

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, Technical 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.

The data included here is for information purposes only - the significant activities included previously in this plan provide for expenditure as a result of services provided for by this Business Unit.

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 Substantially achieved: There were 1170 jobs for the period; three repeat jobs needed to be undertaken. This resulted in a 99.75% first time satisfaction rate.
	11.1.2 To achieve a 0% net surplus on operations.	11.1.2 Achieved: A 0% surplus was achieved by the Workshop during the review period.

Costs and Funding - Workshop

Actual 2001-02 \$000's		Note	Actual 2002-03 \$000's	Budget 2002-03 \$000's
430	Revenue		440	150
421	Expenditure		440	150
9	NET SURPLUS / (DEFICIT)		-	-



12.0 Technical Services

The Technical 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 Planning and Environmental Services Department. Its goal is to operate as a successful consultancy business.

The data included here is for information purposes only - the significant activities included previously in this plan provide for expenditure as a result of services provided for by this Business Unit.

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.	12.1.1 Not Achieved: 64% (30/47) of the engineering reports for 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.	12.1.2 Not Achieved: A 1% deficit 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.	12.1.3 Achieved: Technical services operated within budget and time, 81% of the time.

Costs and Funding - Technical Services

<i>Actual</i> 2001-02 \$000's		Note	Actual 2002-03 \$000's	Budget 2002-03 \$000's
	Revenue			
446	Other Council Services		410	310
446	TOTAL Revenue		410	310
	Expenditure			
397	Operating Costs		411	310
2	Depreciation		2	-
399	TOTAL EXPENDITURE		413	310
47	NET SURPLUS / (DEFICIT)		(3)	-

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.

The data included here is for information purposes only - the significant activities included previously in this plan provide for expenditure as a result of services provided for by this Business Unit.

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: 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 3.5% net surplus on operations.	13.1.2 Achieved: Construction and Maintenance Business Unit achieved a 8% surplus during the review period.

Costing and Funding - Construction and Maintenance

Actual 2001-02 \$000's		Note	Actual 2002-03 \$000's	Budget 2002-03 \$000's
	Revenue			
6,449	Other Council Services		5,330	4,250
6,449	TOTAL Revenue		5,330	4,250
	Expenditure			
5,860	Operating Costs		4,905	4,100
589	NET SURPLUS / (DEFICIT)		425	150



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 Achieved: A continuous supply of various grades of roading metal has been supplied throughout the review period.
	14.1.2 To achieve a 19% surplus on operations.	14.1.2 Achieved: The quarry achieved a 19% 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 2003.	14.1.3 Achieved: The review of the governance and management structure of the quarry was completed and as a result is now not to be changed.

Costs and Funding - Tetley's Quarry

<i>Actual</i> 2001-02 \$000's		Note	Actual 2002-03 \$000's	Budget 2002-03 \$000's
	Revenue			
1,694	Sales of Metal & Delivery Recovery		1,825	1,850
	Expenditure			
1,368	Extraction & Operating Costs		1,483	1,500
326	NET SURPLUS / (DEFICIT)		342	350



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 staff during the planning period.	15.1.1 Not achieved: The 12 month performance assessments were started during the fourth planning period but were not completed. The performance assessments will be completed in July 2003.
	15.1.2 To operate a Committee throughout the planning period, which ensures jobs are sized in respect of the job requirements and performance assessments are completed in a fair and consistent manner.	15.1.2 Partially achieved: There has been a remuneration committee, meeting throughout the 02/03 planning period to ensure jobs are sized for the job requirements. The validating of performance assessments was not undertaken this year.
15.2 To identify and remove job barriers where they exist.	15.2.1 To provide an avenue for staff to seek advice on concerns relating to the workplace.	15.2.1 Achieved: "Workplace Support" has been engaged on an ongoing contract to listen and advise on concerns relating to the workplace.