



AGENDA

Tenders and Procurement Committee Meeting Tuesday, 16 April 2024

Date Tuesday, 16 April 2024

Time 8.30am

Location Meeting Room 1
District Council Building
King George Place
Timaru

File Reference 1665274

Timaru District Council

Notice is hereby given that a meeting of the Tenders and Procurement Committee will be held in the Meeting Room 1 , District Council Building, King George Place, Timaru, on Tuesday 16 April 2024, at 8.30am.

Tenders and Procurement Committee Members

The Mayor (Chairperson), Chairperson Commercial and Strategy Committee, Chairperson of the appropriate Standing Committee whose work is being tendered, Chairperson of the Environmental Services Committee

Quorum – no less than 3 members

Local Authorities (Members' Interests) Act 1968

Committee members are reminded that if you have a pecuniary interest in any item on the agenda, then you must declare this interest and refrain from discussing or voting on this item, and are advised to withdraw from the meeting table.

Nigel Trainor
Chief Executive

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- 1 Apologies**
- 2 Identification of Items of Urgent Business**
- 3 Identification of Matters of a Minor Nature**
- 4 Declaration of Conflicts of Interest**

5 Confirmation of Minutes

5.1 Minutes of the Tenders and Procurement Committee Meeting held on 30 January 2024

Author: Rachel Scarlett, Governance Advisor

Recommendation

That the Minutes of the Tenders and Procurement Committee Meeting held on 30 January 2024 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Attachments

- 1. Minutes of the Tenders and Procurement Committee Meeting held on 30 January 2024**



MINUTES

Tenders and Procurement Committee Meeting Tuesday, 30 January 2024

Ref: 1665274

**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 January 2024 at 8.30am**

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

In Attendance: **Councillors:** Clr Stacey Scott, Clr Allan Booth, Clr Scott Shannon

Officers: Nigel Trainor (Chief Executive), Andrew Dixon (Group Manager Infrastructure), Paul Cooper (Group Manager Environmental Services), Ashley Harper (3Waters Transition Manager), Andrew Lester (Drainage and Water Manager), Nigel Howarth (Procurement Lead), Rachel Scarlett (Governance Advisor)

1 Apologies

No apologies were received.

2 Identification of Items of Urgent Business

No items of urgent business were received.

3 Identification of Matters of a Minor Nature

No matters of a minor nature were raised.

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 18 December 2023

Resolution 2024/1

Moved: Clr Sally Parker

Seconded: Clr Michelle Pye

That the Minutes of the Tenders and Procurement Committee Meeting held on 18 December 2023 be confirmed as a true and correct record of that meeting and that the Chairperson's electronic signature be attached.

Carried

6 Reports

6.1 Proposed Sale of 76, 78 & 80 Meadows Street, Washdyke properties

The Group Manager Environmental Services and the Procurement Lead spoke to the report to confirm the appointment of Michelle Greer, Principal Agent, Ray White Real Estate as the approved agent to facilitate the marketing and sales process of Council owned properties located at 76,78 & 80 Meadows Road, Washdyke, Timaru.

The committee discussed the inadvertent wording used when summarizing the communication between the property selling community and Council, and how the wording adversely conveyed the selling community.

Further discussion included an updated procurement policy and threshold to ensure that, moving forward, there is an appropriate way to equitably include and engage with Local Real Estate companies when selling Council owned properties, and to maintain a record of communication between Council and Real Estate companies.

Discussion also included for appropriate an time line to be created to ensure inclusivity with other Real Estate companies if Meadows Road is not sold in a timely manner whilst sitting with Ray White.

Resolution 2024/2

Moved: Clr Michelle Pye

Seconded: Clr Peter Burt

1. That the Tenders and Procurement Committee endorse the appointment of Ray White Real Estate as the agent to facilitate the sale of the following Council owned properties:
76 Meadows Road Lot 4 DP20082
78 Meadows Road Lot 3 DP20082
80 Meadows Road Lot 4 DP20082
2. Subject to the properties being sold by the end of February 2024.
3. That the Tenders and Procurement Committee endorse the Platinum Package and associated costs to provide the best profile for the marketing of the properties.
4. The real estate commission fees are to be negotiated which is delegated to the Chief Executive.

Carried

7 Consideration of Urgent Business Items

No items of urgent business were received.

8 Consideration of Minor Nature Matters

No matters of a minor nature were raised.

9 Exclusion of the Public**Resolution 2024/3**

Moved: Chairperson Nigel Bowen

Seconded: Clr Peter Burt

That the public be excluded from the following parts of the proceedings of this meeting on the grounds under section 48 of the Local Government Official Information and Meetings Act 1987 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 2641 Fluoridation Equipment - Supply and Install	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

Carried

10 Public Excluded Reports**10.1 Contract 2641 Fluoridation Equipment - Supply and Install****11 Readmittance of the Public****Resolution 2024/4**

Moved: Chairperson Nigel Bowen

Seconded: Clr Michelle Pye

That the meeting moves out of Closed Meeting into Open Meeting.

Carried

The Meeting closed at 9.09am.

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**Mayor Nigel Bowen
Chairperson**

6 Consideration of Urgent Business Items

7 Consideration of Minor Nature Matters

8 Exclusion of the Public

Recommendation

That the public be excluded from the following parts of the proceedings of this meeting on the grounds under section 48 of the Local Government Official Information and Meetings Act 1987 as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Plain English Reason
9.1 - Public Excluded Minutes of the Tenders and Procurement Committee Meeting held on 30 January 2024	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
9.2 - Road Resurfacing Contract 2024-26	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 s7(2)(j) - The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage	To enable Council to carry out commercial activities To prevent use of the information for improper gain or advantage

9 Public Excluded Reports

9.1 Public Excluded Minutes of the Tenders and Procurement Committee Meeting held on 30 January 2024

9.2 Road Resurfacing Contract 2024-26

10 Readmittance of the Public