

Komiti o te Mōrearea me te Tūmaru | Risk & Assurance Committee



Mēneti Wātea | Open Minutes



Minutes of an ordinary meeting of Komiti o te Mōrearea me te Tūmaru | Risk & Assurance Committee held in the Council Chambers, 35 Kenrick Street, TE AROHA on Tuesday 7 March 2023 at 9.00am.

Ngā Mema | Membership

Tiamana | Chairperson

Jaydene Kana

Independent Member

Joanne Aoake

Koromatua | Mayor

Adrienne Wilcock, JP

Koromatua Tautoko | Deputy Mayor

James Thomas

Kaunihera ā-Rohe | District Councillors

Bruce Dewhurst

Kevin Tappin

Gary Thompson



Ngā whakapāha | Apologies

Cr Kevin Tappin

Kaimahi i reira | Staff Present

| Name | Title | Item No. |
|--------------------|-------------------------------------|----------|
| Don McLeod | Chief Executive Officer | |
| Stephanie Hutchins | Governance Support Officer | |
| Karen Hooper | Governance Support Officer | |
| Niall Baker | Policy Team Leader | 6.2 |
| Kelly Reith | People, Safety and Wellness Manager | 6.3 |
| Lesley Steeples | Risk Manager | 7.1 |
| Ally van Kuijk | District Planner | 7.2 |
| Kate Stevens | Safety and Wellness Team Leader | 7.3 |
| Christa Kurian | Graduate Policy Advisor | 7.4 |
| Rachel Norman | Project Delivery Lead | 7.6 |
| Fiona Vessey | Group Manager Service Delivery | 7.7 |
| Manaia Te Wiata | Group Manager Business Support | C1 |
| Wendy Clothier | Aquatics Manager | C1 |

I reira | In Attendance

| Name | Position/Organisation | Item | Time In | Time Out |
|----------------|-----------------------|------|---------|----------|
| Sam Saunders | The Property Group | C2 | 11.40am | 12.13pm |
| Peter Macoskie | The Property Group | C2 | 11.40am | 12.13pm |

1 Whakatūwheratanga o te hui | Meeting Opening

Chair Jaydene Kana welcomed members, staff and public and declared the meeting open at 9.00am.

2 Karakia

Cr Gary Thompson performed the opening Karakia.

**3 Ngā whakapāha/Tono whakawātea | Apologies/Leave of Absence
WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION**

That the apology from Cr Kevin Tappin be accepted and leave of absence from the meeting be granted.

Resolution number YV/2023/00001

Moved by: Mayor A Wilcock

Seconded by: Deputy Mayor J Thomas

KUA MANA | CARRIED

4 Pānui i Ngā Take Ohorere Anō | Notification of Urgent/Additional Business

Section 46A(7) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“An item that is not on the agenda for a meeting may be dealt with at that meeting if-

- (a) The local authority by resolution so decides; and
- (b) The presiding member explains at the meeting, at a time when it is open to the public,-
 - (i) The reason why the item is not on the agenda; and
 - (ii) The reason why the discussion of the item cannot be delayed until a subsequent meeting.”

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

“Where an item is not on the agenda for a meeting -

- (a) That item may be discussed at that meeting if-
 - (i) That item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
 - (iii) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion.”

5 Whakaaetanga mēneti | Confirmation of Minutes

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

THAT THE MINUTES OF THE MEETING OF THE ORDINARY MEETING OF KOMITI O TE MŌREAREA ME TE TŪMARU | RISK & ASSURANCE COMMITTEE HELD ON TUESDAY, 6 DECEMBER 2022, BE CONFIRMED AS A TRUE AND CORRECT RECORD OF THE MEETING.

RESOLUTION NUMBER YV/2023/00002

MOVED BY: MAYOR A WILCOCK

SECONDED BY: J AOAKE

KUA MANA | CARRIED

NGĀ PŪRONGO O NGĀ ĀPIHA | OFFICER REPORTS

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TAKE MATATAPU | PUBLIC EXCLUDED

| | | |
|----------|---|-----------|
| 8 | Mōtini he aukati i te whānui Procedural motion to exclude the public | 26 |
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6 Pūrongo me whakatau | Decision Reports

6.1 Amendments to Risk and Assurance Charter

CM No.: 2691308

Rāpopotonga Matua | Executive Summary

This report provides the Committee with a copy of the revised Charter (attached) as a result of the Committee's review workshop on Monday 20th February 2023 where amendments were suggested. The attached Charter reflects those amendments and the Committee can add any further amendments before recommending the changes to Council for adoption.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The revised Charter of the Risk and Assurance Committee be sent to Council for approval.

Resolution number YV/2023/00003

Moved by: J Aoake

Seconded by: Cr B Dewhurst

KUA MANA | CARRIED

Horopaki | Background

At its inaugural meeting on 6 December 2022 of the 2022-2025 triennium, the Risk and Assurance Committee indicated the preference to undertake a full review of the Risk and Assurance Charter.

The Office of the Auditor General ("OAG") has resources available on their website regarding making the most of audit committees, guiding principles etc. These resources can be viewed at <http://www.oag.govt.nz/our-work/audit-committees>. These resources have replaced the previous good practice guide 'Audit committees in the public sector'.

Ngā Take/Kōrerorero | Issues/Discussion

At Council's meeting on 9 November 2022 the Risk and Assurance Committee was established and delegated the role of "ensuring Council has appropriate risk management, internal and financial control systems" Further to this Council resolved that the Risk and Assurance Committee be requested to propose a work programme for the fulfilment of this delegation. The Committee shall operate under a Terms of Reference approved by Council.

The OAG recommends that a Charter is developed to guide the work of the Committee and advises "*It is useful to set out the purpose, roles, and responsibilities of the audit committee and its scope in the context of the entity's governance framework.*"

On 20 February 2023 the Risk and Assurance Committee undertook a full review of the previous Audit and Risk Committee's Charter where amendments to the title, objectives, authority, composition, meetings and responsibilities were suggested.

OAG guidance is that a Charter should formally document the accountability, authority, duties, membership, role, and responsibilities of the audit committee. The Charter should be approved by the governing body and reviewed and confirmed each year.

The Charter should include the Committee's:

- objective (its role or purpose, the governance framework/context within which it operates, and how it relates to other governance mechanisms/committees);
- authority (the power or authority it has to fulfil its objectives);
- composition and tenure of members (the size of the audit committee, the sort of members it has, how new members are appointed and reappointed, how long members remain on the audit committee, and how members (including the chairperson) are removed in the event of non-performance);
- responsibilities;
- administrative arrangements (meetings, attendance and quorums, decision-making and voting, secretariat, conflict of interest provisions, induction);
- performance assessment arrangements; and
- systems and schedules for reviewing the Charter.

Ngā Whiringa | Options

- 1) The revised Charter of the Risk and Assurance Committee as attached be sent to Council for approval.
- 2) The revised Charter of the Risk and Assurance Committee as attached with any additional amendments be sent to Council for approval.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

A Charter for the Risk and Assurance Committee is not a statutory requirement, it is recommended as good practice by the OAG.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The Risk and Assurance Committee should seek approval from Council of any amendments to its Charter as soon as reasonably possible.

Ngā Tāpiritanga | Attachments

- A. Risk and Assurance Committee Charter - Reviewed 20.02.2023 - for Committee approval
7 March 2023

Ngā waitohu | Signatories

| | | |
|-------------|--|--|
| Author(s) | Stephanie Hutchins Governance Support Officer | |
| Approved by | Sandra Harris Placemaking and Governance Team Leader | |

6 Pūrongo me whakatau | Decision Reports

6.2 Risk management and assurance approach for the Long-term Plan 2024-2034

CM No.: 2680679

Rāpopotonga Matua | Executive Summary

Council is required to prepare and adopt a Long Term Plan under the Local Government Act 2002 (LGA) every three years. The purpose of this report is two-fold:

- To introduce the Long Term Plan 2024-34 (LTP) project to the Risk and Assurance Committee (Committee) to enable feedback or comment on the proposed timeline and project outline.
- To outline the Long-term Plan 2024-34 (LTP) assurance process and the role of the Risk and Assurance Committee in this process.

Committee members need to be aware of the LTP programme plan and implications; both in terms of logistics and content. As with previous LTPs the Taituara 'Piecing it together' guide has been used as the basis for the process.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.
2. The Committee endorse the risk management and assurance approach for Long-term Plan 2024-2034.

Resolution number YV/2023/00004

Moved by: Cr G Thompson

Seconded by: J Aoake

KUA MANA | CARRIED

Horopaki | Background

Council is required to prepare and adopt a LTP under the LGA. The Long Term Plan sets out the activities, budgets, Financial Strategy and key financial policies of the Council for the next 10 years and the Infrastructure Strategy for the next 30 years. The LTP is required to be updated every three years, with the last LTP being approved in 2021 (available online <https://www.mpd.govt.nz/plans/long-term-plan>).

The LTP:

- describes the type of district our communities have told us they want – our community outcomes
- identifies the key projects to take place over the next 10 years
- provides an overview of each activity we will carry out and the services we will provide for the next ten years
- determines how much this will cost and how we will fund it.

We also do it to give our community the opportunity to have a say on where we are heading and to ensure our planning is robust. In completing the plan we are required to do a number of things, including:

- take a sustainable development approach and promote community interests
- carry out our business in a clear, transparent and accountable manner
- operate in an efficient and effective manner, using sound business practices
- take into account community views by offering clear information and the opportunity to present views
- provide opportunities for Māori to contribute to decision making
- collaborate and co-operate with other agencies and councils to achieve desired outcomes.

The LTP is a complex document covering all activities of Council, major strategic documents, financial policies, auditing and a large consultation component with the community.

The LTP must be adopted prior to 30 June 2024. The project timeline for LTP is typically 18 months or more, and involves staff across the whole organisation, elected members and the community. A high level overview of the timeline is set out under Communication and Timeline heading below.

Long-term Plan 2024-2034 (LTP) assurance process

According to the Local Government Act 2002, the council must have an LTP adopted before the beginning of the first year to which it relates (2024/25) and utilise the special consultative procedure to consult with its community.

Section 94 of the Local Government Act 2002 requires the LTP to be audited by and contain a report from the Auditor-General. To deliver an LTP that achieves an unqualified audit opinion, it is critical for the Council to ensure that:

- LTP processes are robust
- information contained in the LTP is materially complete and reliable
- any risks associated with the LTP process are minimised and
- the LTP meets the requirements of all relevant legal requirements, including those set out in the Local Government Act 2002.

A programme of work has now commenced to develop Council's Long-term Plan 2024-2034. Various work streams have been setup to deliver this programme, overseen by an LTP Project Control Group.

Ngā Take/Kōrerorero | Issues/Discussion

Risk and Assistance workshops and reports

It is expected that regular reports on the LTP will be provided to Committee meetings between March 2023 and June 2024 to provide adequate opportunities for members to discuss and consider issues relevant to the project.

The Committee may wish to consider the need for additional meetings or workshops in particular aspects of the LTP.

Monthly Project update reports will be provided to Council, and quarterly reports including a review of the project planning (including risk) will be provided to the Risk and Assurance Committee.

Quality assurance process

The attached paper discusses the quality assurance approach for the LTP. Also attached is the project 'plan on a page' and calendar timeline.

Phase one of the LTP project focuses on developing the consultation document and supporting information, to be adopted by the Council in early February 2024. This will be made available throughout the region for public consultation in mid-March 2024.

Phase two of LTP focuses on developing the final LTP, as a key statutory document that enables the implementation of its strategic plans and identifies what people can expect over the next 10 years. The Council will need to adopt the final LTP document by 30 June 2024.

Risk and Assurance Committee role

The attached paper discusses the role and responsibility of the Risk and Assurance Committee for the LTP.

It is intended the Risk and Assurance Committee will have an oversight role throughout the LTP process, in line with its assurance, risk management and reporting role set out in the Committee's Charter.

In phase two, it is suggested the committee's role can be to attest that the final prepared document is a true and accurate reflection of the decisions made by the Council and that it complies with all accounting standards and legislative requirements. The committee may wish to recommend the document to the Council for adoption, to assist Council in fulfilling its overall responsibilities in relation to the LTP.

Mōrearea | Risk

A key focus for this Committee will be providing oversight of key risks and assumptions. A list of identified risks and proposed mitigations is attached.

Risk management involves the identification and assessment, then avoidance, mitigation or elimination of risks. An LTP risk register has been developed, and will be monitored and updated throughout the project.

The Project Team is also maintaining an Issues Register to capture issues as they arise and ensure issues are considered and reviewed in a timely manner as they relate to the project.

Ngā Whiringa | Options

There are no reasonably practicable issue to consider. The LTP is required by legislation and has prescribed content.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

Requirement for a Long Term Plan

The preparation of the LTP is a requirement under the Local Government Act 2002. [Schedule 10](#) of the LGA sets out the requirements for a LTP. The LTP must include information about;

- Community Outcomes
- Groups of Activities
- Capital Expenditure for groups of activities
- Statement of service provision
- Funding impact statement for groups of activities
- Variation between territorial authority's longer term plan and assessment of water and sanitary services and waste management plans
- Council controlled organisations
- Development of Māori capacity to contribute to decision-making processes
- Financial strategy and Infrastructure Strategy
- Revenue and financing policy

- Significant and engagement policy
- Forecast financial statements
- Financial statements for previous year
- Statement concerning balancing of budget
- Funding impact statement
- Rating base information
- Reserve funds
- Significant forecasting assumption

Mayoral Powers

Under LGA [s41A](#), “it is the role of a mayor to lead the development of the territorial authority’s plans (including the long-term plan and the annual plan), policies, and budgets for consideration by the members of the territorial authority.”

Council policies and strategies

As part of the preparation of the LTP, Activity and Asset Management Plans will be checked against Council’s key strategic and policy documents and wider regional and national documents for strategic fit. The preparation of the Long Term Plan may lead to the review of some Council policy documents.

Community Engagement

A Communication and Engagement Strategy is being prepared and will be presented to Council in March 2023.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The Long Term Plan project is one of Council’s key opportunities to engage with our communities to find out what their aspirations and priorities are.

The LTP is subject to the special consultative process under the LGA ([s83](#)). The special consultative process is a structured one month submission process with a hearing for those who have submitted and wish to speak to their submission.

The Long Term Plan project timeline also provides for a ‘pre-engagement’ process with the community referred to as the Right Debate where Council can ask for feedback on key issues it is considering for the LTP.

A Communication and Engagement Strategy for the project will be developed discussed with Council in March 2023. This strategy will set out how we plan to engage with and get our communities involved in the development of the LTP.

The timeline for the project centres on key dates for completion of the draft documents in December 2023, auditing in January / February 2024 and consultation in March / April 2024.

The Project on a Page (attached) provides an overview of the different building blocks and the associated timelines for the project. The below table provides a summary of key milestones and timelines.

| Description | Start | Finish |
|--|----------|-----------------------|
| Briefing Papers | Mid-2022 | January/February 2023 |
| Demographic/Growth/Economic/Assumptions | Oct 2021 | May 2023 |
| <ul style="list-style-type: none"> - NIDEA/FutureProof (demographic projections) - Infometrics (economics) | | |
| Revaluation of Assets | Jan 2023 | June 2023 |

| | | |
|--|---------------|--------------|
| Community Outcomes/Vision Review | February 2023 | June 2023 |
| Rates Structure | April 2023 | June 2023 |
| Activity Plans (including budgets) | April 2023 | Aug/Sep 2023 |
| Right Debate (pre engagement – possible level of service review) | April 2023 | Aug 2023 |
| Infrastructure and Financial Strategy | April 2023 | Oct 2023 |
| Asset Management Plans (excluding 3 water assets) | Feb 2023 | Oct 2023 |
| Policy Review | April 2023 | Oct 2023 |
| Council controlled organisation section | July 2023 | Nov 2023 |
| Māori participation in decision making | July 2023 | Oct 2023 |
| Budgets/ Financials/ Notes | July 2023 | Dec 2023 |
| Document development | July 2023 | Dec 2023 |
| Quality checks and administration | July 2023 | Dec 2023 |
| Communications Strategy and implementation | Feb 2024 | Dec 2024 |
| External Audit Process | Jan 2024 | June 2024 |
| Special Consultative Procedure | Jan 2024 | June 2024 |

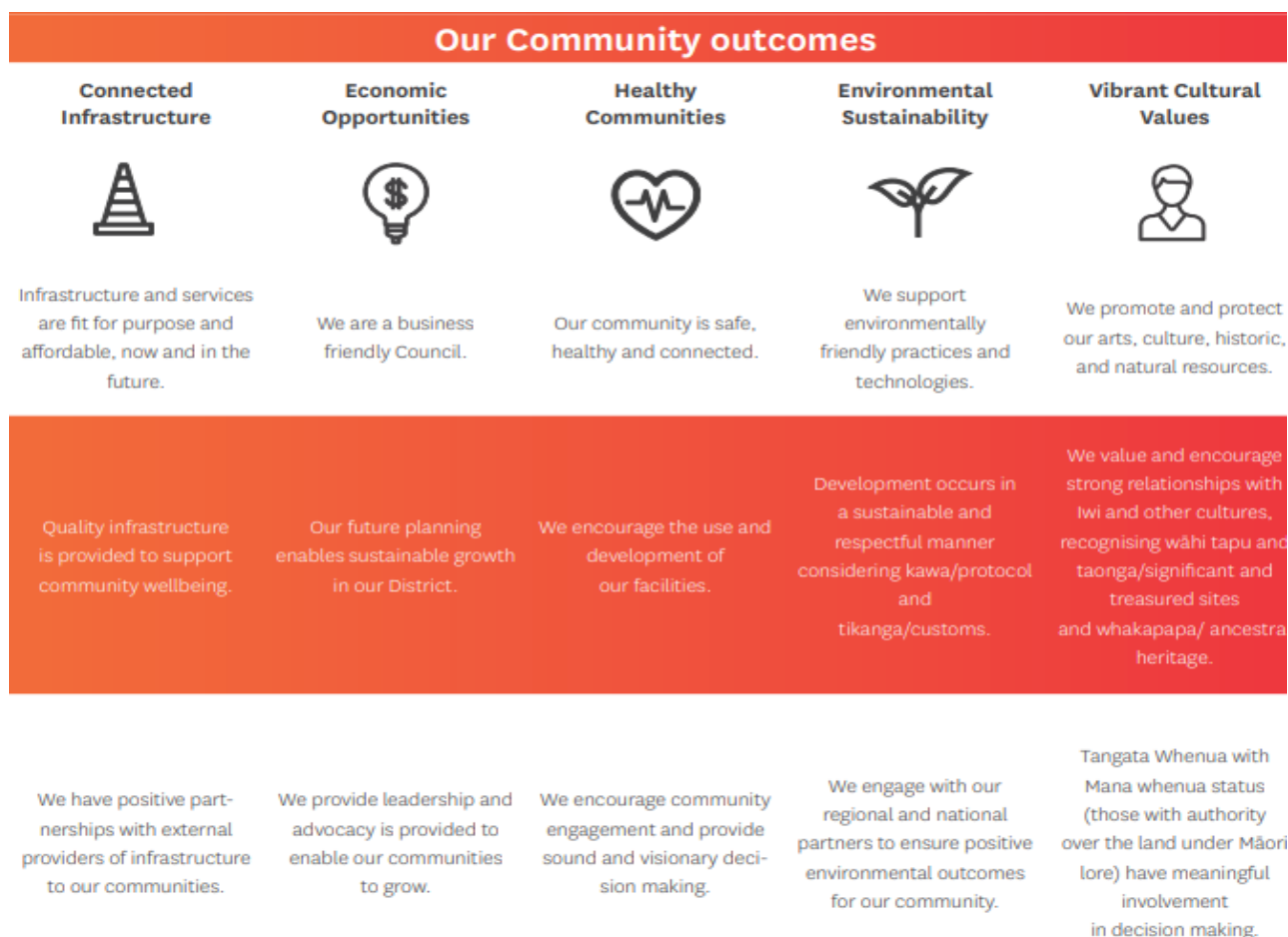
Ngā take ā-lhinga | Consent issues

There are no consent issues.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes and consistency with Council Vision

Community Outcome: The Long-Term Plan must set out community outcomes.

As part of the development of the LTP, Council will review its vision and outcomes. In the 2021 LTP, Council's vision is for Matamata-Piako to be the 'place of choice'. To realise this vision, Council has fifteen specific community outcomes to achieve this as set out below.



In 2022, Council set its strategic direction to inform Council's priorities and work programme over the next 30 years. The strategic direction aligns with the four community wellbeings – social, environmental, cultural and economic, which are core pillars of the mandate of local government.

The following four long-term priorities identified for Matamata-Piako are focused on promoting community wellbeing within our District.



Work has been completed through the Pride of Place project to establish town goals. It is intended to consolidate the Strategic Direction, existing Community Outcomes and Place Goals (through Pride of Place project) for the 2024 LTP.

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

The development of and consultation on the Long Term Plan is funded from the Strategy and Engagement Activity Operating budget. A budget of \$45,000 per annum is provided for, being \$135,000 over 3 years, excluding audit fees.

Ngā Tāpiritanga | Attachments

- A. Long Term Plan 2024-34 - The One Page Project Plan
- B. LTP 2024-34 Timeline Calendar
- C. LTP Key Risks v2
- D. DRAFT LTP Quality Assurance (QA) Plan v2

Ngā waitohu | Signatories

| | | |
|-----------|--|--|
| Author(s) | Niall Baker Policy Team Leader | |
|-----------|--|--|

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| Approved by | Don McLeod Chief Executive Officer | |
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6 Pūrongo me whakatau | Decision Reports

6.3 Policy Reviews

CM No.: 2692505

Rāpopotonga Matua | Executive Summary

The Protected Disclosures – WhistleBlower Policy has recently been reviewed and updated in accordance with the new Protected Disclosures (Protection of Whistleblowers) Act 2022.

The Fraud and Corruption Policy has also been reviewed and updated to align with new Ministry of Justice guidelines.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The Risk and Assurance Committee review the Protected Disclosures – WhistleBlower Policy and the Fraud and Corruption Policy and provide feedback.
2. Staff to incorporate suggested changes from the Committee including;
 - a. Feedback to reflect wording that is on ombudsmen's website
 - b. A diagram that outlines the disclosure process
 - c. Table identifying key words

Moved by: Deputy Mayor J Thomas

Seconded by: Mayor A Wilcock

KUA MANA | CARRIED

Horopaki | Background

The Protected Disclosures – WhistleBlower Policy has recently been reviewed and updated in accordance with the new Protected Disclosures (Protection of Whistleblowers) Act 2022.

The Fraud and Corruption Policy has also been reviewed and updated to align with new Ministry of Justice guidelines.

At the time of writing this report the policies have been out for staff consultation for almost two weeks and the submission period is about to close. No submissions have been received so far.

Your feedback is now sought on these policies.

Ngā Tāpiritanga | Attachments

- A. Draft Protected Disclosures - Whistleblower Policy
- B. Draft Fraud and Corruption Policy

Ngā waitohu | Signatories

| | | |
|-----------|--|--|
| Author(s) | Kelly Reith People, Safety and Wellness Manager | |
|-----------|--|--|

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|-------------|--|--|
| Approved by | Don McLeod Chief Executive Officer | |
|-------------|--|--|

7 Ngā Pūrongo Whakamārama | Information Reports

7.2 Food Act 2014 Quality Management System Audit

CM No.: 2686295

Rāpopotonga Matua | Executive Summary

The introduction of the Food Act 2014 changed the way that food premises were licensed as it went from an inspection regime to verification auditing. It also required Councils to be accredited to undertake verification services for National Programmes. In 2019, Council achieved our first QMS accreditation and was subsequently deemed a recognized agency. In April 2021 and February 2022 we passed our interim Surveillance Assessments.

To continue to maintain our accreditation, the Ministry of Primary Industries (MPI) engaged IANZ to carry out our three yearly full verification assessment in December 2022. This audit recommended that we maintain our accreditation with one minor non-conformity to be actioned.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2023/00005

Moved by: Cr G Thompson

Seconded by: Cr B Dewhurst

KUA MANA | CARRIED

Horopaki | Background

The introduction of the Food Act 2014 (Act) changed the way food premises were licensed as it went from an inspection regime to a verification auditing. The Act promotes food safety by focusing on the processes of food production, not the premises where food is made. For example, someone who makes and sells food from a food truck must follow the same rules as someone who makes and sells food at a restaurant. It also required all food businesses to be registered with the local authority or the Ministry for Primary Industries (MPI).

All food businesses have transitioned from an inspection system under the Food Hygiene Regulations 1974 to an audit system pursuant to the Food Act 2014. Council has sole rights to audit food control plans however the audit of national programmes is contestable. Accreditation as a recognized agency was required to compete in this market and to offer a local service to our community.

The difference between food control plans and national programmes are:

- Food control plans (FCPs): Written plans for managing food safety on a day-to-day basis. These are used by higher-risk businesses.
- National programmes: A set of food safety rules for medium and low-risk businesses. If you're under a national programme, you don't need a written plan (or develop written procedures), but must register, meet food safety standards, keep some records, and get checked.

To date MPI has appointed JAS-ANZ and IANZ to assess all agencies against the requirements of the Act. To become a recognised agency pursuant to section 135 of the Food Act 2014 an agency must meet the requirements of Part 4 of the Food Regulations 2015 – Recognised agencies, persons, and classes of persons. This process allows MPI to check that they meet the same standards that they would apply if they were doing the checks. Our audits have focused on having a robust quality management system containing all the requirements set out in Regulation 110 that apply to a quality management system for the purposes of these regulations.

In addition to becoming a recognized agency, we are required to have recognized person/s to undertake the audits. Peter Challis has achieved accreditation as a recognized person.

Cathy Bjerring is currently training to be able to carry out verification audits. This will provide some resilience for Council in the food auditing space.

Ngā Take/Kōrerorero | Issues/Discussion

Overall this audit result is an excellent achievement for Council and is the result of all the hard work carried out by the team. The non-conformance relates to an external contractor who Council had just recently engaged to assist with audits, in particular documenting her induction and competency. We have a plan to achieve the matters raised in this report and will undertake this as soon as possible.

Mōrearea | Risk

We are currently working with IANZ on the one non-conformance and have an agreed plan to get this signed off. The current risk of failing our accreditation is therefore very small.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

There are no legal or policy considerations.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes and consistency with Council Vision

Theme: Economic Opportunities

Community Outcome: We are a business friendly Council and We provide leadership and advocacy to enable our communities to grow

Theme: Healthy Communities

Community Outcome: Our community is safe, healthy and connected

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

The cost of the audit is provided for within current budgets.

Ngā Tāpiritanga | Attachments

A. IANZ Quality Management System Assessment Report

Ngā waitohu | Signatories

| | | |
|-----------|--|--|
| Author(s) | Cathy Bjerring Planning & Environmental Health Admin Officer | |
|-----------|--|--|

| | | |
|-------------|--|--|
| Approved by | Ally van Kuijk District Planner | |
| | Dennis Bellamy Group Manager Community Development | |

7.1 Risk Update

CM No.: 2695020

Rāpopotonga Matua | Executive Summary

Progress report on implementation Plan to Risk & Assurance Committee.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2023/00006

Moved by: J Aoake

Seconded by: Mayor A Wilcock

KUA MANA | CARRIED

Horopaki | Background

Implementation Plan Tasks:

- Review and update Risk Appetite: The Draft Risk Appetite discussed with the E-Team in December. This was followed by the E-Team working through examples and applying the process to the Spa Project through a workshop with Council on the 22 February. The process has been favourably received.
- The Risk Appetite process is a tool for Council to use when there is any uncertainty over making decisions in relation to opportunities as they arise.
- Top Risk Reporting: Risk on a Page format has been drafted.
- Implementation discussed with Comm's, considering use of Video's as an overview complemented with Risk Assessment Workshops for each Management and/or Project group.
- Strategic: SPAG utilised the process as part of the LTP process.
- Tactical: incorporated into the Project Management Process.
- Risk Management responsibilities to be incorporated into Position Descriptions as part of the Transformation project.

Ngā Take/Kōrerorero | Issues/Discussion

The Risk Consequence table headings were used for the Risk Appetite categories. To add value these will be revised to either incorporate or replace the current categories with MPDC's Vision and Values.

Mōrearea | Risk

The Risk Assessment process is spreadsheet based. There are a large number of spreadsheets making it impossible to provide reports.

The search for a software solution has recommenced. In discussion with other Council Risk Managers CAMM's appears to be preferred, a meeting is scheduled for 1st March with the provider. Another option to investigate is Protecht.

Ngā Tāpiritanga | Attachments

- A. Draft Risk Appetite Definitions
- B. Spa Risk Appetite Report 20Feb23

Ngā waitohu | Signatories

| | | |
|-----------|--|--|
| Author(s) | Lesley Steeples Risk Manager | |
|-----------|--|--|

| | | |
|-------------|--|--|
| Approved by | Dennis Bellamy Group Manager Community Development | |
|-------------|--|--|

7 Ngā Pūrongo Whakamārama | Information Reports

Item - 7.2 Food Act 2014 Quality Management System Audit - has been moved to another part of the document.

7 Ngā Pūrongo Whakamārama | Information Reports

7.3 Safety and Wellness Quarterly Report October-December 2022

CM No.: 2691461

Rāpopotonga Matua | Executive Summary

The Quarterly Safety and Wellness report for October - December 2022 and the January 2023 Safety and Wellness Update are attached to the agenda. Kate Stevens, Safety & Wellness Team leader, in attendance to discuss the report with the committee.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2023/00007

Moved by: Cr B Dewhurst

Seconded by: Cr G Thompson

KUA MANA | CARRIED

Ngā Tāpiritanga | Attachments

- A. Quarterly Safety and Wellness Update October-December 2022
- B. January 2023 Safety and Wellness Update

Ngā waitohu | Signatories

| | | |
|-------------|---|--|
| Author(s) | Kate Stevens Safety and Wellness Team Leader | |
| Approved by | Kelly Reith People, Safety and Wellness Manager | |
| | Manaia Te Wiata Group Manager Business Support | |

The meeting adjourned for morning tea at 10.15am and reconvened at 10.33am.

7 Ngā Pūrongo Whakamārama | Information Reports

7.4 Six-Month Report - July to December 2022

CM No.: 2691484

Rāpopotonga Matua | Executive Summary

The Local Government Act 2002 requires Council to adopt its Annual Report and Summary by 31 October each year.

To ensure that there are no unexpected performance or financial matters leading up to this report, a Six Month Report has been prepared to advise of progress and any likely issues that may arise.

At time of writing, the financial section of the Six Month Report was currently under preparation. Attached to this report is a condensed version of the Six Month Report outlining our achievement on performance measures during the period 1 July to 31 December 2022.

The full version of the Six Month Report will be circulated once finalised.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The Committee receive the Six Month Report July – December 2022.

Resolution number YV/2023/00008

Moved by: J Aoake

Seconded by: Deputy Mayor J Thomas

KUA MANA | CARRIED

ATTACHMENTS

A Finances Overview - 7 March 2023

Horopaki | Background

The Local Government Act 2002 requires Council to adopt its audited Annual Report and Summary by 31 October each year. The Annual Report and Summary must be published within one month of adoption. The Annual Report and Summary must be audited, and an opinion on the Annual Report and Summary provided to Council and the report's readers.

The Six Month Report provides the Committee with an opportunity to review the non-financial and financial performance of the organisation. The financial information builds on the monthly financial reports whereby staff endeavour to ensure there are no "surprises" for Council.

As at the six month mark, 36 performance measures are on track for the year, with 14 not on track and 1 measure where information is not available. 8 performance measures are only measured at the end of the financial year.

Some of the performance measures are measured through a Customer Survey (survey) that is undertaken by Versus Research (Versus). This survey asks how satisfied respondents are with a number of different services or facilities that Council provides. Respondents are asked to rate their satisfaction on a 6-point scale with 1 being very dissatisfied and 5 being very satisfied or a sixth option of don't know.

There are 200 randomly selected people surveyed throughout the year. Versus ensure respondents are representative of the overall population of our district in regards to where they live, their sex, age, ethnicity and so forth.

The results from the survey are used to track our performance against our performance measure targets set in the LTP. The quarter two report dashboard from Versus is attached.

Ngā Take/Kōrerorero | Issues/Discussion

Non-financial information

Full details of performance measured to date against our targets are set out in the Six Month Report. A number of these measures can only be measured annually and are not included e.g. the number of elderly persons housing tenants who are satisfied with the standard of maintenance and accommodation.

Mōrearea | Risk

Refer to discussion above.

Ngā Whiringa | Options

The preparation of the Six Month Report is a non-statutory process for Council. The Committee may wish to consider any risks or issues arising from this report.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

The Annual Report measures our performance against the Long Term Plan 2021-31

Ngā take ā-lhinga | Consent issues

There are no consent issues.

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

The financial summary is currently being prepared at the time of writing this report. The financial summary will be circulated once finalised.

Ngā Tāpiritanga | Attachments

- A. MPDC dashboard Quarter 2 2022-2023
- B. Six Month Performance Measure Summary

Ngā waitohu | Signatories

| | | |
|-----------|---|--|
| Author(s) | Christa Kurian Graduate Policy Advisor | |
| | Larnia Rushbrooke Finance and Business Services Manager | |

| | | |
|-------------|--|--|
| Approved by | Niall Baker Policy Team Leader | |
| | Erin Bates Strategic Partnerships and Governance Manager | |

| | | |
|--|--|--|
| | Manaia Te Wiata Group Manager Business Support | |
|--|--|--|

8 Take Matatapu | Public Excluded

11.40am The public were excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not public available.

C1 Swim Zone Cash Handling Procedures

C2 Te Aroha Industrial Land Development Update

9 Mōtini hei aukati i te iwi whānui | Procedural motion to exclude the public

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution follows.

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public, as follows:

C1 Swim Zone Cash Handling Procedures

| Reason for passing this resolution in relation to each matter | Particular interest(s) protected (where applicable) | Ground(s) under section 48(1) for the passing of this resolution |
|--|---|---|
| The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 6. | s6(a) - The making available of the information would be likely to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences and the right to a fair trial. . | s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 6. |

C2 Te Aroha Industrial Land Development Update

| Reason for passing this resolution in relation to each matter | Particular interest(s) protected (where applicable) | Ground(s) under section 48(1) for the passing of this resolution |
|--|--|---|
| The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7. | s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. . s7(2)(i) - The withholding of the | s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7. |

| | | |
|--|---|--|
| | information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations). | |
|--|---|--|

The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

Moved by: J Aoake

Seconded by: Mayor A Wilcock

KUA MANA | CARRIED

Procedural motion to include the public

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

12.32pm The public were included.

Resolution number YV/2023/00009

Moved by: Mayor A Wilcock

Seconded by: Cr G Thompson

KUA MANA | CARRIED

7 Ngā Pūrongo Whakamārama | Information Reports

7.7 Chair's Update

CM No.: 2691361

Rāpopotonga Matua | Executive Summary

Risk and Assurance Committee Chairperson, Jaydene Kana, in attendance to present the Chair's Update report (attached).

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2023/00010

Moved by: Cr G Thompson

Seconded by: Mayor A Wilcock

KUA MANA | CARRIED

Ngā Tāpiritanga | Attachments

- A. Chairperson Report - 7 March 2023

Ngā waitohu | Signatories

| | | |
|-----------|---|--|
| Author(s) | Stephanie Hutchins Governance Support Officer | |
|-----------|---|--|

| | | |
|-------------|--|--|
| Approved by | Sandra Harris Placemaking and Governance Team Leader | |
|-------------|--|--|

7 Ngā Pūrongo Whakamārama | Information Reports

7.8 Risk and Assurance Work Programme 2023 - Update March 2023

CM No.: 2693213

Rāpopotonga Matua | Executive Summary

The Work Programme for the Committee is attached. It is intended this is a standing item for each Committee meeting.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2023/00011

Moved by: Mayor A Wilcock

Seconded by: J Aoake

KUA MANA | CARRIED

Horopaki | Background

Prior to the commencement of each calendar year the Committee sets a work programme.

While priorities can shift during the year as unexpected issues arise, the work programme is a useful tool to enable Committee members to set their direction and to allow staff to understand the work priorities that need to be achieved.

Ngā Tāpiritanga | Attachments

- A. Risk and Assurance Committee Work Programme 2023 - Update March 2023
- B. Risk and Assurance Committee Work Programme 2023

Ngā waitohu | Signatories

| | | |
|-------------|--|--|
| Author(s) | Stephanie Hutchins Governance Support Officer | |
| Approved by | Sandra Harris Placemaking and Governance Team Leader | |
| | Erin Bates Strategic Partnerships and Governance Manager | |

7 Ngā Pūrongo Whakamārama | Information Reports

7.5 Transformation Team Update

CM No.: 2692497

Rāpopotonga Matua | Executive Summary

The purpose of this report is to provide an update on work undertaken by the Transformation Team – the internal team set up to support the organisation through the current local government reform programme.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2023/00012

Moved by: Cr B Dewhurst

Seconded by: Cr G Thompson

KUA MANA | CARRIED

Horopaki | Background

The Local Government sector is undergoing significant reform and this has the potential to impact MPDC's ability to deliver both business as usual as well as the activities contained in the 2021-31 Long Term Plan. The reform agenda includes Three Waters, RMA and Future for Local Government.

The MPDC Executive Team identified that a dedicated team is required to lead the organisation through change and support the transformation process.

The team is made up of the following:

The core group:

Project Sponsors: Exec Team

People, Safety and Wellness Manager: Kelly Reith (Chair of the Group and has also been appointed to the National People and Workforce Transition Reference Group for the Three Waters Reform)

Communications Manager: Jenni Cochrane

Strategic Partnerships and Governance Manager: Erin Bates

Sub groups:

Water Reform:

Sponsor: Fiona Vessey

Project Manager(s): Karl Pavlovich / Lance Gwynne

RMA:

Sponsor: Dennis Bellamy

Project Manager(s): Ally van Kuijk / Susanne Kampshof

Future for LG:

Sponsors: Don McLeod and Manaia Te Wiata

Project Manager: Erin Bates

Specialist advice provided by (as required):

- Finance (Larnia Rushbrooke)
- Risk (Lesley Steeples)
- Information Management (Steve Hancock/Jo Gifford)
- Project Management (Rachel Norman)
- Iwi Liaison (Tuatahi Nightingale-Pene)
- Communications (Andrea Durie)

Latest update:

The Transformation Team continues to meet regularly to ensure there is an overview of all three reform areas and staff are kept well informed. This includes monitoring the impact on the organisation - ensuring risks are reviewed, the ability to maintain business as usual is monitored and any resourcing issues are raised.

Three Waters: a number of requests for information (RFI) from the National Transition Unit (NTU) have been processed. Additional requests have been signalled. The team arranged for the People and Workforce Lead from Entity B to present to our staff on 28 February about the Transition Guidelines. A hot topic zoom session is also planned for staff so they can ask questions and keep informed about latest announcements. A submission to the Water Services Bill Legislation was also submitted.

Future for Local Government: a hot topic zoom session was held to inform staff about the Future for Local Government Draft Report. A workshop was held with elected members to inform a submission on the report.

RMA – a submission on the Spatial Planning Bill and the Natural and Built Environment Bill was submitted following Council input. A hot topic zoom session is planned for staff on 6 March to discuss the submission and latest information.

Mōrearea | Risk

Risk registers have been set up for each of the reform areas, with input from MPDC's Risk Manager.

Ngā Whiringa | Options

The formation of this group proactively responds to the need to guide the organisation through the local government reform changes.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

The reforms will impact across the organisation.

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

The Communications Manager is part of the Transformation Team to ensure robust communications. The Internal Communications Coordinator ensures information is shared with staff on a regular basis.

Ngā take ā-lhinga | Consent issues

Not applicable.

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

Not applicable.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

| | | |
|-------------|---|--|
| Author(s) | Kelly Reith People, Safety and Wellness Manager | |
| Approved by | Don McLeod Chief Executive Officer | |

7 Ngā Pūrongo Whakamārama | Information Reports

7.6 Quarterly Procurement Update

CM No.: 2693824

Rāpopotonga Matua | Executive Summary

This report summarises procurement performance over the 2022/2023 second quarter, whilst also comparing performance from this quarter to past quarters to track progress. Potential opportunities are highlighted and performance of recent initiatives is reported. It should be noted that this spend analysis in this report is based off purchase orders (PO) and excludes progress payments unless stated otherwise.

WHAKATAUNGA Ā-KOMITI | COMMITTEE RESOLUTION

That:

1. The information be received.

Resolution number YV/2023/00013

Moved by: Chair J Kana

Seconded by: J Aoake

KUA MANA | CARRIED

Horopaki | Background

Analysis of purchase order data enables greater awareness of spend via person, department, all of Council or supplier. Identifying suppliers with large spends enables Council to determine if the current procurement method is gaining best value for money or if a different approach is required.

Recommendations and findings from previous audits have been implemented into Councils Procurement Manual and procedures to ensure all areas for improvement are addressed and recommendations are applied.

Audits and analysis of PO data will continue to be undertaken to ensure the embedding of processes into practises. Whilst working towards taking advantage of opportunities as they are identified.

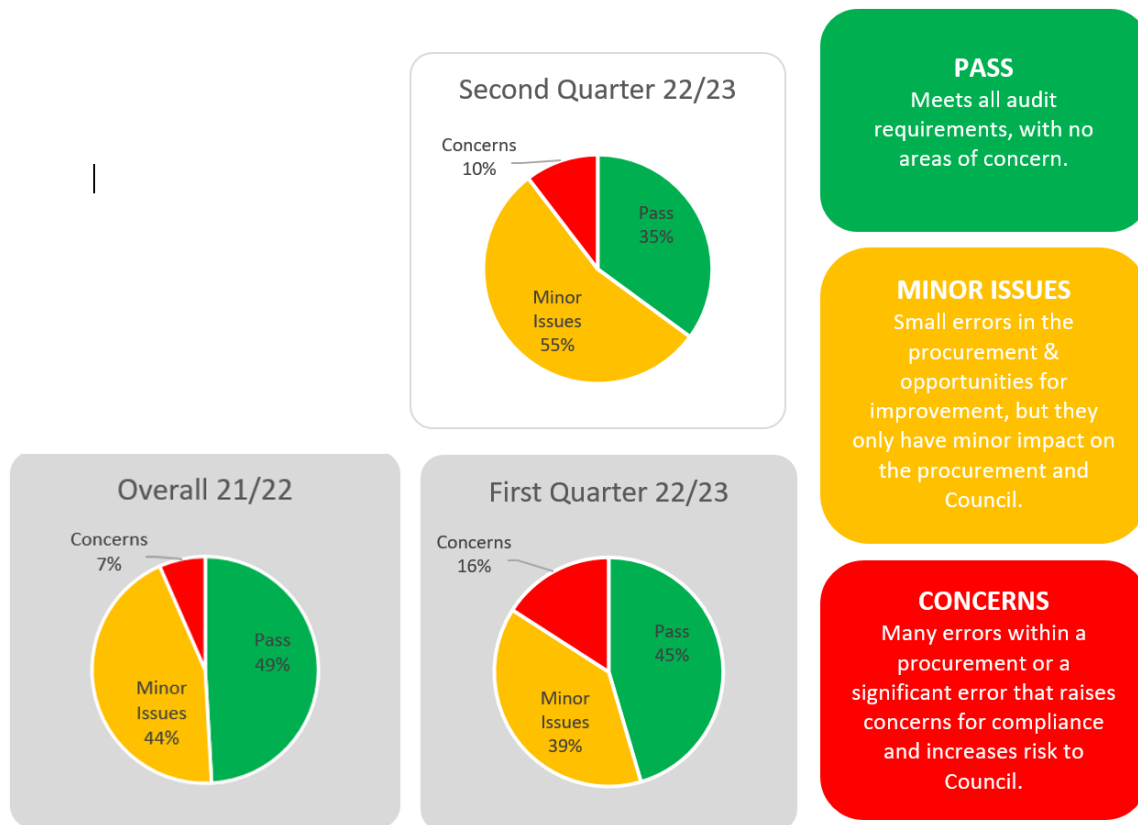
Ngā Take/Kōrerorero | Issues/Discussion

1. Auditing Findings

Audit findings are reported to managers to discuss with their staff. This ensures staff are made aware of any non-compliance whilst also reminding those approving requisitions, what to look for when reviewing a requisition for approval.

First quarter concern results decreased by 6% on last quarter, with overall compliance decreased by 10% compared to last quarter. During the second quarter the number for PO's audited was doubled to 30 per month and were reported back to E-Team on a monthly basis. This was to attempt to crack down on the compliance issues. Unfortunately this has not lead to improved compliance. With compliance sitting at 35% which is the lowest since auditing began in 2018.

Graph 1: Auditing results categorised

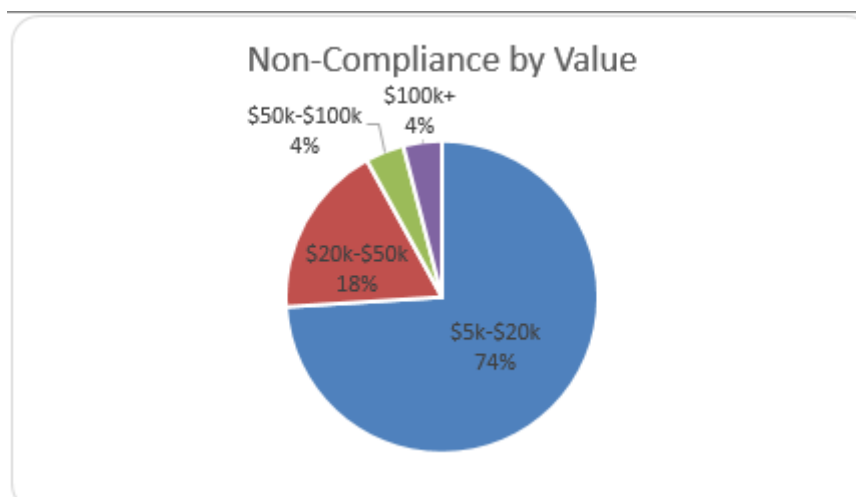


1.1. Non-compliance Management

Non-compliance tends to occur in lower value purchases, typically between \$5,000 and \$20,000. As shown in the graph below 74% of non-compliances with quarter were between \$5,000 and \$20,000. To help improve these results more emphasis has been placed on managers to reject any requisitions that come through for approval and are non-compliant. This is an important step to reduce issues, as once the requisition is approved it is often too late to make changes.

There will always be some non-compliance due to new staff learning and unforeseen circumstances. However, the aim is to have con-compliances sitting at under 10%.

Graph 2: Non-compliance by value from samples of monthly purchase ordering



1.1.1. Procurement non-compliance summary

The procurement non-compliance results for this quarter were analysed and categorised into what types of non-compliance that is occurring. Non-compliance is still high and an area for continuous improvement. As you can see in the table above, the most common issue is quotes not being attached and more emphasis needs to be placed on delegated authority to reject requisitions, behaviours will not change and we will not see an improvement if requisitions continue to be approved that are in breach of our procurement requirements.

| Reason for non-compliance | Number of occurrences |
|--|-----------------------|
| IFS not done/in CM | 4 |
| Contracts need to be added to Register | 1 |
| Need more quotes/quotes not attached | 20 |
| Specialised process not followed | 6 |
| PO exceeds IFS value | 1 |
| PSP process not followed | 4 |
| PO needs to be raised against contract in the register | 9 |

2. Suppliers

2.1. Suppliers identified for review – implementing new contracts

All suppliers with spend more than \$100,000 with on an annual basis should be under a contract (excluding one off purchases). The table below outlines suppliers who we spent over \$100,000 last financial year (21/22) that need to be reviewed.

| Supplier | Value | Comments |
|-------------------------------------|-----------|--|
| Environmental research technologies | \$308,371 | Working with GHD on the contract for these services |
| Pipeline & Civil Ltd | \$302,155 | |
| Begovich Builders Ltd | \$276,179 | Working on specialised procurement for building services if supplier is to be continued to be used |
| Mokena Construction Group Ltd | \$198,939 | Working on specialised procurement for building services if supplier is to be continued to be used |
| Atrax Group | \$190,567 | Working on a contract for these services |
| Construct Civil | \$162,726 | First year using them, will need to contract if going to continue |

| | | |
|--------------------|-----------|---|
| Hynds pipe systems | \$145,424 | Previous years spend has been much lower, increased due to KVS stock. If on-going need contract |
|--------------------|-----------|---|

2.2. Top 10 Suppliers (PO)

The following table outlines the top 10 suppliers who had the most transactions raised this quarter. It also outlines the total spent with suppliers this quarter. Red indicates a high volume of transactions, down to green which is an acceptable number. A transaction is an invoice. There may be many transactions/invoices for one purchase order.

| Supplier | No of transactions | Spend | Avg per transaction |
|--|--------------------|----------|---------------------|
| OFFICEMAX NEW ZEALAND LTD | 119 | \$46,451 | \$390 |
| SOLUTIONS TEAM LIMITED | 116 | \$89,205 | \$769 |
| WESFARMERS INDUSTRIAL AND SAFETY (NZ) LTD | 86 | \$14,644 | \$170 |
| JAMES BENNETT PTY LTD | 80 | \$32,387 | \$405 |
| GENUS PEST MANAGEMENT LIMITED | 71 | \$51,088 | \$720 |
| MITRE 10 MATAMATA | 61 | \$7,967 | \$131 |
| WAIHOU ENGINEERING & MECHANICAL SERVICES LTD | 58 | \$38,459 | \$663 |
| SELECT ALARMS LTD | 52 | \$36,876 | \$709 |
| MORRINSVILLE MITRE 10 | 49 | \$5,254 | \$107 |
| MEA MOBILE LTD | 45 | \$16,677 | \$371 |

3. Purchase Orders

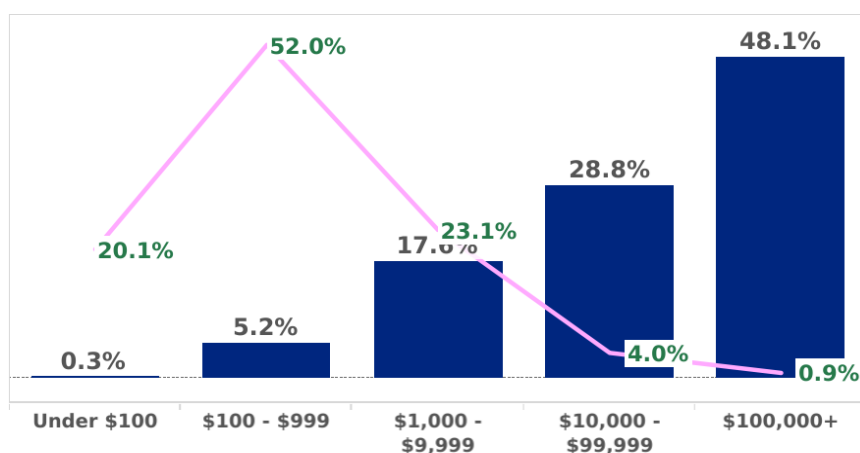
In the second quarter 2,321 purchase orders were raised totalling over \$11.2mil. See below for threshold breakdown. As detailed below 88.7% of PO's raised fall under the \$5,000 threshold.

| 2,321 PO's raised Valued at \$11,259,714.39 | | | | |
|---|---------------|----------------|-----------------|-------------|
| Under \$5k | \$5k to \$20k | \$20k to \$50k | \$50k to \$100k | Over \$100k |
| 88.7 | 7.6% | 2.2% | 0.6% | 0.7% |
| \$1,803,494 | \$1,650,305 | \$1,620,858 | \$1,039,605 | \$5,145,300 |
| 2059 PO's | 178 PO's | 52 PO's | 15 PO's | 17 PO's |

158 PO's were raised this quarter valued at under \$50. The table below contains the suppliers we have raised five or more PO's with under \$50 this quarter.

| Supplier | Volume of PO's under \$50 |
|---|---------------------------|
| Bridgestone New Zealand Limited | 6 |
| Corporate Traveller Hamilton | 6 |
| J T Carter (Plumbers) Limited | 5 |
| Kinsey Kydd Building Supplies Limited | 9 |
| Mitre 10 Matamata | 11 |
| Morrinsville Mitre 10 | 12 |
| Officemax New Zealand Ltd | 10 |
| Te Aroha Fuels Limited | 5 |
| Waikato Wide Locksmith Services Limited | 5 |
| Wesfarmers Industrial and Safety (NZ) | 5 |

The following graph compares the volume of transactions (PO's and progress payments) compared to the total spend in each value range.



4. Tenders

0 Tenders Advertisted on GETS

Responses Recieved

NTT Issued

5. Contracts

All contracts should be entered into the contracts register regardless of value. The following provides an overview of the contracts register at the end of the third quarter (excluding the PSP). Noted for continuous improvement is for the information in the register to be reviewed in future for accuracy.

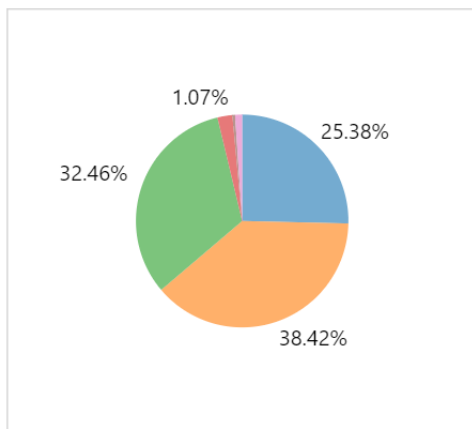
| | |
|-----------|--|
| 81 | • Active contracts in the register |
| \$65.3Mil | • Total value of active contracts |
| 11 | • Maintenance and Operations contracts |
| 27 | • Capital and Renewal contracts |
| 43 | • Consultancy/Services contracts |

5.1. Contracts Starting/Ending

| Contracts Started This Quarter | Start date | Contracts Ending Next Quarter | End date |
|--------------------------------|------------|---|------------|
| Works Programme 2022-23 | 01/11/2022 | Works Programme 2022-23 | 17/03/2023 |
| Food Premises Auditing | 12/12/2022 | HDC Chemical Supplies Panel - STM | 01/03/2023 |
| | | HDC Chemical Supplies Panel – Ixom | 01/03/2023 |
| | | HDC Chemical Supplies Panel - Chemicals | 01/03/2023 |
| | | HDC Chemical Supplies Panel - CHEMTREX | 01/03/2023 |
| | | ICT Network Switch/Router Renewal/Upgrade | 31/01/2023 |

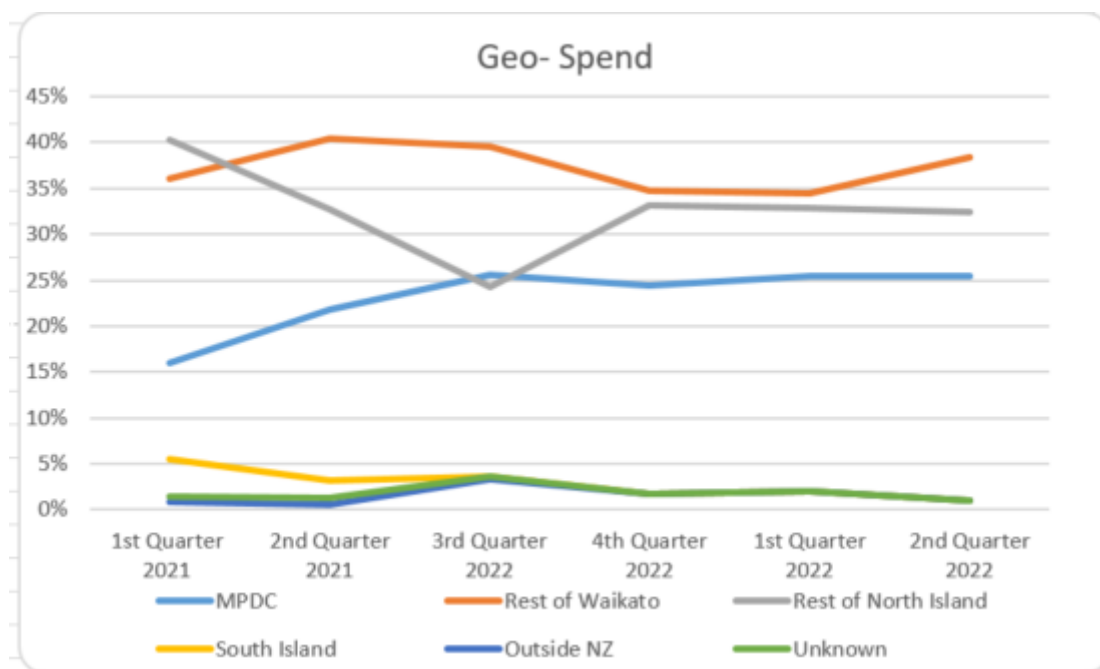
6. Geographical Spend

Changes were implemented to encourage the use of local suppliers. These changes removed barriers for local suppliers to bid for Council work and also recognised the benefit of purchasing locally has on local economy. The graph below shows that 25.38 % of all spend is undertaken within Matamata-Piako District. With a further 38.42% in the rest of the Waikato. Therefore 63.8 % of purchases are being undertaken in the Waikato region.



■ Matamata-Piako
■ Rest of Waikato
■ Rest of North Island
■ South Island
■ Outside New Zealand
■ Unknown address

As demonstrated in the graph below spend in the MPDC area is trending upwards since the first quarter 21/22, with spend in the rest of the Waikato area remaining relatively steady.



Mōrearea | Risk

When undertaking procurement risks need to be identified, mitigated and managed. These risks include:

- Financial: ensuring Council is getting value for money
- Operational: purchasing the right outcome in the required timeframe
- Non-compliance: ensuring process non-compliance is reduced, monitored and managed
- Reputational: managing conflicts of interest and ensuring transparency and fairness

Ngā Whiringa | Options

There are no options to be considered in this report.

Ngā take ā-ture, ā-Kaupapahere hoki | Legal and policy considerations

The Office of the Auditor General provide the framework for good procurement practise by public entities. Good practice principles, government policies, and rules. Basic principles that govern all public spending.

- Accountability
- Openness
- Value for money
- Lawfulness
- Fairness
- Integrity

Ngā Pāpāhonga me ngā Wātaka | Communications and timeframes

Not applicable.

Ngā take ā-lhinga | Consent issues

Not applicable.

Te Tākoha ki ngā Hua mō te Hapori me te here ki te whakakitenga o te Kaunihera | Contribution to Community Outcomes and consistency with Council Vision

Theme: Not applicable.

Community Outcome: Not applicable

Pānga ki te pūtea, me te puna pūtea | Financial Cost and Funding Source

The financial cost involved with procurement is the staff time required. In some instances consultants are engaged for specialist procurement assistance. Procurement activities are funded within existing budgets.

Ngā Tāpiritanga | Attachments

There are no attachments for this report.

Ngā waitohu | Signatories

| | | |
|-----------|--|--|
| Author(s) | Rachel Norman Project Delivery Lead | |
| | Nicola Watson EA to Group Manager Service Delivery | |

| | | |
|-------------|--|--|
| Approved by | Manaia Te Wiata Group Manager Business Support | |
|-------------|--|--|

7 Ngā Pūrongo Whakamārama | Information Reports

Item - 5.7 Chair's Update - has been moved to another part of the document.

7 Ngā Pūrongo Whakamārama | Information Reports

Item - 5.8 Risk and Assurance Work Programme 2023 - Update March 2023 - has been moved to another part of the document.

12.50 pm

The Chairperson thanked Members for their attendance and attention to business and declared the meeting closed. Cr Gary Thompson performed the closing Karakia.

CONFIRMED AS A TRUE AND CORRECT RECORD
OF THE MEETING OF KOMITI O TE MŌREAREA
ME TE TŪMARU | RISK & ASSURANCE
COMMITTEE HELD ON 7 MARCH 2023.

KO TE RĀ | DATE:

TIAMANA | CHAIRPERSON: