

CONFIDENTIAL MEMORANDUM

TO: Risk & Assurance Committee

MEETING DATE: 18 October 2023

TITLE: Assurance Report - Animal Shelter Review

PRESENTED BY: Masooma Akhter, Business Assurance Manager, Bryce Hoskings, Group Manager - Property and Resource Recovery

APPROVED BY: Donna Baker, Acting Chief Executive Unit Manager

It is recommended that this report be considered with the public excluded, as permitted by the Local Government Official Information and Meetings Act 1987 under clause:

s7(2)(b)(ii) THIRD PARTY COMMERCIAL: Disclosing the information could harm a company's commercial position - .

s7(2)(f)(i) MAINTAIN THE EFFECTIVE CONDUCT OF PUBLIC AFFAIRS: - The withholding of the information is necessary to maintain the effective conduct of public affairs through the free and frank expression of opinions by or between or to members or officers or employees of any local authority in the course of their duty.

RECOMMENDATION FOR PUBLIC RELEASE

The memorandum and attachment (with appropriate redactions) can be released following the meeting.

RECOMMENDATION TO RISK & ASSURANCE COMMITTEE

1. That the Committee receive the memorandum titled 'Assurance Report – Animal Shelter Review' and its attachment, presented to the Risk & Assurance Committee on 18 October 2023.
 2. That the Chief Executive release the memorandum and attachment with appropriate redactions as soon as practicable.
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1. ISSUE

- 1.1 In June 2022, Council passed the following resolution:

"That the Animal Shelter project be audited (from start to awarding the tender contract) and presented to the appropriate Committee."

1.2 This memorandum presents the outcome of the requested audit.

2. BACKGROUND

- 2.1 On 1 October 2018 a new Code of Welfare (Code) amendment, "Temporary Housing for Companion Animals", came into effect. Following a review, it was noted that Council's existing facility was non-compliant with the new code.
- 2.2 In February 2020, four options were presented to Council to meet the compliance requirements. Council resolved to build a new facility.
- 2.3 In February 2021, two developed designs were presented to Council. One a base build and a second with the addition of an educational space. Council resolved to progress with a base build only. This required an increase to the initial budget approved.
- 2.4 In June 2022, a request was put forward to Council to increase the budget and also to award the construction contract to Lee Builders. These requests were approved by Council.
- 2.5 At this point, Council requested a review of the processes that were undertaken from the start of the project up until the tender was awarded. The outcome of this review is attached.
- 2.6 The facility is currently partway through construction with the intention to open early 2024.

3. NEXT STEPS

- 3.1 The recommendations are closely aligned with those that have been raised through other Business Assurance Reviews. These will be followed up through the 6 monthly accountability reporting.

4. COMPLIANCE AND ADMINISTRATION

Does the Committee have delegated authority to decide? S4.8 – TOR for Risk & Assurance Committee	Yes
Are the decisions significant?	No
If they are significant do they affect land or a body of water?	No
Can this decision only be made through a 10 Year Plan?	No
Does this decision require consultation through the Special Consultative procedure?	No

Is there funding in the current Annual Plan for these actions?	Yes
Are the recommendations inconsistent with any of Council's policies or plans?	No
The recommendations contribute to Goal 3: A Connected and Safe Community	
The recommendations contribute to the achievement of action/actions in Connected Communities	
The action is: Design and implement upgrade of the City Pound to comply with requirements of Ministry for Primary Industries Code of Welfare Temporary Housing of Companion Animals, including necessary security improvements.	
Contribution to strategic direction and to social, economic, environmental and cultural well-being	This report is presented as a business assurance activity in response to the business assurance plan endorsed by Council.

ATTACHMENTS

1. Animal Shelter Review Report