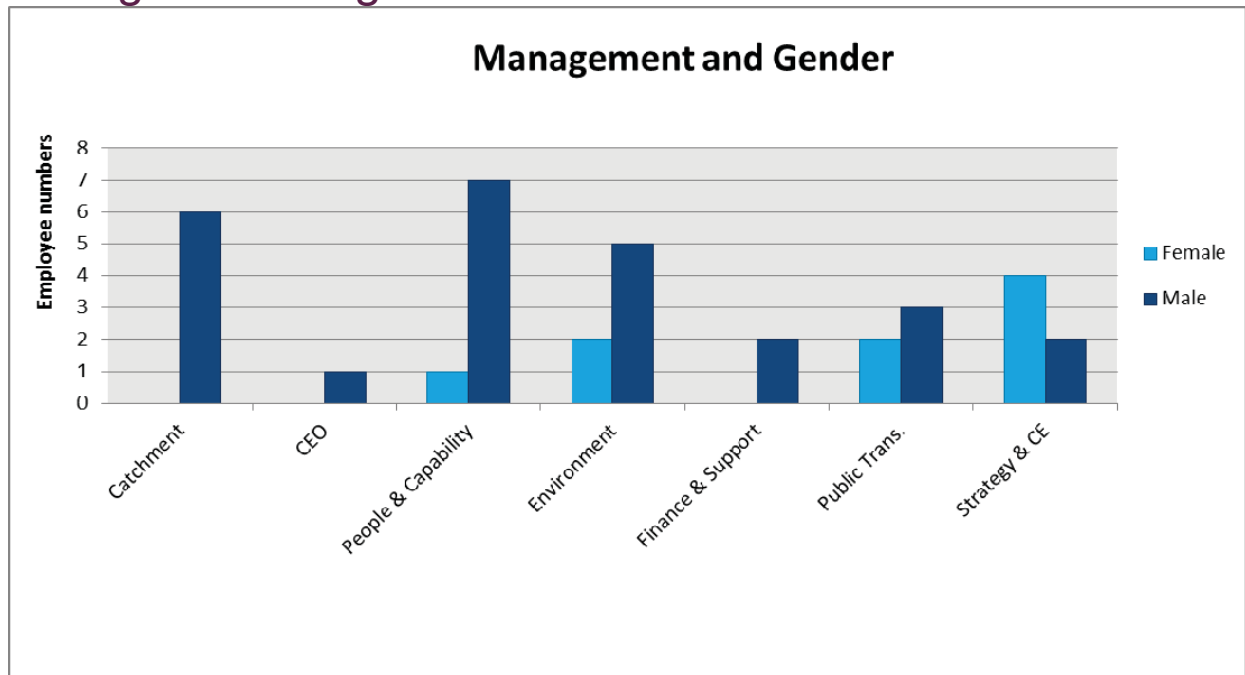
There are 53 employees (13.3%) with less than one year's service
38% of employees are women

Age and gender of current employees



- ▶ The average age for women is 42 years
- ▶ The average age for men is 46 years

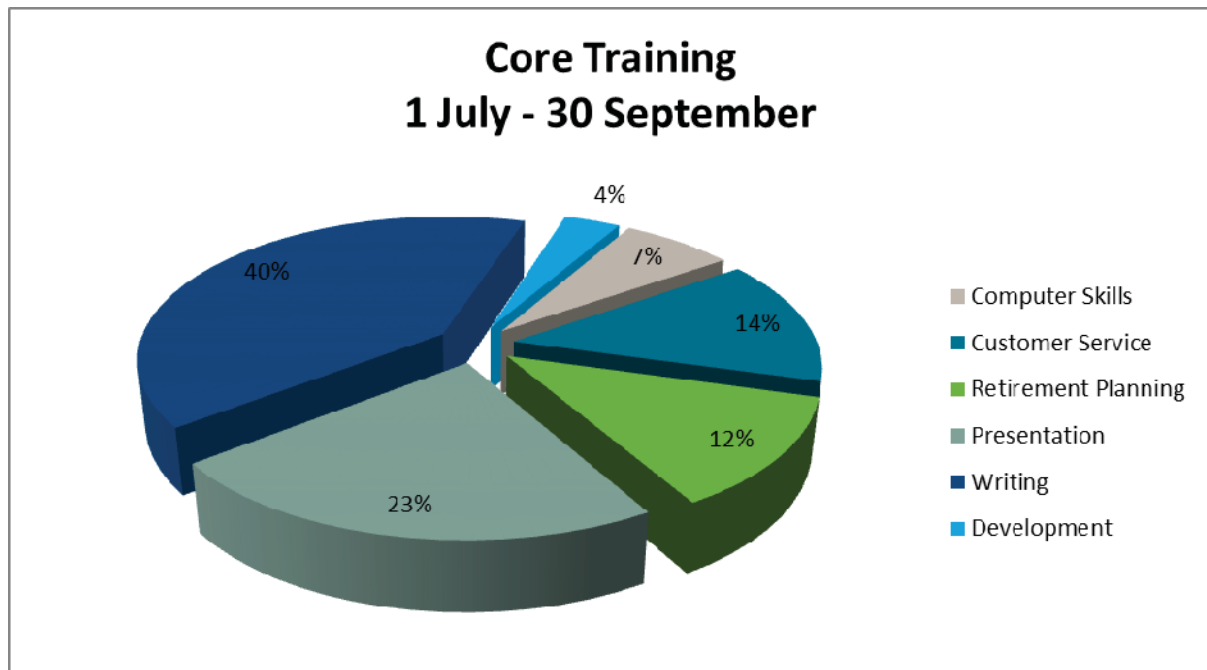
Management and gender



- ▶ 38% of all employees are women
- ▶ 26% of managers are women

Training and Development

Course attendance



The Human Resources Department has continued to run our existing suite of core training, with resilience training being integrated into our core training programme.

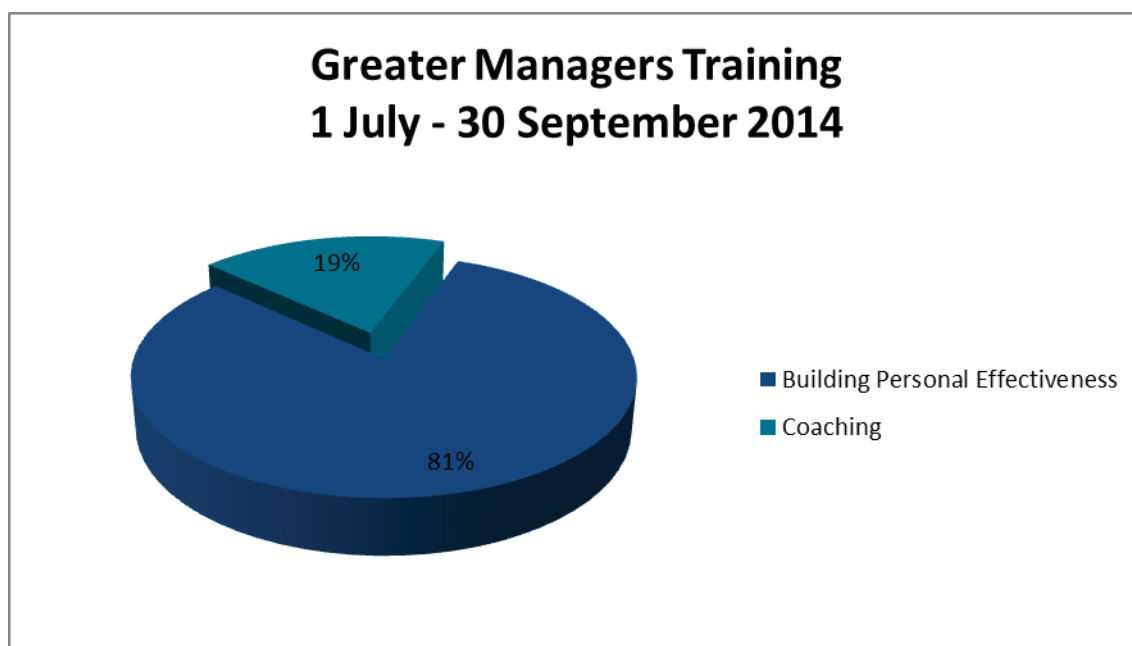
Learning and Development

A Learning and Development consultant has been hired to complete a project to review the Greater Managers Programme and to draft an improved programme designed to build management capability. This will involve interviewing a representative group of managers and team leaders from across the organisation.

Health and Safety training courses



“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.

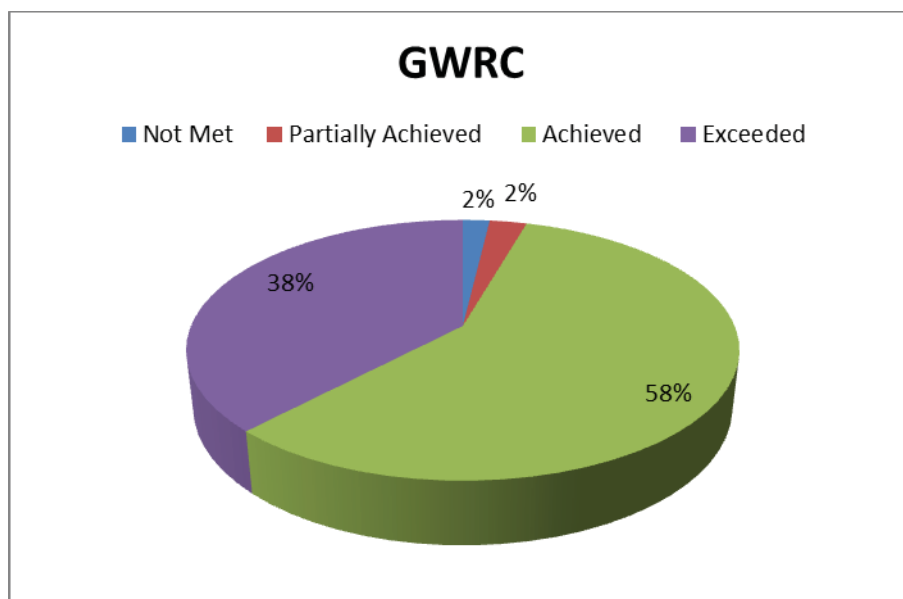
Integration of water services project

GWRC terminated the employment of staff employed in the Water Supply Group on 18 September and transferred their employment to Capacity Infrastructure Services. All staff were offered and accepted employment with Capacity Infrastructure Services which commenced on 19 September. Capacity is now known as Wellington Water.

Members of the Human Resources Department worked as part of the project team to ensure there was a smooth transition of staff from Greater Wellington Regional Council to Capacity Infrastructure Services. As the payroll function was being transferred to Wellington City Council (Capacity's outsourced provider) there was substantial work involved in transferring all the information contained in our Human Resources Information Management System to Wellington City Council. This meant that there were no problems in paying staff accurately and on time.

Salary Review

The salary review process was completed in accordance with the project timeframes. For the whole organisation, the spread of performance ratings indicates that the performance management system is working effectively as the large majority of staff were assessed as either 'achieved' or 'exceeded' (refer to the following table).



For all GWRC staff, the average salary increases (including any position in range movements) was 2.55%. This percentage increase is consistent with market movement increases. Newly released figures from Statistics NZ reveal that the median increase for wage and salary earners was 2.3%, while the average increase for wage and salary earners was 3%.

1.4 Quarterly Report on Health and Safety

Report on 2014 – 2015 Health and Safety Performance Targets

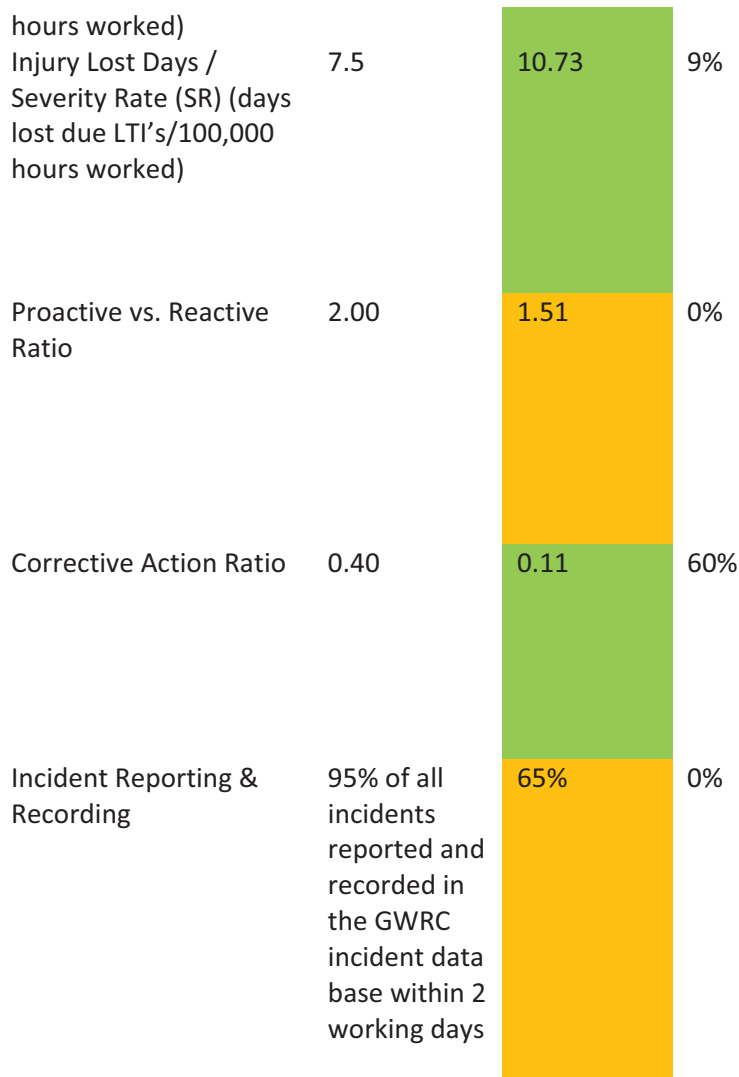
The following table includes the 2014 – 2015 Health and Safety performance targets agreed to by the Executive Leadership Team and our progress towards achieving them. The final results are colour coded to indicate the trend across the quarter as follows:

Green – positive movement towards, achieved or exceeded the target

Orange – no significant progress towards achieving target

Red – did not achieve target and actually went backwards

Performance Measure	Performance Target	Year-end result	Percentage Improvement from 1 June 2013	Comment
Lost time injury frequency rate (LTI/100,000 hours worked)	1.25	0.83	30%	There was only one LTI and one MTI for the quarter. This has led to a positive decrease
Medical treatment frequency rate (MTI/100,000 hours worked)	1.25	1.31	15%	
Total Recordable Rates (TRR) (MTI + LTI/100,000)	2.50	2.73	21%	



The Injury Days Lost / Severity rate continues to drop with no new recent injuries resulting in employees have to take ACC injury leave. There were only 6.5 days lost due to a LTI recorded this quarter.

The Proactive vs. Reactive Ratio has remained at the same level over this quarter. There are still more proactive (potential risk) occurrences reported than reactive (realised) risk occurrence reported.

Through direct communication with business areas additional implemented corrective actions associated with reported occurrences have been identified.

This remains at a similar percentage as the previous quarter. We are using the data behind this measure to identify parts of the organisation that are taking longer to report incidents and are working with them to improve their reporting timeframes.

2014 – 2019 Health and Safety Strategic Plan & 2014 - 2015 Health and Safety Action Plan

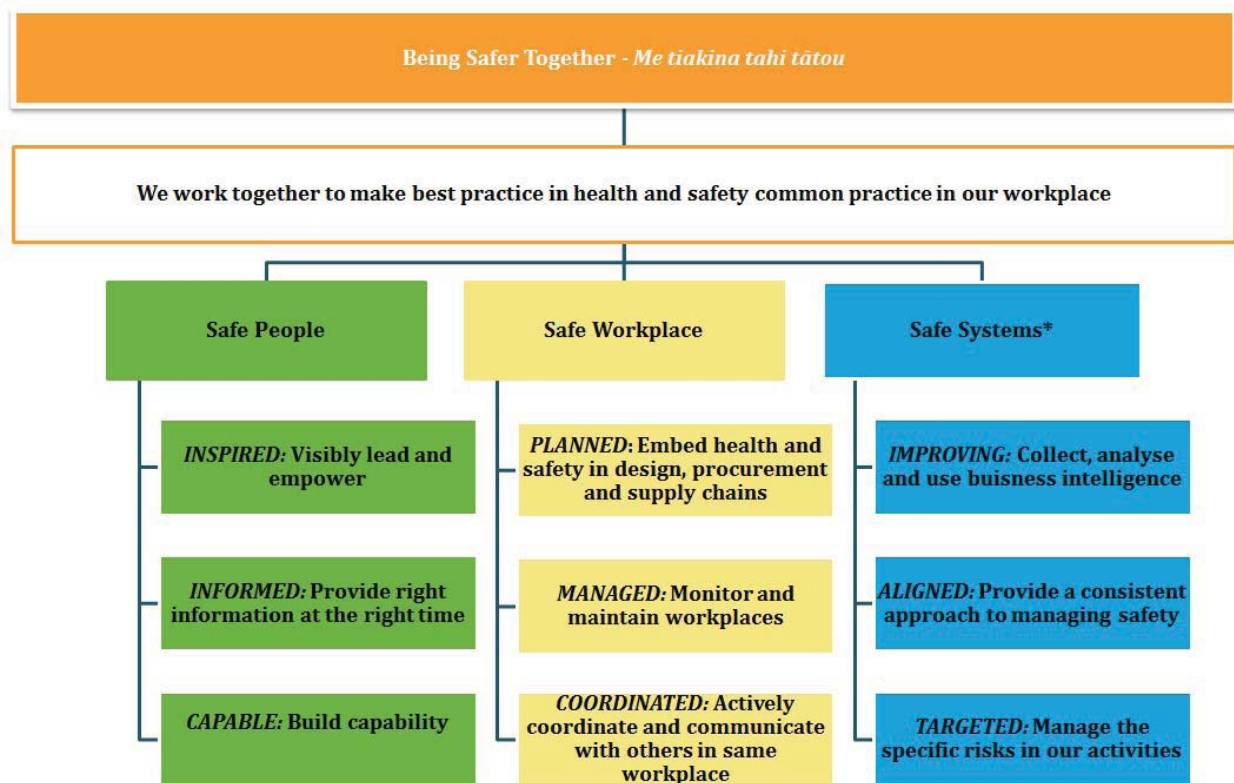


The five year GWRC Health and Safety Strategy and Annual Action Plan has been prepared, with input from HSAG, and is in the process of being signed off by ELT.

The key components of the strategy are:











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









The diagram below shows how these elements relate to the organisation's health and safety vision and mission. It also presents the key action areas under each element.








*Our processes, procedures, policies, guidance material and IT infrastructure for health and safety

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

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
	Develop a new, revitalised and technology supported health and safety induction programme that has regular refresher requirements	Health and safety basic's training is included in our core training programme	
INFORMED	Provide our people with accessible, clear and practical health and safety information relevant to their activities, roles and responsibilities	All of our people have received a health and safety induction	
		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 support our health and safety activity	A system obtained via RFP has been configured for GWRC and implemented. Subject matter experts have been 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	All policies have been reviewed in light of the proposed regulatory framework	

	new legislative and levy incentive frameworks and to fit with the new HASMIS work flows	All process documentation has been reviewed and rationalised to align with the work flows in the future HASMIS	
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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.

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 development of two tailored workplace first aid refresher courses incorporating the survival first aid skill. They will both be delivering their courses to groups of GWRC staff during October
- ▶ Working with Masterdrive to adapt the Driver Safety Awareness training to include emergency car handling skills (car control, avoidance and emergency braking) with a trailer. This adaption is targeted to develop skills relevant to the potential driving risks that staff face when using operational vehicles
- ▶ A second two day ICAM (Incident Cause Analysis Method) investigations skills workshop is being run on 30 -31 October 2014 with a full contingent of 16 staff. It is planned to begin actively working with the full contingent of 32 ICAM trained staff to ensure that their investigation skills are reviewed and strengthened
- ▶ Following the intense period of winter use of quad bikes and LUV's in Land Management, Parks and Biosecurity, a workshop debrief is being planned. The objective is to gather learnings and experiences that will then feed into a planned update of the GWRC Quad SOP and propose LUV SOP
- ▶ A coaching, development and assessment programme for our internal expert Quad bike and LUV users has been organised on 24 October. This programme will develop the skills of our internal experts to enable them to assess the competence levels and training requirements of other staff who ride Quad bikes and LUVs

Health and Safety Database Project (HASMIS)

A request for proposal (RFP) for the HASMIS was prepared and registered on the Government Tendering System (GETS) on 1 September and closed on 6 October.

The RFP provided an opportunity for the respondents to detail how they would meet our health and safety requirements or how they would propose to meet those requirements with their current systems. There were 63 contacts made by interested vendors on GETS. Seven respondents submitted RFP documents and out of those, 3 respondents have been shortlisted.

The review process has commenced and requires an in-depth analysis of each of the 3 shortlisted respondent's demo systems to fully understand the capabilities of the systems and to understand whether there is a requirement to review GWRC policies and processes to align with their systems.

Employee Assistance Programme (EAP)

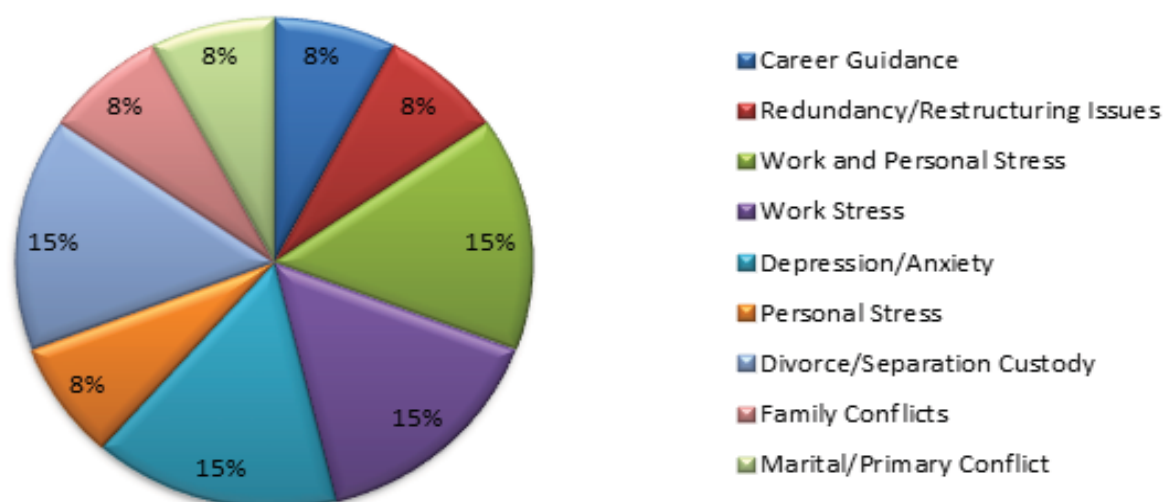
During the period from 1 May to 31 July 2014, there were 13 EAP cases. This figure is made up of eight new cases, two reopened and three pre-existing. This level of activity is only just higher than the previous period that finished with 12 total active cases.

Please note: that Instep have agreed to change their reporting from 1 October so that the time period will match GWRC's reports.

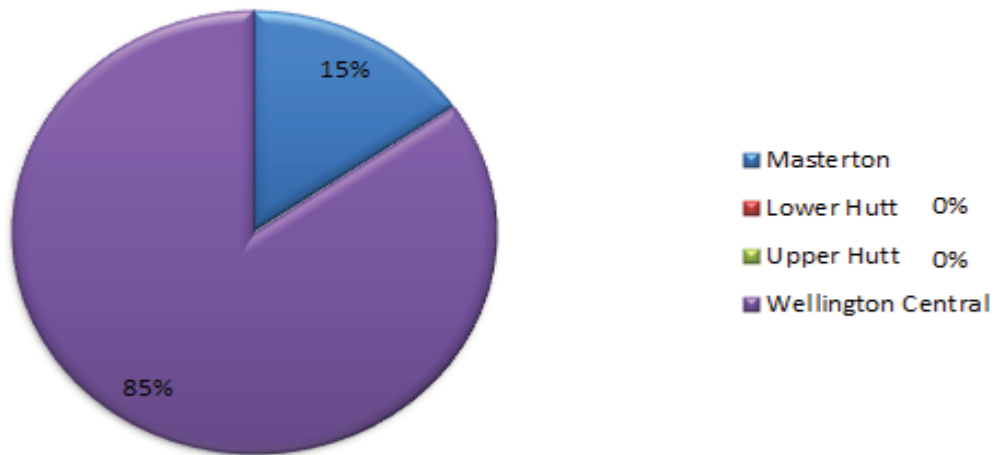
The most common triggers for entry into EAP were Work and Personal Stress, Work Stress, Depression/Anxiety and Divorce/Separation/Custody. Each of these issues contributed to 15 % of staff in the programme.

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.

Primary Presenting Issues



Location of Cases with Activity



Business group health and safety performance summary

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

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

(Rolling 12 month frequency rates as of September 2014)

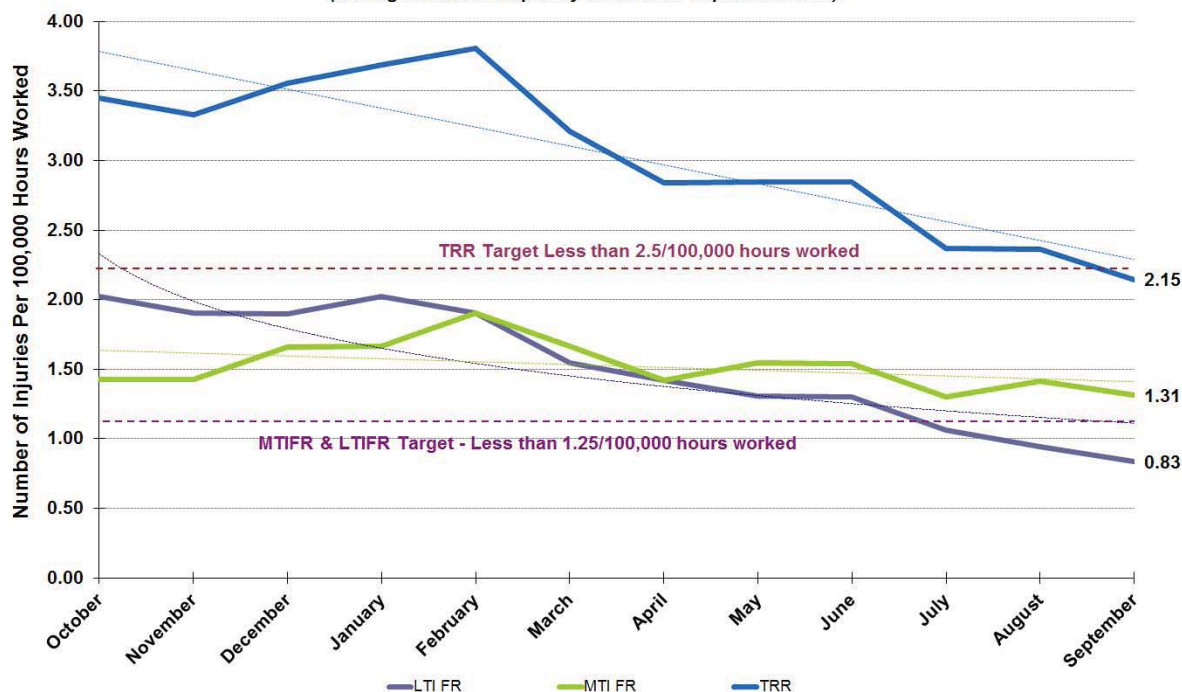


Figure 1 shows the relationship between frequency of Lost Time Injuries which result in time off work (LTIFR) and Medical Treatment Injuries which require treatment by a registered medical practitioner (MTIFR). The Total Recordable Rate (TRR) is the combination of the LTIFR and MTIFR. The graph shows that our TRR has continued to decrease over this quarter with only one LTI and one MTI. The performance target for TRR is 2.5 TRR occurrences/100,000 hours worked. The TRR has ended the quarter under the target at 2.15/100,000 hours worked.

The LTIFR target is 1.25/100,000 hours worked. With only a single lost time injury in this quarter the LTIFR has decreased from to 1.18 to 0.83 LTIs/100,000 hours worked over the quarter.

The MTIFR target is 1.25/100,000 hours worked. There was only one MTI to staff this quarter which means that the MTIFR decreased from 1.54 to 1.31 MTIs/100,000 hours worked.

Figure 2: Injury Days Lost / Severity Rate
 (Rolling 12 months frequency rate as of September 2014)



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 11.67 to 10.73 days lost due to injury/100,000 hours worked over this quarter. During the last quarter there were only 6.5 recorded days lost across the business due to LTIs.

1.5 Quarterly Report on Project Management

Health and Safety Management Information System Project

This project is progressing in accordance with the project plan.

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 \$1.1 million of direct operational costs for the first quarter. Expenditure for the year to date was \$49k less than expected.

All operational budgets are running within expectations.

2.2 Group consolidated financial statements

People & Capability Group (ex WREMO) Financial Performance Statement 3 Months ended 30 September 2014	Year to date			Full Year			September FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
Rates & Levies	748	748	-	2,990	2,990	-	3,144
External Revenue	9	5	4	18	18	-	32
Investment Revenue	2	1	1	3	3	-	8
Internal Revenue	63	63	-	252	252	-	252
TOTAL INCOME	822	817	5	3,263	3,263	-	3,436
less:							
Personnel Costs	491	492	1	2,019	1,967	(52)	1,783
Materials,Supplies & Services	329	360	31	1,439	1,439	-	1,391
Travel & Transport Costs	11	32	21	129	129	-	63
Contractor & Consultants	75	71	(4)	344	344	-	418
Grants and Subsidies Expenditure	-	-	-	-	-	-	-
Internal Charges	191	191	-	1,287	1,287	-	1,464
Total Direct Expenditure	1,097	1,146	49	5,218	5,166	(52)	5,119
Financial Costs	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-
Corporate & Department Overheads	(505)	(505)	-	(2,021)	(2,021)	-	(1,764)
Depreciation	11	7	(4)	29	29	-	97
Loss / (Gain) on Sale of Assets / Investments	-	-	-	(4)	(4)	-	(2)
Total Indirect Expenditure	(494)	(498)	(4)	(1,996)	(1,996)	-	(1,669)
TOTAL EXPENDITURE	603	648	45	3,222	3,170	(52)	3,450
OPERATING SURPLUS / (DEFICIT)	219	169	50	41	93	(52)	(14)
Add Back Depreciation	11	7	4	29	29	-	97
Other Non Cash	-	-	-	(4)	(4)	-	(2)
Net Asset Acquisitions	-	(5)	5	(35)	(35)	-	(31)
Net External Investment Movements	-	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	230	171	59	31	83	(52)	50
Debt Additions / (decrease)	-	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-	-
Net Reserves (Increase) / decrease	(2)	(1)	(1)	(83)	(83)	-	56
NET FUNDING SURPLUS (DEFICIT)	228	170	58	(52)	-	(52)	106

3 Months ended 30 September 2014 Capital Expenditure Statement People & Capability Group (ex WREMO)	Year to date			Full Year			September FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
Total Asset Acquisitions	-	5	5	45	45	-	51
Capital Project Expenditure	-	-	-	-	-	-	-
Asset Disposal Cash Proceeds	-	-	-	(10)	(10)	-	(20)
Net Capital Expenditure	-	5	5	35	35	-	31
Investments Additions	-	-	-	-	-	-	-
NET CAPITAL AND INVESTMENT EXPENDITURE	-	5	5	35	35	-	31

2.3 Group financial summary for Risk and Assurance

Human Resources department financial report

Human Resources Financial Performance Statement 3 Months ended 30 September 2014	Year to date			Full Year			September 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	366	343	(23)	1,423	1,371	(52)	1,298
Materials,Supplies & Services	11	10	(1)	39	39	-	47
Travel & Transport Costs	5	3	(2)	13	13	-	11
Contractor & Consultants	74	56	(18)	284	284	-	145
Grants and Subsidies Expenditure	-	-	-	-	-	-	-
Internal Charges	36	33	(3)	128	128	-	128
Total Direct Expenditure	492	445	(47)	1,887	1,835	(52)	1,629
Financial Costs	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-
Corporate & Department Overheads	(466)	(466)	-	(1,865)	(1,865)	-	(1,656)
Depreciation	2	1	(1)	5	5	-	7
Loss / (Gain) on Sale of Assets / Investments	-	-	-	(4)	(4)	-	-
Total Indirect Expenditure	(464)	(465)	(1)	(1,864)	(1,864)	-	(1,649)
TOTAL EXPENDITURE	28	(20)	(48)	23	(29)	(52)	(20)
OPERATING SURPLUS / (DEFICIT)	(28)	20	(48)	(23)	29	(52)	334
Add Back Depreciation	2	1	1	5	5	-	7
Other Non Cash	-	-	-	(4)	(4)	-	-
Net Asset Acquisitions	-	-	-	(30)	(30)	-	-
Net External Investment Movements	-	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	(26)	21	(47)	(52)	-	(52)	341
Debt Additions / (decrease)	-	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	-	-	-	-
NET FUNDING SURPLUS (DEFICIT)	(26)	21	(47)	(52)	-	(52)	341

Human Resources department financial summary

The department has spent \$492k 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.

Democratic Services department financial report

Democratic Services Financial Performance Statement 3 Months ended 30 September 2014	Year to date			Full Year			FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
External Revenue	4	4	-	15	15	-	14
Investment Revenue	-	-	-	-	-	-	-
Internal Revenue	63	63	-	252	252	-	252
TOTAL INCOME	67	67	-	267	267	-	266
less:							
Personnel Costs	121	138	17	551	551	-	459
Materials,Supplies & Services	1	7	6	29	29	-	23
Travel & Transport Costs	2	2	-	7	7	-	9
Contractor & Consultants	-	10	10	40	40	-	7
Grants and Subsidies Expenditure	-	-	-	-	-	-	-
Internal Charges	17	18	1	71	71	-	65
Total Direct Expenditure	141	175	34	698	698	-	563
Financial Costs	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-
Corporate & Department Overheads	(108)	(108)	-	(431)	(431)	-	(354)
Depreciation	-	(1)	(1)	(5)	(5)	-	13
Loss / (Gain) on Sale of Assets / Investments	-	-	-	-	-	-	-
Total Indirect Expenditure	(108)	(109)	(1)	(436)	(436)	-	(341)
TOTAL EXPENDITURE	33	66	33	262	262	-	222
OPERATING SURPLUS / (DEFICIT)	34	1	33	5	5	-	44
Add Back Depreciation	2	(1)	3	(5)	(5)	-	13
Other Non Cash	-	-	-	-	-	-	-
Net Asset (Acquisitions)/disposals	-	-	-	-	-	-	-
Net External Investment Movements	-	-	-	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	36	-	36	-	-	-	57
Debt Additions / (decrease)	-	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	-	-	-	-
NET FUNDING SURPLUS (DEFICIT)	36	-	36	-	-	-	57

Democratic Services department financial summary

The department currently has a \$34k favourable variance. Expenditure is on budget, with the exception of consultants and contractors.

Elected members financial report

Elected Members Financial Performance Statement 3 Months ended 30 September 2014	Year to date			Full Year			30 September FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
External Revenue	6	1	5	3	3	-	18
Investment Revenue	2	1	1	3	3	-	8
Internal Revenue	-	-	-	-	-	-	-
TOTAL INCOME	756	750	6	2,996	2,996	-	3,170
less:							
Councillor costs	4	11	7	44	44	-	27
Materials, Supplies & Services	317	343	26	1,371	1,371	-	1,322
Travel & Transport Costs	4	27	23	109	109	-	44
Contractor & Consultants	2	5	3	20	20	-	266
Grants and Subsidies Expenditure	-	-	-	-	-	-	-
Internal Charges	138	140	2	1,089	1,089	-	1,271
Total Direct Expenditure	467	532	65	2,656	2,656	-	2,941
Financial Costs	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-
Corporate & Department Overheads	69	69	-	275	275	-	246
Depreciation	7	7	-	29	29	-	77
Loss / (Gain) on Sale of Assets / Investments	-	-	-	-	-	-	(2)
Total Indirect Expenditure	76	76	-	304	304	-	321
TOTAL EXPENDITURE	543	608	65	2,960	2,960	-	3,262
OPERATING SURPLUS / (DEFICIT)	213	142	71	36	36	-	(92)
Add Back Depreciation	7	7	-	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	220	144	76	60	60	-	(48)
Debt Additions / (decrease)	-	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-	-
Net Reserves (Increase) / decrease	(2)	(1)	(1)	(83)	(83)	-	56
NET FUNDING SURPLUS (DEFICIT)	218	143	75	(23)	(23)	-	8
Elected Members Capital Expenditure Statement 3 Months ended 30 September 2014	Year to date			Full Year			30 September 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 \$467k of total direct operating expenditure. All costs are in line with expectations.

Election Reserves as at 30 September 2014

				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	3	1	2 F	3	3	0 F
Transfers from reserves	0	0	0 F	0	0	0 F
Closing Balance	198	196	2 F	278	278	0 F

Represented by:

	Actual \$000
ICT reserve	198
Closing Balance	198

Forecast \$000
278
278



greater WELLINGTON

REGIONAL COUNCIL

Te Pane Matua Taiao