

People and Capability Group

Performance Report for the year ended 30 June 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 last quarter were:

- ▶ Running 27 workshops across the organisation to inform staff about the updated policies and the Health and Safety Reform Bill
- ▶ Implementing the project plan to develop a new Health and Safety Information Management System
- ▶ Developing training programmes on incident management investigation training, risk identification and hazard management training
- ▶ Implementing an Alcohol and Other Drug Use Policy for the BioWorks team
- ▶ Managing the Gallup engagement survey
- ▶ Working on the project to integrate GWRC's bulk water supply function with Capacity
- ▶ Providing administrative support and services for Council meetings, Committee meetings and Advisory Group meetings
- ▶ Running official information training for staff
- ▶ Providing advisory input into significant Council decision-making processes, e.g. the sale of forestry cutting rights, water integration proposal, and the finalisation of the Regional Public Transport Plan.
- ▶ Providing information to Ara Tahi to enable it to consider the matter of Māori Constituencies for the regional council's elections
- ▶ Conducting EOC training across the region
- ▶ Continuing to roll-out the CDEM Volunteers programme
- ▶ Running workshops on the distant tsunami response plan
- ▶ Participating in a three day Betterbydesign master class, focusing on Pre-disaster Recovery Planning
- ▶ Working with The Tank Guy, WREMO have put together a very competitive water tank package for schools to help them get better prepared

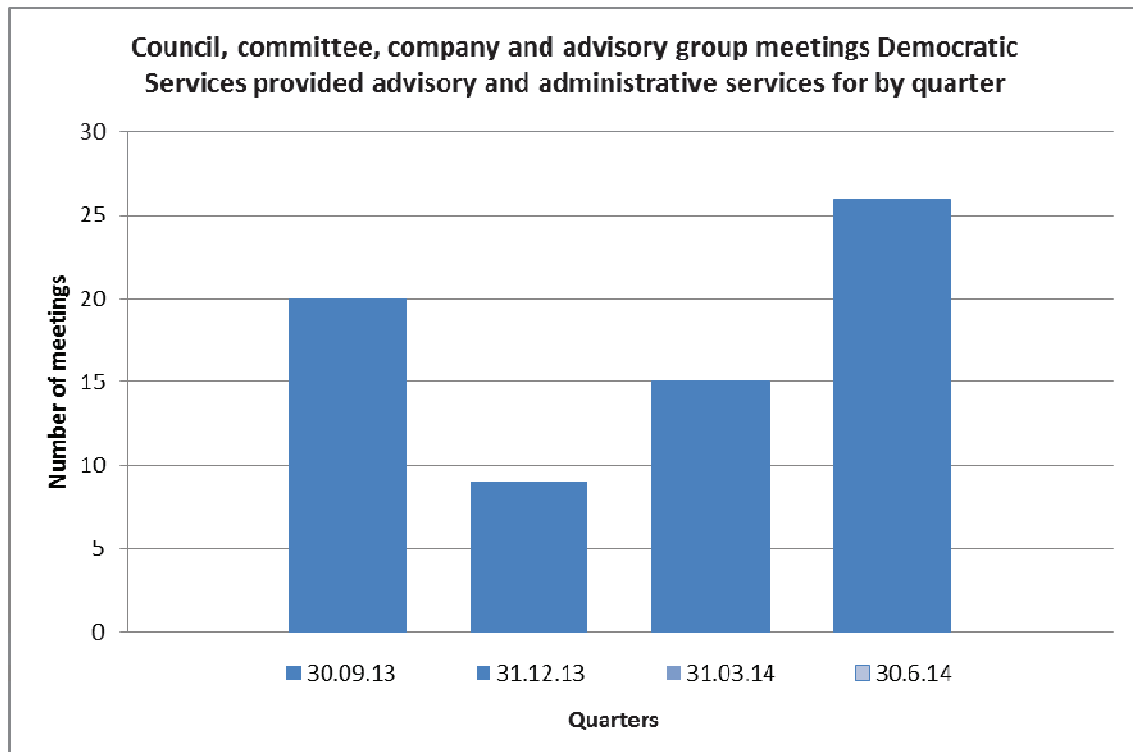
Annual Plan performance measures

		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%	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%.	In 2013/14 nineteen per cent of surveyed residents agreed that they are afforded opportunity to participate, rating their satisfaction 8-10 out of 10 (19%), with a further 47% rating this aspect 5-7 out of 10. 32% of residents disagreed that they are provided with sufficient opportunity to participate in Regional Council's decision making, with two per cent of residents unsure how to rate (2% don't know).

1.2 Quarterly Report on Democratic Services

Servicing of meetings

During this quarter Democratic Services provided advisory and administrative services to 26 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

On 30 April 2014 the remuneration Authority advised its remuneration setting arrangements for 2014/15. Positions, other than the Chairperson, will receive a salary increase of 2.78% for 2014/15 while the Chairperson's increase is 0.79% before adjustment for vehicle provision. The salary increase will be paid and backdated to 1 July 2014 when the Remuneration Authority issues its formal determination, which is expected in July 2014.

Official information training

Democratic Services conducted official information training for staff in June 2014. Forty-two staff attended the LGOIMA 101 training and 24 the more in-depth Extra for Experts training. 93% of

surveyed attendees rated the training as "Excellent" or "Very Good". Democratic Services is looking to conduct a further round of training for staff in the Masterton office.

Councillor professional development

The following approvals were made:

- ▶ Cr Bruce to participate in the LGNZ Business Presentation Skills workshop (May 2014).
- ▶ Crs Brash, Donaldson and Wilde to attend the LGNZ National Conference and AGM 2014 (July 2014).
- ▶ Cr Laidlaw to attend the EDS Conference 2014 - "Navigating our future" (August 2014).

Arrangements were made for Councillors to access the LGNZ webinar "Tax - An elected member's responsibility" being held on 7 August.

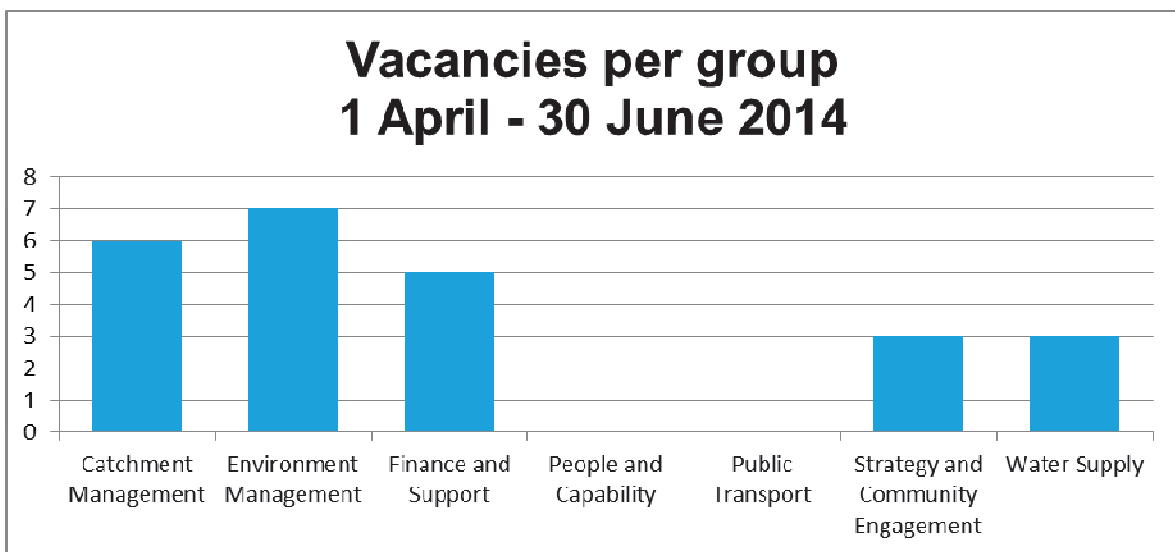
1.3 Quarterly Report on Human Resources

Recruitment

Vacancies

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

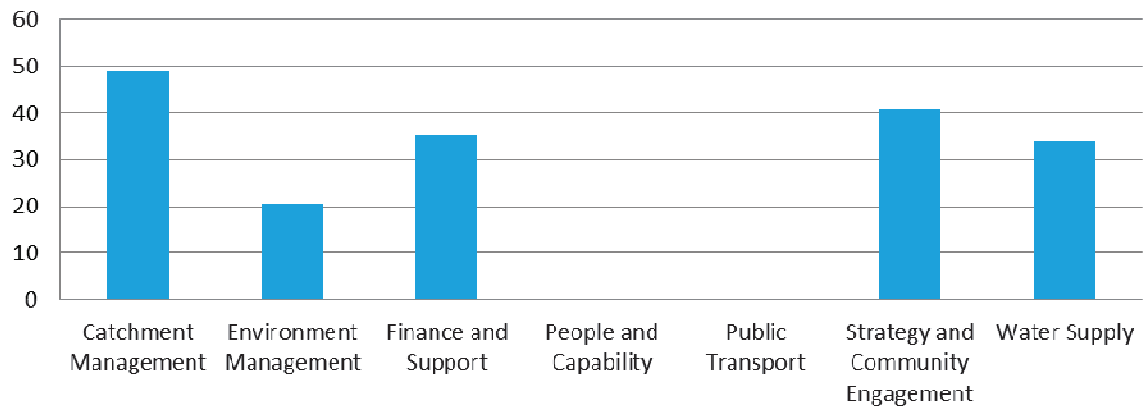
Four vacancies within the Catchment Management Group were new positions created as part of the Biodiversity Department review.



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 Catchment Management Group average days to recruit reflects the fact that they were recruiting for multiple roles at the same time.

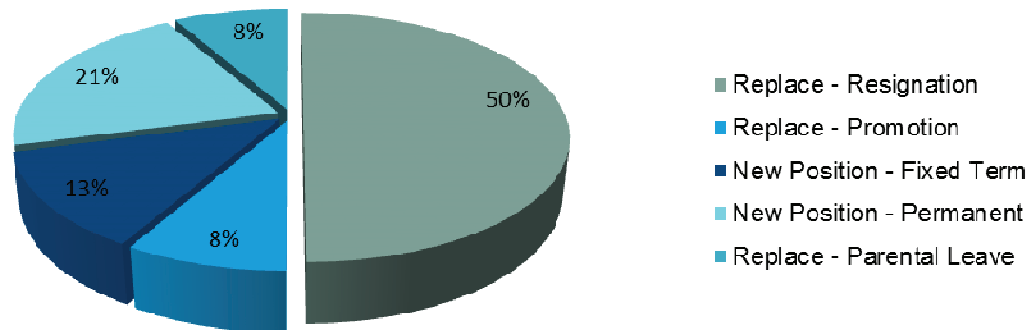
Average number of days to recruit 1 April - 30 June 2014



Reason for recruitment

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

Reasons for Recruitment 1 April - 30 June 2014

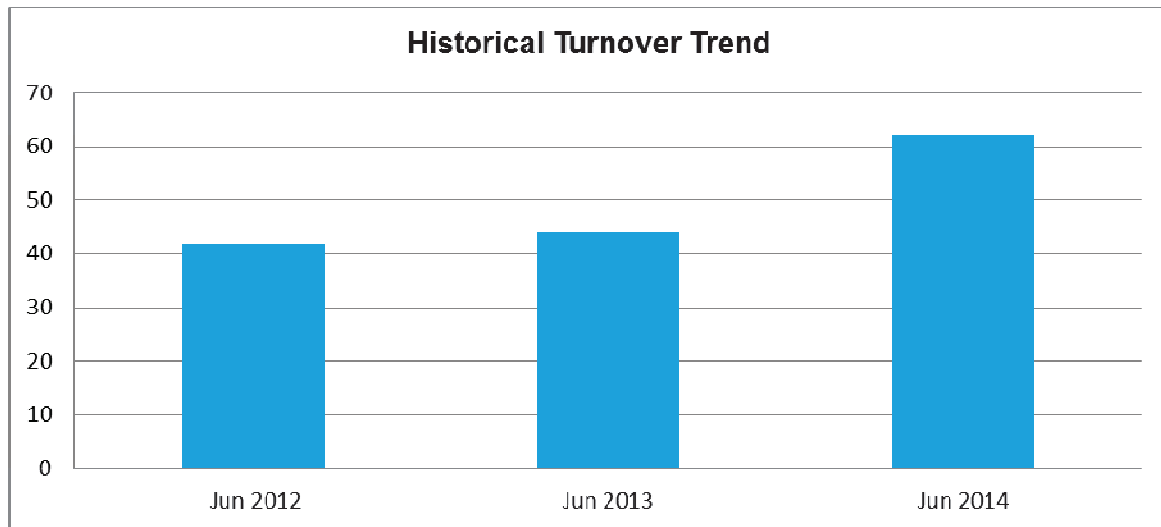


1.4 Staff turnover

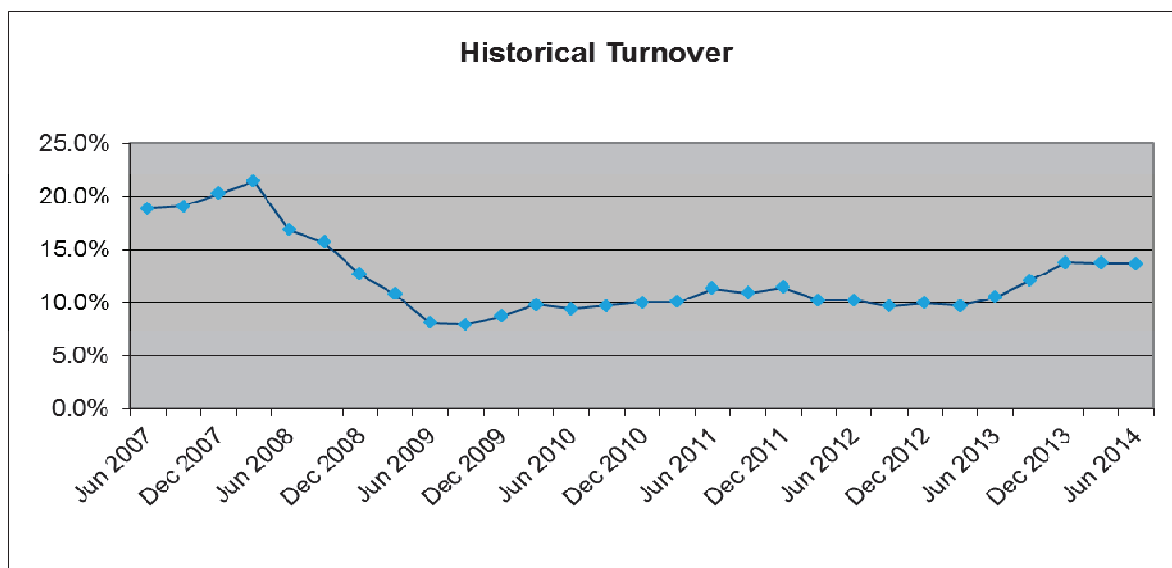
The annual turnover statistic for the last quarter was 13.6%. This has decreased slightly from December 2013 and March 2014, which had a turnover of 13.7%. This turnover figure represents both desirable and undesirable turnover. The annual turnover statistic represents the departure of 62 staff from 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 two graphs.

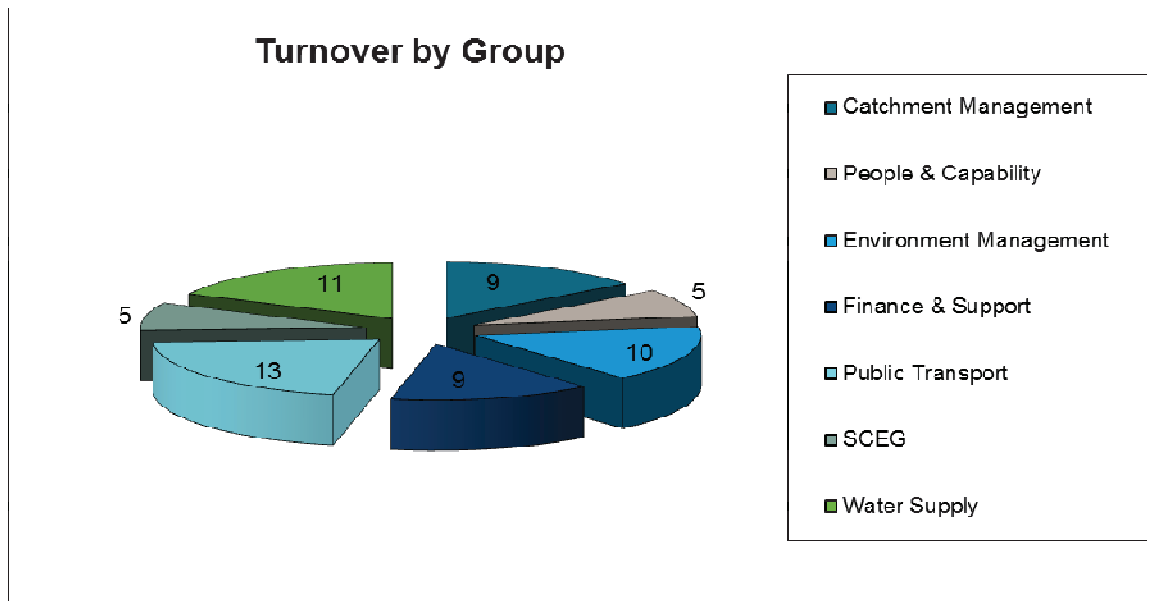
The first graph identifies the turnover trend during the last three years.



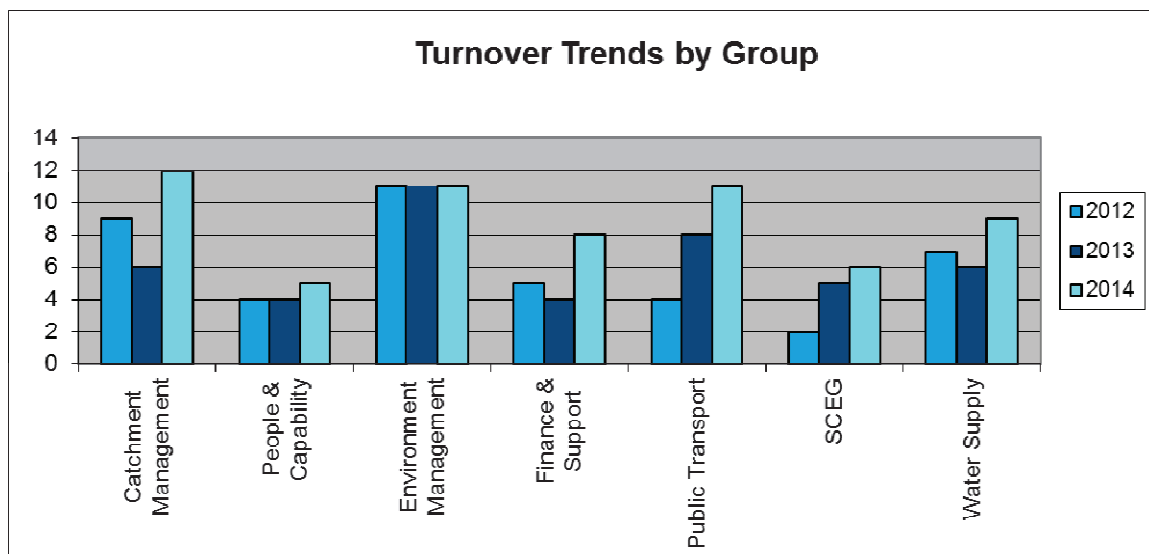
The second graph identifies the historical trend since June 2007. The average turnover rate during this period has been 13.8%, with a high in March 2008 of 21.4% and a low in September 2009 of 7.9%.



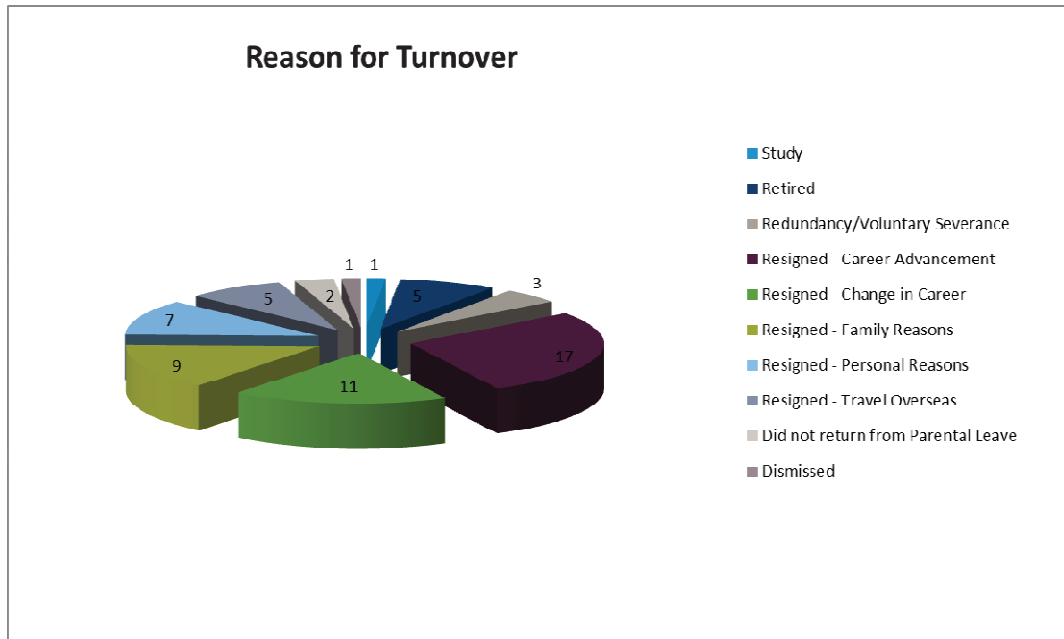
The turnover by Group during the last 12 months is outlined in the following chart:



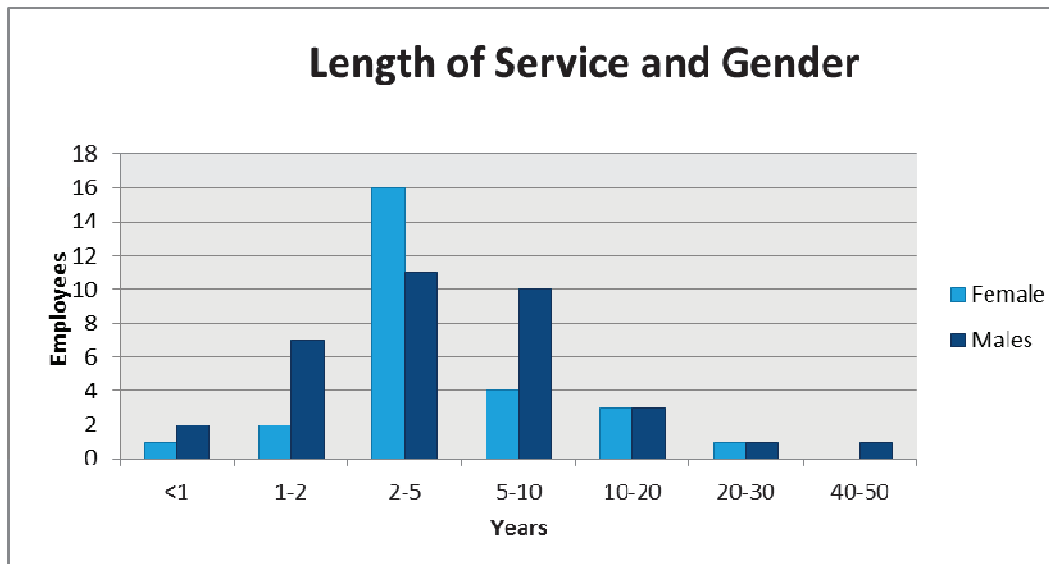
The following graph shows the historical turnover by Group during the last three years.



Reasons for Turnover



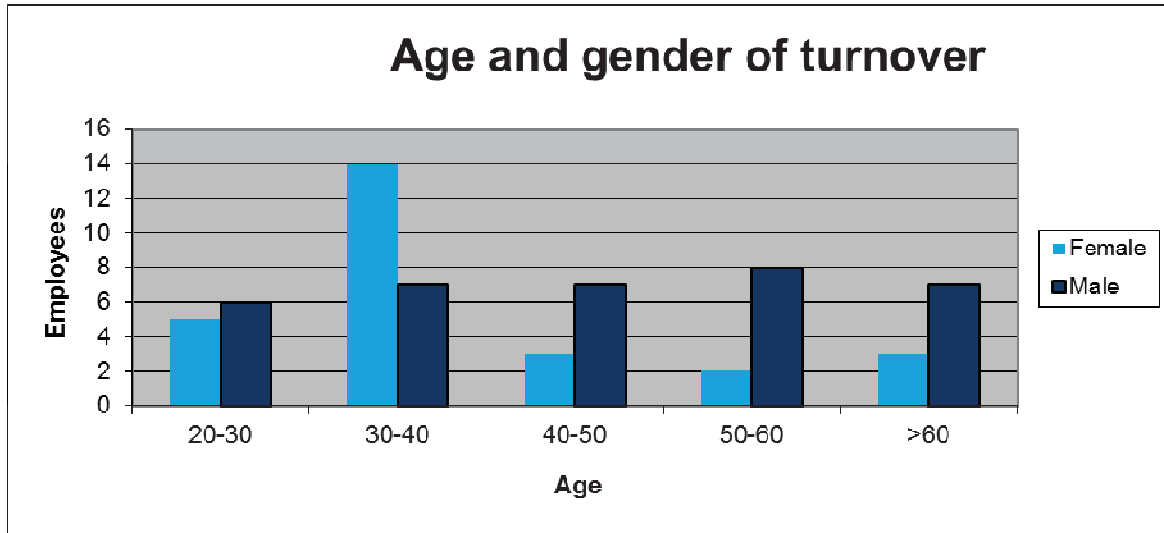
Length of Service and Gender of Staff Leaving



The 62 employees that left in the last 12 months had collectively served 378 years. This represents 10% of the total tenure at the Council.

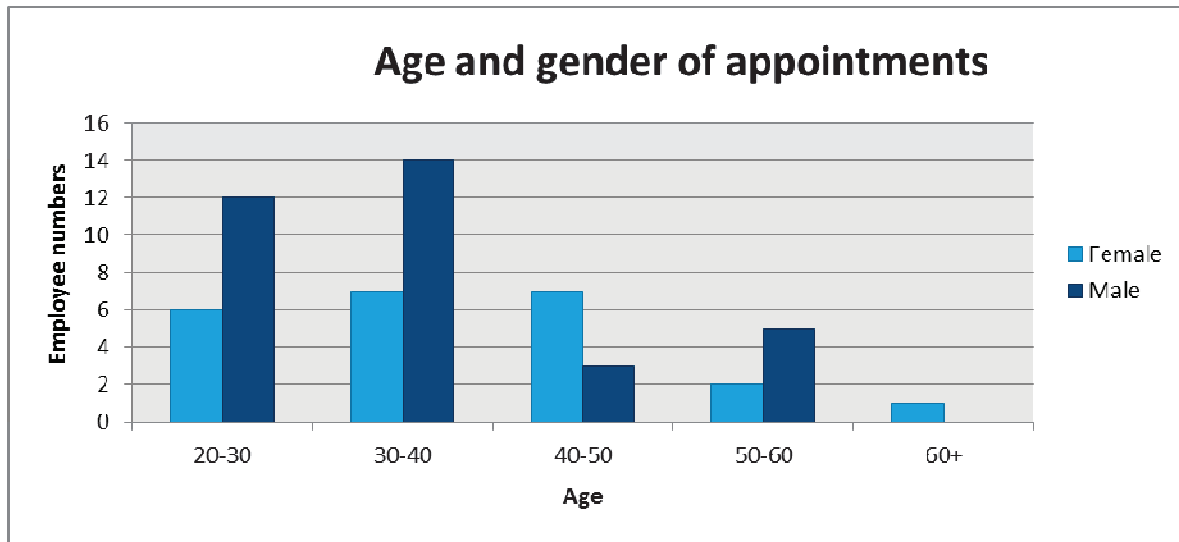
The average length of service of employees leaving was 5.6 years. The average for women was 5.3 years and for men was 6.7 years.

Age and gender of turnover



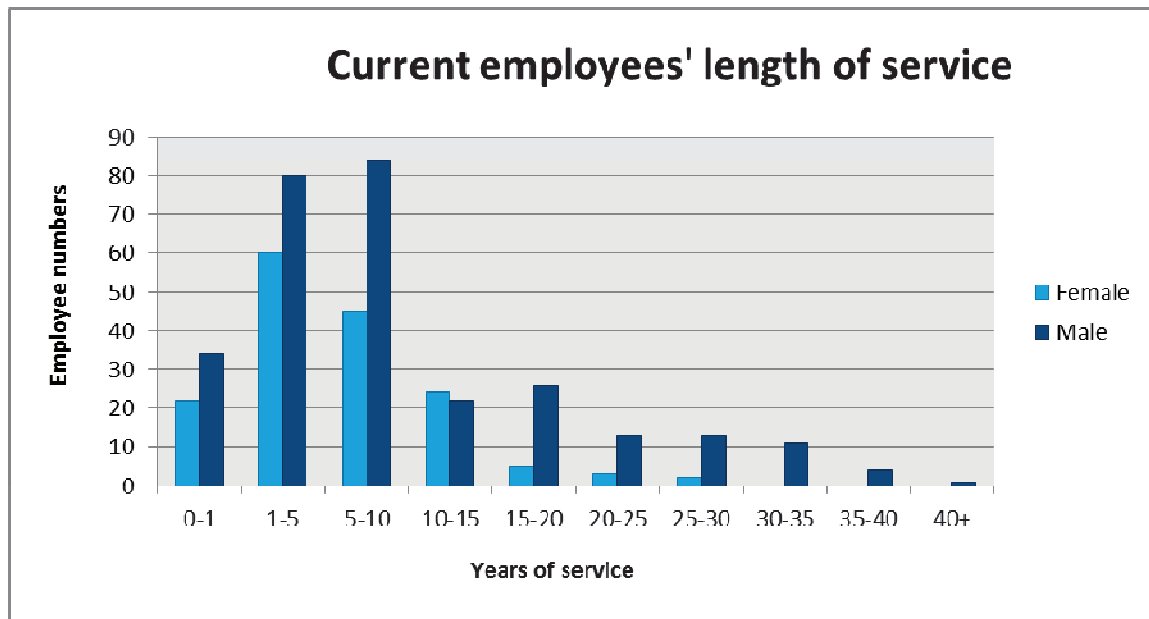
- ▶ The average age of employees leaving was 43 years.
- ▶ The average age of women leaving was 38 years.
- ▶ The average age of men leaving was 46 years.

Annual appointments statistics



There were 59 permanent appointments in the year ending 30 June 2014. Twenty three of these appointments were women

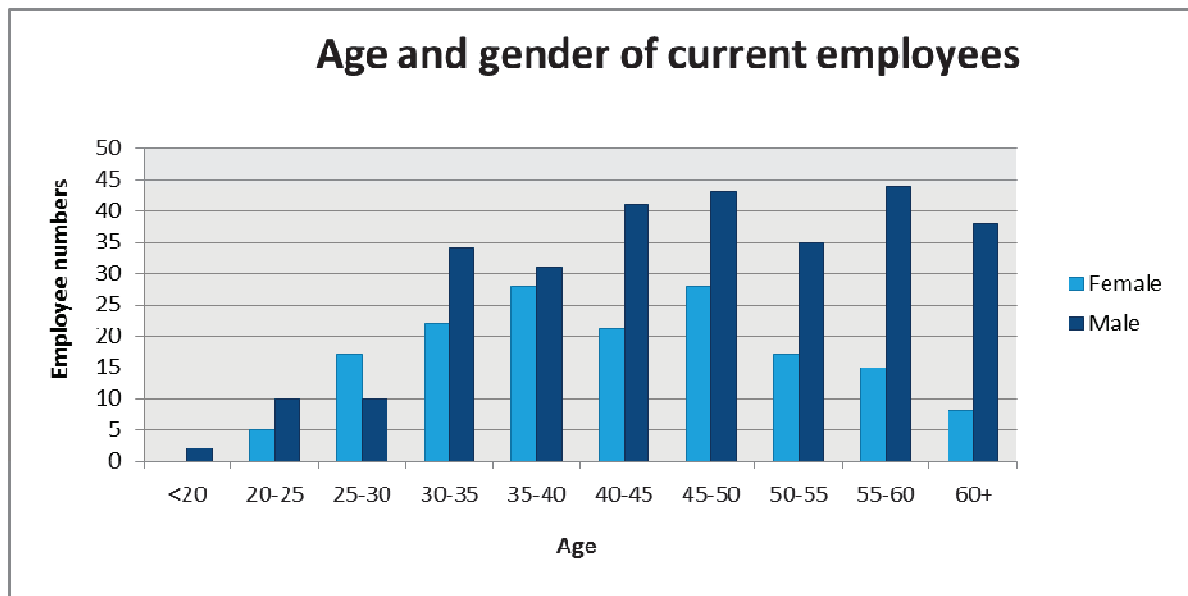
Current permanent employees



There are 56 employees (12.5%) with less than one year's service

36% of employees are women

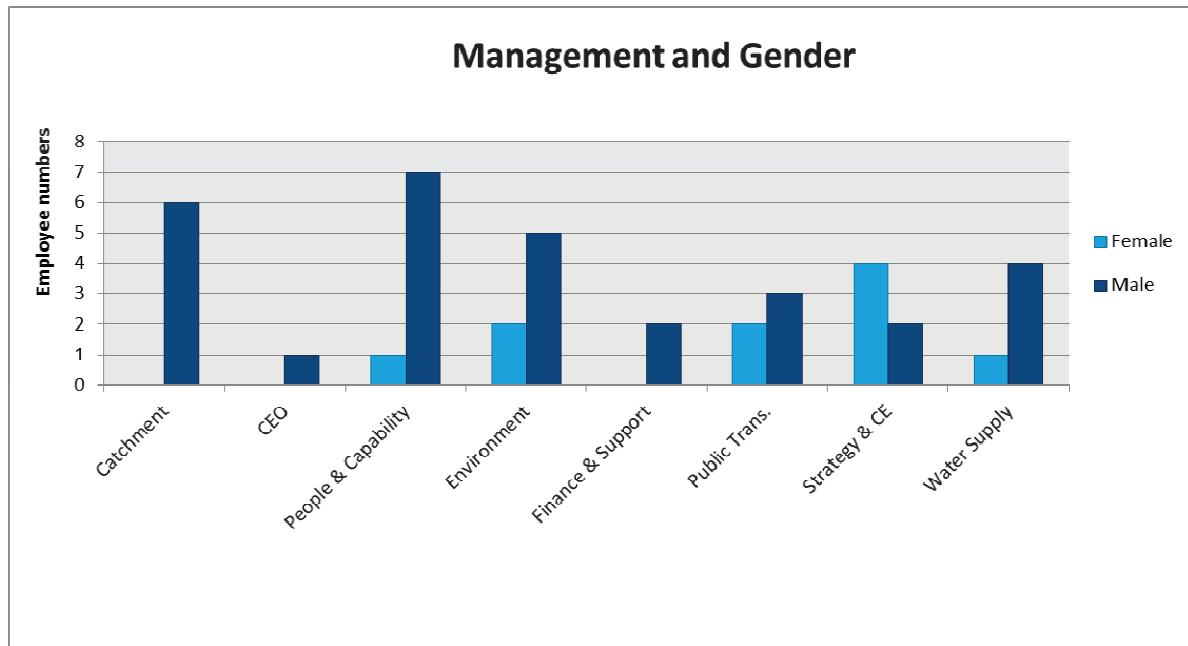
Age and gender of current employees



▶ The average age for women is 42 years

▶ The average age for men is 46 years

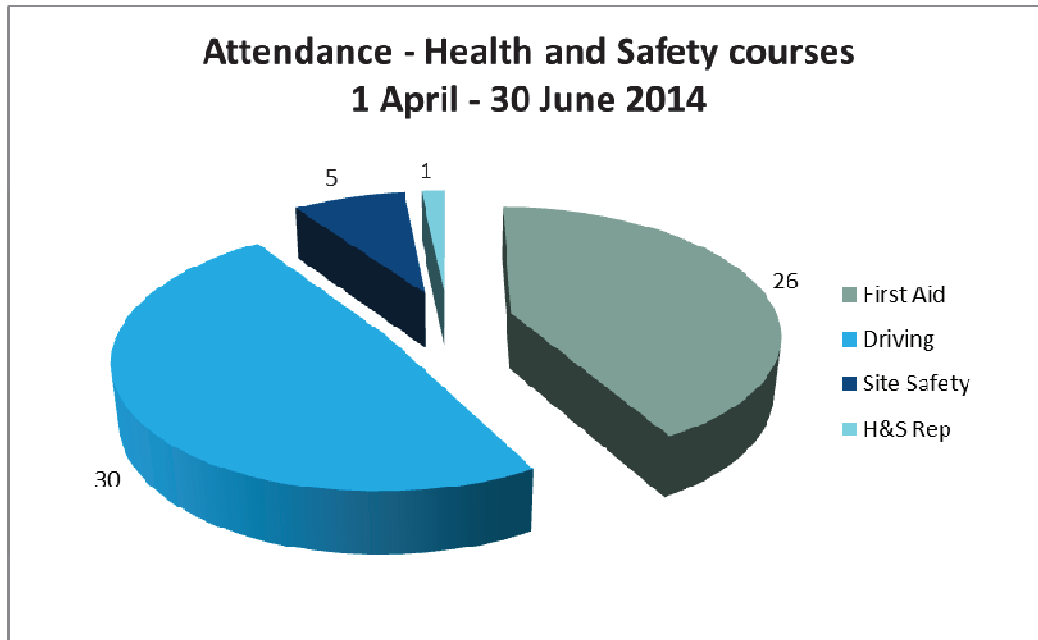
Management and gender



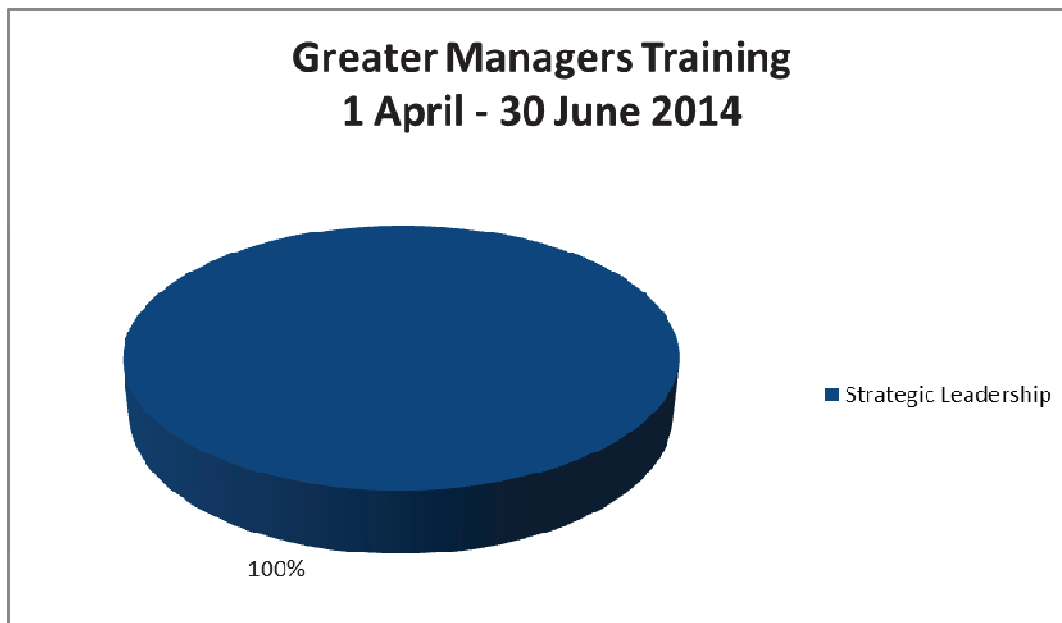
- ▶ 36% of all employees are women
- ▶ 25% of managers are women

Training and Development

Health and Safety training courses



“Greater Managers” Management Development programme



The Human Resources Department has continued to run the core six modules of Greater Managers for new Team Leaders and Managers, and for other staff who have been identified as having the potential to develop into managers. In the last quarter, all attendees participated in the Strategic Leadership module.

Engagement survey

The Gallup engagement survey overall response rate was 86.5%. The grand mean results show a gradual decline in engagement from 3.99 in 2012 to 3.95 in 2014.

Managers have been provided with a variety of tools to assist them in having conversations with staff about the engagement results and identifying what teams can do to increase their engagement. This includes a discussion at the Leaders Forum about what we can do to increase engagement across the organisation.

Integration of water services project

This project is on track for staff to transfer from GWRC to Capacity Infrastructure Services on 19 September. The arrangement for transfer is that staff will end their employment with GWRC and be offered employment with Capacity Infrastructure Services on the same terms and conditions of employment, including continuous service. Capacity has agreed to allow staff to transfer their accumulated sick leave balance with them. Staff will be paid out any annual leave or long service leave accrued not yet taken, on the 18 September.

Capacity Infrastructure Services have agreed, as part of the transfer process, to the transfer of the GWRC Collective Employment Agreement to their organisation. The parties have met to develop a memorandum of agreement between GWRC, Capacity Infrastructure Services, the EPMU and the PSA to amend the Collective Employment Agreement upon transfer to delete any reference to GWRC and any provisions which are not applicable to the Water Supply staff. As the current Capacity Infrastructure Services Collective Employment Agreement and GWRC Collective Employment Agreement expire on the same date, the new organisation will have an opportunity to negotiate a single Collective Employment Agreement covering all staff.

1.5 Year End and Quarterly Report on WREMO

Overview

This report marks the second anniversary of the creation of WREMO. While the first year was spent developing the structure and strategies necessary for a fresh approach to emergency management in the region, the second year of operation was spent in implementation mode, interrupted by the aftermath of the June 2013 one in a hundred year storm and the two major series of earthquakes which had a considerable impact on the region.

Wins and Developments

Marketing and messaging

WREMO's electronic profile has been enhanced considerably during the year:

Facebook

Commencing the year with a little over 11,000 followers on Facebook, our following has now grown to 39,000. While there is nothing like a disaster to stimulate interest, WREMO has worked hard to generate and maintain a successful social media brand – WREMOnz, the credible source of information on Facebook before, during and after a large scale emergency in the Wellington Region. WREMOnz provided a constant stream of safety, comfort, and confidence building messages during the July/August earthquakes. During the Eketahuna earthquake, agencies along with members of the public posted useful intelligence related not only to our region but also the Manawatu and southern Hawkes Bay. Facebook/WREMOnz ranks the highest of all NZ Governmental Facebook pages monitored by Socialbakers, including Fire Service, NZ Police recruitment and NZ Army (www.socialbakers.com/facebook-pages/society/country/new-zealand/tag/governmental)

Website

The new WREMO website, www.getprepared.org.nz was launched in November 2013 to provide a flexible, very accessible, consolidated location for CDEM messaging in the region, pre and post disaster. The site has an automatic link from council websites and is currently in the process of being linked to the Ministry's website so emergency alerts are visible should people access information from the Ministry's site, www.getready.govt.nz.

New Zealand Trade and Enterprise

In April 2014, our brand awareness and the good work in the community brought us to the attention of NZ Trade and Enterprise who invited WREMO to participate in a three day Betterbydesign master class. This programme had a value of \$40,000, offered to us for free as a worthy not-for-profit organisation with the intention of driving innovation in a chosen project; in our case, Pre-disaster Recovery Planning. The five person team that attended was therefore a composite group comprising WREMO, the Joint Centre for Disaster Research, and Christchurch City Council staff. Expect to see more on this topic over the coming year.

Operations

Earthquakes

During July and August 2013, the region suffered its most significant series of earthquakes since 1942. While we now sit back and wonder what the fuss was about, the events did highlight anomalies in the design and fit-out of some of our buildings in the Wellington CBD, procedural deficiencies related to building and CBD evacuation, along with a general lack of preparedness by many organisations that found their BCPs and associated contact lists inadequate. Lessons learned from these events have received considerable attention by individuals, communities, businesses,

councils, as well as WREMO. The Eketahuna earthquake on Anniversary Day resulted in some structural damage to buildings in Masterton and proved a timely reminder against complacency.

Other events

In addition to the above events, there were numerous other occasions where either an EOC activated in a limited capacity or WREMO staff along with Local Controllers closely monitored potential events which largely flew under the public radar. These included major slips, floods, numerous storms (with up to 150kph winds), plus (potential) distant source tsunami.

Emergency Response

During the year, considerable attention was given to defining the operational requirement and then how to build appropriate capacity to match. Following approval of the Operational Readiness Strategy by CEG last year, a plan to implement the strategy was completed. Initial focus was on a full stocktake of response management equipment, communications systems, personnel, plans and procedures. This stocktake then informed the future capability upgrade programme by establishing a very clear baseline and helping articulate current gaps in capability. This has highlighted some risks for the region particularly in operational connectivity and Group organisational sustainability. The Response Structure Review which commences July 2014 has been established to address this.

Tsunami Planning

WREMO has been working with partners and key stakeholders from September 2013 to update the Group distant tsunami response plan. This update will ensure that the Group and local-level plans align. It takes advantage of a recent update of scientific information on tsunami from GNS Science. The resulting plan will focus not just on evacuation, but covers the period until 72 hours after any tsunami has subsided, as this informs welfare planning and other key response aspects. After an initial round of workshops held in late 2013, a second set of workshops were run in June / July 2014. It is intended that the plan will be forwarded to the CEG subcommittee on 26th September 2014.

Preparedness Enablers

200 litre water tanks

During a significant disaster, water will be our biggest challenge. As of the end of June 2014 (12 months sales), approx. 4100 water tanks had been sold in the Wellington Region. In addition to these household tanks WREMO and partner, The Tank Guy, have put together a very competitive water tank package for schools to help them get better prepared. Schools in the Wellington Region have been offered a 5,700 litre, food grade water tank with leaf strainer and security tap for \$990 delivered anywhere in the region.

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 23,000 bags have been sold, roughly 60% of these in the Wellington Region.

“It’s Easy” Guides

WREMO designed and introduced a suite of guide books to promote greater resilience within various sectors of the community as follows (these are now in the process of being translated into Maori, Tamil, Spanish, Samoan, Somali, Russian, Arabic, Burmese, and simplified Chinese):

Prepared Households

This 12 step guide (adapted from an earlier award winning document) is designed to help people understand some of our main hazards and to assist households prepare for an emergency.

Prepared Neighbours

This 10 step guide is designed to assist neighbourhoods and apartment buildings become better connected and prepared for an emergency.

Prepared Businesses

This 12 step guide is designed to ensure businesses and organisations are prepared to get through a disruption. It comes complete with an on-line planning tool.

These documents are in demand by several EM teams across NZ and have been modified to meet their regional requirements.

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 year, CRPs in Eastern Ward (Hutt City), Otaki, Te Horo, Paekakariki, Waikanae, Mangaroa/Whiteman’s Valley, Northland/Wilton/Wadestown were completed; while plans were progressed in Thorndon, Plimmerton, Titahi Bay, Southern Upper Hutt and Crofton Downs/Ngaio/Khandallah. The recent addition of Community Resilience staff for Porirua and the Wairarapa will enable WREMO to accelerate this programme in those areas.

Blue Lines

The Blue Line initiative was rolled out across Kilbrinie Rongotai, and Lyall Bay though difficulties have been experienced gaining approval for marking the state highway (being worked through). The next phase, which has commenced, is the Miramar Peninsular. From there it is intended that the project continue to encompass the inner harbour suburbs.

Volunteers

Thirteen CD Volunteer courses were held during the year involving 254 new volunteers, in addition to the 26 participants of the course in progress at year end. This brought the total of people undertaking the programme to 638, spread across Kapiti, Porirua, Wellington, and the Hutt Valley. Next year it is intended that the programme be rolled out in the Wairarapa.

In June WREMO ran its first Marae based CDEM Volunteer course in Wainuiomata, with plans for further courses on Maraes around the region in the coming months. Marae based training courses are an industry first, and have been specifically done to help strengthen the relationship with local Maori, gain a better understanding of available resources and promote a 2-way learning system for ongoing engagement.

1.6 Year End and Quarterly Report on Health and Safety

Report on 2013 – 2014 Health and Safety Performance Targets

The following table includes the 2013 – 2014 Health and Safety performance targets agreed to by the Executive Leadership Team and our progress towards achieving them. The final results for the year are colour coded as follows:

Green – achieved or exceeded the target

Orange – did not achieve but made positive progress towards achieving

Red – did not achieve and actually went backwards.

Performance Measure	Performance Target	Year-end result	Percentage Improvement from June 2013	Comment
Lost time injury frequency rate (LTI/100,000 hours worked)	1.25	1.18	40%	All three performance measures made significant improvements from where they were at June 2013. Only the LTIFR decreased to a level below the performance target.
Medical treatment frequency rate (MTI/100,000 hours worked)	1.25	1.54	21%	
Total Recordable Rates (TRR) (MTI + LTI/100,000 hours worked)	2.50	2.73	31%	
Severity Rate (SR) (days lost due LTI's/100,000 hours worked)	7.5	11.67	40%	The Severity Rate has also made a significant improvement from where it was at June 2013, although the performance target was not achieved. Systems and practices improvement around proactive rehabilitation, along with the support of the dedicated ACC Case manager for GWRC have resulted in an improvement in the experience, and the quality of recovery, for staff who have had to make use of the ACC

Proactive vs. Reactive Ratio	2.00	1.52	1%	<p>injury management service.</p> <p>The Proactive vs. Reactive Ratio has remained at the same level as it was at in June 2013 with only reaching a marginally higher level over the period of the year. The recorded occurrence still remained more proactive than reactive.</p>
Corrective Action Ratio	0.40	0.05	-77%	<p>There has been a dramatic drop in this performance measure. From observations while out in the organisation it is not that corrective actions associated with recorded occurrences aren't being developed and implemented; rather that SafeTsmart does not easily support their central capturing, management and oversight.</p>
Incident Reporting & Recording	95% of all incidents reported and recorded in the GWRC incident data base within 2 working days	Average 4.2 days between occurrence and recording		<p>This is now sitting at a rolling 12 month average of 4.2. Over the last three months on average 62% of occurrences were successfully recorded into SafeTsmart within two days of being reported.</p>
Incident Initial Investigation Completion	95% of all reported incident's initial investigation completed within 5 working days			<p>Unfortunately a current mechanism to capture information to monitor against this performance target is not easily available at a central point. The HaSMIS project will work to have this as a standard performance measure.</p>

2013 – 2014 Health and Safety Objectives

Below are the GWRC Health and Safety objectives for the 2013 -2014 year agreed to by the Executive Leadership Team and a summary on the progress made and their current status.

OBJECTIVE	ACCOUNTABLE ROLES	STATUS	COMMENT
Organisational H&S SOP's and guidelines consolidated or developed dependant on related risk and available resources	Senior H&S Advisers and GM P&C	On-going, as required	GWRC SOP for Quad Bikes developed and implemented. Ongoing progress on a variety of other GWRC SOP's and Guidelines, including: Working alone and/or, remotely and personal locator beacon use Trailer SOP Working with GWRC Volunteers
Run a workshop with all GWRC Elected H&S Reps related to their current role and also with pending legislative changes	Senior H&S Advisers and GM P&C	Completed	Workshop held with all GWRC Elected H&S Reps April 2014
Identify a suitable IT solution that supports GWRC H&S information needs.	Senior H&S advisers & GM P&C	In progress	Project on track with agreed project plan and dedicated resources, to have a solution identified and in place December 2014
Maintain Secondary Status in the ACC WSMP external audit	Senior H&S Advisers, GM P&C, GM WSG, GM CM & GM EM	Completed	Completed with Tertiary recognition awarded December 2013
Completion of the GWRC H&S Gap Analysis project including an overall report including recommendations and action plan	Senior H&S Advisers and GM P&C	In progress	Final senior leadership review component still to be completed.
Having a full contingent of Elected Employee Health and Safety Representative, including the 2 additional new H&S Reps	Senior H&S Advisers, Convenor Elected Employee Rep Forum	Completed	All new additional employee H&S reps elected and either trained or scheduled to attend up-coming courses

Review H&S reporting to ELT and Council	Senior H&S Advisers, GM P&C and HSAG	Deferred	Deferred pending progress of HaSMIS project and understanding new system's capabilities
Develop and deliver employee education programme to accompany release of new and revised GWRC H&S framework documents	Senior H&S Advisers, GM P&C	Completed	27 staff H&S workshops delivered with over 430 staff attending
Develop and deliver H&S Investigation training to: All senior manager Identified lead investigators	Senior H&S Advisers & GM P&C	In progress	Piloting a two day ICAM Investigation skills training scheduled for 28-29 July A four hour workshop is under development and scheduled for piloting shortly after the above course has been run.
Approved Contractor database developed	Senior H&S Advisers, All GM's and Department Managers	In progress	A model database has been developed as part of the broader HaSMIS project. Will be working with key organisational contacts to cleanse and complete capturing of data relating to GWRC qualified contractors.
H&S Induction resource and programme revised to ensure adequacy and consistency across the organisation	Senior H&S Advisers & GM P&C	In progress	The potential resource identified, working with HR to begin developing resource scope and content.
Complete the development of the GWRC's volunteer H&S guidelines and associated resources	Senior H&S Advisers, Catchment Management and Environment Management GM's and Department Managers	In progress	Re-establishing key contact in GWRC that work with volunteers and ensuring there is a full appreciation of the nature of volunteer work occurring. Will then revise previously drafted resources in line with this new context.

Work with all departments to ensure hazard registers are reviewed and up-to-date – identify hazards which require a common documented GWRC management approach

Senior H&S Advisers & All Department Managers

In progress

New GWRC Hazard Management Policy developed and approved.

Under way in several departments with assistance from external consultants.

Will be rolled out across the organisation in the near future.

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 was held at Battle Hill Regional Park on 5 May
- ▶ A pilot two day ICAM (Incident Cause Analysis Method) investigations skills workshop is running on 28-29 July 2014 with a full contingent of 16 staff
- ▶ A pilot presentation on work related impairment was provided by Dr Simon-Ryder Lewis to the Biosecurity Department. Simon is the Occupational Health physician that GWRC consults for specialist advice. The presentation covered how impairment impacts on the ability to carry out tasks in the workplace and focused on fatigue, hydration/nutrition, prescription medicines, undiagnosed medical conditions, alcohol and drugs
- ▶ Continued implementation of the Health and Safety Information Management System project

Review of Health and Safety Policies

There were 27 workshop briefings held across the organisation to inform staff about the updates to the GWRC Health and Safety Management System documentation, as well as highlighting some of the expected changes with the Health and Safety Reform Bill.

An Alcohol and Other Drug Use Policy was developed and implemented for the BioWorks team as it is a contractual requirement to tender for OSPRI's possum control work. Matt Beattie from Instep Limited (our EAP provider) ran a training session with BioWorks staff to inform them about drug and alcohol testing and the procedures required to undertake testing. BioWorks staff are receiving training from OK Health on using the breathalyzer to undertake alcohol testing.

Health and Safety Database Project

HASMIS Project – Progress has been made on the requirements and RFP documentation. The project team has met with two of the leading HASMIS providers in New Zealand (Vault and Risk Manager) to understand the capability and have access to their demo systems. The project team will be reviewing how the HASMIS systems can align with current and future Health and Safety legislation, GWRC's policies and identify if there are gaps which can be managed outside of the system. The RFP documentation is expected to be completed during August and the tender and selection of the preferred HASMIS finalised by October.

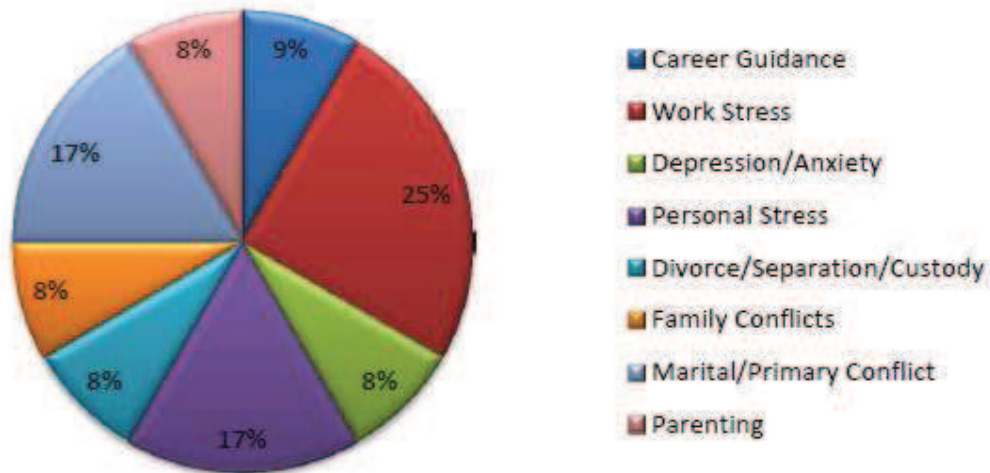
Employee Assistance Programme

During the period from 1 February to 30 April 2014, there were 12 reported cases. This figure is made up of seven new cases and five pre-existing cases. Compared to the last period when there were a total of eight active cases, activity increased 50% from the previous period.

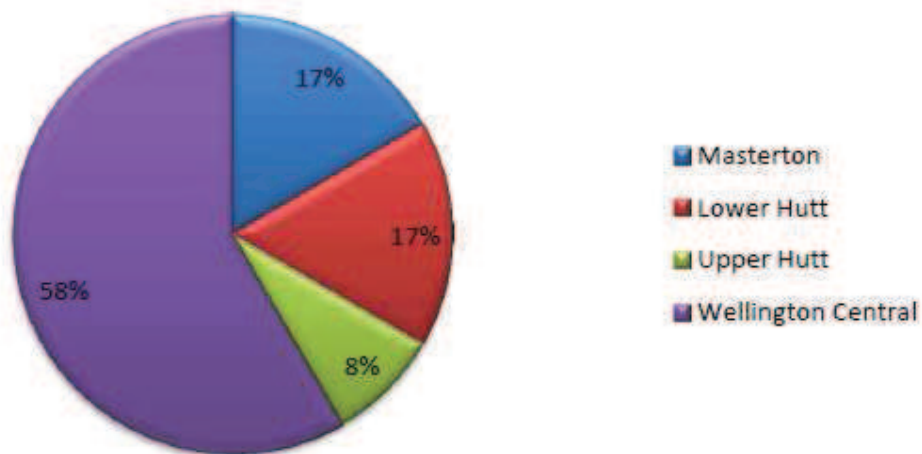
The majority of those in the programme are employees who self-referred into EAP. A self-referral figure above 80% indicates a self-aware organisation whereby individuals take responsibility for matters affecting their personal and professional lives. Only two cases involved the partners of GWRC employees.

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

(12 Month rolling average as of June 2014)

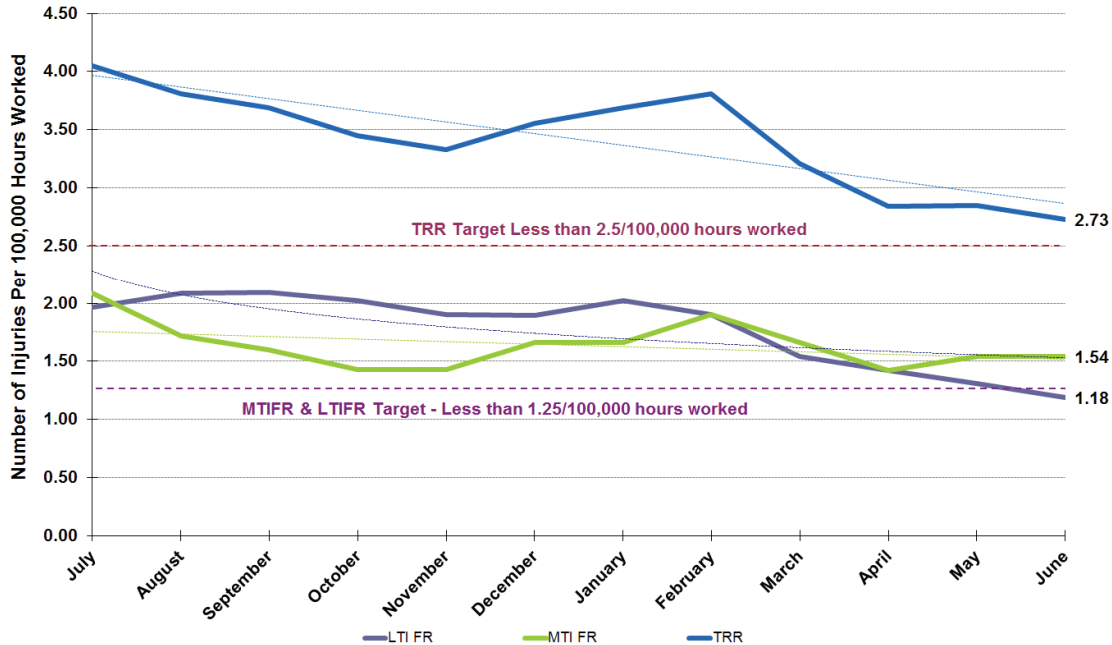


Figure 1 shows the relationship between frequency of Lost Time Injuries which result in time off work (LTIFR) and Medical Treatment Injuries which require treatment by a registered medical practitioner (MTIFR). The Total Recordable Rate (TRR) is the combination of the LTIFR and MTIFR.

The graph shows that our TRR has decreased over this quarter with no LTIs and two MTIs. The performance target for TRR is 2.5 TRR occurrences/100,000 hours worked. The TRR has ended the quarter and the year at 2.73/100,000 hours worked.

The LTIFR target is 1.25/100,000 hours worked. With no lost time injuries in this quarter the LTIFR has decreased from to 1.54 to 1.18 LTIs/100,000 hours worked over the quarter.

The MTIFR target is 1.25/100,000 hours worked. There were two MTIs to staff this quarter the MTIFR decreased from 1.66 to 1.54 MTIs/100,000 hours worked this quarter.

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

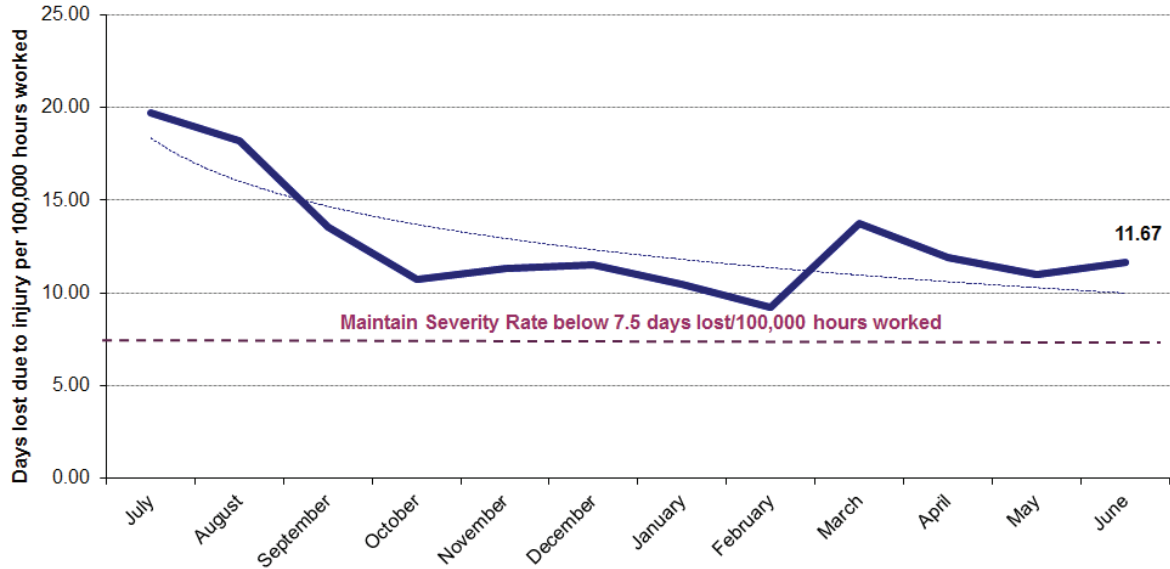


Figure 2 shows the days lost per 100,000 hours worked due to work related injuries. The Severity Rate performance target is currently 7.5 days lost/100,000 hours worked.

This graph shows that our Severity Rate decreased from 13.72 to 11.67 days lost due to injury/100,000 hours worked over the quarter. During the last quarter there were only 6 recorded days lost across the business due to LTIs.

1.7 Quarterly Report on Project Management

Shed 39 Relocation Project

Building Completion

The project to fit out Shed 39 is now largely complete. Outstanding work is minor and limited to some additional items and contractor remedial work. Further limited work to finishes and fittings is being considered to improve the aesthetics in the public areas.

CentrePort is working very proactively with us to diagnose and remedy some on-going comfort problems with the landlord's air conditioning and heating systems. Various changes to the systems settings have been implemented already and a number of enhancements to the plant are being investigated for consideration.

Relocation

The final move of staff contents from the RCC to Shed 39 was completed in early June and contractors were engaged to remove all remaining furniture and surplus contents from RCC by the end of June. This work was been completed.

Emergency Power

The existing emergency diesel generator relocated to Shed 39 from the RCC is now connected and fully operational. As diesel storage is currently limited to a 495 litre day tank, the installation of a much larger bulk storage tank is planned to provide six to eight days emergency running capacity. This will be achieved by relocating the existing 8,000 litre tank from the RCC.

Work undertaken to reinstate Shed 39's existing UPS system has also ensured that power to critical services will be maintained during the short lag time between the point of an unexpected power failure and when the generator automatically starts and reinstates emergency power.

Financial

The approved Shed 39 fitout project budget was \$2,717,902 which comprised building costs, professional fees and consents, furniture and fittings, moving costs and relocation of the generator. The current expenditure against this is \$2,626,320 which is \$91,582 under budget.

Unforeseen additional costs of \$87,000 were incurred in accelerating the completion of the office accommodation areas of Shed 39 so that staff displaced from the RCC as a result of the 2013 earthquake damage could occupy the building early. These costs included programming, management and compliance costs, overtime rates and temporary construction and services work.

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 \$5.4 million of direct operational costs for the first quarter. Expenditure for the year was \$245,000 less than expected.

Contractors and consultants are \$105k 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 Year ended 30 June 2014	30 June 2014			30 June 13
	Actual \$000	Budget \$000	Variance \$000	FY Actual \$000
Rates & Levies	3,144	3,144	-	3,418
External Revenue	32	18	14	18
Investment Revenue	8	5	3	10
Internal Revenue	252	252	-	252
TOTAL INCOME	3,436	3,419	17	3,698
less:				
Personnel Costs	1,784	1,793	9	1,699
Materials,Supplies & Services	1,391	1,464	73	1,391
Travel & Transport Costs	63	122	59	84
Contractor & Consultants	418	523	105	90
Grants and Subsidies Expenditure	-	-	-	-
Internal Charges	1,464	1,463	(1)	1,949
Total Direct Expenditure	5,120	5,365	245	5,213
Financial Costs	-	-	-	1
Bad Debts	-	-	-	-
Corporate & Department Overheads	(1,764)	(1,764)	-	(1,599)
Depreciation	97	50	(47)	89
Loss / (Gain) on Sale of Assets / Investments	(2)	3	5	-
Total Indirect Expenditure	(1,669)	(1,711)	(42)	(1,509)
TOTAL EXPENDITURE	3,451	3,654	203	3,704
OPERATING SURPLUS / (DEFICIT)	(15)	(235)	220	(6)
Add Back Depreciation	97	50	47	89
Other Non Cash	(2)	3	(5)	-
Net Asset Acquisitions	(31)	(46)	15	-
Net External Investment Movements	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	49	(228)	277	83
Debt Additions / (decrease)	-	-	-	-
Debt Repaid	-	-	-	-
Net Reserves (Increase) / decrease	56	228	(172)	(90)
NET FUNDING SURPLUS (DEFICIT)	105	-	105	(7)

Year ended 30 June 2014 Capital Expenditure Statement People & Capability Group (ex WREMO)	30 June 2014			30 June 13
	Actual \$000	Budget \$000	Variance \$000	FY Actual \$000
Total Asset Acquisitions	51	62	11	93
Capital Project Expenditure	-	-	-	(93)
Asset Disposal Cash Proceeds	(20)	(16)	4	(11)
Net Capital Expenditure	31	46	15	(11)
Investments Additions	-	-	-	-
NET CAPITAL AND INVESTMENT EXPENDITURE	31	46	15	(11)

2.3 Group financial summary for Risk and Assurance

Human Resources department financial report

Human Resources Financial Performance Statement Year ended 30 June 2014	30 June 2014			30 June 13
	Actual \$000	Budget \$000	Variance \$000	FY Actual \$000
External Revenue	-	-	-	-
Investment Revenue	-	-	-	-
Internal Revenue	-	-	-	-
TOTAL INCOME	-	-	-	-
less:				
Personnel Costs	1,298	1,275	(23)	1,280
Materials,Supplies & Services	47	61	14	34
Travel & Transport Costs	11	6	(5)	12
Contractor & Consultants	145	188	43	80
Grants and Subsidies Expenditure	-	-	-	-
Internal Charges	128	126	(2)	224
Total Direct Expenditure	1,629	1,656	27	1,630
Financial Costs	-	-	-	1
Bad Debts	-	-	-	-
Corporate & Department Overheads	(1,656)	(1,656)	-	(1,633)
Depreciation	7	7	-	7
Loss / (Gain) on Sale of Assets / Investments	-	-	-	-
Total Indirect Expenditure	(1,649)	(1,649)	-	(1,625)
TOTAL EXPENDITURE	(20)	7	27	5
OPERATING SURPLUS / (DEFICIT)	20	(7)	27	347
Add Back Depreciation	7	7	-	7
Other Non Cash	-	-	-	-
Net Asset Acquisitions	-	-	-	-
Net External Investment Movements	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	27	-	27	354
Debt Additions / (decrease)	-	-	-	-
Debt Repaid	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	-
NET FUNDING SURPLUS (DEFICIT)	27	-	27	354

Human Resources department financial summary

The department has spent \$1.6 million in direct operational expenditure.

The department has engaged additional resource for Health and Safety, adding to the unfavourable variance. Work in this area is essential to the HASMIS and HSE general work programme.

Democratic Services department financial report

Democratic Services Financial Performance Statement Year ended 30 June 2014	30 June 2014			30 June 13
	Actual \$000	Budget \$000	Variance \$000	FY Actual \$000
External Revenue	14	15	(1)	15
Investment Revenue	-	-	-	-
Internal Revenue	252	252	-	252
TOTAL INCOME	266	267	(1)	267
less:				
Personnel Costs	459	474	15	395
Materials,Supplies & Services	23	30	7	15
Travel & Transport Costs	9	7	(2)	8
Contractor & Consultants	7	40	33	-
Grants and Subsidies Expenditure	-	-	-	-
Internal Charges	65	70	5	212
Total Direct Expenditure	563	621	58	630
Financial Costs	-	-	-	-
Bad Debts	-	-	-	-
Corporate & Department Overheads	(354)	(354)	-	(353)
Depreciation	13	(5)	(18)	9
Loss / (Gain) on Sale of Assets / Investments	-	-	-	-
Total Indirect Expenditure	(341)	(359)	(18)	(344)
TOTAL EXPENDITURE	222	262	40	286
OPERATING SURPLUS / (DEFICIT)	44	5	39	(19)
Add Back Depreciation	13	(5)	18	9
Other Non Cash	-	-	-	-
Net Asset (Acquisitions)/disposals	-	-	-	-
Net External Investment Movements	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	57	-	57	(10)
Debt Additions / (decrease)	-	-	-	-
Debt Repaid	-	-	-	-
Net Reserves (Increase) / decrease	-	-	-	-
NET FUNDING SURPLUS (DEFICIT)	57	-	57	(10)

Democratic Services department financial summary

The department recorded a net funding surplus of \$57,000. Expenditure is on budget, with the exception of consultants and contractors. There were no matters relating to the Election resulting in savings of \$33,000.

Elected members financial report

Elected Members Financial Performance Statement Year ended 30 June 2014	30 June 2014			30 June 13
	Actual \$000	Budget \$000	Variance \$000	FY Actual \$000
External Revenue	18	3	15	3
Investment Revenue	8	5	3	10
Internal Revenue	-	-	-	-
TOTAL INCOME	3,170	3,152	18	3,431
less:				
Councillor costs	27	44	17	25
Materials,Supplies & Services	1,322	1,374	52	1,341
Travel & Transport Costs	44	109	65	63
Contractor & Consultants	266	295	29	9
Grants and Subsidies Expenditure	-	-	-	-
Internal Charges	1,271	1,266	(5)	1,513
Total Direct Expenditure	2,941	3,111	170	2,956
Financial Costs	-	-	-	-
Bad Debts	-	-	-	-
Corporate & Department Overheads	246	246	-	387
Depreciation	77	47	(30)	73
Loss / (Gain) on Sale of Assets / Investments	(2)	3	5	-
Total Indirect Expenditure	321	296	(25)	460
TOTAL EXPENDITURE	3,262	3,407	145	3,416
OPERATING SURPLUS / (DEFICIT)	(92)	(255)	163	15
Add Back Depreciation	77	47	30	73
Other Non Cash	(2)	3	(5)	-
Net Asset Acquisitions	(31)	(46)	15	-
Net External Investment Movements	-	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENT	(48)	(251)	203	88
Debt Additions / (decrease)	-	-	-	-
Debt Repaid	-	-	-	-
Net Reserves (Increase) / decrease	56	228	(172)	(90)
NET FUNDING SURPLUS (DEFICIT)	8	(23)	31	(2)

Elected Members Capital Expenditure Statement Year ended 30 June 2014	30 June 2014			30 June 13
	Actual \$000	Budget \$000	Variance \$000	FY Actual \$000
Total Asset Acquisitions	51	62	11	93
Capital Project Expenditure	-	-	-	93
Asset Disposal Cash Proceeds	(20)	(16)	4	-
Net Capital Expenditure	31	46	15	186
Investments Additions	-	-	-	-
Net Capital and Investment Expenditure	31	46	15	186

Elected members financial summary

The Elected Members budget has spent \$2.9 million of total direct operating expenditure. All costs are in line with expectations. A large portion of the costs relate to the elections. The cost of the elections was 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 \$50,000. This has effectively halved the cost in 2 years. Mileage claims and carpark costs (due to relocation to Shed 39) have all contributed to a favourable outcome.

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

Savings in the current year have been reserved for future elections.

Election Reserves as at 30 June 2014

	30 June 2013			Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Opening balance	251	251	0 F	251	251	0 F
Transfers to reserves	0	0	0 F	0	0	0 F
Transfers to reserves - interest	9	5	4 F	5	5	0 F
Transfers from reserves	-64	-233	169 F	-233	-233	0 F
Closing Balance	196	23	173 F	23	23	0 F

Represented by:

	Actual \$000
ICT reserve	196
Closing Balance	196

Forecast \$000
23
23

Notes

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

WREMO Reserves as at 30 June 2014

	Year to date			Full Year		
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000	Variance \$000
Opening balance	313	313	0 F	313	313	0 F
Transfers to reserves	0	0	0 F	0	0	0 F
Transfers to reserves - interest	1	0	1 F	0	0	0 F
Transfers from reserves	0	0	0 F	0	0	0 F
Closing Balance	314	313	1 F	313	313	0 F

Represented by:

	Actual \$000	Forecast \$000
WREMO reserve	314	313
Closing Balance	314	313

Notes

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

WREMO Current Budget

WREMO Income Statement For the 12 months ended 30 June 2014	YTD as at 30 June		
	Actual \$000	Budget \$000	Variance \$000
Rates & Levies	768	768	-
Government Grants & Subsidies	-	-	-
2013 Carry forward	200	200	-
External Revenue	1,811	1,797	14
Investment Revenue	-	-	-
Internal Revenue	-	-	-
TOTAL INCOME	2,779	2,765	14
less:			
Personnel Costs	1,911	1,887	(24)
Materials,Supplies & Services	339	432	93
Travel & Transport Costs	91	109	18
Contractor & Consultants	55	210	155
Grants and Subsidies Expenditure	-	5	5
Internal Charges	145	116	(29)
Total Direct Expenditure	2,541	2,759	218
Financial Costs	-	-	-
Bad Debts	-	-	-
Transition Costs - operational	-	-	-
Depreciation	66	32	(34)
Loss(Gain) on Sale of Assets / Investments	(14)	-	14
TOTAL EXPENDITURE	2,593	2,791	198
OPERATING SURPLUS/(DEFICIT)	186	(26)	212
Add Back Depreciation	66	32	34
Other Non Cash	(14)	-	(14)
Vehicles and other plant purchases	14	-	14
Net External Investment Movements	-	-	-
NET FUNDING BEFORE DEBT & RESERVE MOVEMENTS	252	6	246
Debt Additions / (decrease)	-	-	-
Debt Repaid	-	-	-
Net Reserves (Increase) / decrease	-	-	-
NET FUNDING SURPLUS (DEFICIT)	252	6	246



greater WELLINGTON

REGIONAL COUNCIL

Te Pane Matua Taiao