

## Part F: Business Unit

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 by having a 95% first time fix of all jobs	11.1.1 <b>Substantially achieved:</b> Some less urgent work was deferred.
	11.1.2 To achieve a 0% net surplus on operations.	11.1.2 <b>Achieved:</b> A 2% surplus was achieved by the Workshop during the review period.

#### Costs and Funding - Workshop

<i>Actual 2000-01 \$000's</i>		Note	<b>Actual 2001-02 \$000's</b>	<b>Budget 2001-02 \$000's</b>
<b>383</b>	<b>Revenue</b>		<b>430</b>	<b>150</b>
<b>394</b>	<b>Expenditure</b>		<b>421</b>	<b>150</b>
<b>(11)</b>	<b>NET SURPLUS / (DEFICIT)</b>		<b>9</b>	<b>-</b>

## 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.	<b>12.1.1 Achieved:</b> 80% of the resource consent applications have been completed within 5 working days during the review period.
	12.1.2 To manage the In-House Professional Services Business Unit effectively and efficiently and returning a 0% surplus on operations.	<b>12.1.2 Achieved:</b> A 11% surplus on operations has been reported during the review period.
	12.1.3 To provide professional engineering services to sections within Council within budget and time frames for 80% of the time.	<b>12.1.3 Achieved:</b> Technical services operated within budget and time, 90% of the time.

### Costs and Funding - In-house Professional Services

<i>Actual</i> <i>2000-01</i> \$000's		Note	<i>Actual</i> <i>2001-02</i> \$000's	<i>Budget</i> <i>2001-02</i> \$000's
	<b>Revenue</b>			
9	Subsidised Roding Programme		-	-
334	Other Council Services		446	296
<b>343</b>	<b>TOTAL Revenue</b>		<b>446</b>	<b>296</b>
	<b>Expenditure</b>			
323	Operating Costs		397	296
2	Depreciation		2	-
<b>325</b>	<b>TOTAL EXPENDITURE</b>		<b>399</b>	<b>296</b>
<b>18</b>	<b>NET SURPLUS / (DEFICIT)</b>		<b>47</b>	<b>-</b>

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 (C&M) 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 roading or refuse collection.

### **Construction and Maintenance**

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

<b>Focus</b>	<b>Emphasis</b>	<b>Achievements</b>
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.	<b>13.1.1 Achieved:</b> Services were delivered on time and the customers surveyed during the review period all reported satisfaction with the services provided by C & M.
	13.1.2 To achieve a 3.2% net surplus on operations.	<b>13.1.2 Achieved:</b> Construction and Maintenance Business Unit achieved a 7% surplus during the review period.

#### Costing and Funding - Construction and Maintenance

<b>Actual 2000-01 \$000's</b>		<b>Note</b>	<b>Actual 2001-02 \$000's</b>	<b>Budget 2001-02 \$000's</b>
	<b>Revenue</b>			
5,272	Other Council Services		6,449	3,200
<b>5,272</b>	<b>TOTAL Revenue</b>		<b>6,449</b>	<b>3,200</b>
	<b>Expenditure</b>			
5,141	Operating Costs		5,860	3,100
<b>131</b>	<b>NET SURPLUS / (DEFICIT)</b>		<b>589</b>	<b>100</b>

## 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.	<b>14.1.1 Achieved:</b> A continuous supply of various grades of roading metal has been supplied throughout the review period.
	14.1.2 To achieve a 14% surplus on operations.	<b>14.1.2 Achieved:</b> The quarry achieved a 21% surplus on operations during the review period.
	14.1.3 To complete a review of the governance and management structure of the quarry by 30 June 2002.	<b>14.1.3 Not Achieved:</b> Some progress has been made on reviewing the management structure of the quarry.

### Costs and Funding - Tetley's Quarry

<i>Actual</i> <i>2000-01</i> \$000's		Note	<i>Actual</i> <i>2001-02</i> \$000's	<i>Budget</i> <i>2001-02</i> \$000's
	<b>Revenue</b>			
2,052	Sales of Metal & Delivery Recovery		1,694	1,400
	<b>Expenditure</b>			
1,602	Extraction & Operating Costs		1,368	1,200
<b>450</b>	<b>NET SURPLUS / (DEFICIT)</b>		<b>326</b>	<b>200</b>

## 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*

<b>Focus</b>	<b>Emphasis</b>	<b>Achievements</b>
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.	<b>15.1.1 Not achieved:</b> 90% (55 out of 61) performance appraisals were undertaken during the review period. The remaining 6 will be completed by July 2002.
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.	<b>15.2.1 Achieved:</b> "Workplace Support" has been engaged on an ongoing contract to listen and advise on concerns relating to the workplace.

# Appendix 1: Report of the Audit Office





