

Part F: Business Units

The Hauraki District Council currently operates four Business Units. The following information provides an overview of the Business Unit activities - Workshop, In-house Professional Services, Construction and Maintenance and the Quarry.

11.0 Workshop

The workshop Business Unit is a separate unit within the Council organisational structure, responsible to a Business Unit Board of Management, which reports directly to the Council.

This business unit provides servicing for all Council's plant items.

Workshop

Focus	Emphasis	Achievements
11.1 To provide clients with a quality, cost effective and timely delivery of services.	11.1.1 To deliver services on time and to the customer's satisfaction. 11.1.2 To achieve a 0% net surplus on operations.	11.1.1 Substantially Achieved: One major deferred item was not completed during the planning period. Other work was completed within the required timeframe. 11.1.2 Not Achieved: A 2.9% loss on operations was reported for the planning period.

Costs and Funding - Workshop

<i>Actual 1999-00 \$000's</i>		Note	Actual 2000-01 \$000's	Budget 2000-01 \$000's
367	Revenue		383	150
364	Expenditure		394	150
3	NET SURPLUS / (DEFICIT)		(11)	-

12.0 In-house Professional Services

The Professional Services Business Unit is a separate unit within the Council organisational structure, responsible to a Business Unit Board of Management, which reports directly to the Council.

This business unit provides professional engineering services to Council's Asset Managers and Regulatory Department.

The Transit New Zealand Act requires the Council to separately identify and record the costs of Professional Services provided by Council staff in respect of the subsidised roading activity. The only subsidised roading activities provided are the supervision of re-seal and shape-correction contracts.

In-house Professional Services

Council's goal is to operate as a successful consultancy business.

Focus	Emphasis	Achievements
12.1 To provide Council clients with effective and timely engineering and works management services.	12.1.1 To complete 80% of the Engineering reports for Resource Consent applications within 5 working days. 12.1.2 To manage the In-House Professional Services Business Unit effectively and efficiently and returning a 0% surplus on operations. 12.1.3 To provide professional engineering services to sections within Council within budget and time frames for 80% of the time.	12.1.1 Not Achieved: 60% (36/65) of the Engineering reports for resource consent applications were processed within 5 working days. 12.1.2 Achieved: A 5.2% surplus on operations was achieved during the planning period. 12.1.3 Achieved: 90% of professional engineering services achieved completion within budget and time frames.

Costs and Funding - In-house Professional Services

<i>Actual 1999-00 \$000's</i>		Note	Actual 2000-01 \$000's	Budget 2000-01 \$000's
	Revenue			
	Subsidised Roding Programme		9	-
248	Other Council Services		334	217
248	TOTAL Revenue		343	217
	Expenditure			
239	Operating Costs		323	217
2	Depreciation		2	-
241	TOTAL EXPENDITURE		325	217
7	NET SURPLUS / (DEFICIT)		18	-

The surplus / (deficit) on operation of this business unit will be transferred to the general fund.

13.0 Construction and Maintenance

The Construction and Maintenance Business Unit is a separate unit within the Council organisational structure, responsible to a Business Unit Board of Management which reports directly to the Council.

This business unit is predominantly involved with providing contract services in respect of Council functions including water supply and wastewater systems, maintenance of parks and reserves, the operation of swimming pools, cemetery maintenance etc. It is not involved in delivering contract services for Transfund subsidised roading or refuse collection.

Construction and Maintenance

Council's goal is to operate the Construction and Maintenance unit as a successful contracting business.

Focus	Emphasis	Achievements
13.1 To provide clients with a quality, cost effective and timely delivery of services.	13.1.1 To deliver services on time and to the customer's satisfaction.	13.1.1 Achieved: Responses to the customer survey undertaken during the review period concluded that customers were overall very satisfied with the work undertaken by the Construction and Maintenance Business Unit in terms of quality, timeliness, quality and communication. One complaint regarding service was received during the planning period.
	13.1.2 To achieve a 3.2% net surplus on operations.	13.1.2 Not Achieved: A 2.5% surplus on operations was reported for the planning period.
	13.1.3 To review the structure of the Construction and Maintenance Business Unit by June 2001	13.1.3 Achieved: The Construction and Maintenance business unit review has been completed by June 2001; there is still some work to be done on plant modifications.

Costs and Funding - Construction and Maintenance

Actual 1999-00 \$000's		Note	Actual 2000-01 \$000's	Budget 2000-01 \$000's
	Revenue			
4,121	Other Council Services		5,272	3,200
4,121	TOTAL Revenue		5,272	3,200
	Expenditure			
4,092	Operating Costs		5,141	3,100
29	NET SURPLUS / (DEFICIT)		131	100

14.0 Tetley's Quarry

The Quarry Business Unit is a separate unit within the Council organisational structure, responsible to a Business Unit Board of Management, which reports directly to the Council.

This business unit is involved with the supply of metal from Tetley's Quarry (Waitakaruru) both to the Council and to other contractors and the industry generally.

Tetley's Quarry

Council's goal is to operate Tetley's Quarry as a competitive producer of quarry products.

Focus	Emphasis	Achievements
14.1 To operate the Council's quarry operation on a commercial basis that ensures good quality products are available at competitive prices.	14.1.1 To provide a continuous supply of various grades of roading metal.	14.1.1 Substantially Achieved: Short of grade 5 metal during the peak time of February due to sales being well above target.
	14.1.2 To achieve a 14% surplus on operations.	14.1.2 Achieved: A 21.9% surplus on operations was achieved during the planning period.

Costs and Funding - Tetley's Quarry

<i>Actual 1999-00 \$000's</i>		Note	Actual 2000-01 \$000's	Budget 2000-01 \$000's
1,675	Revenue Sales of Metal & Delivery Recovery		2,052	1,400
1,405	Expenditure Extraction & Operating Costs		1,602	1,200
270	NET SURPLUS / (DEFICIT)		450	200

15.0 Equal Employment Opportunities

The Hauraki District Council is committed to the principle of equal employment opportunity in the workplace. The Council rejects discrimination on any grounds and will work actively to recognise and value the different skills, talents, experiences and perspectives of its employees. This will apply to all aspects of employee relations. Policies and procedures will be reviewed regularly to ensure equal opportunities are assured for employees and prospective employees.

Equal Employment Opportunities

Focus	Emphasis	Achievements
15.1 To ensure decisions on employee selection for recruitment, training and promotion are based only on skills and abilities in respect of job requirements, and are determined by merit regardless of other factors.	15.1.1 To complete performance assessments on all salaried administration staff during the planning period.	15.1.1 Not Achieved: 84% (46/57) performance appraisals to be undertaken were completed in the planning period. Performance appraisals are now being undertaken in a routine manner.
15.2 To identify and remove job barriers where they exist.	15.2.1 To provide Workplace Support advisers to listen to and advise staff on concerns relating to the workplace.	15.2.1 Achieved: "Workplace Support" have been engaged on an ongoing contract to listen and advise staff on concerns relating to the workplace.



Appendix 1: Report of the Audit Office



