

# Quarterly REPORT

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31 March 2014

PEOPLE AND CAPABILITY  
GROUP

# 1 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:**

- ▶ Reviewing and updating health and safety policies
- ▶ Providing advice on the Health and Safety Reform Bill
- ▶ Developing and piloting workshops to inform staff about the changes in Health and Safety legislation and updated policies
- ▶ Implementing the project plan to develop a new Health and Safety Information Management System
- ▶ Running interactive workshops focusing on building personal resilience
- ▶ Providing administrative support and services for Council meetings, Committee meetings and Advisory Group meetings
- ▶ Running the inaugural meetings for the Accessibility Reference Group and Te Kāuru Upper Ruamahanga River Floodplain Management Plan Subcommittee
- ▶ Managing the Gallup engagement survey
- ▶ Working on the project to integrate GWRC's bulk water supply with Capacity
- ▶ Developing the WREMOz brand through public awareness of WREMO and website/social media channels
- ▶ Conducting EOC training across the region
- ▶ Running an information evening to introduce the aims of the International Centre of Excellence in Emergency Management

## Annual Plan performance measures

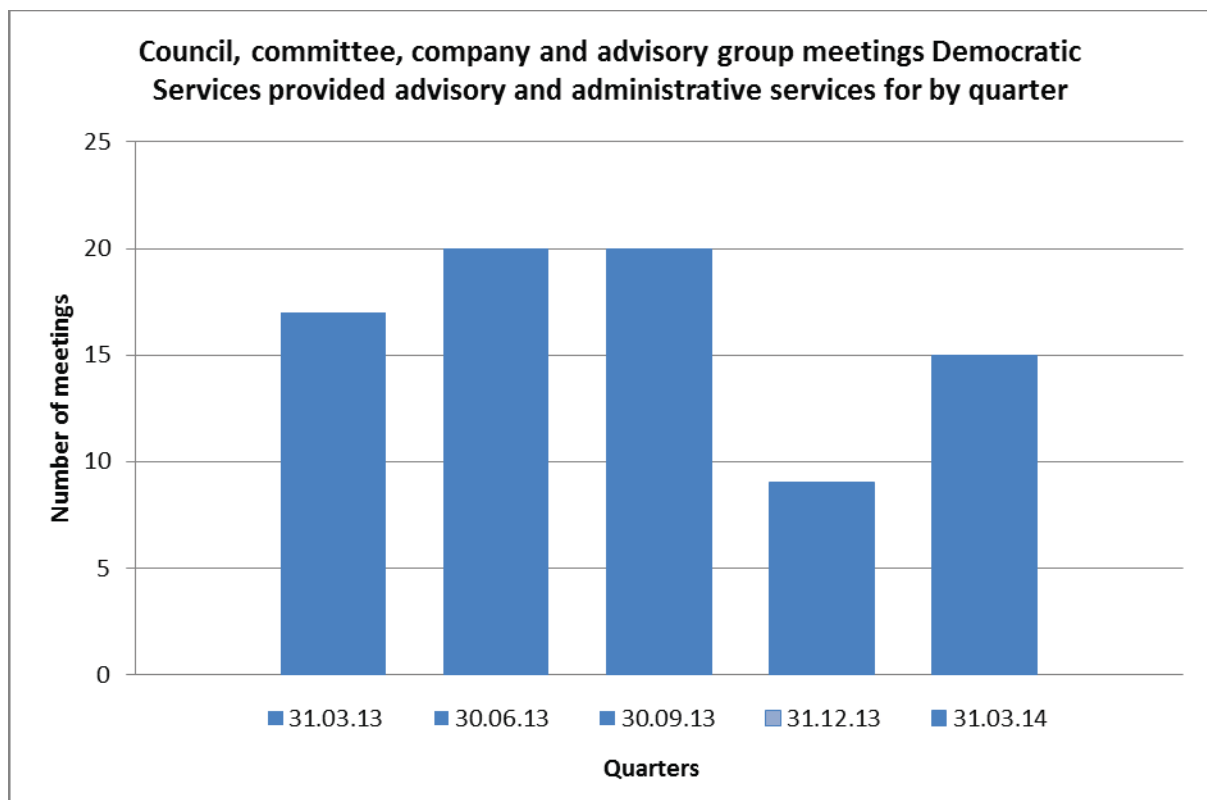
		Performance Targets		
Level of Service	Performance Measure	Baseline	2013/14 Planned	2013/14 Actual
Provide information to enable the public to be informed of, and participate in, Council and committee meetings	Percentage of time meeting agenda is available to the public at least two working days prior 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 15 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.



## Governance structure

At its meeting on 25 February 2014 the Council established, and made appointments to, the Te Kāuru Upper Ruamahanga River Floodplain Management Plan Subcommittee and the Wairarapa Water Use Project Governance Group.

During the quarter the Council also established the Parangarahu Lakes Parks Network Plan Hearing Subcommittee and made appointments to the Farming Reference Group and Accessibility Reference Group.

## Councillor remuneration

On 30 January 2014 the Remuneration Authority's Local Government Elected Members (2013/14) (Certain Local Authorities) Determination 2013 Amendment Determination 2014 was gazetted. This determination confirmed the remuneration arrangements recommended by Council for elected member positions of additional responsibility.

## Councillor professional development

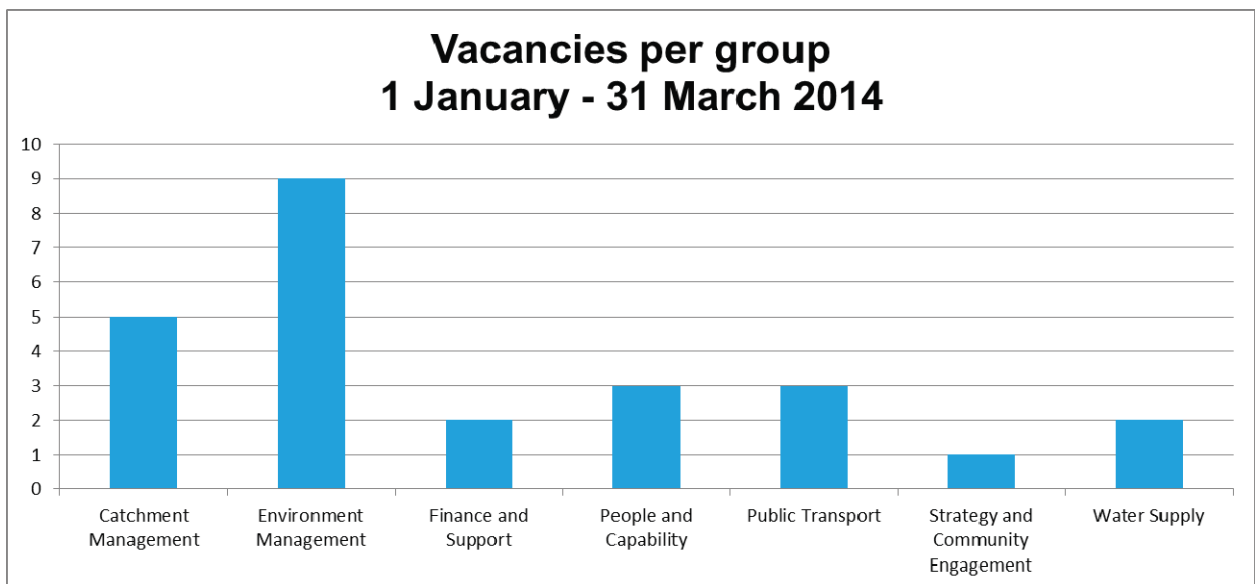
Cr Bruce received approval to participate in the LGNZ webinar "Business Friendly Councils - guidelines and case studies".

# 1.3 Quarterly Report on Human Resources

## Recruitment

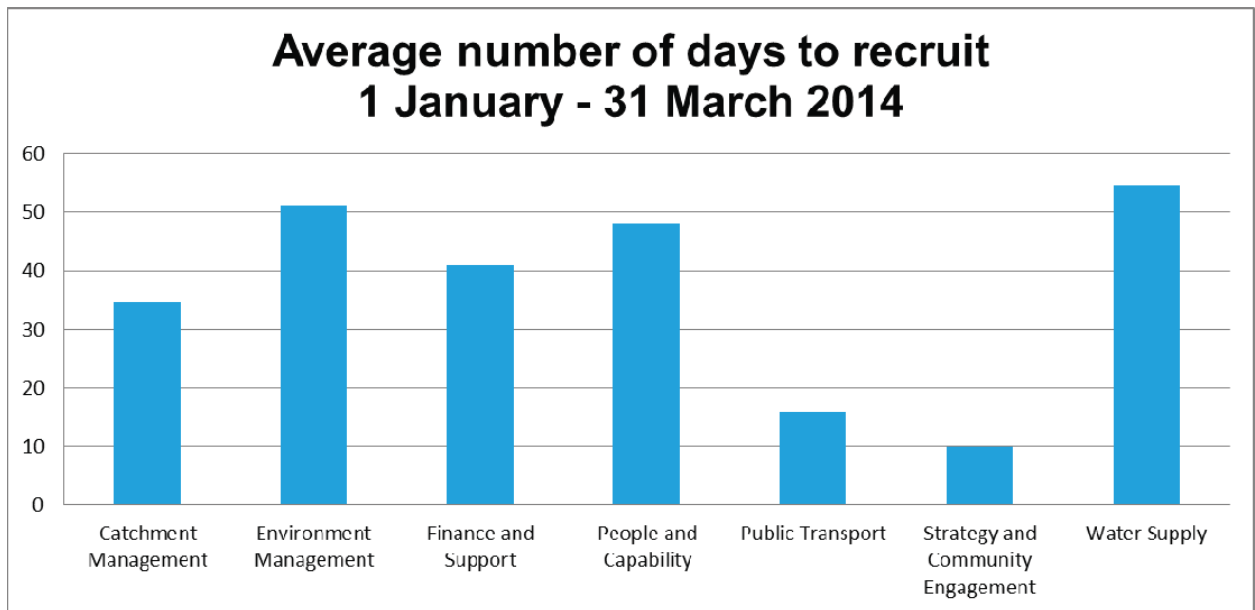
### Vacancies

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 the recruitment of four park rangers and four fixed term project-based positions being filled.



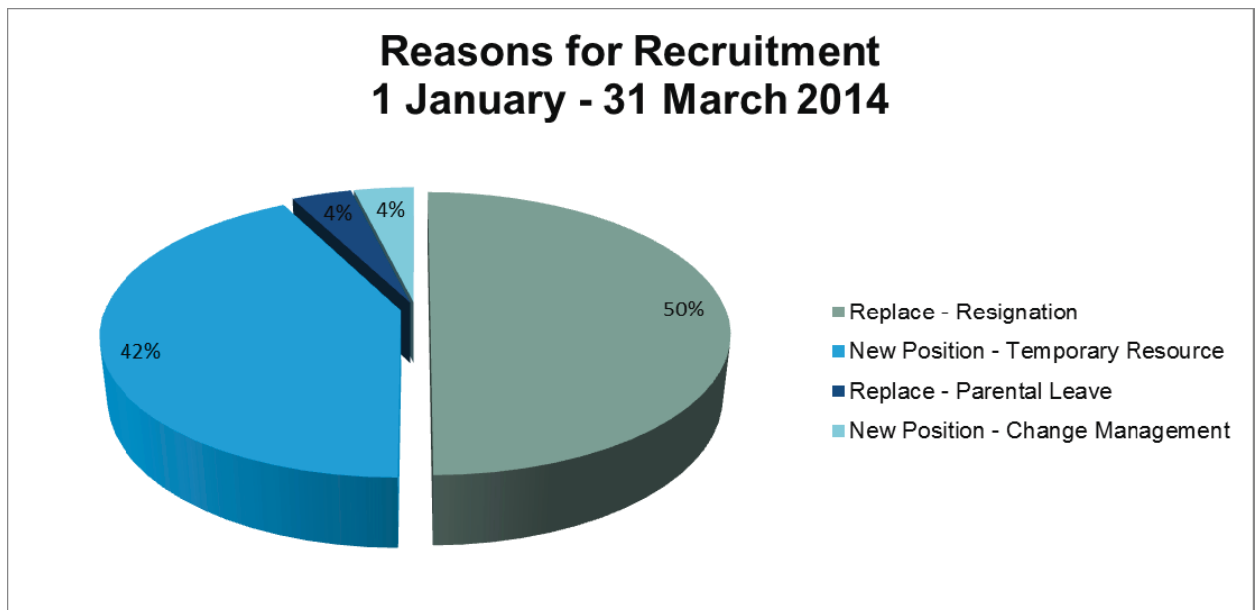
### Average days taken to recruit

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 several similar positions are being filled, as in Environment, the process tends to extend as people are considered for specific roles that play to their particular skills and experience. Water Supply and People and Capability (CDEM) had different reasons - Water Supply because their roles are highly specialised and therefore harder to identify, while CDEM attracted a large number of responses to the advertising.



## Reason for recruitment

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

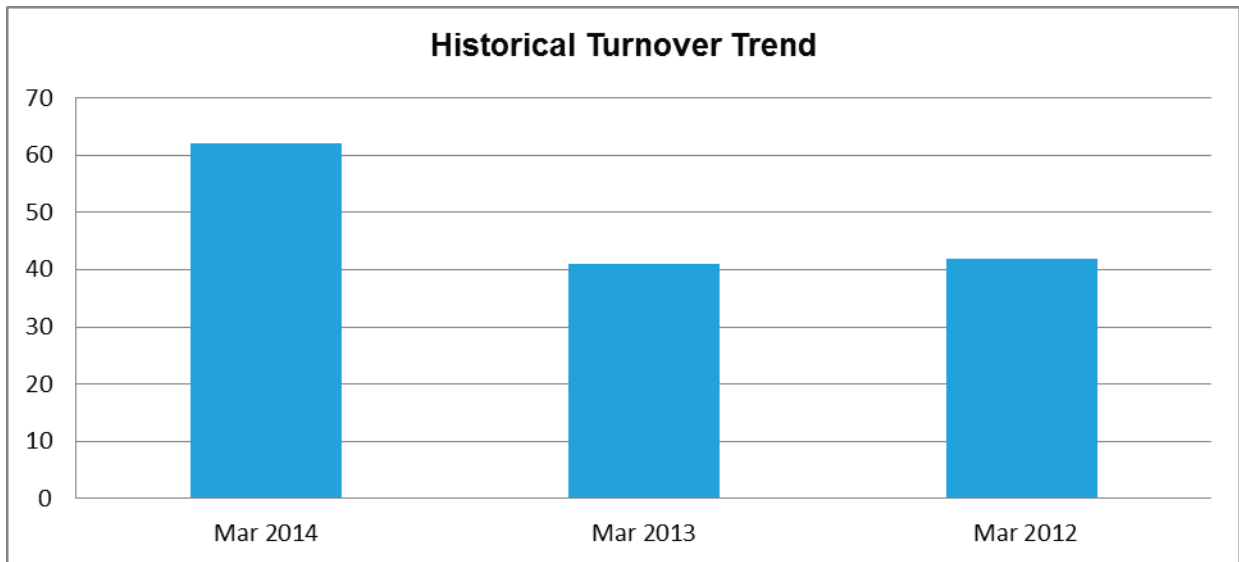


## 1.4 Staff turnover

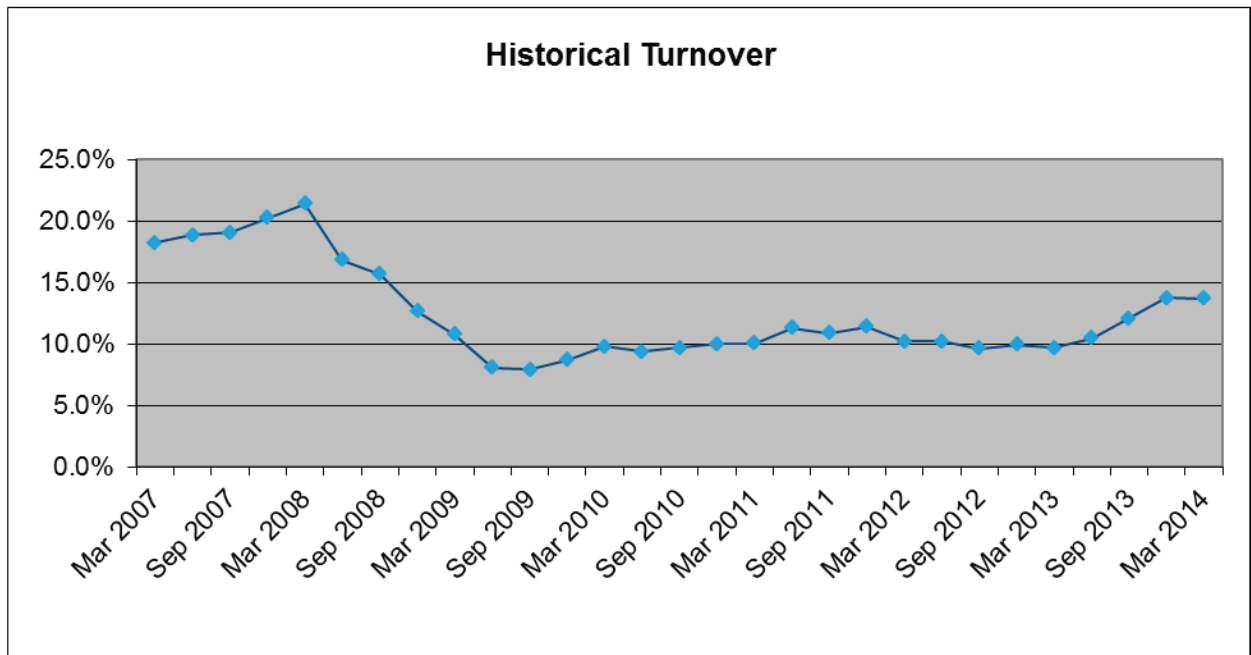
The annual turnover statistic for the last quarter was 13.7%. This has remained the same as last quarter and slightly up on September 2013 turnover which was 12.1%. The annual turnover statistic represents the departure of 62 staff from Greater Wellington Regional Council's employment during the previous 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.

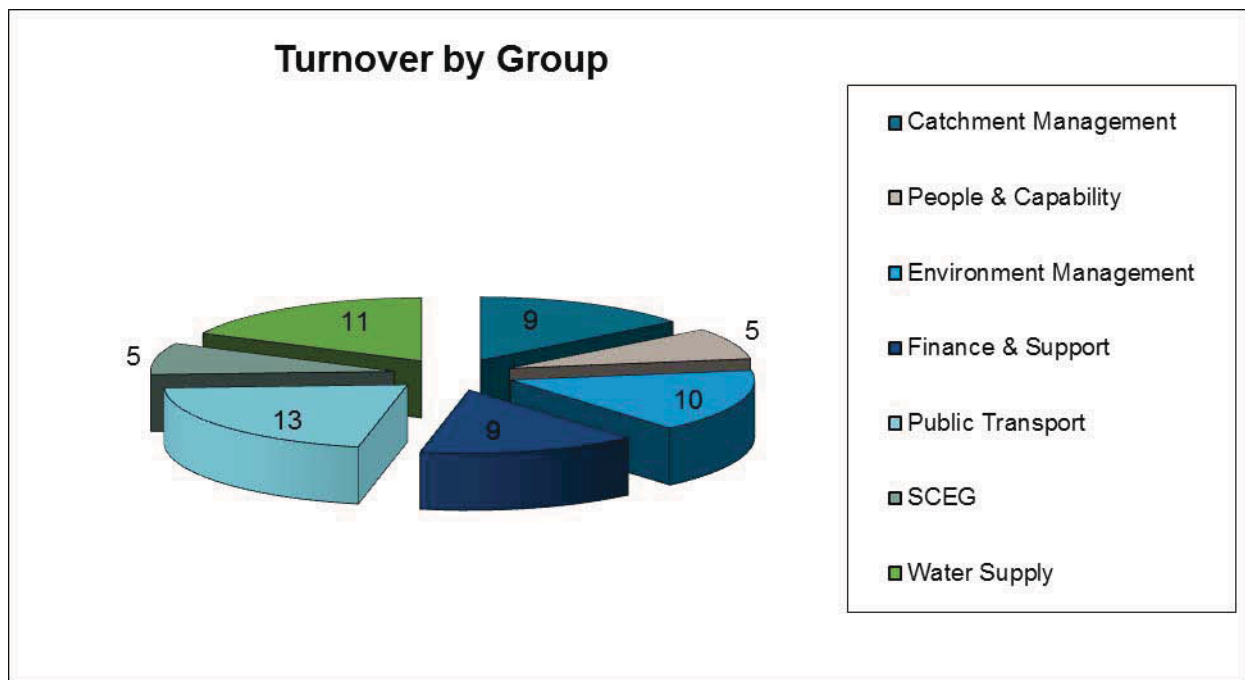


► The second graph identifies the historical trend since March 2007. The average turnover rate during this period has been 13%, with a high in March 2008 of 21.4% and a low in September 2009 of 7.9%.

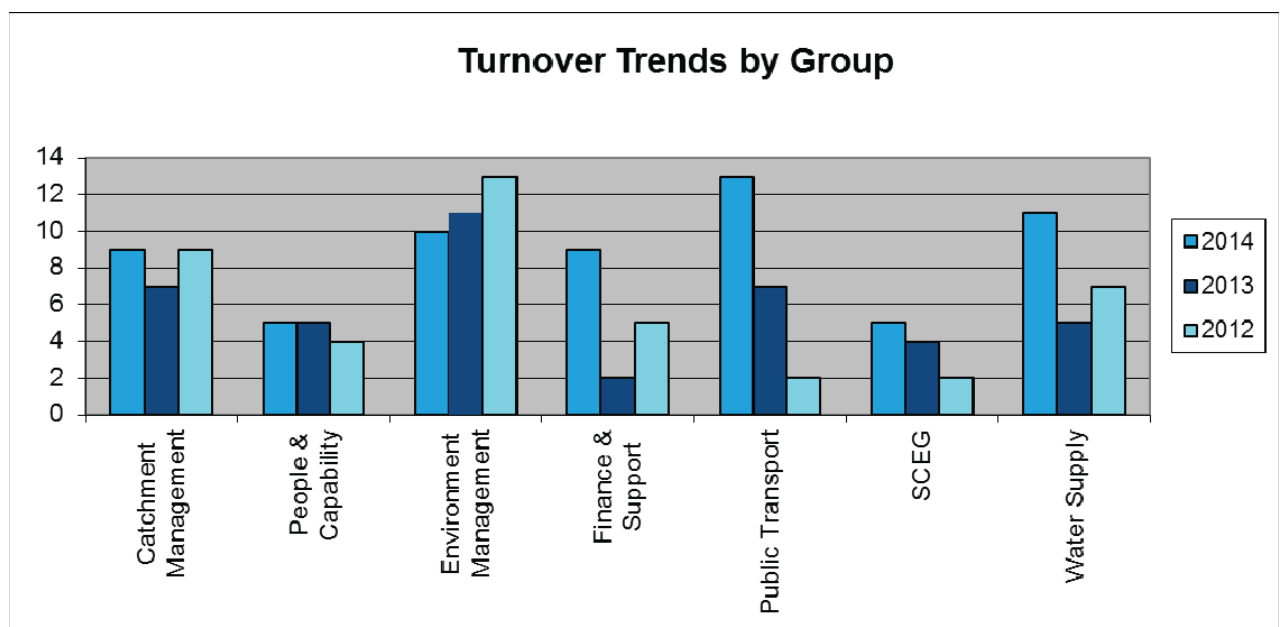




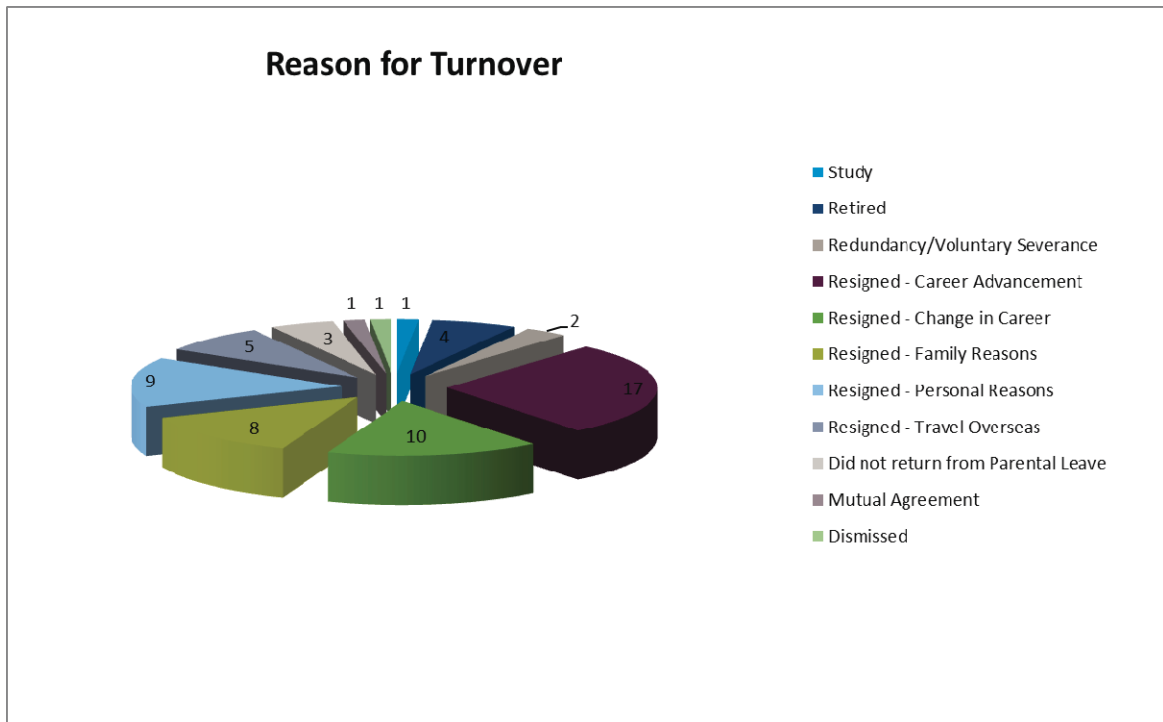
The turnover by Group during the last 12 months is outlined in the following chart:



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

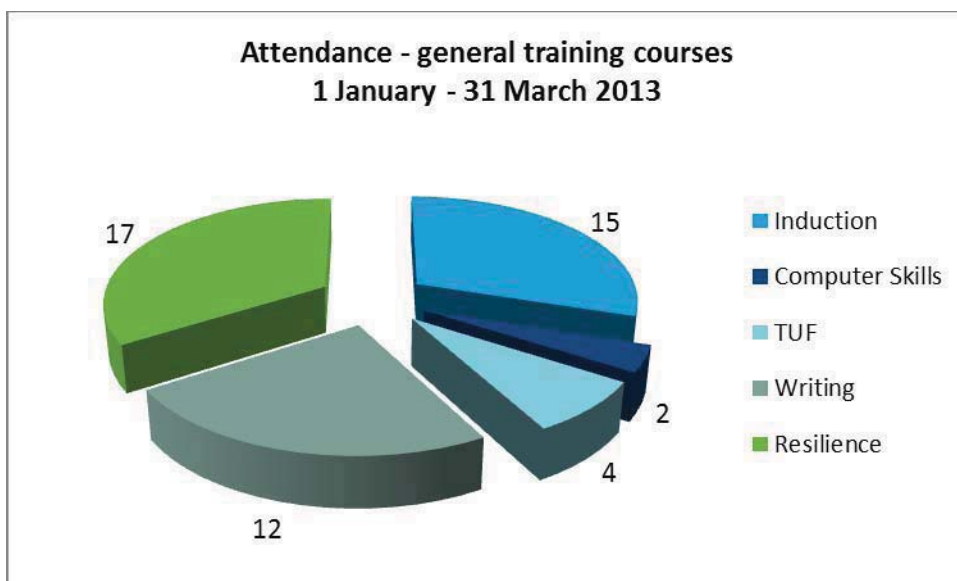


## Reasons for Turnover

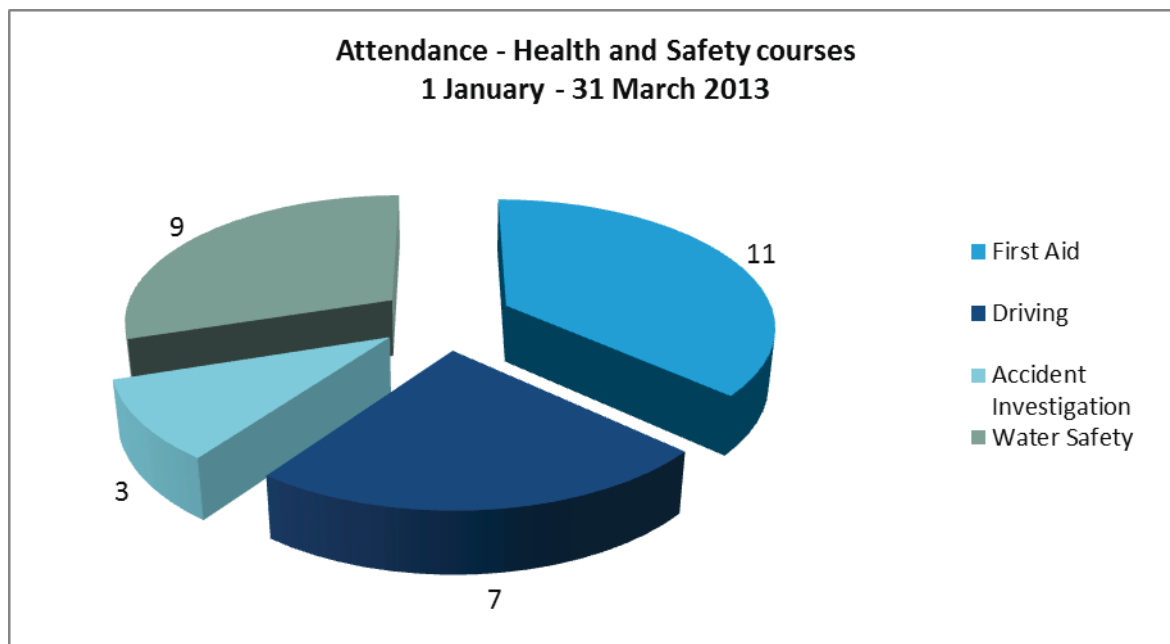


## Training and Development

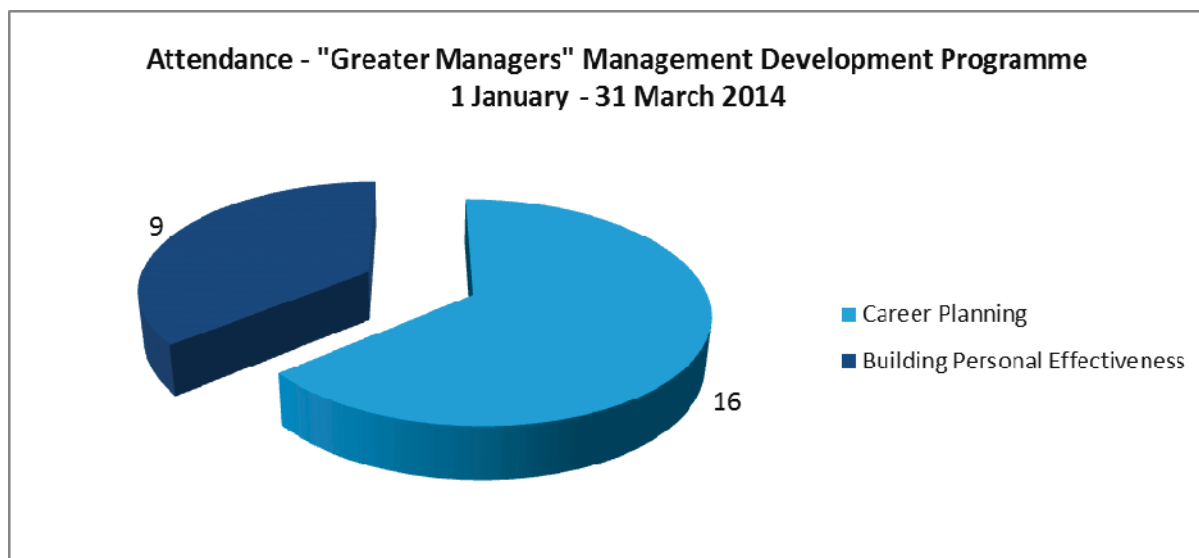
### Course attendance



## Health and Safety training courses



## “Greater Managers” Management Development programme



The Health and Safety training for the reporting period has included refreshers on First Aid, traffic management control and development for Health and Safety Reps. Pilot courses for driving and emergency first aid have been run to target the additional skills that GWRC staff require specific to their roles and location of work.

## Engagement survey

Responses to the engagement survey were closed in March, with an overall response rate of 86.5%, and the Gallup organisation plans to release results during April. Managers will be briefed before the end of April and the survey results will go out generally to staff during May. Managers have been provided with a variety of tools to assist them in having conversations with staff about the engagement results and identifying what the teams can do to increase their engagement.

## Integration of water services project

The project team to manage the integration of GWRC's bulk water supply with Capacity has been established and members of the HR department have been working with the project team to identify the various work streams.

# 1.5 Quarterly Report on WREMO

## Overview

The last three months has seen a period of consolidation, working to achieve outcomes against the annual plan, punctuated by the Eketahuna earthquake which affected the northern parts of the Wairarapa

## Wins and Developments

### Marketing and messaging

**Facebook.** WREMO's Facebook following continues to grow – now 37,800 or 1500 up from the last quarter. While not our only means of communicating with the public (during an emergency, WREMO also uses TV, radio, newspapers, our website, twitter, text alerts etc), Facebook is a very successful 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. During this quake, other agencies linked material to our page, making WREMOnz a one-stop-shop for information on not just our region, but road closures for the Manawatu and Southern Hawkes Bay. This means our brand is sufficiently strong for people to help us develop situational awareness in the immediate aftermath of an emergency.

Our brand awareness and the good work in the community has brought us to the attention of NZ Trade and Enterprise who has invited the WREMO leadership team to participate in a three day Betterbydesign masterclass where we will work with coaching support to identify a market opportunity to advance. This programme has a value of \$20,700, offered to us for free as a worthy not-for-profit organisation.

## Operations

**Staffing.** Following the restructure of WREMO on 6 January, the Operational Readiness team now has local area advisors in each part of the region who act as the day-to-day link between local authorities and our inter-agency partners in their respective areas. Each person also acts as deputy for the neighbouring area to provide some redundancy and to deepen understanding of the region across the team.

**Strategy & Planning.** Following approval of the Operational Readiness Strategy by CEG last year, a plan to implement the strategy has been completed. Initial focus is on a full stocktake of response management equipment, communications system, personnel, plans and procedures. This was completed by 31 March, and after a full audit in April, this will inform our future capability upgrade work by establishing a very clear baseline and helping refine understanding of current gaps in capability. The audit includes a review requested by the CEG subcommittee of council finances related to emergency management. This seeks to identify who currently pays for what, so that any opportunities for rationalisation/simplification of current arrangements can be identified. Initial feedback from this stocktake will be presented to the CEG subcommittee on 2 May.

Concurrently, work has commenced on the clarification of response management concept of operations for the Emergency Coordination Centre, the Wairarapa and the Hutt Valley; and on identifying and implementing improvements we can make to the EOCs across the region. This includes reviewing EOC and ECC concept of operations and communications, including IT systems. An upgrade of wireless capability in each EOC will be completed by end of this financial year to help resolve a number of current technical issues.

**Events.** The region was affected by a magnitude 6.3 earthquake on 20 January at 1552hrs. The epicentre was at a depth of approximately 33km, 15km east of Eketahuna. The quake resulted in minor damage in the Wairarapa, principally in Masterton. The Wairarapa EOC activated and coordinated rapid impact assessments across the region, and welfare support to a number of residents of the Daniels Building, Masterton which was evacuated. The EOC was supported by a five person (virtual) ECC. A post event wash-up was completed with the relevant local authorities and the Joint Committee was back-briefed on 28 March.

## EOC Training

Initial training for EOC staff has now been delivered to 5 councils and follow-on training to 2 councils (Kapiti and Porirua). A further 4 training modules have been developed and tested, they will be delivered across the region over the next six months. A full time trainer is currently being recruited to support the implementation of our programme over the next year.

## International Centre of Excellence (ICoE) Launch

An information night was held 11 March attended by local government leaders, representatives of relevant government departments (MCDEM, EQC, Treasury, MBIE etc), partner agencies and institutions (Victoria, Massey, GNS Science, the Met Services, NIWA etc), along with interested parties from overseas (San Francisco, British Columbia, Adelaide). Attendees were introduced to the aims of the centre and in particular, its focus on the Wellington region, plus the collaboration between researchers and practitioners. As a parallel but related initiative, a new website, [www.resiliencetoolbox.org](http://www.resiliencetoolbox.org) has been launched as a knowledge bank designed to capture and share ideas, developed concepts and the activities of people working in the resilience space.

## National EM Conference

Several members of the CR team along with a WREMO volunteer presented at the National EM Conference. This generated considerable interest in our work, resulting in the BOP Group sending a staff member to spend time with the team to better understand our approach and means of engagement.

## Hosting

WREMO co-hosted Mr Daniel Homsey from the Neighbourhood Empowerment Network in San Francisco. Mr Homsey is a regular visitor to our shores. He, along with WREMO staff, travelled south to Christchurch to gain an understanding of the dynamics of recovery to better determine how the Wellington region might explore pre-disaster recovery planning.

WREMO again hosted the annual two day Regional CDEM Managers workshop.

## Staff

Two new part time staff members were recruited for the Community Resilience Team to boost resources in Porirua and the Wairarapa (commenced their induction 2 April) and two new members of the Operational Readiness team commenced duties in January.

## Preparedness Enablers

**200 litre water tanks.** During a significant disaster, water will be our biggest challenge. As of end of March, approx. 4100 water tanks had been sold in the Wellington Region. This represents an increase of approximately 600 on the previous quarter.

**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, approximately 22,000 bags have been sold (an increase of 4000 since the previous quarter, roughly 60% of these in the Wellington Region).

**“It’s Easy” Guide books.** The new household preparedness guide along with the Neighbourhood edition was introduced during the quarter. These along with a Business version awaiting printing will provide the tools necessary to implement the Group Community Resilience building strategy. The business edition will come with an on-line planning tool.

## WREMO Database

Two new components of the WREMO database have been released this quarter, the first is a shared information database for the Wellington Lifeline Group and the second for school emergency management plans.

## 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, CRPs in Eastern Ward (Hutt City), Paekakariki, Mangaroa/Whiteman's Valley, and Northland were completed. Plans are progressing in Thorndon, Plimmerton, Waikanae, Southern Upper Hutt and Wadestown.

## Volunteers

Four CD Volunteer courses occurred last quarter. Numbers undertaking this programme total 443 fully trained with a further 163 partially trained (a total of 606). The next course will be held in Hutt City commencing May.

## 1.6 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 second run of the tailored Survival Skill/Workplace First Aid Refresher reality based training course for field based staff is scheduled for 5 May at Battle Hill Regional Park and is already fully subscribed. Pending feedback this course will be added to the core Health and Safety Training programme.
- ▶ The free Seasonal Influenza Vaccination was offered to staff and councillors again in 2014 and approximately 200 people took up the opportunity to be vaccinated at one of the workplace based clinic or via a voucher.

The Parks Department worker spray deck, pictured below, has been entered into two health and safety awards:

- ▶ Wellington Gold Awards - ACC Workplace Safety category
- ▶ Safeguard New Zealand Health and Safety Awards - Design category

The design and development of the spray deck was a staff driven initiative to deal with staff having to travel along considerable distances of the Parks track network carrying out vegetation spray. Previously they would have had to walk beside the ute for the day in protective equipment, which could become very hot. Now they travel on the deck and step off only when needing to spray vegetation. The design includes some simple additions that make it even safer, e.g. the adaption of a reversing camera so that the driver of the ute can always see where staff are. This initiative is a great example of a collaborative approach that resulted in an effective solution.





## Review of Health and Safety Policies

During this quarter the reviews of the following policies were completed and approved by ELT:

- ▶ Contractor Health and Safety Management Policy
- ▶ Hazard Management Policy

A workshop for staff is being piloted to introduce staff to all of the recent significant changes to the GWRC Health and Safety Management System documentation, as well as highlighting some of the expected changes with the Health and Safety at Work Reform Bill. This workshop will be rolled out to staff across all sites over the next quarter.

## Health and Safety Database Project

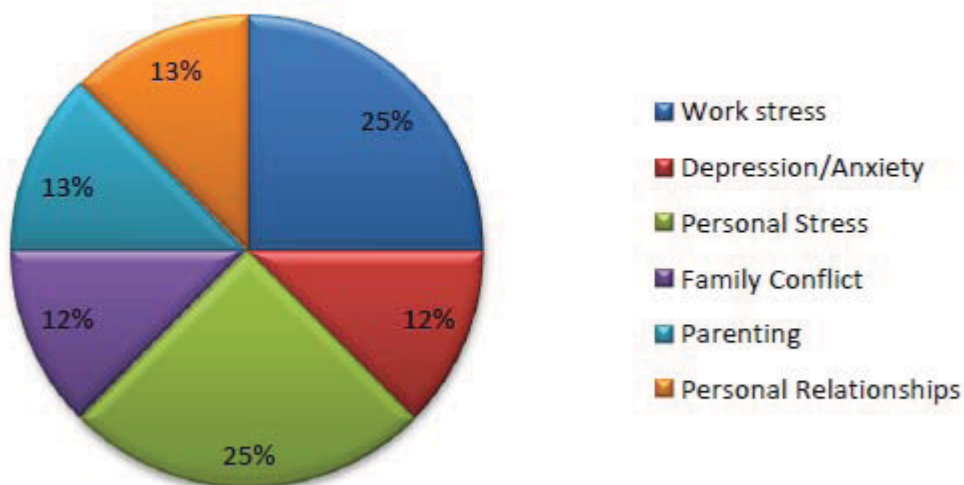
The Health and Safety Management Information System (HaSMIS) database project is progressing with recent user workshops run to assist with establishing key requirements to be included in RFP documentation.

## Employee Assistance Programme

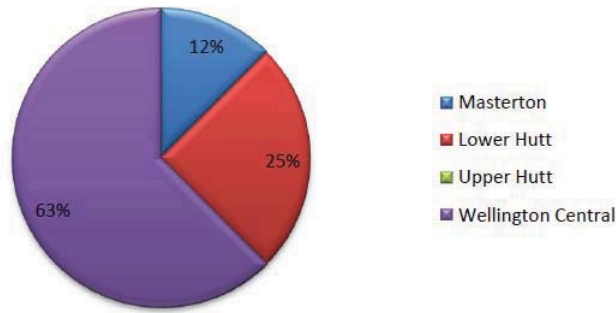
The utilisation of our EAP programme during the period from 1 November to 31 January is as follows:

Number of new cases	2
Reopened cases	2
Pre-existing cases seen during the period	4

### Primary Presenting Issues



### Location of Cases with Activity



## 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 March 2014)

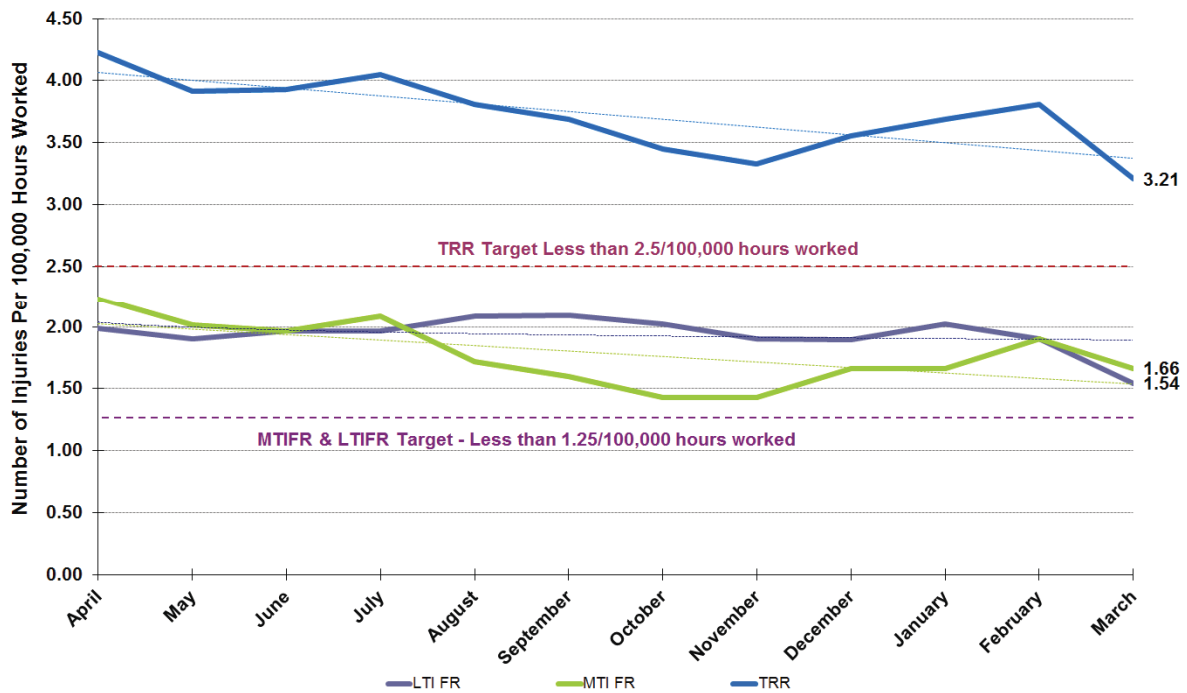


Figure 1 shows the relationship between frequency of Lost Time Injuries which result in time off work (LTIFR) and Medical Treatment Injuries which require treatment by a registered medical practitioner (MTIFR). The Total Recordable Rate (TRR) is the combination of the LTIFR and MTIFR.

The graph shows that our TRR has decreased over this quarter with two 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 3.21/100,000 hours worked.

The LTIFR target is 1.25/100,000 hours worked. With two lost time injuries in the first quarter the LTIFR has decreased from to 1.90 to 1.54 LTIs/100,000 hours worked over the quarter.

The MTIFR target is 1.25/100,000 hours worked. Due to three MTIs to staff this quarter the MTIFR remained at 1.66 MTIs/100,000 hours worked this quarter.

**Figure 2: Severity Rate**  
 (12 month rolling average as of March 2014)

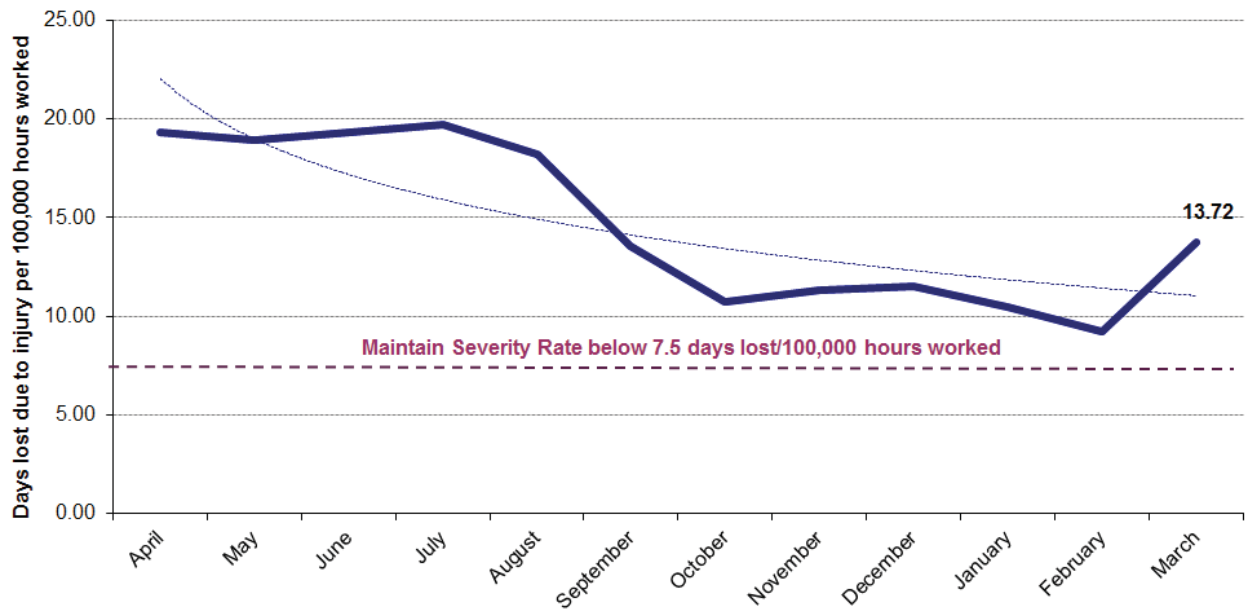


Figure 2 shows the days lost per 100,000 hours worked due to work related injuries. The Severity Rate performance target is currently 13.72 days lost/100,000 hours worked.

This graph shows that our Severity Rate increased during the later part of this quarter from 11.49 to 13.72 days lost due to injury/100,000 hours worked. During the last quarter there were 60 recorded days lost across the business due to LTIs.

## 1.7 Quarterly Report on Project Management

**Shed 39 relocation project** – this project is nearly complete with a few final finishing touches taking place. Upon completion of this project, any maintenance works will be treated as 'business as usual'.

**Health and Safety database 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 \$3.9 million of direct operational costs for the first quarter. Expenditure for the year to date is \$179,000 less than expected.

Contractors and consultants are \$62k 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 9 Months ended 31 March 2014	Year to date			Full Year			Last Year
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	FY Actual \$000
Rates & Levies	2,358	2,358	-	3,144	3,144	-	3,418
External Revenue	24	14	10	18	18	-	18
Investment Revenue	4	4	-	5	5	-	10
Internal Revenue	189	189	-	252	252	-	252
<b>TOTAL INCOME</b>	<b>2,575</b>	<b>2,565</b>	<b>10</b>	<b>3,419</b>	<b>3,419</b>	<b>-</b>	<b>3,698</b>
less:							
Personnel Costs	1,349	1,345	(4)	1,793	1,793	-	1,699
Materials,Supplies & Services	1,012	1,090	78	1,464	1,464	-	1,391
Travel & Transport Costs	42	87	45	122	122	-	84
Contractor & Consultants	367	429	62	523	523	-	90
Grants and Subsidies Expenditure	-	-	-	-	-	-	-
Internal Charges	1,099	1,097	(2)	1,463	1,463	-	1,949
<b>Total Direct Expenditure</b>	<b>3,869</b>	<b>4,048</b>	<b>179</b>	<b>5,365</b>	<b>5,365</b>	<b>-</b>	<b>5,213</b>
Financial Costs	-	-	-	-	-	-	1
Bad Debts	-	-	-	-	-	-	-
Corporate & Department Overheads	(1,323)	(1,323)	-	(1,764)	(1,764)	-	(1,599)
Depreciation	84	37	(47)	83	50	(33)	89
Loss / (Gain) on Sale of Assets / Investments	(2)	3	5	3	3	-	-
Total Indirect Expenditure	(1,241)	(1,283)	(42)	(1,678)	(1,711)	(33)	(1,509)
<b>TOTAL EXPENDITURE</b>	<b>2,628</b>	<b>2,765</b>	<b>137</b>	<b>3,687</b>	<b>3,654</b>	<b>(33)</b>	<b>3,704</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>(53)</b>	<b>(200)</b>	<b>147</b>	<b>(268)</b>	<b>(235)</b>	<b>(33)</b>	<b>(6)</b>
Add Back Depreciation	84	37	47	83	50	33	89
Other Non Cash	(2)	3	(5)	3	3	-	-
Net Asset Acquisitions	(22)	(46)	24	(62)	(46)	(16)	-
Net External Investment Movements	-	-	-	-	-	-	-
<b>NET FUNDING BEFORE DEBT &amp; RESERVE MOVEMENTS</b>	<b>7</b>	<b>(206)</b>	<b>213</b>	<b>(244)</b>	<b>(228)</b>	<b>(16)</b>	<b>83</b>
Debt Additions / (decrease)	-	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-	-
Net Reserves (Increase) / decrease	100	229	(129)	228	228	-	(90)
<b>NET FUNDING SURPLUS (DEFICIT)</b>	<b>107</b>	<b>23</b>	<b>84</b>	<b>(16)</b>	<b>-</b>	<b>(16)</b>	<b>(7)</b>

9 Months ended 31 March 2014 Capital Expenditure Statement People & Capability Group (ex WREMO)	Year to date			Full Year			Last Year
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	FY Actual \$000
Total Asset Acquisitions	42	62	20	62	62	-	93
Capital Project Expenditure	-	-	-	-	-	-	93
Asset Disposal Cash Proceeds	(20)	(16)	4	(16)	(16)	-	(11)
<b>Net Capital Expenditure</b>	<b>22</b>	<b>46</b>	<b>24</b>	<b>46</b>	<b>46</b>	<b>-</b>	<b>175</b>
Investments Additions	-	-	-	-	-	-	-
<b>NET CAPITAL AND INVESTMENT EXPENDITURE</b>	<b>22</b>	<b>46</b>	<b>24</b>	<b>46</b>	<b>46</b>	<b>-</b>	<b>175</b>

## 2.3 Group financial summary for Risk and Assurance

### Human Resources department financial report

Human Resources Financial Performance Statement 9 Months ended 31 March 2014	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	-	-	-	-	-	-	-
<b>TOTAL INCOME</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
less:							
Personnel Costs	994	956	(38)	1,275	1,275	-	1,280
Materials,Supplies & Services	37	27	(10)	61	61	-	34
Travel & Transport Costs	7	-	(7)	6	6	-	12
Contractor & Consultants	107	131	24	188	188	-	80
Grants and Subsidies Expenditure	-	-	-	-	-	-	-
Internal Charges	97	95	(2)	126	126	-	224
<b>Total Direct Expenditure</b>	<b>1,242</b>	<b>1,209</b>	<b>(33)</b>	<b>1,656</b>	<b>1,656</b>	<b>-</b>	<b>1,630</b>
Financial Costs	-	-	-	-	-	-	1
Bad Debts	-	-	-	-	-	-	-
Corporate & Department Overheads	(1,242)	(1,242)	-	(1,656)	(1,656)	-	(1,633)
Depreciation	5	5	-	7	7	-	7
Loss / (Gain) on Sale of Assets / Investments	-	-	-	-	-	-	-
Total Indirect Expenditure	(1,237)	(1,237)	-	(1,649)	(1,649)	-	(1,625)
<b>TOTAL EXPENDITURE</b>	<b>5</b>	<b>(28)</b>	<b>(33)</b>	<b>7</b>	<b>7</b>	<b>-</b>	<b>5</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>(5)</b>	<b>28</b>	<b>(33)</b>	<b>(7)</b>	<b>(7)</b>	<b>-</b>	<b>347</b>
Add Back Depreciation	5	5	-	7	7	-	7
Other Non Cash	-	-	-	-	-	-	-
Net Asset Acquisitions	-	-	-	-	-	-	-
Net External Investment Movements	-	-	-	-	-	-	-
<b>NET FUNDING BEFORE DEBT &amp; RESERVE MOVEMENTS</b>	<b>-</b>	<b>33</b>	<b>(33)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>354</b>
Debt Additions / (decrease)	-	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	-	-	-	-
<b>NET FUNDING SURPLUS (DEFICIT)</b>	<b>-</b>	<b>33</b>	<b>(33)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>354</b>

### Human Resources department financial summary

The department has spent \$1.2 million 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.

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.

## Democratic Services department financial report

Democratic Services Financial Performance Statement 9 Months ended 31 March 2014	Year to date			Full Year			Last Year FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
External Revenue	11	11	-	15	15	-	15
Investment Revenue	-	-	-	-	-	-	-
Internal Revenue	189	189	-	252	252	-	252
<b>TOTAL INCOME</b>	<b>200</b>	<b>200</b>	<b>-</b>	<b>267</b>	<b>267</b>	<b>-</b>	<b>267</b>
less:							
Personnel Costs	332	355	23	474	474	-	395
Materials,Supplies & Services	18	22	4	30	30	-	15
Travel & Transport Costs	7	5	(2)	7	7	-	8
Contractor & Consultants	-	30	30	40	40	-	-
Grants and Subsidies Expenditure	-	-	-	-	-	-	-
Internal Charges	49	53	4	70	70	-	212
<b>Total Direct Expenditure</b>	<b>406</b>	<b>465</b>	<b>59</b>	<b>621</b>	<b>621</b>	<b>-</b>	<b>630</b>
Financial Costs	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-
Corporate & Department Overheads	(265)	(265)	-	(354)	(354)	-	(353)
Depreciation	10	(4)	(14)	(5)	(5)	-	9
Loss / (Gain) on Sale of Assets / Investments	-	-	-	-	-	-	-
Total Indirect Expenditure	(255)	(269)	(14)	(359)	(359)	-	(344)
<b>TOTAL EXPENDITURE</b>	<b>151</b>	<b>196</b>	<b>45</b>	<b>262</b>	<b>262</b>	<b>-</b>	<b>286</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>49</b>	<b>4</b>	<b>45</b>	<b>5</b>	<b>5</b>	<b>-</b>	<b>(19)</b>
Add Back Depreciation	10	(4)	14	(5)	(5)	-	9
Other Non Cash	-	-	-	-	-	-	-
Net Asset (Acquisitions)/disposals	-	-	-	-	-	-	-
Net External Investment Movements	-	-	-	-	-	-	-
<b>NET FUNDING BEFORE DEBT &amp; RESERVE MOVEMENTS</b>	<b>59</b>	<b>-</b>	<b>59</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(10)</b>
Debt Additions / (decrease)	-	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	-	-	-	-
<b>NET FUNDING SURPLUS (DEFICIT)</b>	<b>59</b>	<b>-</b>	<b>59</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(10)</b>

## Democratic Services department financial summary

The department recorded a net funding surplus of \$59,000. 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 9 Months ended 31 March 2014	YTD			Full Year			Last Year FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
External Revenue	13	2	11	3	3	-	3
Investment Revenue	4	4	-	5	5	-	10
Internal Revenue	-	-	-	-	-	-	-
<b>TOTAL INCOME</b>	<b>2,375</b>	<b>2,364</b>	<b>11</b>	<b>3,152</b>	<b>3,152</b>	<b>-</b>	<b>3,431</b>
less:							
Councillor costs	23	33	10	44	44	-	25
Materials,Supplies & Services	957	1,040	83	1,374	1,374	-	1,341
Travel & Transport Costs	28	82	54	109	109	-	63
Contractor & Consultants	260	268	8	295	295	-	9
Grants and Subsidies Expenditure	-	-	-	-	-	-	-
Internal Charges	953	950	(3)	1,266	1,266	-	1,513
<b>Total Direct Expenditure</b>	<b>2,229</b>	<b>2,391</b>	<b>162</b>	<b>3,111</b>	<b>3,111</b>	<b>-</b>	<b>2,956</b>
Financial Costs	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-
Corporate & Department Overheads	185	185	-	246	246	-	387
Depreciation	69	35	(34)	80	47	(33)	73
Loss / (Gain) on Sale of Assets / Investments	(2)	3	5	3	3	-	-
Total Indirect Expenditure	252	223	(29)	329	296	(33)	460
<b>TOTAL EXPENDITURE</b>	<b>2,481</b>	<b>2,614</b>	<b>133</b>	<b>3,440</b>	<b>3,407</b>	<b>(33)</b>	<b>3,416</b>
<b>OPERATING SURPLUS / (DEFICIT)</b>	<b>(106)</b>	<b>(250)</b>	<b>144</b>	<b>(288)</b>	<b>(255)</b>	<b>(33)</b>	<b>15</b>
Add Back Depreciation	69	35	34	80	47	33	73
Other Non Cash	(2)	3	(5)	3	3	-	-
Net Asset Acquisitions	(22)	(46)	24	(62)	(46)	(16)	-
Net External Investment Movements	-	-	-	-	-	-	-
<b>NET FUNDING BEFORE DEBT &amp; RESERVE MOVEMENT</b>	<b>(61)</b>	<b>(258)</b>	<b>197</b>	<b>(267)</b>	<b>(251)</b>	<b>(16)</b>	<b>88</b>
Debt Additions / (decrease)	-	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-	-
Net Reserves (Increase) / decrease	100	229	(129)	228	228	-	(90)
<b>NET FUNDING SURPLUS (DEFICIT)</b>	<b>39</b>	<b>(29)</b>	<b>68</b>	<b>(39)</b>	<b>(23)</b>	<b>(16)</b>	<b>(2)</b>

Elected Members Capital Expenditure Statement 9 Months ended 31 March 2014	YTD			Full Year			Last Year FY Actual \$000
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000	
Total Asset Acquisitions	42	62	20	62	62	-	93
Capital Project Expenditure	-	-	-	-	-	-	93
Asset Disposal Cash Proceeds	(20)	(16)	4	(16)	(16)	-	-
<b>Net Capital Expenditure</b>	<b>22</b>	<b>46</b>	<b>24</b>	<b>46</b>	<b>46</b>	<b>-</b>	<b>186</b>
Investments Additions	-	-	-	-	-	-	-
<b>Net Capital and Investment Expenditure</b>	<b>22</b>	<b>46</b>	<b>24</b>	<b>46</b>	<b>46</b>	<b>-</b>	<b>186</b>

## Elected members financial summary

Elected member department has spent \$2.2 million of total direct operating expenditure. All costs are in line with expectations. A large portion of the costs relate to the elections. The general trend is that costs have increased on the previous election, and in line with expectations. The most significant contributor to savings in materials, supplies and services is order paper management. Improvements in the past year have resulted in savings of \$39,000.

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

# WREMO Current Budget

WREMO Income Statement For the 9 months ended 31 March 2014	YTD as at 31 March			Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Rates & Levies	576	576	-	768	768	-
Government Grants & Subsidies	-	-	-	-	-	-
2013 Carry forward	150	150	-	200	200	-
External Revenue	1,349	1,349	-	1,791	1,791	-
Investment Revenue	-	-	-	-	-	-
Internal Revenue	-	-	-	-	-	-
<b>TOTAL INCOME</b>	<b>2,075</b>	<b>2,075</b>	<b>-</b>	<b>2,759</b>	<b>2,759</b>	<b>-</b>
less:						
Personnel Costs	1,375	1,415	40	1,887	1,888	1
Materials,Supplies & Services	193	324	131	432	432	-
Travel & Transport Costs	60	82	22	109	109	-
Contractor & Consultants	88	158	70	210	210	-
Grants and Subsidies Expenditure	-	4	4	5	5	-
Internal Charges	94	87	(7)	116	116	-
<b>Total Direct Expenditure</b>	<b>1,810</b>	<b>2,070</b>	<b>260</b>	<b>2,759</b>	<b>2,760</b>	<b>1</b>
Financial Costs	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-
Transition Costs - operational	-	-	-	-	-	-
Depreciation	51	24	(27)	32	32	-
Loss(Gain) on Sale of Assets / Investments	(14)	-	14	-	-	-
<b>TOTAL EXPENDITURE</b>	<b>1,847</b>	<b>2,094</b>	<b>247</b>	<b>2,791</b>	<b>2,792</b>	<b>(1)</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>228</b>	<b>(19)</b>	<b>247</b>	<b>(32)</b>	<b>(33)</b>	<b>1</b>
Add Back Depreciation	51	24	27	32	32	-
Other Non Cash	(14)	-	(14)	-	-	-
Vehicles and other plant purchases	14	-	14	-	-	-
Net External Investment Movements	-	-	-	-	-	-
<b>NET FUNDING BEFORE DEBT &amp; RESERVE MOVEMENTS</b>	<b>279</b>	<b>5</b>	<b>274</b>	<b>-</b>	<b>(1)</b>	<b>1</b>
Debt Additions / (decrease)	-	-	-	-	-	-
Debt Repaid	-	-	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	-	-	-
<b>NET FUNDING SURPLUS (DEFICIT)</b>	<b>279</b>	<b>5</b>	<b>274</b>	<b>-</b>	<b>(1)</b>	<b>1</b>



**greater WELLINGTON**

**REGIONAL COUNCIL**

**Te Pane Matua Taiao**