

Start here. Question 17,

a) ~~The first consideration that must be taken into account is that they make sure that the location they~~

a) The first consideration is that they must consider the state, federal and local laws for their current <sup>location</sup> position, and their future location. They must follow all state, federal and local laws, to make sure they do not breach any. An Environmental Impact Statement (EIS) must also be taken into account when considering a change in location.

When they decide on a new location they ~~must~~ must consider the ~~power~~ <sup>renewable</sup> type of power they wish to use / or are able to use. They may wish to use ~~or~~ <sup>or</sup> ~~renewable~~ <sup>renewable</sup> power source like solar power, wind or hydroelectric power, as it is renewable, and is more cleaner ~~to use~~ for their environment.

Their waste management must also be taken into consideration as if they must make sure they are able to manage and control the waste which will be made by their company. They will need to make sure that they do not pollute their new environment and have a waste management plan. Waste management also includes the removal of equipment (if they are no longer using a computer and throw it away), they must take total and complete care of the ~~new~~ waste.

b) Before the company is to move to their new location, they must consider some structural, technical and personnel issues. These issues include the technology they will be using (will they need new and advanced technology), Will they need to hire more employees, ~~is~~ the company's location (for employees and suppliers)

transportation, Specialisation and other issues.  
↑ automation

While in the local market, the company may have been limited on the technology available to be used. Now that they have their own facility, there are many technologies they may wish to purchase. If they are to be new technology, they may look at getting new and emerging technologies to help their company. A new and emerging technology the company might be interested in might be the Apple iPad. The iPad is a portable screen that is touch screen which acts as a new age portable laptop. The iPad offers users a variety of applications that are efficient and very helpful to help the company with day to day work.

When a company considers new and emerging technology, they may need to hire a specialist. A specialist is a person who has a wide knowledge in a certain topic. Specialists are needed in a company to help make sure that all the technology is working and up to date. A specialist can also help make sure to teach employees and train them on how to use the products efficiently.

With moving to a new location which is larger, the company may need to hire more employees. If this is so, the company will need to take EEO into consideration. EEO stands for equal employment opportunity, which is that all employees have equal right to a job. A person is not to be discriminated when applying for a job because of their skin, ~~nationality~~ nationality, religion, gender or other options. The employee

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must be chosen on their level of skill. If EEO ~~accounts~~ doesn't just rely on job opportunities when hiring. It's the same when giving a promotion or firing an employee.

The company's location may also be a problem as if the company is in a location where no-one is able to reach it, they will be unable to have employees, customers or suppliers reach them. The company must be in an area where they can hire employees, where employees can reach. They must be in an area where their customers may come so that they can purchase their products. Suppliers need to be taken into consideration as if the suppliers are unable to reach the new location, the company may need to find a new supplier for their supplies. This will all be taken into consideration before the new location is purchased.

As mentioned above, the company's new location must be in an area for the employees to reach. The transportation to the new location must be taken into account. Can cars reach the new location, are there roads and a car park. If the company is in a further location, will they pay the petrol for employees, will the employees have to take a bus, car pool, will the company have to give out company cars to the employees who do not have need the transport to get to work. The company must make sure there is a road which is suitable to drive on for employees who must drive to the new location, or a bus must be able to reach nearby.

When hiring, the company may consider automating some of the processes.

You may ask for an extra Writing Booklet if you need more space.

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which were performed previously by humans. The company may then wish to invest in machines to do some of the work that employees once did. Though it would cost a lot at first, the company would benefit as they will not have to worry about paying a wage to an employee. The machines can lower the chance of products being produced wrong as they machine can use the same procedure that would make the product the same. If there is an area, the company can hire a specialist to make sure the technology is working fine. Automation will lower the chance of errors with the product, unless it has been programmed wrong.

With a new location, emergency procedures must be taken into consideration. The company must make sure that they have hired someone that is First Aid ready and CPR trained. The First Aid kit must be placed in an area where it will be able to be used if an emergency is to occur. Fire escapes and evacuation fire drills and lockdowns must be in place and practiced to make sure that if anything is to occur that everyone knows what to do, and can stay calm. Fire extinguishers may be placed in the office (the extinguisher must be able to put out fires of the electronics in the office). The extinguishers must be checked regularly by a person professional to make sure that it will be worked and has not tampered with or used. The extinguisher must be placed in an area that is accessible and not blocked in case of emergency.

One of the biggest factors the company will need to consider will be Occupational Health and Safety (OHS). OHS is about the safety of a person's workplace in the office. This can involve the seat used by an employee, the desk, placement etc. The company will need to make sure that

The employees workplace is safe and follows OHS rules and regulations. If the employee is in need of equipment (example a safety helmet), the employer must make sure that the employees have the specific safety equipment, and make sure that the employees use the safety equipment.

The company may need to consider the structure within the company. This could be that the top of the company is the owner, then the manager, then the heads of each department (Marketing, Finance, Sales, Production etc) the managers, shareholders, the employees then the customers. The company may need to hire heads for each department (this means they must consider EEOs)

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