

I hereby give notice that an ordinary meeting of the Tenders and Procurement Committee will be held on:

**Date:** Tuesday, 19 July 2016  
**Time:** 9.30am  
**Meeting Room:** Room 1, Level 26  
**Venue:** 135 Albert Street  
Auckland

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## Tenders and Procurement Committee

### OPEN AGENDA

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#### MEMBERSHIP

**Chairperson** Cr Dick Quax  
**Deputy Chairperson** Cr Denise Krum  
**Members** Cr Anae Arthur Anae  
Cr Cameron Brewer  
Cr Sharon Stewart, QSM  
Cr Sir John Walker, KNZM, CBE

**Ex-officio** Mayor Len Brown, JP  
Deputy Mayor Penny Hulse

**Ex-officio  
(without voting rights)** All other councillors

(Quorum 3 members)

Quorum must include at least two  
named voting members.

**Jaimee Maha**  
**Democracy Advisor**

**12 July 2016**

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## TERMS OF REFERENCE

### Responsibilities

The Committee is established to assist the Chief Executive to undertake the management procedure of ensuring sound probity procedures are followed in relation to procurement of goods and services necessary to deliver on the work programme and operations outlined in Council's adopted Annual plan.

It will ensure that reasonable purchasing procedures have been followed in awarding contracts and will provide an efficient mechanism for documenting the approvals for those contracts.

Within a framework where contracts are an operational matter delegated to the Chief Executive, this Committee will consider all tenders beyond the Chief Executive's financial delegations. The Chief Executive may refer contracts within his financial delegations which are sensitive or may impact on the reputation of the Council.

The Chief Executive has power to award contracts up to \$20 million alone and the power to award contracts up to \$22.5 million jointly with the mayor and relevant committee chair.

The Committee will have responsibility for:

- Awarding of contracts greater than \$22.5 million; and
- Awarding of contracts less than \$20 million which are sensitive or may impact on the reputation of the Council where the Chief Executive refers the matter to the Committee;
- Oversight over the tendering and procurement process and procedures of the Governing Body and local board; and
- Developing a tendering and procurement strategy as policy for recommendation to the Governing Body for adoption.

From time to time the Committee may advise the Chief Executive and Council on changes to the Procurement and Contracts probity procedures.

### Powers

All powers necessary to perform the Committee's responsibilities.

#### Except:

- (a) powers that the Governing Body cannot delegate or has retained to itself (section 2)
- (b) where the Committee's responsibility is limited to making a recommendation only
- (c) where the Committee's responsibility sets out financial limitations

## **Exclusion of the public – who needs to leave the meeting**

### **Members of the public**

All members of the public must leave the meeting when the public are excluded unless a resolution is passed permitting a person to remain because their knowledge will assist the meeting.

### **Those who are not members of the public**

#### General principles

- Access to confidential information is managed on a “need to know” basis where access to the information is required in order for a person to perform their role.
- Those who are not members of the meeting (see list below) must leave unless it is necessary for them to remain and hear the debate in order to perform their role.
- Those who need to be present for one confidential item can remain only for that item and must leave the room for any other confidential items.
- In any case of doubt, the ruling of the chairperson is final.

#### Members of the meeting

- The members of the meeting remain (all Governing Body members if the meeting is a Governing Body meeting; all members of the committee if the meeting is a committee meeting).
- However, standing orders require that a councillor who has a pecuniary conflict of interest leave the room.
- All councillors have the right to attend any meeting of a committee and councillors who are not members of a committee may remain, subject to any limitations in standing orders.

#### Independent Māori Statutory Board

- Members of the Independent Māori Statutory Board who are appointed members of the committee remain.
- Independent Māori Statutory Board members and staff remain if this is necessary in order for them to perform their role.

#### Staff

- All staff supporting the meeting (administrative, senior management) remain.
- Other staff who need to because of their role may remain.

#### Local Board members

- Local Board members who need to hear the matter being discussed in order to perform their role may remain. This will usually be if the matter affects, or is relevant to, a particular Local Board area.

#### Council Controlled Organisations

- Representatives of a Council Controlled Organisation can remain only if required to for discussion of a matter relevant to the Council Controlled Organisation.

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**1 Apologies**

Apologies from Deputy Chairperson DA Krum and Deputy Mayor PA Hulse have been received.

**2 Declaration of Interest**

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

**3 Confirmation of Minutes**

That the Tenders and Procurement Committee:

- a) confirm the ordinary minutes of its meeting, held on Tuesday, 21 June 2016, including the confidential section, as a true and correct record.

**4 Petitions**

At the close of the agenda no requests to present petitions had been received.

**5 Public Input**

Standing Order 7.7 provides for Public Input. Applications to speak must be made to the Democracy Advisor, in writing, no later than **one (1) clear working day** prior to the meeting and must include the subject matter. The meeting Chairperson has the discretion to decline any application that does not meet the requirements of Standing Orders. A maximum of **thirty (30) minutes** is allocated to the period for public input with **five (5) minutes** speaking time for each speaker.

At the close of the agenda no requests for public input had been received.

**6 Local Board Input**

Standing Order 6.2 provides for Local Board Input. The Chairperson (or nominee of that Chairperson) is entitled to speak for up to **five (5) minutes** during this time. The Chairperson of the Local Board (or nominee of that Chairperson) shall wherever practical, give **one (1) day's** notice of their wish to speak. The meeting Chairperson has the discretion to decline any application that does not meet the requirements of Standing Orders.

This right is in addition to the right under Standing Order 6.1 to speak to matters on the agenda.

At the close of the agenda no requests for local board input had been received.

**7 Extraordinary 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
- (b) 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.”

## **8 Notices of Motion**

At the close of the agenda no requests for notices of motion had been received.

## Facilities Management and Maintenance Contracts: Progress Update

File No.: CP2016/14791

### Purpose

1. To receive the progress update on the Facilities Management and Maintenance contracts (FM Contracts) renewal.

### Executive summary

2. The Community Facilities department is responsible for the management and maintenance of a large portfolio of community facilities.
3. The current FM Contracts represent a total annual value of \$124 million per annum and are scheduled to expire on 30 June 2017.
4. This presentation will provide background and summary of progress to date on the procurement process for the FM Contracts renewals for 1 July 2017.
5. A further presentation will be provided in the confidential section of the 19 July Tenders and Procurement Committee meeting, which will address the category strategy.

### Recommendation/s

That the Tenders and Procurement Committee:

- a) receive the progress update presentation on the Facilities Management and Maintenance contracts renewals.

### Comments

6. The current FM Contracts were set up following a competitive tender process in 2012 (Project Genesis).
7. The current FM Contracts represent a total annual value of \$124 million per annum and are scheduled to expire on 30 June 2017.
8. The Community Facilities team, together with all relevant stakeholders, are well progressed on the procurement process for the FM Contracts renewals for 1 July 2017.
9. This presentation will provide background and summary of progress to date.

### Consideration

#### Local board views and implications

10. Consultation and engagement with local boards has been initiated and will continue throughout this process to ensure community needs priorities are met.

#### Māori impact statement

11. Community Facilities play a key role in developing vibrant communities and positively impact Māori well-being and the FM Contract renewals may contribute to positive outcomes.

### Implementation

12. Implementation details will be provided in the presentation.

## Attachments

There are no attachments for this report.

## Signatories

Author	Peter Cunningham – Head of Physical Works & Technical Services Procurement
Authoriser	Jazz Singh – Acting General Manager Procurement

## Exclusion of the Public: Local Government Official Information and Meetings Act 1987

That the Tenders and Procurement Committee:

- a) exclude the public from the following part 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 Facilities Management and Maintenance Contract Renewal 2017 - Category Strategy

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.  In particular, the report contains commercially sensitive information.	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.