










Attachment One – Political Engagement Timeline (Project 17)

Dates	Engagement Process	
Feb to Sept 2016	Local Board Chairs Procurement Working Group Regular meetings with the Local Board Chairs Procurement Working Group consisting of 12 local board chairs, to seek input and direction to the overall project	
18 Apr 2016	Memo To local boards outlining the project and timeline	
Aug 2016	Local Board Cluster Workshops Five local board cluster workshops to provide an overview of the objectives of this project, discuss what is being proposed for a Request for Proposal and seek verbal feedback.	
Aug/Sep 2016	Hauraki Gulf Local Board Workshops Individual workshops and memos for Hauraki Gulf Island members to discuss Expressions of Interest from suppliers and preferred delivery model options	
Sept 2016	Local Board Report A report presented on local board business meeting agendas sought formal feedback through resolutions on: <ol style="list-style-type: none"> 1. proposed geographical clusters 2. proposed service specifications 3. Smart procurement principles 4. delivery options for Hauraki Gulf Islands 	
21 Sept 2016	Local Board Chairs Forum To provide an update on the project and proposed operational re-structure under consultation	
7 Oct 2016 and 15 Nov 2016	Memorandum To local boards (previous and new term members) with an update on progress and how feedback has been incorporated into the Request for Proposal	
New Elected Term		
28 Oct 2016	Request for Proposal released Following an assessment of Expressions of Interest, the Full Facilities Request for Proposal was released to preferred suppliers	
7 Mar 2017	Memorandum To local board members providing an update Project 17 and next steps.	
10 Mar 2017	Shortlisted Suppliers Preferred suppliers identified and baseline service levels negotiated.	
13 Mar 2017	Local Board Chairs Forum Attendance at the Chairs Forum to answer questions regarding maintenance service recommendations.	
14 – 28 Mar 2017	Local Board Workshops / Meetings	

Dates	Engagement Process
	Community Facilities attends individual local board workshops or business meetings to discuss maintenance service recommendations. A report presented to local boards seeking formal feedback from each local board on maintenance service recommendations.
24 Mar 2017	Strategic Procurement Committee To recommend supplier contracts to the Finance & Performance Committee.
28 Mar 2017	Finance & Performance Committee To agree suppliers, pricing and baseline service levels.
Apr 2017	Local Board Workshops (Annual Plan 2017/18) As part of the annual plan process, local boards discuss Locally Driven Initiative (LDI) funding priorities, which may include enhancing baseline maintenance service levels for buildings, parks and open spaces.
12 - 13 Apr 2017	Local Board Advocacy Local boards hold advocacy discussions with the Finance & Performance Committee regarding 2017/2018 Annual Plan matters.
End April/May 2017	Local Board Workshops Each local board 'meets n greets' new maintenance suppliers and agrees local service level priorities.
31 May / 1 Jun	2017/18 Annual Plan budgets agreed The governing body meets to agree 2017/2018 budgets
1 July 2017	New maintenance contracts commence A transition plan is in place to ensure smooth implementation of services