



Freepost Authority Number 422

Corporate Policy Team
Dunedin City Council
PO Box 5045
DUNEDIN

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6 October 2009

Dear Business Operator

LABOUR NEEDS SURVEY

The Dunedin City Council is undertaking its annual survey of business operators to examine current and future labour needs. I would greatly appreciate you filling out the attached survey and returning it to the Council by **Friday 16 October 2009**.

The information gathered in this survey will help us to:

- Alert potential job seekers to the range of employment opportunities available in Dunedin;
- Compile a list of job and skill shortages; and
- Develop strategies to address significant labour and training issues.

The survey results will be used to analyse general trends amongst different industry groups. **All** individual business information will remain confidential. After you have completed the survey please turn to the back, fold in three, close with staples/tape and post (at no cost) to the Dunedin City Council. Or, if you wish to complete the survey online, please do so at www.dunedin.govt.nz/labour-survey.

Every respondent who returns his or her fully completed questionnaire, by the specified date above, will go into a draw to win a \$200 travel voucher. To enter please include your name, address and phone number in the box below.

For further information on the survey please contact Anne Gray, Survey Administrator, Dunedin City Council, at 477 4000 or by email at agray@dcc.govt.nz. The results will be available on the Dunedin City Council website (www.dcc.govt.nz) from December 2009. Once again thank you for taking the time to complete this survey.

Yours faithfully



Peter Harris
Manager – Economic Development Unit

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- Yes, I have fully completed my survey by 16 October 2009 and would like to go in the draw for a \$200 Air New Zealand Travel Voucher.

Name:

Address:

Daytime Phone Number:

Email address: (to be used only to email results of the survey if you wish)

The winner will be notified on Wednesday 21 October 2009.



Dunedin Labour Force Survey

Section A: Business Information

1. Which sector best describes your business activity?

- Agriculture and Horticulture
- Construction
- Forestry
- Manufacturing and Engineering (including food)
- Tourism and Hospitality
- Transport
- Other (please specify) _____
- Apparel/Fashion
- Education Services
- Health Services
- Professional and Business Services
- General Trades (eg electrician, joiner, mechanic)
- Wholesale and Retail

2. How many people does your company employ on a full-time, part-time and casual basis?

	Employee Numbers
Full-Time (30+ hrs per week)	
Part-Time (less than 30 hrs per week)	
Casual/Short Term (Infrequent hours)	

3. How many new jobs have been created in your business since **August 2008**?
(excluding the replacement of existing staff)

	Employee Numbers
Full-Time (30+ hrs per week)	
Part-Time (less than 30 hrs per week)	
Casual/Short Term (Infrequent hours)	

4. How many jobs have been lost in your business since **August 2008**?
(e.g. people not replaced or made redundant)

	Employee Numbers
Full-Time (30+ hrs per week)	
Part-Time (less than 30 hrs per week)	
Casual/Short Term (Infrequent hours)	

Section B: Recruitment Issues

5. Has your business experienced difficulties recruiting staff during the past 12 months?

- Yes No (If no, please continue to Part C: Question 10)

6. During the last 12 months have these difficulties:

- Increased Decreased Stayed the Same Unsure.

7. What jobs and number of full-time (ft), part-time (pt) or casual vacancies are **currently unfilled** or you have had **difficulty filling** during the past **12 months**:

Vacancy Title	No. FT Vacancies	No. PT Vacancies	No. Casual Vacancies
<i>e.g. Design Engineer</i>	<i>3</i>	<i>1</i>	<i>0</i>

8. Do you think that your long-term business growth will be affected by recruitment difficulties?

- Yes No

9. If labour was unlimited would you hire additional staff today?

- Yes (State Number: Part Time _____ Full Time _____)
 No

Part C: Future Employment Needs

10. Do you anticipate hiring additional staff within the next 12 months?

- Yes (State Number: Part Time _____ Full Time _____)
 No

11. What specific jobs will be created?

Vacancy Title	No. FT Vacancies	No. PT Vacancies	No. Casual Vacancies
<i>e.g. Design Engineer</i>	<i>3</i>	<i>1</i>	<i>0</i>

Additional comments or ideas: