

**Year End**  
**REPORT**

---



30 June 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
- ▶ Reviewing and changing our remuneration structure and policies
- ▶ Managing our remuneration process and initiating the commencement of our annual salary review
- ▶ Running interactive workshops focusing on building personal resilience
- ▶ Running a number of workshops focusing on employee health and wellbeing
- ▶ Developing an organisational engagement survey to compliment the bi-annual Gallup engagement survey
- ▶ Working with councillors to ensure that they are aware of the Remuneration Authority's new remuneration setting approach for local authority elected members
- ▶ Preparing for the triennial elections, with the formal pre-election period commencing on 12 June 2013, and new candidate requirements arising from the enactment of the Local Electoral Amendment Bill (No. 2)

## 1.2 Key results for the year to date

### Democratic Services

This has been a busy year for the Democratic Services Department as there have been a number of legislative changes which the Council has submitted on. There have been changes to Council policies and delegations as a result of these legislative changes. The Department has also managed the Council's legislative requirements in preparation for the triennial elections in October 2013. The highlights for the year include:

- ▶ Representation review – on 19 November 2012 the Local Government Commission made a determination of the Council's representation review for the 2013 triennial elections.
- ▶ Remuneration setting for local authorities – in December 2012 the Department prepared the Council's response to the Remuneration Authority's proposals for local authority remuneration setting. The Remuneration Authority finalised its approach to remuneration setting for local authorities in April 2013 and the Council resolved its proposal on funding for positions of additional responsibility in June 2013.
- ▶ Local Government Act 2002 Amendment Act 2012 – the Department briefed Councillors on changes made to the Greater Wellington Regional Council's decision-making process and guidelines to align with the amended purpose of local government as specified in the Local

Government Act 2002 Amendment Act 2012. Councillors were also briefed on the review of powers retained by Council in light of these legislative changes.

- ▶ Local Electoral Amendment Bill (No. 2) – changes were made to the electoral process to align with the requirements of the Amendment Act.
- ▶ Election preparation – at its meeting in March the Council resolved that candidate names for the Council’s 2013 elections should appear in random order on the voting documents. Preparations for the triennial elections have been completed.
- ▶ Councillor Information Portal – the information portal was developed for councillors and from the start of meetings in August, councillors were able to access the weekly bulletin and Council and Committee meeting order papers via the portal. Councillors were also provided with training on Ipads to assist them in accessing the portal.
- ▶ Local Governance – staff within the department formed part of the working group examining the options for local governance in the Wellington region.

## Annual Plan performance measures

Level of Service	Performance Measure	Performance Targets		
		Baseline	2012/13 Planned	2012/13 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	New measure	Establish a baseline (1)	Establishing a baseline(1)

(1) consultancy to be engaged to survey residents

## Human Resources

The People Strategy sets out the framework for managing Greater Wellington Regional Council’s immediate and longer term people needs. The key elements of the People Strategy are:

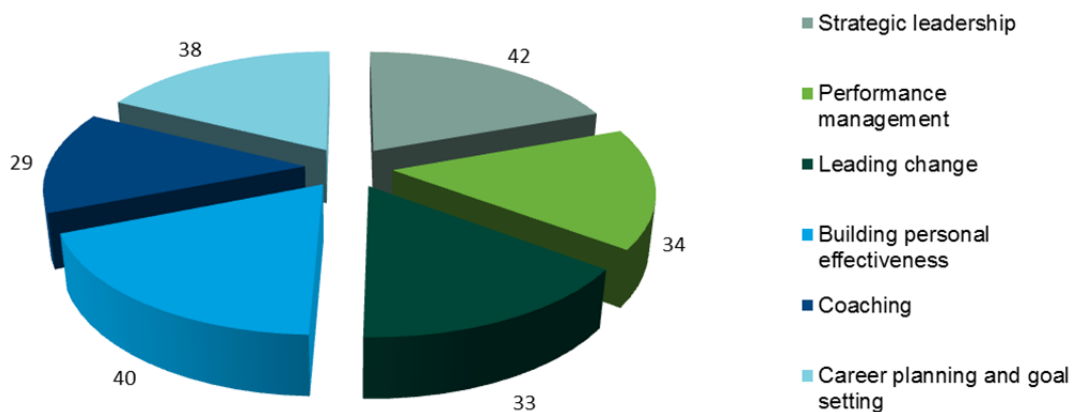
- Effective leadership capability
- Effective organisational structure
- Highly effective people

The highlights of the year are reported against the key elements of the People Strategy.

## Effective leadership capability

- ▶ We have continued to run our “Greater Managers” management development programme for all new people managers and for staff who have been identified as potential people managers. The programme has six modules which cover all aspects of management as demonstrated in the following graph:

### Attendees at the "Greater Managers" programme 1 July 2012 - 30 June 2013



- ▶ For managers who have completed the “Greater Managers” programme, we have run one-off workshops focusing on specific management issues/areas of competency.
- ▶ General Managers have attended a Strategic Leadership Development Programme at Mt Eliza Business School.
- ▶ We have extended the reach of our managers’ forums to include team leaders. We run a Leaders Forum each six month period to update all people managers on topical issues and usually have a guest speaker to talk about their sector and/or their leadership experiences.
- ▶ Engagement – we have continued to focus on engagement in the organisation and in particular, we have looked at the specific issues that may impact engagement during the last 12 month period. We have developed our own engagement survey which drills down into issues associated with the local governance review and relocation of the RCC building and staff in the Water Supply Group.

## Effective organisational structure

The organisation has continued to examine its structure to ensure that it is responsive to deliver the appropriate outcomes to stakeholders and that it has an effective arrangement of resources (including people and technology).

The area of biggest change within the organisation has been in the ICT Department. There has been a recognised need for the organisation to upgrade its technology, both from business continuity and operational efficiency perspectives, and to provide more specialist resources within the Department to manage the interface between the business and IT solution. Staff were consulted on a new ICT structure which will be implemented in the next financial year.

## Highly effective people

It is important that we have the right people capability to achieve our organisational goals. Our key focus areas are recruitment, engagement and learning and development. We have been closely tracking our recruitment and turnover statistics during the year to understand any trends that may be occurring as a result of the local governance review and relocation of our main office from the RCC building to Shed 39. There have been no significant trends at present.

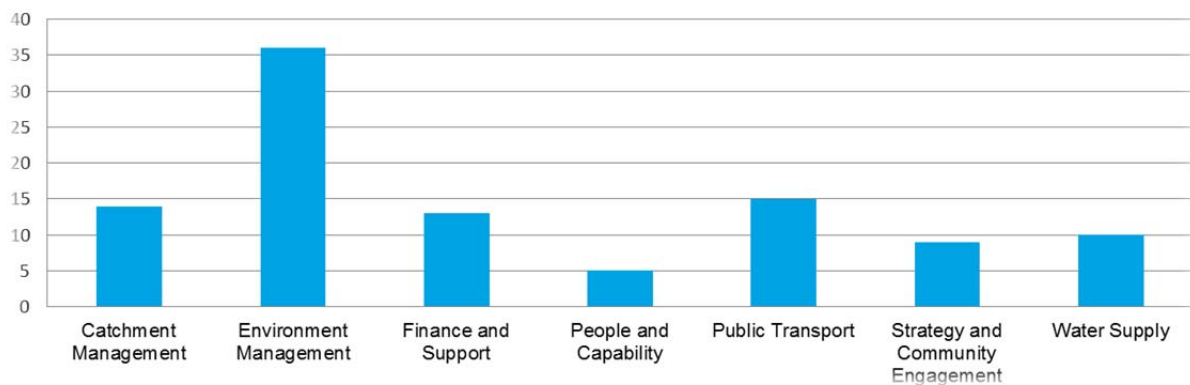
## Recruitment

We have continued to advertise our own vacancies and manage our own recruitment process for the majority of vacancies. We have a preferred supplier arrangement with four recruitment consultancies for our 'hard-to-fill' or specialised positions.

The preferred supplier agreements were reviewed during the year to ensure that they are competitive in the market and are aligned to our organisational needs.

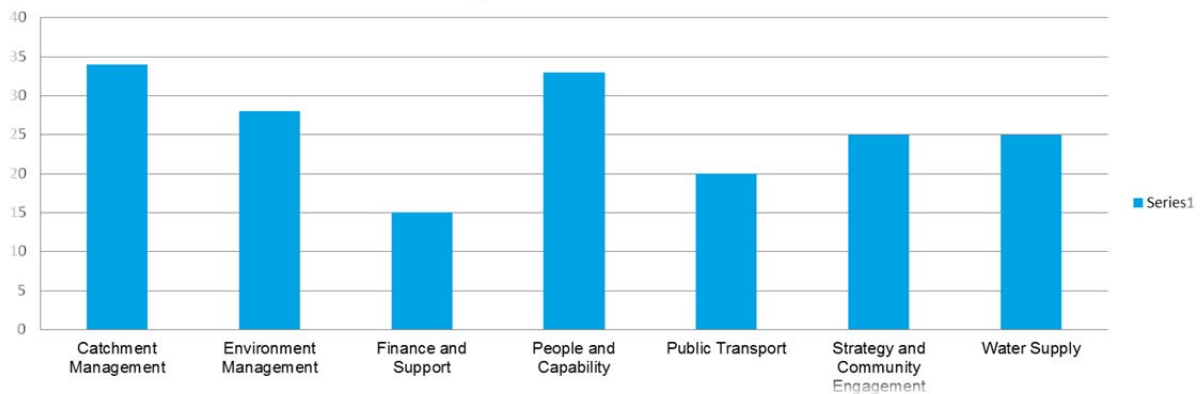
An overview of our key recruitment statistics shows that there has been similar recruitment activity across all groups. There were a larger number of vacancies in the Environment Management Group as several new positions were established in the Environmental Science Department as part of a change management process. There were also a number of temporary positions established for fixed periods of time as part of our annual summer programme in the Parks Department.

**Vacancies per group  
1 July 2012 - 30 June 2013**



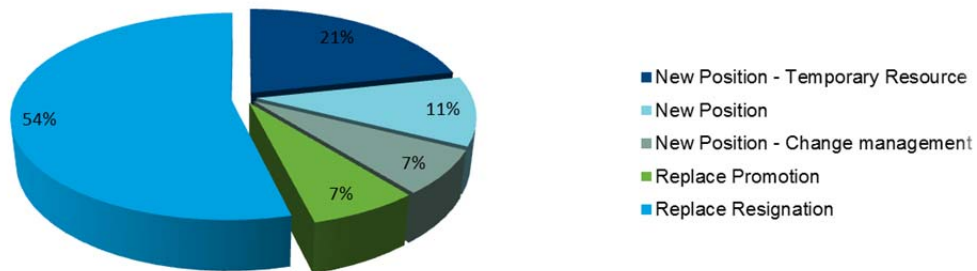
The average number of days to recruit has varied depending upon the nature of the roles. As an example, although there were only five vacancies in the People & Capability Group during the year, two roles were in WREMO which required specific specialist skills and experience (60 and 69 days to recruit these roles). The same pattern can be seen in the Catchment Management Group as we were recruiting engineers and an engineering team leader.

**Average number of days to recruit  
1 July 2012 - 30 June 2013**



The reasons for recruitment are outlined in the following graph. The majority of vacancies have been created through people voluntarily leaving the organisation (54%) or through the establishment of temporary positions.

**Reasons for recruitment  
1 July 2013 - 30 June 2013**

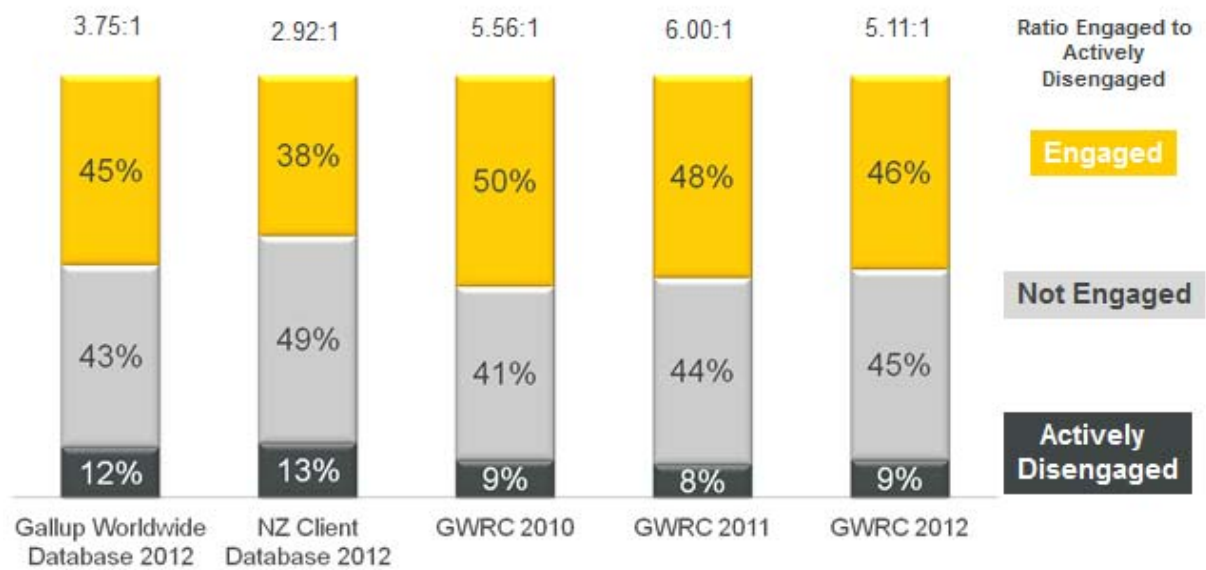


## Engagement

We conducted our annual Gallup engagement survey in October 2012. The results show that engagement has stalled over the last couple of years at around 4 (the scale is from 1 (strongly disagree) to 5 (strongly agree)). Gallup stated in its analysis of the results:

*“Given the significant change and uncertainty taking place within GWRC, engagement has remained relatively stable in 2012.”*

The engagement index shows that we continue to have a good ratio of engaged to disengaged staff at 5.11:1. A desired ratio is 4:1 and a highly desirable ratio is 6:1.



In order to more fully understand any issues staff are experiencing in their engagement, we have developed our own engagement survey which will go out to staff to complete in late July/early August.

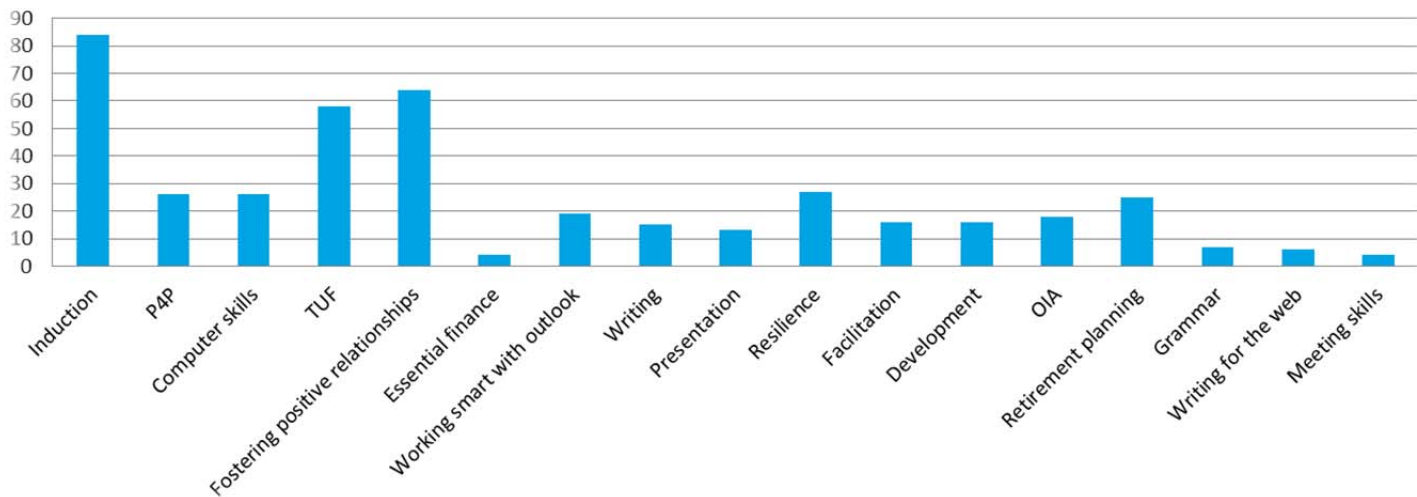
## Learning and Development

We have continued with our core learning and development programmes and have introduced new programmes to target specific areas of need or focus. The programmes which have been particularly important during the last year included the 'Enhancing Positive Durable Relationships at Work' programme to educate staff about harassment and bullying. We also enhanced our retirement planning programme to encourage staff to plan for their retirement not just in monetary terms, but also in lifestyle terms. The other important programme which was trialled at the end of the financial year and is being rolled out across the organisation is the resilience programme.



The following graph shows the range of core training programmes and the attendance at those programmes over the last year.

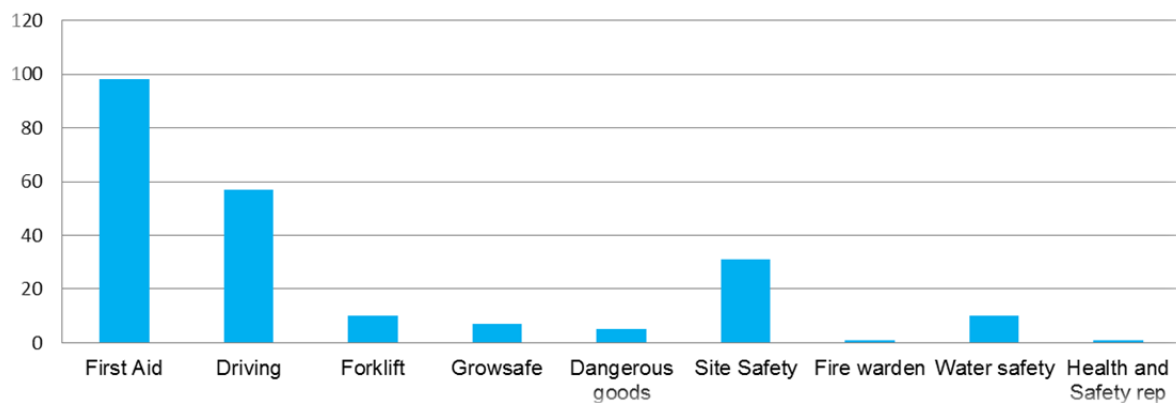
### Attendance - core training courses Year end 2013



The organisation proactively manages its health and safety training and there are a wide number of programmes available to staff. During the last year a number of these programmes were reviewed to ensure that they were still aligned with our particular health and safety needs.

The following graph shows the range of health and safety programmes and the attendance at those programmes over the last year:

### Attendance - health and safety courses Year end 2013



## Industrial relations

The Collective Employment Agreement was renegotiated during the year for a term of three years. There were no major changes to the Agreement.

## Health and safety

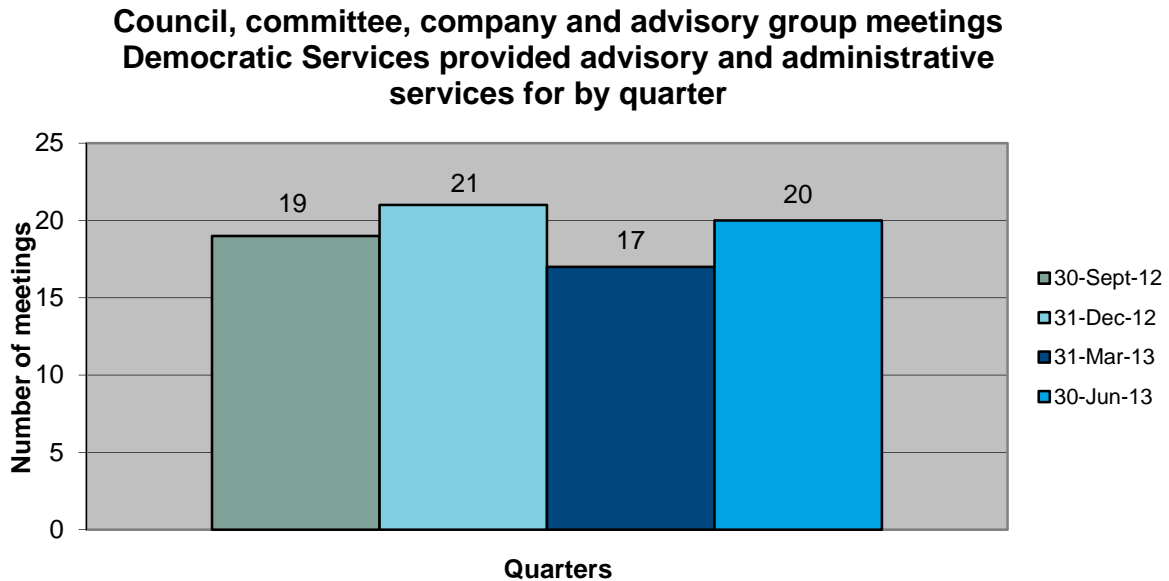
There has been a lot of activity in the area of health and safety during the year. Some of the key highlights include:

- ▶ An Emergency Preparedness Day for staff based in or regularly visiting the Regional Council Centre. This day was made up of six different short workshops focusing on being prepared in the case of an emergency such as an earthquake. The workshops covered emergency evacuation chair use, auto-descending out of the building, anchoring auto-descending points, fire extinguisher use and emergency first aid.
- ▶ Personal wellbeing workshops focusing on hearing, heart health, prostate cancer
- ▶ Annual seasonal influenza vaccinations
- ▶ Rehabilitation workshops
- ▶ Health and Safety Leadership workshops
- ▶ Executive Health and Safety Leadership workshops
- ▶ Completion of the annual internal self-assessment audit of our health and safety management system and safety management in the Water Supply Group
- ▶ Implementation of our Greater Wellington Health and Safety Action Plan
- ▶ Participation in the newly established ACC Employee Centric Case Management Service which gives the organisation a dedicated ACC Case Manager to manage any Greater Wellington Regional Council employee ACC claims

## 1.3 Quarterly Report on Democratic Services

### Servicing of meetings

During this quarter Democratic Services provided advisory and administrative services to 20 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.



### Remuneration setting for local authorities

In April 2013 the Remuneration Authority finalised its new approach to remuneration setting for local authorities. At its meeting on 26 June 2013 the Council resolved its proposal for the allocation of funding available to positions of additional responsibility following the 2013 elections, while noting that the proposal may need to be revisited if the governance structure changes.

The new arrangements for mileage, travel and communications allowances were also discussed at a Council workshop on 26 June.

### Local Electoral Amendment Bill (No. 2)

The Local Electoral Amendment Bill (No. 2) was enacted in late June. This legislation brings into effect a number of changes for the 2013 election, including additional requirements for candidate nominations, candidate donations and expenses.

## Election preparation

With nominations for the 2013 elections now opening on 19 July the preparations for this year's elections are well advanced. The Candidate Handbook is in the final stages of preparation. A Candidate Information Evening has been scheduled for 30 July at 6pm.

Advertising to promote the elections has been arranged; it focuses its messages in three areas "Enrol", "Make a stand" (consider standing for elections) and "Vote". The messages will be conveyed through a mix of radio and print advertising.

The "Vote" campaign is being delivered jointly with Wellington City Council. In addition to radio and print advertising, this will include advertising on the region's trains and buses and on bus backs.

At its May 2013 meeting the Council resolved its communications policy for the 2013 pre-election period, which commences on 12 July 2013. In addition, the Chief Executive has issued elections protocols for Greater Wellington Regional Council staff and Councillors.

## Land Transport Management Act changes

At its 26 June 2013 meeting the Council received a briefing on the changes to the Land Transport Management Act 2003. Officers will report to the Council meeting in August on proposals for the future membership of the Regional Transport Committee.

## Councillor professional development

Arrangements were made for Councillors Aitken, Donaldson and Ponter to attend a workshop on evaluations and impact studies and for Cr Bruce to attend a conference on waste minimisation.

The Council approved the attendance of Crs Aitken, Bruce and Wilde at the Local Government New Zealand 2013 National Conference and AGM.

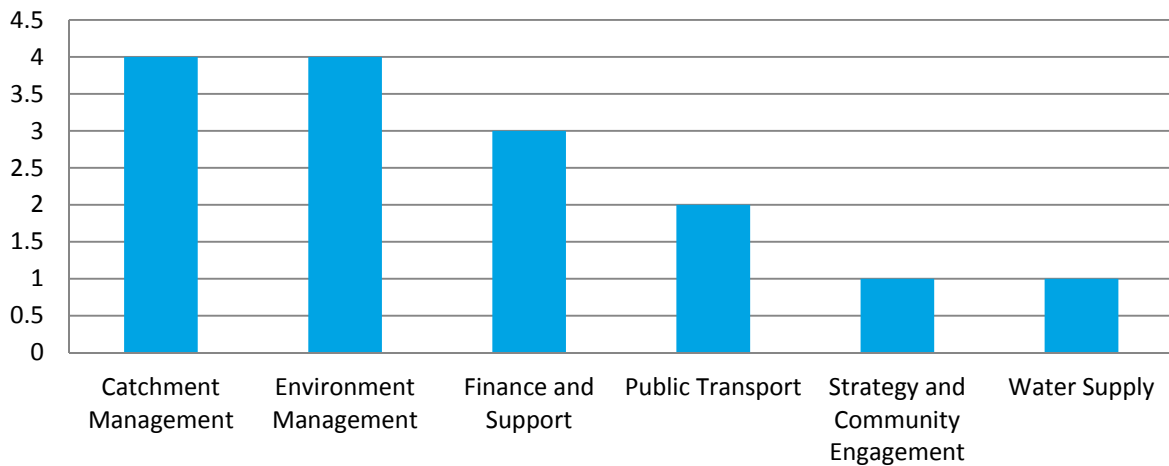
# 1.4 Quarterly Report on Human Resources

## Recruitment

### Vacancies

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

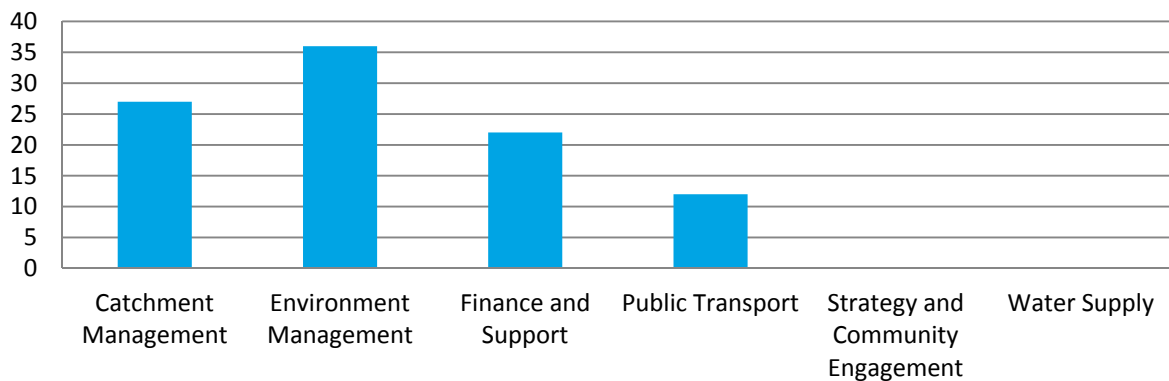
### Vacancies per group 1 April - 30 June 2013



### 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.

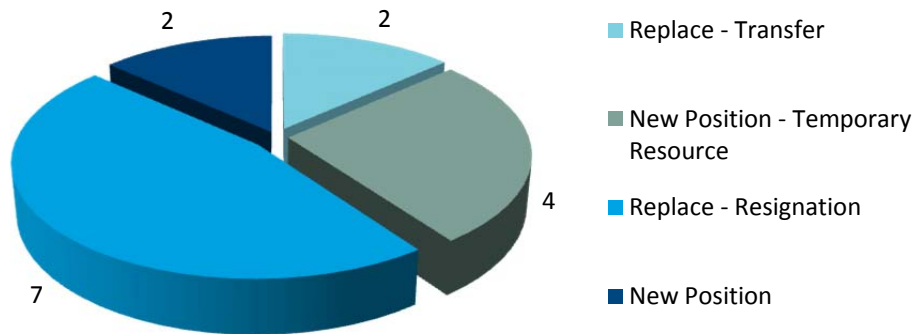
### Average number of days to recruit 1 April - 30 June 2013



### Reason for recruitment

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

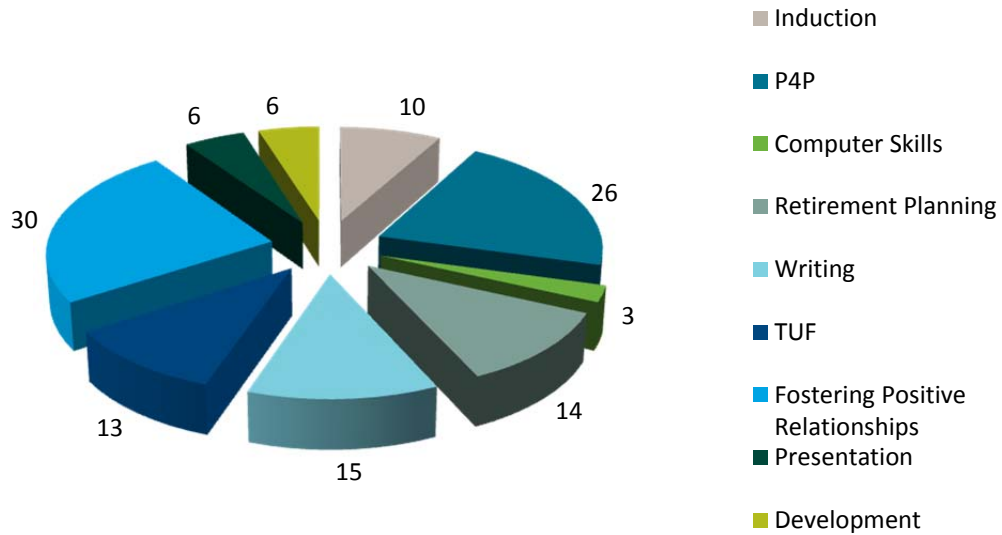
### Reasons for Recruitment 1 April - 30 June 2013



# Training and Development

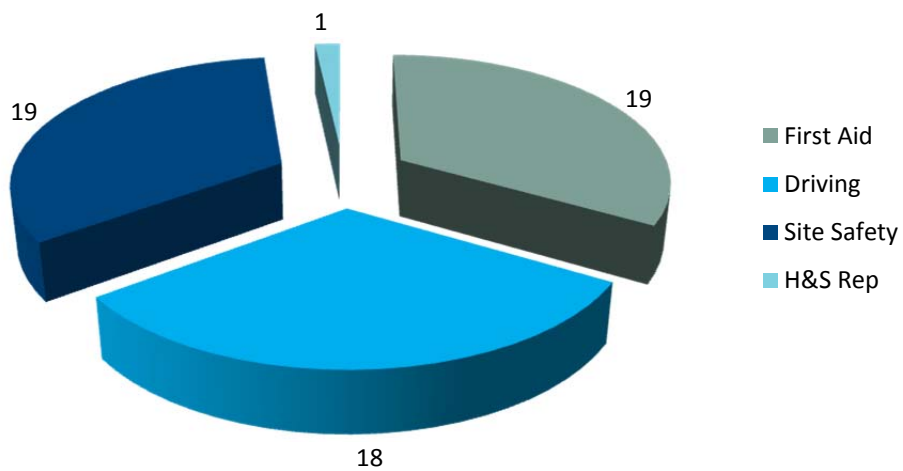
## Course attendance

### Attendance - general training courses 1 April - 30 June 2013



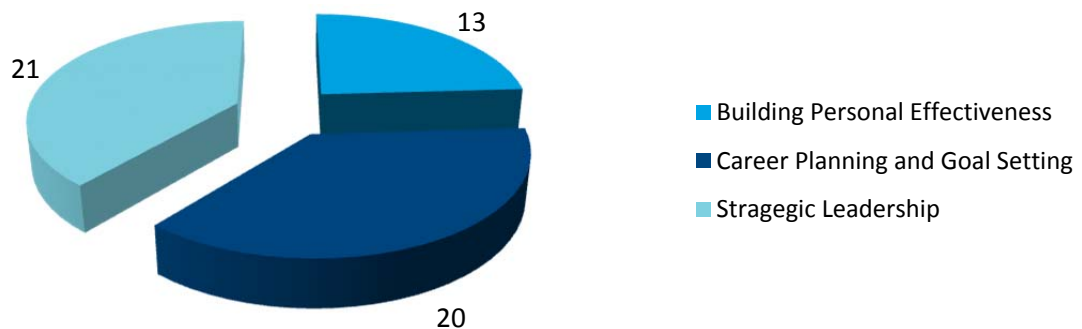
## Health and Safety training courses

### Attendance - Health and Safety courses 1 April - 30 June 2013



## “Greater Managers” Management Development programme

### Attendance - "Greater Managers" Management Development Programme 1 April - 30 June 2013



### Managing Staff Issues Effectively – Dealing with Poor Performance or Behaviour, Misconduct and Serious Misconduct.

Geoff Davenport, an employment lawyer who regularly advises Greater Wellington Regional Council on any employment relations issues, ran a series of workshops for all managers and team leaders. The focus of these workshops was on effectively managing staff issues to avoid employment disputes and employment relationship breakdowns.

## Engagement survey

Following our Gallup engagement survey in October, the Executive wanted further information about factors impacting upon staff engagement. We are developing an internal engagement survey which will pick up questions from the Gallup survey together with a number of tailored questions focused on the local governance review and relocation of several offices. This survey will be sent to staff in late July/early August.

## Wellbeing seminars and workshops

### Resilience

Following our pilot workshops on resilience, the feedback from the groups indicated that we should separate the management programme (managers and team leaders) from the staff programme and look at an alternative provider for the staff programme. The management programme is being run by Sven Hansen from the Resilience Institute and is being rolled out to managers.

Two pilot workshops were set up at Upper Hutt and Wellington for the staff resilience programme, which is being run by Umbrella Health and Resilience. A programme of workshops is now on the training hub and is planned to start on 18 July.



## 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:

- ▶ A health and safety workshop run with members of the Executive Leadership Team. The workshop included a legal update by Greg Cain, Partner with Kensington Swan. This presentation was very well received by all who attended. Unfortunately due to weather related issues several executive members and the second presenter were unable to attend the workshop and at the request of the ELT a rerun of the workshop is now planned for early August 2013.
- ▶ This workshop highlighted recent case law which provides a new interpretation on the powers of investigators when carrying out serious harm investigations under the current legislation. As a result, a small wallet card has been produced and given to all ELT and Department Managers that outlines the internal response process and emergency contact numbers should a fatality or serious harm accident occur. This will help to ensure that these situations are appropriately managed and reported to MBIE, as required by the Act.
- ▶ The ELT also requested that the organisation complete a full health and safety gap analysis. A proposal was prepared and endorsed by ELT to look at three separate levels across the organisation, including:
  - Senior Management Oversight
  - Organisational Health and Safety Management systems (HSMS), policies, guidelines and processes
  - Application of the organisational HSMS on worksites for staff and contractors

Suitable external providers have been identified to undertake this exercise so that the findings and recommendations can be incorporated into the 2013 – 2014 Greater Wellington Regional Council Health and Safety Action Plan.

- ▶ This work will also feed into the project to replace Greater Wellington Regional Council's current health and safety database: SafeTsmart. It is needing to be replaced as:
  - The company owning SafeTsmart has gone into voluntary liquidation so there will be no further development and on-going support for the database.
  - The software framework behind it does not fit with the preferred options of Greater Wellington Regional Council ICT Strategy going forward.
  - GWRC has struggled to get the database working effectively and it was going to take considerable reworking of the data and its structure to become much more useful to the organisation.
- ▶ A review of the Job Safety Analysis (JSA) card used by many parts of the organisation for field based health and safety risk management has been completed. A new triplicate pad based Job Safety Review (JSR) has been developed and is currently being rolled out to worksites.
- ▶ Greater Wellington Regional Council Health and Safety Leadership workshops are planned for early July for management and health and safety representatives from the Public Transport, Strategy & Community Engagement, People & Capability and Finance & Support groups. These workshop will be facilitated by the Greater Wellington Regional Council Senior Health and Safety Adviser and relate specifically to the effective implementation of Greater Wellington Regional Council's health and safety systems.

- ▶ Initial investigation is underway into a possible web-based e-learning tool to support health and safety induction of all new employees and possibly contractors.
- ▶ As participants in the ACC Workplace Safety Management Programme (WSMP) Greater Wellington Regional Council has been able to take advantage of the newly established ACC Employee Centric Case Management Service. With this service Greater Wellington Regional Council now has a dedicated ACC Case Manager who will be actively monitoring for and managing any Greater Wellington Regional Council employee ACC claims, both work and non-work related. It is hope that this will lead to much better communication and rehabilitation outcomes for employees and the organisation.
- ▶ The Land Management Department in the Catchment Management Group has been trialling a crush protection device on their quad bikes. Recently they have several incidents where these devices have prevented injury to employees and property damage. Catchment Management, as a group, has now decided to fit these devices to all other quads operated by other departments and the Parks Department in the Environment Management Group will also fit them to their quads.



## 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.

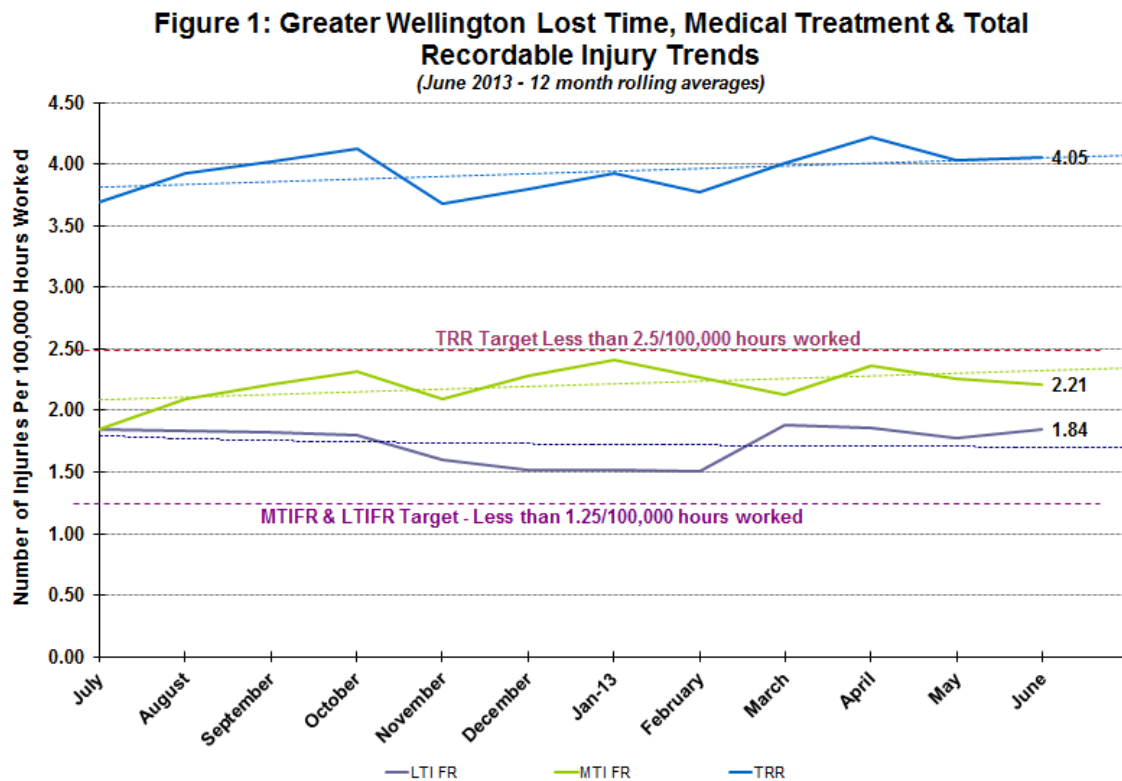


Figure 1 shows the relationship between frequency of *Lost Time Injuries* which result in time off work (*LTIFR*) and *Medical Treatment Injuries* which require treatment by a registered medical practitioner (*MTIFR*). The *Total Recordable Rate (TRR)* is the combination of the *LTIFR* and *MTIFR*.

The graph shows that our *TRR* has increased over this quarter due to three *LTI*'s and four *MTI*'s. The ELT had signed off the performance target of 2.5 *TRR* occurrences/100,000 hours worked for the 2012 – 2013 year. It has ended the year at 4.05/100,000 hours worked.

The *LTIFR* target agreed to by ELT for the 2012 – 2013 year was 1.25/100,000 hours worked. With three *lost time injuries* in the last quarter the *LTIFR* has remained relatively constant going from 1.88 to 1.84 *LTIs*/100,000 hours worked over the quarter.

The *MTIFR* target agreed to by ELT for the 2012 – 2013 year was also 1.25/100,000 hours worked. Due to four *MTIs* to staff this quarter the *MTIFR* has increased over this quarter from 2.13 to 2.21 *MTIs*/100,000 hours worked.

**Figure 2: Greater Wellington Injury Severity Rate**  
(June 2013 - Rolling 12 month average)

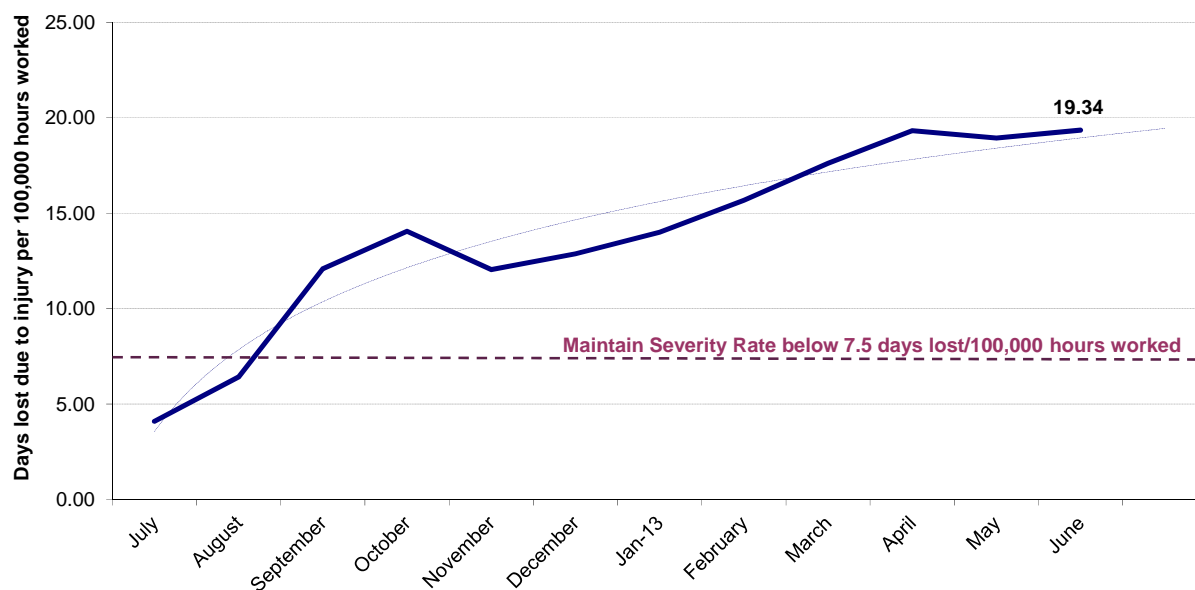


Figure 2 shows the days lost per 100,000 hours worked due to work related injuries. The ELT agreed to the *Severity Rate* performance target of 7.5 days lost/100,000 hours worked for the 2012 – 2013 year.

This graph shows that our *Severity Rate* increased across this quarter from 17.60 to 19.34 days lost due to injury/100,000 hours worked. During the last quarter there were 23 recorded days lost across the business due to *LTI*s.

Despite efforts going in to improve health and safety across the organisation we have not achieved our 2012 – 2013 targeted improvements against these measures. All measures have recorded increases rather than decreases.

Many of the actual injuries are minor in nature but are being suffered by employees working in physical field based rolls where minor sprains and strains can stop them from working in their normal role.

We have also had several occurrences that have appeared to be minor strain injuries, but have required corrective surgery and rehabilitation. This has, in several cases, occurred on top of an extended period of time off work while diagnosis and medical decisions are made. It is hoped that the new dedicated ACC Case manager will help to speed up this process in the future.

It is expected that the organisational wide health and safety gap analysis will also identify some additional measures which can be implemented to make Greater Wellington Regional Council a safer and healthy workplace.

## Reportable “serious harm” accidents

- ▶ There was a serious harm injury to a forestry sub-contractor working in the Valley View area of Pakuratahi Forest as the sub-contractor suffered a broken leg. This has been reported to MBIE, who have completed their initial investigation and are understood to be taking no further action. The investigation by the sub-contractor concluded that the experience forestry worker misjudged the tension on the fallen log when he was cutting off the root ball. When the root ball was cut it spun in an unexpected direction and struck him in his leg.

## 1.6 Quarterly Report on Project Management

Shed 39 relocation project – project timelines have changed due to the recent earthquakes. A new project plan has been developed which focuses on completion of the main part of Shed 39 by 25 November 2013. The project plan is being managed by Tim Penwarden, Jigsaw Property Ltd.

# 2 GROUP FINANCIAL SUMMARY

## 2.1 Financial summary

The Group results exclude the autonomous Wellington Regional Emergency management office (WREMO).

The group has no outstanding activity to perform at the end of the year. Services levels have been maintained. Services have been delivered despite staffing levels being lower than budgeted due to one part time position being disestablished and another temporarily vacant during a period of parental leave. These funds have been invested in additional staff training across the council. Human Resources has managed to conduct contract negotiations without the need for legal assistance resulting in savings to contractors and consultants. Similarly Democratic Services has managed to deliver services without the needs for external assistance.

The resulting savings have been applied to the relocation project of the Regional Council Centre, in particular the Council Chamber. They have also been applied to the purchase of a new health and safety database.

## 2.2 Group consolidated financial statements

People & Capability Group (ex WREMO) Financial Performance Statement Year ended 30 June 2013	Full Year			Last Year FY Actual \$000	notes
	Actual \$000	Budget \$000	Variance \$000		
Rates & Levies	3,418	3,418	-	3,110	
External Revenue	18	18	-	18	
Investment Revenue	10	10	-	6	
Internal Revenue	252	252	-	3,011	
<b>TOTAL INCOME</b>	<b>3,698</b>	<b>3,698</b>	<b>-</b>	<b>6,145</b>	
less:					
Personnel Costs	1,697	1,726	29	1,746	
Materials, Supplies & Services	1,391	1,503	112	1,466	
Travel & Transport Costs	84	122	38	81	
Contractor & Consultants	90	198	108	151	
Grants and Subsidies Expenditure	-	-	-	-	
Internal Charges	2,039	1,625	(414)	2,594	
<b>Total Direct Expenditure</b>	<b>5,301</b>	<b>5,174</b>	<b>(127)</b>	<b>6,038</b>	
Financial Costs	1	-	(1)	1	
Bad Debts	-	-	-	-	
Corporate & Department Overheads	(1,599)	(1,599)	-	(89)	
Depreciation	89	64	(25)	43	
Loss / (Gain) on Sale of Assets / Investments	-	-	-	-	
Total Indirect Expenditure	(1,509)	(1,535)	(26)	(45)	
<b>TOTAL EXPENDITURE</b>	<b>3,792</b>	<b>3,639</b>	<b>(153)</b>	<b>5,993</b>	
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>(94)</b>	<b>59</b>	<b>(153)</b>	<b>152</b>	
Add Back Depreciation	89	64	25	43	
Other Non Cash	-	-	-	-	
Net Asset Acquisitions	11	(32)	43	(149)	
Net External Investment Movements	-	-	-	-	
<b>NET FUNDING BEFORE DEBT &amp; RESERVE MOVEMENTS</b>	<b>6</b>	<b>91</b>	<b>(85)</b>	<b>46</b>	
Debt Additions / (decrease)	-	-	-	-	
Debt Repaid	-	-	-	-	
Net Reserves (Increase) / decrease	(10)	(90)	80	36	
<b>NET FUNDING SURPLUS (DEFICIT)</b>	<b>(4)</b>	<b>1</b>	<b>(5)</b>	<b>82</b>	

Year ended 30 June 2013 Capital Expenditure Statement People & Capability Group (ex WREMO)	Full Year			Last Year FY Actual \$000	notes
	Actual \$000	Budget \$000	Variance \$000		
Total Asset Acquisitions	93	32	(61)	60	1
Capital Project Expenditure	(93)	-	93	(90)	1
Asset Disposal Cash Proceeds	(11)	-	11	-	
<b>Net Capital Expenditure</b>	<b>(11)</b>	<b>32</b>	<b>43</b>	<b>(30)</b>	
Investments Additions	-	-	-	-	
<b>NET CAPITAL AND INVESTMENT EXPENDITURE</b>	<b>(11)</b>	<b>32</b>	<b>43</b>	<b>(30)</b>	

## 2.3 Group financial summary for Audit, Risk and Assurance

### Human Resources department financial report

Human Resources Financial Performance Statement Year ended 30 June 2013	Full Year			Last Year
	Actual \$000	Budget \$000	Variance \$000	FY Actual \$000
External Revenue	-	-	-	-
Investment Revenue	-	-	-	-
Internal Revenue	-	-	-	196
<b>TOTAL INCOME</b>	-	-	-	<b>196</b>
less:				
Training	352	288	(64)	320
Other Personnel costs	926	930	4	985
Personnel Costs	1,278	1,218	(60)	1,305
Materials,Supplies & Services	34	95	61	57
Travel & Transport Costs	12	6	(6)	12
Contractor & Consultants	80	131	51	150
Grants and Subsidies Expenditure	-	-	-	-
Internal Charges	234	183	(51)	175
<b>Total Direct Expenditure</b>	<b>1,638</b>	<b>1,633</b>	<b>(5)</b>	<b>1,699</b>
Financial Costs	1	-	(1)	-
Bad Debts	-	-	-	-
Corporate & Department Overheads	(1,633)	(1,633)	-	(1,433)
Depreciation	7	7	-	7
Loss / (Gain) on Sale of Assets / Investments	-	-	-	-
Total Indirect Expenditure	(1,625)	(1,626)	(1)	(1,426)
<b>TOTAL EXPENDITURE</b>	<b>13</b>	<b>7</b>	<b>(6)</b>	<b>273</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>(13)</b>	<b>(7)</b>	<b>(6)</b>	<b>47</b>
Add Back Depreciation	7	7	-	7
Other Non Cash	-	-	-	-
Net Asset Acquisitions	-	-	-	-
Net External Investment Movements	-	-	-	-
<b>NET FUNDING BEFORE DEBT &amp; RESERVE MOVEMENTS</b>	<b>(6)</b>	-	<b>(6)</b>	<b>54</b>
Debt Additions / (decrease)	-	-	-	-
Debt Repaid	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	-
<b>NET FUNDING SURPLUS (DEFICIT)</b>	<b>(6)</b>	-	<b>(6)</b>	<b>54</b>

### Human Resources department financial summary

The department has finished the year with an unfavourable variance of \$5,000 as compared to budget for Direct Expenditure. This is based on a budget of \$1.6 million. Additional funding was used from the existing budget and applied to training in the current year.

Savings in consultants – mainly legal fees set aside for contract negotiations – has been applied to ICT for a replacement of the Health and Safety system.



## Democratic Services department financial report

Democratic Services Financial Performance Statement Year ended 30 June 2013	Full Year			Last Year	notes
	Actual \$000	Budget \$000	Variance \$000	FY Actual \$000	
External Revenue	15	15	-	15	
Investment Revenue	-	-	-	-	
Internal Revenue	252	252	-	840	
<b>TOTAL INCOME</b>	<b>267</b>	<b>267</b>	<b>-</b>	<b>855</b>	
less:					
Personnel Costs	394	459	65	416	1
Materials,Supplies & Services	15	30	15	36	
Travel & Transport Costs	8	7	(1)	9	
Contractor & Consultants	-	47	47	2	2
Grants and Subsidies Expenditure	-	-	-	-	
Internal Charges	212	77	(135)	299	
<b>Total Direct Expenditure</b>	<b>629</b>	<b>620</b>	<b>(9)</b>	<b>762</b>	
Financial Costs	-	-	-	-	
Bad Debts	-	-	-	-	
Corporate & Department Overheads	(353)	(353)	-	-	
Depreciation	9	9	-	9	
Loss / (Gain) on Sale of Assets / Investments	-	-	-	-	
Total Indirect Expenditure	(344)	(344)	-	9	
<b>TOTAL EXPENDITURE</b>	<b>285</b>	<b>276</b>	<b>(9)</b>	<b>771</b>	
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>(18)</b>	<b>(9)</b>	<b>(9)</b>	<b>84</b>	
Add Back Depreciation	9	9	-	9	
Other Non Cash	-	-	-	-	
Net Asset (Acquisitions)/disposals	11	-	11	(54)	
Net External Investment Movements	-	-	-	-	
<b>NET FUNDING BEFORE DEBT &amp; RESERVE MOVEMENTS</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>39</b>	
Debt Additions / (decrease)	-	-	-	-	
Debt Repaid	-	-	-	-	
Net Reserves (Increase) / decrease	-	-	-	22	
<b>NET FUNDING SURPLUS (DEFICIT)</b>	<b>2</b>	<b>-</b>	<b>2</b>	<b>61</b>	

Democratic Services Capital Expenditure Statement Year ended 30 June 2013	Full Year			Last Year	notes
	Actual \$000	Budget \$000	Variance \$000	FY Actual \$000	
Total Asset Acquisitions	(1)	-	1	55	
Capital Project Expenditure	-	-	-	-	
Asset Disposal Cash Proceeds	(11)	-	11	-	3
<b>Net Capital Expenditure</b>	<b>(12)</b>	<b>-</b>	<b>12</b>	<b>55</b>	
Investments Additions	-	-	-	-	
<b>Net Capital and Investment Expenditure</b>	<b>(12)</b>	<b>-</b>	<b>12</b>	<b>55</b>	

## Democratic Services department financial summary

The department recorded a net funding surplus of \$2,000. Personnel costs (note 1) were \$65k less than budget due to not backfilling a parental leave position for a short period of time. This surplus has been applied to the relocated Council facilities at Shed 39.

No consultants (note 2) were required during the year resulting in savings of \$47k.

The Departmental vehicle (note 3) was sold this year (replacement was provided last year) resulting in unbudgeted disposals.

## Elected members financial report

Elected Members Financial Performance Statement Year ended 30 June 2013	YTD			Last Year FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	
External Revenue	3	3	-	3
Investment Revenue	10	10	-	6
Internal Revenue	-	-	-	1,975
<b>TOTAL INCOME</b>	<b>3,431</b>	<b>3,431</b>	-	<b>5,094</b>
less:				
Councillor costs	25	49	24	25
Materials, Supplies & Services	1,342	1,379	37	1,374
Travel & Transport Costs	63	109	46	60
Contractor & Consultants	9	20	11	(1)
Grants and Subsidies Expenditure	-	-	-	-
Internal Charges	1,593	1,365	(228)	2,119
<b>Total Direct Expenditure</b>	<b>3,037</b>	<b>2,945</b>	<b>(92)</b>	<b>3,583</b>
Financial Costs	-	-	-	-
Bad Debts	-	-	-	-
Corporate & Department Overheads	387	387	-	1,344
Depreciation	73	47	(26)	27
Loss / (Gain) on Sale of Assets / Investments	-	-	-	-
Total Indirect Expenditure	460	434	(26)	1,371
<b>TOTAL EXPENDITURE</b>	<b>3,497</b>	<b>3,379</b>	<b>(118)</b>	<b>4,954</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>(66)</b>	<b>52</b>	<b>(118)</b>	<b>140</b>
Add Back Depreciation	73	47	26	27
Other Non Cash	-	-	-	-
Net Asset Acquisitions	-	(32)	32	(95)
Net External Investment Movements	-	-	-	-
<b>NET FUNDING BEFORE DEBT &amp; RESERVE MOVEMENT</b>	<b>7</b>	<b>67</b>	<b>(60)</b>	<b>72</b>
Debt Additions / (decrease)	-	-	-	-
Debt Repaid	-	-	-	-
Net Reserves (Increase) / decrease	(10)	(90)	80	14
<b>NET FUNDING SURPLUS (DEFICIT)</b>	<b>(3)</b>	<b>(23)</b>	<b>20</b>	<b>86</b>

notes

1

Elected Members Capital Expenditure Statement Year ended 30 June 2013	YTD			Last Year FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	
Total Asset Acquisitions	93	32	(61)	5
Capital Project Expenditure	(93)	-	93	(90)
Asset Disposal Cash Proceeds	-	-	-	-
<b>Net Capital Expenditure</b>	<b>-</b>	<b>32</b>	<b>32</b>	<b>(85)</b>
Investments Additions	-	-	-	-
<b>Net Capital and Investment Expenditure</b>	<b>-</b>	<b>32</b>	<b>32</b>	<b>(85)</b>

notes

2

## Elected members financial summary

Elected member services has been managed resulting in savings in training, travel costs, and appointee fees. The capital expenditure has been deferred (note 2) and operating savings will be applied to the new Council Chamber in Shed 39 (internal expenditure note 1).



greater WELLINGTON

REGIONAL COUNCIL

Te Pane Matua Taiao