



MINUTES

Tenders and Procurement Committee Meeting

Tuesday, 30 July 2024

Ref: 1689301

**Minutes of Timaru District Council
Tenders and Procurement Committee Meeting
Held in the Meeting Room 1 , District Council Building, King George Place, Timaru
on Tuesday, 30 July 2024 at 8.30am**

Present: Nigel Bowen (Chairperson), Clrs Peter Burt, Sally Parker, Michelle Pye

In Attendance: **Councillors:** Stacey Scott, Scott Shannon, Owen Jackson, Gavin Oliver

Officers: Nigel Trainor (Chief Executive), Andrew Dixon (Group Manager Infrastructure), Stephen Doran (Group Manager Corporate and Communications), Nigel Howarth (Procurement Lead), Rosie Oliver (Development Manager)

1 Apologies

1.1 Apologies Received

Resolution 2024/14

Moved: Chairperson Nigel Bowen

Seconded: Clr Michelle Pye

That the apology of Clr Peter Burt and Clr Allan Booth be received and accepted.

Carried

2 Identification of Items of Urgent Business.

No items of urgent business were received.

3 Identification of Matters of a Minor Nature

3.1 Motion to allow all elected members full rights to vote on Tenders and Procurement Committee.

Resolution 2024/15

That all elected members of Timaru District Council are given full rights to vote on the Tenders and Procurement Committee.

Moved: Chairperson Nigel Bowen

Seconded: Clr Michelle Pye

Carried

4 Declaration of Conflicts of Interest

No conflicts of interest were declared.

5 Confirmation of Minutes**5.1 Minutes of the Tenders and Procurement Committee Meeting held on 11 June 2024****Resolution 2024/16**

Moved: Chairperson Nigel Bowen

Seconded: Cllr Michelle Pye

That the Minutes of the Tenders and Procurement Committee Meeting held on 11 June 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

At 8:34 am, Cllr Oliver entered the meeting.

6 Reports**6.1 Sustainable South Canterbury Trust - Contract Renewal**

The Waste Operations Manager presented on partnership with Sustainable South Canterbury Trust, which had been on a rolling contract since 2019, and the opportunity to redo contract so it's current and forward looking. Supports the goals of waste minimisation in line with waste levy funding requirements. Comes at no cost to ratepayers as it's externally funded with strict requirements on what is allowed to be funded.

Discussion on the level of waste levy, whether it could be used for other priorities such as closed landfills and whether we get the levy back for waste coming into our district from elsewhere. Discussion was also whether the living wage should be specified in the TDC contract or if that is an issue for the Trust to resolve with its own staff.

Resolution 2024/17

Moved: Chairperson Nigel Bowen

Seconded: Cllr Scott Shannon

1. That the Tender and Procurement Committee approves Contract 2661 – Sustainable South Canterbury Trust for the six year term commencing 1 August 2024, backdated to 1 July 2024 for the sum of \$1,397,788.68 excluding GST.
2. That the Group Manager Infrastructure be authorised to approve contract variations and escalations as per contract conditions within approved budget amounts.
3. That the contract comes back to TP after the six year term.
4. That all references to living wage are excluded from the contract.

Carried

At 9:12 am, Clr Jackson entered the meeting.

7 Consideration of Urgent Business Items

No items of urgent business were received.

8 Consideration of Minor Nature Matters

Item was considered and resolved at start of meeting.

9 Exclusion of the Public

Resolution 2024/18

Moved: Clr Sally Parker

Seconded: Clr Michelle Pye

That the public be excluded from the following parts of the proceedings of this meeting, namely,—

10.1 Contract 2657 - Strathallan Corner Toilet Redevelopment Tender Acceptance

10.2 Public Excluded Minutes of the Tenders and Procurement Committee Meeting held on 11 June 2024

10.3 Health Monitoring Services

10.4 Grounds Maintenance - Social Housing

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 are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
10.1 - Contract 2657 - Strathallan Corner Toilet Redevelopment Tender Acceptance	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	To protect commercially sensitive information

<p>10.2 - Public Excluded Minutes of the Tenders and Procurement Committee Meeting held on 11 June 2024</p> <p>Matters dealt with in these minutes:</p> <p>9.1 - Contract 2663 Road Resurfacing 2024-26 Tender Acceptance</p>	<p>Section 48(1) of the Local Government Official Information and Meetings Act 1987.</p>	<p>The public excluded minutes of the meeting held on 11 June 2024 are considered confidential pursuant to the provisions of the LGOIMA Act of 1987.</p> <p>The specific provisions of the Act that relate to these minutes can be found in the open minutes of the meeting held on 11 June 2024.</p>
<p>10.3 - Health Monitoring Services</p>	<p>s7(2)(h) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>To enable Council to carry out commercial activities</p> <p>To enable Council to carry out commercial or industrial negotiations</p>
<p>10.4 - Grounds Maintenance - Social Housing</p>	<p>s7(2)(h) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities</p> <p>s7(2)(i) - The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)</p>	<p>To enable Council to carry out commercial activities</p> <p>To enable Council to carry out commercial or industrial negotiations</p>
<p style="text-align: right;">Carried</p>		

Note

[Section 48\(4\)](#) of the Local Government Official Information and Meetings Act 1987 provides as follows:

- “(4)Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof)—

- (a) shall be available to any member of the public who is present; and
- (b) shall form part of the minutes of the local authority.”

10 Public Excluded Reports

10.4 Grounds Maintenance - Social Housing

Resolution 2024/19

Moved: Clr Stacey Scott
Seconded: Clr Michelle Pye

Whist in public excluded it was carried that ‘Grounds Maintenance - Social Housing’ be released to the public as below;

1. That the tender submitted by Midland Contracting for the provision of Lawns Maintenance Services under Contract 2658a be accepted for 12 months, awarded at \$4,083.08 per month.
2. That the tender submitted by DairyCare Services for the provision of Garden Maintenance Services under Contract 2658b be declined.
3. That any additional unforeseen activities or additional work related to the Scope of Work be managed as required.
4. That the successful tender and awarded amount be released to the public.

11 Readmittance of the Public

Resolution 2024/20

Moved: Chairperson Nigel Bowen
Seconded: Clr Michelle Pye

That the meeting moves out of Closed Meeting into Open Meeting at 9.54am.

Carried

The Meeting closed at 9.55am.

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Mayor Nigel Bowen
Chairperson