

Business Units

Its goal is to operate the unit as successful contracting businesses. The data included here is for information purposes only – the significant activities included in this report include Business Unit expenditures as part of operating costs.

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.

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 on all jobs.	11.1.1 Achieved 1268 jobs were completed with five of these requiring a repeat job to be undertaken. (99.6% satisfaction).
	11.1.2 To achieve a \$0 net surplus on operations.	11.1.2 Not Achieved Board agreed to work towards a 3% surplus on operations. A 0% surplus was achieved.

Costs and Funding – Business Units

Actual 2002-03 \$000's		Actual 2003-04 \$000's	Budget 2003-04 \$000's
440	Revenue	558	150
440	Expenditure	558	150
-	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 & Environmental Services Department. Its 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 60% of engineering reports for resource consent applications were completed within 5 days.
	12.1.2 To manage the In-House Professional Services Business Unit effectively and efficiently and returning a \$6,000 net surplus on operations.	12.1.2 Not Achieved Additional cadets, recruiting, training and staff changes have been required. The net deficit on operations was \$35,000.
	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 Not Achieved This target was not formally measured.

Costs and Funding – Technical Services

<i>Actual</i> 2002-03 \$000's		Actual 2003-04 \$000's	Budget 2003-04 \$000's
	Revenue		
<u>410</u>	Other Council Services	<u>362</u>	<u>310</u>
410	TOTAL Revenue	362	310
	Expenditure		
411	Operating Costs	390	304
<u>2</u>	Depreciation	<u>7</u>	<u>-</u>
413	TOTAL EXPENDITURE	397	304
(3)	NET SURPLUS / (DEFICIT)	(35)	6

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

13.0 Construction & 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 roading or refuse collection.

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 Not Achieved Services were delivered 70.5% within the required timeframe. Overall level of customer satisfaction was 79.3%.
	13.1.2 To achieve a \$150,000 net surplus on operations.	13.1.2 Achieved Surplus for the year was \$181,000.

Costs and Funding – Construction and Maintenance

<i>Actual</i> 2002-03 \$000's		Actual 2003-04 \$000's	Budget 2003-04 \$000's
	Revenue		
<u>5,330</u>	Other Council Services	<u>5,182</u>	<u>4,250</u>
5,330	TOTAL Revenue	5,182	4,250
	Expenditure		
4,905	Operating Costs	5,001	4,100
425	NET SURPLUS / (DEFICIT)	181	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 that 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.

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

A review of the governance and management structure of the quarry was carried out in 2002/03. The conclusion of this review was that the Council retain the business units' board of management for governance and that it should consider the inclusion of an additional member with the appropriate expertise.

The review also concluded that the Council retain ownership of the quarry and amended one of the business objectives.

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 and maximises the return on Council's current and future increased investment.	14.1.1 To provide a continuous supply of various grades of roading metal.	14.1.1 Achieved
	14.1.2 To develop beneficial applications for by-products of chip and metal production.	14.1.2 Not Achieved The main by-product is a fine graded coarse sand for which there is little market.
	14.1.3 To achieve a \$350,000 net surplus on operations.	14.1.3 Achieved \$540,000 net surplus was achieved.
14.2 To comply with all consent and licensing requirements.	14.2.1 To receive a clear audit from Environment Waikato.	14.2.1 Achieved Letter of confirmation received from Environment Waikato for Consent Compliance Site Inspection dated 7 th April 2004.

Costs and Funding – Tetley's Quarry

<i>Actual</i> 2002-03 \$000's		<i>Actual</i> 2003-04 \$000's	<i>Budget</i> 2003-04 \$000's
	Revenue		
1,825	Sales of Metal & Delivery Recovery	2,388	1,850
	Expenditure		
1,483	Extraction & Operating Costs	1,848	1,500
342	NET SURPLUS / (DEFICIT)	540	350

15.0 Employment

Introduction

The Hauraki District Council endeavours to be a good employer and meet its obligations as an effective local government organisation, particularly with regard to requirements for the employment of staff under the Local Government Act 2002 and the Employment Relations Act 2000.

In respect of being a good employer the Council develops and promotes policies for the fair and proper treatment of employees in all aspects of their employment. As part of the obligation to be a good employer, the Council has an Equal Employment Policy which is complied with throughout the local authority.

The Hauraki District Council is committed to the principle of equal opportunity and regards the elimination of any discrimination as an essential principle in management. Equality in the workplace means ensuring there is no discriminatory action against people because of their age, sex, marital status, religious belief, ethical belief, colour, race or sexual orientation. An Equal Employment Opportunity Policy ensures staff appointments are made on the basis of the best person suited for the position and the notification of vacancies is undertaken in a manner to enable suitably qualified people to apply.

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.

As well as a commitment to Equal Employment Opportunities in the workplace, the Council is also focused on safety and the good health of its employees together with a commitment to enhance the abilities of individual employees through appropriate training.

Policies and procedures will be reviewed regularly (at least every two years) to ensure equal opportunities are assured for employees and prospective employees and that policies and procedures remain current with legislative change.

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 Achieved 100% of the yearly performance assessments have been completed within the review period.
	15.1.2 To operate a Remuneration 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 Achieved The remuneration committee has met nine times during the review period to: <ul style="list-style-type: none"> • Size new jobs as they are scoped in accordance with job requirements. • Check that there is organisational consistency with the performance assessments. • Assist in co-ordinating market data for remuneration purposes.

Focus	Emphasis	Achievements
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 A workplace support adviser visits the offices and depots on a fortnightly basis to counsel staff as required.
	15.2.2 To provide staff support advisers to listen to and advise staff on their concerns relating to the workplace and any other appropriate additional staff support as and when required.	15.2.2 Achieved A workplace support adviser is provided.
	15.2.3 To ensure individual training needs are accommodated to allow the employee to perform at their best in the role.	15.2.3 Achieved Individual training has been offered in conjunction with needs identified through the Personal Performance and Development systems process. A training database was established to record training attended by individuals.
15.3 To promote employee health and well-being and develop the Council as an employer of choice through non-financial benefits.	15.3.1 To refocus on promoting health and safety in the workplace including mental health and the effects of stress.	15.3.1 Achieved Stress management workshops, Hepatitis screening and workstation assessments have been held to promote health and safety in the workplace, including mental health and the effects of stress. A Health and Safety Co-ordinator has been appointed. The Health and Safety policy was reviewed.
	15.3.2 To ensure effective good employer policies are in place to meet all legislative requirements and to provide staff with clear and consistent policy and procedure.	15.3.2 Achieved An effective programme of reviewing and updating employment policies has been developed. Policies are reviewed at least every 2 years in accordance with a review schedule. There have been minimal breaches of the policies reported during the review period.