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**Committee** Finance, Risk and Assurance Committee  
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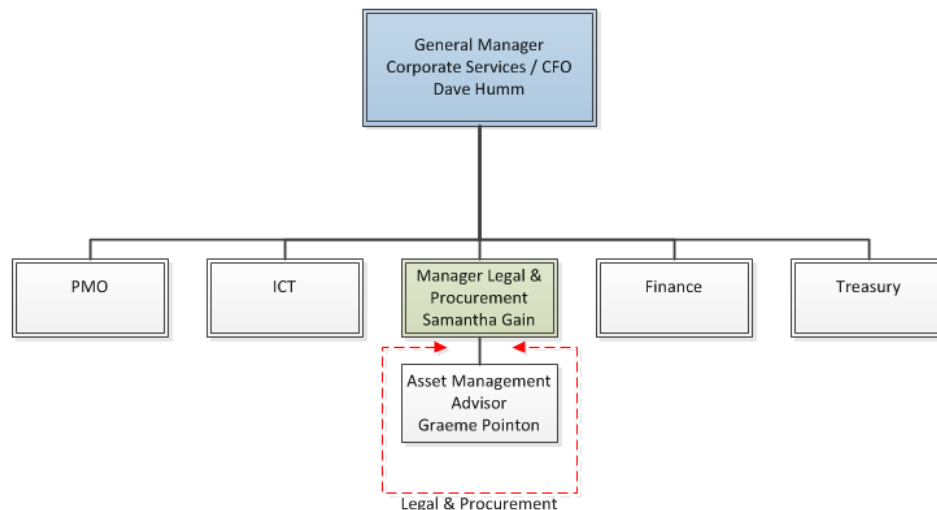
## Legal and Procurement Update

### 1. Purpose

The purpose of this memo is to provide an update to the Finance, Risk and Assurance Committee on the establishment of the Legal and Procurement Department.

### 2. Background

The Legal and Procurement Department was established as part of the organisational restructure of GWRC, and came into being on 31 August 2015. It is part of the Corporate Services group.



Samantha Gain took up the role of Manager, Legal and Procurement on 31 August 2015. Graeme Pointon commenced in the role of Asset Management Advisor on 2 November 2015. Brief bios of Sam and Graeme are attached at **Attachment 1**.

The role of the Department is to provide support and advice to the business and operations of GWRC.

It is intended that the Department will:

- set and implement the procurement framework for GWRC, and provide support for other departments' procurement
- provide legal advice on commercial and contractual matters
- have oversight of external legal advice
- set and implement the asset management framework for GWRC, and provide support to other departments' asset management and asset management planning and reporting.

These functions contribute to the Council's management of risk.

Priorities for the 2015/16 year are:

- to establish the Department, including setting up framework and initial policies/procedures.
- to proactively promote the function so staff know that the Department exists and what its function is.

It is intended that by the end of the 2015/16 financial year, initial information gathering about current practises in the legal, procurement and asset management areas will have been completed, and some key frameworks and processes will have been developed.

The focus for 2016/17 will be on:

- completing the suite of strategies, policies, processes and template documents necessary to support the functions of the Department
- operational implementation of those policies and processes across GWRC
- providing legal and/or procurement support and advice across GWRC as required
- continuous improvement in GWRC's asset management planning and practice.

### **3. Progress to date**

The establishment of the Department has enabled internal delivery of or contribution to various activities previously outsourced or where no legal or procurement assistance was available.

The Department will provide templates and guidance for common procurement and contracting activity.

Work on a new procurement policy has commenced.

By the end of this financial year meetings with all regular external legal providers will have been held.

Particular risk-focused work for the forthcoming quarter includes:

- Health and Safety - will work with Health and Safety Department to ensure business readiness for Health and Safety at Work Act coming into force in April 2016.
- Project Management Office establishment – working to ensure legal and procurement considerations are included in template project management documents, and at relevant points in project management processes.
- ERP system review – ensuring user requirements for asset management are adequately captured and taken into consideration in assessment of system options.

#### **4. Working with other agencies**

To ensure that the Council is keeping up to date with new developments and is exposed to opportunities for joint working, we are taking steps to establish relationships across the relevant sectors. For example:

- representing the Council at the Strategic Local Government Procurement Group
- through MBIE's Procurement Functional Leadership Advisory Group
- attendance at the annual meeting of local government lawyers
- through Board membership of IPWEA NZ (the Australasian peak body for asset management).

#### **5. The decision-making process and significance**

No decision is being sought in this report.

#### **6. Engagement**

Engagement on this matter is unnecessary.

#### **7. Recommendations**

*That the Committee:*

1. *Receives the report.*
2. *Notes the content of the report.*

Report prepared by:

Report approved by:

**Samantha Gain**

Manager, Legal & Procurement

**Dave Humm**

GM Corporate Services/CFO

**Attachment 1:** Bios of Sam Gain and Graeme Pointon